Enterprise Dashboard

User Manual

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Introduction

HesabPay offers a comprehensive payment solution for enterprises (private & public sector, non-profits, 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
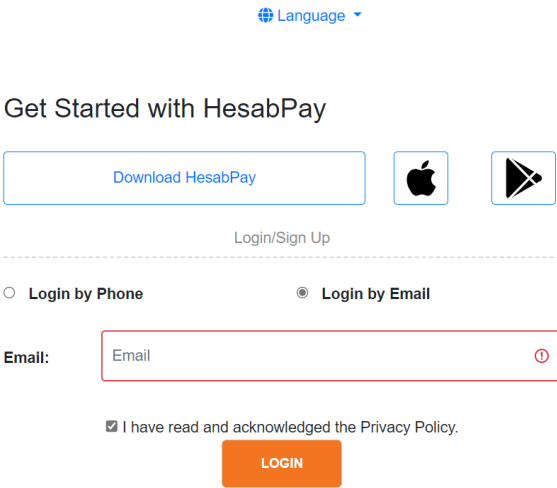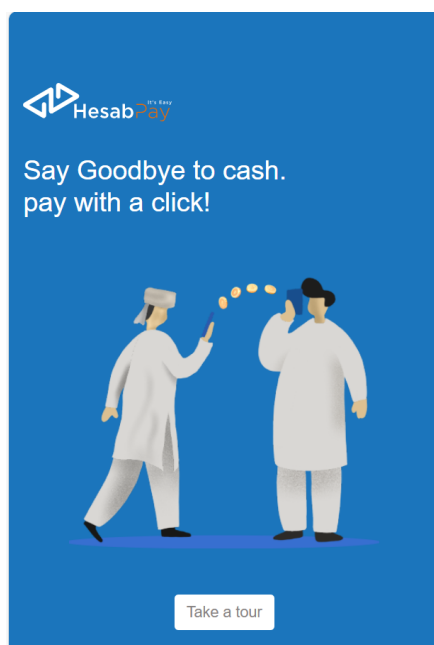- Bulk Pay - Pay vendors, teams, projects, programs instantly

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.

- Enter the OTP code that you have received by email or phone.
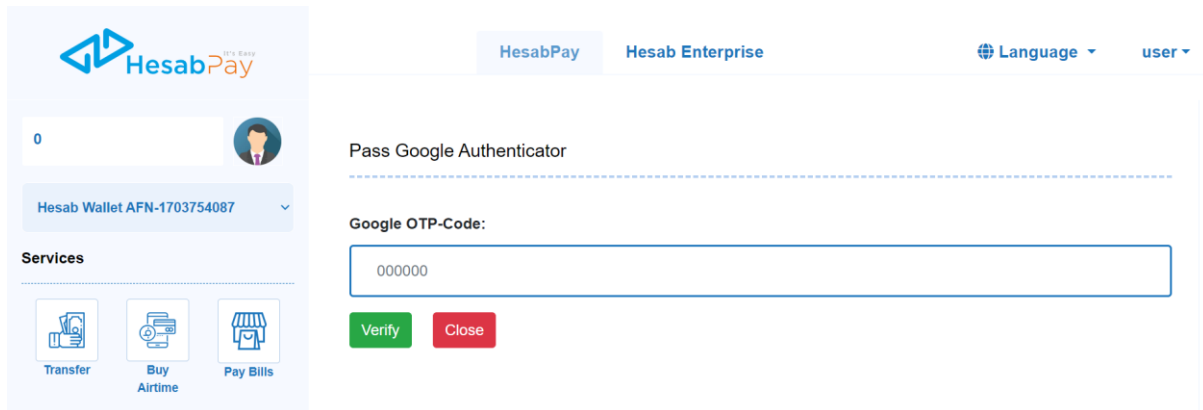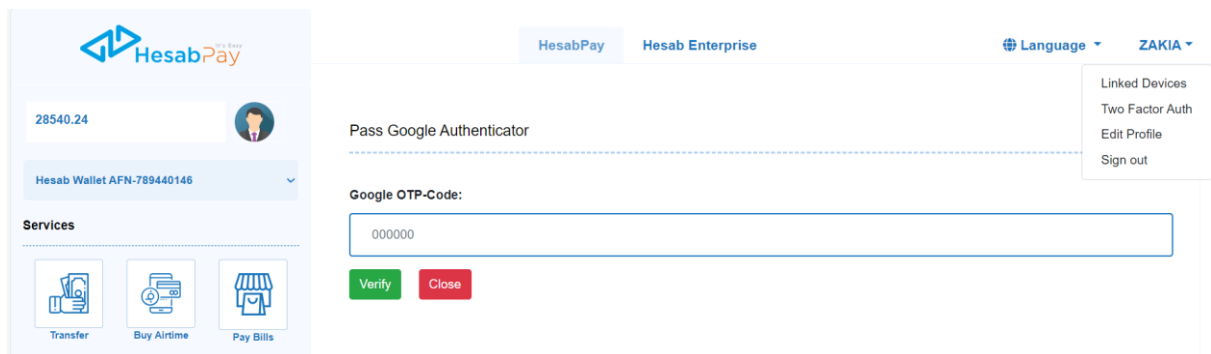
- Select the Hesab Enterprise Tab.

- If two-factor authentication is enabled, click on your profile and then click on '**Two Factor Auth**'.
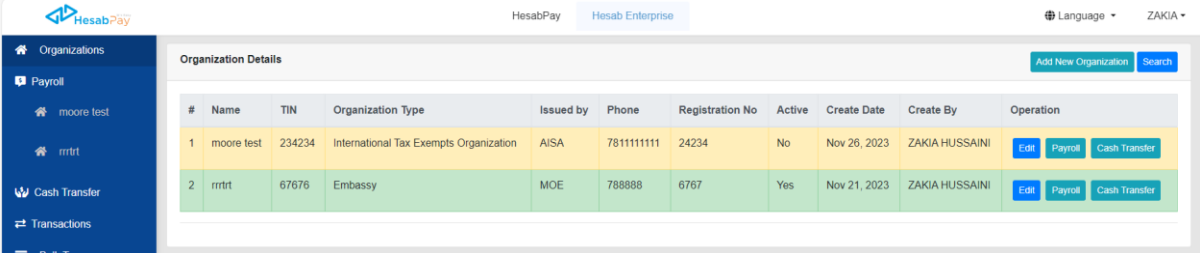
- It will display the google authenticator activation QR code.
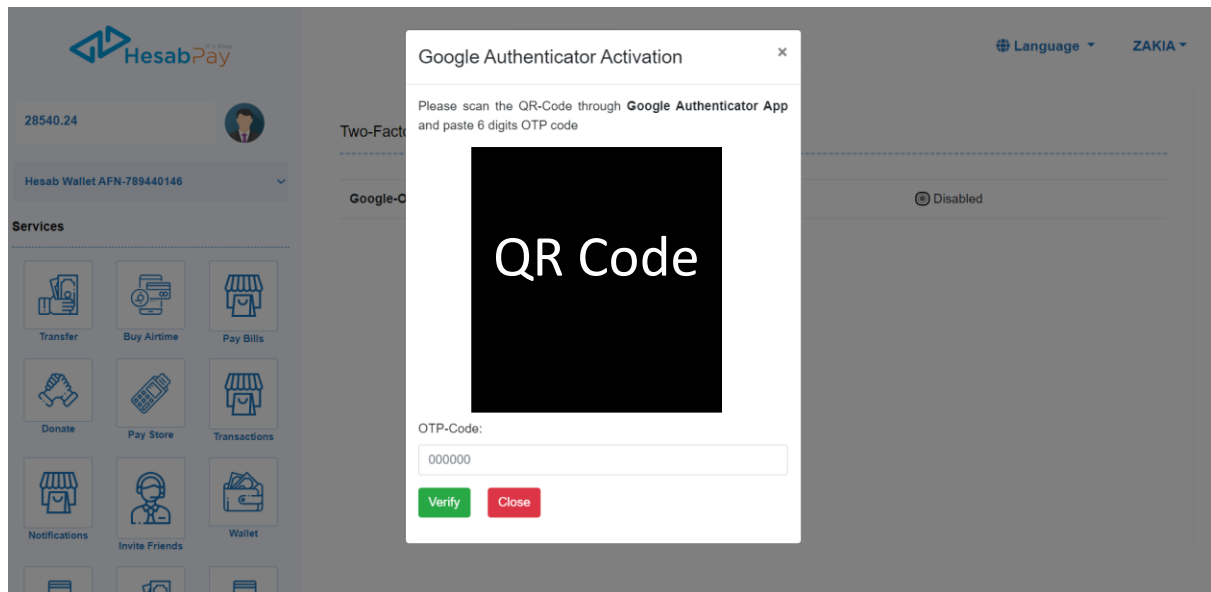
- Download the Google Authenticator app. Open the app and click on '**Scan a QR** code' After scanning this QR code with the Google Authenticator app, it will display a 6-digit OTP code. Enter the OTP code here to login.

1. Create an organization:

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

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

2. User Management:

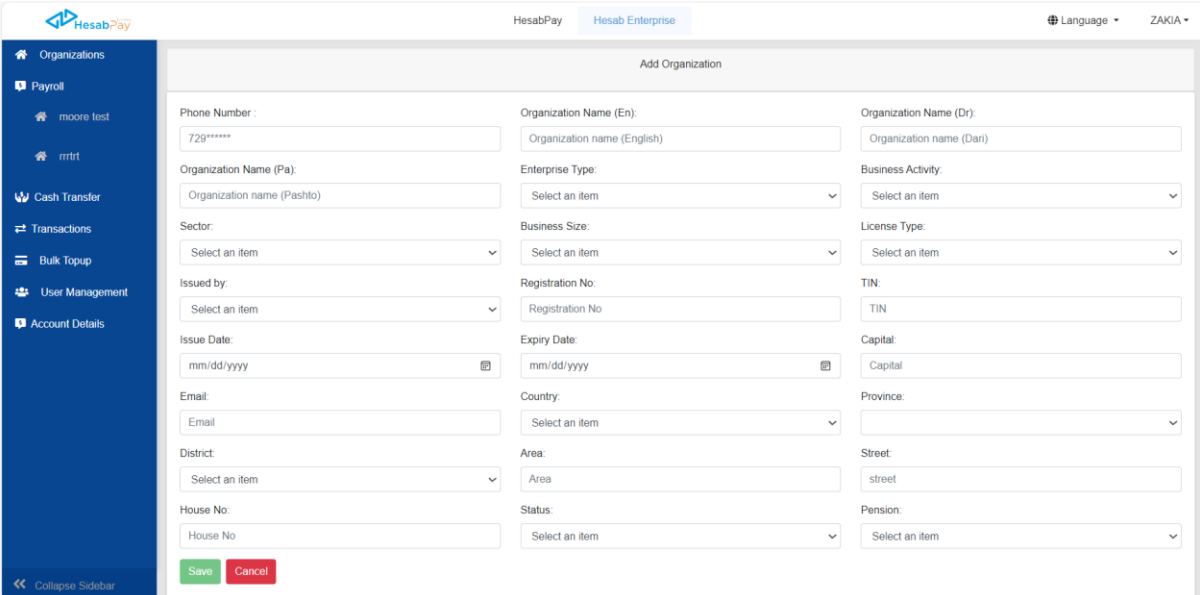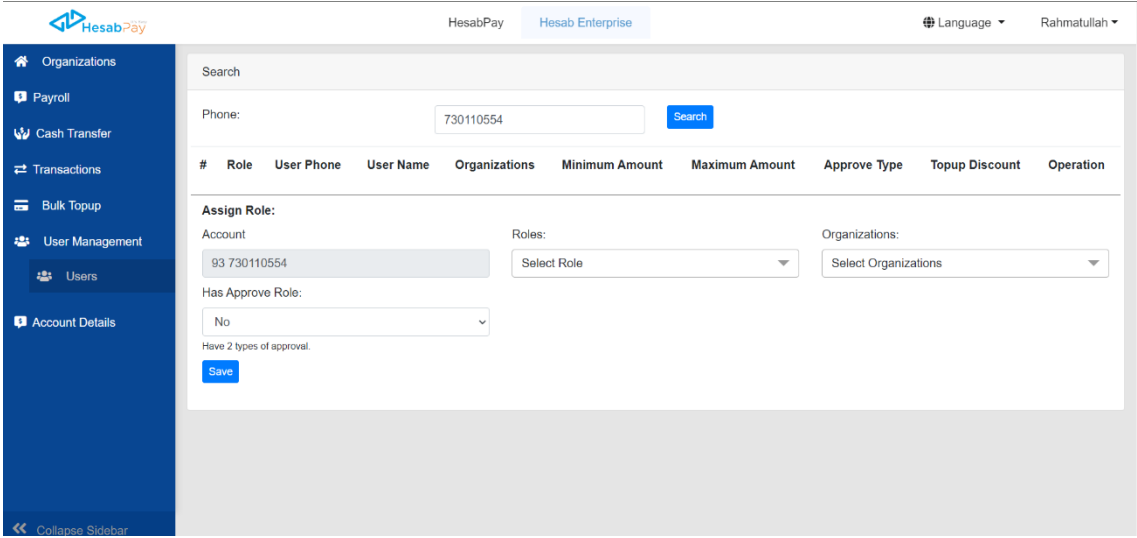The User Management feature offers administrators the flexibility to tailor roles according to specific organizational needs. With this feature, admins can create custom roles like initial approval, final approval, or viewer as required. These roles can be assigned to individual users within the organization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

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:
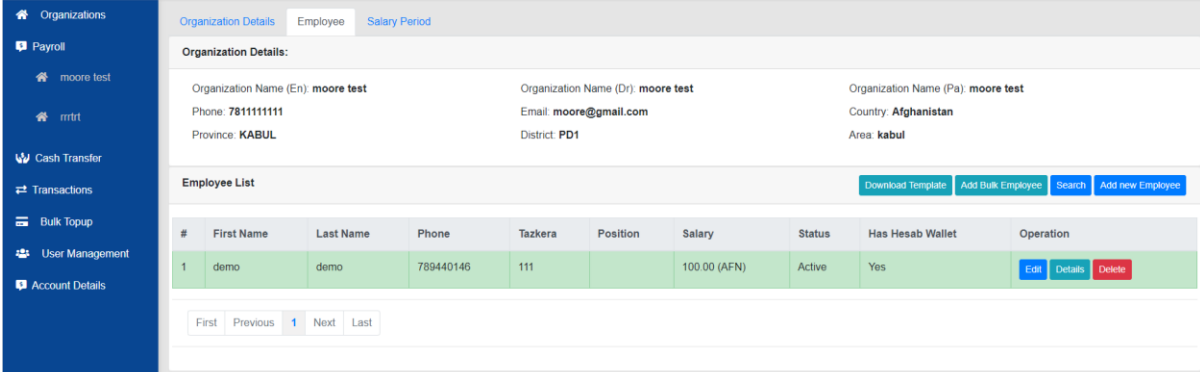
Step 1
Adding Employees:

- 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.
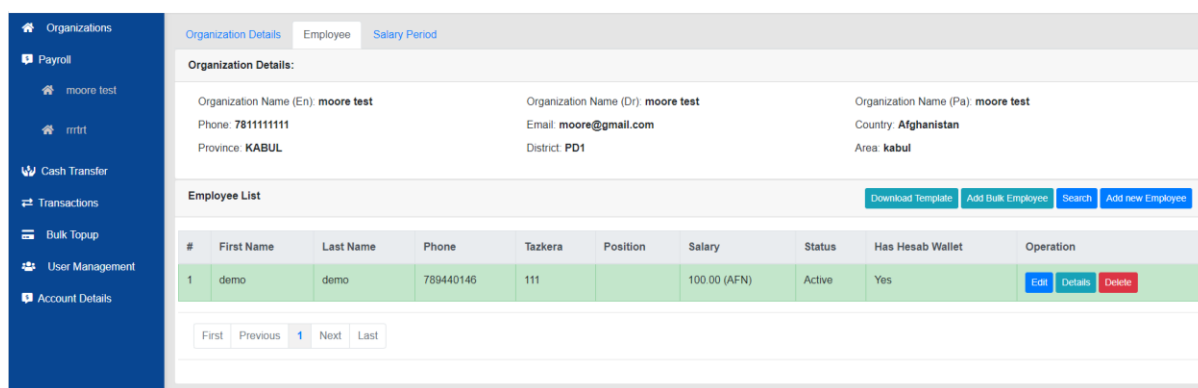
- Fill in the Template: Open the downloaded Excel template and populate it with the necessary employee information.
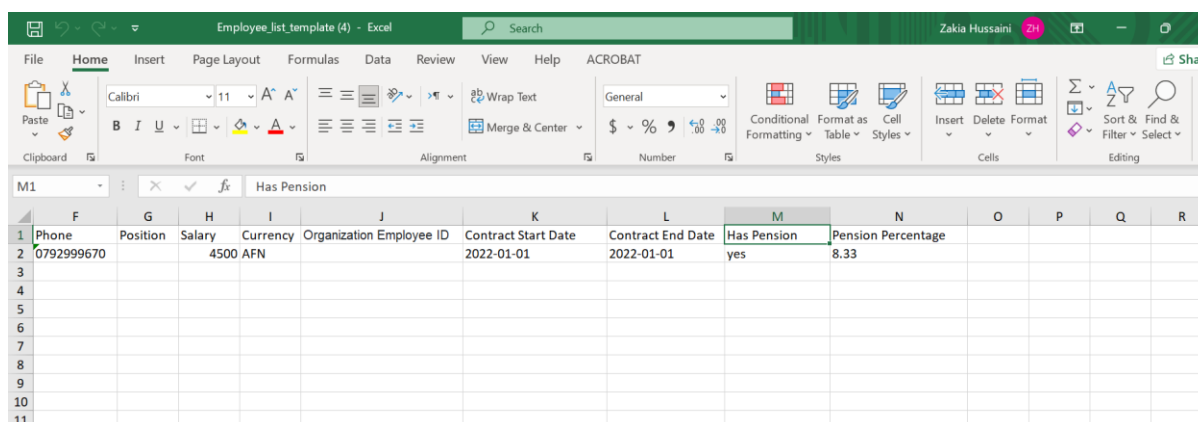
- Once you have filled in the template, return to the HesabPay Enterprise Dashboard and navigate to the "**Add Bulk Employee**" section. Upload the completed Excel template containing employee data.

- 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**".
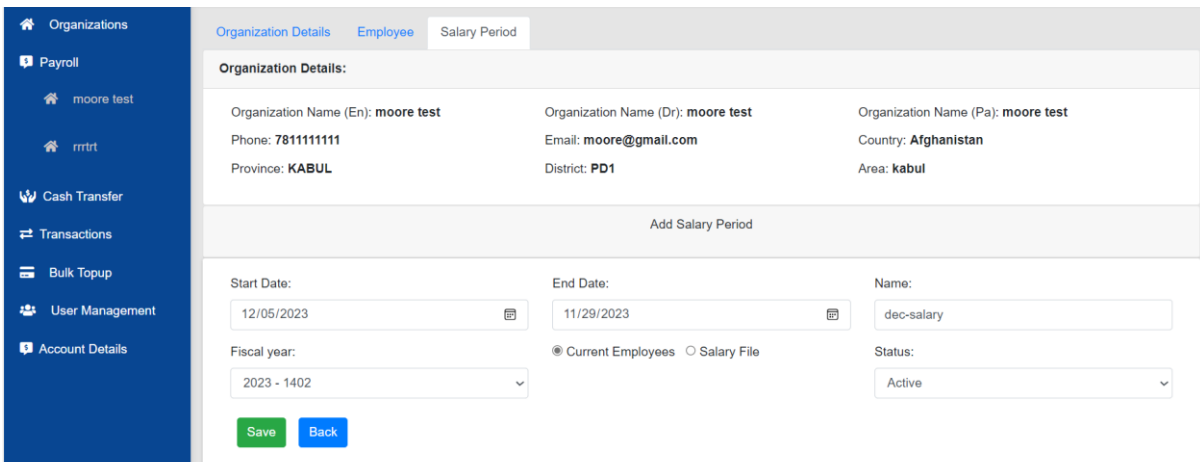- click on "**Create New Salary Period**".

- 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.

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

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.
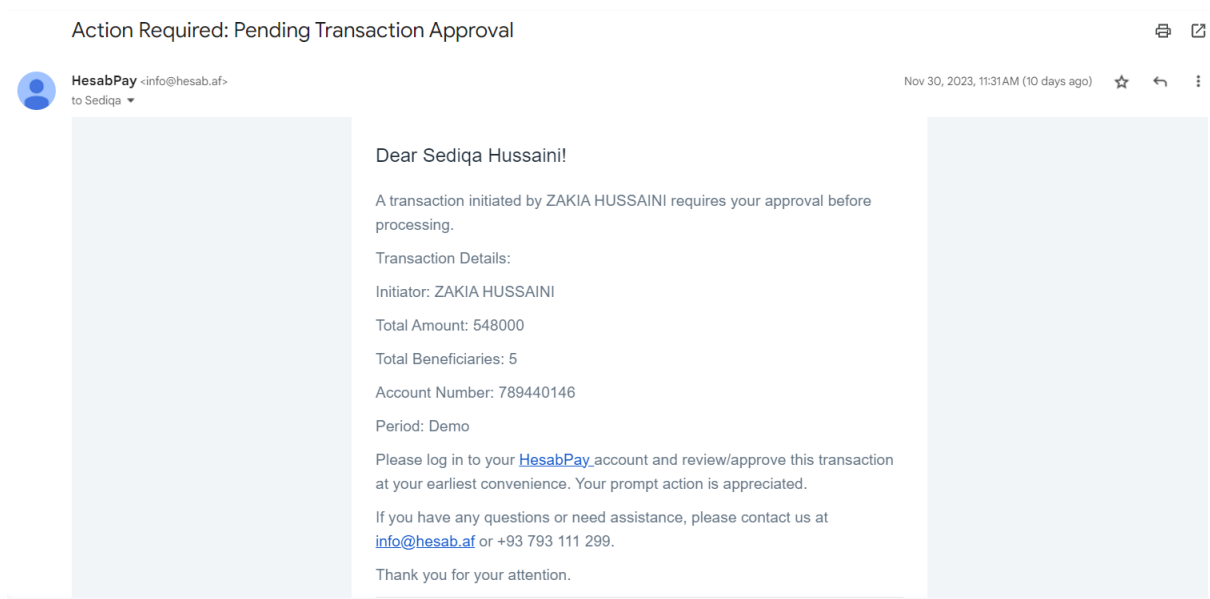
Initial Approval:

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

- 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.

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

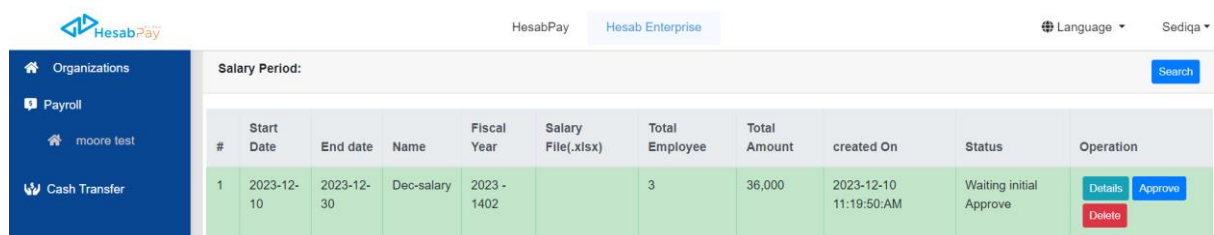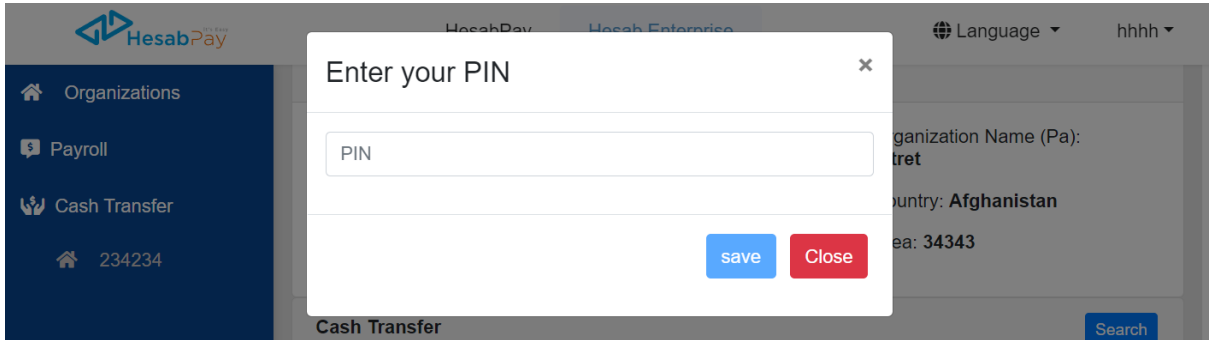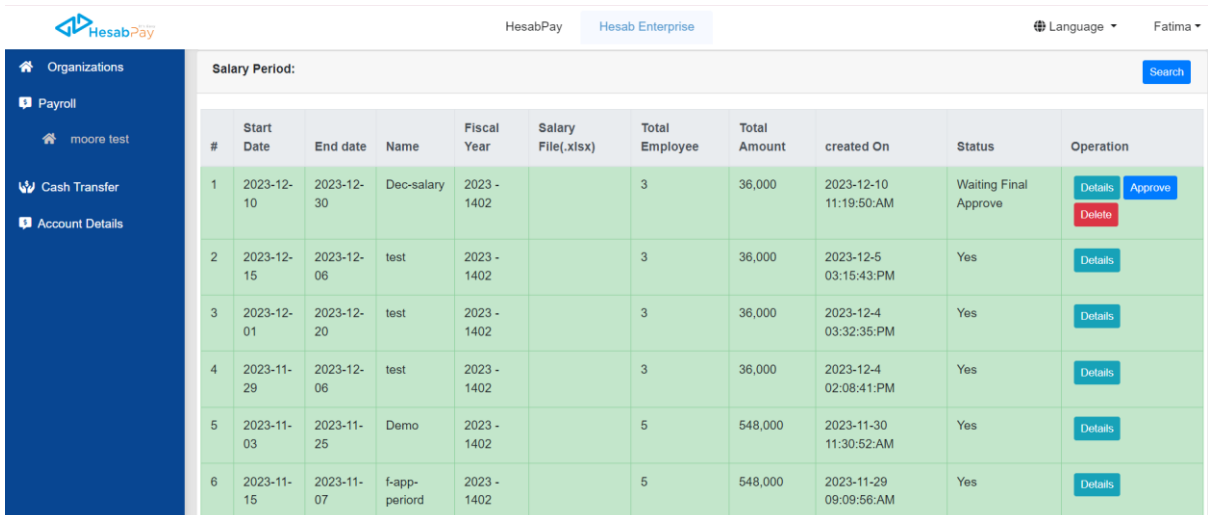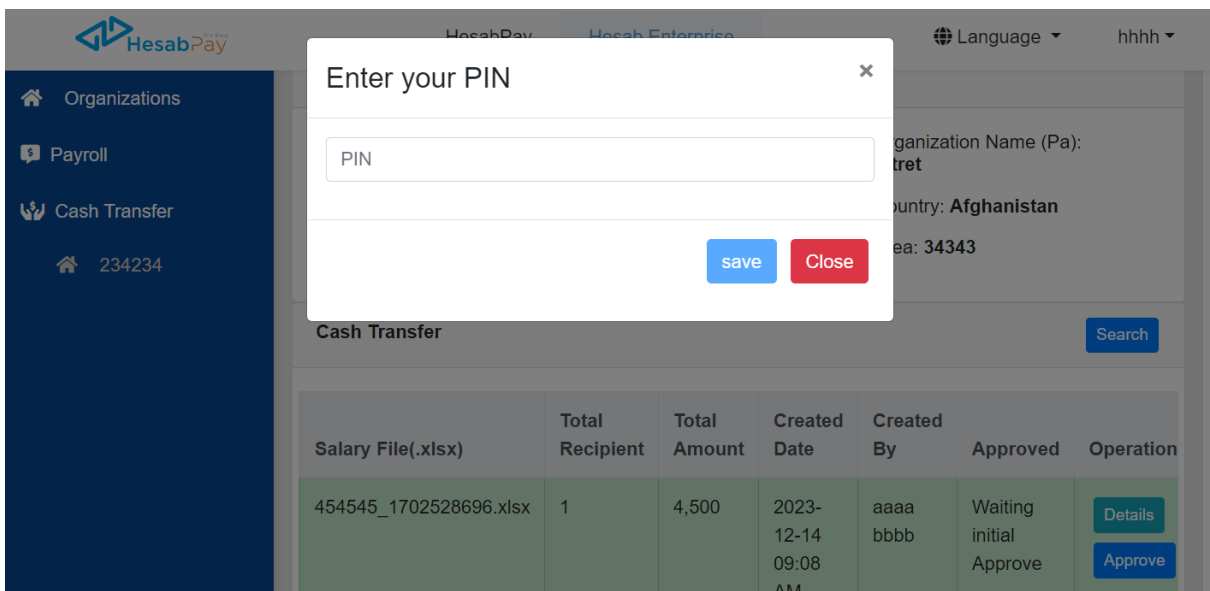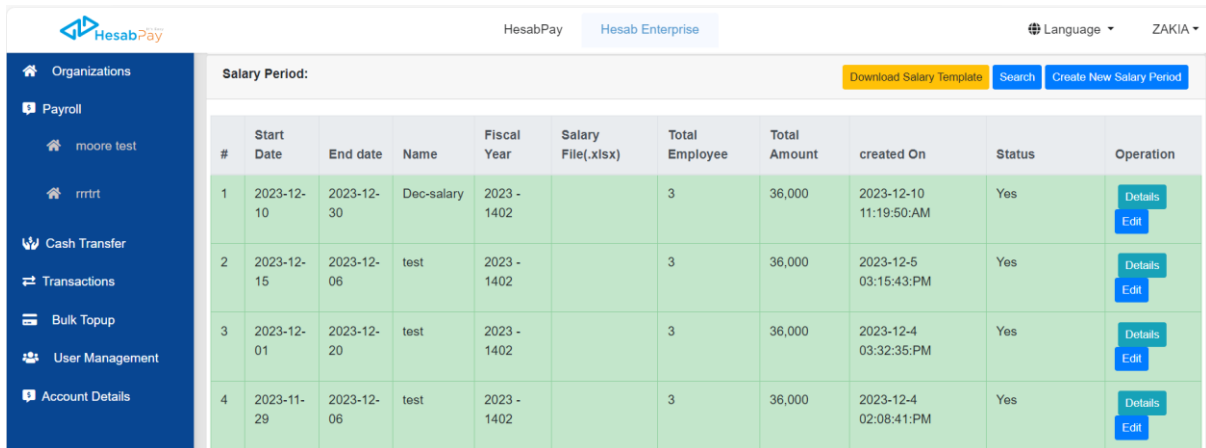| #	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Employee	Total Amount	created On	Status	Operation
1	2023-12-10	2023-12-30	Dec-salary	2023 - 1402		3	36,000	2023-12-10 11:19:50:AM	Waiting Final Approve	Details Approve Delete
2	2023-12-15	2023-12-06	test	2023 - 1402		3	36,000	2023-12-5 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.
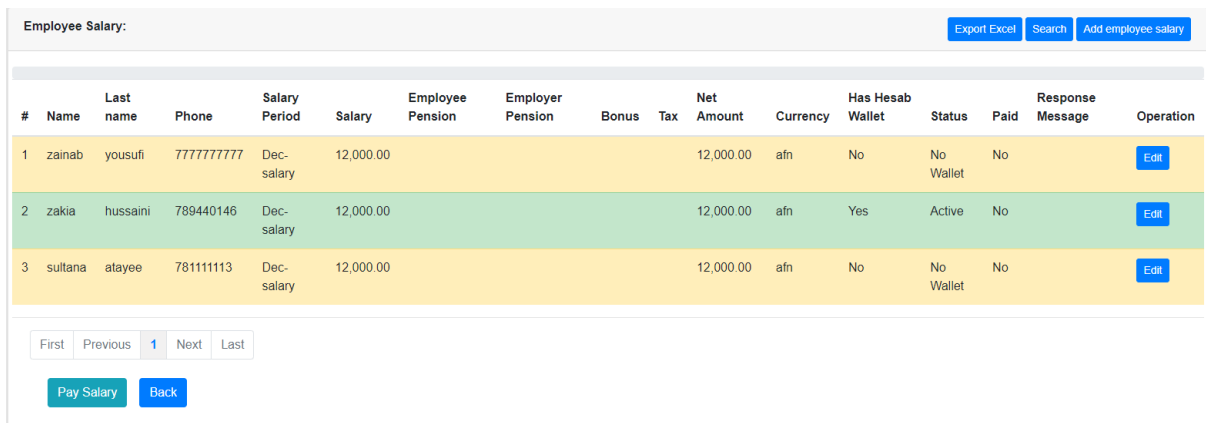- Enter you pin to approve the period.

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

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Admin:

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

- Now you can see the detail of the period. To make payments, click on **'Pay Salary'** button.
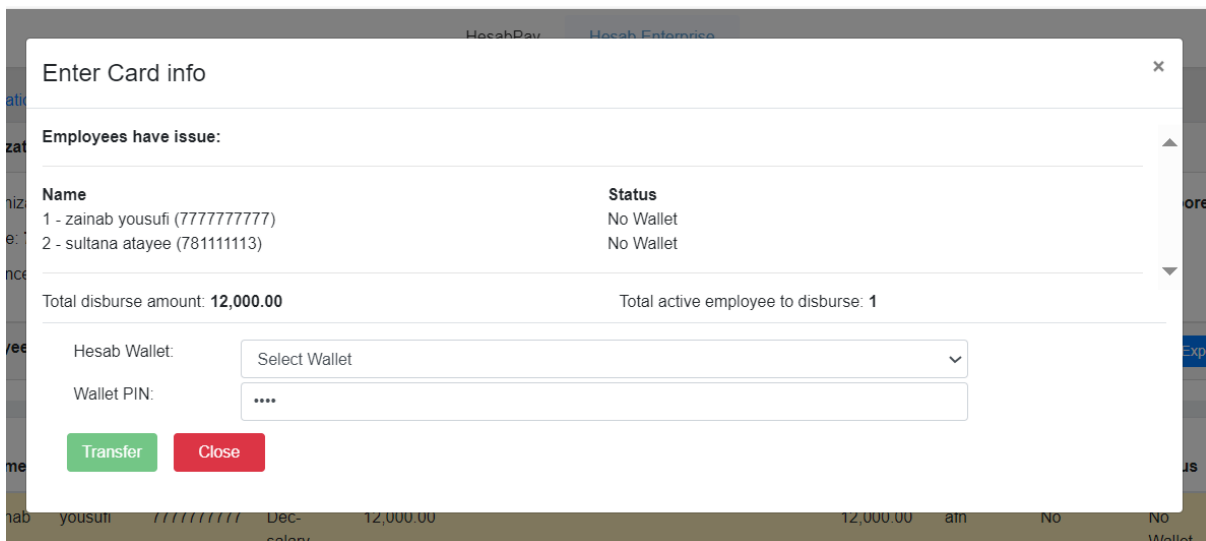
- for payments, select Wallet, enter pin and click on Transfer Button.
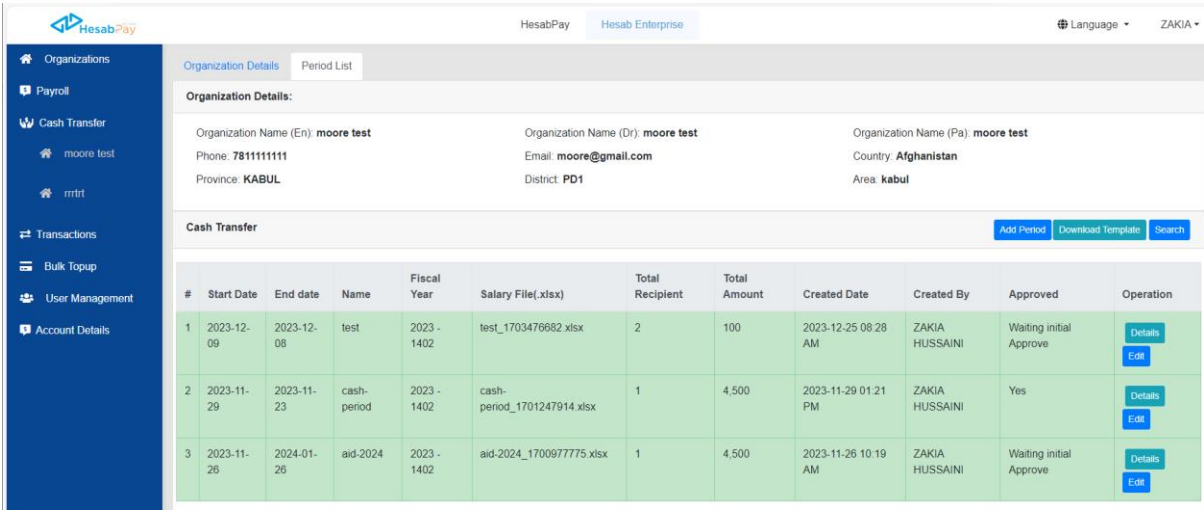
4. Humanitarian Aid or Cash Transfer

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.
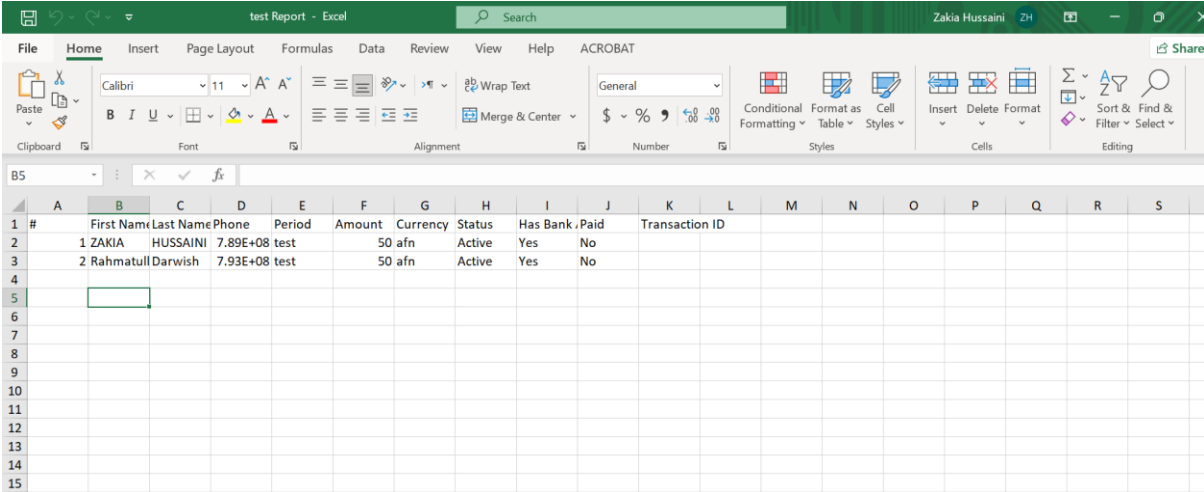

- Open the downloaded Excel template, and fill in all required details for the upcoming cash transfer.

- Click on "**add Period**".

- 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.

- 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.

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

Cash Transfer [Add Period] [Download Template] [Search]

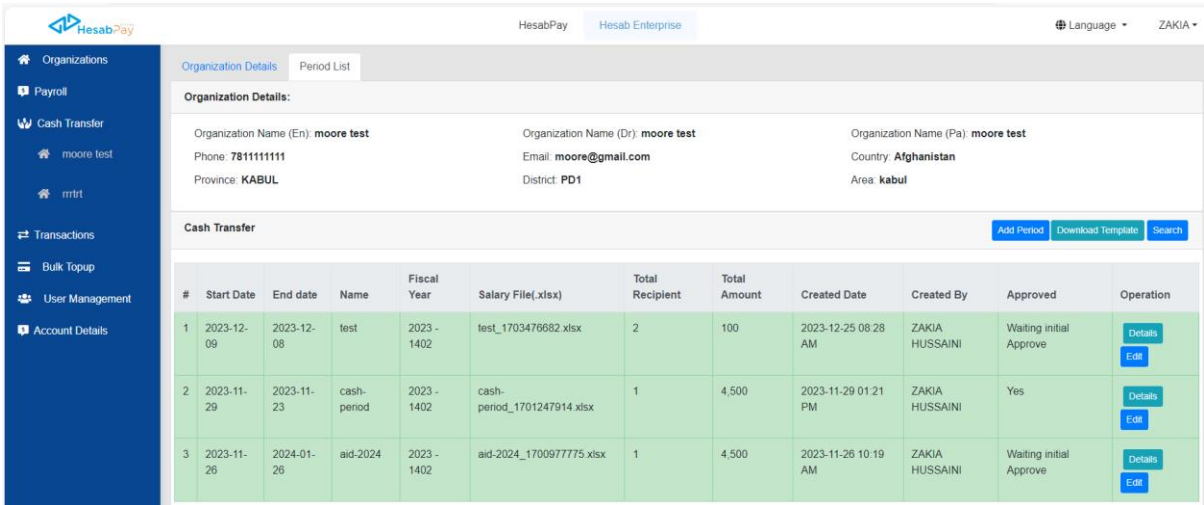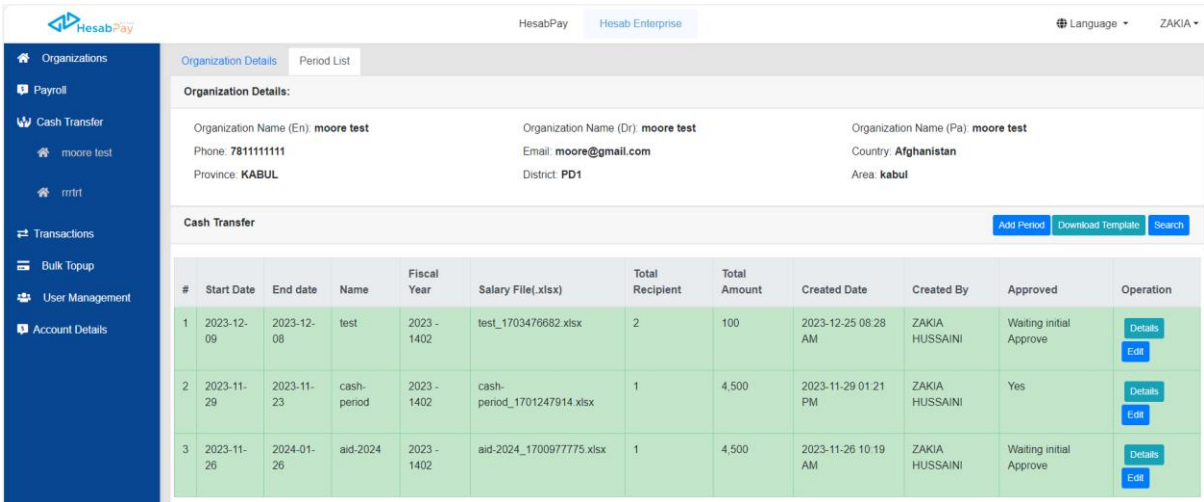| #	Start Date	End date	Name	Fiscal Year	Salary File(.xlsx)	Total Recipient	Total Amount	Created Date	Created By	Approved	Operation
1	2023-12-09	2023-12-08	test	2023 - 1402	test_1703476682.xlsx	2	100	2023-12-25 08:28 AM	ZAKIA HUSSAINI	Yes	Details Edit
2	2023-11-29	2023-11-23	cash-period	2023 - 1402	cash-period_1701247914.xlsx	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.

Employee Aid List: [Export Outgoing Report] [Export 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

First Previous 1 Next Last

[Pay Aid] [Back]

- For payment, click on "**Pay Aid**".

Enter Card info ×

Total disburse amount: **100.00**   Total active employee to disburse: **2**

Hesab Wallet: Hesab Wallet 789440146 (29540.24 AFN) ⌄

Wallet PIN: ••••

[Transfer] [Close]

Employee [Export Outgoing Report] [Export 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

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.
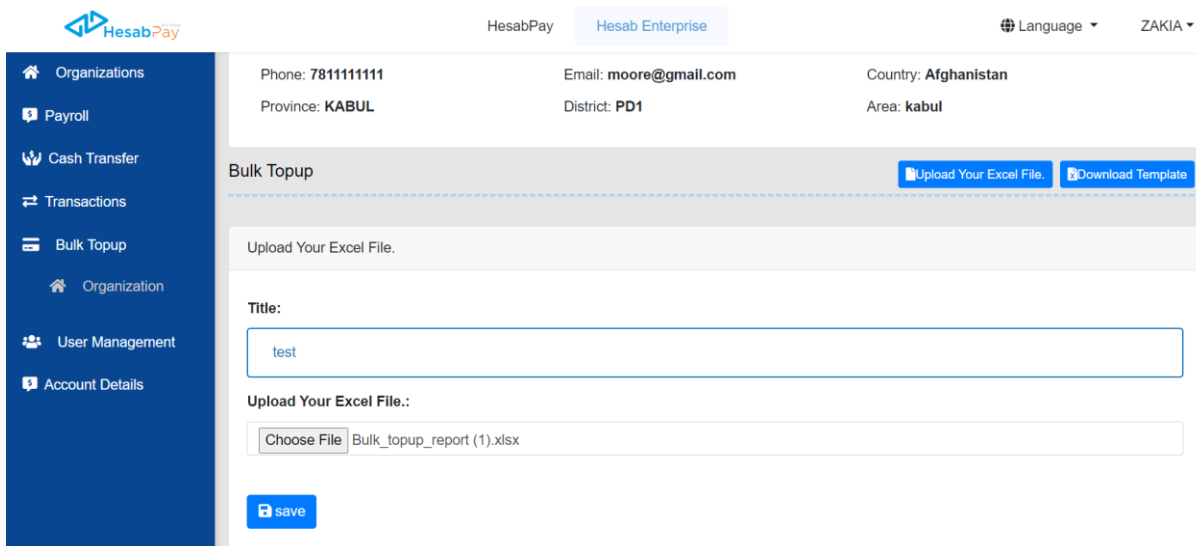
Steps:

- From the sidebar, choose the "**Bulk Topup**" section and select the specific organization for which you want to perform the Bulk Topup.
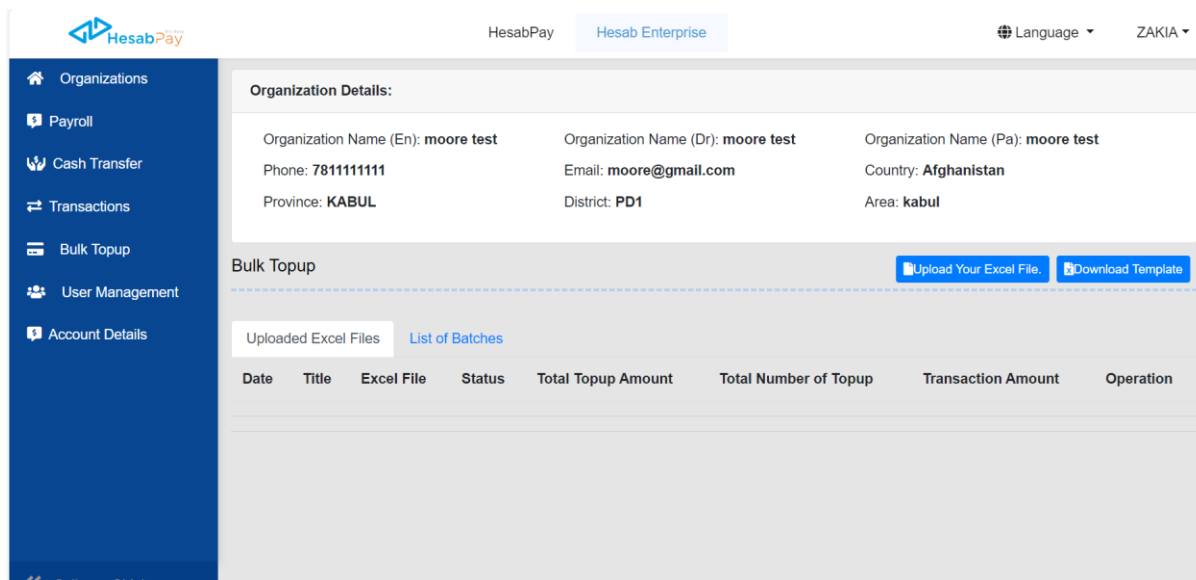
- Inside the Bulk Topup section, click on "**Download Template**."
- Open the downloaded Excel template. Fill in the required details, including the phone numbers and the corresponding top-up amounts for each user.
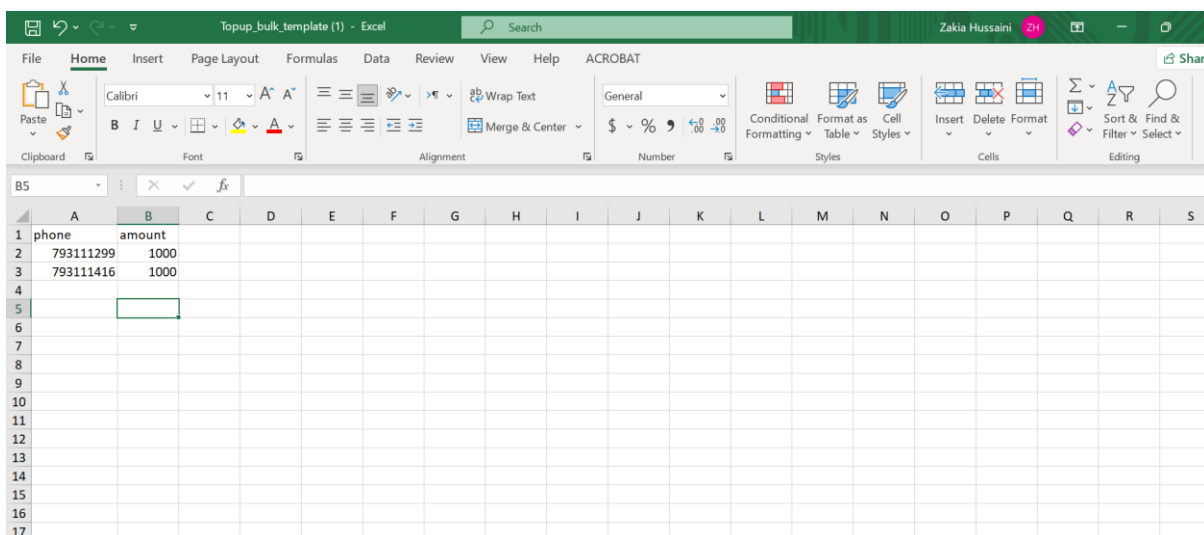
- After filling in the details, Go back to the Bulk Topup section in the Enterprise Dashboard. Click on "**Upload Your Excel File**".
- Enter the "**Title**" and click on "**Choose File**" and select the filled Excel file.
- Click the "**save**" button.
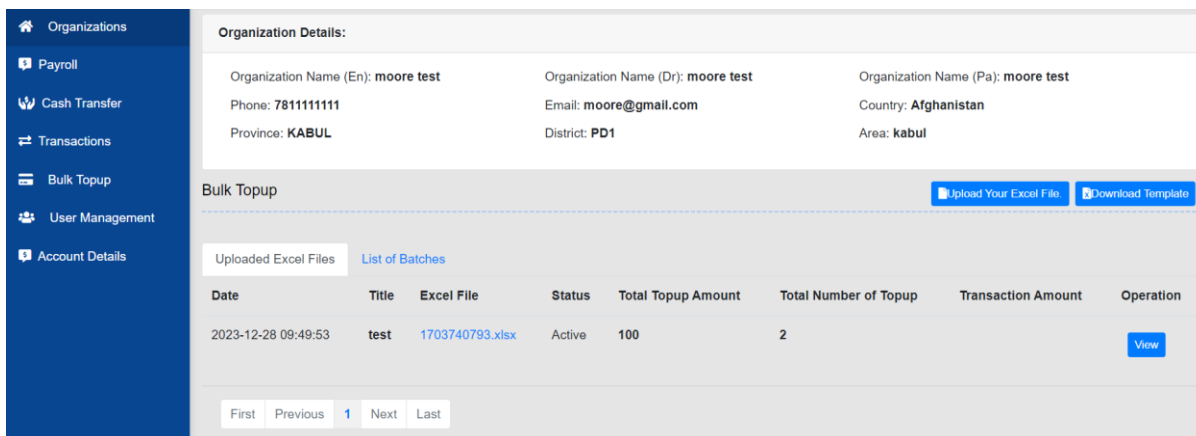
- You will find the uploaded Excel file. For more details, click on **'View'**.

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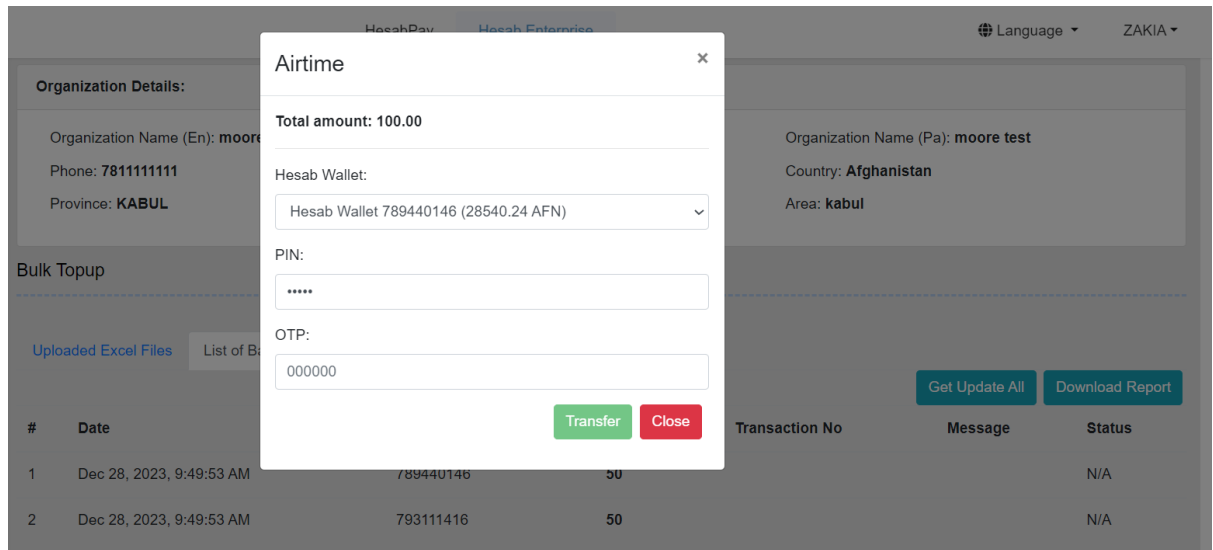
- In this step, select the wallet option and enter the PIN and OTP to send credits to the list of phone numbers.
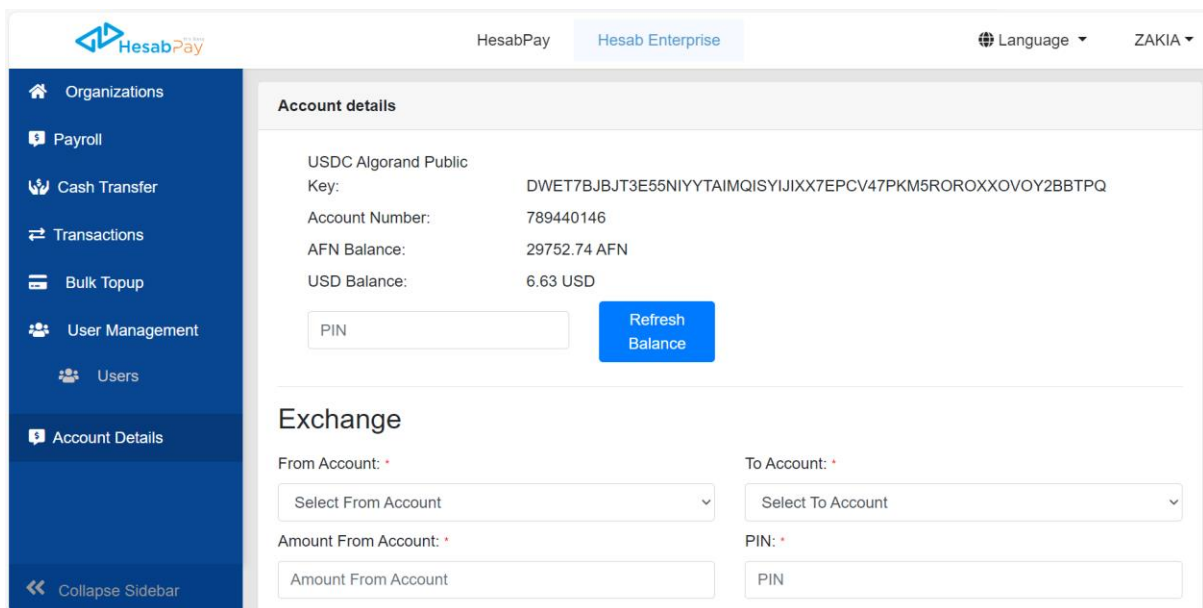

6. Account Details

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 third-party platforms.
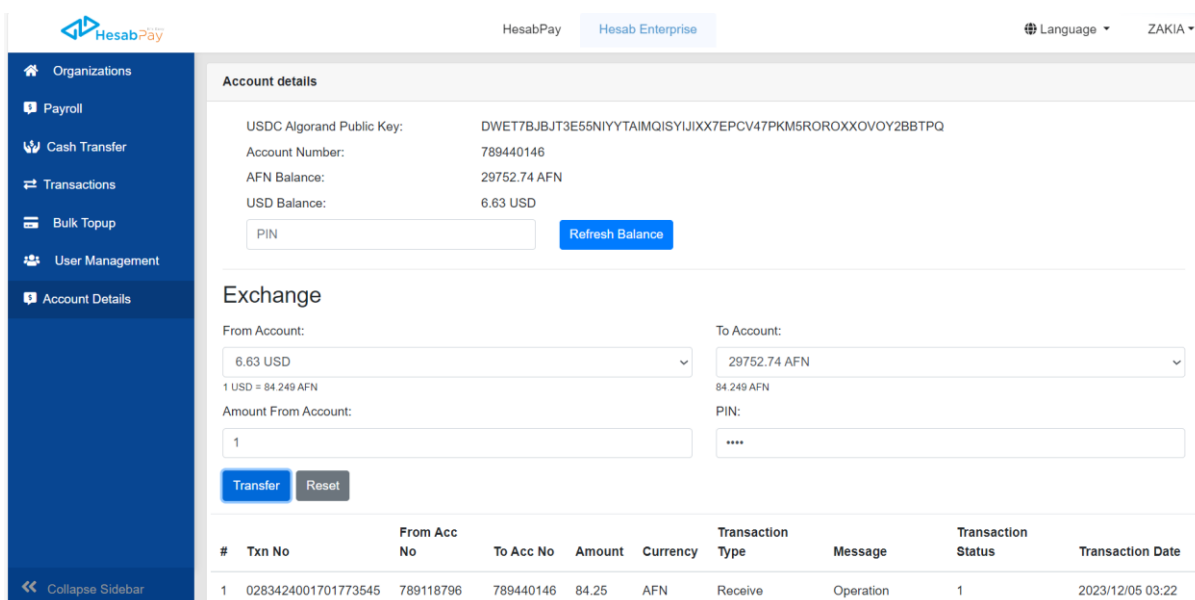
6.2 Currency Exchange

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.