

Formula to Create a Kindly Worded Email to Address Accounting Issues

Create an Email Regarding any P&L Issues



Section Name	Investigate and Ask Yourself...	No	Yes	If yes, use phrase below...
Sales/Revenue/Income	Deposits Recorded as Income			There currently are deposits recorded as Sales, so revenue is being duplicated.
Expenses	Expenses recorded to wrong category			We would like A/B/C expenses to be recategorized to ...
Uncategorized Expense	Uncategorized Expense has a balance greater than \$0.00			We would like A/B/C expenses to be recategorized to ...
Uncategorized Income	Uncategorized Income has a balance greater than \$0.00			We would like A/B/C Income to be recategorized to ...