

BACKBONE IT.

YOUR *workbook* ■

Finance at Backbone IT. You write all your answers for Day 1 and Day 2 in this file.

BEFORE YOU START

Write your answers in the white boxes, in English. German words in brackets are fine when you get stuck. Save this file at the end of every day and keep it.

DAY 1 · FINANCE · BACKBONE IT

180 INVOICES. ONE IS FAKE.



Your contact: Amara

HEAD OF FINANCE · BACKBONE IT

Open the internship page for Day 1 and keep it next to this workbook. Work through the steps in order.

— DAY 1 · STEP 1 OF 3

THE TEAM MEETING

On the internship page: M1 (The Finance meeting).

Write two sentences. Sentence 1: Why does Amara want to try PayFlow? Use a number from the minutes.
Sentence 2: What are Heike and Lukas worried about?

Help: “Amara wants to try PayFlow because ... Heike remembers ..., and Lukas asks ...”

— DAY 1 · STEP 2 OF 3

CHECK THE INVOICES

On the internship page: M2 (How Finance checks an invoice), M3 (Amara's desk).

Check each invoice the way M2 describes it. Tick “Pay” if the invoice is correct and can be paid after the checks in M2. Tick “Do not pay” if something is wrong. Tick exactly one box for each invoice.

Invoice A ☐ Pay ☐ Do not pay

Invoice B ☐ Pay ☐ Do not pay

Invoice C ☐ Pay ☐ Do not pay

Invoice D ☐ Pay ☐ Do not pay

a) Invoice A: compare it with the order and the delivery note. Write down the mistake and calculate the correct amount.

b) Invoice C: explain in one or two sentences why Finance must not pay it.

c) Invoice D: name the two warning signs. Then write what Finance should do next, in one or two sentences.

Help for c): "The first warning sign is ... The second is ... Finance should call TechSupply on the number from earlier invoices, and ..."

— DAY 1 · STEP 3 OF 3

PAYFLOW AND A REAL CASE

On the internship page: M4 (How an AI invoice tool works), M5 (A real case: Arup).

a) Use M1, M3 and M4. For each invoice A to D, write "PayFlow pays" or "PayFlow stops", with one short reason each. For invoice C, M4 does not tell you everything: write what you think PayFlow does, and why.

Help for a): "A: PayFlow ..., because ... B: PayFlow ..., because the amount ..."

b) Use M2 and M5. Which rule from M2 could have stopped the fraud at Arup? Explain in two sentences.

Samuel writes: *“A machine can't be fooled by a video call. So with PayFlow, we are safe from fraud.”*

c) Use M4 and M5. Give two reasons why Samuel is wrong. One or two sentences each.

Help for c): “First, criminals learn ... Second, PayFlow only checks ...”

— DAY 1 · MY NOTES

WHAT I LEARNED TODAY

Write three sentences, one for each important thing you learned today, in your own words. For example: how Finance checks an invoice, and why criminals look for the rules of a tool.

Done for today: save this file. Then open the internship page for Day 1 and let it check your workbook.

— DAY 2 · FINANCE · BACKBONE IT

WHO PAYS WHEN IT GOES WRONG?

**Your contact: Amara**

HEAD OF FINANCE · BACKBONE IT

Open the internship page for Day 2 and keep it next to this workbook. Work through the steps in order.

— DAY 2 · STEP 1 OF 5

CALCULATE AND CHECK

On the internship page: M6 (PayFlow at Backbone: the facts).

a) How many working hours does Finance need each month to check all invoices by hand, and what do these hours cost? Write down your calculation.

b) Assume that PayFlow does all the checking. What does PayFlow cost per month, including the 2 h when a person checks it? How much does Backbone save per month and per year? Write down your calculation.

c) First: would PayFlow pay Heike's fake TechSupply invoice of €18,400 on its own? Then imagine this: the criminals send the same amount as 4 invoices of the same size. Each invoice has a real order number, stolen from an email, and a matching amount. PayFlow does not check bank details. Calculate the amount of one invoice. Then explain what PayFlow would do.

d) PayFlow pays the four fake invoices from c). With the saving per month from b), how many months does Backbone need to save this money again? Round up (aufrunden) to a full month. Write down your calculation.

— DAY 2 · STEP 2 OF 5

TEST PAYFLOW YOURSELF

On the internship page: Step 2.

Lukas asked in the team meeting on Day 1: *“If PayFlow pays a fake invoice, who is responsible? The tool, the person who set it up, or me?”*

Write your answer to Lukas in two sentences. Who should be responsible if PayFlow pays a fake invoice? Use the simulator on the internship page: the payment limit and the extra rule for new bank details decide if PayFlow pays a fake invoice. Who at Backbone decides about them?

Help: “Lukas, you are not ..., because ... The responsibility lies with ..., because they decide ...”

— DAY 2 · STEP 3 OF 5

ZOOM OUT: THE WHOLE CITY

On the internship page: Step 3.

a) What happens to fraud in Ohm City? Complete this sentence in the box: “Most companies pay invoices automatically, so criminals ..., therefore ...”

b) Small suppliers, for example a one-person repair shop, often wait weeks for their money today. Name one advantage and one risk for them when most companies pay automatically. Two sentences.

Help: Think of Step 1 c): what can criminals do with the name of a small supplier? And what happens when a tool stops a correct invoice and nobody looks at it? "One advantage is ... One risk is ..."

c) An AI tool pays a fake invoice, and the money is gone. Who should be liable for the loss? Tick exactly one box.

- ☐ The company that paid
- ☐ The company that sells the AI tool
- ☐ The bank that sent the money

d) Explain your choice in c) in two sentences. Then name one weakness of your choice in a third sentence.

Help: Think of Lukas and of a small supplier. "I choose ..., because ... One weakness is that ..."

— DAY 2 · STEP 4 OF 5

YOUR PAYMENT RULE AND YOUR STATEMENT

On the internship page: Step 4.

a) Write Backbone's payment rule in one or two sentences. Your rule answers three questions: Does Backbone use PayFlow? Up to which amount does it pay on its own? Which cases always go to two people?

Help: "Backbone uses PayFlow for invoices below €..., and ... always go to two people." or "Backbone keeps checking by hand, and ..."

b) Prepare your statement. Write exactly three sentences, one in each box.

Sentence 1 starts with: “Our rule is ...” Write your rule from a) again as one sentence and start it with these words.

Sentence 2 starts with: “The strongest reason for our rule is ...” Use a number from Step 1 or a fact from M6 or the Arup case (about 25 million US dollars).

Sentence 3 starts with: “The biggest weakness of our rule is ..., and we deal with it by ...”

Help for sentence 3: “The biggest weakness of our rule is that it costs ... / that criminals could ..., and we deal with it by ...”

c) Everyone prepares this part. Ms Borgwardt chooses some of you to read their three sentences out loud. Then two classmates ask two questions: “Who loses because of your rule?” and “How much does your rule cost?” Write your answers here, one or two sentences each.

Question 1: “Who loses because of your rule?”

Help for question 1: Who is worse off with your rule: who has more risk, more work, or waits longer for money? If your rule uses PayFlow, think of Lukas (who gets the blame for a mistake?) and of small suppliers (what happens when PayFlow stops their invoice?). If your rule keeps checking by hand, think of the Finance team and of the suppliers who wait for their money.

Question 2: “How much does your rule cost?”

Help for question 2: Use your results from Step 1: what PayFlow saves per month (b) and what the split fake invoices would cost (c and d). If you changed the limit or the checks, say if you save more or less than in Step 1 b), and why. “Our rule saves about €... a month. If ..., we could lose €...” If your rule keeps checking by hand: “Our rule costs about €684 a month in staff time, but a person checks every invoice.”

— DAY 2 · STEP 5 OF 5

THE STATEMENTS

On the internship page: Step 5.

First, while you listen: who loses in each statement? A few words for each one. Then think about all the answers to the first question, “Who loses because of your rule?” Write two sentences under your notes: What do the people who lose have in common?

Help: Look at your notes. Do the people who lose decide about the rule? “Most of the people who lose are ... They all ...” If you missed the statements: leave out the notes and write two sentences. Think of Lukas and of small suppliers, and of the people who lose under your own rule. What do they have in common?

 DAY 2 · MY NOTES

WHAT I LEARNED TODAY

Write three sentences, one for each important thing you learned in Finance, in your own words. For example: what PayFlow saves, and why a payment limit alone does not stop fraud.

Done for today: save this file. Then open the internship page for Day 2 and let it check your workbook.

