DIANO

DIANO ACADEMY · CHECK

M05 Sales orders: the 5-question check

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

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NAME	DATE
COMPANY	SCORE / 5

1. Is a sales order required before every invoice?

- ☐ a) Yes, always
- ☐ b) No, it is optional
- ☐ c) Only for VAT-registered customers
- ☐ d) Only on the Growth plan

2. What does Create sales order ask for first?

- ☐ a) The customer's purchase order number
- ☐ b) The delivery date
- ☐ c) The driver's name
- ☐ d) A reason

3. Which button makes the order final so it can be printed and sent?

- ☐ a) Issue quote
- ☐ b) Confirm order
- ☐ c) Approve run
- ☐ d) Mark sent

4. What status does a sales order show after you make its invoice?

- ☐ a) Converted
- ☐ b) Paid
- ☐ c) Invoiced
- ☐ d) Closed

5. Which role can see sales orders but not change them?

- ☐ a) Sales
- ☐ b) Finance User
- ☐ c) Delivery
- ☐ d) Company Admin

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