



2016 Year-End Close Questionnaire

Date Received _____

YEC Scheduled _____

Consultant _____

Completed _____

Client: _____

Contact Person: _____

Contact Phone & email _____

Date & Time (Central Time) (provide 2 dates): 1st choice _____

2nd choice _____

Services – On-site or Remote? _____

Will IT person and/or sa passwords be available? _____

Date of Last 2016 Payroll: _____

Date of First 2017 Payroll: _____

Is Fiscal Year set up for 1/1/2017? _____

Modules being closed: **Payroll** **Purchasing** **Financial** _____

Fixed Assets **Sales** **Other:** _____

Microsoft Dynamics GP full version number (i.e. 16.00.0404): _____

Go to Help > About Microsoft Dynamics GP

3rd Party Products (Key2Act, GreenShades, Time Matrix, Integrity Data, eOne): _____

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 2016-2017 Tax Tables? _____

Assist with W2/Mag Media? _____

Change SUTA tax rates? _____

Is ANALYTICAL ACCOUNTING being used? _____

Please fax to DFC Consultants at 701-281-4798 or email support@dfcconsultants.com

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

