

| transfer to the second s | Promotion Docida E Organization Details: Organization Name (Er: Phone: 78293999 | Head/Pay moleyee Salary Panac © UNICEF | | kame (Dr): UN | | | tion Nerre (P Afghanistan | | - NA- | | | | | | | | |
|---|--|--|-----------------|---------------|----------------------|-------------------|------------------------------|--------------------------|---------------------------|----------------------|---------------|-----------------------------|--------------|-----------------------|------------|--|----------------------|
| ₽ Transactions | Province: KABUL | | District: PD1 | genere of the | | Area: 12 | | | | | | | | | | | |
| 🗃 Suk Topus | Balary Pariod: | | | | | Download Sal | ry Templane | Search Create New | Sany Period | | | | | | | | |
| | Start End Dete date | Name | Fiscal Year | Status | Salary File[.xbx] | Total Employee | Total Amount | created On | Operation | | | | | | | | |
| | | UNICEE WR Fatha EPI selariws Sec 23 | 2023 - 1402 | Approved | | 16 | 129,241 | 2023-10-5 04:10.48:PM | Desite . | | | | | | | | |
| | 2023 2023 | UNICEF WR Glor EPI With 9 Sto 23 | 2023 1402 | Approved | | 10 | 141.141 | 2023-10-5 04.09.08:PM | - | | | | | | | | |
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| Organizzanda Derbala | un MP | lused more 9 | o 1079- 1074 | 054 S 2823 | | | - BCR 1 | | Employee Lin | ut | | | | Dructored | territer I | Add Durk Employee | ante atte |
| a luna Th | Organization Train Cenado Patrecipio | NEW PEODELLION | | | | - | | | | | | | | | | | |
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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 | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | |
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| 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 |