

Outback Guide Services

To: Accounting Clerk
From: Juanita Ortega
Date: November 5, 2021
Subject: Monthly Transactions



After analyzing the transactions for the month, please provide me with the following information:

1. What was the total amount of money the business earned this month?
2. What was the total of our expenses?
3. Did we experience a profit or loss for the month? What amount?
4. How much do I owe my creditors? If I have a balance, who do I owe?
5. Do any customers have a balance outstanding? If so, who?
6. What is the total amount of business investment?
7. How much was withdrawn from the business?
8. Do you have any recommendations for improving the business?

Please have this information to me no later than the end of the day.