DIANO

DIANO ACADEMY · CHECK

M09 Expenses and expense claims: 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. A staff member paid for parking with their own money. Where do they claim it?

- ☐ a) Accounting, then Expenses
- ☐ b) Accounting, then My expenses
- ☐ c) Sales, then Receipts
- ☐ d) HR, then Payroll

2. Who approves a business expense?

- ☐ a) The person who recorded it
- ☐ b) Someone other than the person who recorded it
- ☐ c) The customer
- ☐ d) DIANO Support

3. How do you add the receipt to a claim?

- ☐ a) E-mail it to DIANO
- ☐ b) Open the claim, then Take photo or Attach files
- ☐ c) Post it to the accountant
- ☐ d) It isn't needed

4. When does the approver press Mark paid?

- ☐ a) When the claim is submitted
- ☐ b) When the money is paid back to the staff member
- ☐ c) At year end
- ☐ d) Never

5. Which roles don't have My expenses?

- ☐ a) Sales and Delivery
- ☐ b) Accountant and Auditor
- ☐ c) Finance User and HR Payroll
- ☐ d) Company Admin

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