SAMPLE REPORT · DEMO DATA

Accounting Touch

Bookkeeping by certified accountants
accountingtouch.com

Books Health Check Report

Sample Landscaping LLC · QuickBooks Online · Books reviewed: Jan 1 to Oct 31, 2026



HEALTH SCORE
Needs attention
out of 100

ACCOUNTS NOT RECONCILED
3 of 5

UNCATEGORIZED + ASK MY ACCOUNTANT
$18,420

BANK FEED ITEMS WAITING
214

In plain English: day-to-day income looks right, but three accounts have not been reconciled since June, about $18k of spending has no category yet, and Undeposited Funds is holding customer payments that already reached the bank. Your Profit & Loss is **understated by an estimated $6k to $9k** until these are fixed.

WHAT WE CHECKED

Area	What we found	Status
Bank reconciliation	Checking reconciled to Jun 30. Savings and Amex never reconciled.	Fix first
Uncategorized / Ask My Accountant	$18,420 across 96 transactions, mostly Amex card spending.	Fix first
Undeposited Funds	$7,350 of customer payments never matched to a bank deposit.	Fix first
Bank feed (For review)	214 transactions waiting, oldest from August.	Needs work
Accounts receivable	$4,980 of invoices older than 120 days; 2 look already paid.	Needs work
Duplicates	11 possible duplicate expenses (bank feed + manual entry).	Needs work
Owner draws vs expenses	Personal Venmo transfers coded to Contractors.	Needs work
Chart of accounts	Clean and suitable for a landscaping business.	Good
Sales tax	Collected and paid amounts match the returns filed.	Good
Loans and fixed assets	Truck loan balance matches the lender statement.	Good

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Your priority fix list

In the order we would tackle them, with the effect on your reports.

FIX IN THIS ORDER

#	Fix	Why it matters
1	Reconcile Savings and Amex from opening balance; finish Checking Jul to Oct	Proves every number in the books against the bank
2	Clear the 214 bank feed items and categorize the $18,420	Expenses missing from the P&L lower your deductions
3	Match Undeposited Funds to real deposits; remove the leftovers	Income is counted twice today
4	Delete 11 duplicates; move personal Venmo to Owner Draws	Cleaner expenses and a correct owner equity
5	Review old invoices: receive the paid ones, write off the rest with your OK	Accurate receivables and cash picture

ESTIMATED CLEANUP SCOPE

Period: Jan to Oct 2026 (10 months)
Accounts: 5 (2 bank, 1 card, 1 loan, 1 PayPal)
Volume: about 120 transactions a month

We send a fixed price quote with the report. No hourly surprises.

WHAT WE NEED FROM YOU

- Amex statements Jan to Oct 2026 (PDF)
- Savings statements Jan to Oct 2026
- Answers to 14 questions in our query sheet
- A yes or no on the old invoices

KEEP IT CLEAN AFTERWARDS

Once fixed, a 30-minute monthly routine keeps you here: clear the bank feed weekly, reconcile every account at month end, and never leave anything in Uncategorized. Our free Month-End Checklist lists every step.

Want us to fix it? Certified QuickBooks and Xero accountants, fixed price. accountingtouch.com/contact

This is a sample report with made-up numbers for a fictional company. Your report is based on your own books. General information, not tax or legal advice.