

CAPS Practice Test Questions and Answers

1. What does CAPS typically stand for in professional certification?

- A) Certified Administrative Professional Specialist
- B) Certified Accounts Payable Specialist
- C) Certified Application Programming Specialist
- D) Certified Asset Protection Specialist

2. Which area is typically covered in CAPS certification related to accounts payable?

- A) Marketing strategies
- B) Invoice processing and vendor management
- C) Product development
- D) Human resources policies

3. What is a key component of the three-way match in accounts payable?

- A) Purchase order, sales receipt, and payment
- B) Purchase order, receiving report, and vendor invoice
- C) Invoice, payment, and tax document
- D) Contract, payment, and audit report

4. What is the primary purpose of vendor management in accounts payable?

- A) To increase purchasing costs
- B) To maintain strong supplier relationships and ensure timely payments
- C) To eliminate all vendors
- D) To handle customer complaints

Answers: 1-B 2-B 3-B 4-B

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