



Wave App Manual

The Complete Guide to Doing Your Accounting
with Wave

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Table of Contents

1. Understanding the basic functions and features in Waveapps Application	
1.1. Login to Waveapps	
1.2 Waveapps Dashboad	
1.3 Waveapps Menu	
2. Understanding Waveapps Dashboard	
3. Sales	
3.1 Estimates	
3.2 Invoices	
3.3 Recurring Invoices	
3.4 Customer Statements	
3.5 Customers	
3.6 Products & Services (Sales)	
4. Purchases	
4.1 Bills	
4.2 Receipts	
4.3 Vendors	
4.4 Products & Services (Purchases)	
5. Accounting	

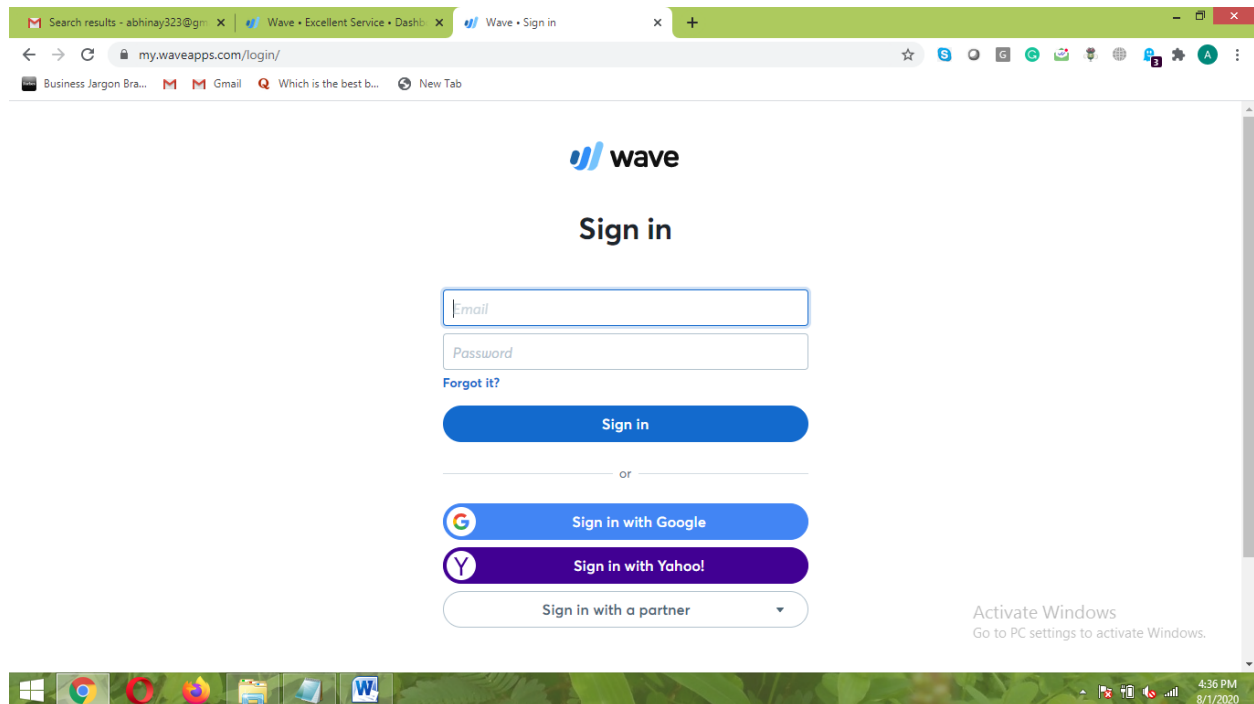
5.1 Transactions	
5.2 Reconciliation	
5.3 Charts of Accounts	
6. Payroll	
7. Reports	
7.1 Profit & Loss (Income Statement)	
7.2 Balance Sheet	
7.3 Cash Flow	
7.4 Sales Tax	
7.5 Income by Customers	
7.6 Aged Receivables	
7.7 Purchases by Vendors	
7.8 Aged Payables	
7.9 Account Balances	
7.10 Trial Balance	
7.11 Account Transactions	
Integrations	
Settings	

1. Understanding the basic functions and features in Waveapps Application

- Waveapps is a cloud-based accounting tools where the all the accounting information is stored on the server in a secured way
- You have to login to your account from any of the remote locations with internet connection
- Wave Accounting is easy to use and secure application
- It has a wide range of accounting capabilities which can perform variety of activities smoothly
- Wave Accounting helps to do the double-entry bookkeeping very easily
- Wave Accounting is **absolutely FREE** to use, except for Payroll which incurs certain charges
- Wave is an ideal invoicing tool for small and medium- sized businesses

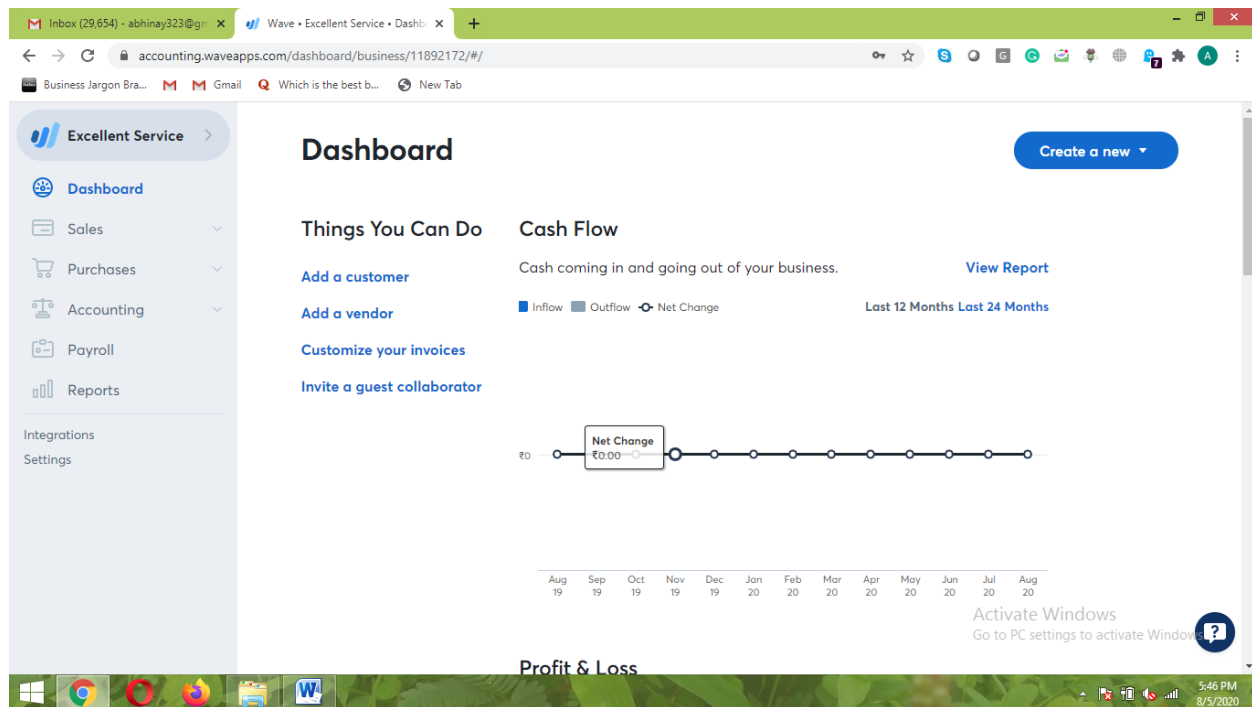
1.1. Login to Waveapps

- For login into Waveapps, you need to go to <https://my.waveapps.com/login/> and then login with proper details
- Any of the browser can be used for running the Waveapps software



1.2 Waveapps Dashboad

- After Login to Waveapps, you can see the Home page of Waveapps, which is called as “Waveapps Dashboard”.
- Here you can view the important information of the business like Cash Flow, Profit & Loss, Payable & Owing, Net Income, Expenses Breakdown.
- You can get the customized reports of these important Financial aspects as per the number of months or year selected, about your business.
- In Dashboard, you can even do other things like Adding a new customer, Adding a new vendor, Customize you invoice, and Invite a guest Collaborator.



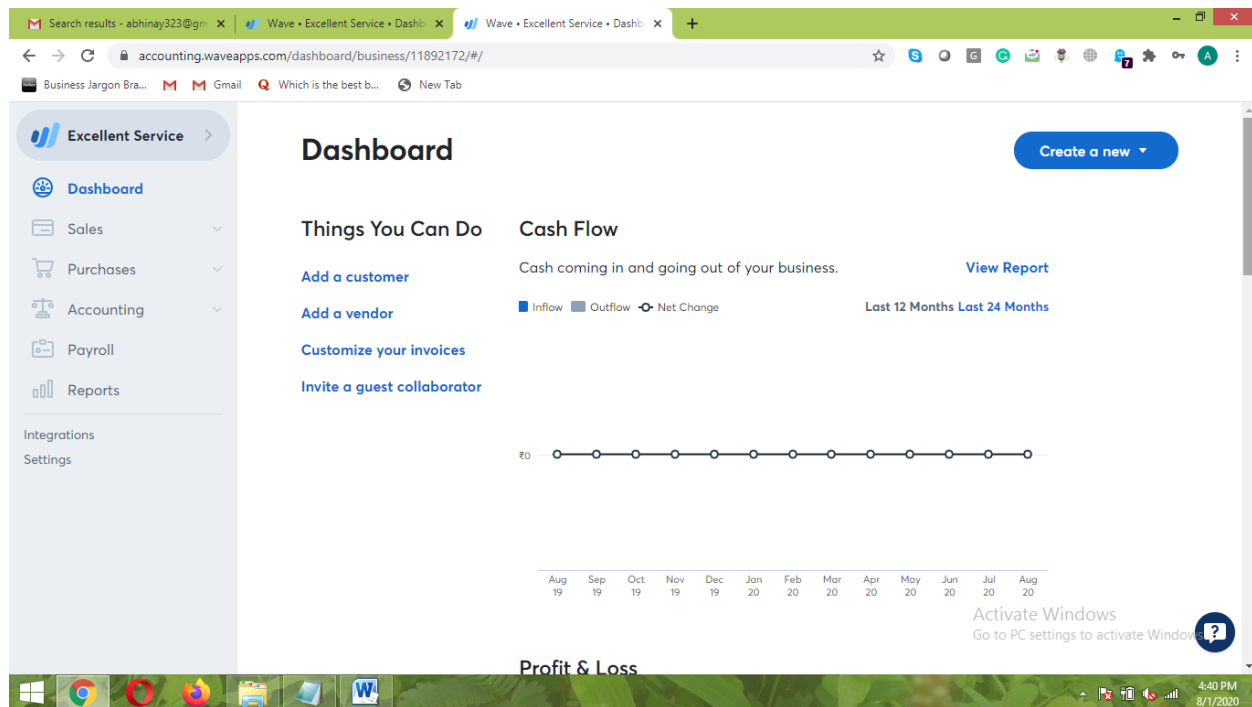
1.3 Waveapps Menu

- Waveapps has a very user-friendly menu, where you can easily put the important information
- Later we will look at each of the menu option
- Some of the main sections of the Menu are:
 - Dashboard
 - Sales
 - ✓ Estimates
 - ✓ Invoices
 - ✓ Recurring Invoices
 - ✓ Customer Statements
 - ✓ Customers

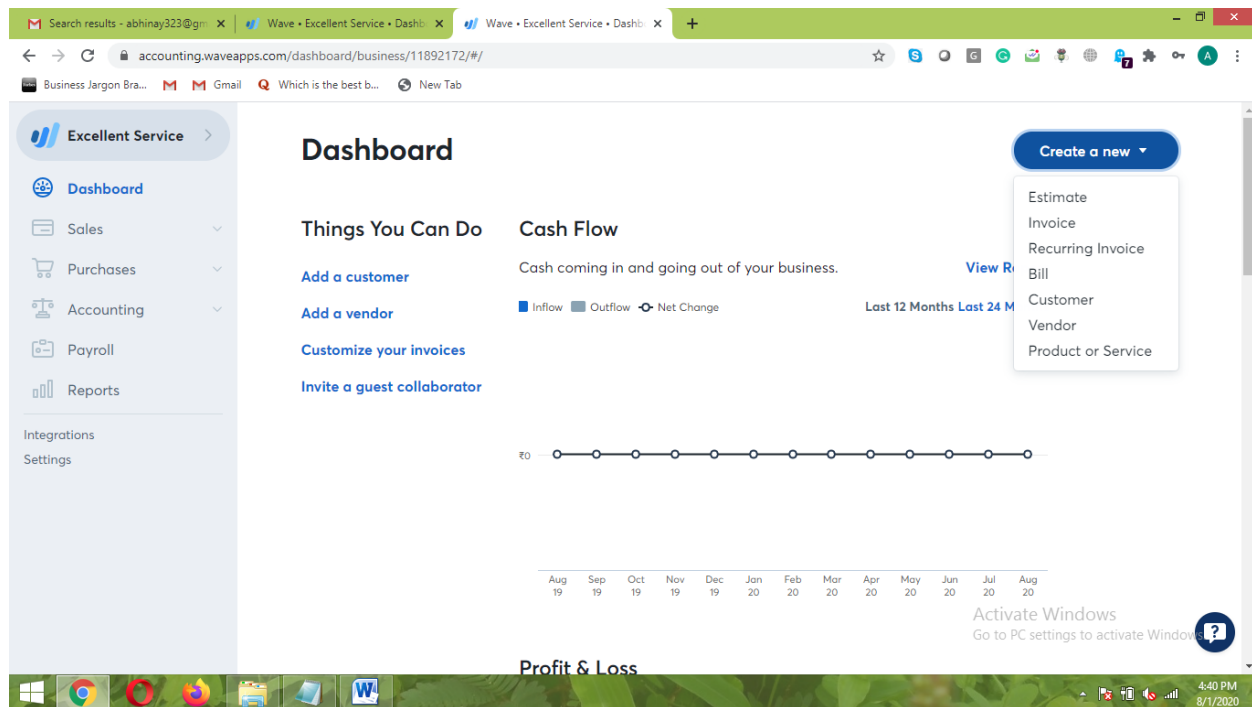
- ✓ Products & Services
- Purchases
 - ✓ Bills
 - ✓ Receipts
 - ✓ Vendors
 - ✓ Products & Services
- Accounting
 - ✓ Transactions
 - ✓ Reconciliation
 - ✓ Chart of Accounts
- Payroll
- Reports

2. Understanding Waveapps Dashboard

- Waveapps dashboard gives the view of all the important reports of the business
- It provides the option to quickly Add new customers or vendors of your business

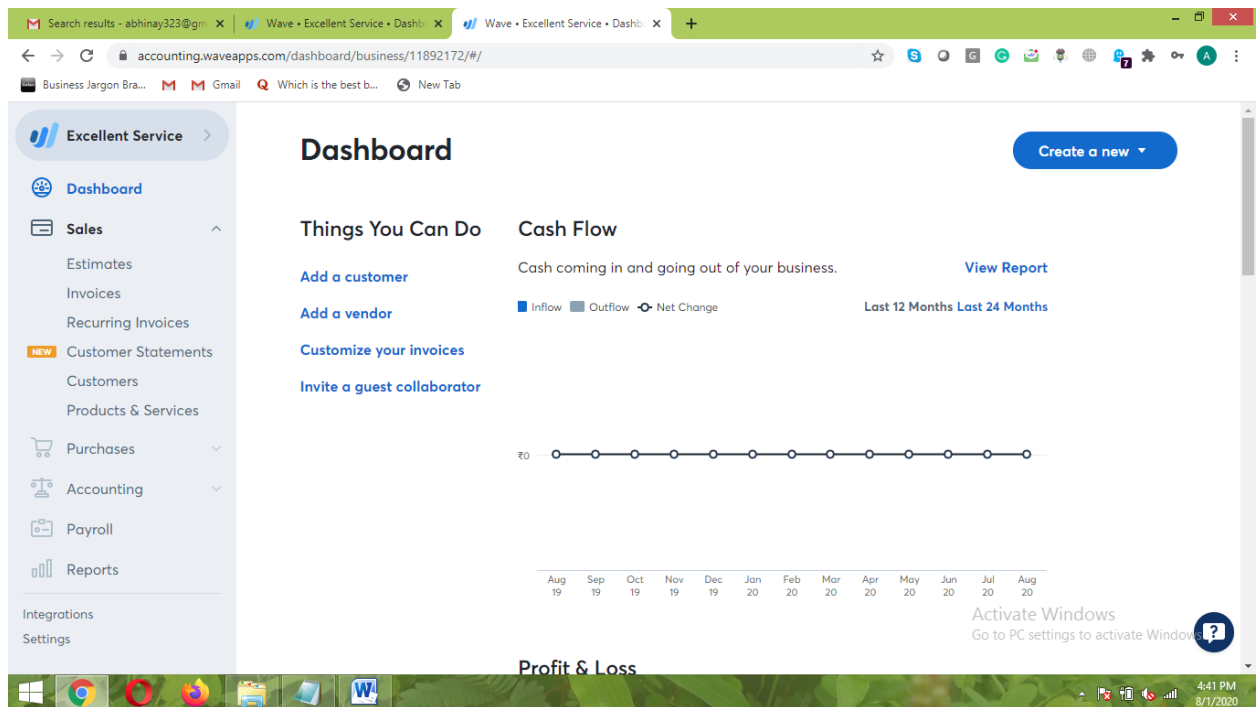


- Through Dashboard, you can directly Create a New Estimate, Invoice, Recurring Invoice, Bill, Customer, Vendor, Product or Service.



3. Sales

- All the Sales information in the business can be recorded here in a systematic manner
- Some of the important attributes of the Sales are Estimates, Invoices, Recurring Invoices, Customer Statements, Customers, Products & Services



3.1 – Estimates

- Add an Estimate
 - ✓ You can add the necessary estimates for each of the customer
 - ✓ Here, you can just select the customer, then put the Items, Description, Quantity, Price, Tax, which will give the Total Amount for each of the customer.

Excellent Service

Dashboard

Sales

Estimates

Invoices

Recurring Invoices

NEW Customer Statements

Customers

Products & Services

Purchases

Accounting

Payroll

Reports

Integrations

Settings

Estimate 1

Customer: Choose

Currency: INR - Indian rupee

Date: 2020-08-01

Expires on: 2020-08-01

Subheading

Footer

Memo

Items	Description	Quantity	Price	Tax	Amount
Choose		1	0		₹0.00

[Add a line](#)

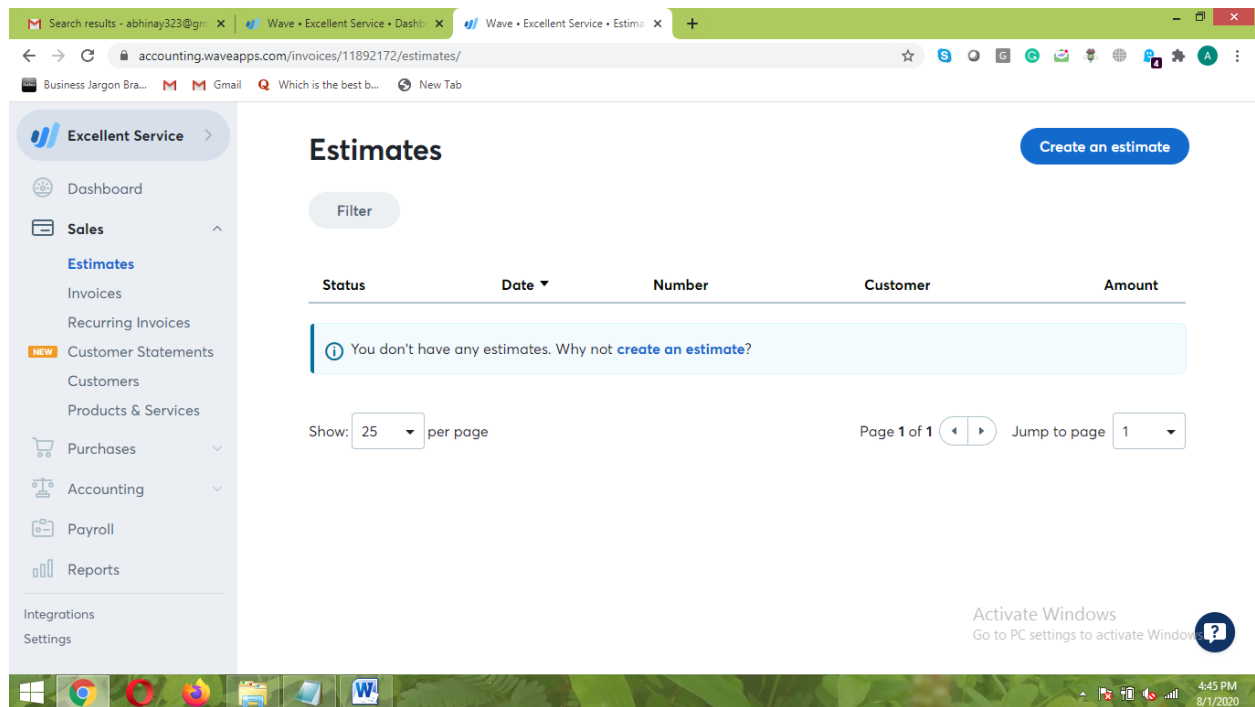
Subtotal: ₹0.00

Total (INR): ₹0.00

Activate Windows
Go to PC settings to activate Windows

- View all the Estimates

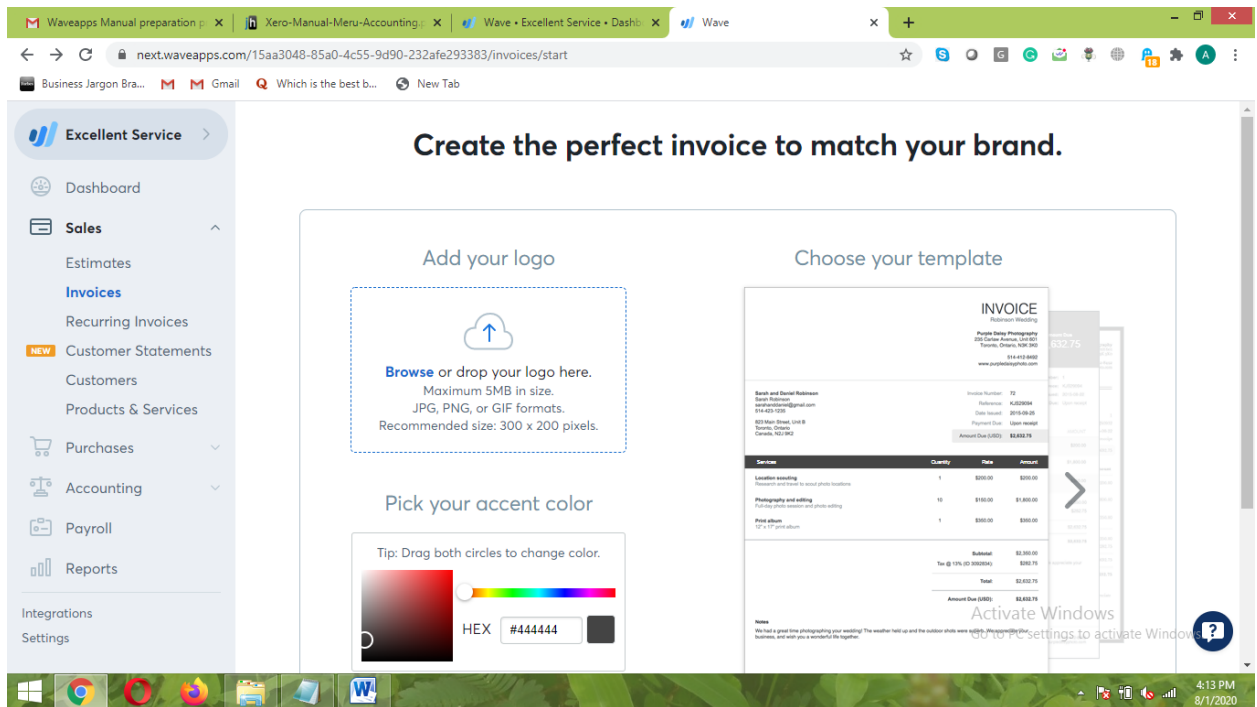
- ✓ You can view all the estimates
- ✓ You can put the filters all the estimates to get the view of selected Estimates



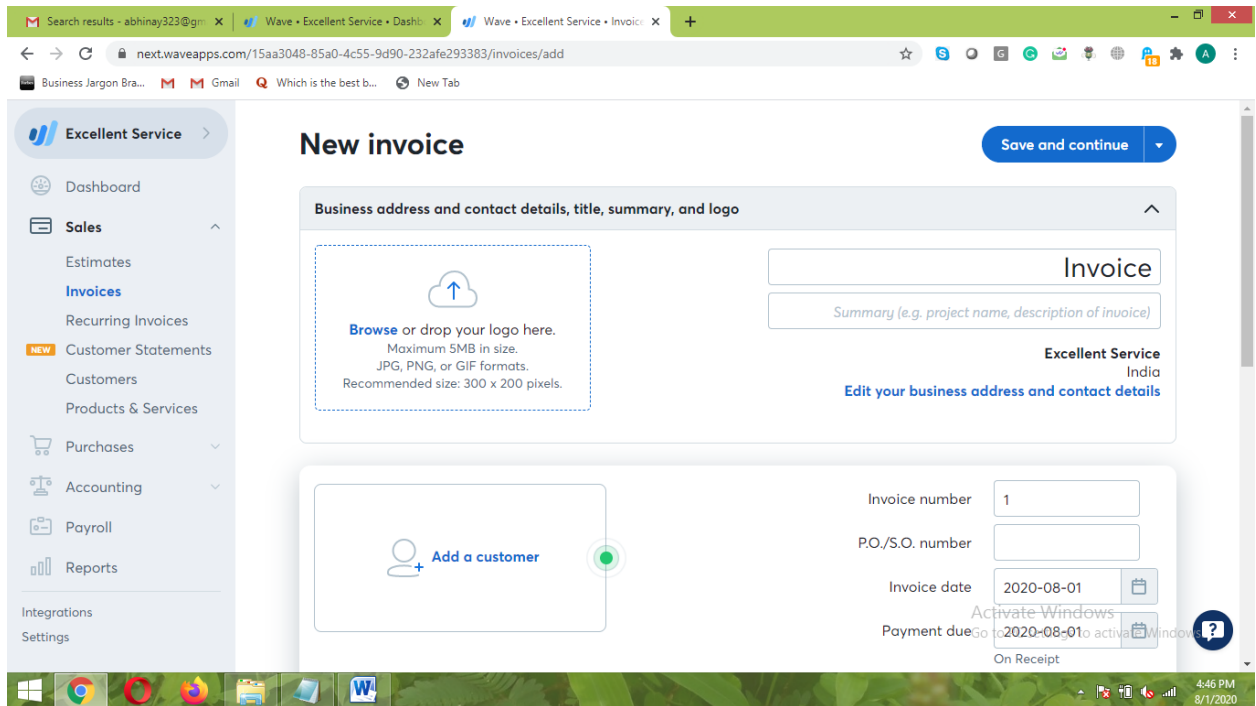
3.2 – Invoices

○ Creating New Invoice

- ✓ Make the Invoices for your customers for the Amount recievable
- ✓ Here you get the option to add the Logo, Pick the accent color, and the necessary template



- After adding the logo, picking the accent color, and choosing the necessary template, you can make the Invoice for the customers.

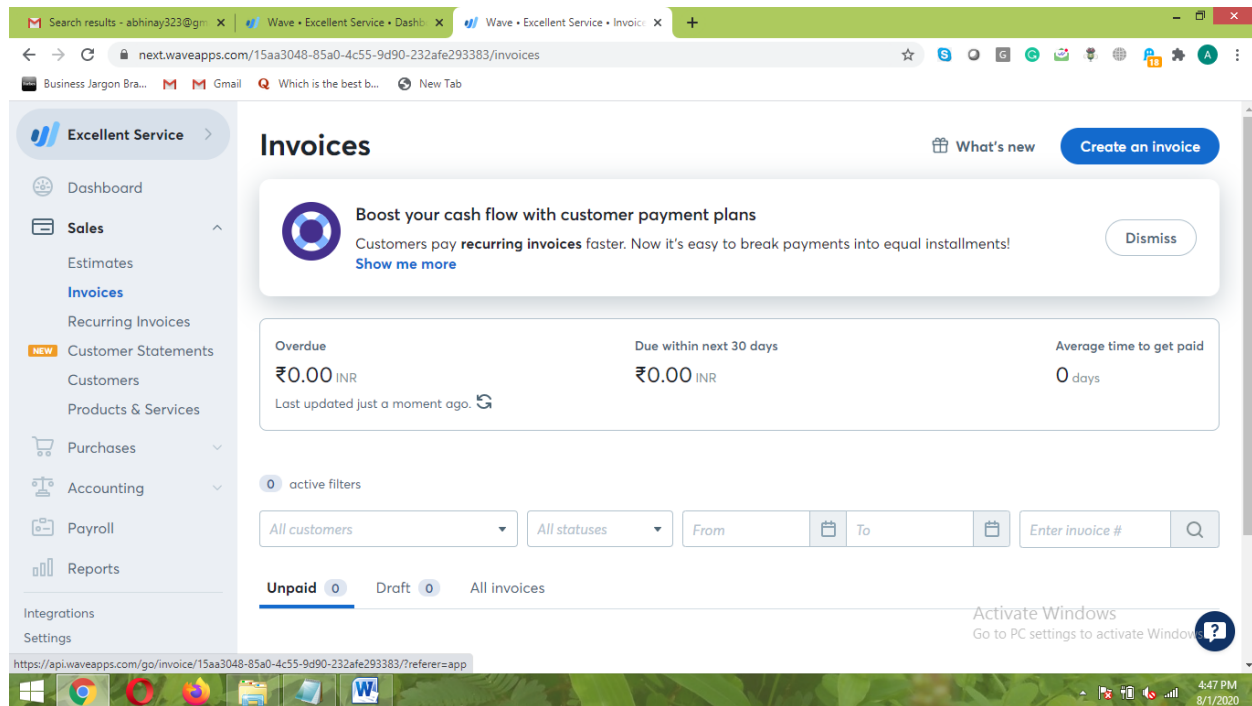


○ Creating New Invoice

- ✓ Here you have the option to give Invoice Number, Invoice date, Payment due, Items, Quantity, Total Amount.
- ✓ You can even add extra Terms or Notes.

○ Filtering all the Invoices

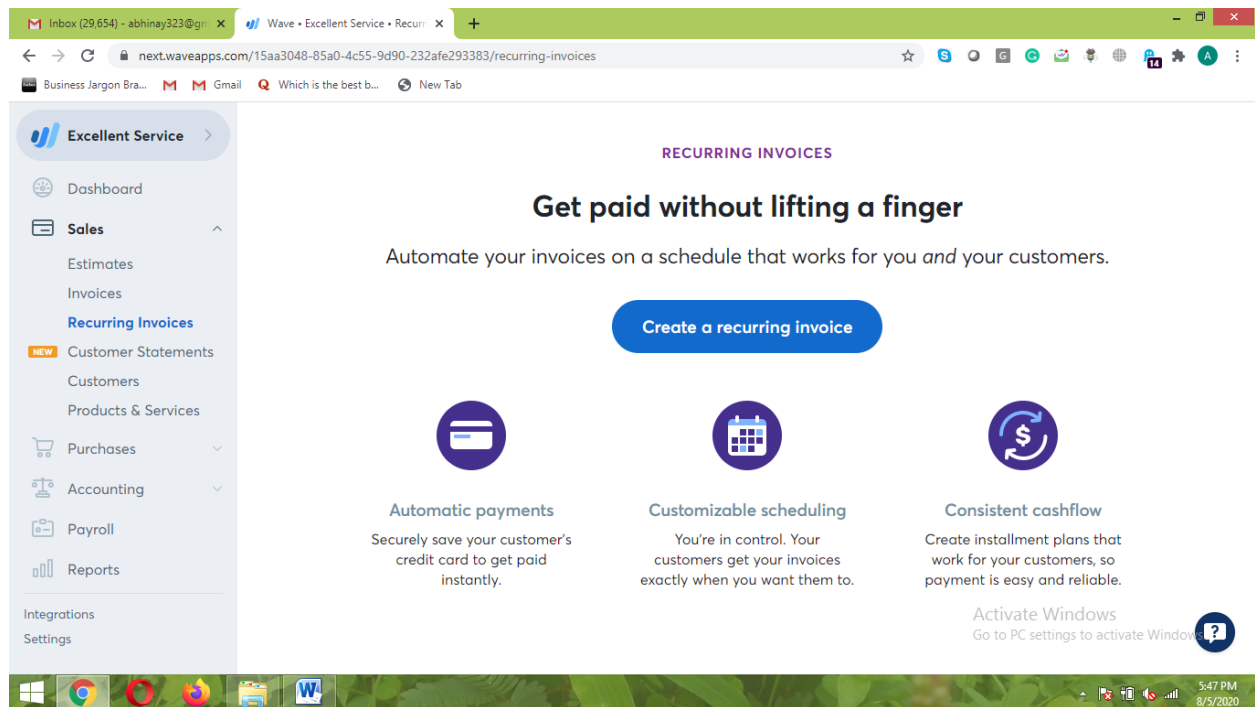
- ✓ Here, you can fill all the important Invoices as per your requirement.
- ✓ You can view the Total Overdue, Due within next 30 days, and Average time to get paid.



3.3 – Recurring Invoices

- Recurring Invoices

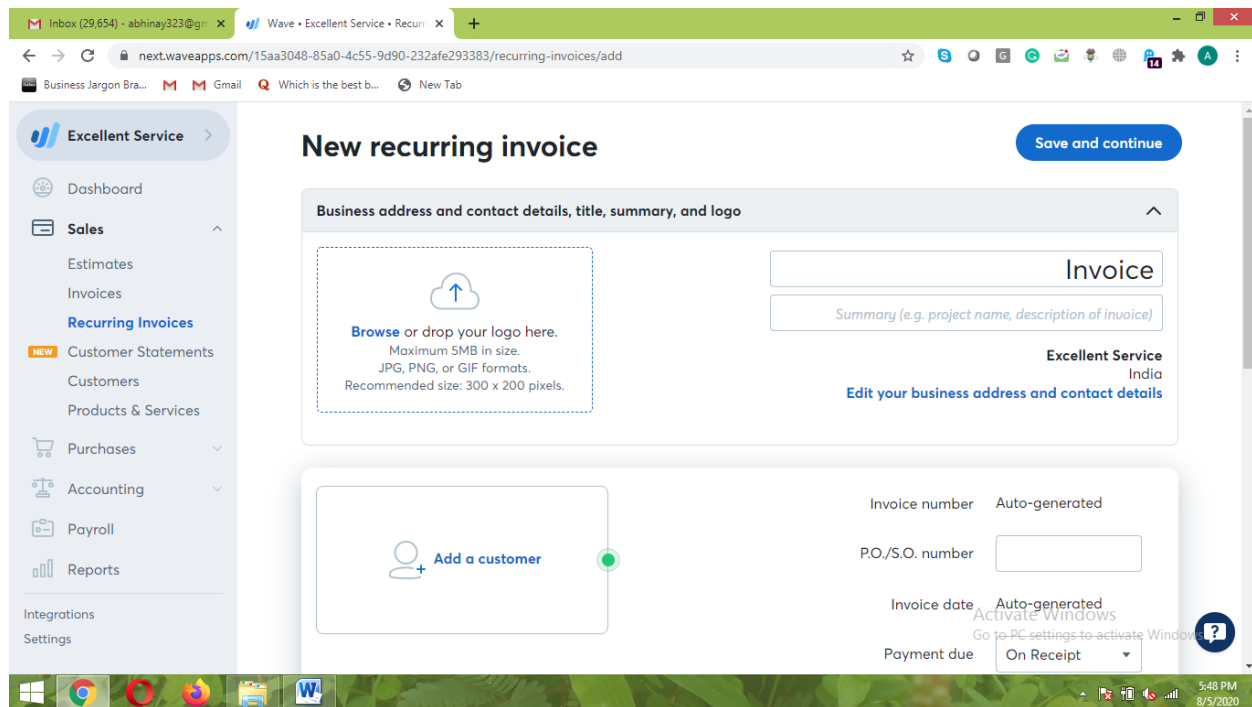
- ✓ Create a recurring invoice in a very simpler way
- ✓ Automate the invoices with a very schedule way



- Preparing the proper New Recurring Invoice

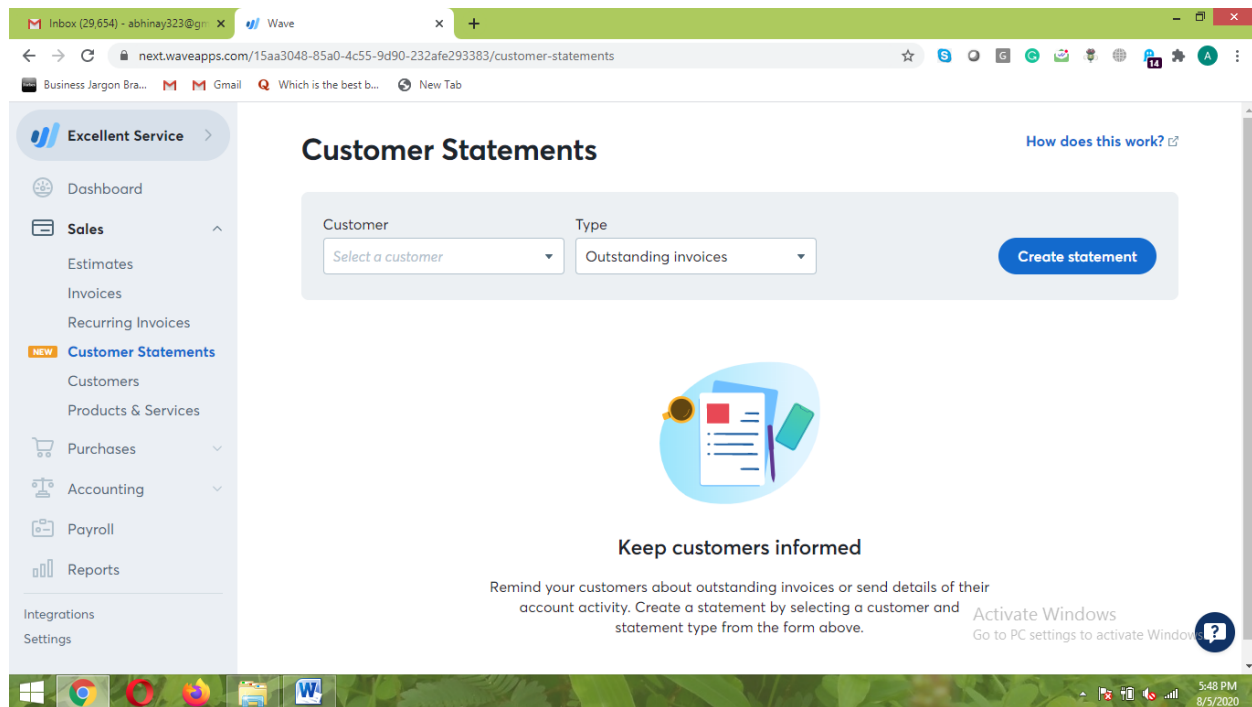
- ✓ Filling all the important details

- ✓ Selecting the Tax Applicable and raising the Invoice



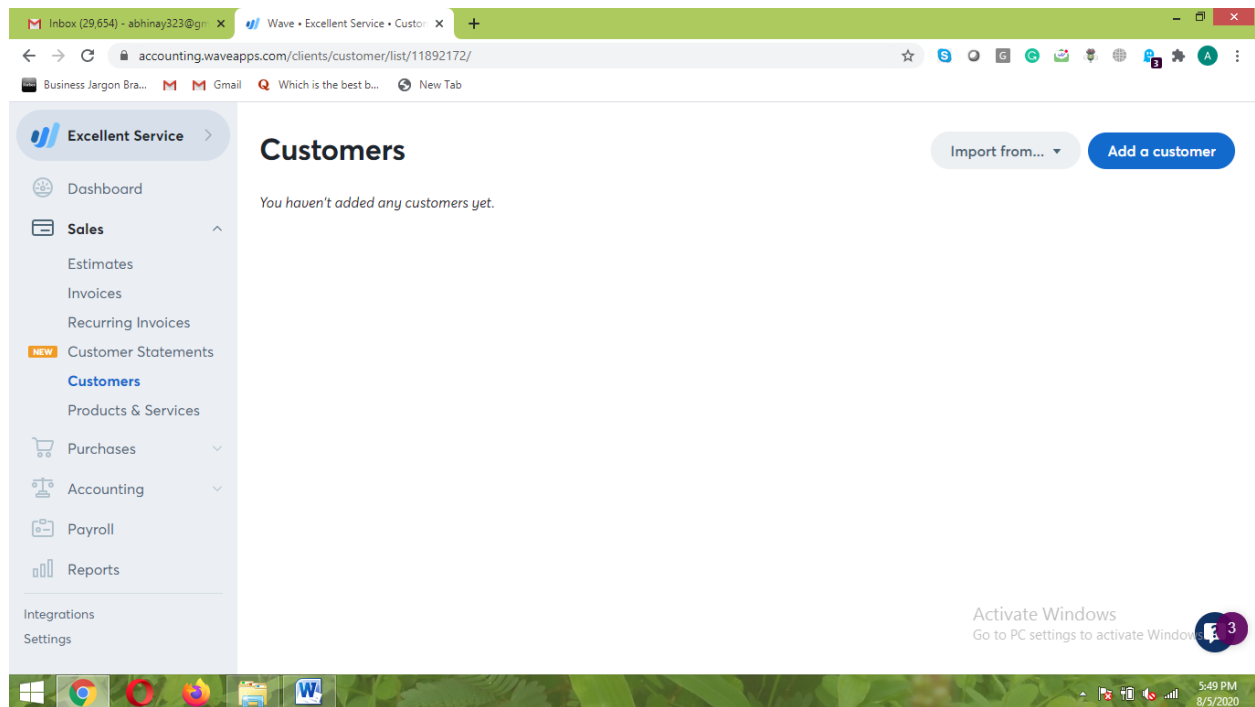
3.4 – Customer Statements

- ✓ You can create the statements of the customers by selecting the required customer
- ✓ You can select the particular type of Invoices and Create the statements accordingly



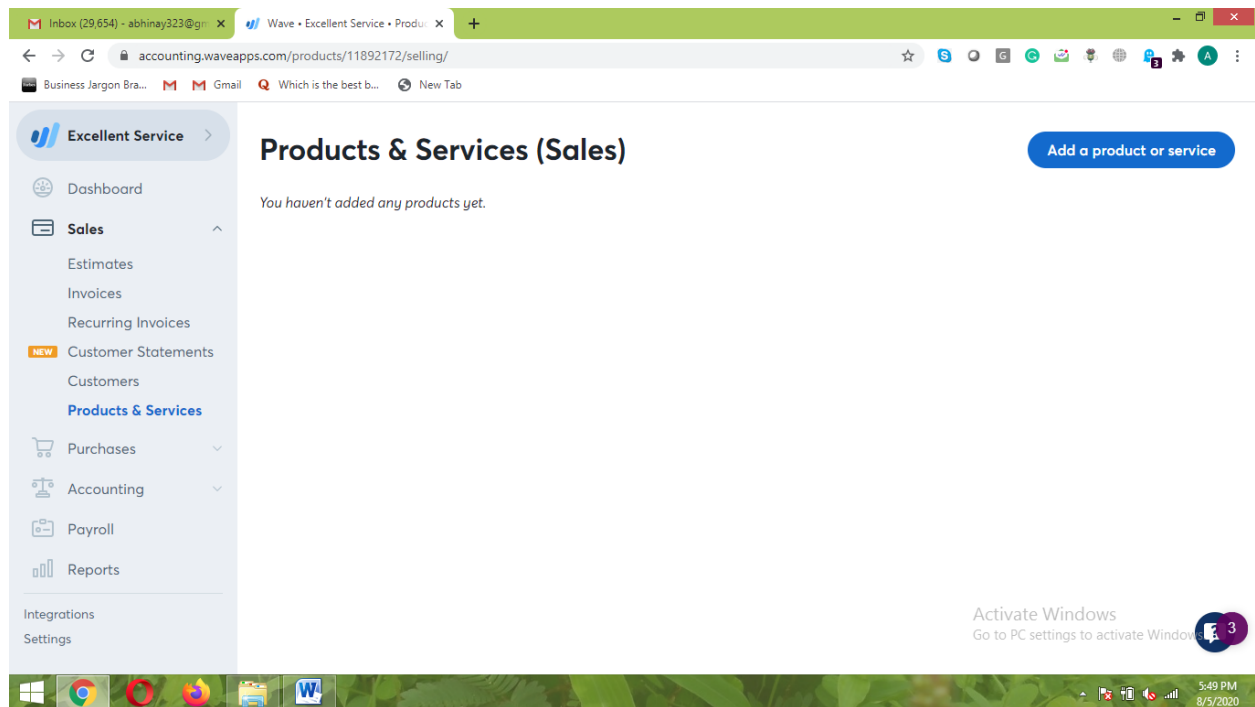
3.5 – Customers

- ✓ You can view the details of the customers by importing it through several sources
- ✓ You even have the option of adding New customer here



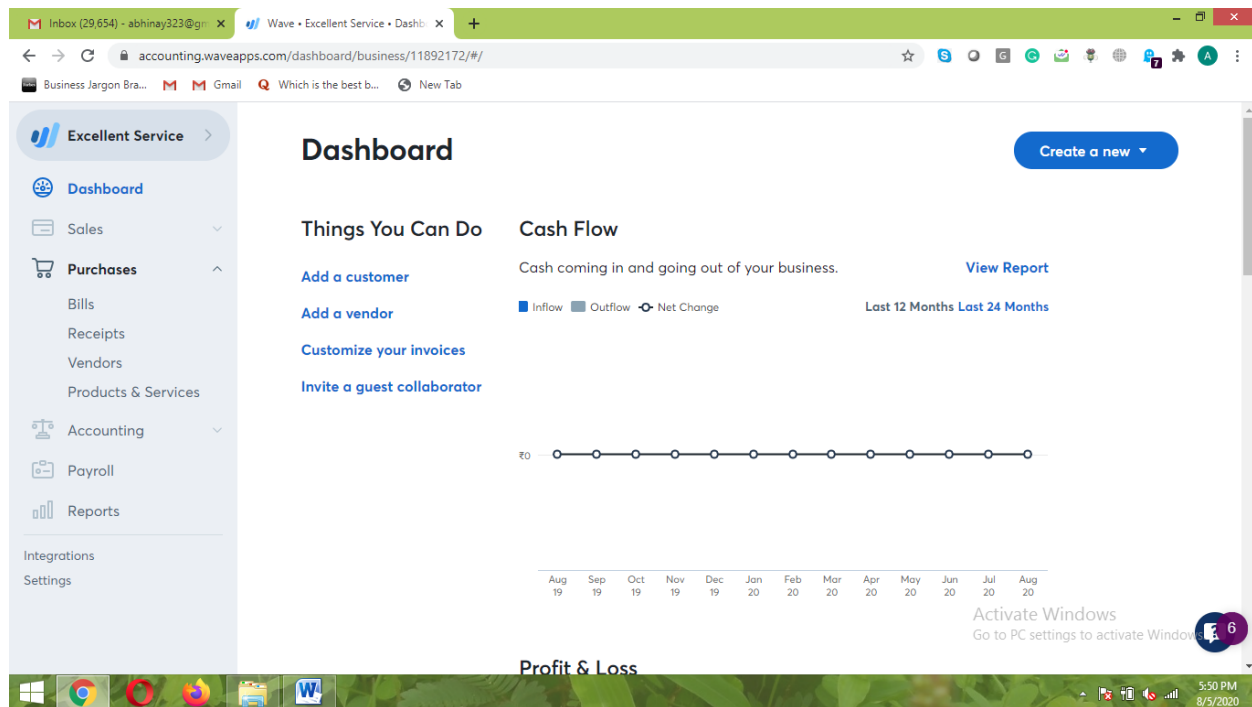
3.6 – Products & Services (Sales)

- ✓ You can view the information of the products & services sold
- ✓ You can also add new Products & Services here



4. Purchases

- Purchases section will provide all the information about the purchases made by the company
- You can have a detailed view of the Bills, Receipts, Vendors, and Products & Services about the Purchase made



4.1 – Bills

○ Create a bill

- ✓ You can Create a New bill for the Purchase made on the products
- ✓ Here, you need to choose the new Vendor from the from the drop-down list from which you will be purchasing and then you can Add the necessary details

Add bill

Vendor: Choose Date: 2020-08-05 Bill #:

Currency: INR - Indian rupee Due Date: 2020-08-05 Notes:

P.O./S.O.:

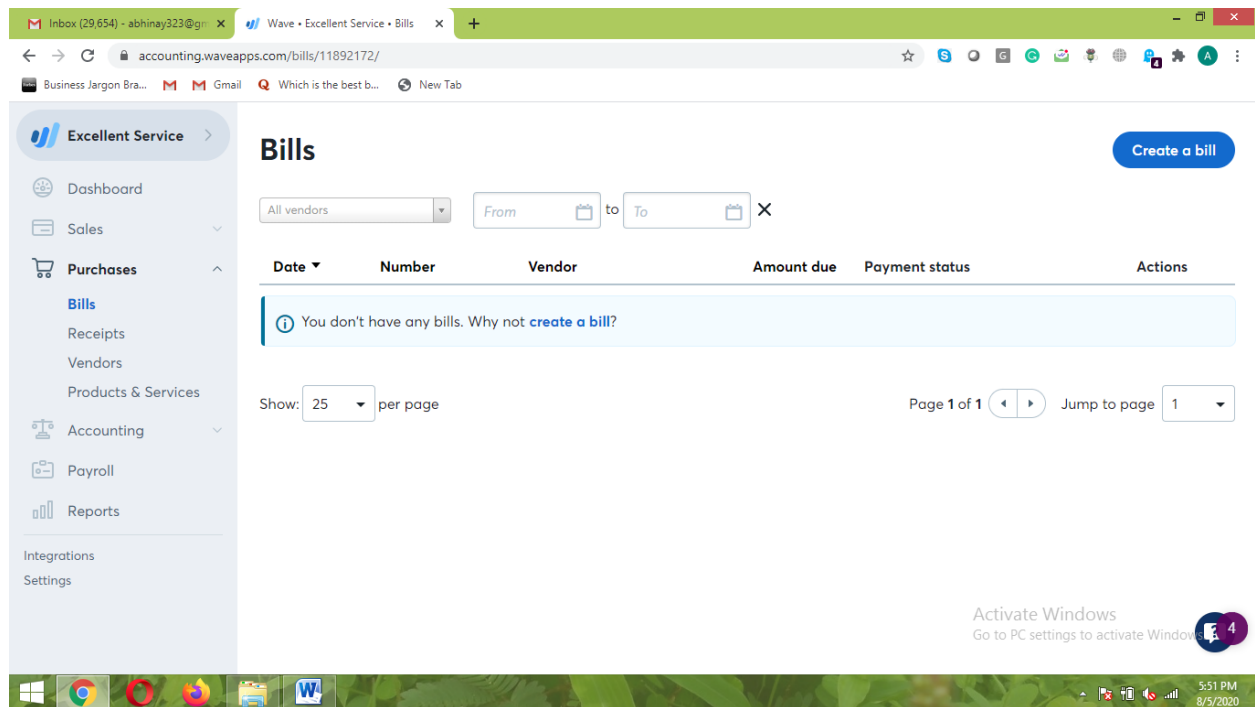
Item	Expense Category	Description	Qty	Price	Tax	Amount
Choose	Choose		1	0		₹0.00
						Subtotal: ₹0.00
						Total (INR): ₹0.00

[Add a line](#)

Activate Windows
Go to PC settings to activate Windows. [Cancel](#) [Save](#)

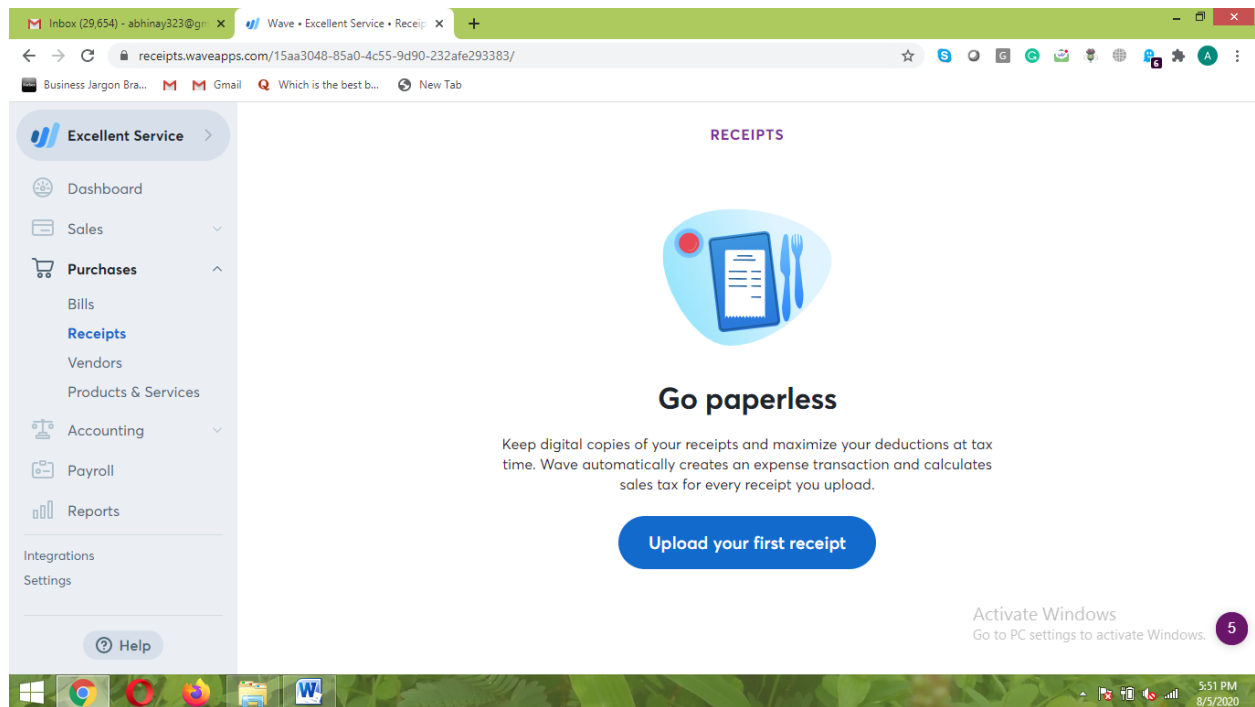
○ Viewing the List of Bills

- ✓ You can view the Bills by filtering with specific duration
- ✓ You can check the all the Bills of a particular Vendor



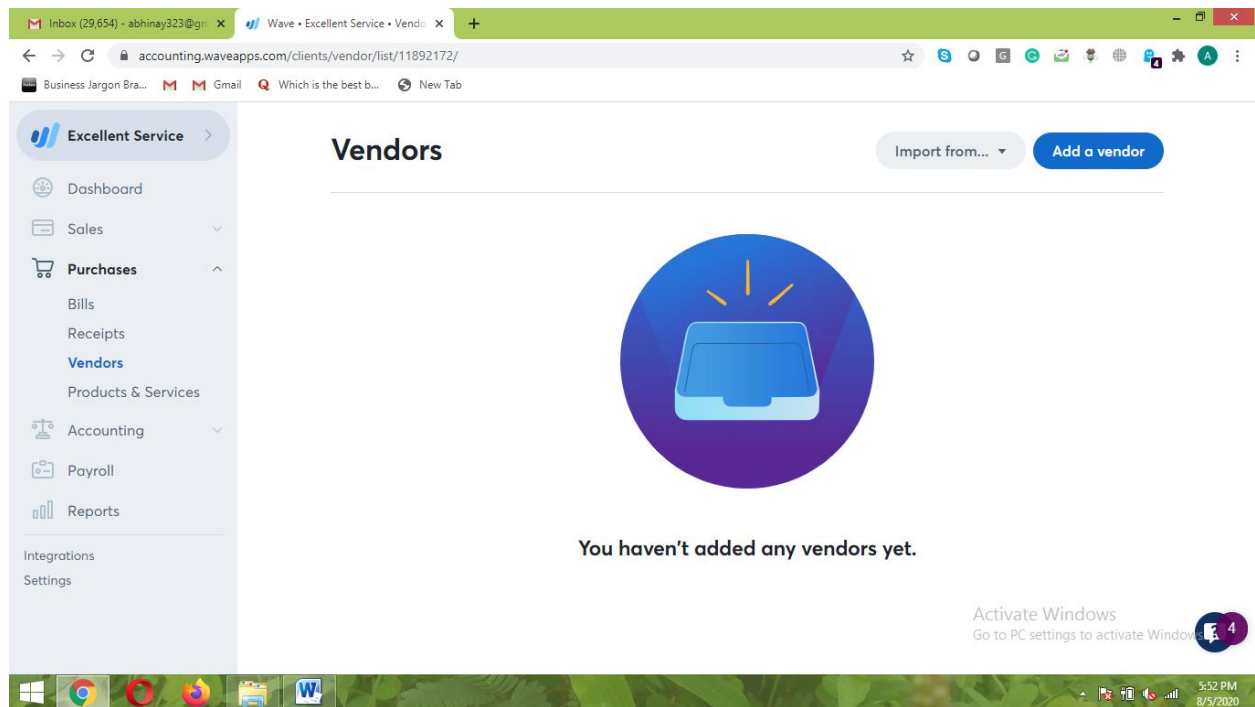
4.2 – Receipts

- ✓ You can upload the necessary Receipts in the application
- ✓ It will help you to go Paperless and view all receipts when required



4.3 – Vendors

- ✓ You can Add new Vendors through this medium
- ✓ You can even Import the Vendors from the other sources here



4.4 – Products & Services (Purchases)

- Add a Product or Service
 - ✓ You can Add new Product or Services in the application
 - ✓ You can add the Sales Tax applicable here along with option to select the “Sell this” and/or “Buy this” selection

The screenshot shows a web browser window with the URL `accounting.waveapps.com/products/11892172/add/?from=buying`. The page title is "Add a Product or Service". Below the title, there is a descriptive text: "Products and services that you buy from vendors are used as items on Bills to record those purchases, and the ones that you sell to customers are used as items on Invoices to record those sales." The form contains several input fields: "Name" (a short text box), "Description" (a larger text area), "Price" (a text box with "0.00" entered), "Sales tax" (a text box), and two checkboxes: "Sell this" and "Buy this", each with a sub-label "Allow this product or service to be added to [Invoices/Bills]". A blue "Save" button is at the bottom. The left sidebar shows navigation options: Dashboard, Sales, Purchases (expanded), Bills, Receipts, Vendors, Products & Services, Accounting, Payroll, Reports, Integrations, and Settings. The Windows taskbar at the bottom shows the time as 5:53 PM on 8/5/2020.

Add a Product or Service

Products and services that you buy from vendors are used as items on Bills to record those purchases, and the ones that you sell to customers are used as items on Invoices to record those sales.

Name *

Description

Price 0.00

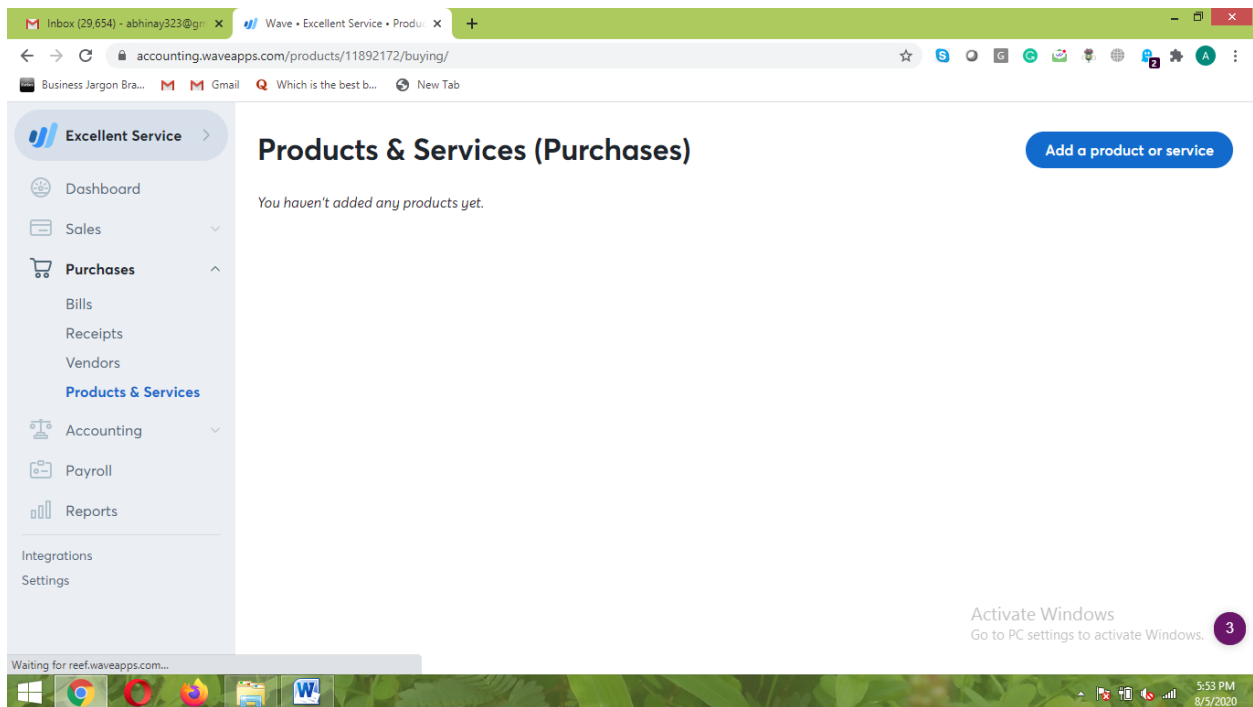
Sell this ☐ Allow this product or service to be added to Invoices.

Buy this ☐ Allow this product or service to be added to Bills.

Sales tax

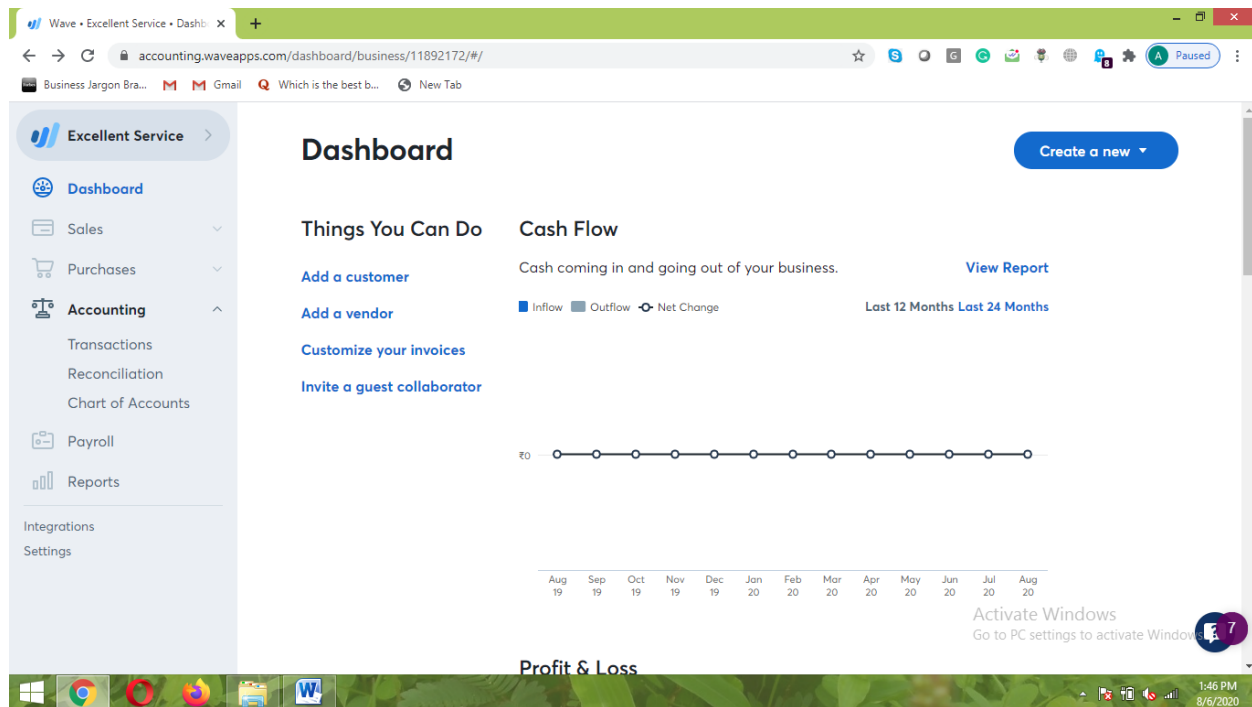
Save

- View the Product & Service (Purchases)
- ✓ You can view all the information about the Product & Services purchased



5. Accounting

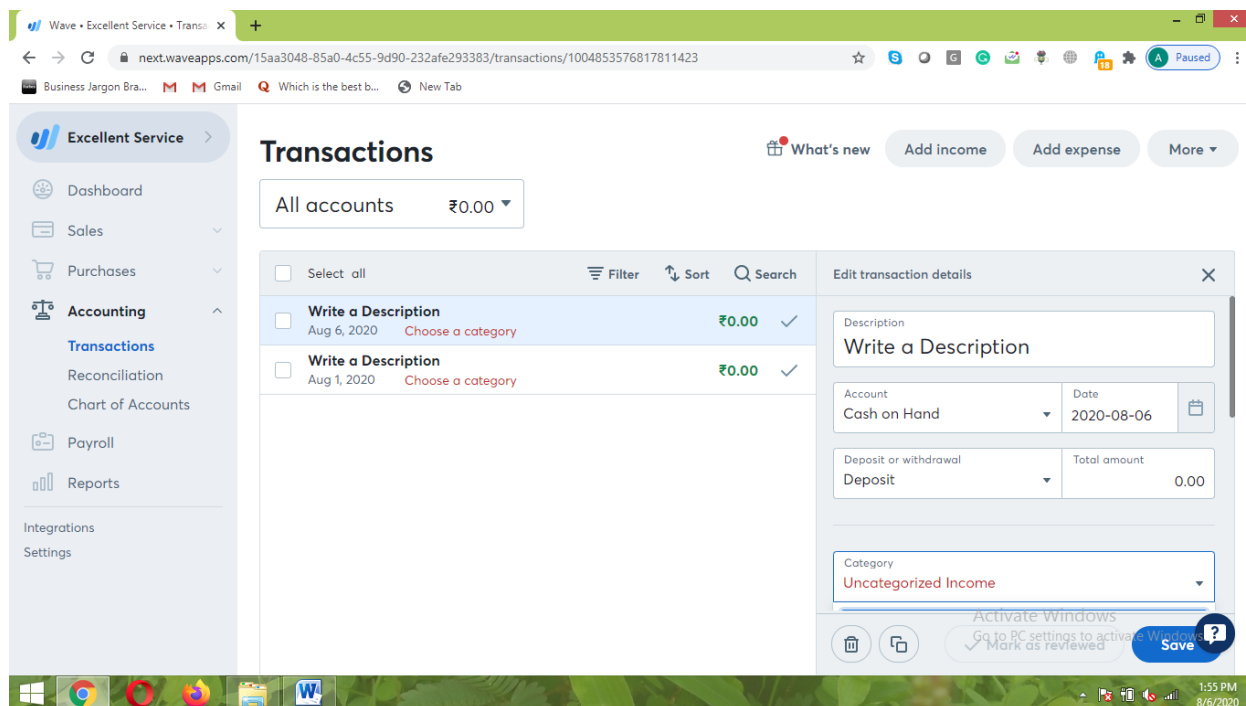
- Accounting section will allow you to do all the accounting related activities of the business
- Here, you will get to perform all the financial activities made in the business



5.1 – Transactions

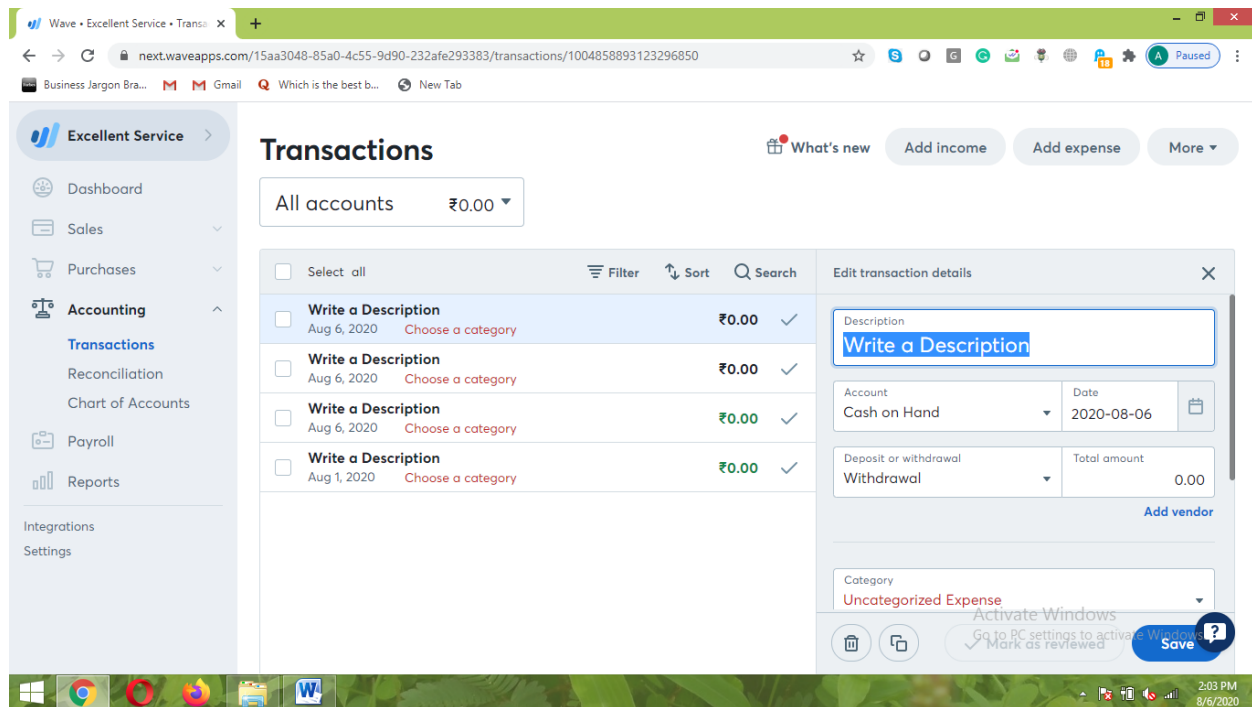
- ✓ Transaction section will allow you to do all the financial transaction in the business
- ✓ Here you can perform important transaction related activities like Add Income, Add Expense, Add journal transaction, Upload a bank statement.
 - Add Income
 - ✓ All the income gained by the business from different sources can be added from here

- ✓ You can fill the important details like description, selecting account type, amount, and make proper category of the income from the source it is coming

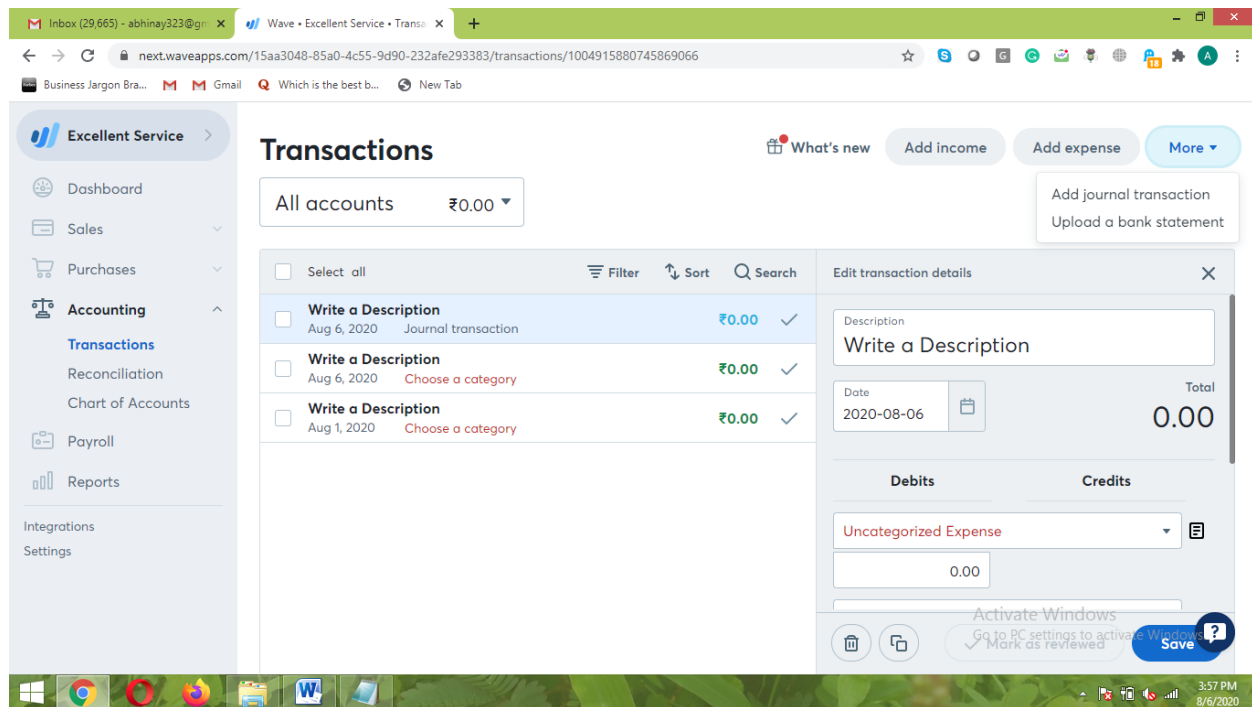


○ Add Expense

- ✓ All the expenses made in the business can be saved here
- ✓ Here you get the option of writing a proper description, selecting the account type, date of the expense done, categorization of the expense in a proper way.

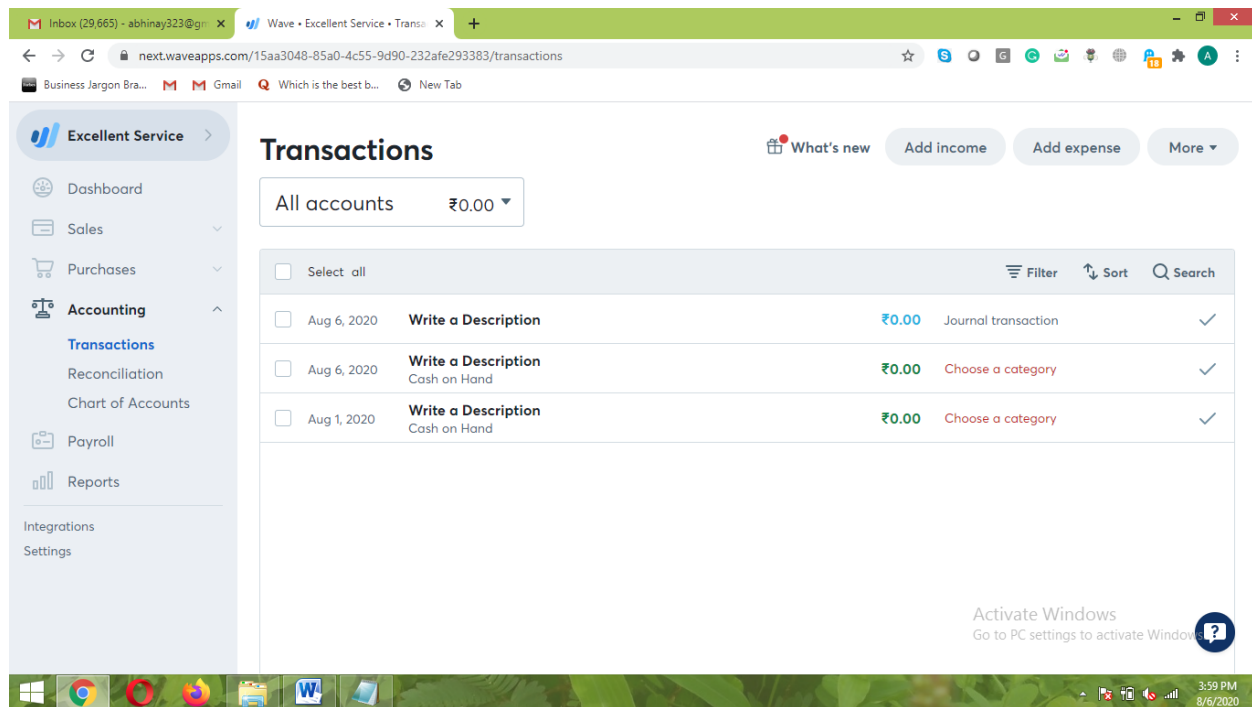


- Adding journal transaction and Uploading a bank Statement
 - ✓ The journal transactions can be added here
 - ✓ The bank statement can be uploaded easily from “More “ option available



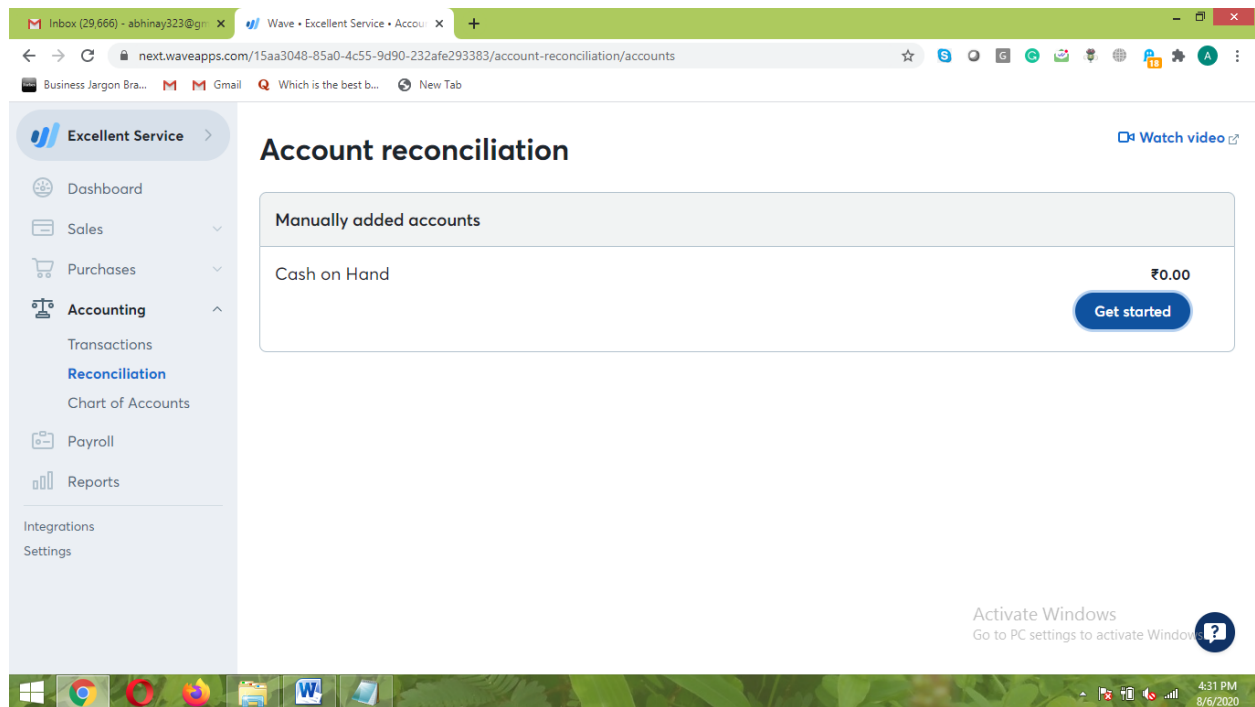
- View the transaction details

- ✓ All the transactions done can be Viewed here in a sequential order
- ✓ You have the option to Filter and Sort the several transactions here



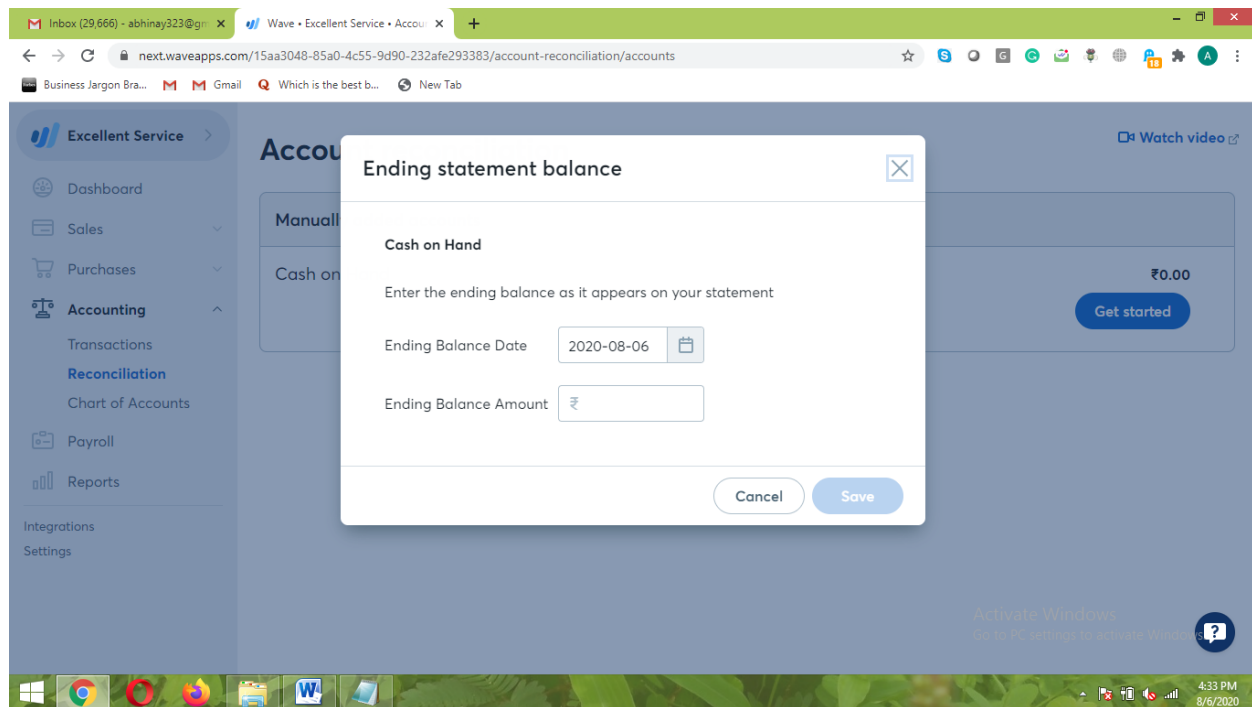
5.2 – Reconciliation

- ✓ Account Reconciliation can be done in a very simpler way here
- ✓ All your manually added accounts too can be added in the software



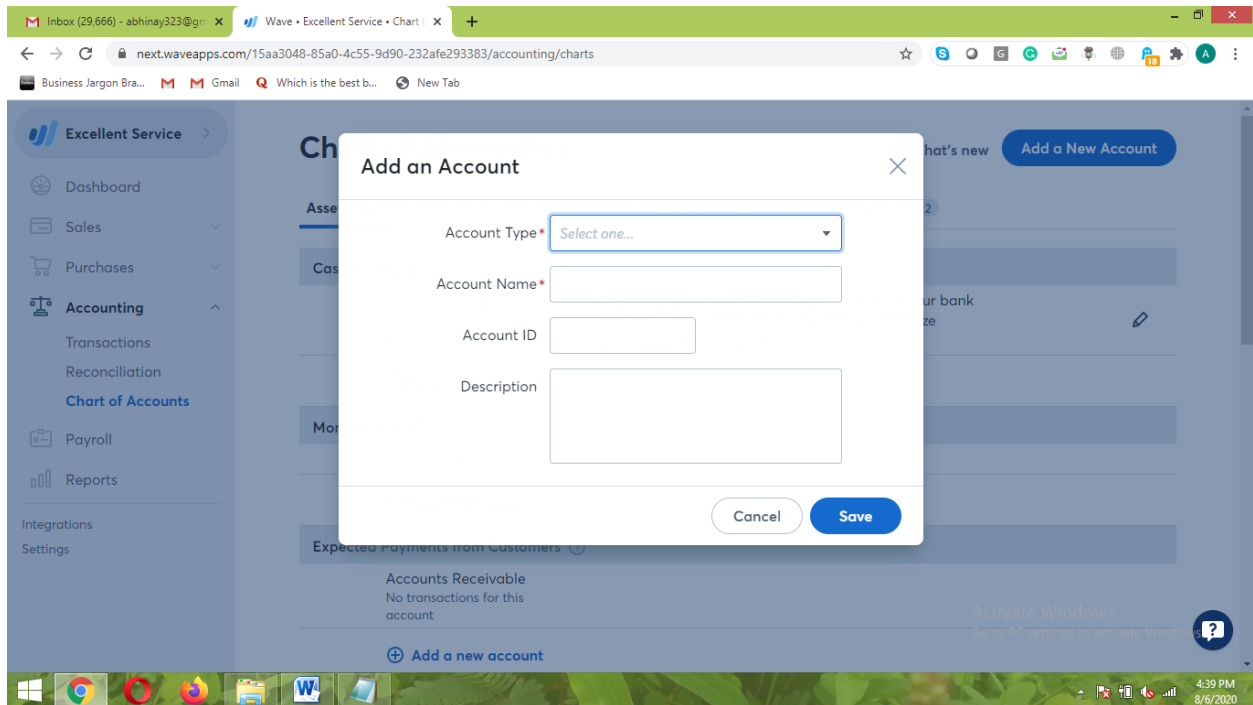
- Get Started

- ✓ Just by clicking “Get Started” button you can add the Ending balance date and Ending balance amount
- ✓ It will automatically get updated in the Reconciliation



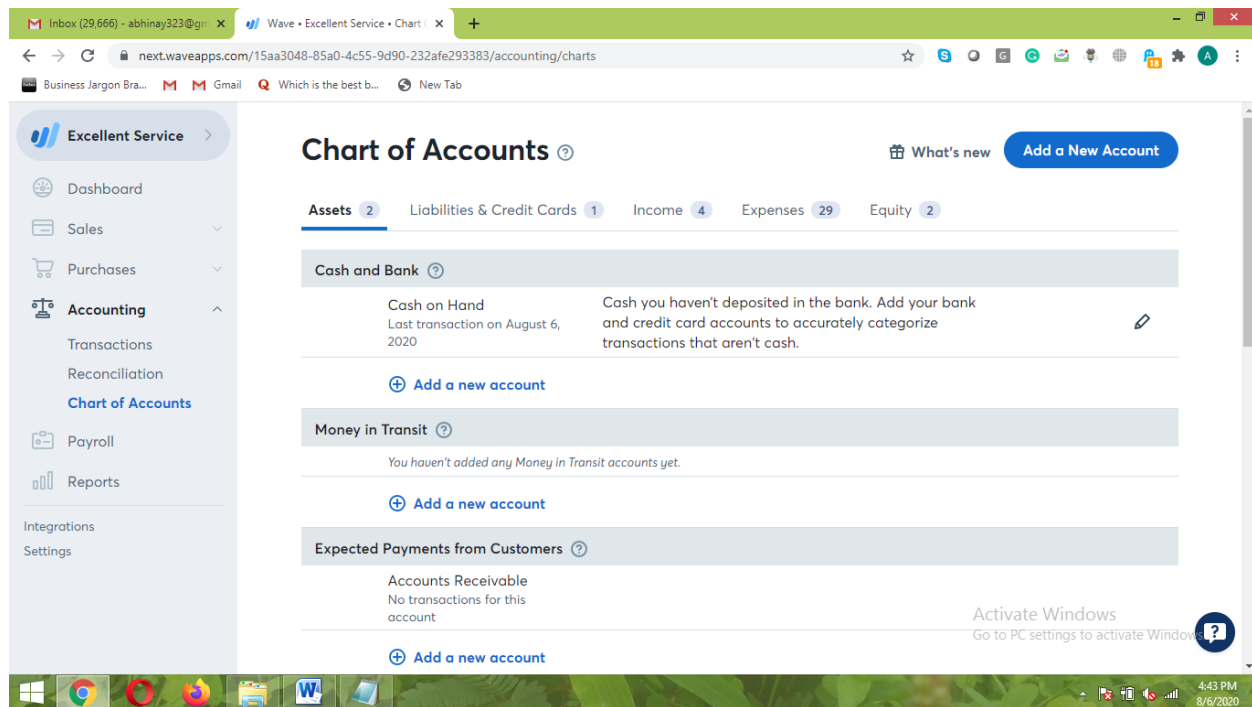
5.3 – Charts of Accounts

- ✓ The charts of accounts will give all the accounting information about the business on a single page
- ✓ Important financial aspects like Assets, Liabilities & Credit Cards, Income, Expenses, and Equity can be viewed at a single glance here
 - Add a New Account
 - ✓ You can Add a new account here by filling important information like Account Type, Account Name, Account ID, Description, etc.



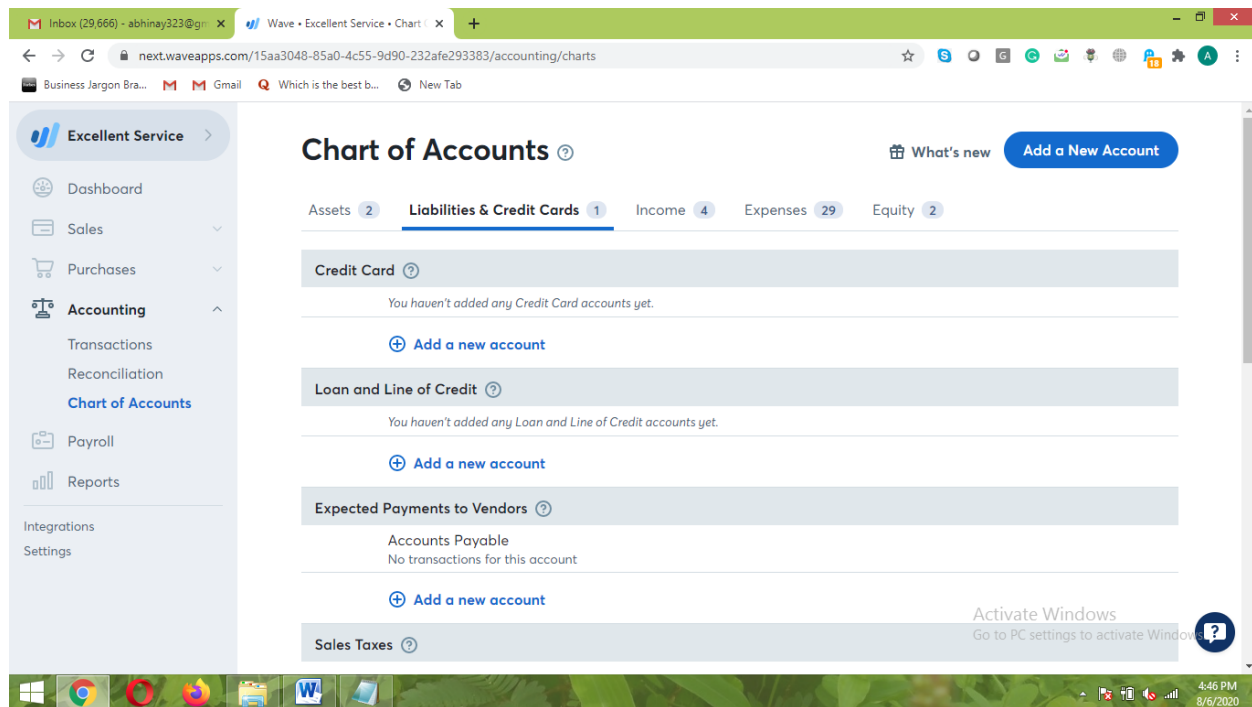
- Assets

- ✓ In Assets, you can view information like Cash & Bank, Money in Transit, Expected Payment from Customers, Inventory, Property, Plant, Equipment, Depreciation & Amortization, Vendor Prepayments & Vendor Credits, Other Short-Term Asset, Other Long-Term Asset



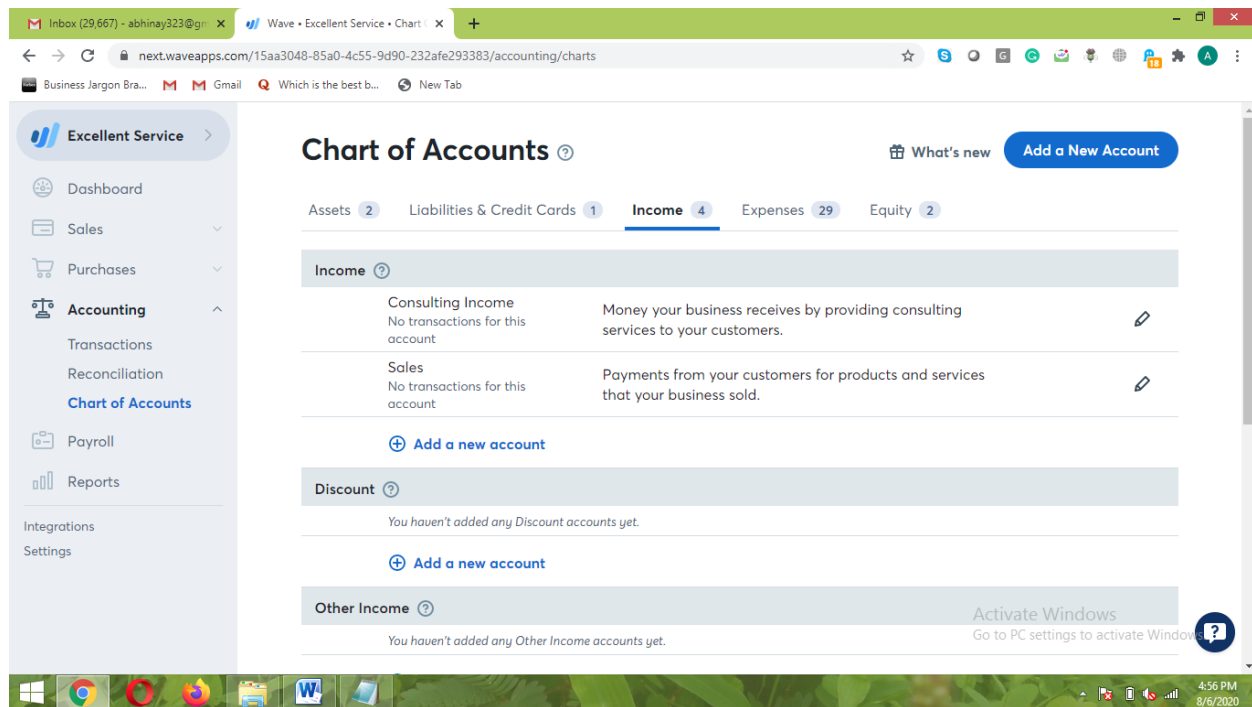
- Liabilities & Credit Cards

- ✓ Here you can have the information like Credit Card, Loan and Line of Credit, Expected Payments to Vendors, Sales Taxes, Due for Payroll, Due to you & other business owners, Customer Prepayments & Customer Credits, Other Short-term liability, other long-term liability.



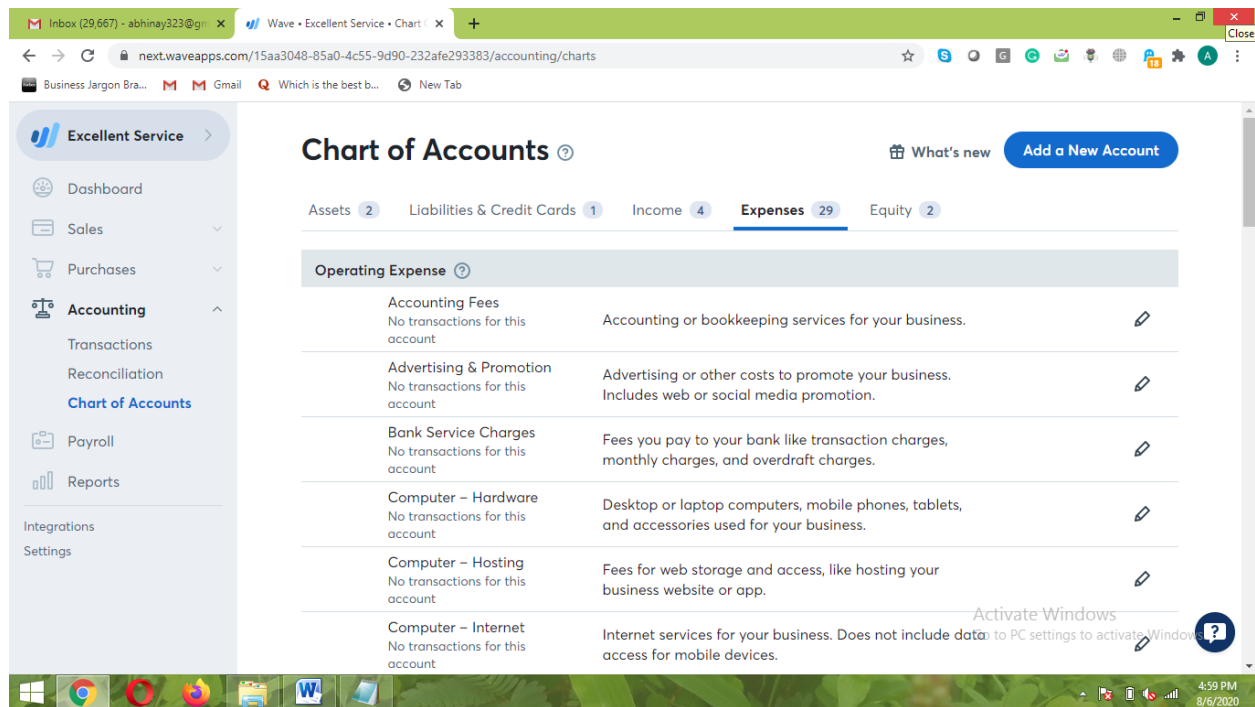
- Income

- ✓ In Income, you can have the information like Consulting Income, Sales, Discount, Other Income, Uncategorized Income, Gain on Foreign Exchange.



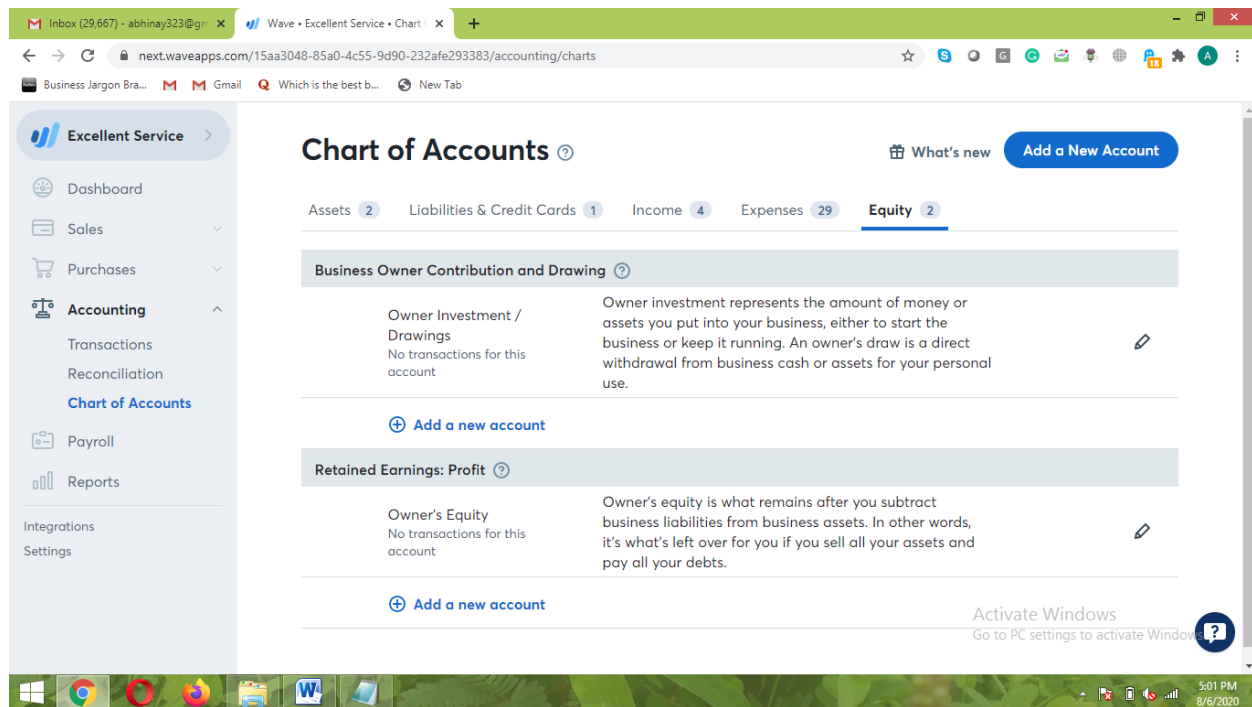
○ Expenses

- ✓ In Expenses, you can have important Expense related attributes like Operating Expense, Cost of Goods Sold, Payment Processing Fee, Payroll Expense, Uncategorized Expense, and Loss on Foreign Exchange.



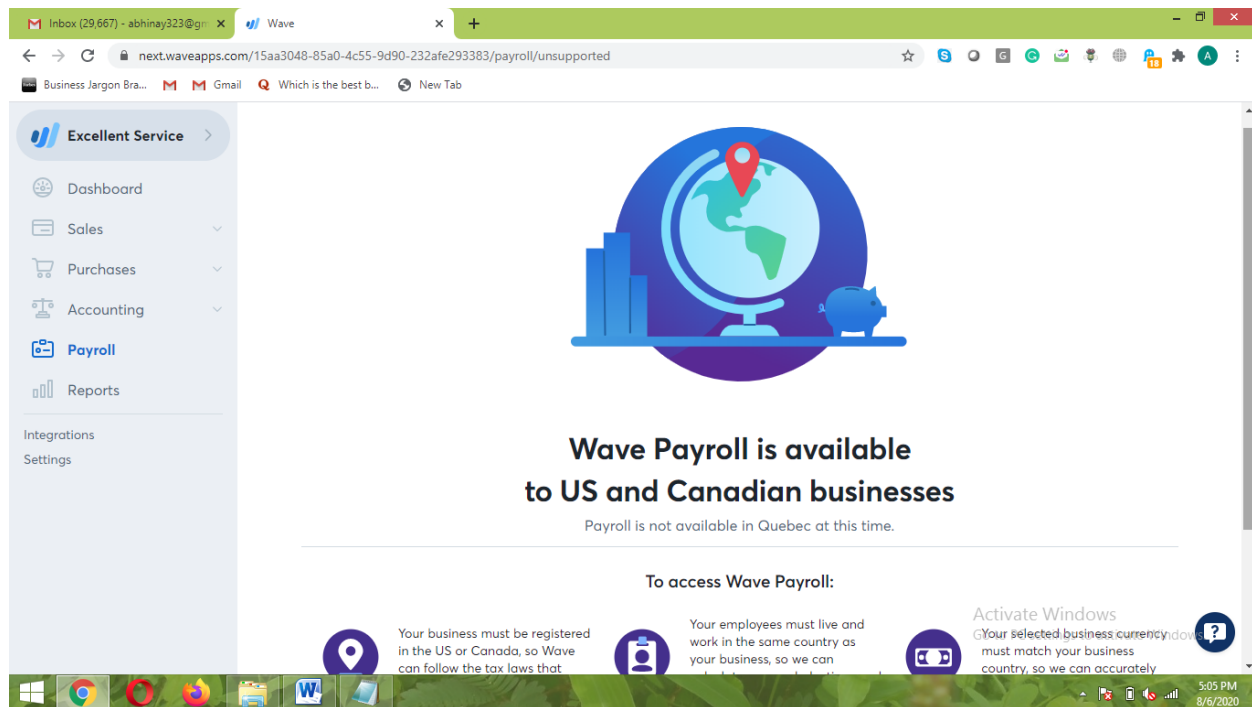
○ Equity

- ✓ In Equity, you can have all equity related information like Business Owner Contribution & Drawing, Retained Earning Profit.



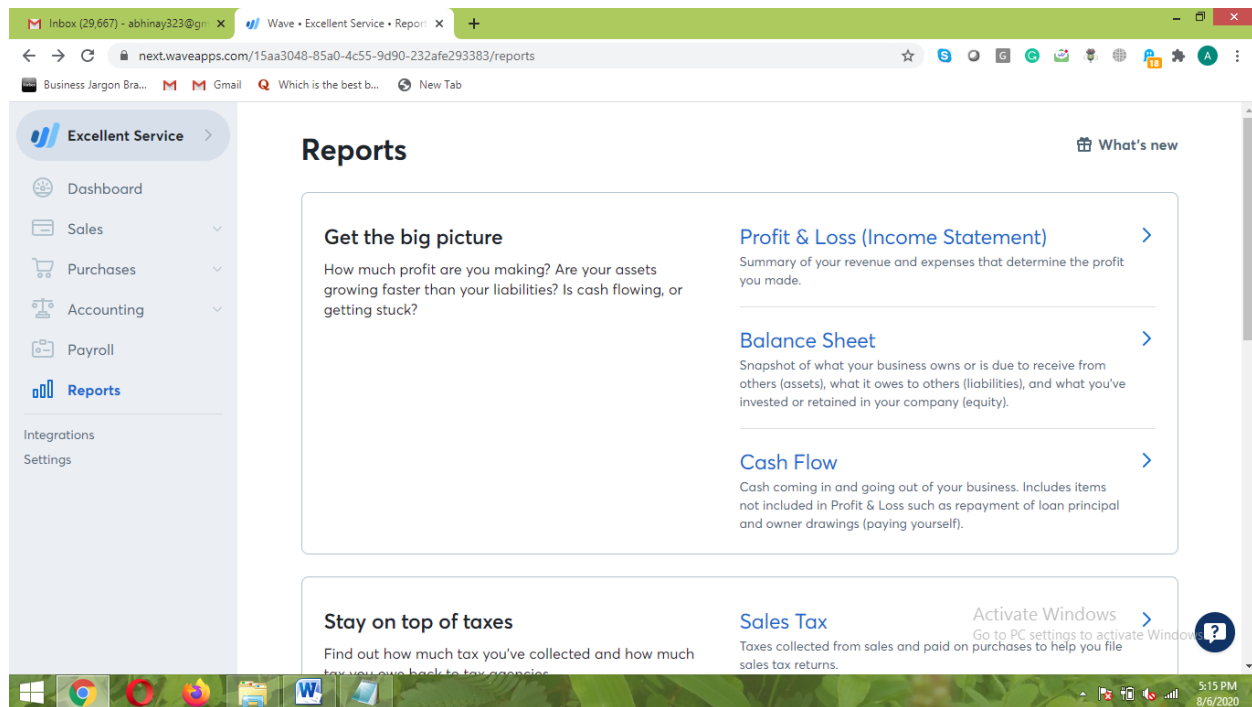
6. Payroll

- Wave Payroll can take care of all the payroll system for your employees in the business
- It can relieve the HR department from the complexities of the payroll management for several employees



7. Reports

- Through Reports you can check the Reports of all the important financial aspects of the business
- All the financial reports can be viewed in a much customized way here



7.1 – Profit & Loss (Income Statement)

- ✓ A detailed information on the Profit & Loss (Income Statement) of the business
- ✓ You can check the Profit & Loss (Income Statement) as per the duration according to the Date selected

The screenshot shows the Wave App interface with the 'Profit & Loss' report selected. The left sidebar contains navigation options: Dashboard, Sales, Purchases, Accounting, Payroll, Reports, Integrations, and Settings. The main area displays the report for the year 2020, from January 01 to August 06. The report type is set to 'Accrual (Paid & Unpaid)'. The summary shows: Income ₹0.00, Cost of Goods Sold ₹0.00, Operating Expenses ₹0.00, and Net Profit ₹0.00. Below the summary, the 'ACCOUNTS' section lists 'Income' and 'Cost of Goods Sold', both with a balance of ₹0.00. The report is dated Jan 01, 2020 to Aug 06, 2020. A watermark 'Activate Windows' is visible on the right side of the report.

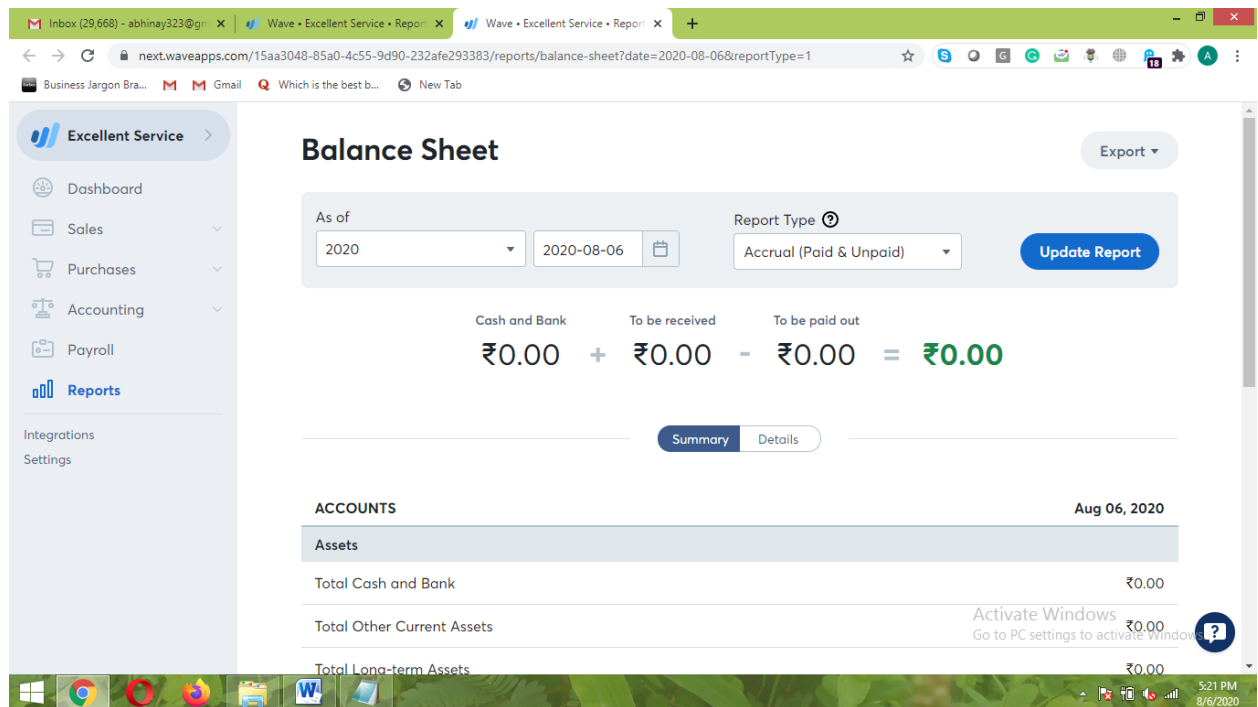
Income	Cost of Goods Sold	Operating Expenses	Net Profit
₹0.00	₹0.00	₹0.00	₹0.00

ACCOUNTS

Account	Balance
Income	₹0.00
Cost of Goods Sold	₹0.00

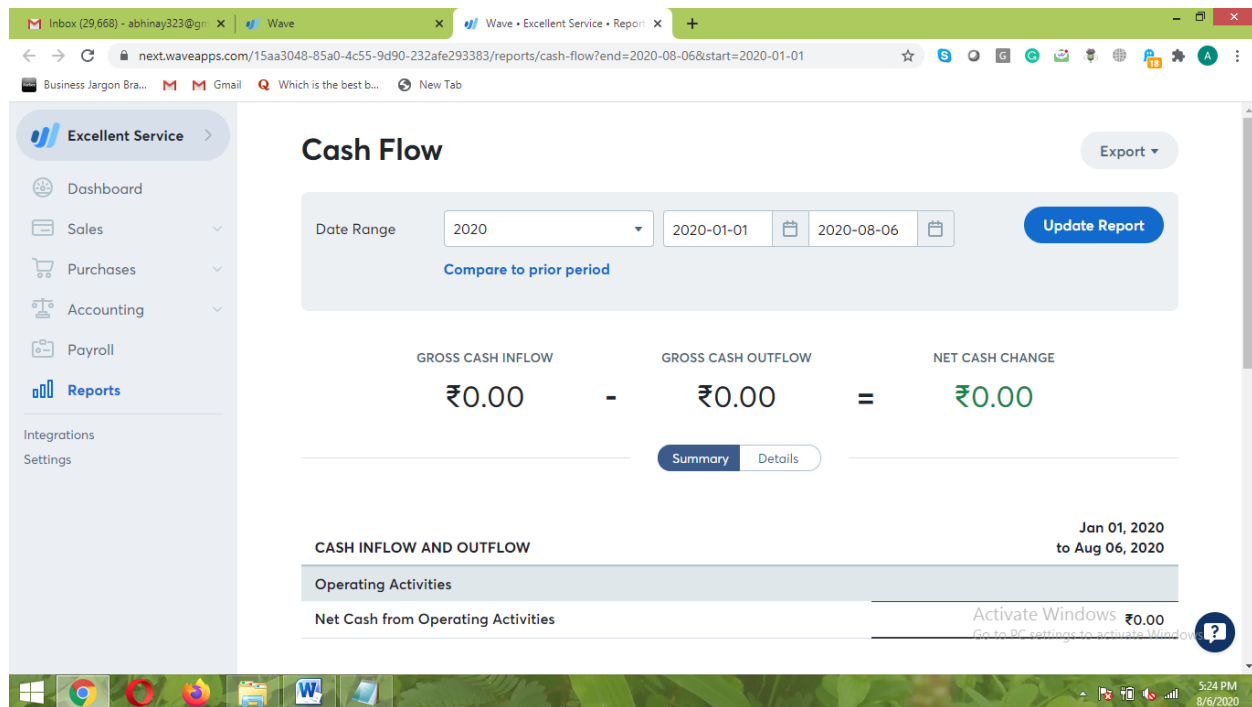
7.2 – Balance Sheet

- ✓ You can view the Balance Sheet of the business in a very detailed manner
- ✓ All the Assets, Liabilities, and Equity of the business can be viewed with all necessary bifurcation



7.3 – Cash Flow

- ✓ Check the Cash Flow in the business in detailed manner by selecting the appropriate duration
- ✓ You can easily figure out the Gross Cash Inflow and Gross Cash Outflow here



7.4 – Sales Tax

- ✓ Here you can view all the Sales Tax information for the Sales & Purchases and Payments & Balances Owing
- ✓ All the Tax amount on Sales and Purchases can be viewed in a very easier manner

Sales Tax Report Export ▾

Date Range: 2020-01-01 to 2020-08-06 | Report Type: Accrual (Paid & Unpaid) Update Report

SALES & PURCHASES Jan 01, 2020 to Aug 06, 2020

Tax	Sales Subject to Tax	Tax Amount on Sales	Purchases Subject to Tax	Tax Amount on Purchases	Net Tax Owing
Total		₹0.00		₹0.00	₹0.00

PAYMENTS & BALANCES OWING

Tax	Starting Balance As of Jan 01, 2020	Net Tax Owing	Less Payments to Government	Ending Balance As of Aug 06, 2020
Total	₹0.00	₹0.00	₹0.00	₹0.00

7.5 – Income by Customers

- ✓ You can view all the income from the respective customer here as per the time period selected
- ✓ Here you will view a detailed customer income information about All Income and Paid Income

Income by Customer

Date Range: 2020-01-01 to 2020-08-06 [Update Report](#)

CUSTOMERS	ALL INCOME	PAID INCOME
Income		
Total Income	₹0.00	₹0.00

7.6 – Aged Receivables

- ✓ You can get a view of all the receivable which are not paid for a certain time period
- ✓ A systematic view of amount with proper categorization of days period is viewed

Excellent Service

Dashboard
Sales
Purchases
Accounting
Payroll
Reports
Integrations
Settings

Aged Receivables

As of 2020-08-06 [Update Report](#) [Export](#)

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
Total Unpaid	₹0.00 0 invoice	₹0.00 0 invoice	₹0.00 0 invoice	₹0.00 0 invoice	₹0.00 0 invoice	₹0.00 0.00 overdue

Activate Windows
Go to PC settings to activate Windows

7.7 – Purchases by Vendors

- ✓ You can view all the information about the purchases done by the Vendors
- ✓ Both All Purchases and Paid Purchases can be viewed here

The screenshot shows the Wave App interface on a web browser. The left sidebar contains navigation options: Excellent Service, Dashboard, Sales, Purchases, Accounting, Payroll, Reports, Integrations, and Settings. The main content area is titled 'Purchases by Vendor' and includes a date range filter set to '2020-01-01' to '2020-08-06' and an 'Update Report' button. Below this is a table with three columns: VENDORS, ALL PURCHASES, and PAID PURCHASES. The table shows a total of ₹0.00 for both ALL PURCHASES and PAID PURCHASES.

VENDORS	ALL PURCHASES	PAID PURCHASES
Expenses		
Total Purchases	₹0.00	₹0.00

7.8 – Aged Payables

- ✓ You can check all the bills which are pending to be paid, also called as Aged Payables
- ✓ You can view as per the “Number of Days Overdue” along with Total Unpaid

Excellent Service

- Dashboard
- Sales
- Purchases
- Accounting
- Payroll
- Reports**
- Integrations
- Settings

Aged Payables

As of 2020-08-06 [Update Report](#) [Export](#)

		Number of Days Overdue				
	Not Yet Overdue	30 or Less	31 to 60	61 to 90	91 or More	Total Unpaid
Total Unpaid	₹0.00 0 bill	₹0.00 0 bill	₹0.00 0 bill	₹0.00 0 bill	₹0.00 0 bill	₹0.00 0.00 overdue

Activate Windows
Go to PC settings to activate Windows

7.9 - Account Balances

- ✓ All the Account Balances information can be viewed as per the selected duration period
- ✓ A detailed view along with the Starting Balance and Ending Balance can be viewed in a very clear way

The screenshot displays the 'Account Balances' report in the Wave App. The interface includes a sidebar with navigation options like Dashboard, Sales, Purchases, Accounting, Payroll, and Reports. The main area shows a table with the following data:

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Total Assets	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Liabilities					
Total Liabilities	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Equity					
Total Equity	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

The report also includes a date range selector set to 2020, with specific dates 2020-01-01 and 2020-08-06, and an 'Update Report' button. The ending balance for Total Assets is ₹0.00, and for Total Equity, it is ₹0.00.

7.10 – Trial Balance

- ✓ Get all the Vital information about financial aspects through the Trial Balance view
- ✓ It will show all the Debit & Credit information about the Assets, Liabilities, Equity, Income, Expenses, and Total for all accounts

Trial Balance

As of: 2020, 2020-08-06, Report Type: Accrual (Paid & Unpaid)

Update Report

ACCOUNTS	DEBIT	CREDIT
Assets		
Total Assets	0.00	0.00
Liabilities		
Total Liabilities	0.00	0.00
Equity		
Total Equity	0.00	0.00

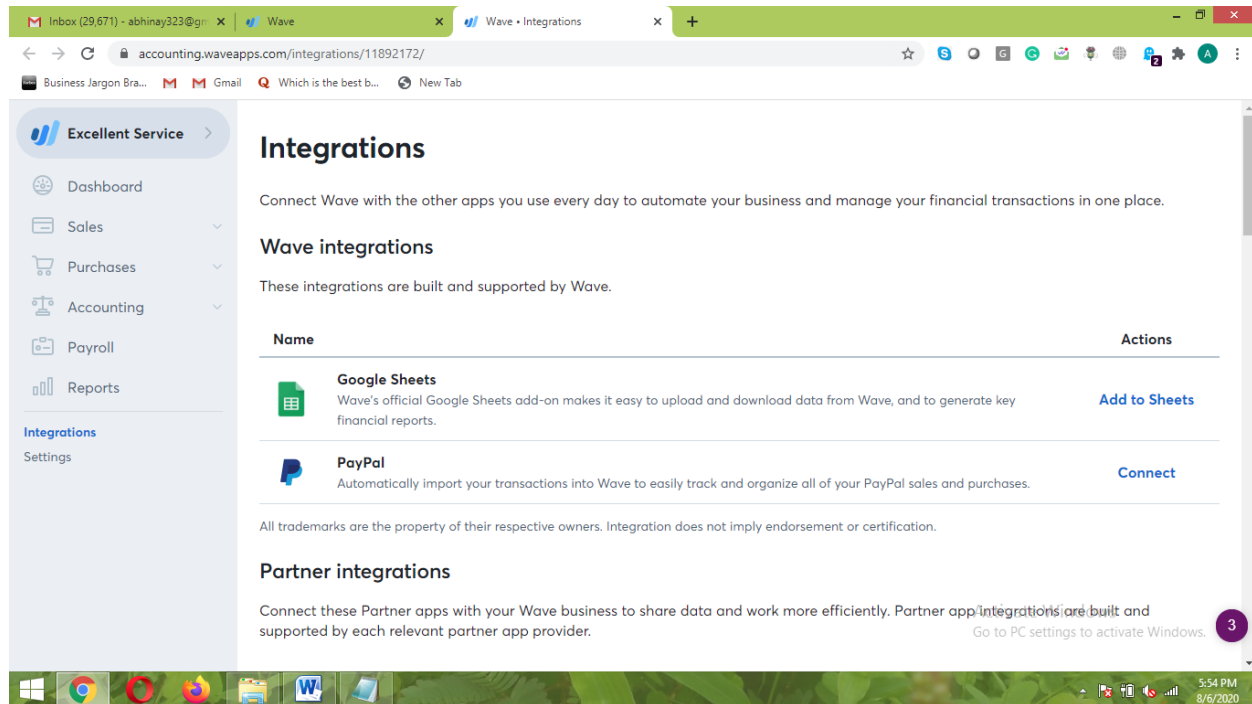
7.11 - Account Transactions

- ✓ Here you will find all the details of the account transactions done in a given specific duration
- ✓ All the Balance, Description, Debit, Credit, and Balance has to be taken into consideration

Integrations

- ✓ You can automate your business by integrating other Apps with the wave
- ✓ It will help to manage all the financial transactions at a very single place
- ✓ The Partner Apps integration program helps to share all the work related data with a proper app integration

- ✓ Integrations with several apps can bring several accounting activities at a single platform which can make it simpler to operate

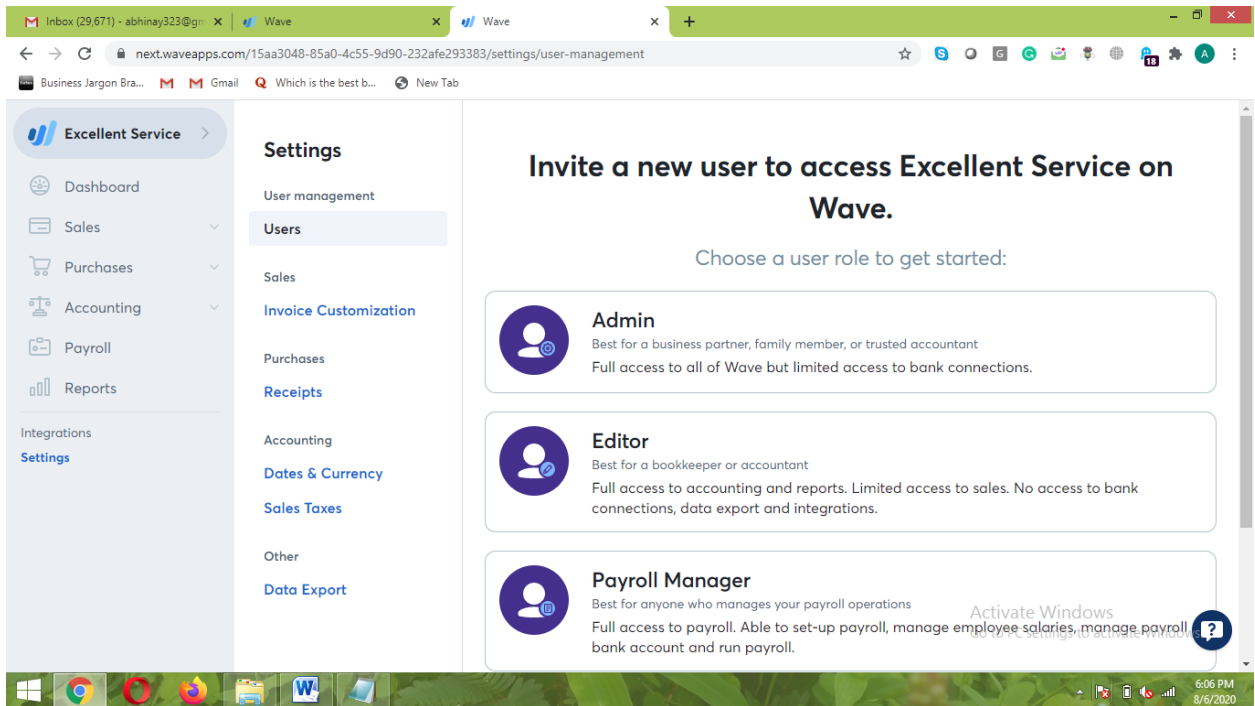


Settings

- ✓ In Settings, you can do all the important Setting in the Wave Account as per your business
- ✓ It will make the Wave accounting to get along with your business as per your requirement

(i) “User” Settings:

- ✓ Here you can provide different access for the employees in the business as per their Role
- ✓ ‘Admin’ will have Full access to the account, Editor is generally for the bookkeeper or accountant, Payroll is given for the person who manages the Payroll, and Viewer can only View the information

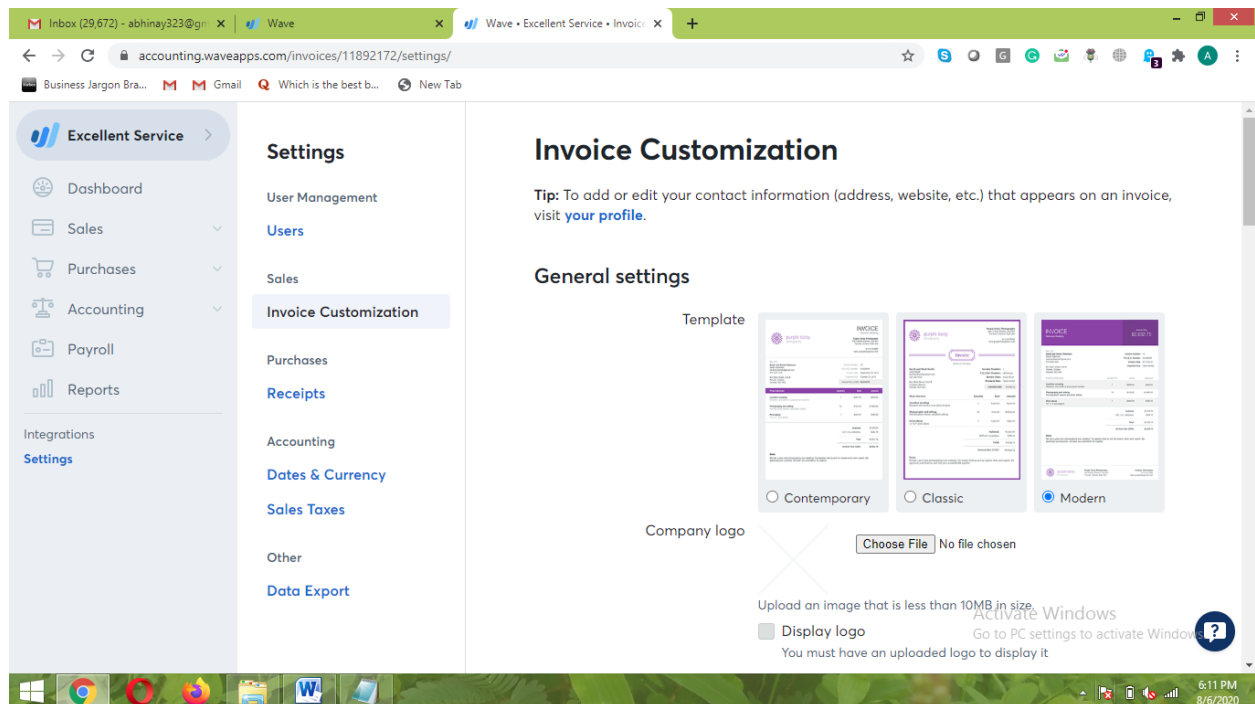


(ii) “Invoice Customization” settings:

- ✓ Here you can do the settings of all the Invoice Customization by selecting a proper Template, Logo, and other invoice related

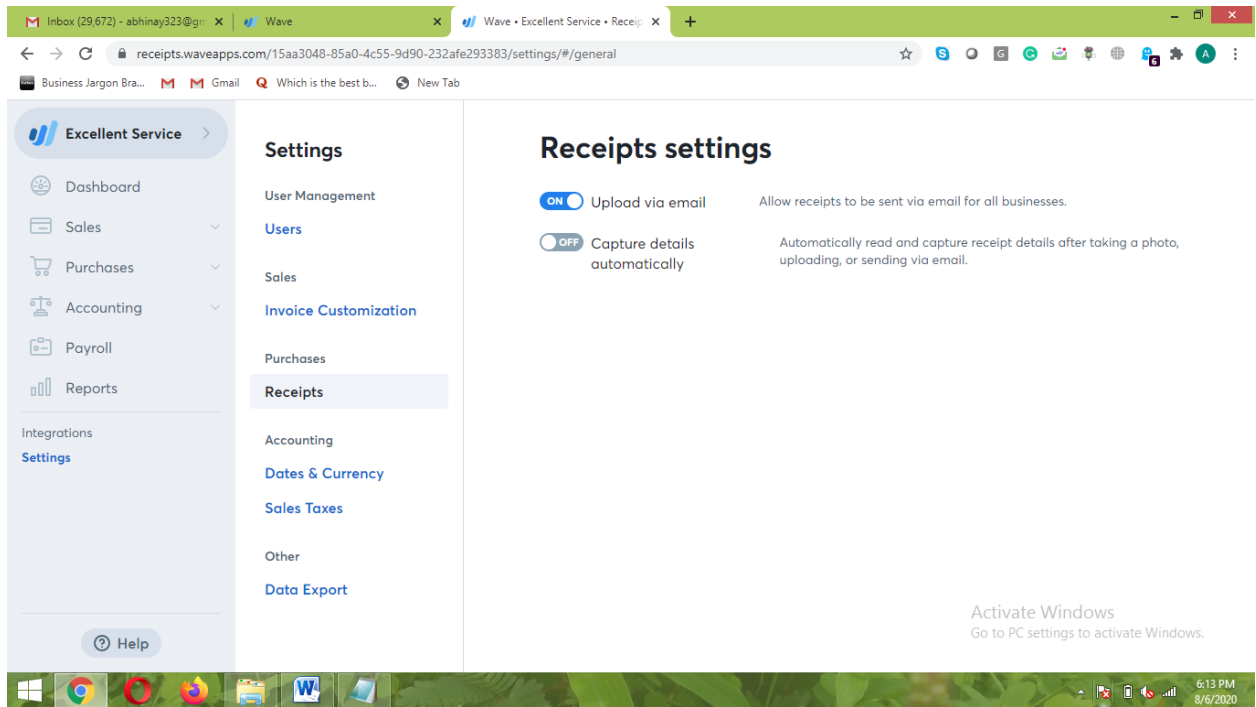
details.

- ✓ Here, you even have the option of hiding some of the information like Item name, Description, Quantity, Price, and Amount.



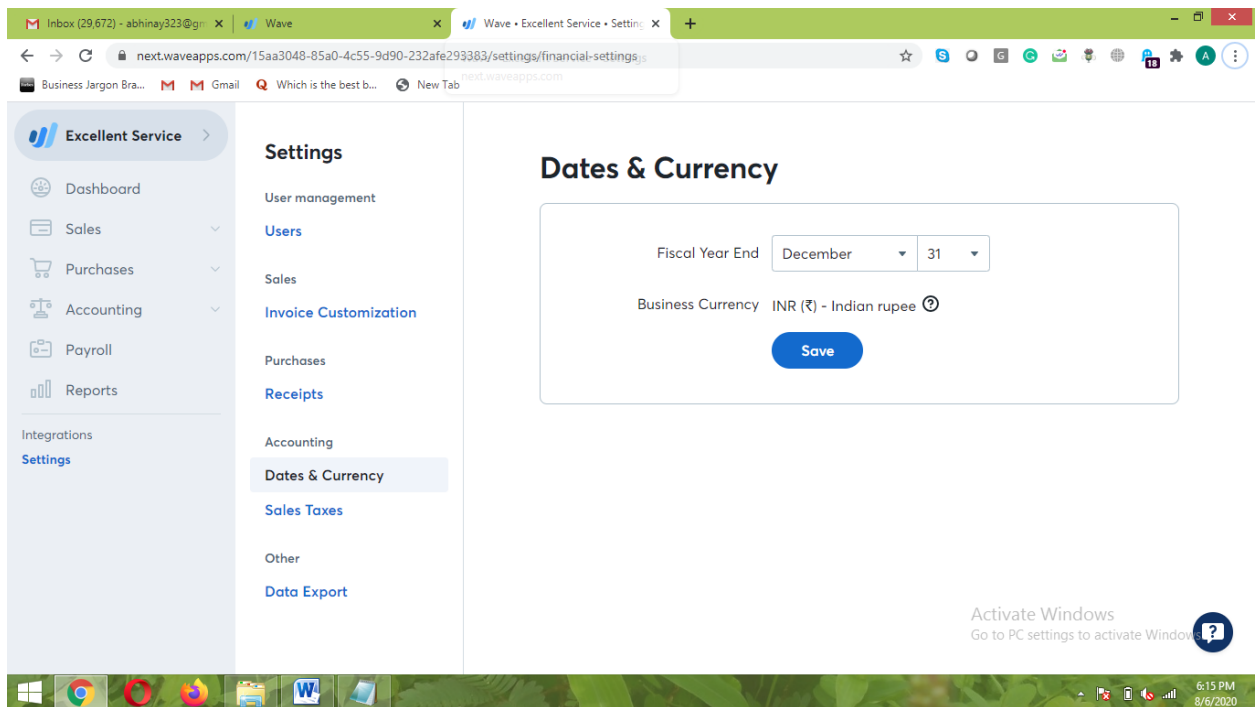
(iii) “Receipts” Settings

- ✓ In receipt settings, you have the option to make the setting either through “Upload via Email” and “Capture Details Automatically”



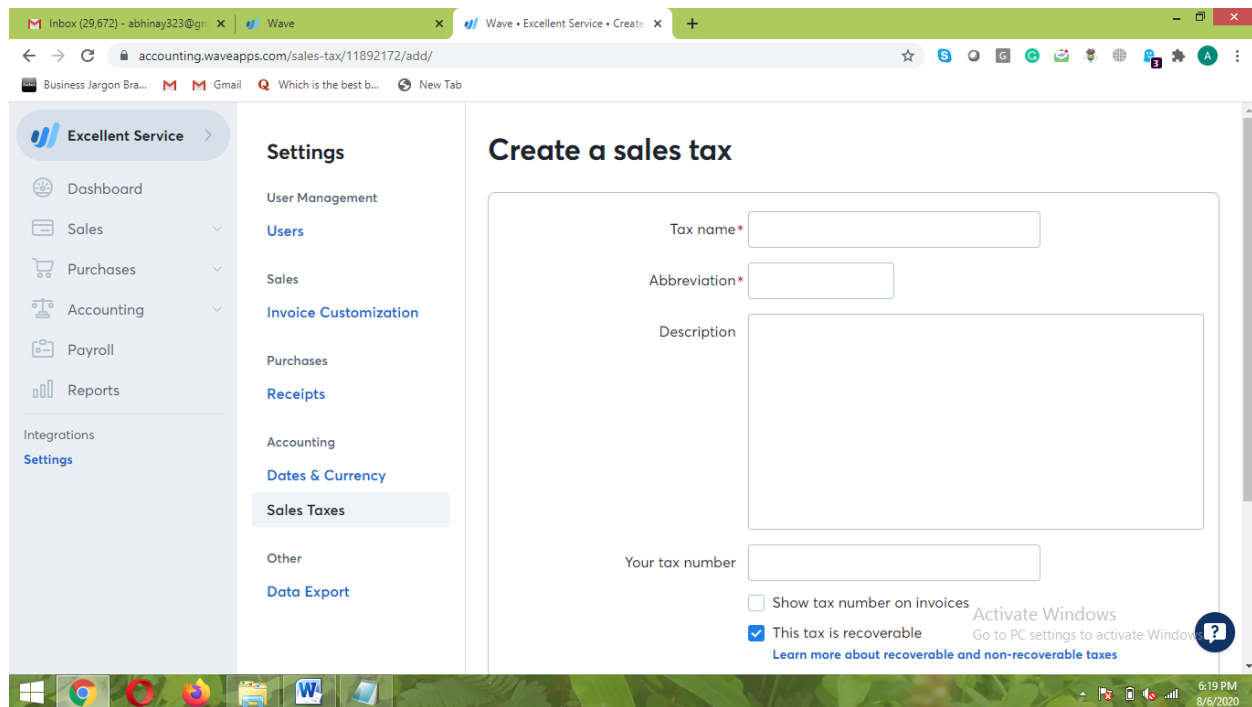
(iv) “Dates & Currency” Settings

- ✓ In “Dates & Currency” settings, you can set the format of the Fiscal Year End Date and select the appropriate Currency



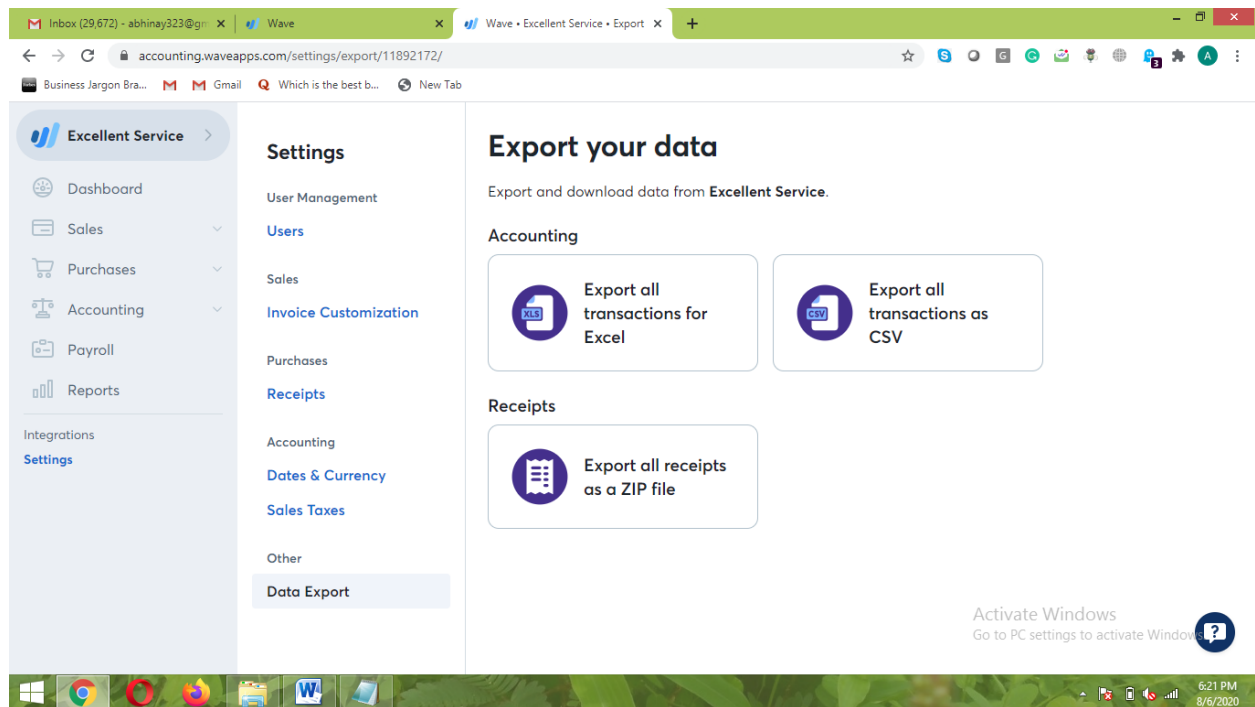
(v) “Sales Tax” Settings

- ✓ In Sales Tax, you can create a particular Sales Tax for various products and Services offered
- ✓ Tax Name, Abbreviation, and Tax Rate is very essential while setting the Sales Tax



(vi) Data Export

- ✓ You can Export and Download the data from here
- ✓ You have the option of exporting both Excel, CSV, and export all the receipts as a ZIP file



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