QuickBooks Online Bookkeeping Case Study

Bright Path Consulting LLC

A Professional Demonstration of Bookkeeping Workflows and Financial Reporting

Prepared by

Gianni Pascual

QuickBooks Online Bookkeeper

July 2026

Table of Contents

Executive Summary

This case study demonstrates my understanding of the bookkeeping workflow, attention to detail, and ability to maintain accurate financial records using QuickBooks Online through the sample company Bright Path Consulting LLC. It showcases the implementation of essential bookkeeping processes, including company setup, customer and vendor management, sales and expense recording, accounts receivable and payable management, bank reconciliation, and the preparation of key financial reports.

The objective of this case study is to demonstrate my understanding of the bookkeeping workflow, attention to detail, and ability to maintain accurate financial records using QuickBooks Online. While the company and financial data are part of a training case study, the accounting procedures and bookkeeping principles presented reflect standard practices used in service-based businesses.

Project information

Bright Path Consulting LLC

Project Title	QuickBooks Online Bookkeeping Case Study
Company	Bright Path Consulting LLC
Industry	Business Consulting
Software	QuickBooks Online
Accounting Method	Accrual Basis
Reporting Period	January – December 2025
Prepared By	Gianni Pascual

Project Objectives

- Configure a QuickBooks Online company file
- Establish a structured Chart of Accounts
- Manage customer and vendor records
- Record sales, expenses, and bill payments
- Process the complete sales and expense workflows
- Perform monthly bank reconciliation
- Generate key financial reports
- Demonstrate a complete bookkeeping cycle using QuickBooks Online

QuickBooks Online Company Configuration

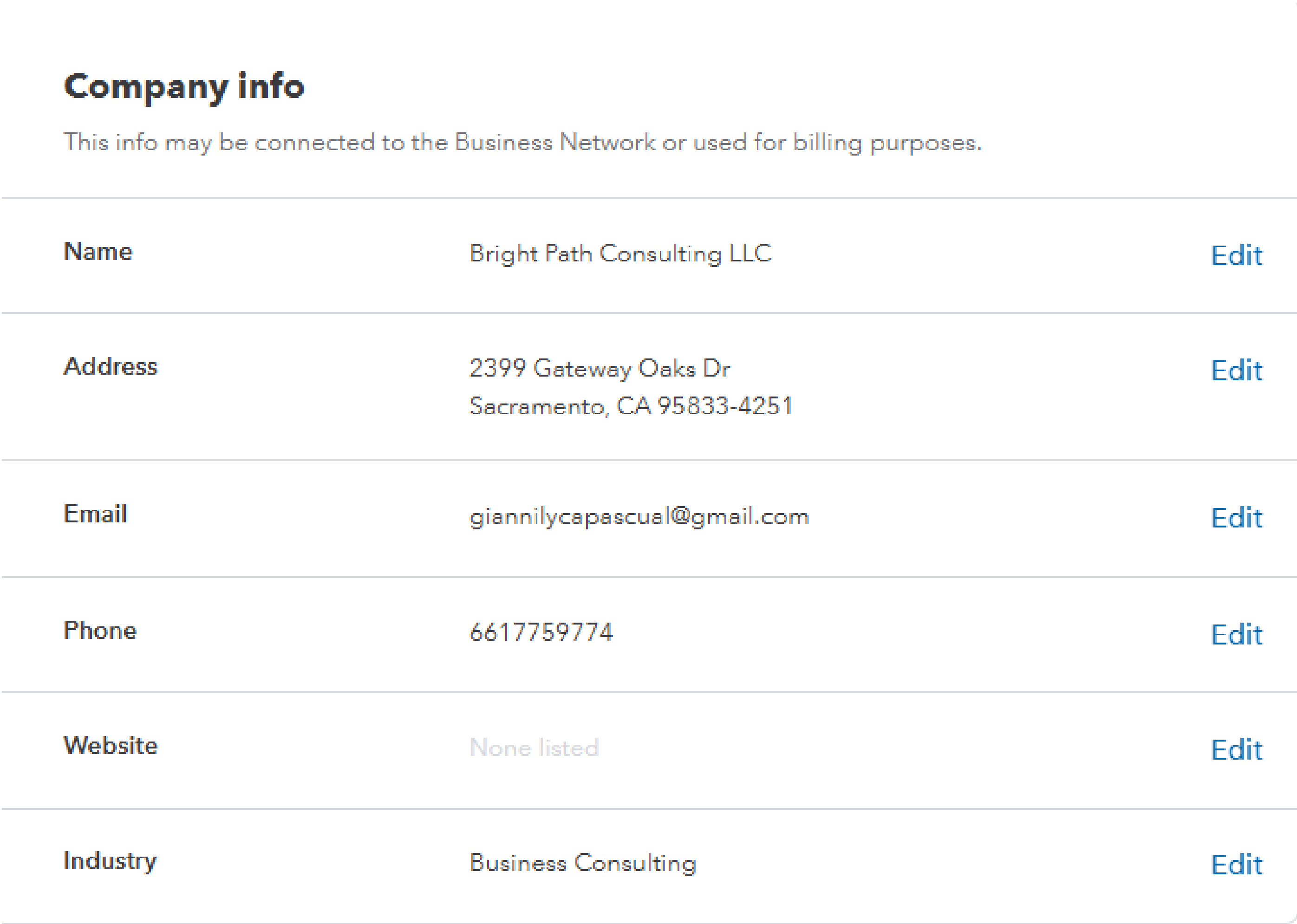


Figure 1. Company Information - QuickBooks Online

Overview

The Company Information section contains the basic business details used to identify the company within QuickBooks Online. These details establish the company's profile and serve as the foundation for organizing accounting records and generating financial documents.

Components

- Company name
- Business address
- Contact number
- Email address
- Industry classification

Business Value

Maintaining accurate company information helps ensure consistency across invoices, estimates, reports, and other business documents. A properly configured company profile also supports clear business identification and contributes to organized financial recordkeeping.

Chart of Accounts

Bright Path Consulting LLC			
QuickBooks Online Chart of Accounts Review & Cleanup			
As of December 31, 2025			
Account type	**Account name**	**Detail type**	
Bank	Checking - Chase Bank	Checking	254,368.33
Accounts receivable (A/R)	Accounts receivable	Accounts Receivable (A/R)	40,800.00
Fixed Assets	Office equipment	Other fixed assets	1,299.00
Fixed Assets	Office Furniture	Fixed Asset Furniture	1,360.00
Accounts payable (A/P)	Accounts payable	Accounts Payable (A/P)	4,779.00
Equity	Opening balance equity	Opening Balance Equity	680.00
Equity	Owner's Draw	Owner's Equity	- 44,500.00
Equity	Owner's Equity	Owner's Equity	12,500.00

Figure 2. Chart of Accounts with Active Account Balances - QuickBooks Online

Overview
The Chart of Accounts is the foundation of the company's accounting structure. It organizes financial transactions into specific account categories, allowing QuickBooks Online to properly classify business activities and generate accurate financial reports.

Account Organization
The Chart of Accounts is organized by account types, including:
Bank – Tracks cash balances and business bank accounts.
Accounts Receivable (A/R) – Monitors amounts owed by customers.
Fixed Assets – Records long-term business assets, such as office equipment and furniture.
Accounts Payable (A/P) – Tracks outstanding obligations owed to vendors.
Equity – Records owner's contributions, withdrawals, and ownership balances.

This structure allows transactions to be consistently categorized and supports easier review of financial activity.

Business Benefits
A well-structured Chart of Accounts supports accurate financial reporting and consistent transaction categorization. It improves the reliability of financial statements, simplifies month-end review procedures, and helps business owners better understand their company's financial position.

Professional Note
Maintaining an organized Chart of Accounts is an important bookkeeping practice because it ensures transactions are recorded in the correct categories from the beginning. Proper account classification reduces errors and improves the quality of financial reporting.

Invoice Management

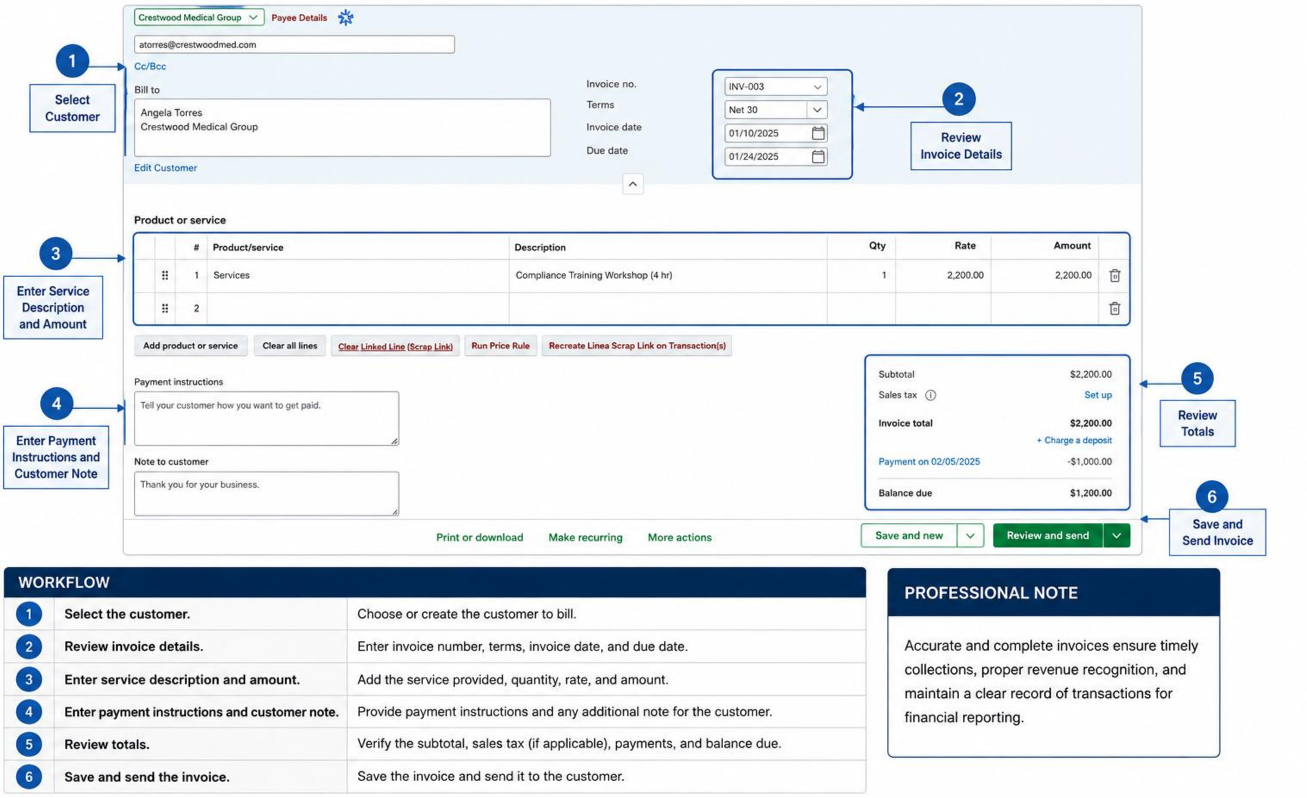


Figure 3. Customer Invoice Entry Screen - QuickBooks Online

Overview

- The **Invoice Management** process records sales transactions and customer billings in QuickBooks Online. Each invoice documents the products or services provided, establishes customer payment obligations, and records revenue in the appropriate income account.
- Each invoice updates the customer's outstanding balance and records revenue within the accounting system.

Business Benefits

Consistent invoice management improves billing accuracy, supports timely collections, and ensures revenue is recorded correctly. It also provides a complete transaction history for each customer and contributes to reliable Accounts Receivable reporting.

Customers & Vendors

Figure 4. Customer Contact List - QuickBooks Online

Overview

The **Customers & Vendors** lists serve as the central database for all business contacts. Maintaining complete and organized profiles supports efficient sales, purchasing, payment tracking, and financial reporting within QuickBooks Online.

Business Benefits

Well-maintained customer and vendor records improve communication, simplify transaction processing, and support accurate Accounts Receivable and Accounts Payable reporting. They also reduce duplicate entries and improve operational efficiency.

Sales Workflow

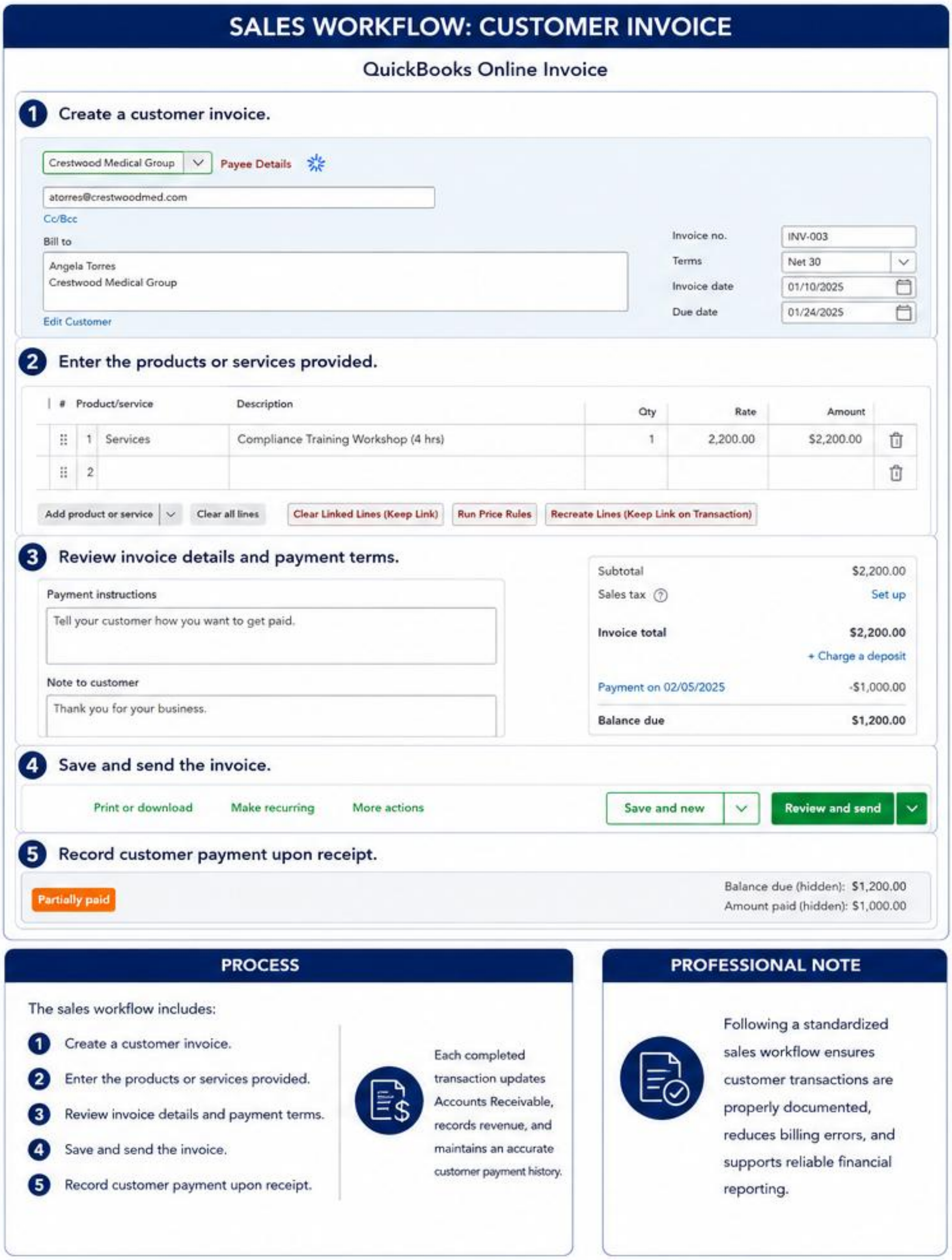


Figure 5. Sales Workflow Using Customer Invoice - QuickBooks Online

Overview

The **Sales Workflow** outlines the process of recording customer sales transactions, from creating invoices to receiving customer payments. Following a structured workflow helps ensure revenue is accurately recorded and customer balances remain up to date.

Professional Note

Following a standardized sales workflow ensures customer transactions are properly documented, reduces billing errors, and supports reliable financial reporting.

Expense Workflow

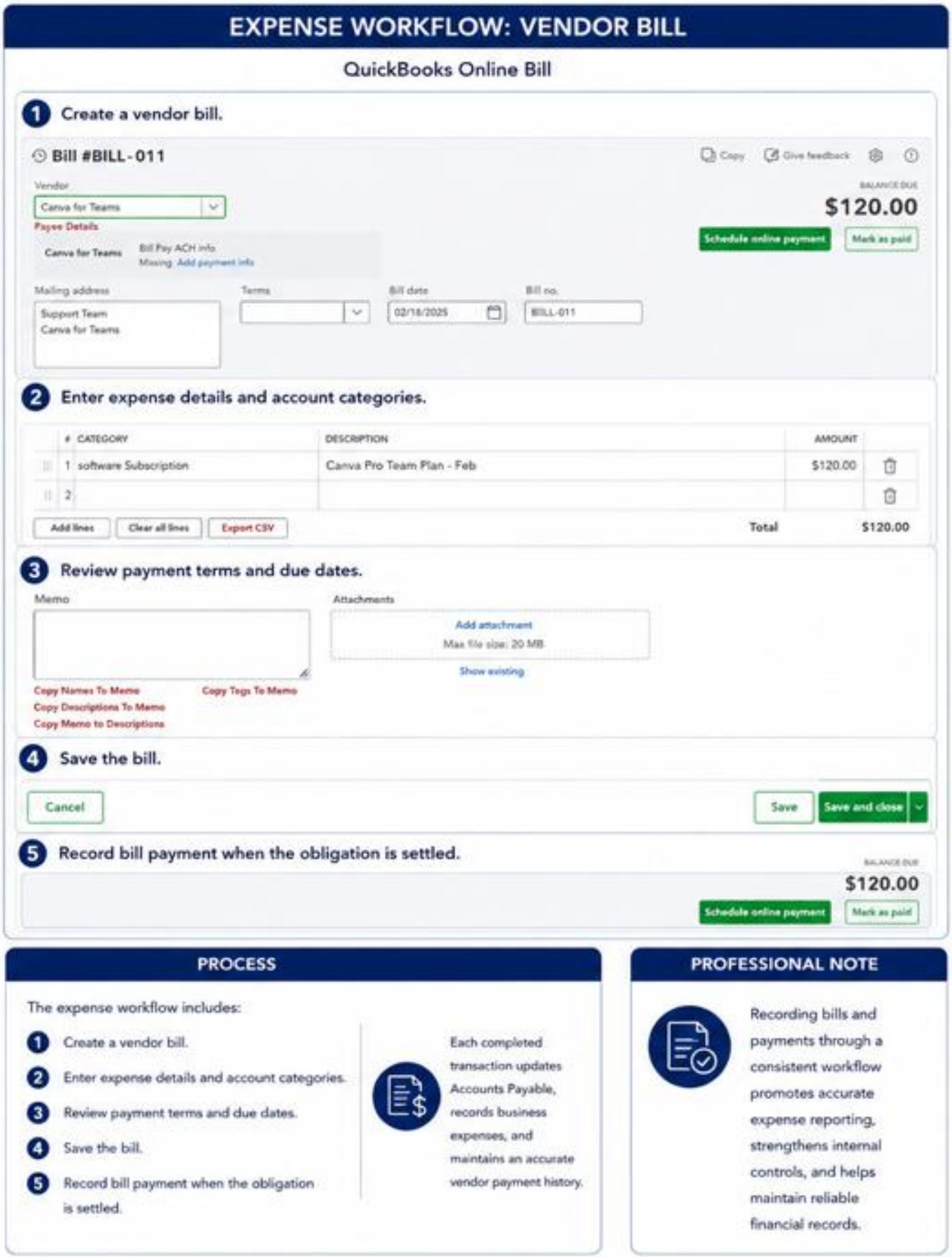


Figure 6. Expense Workflow Using Vendor Bill - QuickBooks Online

Overview

The **Expense Workflow** outlines the process of recording vendor bills and payments to ensure business expenses are accurately classified and reflected in the company's financial records.

Professional Note

Recording bills and payments through a consistent workflow promotes accurate expense reporting, strengthens internal controls, and helps maintain reliable financial records.

Banking

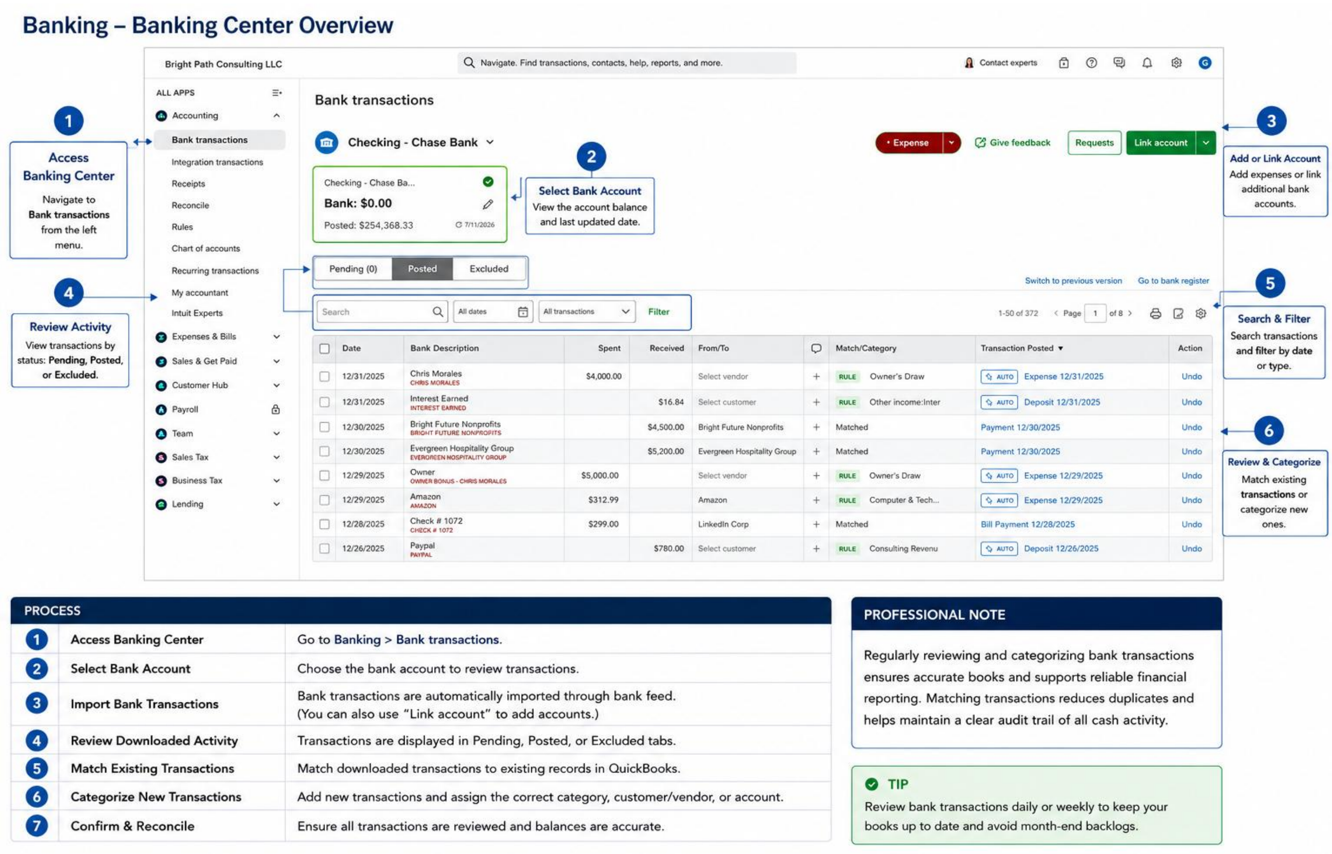


Figure 7. Banking Center – QuickBooks Online

Overview

The **Banking Center** connects financial institutions to QuickBooks Online, allowing transactions to be imported and categorized efficiently. It serves as the primary workspace for managing daily banking activity. This process keeps accounting records synchronized with actual bank activity.

Business Benefits

Connected bank feeds reduce manual data entry, improve bookkeeping efficiency, and provide timely financial information for business owners.

Bank Reconciliation

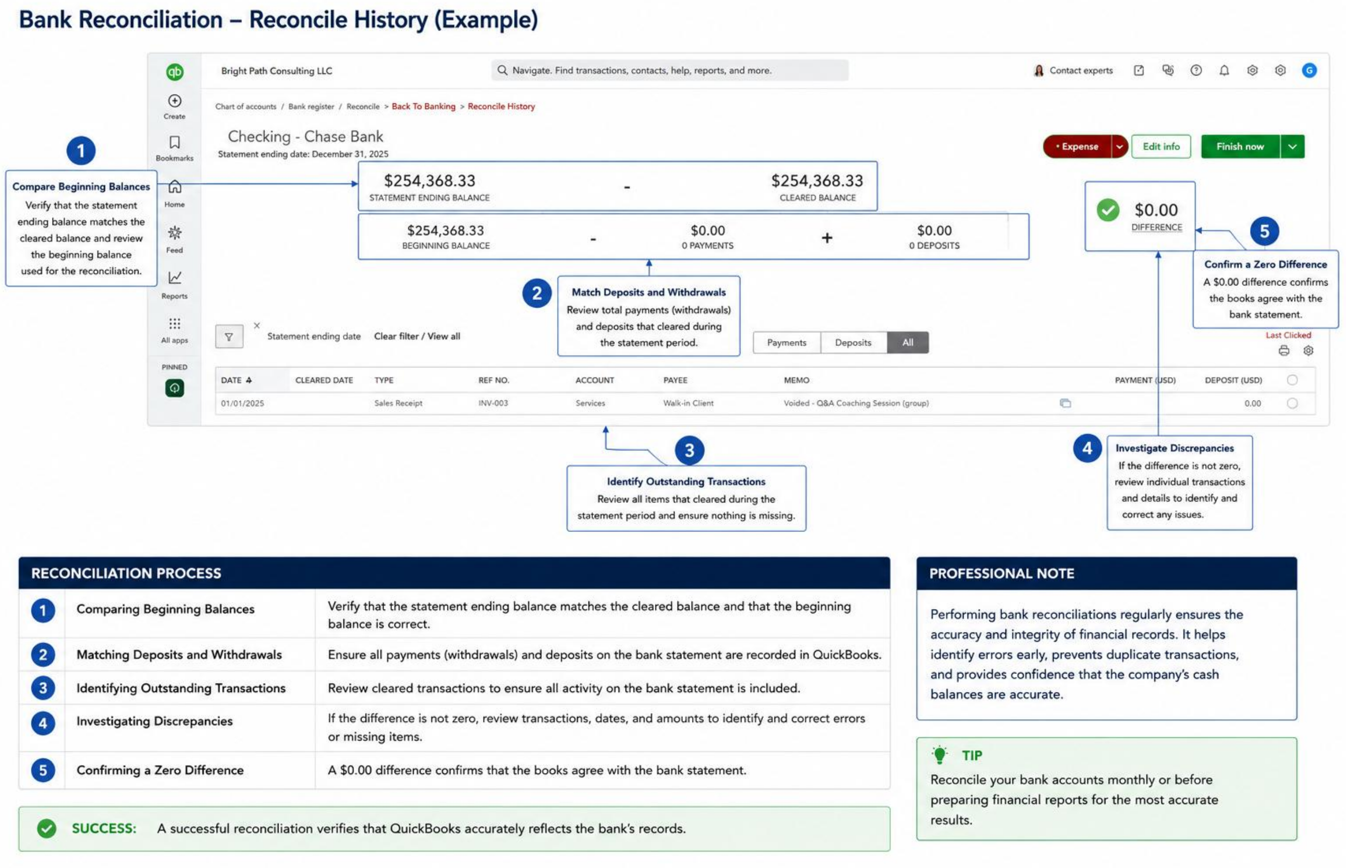


Figure 8. Bank Reconciliation Summary - QuickBooks Online

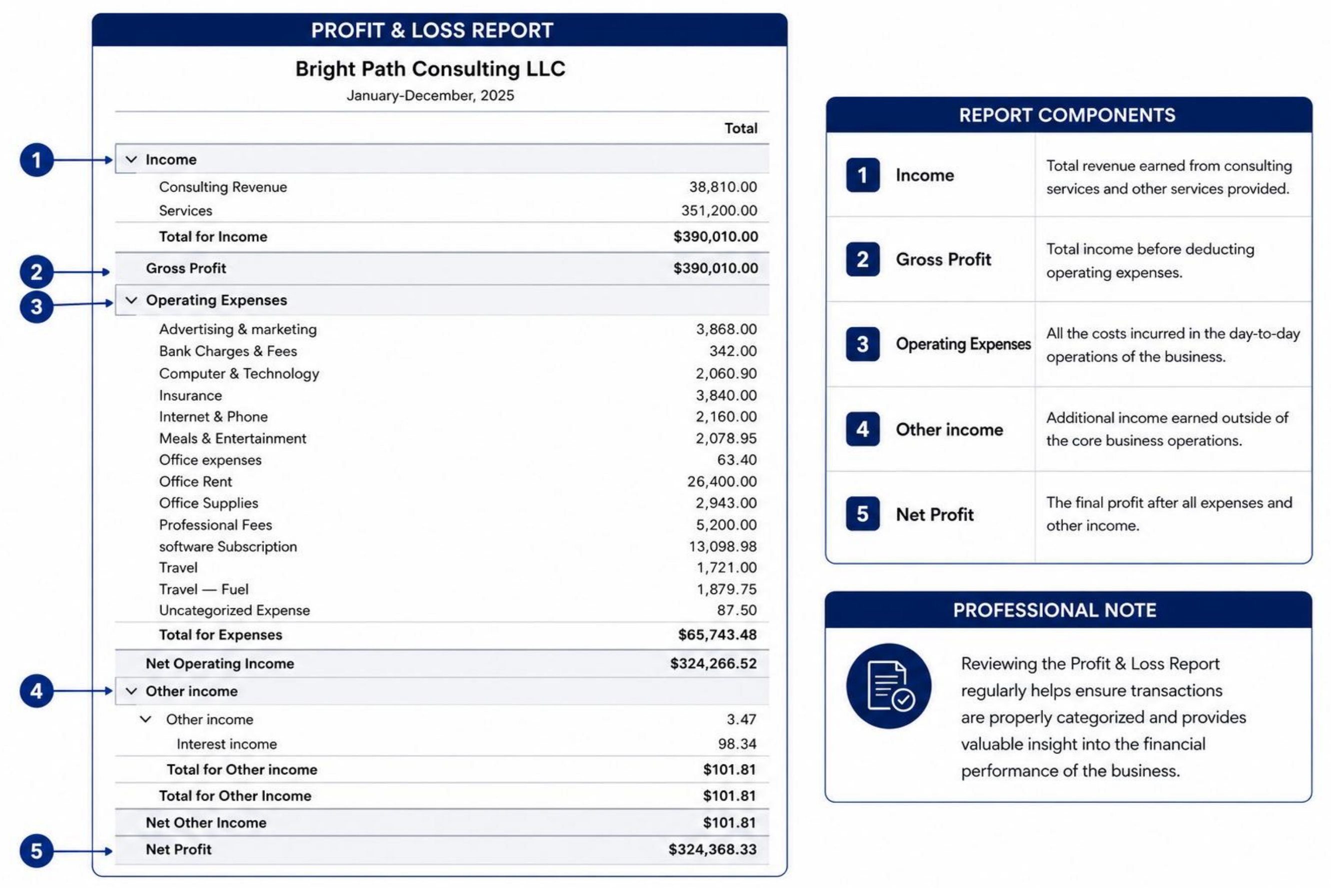
Overview

Bank Reconciliation compares the company's accounting records with the official bank statement to verify that all transactions have been accurately recorded.
A successful reconciliation verifies that QuickBooks accurately reflects the bank's records.

Business Benefits

Routine reconciliations improve financial accuracy, detect errors early, and help identify missing or duplicate transactions before financial reports are prepared.

Profit & Loss Report



PROFIT & LOSS REPORT

Bright Path Consulting LLC

January-December, 2025

	Total
Income	
Consulting Revenue	38,810.00
Services	351,200.00
Total for Income	**$390,010.00**
Gross Profit	**$390,010.00**
Operating Expenses	
Advertising & marketing	3,868.00
Bank Charges & Fees	342.00
Computer & Technology	2,060.90
Insurance	3,840.00
Internet & Phone	2,160.00
Meals & Entertainment	2,078.95
Office expenses	63.40
Office Rent	26,400.00
Office Supplies	2,943.00
Professional Fees	5,200.00
software Subscription	13,098.98
Travel	1,721.00
Travel — Fuel	1,879.75
Uncategorized Expense	87.50
Total for Expenses	**$65,743.48**
Net Operating Income	**$324,266.52**
Other income	
Other income	3.47
Interest income	98.34
Total for Other income	**$101.81**
Total for Other Income	**$101.81**
Net Other Income	**$101.81**
Net Profit	**$324,368.33**

Figure 9. Profit & Loss Report – QuickBooks Online

Overview

The **Profit & Loss Report** summarizes the company's income, and operating expenses over a selected reporting period. It measures the overall profitability of the business.

Business Benefits

Routine review of the Profit & Loss Report improves financial visibility, supports accurate income and expense monitoring, and helps identify trends before making business decisions.

Balance Sheet

BALANCE SHEET

Bright Path Consulting LLC

As of December 31, 2025

	Total
Assets	
Current Assets	
Bank Accounts	
Checking - Chase Bank	254,368.33
Total for Bank Accounts	**$254,368.33**
Accounts Receivable	
Accounts receivable	40,800.00
Total for Accounts Receivable	**$40,800.00**
Total for Current Assets	**$295,168.33**
Fixed Assets	
Office equipment	1,299.00
Office Furniture	1,360.00
Total for Fixed Assets	**$2,659.00**
Total for Assets	**$297,827.33**
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	4,779.00
Total for Accounts Payable	**$4,779.00**
Total for Current Liabilities	**$4,779.00**
Total for Liabilities	**$4,779.00**
Equity	
Opening balance equity	680.00
Owner's Draw	-44,500.00
Owner's Equity	12,500.00
Retained Earnings	
Net Income	324,368.33
Total for Equity	**$293,048.33**
Total for Liabilities and Equity	**$297,827.33**

Figure 10. Balance Sheet Report – QuickBooks Online

Overview

The **Balance Sheet** presents the company's financial position at a specific point in time by summarizing assets, liabilities, and owner's equity.

Business Benefits

The Balance Sheet helps business owners evaluate liquidity, financial stability, and overall business health while supporting informed financial planning.

Accounts Receivable Aging

A/R AGING DETAIL REPORT

Bright Path Consulting LLC

As of December 31, 2025

Date	Transaction type	Num	Customer full name	Due date	Amount	Open balance
5 Over 90 Days (5)						
01/10/2025	Invoice	INV-003	Crestwood Medical Group	01/24/2025	2,200.00	1,200.00
02/10/2025	Invoice	INV-009	Greenfield Law Group	02/24/2025	2,600.00	2,600.00
02/12/2025	Invoice	INV-010	Crestwood Medical Group	02/26/2025	2,800.00	2,800.00
02/18/2025	Invoice	INV-011	Pinnacle HR Solutions	03/04/2025	1,900.00	1,900.00
04/18/2025	Invoice	INV-025	Vertex Financial Group	05/02/2025	4,500.00	4,500.00
Total for Over 90 Days					**$14,000.00**	**$13,000.00**
4 61 - 90 Days (1)						
10/19/2025	Invoice	INV-067	Evergreen Hospitality Group	11/09/2025	6,500.00	6,500.00
Total for 61 - 90 Days					**$6,500.00**	**$6,500.00**
3 31 - 60 Days (3)						
11/13/2025	Invoice	INV-073	Pacific Rim Trading Co	12/04/2025	4,900.00	4,900.00
11/18/2025	Invoice	INV-074	Eastwood Capital Group	12/09/2025	5,500.00	5,500.00
12/11/2025	Invoice	INV-080	Eastwood Capital Group	12/29/2025	6,100.00	6,100.00
Total for 31 - 60 Days					**$16,500.00**	**$16,500.00**
2 1 - 30 Days (1)						
12/17/2025	Invoice	INV-081	Clearwater School District	12/31/2025	4,800.00	4,800.00
Total for 1 - 30 Days					**$4,800.00**	**$4,800.00**
1 Current (0)						
No transactions in this aging period.						
Total for Current					**$0.00**	**$0.00**
TOTAL					**$41,800.00**	**$40,800.00**

REPORT ORGANIZATION

Customer balances are grouped into aging periods such as:

1. Current
2. 1–30 Days
3. 31–60 Days
4. 61–90 Days
5. Over 90 Days

This organization helps monitor overdue customer balances.

PROFESSIONAL NOTE

Regularly reviewing Accounts Receivable Aging helps reduce overdue invoices, strengthens collection procedures, and supports healthy cash flow.

Figure 11. Accounts Receivable Aging Detailed Report - QuickBooks Online

Overview

The **Accounts Receivable Aging Report** summarizes outstanding customer invoices based on the length of time they have remained unpaid.

Business Benefits

The report supports effective collection efforts, improves cash flow management, and identifies customers requiring follow-up.

Accounts Payable Aging

A/P AGING DETAIL REPORT

Bright Path Consulting LLC

As of December 31, 2025

Date	Transaction type	Num	Vendor display name	Due date	Past due	Amount	Open balance
5 Over 90 Days (2)							
02/14/2025	Bill	BILL-010	LinkedIn Corp	02/28/2025	512	299.00	299.00
02/18/2025	Bill	BILL-011	Canva for Teams	03/04/2025	508	120.00	120.00
Total for Over 90 Days						**$419.00**	**$419.00**
4 61 - 90 Days (1)							
10/19/2025	Bill	BILL-065	Canva for Teams	11/03/2025	264	120.00	120.00
Total for 61 - 90 Days						**$120.00**	**$120.00**
3 31 - 60 Days (2)							
11/19/2025	Bill	BILL-072	Canva for Teams	12/10/2025	227	120.00	120.00
11/22/2025	Bill	BILL-073	Lux HR Contractors LLC	12/13/2025	224	1,800.00	1,800.00
Total for 31 - 60 Days						**$1,920.00**	**$1,920.00**
2 1 - 30 Days (2)							
12/18/2025	Bill	BILL-079	Canva for Teams	01/05/2026	201	120.00	120.00
12/20/2025	Bill	BILL-080	Lux HR Contractors LLC	01/08/2026	198	2,200.00	2,200.00
Total for 1 - 30 Days						**$2,320.00**	**$2,320.00**
1 Current (0)							
No transactions in this aging period.							
Total for Current						**$0.00**	**$0.00**
TOTAL						**$4,779.00**	**$4,779.00**

REPORT ORGANIZATION

Vendor balances are categorized into:

1. Current
2. 1–30 Days
3. 31–60 Days
4. 61–90 Days
5. Over 90 Days

This report assists in monitoring payment obligations and due dates.

PROFESSIONAL NOTE

Reviewing Accounts Payable Aging regularly ensures vendor obligations are managed responsibly while supporting accurate liability reporting.

Figure 12. Accounts Payable Aging Detailed Report - QuickBooks Online

Overview

The **Accounts Payable Aging Report** summarizes outstanding vendor bills based on the amount of time they have remained unpaid.

Business Benefits

The report helps businesses manage cash flow, prioritize vendor payments, avoid late fees, and maintain strong supplier relationships.

Bookkeeper's Analysis

Overview

- The **Bookkeeper's Analysis** provides a professional review of the company's accounting records after completing the bookkeeping process. It highlights observations, verifies data accuracy, and identifies opportunities for improvement.

Analysis Performed

The review includes:

- Financial statement analysis
- Bank reconciliation verification
- Review of account balances
- Identification of unusual transactions
- Assessment of bookkeeping accuracy
- The analysis helps confirm that the accounting records accurately reflect business activity.

Business Benefits

- A professional bookkeeping review improves financial reliability, supports management decision-making, and identifies issues before they affect financial reporting.

Professional Note

- Providing analytical observations demonstrates that bookkeeping extends beyond data entry. It reflects a commitment to maintaining accurate records and delivering meaningful financial insights to business owners.

Internal Controls & Best Practices

Overview

- **Internal Controls & Best Practices** establish procedures that safeguard company assets, promote accurate financial reporting, and reduce the risk of errors or fraud within the bookkeeping process.

Best Practices

- Key controls include:
- Regular bank reconciliations
- Timely transaction recording
- Consistent account categorization
- Separation of duties when practical
- Supporting documentation for all transactions
- Periodic review of financial reports
- User access and permission management
- These procedures strengthen the integrity of the accounting system.

Business Benefits

- Strong internal controls improve financial accuracy, enhance operational efficiency, support regulatory compliance, and provide business owners with greater confidence in their financial information.

Professional Note

- Implementing sound internal controls is an essential responsibility of a professional bookkeeper. Consistent bookkeeping procedures help maintain reliable records, minimize risk, and support long-term business success.

Deliverables

Monthly Financial Reports

- Profit & Loss
- Balance Sheet
- Accounts Receivable Aging
- Accounts Payable Aging
- Bank Reconciliation Report
- General Ledger Review
- Bookkeeping Notes & Recommendations

Every month my client receives:

- ✓ Profit & Loss
- ✓ Balance Sheet
- ✓ Bank Reconciliation
- ✓ Accounts Receivable Aging
- ✓ Accounts Payable Aging
- ✓ General Ledger Review
- ✓ Notes and Recommendations

Professional Experience

Billing & Project Coordinator (Remote)

U.S. Electrical Contracting and Wiring Installation Company | Brooklyn, NYC
September 2025 – Present

I support daily business operations through billing coordination, project documentation, QuickBooks Online support, and financial record management for a U.S.-based electrical contracting company.

Key Responsibilities

- Assisted with QuickBooks Online company setup, including company information, Chart of Accounts organization, Products & Services setup, and customer records.
- Prepared customer estimates and invoices based on project specifications, construction plans, and service requirements.
- Maintained organized billing documentation and supported accurate tracking of project-related financial information.
- Monitored contractor work hours, labor costs, and project progress to support project tracking and management reporting.
- Tracked tenant rent payments using Rent Manager property management software and maintained accurate payment records.
- Supported management with administrative reports, project documentation, and day-to-day operational coordination.

Accounting Support | Junior Bookkeeper

Aderans Philippines Inc. | Philippines
Microsoft Dynamics 365 Business Central
January 2024 – January 2025

Provided accounting support by maintaining accurate financial records, processing transactions, and assisting with reporting activities within a corporate accounting environment.

Key Responsibilities

- Managed petty cash transactions, replenishments, and expense documentation while ensuring compliance with company procedures.
- Processed accounts receivable transactions, monitored collections, and maintained accurate customer account records.
- Assisted with invoice preparation, customer account reconciliation, and financial documentation.
- Recorded accounting transactions using Microsoft Dynamics 365 Business Central.
- Supported payroll preparation, inventory audits, and financial reporting activities.
- Coordinated with internal departments to ensure complete and accurate financial records.

Professional Experience

QuickBooks Online Bookkeeping Training & Case Study Experience

QuickBooks Online Training Program | 2026

Completed hands-on QuickBooks Online bookkeeping training focused on the complete bookkeeping cycle using a sample company environment.

Key Activities

- Configured and reviewed QuickBooks Online company settings.
- Organized Chart of Accounts and maintained customer and vendor records.
- Recorded sales and expense transactions.
- Performed bank reconciliation activities for a full-year accounting period.
- Reviewed Accounts Receivable and Accounts Payable Aging reports.
- Prepared and analyzed financial reports, including Profit & Loss and Balance Sheet.

U.S. Tax Preparation Internship

Borderless Accountant | January 2026 – Present

Currently completing a structured U.S. Tax Preparation Internship focused on individual and business taxation.

Key Activities

- Prepared mock U.S. tax returns, including Form 1040, Form 1065, and Form 1120-S exercises.
- Applied IRS tax concepts and tax preparation procedures through case-based activities.
- Developed familiarity with professional tax preparation software, including Intuit ProConnect Tax, Drake Tax, and CCH Tax.
- Continuing to develop skills in tax documentation, workflow management, and client-focused tax preparation processes.

Professional Profile

- I am an accounting professional with experience supporting U.S.-based business operations through billing coordination, project documentation, financial record management, and accounting support. In my current role as a Billing & Project Coordinator for a U.S. electrical contracting company, I assist with QuickBooks Online company setup, customer records, estimates, invoicing, billing documentation, labor cost monitoring, and project tracking.
- I have also completed QuickBooks Online bookkeeping training, where I developed practical experience in performing the complete bookkeeping cycle through a case study environment, including company setup, Chart of Accounts organization, customer and vendor management, transaction recording, bank reconciliation, and financial reporting using QuickBooks Online.
- With a Bachelor's degree in Management Accounting and previous corporate accounting experience using Microsoft Dynamics 365 Business Central, I combine accounting knowledge with hands-on experience in remote business operations. I am currently expanding my expertise in U.S. tax preparation through a structured internship focused on individual and business taxation, tax software applications, and professional tax workflows.
- My goal is to provide accurate, organized, and reliable accounting support to U.S. businesses and accounting firms by applying strong attention to detail, continuous learning, and a process-driven approach.

Career Goals

- I aim to build a career as a U.S. accounting support professional specializing in bookkeeping and tax preparation assistance. My goal is to help small businesses and CPA firms maintain organized financial records, improve bookkeeping processes, and support tax preparation workflows through accurate documentation and reliable accounting support.
- By continuously developing my skills in QuickBooks Online, financial reporting, and U.S. taxation, I strive to become a dependable long-term partner for businesses that need efficient and detail-oriented accounting assistance.

Accounting & Tax Software

QuickBooks Online | Xero | Intuit ProConnect Tax | Drake Tax | CCH Tax

Productivity & Collaboration

Microsoft Excel | Google Workspace | Slack | Zoom | Google Meet| | Loom

Professional Contact

LinkedIn : www.linkedin.com/in/giannilycapascual-bookkeeper-quickbooks-qbo-xero

Email : giannilycapascual@gmail.com