 **2019 Year End Close Worksheet**

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 2018 Payroll:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of First 2019 Payroll:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is Fiscal Year set up for 1/1/2019? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 2018-2019 Tax Tables? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Is ANALYTICAL ACCOUNTING being used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email the form to Stoneridge Software [debs@stoneridgesoftware.com](mailto:debs@stoneridgesoftware.com) or [carolyn@stoneridgesoftware.com](mailto:carolyn@stoneridgesoftware.com)