



**HOW TO**

# WORK WITH ME

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A step-by-step guide to outsourcing your  
QuickBooks Online Bookkeeping  
to an expert.



LEDGERWELL



# HERE'S THE BIG PICTURE



Step 1: Hire me!

Step 2: invite me to your QBO file

Step 3: setup view-only bank access

Step 4: Follow up meeting

Step 5: ongoing bookkeeping



## Hi! I'm Johanna!

I am an Accountant by training and a QuickBooks Online expert. I specialize in helping creatives, solopreneurs, and other freelancers spend less time on bookkeeping and administrative work and more time growing a profitable business.

### My Qualifications

I have been working with QuickBooks since 2021 and have the Advanced certification in QuickBooks Online.

I graduated Summa Cum Laude with an A.A.S. in Accounting.

I earned my BSBA in Accounting in 2014.

I have 17 years of experience in Business Operations and Education.

What tasks can  
(and should) you  
outsource to  
me?

Accounts Payable  
Accounts Receivable  
Recording Transactions  
Reconciling Bank Accounts  
Reconciling Credit Card Accounts  
Job Costing  
Payroll  
Budgets and Forecasts  
...and more

# STEP ONE

## HOW TO HIRE ME

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To hire me on Upwork:

1. Click the 'Jobs' tab and locate the job you want in your Open Jobs.
2. Click the 'Hire Freelancer' button.
3. Fill out the offer form.

I'll then have 7 days to accept your offer.

You can confirm that your new contract is active by going to the My Jobs tab and check the list of Contracts. If it is an hourly job, I won't be able to log time (or start working) until the start date.

## Direct

If we have a direct relationship, I will send you an Engagement Letter with an ACH form for you to authorize or a link to setup an Upwork account.

I offer fixed, monthly contracts and payment is due at the start of the engagement

## STEP TWO

# HOW TO INVITE ME



Login to Quickbooks Online...

1. Click on the Gear Icon.
2. Manage Users.
3. Invite Accountant.
4. Send the invitation to Johanna Hsu at [johanna@ledgerwell.us](mailto:johanna@ledgerwell.us)

## STEP THREE

# HOW TO SETUP VIEW- ONLY BANK ACCESS

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Setting up view-only bank access will allow me to pull the monthly bank statements, check images, and CSV files as needed to import transactions, update your QuickBooks Online file, and reconcile. Every bank is different and not every bank has view-only as an option. *If you can't setup view-only access, you will need to send me your bank, loan, and credit card statements each month to reconcile.*



1. To add a sub-user online, sign in to Online Banking and hover the cursor over the "Business Services" tab and select "Add New Users" under "Account Management" on the dropdown list.
2. Next, you will enter the sub-user's information in each field of the "Enter the user's name, and create an Online Id and Passcode" window. You have the ability to copy an existing sub-user's account access levels if you have already created one in the past.
3. The next step is to select On/Off buttons, as needed, to designate the accounts & services the sub-user(s) can access.
4. Finally, click "Done". Please note, Sub-users receive automatic paperless statement notifications and "General & Security Alerts" for any account on the business profile, regardless of which accounts the sub-user has permission to view.

## STEP THREE HOW TO SETUP VIEW- ONLY BANK ACCESS

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- 1.To add a sub-user online, sign in to Online Banking and click 'Welcome'
- 2.Choose 'Manage Access'
- 3.Choose 'Use Account Access Manager'
- 4.Click on the tab for 'Guest Users'
- 5.Add new user



Manage Users is only available to customers with a Business account.

- 1.Click Profile
- 2.Click Profile and Settings
- 3.Click My Settings
- 4.Click Get Started in the Manage Users section
- 5.Click Add User
- 6.Provide the user's information, check each account privilege you're giving this user, and click save

## STEP FOUR FOLLOW UP MEETINGS

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To ensure client satisfaction, ongoing communication is key. Just because you've outsourced your books to me, doesn't mean you won't hear from me!

If you want to check in or have questions, you can schedule a meeting with me here: <https://calendly.com/ledgerwell/> or email [johanna@ledgerwell.us](mailto:johanna@ledgerwell.us)

If we need to have a screenshare, you will go to this link:  
<https://us02web.zoom.us/j/5224120835>



## STEP FIVE ONGOING BOOKKEEPING

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What you can expect:

Based on your preferences, I will update your transactions in QBO weekly, 2x/month, or monthly.

All clients will get monthly bank and credit card reconciliations.

For any transactions I am unsure how to record, I will code those to the “Ask my Accountant” account. Each month, I will export the list of these transactions and send to you in Excel so you can easily leave a note for me in the spreadsheet and send back.

Then I’ll get your transactions recategorized and send over your monthly financial statements.

If you would like a budget or check-in call to review the numbers, you can book here: <https://calendly.com/ledgerwell/>

# HOW IT WORKS

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## ACCOUNT PAYABLE PROCESS

If you hire me to enter bills for you, here is how the process will work:

- Scan/email me any invoices that need to be paid
- I will enter your bills into QBO and attach a copy of the invoice
- You will set a payment cycle (usually weekly or bi-monthly)
- I will send you the A/P Aging report so you can review and let me know which bills to pay
- I will record the payments in QBO and you can pay the bill by:
  - Printing the checks out of QBO
  - Using Bill.com to approve and pay

## JOB COSTING PROCESS

- You must have a QBO Plus account to do job-costing with Projects
- Give me the client name and project name (or job #) to set up each new Project.
- Invoices for the client will then be added to the project.
- I can also add Expenses, Time, Bills, and Purchase Orders to your project.
  - If you paid for materials for multiple projects on a single invoice, you will need to let me know how much to allocate to each project and I will split that up for you.
- By using the Projects feature, we can run these special reports:
  - Project Profitability
  - Non-billable Time
  - Unbilled time and expenses

# HOW IT WORKS

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## PAYROLL SETUP

Prior to setting up payroll, you will need to:

- Apply for an EIN
- Register for EFTPS
- Register as a new employer with your state (may vary)
- Find your state unemployment rate (may vary)

*To set up payroll using Quickbooks Online, here is a detailed tutorial:*

<https://quickbooks.intuit.com/tutorials/lessons/setup-payroll/>

## PAYROLL PROCESS

To run payroll for you using Intuit Enhanced or Gusto Full-Service payroll, you will need to send me:

- Hours worked per employee
- Any changes to pay rates, withholdings, or deductions
- Any bonuses, tips, or employee advances

Each employee should have a W4, I9, and voided check (for direct deposit) on file. Then I will handle filing and paying your monthly, quarterly, and annual reports

# FREQUENTLY ASKED QUESTIONS

**I'm not using QuickBooks Online. Can you help with (insert accounting software here)?**

I specialize in and work exclusively with QuickBooks Online.

**Do you work with businesses outside of the USA?**

No, I only work with companies using the US edition of QBO with domestic banks.

**Can you teach me/my bookkeeper to use QuickBooks?**

I will do limited training for ongoing monthly clients, but I do not offer training as a stand-alone service. I want to be able to devote my time to serving my ongoing clients so I try to stay away from one-time jobs.

**Can you help me with my tax returns?**

No, I do not do tax returns. Ick! :)

**Can you help with a compilation/review/audit?**

No, I do not do any form of compilations/reviews/audits. I do bookkeeping and managerial accounting to help small business owners make good data-driven decisions.

HAVE MORE

QUESTIONS?



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