



[www.waveapps.com](http://www.waveapps.com) offers a free software module and APP for use for basic accounting procedures.

This document is prepared for use for LEs, and is to illustrate INITIAL SETUP (p3-4) of the free version of WAVE on your COMPUTER, & also the phone APP, for the purpose of INVOICING CUSTOMERS. (WAVE offers many other accounting features you can explore.)

Once your initial setup of WAVE is completed (p3-4), an invoice takes only 2 minutes to prepare (including setup time of a new customer) by use of the WAVE APP, as it would appear on the customer's computer –

Here is a **SAMPLE INVOICE** -

## INVOICE

ABN 60 764 325 647

**Books to live by**  
is a pop up bookstore distributor of  
Living Well Resources  
MERNDA, Victoria 3754  
Australia

Mobile: 0413 [REDACTED]  
booksto[REDACTED].com

**BILL TO**  
**Fred Flinstone**  
[REDACTED] MERNDA VIC 3754

0413 [REDACTED]  
sm[REDACTED].com

**Invoice Number:** 2

**Invoice Date:** May 21, 2020

**Payment Due:** May 28, 2020

**Amount Due (AUD):** \$70.00

Items	Quantity	Price	Amount
<b>Healthy Juices</b> Hardcover. The power of food in a liquid. Nutritious drinks specific for widespread illnesses.	1	\$60.00	\$60.00
<b>Freight</b> Capped freight charge. Boxed & sent to you with Australia Post	1	\$10.00	\$10.00
<b>Total:</b>			\$70.00
<b>Amount Due (AUD):</b>			\$70.00

### Notes / Terms

Thank you in advance for payment to:

**BOOKS TO LIVE BY**  
BSB [REDACTED]  
ACC [REDACTED]

The full range of resources can be seen at: <https://livingwellresources.tv/shop/>

Your next purchase entitles you to a 10% saving with use of code [REDACTED]TEN

A SAMPLE INVOICE as it would appear on a customer's phone



INVOICING

Request for Payment from Books to live by		
INVOICE 20208	AMOUNT DUE \$30.00	DUE ON May 28th 2020
<p><b>Books to live by</b> is a pop up bookstore distributor of Living Well Resources MERNDA, Victoria 3754 Australia Mobile: 0413 [REDACTED] bookstolive[REDACTED].com</p>		
Invoice:	20208	
Summary:	ABN 60 [REDACTED]	
Amount Due:	\$30.00	
Payment Due:	May 28, 2020	
Bill To:	Mrs [REDACTED]	▼
<b>ITEMS</b>		<b>AMOUNT</b>
The Bible Story Vol 4 1 × \$30.00		\$30.00 ▼
<b>Total (AUD):</b>		<b>\$30.00</b>
Thank you in advance for payment to:		
BOOKS TO LIVE BY		
BSB [REDACTED]		
ACC [REDACTED]		
The full range of resources can be seen at: <a href="https://livingwellresources.tv/shop/">https://livingwellresources.tv/shop/</a>		
Your next purchase entitles you to a 10% saving with use of code [REDACTED]TEN		
Sandy Wallis is trading as "Books to live by" which is not registered for GST as annual turnover is below the GST threshold.		
Powered by  wave		
© 2010-2020 Wave Financial Inc.		
<a href="#">Privacy Policy</a> • <a href="#">Security</a>		

Invoices prepared on the computer or on your phone APP, can be SMS'd to your customer's phone!

**INITIAL SETUP ON YOUR COMPUTER** (Recommendation that you complete these steps before using APP)

- 1 [www.waveapps.com](http://www.waveapps.com)
- 2 Click SIGN UP FOR FREE
- 3 Create a unique login with your email and a password (rather than 'sign in with Google')
- 4 Enter 'What's the name of your business?'
- 5 Select an option from 'What does your business do?'
- 6 Before leaving that page, check the line below, to ensure that WAVE has detected your country of business and currency.  
(This is auto-detected from your IP address.)
- 7 Click 'Let's go!'
- 8 (There may be further steps prompted on screen ???)
- 9 When you are logged in, you will see a 'Dashboard' on the left margin of the screen with your business name at the top
- 10 Scroll down the Dashboard, to click on 'Settings'
- 11 Select **'Invoice customisation'**
- 12 Template – click Contemporary
- 13 Company logo – 'no file chosen'
- 14 Accent colour – I chose orange
- 15 'Save all changes'
- 16 In 'Invoice settings', for Default payment terms – 'Due upon receipt'
- 17 Default title, sample – 'Invoice'
- 18 Default sub-heading – type your **ABN** here, sample - 'ABN xx xxx xxx xxx'
- 19 Default **footer** sample –  
Sandy Wallis is trading as "Books to live by which is not registered for GST as annual turnover is below the GST threshold"
- 20 Default notes / **terms**, sample –  
Thank you in advance for your payment to:  
BOOKS TO LIVE BY  
BSB xxx-xxx  
ACC xxxxxxxxx  
The full range of resources can be seen at:  
<https://livingwellresources.tv/shop>  
Your next online purchase entitles you to a 10% saving  
with the use of code XXXXX
- 21 'Save all changes'
- 22 Ignore 'Estimates'
- 23 Under 'Invoice column settings', leave all settings as 'default'
- 24 To complete setup, back on the Dashboard, click above on your business name, and click 'Manage your profile'
- 25 Under the second column **'Profile'**, click on 'Businesses'
- 26 Under the third column 'Businesses', click on the name of your business
- 27 A new 'Edit ...' line will appear for following samples -  
Company name – Books to live by  
Address Line 1 – is a pop up bookstore distributor of

Address Line 2 – Living Well Resources

City – MERNDA

Country – Australia

Province/State – Victoria

Postal code – 3754

Time zone – Australia/Melbourne

Mobile – xxxx xxx-xxx

Web-site – [bookstoliveby@hotmail.com](mailto:bookstoliveby@hotmail.com) (later appeared on this page as <http://bookstoliveby@hotmail.com>)

28 Click 'Save'

29 To trial setup of an invoice, on the Dashboard, click on 'Sales, Invoices'

30 On the top right corner, click on 'Create an invoice'

(You can make as many test invoices during practice, and these are easily deleted.)

31 'Add a customer' and 'Create a new customer' (Suggestion: create yourself as a customer with your email & mobile)

32 Invoice number – a default number is provided or you can over-ride

33 Ignore 'PO/SO number'

34 Edit 'Invoice date' and 'Payment due' dates

35 Click on 'Add an item', and 'Create a new item'

Recommendation that you Enter the item name, PLUS Enter an interesting 'item description' as this will edify your customer's purchase choice and demonstrate a higher level of service and care by yourself. \*\*\*

36 When completed, 'Save and continue'

37 This is a draft invoice; now click 'Approve draft'

38 Option to 'Send invoice' (go ahead and do this to see sample email in your inbox, then click on 'View Invoice' and note the 2 preview modes – Desktop or Mobile invoice samples)

or another option other than 'Send invoice' is if you look above on 'More actions' you can select DELETE this invoice.

39 You have now completed invoice setup.

A summary of all invoices pending payment can be viewed now, with options to 'record a payment' or 'send a reminder'.

40 On receipt of payments, simply follow the optional steps alongside each invoice.

41 To log out, click on your business name on the Dashboard, select 'Sign out'

## INITIAL SETUP ON YOUR PHONE

1 In Google Playstore, search for 'Wave Invoicing' and INSTALL

2 Log in with your account details as setup above

3 Familiarise yourself with the simplified menu options and near-identical easy invoice preparation steps within the APP

4 Invoices prepared in the APP will appear simultaneously on your laptop.

\*\*\* For ideas for product descriptions, a continuous document will be available on [movemelord.com/resources-general/](http://movemelord.com/resources-general/) (see p5)

## IN CLOSING –

**The production of a professional invoice will be an ideal representation of your business and customer service levels.**

**SAMPLES OF PRODUCTS** (Below is a PDF screen shot of PRODUCT descriptions. An editable version of this will be available under [movemelord.com/resources-general/](http://movemelord.com/resources-general/) for your convenience to copy/paste items into your WAVE setup as you need them.)

## Products & Services (Sales)

Add a product or service

Name	Price
<b>Bible Comes Alive set of 5 MP3 disks</b> Dramatised recordings of Bible stories OT & NT. MP3 recordings on disk. Approx 10hrs per disk. Limited special \$300. Normally \$600.	\$300.00
<b>Delivery</b> No charge. With compliments.	\$0.00
<b>Delivery via Gilson College Taylors Hill</b> Delivery to class of your choice at Gilson College	\$0.00
<b>Food As Medicine</b> Hardcover. 150 favourites by Sue Radd Gourmand awardee "Best in the World"	\$55.00
<b>Freight</b> Capped freight charge. Boxed & sent to you with Australia Post	\$10.00
<b>Freight - special offer, no charge</b> Normally \$10; special offer of no charge. Delivery details will be confirmed shortly.	\$0.00
<b>Healthy Juices</b> Hardcover. The power of food in a liquid. Nutritious drinks specific for widespread illnesses.	\$60.00
<b>The Bible Story Vol 1</b> The most comprehensively researched children's Bible story series. This timeless 10-volume series brings the Bible alive, and paints mind pictures for eternity.	\$30.00
<b>The Bible Story Vol 4</b> The most comprehensively researched children's Bible story series. This timeless 10-volume series brings the Bible alive, and paints mind pictures for eternity.	\$30.00