DIANO

DIANO ACADEMY · MODULE COURSE M14

Reports, VAT201 and month-end

Read your reports, prepare the VAT201 figures, and close and lock a month

For: Company Admin, Finance User, the Accountant and the Auditor · **Length:** 40 minutes · **Track:** M: Per module · **Version:** 5 November 2026

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Reports, VAT201 and month-end

WHO IT IS FOR
Company Admin, Finance User, the Accountant and the Auditor

LENGTH
40 minutes

BEFORE THIS COURSE
M11 Banking. M10 Journals helps.

YOU WILL BE ABLE TO
Run the trial balance and other reports, prepare a VAT201 and record its submission, work the Month end checklist and lock a month.

This course covers the reports, the VAT201 and the month-end close. It follows **Trial balance, profit and loss and balance sheet** (diano.co.za/help/app/reports.html), **Prepare your VAT201 and submit it on eFiling** (diano.co.za/help/app/vat201.html), **Close a month, start to finish** (diano.co.za/help/app/month-end.html) and **Lock a month (and the financial year)** (diano.co.za/help/app/lock-period.html).

Who does what

- **Reports:** Company Admin, Finance User, Accountant and Auditor. What you see depends on your role and your company's modules.
- **VAT201:** a Company Admin or Finance User prepares it and marks it submitted. An Accountant or Auditor can view it. Only a Company Admin can undo a submission.
- **Month-end:** a Company Admin or Finance User does the work. **Only a Company Admin locks or reopens a month.**

Your reports

1. Open **Accounting**, then **Reports**.
2. Choose a report: **Trial balance**, **Profit and loss**, **Balance sheet**, **Cash flow**, **VAT report** or **General ledger**.
3. Choose the month or dates at the top and press **Show**.
4. Press **Print**, or **Export to spreadsheet**.

> On the trial balance, press an account's line to open it in the General ledger. From there, a posting opens its document. The same Reports list also has **Debtors ageing**, **Creditors ageing**, **Management reports (Preview)** and **Annual financial statements (Preview)**.

Set up for VAT (once)

1. Open **Settings**, then **Tax and compliance**, and scroll to **Compliance settings**.
2. Set **Registered for VAT** to **Yes**. Choose the VAT tax period category (A to E, from your SARS VAT registration letter) and how VAT returns are filed.

3. Press **Save settings**. The **VAT201 return** line now shows under Reports.

Prepare the VAT201

1. Open **Accounting**, then **Reports**, then **VAT201 return**. Find the period and press **Open**.
2. DIANO fills in fields 1 to 20 from your posted invoices, credit notes, bills and expenses. Press **Show the … document line(s)** on a field to see the documents behind it.
3. Read **Needs your attention before you submit** and fix what it lists.
4. When the figures are right, press **Prepare (I have checked these figures)**.
5. Press **Values to type into eFiling**, or **Download PDF** or **Download CSV**.
6. **Submit the return yourself on SARS eFiling.** DIANO does not submit anything to SARS.
7. Back in DIANO, fill in **Submitted on**, the SARS reference (optional) and the **Proof**, and press **Record as submitted on eFiling**. The period is now locked.

> Every VAT201 screen says **"Preview — check with your tax practitioner"**. Have your accountant or tax practitioner check the return before you submit it. A correction after submission goes into the next VAT period.

Close and lock the month

1. Capture the month's sales, purchases, expenses and claims. Import and match the bank (M11). Run payroll if you have staff. Post any adjusting journal (M10).
2. Open **Reports**, then **Trial balance**. Under **Documents with no posting**, press **Check**, and post anything missing.
3. Prepare the VAT201 if it is due.
4. Look at the profit and loss, the balance sheet and the ageing.
5. Choose the **Month end** tab, choose the month and press **Show**. Fix every check marked ⚠.
6. A Company Admin presses **Lock** (with the month's name). Nothing more can be posted into that month.

> To reopen a month: on the **Trial balance** tab, under **Periods**, choose the month, press **Reopen** and type the reason. It is logged. The whole financial year is locked from **Annual financial statements (Preview)**; the year-end month is set in the Compliance Centre settings.

Common mistakes

- **No VAT201 line under Reports.** Set Registered for VAT in Settings › Tax and compliance.
- **Submitting the VAT201 without your tax practitioner's check.** It is a Preview.
- **Locking a month before the bank is reconciled.**
- **Posting into a locked month.** Reopen it with a reason, or date the entry in the open month.

Exercise (practice company)

1. As **Pieter van Wyk (Company Admin)**, run the trial balance for November. Press the bank account's line and open one posting's document.
2. Open the profit and loss for November and export it to a spreadsheet.
3. Check that **Registered for VAT** is Yes in Settings › Tax and compliance. Open the VAT201 return for the period, and press **Show the … document line(s)** on field 1. Don't press Prepare.
4. Open the **Month end** tab for November and read every ⚠ check. Fix one if you can.
5. Lock November, then reopen it with the reason "Training exercise".

Where to read more

- Help Centre: Trial balance, profit and loss and balance sheet · Who owes us, and whom we owe · VAT201 return is missing from Reports · Prepare your VAT201 and submit it on eFiling · Close a month, start to finish · Lock a month · Management reports (Preview) · Annual financial statements (Preview)
- Next course: Track F, Finance Manager and CFO