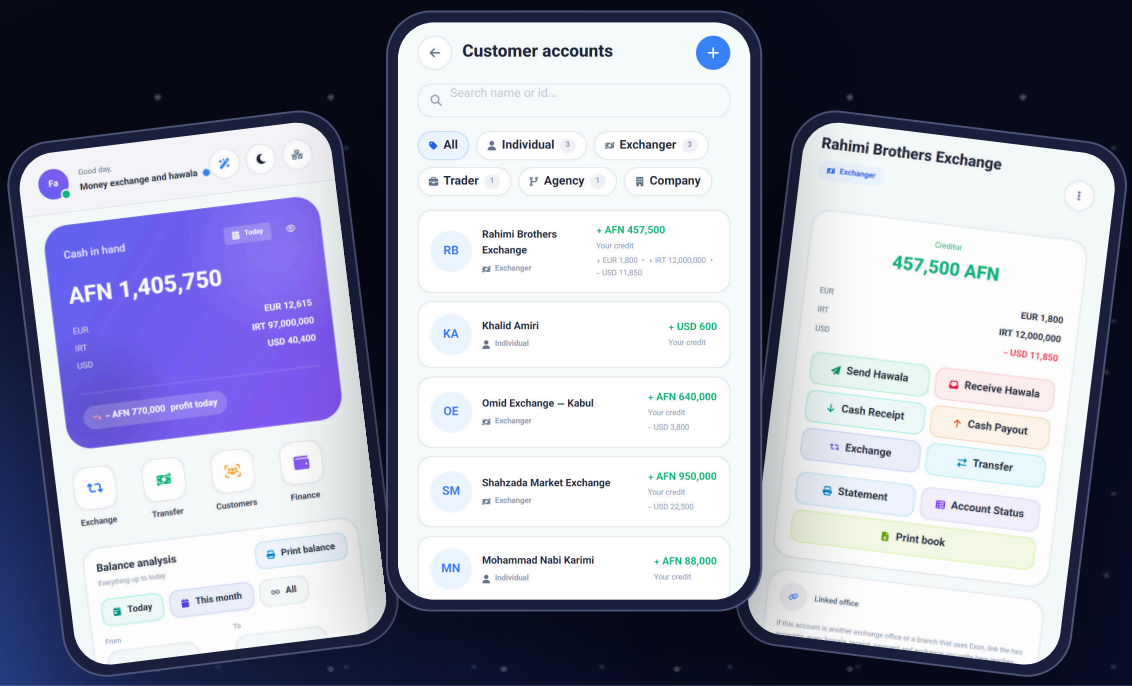
Exon Platform

The official guide

The complete guide to Exon Platform

An exchange and hawala office's book, from the first day to closing the year — step by step, with every screen

24	129	87
chapters	sections	pictures



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by Moon Platform · moonplatform.app/exon

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About this book

This book is for whoever runs an exchange or hawala office's books with Exon Platform — the owner, the cashier or the accountant. Each part of the app has its own chapter: what it does, where it is, and how it works, step by step.

How to read it

If you are just starting, read the **Getting started** chapters in order: installing, creating your book, the Home page and opening capital. After that, open whichever chapter your work has reached; the chapters do not depend on each other and point to one another wherever it helps.

Every picture is taken from the app itself, on a made-up book called **Ariana Exchange** in Herat. Every name, number and amount in it is invented. Most pictures are phone-sized; on a computer the same pages are wider and the tabs sit beside the page instead of below it, but the buttons and their names are the same.

Marks used in this book

- A word written on the app's screen, such as a button or a page, looks like this: **Submit Hawala Dispatch**.
- The way to a page is shown with an arrow: **Settings** › **Currencies** means tap the **Settings** tab, then **Currencies**.
- Computer keys look like this: **Ctrl** + **N**.

> **Good to know**
> A blue box says something that prevents mistakes — usually exactly what a step does to the money in your book.

> **Tip**
> A green box is a shortcut or a good habit that makes the work easier.

> **Careful**
> An orange box is a warning: something hard to undo, or something lost if it is done wrong.

A map of the app

The app has four tabs — **Home**, **Exchange**, **Finance** and **Settings** — and a **+** button for quick work. On a phone the tabs are at the bottom of the screen; on a computer, at its side. Most sections live in **Settings**, in four groups. This map says where everything is and which chapter covers it.

«Home» tab

Cash in hand and Balance analysis	Chapter 3
Customers and each account's page	Chapter 4
Print balance	Chapter 12

«Exchange» tab

Exchange history and New exchange	Chapter 7
Trading summary	Chapter 7

«Finance» tab

Income and Expenses	Chapter 9
Staff salaries	Chapter 17

The «+» button

Quick actions	Chapter 3

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Profile, Business & logo	Chapter 2
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Buying and selling	Chapter 7
Tax	Chapter 14
Official papers	Chapter 18
Recently deleted	Chapter 10

Help & support

Assistant	Chapter 24
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Good to know

What you see under **Settings** depends on your role. The book's owner sees everything; a member of staff sees only the pages their role allows (**Chapter 16**).

Chapter 1 · Getting started

Meet Exon Platform

Exon Platform keeps the books of an exchange and hawala office: hawalas sent and received, cash in and out, currency exchange, customer accounts, income and expenses, and each day's balance sheet — on your own device, encrypted with your own password, and with no need for the internet.

In this chapter

- What it does
- A few principles it is built on
- The four tabs

1.1 What it does

Every amount of money that comes into the office or leaves it is a **document**. The app writes each document in two places: on the account of whoever the money concerns, and on the till or the other account the money came from or went to. That is why it always knows how much money is really with you, how much of it belongs to customers, and what your own profit is.

- **Customer accounts:** every exchanger, branch, trader, company or person who keeps an account with you, with a balance in each currency.
- **Hawala:** sent and received, with the sender's and receiver's details, the hawala number, commission and the day it was paid out.
- **Cash in and out:** money a customer brings or takes away.
- **Exchange:** buying and selling currency, with your own money or from a customer's account, and a trading summary with average rates and profit.
- **Income and expenses:** rent, salaries, electricity, commission and the office's other income and costs.
- **Reports:** each customer's statement, the general journal, the daily balance sheet, account status, the print book, a full Excel export and the tax sheet.
- **The office:** staff with their own sign-in and roles you decide, salaries, exchange certificates and letters on your own letterhead, and an archive for each financial year.

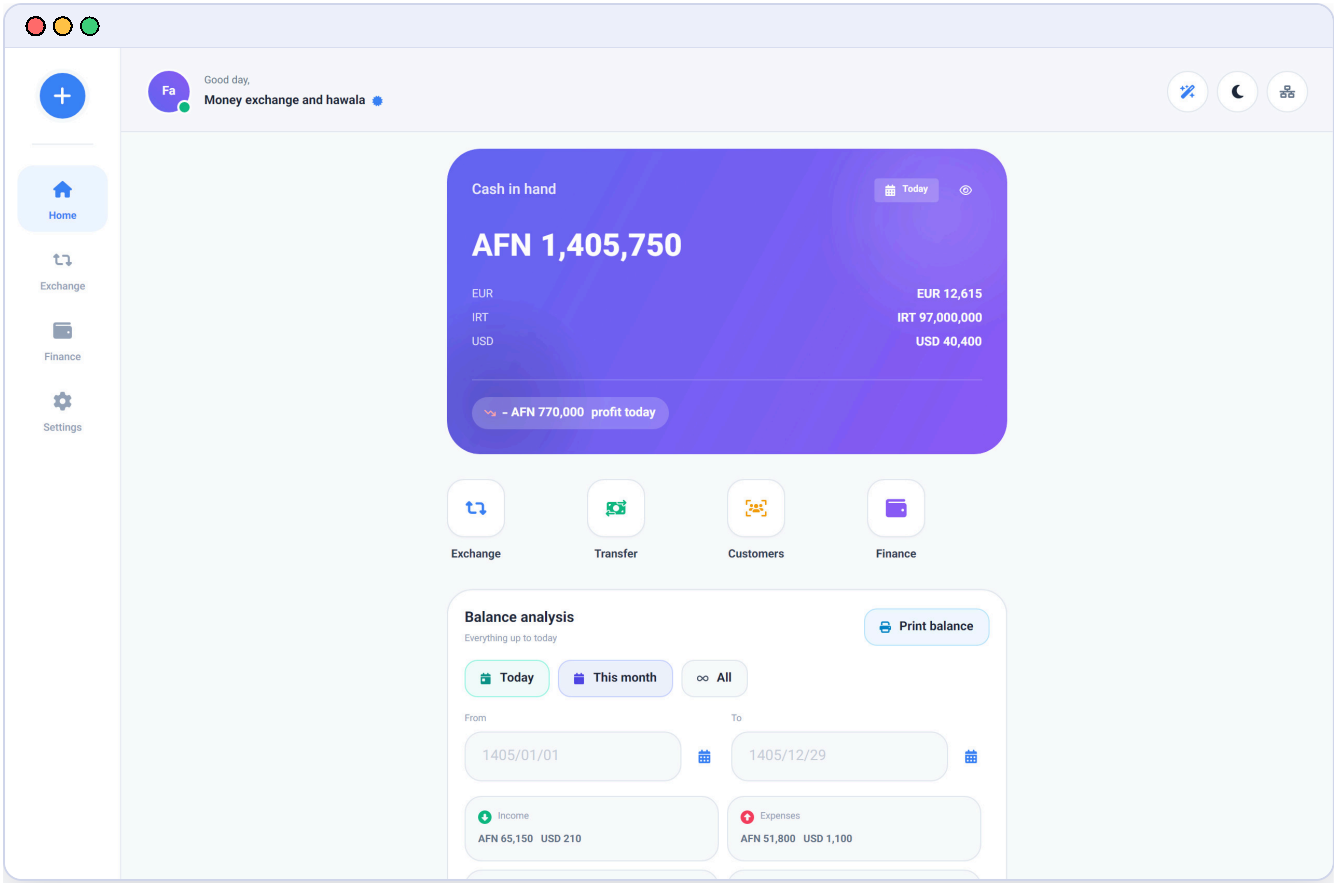


Figure 1.1 — Exon Platform on a computer: the tabs sit beside the page, and the page is wider.

1.2 A few principles it is built on

The book is on your own device

No online account is needed and no server has to be reachable. The app opens with the internet off and does everything it does. The book is stored on disk, encrypted with a key made from your own password; anybody who copies the file has an unreadable file, not your customer list.

Nothing is ever erased

Correcting a document means reversing the old one and posting the right one beside it. A deleted document can be brought back for seven days. So it is always possible to show where a figure came from — which, in an exchange office's book, matters more than anything (Chapter 10).

One book, on a computer and a phone

The same book works on the shop's computer and on your own phone. The two devices sync either directly over the shop's Wi-Fi (Chapter 21) or through your own Google Drive (Chapter 20). Staff can also work from their own phones, with their own sign-in (Chapter 16).

Several currencies in one document

One hawala can hold afghani and dollars, and its commission can be in two currencies as well. Each currency is counted on its own and never mixed with another.

Your language and calendar

The app speaks Persian, Pashto and English, and shows dates in the Solar Hijri, Lunar Hijri or Gregorian calendar. Changing the language or calendar changes nothing in the book — only how it is shown.

1.3 The four tabs

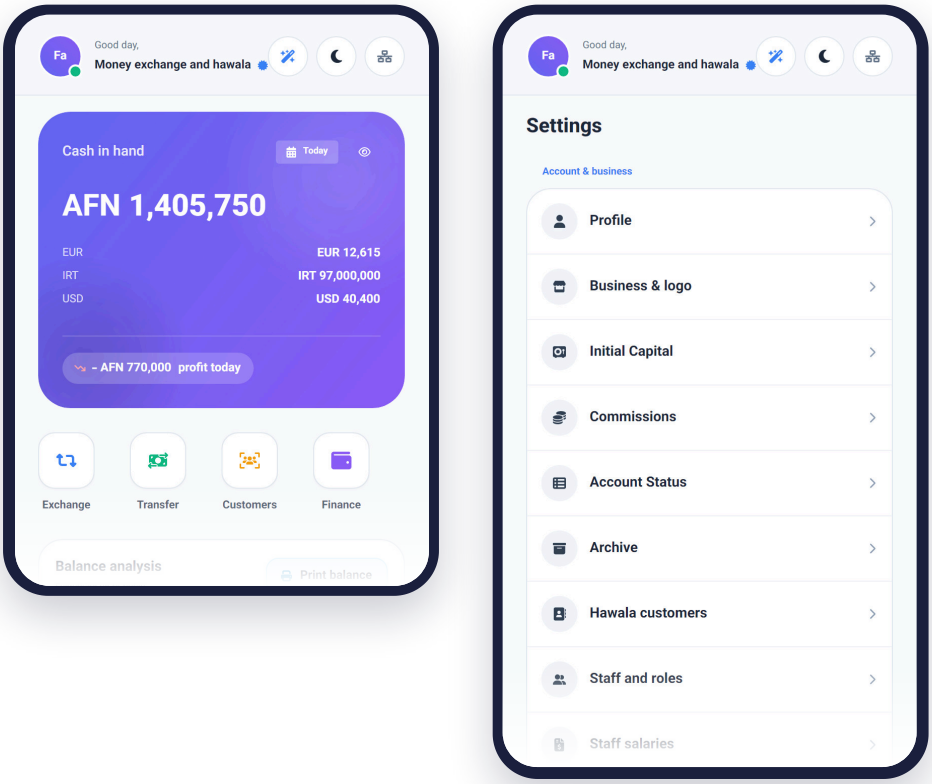


Figure 1.2 — Left: the **Home** tab. Right: the **Settings** tab with its groups.

Tab	What it holds
Home	Cash in hand, balance analysis, this week, recent activity, and the Exchange, Transfer, Customers and Finance buttons (Chapter 3)
Exchange	The exchange history, new exchanges and the trading summary (Chapter 7)
Finance	The office's income and expenses, by category (Chapter 9)
Settings	Every other section, in four groups — the full map is at the front of this book

At the top of the page, beside your name, are a few round buttons: the **Assistant**, the light/dark switch, and **Connect two devices**. Tapping your photo or initials opens the **Profile** page.

> **Tip**
>
> The blue **+** button opens **Quick actions** from anywhere in the app: Exchange, Income, Expenses, New customer and Quick transfer, without looking for their pages first.

Chapter 2 · Getting started

Installing and creating your book

From download to the first document: installing on a computer or a phone, creating the book with your own password, the first-run setup, your business details, currencies and opening capital. You do these once; after that you simply work.

In this chapter

- Download and install
- Creating a new book
- The first-run setup
- Your business's name and logo
- Currencies
- Opening capital and customers' opening balances
- Your profile

2.1 Download and install

Get the app from moonplatform.app/exon. The page has two buttons, **Download for Windows** and **Download for Android**, and the exact size of each file is written under each version.

Windows

Windows 10 or newer, 64-bit. The file is a ZIP with nothing else to install first.

1. Download `ExonPlatform-Windows-x64.zip`.
2. Extract it into a folder of your choice, for example in **Documents**.
3. Run `ExonPlatform.exe`. For convenience, right-click it and make a shortcut on the Desktop.

Android

Android 5.0 or newer. The app is not on Google Play; you install the APK yourself, and the phone asks for permission once.

1. Download `ExonPlatform-Android.apk` (or receive it over Telegram or WhatsApp).
2. Tap the file. If the phone asks, allow **install unknown apps** for the app you opened the file with.
3. Tap **Install**.

> **Tip**
> If installing says **App not installed**, first compare the downloaded file's size with the size on the download page. A download cut short on a weak connection gives exactly that message.

Good to know

To update, install the new APK over the old one on Android; on Windows, extract the new ZIP and put it in place of the old program folder. The book is kept in a separate folder and is not touched. The app checks for new versions from time to time and tells you when one is out; it never installs anything by itself (Chapter 24).

2.2 Creating a new book

Good to know

A new install opens in Persian, with the same screens as the pictures here, mirrored right to left. On the last step of the first-run setup, Language, calendar and security, tap English and the app turns English at once. The language belongs to the device, so every book opened on it afterwards is in English; change it any time in Settings › Language (Chapter 23).

A book is all the accounts of one business, with one name and one password. The first time you open the app, the entry screen offers four ways in:

Option	When
Create a new book	Starting from scratch: a fresh book with its own name and password
Sign in to an existing book	A book already on this device (or a folder of one you copied here)
Join the shop's book	For staff: with the sign-in name and password the manager gave you (Chapter 16)
Restore from Google	A book you backed up to Google Drive before (Chapter 20)

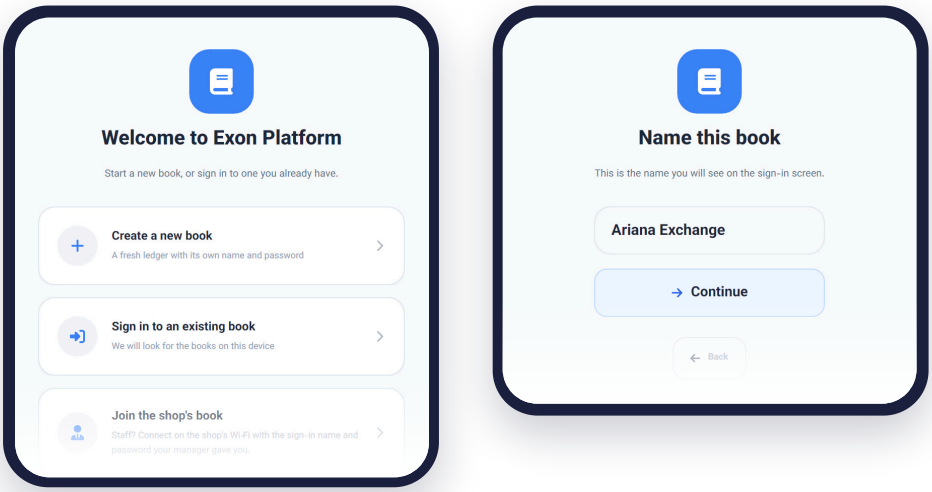


Figure 2.1 — The entry screen, and the first step of a new book: its name.

1. Tap Create a new book.
2. Type the book's name, for example your exchange's name, and tap Continue.
3. Type the book's password twice, in Password and Repeat password. It must be at least 6 characters.
4. Read the Read this carefully box and tick I understand, and I will keep the password somewhere safe.

5. Tap **Create the book**.
6. On **Save your password**, tap **Save or share the password sheet** and keep the sheet with the book's name and password somewhere safe. Then tap **Saved it, continue**.

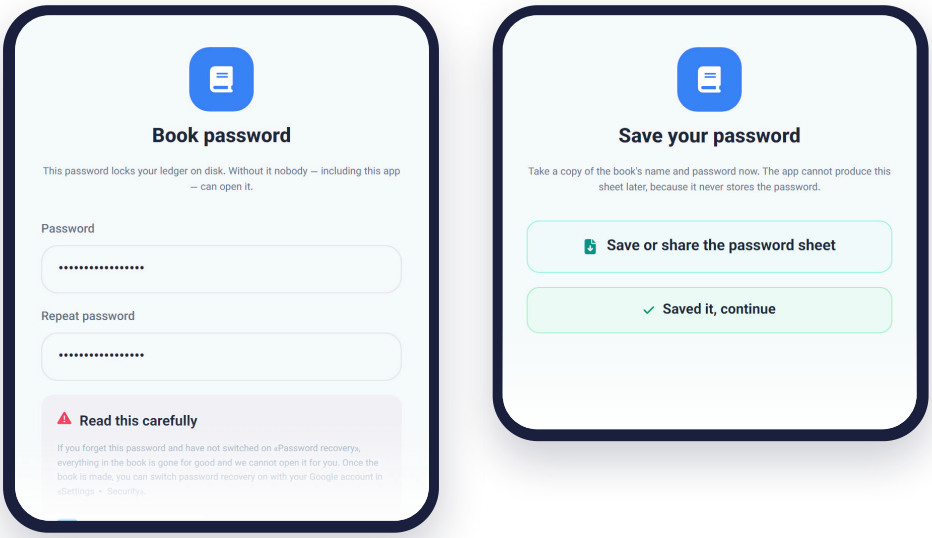


Figure 2.2 — The book's password with its warning, and **Save your password**.

> **Careful**
>
> The book's password is the key every piece of your data is encrypted with, and the app keeps it nowhere. If you forget it and have not switched on **Password recovery**, the book and all its backups can never be opened again — not by you and not by us. Switch password recovery on in **Settings** › **Security** on the first day (**Chapter 22**).

> **Good to know**
>
> The password sheet can only be made at this moment, because only now does the app hold the password. It cannot be made again later, except when you change the password.

2.3 The first-run setup

After the book is made, the app asks a few things in four short steps. All of them can be changed later in **Settings**.

1. **Welcome**: tap **Set up the app**.
2. **Your details**: your name, family name and phone number.
3. **Currencies**: the **Base currency** — the one the book is reckoned in and that is shown larger everywhere; in Afghanistan usually the afghani — and a **Second currency**.
4. **Language, calendar and security**: the app's language, the calendar, and **PIN (optional)** — 4 to 8 digits to lock the app. Leave it empty and the app does not lock.
5. Tap **Start**.

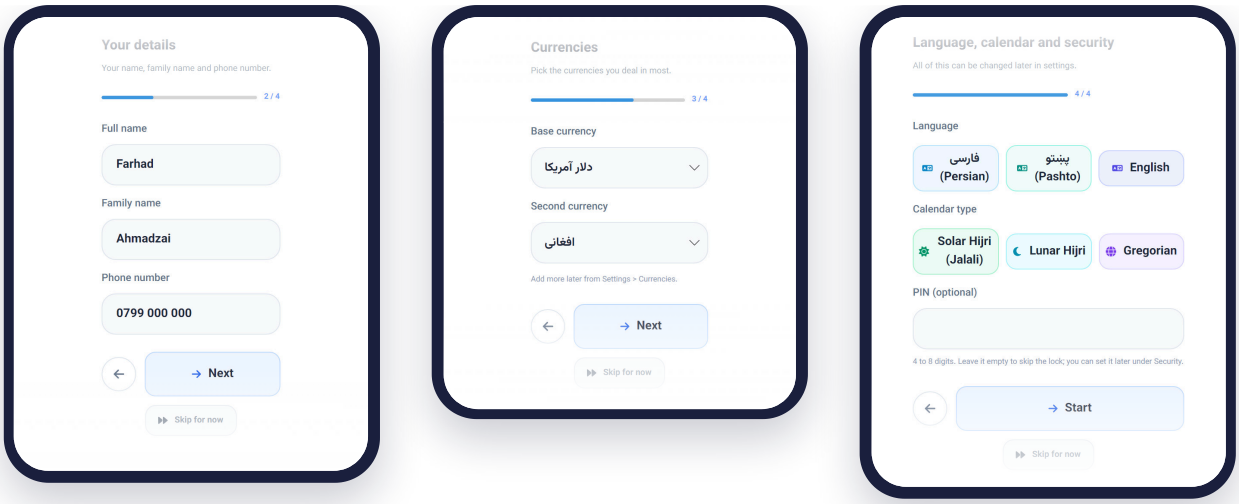


Figure 2.3 — The three setup steps: your details, currencies, and language, calendar and PIN.

> **Tip**
>
> **Skip for now** skips these steps. None of them is needed to work, but it is best to set the base currency right at the start.

2.4 Your business's name and logo

The name at the top of every receipt, statement, balance sheet and printed sheet is taken from **Settings** › **Business & logo**.

Field	What to write
Business name	What you do, for example **Money exchange and hawala**. Shown inside the app only — never on a printed sheet.
Office / branch name	The office's own name, for example **Ariana Exchange**. Every receipt and printed sheet is headed with this name.
Company name in English	Printed under the Persian name on the sheets.
Business phone and **Address**	On the printed sheets.
Logo (used on receipts)	A picture of your logo, with **Pick image**.

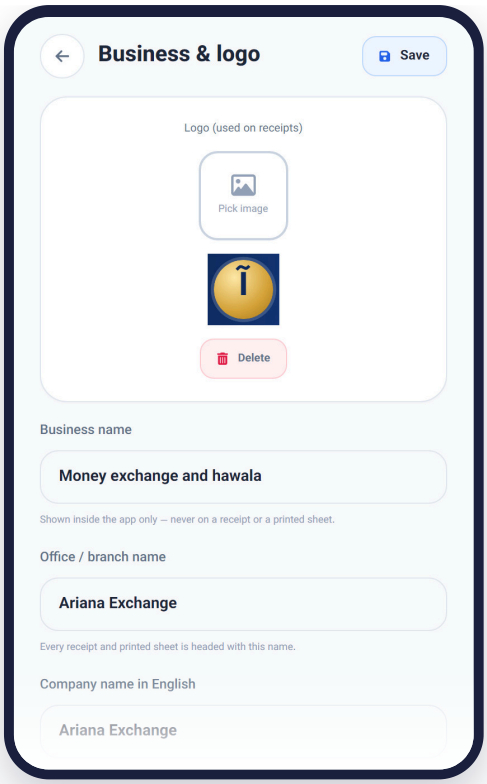


Figure 2.4 — **Business & logo**: the name every printed sheet carries.

> **Good to know**
>
> If **Office / branch name** is left empty, your profile name is printed instead of the company's. A linked office also sees your book under this name (**Chapter 19**).

2.5 Currencies

Settings › **Currencies** holds every currency in the book. A new book starts with the US dollar, the afghani, the euro and the toman; add any other with **+**.

1. Tap the **+** button at the top of the page.
2. Type the **Code** (such as PKR), the **Name** and the **Decimal places**.
3. If it should become the base currency, switch on **Make it the base currency**, then tap **Save**.

To change a name, the decimals or the base currency, tap that currency; the same form opens.

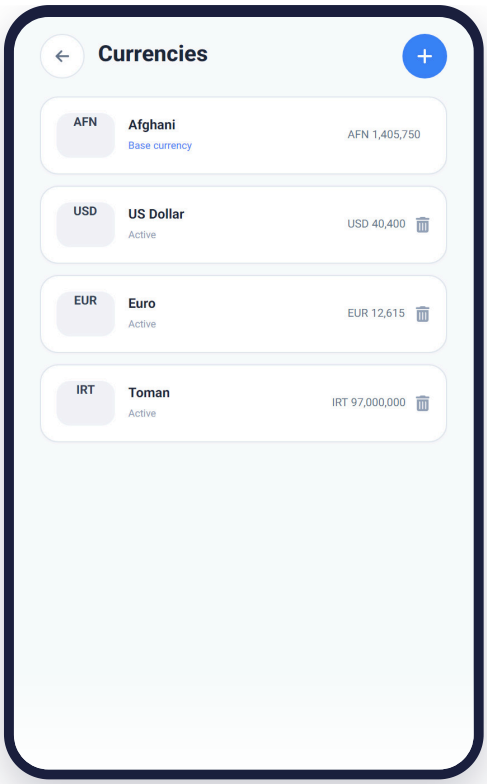


Figure 2.5 — Currencies: each with the till's balance in it.

- **Decimal places** only change how amounts are shown: change them whenever you like; no recorded amount moves. For the afghani and the toman, no decimals is usually enough.
- **The base currency** cannot be deleted. To make another currency the base, open it and switch on Make it the base currency.
- **A currency used by any document** is never deleted, only made Inactive — deleting it would make past documents meaningless. An inactive currency is not offered on the forms.

2.6 Opening capital and customers' opening balances

The first thing to do in a new book is to enter where the shop stands today, not its past history. It takes two steps.

Step one: your own money

In Settings › Initial Capital, tap + or New Initial Capital and write **your own** money that is in the till today, in each currency. Do not include customers' deposits here.

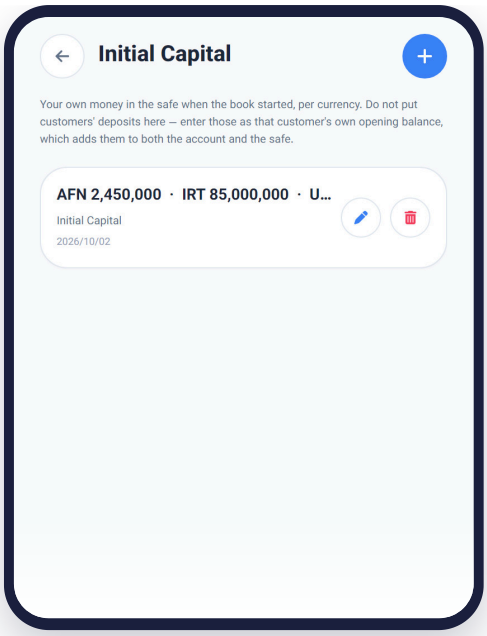


Figure 2.6 — Initial Capital : your own money when the book started.

Step two: each customer's account

When you create each account, write the balance that customer already had with you as its Opening balance (Chapter 4). If their money is in your till right now, leave This money is in my safe on, so the same amount is added to the till as well.

That way Cash in hand is what is really in your drawer, and Net (own capital) on the Home page shows your own capital.

> **Careful**
> Do not enter old history as invented receipts and payments. These are posted as opening documents, not ordinary trades; enter invented receipts and payments instead and your trading, commission and profit reports become invented too.

> **Tip**
> If you entered the whole contents of the till — customers' deposits included — as Initial Capital , switch This money is in my safe off when you create the customers' accounts, so the same money is not counted twice.

2.7 Your profile

Settings › Profile holds your name, phone number and photo — the ones shown at the top of the Home page beside the greeting. Tapping your photo or initials at the top of the page opens it too.

Chapter 3 · Getting started

The Home page

The **Home** tab says at a glance how much money is with you right now, how much of it is customers', what this week looked like and what was done last. Its four buttons take you to exchange, transfers, customer accounts, and income and expenses.

In this chapter

- Cash in hand
- The four buttons under the card
- Balance analysis
- Cash, customer deposits and net
- This week and recent activity
- Notices at the top
- Quick actions

3.1 Cash in hand

The coloured card at the top is **Cash in hand**: the money that is really with you right now, currency by currency. The base currency is large at the top, and each other currency has a line of its own under it.

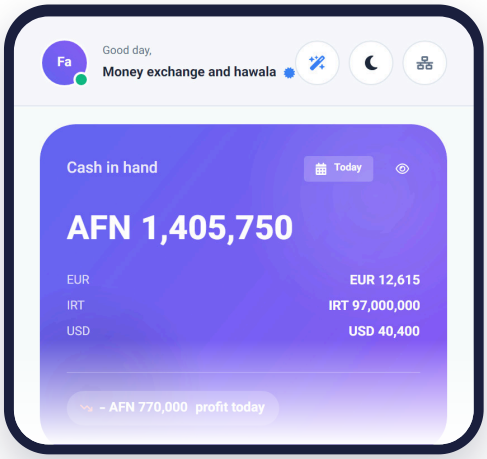


Figure 3.1 — **Cash in hand**: the base currency large, the others under it, and today's movement at the foot of the card.

- **What this figure leaves out:** money customers owe you but have not handed over yet. That is lower down, in **Balance analysis**.
- **The chip at the foot of the card:** today's movement of the till in the base currency, plus what today's exchanges earned, beside **profit today**.
- **The eye button:** hides every figure on the page, so nobody standing beside you can read it. Tap again to bring them back. It only changes what is shown; nothing is locked.

The balance on an earlier day

Tap the **Today** chip on the card to open **See the balance up to a date**. Type a day or pick it from the calendar: the card shows cash in hand at the end of that day. The × beside the date (**Back to today**) returns to today.

3.2 The four buttons under the card

Button	What it opens
Exchange	The Exchange tab and the exchange history (Chapter 7)
Transfer	**Transfers between accounts** (Chapter 8)
Customers	The list of every account (Chapter 4)
Finance	The income and expenses tab (Chapter 9)

3.3 Balance analysis

Under the buttons, the **Balance analysis** card covers a period. Choose it with **Today**, **This month** or **All**, or set **From** and **To** yourself.

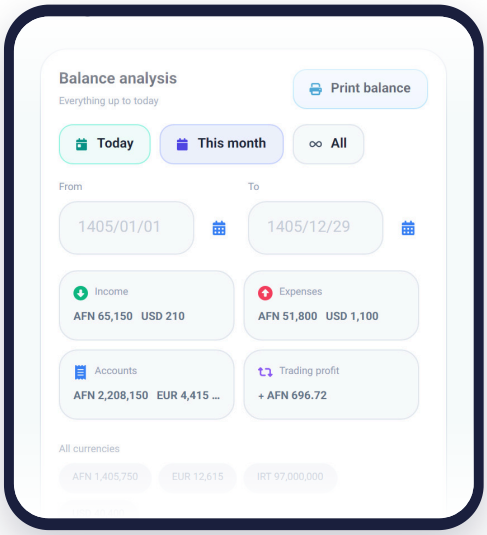


Figure 3.2 — **Balance analysis**: the period, four totals, and the till in each currency.

Small card	What it adds up
Income	Income recorded in the period (Chapter 9)
Expenses	Expenses in the same period
Accounts	Money that came into the till through customers' accounts — receipts, hawala and transfers — in the period

Small card	What it adds up
Trading profit	What the period's exchanges earned (Chapter 7)

Under these, All currencies shows the till in each currency. Print balance prepares the period's balance sheet for printing or PDF (Chapter 12).

> **Good to know**
> Once you have closed a year in the archive, All means from the start of the open year, not of the book; the line under the card's title always says which period it covers (Chapter 15).

3.4 Cash, customer deposits and net

Further down, a second card of the same name gives three figures for each currency:

- Cash box: the cash that is with you.
- Customer deposits: every account's balance added up, written from the customers' side: positive means customers have money with you, negative that they owe you more.
- Net (own capital): what of the till is really yours, from your side: positive is in your favour.

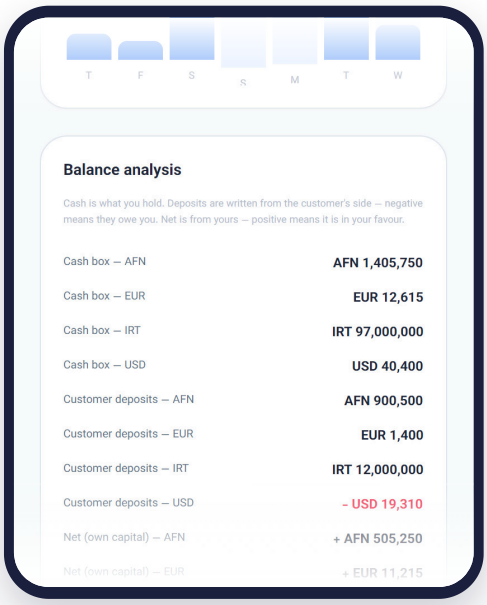


Figure 3.3 — Cash, customer deposits and net, currency by currency.

> **Tip**
> An exchange from the customer's account does not move the till but changes your net position in two currencies — this card is where that shows (Chapter 7).

3.5 This week and recent activity

- **This week**: seven bars, one for each day from six days ago to today. A bar's height is how much money moved that day and its dark part how much of it came in. Today's bar has its own colour.
- **Recent activity**: the book's latest documents, with their kind, account, amount and time.

3.6 Notices at the top

Sometimes a small strip appears at the top of the Home page:

- **… waiting to be posted**: documents you set aside with **Add to list** and have not posted yet (**Chapter 10**). Until they are posted they are not money, so this can show while the till has not moved.
- **… documents await your approval**: documents from staff whose role needs a manager's approval (**Chapter 16**).
- **Password recovery requested**: somebody asked to change this book's password with its Google account. If it was not you, tap **Cancel the request** (**Chapter 22**).

3.7 Quick actions

The blue **+** button — at the foot of the screen on a phone, at the top of the tab column on a computer — opens **Quick actions** from anywhere in the app. Each of its buttons is an empty form, not a list:

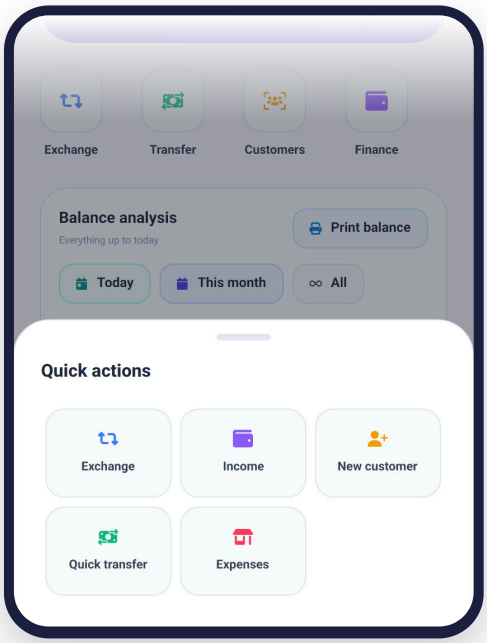


Figure 3.4 — **Quick actions**: Exchange, Income, Expenses, New customer and Quick transfer.

Button	Form
Exchange	**New exchange** (**Chapter 7**)
Income and **Expenses**	A new income or expense (**Chapter 9**)

Button	Form
New customer	A new account (Chapter 4)
Quick transfer	A transfer between two accounts, or between an account and the till (Chapter 8)

Chapter 4 · Daily work

Customer accounts

Every exchanger, branch, trader, company or person who keeps money with you, or owes you, has an **account** in the book, with a balance in each currency. All their hawalas, receipts, payments, exchanges and transfers are written from that account's page and seen there.

In this chapter

- The list of accounts
- Creating an account
- An account's page
- Editing and deleting an account
- Account kinds

4.1 The list of accounts

On the Home page tap **Customers**. **Customer accounts** lists every account with its balance: the base currency large, the other currencies small under it.

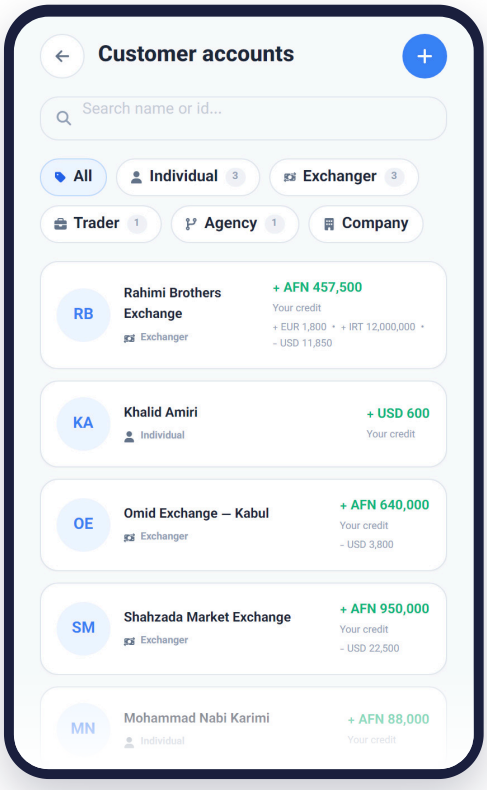


Figure 4.1 — **Customer accounts**: search, the kind chips, and each account's balance.

- **Colour and sign:** a green, positive figure (marked **You hold**) means the customer has money with you. A red, negative one (**Customer owes**) means they owe you. **Settled** means the account is at zero.
- **Search:** **Search name or id...** matches the name, the phone number, the **ID** and the **Code**; you do not need to remember exactly how a name was spelled.

- **Kind chips:** All, each kind (in the pictures Individual, Exchanger, Trader, Agency, Company) and No kind narrow the list to that kind. The number beside each is how many accounts are of that kind.

> **Good to know**
> Every account gets a six-digit ID and a six-digit Code, made by the app. Either finds the account.

4.2 Creating an account

1. In Customer accounts tap + — or, from anywhere in the app, + › New customer.
2. Type the Full name. Phone, Address and Notes are optional.
3. Choose the Account kind, or type a new kind and tap Add.
4. If this customer already had an account with you, write their balance as the Opening balance. For several currencies, tap Add another currency. If the customer owes you, write the amount as negative.
5. Leave This money is in my safe on if their money is in your till right now; switch it off if you already counted it in Initial Capital (Chapter 2).
6. Tap Save.

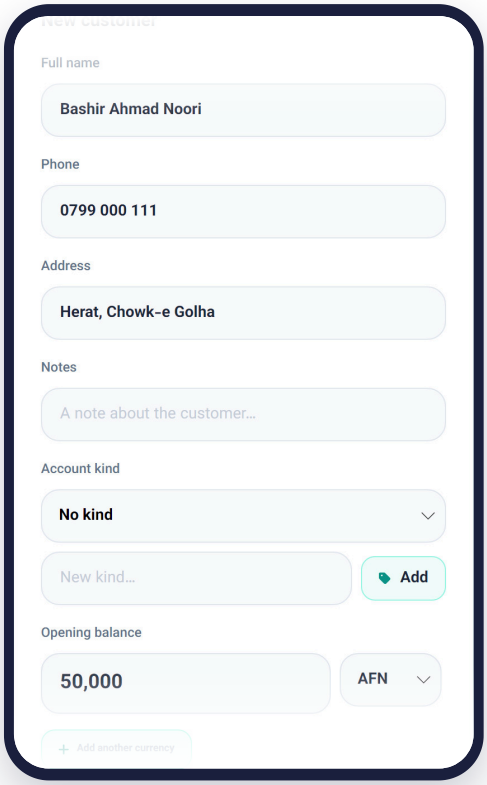


Figure 4.2 — New customer: details, kind, and the opening balance with This money is in my safe.

> **Good to know**
> An opening balance is an opening document, not an ordinary receipt. It does not count in the trading or commission reports; it only sets today's balance right. Money the customer owes you is not in the drawer either way, and the switch does not affect it.

4.3 An account's page

Tap any account in the list. At the top are its name and kind, and under them the balance card: **Creditor** means the customer has money with you, **Debtor** that they owe you.

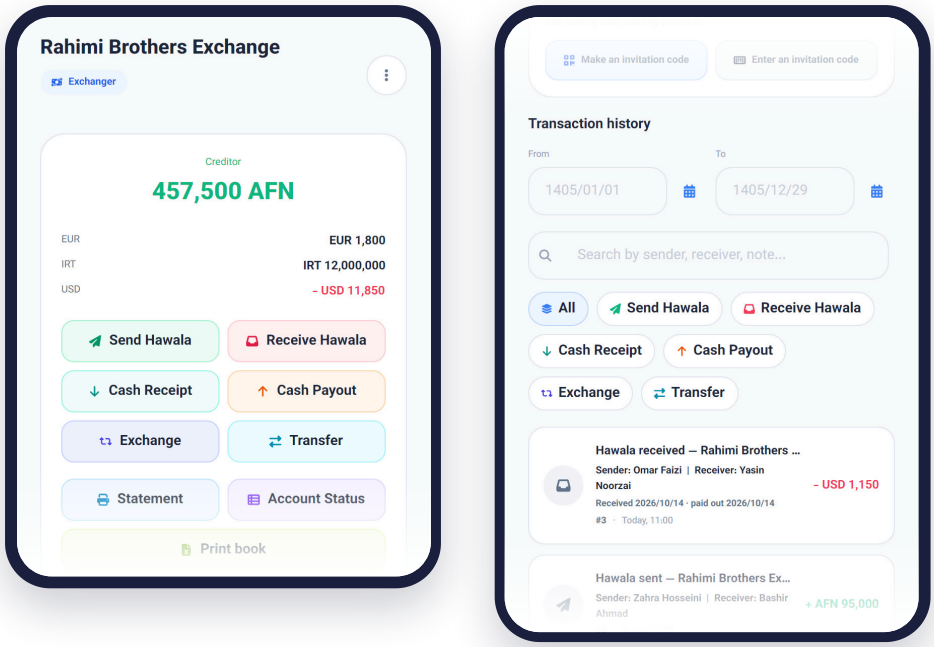


Figure 4.3 — An account's page: the balance, nine buttons, and the **Transaction history**.

The nine buttons

Button	What it does
Send Hawala and **Receive Hawala**	This account's hawalas (Chapter 6)
Cash Receipt and **Cash Payout**	Money this customer brings or takes (Chapter 5)
Exchange	Converting this customer's money from one currency to another (Chapter 7)
Transfer	From this account to another (Chapter 8)
Statement	The account's movements over a period, to print or send (Chapter 11)
Account Status	The account's hawalas, commission, receipts and payments, and exchanges in one table (Chapter 12)
Print book	The account's book in an Excel file (Chapter 11)

The transaction history

Under the buttons are all the account's documents, newest first. Each row shows the kind of document, the sender and receiver, the amount, its number and time. Tap a document to open its details and correct it if needed (Chapter 10).

- **Kind chips:** All, Send Hawala, Receive Hawala, Cash Receipt, Cash Payout, Exchange and Transfer narrow the list to that kind.
- **Search:** Search by sender, receiver, note... .
- From and To: narrow the list to a period.

Totals for these dates

When you set From or To, a Totals for these dates card appears under them: for each currency the period's In, Out and Difference — the same totals the statement gives for those dates. If a kind chip or a search is on as well, the totals take only those documents.

> **Tip**
> To reconcile with another exchanger, set the period you are reconciling and compare Totals for these dates with their book. If they differ, tap the kind chips one by one to see which kind of document the difference is in.

Carried from earlier years

If you have closed earlier financial years in the archive, the account page shows a Carried from earlier years card, and This account's archive shows the documents of the closed years (Chapter 15).

4.4 Editing and deleting an account

The ⋮ button beside the account's name opens Edit customer: change the name, phone, address, notes and kind, and tap Save. A new kind shows beside the account's name straight away.

Delete on the same form deletes the account and its history. A deleted account stays in Recently deleted for seven days and can be brought back (Chapter 10).

> **Careful**
> An account linked with another office's book cannot be deleted while the link is open. Press End the link on its Linked office card first (Chapter 19).

4.5 Account kinds

Kinds sort your accounts. A book starts with five — individual, exchanger, trader, agency and company — named in Persian (فردی، صراف، تاجر، نمایندگی، شرکت), as the book's starter data is; the pictures in this book show them renamed in English. In Settings › Account kinds you can rename any of them, make new kinds or delete one. The number beside each kind is how many accounts it has.

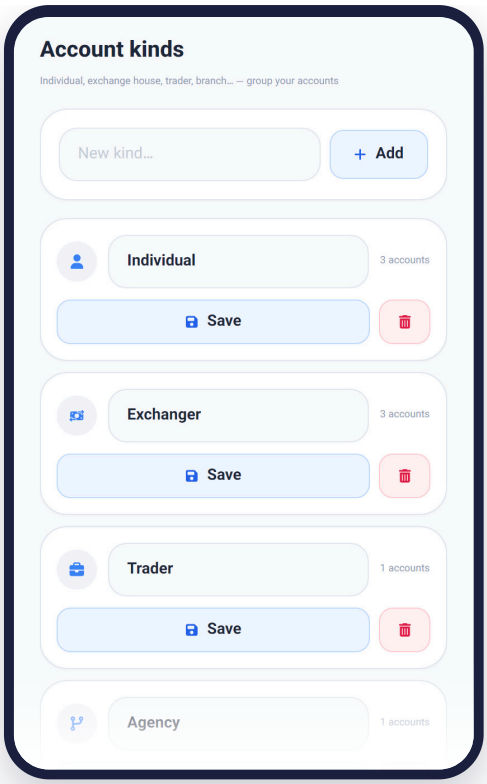


Figure 4.4 — **Account kinds**: your own grouping of accounts.

A kind is only for finding and grouping: it shows beside the account's name on screen, but not on the statement, the print book or the exports.

Chapter 5 · Daily work

Cash in and out

A **Cash Receipt** means a customer brought money and left it with you; a **Cash Payout** means they took their money, or sent somebody to collect it. These are the simplest documents in the book, and what this chapter says — several currencies, document numbers, dates, **Add to list** and **Print POS** — works the same way on every other form.

In this chapter

- What a receipt and a payout do to the money
- Recording a cash receipt
- Several currencies in one document
- Document numbers
- A document's date
- Add to list
- Print POS

5.1 What a receipt and a payout do to the money

Document	The customer's account	Your till
Cash Receipt	goes up by the amount	goes up by the amount
Cash Payout	goes down by the amount	goes down by the amount

A payout is exactly the opposite of a receipt. If a customer takes more than they have with you, their account goes negative and they become a **Debtor**.

5.2 Recording a cash receipt

1. Open the customer's account and tap **Cash Receipt**.
2. At the top of the form are two lines: your main cash box and the **Account balance**, in the currency you are writing. Glance at them before you write.
3. Type the **Amount** and choose its currency. The thousands separator appears by itself: 843950 becomes 843,950 straight away, so a missing or extra zero stands out.
4. **Document No** and **Date** are already filled in; change them if needed.
5. If somebody other than the customer brought the money, write their name in **By (optional)**. The **Note** is optional too.
6. Tap **Record Receipt**.

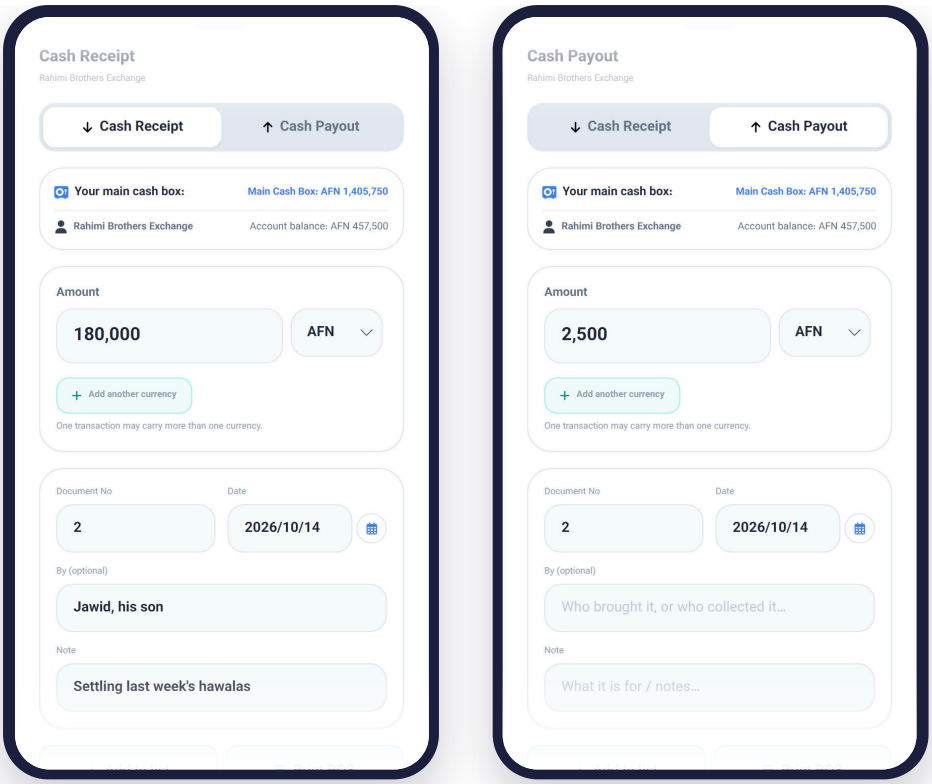


Figure 5.1 — Cash Receipt and Cash Payout: one form, switched with the buttons at its top.

> **Tip**
> At the top of the form are two buttons, Cash Receipt and Cash Payout. If you opened the wrong form, switch it there; what you wrote stays.

5.3 Several currencies in one document

If the customer brought afghani and dollars, you do not need two documents: under the amount tap Add another currency and write the second one. Each currency is written to the customer's account and the till on its own, and the balances at the top of the form are shown for every currency on the document. Remove an extra line with Remove this currency beside it.

5.4 Document numbers

Each kind of document on each account has its own numbers: this customer's cash receipts are 1, 2, 3…, and their cash payouts separately from 1. The app offers the next number itself.

- **Type the number yourself** if you are entering a paper that already has one; it stays as you typed it.
- **A repeated number:** if the same number is already on another document of the same kind, account and year, a warning appears under the box: This number is already used in this section for this account. It is only a warning; the document is still saved.
- **A new year:** numbers start again from 1 when the year begins in the calendar you chose in settings: Solar Hijri on 1 Hamal, Lunar Hijri on 1 Muharram, Gregorian on 1 January.

5.5 A document's date

Today's date is filled in. To enter something that happened yesterday or last week, type the date or pick it with the calendar button beside the box. A document dated in last year takes the next number of that year.

> **Careful**
> Nothing can be written, corrected or deleted on the dates of a year that is closed in the archive (Chapter 15).

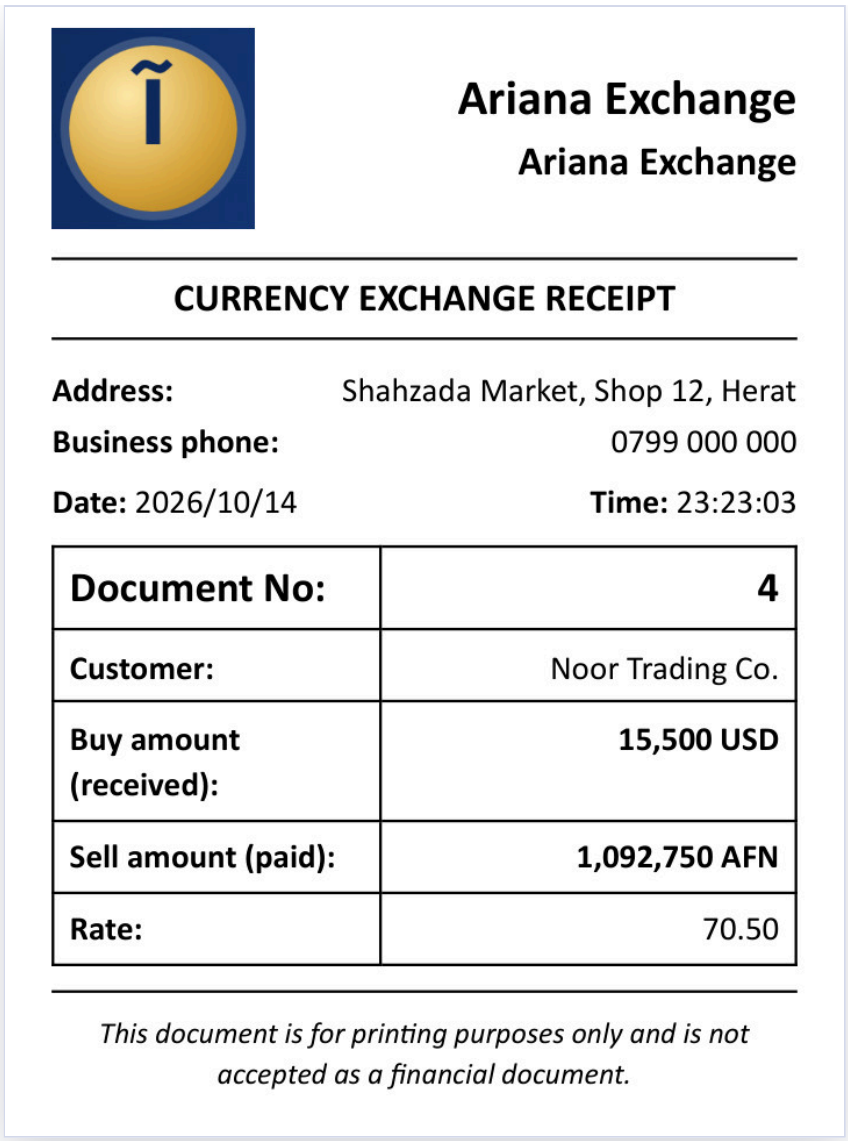
5.6 Add to list

When you have several documents in a row — say at the end of the day, from paper — tap **Add to list** instead of the record button. The document waits under the form in **Waiting to be posted**, and the form comes back empty for the next one. When you have written them all, tap **Post all** (Chapter 10).

> **Good to know**
> Until you post the list, none of those documents is money — not in a balance, not in a report.

5.7 Print POS

Print POS saves the document and sends its small receipt to a thermal (receipt) printer. The receipt is printed in the app's language, to the width of your printer's paper, starting at the top of the paper.



Ariana Exchange

Ariana Exchange

CURRENCY EXCHANGE RECEIPT

Address: Shahzada Market, Shop 12, Herat

Business phone: 0799 000 000

Date: 2026/10/14 **Time:** 23:23:03

Document No:	**4**
Customer:	Noor Trading Co.
Buy amount (received):	**15,500 USD**
Sell amount (paid):	**1,092,750 AFN**
Rate:	70.50

This document is for printing purposes only and is not accepted as a financial document.

Figure 5.2 — A POS receipt: the office's name, the document's kind and number, the amounts and the date.

Good to know

If the print page could not be opened, the message says **Saved — but the print page could not be opened**. The document is in the book; to get its receipt, do not record it again — tap the document itself and press **Print POS** there (**Chapter 10**).

Chapter 6 · Daily work

Hawala

A hawala is written on the account of the exchanger or branch that pays it out at the other end, or that sent it from there. The sender and the receiver are names on the document, not accounts. Commission goes to income apart from the money itself, and a received hawala takes nothing out of the till until the day its receiver collects it.

In this chapter

- Two kinds of hawala
- Sending a hawala
- Extra KYC and identity details
- Receiving a hawala
- Paying out: the day the receiver comes
- Hawala customers
- A hawala's POS receipt

6.1 Two kinds of hawala

Document	When	The other office's account	Your till
Send Hawala	Somebody pays here so the money reaches a receiver in another city	The exchanger at the other end, who pays it, is owed the amount	The sender's money comes into the till
Receive Hawala	Another exchanger sent a hawala and you pay the receiver	The sending exchanger owes the amount	It leaves the till the day the receiver takes it

Good to know

Commission does not move the exchanger's balance. Commission Received is added to your till and your income, and Commission Paid comes out of the till as your expense. So what you earn on a hawala always shows apart from the hawala's own money.

6.2 Sending a hawala

1. Open the account of the exchanger who pays the hawala at the other end and tap Send Hawala.
2. Type the hawala's Amount and choose its currency. For a hawala with both afghani and dollars, tap Add another currency.
3. Write the Commission Received (Income). If you pass part of it to the exchanger at the other end, write that under Commission Paid (Expense). Both can hold several currencies, and both are optional.

4. Under **Sender Details** write the sender's name, father's name and phone; under **Receiver Details**, the same for the receiver.
5. The **Transfer number** is filled in already; if the number comes from another paper, type that one.
6. Tap **Submit Hawala Dispatch** — or **Print POS** to print its receipt as well.

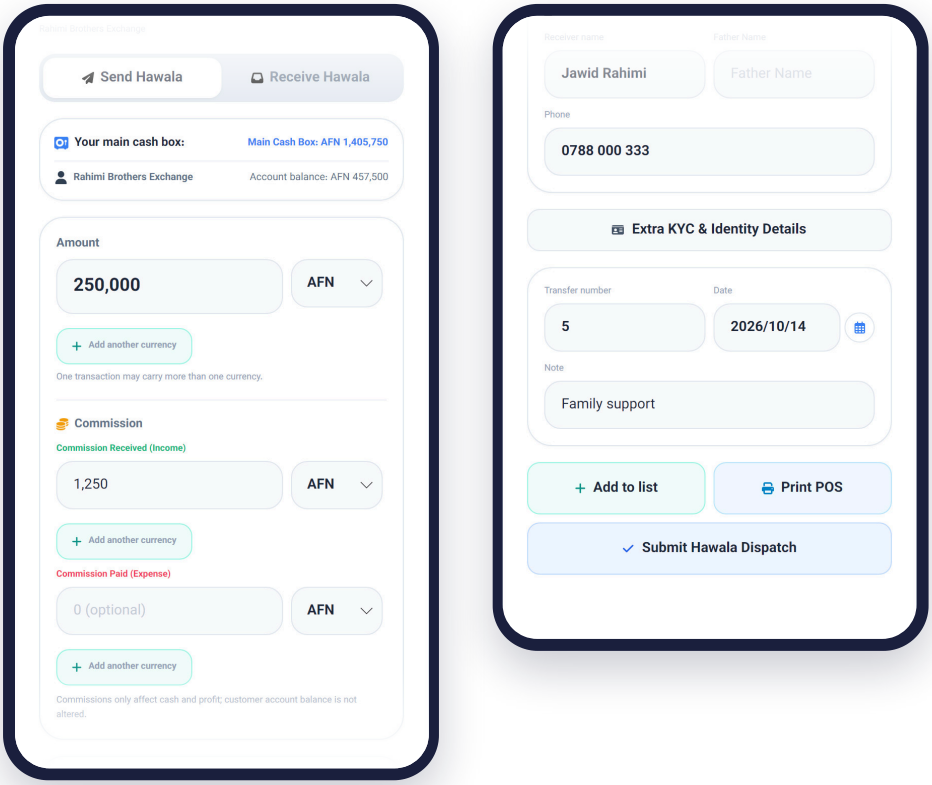


Figure 6.1 — **Send Hawala**: amount, commission received and paid, sender and receiver, number and date.

> **Tip**
> Type two letters of the sender's name, or three digits of their phone: if they have sent a hawala before, they appear under the box. Pick them and all their details — even the tazkira — fill in by themselves.

6.3 Extra KYC and identity details

For large hawalas, or where the law asks for it, open **Extra KYC & Identity Details**. Write the **Tazkira / ID**, **Birth Year** and **Occupation** for the sender and the receiver separately. They stay on the document, appear in the print book, and fill in by themselves the next time you pick the same person.

6.4 Receiving a hawala

1. Open the account of the exchanger who sent the hawala and tap **Receive Hawala**.
2. Write the amount, commission, sender and receiver as for a sent hawala.
3. **The receiver has taken the money**: leave it on if the receiver takes the money now. If they have not come yet, switch it off.

4. If the receiver took the money on another day and you are entering the hawala later, set **Paid out on**. Left empty, it is the hawala's own date.
5. Tap **Submit Hawala Receipt**.

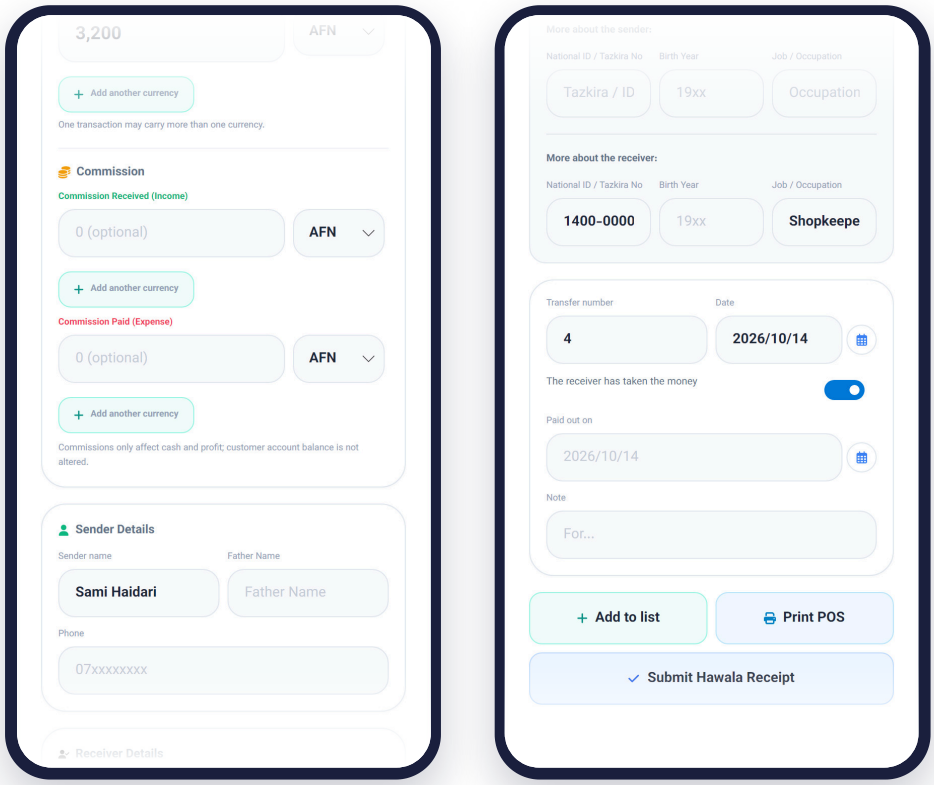


Figure 6.2 — **Receive Hawala**, with **The receiver has taken the money** and **Paid out on**.

6.5 Paying out: the day the receiver comes

A received hawala whose receiver has not come yet carries the label **Not paid out** in the account's list. Until that day no money leaves the till, the exchanger's account owes nothing for it, and its commission is not counted.

1. The day the receiver comes, tap the hawala on that exchanger's account.
2. Under **Paying out** tap **Paid out**. Before saving, the app shows the amount and the account and asks.
3. From that moment the amount leaves the till, the exchanger's account owes it and the commission goes to income — all dated that day.

> **Good to know**
>
> A paid-out hawala stays in its place in the list — on the day it arrived, among the same numbers — and its row shows both dates: **Received** and **paid out**. Only its money moves on the paid-out day, which is why the statement shows it on that day.

> **Tip**
>
> If you pressed **Paid out** by mistake, press **Back to «not paid out »** on the same hawala: the money goes back into the till and comes off what the exchanger owes.

6.6 Hawala customers

Every hawala's sender and receiver are remembered by themselves, in two separate lists. **Settings** › **Hawala customers** holds the two lists, **Senders** and **Receivers**, each person with how many hawalas they had and the dates of the first and the last.

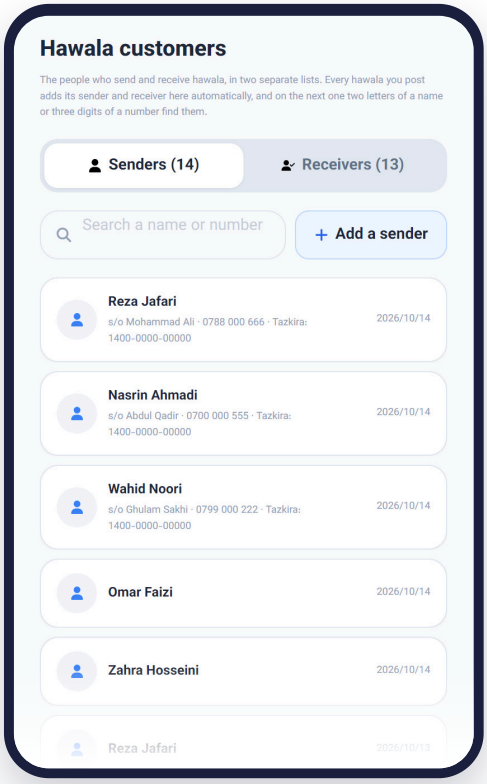


Figure 6.3 — **Hawala customers**: senders and receivers, searchable by name or number.

- Find anybody with **Search a name or number**.
- Add somebody before their first hawala with **Add a sender** or **Add a receiver**.
- Tap a person to open **Customer details** and correct the name, father's name, phone, tazkira, birth year, occupation or note, or take them off the list.

> **Good to know**
> This list only fills the form. Changing or removing a person does not change hawalas already posted under their name.

6.7 A hawala's POS receipt

Print POS on the form, or on a posted hawala, sends the hawala's small receipt to the receipt printer. The sender's and receiver's phone numbers are printed only on a sent hawala's receipt, and if no number was written, the line is left out altogether.

Chapter 7 · Daily work

Exchange

Exchange means buying and selling currency. It comes in two kinds, and the difference matters: **Own account**, when you buy and sell with your own money, and **Customer account**, when money a customer keeps with you is converted from one currency to another. **Buying and selling** then tells you, for any period, how much you bought, how much you sold and what you made.

In this chapter

- The two kinds of exchange
- An exchange from your own account
- An exchange from a customer's account
- The exchange history
- Buying and selling

7.1 The two kinds of exchange

Kind	When	The till	The customer's account
Own account	A walk-in customer brings dollars and takes afghani, or you buy currency in the market yourself	Goes up in the currency bought and down in the currency sold	No account involved
Customer account	A customer with money at your office wants part of it in another currency	Does not move	The currency they buy is added to their account and the currency they pay is taken from it

Good to know

In a **Customer account** exchange no money changes hands, so the till does not move. But your net position in the two currencies does change: you now owe the customer the dollars they bought and no longer owe the afghani they gave. That is what **Balance analysis** on the Home page shows (**Chapter 3**).

7.2 An exchange from your own account

1. On the **Exchange** tab tap **+** — or, from anywhere in the app, **+** › **Exchange**.
2. At the top of the form choose **Own account**.
3. Under **Buy amount (received)** write the amount you receive and choose its currency, for example 1,000 dollars.

4. Write the **Rate**, and with **×** or **÷** say whether the other amount comes from multiplying or dividing.
5. Choose the currency of **Sell amount (paid)**. Its amount is worked out from the buy amount and the rate; change it if you need to.
6. If you wish, fill in **The customer / other party (optional)**: the name, father's name, phone and address.
7. **Counterparty** is the name shown beside the exchange in the history, for example **Walk-in customer** or **Shahzada market**.
8. Tap **Confirm exchange**.

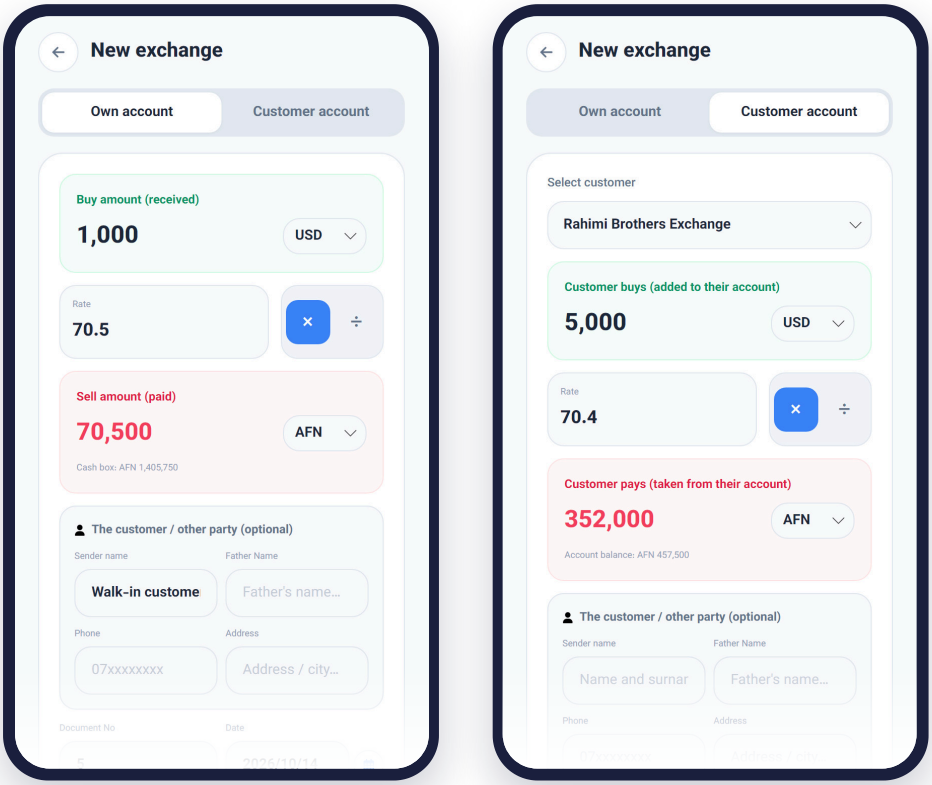


Figure 7.1 — **New exchange**: left from your own account, right from a customer's account.

7.3 An exchange from a customer's account

1. Open the customer's account and tap **Exchange** — or, on the exchange form, choose **Customer account** and find the customer under **Select customer**.
2. **Customer buys (added to their account)**: the currency the customer wants to have.
3. The **Rate**, with **×** or **÷**.
4. **Customer pays (taken from their account)**: the currency taken from their account; it is worked out from the rate.
5. Tap **Confirm exchange**.

Under the sell amount, the **Account balance** in the currency being taken from the account is shown, so you see before saving how much the customer has. On an **Own account** exchange the same line is the **Cash box**: your till in the currency you pay out.

> **Tip**
> `×` and `÷` only work the other amount out from the rate: dollars to afghani usually with `×` (1,000 × 70.5), afghani to dollars with `÷` (70,500 ÷ 70.5). The rate stays on the document exactly as you typed it.

7.4 The exchange history

The `Exchange` tab is the `Exchange history`: every exchange, newest first. Each row says what you bought, what you sold, and at what rate.

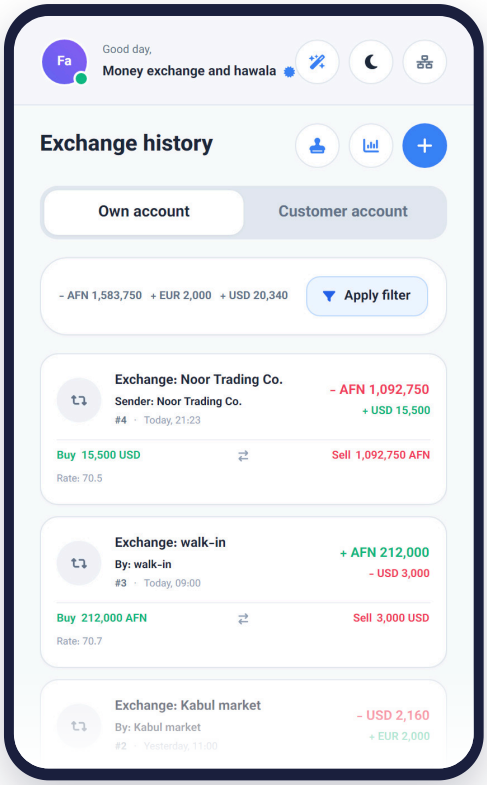


Figure 7.2 — The `Exchange` tab: `Exchange history` with the `Own account` and `Customer account` chips.

- The `Own account` and `Customer account` chips above the list show only that kind.
- `Apply filter` chooses a period and a customer.
- Three round buttons at the top: `+` for a new exchange, `Trading summary`, and `Official papers` for an exchange certificate on your letterhead (Chapter 18).
- Tap an exchange to open its details, correct it, print its POS receipt, or make an `Exchange certificate` from it (Chapter 10).

7.5 Buying and selling

The `Trading summary` — from the `Exchange` tab or `Settings` › `Buying and selling` — adds up every exchange of a period, pair by pair. Set the period with `Today`, `This month`, `All` or two dates.

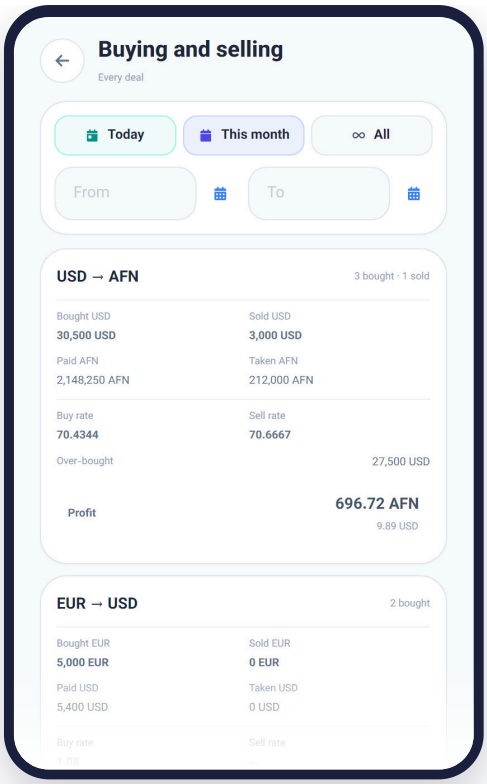
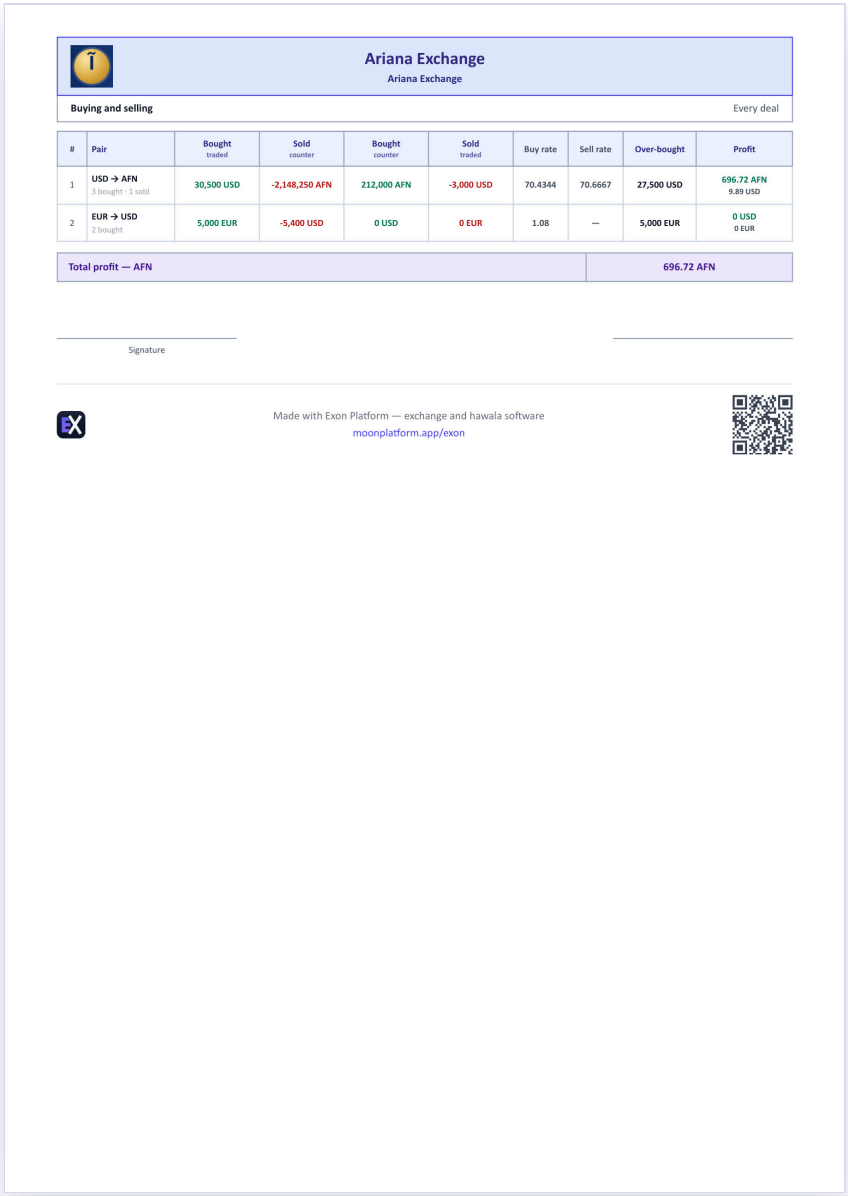


Figure 7.3 — **Buying and selling**: each currency pair with what was bought and sold, average rates, over-bought and profit.

Column	Meaning
Bought and **Sold**	How much of the traded currency you bought and sold, and how much of the counter currency you gave or received for it
Buy rate and **Sell rate**	The average rate of all the period's buying and selling
Over-bought	What you have bought and not sold yet
Profit	The pair's profit, in the counter currency; **Profit in kind** is the same profit in the traded currency
Total profit	Every pair's profit added up, at the foot of the page

> **Good to know**
> **Own account** and **Customer account** exchanges are counted together here, because both are the same deal; they differ only in whose money moved.

Print / PDF prepares the same table with your office's name for printing or PDF, and **Export to Excel** takes it to Excel.



Ariana Exchange

Ariana Exchange

Buying and selling — Every deal

#	Pair	Bought traded	Sold counter	Bought counter	Sold traded	Buy rate	Sell rate	Over-bought	Profit
1	USD → AFN 3 bought · 1 sold	30,500 USD	-2,148,250 AFN	212,000 AFN	-3,000 USD	70.4344	70.6667	27,500 USD	696.72 AFN 9.89 USD
2	EUR → USD 2 bought	5,000 EUR	-5,400 USD	0 USD	0 EUR	1.08	—	5,000 EUR	0 USD 0 EUR

Total profit — AFN 696.72 AFN

Signature

Made with Exon Platform — exchange and hawala software
moonplatform.app/exon

Figure 7.4 — **Buying and selling** on paper.

Chapter 8 · Daily work

Transfers

A transfer is for when two customers settle between themselves and both their money is with you: the amount comes off one account and goes onto the other. No money leaves the office, so the till does not move.

In this chapter

- A transfer between two accounts
- A transfer between an account and the till
- The list of transfers

8.1 A transfer between two accounts

1. Open the source account and tap **Transfer** — or **Transfer** on the Home page, or **+** › **Quick transfer** from anywhere in the app.
2. **From account**: the account the money comes off. If you came from an account's page, it is already chosen.
3. **To account**: the account the money goes onto.
4. Write the **Amount** and its currency; for several currencies, **Add another currency**.
5. Change the **Document No**, **Date** and **Transfer note** if needed.
6. Tap **Save transfer**.

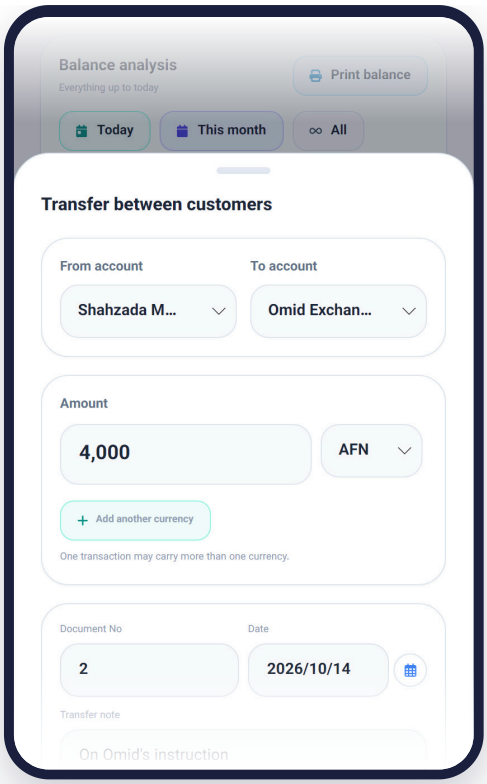


Figure 8.1 — Transfer between customers: from, to, amount.

	Source account	Destination account	Till
Transfer	goes down by the amount	goes up by the amount	does not move

Tip

For example, Shahzada Market Exchange is owed 4,000 dollars by Omid Exchange — Kabul, and both keep money with you. Instead of one taking a payout and the other giving a receipt, post one transfer from Omid Exchange — Kabul to Shahzada Market Exchange.

8.2 A transfer between an account and the till

The first entry in both lists is Main cash box (your own account). If one side of a transfer is the till, the document is posted as a cash receipt or payout:

- **From an account to the Main cash box:** the customer brought the money into the till — like a Cash Receipt: their balance and the till both go up.
- **From the Main cash box to an account:** the customer took the money from the till — like a Cash Payout: their balance and the till both go down.

Good to know

The two sides of a transfer cannot be the same account; if they are, the form says The two accounts of a transfer cannot be the same.

8.3 The list of transfers

On the Home page tap **Transfer** : **Transfers between accounts** lists every transfer, newest first, with its source, destination and amount. Tap one to open its details and correct it if needed (**Chapter 10**).

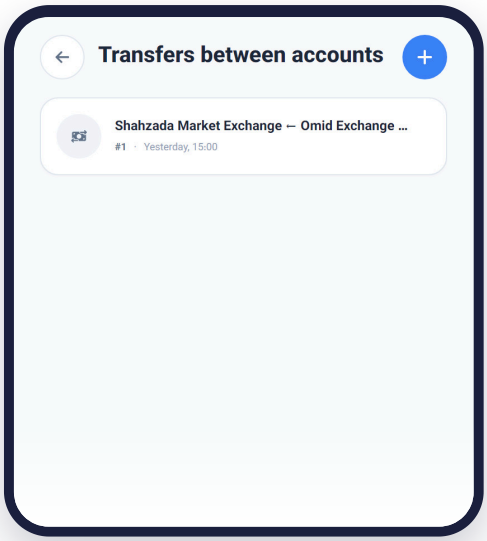


Figure 8.2 — **Transfers between accounts**.

> **Careful**
>
> Transfers on an account linked with another office's book are closed for now (**Chapter 19**).

Chapter 9 · Daily work

Income and expenses

Income that does not come from dealing with a customer, and the office's costs — rent, salaries, electricity, internet, hospitality — are written on the Finance tab. Income adds to the till and an expense takes from it, and each has its own category, so that later you know where the money went.

In this chapter

- The Finance tab
- Recording income or an expense
- Categories
- Staff salaries

9.1 The Finance tab

The Finance tab is the Finance page, with two buttons at its top: Income and Expenses. Under them is the total, the base currency large and the other currencies small, and then each category with its own total and how many documents it has.

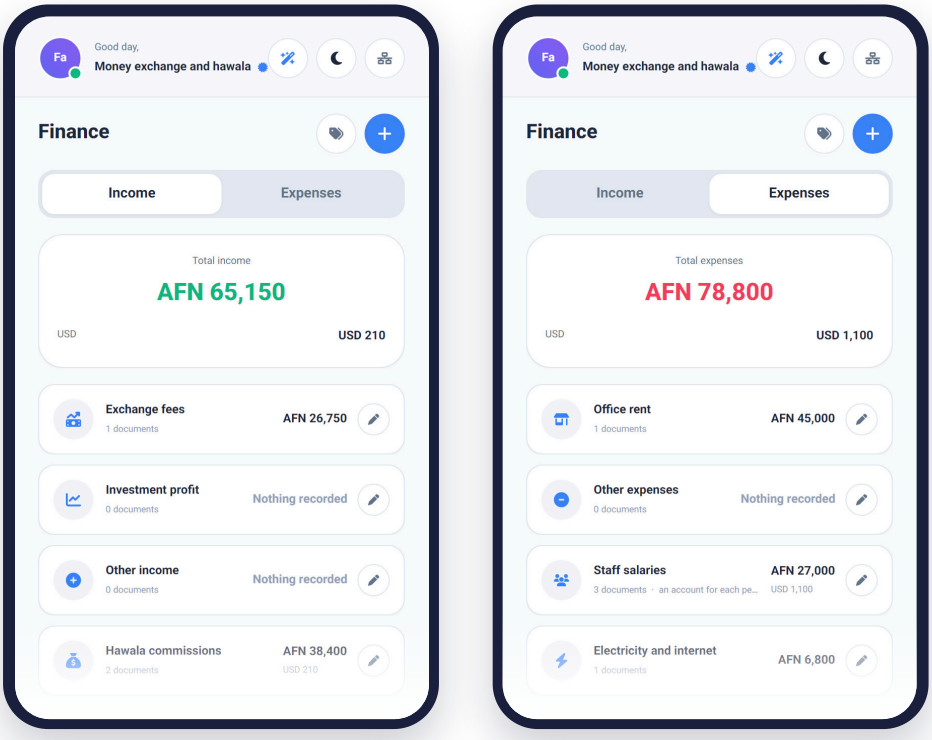


Figure 9.1 — Finance: income and expenses, each category with its total and number of documents.

Good to know

These totals count from the start of the open year; if you have not closed any year, from the start of the book. What came in or went out in closed years is in that year's archive (Chapter 15).

A new book starts with these categories: under income **Exchange fees**, **Investment profit** and **Other income**; under expenses **Office rent**, **Staff salaries** and **Other expenses**.

9.2 Recording income or an expense

1. On the **Finance** tab choose **Income** or **Expenses** and tap **+** — or, from anywhere in the app, **+** › **Income** or **Expenses**.
2. Write the **Amount** and its currency; for several currencies, **Add another currency**.
3. Choose the category.
4. The **Document No** is filled in already; write the **Description**, for example **Rent for Mizan**.
5. Tap **Save expense** or **Save income**.

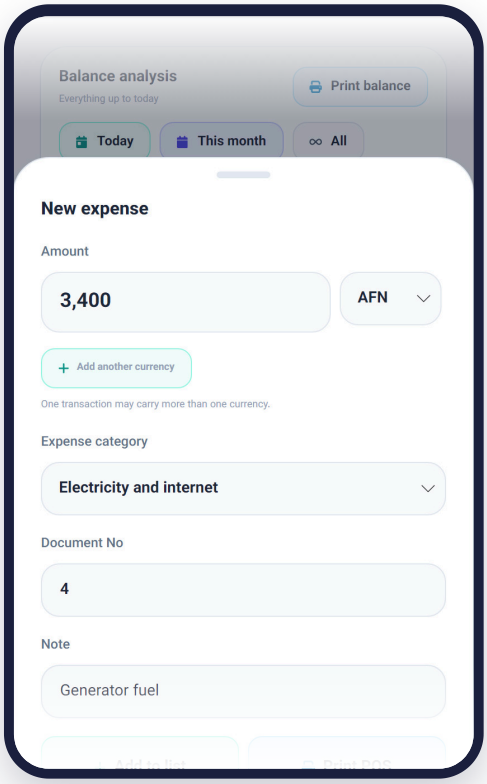


Figure 9.2 — **New expense**: amount, category, number and description.

> **Good to know**
> Income and expenses belong to the business, not to anybody's account. So each has its own numbers, starting from 1 and counted with no account.

> **Careful**
> Do not write a hawala's commission here by hand. The commission you write on a hawala goes to income by itself (or, if paid, to expenses), and shows in **Settings** › **Commissions** and in the balance sheet (**Chapter 6**). Written here again, it would be counted twice.

9.3 Categories

- **A new category:** the tag button at the top of the page (New category); write the Category name and choose an Icon .
- **Correcting a category:** the pencil button beside each category (Edit category); change the name and the icon. A category with no documents yet can also be deleted; one with documents under it cannot be deleted, but it can be renamed.
- **A category's documents:** tap the category itself to open all its documents with their total. Tap any document to see its details or correct it (Chapter 10).



Figure 9.3 — A category's page: its total and all its documents.

9.4 Staff salaries

Under Expenses the Staff salaries category is different from the rest: tapping it opens the Staff salaries page, with a separate account for each member of staff. Pay each person's salary from their own page, not with the expense form (Chapter 17).

> **Good to know**
>
> If you choose Staff salaries on the expense form, the form reminds you: Pay a member of staff from their own page under «Staff salaries . What is written here is under nobody's name.»

Chapter 10 · Daily work

Corrections, deletions and the waiting list

In an exchange office what matters most is that you can always show where each figure came from. That is why Exon never wipes or overwrites a document: a correction reverses the old document and posts the right version beside it, and a deletion sends the document to Recently deleted for seven days. This chapter also explains Add to list and document numbers.

In this chapter

- Tap any document
- Correcting a document
- Deleting a document
- Recently deleted
- The waiting list: Add to list
- Document numbers

10.1 Tap any document

In any list — an account's page, the exchange history, the transfers, a category's page under income and expenses, the journal — tap a document to open Transaction actions.

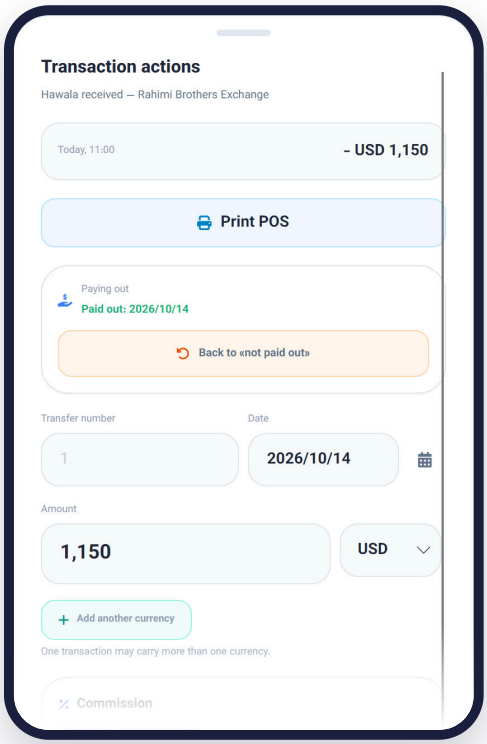


Figure 10.1 — Transaction actions: Print POS, paying out a hawala, and every field of the document to correct.

Part	When it shows	What it does
Print POS	Always	Prints this document's receipt again
Exchange certificate	On an exchange	Makes this deal's exchange certificate on your letterhead (Chapter 18)
Paying out	On a received hawala	Paid out, or Back to «not paid out» (Chapter 6)
Confirm, Send back, Reversal	On a linked account's document	(Chapter 19)
The document's fields	Always	Number, date, amount, rate, commission, sender and receiver, note
Save Transaction Changes	Always	Posts the correction
Delete transaction	Always	Sends the document to Recently deleted

10.2 Correcting a document

1. Tap the document.
2. Put right whatever is wrong: amount, currency, rate, commission, names, number, date or note.
3. Tap Save Transaction Changes.

> **Good to know**
> When you save, the old document is reversed and the right version is posted beside it — no document is wiped, and you can always see what changed and when. The Activity log also records who corrected it (Chapter 16).

> **Tip**
> A correction does not move the document: it keeps its own day and time and stays among the same numbers. Only if you change the document's date itself does it move to its new day.

10.3 Deleting a document

1. Tap the document and tap Delete transaction.
2. In Confirm deletion type the word `confirm` — or just tap the word itself to have it typed in the box.
3. Confirm the deletion.

A deleted document leaves every balance and report, but stays in Recently deleted for seven days.

10.4 Recently deleted

Settings › Recently deleted shows every document or account you deleted in the past seven days, with when it was deleted and how many days it has left. Restore brings it back as it was.

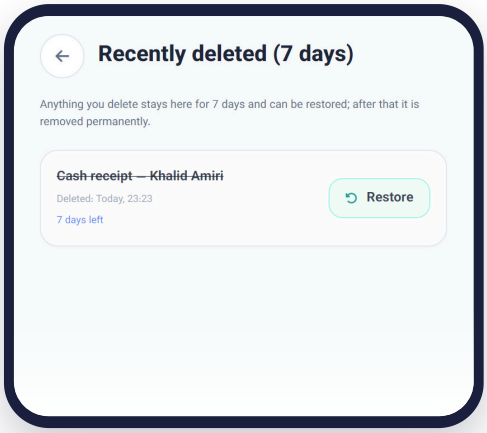


Figure 10.2 — Recently deleted (7 days).

> **Careful**
> After seven days, what was deleted is removed for good and cannot come back.

10.5 The waiting list: Add to list

Every document form — hawala, cash in and out, exchange, transfer, income and expenses — has Add to list beside its save button. It is for when you have several documents in a row and want to write them all first, then post them together.

1. Fill in the form and tap Add to list. Added to the list appears and the form comes back empty, with the next number.
2. Write the next document and Add to list again.
3. Under the form, Waiting to be posted shows every document set aside. Take any one off with the Remove from list button beside it, or all of them with Clear.
4. Tap Post all to post them together.

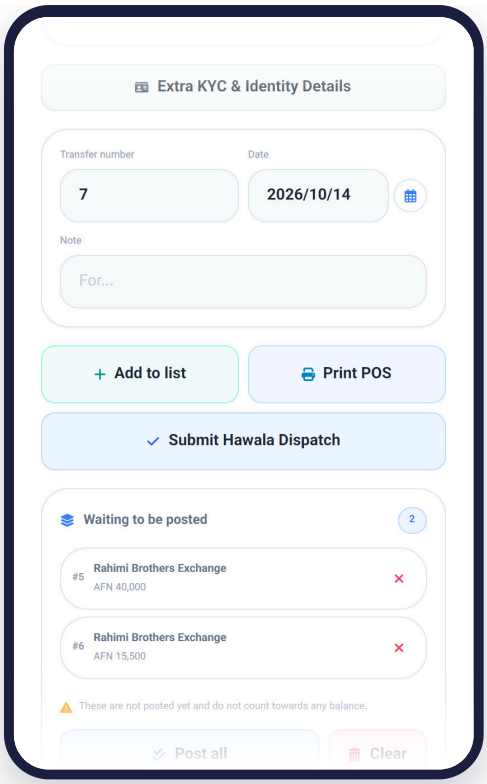


Figure 10.3 — Waiting to be posted under the hawala form: two hawalas, Post all and Clear.

Good to know

These documents are not posted yet and count in no balance. The … waiting to be posted counter on the Home page says how many are waiting. If one of them cannot be posted, the message says how many were posted and how many were not.

10.6 Document numbers

Every document has a number, and the app offers the next one itself:

- **Account documents** — sent and received hawalas, cash receipts and payouts, exchanges from a customer's account and transfers — are counted on each account separately, each kind from 1. Each customer sees only their own documents, and their numbers run without gaps.
- **Business documents** — exchanges from your own account, income and expenses — each have one run for the whole book.
- **From 1 every year:** when a new year begins, in the calendar you chose, all numbers start again from 1.
- **A staff phone:** documents a member of staff posts on their own phone start with their letter, like A-1 and A-2 (Chapter 16).

Tip

A number you type yourself stays as you typed it. If the same number is already on another document of the same kind, account and year, the app only warns you; a hawala's number often comes from the other side's paper, and a repeat is sometimes right.

Good to know

If the app ever puts numbers in order — for example after syncing two devices that gave two documents one number — it says once which document took which number. Do not close that message until you are sure the numbers on your papers match the book.

Chapter 11 · Reports and printing

Statements and the print book

A **Statement** is an account's movements over a period — the balance at the start, every document in date order, and the balance at the end — to send to the customer, or to reconcile with another exchanger. The **Print book** puts all of an account's documents, in full detail, in one Excel file.

In this chapter

- The statement
- The top and foot of every printed sheet
- The print book

11.1 The statement

1. Open the customer's account and tap **Statement**.
2. Under **Report range** tap **Last 30 days** or **All**, or set two dates of your own.
3. The statement comes separately for each currency: the **Opening balance**, each document with its date, kind, amount and the balance after it, and at the end the **Debit and credit totals**.
4. **Print / share** opens its printable page; print it from there, save a PDF or send it. **Export CSV** makes the same for Excel.

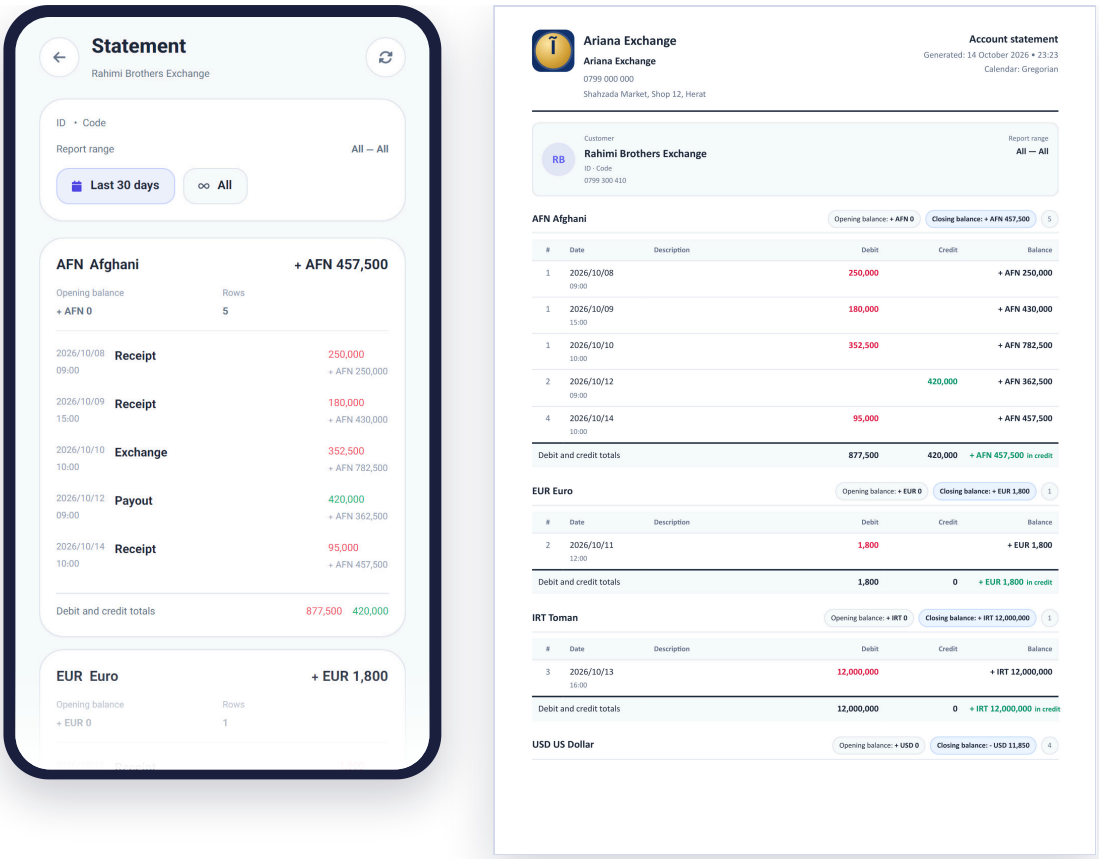


Figure 11.1 — Left: the **Account statement** in the app. Right: the same on paper, with your office's name.

> **Good to know**
>
> Each line's balance follows the movement of money. That is why a received hawala paid out on another day shows on the day it was paid out, not the day it arrived (**Chapter 6**).

> **Tip**
>
> On a computer, the print page opens in the browser and the print window comes up by itself; for a PDF, choose the **Save as PDF** or **Microsoft Print to PDF** printer. On a phone, Android's print page opens, which also has **Save as PDF**.

11.2 The top and foot of every printed sheet

At the top of the statement, the account status, the balance sheet, the print book and the trading summary is your office's name: the **Office / branch name**, and under it the **Company name in English** (**Chapter 2**). At the foot of these sheets is one small grey line: **Made with Exon Platform**, with the site's address and a QR code to download it — the app is free, and this is how it travels from hand to hand. Official papers, the tax sheet and the POS receipt never carry this line.

11.3 The print book

Print book on any account's page makes that account's book in one Excel file — with details the statement does not have: sender and receiver with father's name, phone and tazkira number, commission received and

paid, the Solar Hijri and Gregorian dates, and the time each was posted.

1. Open the account and tap **Print book**.
2. Under **What?** choose one: **The whole account**, **Sent hawalas** or **Received hawalas**.
3. Set the **Period**: **This year**, **This month**, **Last month**, **All**, or **From** and **To**.
4. Tap **Make the Excel file**. The file is made and opened; on a phone, the share page comes up.

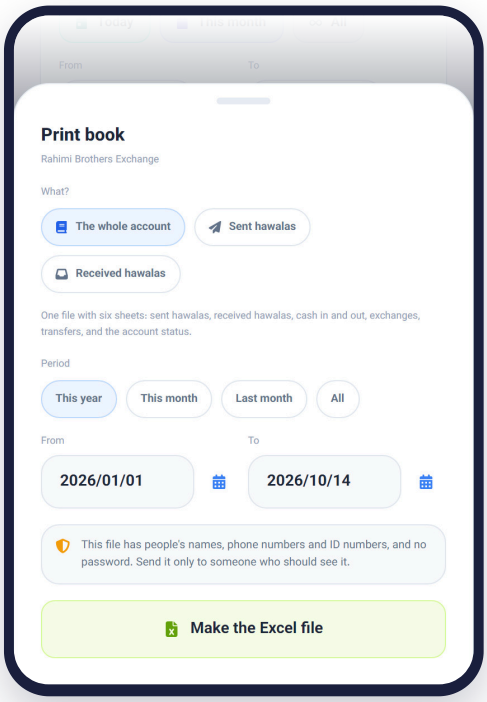


Figure 11.2 — **Print book**: what, and which period.

The whole account is one file with six sheets: sent hawalas, received hawalas, cash in and out, exchanges, transfers, and the account status. Each sheet is headed with the office's Persian and English names and the totals in every currency. Each currency has its own column, with that currency's total under it. The sheets are ready to print on A4: right to left in Persian and Pashto, left to right in English.

> **Careful**
> This file holds people's names, phone numbers and tazkira numbers, and has no password. Send it only to somebody who should see it.

> **Tip**
> For the book of every account, income, expenses and the till in one file, see **Full Excel export** (**Chapter 13**).

Chapter 12 · Reports and printing

The journal and the book's reports

Four reports show the whole book: the **General journal**, every document day by day; the **Balance sheet**, a full picture of one day or one period; the **Account Status**, one account's hawalas, commission, receipts and payouts and exchanges in a table; and **Commissions**, what you earn on hawalas.

In this chapter

- The general journal
- The balance sheet
- Account status
- Commissions

12.1 The general journal

Settings › Reports (journal) shows every document in the book in order of day, newest at the top, with each day's own total.

1. Under **Report range** tap **Last 30 days** or **All**, or set **From** and **To**.
2. At the top of the list is **Cash movement in this range**: how the till moved in each currency over that range.
3. Each day comes under its own heading (**Today**, **Yesterday** or the date) with that day's total.
4. Tap any document to open its details or correct it (**Chapter 10**).

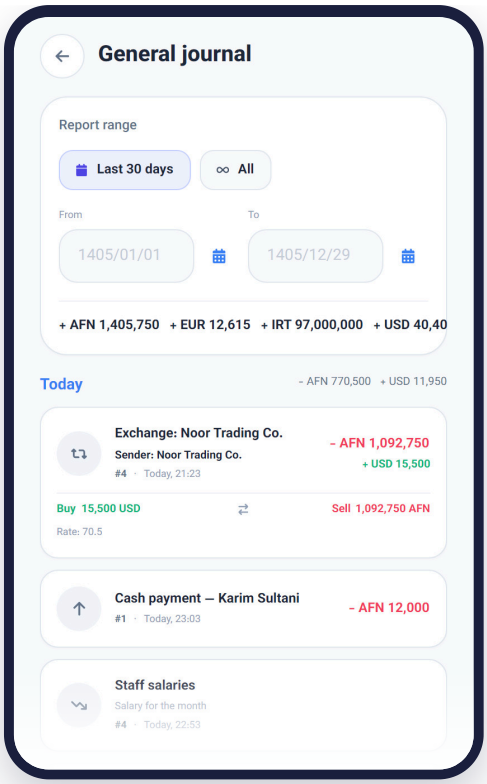


Figure 12.1 — General journal : the range, the cash movement, and each day's documents.

> **Good to know**
>
> The total at the foot or top of any list always describes what the range and the filter show, not the whole book. If a figure surprises you, look at the range first.

12.2 The balance sheet

The balance sheet is a full picture of the book over a period. On the Home page, set the range of Balance analysis — Today, This month, All or two dates — and tap Print balance (Chapter 3).



Ariana Exchange

Ariana Exchange

Gregorian date **14-Oct-2026** | **Balance sheet** | Local date **2026/10/14 23:25**

Everything up to today

#	Details	Afghani AFN	US Dollar USD	Euro EUR	Toman IRT
Capital and accounts					
1	**Initial Capital**	AFN 2,450,000	USD 38,500	EUR 6,200	IRT 85,000,000
2	**Fereydoon Sediqi**	- AFN 45,000			
3	**Haji Abdullah Ahmadi**	- AFN 1,200,000	USD 15,000		
4	**Khalid Amiri**		USD 600		
5	**Mohammad Nabi Karimi**	AFN 88,000			
6	Commissions — Mohammad Nabi Karimi	AFN 400			
7	**Noor Trading Co.**		USD 3,240	- EUR 400	
8	**Omid Exchange — Kabul**	AFN 640,000	- USD 3,800		
9	Commissions — Omid Exchange — Kabul	AFN 3,000			
10	**Rahimi Brothers Exchange**	AFN 457,500	- USD 11,850	EUR 1,800	IRT 12,000,000
11	Commissions — Rahimi Brothers Exchange	AFN 1,750		EUR 15	
12	**Shahzada Market Exchange**	AFN 950,000	- USD 22,500		
Staff salaries					
13	**Ahmad Zia**	AFN 10,000			
14	**Karim Sultani**	AFN 0			
Currency trading					
15	**US Dollar bought against Afghani** bought at 70.4344 · sold at 70.6667	- AFN 1,936,250	USD 27,500		
16	**Euro bought against US Dollar** bought at 1.08		- USD 5,400	EUR 5,000	
Expenses					
17	**Electricity and internet**	- AFN 6,800			
18	**Office rent**	- AFN 45,000			
19	**Staff salaries**	- AFN 27,000	- USD 1,100		
Income					
20	**Exchange fees**	AFN 26,750			
21	**Hawala commissions**	AFN 38,400	USD 210		
Summary worked out from the lines above; not movements of money themselves					
22	**Trading profit**	AFN 696.72			
23	**Daily profit**	- AFN 7,803.28	- USD 890	EUR 15	IRT 0
24	**Cash in safe**	AFN 1,405,750	USD 40,400	EUR 12,615	IRT 97,000,000

Ariana Exchange 2026/10/14 • 23:25

Made with Exon Platform — exchange and hawala software
moonplatform.app/exon

Figure 12.2 — The balance sheet on paper: one line per account, one column per currency.

Section	What it holds
Capital and accounts	The initial capital, each account's balance and each account's commissions
Staff salaries	Each member of staff's salary account (Chapter 17)
Currency trading	Each currency pair with its average buy and sell rates
Expenses and Income	Each category with its total
Summary	Trading profit, Daily profit and Cash in safe

The figures are from your own point of view: what left the till is red and negative, what came in is black and positive. The Summary lines are worked out from the lines above and are not movements of money themselves.

> **Tip**
>
> Save the balance sheet as a PDF once at the end of each day and keep it: it is that day's picture of your book, even if a document of that day is corrected later.

12.3 Account status

The **Account Status** — from any account's page or **Settings** › **Account Status** — is one account's table up to a date.

1. Under **Select Customer Account** choose the account.
2. Set the **Report Date**, or **Today**.
3. The **Remittance Balance of …** table has, for each currency: **Sent Remittances**, **Received Remittances** and **Claims / Balance**; then **Commissions Received**; **Receipts & Withdrawals** with **Receipt** and **Withdrawal**; and **Exchanges** with **Buy** and **Sell**.
4. Tap **Print**, **Download PDF** or **Download CSV**.

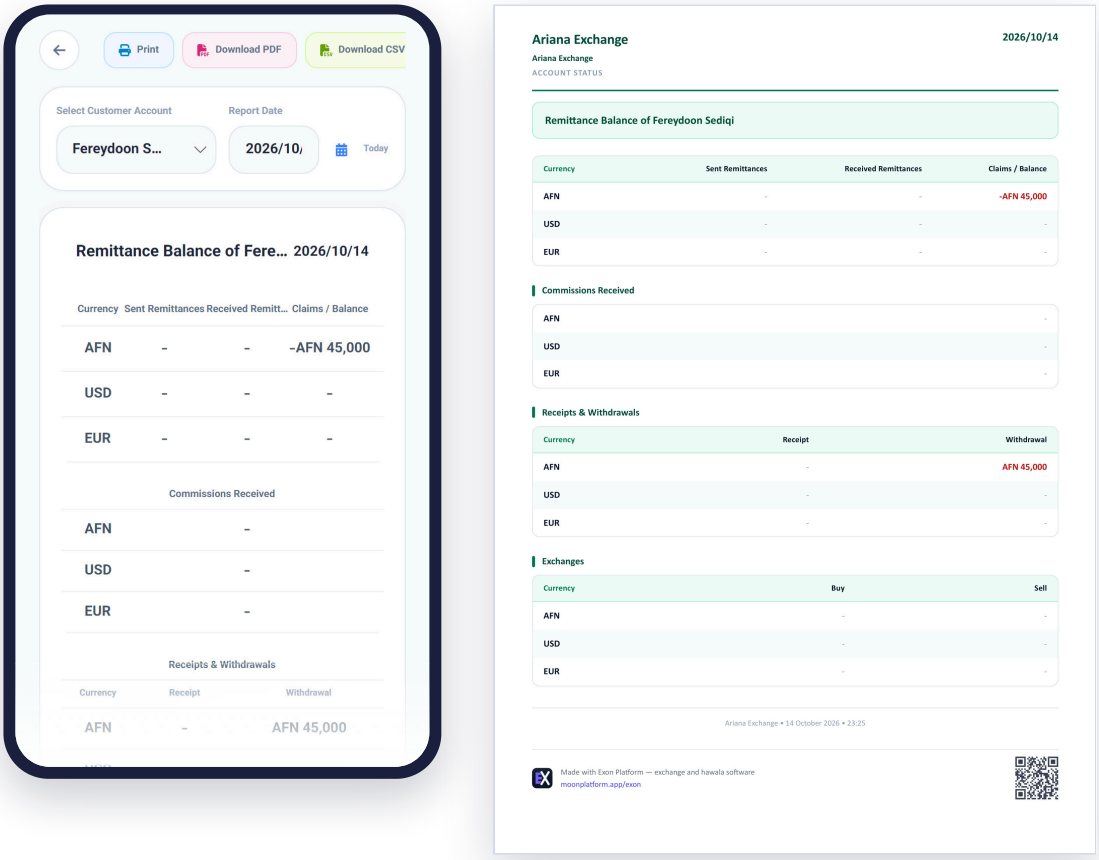


Figure 12.3 — **Account Status** in the app and on paper.

> **Tip**
>
> The **Account Status** is for the monthly reconciliation with an exchanger you do hawalas with: take the table for the last day of the month and send it to them.

12.4 Commissions

Settings > **Commissions** reports the commission received and paid on hawalas.

- Under **Filter the commissions:** choose an account (**All Accounts** or one) and a date range; **Clear the filters** removes them all.
- The cards at the top: **Total Earned Commission**, **Total Paid Commission** and **Net total (received minus paid)**, in each currency. Separately, **Commission from Sent Hawala** and **Commission from Received Hawala**.
- **The commission documents, one by one**: every hawala that had commission, with its account, document number, date, and the amount received and paid.

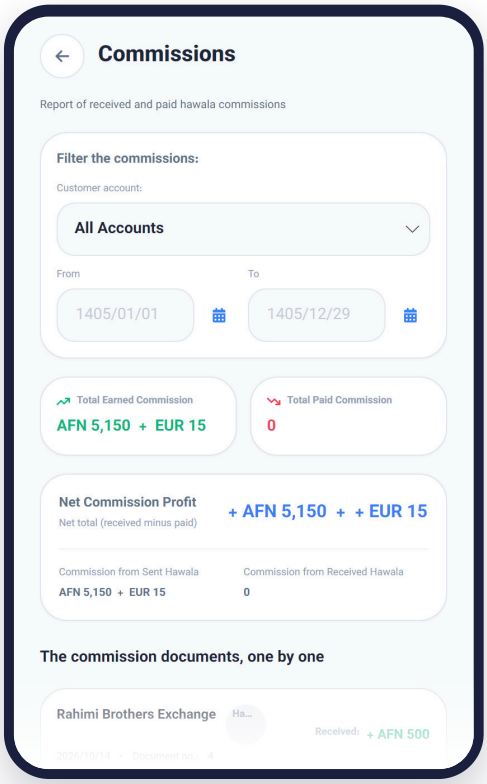


Figure 12.4 — **Commissions**: the totals, and each hawala's detail.

> **Good to know**
>
> This report shows the open year; the commission of years closed in the archive is in that year's archive (**Chapter 15**).

Chapter 13 · Reports and printing

Full Excel export

Full Excel export puts the whole book in one Excel file, neatly and part by part: a summary, every account with its balance, income and expenses, the till, the exchanges, every document, and a separate sheet for each account. It is for keeping records, for an audit, or for whenever somebody wants the book in Excel.

In this chapter

- Making the file
- The file's sheets

13.1 Making the file

1. Open **Settings** › **Full Excel export**.
2. Choose the period: **The whole book**, **This year** (if you have closed a year in the archive), or **Choose dates** with **From** and **To**.
3. Tap **Make the Excel file**. The file is made and opened; on a phone, the share page comes up.

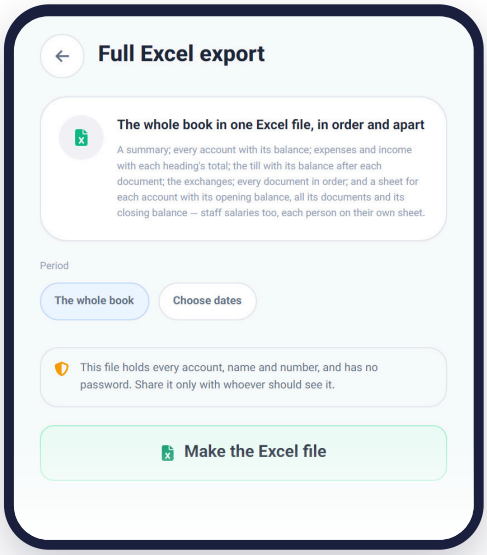


Figure 13.1 — **Full Excel export**: the period, and the button that makes the file.

> **Careful**
> This file holds every account, name and number, and has no password. Share it only with whoever should see it.

13.2 The file's sheets

Sheet	What it holds
Summary	The office's name, the period, how many accounts and documents, the till, the accounts' total, income, expenses and profit
Accounts	Every account with its kind, ID, phone, number of documents and its balance in each currency
Expenses and Income	Each document with its heading, and each heading's total
Till	Each movement of the till with the balance after it, in each currency
Exchanges	Each exchange with what was bought, what was sold and the rate
All documents	Every document in the book, in order
A sheet for each account	The opening balance, all its documents and the closing balance
Staff - …	Each member of staff's salary account, on a sheet of its own; only for somebody allowed Staff salaries

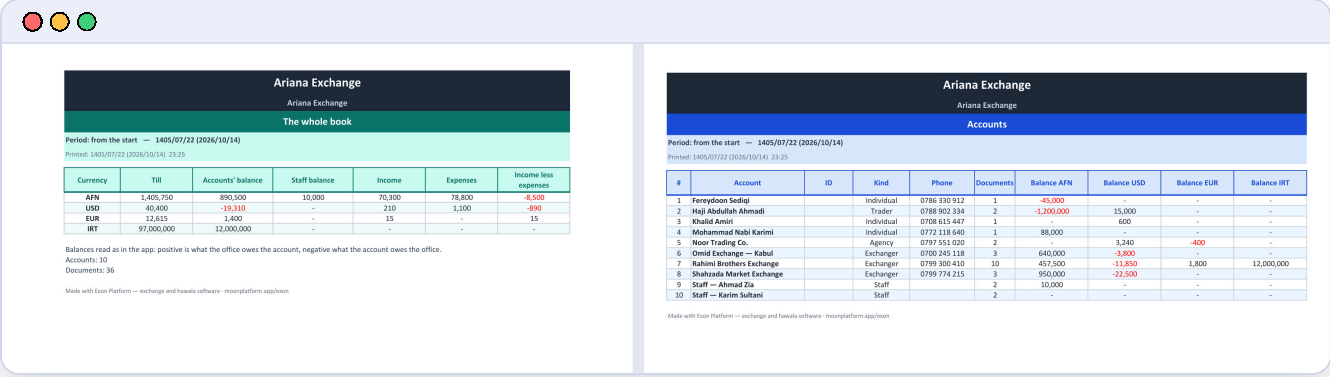


Figure 13.2 — Summary and Accounts in Excel, from this book's made-up office.

> **Good to know**
>
> Balances read as in the app: positive is what the office owes the account, negative what the account owes the office.

> **Tip**
>
> For one account's book, with full sender and receiver details, Print book on that account's page is quicker (Chapter 11).

Chapter 14 · Reports and printing

Tax sheets

Settings › Tax builds one tax sheet per period — quarterly or annual. You write the rows yourself or bring them from the book, give each currency's rate and enter the percentage, and the app works out the total and the tax. The sheet is a calculator: it writes nothing in the book.

In this chapter

- Making a sheet
- The sheet's rows
- Rates, percentage and tax
- Printing and exporting
- Paying the tax

14.1 Making a sheet

1. Open Settings › Tax.
2. Tap Quarterly sheet or Annual sheet. The new sheet opens with a suggested period: the past three months for a quarterly sheet, the past year for an annual one.
3. Put right the Sheet name, From and To — this period is the period of the return itself.

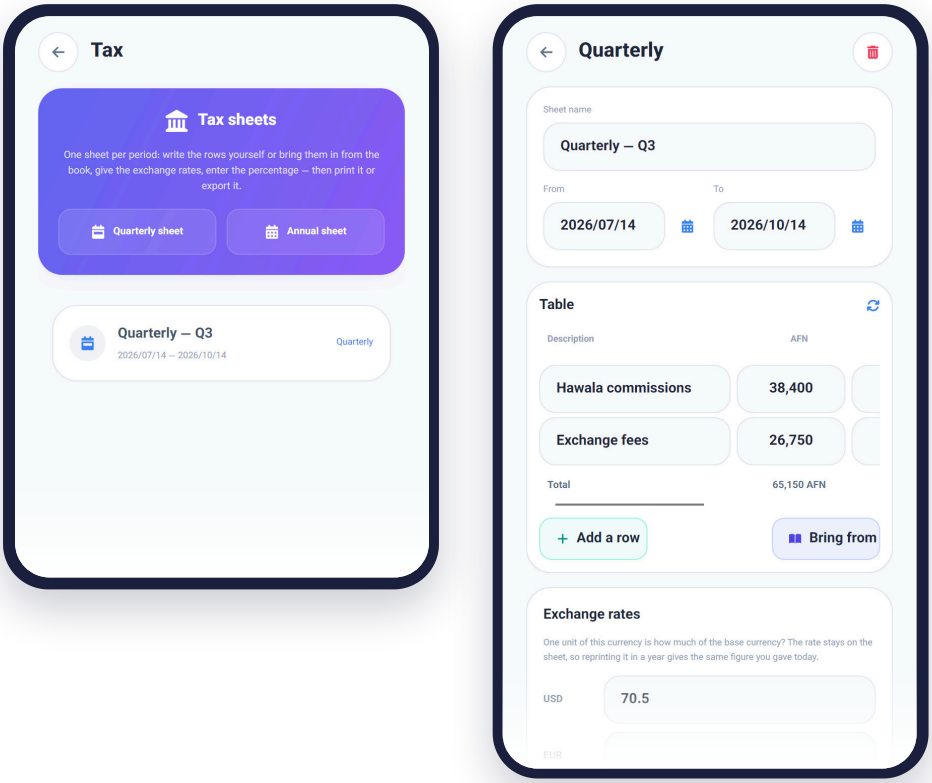


Figure 14.1 — Tax sheets and a quarterly sheet.

14.2 The sheet's rows

Each row has a name (**Description**) and an amount under each currency. There are two ways to fill one in:

- **Add a row** : write the name and the amounts yourself.
- **Bring from the book** : choose under **Bring in from** — one account's commissions, an income or expense category, or the trading profit — and the app works it out for this sheet's period and puts it in a new row.

An annual sheet also has **Add a cost** : a row taken off the total, because annual tax is charged on what is left after costs.

> **Good to know**
>
> Figures brought from the book stay as they came and do not change by themselves — a sheet you filed must print the same a year later. To take them from the book again, tap **Take the figures from the book again** .

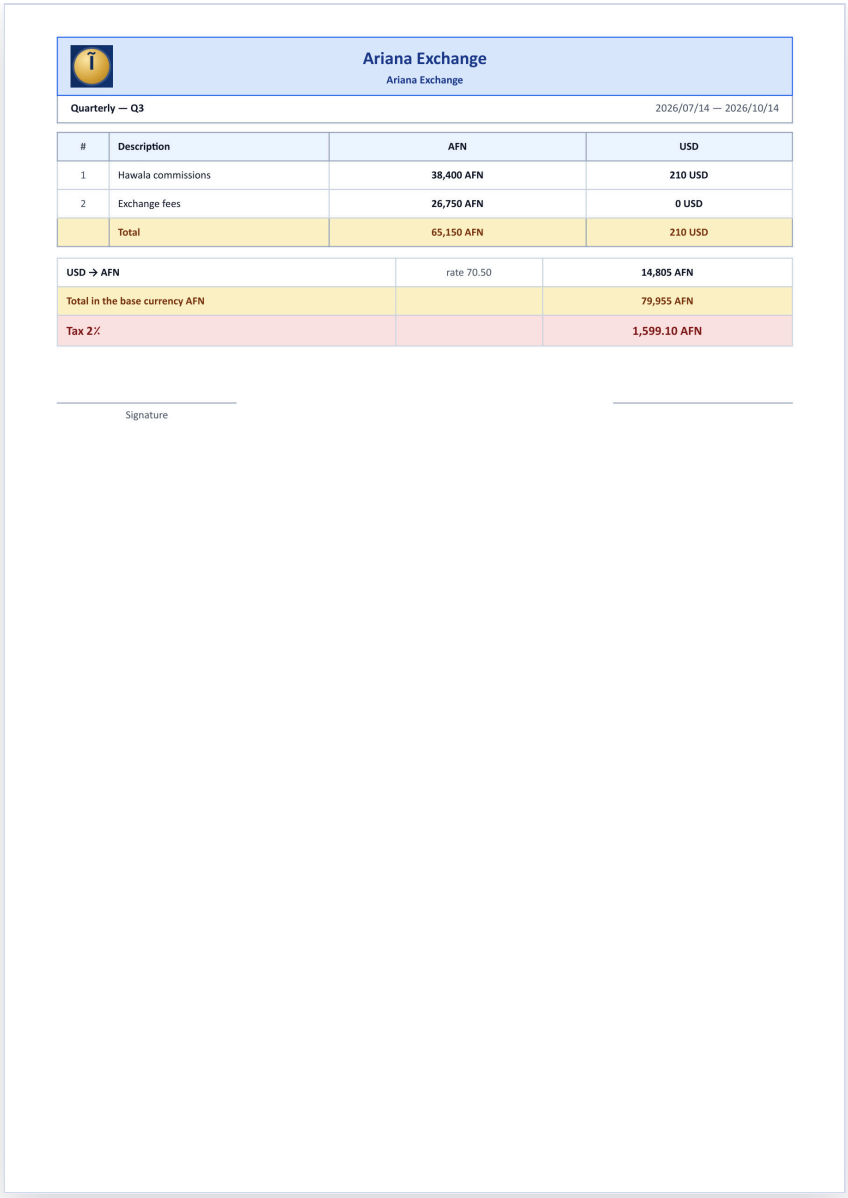
14.3 Rates, percentage and tax

1. Under **Exchange rates** , write for each currency how many afghani (or units of your base currency) one unit of it is. The rate stays on the sheet.
2. The **Total in the base currency** is worked out by itself.
3. Write the **Tax percentage** . The **Tax** shows straight away.

> **Good to know**
>
> The app never sets or suggests a percentage: the tax law is yours to follow, not the app's. A currency with an amount but no rate is named on the screen and on paper; it is neither quietly left out of the total nor counted one to one.

14.4 Printing and exporting

Print / PDF prepares the sheet with your office's name for printing or PDF, and **Export to Excel** takes it to Excel.



Ariana Exchange

Ariana Exchange

Quarterly — Q3 2026/07/14 — 2026/10/14

#	Description	AFN	USD
1	Hawala commissions	38,400 AFN	210 USD
2	Exchange fees	26,750 AFN	0 USD
	Total	65,150 AFN	210 USD

USD → AFN	rate 70.50	14,805 AFN
Total in the base currency AFN		79,955 AFN
Tax 2٪		1,599.10 AFN

Signature

Figure 14.2 — A quarterly sheet on paper.

14.5 Paying the tax

Careful

This sheet writes nothing in the book: the till, the customers' accounts and every other report stay as they are when you make, change or delete it. When you actually pay the tax, record that amount yourself under **Expenses** — you know the day and the amount, this page does not (**Chapter 9**).

Chapter 15 · Reports and printing

The archive and closing a financial year

At the end of the financial year, close the year in the **Archive**. Closing a year moves no money; it only locks that year's dates and keeps a picture of the year. Every account carries on into the new year with its own balance, and income and expenses start again from zero.

In this chapter

- What closing a year does
- Closing a year
- Looking at a closed year
- Reopening a year

15.1 What closing a year does

- **A lock:** from then on no document can be posted, corrected, deleted or approved on that year's dates — not on this device and not from the phones.
- **Balances stay as they are:** each account starts the new year with **Carried from earlier years** (**Chapter 4**).
- **Income and expenses from zero:** the **Finance** tab and the commissions count from the start of the new year (**Chapter 9**).
- **The year's net profit** shows in the balance sheet under **Profit of earlier years**; the capital stays as it was.
- **A picture of the year:** each closed year stays in the archive, with its balance sheet, its income and expenses, and the accounts with each account's book.

> **Good to know**
> Document numbers have nothing to do with the archive: they start again from 1 by themselves when the calendar year begins — on 1 Hamal in the Solar Hijri calendar — even if you close the year later (**Chapter 10**).

15.2 Closing a year

1. Open **Settings** › **Archive**.
2. Under **Close a year**, write the **Last day of the year** and the **Name of the year** — for example 1404/12/29 and **Year 1404**.
3. Tap **Check before closing**. The app says what is still open:
   - documents still **waiting for approval** — approve or reject them first;
   - documents left on this device's **list** and not posted;
   - phones that have not synced since the year ended;
   - received hawalas still **not paid out**.
4. Look at the **Net profit of the year** and **The safe at year end**.

5. Tap **Close …** and confirm. Before closing, the app makes a backup on this device by itself; if the backup cannot be made, the year is not closed either.

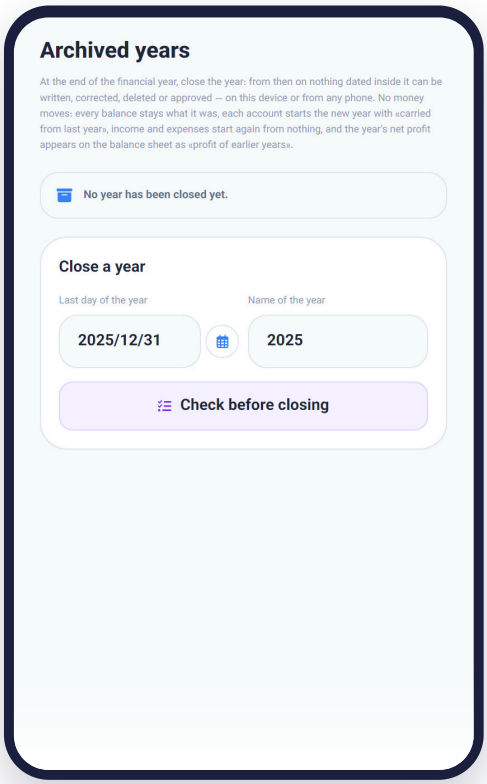


Figure 15.1 — **Archived years**: closing a year, with the check before it.

> **Good to know**
>
> A received hawala that arrived in the closed year and is still not paid out stays in that year and can still be paid out. Tap **Paid out** the day the receiver comes; its money leaves the till in the new year (**Chapter 6**).

> **Careful**
>
> Closing and reopening a year is the book's owner's job alone. Close a year after its last day has ended; a day that has not ended yet cannot be closed.

15.3 Looking at a closed year

In the **Archive**, tap **Open the archive** on any closed year:

- **The year in figures**: the net profit, the till and the capital at the end of that year.
- **This year's balance sheet**: to print or save as a PDF.
- **Income and expenses of the year**.
- **Accounts in this year**: each account with its **Balance at the start** and **Balance at the end**, and all its documents of that year. **Print book** is there too. The archive is read-only.

On each account's page, too, the **Carried from earlier years** card and **This account's archive** reach the documents of the closed years.

15.4 Reopening a year

If a document of that year was missed after closing, the owner can reopen the last closed year with **Reopen the year**, post or correct the document, and close it again. Only the last closed year can be reopened.

Chapter 16 · The office

Staff, roles and the activity log

Each member of staff signs in with their own name and password, never learns the book's password, and sees only the parts their role allows. Every document says who posted it, the Activity log says who did what, and a member of staff can work from their own phone — even outside the office.

In this chapter

- Owner, manager and staff
- Adding a member of staff
- Roles
- A member of staff signing in
- A staff phone
- The activity log

16.1 Owner, manager and staff

- **The book's owner** is whoever has the book's password. The owner is always above everybody and sees everything.
- **A member of staff** has their own sign-in name and password, and a **role**. The role says which jobs they can do.
- A book starts with five ready-made roles: Manager, Cashier, Hawala clerk, Accountant and Viewer. Each can be changed or deleted, and you can make new roles (Appendix C).

> **Good to know**
> Balances are hidden from staff unless you give them. A member of staff without See balances does not see the accounts' or the till's balances.

16.2 Adding a member of staff

1. Open Settings › Staff and roles and, under Staff, tap Add staff.
2. Write the Name, Father Name, Phone, National ID / Tazkira No and Position.
3. Choose their Role.
4. Switch on Signs in to the app and write their Sign-in name and Password. The password has at least 8 characters and is not only digits. The sign-in name is only a name; a real email address is not needed.
5. If they have a monthly salary, write the Monthly salary — their salary account is made under Expenses › Staff salaries (Chapter 17).
6. Tap Save.

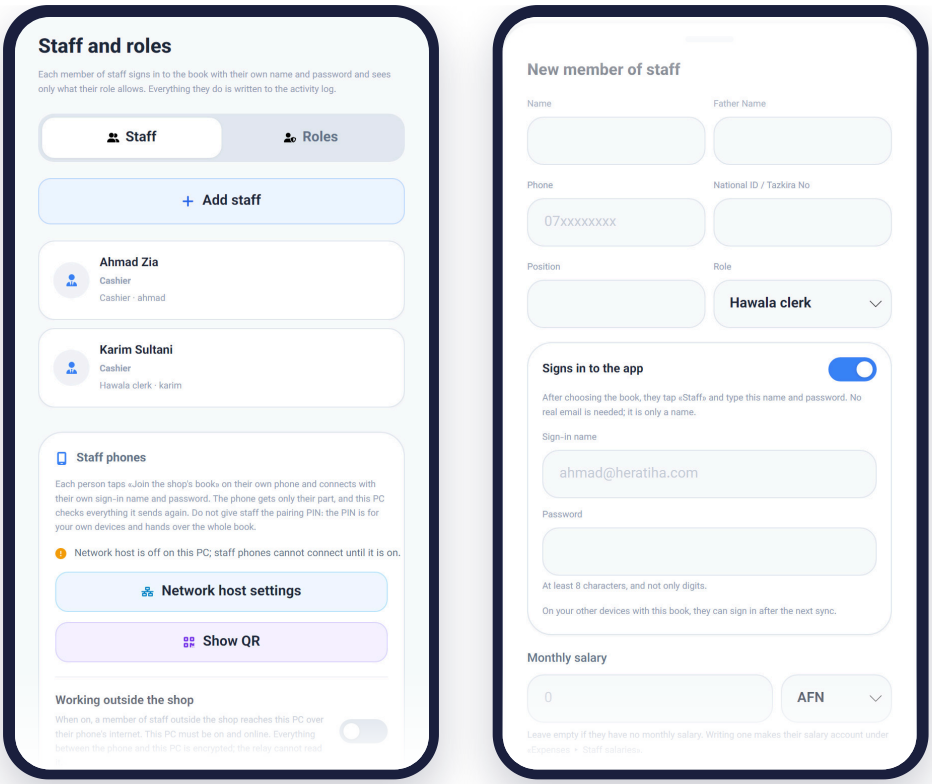


Figure 16.1 — Staff and roles and the New member of staff form.

- Active : switch it off and the person can no longer sign in. Nothing is deleted.
- Remove : takes them off the list; the documents they posted stay where they are.
- On your other devices that hold the same book, the person can sign in after the next sync.

16.3 Roles

Under Roles, tap any role to see and tick its permissions, or tap New role. Permissions come in five groups: Posting, Posted documents, Accounts, Reports and Management. The full list is in the appendix (Appendix C).

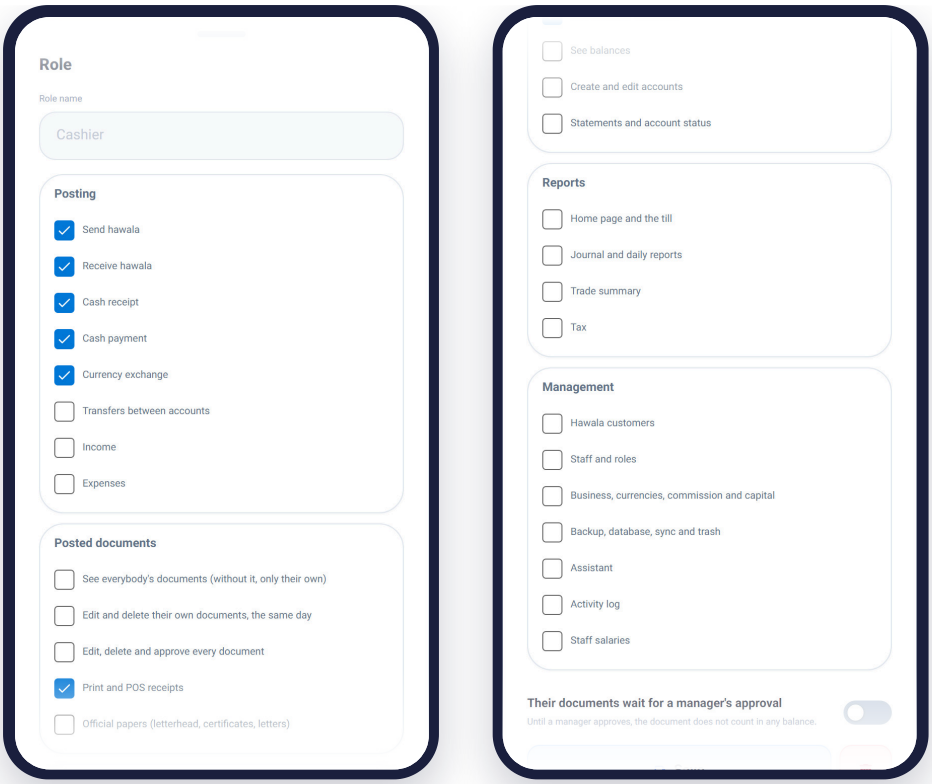


Figure 16.2 — A role and its permissions, with **Their documents wait for a manager's approval**.

Documents that need a manager's approval

If you switch on **Their documents wait for a manager's approval** for a role, every document that person posts counts in no balance until a manager approves it.

1. On the Home page tap the **… documents await your approval** strip — or **Settings** › **Awaiting approval**.
2. Each document comes with its **Posted by**. Tap **Approve** or **Reject**.

> **Good to know**
>
> **Awaiting approval** shows in the settings only when at least one role has this switched on.

16.4 A member of staff signing in

On the shop's computer, the person chooses the book on the entry screen, taps **Staff**, and writes their own sign-in name and password. In **Settings** › **My account** they see their role and **What you can do**, change their password with **Change password**, and leave with **Sign out** so the next person signs in with their own name and password.

16.5 A staff phone

Each member of staff can work on their own phone. The phone takes only their part of the book and is locked with their own password; it works without a network too, and syncs by itself whenever the shop's computer can be reached. The shop's computer checks again everything a phone sends.

1. On the shop's computer, open **Connect two devices** and switch on **Host Server** (**Chapter 21**). The **Network host settings** button in **Staff and roles** goes straight there.
2. Install Exon on the person's phone and, on the entry screen, tap **Join the shop's book**.
3. Tap **Scan the shop's QR** and point the camera at the QR shown on the computer with **Show QR** in **Staff and roles** — or tap **Find the shop's PC**, or type the computer's address.
4. The person writes their own sign-in name and password and taps **Connect**.

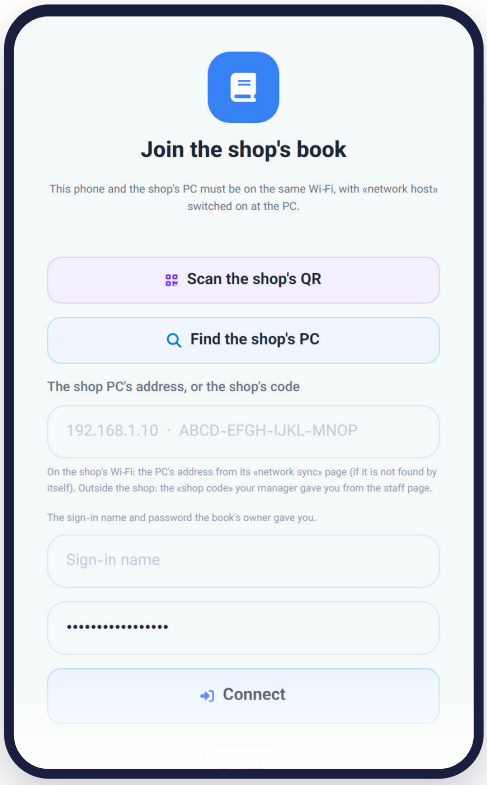


Figure 16.3 — **Join the shop's book** on a staff phone.

> **Careful**
> Do not give staff the pairing PIN. The PIN is for your own devices and hands over the whole book; staff connect with their own name and password.

- **A phone's document numbers:** documents a person posts on their own phone start with their own letter — like A-1, A-2 — so they never clash with the computer's.
- **A document the computer did not accept:** if the shop's computer refuses a document from a phone (for example because the person was not allowed to post it), it is listed on the phone under **Documents the shop's PC did not accept**.
- **A new password:** if you change a person's password, their phone asks for the new one next time.
- Some jobs are done only on the shop's computer, whatever the person's role: staff and roles, the business, backups and data, the activity log, the assistant, tax, salaries and official papers.

Working outside the shop

A member of staff who is away from the office can reach the shop's computer over their phone's internet:

1. On the shop's computer, in **Staff and roles**, switch on **Working outside the shop**. The **shop code** appears under it.
2. A person connecting from outside for the first time types this code on **Join the shop's book** instead of the computer's address. A phone that has connected once on the shop's Wi-Fi already knows the code.

> **Good to know**
>
> The shop's computer must be on and online; when it is not, the phone works offline and sends later. Everything between the phone and the computer is encrypted, and the relay server cannot read it. **New code** cancels the old code.

16.6 The activity log

Settings › **Activity log** says who did what, and when: signing in and out, posting, editing, deleting, restoring, approving and rejecting, printing, changes to staff and roles, salary changes, closing and reopening a year, and official papers. Each line has the name of whoever did it, the kind of action, the document and the amount. The buttons above the list — **All**, **Owner** and each member of staff's name — narrow it to one person.

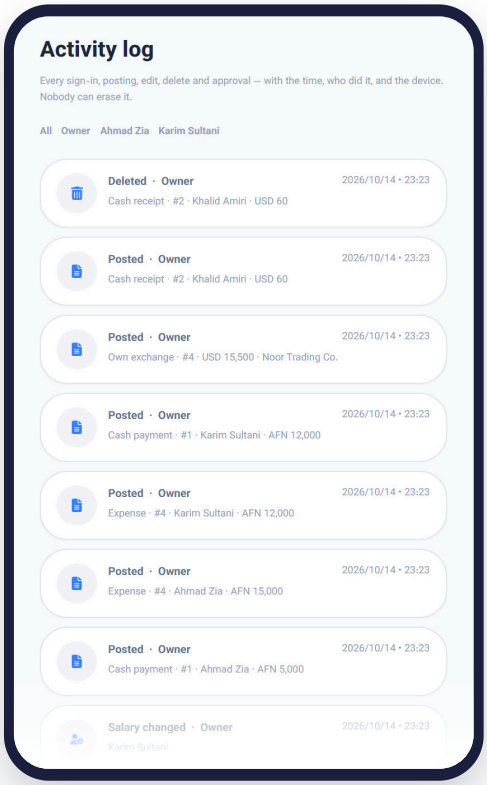


Figure 16.4 — **Activity log**: every action with who did it.

Chapter 17 · The office

Staff salaries

Each member of staff with a monthly salary has their own account under **Expenses** › **Staff salaries**. Once a month, **Post the month's salaries** writes everybody's salary as an expense and as owed to each person — without any money leaving the till — and paying a salary or an advance is recorded from that person's own page.

In this chapter

- The monthly salary
- Posting the month's salaries
- The salaries page and each person's account
- Former staff

17.1 The monthly salary

Write each person's salary in **Staff and roles**, on their own form, under **Monthly salary** (**Chapter 16**). Writing a salary makes their salary account under **Expenses** › **Staff salaries**. If a person has no monthly salary, leave it empty.

> **Good to know**
>
> Staff salary accounts do not appear among **Accounts**, on the kind chips, or in the account pickers (exchange, transfer, account status) — not for staff and not for the owner. Their only place is **Staff salaries**, and the balance sheet gives them a section of their own.

17.2 Posting the month's salaries

1. Open **Settings** › **Staff salaries** — or, on the **Finance** tab › **Expenses** › **Staff salaries**, tap **Post the month's salaries**.
2. Choose the month with the arrows at the top of the page.
3. Each person's salary is already there. If they have an extra or a deduction this month, write it under **Extra this month** or **Deduction this month**; **To post** is worked out by itself.
4. Tap **Post the month's salaries** and confirm.

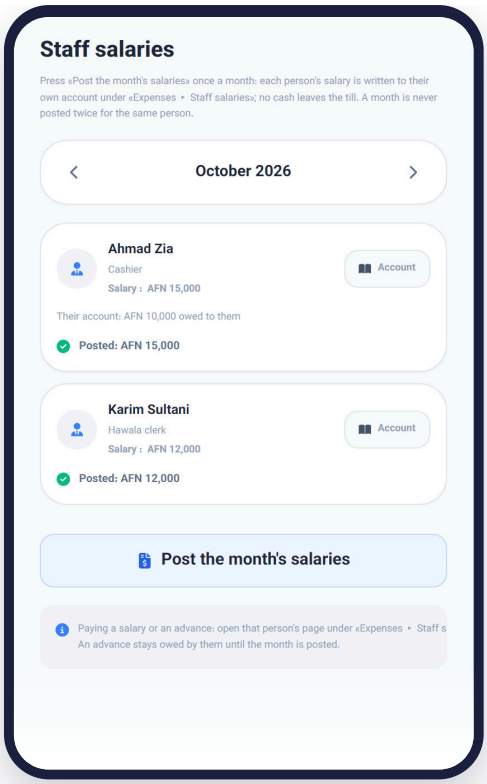


Figure 17.1 — **Staff salaries**: the month, each person's salary with extra and deduction, and **Post the month's salaries**.

	The person's account	Expenses	Till
Post the month's salaries	They are owed the salary	The salary shows under **Staff salaries**	Does not move
Pay **to the person**	Goes down by the payment	—	Goes down by the payment

> **Good to know**
>
> A month is never posted twice for one person, and a month that has not started cannot be posted. **Post the month's salaries** is a button, not automatic — if it were automatic, two devices would post the same month twice.

17.3 The salaries page and each person's account

On the **Finance** tab › **Expenses**, tap **Staff salaries**: at the top of the page is **Salaries this year**, and under it each person with their monthly salary, what is owed to them or the advance they owe, and whether this month's salary is posted.

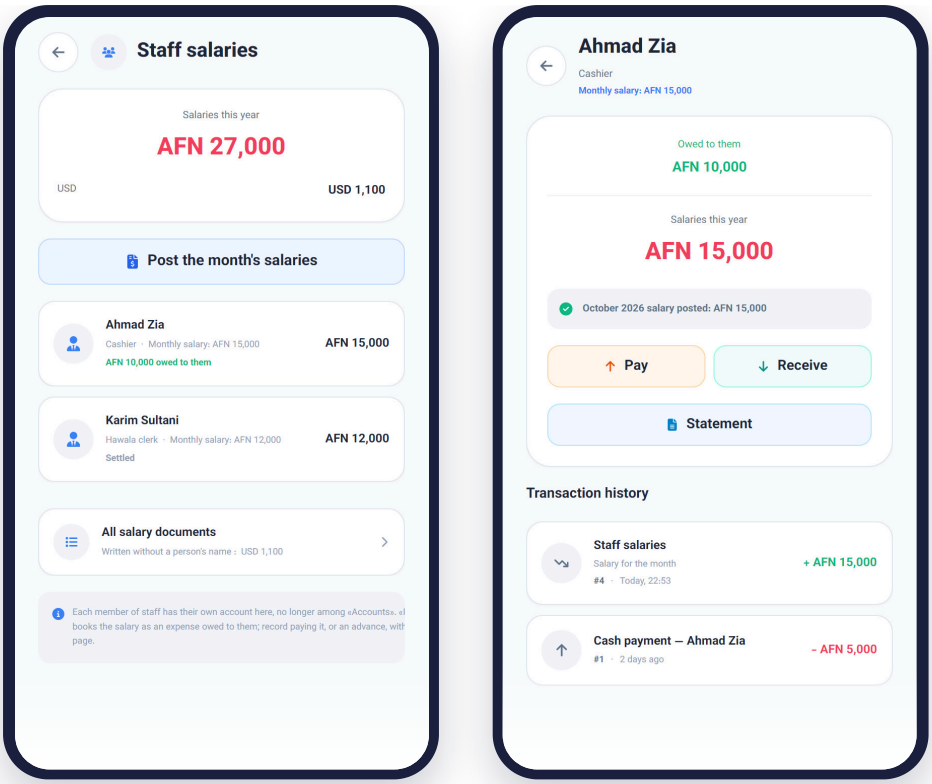


Figure 17.2 — Staff salaries and one person's page.

Tap any person to open their page:

- Owed to them or Advance they owe: the balance of their account.
- Salaries this year.
- **This month:** … salary posted or … salary not posted yet.
- Pay: gives them a salary or an advance from the till.
- Receive: money the person brings back.
- Statement: all their documents, to print.

> **Tip**
> An advance is an ordinary Pay made before that month's salary is posted: until the salary is posted they owe it, and once it is posted it comes off what they are owed.

> **Careful**
> Do not record a person's salary with the expense form. Whatever is written there under Staff salaries is under nobody's name, and shows on this page separately under Written without a person's name.

17.4 Former staff

If you remove a member of staff from the staff list, their salary account stays under Staff salaries with the Former staff mark until it is settled.

Chapter 18 · The office

Official papers: exchange certificates and letters

Official papers writes exchange certificates and letters on your own letterhead and prints them — with the number and date in their blanks on the letterhead and, if you wish, your licence under the text. A certificate's figures are read from the exchange itself, the amount is written out in words by itself, and letters have a Word-like editor.

In this chapter

- Letterhead and licence
- An exchange certificate
- A letter
- The list of papers and a blank letterhead

18.1 Letterhead and licence

Once, at the start, give the app your letterhead and your licence.

1. Open Settings › Official papers › Letterhead and license.
2. Under Letterhead, tap Choose a file (or From the gallery) and choose a PDF or a picture of your **blank** letterhead — the one you got from the designer, with nothing written on it.
3. Under License, choose a picture or PDF of the licence.
4. Tap Find the number and date blanks. The app finds the dotted blanks for the number and the date on the letterhead. If it gets them wrong, drag the number and the date on the preview with a finger or the mouse. The two blue handles set the top and bottom of the text area.
5. The Paper size is chosen from the letterhead's shape; if you print on A4, tap A4.
6. Take a Test print on real paper and check where the number, date, text and licence land.

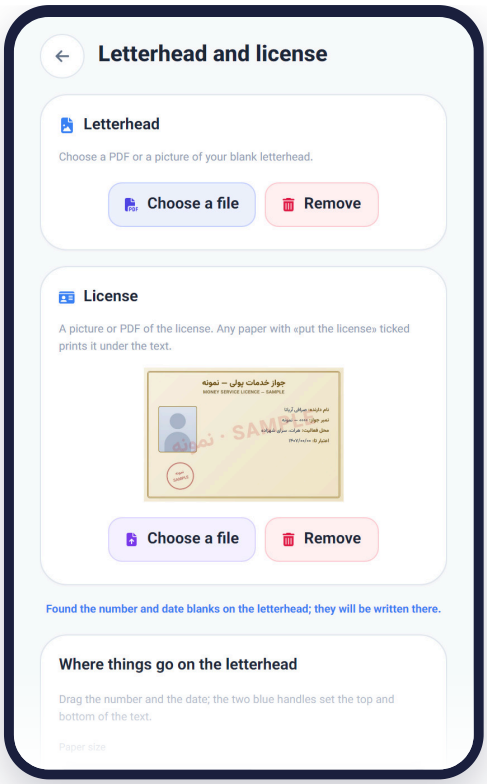


Figure 18.1 — Letterhead and license: the letterhead, the licence, and where the number, date and text go.

Option	When to have it on
The app writes the date	Switch it off if you write the date by hand in the letterhead's blank
Write «No.: before the number» / Write «Date: before the date»	Leave them off if those words are printed on your letterhead
My paper already has the letterhead printed — leave the picture out	Switch it on if you print on paper with the letterhead already printed on it; the letterhead picture is not printed

Good to know

The letterhead and licence reach your own other devices through sync, but never go to staff phones.

18.2 An exchange certificate

1. Tap Settings › Official papers › New certificate — or tap an exchange in the history and Exchange certificate.
2. Paper language: Dari or English. An English certificate takes the Gregorian date.
3. Buy or Sell.
4. Where the figures come from: By hand, Own account or Customer account. Choose an exchange already in the book (with Search a number or a name…) and the amount, rate, total and currencies fill in by themselves.

5. Check or write the other party's name, the **Currency traded**, **Paid in**, the **Amount**, the **Rate** and the **Total**.
6. The **Certificate line** is written by itself — like **Purchase of dollars for afghani from …** — and **In words** writes the amount out in words.
7. Check the **Number** and **Date**, and tick **Print the date** and **Put the license at the foot**.
8. Tap **Save and print**.



Figure 18.2 — An exchange certificate in the app, and the same on this book's made-up letterhead.

> **Good to know**
>
> Certificate numbers continue the numbers of **own account** exchanges: a certificate made from such an exchange takes that exchange's number, and one written by hand or from a customer's exchange takes the next number. The amount in words is written with thousands and millions.

18.3 A letter

1. **Settings** › **Official papers** › **New letter**.
2. Choose the **Paper language**; the **Number** is already filled in — letters are numbered from 1.
3. Write the text in the letter box. The toolbar above the text is like Word's: font and size, bold, italic, underline, strikethrough, colour, alignment, numbered and bulleted lists, line and paragraph spacing, indents, text direction, borders and heading styles.
4. Tick **Print the date** and **Put the license at the foot**.
5. Tap **Save and print**.

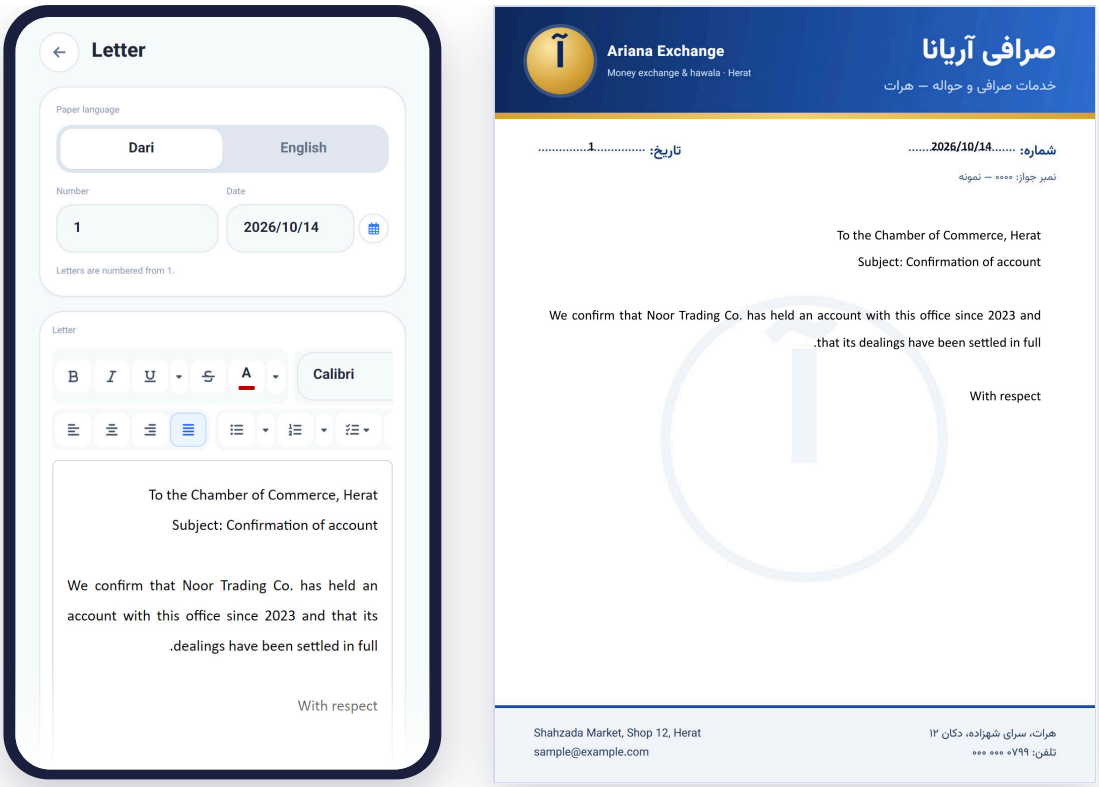


Figure 18.3 — The letter editor, and a letter on the letterhead.

- **A page like paper:** the letter is laid out on screen at the same width your letterhead leaves for text; each line ends where it will end on paper.
- **Word's shortcuts:** Ctrl + B bold, Ctrl + I italic, Ctrl + U underline and Ctrl + Z undo. Tab moves a list item one level in, and Enter on an empty item leaves the list.
- **A second page:** a letter that runs onto a second page has the letterhead on that page too, and its text starts below the letterhead.
- **On a phone:** the toolbar has two rows and slides sideways with a finger.

> **Tip**
> A font installed only on the computer (like B Nazanin) is shown and printed on a phone that lacks it with that phone's nearest font. Vazirmatn is built into the app and prints the same on every device. Thin text at a small size fades and looks ragged sooner on inkjet printers; if a letter comes out blurred, set the quality to High in the printer's own settings.

18.4 The list of papers and a blank letterhead

Official papers has two lists: Certificates and Letters. Every certificate and letter stays there; tap any one to edit it, print it again or delete it. Print blank letterhead prints the letterhead with no text — with With license ticked, the licence under it too.

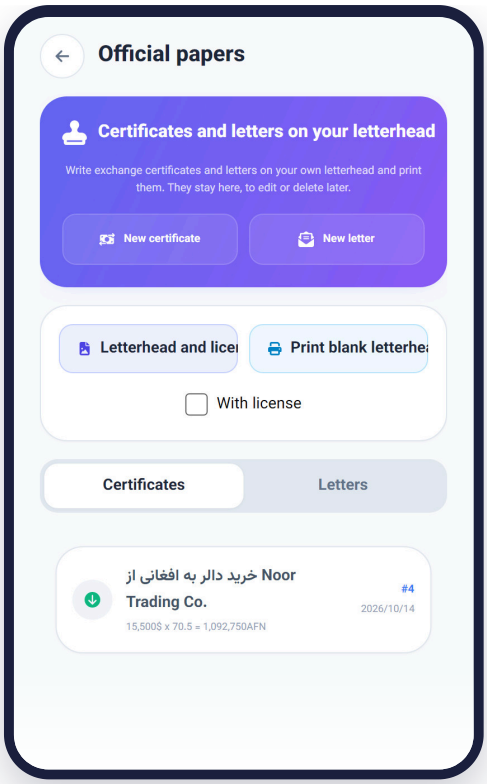


Figure 18.4 — **Official papers**: certificates, letters and the blank letterhead.

Good to know

Certificates and letters write nothing in the book; they are only paper. A certificate keeps its own figures: if the exchange it was made from is corrected later, the certificate does not change by itself — open it and put it right.

Chapter 19 · The office

Linking with another office

If an exchanger you keep an account with also uses Exon, link the two accounts: every hawala, receipt, payout and exchange you post on their account reaches their book by itself — the other way round — and they confirm it. The two books always agree, and nobody writes a document twice. The same works for a branch and its head office, and for companies that only look at their account.

In this chapter

- When to link
- Linking two accounts
- Documents after linking
- The history before the link
- Splitting commission
- The branch's balance sheet
- Your name in their book
- Errors and ending a link

19.1 When to link

Kind of link	Meaning
An exchange office — separate, under a contract	Two separate exchange offices that do hawalas with each other. They can split commission.
Our branch — this is the head office	You are the head office and this account is your branch.
Our head office — this is the branch	You are the branch and this account is your head office.
A company — it only sees its account and confirms	A company with an account at your office, which only looks, and confirms or sends back; it posts nothing.

Good to know

A link needs the internet: documents travel between the two offices through the Moon Platform server, encrypted so that the server itself cannot read them. If the internet is down, the documents wait and go later.

19.2 Linking two accounts

1. Open that exchanger's account. The **Linked office** card is under the account's buttons.
2. Tap **Make an invitation code** and, under **What is this account?**, choose the kind of link.
3. Send the code to the other office — Telegram, WhatsApp or a call. Until they enter it, the card says **Waiting for the other office…**.

4. The other office opens the account they keep for you and taps **Enter an invitation code**.
5. A six-digit number appears on both screens. Call each other and read the digits out. If they are the same, both tap **Same**; if not, **Not the same** — it means somebody else took the code.

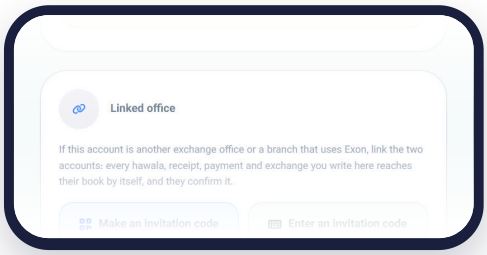


Figure 19.1 — The **Linked office** card on an account's page, before linking.

> **Careful**
> Send the invitation code to that office only, and always compare the six digits by phone. Until both have tapped **Same**, no document travels between the two offices.

19.3 Documents after linking

From then on, every document you post on this account goes to their book the other way round: a sent hawala becomes a received one, a receipt a payout, and a purchase a sale.

- **Waiting for you:** a document arriving from them first waits for your confirmation and counts in no balance. Tap it and tap **Confirm** or **Send back**; to send it back, write the reason.
- **Locked once confirmed:** a confirmed document is locked for both sides. Put a mistake right with a **Reversal**, not a correction.
- **Confirmed is not paid out:** a received hawala that came from them and that you confirmed takes no money from the till until you tap **Paid out** (Chapter 6).
- **Colours:** the **Confirmed** mark is green and **Sent back** red.
- **Receive Hawala:** is not written by hand on a linked account — the other office sends the received hawala itself. Transfers on a linked account are closed for now too.

The reconciliation line

The link card shows **Your book** and **Their book** side by side, currency by currency. Only documents both sides have confirmed are compared; these two columns must always agree.

19.4 The history before the link

Documents posted on this account before the link are laid side by side under **History before the link**: how many are in both books, how many **Only yours** and how many **Only theirs**, with each book's balance.

1. **Send** sends them what they do not have.
2. They confirm each one, or all at once with **Confirm all**.

3 **View the history** shows them all one by one, with the **All**, **In both**, **Only yours** and **Only theirs** buttons.

> **Good to know**
> History documents change only this account's balance, not the till.

19.5 Splitting commission

A link between two separate exchange offices has a **Commission split**. One side proposes the split — for example 50 to 50 — and the other **Accept**s or **Decline**s it. The card then shows, currency by currency, **Your commission**, **Theirs** and **Your share**, and says whose share is held by whom.

Book the commission share posts that amount on this account — like a payout by the side that kept the share — and sends it to them to confirm. Move the money afterwards with a receipt or a payout.

> **Good to know**
> A branch has no commission split: everything a branch has belongs to the head office.

19.6 The branch's balance sheet

A branch can switch on **Send this office's balance sheet to the head office** on the link card. From then on the head office sees, on the same card under **The branch's balance sheet**, with **Show and print**, the very balance sheet the branch prints itself — renewed whenever the branch's book changes. The head office does not send its own balance sheet to the branch.

19.7 Your name in their book

Your office appears in the other office's book under its **Office / branch name** — the same name as at the top of every print (**Chapter 2**).

19.8 Errors and ending a link

- If one link runs into an error, the other links carry on, and that link's card says under the message, in brackets, exactly what happened. If the error stays, take a picture of the card and send it to support.
- When an account is linked, a round **Refresh linked accounts** button appears at the top of the page: it syncs the links with the server right now, and the number on it says how many documents are waiting for your answer.
- **End the link** closes the link. A linked account cannot be deleted while the link is open.

> **Careful**
> Every device of both offices — computers and phones — must have a version of Exon that has links. Update them all before linking.

Chapter 20 · Devices and security

Backups and Google Drive

Your book lives on your own device, so backing it up is your job — and the app does most of it for you. There are three ways, all of them encrypted: a backup on this device, a backup in your own Google Drive (from which your other devices also take the same book), and direct sync over the shop's Wi-Fi (Chapter 21).

In this chapter

- A backup on this device
- A backup in Google Drive
- Syncing with your other devices
- Bringing the book back on a new device

20.1 A backup on this device

Open Settings › Database. The Backup & Restore card says when the Last backup was.

- Back up now: takes a backup on the device's storage right now. Backups on this device lists them all.
- Export backup: makes a backup file outside the app — for a flash drive, a hard disk, or sending to another device.
- Import backup: brings a backup file you have back into the book.
- Open archive export (.db): a plain SQLite file with no password that any tool can open — for the day, years from now, when it is needed and this app is not at hand.

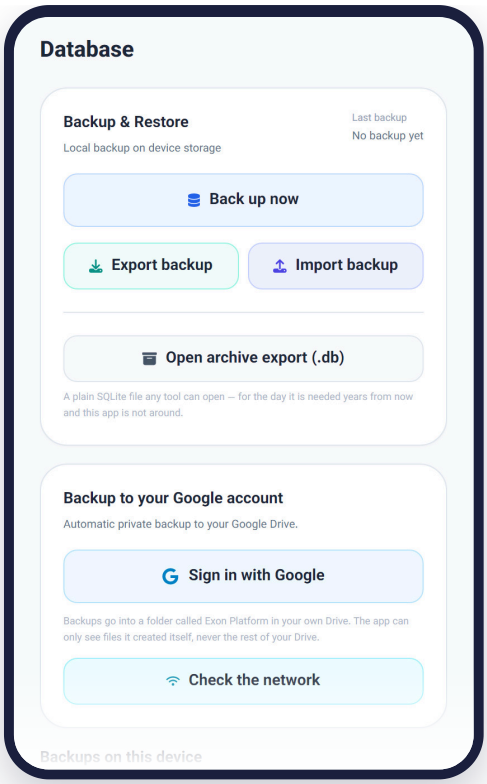


Figure 20.1 — Database: backups on the device and in Google Drive.

Good to know

A backup is encrypted with the book's password. To restore it, you need the password of the book it was taken from.

Careful

The Open archive export has no password and holds the whole book. Keep it only somewhere safe.

Careful

On a phone, uninstalling the app also deletes every book inside it. Take a backup before uninstalling the app or changing phones.

20.2 A backup in Google Drive

1. Under Backup to your Google account, tap Sign in with Google and sign in with your own Google account.
2. Once it says Connected to Google, Back up to Google Drive sends a backup right now.
3. Keep Automatic backup on: when you stop working and when you open the app, the book backs itself up — at most once every half hour.

- **Only its own files:** backups are kept in a folder called Exon Platform in your own Drive. The app sees only the files it made itself and has no access to the rest of your Drive.

- **Encrypted before it leaves:** the cloud copy is encrypted with your book's password; Google, we, and anybody without the password cannot see what is in it.
- **Small and limited:** every backup is compressed. Not all are kept: everything from the last three hours, then one every three hours for the rest of the day, then one a day for a week, one a week for two months, and one a month for a year — and one book's backups never take more than 500 MB.
- `Backups in Google Drive` lists the backups in Drive; `Restore` brings any of them back.
- `Check the network` **:** if connecting to Google does not work, this button says where the trouble is.

> **Careful**
> If you forget the book's password, the Google backup will not open either — unless you have switched on `Password recovery` in `Settings` › `Security` (Chapter 22).

> **Tip**
> If the app keeps waiting after you approve in Google, tap the `Back to the app` button on the page the browser is showing; going back with the phone's Back button is not enough.

20.3 Syncing with your other devices

When Google Drive is connected on two of your devices — say the shop's computer and your own phone — with the same Google account, both keep the book in step through the same folder. The `Syncing with your other devices` card shows the `Last exchange`, and `Sync now` brings them in step right away.

> **Good to know**
> If two devices, apart from each other, gave two documents the same number, the `These documents were given new numbers` card appears after syncing. If you gave a customer a copy of those documents, tell them the new number, then tap `Got it` (Chapter 10).

20.4 Bringing the book back on a new device

On the new phone or computer, install Exon and, on the entry screen, tap `Restore from Google`. Sign in with the same Google account, choose the book and write the book's password. The whole book comes back, with every customer.

> **Good to know**
> Before any restore, the app first makes a safety copy of that device's current state by itself.

Chapter 21 · Devices and security

Connecting a computer and a phone

Two of your devices — say the shop's computer and your own phone — can keep the same book in step directly, over the shop's Wi-Fi or a VPN and with no internet. One is the **host** and the other connects to it, and the simplest way to connect is to scan a QR code.

In this chapter

- The host and the second device
- Connecting a phone with a QR code
- Connecting with the address and PIN
- Syncing
- When the other device is not found

21.1 The host and the second device

Settings › **Connect two devices** has two buttons: **Host Server** and **Connect to Host**. The host keeps the book and the second device connects to it. A computer or a phone can be the host; usually the shop's computer is.

> **Good to know**
> Everything between the two devices is encrypted, and the PIN never crosses the network. Nothing leaves the room.

21.2 Connecting a phone with a QR code

1. On the computer: **Host Server** › tap **Toggle Host** until it says **Active and listening**.
2. Tap **Show the pairing QR**.
3. On the phone: the same page › **Connect to Host** › **Scan the other device's QR**, and point the camera at the QR.
4. The phone says it connected with the QR, and the phone's name appears on the computer under **Devices joined by QR**.

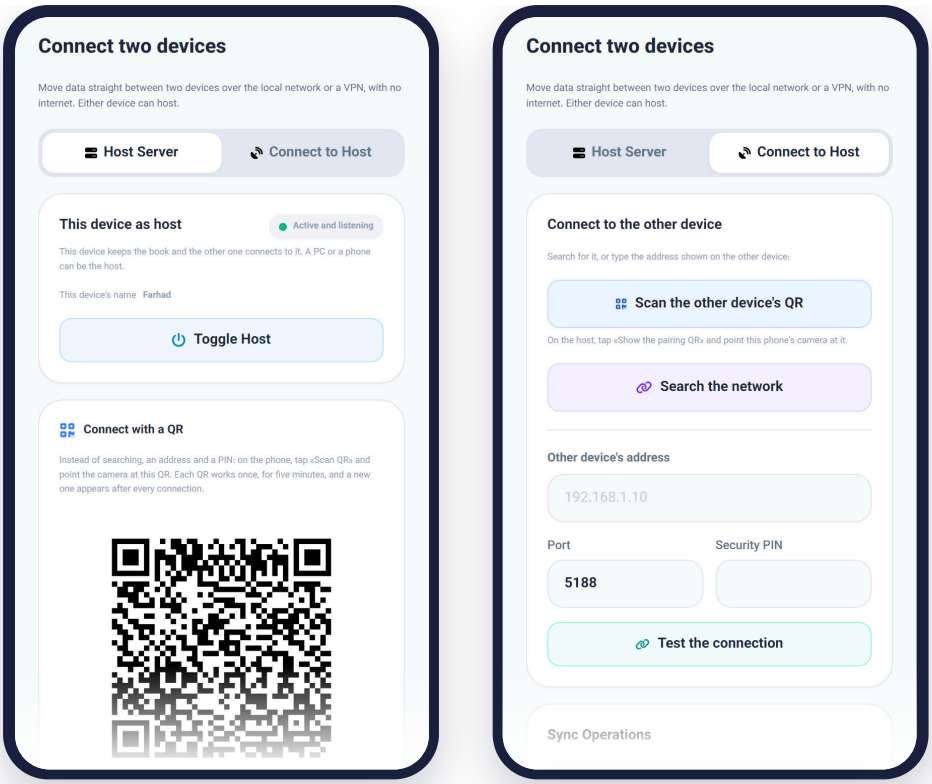


Figure 21.1 — Left: the computer as host, with the pairing QR. Right: the phone, **Connect to Host**.

- Each QR works only once, for up to five minutes; a new QR appears after every connection. **New QR** makes another one.
- A phone joined by QR has a key of its own and needs no PIN to sync. **Disconnect** beside each device puts only that device out; the PIN and the other devices are untouched.
- Scanning needs Google Play, and the first time the phone must be online once. Phones without Google Play do not show the scan button, and connect with the address and PIN.

> **Careful**
>
> The pairing QR gives the whole book to the other device — show it only to your own phone. Staff scan the QR on the **Staff and roles** page, which holds no secret (**Chapter 16**).

21.3 Connecting with the address and PIN

If scanning is not possible:

1. On the host, see the first address under **This device's addresses**, and the **Security PIN** and **Port**.
2. On the second device, under **Connect to Host**, tap **Search the network** and **Use** the host from **Devices found** — or type the address under **Other device's address**.
3. Write the PIN and the port, and tap **Test the connection**.
4. A six-digit **Confirmation code** appears on both devices: they must be the same.

Careful

If the Confirmation code differs on the two devices, something is sitting in the middle of the connection — disconnect and pair again.

21.4 Syncing

Under Sync Operations on the second device:

Button	What it does
Two-Way Data Sync	Brings each device's work to the other. This is the everyday one.
Pull a full copy from the other device	Replaces this device's book with the host's full copy.
Push a full copy to the other device	Replaces the host's book with this device's full copy.

Careful

Pulling and pushing a full copy replace one side's book. Use them only when you are sure which device has the right book; for everyday work Two-Way Data Sync is enough.

21.5 When the other device is not found

- **Windows firewall:** if the message says the server is running but the Windows firewall does not let it in, tap Allow through the Windows firewall.
- **VPN:** it works over a VPN too; if both devices are on the same VPN, type the VPN address. If a VPN on the phone blocks the shop's network, allow local network (LAN) access in the VPN's settings.
- **One Wi-Fi:** both devices must be on the same network.

Tip

The round network button at the top of the Home page opens this page directly.

Chapter 22 · Devices and security

Security, the book's password and password recovery

Three layers protect your book: the book's password, with which all the data is encrypted; a PIN or fingerprint that locks the app; and Password recovery, which, if you ever forget the book's password, brings you back to the book with your own Google account and a day's wait.

In this chapter

- The book's password
- The app lock: PIN and fingerprint
- Password recovery

22.1 The book's password

Each book has its own password, and its data on disk is encrypted with a key made from that password; a lost laptop is only an unreadable file, not your list of customers. The app keeps the password nowhere.

The books on this device

Settings › Books and accounts shows the open book and where it is Stored at.

- Rename this book: write the new name and tap Save.
- Change the password: write the Current password, the New password and repeat it. Then tap Save the new password sheet and keep the sheet somewhere safe.
- Sign out and Switch book: you leave the book; opening it again needs the password. One device can hold several books, each with its own password; the books are completely separate.
- Delete this book: removes the book from this device. Always take a backup first (Chapter 20).

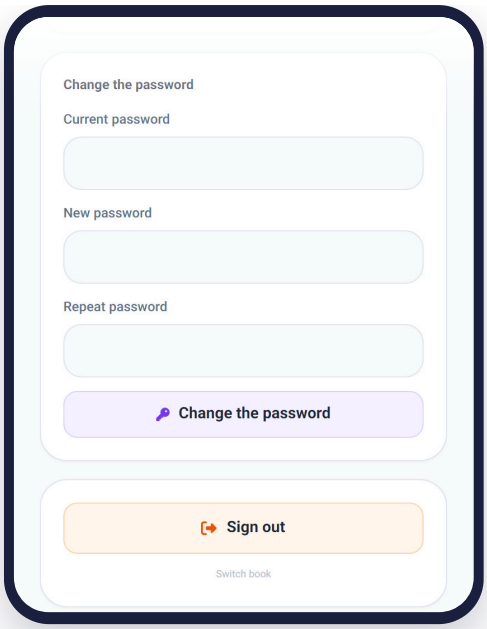


Figure 22.1 — **Books and accounts**: the book's name, changing the password, and signing out.

> **Tip**
>
> **Keep the book open after closing the app** in **Settings** › **Security** means that closing the app does not sign you out of the book and the password is not asked for next time; the key is kept in the device's own secure store. If you switch this on, switch the app lock on too. **Sign out** erases the key.

22.2 The app lock: PIN and fingerprint

Settings › **Security**:

1. Tap **Set PIN** and write a 4- to 8-digit PIN twice.
2. If the device has a sensor, switch on **Biometric / face unlock** — fingerprint or face on a phone, Windows Hello on a computer.
3. Choose **Auto lock after leaving**: a few minutes after you leave the app, it locks. It never locks while you are using it.

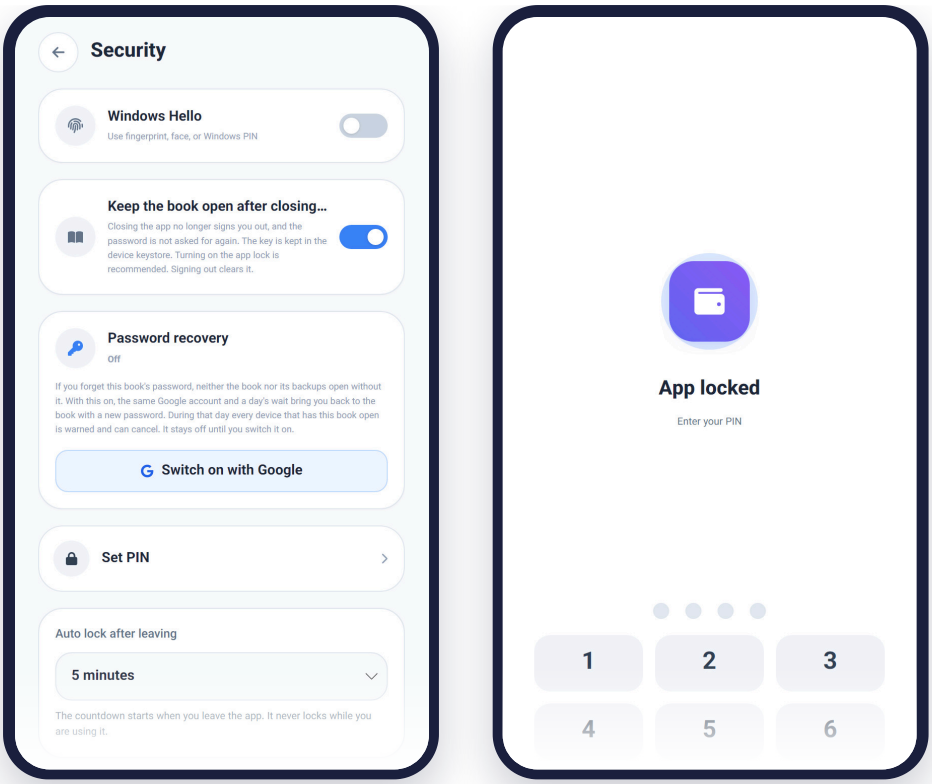


Figure 22.2 — Security and the App locked screen.

- Lock the app now: locks it right away — for when you step away from the counter.
- Change PIN and Remove app lock are here too.
- After several wrong PINs, the lock screen closes for a while (Locked — wait … seconds), and closing and reopening the app does not clear it.

> **Good to know**
> The PIN only locks the app on this device; the book's password is something else, and the PIN does not replace it.

22.3 Password recovery

If you forget the book's password, without it neither the book nor its backups will open. Password recovery changes that: with the same Google account that switched it on and a day's wait, you reach the book again and set a new password. Until you switch it on yourself, it is off.

Switching it on

1. Tap Settings › Security › Password recovery › Switch on with Google.
2. Read the explanation, carry on, and sign in with your own Google account.
3. A message says Password recovery is on, with the Google account's address; from then on the card shows On — with the Google account ….

Good to know

Switching recovery on keeps a recovery key on our server. That key alone opens no book, and the book itself never goes to the server. Keep your Google account safe — recovery depends on it.

When you have forgotten the password

1. On the entry screen, choose the book and tap **I forgot the password** — for a book on this device or a backup in Google Drive.
2. Tap **Sign in with Google and ask** and sign in with the same Google account that switched recovery on.
3. From that moment a day's wait begins. You can close the app.
4. After the day, choose the same book again and tap **Continue password recovery**.
5. Write the new password twice and tap **Confirm with Google and open**.

Careful

During that day, every device with this book open sees the **Password recovery requested** warning — and a red strip at the top of the Home page. If you did not make the request yourself, tap **Cancel the request**: the book's password stays as it was, and whoever asked has to start again. If it was you, **It was me**.

Switching it off or changing the account

Switch off erases this book's key from our server; from then on, if you forget the password, the book and its backups will no longer open. **Change Google account** hands recovery to another account.

Chapter 23 · Devices and security

The app's settings

The app's look and language, the calendar and the clock. None of these changes anything in the book — only how it is shown — and most of them belong to this device alone.

In this chapter

- Look and colour
- Language
- Calendar
- Date and time
- The rest of the settings

23.1 Look and colour

Settings › Theme has two things:

- **Light & dark**: Light or Dark. If you work with the app a lot, dark is easier on the eyes at night. The moon and sun button at the top of the Home page switches it too.
- **Accent color**: the colour of the buttons and cards.

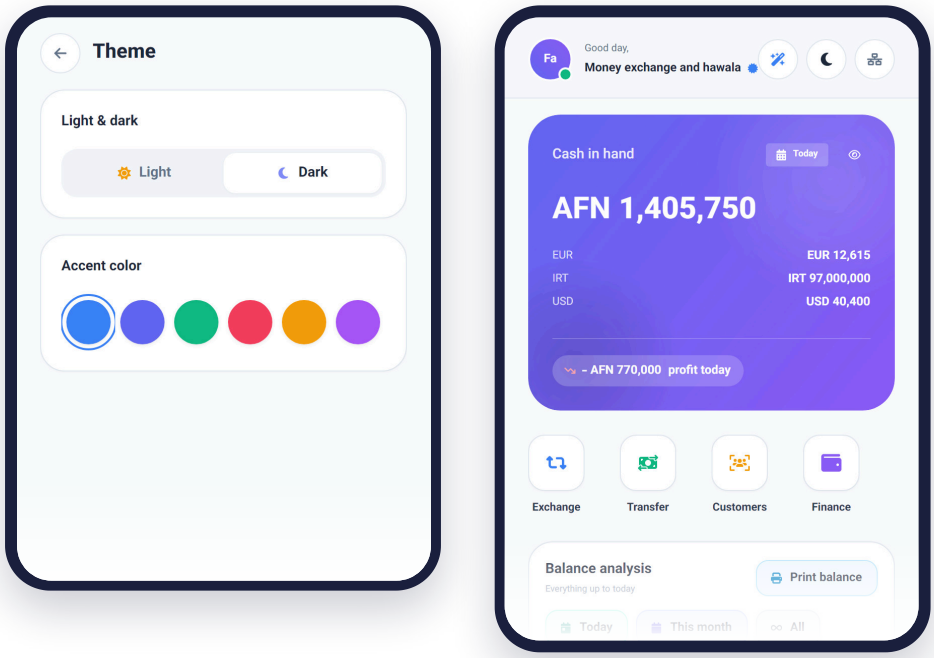


Figure 23.1 — Theme, and the Home page in light mode.

Your choice stays on this device and has no effect on the book.

23.2 Language

Settings › Language : فارسی (Persian) , پښتو (Pashto) or English . Changing the language is immediate and reopens nothing; the page's direction changes with it — right to left for Persian and Pashto, left to right for English. Digits are Persian in Persian and Pashto, and Latin in English.

> **Good to know**
> Parts not yet translated into Pashto are shown in Persian until a Pashto speaker confirms their translation — never with a machine translation.

23.3 Calendar

Settings › Calendar : Solar Hijri (Jalali) , Lunar Hijri or Gregorian . Under it, Today in this calendar is written out. Solar Hijri months are written with the names Hamal, Sawr, Jawza…

> **Good to know**
> The calendar is only how dates are shown: the same documents appear with the matching date. But document numbers start from 1 when this calendar's year begins — Solar Hijri on 1 Hamal, Lunar Hijri on 1 Muharram, Gregorian on 1 January (Chapter 10).

23.4 Date and time

Settings › Date & time shows The app's current time .

- Automatic (network) : keep it on to take the time from the network.
- Time zone : for Afghanistan, Kabul (UTC+04:30) .
- If automatic is off, write the Manual date and Manual time and tap Save .

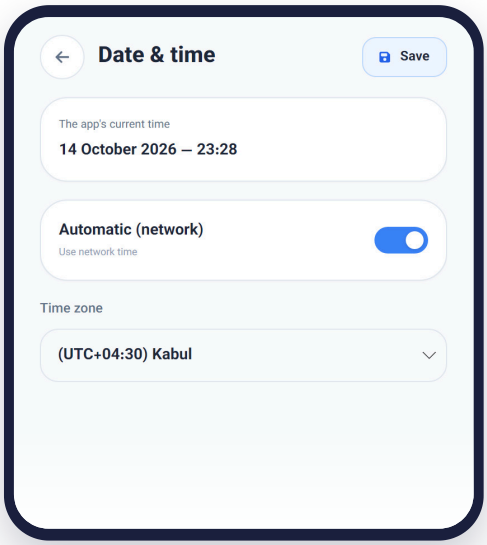


Figure 23.2 — Date & time .

> **Careful**
>
> The right time matters: each document's date and time, the day it shows on in the statement and the balance sheet, and the year's numbering are all taken from it.

23.5 The rest of the settings

Page	Where in this book
Profile, Business & logo, Currencies, Initial Capital	(Chapter 2)
Account kinds	(Chapter 4)
Commissions, Account Status, Reports (journal)	(Chapter 12)
Keyboard Shortcuts (Windows)	(Appendix B)
Security, Books and accounts	(Chapter 22)
Database	(Chapter 20)
Connect two devices	(Chapter 21)

Chapter 24 · Devices and security

The assistant, help and support

The Assistant answers your questions about the book's figures and about using the app. The Tutorial is a short course, What's new tells you every change, and Report a problem and About are the ways to reach us.

In this chapter

- The assistant
- The tutorial
- What's new
- Reporting a problem
- About and updates
- Supporting the work

24.1 The assistant

The round assistant button at the top of the Home page — or Settings › Assistant › Open the assistant — opens the conversation. Ask about your book's figures or about using the app, for example How much is in the till? or Where is commission set?. Where the device can listen, there is also a Speak instead of typing button.

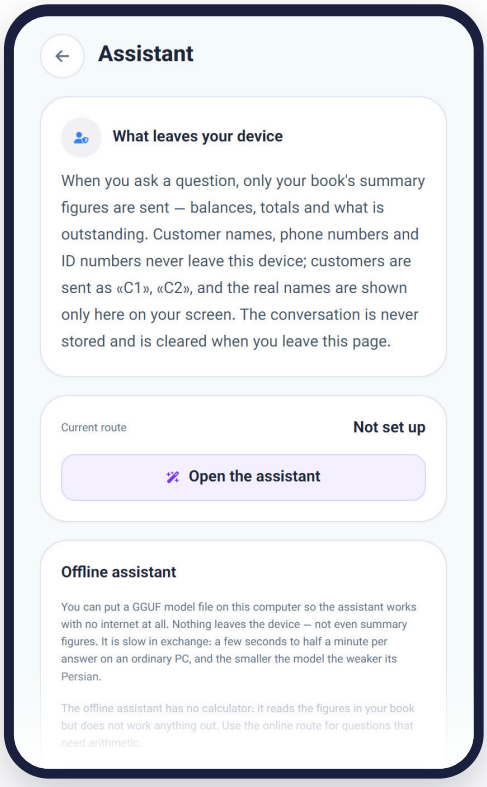


Figure 24.1 — Assistant: the current route, privacy, and the offline assistant.

Routes

The **Current route** says where the answer comes from:

Route	Meaning
Through Exon's server	The question, with totals, goes to our server and the answer comes back
With your own key	If our server cannot be reached on your network, write your own free key from Google AI Studio under **Your own key (optional)** and tap **Save key**. The key stays on this device only — it goes into no backup and syncs with no other device.
On this device (offline)	On a computer, choose a GGUF model file under **Offline assistant** and the assistant works with no internet
Not set up	No route is ready yet

> **Good to know**
> When you ask a question, only your book's totals are sent — the till, sums and balances. Customers' names, phone numbers and tazkira numbers never leave the device; customers are sent as **C1**, **C2**, and the real names are shown only on your own screen. The conversation is stored nowhere and is gone when you close the page.

> **Tip**
> The offline assistant sends nothing — not even totals — off the device, but it is slow (a few seconds to half a minute per answer) and has no calculator: it reads the figures but does not work anything out. For questions that need arithmetic, the online route is better.

> **Careful**
> The assistant is a guide, not the book: it posts and changes nothing. Check any figure that matters to you in the reports themselves.

24.2 The tutorial

Settings › **Tutorial** is a 16-topic course, in the order an exchanger needs it — from the dashboard and initial capital to security, deleting and editing, and the tax sheet. There is a search at the top too: type **backup**, **exchange** or **commission** to bring up that part's explanation. All of it works offline.

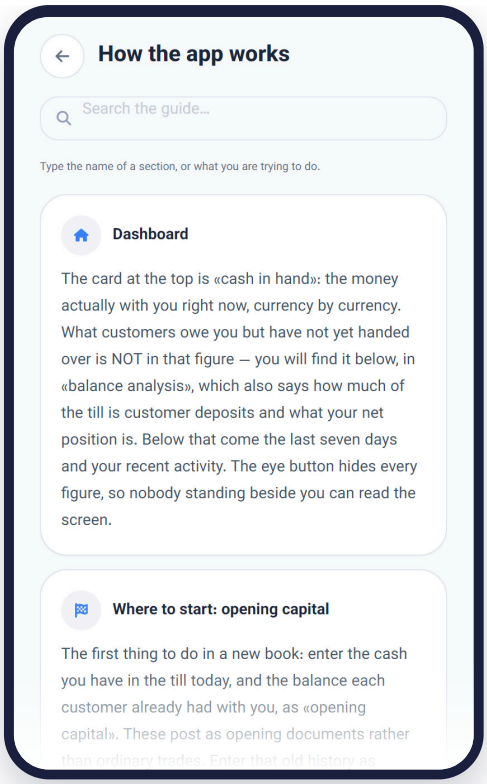


Figure 24.2 — How the app works: the course and the search.

24.3 What's new

After every update, the list of that version's changes is shown once, the first time you sign in. If you skipped it or want to read it again, Settings › What's new has every version — each change marked New, Better or Fixed.

24.4 Reporting a problem

If the app closed or did not do something, Settings › Report a problem holds a text the app wrote for itself: the version, the kind of device, and the errors.

- Send on WhatsApp sends it straight to us; Copy the text or Save to a file are for sending it another way.
- Nothing is sent by itself — you see the text and decide yourself.
- Customers' names and numbers are never written into it, and folder paths and your book's name are taken out before it is shown.

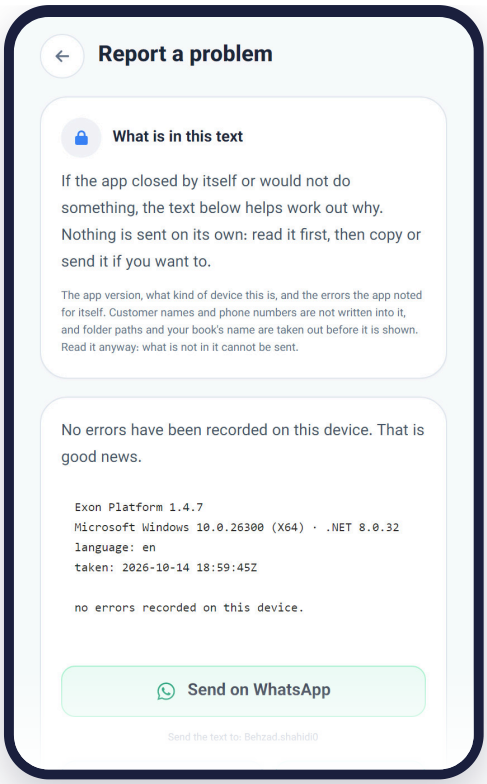


Figure 24.3 — Report a problem: the text, ready to send.

24.5 About and updates

Settings › About shows the app's version.

- Check for a new version: asks whether a new version is out; if so, Go to the download page. The app also checks by itself now and then and tells you, but it never installs anything by itself.
- Contact the developer: Message on WhatsApp, and the support email address, support@moonplatform.app.
- Reset App: erases every customer, transaction and setting on this device and takes the app back to its first day.

> **Careful**
> Reset App cannot be undone. Always take a backup first (Chapter 20).

24.6 Supporting the work

Exon Platform is free. If you would like to support its continued work, Settings › Support us has the ways: MTN MoMo for those in Afghanistan, and two cryptocurrency addresses. Each address works only on its own network; sending from another network means the money is lost.

Appendix A

Glossary

The words used in the app and in this book, in the sense the app gives them. Many come from the exchangers' own Dari, and the Persian word is given beside them.

In this chapter

- The book's words

A.1 The book's words

Word	Meaning in Exon
Book	All of one business's accounts, with one name and one password. One device can hold several books.
Account	Anybody who keeps an account with you — exchanger, branch, trader, company or person — with a balance in each currency.
Document / transaction	Any movement of money in the book: a hawala, receipt, payout, exchange, transfer, income or expense.
Till / Cash in hand (صندوق)	The cash really with you right now.
Customer deposits	All the accounts' balances added up; the part of the till that belongs to customers.
Net (own capital)	What of the till and what you are owed is really your own.
Creditor (طلبکار)	An account with money at your office (a positive balance, green).
Debtor (بدهکار)	An account that owes you (a negative balance, red).
Initial Capital	Your own money in the till when the book starts.
Opening balance	A customer's balance when their account is made in Exon.
Cash Receipt (رسید)	Money a customer brought: their account and the till go up.
Cash Payout (برد)	Money a customer took: their account and the till go down.
Send Hawala	A hawala whose money is taken here and paid at the other end; written on the account of the exchanger at the other end.
Receive Hawala	A hawala another exchanger sent, paid out here.

Word	Meaning in Exon
Paid out (اجرا)	The day a received hawala's receiver took the money; that day the money leaves the till.
Transfer number (نمبر حواله)	A hawala's number; from 1 on each account, and anew each year.
Commission	What you earn on a hawala (received) or give another exchanger (paid); apart from the money itself.
Exchange (تبادله)	Buying and selling currency — from Own account with your own money, or from Customer account with theirs.
Over-bought	Currency you have bought and not sold yet.
Profit (مفاد)	What the exchanges earned.
Transfer (انتقال)	Money going from one customer's account to another's; the till does not move.
Income and Expenses (عواید و مصارف)	The office's own income and costs, each in its own categories.
General journal (روزنامچه)	Every document in the book, day by day.
Statement	An account's movements over a period, with the balance at the start and the end.
Balance sheet	A full picture of the book on one day or over a period.
Print book	One account's book in an Excel file.
Waiting to be posted	Documents set aside with Add to list, not yet money.
Waiting for approval	A document that counts in no balance until a manager or the linked office confirms it.
Reversal	A document that reverses another, confirmed document.
Recently deleted	Where everything deleted stays for seven days and can come back.
Archive / closing a year	Locking a financial year's dates, with a picture of that year.
Account kind	Your own grouping of accounts: individual, exchanger, trader, agency, company.
Hawala customers	The senders and receivers the app remembers to fill in the form.
Role	The set of jobs a member of staff is allowed to do.
Host	The device that keeps the book, which the other device connects to.
Link	Two accounts in two separate books whose documents reach each other by themselves.
Letterhead and licence (سربرگ و جواز)	Pictures of the office's official paper and its licence, for official papers.

Word	Meaning in Exon
Letter (مکتوب)	An official letter on the letterhead.
Print POS	A small receipt for a thermal printer.

Appendix B

Keyboard shortcuts

On a computer, the jobs repeated most often have keyboard shortcuts. If you post dozens of documents a day, these few keys save the most time.

In this chapter

- The default keys
- Changing the keys
- In the letter editor

B.1 The default keys

Key	Job
Ctrl + H	Send Hawala
Ctrl + Shift + H	Receive Hawala
Ctrl + R	Cash Receipt (In)
Ctrl + P	Cash Payment (Out)
Ctrl + E	Currency Exchange
Ctrl + T	Account Transfer
Ctrl + N	New Customer
Ctrl + I	Record Income
Ctrl + M	Record Expense
F1	Home Dashboard
F2	Rates & Exchange
F3	Finance & Cash
F4	Customers List
F10	Settings
Ctrl + B	Account Status
Ctrl + K	Commission Report
Ctrl + J	Initial Capital

Key	Job
Ctrl + D	Database & Backup
Ctrl + L	Quick Lock

For a hawala, a receipt or a payout, you choose the account first and then the form opens.

B.2 Changing the keys

Settings › Keyboard Shortcuts (Windows) lists every job — even a row for each settings page, like Tax or Buying and selling. To change one, tap Change Key and press the key combination you want. Clear takes a job's key away, and Reset to Defaults puts them all back as they were.

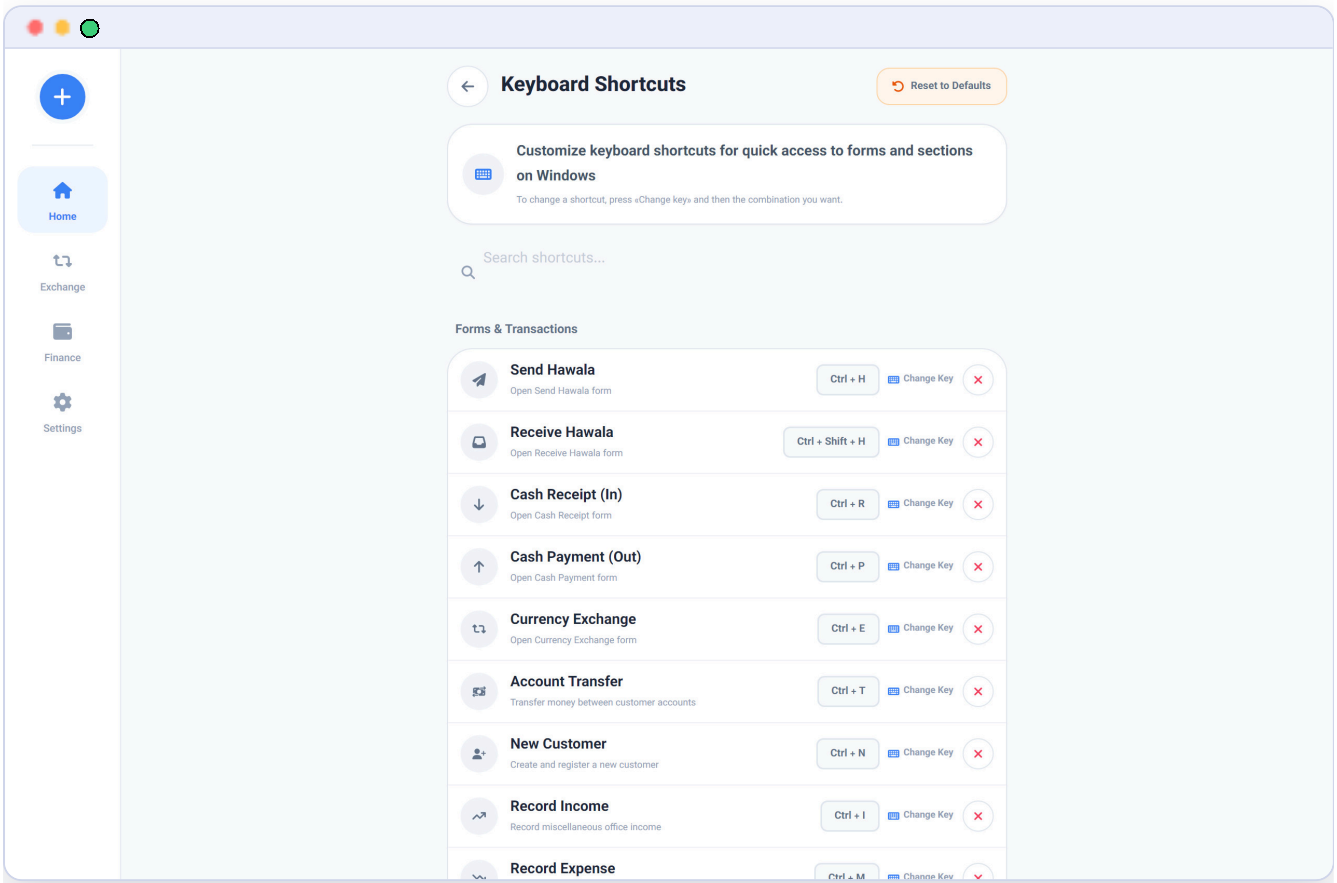


Figure B.1 — Keyboard Shortcuts (Windows).

B.3 In the letter editor

Key	Job
Ctrl + B / Ctrl + I / Ctrl + U	Bold / italic / underline
Ctrl + Z / Ctrl + Y	Undo / redo
Ctrl + E / Ctrl + L / Ctrl + R / Ctrl + J	Centre / align left / align right / justify

Key	Job
Ctrl + Shift + L	Bulleted list
Tab / Enter	One level in, in a list / leave the list on an empty item

Appendix C

Roles and permissions

Each role is a set of these permissions. A book starts with five ready-made roles, each of which can be changed (Chapter 16). The book's owner always has everything.

In this chapter

- The permissions and the five ready-made roles

C.1 The permissions and the five ready-made roles

Permission	Manager	Cashier	Hawala clerk	Accountant	Viewer
Posting					
Send hawala	✓	✓	✓		
Receive hawala	✓	✓	✓		
Cash receipt	✓	✓			
Cash payment	✓	✓			
Currency exchange	✓	✓			
Transfers between accounts	✓				
Income	✓				
Expenses	✓				
Posted documents					
See everybody's documents (without it, only their own)	✓			✓	✓
Edit and delete their own documents, the same day	✓				
Edit, delete and approve every document	✓				
Print and POS receipts	✓	✓	✓	✓	
Official papers (letterhead, certificates, letters)	✓				
Accounts					

Permission	Manager	Cashier	Hawala clerk	Accountant	Viewer
See the list of accounts	✓	✓	✓	✓	✓
See balances	✓			✓	✓
Create and edit accounts	✓				
Statements and account status	✓			✓	
Reports					
Home page and the till	✓			✓	✓
Journal and daily reports	✓			✓	
Trade summary	✓			✓	
Tax	✓			✓	
Management					
Hawala customers	✓				
Staff and roles	✓				
Business, currencies, commission and capital	✓				
Backup, database, sync and trash	✓				
Assistant	✓				
Activity log	✓				
Staff salaries	✓				

Good to know

Some jobs are done only on the shop's computer, whatever the person's role: staff and roles, backups and data, the business, the activity log, the assistant, tax, salaries and official papers. A staff phone holds only part of the book, not all of it.

Appendix D

Common questions and troubleshooting

The problems that come up most often, and the answer to each.

In this chapter

- Installing and signing in
- The till and balances
- Documents
- Devices and printing
- Getting help

D.1 Installing and signing in

Installing on a phone says App not installed. Compare the size of the downloaded file with the number written on the download page; a half-finished download gives this same message. Download it again (Chapter 2).

I have forgotten the book's password. If Password recovery was on, tap I forgot the password on the entry screen (Chapter 22). If it was not, without the password neither the book nor its backups will open — not for you and not for us. If you kept the password sheet, the password is on it.

Signing in with Google does not finish and the app keeps waiting. On the page the browser shows after you approve, tap the Back to the app button; the phone's Back button is not enough (Chapter 20).

The lock screen says Locked — wait … seconds. A wrong PIN was entered several times. Wait, then enter the right PIN; closing and reopening the app does not shorten the wait.

D.2 The till and balances

The Cash in hand does not match the money in the drawer. Check these, in order:

1. The Initial Capital should be only your own money, and This money is in my safe should have been on for customers whose money was in the till (Chapter 2).
2. Received hawalas not paid out: until you tap Paid out, their money does not leave the till (Chapter 6).
3. Documents Waiting to be posted: until you tap Post all, they are not money (Chapter 10).
4. The till card should be on Today, not another date (Chapter 3).

The Home page says … waiting to be posted but the till has not moved. Those documents were set aside with Add to list and are not posted yet. Open the form of that kind and tap Post all.

A received hawala shows on another day in the statement. The statement follows the movement of money; a hawala paid out on another day shows on the day it was paid out.

An exchange from a customer's account did not change the till. That is right: in an exchange from a customer's account no money changes hands; only their account and your net position change (Chapter 7).

D.3 Documents

I deleted a document by mistake. For seven days it is in Settings › Recently deleted; tap Restore.

A document dated last year cannot be posted. That year is closed in the archive. The owner can reopen the last closed year (Chapter 15).

After syncing, some documents' numbers changed. Two devices, apart from each other, had given two documents the same number. The These documents were given new numbers card gives the new number; if you gave a customer a copy, tell them the new number.

A member of staff cannot see balances. Their role does not have See balances. In Staff and roles, open their role and tick it (Appendix C).

D.4 Devices and printing

The phone cannot find the shop's computer. Both must be on the same Wi-Fi; on the computer, if the firewall message appears, tap Allow through the Windows firewall; if a VPN is on on the phone, allow local network (LAN) access in it (Chapter 21).

The link card shows an error. The text in brackets gives the reason. Tap Refresh linked accounts; if it stays, take a picture of the card and send it to support (Chapter 19).

A letter prints blurred or faint on an inkjet printer. The app sends the text sharp, at the printer's highest resolution; thin, small text shows a printer's marks sooner than bold text. Set the quality to High in the printer's own settings, run Nozzle Check and Print Head Alignment from the printer's Maintenance section, and if needed make the letter's font or size larger (Chapter 18).

Printing on the computer does not open. The app opens the print page in Windows' default browser. If that fails, a message says where the file was saved; open that file in Edge or Chrome and print it.

D.5 Getting help

Settings › Report a problem holds a ready text that Send on WhatsApp sends to us. Settings › About has the WhatsApp number and the support email address: support@moonplatform.app (Chapter 24).