DIANO

DIANO ACADEMY · CHECK

M12 Stock: the 5-question check

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

Track: M: Per module · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 5

1. Who can add or change items?

- ☐ a) Sales
- ☐ b) A Company Admin and Procurement
- ☐ c) Delivery
- ☐ d) The Auditor

2. What do you tick for goods you keep on the shelf?

- ☐ a) Not VAT registered
- ☐ b) Track stock for this item
- ☐ c) No invoice yet
- ☐ d) Half day

3. Should you tick Track stock for "Welding labour"?

- ☐ a) Yes
- ☐ b) No: it is a service
- ☐ c) Only on Growth
- ☐ d) Only for VAT-registered customers

4. Who approves a stock take?

- ☐ a) The person who counted it
- ☐ b) A second person, unless the company has only one user
- ☐ c) The customer
- ☐ d) Nobody

5. Goods came back from a customer. Which document puts them back into stock?

- ☐ a) A credit note with Goods returned to stock ticked
- ☐ b) A quote
- ☐ c) A journal
- ☐ d) A statement

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