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Enterprise Dashboard

User Manual



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Introduction

HesabPay offers a comprehensive payment solution for enterprises (private & public sector, nonprofits, donors) to manage their finances from a single platform, allowing organizations to pay anyone, anywhere, anytime.

- Bulk Humanitarian Distributions Provide aid to hundreds or thousands of people
- Bulk Payroll Process payroll including tax withholding across all 34 provinces
- Bulk Airtime Disburse mobile credit as communication allowances across all 5 telecom
- Bulk Pay Pay vendors, teams, projects, programs instantly

The platform provides live real-time payment tracking through customizable dashboards and ensures the highest security with role-based user permissions, twostep authentication, customizable roles for multiple users to initiate, review and/or approve transactions, and finally customizable settings to adapt processing uniquely to each organization's needs.

With HesabPay, enterprises of all sizes can experience the ease and efficiency of instant payments, reducing manual work and wasted time, while strengthening financial control through a fast, secure, and stress-free payment solution.

The Login Process to HesabPay Enterprise Dashboard:

Steps:

- Navigate to the official HesabPay Enterprise Dashboard login page (Hesab Pay Application)
- Enter Credentials. Input your registered email address or phone number associated with your HesabPay Enterprise account in the designated field.
- tick/mark the privacy policy.

		Language				
Say Goodbye to cash. pay with a click!	Get Sta	Get Started with HesabPay				
	○ Login by	Login/Sign Up / Phone © Login by Email				
A	Email:	Email I have read and acknowledged the Privacy Policy LOGIN				
Take a tour						



• Enter the OTP code that you have received by email or phone.

🕀 Language 👻	OTP An OTP sent to 789440156
Get Started with HesabPay	
Download HesabPay	
Login/Sign Up	
Enter your verification code here	
Enter your verification code here	
VERIFY CODE	

• Select the Hesab Enterprise Tab.

HesabPay	HesabPay	Hesab Enterprise	🔀 Language 👻 user 👻
•	Pass Google Authenticator		
Hesab Wallet AFN-1703754087 ~	Google OTP-Code:		
Transfer Buy Alritme	000000 Verify Close		

• If two-factor authentication is enabled, click on your profile and then click on '**Two Factor Auth**'.

HesabPay	HesabPay Hesab Enterprise the Language	
28540.24	Pass Google Authenticator	Linked Devices Two Factor Auth Edit Profile
Hesab Wallet AFN-789440146 🗸 🗸 🗸	Google OTP-Code:	Sign out
Services	000000	
Transfer Buy Airtime Pay Bills	Verify Close	



• It will display the google authenticator activation QR code.

					(h) .		
Hes	abPay		Google Authenticator Activation	×		Language *	ZAKIA *
28540.24	0	Two-Facto	Please scan the QR-Code through Google Authenticat and paste 6 digits OTP code	tor App			
Hesab Wallet AFN-789440	146 ~				.		
Services		Google-C			Disabled		
Transfer Buy Airt	me Pay Bills		QR Code				
Donate Pay Sto	Pre Transactions		OTP-Code:				
Notifications	wallet		Verify Close				

• Download the Google Authenticator app. Open the app and click on '**Scan a QR** code' After scanning this QR code with the Google Authenticator app, it will display a 6-digit OTP code. Enter the OTP code here to login.



1. Create an organization:

- navigate to the left menu and click on the "organization" section.
- Click on "Add New Organization".

HesabPay		HesabPay Hesab Enterprise											
Organizations	Org	anization Deta	ils								Add New Organization Search		
Payroll													
Impore test	#	Name	TIN	Organization Type	Issued by	Phone	Registration No	Active	Create Date	Create By	Operation		
希 mtrt	1	moore test	234234	International Tax Exempts Organization	AISA	7811111111	24234	No	Nov 26, 2023	ZAKIA HUSSAINI	Edit Payroll Cash Transfer		
₩ Cash Transfer	2	rrrtrt	67676	Embassy	MOE	788888	6767	Yes	Nov 21, 2023	ZAKIA HUSSAINI	Edit Payroll Cash Transfer		

- Fill in the required details of your organization.
- Click on "save" button.

HesabPäÿ			HesabPay Hesab Enterprise		Language •	ZAKIA •		
 Organizations Payroll 			Add Organization					
moore test	Phone Number : 729*****		Organization Name (En): Organization name (English)		Organization Name (Dr): Organization name (Dari)			
希 mtrt	Organization Name (Pa):		Enterprise Type:		Business Activity:			
W Cash Transfer	Organization name (Pashto)		Select an item	~	Select an item	~		
	Sector:		Business Size:		License Type:			
💼 Bulk Topup	Select an item	~	Select an item	~	Select an item	~		
📇 User Management	Select an item	~	Registration No		TIN			
Account Details			Expiry Date:	Capital:				
	mm/dd/yyyy	11	mm/dd/yyyy	Ē	Capital			
	Email:		Country:		Province:			
	Email		Select an item	~		~		
	District:		Area:		Street:			
	Select an item	~	Area		street			
	House No:		Status:	~	Pension: Select an item	~		
			Select all relif	~	Select all reli	~		
✓ Collapse Sidebar	Save Cancel							



2. User Management:

The User Management feature offers administrators the flexibility to tailor roles according to specific organizational needs. With this feature, admins can create custom roles like initial approval, final approval, or viewer as required. These roles can be assigned to individual users within the organization or just the admin itself.

This delegation includes two crucial approval roles: the Initial Approver and the Final Approver. In practical terms, during the initiation of a payroll period by the admin, the Initial Approver is responsible for the first approval, followed by confirmation from the Final Approver.

Only after obtaining both approvals can the admin proceed with the disbursement process, ensuring a secure and well-organized financial operation within the enterprise

Assigning Initial and Final Approver Roles:

- Log in to the Enterprise Dashboard with your administrator credentials.
- Navigate to the User Management section.
- For assigning roles, ensure that the users have HesabPay account. In the search field search the user by the **hesabpay phone number** or **email**.
- In the **Roles** section, find and select the appropriate roles for the user.
- In the **Organizations** section, locate and select the name of your organization from the provided list.
- In the has approver role section, select either "initial approver" or "final approver" based on the user's role requirements
- Click on the save button to apply the selected roles and organization to the user.

HesabPäy		HesabPay Hesab Enterprise	Language < Rahmatullah				
A Organizations	Search						
👂 Payroll	Phone:	730110554 Search					
🙀 Cash Transfer	Thone.	730110554 Search					
≓ Transactions	# Role User Phone User Name	Organizations Minimum Amount Maximum Amount	Approve Type Topup Discount Operation				
🚍 Bulk Topup	Assign Role:						
😬 User Management	Account	Roles:	Organizations:				
📇 Users	93 730110554	Select Role 💌	Select Organizations				
	Has Approve Role:						
Account Details	No	~					
	Have 2 types of approval.						
	Save						
Collapse Sidebar							

Note: For the final approval role, if you don't specify the minimum and maximum limits, the user can approve any amount. However, if you want to set limitations, you can assign up to three users to this final approval role. Based on the amount, each specific user will either approve or reject the request.



3. Payroll:

The payroll section in the HesabPay Enterprise Dashboard streamlines all payroll services for organizations. The payroll section serves as a centralized hub for executing, monitoring, and optimizing all payroll operations within the organization.

With its intuitive interface, comprehensive reporting capabilities, and secure payment features, the HesabPay Enterprise Dashboard's payroll section simplifies and enhances the entire payroll management process.

Step-by-Step Guide for Payroll:

Step 1

Adding Employees:

- click on your organization.
- Navigate to the **Employee** Tab.
- Click on "**Download template**" to initiate the download of the template file. This file is in Excel format and serves as a structured document for inputting employee data.

Organizations	Orga	nization Details E	mployee Salary P	eriod							
Payroll	Orga	anization Details:									
noore test	Or	ganization Name (En)	moore test		Organization M	Name (Dr): moore	test	c	Organization Name (Pa): moore test		
🚓 mtrt	Phone: 781111111				Email: moore@gmail.com				ountry: Afghanistan		
ශ් Cash Transfer	Pn	Province: KABUL District: PD1 Area: kabul									
	Emp	Employee List Download Template Add Bulk Employee Search Add new Employee									
= Bulk Topup	#	First Name	Last Name	Phone	Tazkera	Position	Salary	Status	Has Hesab Wallet	Operation	
😬 User Management	1	demo	demo	789440146	111		100.00 (AFN)	Active	Yes	Edit Details Delete	
Account Details											
	F	irst Previous 1	Next Last								

• Fill in the Template: Open the downloaded Excel template and populate it with the necessary employee information.

8 9 . C	~ ~	Emp	oloyee_list_te	mplate (4) - Excel	₽ Search				Zakia Hussaini	ZH 🖭	-	o ×
File Home	Insert	Page Lay	yout Fo	ormulas Data Review	View Help AC	ROBAT						ය Share
		~ 11 ~ ⊞ ~ 4 Font		프 프 프 프 프	🔁 Merge & Center 🕞	General \$ ~ % 9 500 4 Number	Formatting *	format as Cell Table × Styles ×	Insert Delete For	mat ✓	Sort & Filter S	Find & Select ~
M1 *	: ×	$\checkmark f_x$	Has Per	nsion								
F	G	н	1	J	К	L	М	N	0	Р	Q	R
1 Phone	Position	Salary	Currency	Organization Employee ID	Contract Start Date	Contract End Date	Has Pension	Pension Percent	age			
2 0792999670		4500	AFN		2022-01-01	2022-01-01	yes	8.33				
3												
4												
5												
6												
/												
0												
10												
7 8 9 10 11												

• Once you have filled in the template, return to the HesabPay Enterprise Dashboard and navigate to the "Add Bulk Employee" section. Upload the completed Excel template containing employee data.



Organizations	Orga	anization Details E	mployee Salary P	eriod										
🕫 Payroll	Org	ganization Details:												
I moore test	0	Organization Name (En): moore test Organization Name (Dr): moore test Organization Name (Pa): moore test												
🛪 rrrtrt		Phone: 781111111 Email: moore@gmail.com Country: Afghanistan Province: KABUL District: PD1 Area: kabul												
🎲 Cash Transfer					District			~						
	Em	ployee List							Download Template Add Bulk E	mployee Search Add new Employee				
🚍 Bulk Topup	#	First Name	Last Name	Phone	Tazkera	Position	Salary	Status	Has Hesab Wallet	Operation				
😃 User Management	1	demo	demo	789440146	111		100.00 (AFN)	Active	Yes	Edit Details Delete				
Account Details														
	F	First Previous 1 Next Last												

• After refreshing the page, it will check all the employees' statuses and display them on the screen.

Step 2:

Creating Salary Periods

- Navigate to your organization and then click on "salary period".
- click on "Create New Salary Period".

HesabPay						HesabPay He	sab Enterprise			() Langu	iage • ZAKIA •	
Organizations	Orga	anization Details	Employee	Salary Period								
📮 Payroll	Org	anization Detail	ls:									
ore test	0	rganization Nam	ie (En): moore te	est		Organization Name	(Dr): moore test		Organization Name (Pa)	moore test		
希 mtrt		hone: 781111111 rovince: KABUL				Email: moore@gm District: PD1	ail.com		Country: Afghanistan Area: kabul			
😡 Cash Transfer												
	Sal	ary Period:							Download Salary Template Search Create New Salary Period			
📰 Bulk Topup	#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx	Total Employee	Status	Operation			
🛎 User Management	1	2023-12-24	2023-12-27	dsf	2023 - 1402		3	24,100	2023-12-24 09:45:10:AM	Yes	Details	
Account Details	2	2023-12-05	2023-11-29	dec-salary	2023 - 1402		3	36,000	2023-12-12 03:27:49.PM	Waiting Final Approve	Details Edit	
	3	2023-11-29	2023-12-15	test	2023 - 1402		3	36,000	2023-12-10 02:37:14:PM	Yes	Details	
	4	2023-12-10	2023-12-30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50.AM	Yes	Details Edit	
	5	2023-12-15	2023-12-06	test	2023 - 1402		3	36,000	2023-12-5 03:15:43:PM	Yes	Details Edit	

- Enter the necessary details for the new salary period, such as start date, end date, etc.
- Once you have entered the period details, locate the "Save" button and click on it.

A Organizations	Organization Details Employee Salary Period		
Payroll	Organization Details:		
🕋 moore test	Organization Name (En): moore test	Organization Name (Dr): moore test	Organization Name (Pa): moore test
🛠 rrrtrt	Phone: 781111111 Province: KABUL	Email: moore@gmail.com District: PD1	Country: Afghanistan Area: kabul
🚱 Cash Transfer			
≓ Transactions		Add Salary Period	
🚍 Bulk Topup	Start Date:	End Date:	Name:
🐣 User Management	12/05/2023	11/29/2023	dec-salary
Account Details	Fiscal year:	Current Employees O Salary File	Status:
	2023 - 1402 ~		Active ~
	Save		



• After saving, you should see that the period status changes to "Waiting Initial Approve".

HesabPay					Hes	abPay H	esab Enterprise			() L	anguage 🔹 Sediqa 🕶
A Organizations	Sal	ary Period:									Search
Payroll											
😭 moore test	#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Employee	Total Amount	created On	Status	Operation
Ŵ Cash Transfer	1	2023-12- 10	2023-12- 30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50:AM	Waiting initial Approve	Details Approve Delete
	2	2023-12- 15	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-5 03:15:43:PM	Yes	Details Reject
	3	2023-12- 01	2023-12- 20	test	2023 - 1402		3	36,000	2023-12-4 03:32:35:PM	Yes	Details Reject
	4	2023-11- 29	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-4 02:08:41:PM	Yes	Details Reject
	5	2023-11- 03	2023-11- 25	Demo	2023 - 1402		5	548,000	2023-11-30 11:30:52:AM	Yes	Details Reject
	6	2023-11- 15	2023-11- 07	f-app- periord	2023 - 1402		5	548,000	2023-11-29 09:09:56:AM	Yes	Details Reject

Step 3:

Approving a transaction (initial and Final Approval):

• When the admin creates a period, The users with the Initial and final Approver role receive a notification email when a disbursement request is initiated.

Action Required: Pending Tran	isaction Approval			8	Ø
HesabPay <info⊚hesab.af> to Sediqa ▼</info⊚hesab.af>		Nov 30, 2023, 11:31AM (10 days ago)	☆	¢	:
	Dear Sediqa Hussaini!				
	A transaction initiated by ZAKIA HUSSAINI requires your approval before processing.				
	Transaction Details:				
	Initiator: ZAKIA HUSSAINI				
	Total Amount: 548000				
	Total Beneficiaries: 5				
	Account Number: 789440146				
	Period: Demo				
	Please log in to your <u>HesabPay</u> account and review/approve this transaction at your earliest convenience. Your prompt action is appreciated.				
	If you have any questions or need assistance, please contact us at <u>info@hesab.af</u> or +93 793 111 299.				
	Thank you for your attention.				

Initial Approval:

• The Initial Approver reviews the request and either approves or rejects it.

HesabPay					He	sabPay H	esab Enterprise				Language 🔹 Sediqa 🕶
A Organizations	Sa	lary Period:									Search
👂 Payroll											
😤 moore test	#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Employee	Total Amount	created On	Status	Operation
🙀 Cash Transfer	1	2023-12- 10	2023-12- 30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50:AM	Waiting initial Approve	Details Approve Delete



- After reviewing the request and deciding to approve it, the Final Approver will see an option to enter the **PIN**.
- Enter you pin to approve the period.

HesabPäy	Hosah Pay Hosah Enternise		🏶 Language 👻	hhhh 🔻
☆ Organizations	Enter your PIN	×		
🗊 Payroll	PIN		ganization Name (Pa): t ret	
🚽 Cash Transfer			ountry: Afghanistan	
* 234234	Save	е	ea: 34343	
	Cash Transfer		Se	arch

Final Approval:

- If approved, the request moves to the Final Approver.
- The Final Approver reviews the request and can either approve or reject it.

HesabPay					Hes	abPay Hesa	b Enterprise			H La	anguage 👻 Fatima
A Organizations	Sal	ary Period:									Search
Payroll											
Imoore test	#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Employee	Total Amount	created On	Status	Operation
🔮 Cash Transfer	1	2023-12- 10	2023-12- 30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50:AM	Waiting Final Approve	Details Approve
Account Details											Delete
	2	2023-12- 15	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-5 03:15:43:PM	Yes	Details
	3	2023-12- 01	2023-12- 20	test	2023 - 1402		3	36,000	2023-12-4 03:32:35:PM	Yes	Details
	4	2023-11- 29	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-4 02:08:41:PM	Yes	Details
	5	2023-11- 03	2023-11- 25	Demo	2023 - 1402		5	548,000	2023-11-30 11:30:52:AM	Yes	Details
	6	2023-11- 15	2023-11- 07	f-app- periord	2023 - 1402		5	548,000	2023-11-29 09:09:56:AM	Yes	Details

- After reviewing the request and deciding to approve it, the Final Approver will see an option to enter the PIN.
- Enter you pin to approve the period.

HesabPay	HosahDay	Hosah F	Interprise			Language 🔻	hhhh 🔫
A Organizations	Enter your PIN				×		
👂 Payroll	PIN				ganizat t ret	ion Name (Pa)	:
🙀 Cash Transfer					ountry: A	Afghanistan	
* 234234			save	Close	ea: 343	43	
	Cash Transfer						Search
	Salary File(.xlsx)	Total Recipient	Total Amount	Created Date	Created By	Approved	Operation
	454545_1702528696.xlsx	1	4,500	2023- 12-14 09:08 AM	aaaa bbbb	Waiting initial Approve	Details Approve



Admin:

- If both approvals are received, the admin can proceed with the disbursement process.
- Click on the **detail** section.

HesabPay					🏶 Language	- ZAKIA									
A Organizations	Sal	Salary Period: Download Salary Template Search Create Net													
👂 Payroll															
I moore test	#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Employee	Total Amount	created On	Status	Operation				
😤 rrrtrt	1	2023-12- 10	2023-12- 30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50:AM	Yes	Details Edit				
₩ Cash Transfer Transactions	2	2023-12- 15	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-5 03:15:43:PM	Yes	Details Edit				
🚍 Bulk Topup	3	2023-12- 01	2023-12- 20	test	2023 - 1402		3	36,000	2023-12-4 03:32:35:PM	Yes	Details Edit				
Account Details	4	2023-11- 29	2023-12- 06	test	2023 - 1402		3	36,000	2023-12-4 02:08:41:PM	Yes	Details Edit				

• Now you can see the detail of the period. To make payments, click on **'Pay Salary'** button.

Er	imployee Salary: Export Excel Search Add employee salary												ployee salary			
#	Name	Last name	Phone	Salary Period	Salary	Employee Pension	Employer Pension	Bonus	Тах	Net Amount	Currency	Has Hesab Wallet	Status	Paid	Response Message	Operation
1	zainab	yousufi	7777777777	Dec- salary	12,000.00					12,000.00	afn	No	No Wallet	No		Edit
2	zakia	hussaini	789440146	Dec- salary	12,000.00					12,000.00	afn	Yes	Active	No		Edit
3	sultana	atayee	781111113	Dec- salary	12,000.00					12,000.00	afn	No	No Wallet	No		Edit
	First Pr	evious 1 Iary Ba														

• for payments, select Wallet, enter pin and click on Transfer Button.

_		HosahPay	Heseh Enternrise				
Enter Card info							×
Employees have issue:							
Name 1 - zainab yousufi (77777 2 - sultana atayee (78111			Status No Wallet No Wallet				ore
Total disburse amount: 12	2,000.00		Total active employ	ee to disburse: 1			
Hesab Wallet: Wallet PIN:	Select Wallet				~		Exp
ne Transfer Clo	se						ar
nab yousuti ///////	77 Dec- 12,000.00 salary	U		12,000.00	ath	NO	N0 Wallet



4. Humanitarian Aid or Cash Transfer

The Humanitarian Aid or Cash Transfer section within the HesabPay Enterprise Dashboard empowers you to efficiently transfer aid or cash to designated users. With intuitive controls and user-friendly interfaces, you can easily initiate and track aid transfers, ensuring that resources reach the intended recipients promptly and accurately.

Step-by-Step Guide for Initiating Cash Transfer:

Step 1:

Select Organization

- navigate to the **cash transfer** section. Here, select the organization for which you intend to initiate the cash transfer.
- Click on "Period List" tab.
- Click on "**Download Template**" to retrieve the Excel file that serves as the structured document for inputting necessary details related to the cash transfer.

Hesab Pay						HesabPay Hes	ab Enterprise				🏶 Langi	uage • ZAK
Organizations	Or	ganization Det	ails Period	i List								
Payroll	Or	ganization De	etails:									
Cash Transfer		Organization N	lame (En): mo	oore test		Organization Name	(Dr): moore test		Organizat	ion Name (Pa): mo	ore test	
noore test		Phone: 781111	1111			Email: moore@gma	iil.com		Country:	Afghanistan		
希 mtrt		Province: KAE	IUL			District PD1			Area: kab	ul		
Transactions	Ca	sh Transfer									Add Period Downloa	d Template Searc
Bulk Topup		Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Recipient	Total Amount	Created Date	Created Dr.	A	Operation
User Management	-	Start Date	End date	Name	Tear	Salary File(.xisx)	Recipient	Amount	Created Date	Created By	Approved	Operation
Account Details	1	2023-12- 09	2023-12- 08	test	2023 - 1402	test_1703476682 xlsx	2	100	2023-12-25 08-28 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details Edit
	2	2023-11- 29	2023-11- 23	cash- period	2023 - 1402	cash- period_1701247914.xlsx	1	4,500	2023-11-29 01:21 PM	ZAKIA HUSSAINI	Yes	Details
	3	2023-11- 26	2024-01- 26	aid-2024	2023 - 1402	aid-2024_1700977775.xlsx	1	4,500	2023-11-26 10:19 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details

• Open the downloaded Excel template, and fill in all required details for the upcoming cash transfer.

	5.	୯' - ≂		test	Report - I	Excel		<u>ب</u>	Search							Zakia Hussain	i ZH	Ð	-	o ×
File	н	ome Inse	ert Pag	e Layout	Formula	as Data	Review	View	Help	ACROB	AT									🖻 Share
Paste V			<u>U</u> ~ 🖽	~ 💁 ~ 🛓	<u></u> ~ ≡	≣≣	+	🔁 Merg	e & Center	\$.	• % 🤊 5	.00 C →0 Fc	onditional F prmatting ~	ormat as Table Y Sty		Insert Delete		∑ * ↓ * ♦ *		ind & elect ~
	ard				2		Alignme	nt		5	Number	5	St	yles		Cells			Editing	
B5			×	fx																
	Α	В	С	D	E	F	G	н	1	J	К	L	M	N	0	Р	Q	F	2	S
1 #		First Nam	Last Nam	Phone	Period	Amount	Currency	Status	Has Bank	Paid	Transactio	on ID								
2		1 ZAKIA	HUSSAINI	7.89E+08	test	50) afn	Active	Yes	No										
2 3		2 Rahmatul	l Darwish	7.93E+08	test	50) afn	Active	Yes	No										
4																				
5																				
6 7																				
7																				
8 9 10 11 12 13 14 15																				
10																				
11																				
12																				
13																				
14																				
15																				



• Click on "add Period".

Hesab Pay						HesabPay Hes	ab Enterprise				🏶 Lang	uage • ZAK
Organizations	Or	ganization Det	ails Period	List								
Payroll	0	ganization De	etails:									
Cash Transfer		Organization N	lame (En): mo	ore test		Organization Name	(Dr): moore test		Organizat	ion Name (Pa): mo	ore test	
roore test		Phone: 781111	1111			Email: moore@gma	ill.com		Country:	Afghanistan		
💏 mtrt		Province: KAE	UL			District: PD1			Area: kab	ul		
Transactions	Ca	sh Transfer									Add Period Downloa	d Template Searc
Bulk Topup					Fiscal		Total	Total	-			
User Management	#	Start Date	End date	Name	Year	Salary File(.xlsx)	Recipient	Amount	Created Date	Created By	Approved	Operation
Account Details	1	2023-12- 09	2023-12- 08	test	2023 - 1402	test_1703476682.xlsx	2	100	2023-12-25 08:28 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details Edit
	2	2023-11- 29	2023-11- 23	cash- period	2023 - 1402	cash- period_1701247914 xlsx	1	4,500	2023-11-29 01:21 PM	ZAKIA HUSSAINI	Yes	Details Edit
	3	2023-11- 26	2024-01- 26	aid-2024	2023 - 1402	aid-2024_1700977775.xlsx	1	4,500	2023-11-26 10:19 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details

- Enter the necessary details for the Period List, such as start date, end date, etc. for uploading the salary file click on "salary file".
- Then click on "Save" button.

HesabPay		HesabPay Hesab Enterprise		Language •	ZAKIA -
Organizations	Organization Details Period List				
📮 Payroll	Organization Details:				
😡 Cash Transfer	Organization Name (En): moore test	Organization Name (Dr): moore test	Organization Name (Pa): moore test		
	Phone: 781111111	Email: moore@gmail.com	Country: Afghanistan		
🚍 Bulk Topup	Province: KABUL	District: PD1	Area: kabul		
🚢 User Management		Add Employee			
Account Details					
	Start Date:	End Date:	Name:		
	mm/dd/yyyy	mm/dd/yyyy	Name		
	Fiscal year:	Salary File:	Status:		
	Select all	Choose File No file chosen	Select all		~
	Save Back				

• You can see the period in the period list. After creating the period, the period needs to be approved by initial approval and final approval before the final payment process.

HesabPay						HesabPay He	sab Enterprise				🏶 Lang	uage • ZAk	
Organizations	On	ganization Det	ails Period	List									
Payroll	0	ganization De	etails:										
Cash Transfer		Organization N	lame (En): mo	ore test		Organization Name	(Dr): moore test		Organizat	ion Name (Pa): mo	ore test		
rmoore test		Phone: 781111	1111			Email: moore@gm	ail.com		Country: Afghanistan				
希 mint		Province: KAE	IUL			District: PD1			Area: kab	ul			
Transactions	Ca	ish Transfer							Add Period Download				
Bulk Topup		Start Date	End date	Name	Fiscal Year	Salary File(.xisx)	Total Recipient	Total	Created Date	Created By	Approved	Operation	
User Management	-											Operation	
Account Details	1	2023-12- 09	2023-12- 08	test	2023 - 1402	test_1703476682.xlsx	2	100	2023-12-25 08:28 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details Edit	
	2	2023-11- 29	2023-11- 23	cash- period	2023 - 1402	cash- period_1701247914 xlsx	1	4,500	2023-11-29 01:21 PM	ZAKIA HUSSAINI	Yes	Details Edit	
	3	2023-11- 26	2024-01- 26	aid-2024	2023 - 1402	aid-2024_1700977775.xlsx	1	4,500	2023-11-26 10 19 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details	



• After the period is approved by initial approval and final approval, the approved status changes to the "**yes**".

Ca	ash Transfer								l	Add Period Download Te	mplate Search
#	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Recipient	Total Amount	Created Date	Created By	Approved	Operation
1	2023-12- 09	2023-12- 08	test	2023 - 1402	test_1703476682.xlsx	2	100	2023-12-25 08:28 AM	ZAKIA HUSSAINI	Yes	Details Edit
2	2023-11- 29	2023-11- 23	cash- period	2023 - 1402	cash- period_1701247914.xlsx	1	4,500	2023-11-29 01:21 PM	ZAKIA HUSSAINI	Yes	Details Edit
3	2023-11- 26	2024-01- 26	aid-2024	2023 - 1402	aid-2024_1700977775.xlsx	1	4,500	2023-11-26 10:19 AM	ZAKIA HUSSAINI	Waiting initial Approve	Details Edit

• Click on "Details" to seeing the details and payment process.

En	mployee Aid List: Export Outgoing Report Excel Search											
#	Phone	Payment Period	Amount	Currency	Has Hesab Wallet	Status	Paid	Response Message	Alternative	Alternative Status	Operation	
1	792999670	test	50.00	AFN	Yes	Active	No		N/A	N/A	Delete	
2	789440146	test	50.00	AFN	Yes	Active	No		N/A	N/A	Delete	
		1 Next Last										

• For payment, click on "Pay Aid".

Org	anizatio	Enter Card info		He	eahDay Hosah Ente	omrico			×	Hangua (je • ZAKIA •
Org	ganizat To	otal disburse amount: 100.	00		Total a	ctive employee	e to disbur	se: 2			
P	Drganiz Phone: ' Province	Hesab Wallet: Wallet PIN: Transfer Close	Hesab Wallet 78	39440146 (2954	0.24 AFN)			~		ore test	
Em #	ployee Phone		-		Has Hesab Wallet				Alternative	port Outgoing Report Expo	
#	Phone	Payment Period	Amount	Currency	Has Hesab wallet	Status	Paid	Response Message	Alternative	Alternative Status	Operation
1	7929996	70 test	50.00	AFN	Yes	Active	No		N/A	N/A	Delete
2	7894401	46 test	50.00	AFN	Yes	Active	No		N/A	N/A	Delete



5. Bulk Topup:

The Bulk Topup feature within the HesabPay Enterprise Dashboard offers an efficient solution for administrators to transfer airtime credit from their accounts to a designated list of phone numbers.

Steps:

• From the sidebar, choose the "**Bulk Topup**" section and select the specific organization for which you want to perform the Bulk Topup.

HesabPay	HesabF	Pay Hesab Enterprise	Language < ZAKIA
A Organizations	Organization Details:		
Payroll	Organization Name (En): moore test	Organization Name (Dr): moore test	Organization Name (Pa): moore test
🐶 Cash Transfer	Phone: 7811111111	Email: moore@gmail.com	Country: Afghanistan
≓ Transactions	Province: KABUL	District: PD1	Area: kabul
🕳 Bulk Topup	Bulk Topup		
🛎 User Management			Upload Your Excel File. Download Template
Account Details	Uploaded Excel Files List of Batches		
	Date Title Excel File Status	Total Topup Amount Total Number of T	opup Transaction Amount Operation
Collanse Sidebar			

- Inside the Bulk Topup section, click on "Download Template."
- Open the downloaded Excel template. Fill in the required details, including the phone numbers and the corresponding top-up amounts for each user.

8 9 • C •	~	Тор	oup_bulk_tem	plate (1) -	Excel		𝒫 Search							Zakia H	Hussaini ZH	Œ	_	• >
File Home			out For				View H		ROBAT									🖻 Share
Paste V	libri	~ 11	- A^ A	ΞΞ	≡ ∛~-	>¶ ∽ a	Wrap Text		General	~			1		B	Σ.	ź7	\bigcirc
Paste B	I <u>U</u> √	⊞ - 4	<u>≫</u> ~ <u>A</u> ~	≡≡	= = =	E	Merge & Ce	enter ~	\$ ~ %	9 <u>€00</u> .00	Conditio Formatti	onal Format ng ∽ Table	t as Cell Y Styles Y	Insert ~	Delete Forma	rt 💊 ~	Sort & F Filter ∽ S	ind & elect Y
			<u>ت</u> ا															
B5 ~	×	$\checkmark f_x$																
A	В	с	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	R	S
	amount																	
2 793111299	1000																	
3 793111416	1000																	
4																		
5																		
6																		
7																		
8																		
9																		
10																		
12																		
12																		
8 9 10 11 12 13 14 15 16 17																		
15																		
16																		
17																		



- After filling in the details, Go back to the Bulk Topup section in the Enterprise Dashboard. Click on "**Upload Your Excel File**".
- Enter the "Title" and click on "Choose File" and select the filled Excel file.
- Click the "save" button.

HesabPay		HesabPay Hesab Enterprise	Language < ZAKIA
Organizations	Phone: 7811111111	Email: moore@gmail.com	Country: Afghanistan
Payroll	Province: KABUL	District: PD1	Area: kabul
🐶 Cash Transfer	Bulk Topup		Upload Your Excel File.
≓ Transactions			
🚍 Bulk Topup	Upload Your Excel File.		
A Organization	Title:		
🐣 User Management	test		
Account Details	Upload Your Excel File.:		
	Choose File Bulk_topup_report	rt (1).xlsx	
	ave Save		

• You will find the uploaded Excel file. For more details, click on 'View'.

A Organizations	Organization Details:								
📮 Payroll	Organization Name (En): moore	e test	Organizati	on Name (Dr): moore test		Organization N	Jame (Pa): moore test	
🐶 Cash Transfer	Phone: 7811111111			Email: mo	ore@gmail.com		Country: Afgha	anistan	
₽ Transactions	Province: KABUL			District: PE	01		Area: kabul		
🚍 Bulk Topup	Bulk Topup							Upload Your Excel File.	ownload Template
🛎 User Management									
Account Details	Uploaded Excel Files	List of Ba	atches						
	Date	Title	Excel File	Status	Total Topup Amount	Total Numbe	er of Topup	Transaction Amount	Operation
	2023-12-28 09:49:53	test	1703740793.xlsx	Active	100	2			View
	First Previous 1	Next	Last						

• You have the details of the uploaded file, and by clicking on 'Buy Airtime' you can purchase top-up for the list of phone numbers.

= Bulk Topup	Bulk Topup			
😩 User Management				
Account Details	Uploaded Excel Files List of Batches			
				Get Update All Download Report
	# Date	Phone Number	Amount Transaction No	Message Status
	1 Dec 28, 2023, 9:49:53 AM	789440146	50	N/A
	2 Dec 28, 2023, 9:49:53 AM	793111416	50	N/A
	BUY AIRTIME			



• In this step, select the wallet option and enter the PIN and OTP to send credits to the list of phone numbers.

		HosphPay Hosph Enterpris	20		🏶 Langu	age 🔻	ZAKIA -
Org	anization Details:	Airtime	×				
Oi	rganization Name (En): moor e	Total amount: 100.00		Organization Name	(Pa): moore test		
Pł	none: 7811111111	Hesab Wallet:		Country: Afghanist	an		
Pr	rovince: KABUL	Hesab Wallet 789440146 (28540.24 AFN)	~	Area: kabul			
Bulk Topup		PIN:					
		•••••					
Uploaded Excel Files List of B		OTP:					
		000000			Get Update All	Downloa	ad Report
#	Date	Тга	ansfer Close	Transaction No	Message	Sta	tus
1	Dec 28, 2023, 9:49:53 AM	/89440146	50			N/A	
2	Dec 28, 2023, 9:49:53 AM	793111416	50			N/A	

6. Account Details

The Enterprise Dashboard now features an enhanced Exchange page, allowing users to seamlessly convert USDC to AFN functionality includes real-time exchange rates.

6.1 Visibility of USDC Public Key:

The **Algorand account public key** is the address to which everyone can transfer USDC from thirdparty platforms.

HesabPay		HesabPay	Hesab Enterprise	Language	▼ ZAKIA
Organizations	Account details				
Payroll	USDC Algorand Public				
🛿 Cash Transfer	Key:		7BJBJT3E55NIYYTAIM	IQISYIJIXX7EPCV47PKM5ROROXXOVOY2BB	TPQ
	Account Number: AFN Balance:	789440 29752.7			
Bulk Topup	USD Balance:	6.63 US	SD		
user Management	PIN		Refresh Balance		
🛎 Users					
Account Details	Exchange				
	From Account: *			To Account: *	
	Select From Account		~	Select To Account	~
	Amount From Account: *			PIN: *	
				PIN	



6.2 Currency Exchange

This update allows users to exchange money between USD and AFG wallets, providing greater flexibility.

Steps:

- Navigate to Account Details
- Go to the "Exchange" section.
- In the "From account" section, Choose the source currency (USD or AFG) and in the "To account "target currency (AFG or USD) for the exchange.
- Enter the amount you wish to exchange.
- Review the exchange details, including the conversion rate
- Enter your **pin** and click on the **Transfer** button.

HesabPay	HesabPay Hesab Enterprise	Language < ZAKIA
A Organizations	Account details	
🦻 Payroll	USDC Algorand Public Key: DWET7BJBJT3E55NIYYTAIMQISYIJIXX7EPCV47PKM5ROROXXOVOY2BBTPQ	
🐶 Cash Transfer	Account Number: 789440146	
≓ Transactions	AFN Balance: 29752.74 AFN	
🚍 Bulk Topup	USD Balance: 6.63 USD PIN Refresh Balance	
🛎 User Management		
Account Details	Exchange	
	From Account: To Account:	
	6.63 USD ~ 29752.74 AFN	~
	1 USD = 84 249 AFN 84 249 AFN	
	Amount From Account: PIN:	
	1	
	Transfer Reset	
	From Acc Transaction Transact # Txn No No To Acc No Amount Currency Type Message Status	ion Transaction Date
	1 0283424001701773545 789118796 789440146 84.25 AFN Receive Operation 1	2023/12/05 03:22