DIANO

DIANO ACADEMY · CHECK

M07 Receipts and payments: the 5-question check

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

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M07 Receipts and payments: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Who records customer receipts?

- ☐ a) Sales
- ☐ b) A Company Admin or Finance User
- ☐ c) Delivery
- ☐ d) The Auditor

2. A customer pays R 5 000 more than the invoice. What do you do?

- ☐ a) Type the full amount against the invoice
- ☐ b) Record the invoice part, and the rest as a separate payment with No invoice yet ticked
- ☐ c) Refuse the money
- ☐ d) Make a credit note

3. A receipt was captured wrongly. How do you fix it?

- ☐ a) Edit it
- ☐ b) Delete it
- ☐ c) Press Reverse, type the reason, and record it again
- ☐ d) Lock the month

4. Which supplier bills can be paid?

- ☐ a) Any bill
- ☐ b) Only Approved or part-paid bills
- ☐ c) Only Captured bills
- ☐ d) Only bills under R 5 000

5. Does recording a supplier payment in DIANO send money from your bank?

- ☐ a) Yes, immediately
- ☐ b) No: you pay at your bank; DIANO records it
- ☐ c) Only for EFT
- ☐ d) Only on the Growth plan

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