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IOFM Accredited Payables Specialist (APS) Certification Exam Sample Questions (Q76-Q81):

NEW QUESTION # 76
In the U.S., what is the best way to verify a vendor's business registration?

- A. Require a sworn affidavit from the vendor's financial institution
- B. Check the database of the Secretary of State where the vendor is registered
- C. Send a letter to the vendor requesting written confirmation that the registration is up-to-date
- D. Submit a request to the Internal Revenue Service to do a Form 1120 search

Answer: B

Explanation:
The Vendor Master File topic in the APS Certification Program covers vendor validation to ensure legitimacy and prevent fraud. The best way to verify a vendor's business registration in the U.S. is to check the database of the Secretary of State in the state where the vendor is registered, as this provides authoritative, public confirmation of the vendor's legal status and registration details.
* Option A (Send a letter to the vendor requesting written confirmation): Incorrect. Vendor-provided confirmation is less reliable, as it may be falsified, and is not authoritative.
* Option B (Submit a request to the IRS to do a Form 1120 search): Incorrect. Form 1120 is a corporate tax return, not a business registration record, and the IRS does not provide registration verification services.
* Option C (Require a sworn affidavit from the vendor's financial institution): Incorrect. Financial institutions do not typically provide affidavits for business registration, and this is not a standard practice.
* Option D (Check the database of the Secretary of State where the vendor is registered): Correct.
Secretary of State databases offer verifiable, public records of business registration, the most reliable method.
Reference to IOFM APS Documents: The APS e-textbook under Vendor Master File states, "To verify a vendor's business registration, check the Secretary of State database in the vendor's state of incorporation for authoritative confirmation." The training video notes, "The best practice for validating vendor legitimacy is accessing Secretary of State records online to confirm registration details."

NEW QUESTION # 77
Key elements essential for an effective vendor fraud prevention program include each of the following practices, EXCEPT:

- A. Confirmation of a physical address
- B. Verifying that vendors are bonded
- C. Checking government sanction lists
- D. Requiring a W-9

Answer: B

Explanation:
The Vendor Master File topic in the APS Certification Program emphasizes fraud prevention through robust vendor validation processes. Key practices include confirming a vendor's physical address, checking government sanction lists (e.g., OFAC), and requiring a W-9 to verify tax identification numbers (TINs).
However, verifying that vendors are bonded (i.e., insured against financial loss) is not a standard requirement for vendor fraud prevention, as it is more relevant to specific industries (e.g., construction) and not universally applicable.
* Option A (Confirmation of a physical address): Verifying a physical address ensures the vendor is a legitimate entity, reducing the risk of fraudulent shell companies. This is a key practice.
* Option B (Verifying that vendors are bonded): Bonding is not a standard AP requirement for fraud prevention. It may apply to certain vendors (e.g., contractors), but it is not essential for all vendor fraud prevention programs. This is the correct answer.
* Option C (Checking government sanction lists): Checking lists like OFAC (Office of Foreign Assets Control) ensures compliance with regulations and prevents payments to sanctioned entities, a critical fraud prevention step. This is a key practice.
* Option D (Requiring a W-9): A W-9 provides the vendor's TIN, enabling verification with the IRS to prevent fraudulent identities

and ensure tax compliance. This is a key practice.

Reference to IOFM APS Documents: The APS e-textbook underVendor Master Filelists "confirming physical addresses, checking sanction lists, and requiring W-9 forms" as essential for vendor fraud prevention. It notes that "bonding is not a universal requirement for vendor validation,though it may be relevant for specific contracts." The training video emphasizes vendor verification processes, highlighting address checks, sanction list reviews, and W-9 requirements but not bonding.

NEW QUESTION # 78

Which AP function is typically NOT considered a good candidate for business process outsourcing (BPO)?

- A. Performance monitoring
- B. Invoice imaging
- C. Utility payments
- D. Check printing

Answer: A

Explanation:

TheTechnology and Automationtopic in the APS Certification Program covers the use of technology to streamline AP processes and the potential for outsourcing certain functions to business process outsourcing (BPO) providers. BPO is commonly used for repetitive, transaction-based tasks such as check printing, utility payments, and invoice imaging, which benefit from automation and economies of scale. However, performance monitoring-which involves analyzing AP metrics, ensuring compliance, and optimizing processes-is typically retained in-house, as it requires strategic oversight and organizational knowledge.

* Option A (Performance monitoring): Performance monitoring involves tracking key performance indicators (KPIs) like invoice processing time, error rates, and compliance with internal controls. This function requires deep understanding of the organization's goals and policies, making it less suitable for outsourcing. This is the correct answer.
* Option B (Check printing): Check printing is a routine, mechanical task that can be efficiently outsourced to BPO providers with secure printing and mailing capabilities. It is a common BPO candidate, so it is not the exception.
* Option C (Utility payments): Utility payments are standardized, recurring transactions thatcan be automated and outsourced to BPO providers, often integrated with electronic payment systems. This is a good BPO candidate, so it is not the exception.
* Option D (Invoice imaging): Invoice imaging (scanning and digitizing invoices) is a repetitive task that leverages automation and is frequently outsourced to BPO providers with imaging technology. This is a common BPO candidate, so it is not the exception.

Reference to IOFM APS Documents: The APS e-textbook underTechnology and Automationdiscusses BPO as a strategy for "outsourcing transactional AP tasks like invoice imaging, check printing, and payment processing to improve efficiency." It notes that strategic functions, such as "performance monitoring and analytics," are typically retained in-house to maintain control over compliance and process optimization. The IOFM training video emphasizes that BPO is ideal for high-volume, low-complexity tasks, while performance monitoring requires internal expertise to align with organizational objectives.

NEW QUESTION # 79

Ways in which an organization could suffer from check fraud include which of the following: I. Check alteration; II. Invalid payments; III. Stolen issued checks.

- A. I and III only
- B. I, II, and III
- C. I and II only
- D. II and III only

Answer: B

Explanation:

TheInternal Controlstopic in the APS Certification Program emphasizes fraud prevention, including check fraud, which is a significant risk in AP due to the handling of payments. Check fraud can occur throughcheck alteration(modifying payee or amount),invalid payments(payments to fraudulent vendors or for unauthorized transactions), andstolen issued checks(checks intercepted and cashed fraudulently). All three are recognized methods of check fraud.

* Item I (Check alteration): Altering a check's payee, amount, or date is a common fraud method, often mitigated by controls like positive pay. This is a valid way.
* Item II (Invalid payments): Payments to fictitious vendors or for unauthorized purposes (e.g., duplicate invoices) constitute fraud, often enabled by weak vendor validation. This is a valid way.
* Item III (Stolen issued checks): Stealing issued checks (e.g., from mail) and cashing them fraudulently is a well-documented fraud risk, mitigated by secure check handling. This is a valid way.

* Option A (I, II, and III): Correct, as all three are ways organizations suffer from check fraud.
* Option B (II and III only): Incorrect, as Item I is also a valid method.
* Option C (I and III only): Incorrect, as Item II is also a valid method.
* Option D (I and II only): Incorrect, as Item III is also a valid method.
Reference to IOFM APS Documents: The APS e-textbook underInternal Controlslists "check alteration, invalid payments to fraudulent vendors, and stolen checks" as common check fraud methods. It emphasizes controls like positive pay and secure check storage to mitigate these risks. The training video discusses check fraud scenarios, citing all three methods as prevalent in AP processes.

NEW QUESTION # 80
COSO identifies each of the following elements as necessary for an effective control environment, EXCEPT:

- A. People know their responsibilities and limits of authority
- B. Staff work in self-directed teams
- C. Internal controls are monitored and evaluated
- D. Information is distributed in a timely way

Answer: B

Explanation:
TheInternal Controlstopic in the APS Certification Program details the COSO framework's Control Environment component, which establishes the foundation for effective internal controls. Key elements include clear roles and responsibilities, timely information distribution, and ongoing monitoring of controls.
However,staff working in self-directed teamsis not a COSO requirement, as the framework focuses on structure and accountability rather than specific team management styles.
* Option A (Internal controls are monitored and evaluated): This aligns with COSO's Monitoring Activities component but also supports the Control Environment by ensuring controls are enforced. It is a necessary element.
* Option B (Staff work in self-directed teams): COSO does not mandate self-directed teams. While teamwork may be beneficial, the Control Environment emphasizes defined roles and oversight, not specific team structures. This is the correct answer.
* Option C (Information is distributed in a timely way): This supports the Control Environment by ensuring employees have the information needed to perform their duties, aligning with COSO's Information and Communication component. It is a necessary element.
* Option D (People know their responsibilities and limits of authority): This is a core element of the Control Environment, ensuring clear accountability and authority structures. It is a necessary element.
Reference to IOFM APS Documents: The APS e-textbook underInternal Controlsexplains, "The COSO Control Environment requires clear responsibilities, timely information flow, and ongoing monitoring to establish effective controls." It lists elements like "defined roles and authority limits" and "effective communication" but does not mention self-directed teams as a requirement. The training video emphasizes COSO's focus on accountability and structure, noting that team configurations are organizational choices, not COSO mandates.

NEW QUESTION # 81
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