DIANO

DIANO ACADEMY · CHECK

M10 Journals and recurring: the 5-question check

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

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

M10 Journals and recurring: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Who posts (approves) a journal?

- ☐ a) Any Finance User
- ☐ b) Only a Company Admin
- ☐ c) The Accountant
- ☐ d) DIANO, automatically

2. What must the line under the journal table say before you save?

- ☐ a) Approved
- ☐ b) Debits = credits
- ☐ c) Posted
- ☐ d) VAT included

3. A posted journal is wrong. What do you do?

- ☐ a) Edit it
- ☐ b) Delete it
- ☐ c) Press Reverse and give a reason
- ☐ d) Lock the month

4. Your accountant is set to "Can propose journals". What can they do?

- ☐ a) Post journals directly
- ☐ b) Save Draft journals for a Company Admin to approve
- ☐ c) Approve their own journals
- ☐ d) Nothing

5. What is the Recurring screen for?

- ☐ a) Invoices, bills and expenses that repeat
- ☐ b) Two-step sign-in
- ☐ c) Payroll leave
- ☐ d) Customer statements

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