DIANO

DIANO ACADEMY · CHECK

DIANO for the Finance User: the check

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

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NAME	DATE
COMPANY	SCORE / 15

1. Where do invoice drafts from Sales wait for you?

- ☐ a) On Today, under Draft invoices to issue
- ☐ b) In DIANO Drive
- ☐ c) In My profile
- ☐ d) In the bank

2. A receipt was captured with the wrong amount. What do you do?

- ☐ a) Edit it
- ☐ b) Press Reverse, type the reason, and record it again
- ☐ c) Delete the invoice
- ☐ d) Post a journal

3. A customer pays a deposit before any invoice. How do you record it?

- ☐ a) Tick No invoice yet (a deposit or payment on account), and later Apply to an invoice
- ☐ b) Make a fake invoice
- ☐ c) Post it to suspense
- ☐ d) You can't

4. What status does a new credit note have after Save?

- ☐ a) Issued
- ☐ b) Pending approval
- ☐ c) Paid
- ☐ d) Voided

5. You captured a supplier bill. Who approves it?

- ☐ a) You
- ☐ b) Someone other than the person who captured it
- ☐ c) The supplier
- ☐ d) The Auditor

6. Which bills can be paid?

- □ a) Any bill
- □ b) Only Approved or part-paid bills
- □ c) Only Captured bills
- □ d) Only cancelled bills

7. Which statement files can you import?

- □ a) PDF only
- □ b) CSV, OFX, QFX or QIF, at most 2 MB
- □ c) Word
- □ d) Photos

8. Does importing a statement post anything to your books?

- □ a) Yes, every line
- □ b) No: importing posts nothing by itself
- □ c) Only deposits
- □ d) Only on Fridays

9. A line is a transfer between your own accounts and needs no document. What do you do?

- □ a) Exclude it, with a reason
- □ b) Record a receipt
- □ c) Delete the statement
- □ d) Leave it unmatched for ever

10. When can you press Reconcile to ?

- □ a) Any time
- □ b) When the Difference is 0 and every line is matched or excluded
- □ c) Only after the VAT201
- □ d) Only after payroll

11. You save a journal as a Draft. What posts it?

- □ a) It posts by itself at midnight
- □ b) A Company Admin presses Approve
- □ c) The Accountant
- □ d) Locking the month

12. A posted journal is wrong. What do you do?

□ a) Edit it

□ b) Reverse it with a reason

□ c) Delete it

□ d) Hide it

13. What does every VAT201 screen say?

□ a) "SARS-approved"

□ b) "Preview — check with your tax practitioner"

□ c) "Filed automatically"

□ d) Nothing

14. Who submits the VAT201 to SARS?

□ a) DIANO, automatically

□ b) You, on SARS eFiling; then you record it as submitted in DIANO

□ c) The bank

□ d) DIANO Support

15. Who locks a month?

□ a) The Finance User

□ b) Only a Company Admin

□ c) The Accountant

□ d) DIANO, by itself

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