DIANO

DIANO ACADEMY · CHECK

M11 Banking: 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. Which statement file can you import?

- ☐ a) A PDF from your bank
- ☐ b) A CSV, OFX, QFX or QIF file, at most 2 MB
- ☐ c) A photo of the statement
- ☐ d) Any Word file

2. Does importing a statement post anything to your books?

- ☐ a) Yes, every line
- ☐ b) No: importing posts nothing by itself
- ☐ c) Only the deposits
- ☐ d) Only after midnight

3. A line is a transfer between your own accounts. What do you do?

- ☐ a) Record expense
- ☐ b) Exclude it, with a reason
- ☐ c) Delete the line
- ☐ d) Record receipt

4. When can you press Reconcile to ?

- ☐ a) Any time
- ☐ b) When the Difference is 0 and every line is matched or excluded
- ☐ c) When the month is locked
- ☐ d) After the VAT201 is submitted

5. Who adds a new bank account?

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

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