

VA Bookkeeping Portfolio – QuickBooks

Demonstrating skills in Statement of Cash
Flow Reconciliation, Balance Sheet, P&L,
Reconciliation, Audit Log, and Invoices and
Bills



KRISTAL MALAYA T. SAGBIGSAL
Virtual Assistant

Statement of Cash Flows

TechFlow Solutions Co.
1 January-26 March, 2026

Full name	Total
Cash flows from operating activities	
Profit for the year	₱305,600.00
Adjustments for non-cash income and expenses:	
Accounts Payable (A/P)	₱0.00
Accounts Receivable (A/R)	₱0.00
Accrued liabilities	₱5,500.00
Total for Adjustments for non-cash income and expenses:	₱5,500.00
Net cash from operating activities	₱311,100.00
Cash flows from investing activities	
Cash flows from financing activities	
Opening Balance Equity	₱400,000.00
Net cash used in financing activities	₱400,000.00
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	₱711,100.00
Cash and cash equivalents at beginning of year	₱0.00
CASH AND CASH EQUIVALENTS AT END OF YEAR	₱711,100.00

A summary of revenue and expenses over a specific period, used to evaluate the company's operational efficiency and net profitability.

Balance Sheet Comparison

TechFlow Solutions Co.
As of 25 March, 2026

	TOTAL	
Assets	As of 26 March, 2026	As of 26 March, 2025 (PY)
Current Assets		
Accounts Receivable		
Accounts Receivable (A/R)	₱22,000.00	
Total for Accounts Receivable	₱22,000.00	
BDO Business	₱458,100.00	
Cash and cash equivalents	₱240,500.00	
Marketing	₱12,500.00	
Total for Current Assets	₱733,100.00	
Long-term assets		
Total for Assets	₱733,100.00	
Liabilities and Shareholder's Equity		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)	₱0.00	
Total for Accounts Payable	₱0.00	
Accrued liabilities	₱5,500.00	
Total for Current Liabilities	₱5,500.00	
Non-current Liabilities		
Shareholder's Equity		
Retained Earnings		
Net Income	₱327,600.00	
Opening Balance Equity	₱400,000.00	
Total for Shareholder's Equity	₱727,600.00	
Total for Liabilities and Shareholder's Equity	₱733,100.00	

A comparative snapshot of Assets, Liabilities, and Equity, providing a 3 month (January 2026 - March 2026) analysis of the company's financial health.

Profit and Loss Comparison

TechFlow Solutions Co.
1 January-26 March, 2026

	TOTAL	
	Jan 1 - Mar 26 2026	Jan 1 - Mar 26 2025 (PY)
Income		
Services	₱785,750.00	
Total for Income	₱785,750.00	
Cost of Sales		
Gross Profit	₱785,750.00	
Other Income		
Other operating income (expenses)	-₱850.00	
Total for Other Income	-₱850.00	
Expenses		
Bank charges	₱200.00	
Insurance - General	₱15,000.00	
Legal and professional fees	₱12,000.00	
Meals and entertainment	₱5,950.00	
Office expenses	₱34,100.00	
Other Types of Expenses-Advertising Expenses	₱17,000.00	
Rent or lease payments	₱80,000.00	
Repairs and Maintenance	₱1,200.00	
Shipping and delivery expense	₱500.00	
Supplies	₱166,400.00	
Travel expenses - general and admin expenses	₱6,000.00	
Travel expenses - selling expenses	₱94,750.00	
Utilities	₱24,200.00	
Total for Expenses	₱457,300.00	
Other Expenses		
Net earnings	₱327,600.00	

A summary of revenue and expenses over a specific period, used to evaluate the company's operational efficiency and net profitability.

TechFlow Solutions Co.
BDO Business, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 03/25/2026

Reconciled by: Kristal Malaya Sagbigal

Any changes made to transactions after this date aren't included in this report.

Summary	PHP
Statement beginning balance	
Checks and payments cleared (32)	400,000.00
Deposits and other credits cleared (20)	412,200.00
Statement ending balance	<u>525,700.00</u>
	<u>513,500.00</u>
Register balance as of 01/31/2026	593,500.00
Cleared transactions after 01/31/2026	-80,000.00
Uncleared transactions after 01/31/2026	-55,400.00
Register balance as of 03/25/2026	458,100.00

Details

Checks and payments cleared (32)

DATE	TYPE	REF NO.	PAYEE PLDT Business	AMOUNT (PHP)
01/05/2026	Bill Payment	2	Prime Office Rent	-3,500.00
01/05/2026	Bill Payment	10	Meralco	-40,000.00
01/05/2026	Bill Payment	9	Manila Water	-7,800.00
01/06/2026	Bill Payment	11	Starbucks	-1,200.00
01/07/2026	Expense		National B-store	-850.00
01/09/2026	Expense		Shell Gas	-1,500.00
01/09/2026	Expense		Cloud Servers Inc	-2,000.00
01/10/2026	Bill Payment	12	Grab Car	-8,500.00
01/11/2026	Expense	26	Globe Telecom	-450.00
01/12/2026	Bill Payment	13	7-Eleven	-2,500.00
01/13/2026	Expense	27	Micro-Tech Whsle	-300.00
01/14/2026	Bill Payment	8	Ace Hardware	-80,000.00
01/14/2026	Bill Payment	15	J&T Express	-2,100.00
01/14/2026	Bill Payment	14	Panda Security	-3,200.00
01/16/2026	Bill Payment	16	Paper Tree	-12,000.00
01/18/2026	Bill Payment	17	LBC Express	-4,000.00
01/19/2026	Expense	27	Janitorial Svc	-250.00
01/20/2026	Bill Payment	18	Tech Depot	-5,500.00
01/21/2026	Bill Payment	19	Hardware Store	-25,000.00
01/22/2026	Expense	28	Grab Express	-1,200.00
01/22/2026	Bill Payment	20	Canva Pro	-1,800.00
01/23/2026	Bill Payment	21	Zoom Video	-650.00
01/24/2026	Bill Payment	22	FB Ads	-850.00
01/24/2026	Expense	29	Local Courier	-2,500.00
01/25/2026	Bill Payment	23	Name sa companyEmail addr...	-500.00
01/25/2026	Bill Payment	24	SM Supermarket	-15,000.00
01/28/2026	Expense	29	FB Advertising	-1,800.00
01/28/2026	Bill Payment	25	Coffee Supply	-10,000.00
01/30/2026	Bill Payment	26	BDO Bank	-3,000.00
01/31/2026	Expense	30	Isuzu	-200.00
01/31/2026	Bill Payment	27	Micro-Tech Whsle	-94,050.00
03/24/2026	Bill Payment	1		-80,000.00
Total				-412,200.00

Deposits and other credits cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (PHP)
01/01/2026	Receive Payment		Blue Horizon Corp	15,000.00
01/03/2026	Receive Payment		Peak Designs	150,000.00
01/03/2026	Receive Payment		Green Leaf Retail	25,000.00
01/06/2026	Receive Payment		Swift Logistics	5,000.00
01/08/2026	Receive Payment		Urban Eats	12,000.00
01/09/2026	Receive Payment		Tech Hub Inc	8,500.00
01/10/2026	Receive Payment		Sunnyside Café	7,000.00
01/12/2026	Receive Payment		Zenith Law Firm	10,000.00
01/14/2026	Receive Payment		Alpha Builders	4,500.00
01/15/2026	Receive Payment		Mega Mart	9,000.00
01/17/2026	Receive Payment		Prime Dental	3,000.00
01/18/2026	Receive Payment		Gold Gym	6,500.00
01/20/2026	Receive Payment		Silver Screen	85,000.00
01/21/2026	Receive Payment		Happy Homes	18,000.00
01/23/2026	Receive Payment		Ocean View Res.	35,000.00
01/25/2026	Receive Payment		Metro Pharma	11,000.00
01/26/2026	Receive Payment		Sky High Travel	4,200.00
01/27/2026	Receive Payment		Solid Steel Co	22,000.00
01/29/2026	Receive Payment		Bright Future	45,000.00
01/30/2026	Receive Payment		Unity Bank	50,000.00

Total

525,700.00

Additional Information

Uncleared checks and payments after 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (PHP)
03/24/2026	Bill Payment	3	Prime Office Rent	-40,000.00
03/25/2026	Bill Payment	4	Manila Water	-1,200.00
03/25/2026	Bill Payment	5	Cloud Servers Inc	-8,500.00
03/25/2026	Bill Payment	6	Globe Telecom	-2,500.00
03/25/2026	Bill Payment	7	J&T Express	-3,200.00
Total				-55,400.00

Monthly reconciliation of internal ledger accounts against bank statements to ensure 100% data accuracy and identify discrepancies.

Audit Log

Date Changed	User	Event	History
Mar 25, 10:47 am Singapore Standard Time	Kristal Malaya Sagbigal	Reconciled account BDO Business	View
Mar 25, 10:47 am Singapore Standard Time	Kristal Malaya Sagbigal	Added Bill Payment (Cheque) No. 27 to Isuzu for PHP94050.00	View
Mar 25, 10:46 am Singapore Standard Time	Kristal Malaya Sagbigal	Added Bill No. BILL-921 to Isuzu for PHP94050.00	View
Mar 25, 10:45 am Singapore Standard Time	Kristal Malaya Sagbigal	Added supplier Isuzu	View
Mar 25, 10:35 am Singapore Standard Time	Kristal Malaya Sagbigal	Recorded expense No. 30 for BDO Bank for PHP200.00	View
Mar 25, 10:34 am Singapore Standard Time	Kristal Malaya Sagbigal	Added supplier BDO Bank	View
Mar 25, 10:34 am Singapore Standard Time	Kristal Malaya Sagbigal	Recorded expense No. 29 for SM Supermarket for PHP1800.00	View
Mar 25, 10:33 am Singapore Standard Time	Kristal Malaya Sagbigal	Added supplier SM Supermarket	View
Mar 25, 10:33 am Singapore Standard Time	Kristal Malaya Sagbigal	Recorded expense No. 29 for FB Ads for PHP2500.00	View
Mar 25, 10:32 am Singapore Standard Time	Kristal Malaya Sagbigal	Added supplier FB Ads	View

Maintenance of a transparent digital trail of all financial entries to uphold internal controls and ensure audit readiness.

Invoice List by Date

TechFlow Solutions Co.

1 January-26 March, 2026

Date	Transaction type	Number	Name	Memo/Description	Due date	Amount	Open balance
01/01/2026	Invoice	INV-1008	Blue Horizon Corp		01/31/2026	₱15,000.00	₱0.00
01/02/2026	Invoice	INV-1001	Blue Horizon Corp		01/17/2026	₱15,000.00	₱0.00
01/03/2026	Invoice	INV-1002	Green Leaf Retail		01/18/2026	₱25,000.00	₱0.00
01/03/2026	Invoice	INV-1009	Green Leaf Retail		01/18/2026	₱25,000.00	₱0.00
01/03/2026	Invoice	INV-1012	Peak Designs		01/18/2026	₱150,000.00	₱0.00
01/05/2026	Invoice	INV-1003	Swift Logistics		01/20/2026	₱150,000.00	₱0.00
01/05/2026	Invoice	INV-1010	Peak Designs		02/04/2026	₱0.00	₱0.00
01/05/2026	Invoice	INV-1011	Peak Designs		01/20/2026	₱25,000.00	₱0.00
01/06/2026	Invoice	INV-1004	Peak Designs		01/21/2026	₱5,000.00	₱0.00
01/06/2026	Invoice	INV-1013	Swift Logistics		01/21/2026	₱5,000.00	₱0.00
01/08/2026	Invoice	INV-1005	Urban Eats		01/23/2026	₱12,000.00	₱0.00
01/08/2026	Invoice	INV-1014	Urban Eats		02/07/2026	₱12,000.00	₱0.00
01/09/2026	Invoice	INV-1006	Tech Hub Inc		01/24/2026	₱8,500.00	₱0.00
01/09/2026	Invoice	INV-1015	Tech Hub Inc		01/24/2026	₱8,500.00	₱0.00
01/10/2026	Invoice	INV-1007	Sunnyside Café		01/25/2026	₱7,000.00	₱0.00
01/12/2026	Invoice	INV-1016	Zenith Law Firm		01/27/2026	₱10,000.00	₱0.00
01/14/2026	Invoice	INV-1017	Alpha Builders		01/29/2026	₱4,500.00	₱0.00
01/15/2026	Invoice	INV-1018	Mega Mart		01/30/2026	₱9,000.00	₱0.00
01/15/2026	Invoice	INV-1029	Alpha Builders		01/30/2026	₱22,000.00	₱22,000.00
01/17/2026	Invoice	INV-1019	Prime Dental		02/01/2026	₱3,000.00	₱0.00
01/18/2026	Invoice	INV-1020	Gold Gym		02/02/2026	₱6,500.00	₱0.00

Invoice List by Date

TechFlow Solutions Co.
1 January-26March, 2026

Date	Transaction type	Number	Name	Memo/Description	Due date	Amount	Open balance
01/20/2026	Invoice	INV-1021	Silver Screen		02/04/2026	₱85,000.00	₱0.00
01/21/2026	Invoice	INV-1022	Happy Homes		02/05/2026	₱18,000.00	₱0.00
01/23/2026	Invoice	INV-1023	Ocean View Res.		02/07/2026	₱35,000.00	₱0.00
01/25/2026	Invoice	INV-1024	Metro Pharma		02/09/2026	₱11,000.00	₱0.00
01/26/2026	Invoice	INV-1025	Sky High Travel		02/10/2026	₱4,200.00	₱0.00
01/27/2026	Invoice	INV-1026	Solid Steel Co		02/11/2026	₱22,000.00	₱0.00
01/29/2026	Invoice	INV-1027	Bright Future		02/13/2026	₱45,000.00	₱0.00
01/30/2026	Invoice	INV-1028	Unity Bank		02/14/2026	₱50,000.00	₱0.00
TOTAL						₱788,200.00	₱22,000.00

Accounts Receivable Management" > Tracks ₱788,200.00 in total revenue with 100% collection efficiency and zero outstanding balances for Q1 2026

Invoice INV-1029

?

From TechFlow Solutions Co. <quickbooks@notification.intuit.com>

To Cc/1 Bcc alpha@build.com

Send me a copy

Subject Invoice INV-1029 from TechFlow Solutions Co.

Email body

Dear Alpha Builders,

We appreciate your business. Please find your invoice details here. Feel free to contact us if you have any questions.

Have a great day!

TechFlow Solutions Co.

[Manage online delivery settings](#)

Your invoice is ready!

Total ₱22,000.00

BALANCE DUE

₱22,000.00

Dear Alpha Builders,

We appreciate your business. Please find your invoice details here. Feel free to

Demonstrates the final step of the billing cycle: generating and sending professional, automated invoices via QuickBooks Online to ensure timely payment notification and clear client communication.

Key Skills

QuickBooks & Excel

Financial reporting & analysis

Invoice & expense management

Attention to detail / accuracy



Portfolio Highlights

“This portfolio demonstrates my proficiency in managing client finances accurately using QuickBooks. It reflects my attention to detail, ability to maintain organized records, and capability to support clients efficiently.”

Kristal Malaya T. Sagbigal

