DIANO

DIANO ACADEMY · CHECK

M17 Moving your books: 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. Your start date in DIANO is 1 November. For which date do you run the reports in your old program?

- ☐ a) 1 November
- ☐ b) 31 October, the day before your start date
- ☐ c) 1 March
- ☐ d) Today

2. Which age analysis does DIANO need?

- ☐ a) The summary, one line per customer
- ☐ b) The detailed report, one line per invoice
- ☐ c) Any report as a PDF
- ☐ d) None

3. When does anything change in DIANO during a move?

- ☐ a) When you upload the files
- ☐ b) At the Check your figures step
- ☐ c) Only when the Company Admin presses Bring it across
- ☐ d) When the bookkeeper opens the link

4. The unpaid customer invoices don't add up to Debtors in the trial balance. What is a likely fix?

- ☐ a) Run the detailed report for the same date, and link payments and credit notes to invoices in the old program first
- ☐ b) Delete the trial balance
- ☐ c) Change the start date to next year
- ☐ d) Ignore it

5. After the start date, where do you capture new invoices?

- ☐ a) In both programs, to be safe
- ☐ b) In DIANO only; keep the old program for looking things up
- ☐ c) In the old program only
- ☐ d) In a spreadsheet

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