DIANO

DIANO ACADEMY · CHECK

Track F Finance Manager and CFO: the check

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

Track: F: Finance Manager and CFO · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 15

1. In Move to DIANO, what date are the exported reports for?

- ☐ a) Today
- ☐ b) The day before your start date
- ☐ c) The last day of the financial year
- ☐ d) Any date

2. DIANO says customers owed doesn't match the unpaid invoices. What is a usual fix?

- ☐ a) Delete customers
- ☐ b) Run the detailed age analysis for the same date, after allocating unlinked payments and credit notes in the old program
- ☐ c) Ignore it; DIANO fixes it
- ☐ d) Lock the month

3. When can a difference be put into Suspense during a move?

- ☐ a) DIANO does it automatically
- ☐ b) Only when you tick the box, to sort it out with your accountant later
- ☐ c) Never
- ☐ d) Only for VAT

4. Where do you set Registered for VAT so the VAT201 return shows?

- ☐ a) Settings › Tax and compliance › Compliance settings
- ☐ b) Sales › Customers
- ☐ c) DIANO Drive
- ☐ d) My profile

5. Who submits the VAT201 on SARS eFiling?

- ☐ a) DIANO
- ☐ b) The business, after checking it with its tax practitioner
- ☐ c) DIANO Support
- ☐ d) The Auditor role

6. What happens when you record a VAT201 as submitted?

□ a) Nothing
□ b) The period is locked
□ c) The invoices are deleted
□ d) SARS is notified

7. A bank line is a transfer between your own accounts. What do you do?

□ a) Record an expense
□ b) Exclude it with a reason
□ c) Delete the import
□ d) Post a journal to suspense

8. When can you press Reconcile to ?

□ a) Any time
□ b) When the Difference is 0 and every line is matched or excluded
□ c) After the month is locked
□ d) Only at year-end

9. Who locks a month?

□ a) Any Finance User
□ b) Only a Company Admin
□ c) The Accountant
□ d) DIANO, automatically

10. How do you correct a posted journal?

□ a) Edit it
□ b) Delete it
□ c) Reverse it with a reason, and post a new one
□ d) Reopen the year

11. Your accountant is set to "Can propose journals". What can they do?

□ a) Approve and post journals
□ b) Save Draft journals for a Company Admin to approve
□ c) Lock months
□ d) Nothing at all

12. What does each audit trail entry show?

□ a) Only the date

□ b) Who made the change and their role, what changed (before and after) and when

□ c) Only the document number

□ d) Nothing for invoices

13. What do the management reports and the annual financial statements say until an accountant has reviewed how DIANO builds them?

□ a) Final

□ b) Audited

□ c) Preview — check with your accountant

□ d) Nothing

14. A payroll run is finalised and then found to be wrong. What happens?

□ a) Edit the payslips

□ b) Reverse the run with a reason, then create the corrected run

□ c) Delete the run

□ d) Change the EMP201 only

15. Which is true about restoring a backup?

□ a) It overwrites your live company

□ b) It makes a new copy of your company; your live company is never overwritten

□ c) Anyone can do it

□ d) It is not possible

Pass mark: 12 out of 15. Your trainer marks this check. Nothing you write here is stored by DIANO.