SAMPLE: all names, numbers and dates are fictional
This shows the format of a Books Health Check that Autophlow delivers to an accounting firm: findings first, then the cleanup proposal. No real client data was used.

Books Health Check

Findings and cleanup proposal for client JPC-01

Prepared for	**Riverbend Accounting Group (fictional), attention: Managing Partner**
Prepared by	Chris Samson, Autophlow (autophlow.com)
Date	September 30, 2026
File reviewed	QuickBooks Online file for client JPC-01, an online candle brand (fictional)
Period reviewed	January 2026 to June 2026

1. Summary

The file looks current through June, but revenue is not reliable yet. Shopify payouts were booked as sales at the net amount, so $4,212 of Shopify fees and $2,310 of refunds never reached the P&L. Separately, the Amazon direct sync double-counted $9,740 of revenue from February to May. Fixing it means 6 months of cleanup at the Standard tier. Nothing here should be relied on for the 2026 return until revenue and fees are corrected.

Months to clean up	Recommended tier	Cleanup quote
6 months	**Standard**	**$1,350 after credit**

2. What I reviewed

- Access: QuickBooks Online Accountant user provided by the firm. No bank logins were used or requested.
- Method: I exported the reports from the firm's access myself. AI-assisted analysis was used with the firm's written OK, and I checked every figure.
- Sales channels: Shopify and Amazon US. Connected apps: Amazon direct sync; no A2X yet.
- Accounts reviewed: business checking, savings, Amex card, Shopify Payments clearing.
- Transaction volume: about 260 transactions a month across all accounts.

3. Findings

Severity tells you what to fix first. High means the financial statements are materially wrong; medium means a balance or category is wrong but contained; low is housekeeping.

#	Area	What I found	Why it matters	Severity
1	Shopify revenue	Payouts recorded from the bank feed as "Sales" at the net payout amount, January to June.	Gross sales understated by $6,522; fees ($4,212) and refunds ($2,310) missing	High
2	Amazon revenue	The Amazon direct sync posted orders as sales receipts, and the same deposits were also categorized as Sales from the bank feed, February to May.	Revenue overstated by $9,740	High
3	Sales tax	$1,904 of sales tax collected through Shopify was booked to revenue instead of a liability account.	Revenue overstated; liability understated	Medium
4	Clearing account	Shopify Payments clearing carries a $3,128.44 balance with no supporting payouts.	Unexplained balance on the balance sheet	Medium
5	Reconciliations	Business checking last reconciled December 31, 2025. Amex card never reconciled.	Cash and card balances unconfirmed	Medium
6	Chart of accounts	14 duplicate or unused accounts, including three separate shipping expense accounts.	P&L hard to read and compare	Low

Questions for you or your client

1. A $5,000 transfer from the owner's personal account on March 14: owner contribution or loan?
2. Inventory purchases are expensed straight to cost of goods sold. Does the client count inventory at year-end?
3. Three Etsy deposits in April ($412 total): is Etsy a new channel to add to A2X?

4. Recommended fix

1. Set up A2X for Shopify and Amazon US so every payout is split into sales, fees, refunds, sales tax and reserves, then posted to a clearing account.
2. Turn off the Amazon direct sync and remove the $9,740 of duplicated revenue.
3. Reconcile each payout in the clearing accounts to the matching bank deposit until both clearing accounts are at zero.
4. Move collected sales tax to a liability account.
5. Complete bank and card reconciliations for every month in scope.
6. Tidy the chart of accounts into an ecommerce layout and record owner entries once you confirm question 1.
7. Deliver a cleanup memo listing every adjusting entry for your review and sign-off.

5. Scope of work

The cleanup covers client JPC-01 for January to June 2026 (6 months) and includes:

- A2X payout reconciliation for Shopify and Amazon US, with clearing accounts at zero at each month-end.
- Removal of duplicated Amazon revenue and reclassification of sales tax.
- Bank and card reconciliations for checking, savings and Amex.
- Chart of accounts cleanup and correction of owner entries.
- A cleanup memo with every adjusting entry, and a short handover note.
- Up to 10 hours of cleanup per month in scope. Anything beyond that is quoted first and billed at $35/hour only if you approve it.

Not included

- Sales tax filing, payroll, tax preparation or tax advice.
- Communication with your client. Your firm stays the face to the client and signs off on all work.
- Perpetual inventory setup.
- A2X subscription (paid by your client; I set it up and map it).

6. Timeline

Work starts within 2 business days of signing and the deposit.

Step	Time
A2X setup and payout mapping	1 business day
Payout and bank reconciliation, month by month	5 business days
Chart of accounts cleanup and adjusting entries	1 business day
Cleanup memo and handover	1 business day
Total	**8 business days**

The timeline starts once A2X is connected and the questions in section 3 are answered.

7. Investment

Cleanup

Item	Rate	Qty	Amount
Cleanup, Standard tier	$250 per month	6 months	$1,500.00
Books Health Check credit			-$150.00
Total cleanup			**$1,350.00**
Due at signing (50%)			**$675.00**
Due on delivery of the cleanup memo (50%)			**$675.00**

This quote is valid for 30 days from the date above. The file changes as new months close.

After the cleanup: Monthly Close

With two sales channels and an owner who moves money between accounts, this file will drift again without a monthly routine. I recommend Growth.

Plan	Fits a file with	Price
Core	One sales channel (Shopify or Amazon), 1 bank and 1 card account, up to about 300 transactions a month	$300 per client per month
Growth (recommended)	Shopify and Amazon together, or up to 2 banks and 2 cards, up to about 1,000 transactions a month	$450 per client per month

Both plans include payouts reconciled in A2X, bank and card reconciliations, and a Close Pack under your firm's name by business day 10: what changed, profit by channel, open questions and errors fixed. Files with more accounts, inventory tracking or more than 1,000 transactions a month are quoted separately.

Monthly Close guarantee. Your client's books are closed and reconciled by the 10th business day of each month, or that month is 50% off. If I make an error, I fix it at no charge. No long-term contract: cancel anytime with 30 days' notice. The deadline applies once I have access and the month's statements by business day 3.

8. Next step

In a real proposal, this section holds the signature block and the deposit payment link. Signing also accepts Autophlow's Service Terms and Data-Handling Addendum, unless the firm's own vendor agreement applies.

Questions about this sample? Book a Health Check for one of your own files at autophlow.com.