



GENERAL LEDGER QUESTIONNAIRE

This form is to be used when the client needs a general ledger download.

PLEASE NOTE: the chart of accounts (COA) and a sample file should be sent back with this questionnaire.

CLIENT NAME:

CONTACT INFO (NAME, PHONE AND E-MAIL):

ACCOUNTING SOFTWARE TYPE AND VERSION NUMBER:

COMPANY OFFSET (CASH) ACCOUNT NUMBER:

PLEASE LIST ANY NON-INVOICED ALLOCATIONS IF APPLICABLE (EX: 401K MATCH):

CHECKLIST – PLEASE PROVIDE THE FOLLOWING:

- Spreadsheet containing mapping details (what goes into each GL Account, etc?)
- File format and layout requirements in an attachment (if QuickBooks is used, please provide the job id and class code lists (if applicable) as displayed in the system)
- Latest sample GL file and the corresponding payroll reports
- Chart of Accounts (COA) for payroll items

PLEASE INDICATE ANY SPECIAL INSTRUCTIONS: