DIANO

DIANO ACADEMY · TRACK E

DIANO for owners and executives

What DIANO does for the business, what to read, who can do what, and what changes on day one

For: MD, CEO and owners · **Length:** 45 minutes · **Track:** E: Executive overview · **Version:** 5 November 2026

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WHO IT IS FOR
MD, CEO and owners

BEFORE THIS COURSE
None. Optional: read What is DIANO? first.

LENGTH
45 minutes

YOU WILL BE ABLE TO
Read DIANO's main reports, set the rules for who may do what, answer your auditor's questions about records, and lead the move from Sage.

This session is for the people who own and run the business. You won't capture invoices. You will decide who does, who checks, and what you read each month. Every fact here comes from the DIANO Help Centre (diano.co.za/help/app/) or the Trust Centre (diano.co.za/trust).

What DIANO is

- One place for quotes, invoices, stock, buying, the bank, the books, VAT figures, payroll and your files.
- Built for businesses registered in South Africa.
- Used in a web browser on your phone, tablet or laptop. There is nothing to install.
- Each record is captured once: an invoice updates the customer's balance, the stock, the VAT figures and the books together.

What runs in DIANO

Area	What it covers	Plan
Sales	Customers, quotes, sales orders, invoices, credit notes, delivery notes, receipts, statements	Free has customers, quotes and invoices; the rest is Starter and up
Buying	Suppliers, requisitions, purchase orders, goods received, supplier invoices and payments	Starter and up
Stock	Items, stock levels, cost of sales, stock takes	Starter and up
Bank and books	Bank statement import and reconciliation, expenses and staff claims, journals, recurring documents, month locks	Starter and up
Reports and VAT	Trial balance, profit and loss, balance sheet, cash flow, ageing, VAT201 figures	Starter and up
People	Employees, leave, payroll runs, payslips, EMP201 figures	Growth
Files	DIANO Drive, 2 GB	Every plan

What to read each month

1. **Profit and loss:** Accounting › Reports › Profit and loss. Choose the month and press Show.

2. **Balance sheet and cash flow:** the same Reports list.
3. **Debtors ageing:** who owes you, and for how long.
4. **Creditors ageing:** whom you owe.
5. **Management reports (Preview):** a pack with the income statement, balance sheet, cash flow, ageing, top customers and suppliers, key ratios, VAT and payroll. Choose Month, Quarter or Year to date, and compare with the period before or the same period last year. Save it as PDF or Excel.

> Management reports and annual financial statements say "Preview — check with your accountant" until an accountant has reviewed how DIANO builds them.

Your Today page

- **Today** is the first page after you sign in.
- A Company Admin sees the **Getting started** list there until every step is done.
- Drafts that need someone to issue them appear on Today, for example **Draft invoices to issue**.
- DIANO tells a Company Admin when journals are waiting for approval.

Who can do what

- Every person has a **role**: Company Admin, Finance User, Sales, Procurement, HR Payroll, Delivery, Accountant or Auditor.
- **Give each person the smallest role that lets them do their work** (the Trust Centre's advice).
- A Company Admin can narrow a person's access further, hide screens, and use **View as this person** to check what they see.
- **Your accountant signs in free:** the Accountant role does not use one of your paid users.
- The **Auditor** role reads and changes nothing.

Two people for the important steps

Step	Who checks it
A new supplier, or changed supplier bank details	Another Company Admin approves
A purchase order	A Company Admin approves
A journal	A Company Admin approves (posts) it
An expense, a supplier invoice, a staff expense claim, a payroll run	Someone other than the person who captured it
A sales invoice made by a Sales user	A Company Admin or Finance User issues it

Settings › Roles and duties has four duties your company keeps apart, for example creating suppliers and also paying them. Each rule is Off, Warn or Strict. Where one person must do both, a

Company Admin presses **Allow with reason**; the reason is kept in the audit trail. A company with only one person is never blocked.

Closing the month

- A Company Admin locks each month when it is done. Nothing dated in a locked month can be posted.
- Reopening a month needs a reason, and it is logged.
- The **Month end** checklist shows what is still open: unposted documents, the trial balance, debtors and creditors, payroll, VAT, the bank, the suspense account and drafts.
- Issued documents are final. Mistakes are voided or credited with a reason, never deleted.

Your records: what the Trust Centre says

- 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.
- Nobody can edit or delete entries in the audit trail. Only DIANO's server writes them.
- A Company Admin can download all the company's records at any time as one ZIP file.
- People can only see their own company's records.
- Files you upload, such as your company logo, signatures and stored documents, are kept in Google's us-east1 region in the United States.

POPIA in one minute

- 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.
- In training we only ever use invented people and companies.

What it costs

Plan	Price (incl. VAT)	Users	What it adds
Free	R0 a month, for life	1 (the owner)	Customers, quotes and invoices; up to 20 invoices a month
Starter	R120 a month	3	Sales, purchases, stock, banking, VAT and reports; no invoice limit
Growth	R180 a month	10	Everything in Starter, plus HR and payroll

- Every new company starts with a 30-day trial of every Growth module. No card is needed.

- If you don't choose a plan, the company moves to Free by itself on day 30. Nothing is deleted: the modules Free doesn't include become read only.
- Every plan has 2 GB of DIANO Drive.

What changes from Sage on day one

- **You use a browser.** Sign in at diano.co.za on any device.
- **Issued means final.** An issued invoice can't be edited: it is voided or credited, with a reason.
- **Some steps need a second person.** This is on purpose.
- **Months get locked.** A Company Admin locks each month after the month-end.
- **Everything is in the audit trail**: who changed what, and when.
- **Documents go out from your own address**, as a PDF, by WhatsApp, or through your own e-mail program.
- **New work goes into DIANO only** from the start date. Keep Sage for a few months to look things up.

Your actions after this session

1. Decide who your Company Admins are (we recommend two).
2. Give every person a role. Use the smallest role that fits.
3. Choose the start date for the move: the first day of a month, after last month's VAT and payroll are done.
4. Invite your accountant (free).
5. Ask your Finance Manager to report on the month-end, and lock each month.