DIANO

DIANO ACADEMY · CHECK

M13 Suppliers and purchases: the 5-question check

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

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M13 Suppliers and purchases: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Until a supplier is Active, what can't you do?

- ☐ a) See its name
- ☐ b) Approve a purchase order, a bill or a payment for it
- ☐ c) Print a quote
- ☐ d) Add an item

2. Who approves a purchase order?

- ☐ a) Procurement
- ☐ b) Only a Company Admin
- ☐ c) The supplier
- ☐ d) Sales

3. What is the three-way match?

- ☐ a) Three people sign the bill
- ☐ b) DIANO checks the order, the goods received and the invoice against each other
- ☐ c) Three quotes for every purchase
- ☐ d) Three bank accounts

4. You can't find the order when capturing the supplier's invoice. Why?

- ☐ a) The goods received haven't been recorded yet
- ☐ b) The supplier is VAT registered
- ☐ c) The month is open
- ☐ d) You are a Finance User

5. A supplier's bank details change. What happens?

- ☐ a) They change at once
- ☐ b) They wait for another Company Admin to approve them
- ☐ c) The supplier is deleted
- ☐ d) DIANO Support changes them

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