



## 2009 Year-End Close Questionnaire

Client: \_\_\_\_\_

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 2009 Payroll: \_\_\_\_\_

Date of First 2010 Payroll: \_\_\_\_\_

Is Fiscal Year set up for 1/1/2010? \_\_\_\_\_

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/Year-End Download? \_\_\_\_\_

Create Year-End Wage File? \_\_\_\_\_

Apply 2010 Tax Tables? \_\_\_\_\_

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

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

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

Please fax to DFC Consultants at 701.281.4798