DIANO

DIANO ACADEMY · CHECK

M08 Statements and ageing: the 5-question check

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

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M08 Statements and ageing: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Where are customer statements in DIANO?

- ☐ a) Sales, then Statements and ageing
- ☐ b) Settings, then Company profile
- ☐ c) HR, then Payroll
- ☐ d) DIANO Drive

2. Which report shows the suppliers you owe?

- ☐ a) Debtors ageing
- ☐ b) Creditors ageing
- ☐ c) VAT201 return
- ☐ d) Payslips

3. Which role can see the Debtors ageing but not the Creditors ageing?

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

4. What should you do before sending month-end statements?

- ☐ a) Lock the month
- ☐ b) Capture every receipt for the month
- ☐ c) Delete old invoices
- ☐ d) Change the document design

5. Where do you find the ageing reports?

- ☐ a) Accounting, then Reports
- ☐ b) Help & Support
- ☐ c) Settings, then Users and access
- ☐ d) Procurement, then Payments

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