

Formula to Create a Kindly Worded Email to Address Accounting Issues



Create an Email Regarding any Balance Sheet Issues

Category Name	Investigate and Ask Yourself...	Y	N	If no, use phrase below...
Cash Assets	Bank Account Balance on Balance Sheet match Bank Statement			If yes, proceed to the next section
	Bank Account Balance on Balance Sheet is higher than Bank Statement			Our XYZ Checking/Savings Account is overstated on our Balance Sheet.
	Bank Account Balance on Balance Sheet is lower than Bank Statement			Our XYZ Checking/Savings Account is understated on our Balance Sheet.
Accounts Receivable	Accounts Receivable accurately reflects the money owed to us and from whom.			There are some discrepancies with our Accounts Receivable. Would you be willing to help us make the necessary adjustments?
Undeposited Funds	Undeposited Funds Balance has a small, current (within the last 3 months) balance relative to our revenue.			If yes, proceed to the next section.
	Undeposited Funds Balance has a large balance relative to our revenue.			Undeposited Funds has a significant balance and (I'm/we're) concerned this isn't accurate.
Liabilities				
	Loans, Lines of Credit, Credit Card balances on Balance Sheet match Bank Statement			If yes, proceed to the next section
	Loans, Lines of Credit, Credit Card balances on Balance Sheet is higher than Bank Statement			Our XYZ Loan/Credit Card/ Line of Credit is overstated on our Balance Sheet.
	Loans, Lines of Credit, Credit Card balances on Balance Sheet is lower than Bank Statement			Our XYZ Loan/Credit Card/ Line of Credit is understated on our Balance Sheet.
Equity				
	Opening Balance Equity has a \$0.00 Balance			If yes, you have completed evaluating your Balance Sheet.
	Opening Balance Equity has a balance other than \$0.00.			Opening Balance Equity has a balance of \$X. Can adjustments be made to clear that out?