

Wave Accounting Setup Guide

Wave Accounting is a free, easy-to-use online accounting platform perfect for new business owners. It helps you track income and expenses, create invoices, and keep your books clean — all for free.

Step 1: Create Your Free Account

Visit: <https://www.waveapps.com/accounting>

Click on 'Sign Up for Free' and enter your email and password to get started.

Step 2: Set Up Your Business Profile

After creating your account:

- Enter your business name and type
- Add your business address
- Choose your currency

Step 3: Connect Your Business Bank Account

This allows Wave to automatically track income and expenses. You can also upload statements manually if preferred.

Step 4: Customize Your Chart of Accounts

Wave will generate basic categories for your transactions. You can add or edit categories to match your business (e.g., Marketing, Real Estate Income, Contractor Fees).

Step 5: Start Logging Expenses and Invoices

Use the dashboard to create invoices, record payments, and assign expenses. You'll also be able to download reports when applying for grants or funding.

✦ **Pro Tip:** Set aside time each week to reconcile your books. This keeps your finances clean and ready for credit-building or taxes.

Need help? Text me at 877-404-6363 — I got you!