



## 2011 Year-End Close Questionnaire

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Consultant: (DFC will assign) \_\_\_\_\_

Date & Time (Central Time) (provide 2 dates): \_\_\_\_\_

Services to be done Onsite or Remote? \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Will IT person and/or passwords be available? \_\_\_\_\_

IT person: \_\_\_\_\_

Date of Last 2011 Payroll: \_\_\_\_\_

Date of First 2012 Payroll: \_\_\_\_\_

Is Fiscal Year set up for 1/1/2012? \_\_\_\_\_

Modules being closed: Payroll                      Purchasing                      Financial  
Sales                      Other: \_\_\_\_\_

Microsoft Dynamics GP full version number (i.e. 10.00.1368): \_\_\_\_\_

3<sup>rd</sup> Party Products: \_\_\_\_\_

Server/Workstation Count: \_\_\_\_\_

Number of Companies: \_\_\_\_\_

Is HR used? \_\_\_\_\_

Are Next year accrual schedules for HR created? \_\_\_\_\_

Is Mag Media used? If so, which one? \_\_\_\_\_

Apply Service Pack/YE Download? \_\_\_\_\_

Create YE Wage File? \_\_\_\_\_

Apply 2011 Tax Tables? \_\_\_\_\_

Assist with W2/Mag Media? \_\_\_\_\_

Change SUTA tax rates? \_\_\_\_\_

Other : \_\_\_\_\_

Please fax to DFC Consultants at 701-281-4798 or email [support@dfcconsultants.com](mailto:support@dfcconsultants.com)

\*If faxing please call us at 701-281-6112 or 800-277-5561 to confirm we received the document\*