DIANO

DIANO ACADEMY · CHECK

Track E Executive overview: the check

Answer on your own. Choose one answer for each question unless it says otherwise.

Track: E: Executive overview · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 10

1. Who should be given the Company Admin role?

- □ a) Everyone, so nobody gets stuck
- □ b) Only the people who run DIANO for the company; we recommend two
- □ c) Only the external accountant
- □ d) Nobody: DIANO runs the company for you

2. A new supplier is added. What must happen before you can pay it?

- □ a) Nothing
- □ b) Another Company Admin approves and activates it
- □ c) The supplier signs in to DIANO
- □ d) The Accountant posts a journal

3. Where do you find the profit and loss?

- □ a) Settings › Company profile
- □ b) Accounting › Reports › Profit and loss
- □ c) Sales › Statements
- □ d) DIANO Drive

4. What does "Preview — check with your accountant" on the management reports mean?

- □ a) The report is broken
- □ b) An accountant has not yet reviewed how DIANO builds it, so check it with yours
- □ c) Only the accountant can open it
- □ d) It is a free trial feature

5. Who submits the VAT201 to SARS?

- □ a) DIANO submits it automatically
- □ b) The business, on SARS eFiling, after checking DIANO's figures with its tax practitioner
- □ c) DIALE Consulting
- □ d) Nobody: it is not needed

6. An issued invoice is wrong. What happens?

□ a) Anyone edits it

□ b) It is deleted

□ c) It is voided with a reason, or corrected with a credit note

□ d) DIANO support changes it

7. Where are your business records stored, in the Trust Centre's words?

□ a) On your own computer

□ b) In Google Cloud's Johannesburg region, called africa-south1

□ c) Nowhere: nothing is stored

□ d) In Sage

8. Does your accountant use one of your paid users?

□ a) Yes

□ b) No: the Accountant role signs in free

□ c) Only on Growth

□ d) Only on Free

9. Your 30-day trial ends and you choose no plan. What happens?

□ a) Everything is deleted

□ b) You are billed for Growth

□ c) The company moves to Free; nothing is deleted, and the modules Free doesn't include become read only

□ d) The company is locked

10. Which one is on purpose in DIANO, and different from many older programs?

□ a) Some steps need a second person

□ b) Invoices can be deleted

□ c) The audit trail can be edited by a Company Admin

□ d) Months can never be closed

Pass mark: 8 out of 10. Your trainer marks this check. Nothing you write here is stored by DIANO.