DIANO

DIANO ACADEMY · CHECK

M03 Sales invoices: the 5-question check

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

Track: M: Per module · **Version:** 5 November 2026

DIANO, by DIALE Consulting (Pty) Ltd · info@diale.co.za · 087 265 3889

M03 Sales invoices: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Who can issue a sales invoice?

- ☐ a) Anyone who can create one
- ☐ b) Only a Company Admin or Finance User
- ☐ c) Only the Sales user who made it
- ☐ d) Only the Accountant

2. When does an invoice get its number?

- ☐ a) When you press Save
- ☐ b) When you press Issue
- ☐ c) When the customer pays
- ☐ d) When you e-mail it

3. An issued invoice with no payments is completely wrong. What do you do?

- ☐ a) Edit the lines and save again
- ☐ b) Delete it
- ☐ c) Void it with a reason and make a new one
- ☐ d) Ask DIANO Support to change it

4. You try to void an invoice and DIANO says "Payments are recorded against this document". What comes first?

- ☐ a) Reverse the receipt (Sales › Receipts › Reverse, with a reason)
- ☐ b) Lock the month
- ☐ c) Delete the customer
- ☐ d) Issue the invoice again

5. Which of these can you do with a Draft invoice?

- ☐ a) Print it
- ☐ b) Send it by WhatsApp
- ☐ c) Change it, or cancel it with a reason
- ☐ d) Record a payment against it

Pass mark: 4 out of 5. Your trainer marks this check. Nothing you write here is stored by DIANO.