DIANO

DIANO ACADEMY · CHECK

Track S Coming from Sage: the check

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

Track: S: Coming from Sage · **Version:** 5 November 2026

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NAME	DATE
COMPANY	SCORE / 10

1. In DIANO, what is Sage's "income statement" called?

- ☐ a) Ageing
- ☐ b) Profit and loss
- ☐ c) Trial balance
- ☐ d) Statement

2. Where is the debtors age analysis in DIANO?

- ☐ a) Accounting › Reports › Debtors ageing
- ☐ b) Settings
- ☐ c) DIANO Drive
- ☐ d) HR

3. You used to update a batch of journals in Sage. In DIANO…

- ☐ a) You update batches the same way
- ☐ b) Each journal is saved as a Draft and a Company Admin approves (posts) it
- ☐ c) Journals post themselves
- ☐ d) Journals can't be captured

4. What date are the Sage reports for when you move?

- ☐ a) The start date
- ☐ b) The day before your start date
- ☐ c) The end of last year
- ☐ d) Any date

5. Why must the age analysis be detailed (one line per invoice)?

- ☐ a) It looks better
- ☐ b) DIANO brings across each unpaid invoice on its own, so payments and statements are right
- ☐ c) DIANO can't read totals
- ☐ d) Sage requires it

6. Which format should you save the Sage reports in?

- □ a) PDF
- □ b) Paper
- □ c) CSV or Excel
- □ d) Word

7. From the start date, where do you capture new invoices and payments?

- □ a) In Sage and DIANO
- □ b) In DIANO only
- □ c) In Sage only
- □ d) In Excel

8. What should you do with Sage after the move?

- □ a) Delete it at once
- □ b) Keep it for a few months to look things up
- □ c) Keep capturing in it
- □ d) Give it to DIANO

9. An issued invoice in DIANO is wrong. What do you do?

- □ a) Edit it, as before
- □ b) Void it with a reason, or raise a credit note
- □ c) Delete it
- □ d) Update the batch

10. You're not sure what a Sage term meant in your company. What do you do?

- □ a) Guess
- □ b) Check with your Sage administrator
- □ c) Skip it
- □ d) Ask DIANO to change Sage

Pass mark: 8 out of 10. Your trainer marks this check. Nothing you write here is stored by DIANO.