DIANO

DIANO ACADEMY · TRACK F

DIANO for the Finance Manager and CFO

The books, VAT, the bank, month-end, controls and reporting

For: Finance Managers, CFOs and senior bookkeepers · **Length:** 2 sessions of 90 minutes · **Track:** F: Finance Manager and CFO · **Version:** 5 November 2026

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DIANO for the Finance Manager and CFO

WHO IT IS FOR
Finance Managers, CFOs and senior bookkeepers

LENGTH
2 sessions of 90 minutes

BEFORE THIS COURSE
Track E (or the What is DIANO? overview). A Company Admin or Finance User login on the practice company.

YOU WILL BE ABLE TO
Set up and check the opening position, run VAT and the bank, close and lock a month, read and defend the reports, and keep the controls working.

This track is for the people who answer for the numbers. Session 1 is about the books going in and the daily controls: accounts, opening balances, VAT, the bank and ageing. Session 2 is about closing and proving: month-end, locks, journals, the audit trail, reports, payroll, your accountant, exports and a controls checklist.

Every step comes from the DIANO Help Centre. Where DIANO marks something **Preview**, so does this handbook.

Session 1 · The chart of accounts

- **Accounting › Reports** has a **Chart of accounts** tab, next to the Trial balance, General ledger and Opening balances.
- A Company Admin or Finance User can **add an account** of the company's own. Existing accounts are not changed.
- When you move from Sage, your own account list can come across as the **chart of accounts** file. It tells DIANO what kind each account is: bank, asset, liability, equity, income or expense.
- If DIANO can't tell an account's kind, it picks one from the name and shows it on the check screen for you to correct.

Session 1 · Opening balances: moving your books

1. **Settings › Bring data into DIANO › Move to DIANO.** Only the Company Admin presses **Bring it across**.
2. **Choose your program**, for example Sage Pastel (Partner, Xpress, 50cloud) or Sage Business Cloud Accounting, and your payroll program if you pay staff.
3. **Choose the start date.** DIANO recommends the first day of this month. Choose **Balances on the start date** (or **Lists only**).
4. **Export the files for the day before the start date:** the trial balance, the detailed unpaid customer invoices, the detailed unpaid supplier invoices, and the customer, supplier, item and account lists.
5. **Upload and check.** DIANO compares every figure. Nothing changes in DIANO yet.
6. **Bring it across.** DIANO e-mails you when it is done.

DIANO's check	What it means	The usual fix
The trial balance doesn't balance	Some accounts hidden, or two dates	Run it again for the day before the start date, all accounts, also zero balances
Customers owed doesn't match the unpaid invoices	The age analysis and Debtors differ	Run the detailed age analysis for the same date; allocate unlinked payments and credit notes in Sage first
What you owe suppliers doesn't match	The same, for Creditors	Run the detailed supplier age analysis; allocate supplier payments and credit notes
A VAT balance, but not VAT-registered in DIANO	VAT status not set	Set the VAT status first
The start date is in a locked month	The opening month is locked	Reopen it, or choose another start date

> Still different after the fixes? You can tick the box to put the difference into **Suspense**, and clear it with your accountant later. DIANO never does this without your tick.

Session 1 · VAT-correct invoices

- A VAT-registered company's invoice is headed **Tax Invoice**; without a VAT number it is headed **Invoice**.
- The document shows your registered name, registration number, VAT number and CSD number, and the customer's VAT number, or "VAT No: Not VAT registered".
- DIANO warns before it issues an invoice to a customer with no VAT number who is not marked Not VAT registered.
- A tax invoice over R5 000 also needs the customer's address and VAT number.
- The VAT number on documents (Settings › Company profile) is separate from **Registered for VAT** (Settings › Tax and compliance). Set both.

Session 1 · The VAT201

1. **Accounting › Reports › VAT201 return.** Find the period and press **Open**.
2. DIANO fills in **fields 1 to 20** from your posted invoices, credit notes, bills and expenses.
3. Read **Needs your attention before you submit** and fix what it lists. Journals or payments on a VAT account need their field chosen.
4. Press **Show the … document line(s)** on a field to see the documents behind it.
5. Press **Prepare (I have checked these figures)**.
6. Press **Values to type into eFiling**, or download the PDF or CSV. **Submit on SARS eFiling yourself.**
7. Back in DIANO, record **Submitted on**, the SARS reference and the proof, and press **Record as submitted on eFiling**. The period locks.

> Every VAT201 screen says **"Preview — check with your tax practitioner"**. A registered tax practitioner has not yet checked how DIANO fills each field. DIANO does not submit anything to SARS.

Session 1 · The bank

1. **Accounting › Bank accounts.** A Company Admin adds the bank account once and checks its ledger account.
2. **Import a statement:** CSV, OFX, QFX or QIF, up to 2 MB. For CSV, check the columns and keep **Save this mapping** ticked.
3. Importing posts nothing by itself. Overlapping statements are safe: DIANO skips lines it already imported.
4. Under **Statement lines**, accept the **Suggested** matches that are right.
5. For a line with no document, record the receipt, the supplier payment or the expense, then match it. **Exclude** a line that needs no document (with a reason), for example a transfer between your own accounts.
6. **Reconcile:** choose the last day of the month and the statement's closing balance, press **Check**, and clear the difference. When it is 0, press **Reconcile to** . The month's bank lines lock.
7. Download the **Report (PDF)** for the file.

Session 1 · Ageing and statements

- **Debtors ageing:** customers who owe you. Company Admin, Finance User, Sales, Accountant and Auditor can read it.
- **Creditors ageing:** suppliers you owe. Company Admin, Finance User, Accountant and Auditor.
- Both are in **Accounting › Reports**. Customer statements are under **Sales › Statements and ageing**.

Session 2 · Month-end, start to finish

1. Sales: issue every invoice and credit note, record every receipt.
2. Purchases: every supplier invoice, supplier payment and expense; approve staff expense claims.
3. Bank: import the statement, match every line, reconcile.
4. Payroll, if you have staff, and record the salaries paid.
5. Adjusting journals, for example depreciation or an accrual.
6. **Trial balance › Documents with no posting › Check**, and post anything missing.
7. VAT201 if it is due (Preview: check it with your tax practitioner).
8. Read the profit and loss, balance sheet and the two ageing reports.
9. **Month end** tab: choose the month, press **Show**, fix every check marked ⚠.

10. A Company Admin presses **Lock** (with the month's name).

Session 2 · Locking a period

- Only a **Company Admin** locks or reopens a month.
- Nothing dated in a locked month can be posted.
- Reopening: **Trial balance › Periods › Reopen**, with a reason. It is logged.
- The whole **financial year** is locked from **Annual financial statements (Preview) › Overview**, once the year has ended.
- The financial year end month is set in the Compliance settings.

Session 2 · Journals and second-person checks

1. **Accounting › Journal entries.** Type the date and description; each line has an account and a debit or credit.
2. The line under the table must say **Debits = credits**. Press **Save as Draft**.
3. **A Company Admin approves it.** That posts it.
4. A posted journal is never changed: press **Reverse**, with a reason.
5. Attach working papers with **Files**, for example a depreciation schedule.

Second-person check	Where
Journal approved by a Company Admin	Journal entries
Expense approved by someone other than the person who recorded it	Expenses
Supplier invoice approved by someone other than the person who captured it	Purchase invoices
Staff expense claim never approved by the claimant	Expense claims
Payroll run approved by someone other than the preparer	Payroll
New supplier and changed bank details approved by another Company Admin	Suppliers

If you are the only Company Admin and you made the journal, DIANO asks for a reason before you approve it yourself. The reason is kept.

Session 2 · The audit trail: who changed what

- 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.
- Every sign-in is recorded with the time, the account and the internet (IP) address.
- A Company Admin or Auditor can download the audit trail for a chosen period as a CSV or JSON file.

- Quotes, sales orders, invoices, delivery notes, credit notes, statements and payments are numbered in order. A number is never skipped or used twice, and these documents can't be deleted.

Session 2 · Management reports and annual financial statements

- **Reports:** Trial balance, Profit and loss, Balance sheet, Cash flow, VAT report, General ledger. Press **Print** or **Export to spreadsheet**. On the trial balance, press an account to open it in the General ledger; a posting opens its document.
- **Management reports (Preview):** Month, Quarter or Year to date; compare with the period before or the same period last year. The pack has the income statement, balance sheet, cash flow, ageing, top customers and suppliers, key ratios, VAT and payroll. Add a **Budget** and **comments**. PDF or Excel.
- **Annual financial statements (Preview):** fix every check on the Overview, list the directors and the compiling practitioner, propose year-end adjustments (a Company Admin approves them), lock the year, and each director approves and signs. PDF or Excel.

> Both say **"Preview — check with your accountant"** until an accountant has reviewed how DIANO builds them. The statements also say **"Draft — not approved"** until every listed director has approved them.

Session 2 · Payroll and the EMP201 (Growth plan)

1. **HR › Payroll:** create the month's run, enter overtime, commission and bonus, **Calculate**.
2. Check the totals, the changes from last month and some payslips.
3. **Someone other than the preparer approves** the run. Then **Finalise run**: payslips are issued, the bank file and the EMP201 are ready, and the salaries journal is posted.
4. Download the **Bank payment file (CSV)**, pay at the bank, then **Record salaries paid**.
5. **EMP201 by month:** check PAYE, UIF, SDL and the amount payable; submit and pay on eFiling yourself; record the submission in DIANO.

> The EMP201 says **"Preview — check with your tax practitioner"**. DIANO does not file anything with SARS. A finalised run is never changed: it is reversed with a reason and a corrected run is made.

Session 2 · Your accountant and auditor

- **Invite your accountant** in Settings › Users and access with the role **Accountant**. They don't use a paid user.
- Choose **View only**, or **Can propose journals**: they save Draft journals that a Company Admin approves. They never approve, reverse or post them.
- The **Auditor** role reads the books and changes nothing; it can't download or send documents.

Session 2 · Exports and backups

- **Settings › Export my data › Export all company data:** one zip with a CSV for every kind of record, a full copy DIANO can read back, and a list of what is inside. Only a Company Admin.
- **Full export with every file:** includes every DIANO Drive file; DIANO e-mails download links that work for 7 days.
- **Settings › Backups:** DIANO backs up your company every day. **Download** a backup for your own copy. **Restore into a new copy** with a reason; your live company is never overwritten.
- Any list: press **Export** for a spreadsheet of what your search and filters show.

Session 2 · Your controls checklist

Control	Set up in DIANO	How often
Two Company Admins	Settings › Users and access	Once
Smallest role for each person; review with View as	Users and access › Access, Screens	Quarterly
Duties kept apart set to Warn or Strict	Settings › Roles and duties	Once, then review
Suppliers approved by a second Company Admin	Suppliers	Each new supplier
Bank reconciled, report saved	Bank accounts › Reconcile	Monthly
Month end checklist clear, month locked	Trial balance › Month end	Monthly
VAT201 checked by the tax practitioner, submission recorded	Reports › VAT201 return	Each period
EMP201 checked, submission recorded	HR › Payroll › EMP201 by month	Monthly
Audit trail reviewed for overrides	Audit log	Monthly
Full export saved outside DIANO	Settings › Export my data	Monthly
Accountant access reviewed	Users and access	Yearly