

LOURIVEL LOREJO

FULL-CYCLE BOOKKEEPING & MANAGEMENT REPORTING

Sample Portfolio | QuickBooks Online • Excel • Accounting Support

BOOKKEEPING	MONTH-END	REPORTING
Accurate day-to-day records	Reconciled and reviewed	Clear management insights

Purpose

This portfolio demonstrates a sample end-to-end bookkeeping workflow using fictional business data. It is designed to show how accounting records can move from transaction processing to month-end review and useful management reporting.

1. Sample Client Scenario

Demo company: Harbor & Pine Services LLC (fictional). The business needs consistent monthly bookkeeping, visibility over receivables and payables, clean reconciliations, and a concise month-end management summary.

Accounting platform	QuickBooks Online
Supporting tools	Excel / Google Sheets
Frequency	Weekly processing + monthly close
Accounts	Operating bank, credit card, AR, AP
Reporting	P&L, Balance Sheet, cash and working-capital summary

2. Full-Cycle Bookkeeping Workflow

- 1. Capture & Categorize** — Review bank feeds and source documents; categorize income, operating expenses, owner/equity items, transfers, and liabilities.
- 2. AP & AR** — Record bills/invoices, match payments, monitor open balances, and flag overdue or unclear items.
- 3. Reconcile** — Reconcile bank and credit-card accounts to statements; investigate duplicates, missing entries, timing differences, and misclassifications.
- 4. Adjust & Review** — Review the General Ledger; prepare supported reclassifications/adjustments; check accruals, prepayments, clearing accounts, and unusual balances.
- 5. Close & Report** — Finalize month-end balances and prepare P&L, Balance Sheet, cash summary, AR/AP aging highlights, and client action items.

3. Sample Transaction & GL Review

Date	Description	Initial Coding	Review / Action	Final Account
07/03	Stripe payout	Sales Income	Separate gross sales and processor fee	Sales / Merchant Fees
07/08	Vendor payment	Office Expense	Matched to open vendor bill	Accounts Payable
07/12	Annual software plan	Software Expense	Allocate benefit over 12 months	Prepaid Expense
07/18	Owner transfer	Misc. Income	Reclassify non-operating transaction	Owner Contribution
07/25	Credit-card payment	Bank Expense	Identify as transfer; avoid duplicate expense	Credit Card Payable

4. Sample Month-End Control Checklist

- ✓ Bank and credit-card statements reconciled to ending balances
- ✓ Uncategorized and suspense transactions reviewed
- ✓ AR aging reviewed; unapplied payments and overdue invoices investigated
- ✓ AP aging reviewed; duplicate bills/credits and past-due items checked
- ✓ Prepaid and accrual schedules updated where applicable
- ✓ General Ledger scanned for unusual, duplicate, negative, or misclassified balances
- ✓ P&L compared with prior month for material movements
- ✓ Balance Sheet reviewed for reasonableness and supporting detail
- ✓ Client questions/action items documented before final close

5. Sample Management Reporting

Illustrative monthly snapshot (fictional data):

Metric	Current Month	Prior Month	Observation
Revenue	\$42,800	\$39,500	+8.4%; higher service volume
Gross Profit	\$28,900	\$26,200	Margin improved slightly
Operating Expenses	\$19,650	\$18,100	Software + contractor costs increased
Net Income	\$9,250	\$8,100	Positive month-over-month movement
Open AR	\$12,400	\$10,900	Follow up on two invoices >30 days
Open AP	\$7,850	\$8,300	No critical past-due vendor balances
Cash on Hand	\$31,600	\$27,900	Improved operating cash position

6. Example Client Month-End Summary

Books status: Bank and credit-card accounts reconciled through month-end. No unresolved reconciliation difference remains in this sample.

- Revenue increased 8.4% versus the prior month while net income improved to \$9,250.
- Two customer invoices remain outstanding beyond 30 days and should be prioritized for follow-up.
- An annual software payment was moved to prepaid expense for monthly allocation rather than expensed entirely in one month.
- A credit-card payment initially coded as an expense was corrected to a balance-sheet transfer to prevent duplicate expense recognition.
- Next action: confirm the two overdue receivables and provide support for one pending vendor credit.

7. What I Bring to a Bookkeeping Engagement

- Structured transaction processing with attention to correct account classification
- Bank, credit-card, customer, and payment reconciliation mindset
- AP/AR monitoring and discrepancy investigation
- General Ledger review and supported adjusting/reclassification entries
- Month-end discipline: reconcile, review, document, report
- Excel-based trackers and management summaries that make follow-up easier
- Clear escalation of unclear or tax-sensitive items rather than making unsupported assumptions

Portfolio Note

All company names, figures, transactions, and reporting examples in this portfolio are fictional and created solely to demonstrate bookkeeping workflow and analytical approach. They do not represent confidential client records or claimed client results.