DIANO

DIANO ACADEMY · CHECK

M14 Reports, VAT201 and month-end: the 5-question check

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

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M14 Reports, VAT201 and month-end: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. Does DIANO submit your VAT201 to SARS?

- ☐ a) Yes, automatically
- ☐ b) No: you submit it on SARS eFiling yourself, then record it in DIANO
- ☐ c) Only on Growth
- ☐ d) Only after the year is locked

2. What does every VAT201 screen say?

- ☐ a) "Approved by SARS"
- ☐ b) "Preview — check with your tax practitioner"
- ☐ c) "Final"
- ☐ d) "Draft — not approved"

3. The VAT201 return line is missing from Reports. What do you check?

- ☐ a) Settings › Tax and compliance: Registered for VAT set to Yes
- ☐ b) The customer list
- ☐ c) Two-step sign-in
- ☐ d) DIANO Drive

4. Who locks a month?

- ☐ a) Any Finance User
- ☐ b) Only a Company Admin
- ☐ c) The Auditor
- ☐ d) DIANO, at midnight

5. How do you reopen a locked month?

- ☐ a) Trial balance tab, Periods, choose the month, Reopen, and type the reason
- ☐ b) Delete the lock in Settings
- ☐ c) Ask a Sales user
- ☐ d) It can never be reopened

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