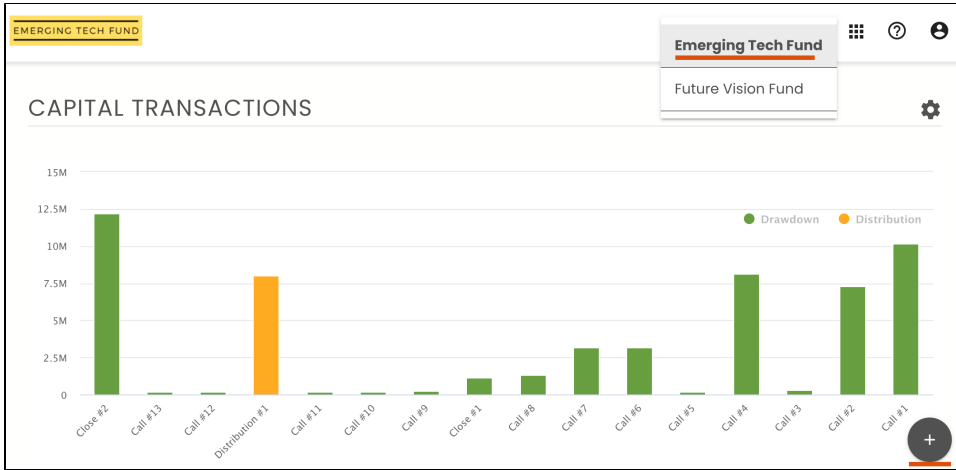


Record a capital call

To create capital call & distribution notices for your investors, follow this guide.

1. Go to fundwave.app, and sign-in using your private URL (eg: <fund-name>.getfundwave.com)
2. Select the fund for which you'd like to create a notice. Tap the plus button at the bottom-right and select 'Capital'



3. Fill-in the basic notice details:
 - a. **Notice Date:** This is the date when you intend to send the notice. Let us assume that we will send it today.
 - b. **Due Date:** This is the date by when money should exchange hands. If this is a net drawdown, the amount must be received by the investors on this date. For a net distribution, this is the date by when you will effect a transfer to your LP's bank account.
 - c. **Reference:** A quick reference that will help you remember what this notice relates to. For instance, you can type '*Capital Call for Quarter 1, Year 2021*'.
 - d. **Purpose:** To provide more detail about the notice.

Let's start preparing your notices!

Date of sending the notices

Date when payment is due

Title

Purpose

4. Select the transaction type and asset, followed by the amount you're calling from (or distributing to) the investor. Choose the allocation basis for the transaction. Record a note to provide more context to the investors.

How much would you like to call?

Transaction Type Drawdown - Investment	Amount 500,000
For Hooli	Allocation Basis Commitment
Investor All	+ Note

+ Add new transaction

Back
Save

You can choose to omit entering the asset here if you're not decided on the use of the funds. Also, if you need another head in the dropdown, you can contact Fundwave Support (helpdesk@getfundwave.com) for assistance to customize your chart of accounts.

5. Feel free to add more transactions if you're calling (or distributing funds) for more heads or assets.
6. Once you're done, click on 'Save'. This will generate your capital notices together with the journal entries, and typically takes about 2 - 4 seconds per investor.
7. Reconfirm the allocated amounts for each investor on this screen on the 'Grid view'.

Call #1 - 1st Jan 2021
for 01 Jan, 2021
 due on 10 Feb, 2021

Edit
Ask for review

List
Grid

Investor	Drawdown - Investment	Drawdown - Management Fees	Total
Emerging Tech Fund GP	83,333.33		83,333.33
Investor 1	41,666.67	25,000.00	66,666.67
Investor 2	125,000.00	75,000.00	200,000.00
Investor 3	83,333.33	50,000.00	133,333.33
Investor 4	41,666.67	25,000.00	66,666.67
Investor 5	125,000.00	75,000.00	200,000.00
Total	500,000.00	250,000.00	750,000.00

8. If everything looks alright, submit the transactions for review. Alternatively, tap edit to make changes.