DIANO

FOR THE FINANCE MANAGER AND THE CFO

Control you can show your auditor.

Sales, buying, stock, the bank, the ledger and payroll in one set of books. The controls, the compliance figures, your data, the move from Sage, and the cost.

1. Control

Roles and access

Eight roles: Company Admin, Finance User, Sales, Procurement, HR Payroll, Delivery, Accountant and Auditor. A Company Admin can narrow a person's access further, hide screens, and use **View as this person** to check what they see.

Segregation of duties

Settings › Roles and duties has four rules for duties your company keeps apart, for example creating suppliers and also paying them. Each is Off, Warn or Strict. **People with mixed duties** lists who can do both; an exception needs a reason, which is kept in the audit trail.

Second-person checks

Another Company Admin approves a new supplier and changed bank details. A Company Admin approves purchase orders and posts journals. Expenses, supplier invoices, expense claims and payroll runs are approved by someone other than the person who captured them.

Issued is final

An issued invoice keeps its number. It can't be edited: it is voided with a reason, or corrected with a credit note that is approved. A posted journal is reversed, never changed. A receipt is reversed with a reason, never edited.

Period locks

The **Month end** checklist checks unposted documents, the trial balance, debtors and creditors control, payroll, VAT, bank, suspense and drafts. Only a Company Admin locks a month, and nothing dated in a locked month can be posted. Reopening needs a reason, and it is logged.

The audit trail

Each entry shows who made the change and their role, what changed (the values before and after) and when. Nobody can edit or delete entries in the audit trail. Only DIANO's server writes them.

2. Compliance

VAT-correct invoices

A VAT-registered company's invoice is headed **Tax Invoice**. It shows your registered name, registration, VAT and CSD numbers, and your customer's VAT number (or "Not VAT registered"). DIANO warns you before it issues a tax invoice to a customer with no VAT number.

VAT201 figures from your books

DIANO fills in fields 1 to 20 from your posted invoices, credit notes, bills and expenses, and shows the documents behind each field. You press **Prepare (I have checked these figures)**, then submit on SARS eFiling yourself. Then you record the submission in DIANO, and the period locks. Every VAT201 screen says "Preview — check with your tax practitioner".

Payroll and EMP201 Growth

Monthly payroll runs (create, calculate, approve, finalise), payslips that show how PAYE was worked out, a bank payment file, and the salaries journal posted to the books. The EMP201 is made from finalised runs and is marked "Preview — check with your tax practitioner". You submit it on eFiling yourself.

Reports

Trial balance, profit and loss, balance sheet, cash flow, general ledger, and debtors and creditors ageing. **Management reports** and **annual financial statements** are available marked "Preview — check with your accountant", until an accountant has reviewed how DIANO builds them.

> DIANO does not submit anything to SARS. It prepares the figures and keeps the proof of what you submitted.

Your accountant and auditor

- **Your accountant signs in free:** the Accountant role does not use one of your users. Choose **View only**, or **Can propose journals**, which saves Draft journals for a Company Admin to approve.
- **The Auditor role** reads the books and can't change anything, download documents or send them.
- **Exports:** every report can be printed or exported to a spreadsheet; any list can be exported as you filter it.

3. Your data

These are the Trust Centre's own words (diano.co.za/trust, version 2026-10-19-u1):

- ✓ Your business records (customers, quotes, invoices, users and the audit trail) are stored in Google Cloud's Johannesburg region, called africa-south1.
- ✓ A full backup of the database is made every day and kept for 14 days.
- ✓ Since 18 October 2026, DIANO can also take the database back to how it was at any minute in the last 7 days. This is called point-in-time recovery.
- ✓ Google encrypts all stored data, backups included, with AES-256. Google manages the keys.
- ✓ The audit trail archive is locked for 7 years. Until then nobody can change or delete it, not even DIANO.
- ✓ A Company Admin can download all the company's records at any time as one ZIP file. Each kind of record is in it twice, as a CSV spreadsheet and as JSON, with a list of every file and its SHA-256 check value.
- ✓ People can only see their own company's records. The database rules refuse everything else.

What the Trust Centre says is not true yet

- Files you upload, such as your company logo, signatures and stored documents, are kept in Google's us-east1 region in the United States.
- The platform owner can read your company's records. This is needed to set up companies and to help when you ask. DIANO's pages do not let the platform owner read your audit trail or your users' private details.
- DIANO itself does not hold ISO 27001, SOC 2 or any other security certificate. Google's certificates cover Google's part, not DIANO's own work.
- No outside firm has tested DIANO's security yet (a penetration test).

Each has a plan on the Trust Centre's roadmap. The Trust Centre lists every place records are kept or handled outside South Africa, and has a Security Pack and a questionnaire for your auditor.

POPIA

For the records you keep in DIANO, your business is the responsible party and DIALE Consulting is the operator. DIANO does not sell personal information and does not use your records for marketing. DIALE Consulting's Information Officer is Jonathan Diale (Director).

Backups you hold yourself

A Company Admin can download a backup at any time from **Settings › Backups**, and ask for a restore into a new copy of the company. Your live company is never overwritten.

4. Moving from Sage

DIANO's **Move to DIANO** has guides for Sage Business Cloud Accounting, Sage Pastel (Partner, Xpress, 50cloud), Sage 200 Evolution and Sage Payroll.

1. **Pick the start date.** DIANO recommends the first day of a month, just after a month is finished: last month's VAT return and payroll are done.
2. **Choose what comes across:** balances on the start date (the usual choice), or lists only.
3. **Export from Sage, for the day before the start date:** the trial balance, the detailed customer and supplier age analysis (one line per invoice), and the customer, supplier, item and account lists. For payroll: the employee list, year-to-date figures since 1 March, and leave balances.
4. **Upload and check.** DIANO compares every figure, for example that unpaid invoices add up to Debtors in the trial balance. Nothing changes in DIANO until the checks pass and a Company Admin presses **Bring it across**.

Running side by side

From the start date, new invoices and payments are captured in DIANO only. Keep Sage for a few months to look things up, and don't delete it. In the first month, compare DIANO's month-end reports with the closing figures from Sage, then lock the month. We schedule staff training in the weeks before the start date, on a practice company, so day one is a normal working day.

The cost

Free

R0

1 user · customers, quotes and invoices · 20 invoices a month

Starter

R120 / month

3 users · sales, purchases, stock, banking, VAT and reports

Growth

R180 / month

10 users · everything in Starter, plus HR and payroll

Prices include VAT. Try every Growth module for 30 days with no card. Then your company stays on Free unless you choose a plan. Your accountant signs in free.

Talk to us about your move and training

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