Quick Start Guide: Getting Started with X-Wireless EasyAccounts

This guide walks you through setting up your account and recording your first business transactions in X-Wireless EasyAccounts. No accounting experience is required.

Step 1: Register Your Account

To begin, create your X-Wireless EasyAccounts account.

Visit the registration page:
https://easyaccounts.xwireless.net/register?trial=start

Complete the registration form by entering:

- Full name
- Email address
- Mobile number
- Password

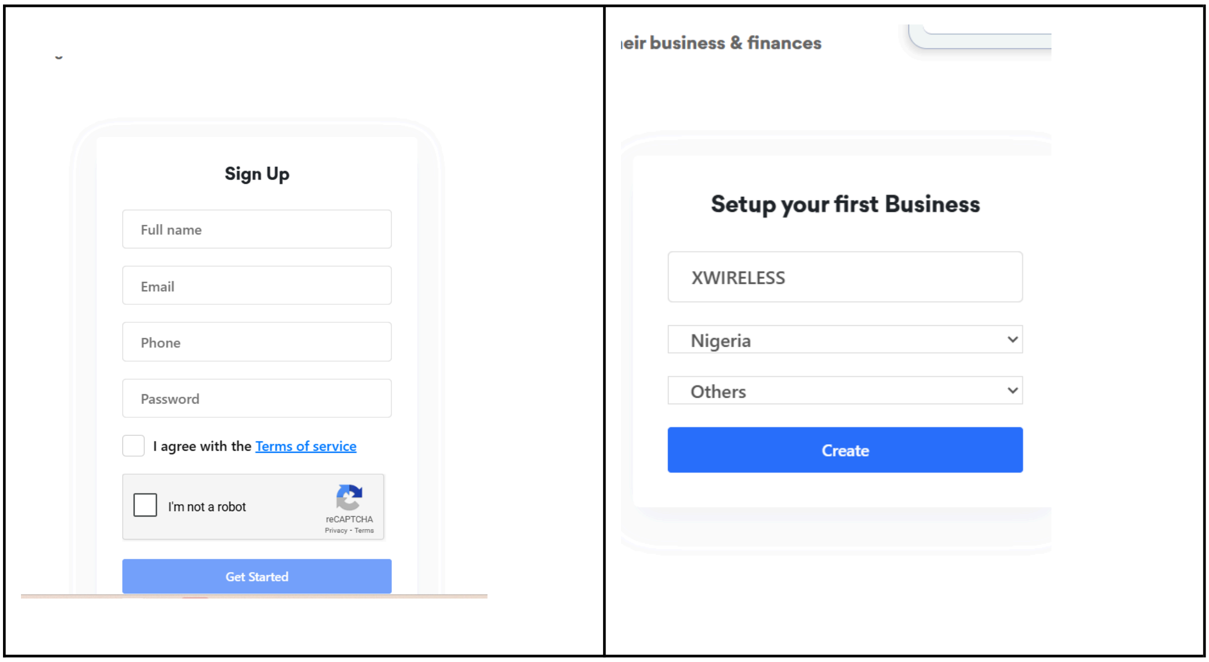
Accept the Terms of Service, then click **Get Started** to proceed.

Next, set up your business:

- Enter your business name
- Select your country
- Click **Create**

After submission, a verification email will be sent to your email address.
Open the email and click the verification link to confirm your account.

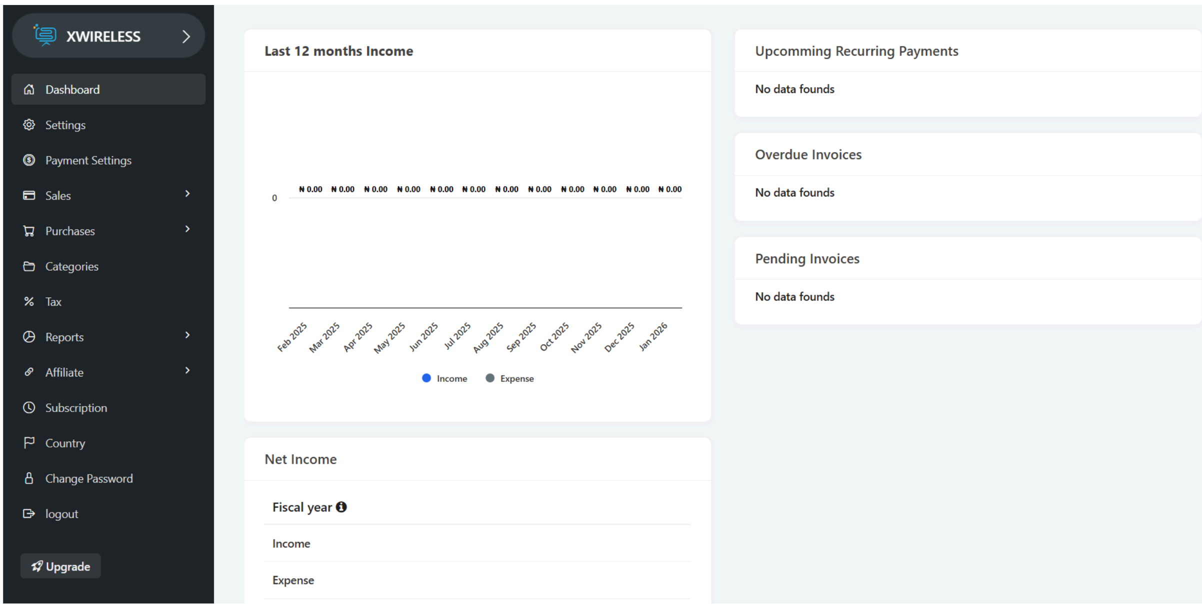
Once your email is verified, you will be logged in automatically.



Step 2: Access Your Dashboard

After logging in, you will land on the Dashboard.
This is your financial overview page, showing income trends, invoice status, and quick insights into your business performance.

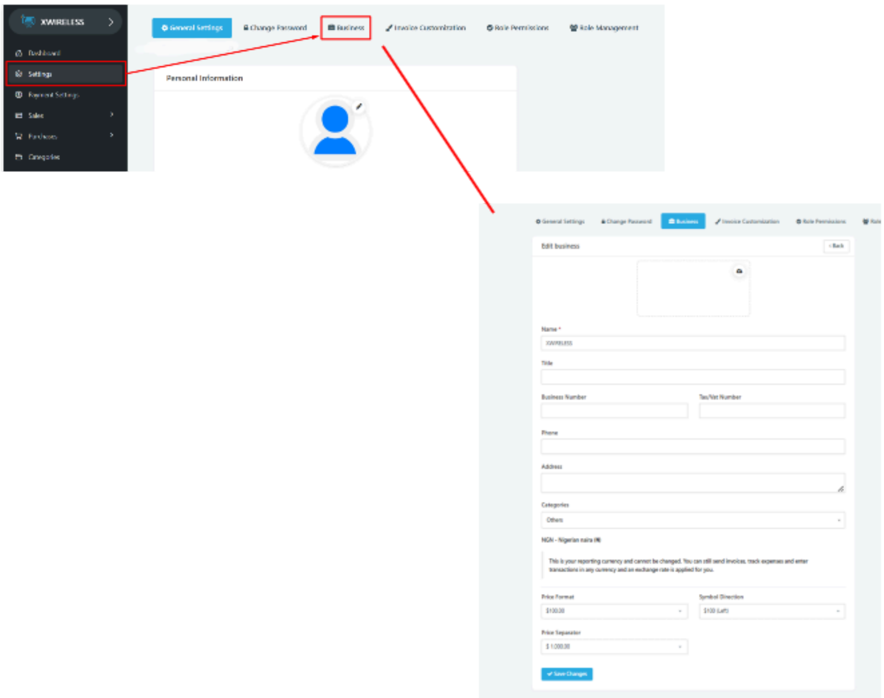
From here, you can navigate to all key sections using the left-hand menu.



Step 3: Complete Your Business Settings

After registering and logging in, the next step is to complete your business settings. This ensures your invoices, reports, and records display accurate information.

Go to **Settings** from the left-hand menu.--> Business



Business Information

Fill in your business details carefully:

- **Upload Business Logo**
  Click the upload area to add your business logo.
  This logo will appear on invoices and other documents. (Optional but recommended.)

- **Business Name**
  Enter your registered business name or trading name.
  This name will appear on invoices, reports, and dashboards.
- **Title**
  Enter a short business description or role (for example: “Consulting Services” or “Retail Business”).
- **Business Number**
  Enter your company registration number, if available.

- **Tax/VAT Number**
  Enter your VAT or tax identification number. This will appear on invoices and reports where applicable.

- **Phone**
  Provide a contact phone number for your business.

- **Address**
  Enter your business address. This is displayed on invoices and official documents.

- **Category**
  Select the category that best describes your business.

Currency Settings

Your reporting currency is automatically set to:

NGN – Nigerian Naira (₦)

This currency is fixed and cannot be changed.
You can still:

- Send invoices in other currencies

- Record expenses in foreign currencies

EasyAccounts automatically applies exchange rates for accurate reporting.

Price Display Settings

Configure how prices appear across invoices and reports:

- **Price Format**
  Choose how amounts are displayed (example: ₦100.00).

- **Symbol Direction**
  Select whether the currency symbol appears before or after the amount.

- **Price Separator**
  Choose your preferred thousand and decimal separator format.

These settings ensure amounts are displayed clearly and consistently.

Save Your Changes

After completing all fields, click **Save Changes** to apply your settings.

Your business profile is now properly configured and ready for invoicing, expense tracking, and reporting.

Step 4: Set Up Payment Methods (Optional)

If you plan to accept online payments from customers, you can connect a payment gateway to EasyAccounts.

Go to **Payment Settings** from the left-hand menu.

For Nigerian Card Payments (Recommended)

To accept card and bank payments in Nigeria, select **Paystack**.

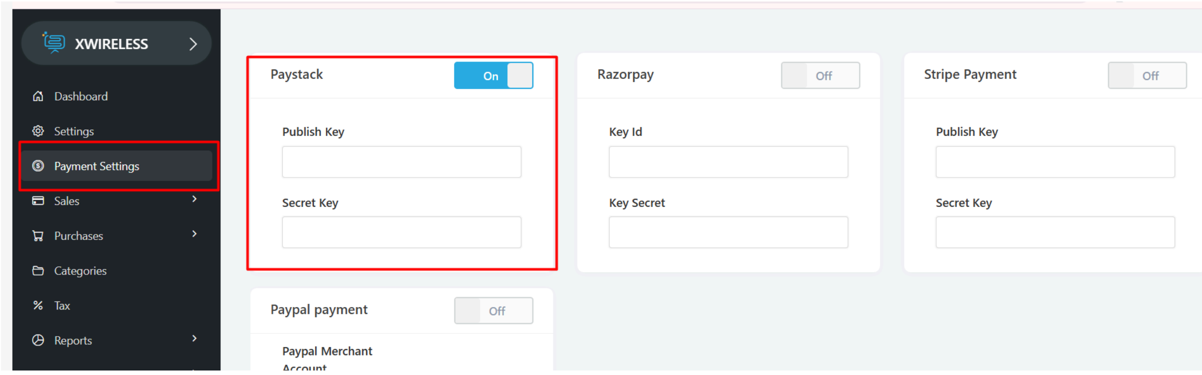
If you do not already have a Paystack account, create one here:
https://paystack.com/

After creating your Paystack account:

- Log in to your Paystack dashboard
- Copy your **Public Key** and **Secret Key**

- Return to EasyAccounts and paste the keys into the Paystack fields
- Click **Save Changes**

Once saved, your invoices can accept online payments through Paystack.



Other Payment Options

You may also enable:

- **Stripe** (for international card payments)
- **PayPal** (for PayPal-based payments)

Enter the required keys provided by each payment provider and save your changes.

This step is optional.
You can skip it for now and return later if you are not ready to accept online payments.

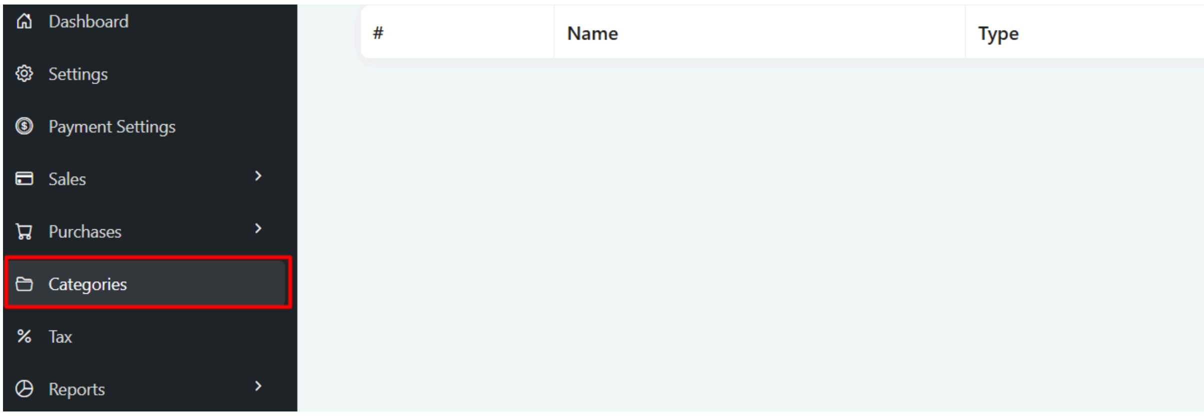
Step 5: Set Up Categories, Products, and Customers

Before you can create invoices or record expenses, you need to set up a few basic items. This only needs to be done once.

Step 5.1: Create Categories

Categories help organise your income and expenses for accurate reporting.

Go to **Categories** from the left-hand menu.



Click **Add New Category**.

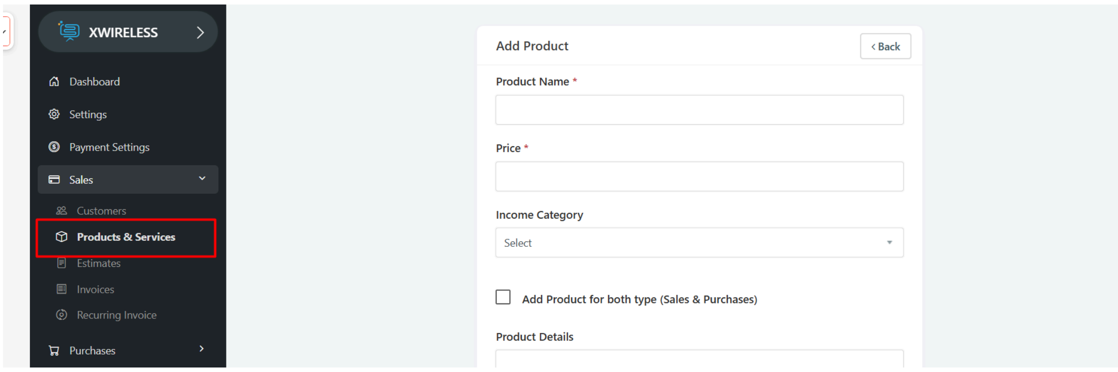
- Enter a **Category Name**
- Select whether it is **Income** or **Expense**
- Click **Save**

Create categories that match your business, such as:

- Sales
- Professional Services
- Rent
- Utilities
- Marketing
- Office Supplies

Step 5.2: Add Products or Services

Products and services are what you sell to customers and use when creating invoices.



Go to **Sales → Products & Services**.

Click **Add Product** and fill in:

- Product or service name
- Price
- Select an **Income Category**
- Add a short description (optional)

If the item is used for both selling and purchasing, tick **Add Product for both type (Sales & Purchases)**.

Click **Save**.

Step 5.3: Add Customers

Customers must be added before you can create invoices.

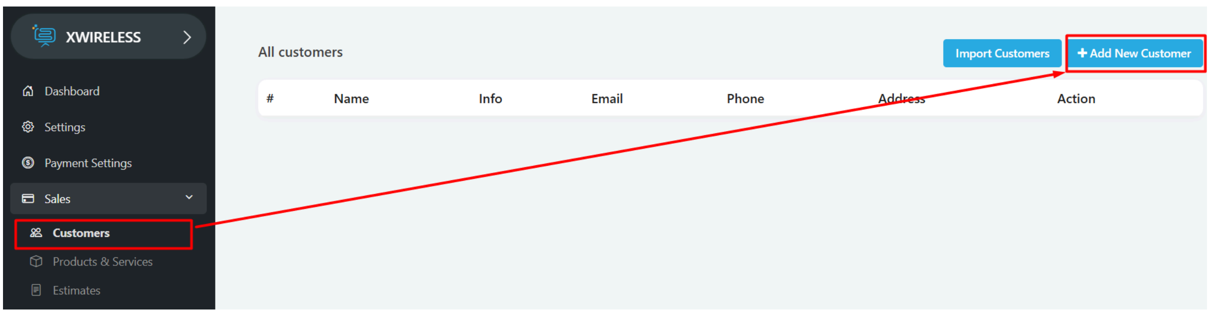
Go to **Sales → Customers**.

Click **Add New Customer** and enter:

- Customer name
- Email address (optional but recommended)
- Phone number
- Address
- Business number and Tax/VAT number (if applicable)
- Country and billing details

You also have the option of uploading customers from a CSV sheet.

Click **Save** to add the customer.



Step 6: Create an Invoice

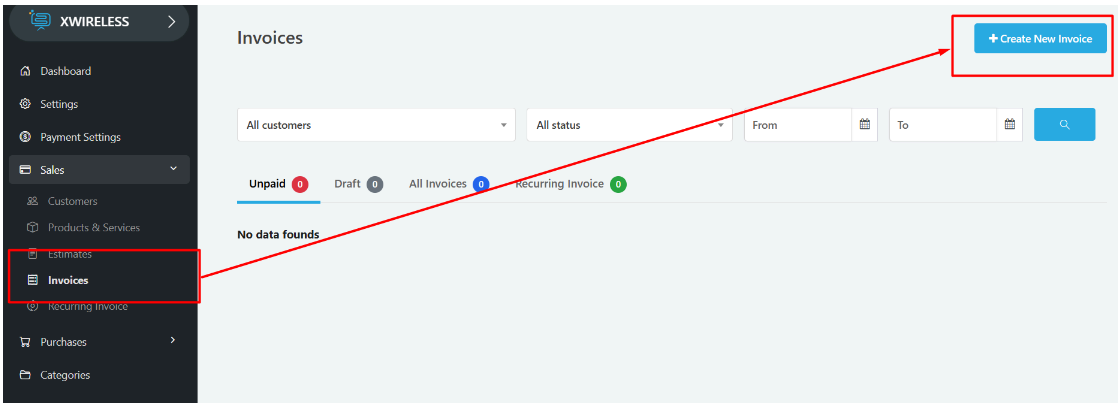
Once categories, products, and customers are set up, you can create invoices.

Go to **Sales** → **Invoices**.

Click **Create New Invoice**.

- Select a customer
- Choose products or services
- Confirm quantities and amounts
- Apply tax if needed
- Save or send the invoice

The system automatically tracks invoices as unpaid, paid, or overdue.



Step 7: Record Expenses

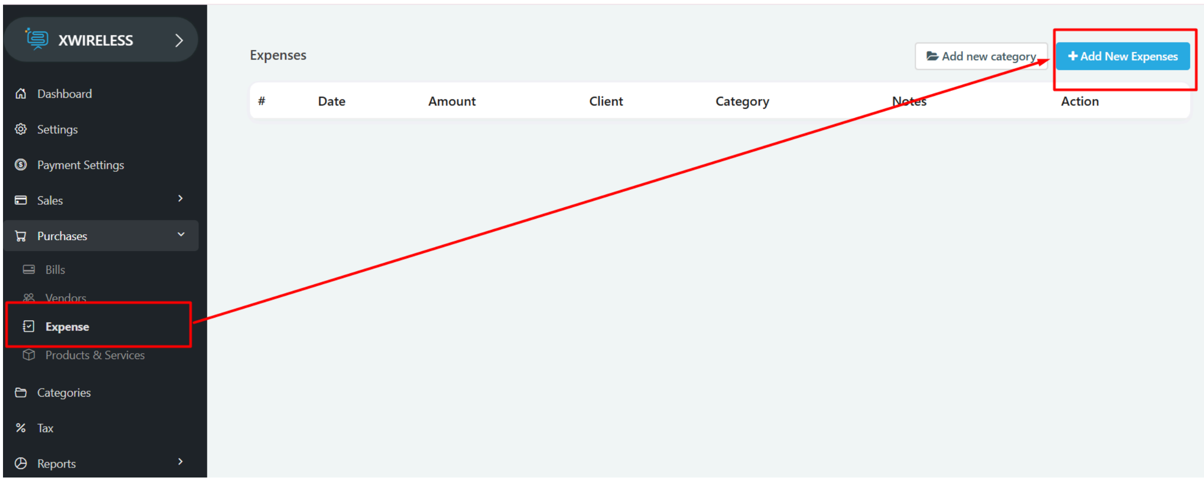
To keep your records complete and tax-ready, record expenses regularly.

Go to **Purchases** → **Expense**.

Click **Add New Expense** and enter:

- Date
- Amount
- Category
- Notes (optional)
- Upload a receipt (optional)

Click **Save**.



Important Tip

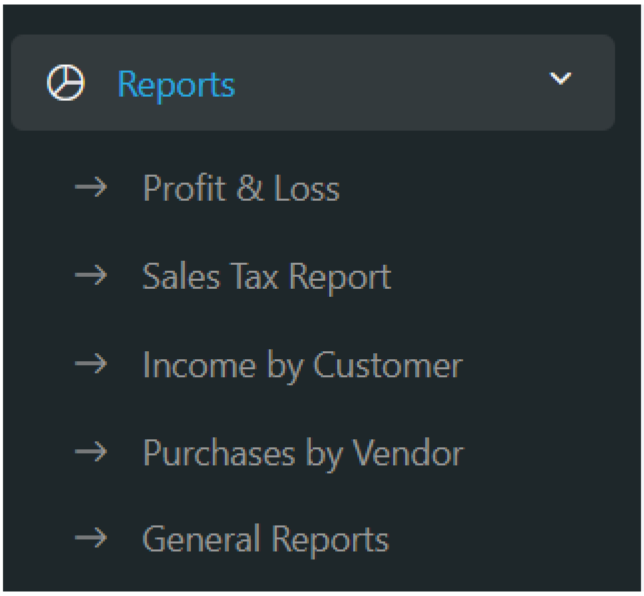
Always:

- Add **categories first**
- Then add **products and customers**
- Then create **invoices**
- Record **expenses regularly**

This keeps your reports accurate and your business tax-ready at all times.

Step 9: View Reports

EasyAccounts automatically generates financial reports.



Go to **Reports** to view:

- Profit & Loss
- Sales Tax Report
- Income by Customer
- General Reports

These reports are useful for tax filing, audits, and business decisions.

Step 10: Stay Organised and Tax-Ready

As you continue using EasyAccounts:

- Record income regularly
- Log expenses as they happen
- Send invoices from the system
- Review reports monthly

Your records stay clean, organised, and ready when needed.

Need Help?

You can revisit this guide anytime under **EasyAccounts Tutorials**.
For additional support, screenshots and detailed walkthroughs are provided within each tutorial.