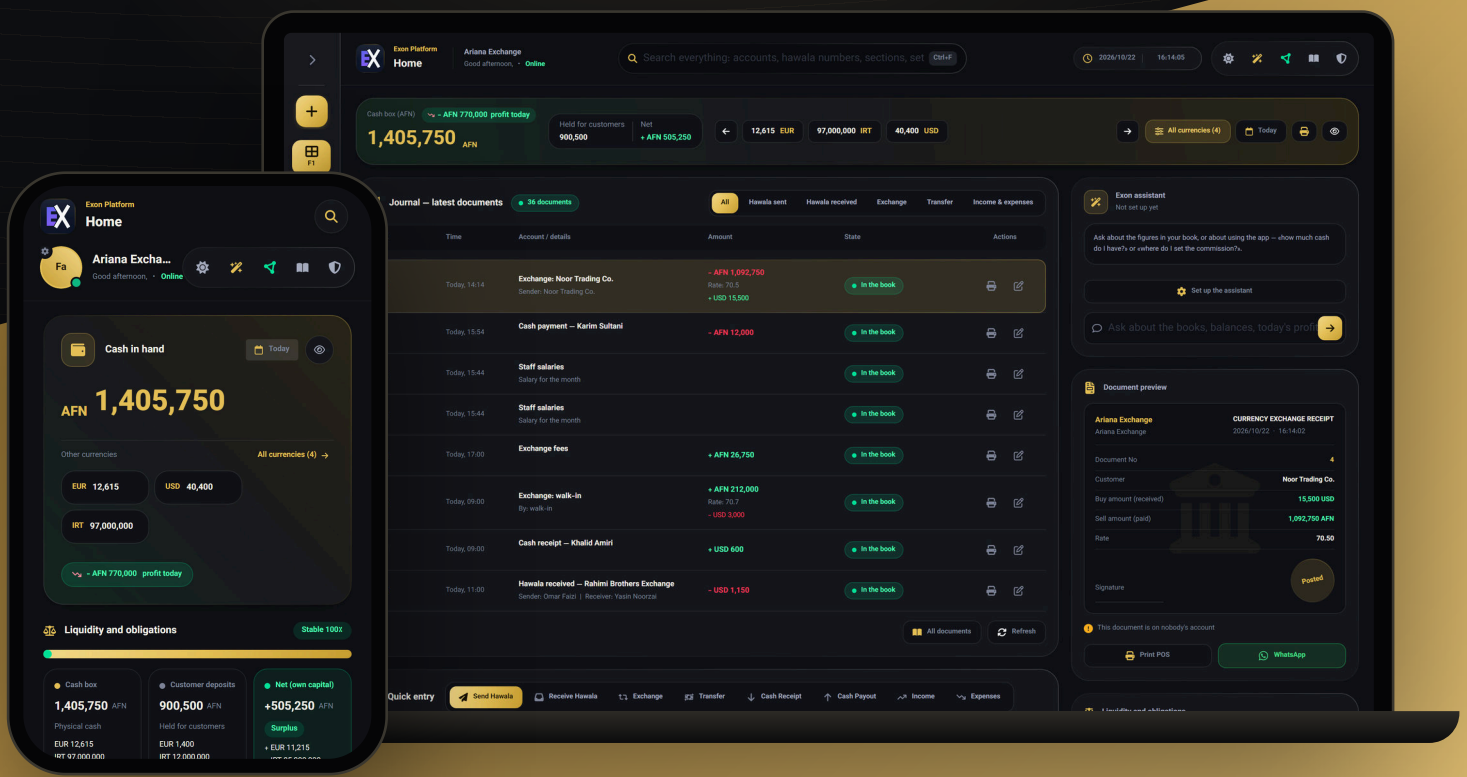
Exon Platform

The official Exon Platform guide

The Workstation Guide

An exchange and hawala office's book in the workstation's look, on Windows and on a phone — from the first day to closing the year, step by step, with every screen

29	152	112
chapters	sections	pictures



Edition 1.5.5 · October 2026 · Moon Platform · moonplatform.app/exon

Contents

About this book 5
How to read it · A map of the workstation

Getting started

1 **Meet Exon Platform** 9
What it does · The workstation at a glance · A few principles it is built on

2 **The workstation's window** 13
On Windows: the side menu · On Windows: the top bar · On a phone · Light, dark, automatic

3 **Installing and creating your book** 18
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

4 **Home** 26
Cash in hand · Journal — latest documents (Windows) · The side column (Windows) · Liquidity and obligations · The period, income, expenses and turnover · Recent activity (phone) · Strips at the top of Home

5 **Quick search** 33
Where it is · What it finds · From the keyboard (Windows)

6 **Quick entry and quick actions** 36
Quick actions («+») · Quick entry (Windows)

Daily work

7 **Customer accounts** 41
The list of accounts · Creating an account · An account's page · Editing and deleting an account · Account kinds

8 **Cash in and out** 48
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

9 **Hawala** 53
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

10 **Exchange** 59
The two kinds of exchange · An exchange from your own account · An exchange from a customer's account · The exchange history · Buying and selling

11 **Transfers** 65
A transfer between two accounts · A transfer between an account and the till · The list of transfers

12 **Income and expenses** 68
Finance · Recording income or an expense · Categories · Staff salaries

13 **Corrections, deletions and the waiting list** 72
Tap any document · Correcting a document · Deleting a document · Recently deleted · The waiting list: Add to list · Document numbers

Reports and printing

14 **Statements and the print book** 79
The statement · The top and foot of every printed sheet · The print book

15 **The journal and the book's reports** 83
The general journal · The balance sheet · Account status · Commissions

16 **Full Excel export** 89
Making the file · The file's sheets

17 **Tax sheets** 92
Making a sheet · The sheet's rows · Rates, percentage and tax · Printing and exporting · Paying the tax

18 **The archive and closing a financial year** 96
What closing a year does · Closing a year · Looking at a closed year · Reopening a year

The office

19 **Staff, roles and the activity log** 101
Owner, manager and staff · Adding a member of staff · Roles · A member of staff signing in · A staff phone · The activity log

20 **Staff salaries** 107
The monthly salary · Posting the month's salaries · The salaries page and each person's account · Former staff

21 **Official papers: exchange certificates and letters** 111
Letterhead and licence · An exchange certificate · A letter · The list of papers and a blank letterhead

22 **Linking with another office** 117
When to link · Linking two accounts · Documents after linking · The history before the link · Splitting commission · The branch's balance sheet · The branch's income and expenses · Your name in their book · Errors and ending a link

23 **Customers' Telegram access** 122
Switching it on · Connecting a customer · A customer without Telegram · What the customer sees · Security and privacy

Devices and security

24 **Backups and Google Drive** 128
A backup on this device · A backup in Google Drive · Syncing with your other devices · Bringing the book back on a new device

25 **Connecting a computer and a phone** 132
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

26 **Security, the book's password and password recovery** 136
The book's password · The app lock: PIN and fingerprint · Password recovery

27 **The app's settings** 140
Opening Settings · The look · Language · Calendar · Date and time · The rest of the settings

28 **Exon Pro** 143
What is Pro · The «Exon Pro» page · Confirming with Google · Buying and activating · When Pro ends

29 **The assistant, help and support** 147
The assistant · The tutorial · What's new · Reporting a problem · About and updates · Supporting the work

Appendices

A **Glossary** 152
The book's words

B **Keyboard shortcuts** 155
The default keys · The workstation's keys · Changing the keys · In the letter editor

C **Roles and permissions** 158
The permissions and the five ready-made roles

D **Common questions and troubleshooting** 160
Installing and signing in · The till and balances · Documents · Devices and printing · Exon Pro · Getting help

About this book

This book shows Exon Platform in **Workstation** mode — the app's new look and its default since version 1.5.0, on Windows and on a phone. It is for whoever runs an exchange or hawala office's books: 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: the workstation's window, installing and creating your book, Home, quick search and Quick entry. 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. The Windows pictures are of a window the size of an ordinary monitor (1440 by 900), so that every column of the page shows; the phone pictures are a phone's screen. The forms and pages are the same on both; only where the menu and the buttons sit differs, and wherever it does, the book says both.

> **Tip**
> If your app's pages do not look like this book's pictures, it is probably in **Simple** mode. Open **Settings** › **Theme** › **App mode** › **Workstation** (**Chapter 2**). The simple mode has its own guide at **moonplatform.app/exon.**

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 open **Settings**, then tap **Currencies**.
- Computer keys look like this: **F1**, **Ctrl** + **H**.

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

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

> **Careful**
> A red card is a warning: something hard to undo, or something lost if it is done wrong.

A map of the workstation

On Windows, the menu at the side of the window — **Menu** — holds every main place with its key, and the bar along the top holds search and a few small buttons. On a phone, the bar at the bottom has five buttons, and **Settings** opens from your profile picture. Most sections live in **Settings**, in four groups. This map says where everything is and which chapter covers it.

The side menu (Windows)

Quick actions (the gold +)	Chapter 6
Home F1	Chapter 4
Exchange F2	Chapter 10
Finance F3	Chapter 12
Customer accounts F4	Chapter 7
General journal	Chapter 15
Official papers	Chapter 21
Tax	Chapter 17
Settings F10	Chapter 27
LAN	Chapter 25

The bottom bar (phone)

Home	Chapter 4
Accounts	Chapter 7
+ and Quick actions	Chapter 6
Exchange	Chapter 10
Finance	Chapter 12

The top bar

Quick search Ctrl + F	Chapter 5
Light & dark	Chapter 2
Assistant	Chapter 29
Connect two devices	Chapter 25
Unconfirmed documents	Chapter 19
App security	Chapter 26
Your profile picture: Settings	Chapter 27

Account & business

Exon Pro	Chapter 28
Profile, Business & logo, Initial Capital	Chapter 3
Commissions, Account Status	Chapter 15
Archive	Chapter 18
Hawala customers	Chapter 9
Customers' Telegram access	Chapter 23
Staff and roles, Activity log	Chapter 19
Staff salaries	Chapter 20

Application

Theme	Chapter 2
Language, Calendar, Date & time	Chapter 27
Currencies, Account kinds	Chapter 27
Keyboard Shortcuts (Windows)	Appendix B

System & security

Books and accounts, Security	Chapter 26
Database	Chapter 24
Connect two devices	Chapter 25
Reports (journal)	Chapter 15
Full Excel export	Chapter 16
Buying and selling	Chapter 10
Tax	Chapter 17
Official papers	Chapter 21
Recently deleted	Chapter 13

Help & support

Assistant	Chapter 29
Tutorial, What's new	Chapter 29
Support us, Report a problem, About	Chapter 29

Good to know

What you see in the menu and in **Settings** depends on your role. The book's owner sees everything; a member of staff sees only the places their role allows (**Chapter 19**).

01

Part 1

Getting started

1 Meet Exon Platform

2 The workstation's window

3 Installing and creating your book

4 Home

5 Quick search

6 Quick entry and quick actions

01

Chapter 1 · Getting started

Meet Exon Platform

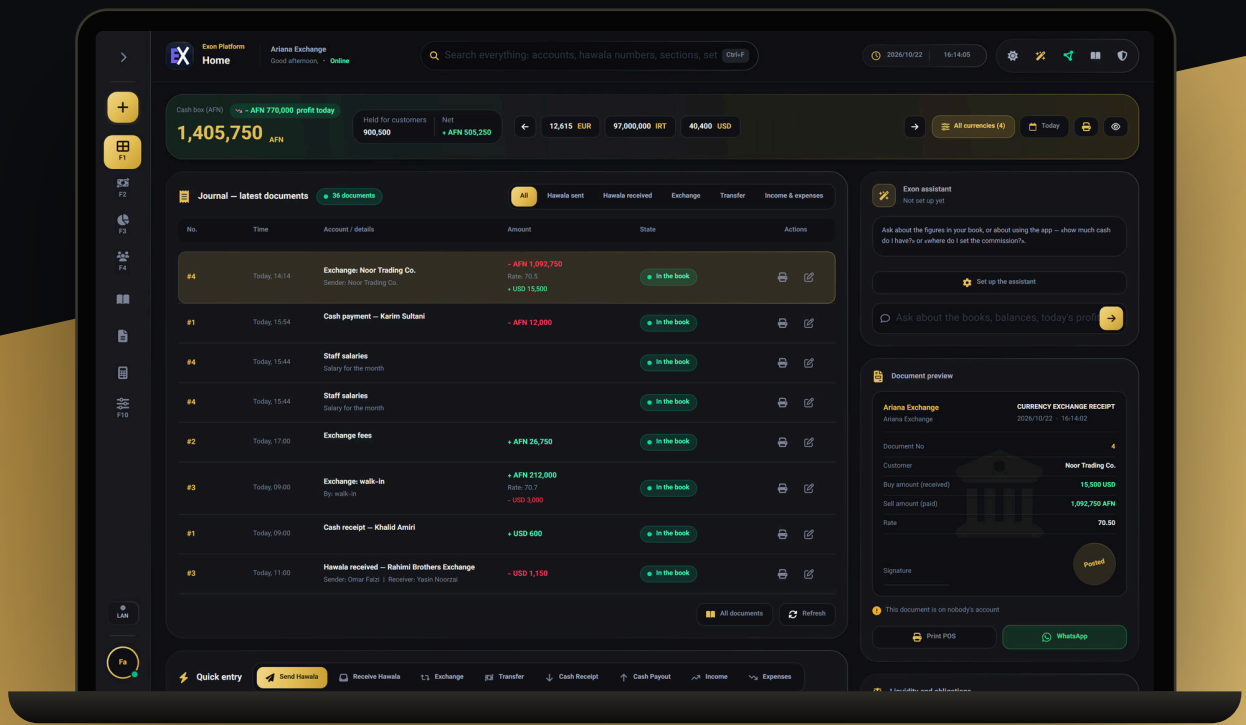
Exon Platform keeps the books of an exchange and hawala office: hawalas sent and received, cash in and out, currency exchange, customer accounts, income and expenses, and each day's balance sheet — on your own device, encrypted with your own password, and with no need for the internet.

In this chapter

1.1 What it does

1.2 The workstation at a glance

1.3 A few principles it is built on



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.
- **Beyond the office:** an account linked with another office that uses Exon, and each customer's own account in Telegram — to read only, with your approval (**Chapter 22**, **Chapter 23**).

1.2 The workstation at a glance

Workstation mode is the app's new look, light or dark, in its own gold. On Windows the pages take the whole window: the side menu holds every place with its key, **Home** shows the till with a strip of every currency, the journal, the Quick entry forms under it and a column beside it, and quick search sits above everything. On a phone the same pages are a single column, with the bottom bar **Home, Accounts, +, Exchange, Finance**.

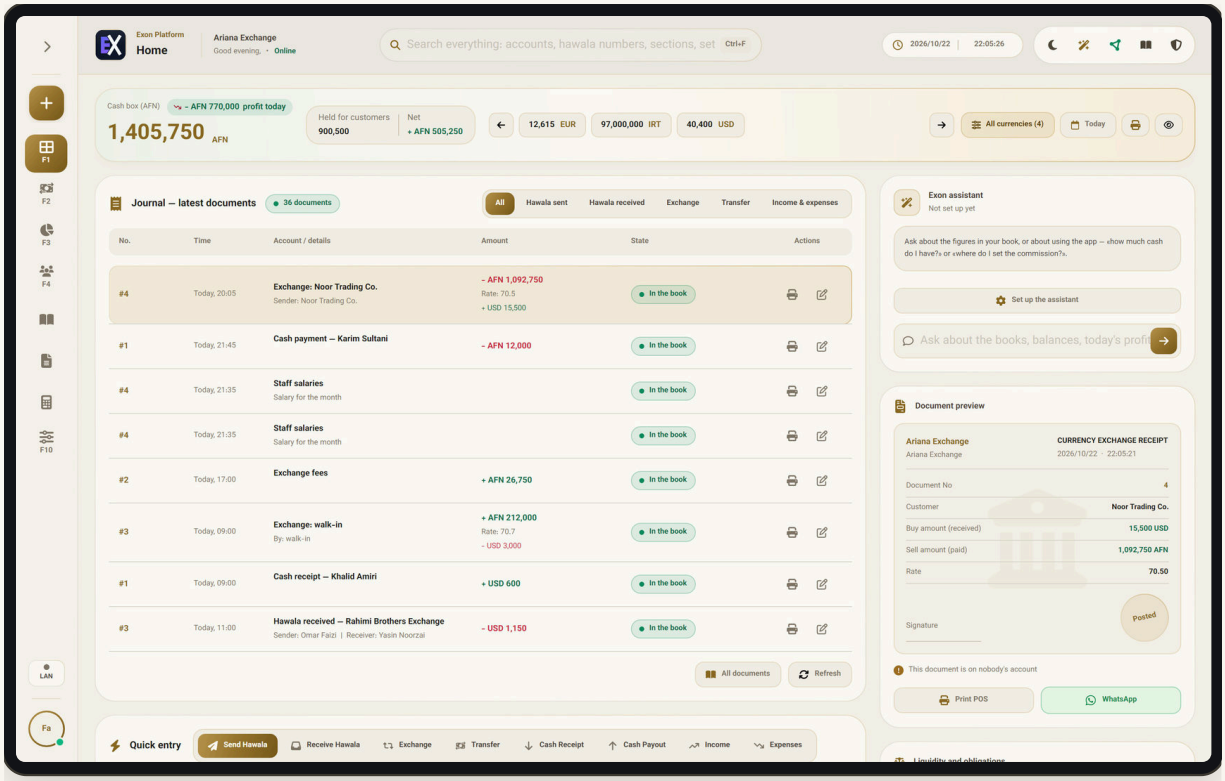


Figure 1.1 — Exon Platform on Windows in Workstation mode: the menu at the side, the till and the journal in the middle, and the column with the assistant and the document preview.

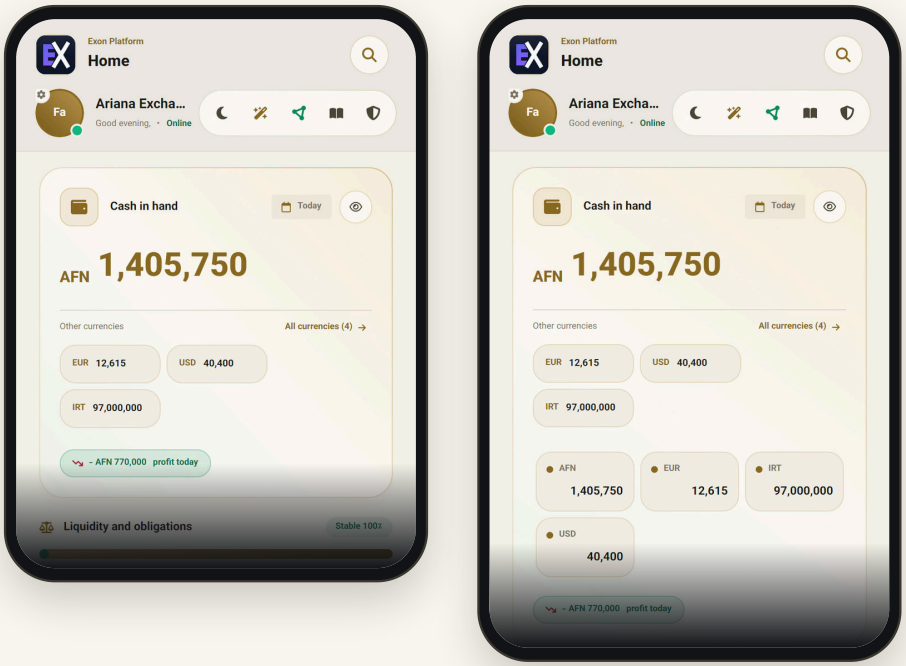


Figure 1.2 — Left: **Home** on a phone. Right: **All currencies**, each currency's balance under the base one.

The next chapter (**Chapter 2**) goes through every part of the window.

1.3 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 13**).

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 25**) or through your own Google Drive (**Chapter 24**). Staff can also work from their own phones, with their own sign-in (**Chapter 19**). On an iPhone, the web version opens the same book in the browser (app.**moonplatform.app)** — for a book with Pro, or in its 30 free days (**Chapter 28**).

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.

02

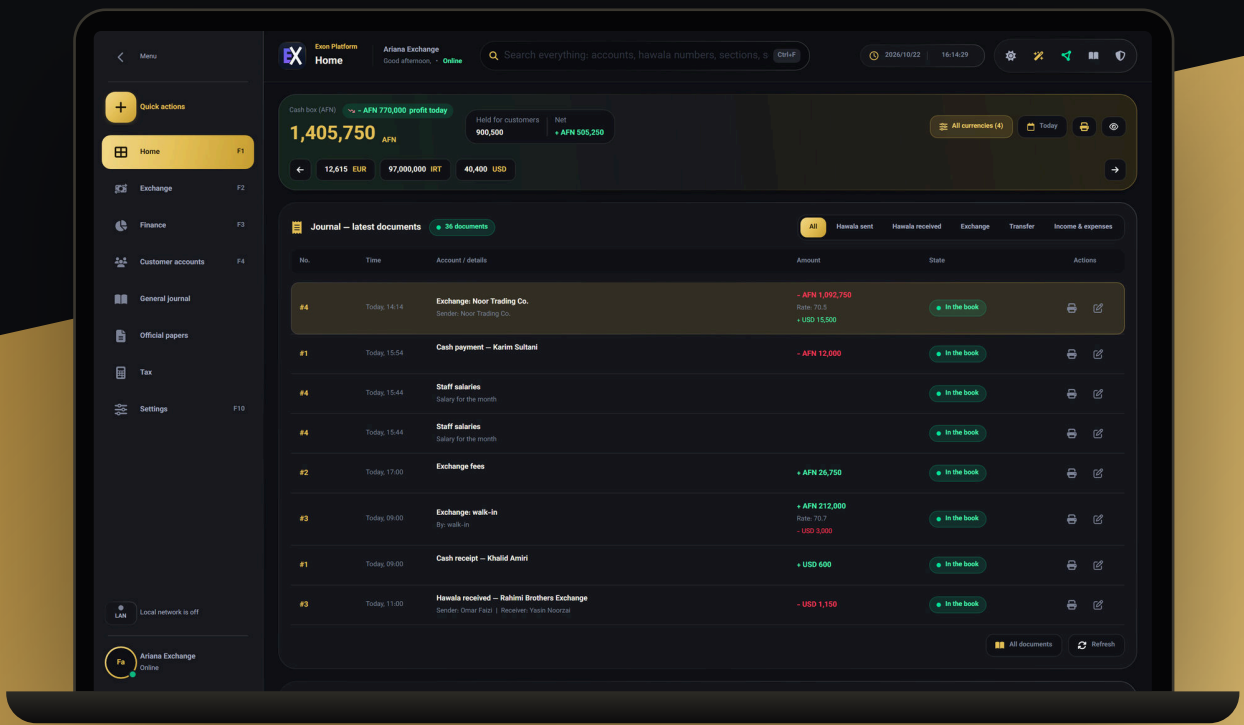
Chapter 2 · Getting started

The workstation's window

The workstation shows every page in one fixed frame: on Windows, the menu at the side and a top bar with search and a few buttons; on a phone, a top bar and a bottom bar. This chapter goes through that frame part by part, and says where light and dark and the look of Home are changed.

In this chapter

2.1 On Windows: the side menu
2.2 On Windows: the top bar
2.3 On a phone
2.4 Light, dark, automatic



2.1 On Windows: the side menu

The narrow column at the side of the window is **Menu**. Every main place in the app has a button in it, and the place that is open is in gold. The arrow at its top opens the menu so that each place's name and key are written beside it, and closes it again.

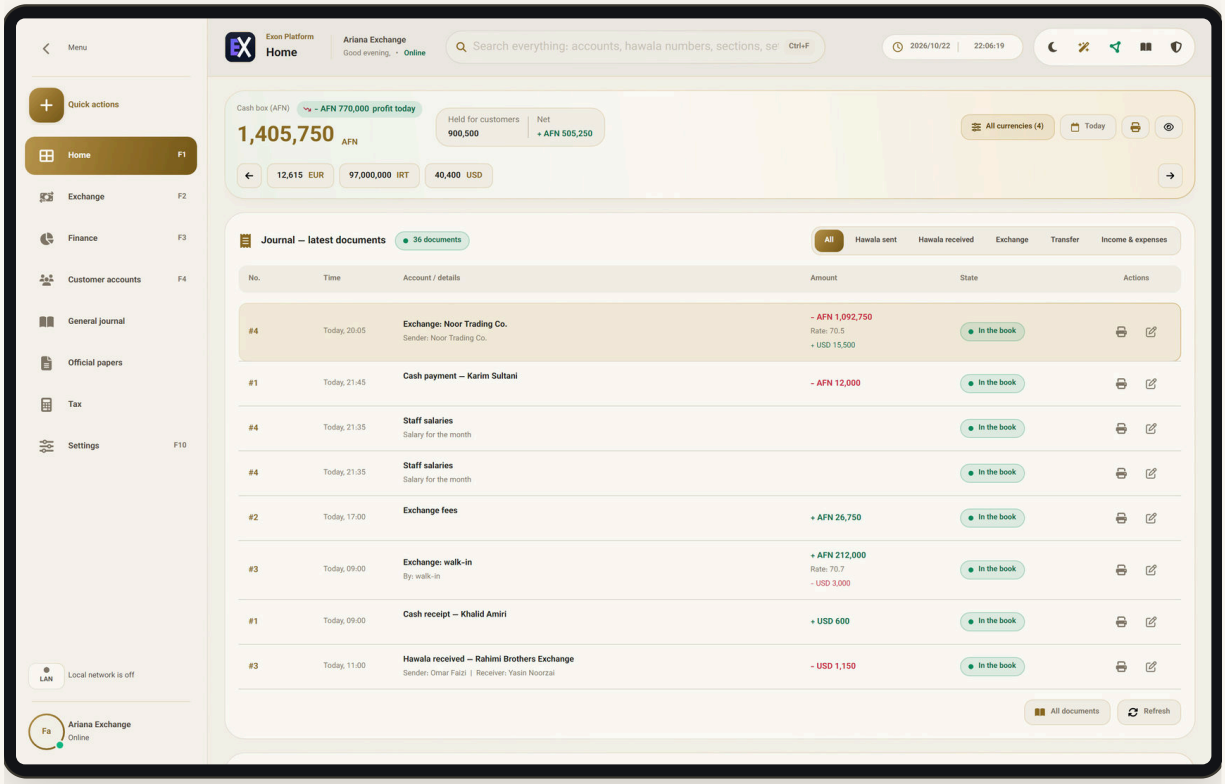


Figure 2.1 — The side menu, open: **Quick actions**, then each place with its key.

Button	Key	What it opens
The gold +	—	**Quick actions**: empty forms and sections (**Chapter 6**)
Home	F1	The till, the journal and Quick entry (**Chapter 4**)
Exchange	F2	The exchange history and new exchanges (**Chapter 10**)
Finance	F3	Income and expenses (**Chapter 12**)
Customer accounts	F4	The list of every account (**Chapter 7**)
General journal	—	Every document in the book, in order (**Chapter 15**)
Official papers	—	Exchange certificates and letters on your letterhead (**Chapter 21**)
Tax	—	The tax sheets (**Chapter 17**)
Settings	F10	Every other section, in four groups (**Chapter 27**)

At the foot of the menu are two more things:

- **LAN:** a green dot means the shop's computer is hosting the local network and phones can connect to it. Pressing it opens **Connect two devices** (**Chapter 25**).
- **Your profile picture:** opens **Settings**. Hold the mouse over it to see who is at the keyboard.

> **Good to know**
> A member of staff whose role does not allow a section does not see its button in the menu (**Chapter 19**).

2.2 On Windows: the top bar

The bar along the top of the window always stays where it is, whatever page is open under it:

- **The section's name:** under **Exon Platform**, the name of what is open — **Home**, **Customer accounts**, **General journal** …
- **The office:** its name, a greeting for the time of day, and **Online** or **Offline**.
- **Search:** the box **Search everything: accounts, hawala numbers, sections, settings…**, with **Ctrl** + **F** (**Chapter 5**).
- **The office's date and time**, to the second.
- **Refresh:** only while an account is linked with another office; its number says how many documents wait for your answer (**Chapter 22**).
- **Five small buttons** in one rounded frame:

Button	What it does
Moon / sun — **Light & dark**	Switches between light and dark
Magic wand — **Assistant**	Opens the conversation with the assistant (**Chapter 29**)
Network — **Connect two devices**	The page for connecting devices (**Chapter 25**)
Book — **Unconfirmed documents**	Documents waiting for your approval, with their count (**Chapter 19**)
Shield — **App security**	Password, lock and password recovery (**Chapter 26**)

The keys at the foot of Home

A strip at the foot of **Home** reminds you of the main keys: **Home** **F1**, **Exchange** **F2**, **Finance** **F3**, **Customer accounts** **F4**, **Hawala sent** **Ctrl** + **H**, **New exchange** **Ctrl** + **E**, **Transfer** **Ctrl** + **T** and **Lock the app** **Ctrl** + **L**. The full list, and how to change the keys, is in **Appendix B**.

2.3 On a phone

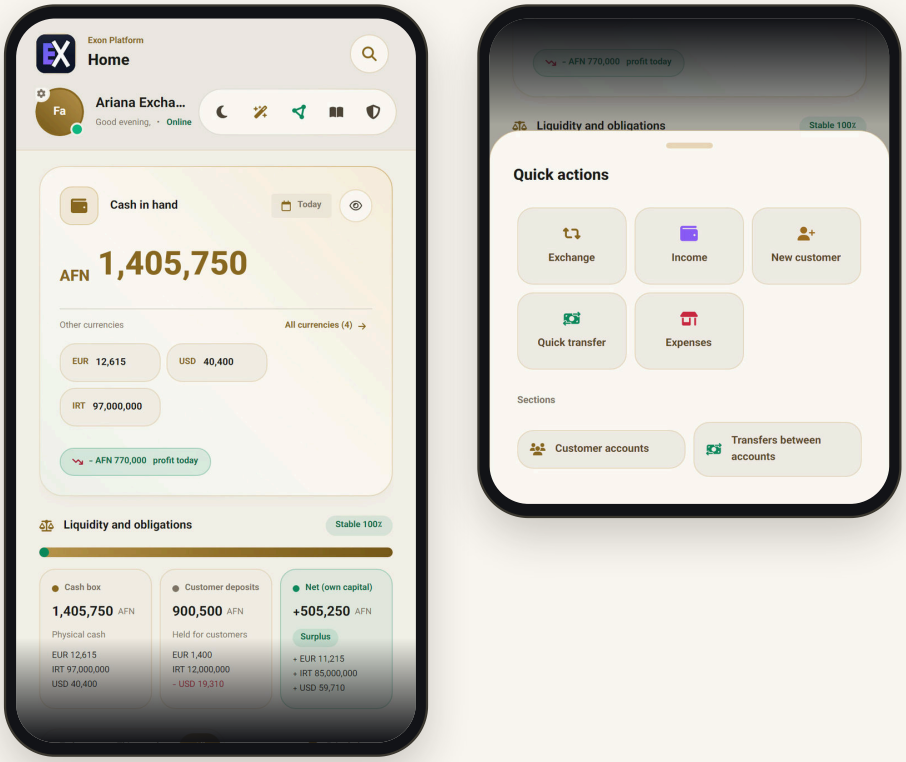


Figure 2.2 — Left: **Home** on a phone, with its top bar and bottom bar. Right: the **+** that opens **Quick actions**.

At the top

- **The section's name**, and the magnifier beside it: **Quick search** opens on its own page (**Chapter 5**). While an account is linked, a **Refresh** button comes beside it too.
- **Your profile picture**, with a small gear on it: opens **Settings**. Beside it, the office's name, the greeting and **Online**.
- **The same five buttons** as on Windows: **Light & dark**, **Assistant**, **Connect two devices**, **Unconfirmed documents** and **App security**.

The bottom bar

Five buttons, the one open in gold:

Button	What it opens
Home	The till and its analysis (**Chapter 4**)
Accounts	**Customer accounts**, every account (**Chapter 7**)
+	**Quick actions** (**Chapter 6**)
Exchange	The exchange history and new exchanges (**Chapter 10**)
Finance	Income and expenses (**Chapter 12**)

> **Tip**
> On a phone **Settings** is not in the bottom bar: it gave its place to **Accounts**. Tap your profile picture at the top.

2.4 Light, dark, automatic

The moon and sun button in the top bar switches between light and dark with one tap. **Settings** › **Theme** has more:

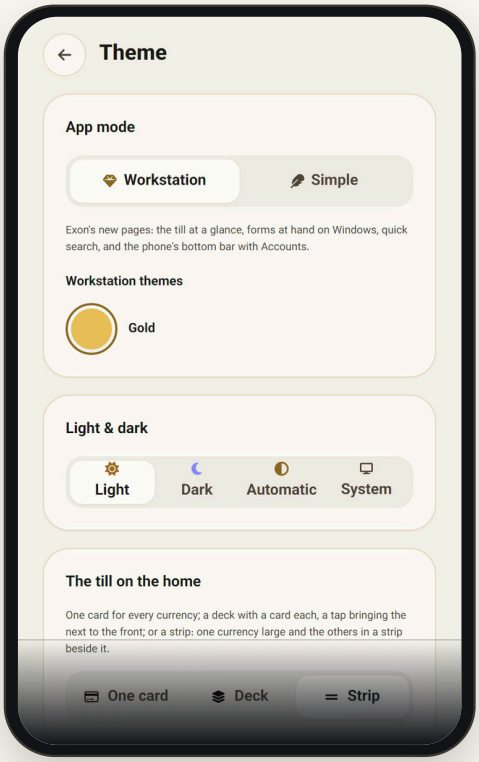


Figure 2.3 — **Theme**: App mode, Light & dark, and the till on the home.

- **Light & dark**: **Light**, **Dark**, **Automatic** — light by day and dark at night, with sunrise and sunset in the time zone of **Settings** › **Date & time** — or **System**, whatever Windows or Android is set to.
- **The till on the home**: **One card** for every currency; a **Deck**, a card for each currency with a tap bringing the next to the front; or a **Strip**, one currency large and the others in a strip beside it (**Chapter 4**).
- **App mode**: **Workstation** — this look — or **Simple**, the pages as they were before version 1.5.0, in a colour of your choice.

> **Good to know**
> Changing the app mode or the theme changes nothing in the book; only this device's look changes. Each device keeps its own look.

03

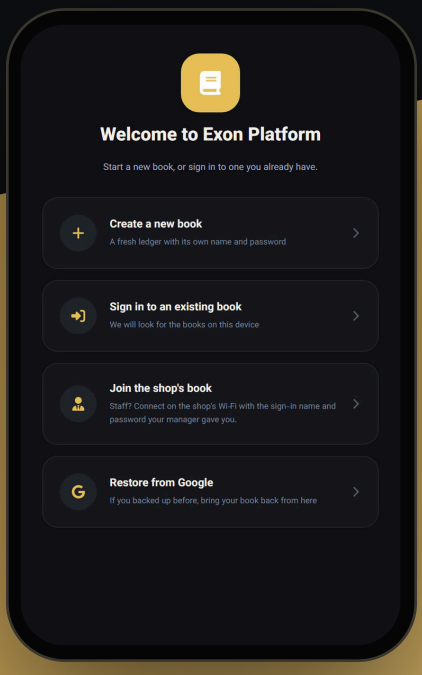
Chapter 3 · Getting started

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

3.1 Download and install
3.2 Creating a new book
3.3 The first-run setup
3.4 Your business's name and logo
3.5 Currencies
3.6 Opening capital and customers' opening balances
3.7 Your profile



3.1 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. Since version 1.5.0 the app comes on Windows as an installer, and it needs no administrator's permission.

1. Download `ExonPlatform-Windows-Setup.exe` and run it.
2. Choose the installer's language: فارسی or English. A new book opens in that language.
3. Read **Terms of Use and Privacy** — the full terms of use and privacy policy, in that language — and accept them.
4. Choose the folder to install into, or keep the one offered.
5. Under **Backup folder**, choose where the app's own backups go; your **Documents** folder is filled in (**Chapter 24**).
6. If you like, tick **Create a desktop shortcut**, and finish.

> **Good to know**
> Windows may show a SmartScreen warning before the installer runs, because the file has no digital signature yet: click **More info**, then **Run anyway**. Removing the app from Windows keeps your books and backups. For a copy with nothing installed, the ZIP is on the same page too (`/exon/download/windows-zip`).

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, run the new installer and it installs over the old version. 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 29**).

3.2 Creating a new book

Good to know

A new install opens in the device's own language: Persian on a phone or computer set to Persian or Dari, Pashto on one set to Pashto, and English on any other. On the last step of the first-run setup, **Language, calendar and security**, pick another and the app turns to it at once. The language belongs to the device, so every book opened on it is in that language; change it any time in **Settings › Language** (**Chapter 27**).

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 19**)
Restore from Google	A book you backed up to Google Drive before (**Chapter 24**)

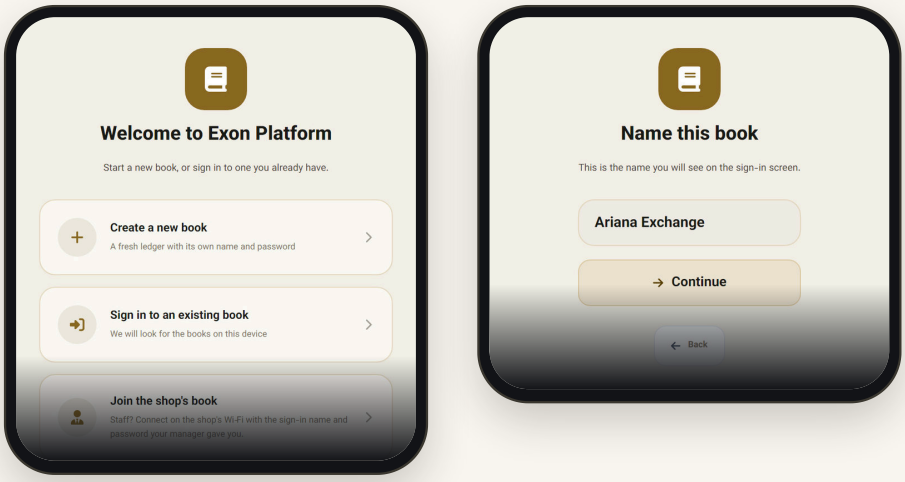


Figure 3.1 — The entry screen, and the first step of a new book: its name.

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**.

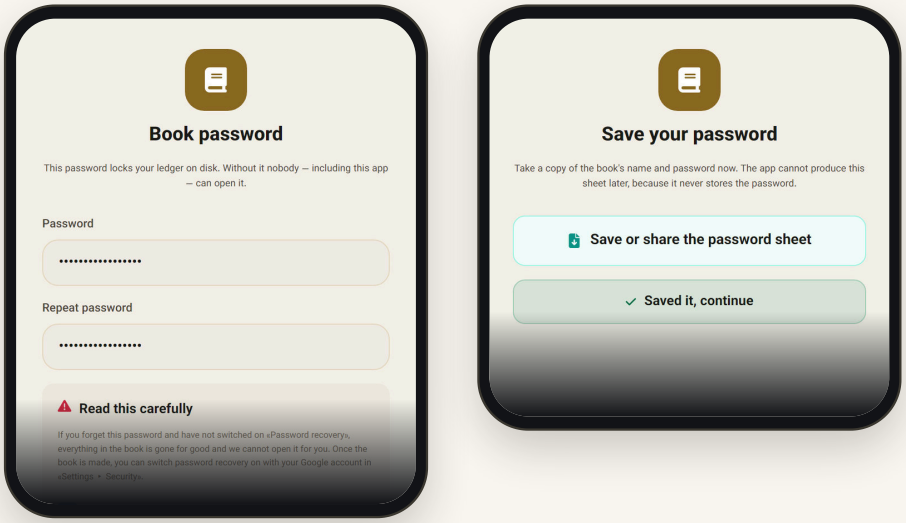


Figure 3.2 — The book's password with its warning, and **Save your password**.

> **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 26**).

> **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.

3.3 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**: tap **Sign up with Google** to fill in your name from your Google account — on a computer or a phone this also connects the backup to Google Drive at once (**Chapter 24**). Or type your **Full name** yourself. Add your phone number too; Google does not give it.
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**, which is never the base currency and comes right after it in the book's list of currencies.
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**.

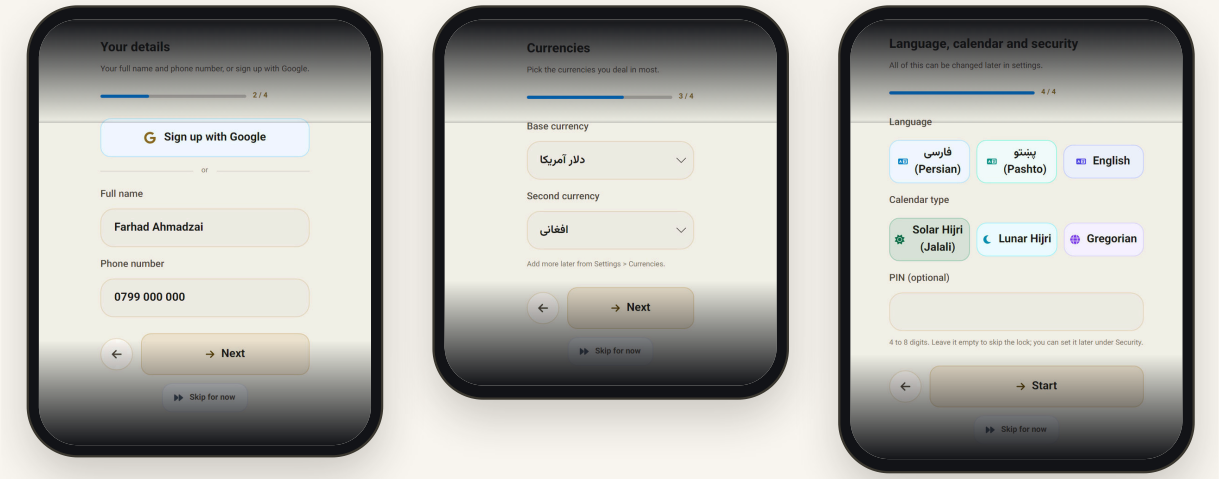


Figure 3.3 — The three setup steps: your details, currencies, and language, calendar and PIN.

> ✓ **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.

3.4 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.

Field	What to write
Business phone and **Address**	On the printed sheets.
Logo (used on receipts)	A picture of your logo, with **Pick image**.

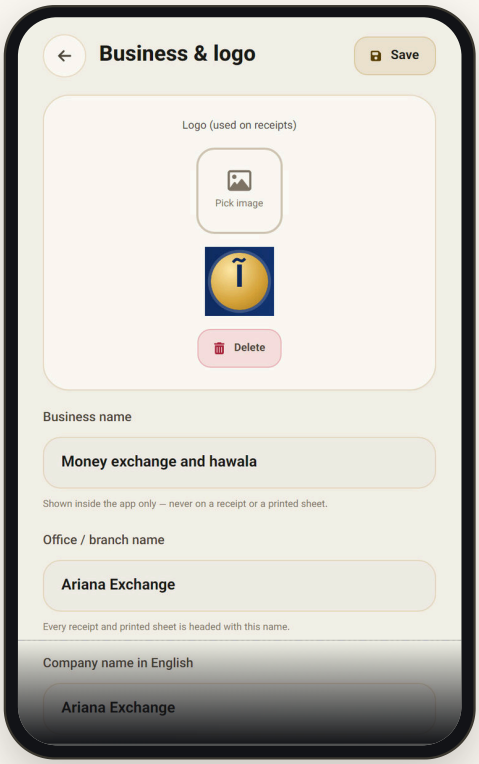


Figure 3.4 — **Business & logo**: the name every printed sheet carries.

> **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 22**).

3.5 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.

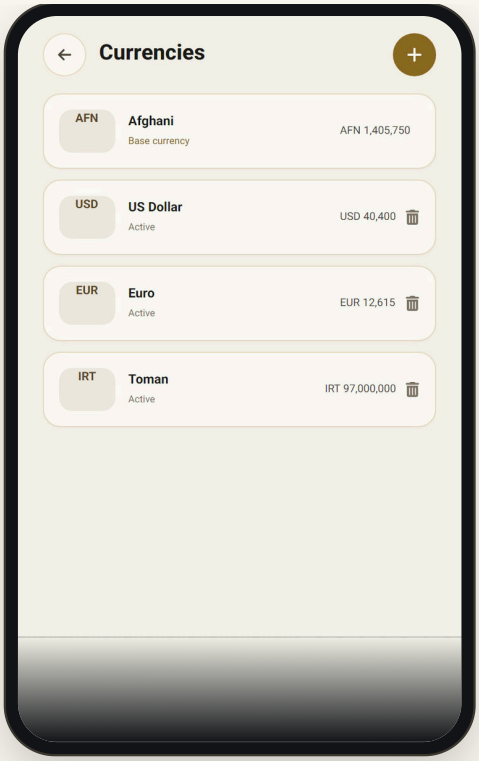


Figure 3.5 — Currencies: each with the till's balance in it.

- **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.

3.6 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.

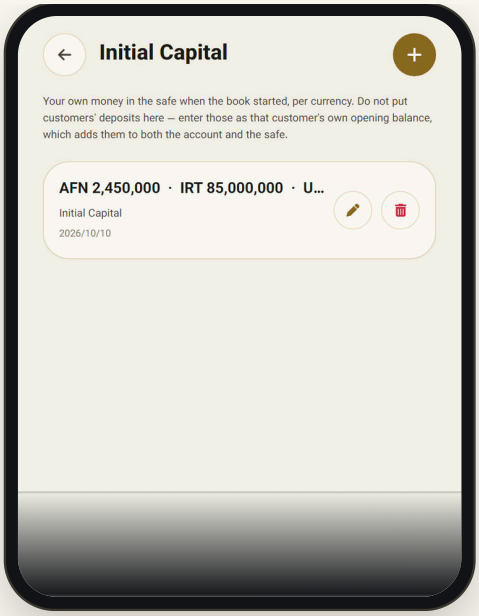


Figure 3.6 — **Initial Capital**: your own money when the book started.

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 7**). 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** on **Home** shows your own capital (**Chapter 4**).

> **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.

3.7 Your profile

Settings › **Profile** holds your name, phone number and photo. Your photo — or your initials, until you set one — sits at the foot of the side menu on Windows and at the top of the page on a phone, and pressing it opens **Settings** (**Chapter 2**).

04

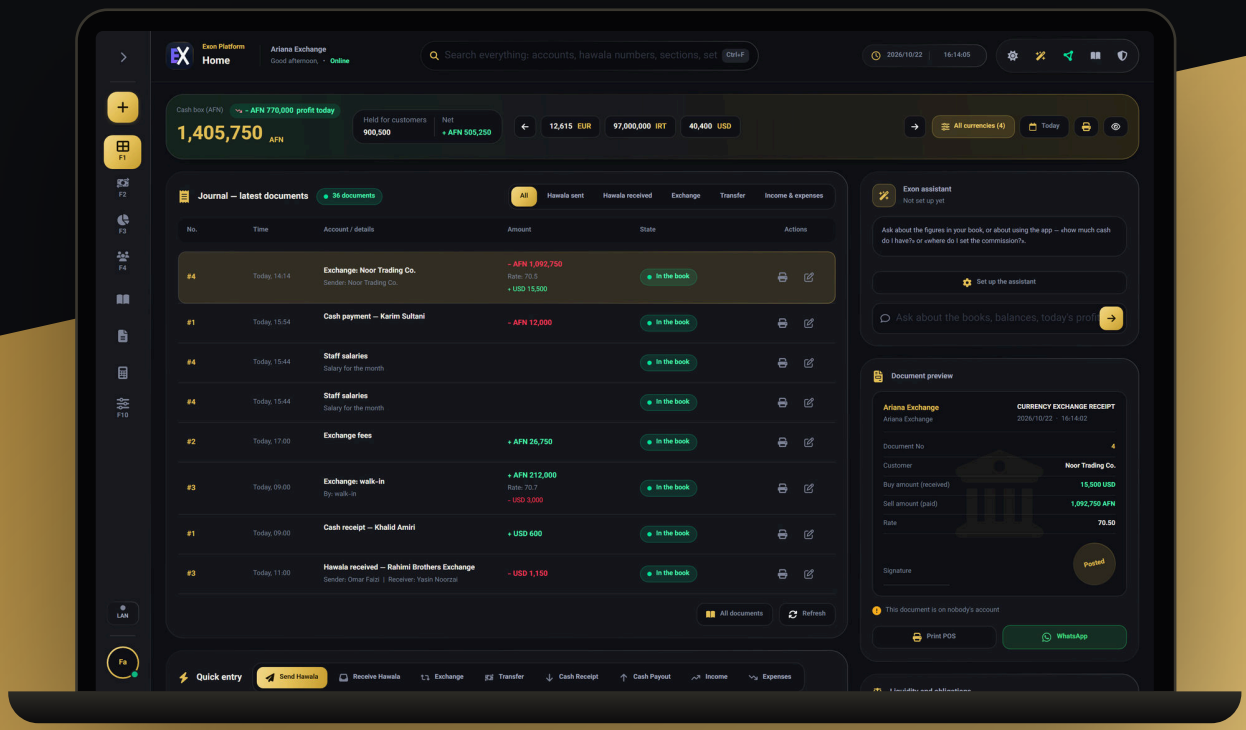
Chapter 4 · Getting started

Home

Home says at a glance how much money is with you right now, how much of it is customers', what today and this week looked like, and which documents were the last. On Windows the journal and the Quick entry forms are here too, with a column beside them holding the assistant, the document preview and the till's analysis. On a phone all of it is one column, read down.

In this chapter

4.1 Cash in hand
4.2 Journal — latest documents (Windows)
4.3 The side column (Windows)
4.4 Liquidity and obligations
4.5 The period, income, expenses and turnover
4.6 Recent activity (phone)
4.7 Strips at the top of Home



4.1 Cash in hand

The card at the top of **Home** is the till: the money that is really with you right now, currency by currency. The base currency is written large, the others in a strip beside it.

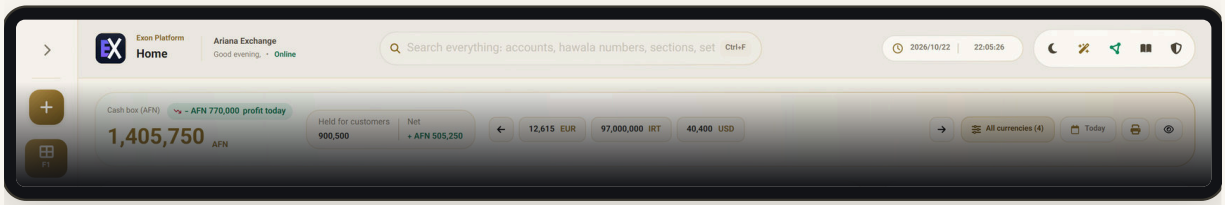


Figure 4.1 — On Windows: the till in the base currency, what customers hold and the net, and the strip of currencies with its buttons.

On Windows the card is one row:

- **Cash box (AFN):** the base currency's balance, large. Beside it, the **profit today** chip: today's movement of the till in the base currency, plus what today's exchanges earned.
- **Held for customers** and **Net:** the same two figures as in **Liquidity and obligations**, in the base currency (further down).
- **The strip of currencies:** each other currency is a chip with its balance. The arrows at either end move the strip. Press a chip to bring that currency large into the main place.
- **All currencies (4):** opens every currency side by side under the card, and closes it again.
- **Today:** opens **See the balance up to a date** (below).
- **The printer button:** prepares the balance sheet of the period chosen in the side column, for printing or PDF (**Chapter 15**).
- **The eye button:** hides every figure behind dots, so nobody standing beside you can read it. Tap again to bring them back. It only changes what is shown; nothing is locked.

On a phone the same card is **Cash in hand**: the base currency large, **Other currencies** under it, and the **profit today** chip at its foot. **All currencies (4)** opens each currency with its balance, in a card of its own, under the base one.

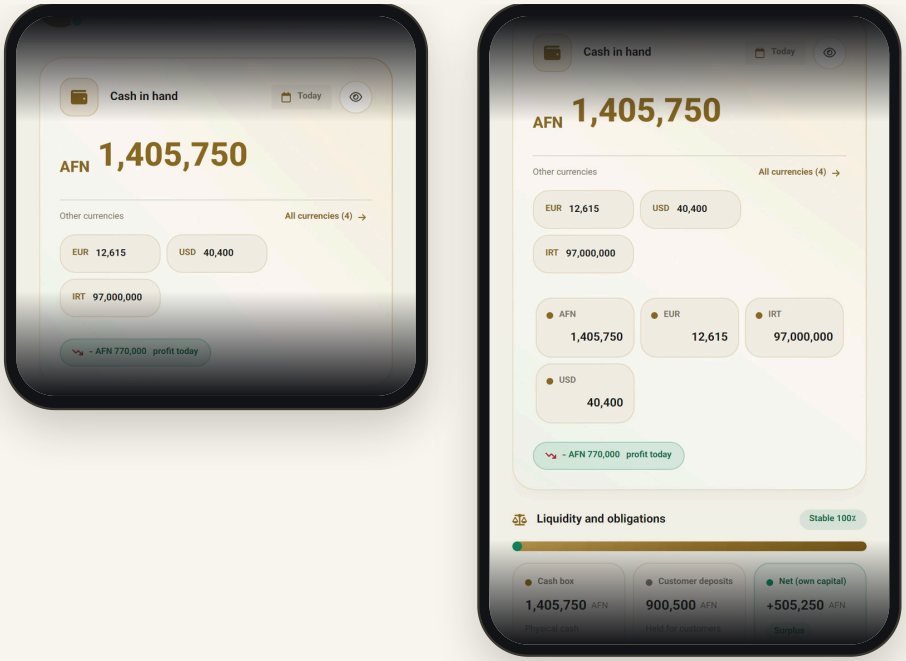


Figure 4.2 — On a phone: left, the **Cash in hand** card. Right, with **All currencies** open.

> **Tip**
> In **Settings** › **Theme** › **The till on the home** you can have **One card** for every currency, or a **Deck** — a card for each currency, a tap bringing the next to the front — instead of the strip (**Chapter 2**).

The balance on an earlier day

Tap the **Today** chip 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.

4.2 Journal — latest documents (Windows)

In the middle of **Home**, **Journal — latest documents** lists the book's latest documents as a table, newest first, with their count beside the title.

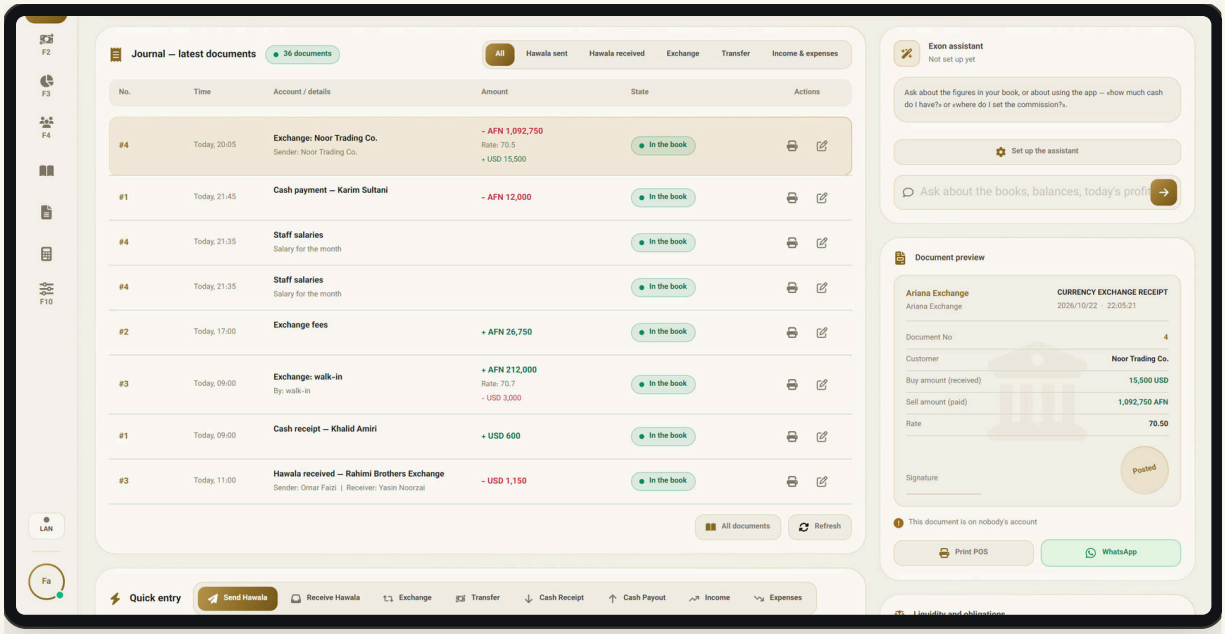


Figure 4.3 — **Journal — latest documents**: the chips for each kind, and each document with its number, time, account, amount, state and buttons.

- **The chips at the top:** **All**, **Hawala sent**, **Hawala received**, **Exchange**, **Transfer** and **Income & expenses** — each shows only that kind.
- **The columns:** **No.**, **Time**, **Account / details**, **Amount** (with the rate, for an exchange), **State** — **In the book** — and **Actions**.
- **Press a document:** it shows in **Document preview** beside the page.
- **A document's printer button:** prints its receipt on the POS printer (**Chapter 9**).
- **The pencil — Edit and actions:** everything a document offers: its details, correcting, deleting, printing and sending (**Chapter 13**).
- **All documents** opens the **General journal** with every document in the book (**Chapter 15**). **Refresh** reads the list again.

> **Good to know**
> Under the journal is **Quick entry**: the forms for sending and receiving hawala, exchange, transfer, cash receipt and payout, income and expenses, right there on the page (**Chapter 6**).

4.3 The side column (Windows)

Exon assistant

Questions about the book, without changing page: type into **Ask about the books, balances, today's profit…** and press the arrow. Until the assistant is set up, **Set up the assistant** opens its settings (**Chapter 29**).

Document preview

The document you chose in the journal — or the newest — drawn as the receipt that prints, with the office's letterhead, the **Posted** stamp and the line for the **Signature**.

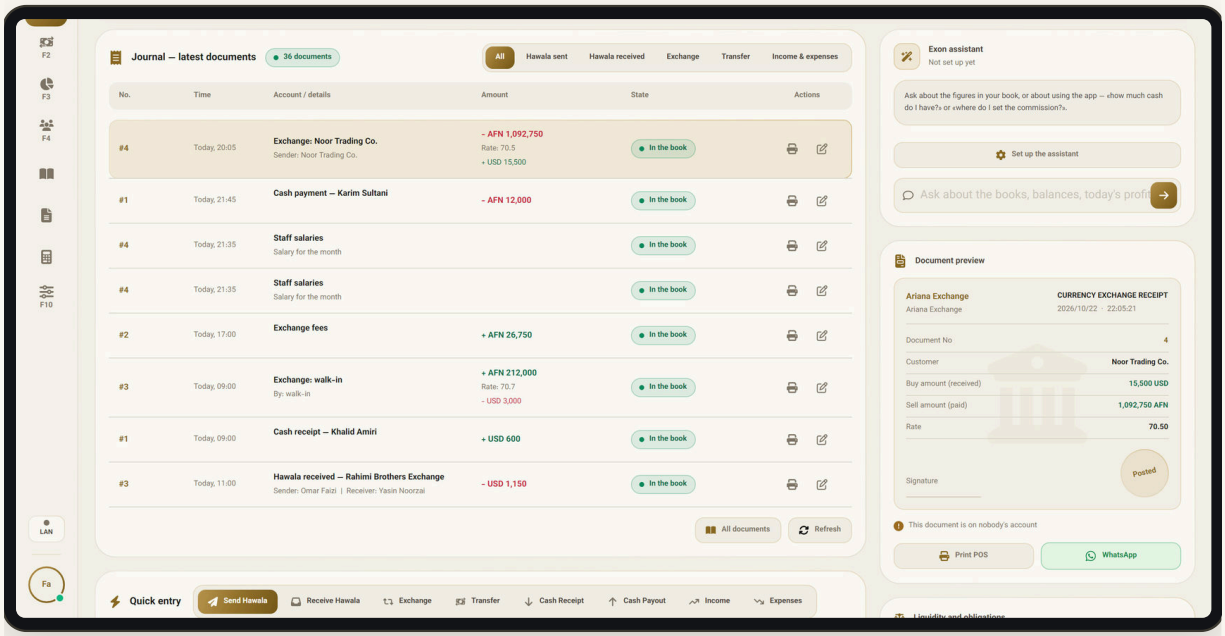


Figure 4.4 — **Document preview**, with **WhatsApp** and **Print POS** under it.

- **WhatsApp**: sends the receipt to the phone number on the document's account, in WhatsApp. If the account has no number the app says so and offers **Add the number**; a document on nobody's account (**This document is on nobody's account**) has nobody to send it to.
- **Print POS**: prints the same receipt on the POS printer.

4.4 Liquidity and obligations

This card — on Windows in the side column, on a phone under the till — keeps the money in the till apart from what you owe customers:

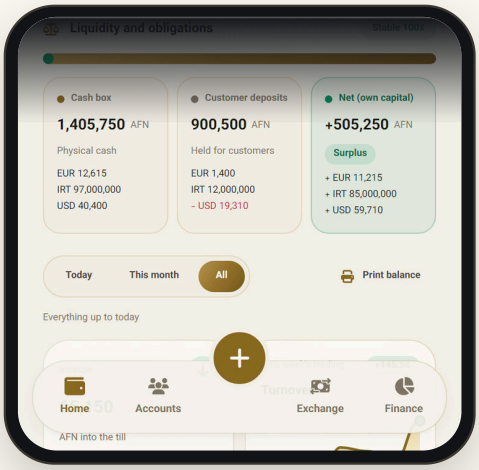


Figure 4.5 — **Liquidity and obligations** on a phone: the coverage bar, and cash, customer deposits and net, with the other currencies.

- **Cash box (Physical cash):** the cash that is with you.
- **Customer deposits (Held for customers):** every account's balance added up, 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 a **Surplus**, negative a **Shortfall**.
- **The bar and the chip at the top:** how much of what customers hold the cash box covers, in the base currency. While the till is no less than the deposits, it reads **Stable 100%**; when it is less, **Coverage** with its percentage.

> **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 10**).

4.5 The period, income, expenses and turnover

Three chips, **Today**, **This month** and **All**, choose the period of the cards below, and under them is written what period it is — for example **Everything up to today**. On a phone **Print balance** sits beside the chips; on Windows the till card's printer button does the same.

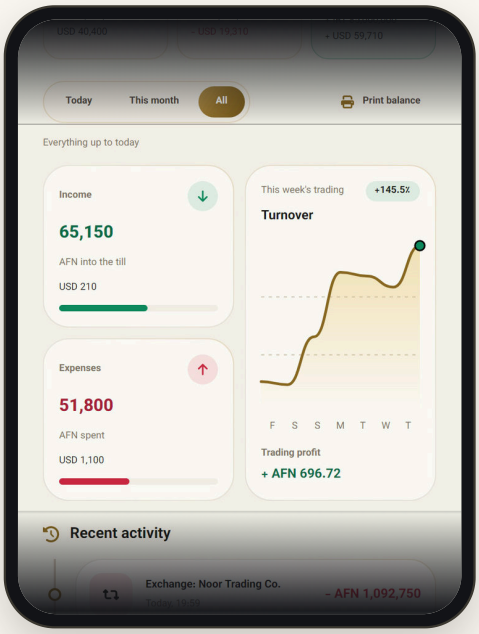


Figure 4.6 — The period, **Income** and **Expenses**, and **Turnover** with **Trading profit**.

Card	What it shows
Income	Income recorded in the period, the base currency large and the others small (**Chapter 12**)
Expenses	Expenses in the same period
Turnover	**This week's trading**: a chart of the last seven days, with its change

Card	What it shows
Trading profit	What the period's exchanges earned (Chapter 10)

> **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 (Chapter 18).

4.6 Recent activity (phone)

On a phone, the foot of Home is Recent activity: the book's latest documents, each with its kind, account, amount and time, along a timeline. On Windows the journal takes its place.

4.7 Strips at the top of Home

Sometimes a small strip appears at the top of Home:

- **… waiting to be posted:** documents you set aside with Add to list and have not posted yet (Chapter 13). 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 19). The Unconfirmed documents button in the top bar carries their count too.
- **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 26).
- **Pro:** while the 30 free days of Pro are ready to start, in their last week, and once Pro has ended, a strip with See Exon Pro and Later (Chapter 28).

05

Chapter 5 · Getting started

Quick search

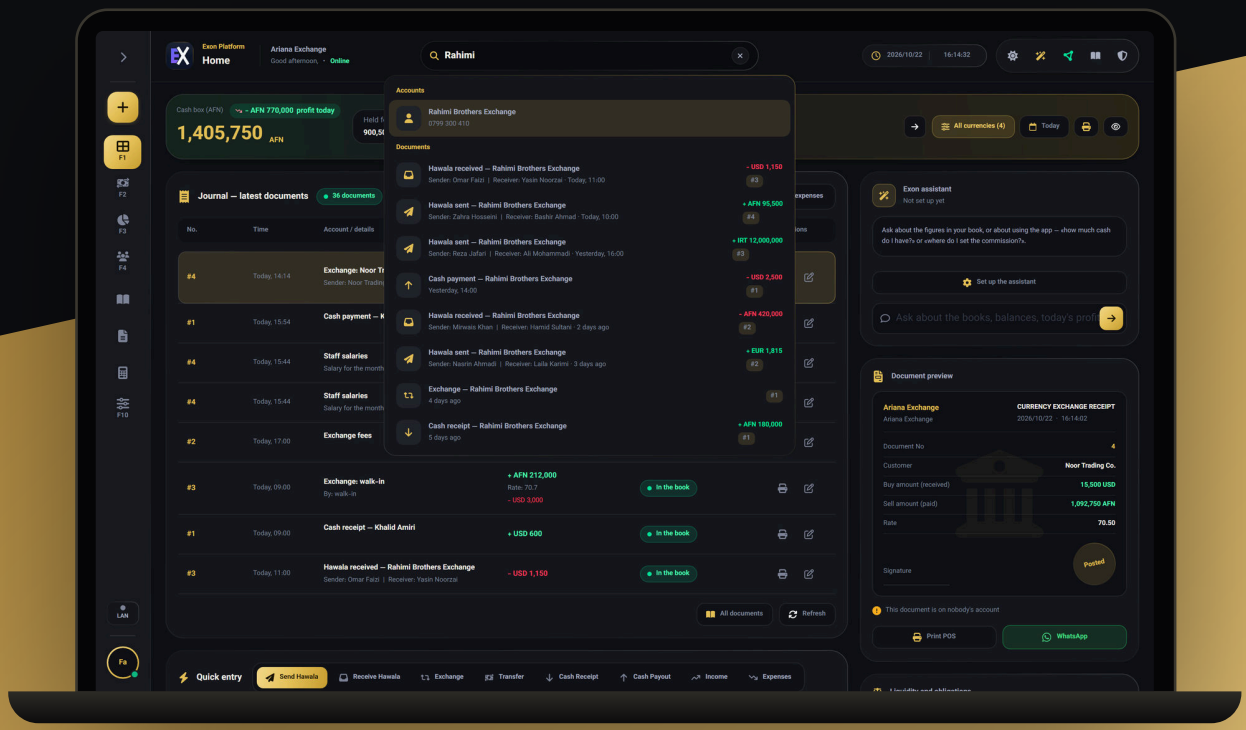
One box for the whole book: an account by its name, phone or ID; a hawala or any document by its number, sender, receiver or note; and every section, form and settings page by its name. Instead of looking through the menus, type its name.

In this chapter

5.1 Where it is

5.2 What it finds

5.3 From the keyboard (Windows)



5.1 Where it is

- **On Windows:** the box **Search everything: accounts, hawala numbers, sections, settings…** in the top bar, always in its place. **Ctrl** + **F** puts the cursor in it from anywhere in the app.
- **On a phone:** the magnifier at the top opens **Quick search** on its own page.

5.2 What it finds

The answers come in three groups, in this order:

Group	What
Sections and actions	Every section of the app (**Section**), every settings page (**Settings**) and every form a document is written on (**Form**), by name
Accounts	Accounts whose name, phone number or ID match, up to six
Documents	Documents whose number, sender's or receiver's name, note or account's name match — a document whose number is exactly what you typed comes first

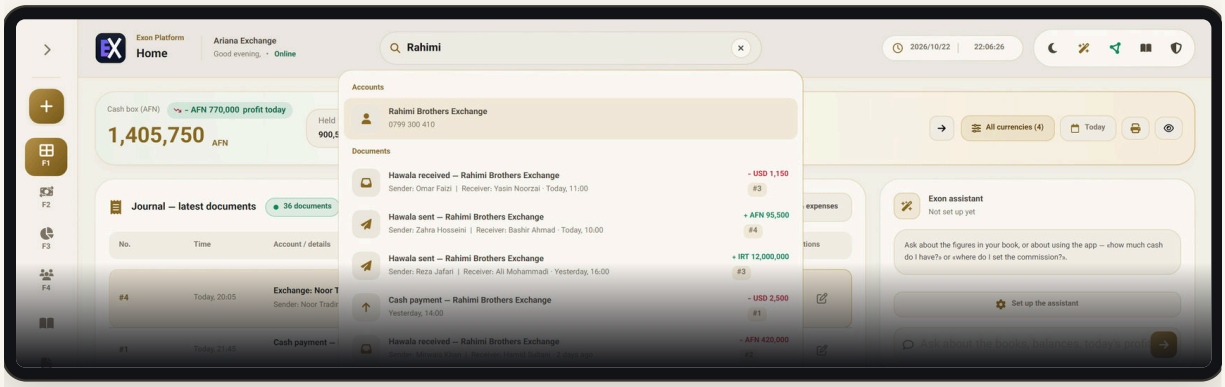


Figure 5.1 — **Rahimi**: an account and its documents, under the search box.

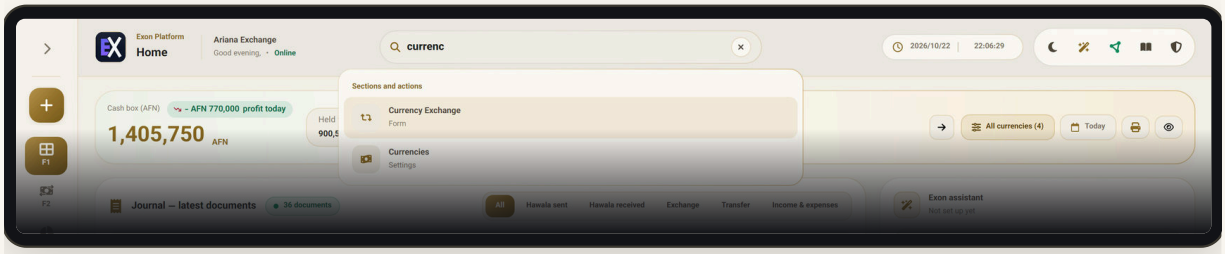


Figure 5.2 — **currenc**: the sections and settings with that name.

- **Figures** can be typed on any keyboard: ۱۲۳ and 123 are the same.
- **Press an answer:** a section or settings page opens; a form opens the way its key opens it; an account opens its page; and a document opens its **Transaction actions** (**Chapter 13**).
- **Only what you may open:** a member of staff does not see sections, accounts or documents their role does not allow (**Chapter 19**).

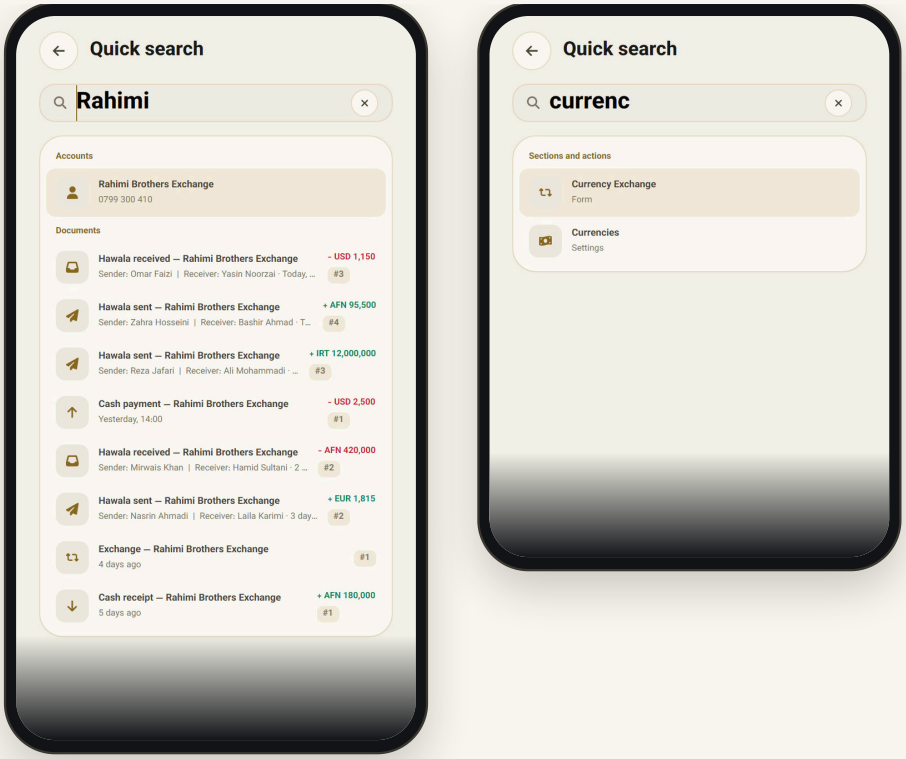


Figure 5.3 — On a phone: **Quick search** on its own page.

5.3 From the keyboard (Windows)

1. Press **Ctrl** + **F** and type. The answers appear under the box as you type.
2. Move through them with ↓ and ↑.
3. **Enter** opens the answer chosen.
4. **Esc** closes the answers, and a second time empties the box.

> **Tip**
> What you typed stays in the box while the page changes under it. Come back to the box and the same answers open again.

06

Chapter 6 · Getting started

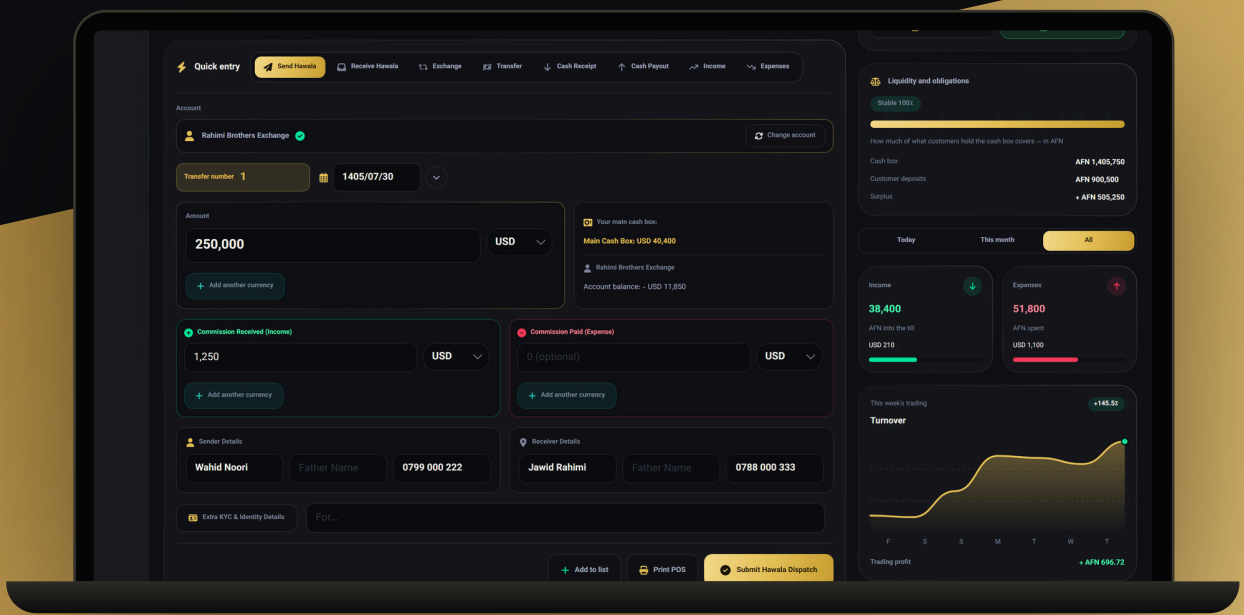
Quick entry and quick actions

The workstation keeps the everyday forms at hand. On Windows, **Quick entry** sits under the journal on **Home**: eight forms on eight tabs — fill one in and post it without changing page. On both devices, the gold **+** opens **Quick actions**.

In this chapter

6.1 Quick actions («+»)

6.2 Quick entry (Windows)



6.1 Quick actions (+)

The gold + — at the top of the side menu on Windows, in the middle of the bottom bar on a phone — opens **Quick actions** from anywhere in the app. Each of its buttons is an empty form, not a list:

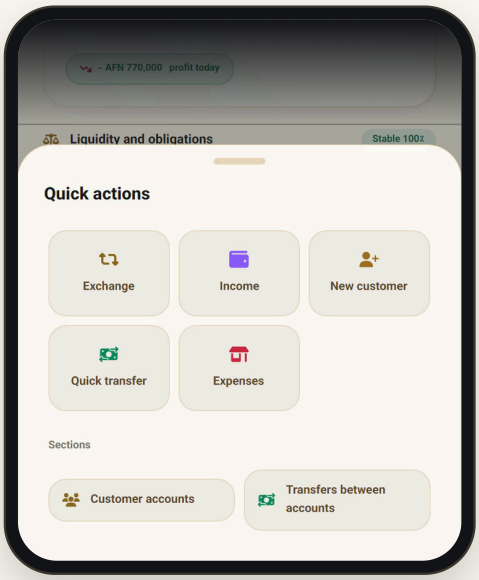


Figure 6.1 — **Quick actions**: the empty forms, and **Sections** under them.

Button	What it opens
Exchange	**New exchange** (**Chapter 10**)
Income and **Expenses**	A new income or expense (**Chapter 12**)
New customer	A new account (**Chapter 7**)
Quick transfer	A transfer between two accounts, or between an account and the till (**Chapter 11**)
Sections: **Customer accounts**	The list of every account (**Chapter 7**)
Sections: **Transfers between accounts**	The list of every transfer (**Chapter 11**)

6.2 Quick entry (Windows)

Under **Journal — latest documents** on **Home**, **Quick entry** has eight tabs, each a whole form:

Send Hawala, **Receive Hawala**, **Exchange**, **Transfer**, **Cash Receipt**, **Cash Payout**, **Income** and **Expenses**.

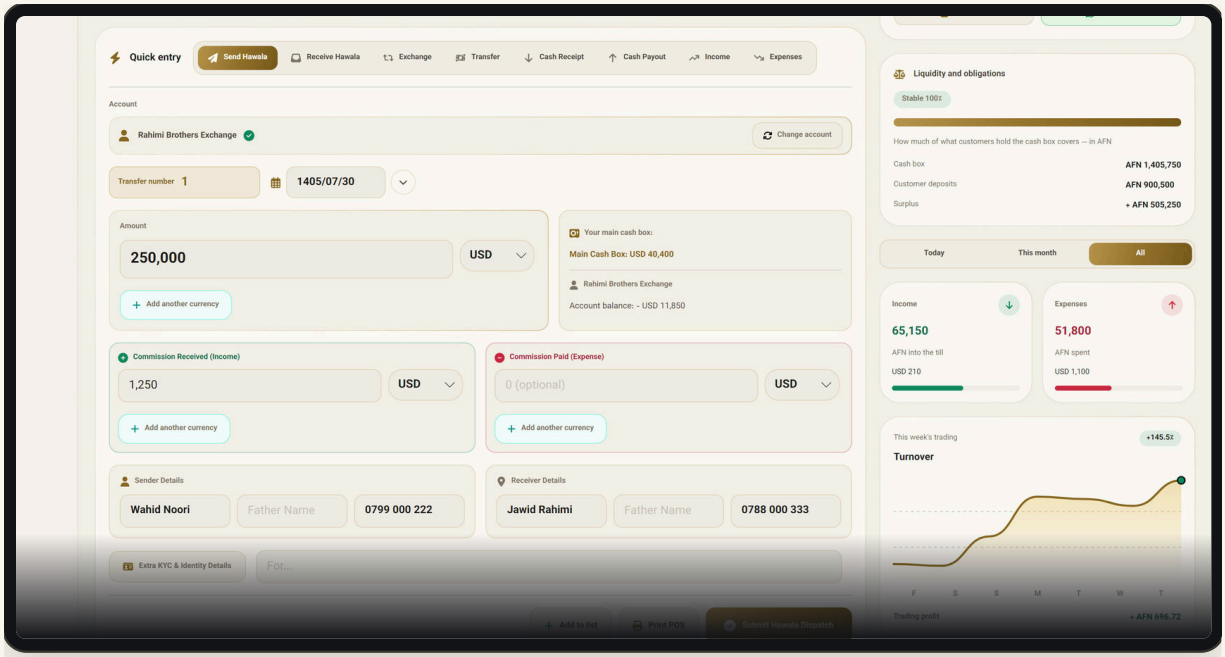


Figure 6.2 — **Quick entry** on the **Send Hawala** tab: the account chosen, the amount, the commissions, sender and receiver.

Each tab is the very form that opens from an account's page or from **Quick actions** — the same fields, the same posting — only wide and on the page. Each form's own chapter goes through its fields (**Chapter 9**, **Chapter 8**, **Chapter 10**, **Chapter 11**, **Chapter 12**).

The account first

The hawala and cash tabs are written on a customer's account, so above them is the **Account** box:

1. In **Type the account's name or phone…**, type a few letters of the name or digits of the phone. The accounts that match appear under it.
2. Press one — or press **Enter** to take the first. The cursor moves to the amount by itself.
3. For another account, press **Change account**.

> **Good to know**
> The account you chose comes with you to the next tab. But an account linked with another office is not taken where it cannot be written — a received hawala on a linked account, for example, is written by the other office, not by you — and a note beside the box says why (**Chapter 22**).

Post, and the next form

- The form's own button — **Submit Hawala Dispatch**, for example — posts the document, and **Document … is in the book** appears.
- The form stays open and empties, ready for the next one. The new document shows at once in the journal above it.
- Leave a form half typed and use another tab: what you typed waits where it was.

- **Add to list** and **Print POS** are there too, as on the form itself (**Chapter 13**, **Chapter 9**).

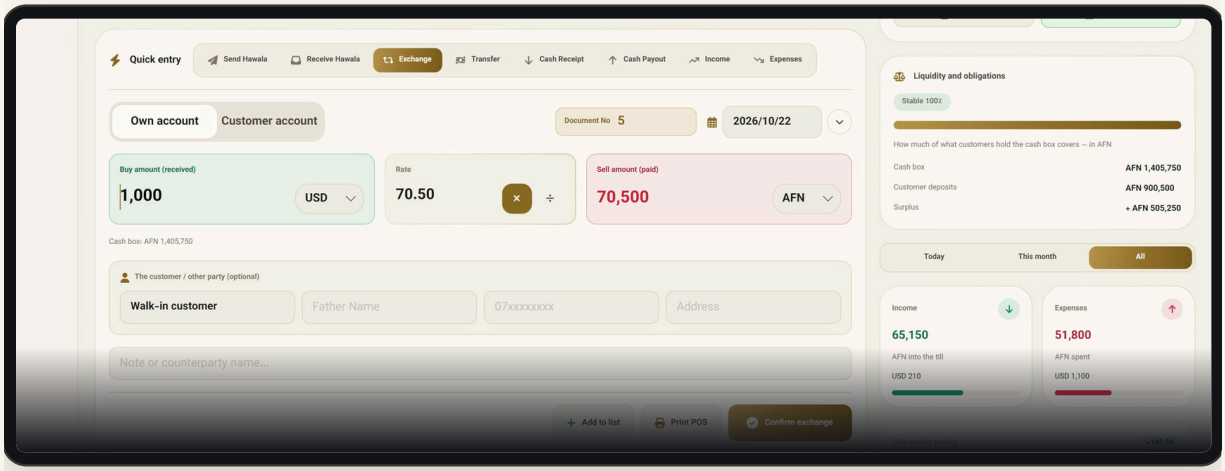


Figure 6.3 — The **Exchange** tab: personal or customer account, the two currencies, the amount, the rate and the result.

Keys

On Windows, each form's key — **Ctrl** + **H** **Send Hawala**, **Ctrl** + **Shift** + **H** **Receive Hawala**, **Ctrl** + **E** exchange, **Ctrl** + **T** transfer, **Ctrl** + **R** **Cash Receipt**, **Ctrl** + **P** **Cash Payout**, **Ctrl** + **I** income and **Ctrl** + **M** expenses — from any of **Home**, **Exchange**, **Finance** or **Settings**, brings **Home** back and opens that form's tab, with the cursor in it. On an account's page the same key opens the form for that account, as it always has (**Appendix B**).

> **Tip**
> Keep your hands on the keyboard: **Ctrl** + **H**, a few letters of the account's name, **Enter**, the amount… and post. The form is ready for the next hawala.

02

Part 2

Daily work

7 Customer accounts

8 Cash in and out

9 Hawala

10 Exchange

11 Transfers

12 Income and expenses

13 Corrections, deletions and the waiting list

07

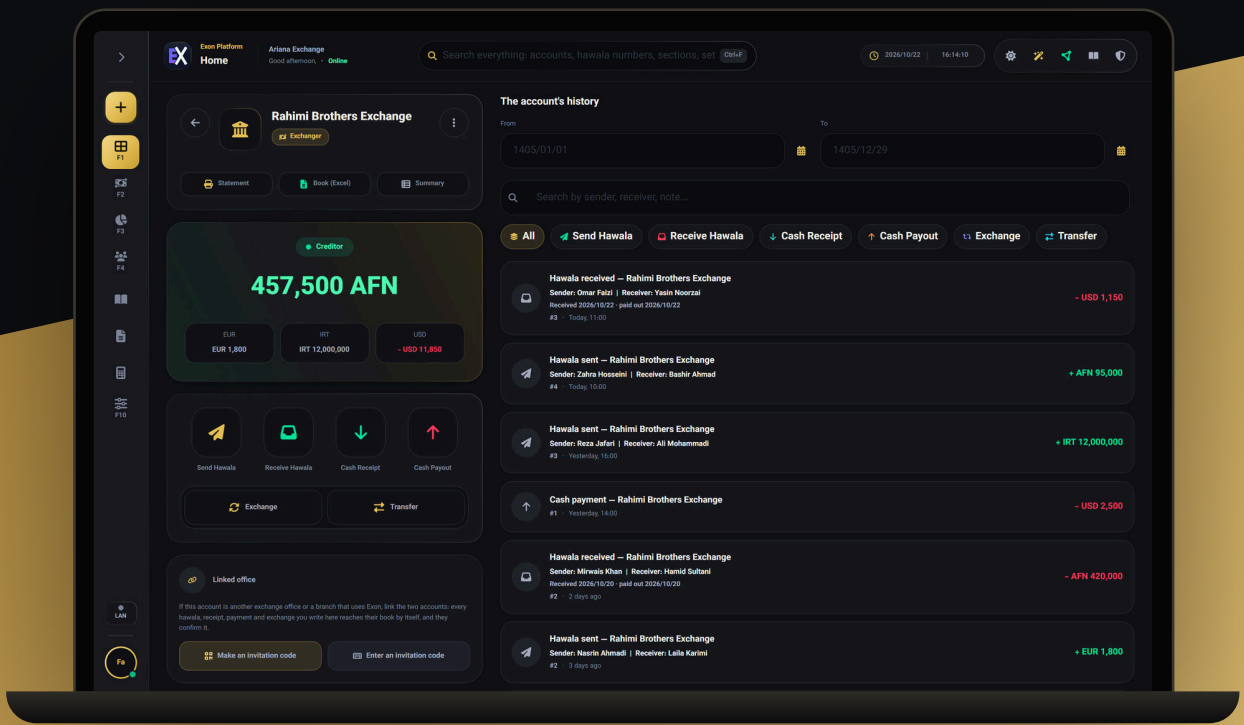
Chapter 7 · Daily work

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

7.1 The list of accounts
7.2 Creating an account
7.3 An account's page
7.4 Editing and deleting an account
7.5 Account kinds



7.1 The list of accounts

On Windows press **Customer accounts** in the side menu — or **F4**; on a phone, **Accounts** in the bottom bar. **Customer accounts** lists every account with its balance: the base currency large, the other currencies small under it. On Windows the accounts sit in two columns side by side.

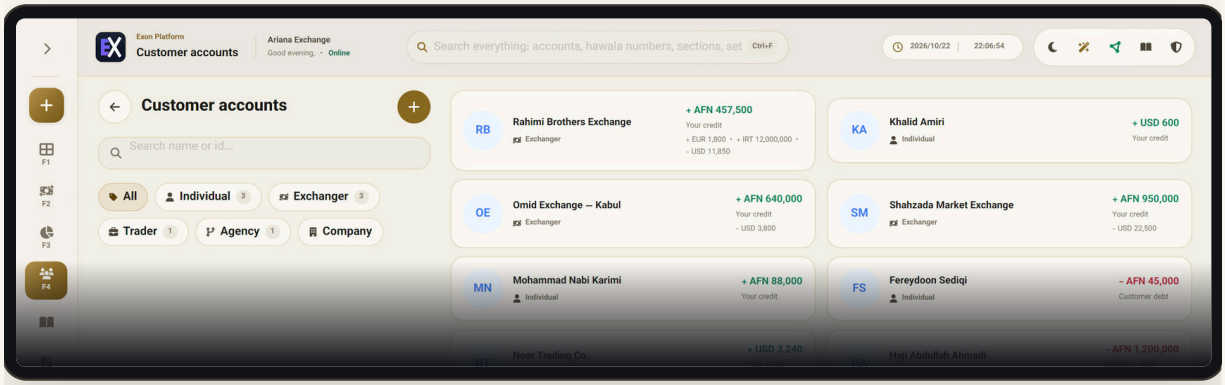


Figure 7.1 — **Customer accounts** on Windows: search, the kind chips, and the accounts in two columns.

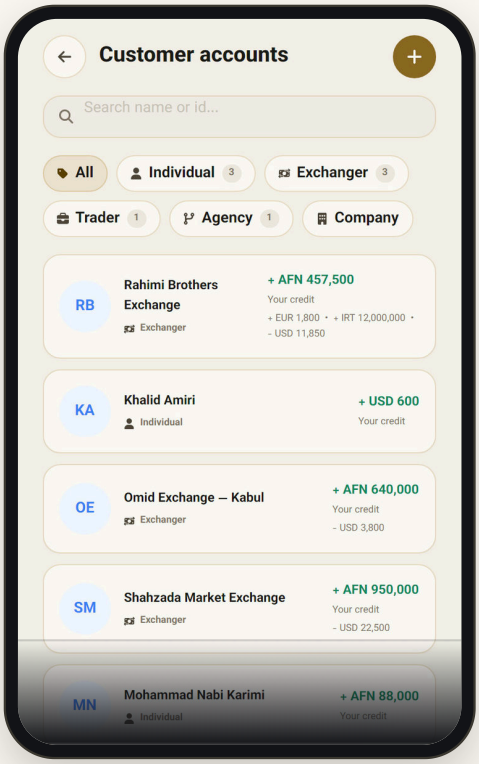


Figure 7.2 — **Customer accounts**: search, the kind chips, and each account's balance.

- **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.

7.2 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 3**).
6. Tap **Save**.

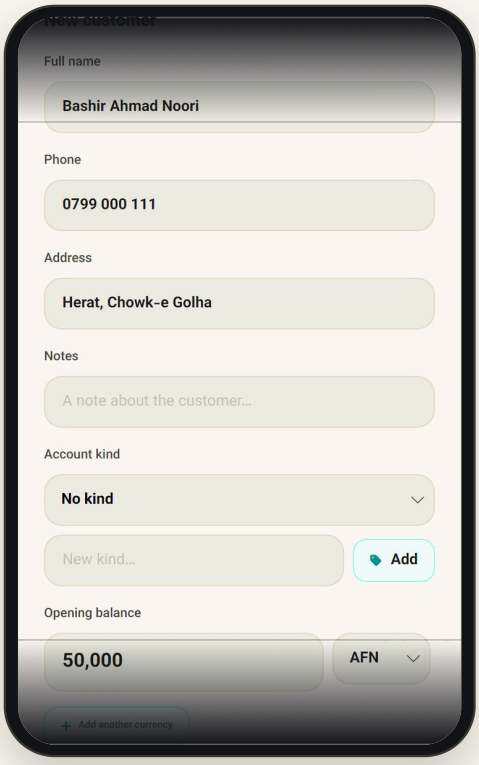


Figure 7.3 — **New customer**: details, kind, and the opening balance with **This money is in my safe**.

> **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.

7.3 An account's page

Tap any account in the list — or find it with **Quick search** (**Chapter 5**). 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. On Windows the account's cards are in one column and **The account's history** in the wide column beside it; on a phone everything is one under another.

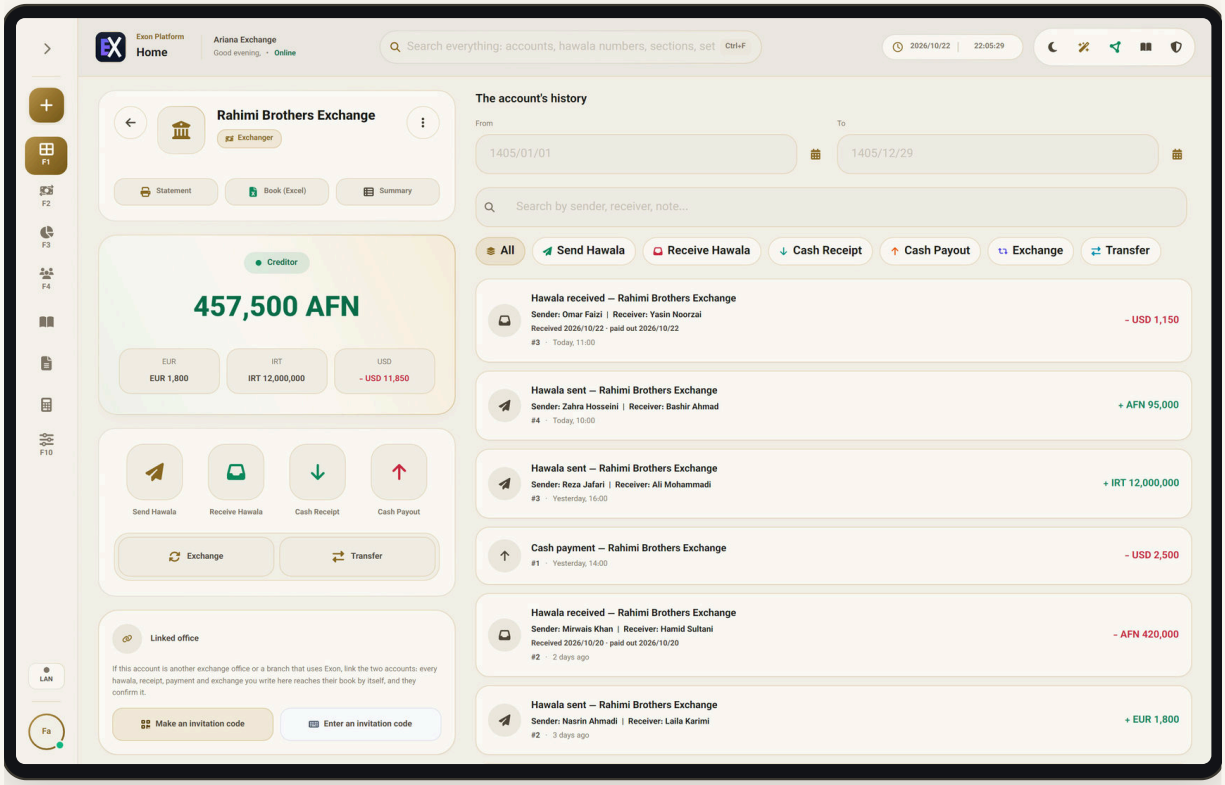


Figure 7.4 — An account's page on Windows: the balance and the buttons in one column, **The account's history** in the column beside it.

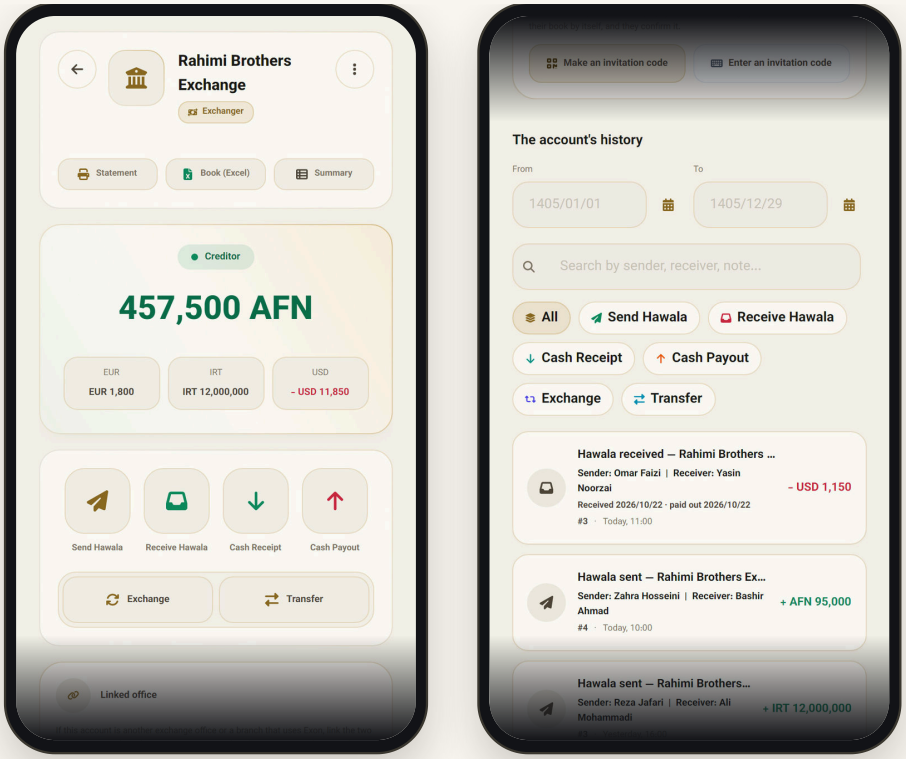


Figure 7.5 — The same page on a phone: the balance, the buttons, and further down the history.

The account's buttons

Button	What it does
Send Hawala and **Receive Hawala**	This account's hawalas (**Chapter 9**)
Cash Receipt and **Cash Payout**	Money this customer brings or takes (**Chapter 8**)
Exchange	Converting this customer's money from one currency to another (**Chapter 10**)
Transfer	From this account to another (**Chapter 11**)
Statement	The account's movements over a period, to print or send (**Chapter 14**)
Summary	The **Account Status** of this account: its hawalas, commission, receipts and payments, and exchanges in one table (**Chapter 15**)
Book (Excel)	The print book of this account in an Excel file (**Chapter 14**)

Statement, **Book (Excel)** and **Summary** are at the top, under the account's name; the round buttons for writing documents are under the balance card.

Under these buttons are two more cards: **Linked office**, for an account that is another office with Exon (**Chapter 22**), and — if the book's owner has switched it on — **Telegram access**, so the customer can see their own account in Telegram (**Chapter 23**).

The account's history

The account's history is 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 13**).

- **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 18**).

7.4 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 13**).

> **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 22**).

7.5 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.

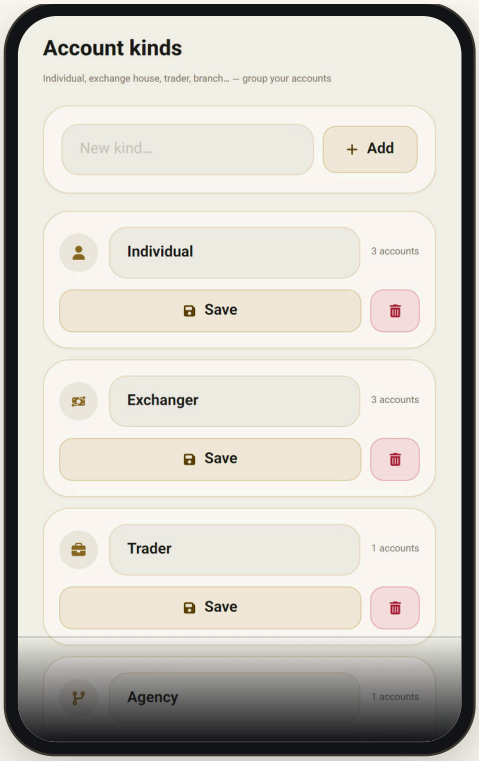


Figure 7.6 — **Account kinds**: your own grouping of accounts.

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.

08

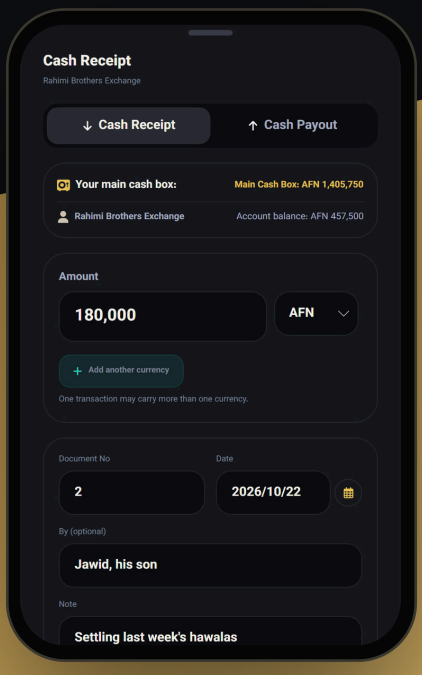
Chapter 8 · Daily work

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

8.1 What a receipt and a payout do to the money
8.2 Recording a cash receipt
8.3 Several currencies in one document
8.4 Document numbers
8.5 A document's date
8.6 Add to list
8.7 Print POS



8.1 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**.

8.2 Recording a cash receipt

1. Open the customer's account and tap **Cash Receipt**. On Windows, **Quick entry** under the journal has a **Cash Receipt** tab too — or Ctrl + R — where you choose the account in the box above it (**Chapter 6**).
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**.

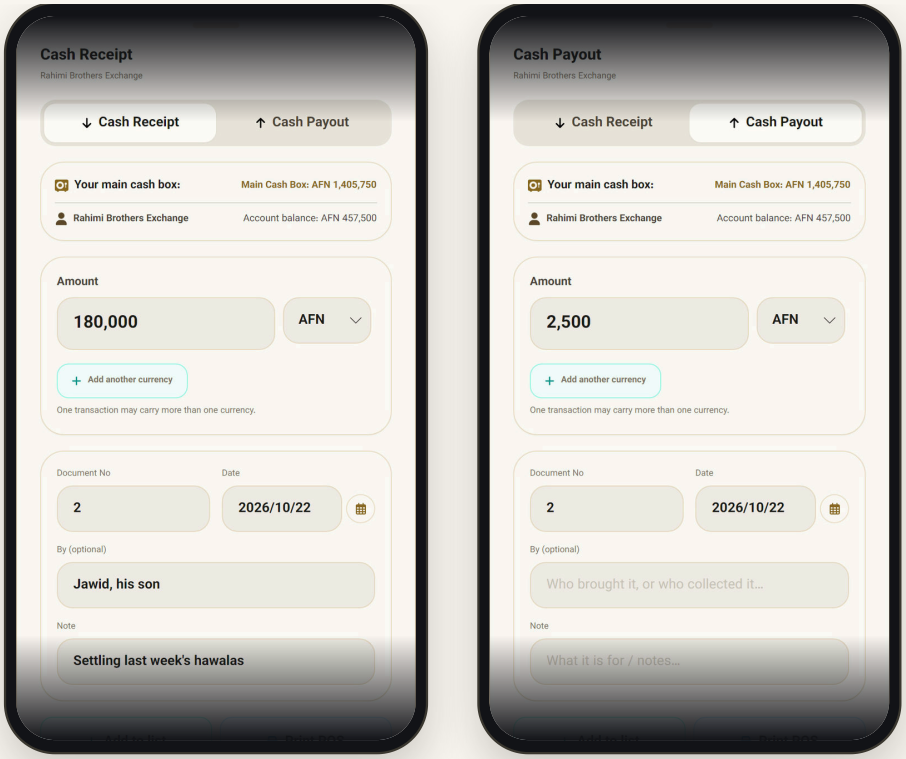


Figure 8.1 — **Cash Receipt** and **Cash Payout**: one form, switched with the buttons at its top.

> **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.

8.3 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. Each line's currency list leaves out the currencies already chosen on the other lines of the document, so no currency is written twice.

8.4 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.

8.5 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 18**).

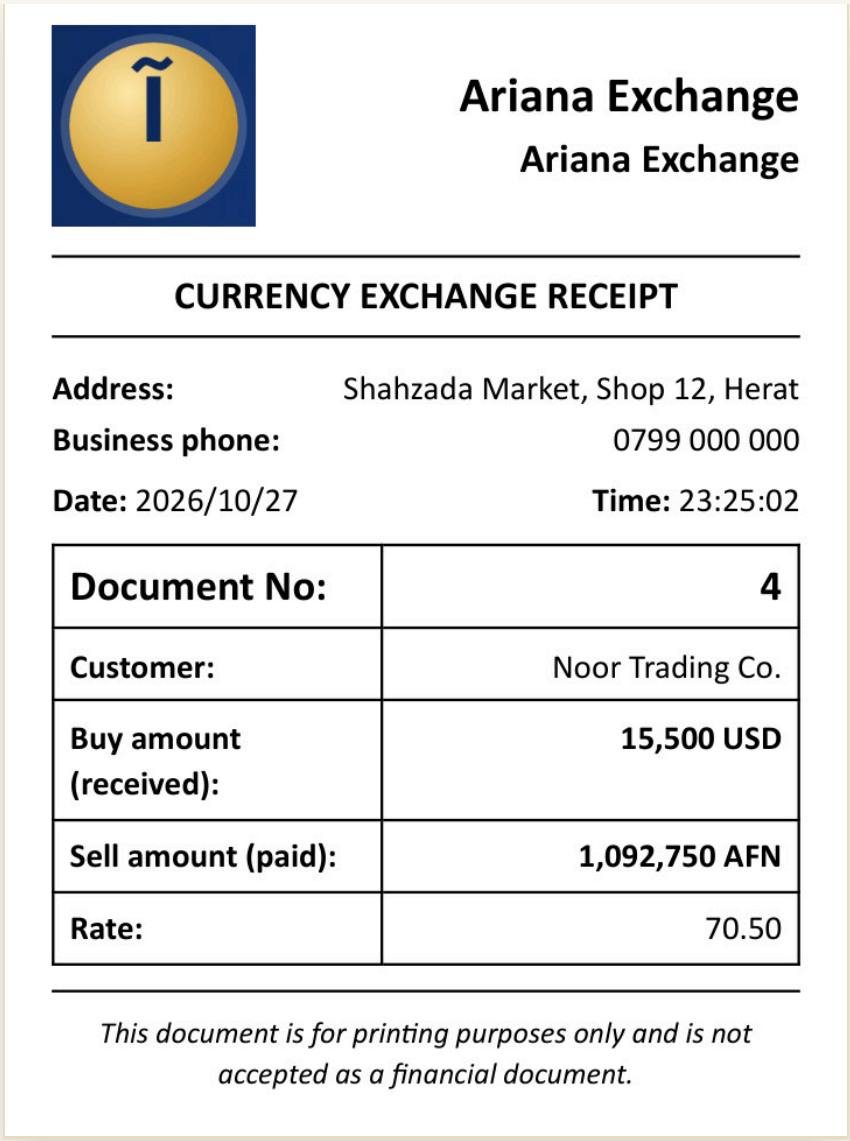
8.6 Add to list

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 13**).

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

8.7 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: 2026/10/27 **Time:** 23:25:02

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 8.2 — 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 13**).

09

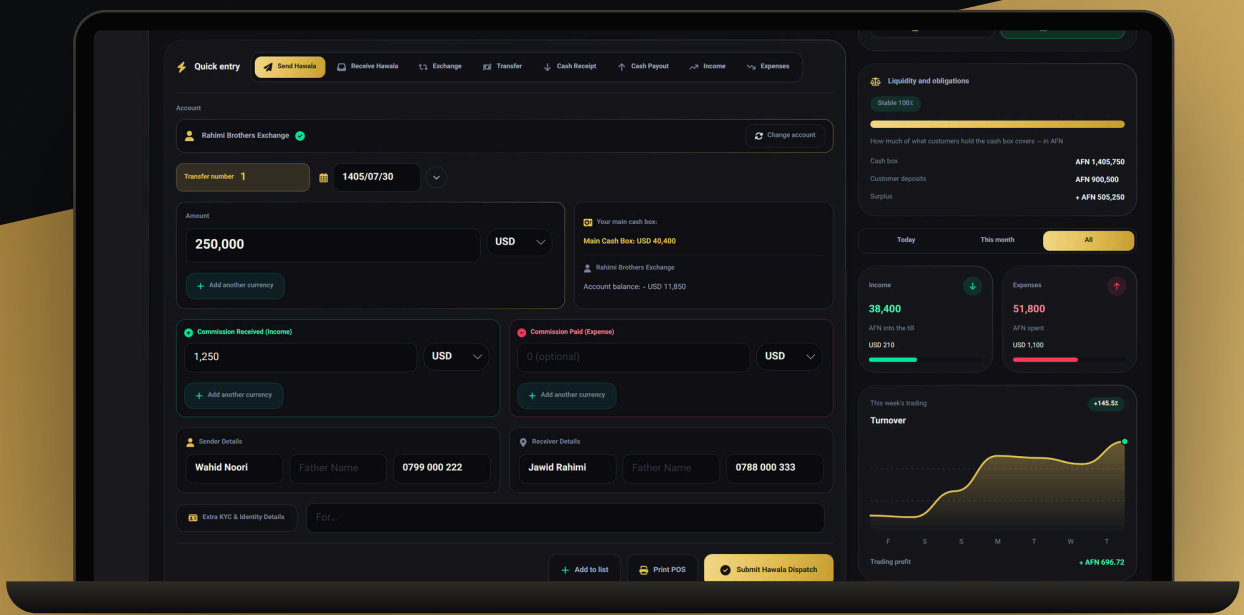
Chapter 9 · Daily work

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

9.1 Two kinds of hawala
9.2 Sending a hawala
9.3 Extra KYC and identity details
9.4 Receiving a hawala
9.5 Paying out: the day the receiver comes
9.6 Hawala customers
9.7 A hawala's POS receipt



9.1 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.

9.2 Sending a hawala

1. Open the account of the exchanger who pays the hawala at the other end and tap **Send Hawala**. On Windows the **Send Hawala** tab of **Quick entry** — or **Ctrl** + **H** — is the same form, under the journal; choose the exchanger's account in the box above it (**Chapter 6**).
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.

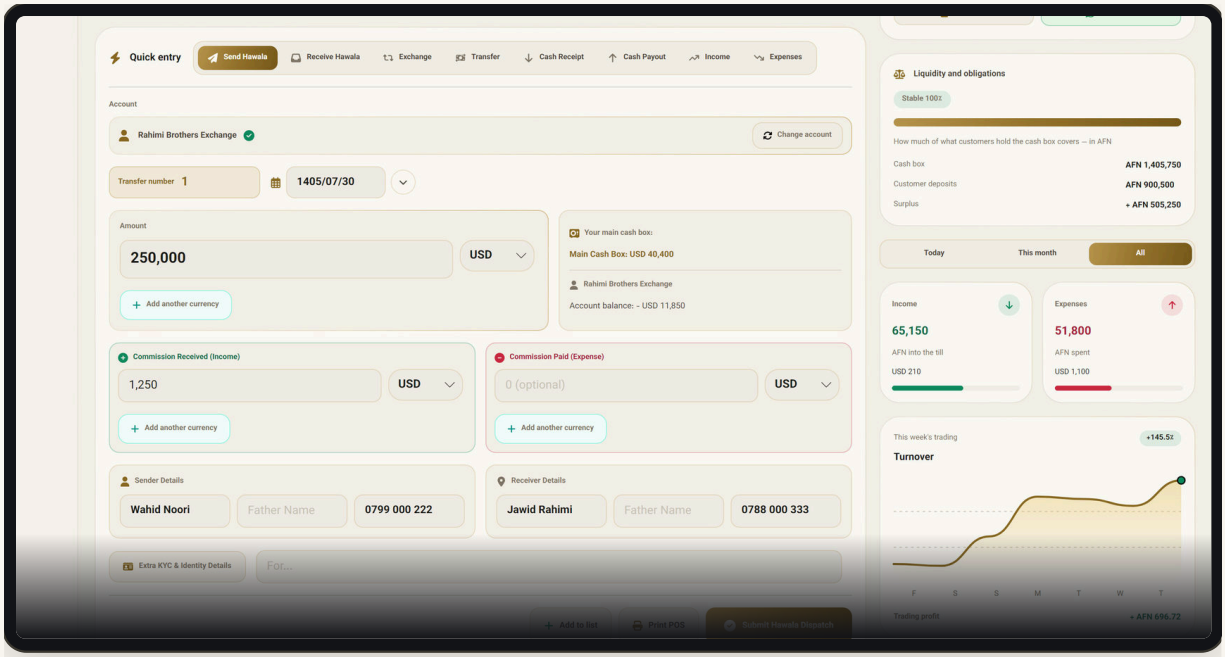


Figure 9.1 — **Send Hawala** in **Quick entry** on Windows: the account, amount, commission received and paid, sender and receiver, number and date.

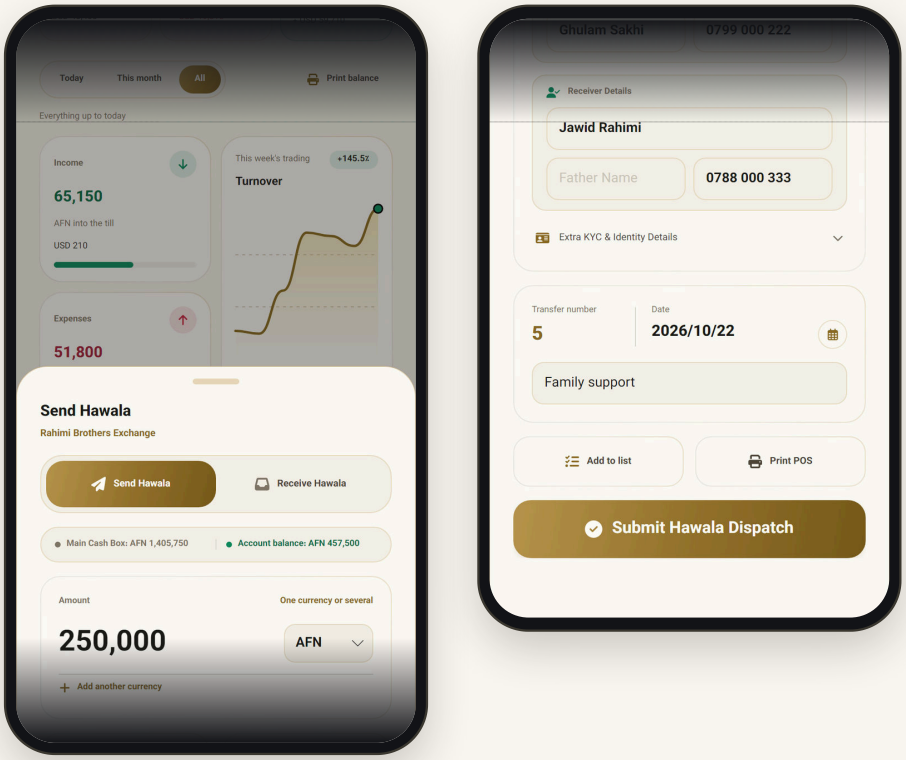


Figure 9.2 — The same form on a phone.

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.

9.3 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.

9.4 Receiving a hawala

1. Open the account of the exchanger who sent the hawala and tap **Receive Hawala** — or, on Windows, the **Receive Hawala** tab of **Quick entry**, **Ctrl** + **Shift** + **H**.
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**.

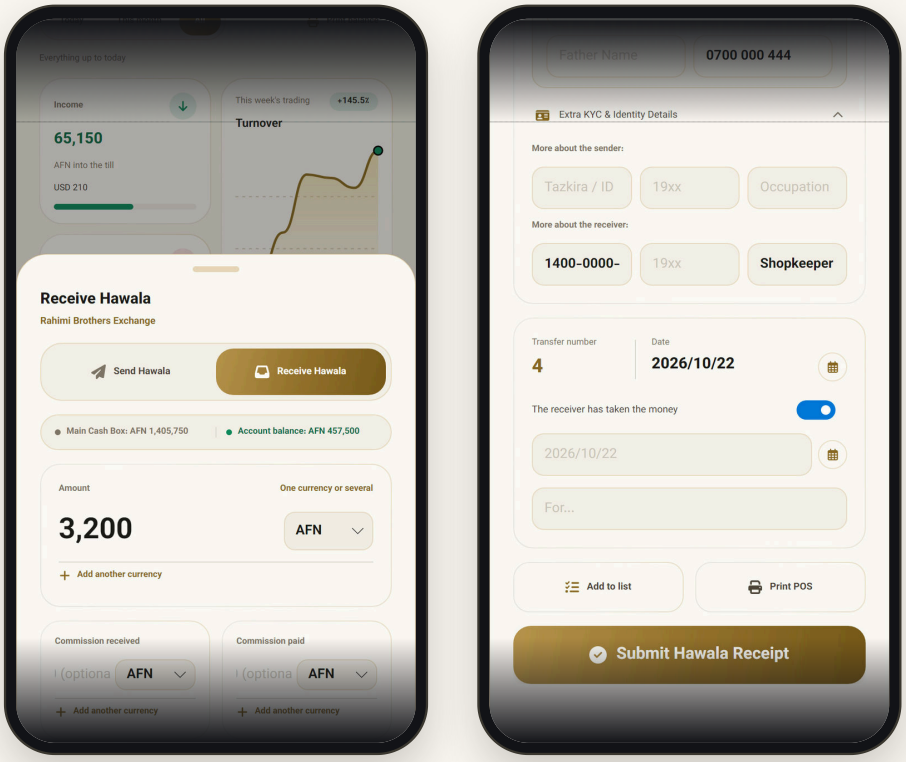


Figure 9.3 — **Receive Hawala**, with **The receiver has taken the money** and **Paid out on**.

9.5 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 and its commission is not counted. The balance at the top of the account's page counts it from the start — it can no longer be taken back — and says under it how much is **not paid out yet**.

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. An unpaid hawala's amount has no colour in the list and turns red once it is paid out. The statement and the account status show unpaid hawalas too, labelled **Not paid out** and kept apart from paid ones (**Chapter 14**).

> **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.

9.6 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.

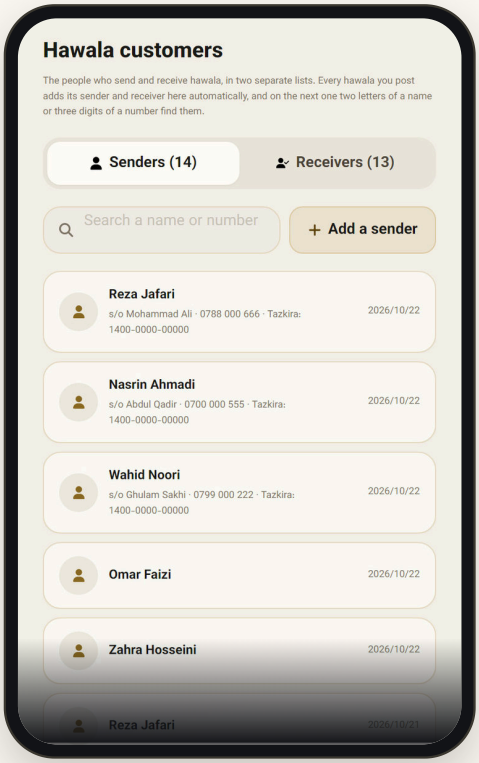


Figure 9.4 — **Hawala customers**: senders and receivers, searchable by name or number.

- 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.

9.7 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. On Windows a document's printer button in the journal on **Home**, and **Print POS** under **Document preview**, do the same (**Chapter 4**). 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.

10

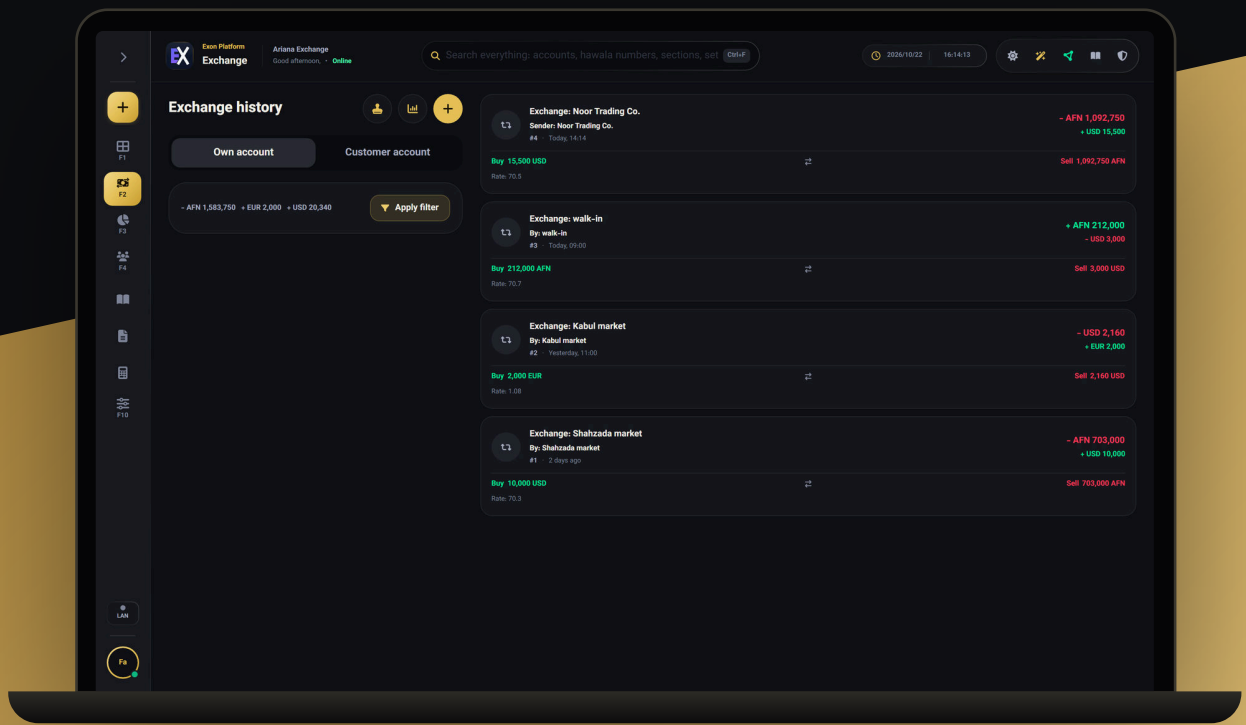
Chapter 10 · Daily work

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

10.1 The two kinds of exchange
10.2 An exchange from your own account
10.3 An exchange from a customer's account
10.4 The exchange history
10.5 Buying and selling



10.1 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 **Liquidity and obligations** on **Home** shows (**Chapter 4**).

10.2 An exchange from your own account

1. In **Exchange** tap **+** — or, from anywhere in the app, **+** › **Exchange**. On Windows the **Exchange** tab of **Quick entry** — or **Ctrl** + **E** — is the same form (**Chapter 6**).
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**.

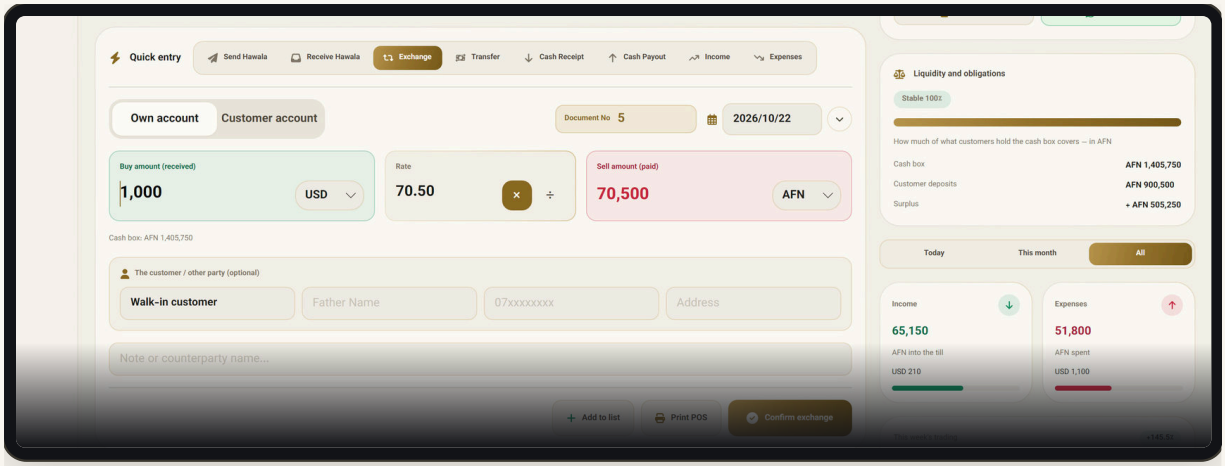


Figure 10.1 — **Exchange** in **Quick entry** on Windows: your own account, dollars bought at 70.50, and the afghani paid.

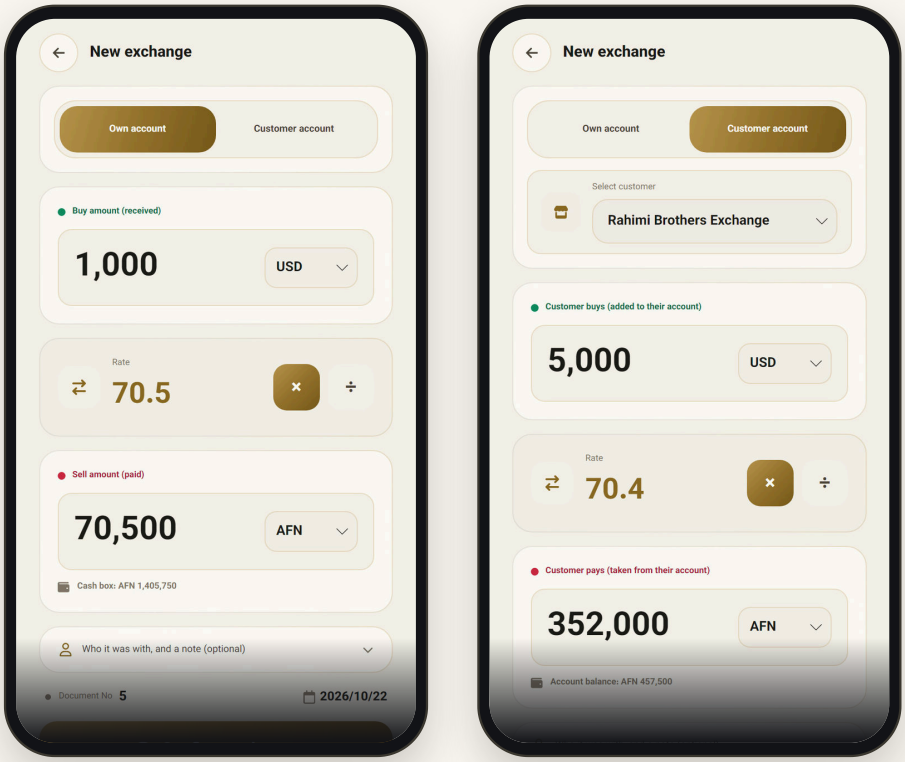


Figure 10.2 — **New exchange** on a phone: left from your own account, right from a customer's account.

10.3 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.

10.4 The exchange history

Exchange — **F2** in the side menu on Windows, the bottom bar on a phone — is the **Exchange history**: every exchange, newest first. Each row says what you bought, what you sold, and at what rate.

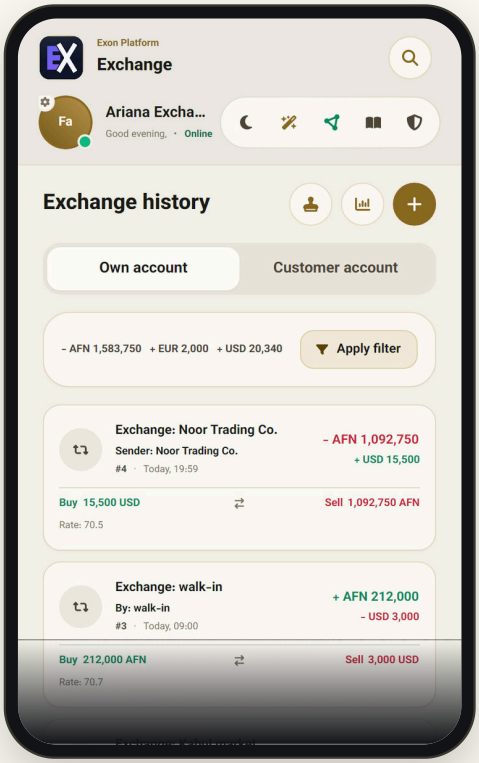


Figure 10.3 — **Exchange**: the **Exchange history** with the **Own account** and **Customer account** chips.

- 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 21**).
- Tap an exchange to open its details, correct it, print its POS receipt, or make an **Exchange certificate** from it (**Chapter 13**).

10.5 Buying and selling

The **Trading summary** — from **Exchange** 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.

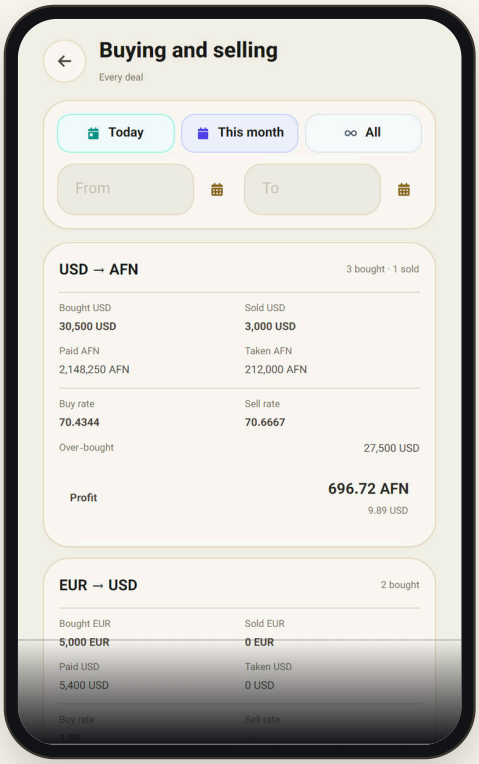


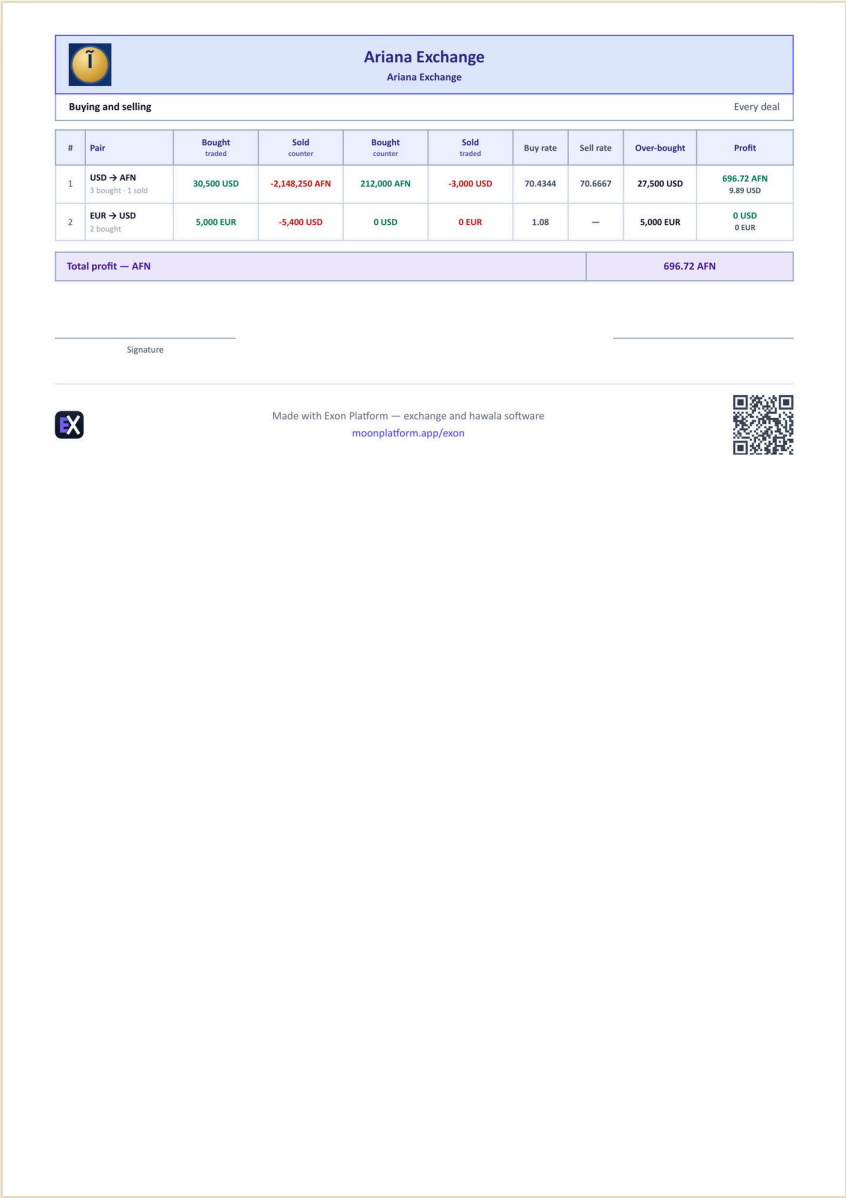
Figure 10.4 — **Buying and selling**: each currency pair with what was bought and sold, average rates, over-bought and profit.

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 10.5 — **Buying and selling** on paper.

11

Chapter 11 · Daily work

Transfers

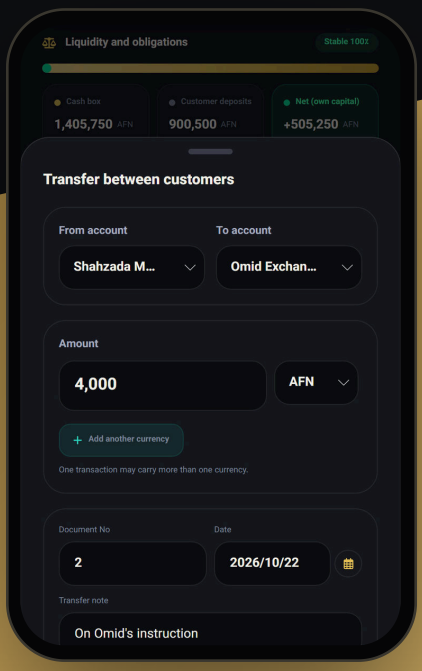
A transfer is for when two customers settle between themselves and both their money is with you: the amount comes off one account and goes onto the other. No money leaves the office, so the till does not move.

In this chapter

11.1 A transfer between two accounts

11.2 A transfer between an account and the till

11.3 The list of transfers



11.1 A transfer between two accounts

1. Open the source account and tap **Transfer** — or **+** › **Quick transfer** from anywhere in the app. On Windows the **Transfer** tab of **Quick entry** — or **Ctrl** + **T** — is the same form (**Chapter 6**).
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**.

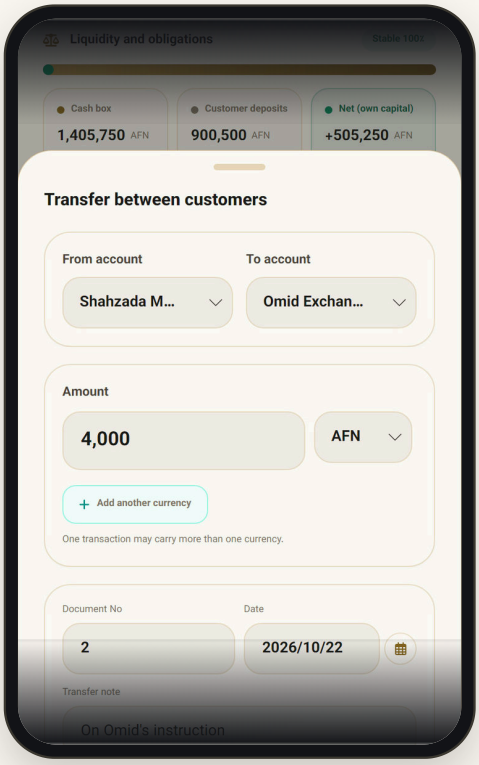


Figure 11.1 — **Transfer between customers**: from, to, amount.

	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**.

11.2 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**.

11.3 The list of transfers

Tap **+** › **Sections** › **Transfers between accounts** (**Chapter 6**): it lists every transfer, newest first, with its source, destination and amount. Tap one to open its details and correct it if needed (**Chapter 13**). On Windows the **Transfer** chip of the journal on **Home** shows only transfers too (**Chapter 4**).

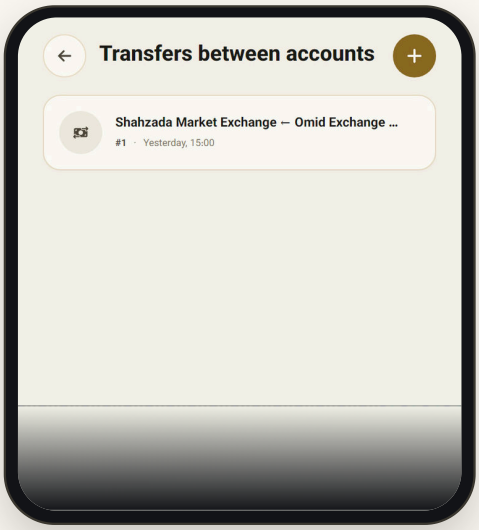


Figure 11.2 — **Transfers between accounts**.

> **Careful**
> Transfers on an account linked with another office's book are closed for now (**Chapter 22**).

12

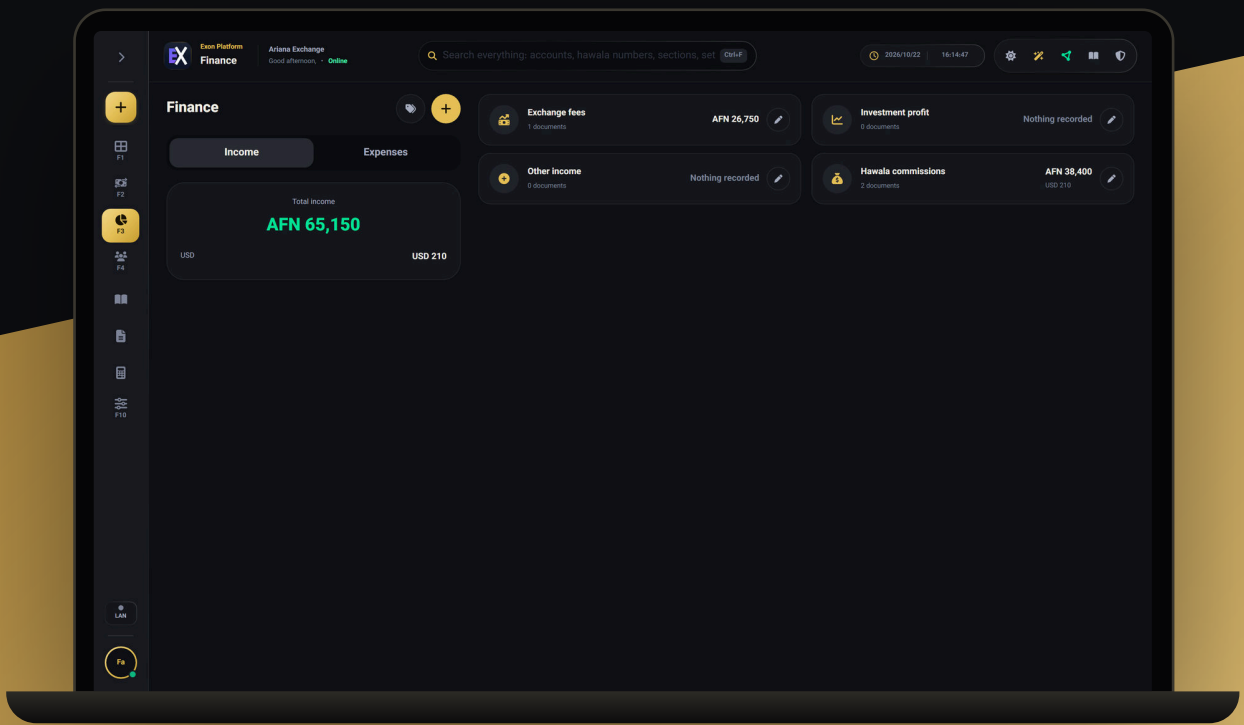
Chapter 12 · Daily work

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 in **Finance**. 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

12.1 Finance
12.2 Recording income or an expense
12.3 Categories
12.4 Staff salaries



12.1 Finance

Finance — **F3** in the side menu on Windows, the bottom bar on a phone — 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.

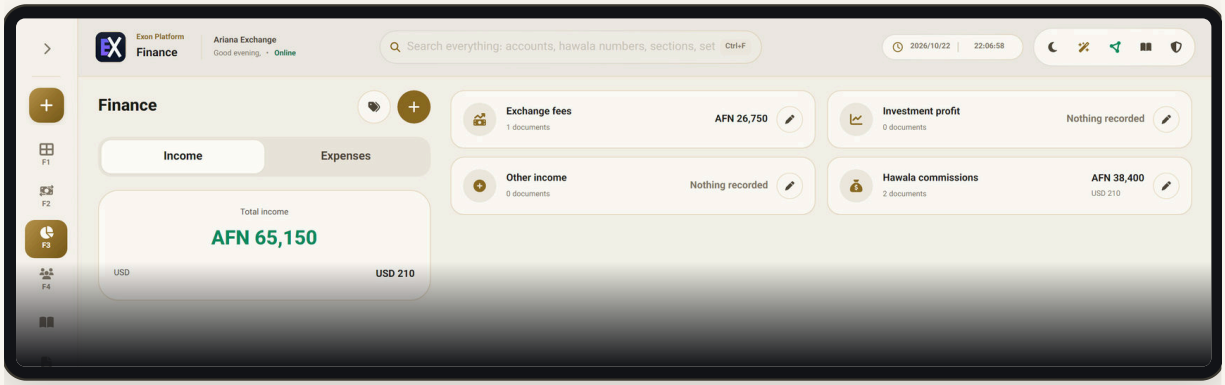


Figure 12.1 — **Finance** on Windows: the total, and the categories in two columns.

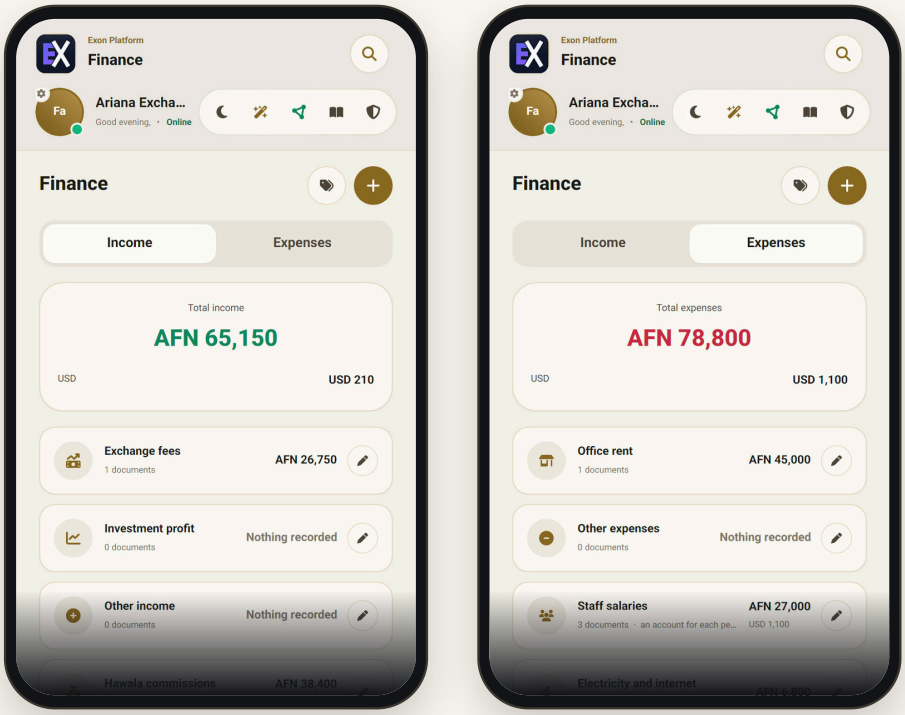


Figure 12.2 — The same page on a phone: income and expenses, each category with its total and number of documents.

> **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 18**).

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**.

12.2 Recording income or an expense

1. In **Finance** choose **Income** or **Expenses** and tap **+** — or, from anywhere in the app, **+** › **Income** or **Expenses**. On Windows the **Income** and **Expenses** tabs of **Quick entry** — **Ctrl** + **I** and **Ctrl** + **M** — are the same forms (**Chapter 6**).
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**.

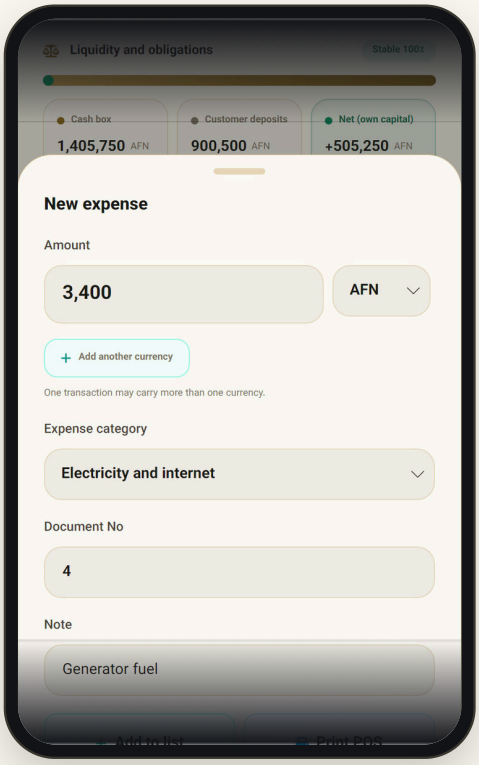


Figure 12.3 — **New expense**: amount, category, number and description.

> **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 9**). Written here again, it would be counted twice.

12.3 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 13**).

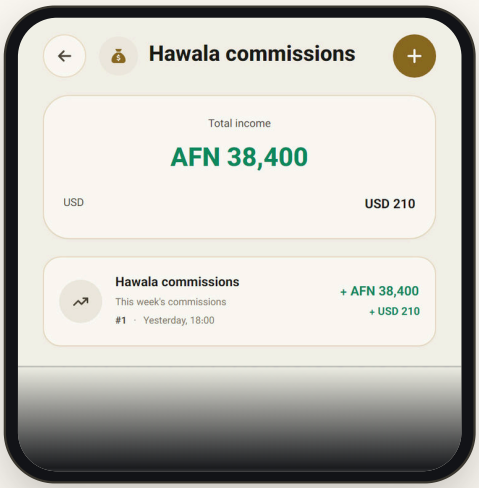


Figure 12.4 — A category's page: its total and all its documents.

12.4 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 20**).

> **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.»

13

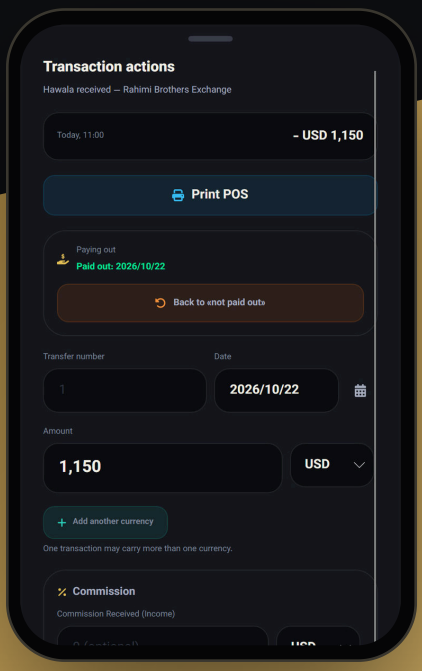
Chapter 13 · Daily work

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

13.1 Tap any document
13.2 Correcting a document
13.3 Deleting a document
13.4 Recently deleted
13.5 The waiting list: Add to list
13.6 Document numbers



13.1 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**.

- **On Windows:** in the journal on **Home**, the pencil beside each document — **Edit and actions** — opens the same; pressing the row itself shows the document in **Document preview** (**Chapter 4**).
- **Any document, from anywhere:** type its number — or its sender's or receiver's name — into **Quick search** and press it (**Chapter 5**).

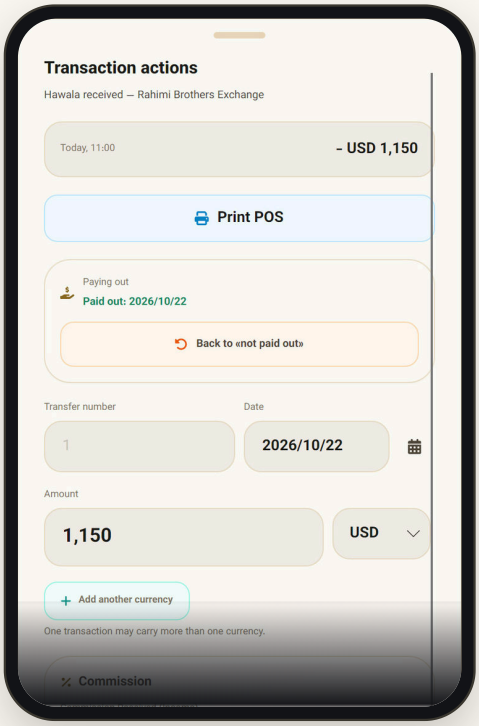


Figure 13.1 — **Transaction actions**: Print POS, paying out a hawala, and every field of the document to correct.

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 21**)
Paying out	On a received hawala	**Paid out**, or **Back to «not paid out»** (**Chapter 9**)
Confirm, **Send back**, **Reversal**	On a linked account's document	(**Chapter 22**)
The document's fields	Always	Number, date, amount, rate, commission, sender and receiver, note

Part	When it shows	What it does
Save Transaction Changes	Always	Posts the correction
Delete transaction	Always	Sends the document to **Recently deleted**

13.2 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 19**).

> **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.

13.3 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.

13.4 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.

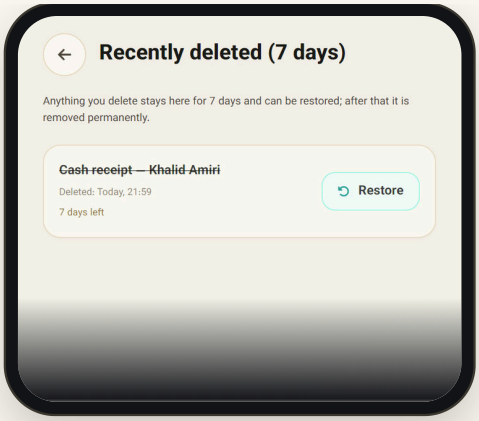


Figure 13.2 — Recently deleted (7 days).

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

13.5 The waiting list: Add to list

Every document form — hawala, cash in and out, exchange, transfer, income and expenses, and the tabs of **Quick entry** on Windows — 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.

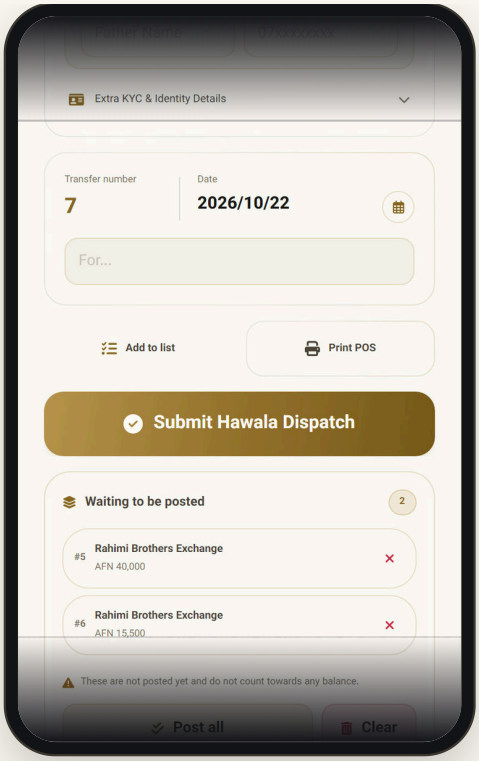


Figure 13.3 — **Waiting to be posted** under the hawala form: two hawalas, **Post all** and **Clear**.

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

13.6 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 19**).

> **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.

03

Part 3

Reports and printing

14 Statements and the print book

15 The journal and the book's reports

16 Full Excel export

17 Tax sheets

18 The archive and closing a financial year

14

Chapter 14 · Reports and printing

Statements and the print book

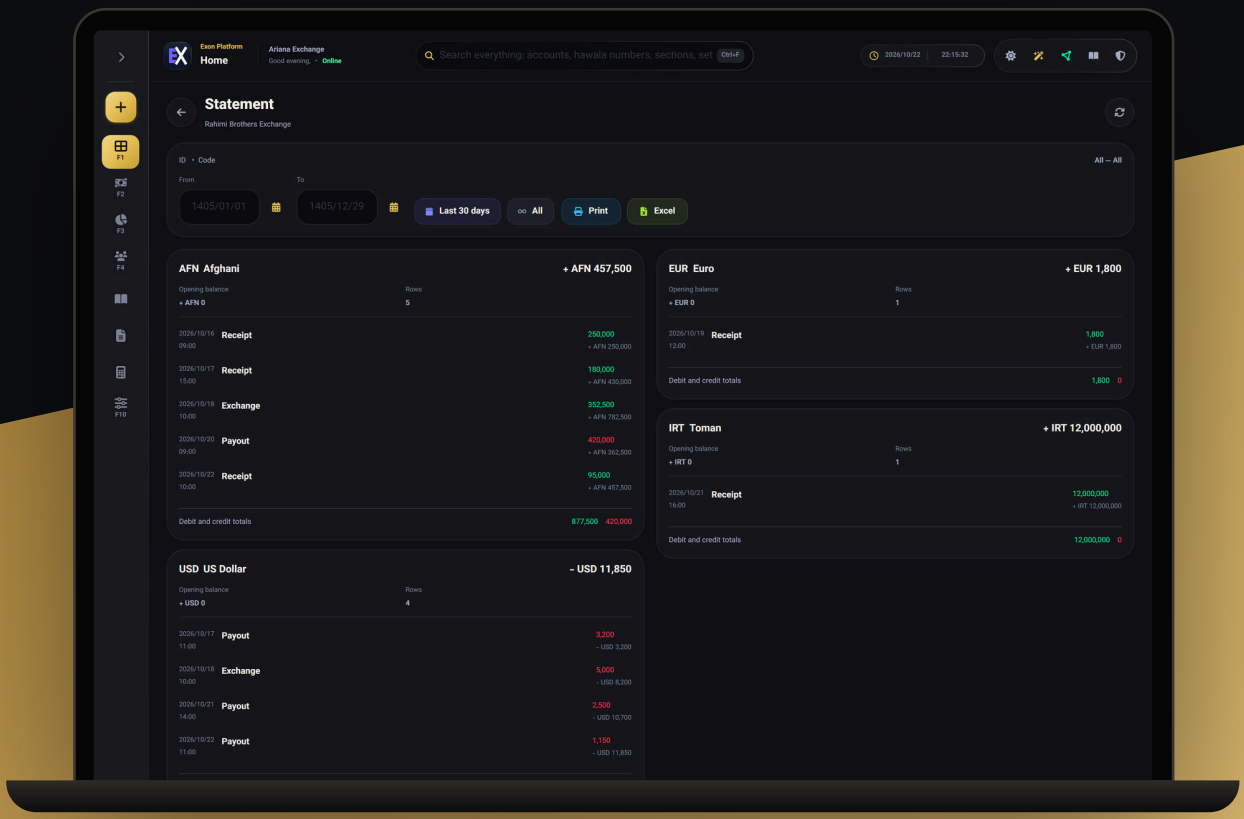
A **Statement** is an account's movements over a period — the balance at the start, every document in date order, and the balance at the end — to send to the customer, or to reconcile with another exchanger. The **Print book** puts all of an account's documents, in full detail, in one Excel file.

In this chapter

14.1 The statement

14.2 The top and foot of every printed sheet

14.3 The print book



14.1 The statement

1. Open the customer's account and tap **Statement**. If you set **From** and **To** on the account's page, the statement opens on the same dates.
2. At the top, type the **From** and **To** dates, or pick them with the calendar button beside each. **Last 30 days** and **All** are right there too. An empty **From** means from the account's first day; an empty **To** means up to today.
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**. Debits are green and credits red. On the workstation's wide window the currencies stand two to a row.
4. **Print** and **Excel** sit at the top, beside the dates. **Print** opens the printable page for that period; print it from there, save a PDF or send it. **Excel** makes the same statement as an Excel file whose amounts are numbers you can add up.

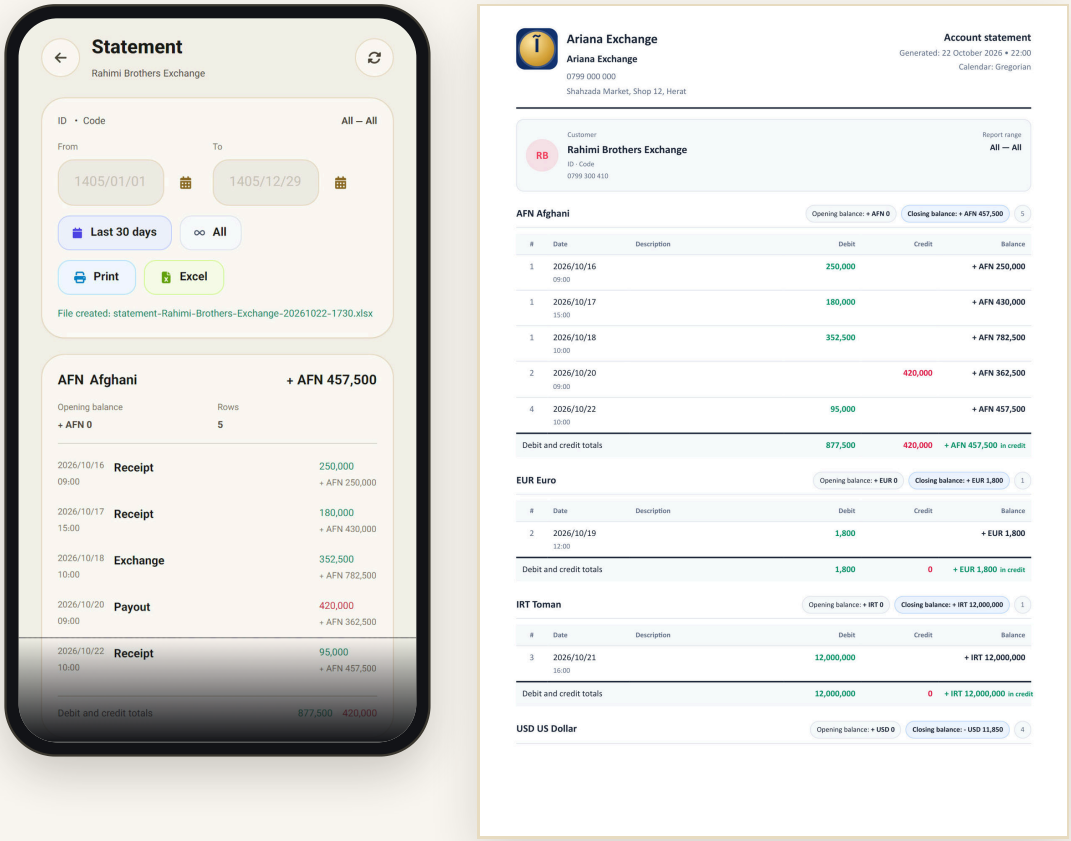


Figure 14.1 — Left: the **Account statement** in the app. Right: the same on paper, with your office's name.

> **Good to know**
>
> Everything that leaves the app — a print, a PDF, an Excel file — carries its numbers in Latin digits in every language: 1,250.50, never ۱,۲۵۰.۵۰. The app's own pages keep the digits of the language you chose.

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 9**).

Good to know

A confirmed received hawala whose receiver has not come yet is on the statement too: on the day it arrived, labelled **Not paid out**, its amount uncoloured, and counted in the balance — it can no longer be taken back. Under each currency's table come two lines: **Of this, received hawala not paid out yet** and **Balance without it**. The balance is the figure at the top of the account's page; **without it** is what has really moved so far. Once it is paid out, its line takes its colour and moves to the paid-out day.

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**.

14.2 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 3**). 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.

14.3 The print book

Print book — the **Book (Excel)** button 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 **Book (Excel)**.
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.

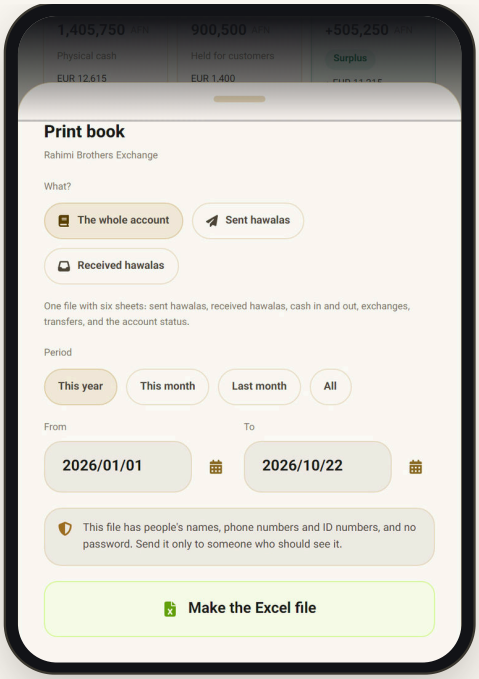


Figure 14.2 — **Print book**: what, and which period.

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 16**).

15

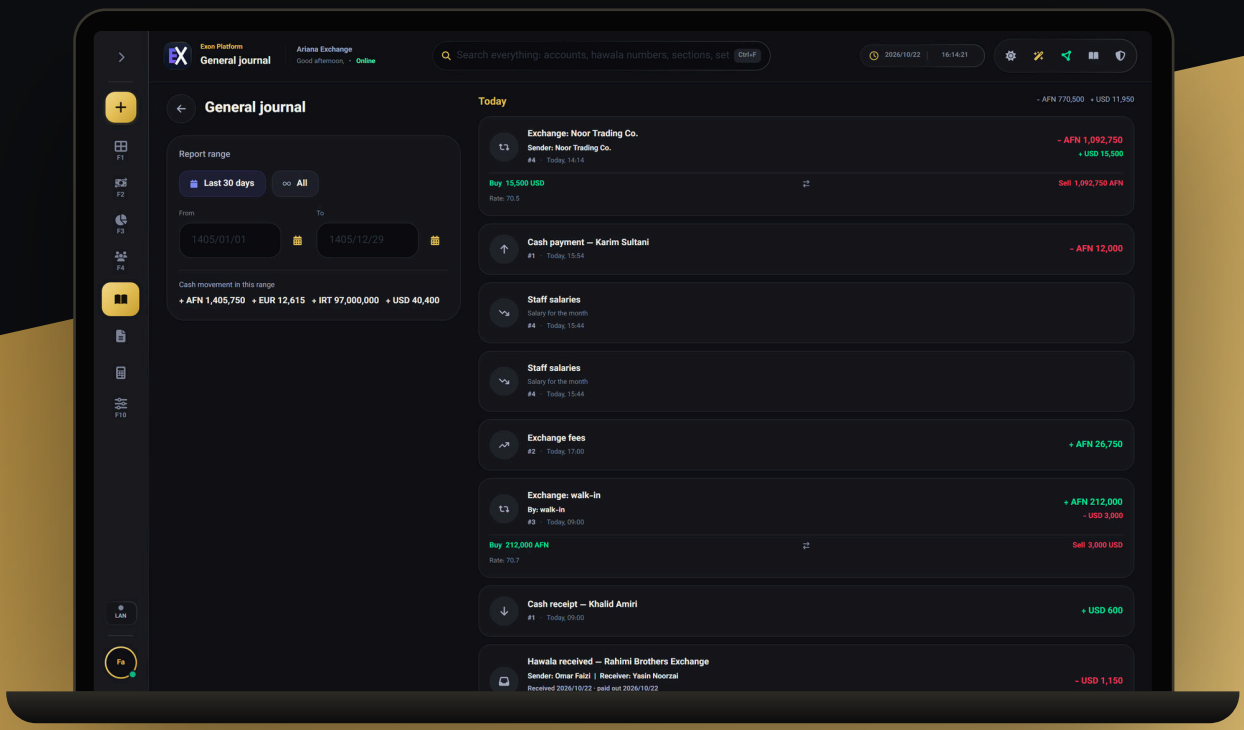
Chapter 15 · Reports and printing

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

15.1 The general journal
15.2 The balance sheet
15.3 Account status
15.4 Commissions



15.1 The general journal

The **General journal** — in the side menu on Windows, or **All documents** under the journal on **Home**; **Settings** › **Reports (journal)** on a phone — 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 13**).

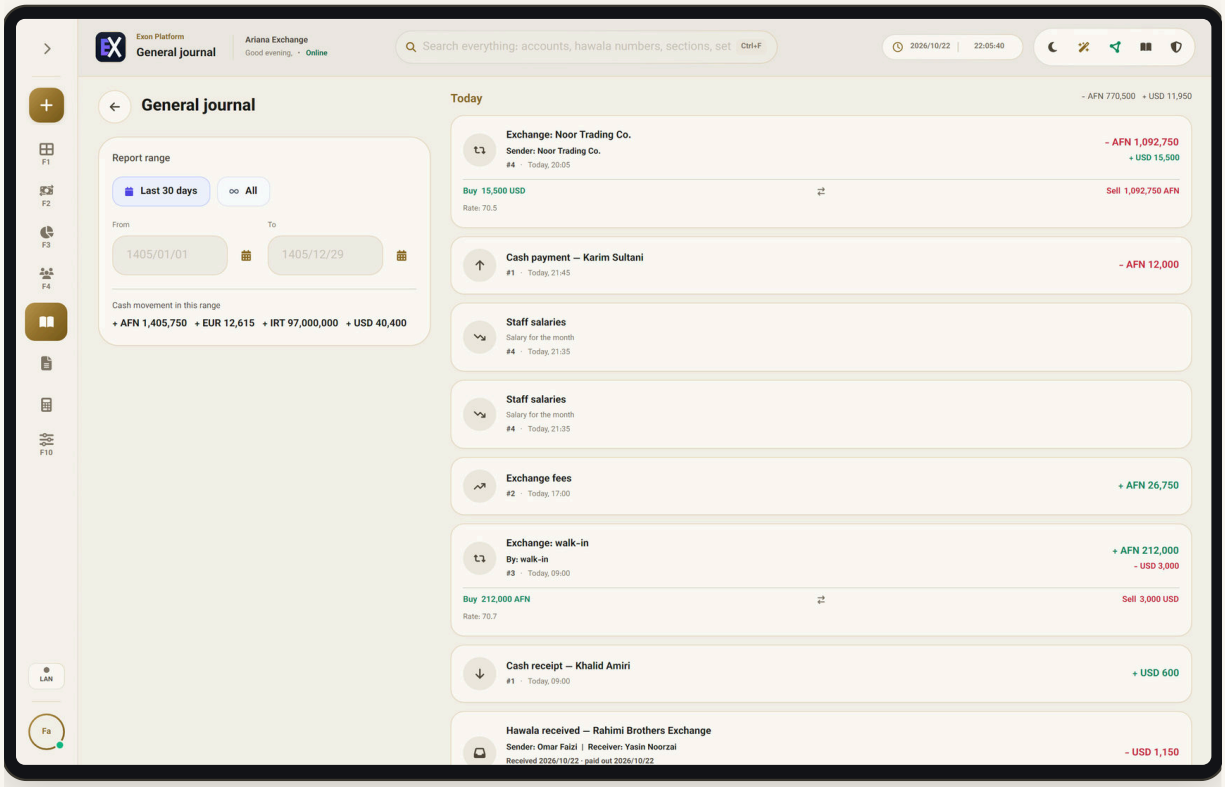


Figure 15.1 — The **General journal** on Windows, across the whole window.

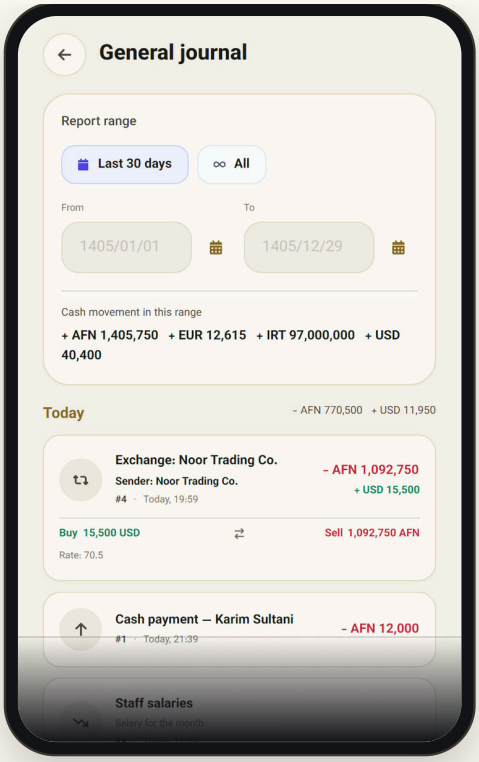


Figure 15.2 — The same on a phone: the range, the cash movement, and each day's documents.

> **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.

15.2 The balance sheet

The balance sheet is a full picture of the book over a period. On **Home** choose the period with **Today**, **This month** or **All** and tap **Print balance** — on Windows, the printer button of the till card (**Chapter 4**).



Ariana Exchange
Ariana Exchange

Gregorian date **27-Oct-2026** | **Balance sheet** | Local date **2026/10/27 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 — 2026/10/27 • 23:25

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

Figure 15.3 — 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 20**)
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.

15.3 Account status

The **Account Status** — **Summary** on 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**. A confirmed received hawala counts in **Received Remittances** and **Claims / Balance** from the day it is confirmed, paid out or not; while it is not paid out, a line under the table gives its amount apart.
4. Tap **Print**, **Download PDF** or **Download CSV**.

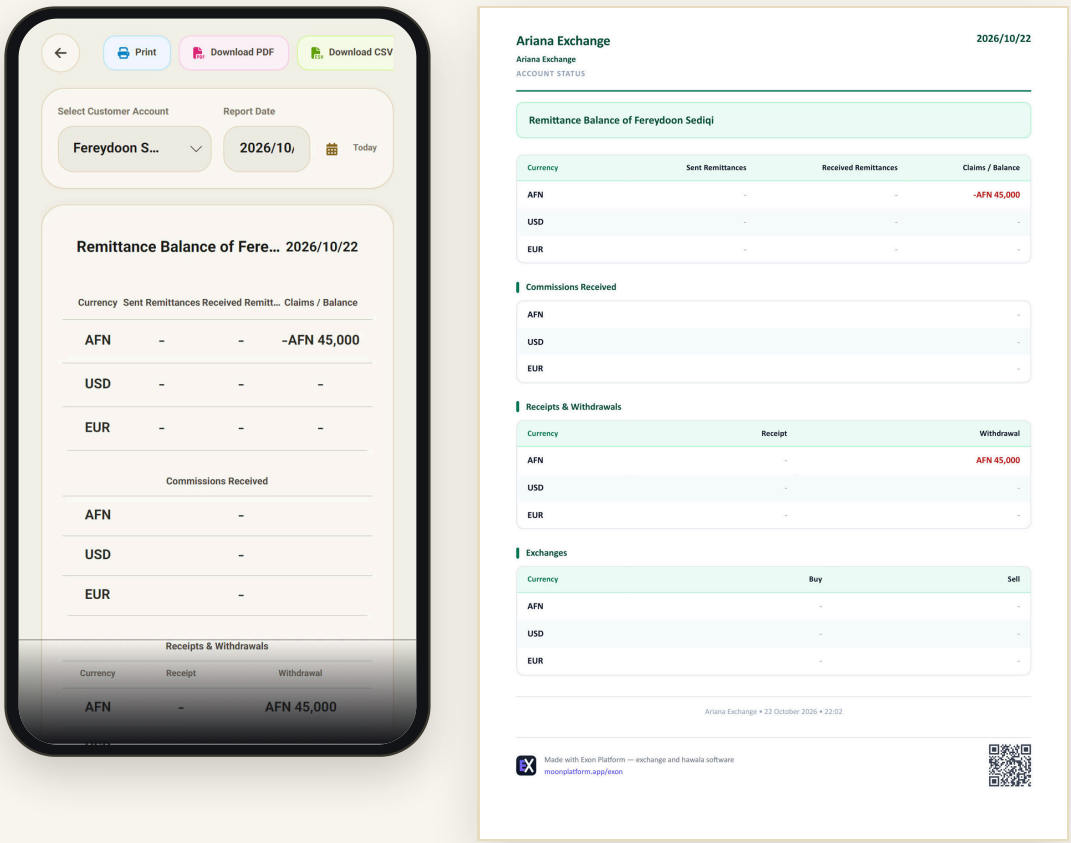


Figure 15.4 — **Account Status** in the app and on paper.

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.

15.4 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.

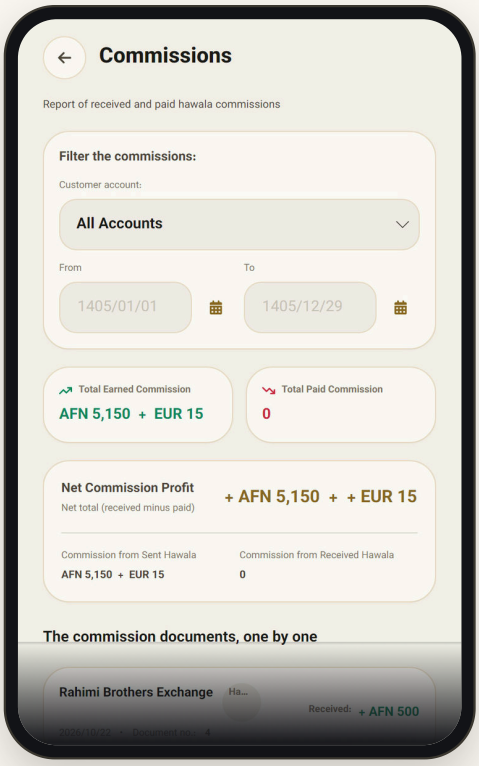


Figure 15.5 — **Commissions**: the totals, and each hawala's detail.

Good to know

This report shows the open year; the commission of years closed in the archive is in that year's archive (**Chapter 18**).

16

Chapter 16 · Reports and printing

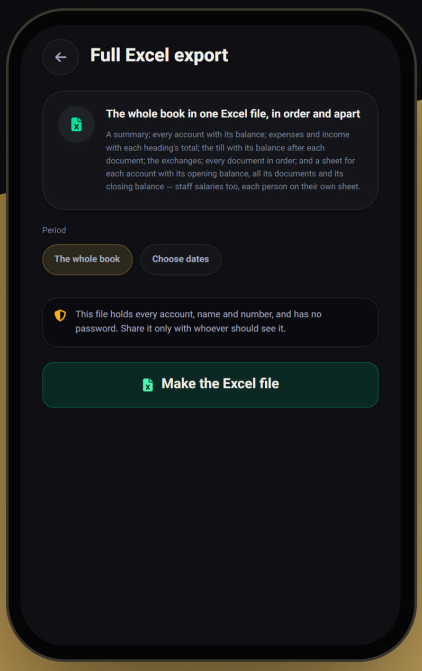
Full Excel export

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

16.1 Making the file

16.2 The file's sheets



16.1 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.

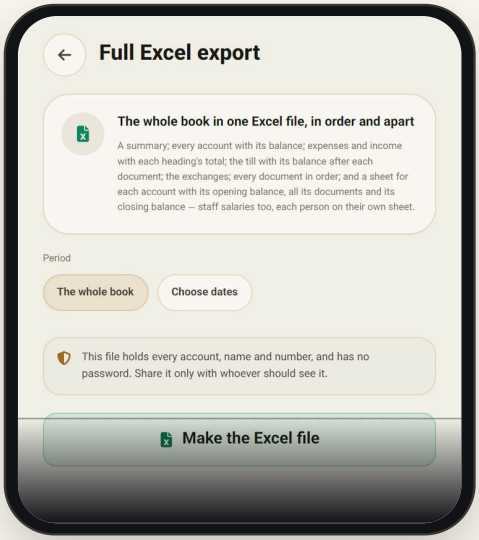


Figure 16.1 — **Full Excel export**: the period, and the button that makes the file.

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

16.2 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

Sheet	What it holds
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**

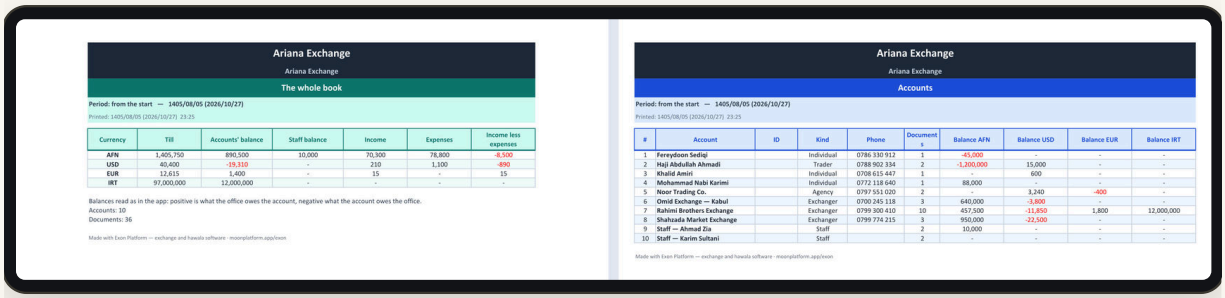


Figure 16.2 — **Summary** and **Accounts** in Excel, from this book's made-up office.

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, **Book (Excel)** on that account's page is quicker (**Chapter 14**).

17

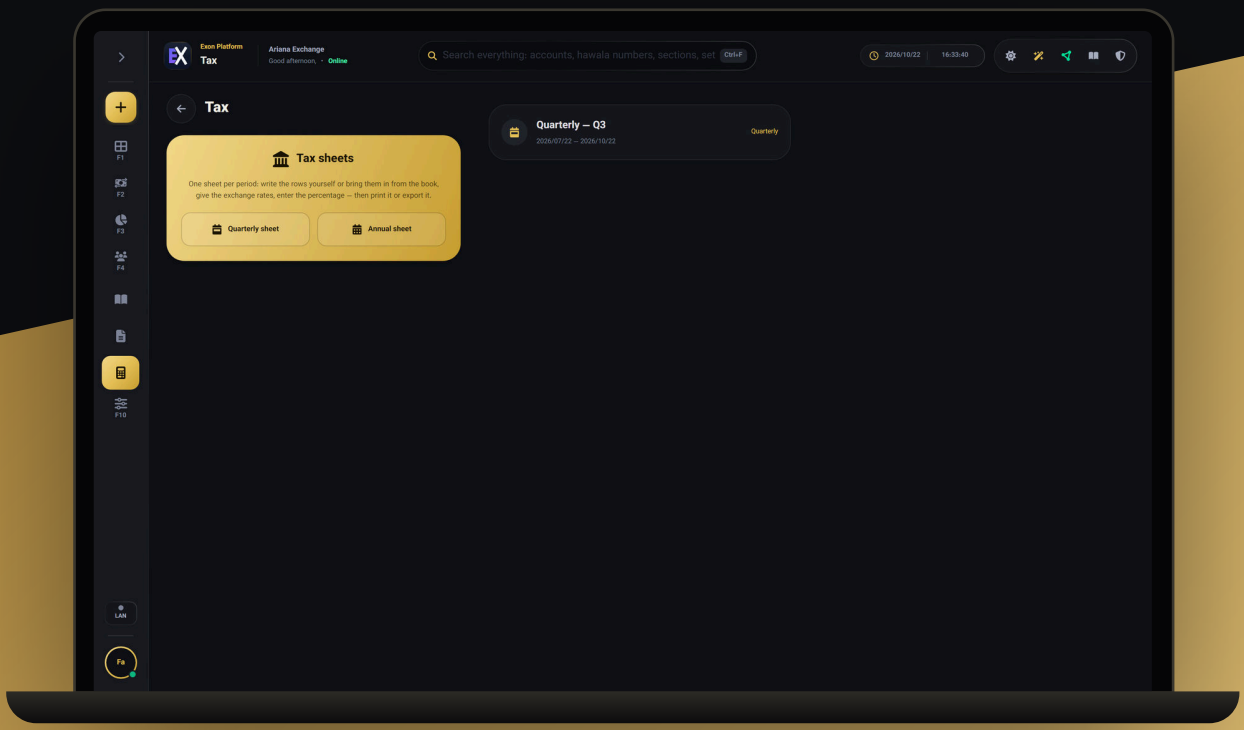
Chapter 17 · Reports and printing

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

17.1 Making a sheet
17.2 The sheet's rows
17.3 Rates, percentage and tax
17.4 Printing and exporting
17.5 Paying the tax



17.1 Making a sheet

1. Open **Tax** — in the side menu on Windows, **Settings** › **Tax** on a phone.
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.

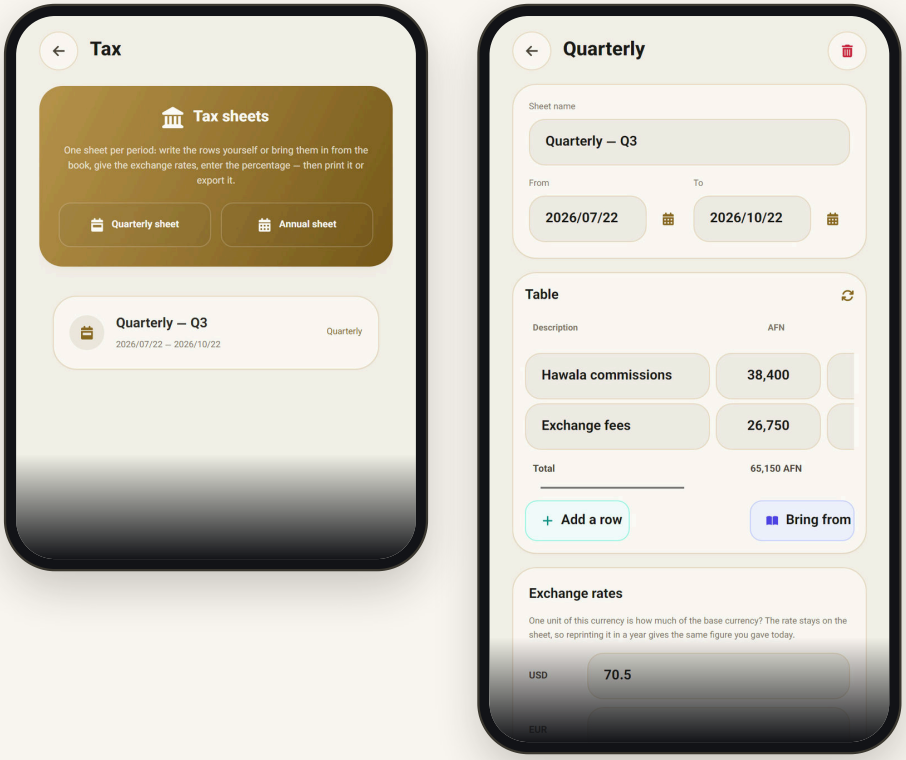


Figure 17.1 — **Tax sheets** and a quarterly sheet.

17.2 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**.

17.3 Rates, percentage and tax

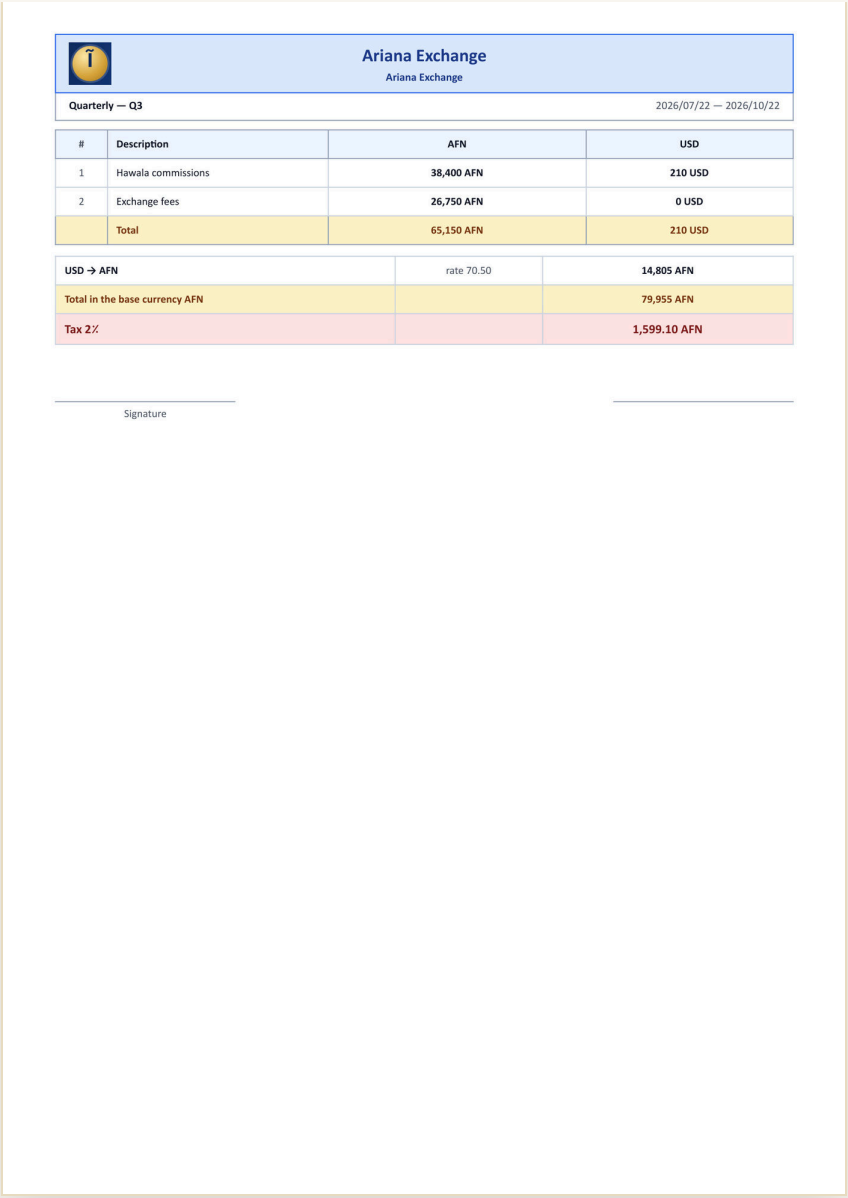
1. Under **Exchange rates**, write for each currency how many afghani (or units of your base currency) one unit of it is. The rate stays on the sheet.
2. The **Total in the base currency** is worked out by itself.
3. Write the **Tax percentage**. The **Tax** shows straight away.

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.

17.4 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 2026/07/22 — 2026/10/22

#	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 17.2 — A quarterly sheet on paper.

17.5 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 12**).

18

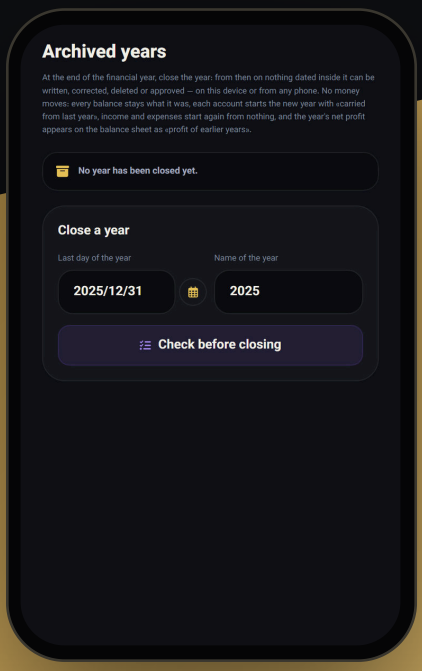
Chapter 18 · Reports and printing

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

18.1 What closing a year does
18.2 Closing a year
18.3 Looking at a closed year
18.4 Reopening a year



18.1 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 7**).
- **Income and expenses from zero:** **Finance** and the commissions count from the start of the new year (**Chapter 12**).
- **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 13**).

18.2 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.

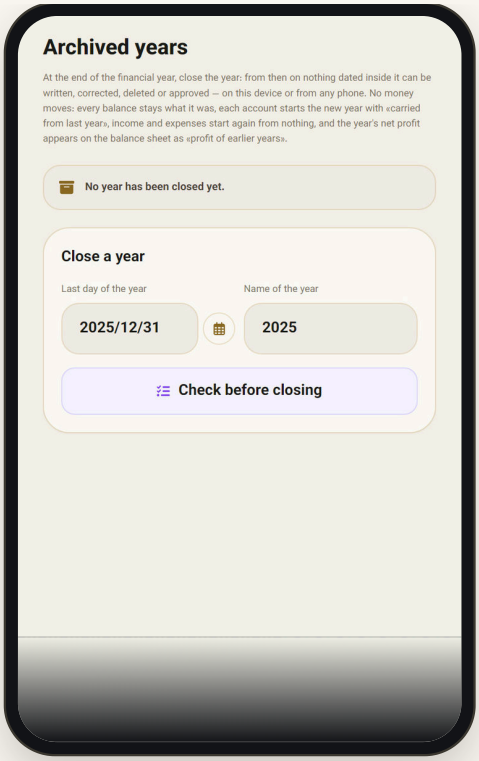


Figure 18.1 — **Archived years**: closing a year, with the check before it.

> **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 9**).

> **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.

18.3 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** — the same as **Book (Excel)** — 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.

18.4 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.

04

Part 4

The office

19 Staff, roles and the activity log

20 Staff salaries

21 Official papers: exchange certificates and letters

22 Linking with another office

23 Customers' Telegram access

19

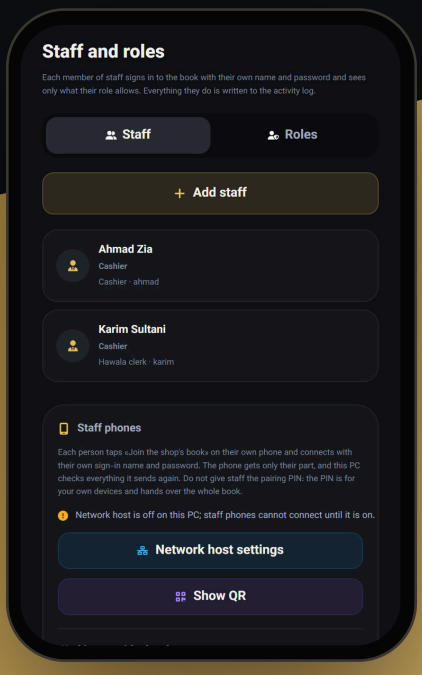
Chapter 19 · The office

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

19.1 Owner, manager and staff
19.2 Adding a member of staff
19.3 Roles
19.4 A member of staff signing in
19.5 A staff phone
19.6 The activity log



> **Good to know**
> Staff, staff phones and **Working outside the shop** are part of Exon Pro (**Chapter 28**). Every Google account has 30 days of Pro free, once.

19.1 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.

19.2 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 20**).
6. Tap **Save**.

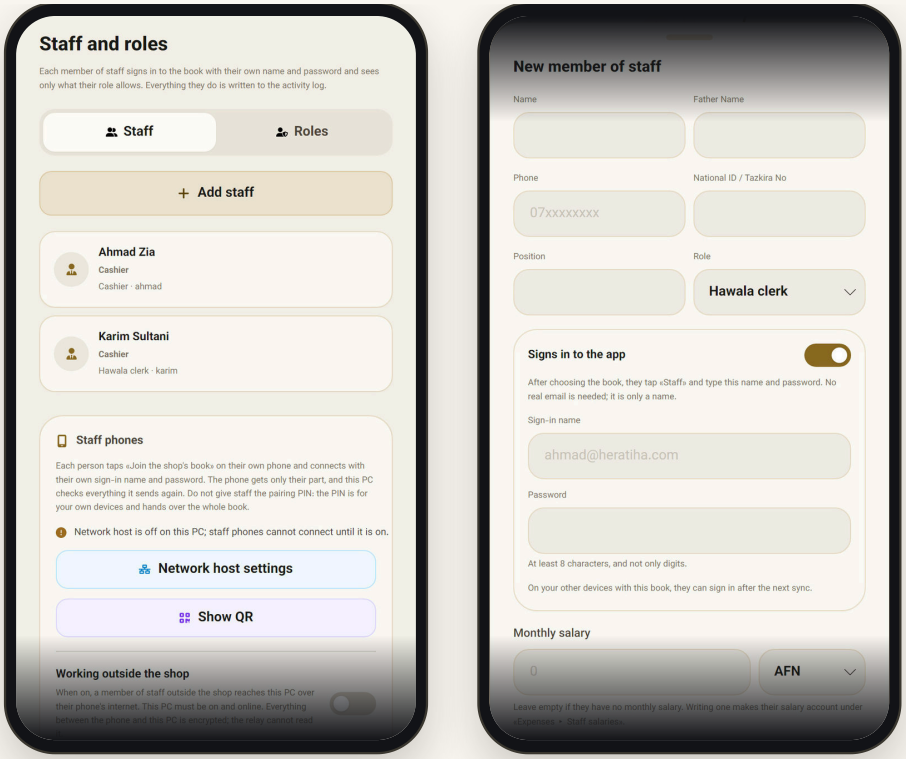


Figure 19.1 — Staff and roles and the New member of staff form.

- **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.

19.3 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**).

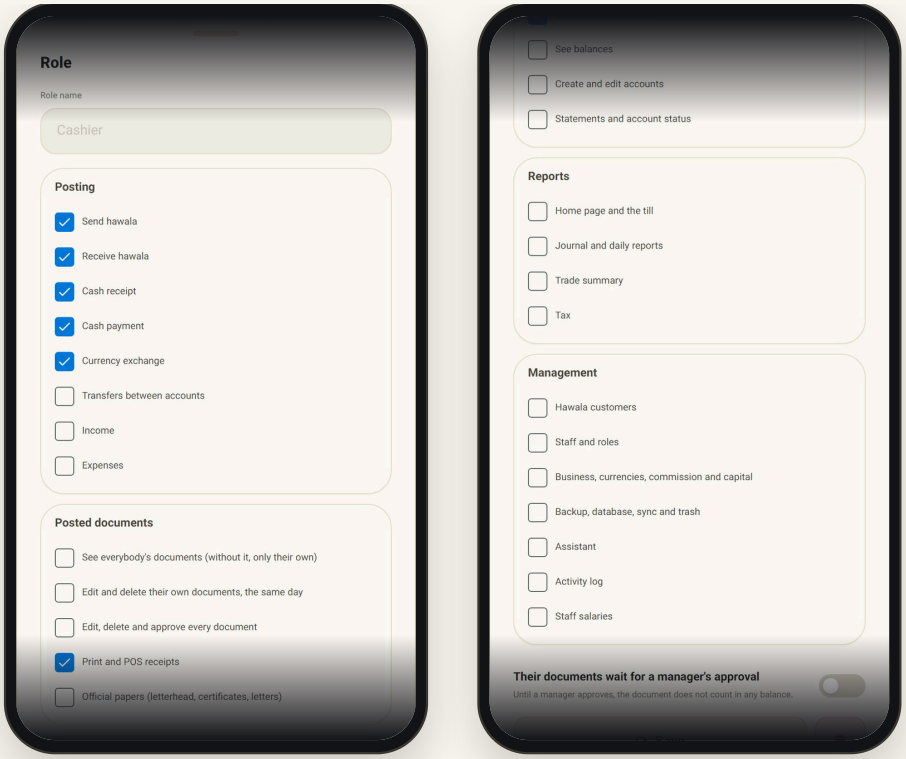


Figure 19.2 — A role and its permissions, with **Their documents wait for a manager's approval**.

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 **Home** tap the **… documents await your approval** strip — or the **Unconfirmed documents** button in the top bar, which carries their count (**Chapter 2**), 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.

19.4 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.

19.5 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 25**). 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**.

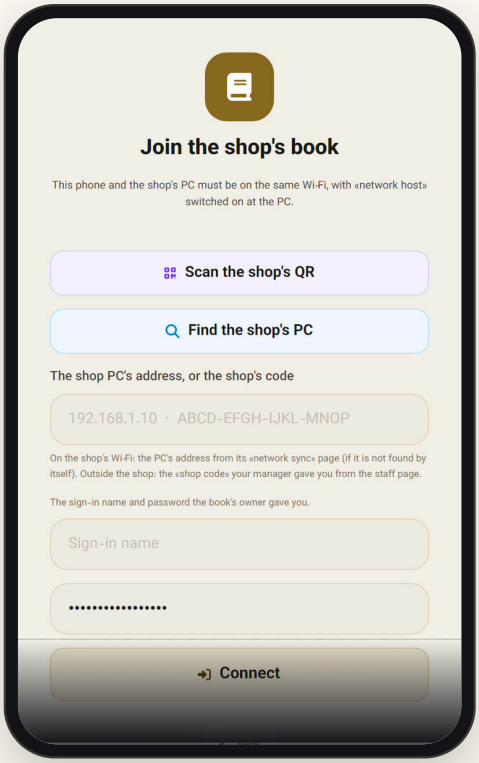


Figure 19.3 — **Join the shop's book** on a staff phone.

> **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.

19.6 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.

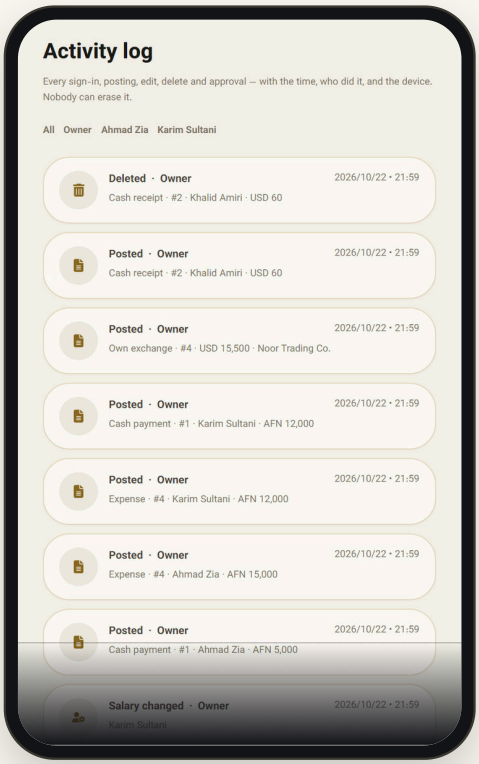


Figure 19.4 — **Activity log**: every action with who did it.

20

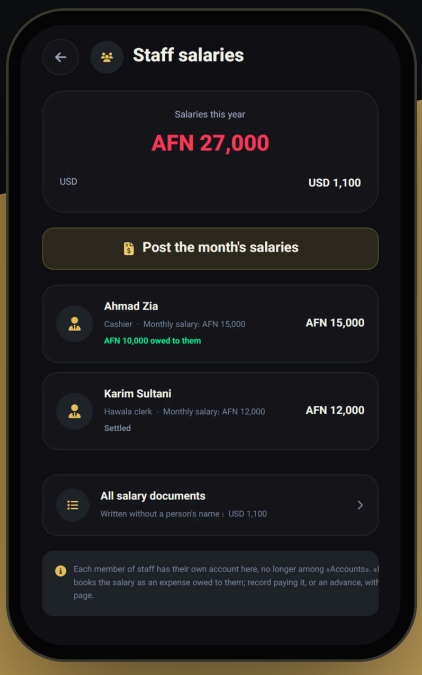
Chapter 20 · The office

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

20.1 The monthly salary
20.2 Posting the month's salaries
20.3 The salaries page and each person's account
20.4 Former staff



20.1 The monthly salary

Write each person's salary in **Staff and roles**, on their own form, under **Monthly salary** (**Chapter 19**). 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.

20.2 Posting the month's salaries

1. Open **Settings** › **Staff salaries** — or, in **Finance** › **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.

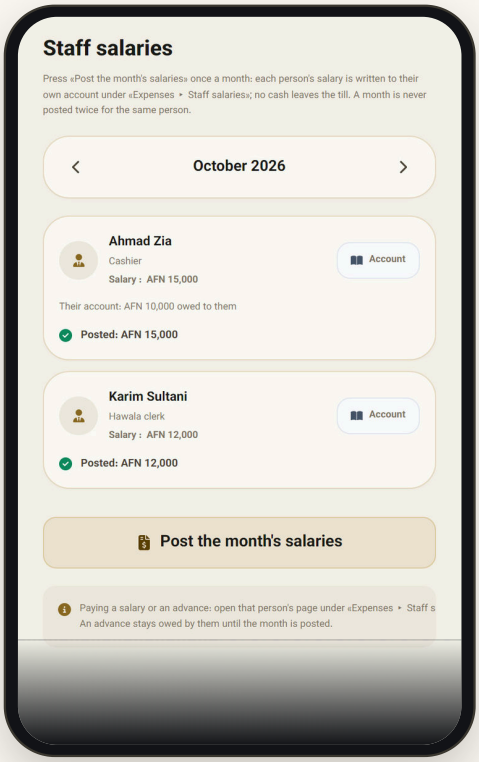


Figure 20.1 — **Staff salaries**: the month, each person's salary with extra and deduction, and **Post the month's salaries**.

	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.

20.3 The salaries page and each person's account

In **Finance** › **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.

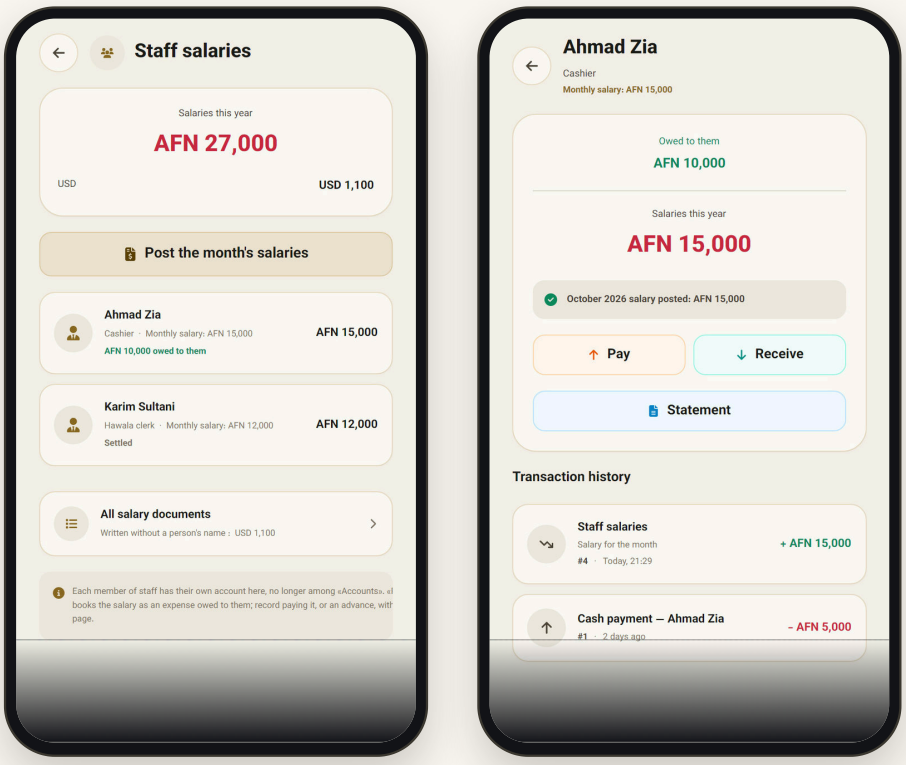


Figure 20.2 — **Staff salaries** and one person's page.

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**.

20.4 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.

21

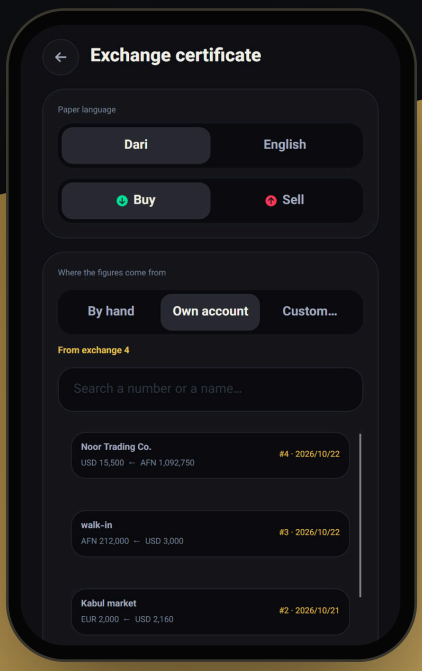
Chapter 21 · The office

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

21.1 Letterhead and licence
21.2 An exchange certificate
21.3 A letter
21.4 The list of papers and a blank letterhead



21.1 Letterhead and licence

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

1. Open **Official papers** — in the side menu on Windows, **Settings** › **Official papers** on a phone — and tap **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 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.

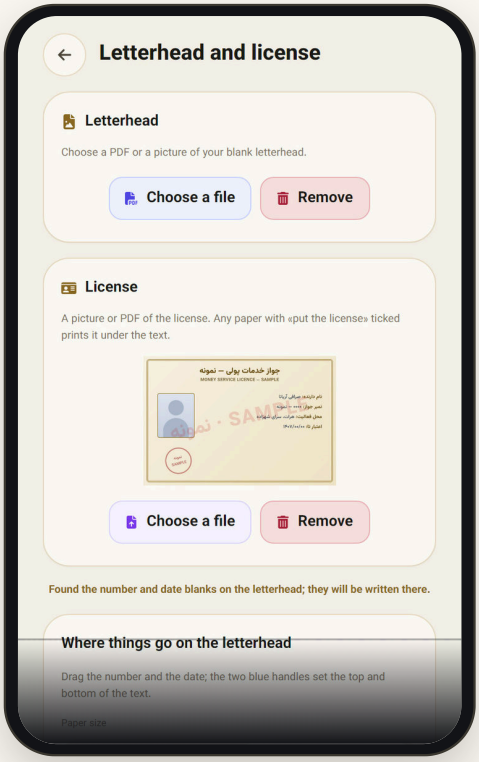


Figure 21.1 — **Letterhead and license**: the letterhead, the licence, and where the number, date and text go.

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

Option	When to have it on
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.

21.2 An exchange certificate

1. In **Official papers** tap **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 21.2 — 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.

21.3 A letter

1. In **Official papers** tap **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**.

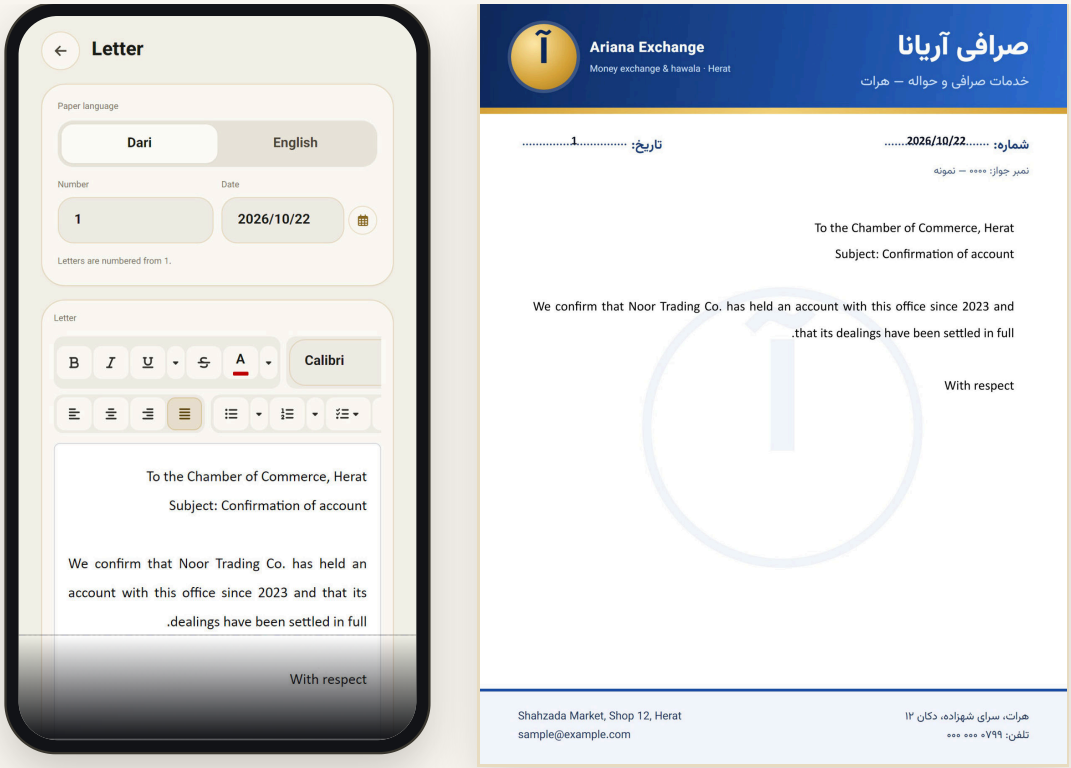


Figure 21.3 — The letter editor, and a letter on the letterhead.

- **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.

21.4 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.

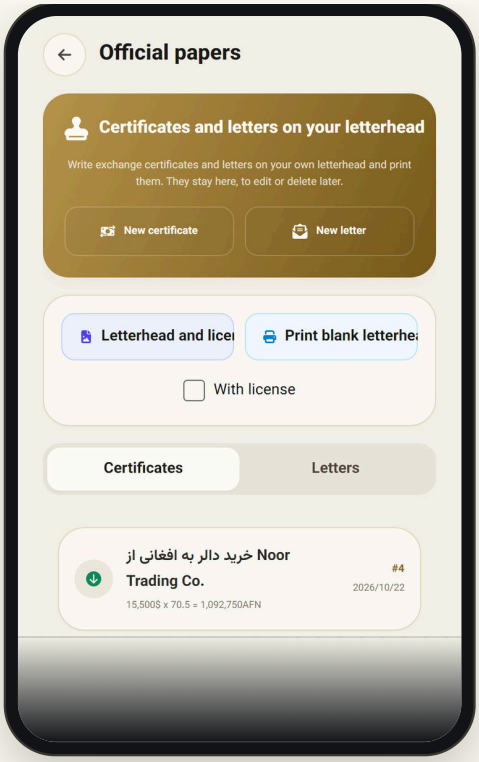


Figure 21.4 — **Official papers**: certificates, letters and the blank letterhead.

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.

22

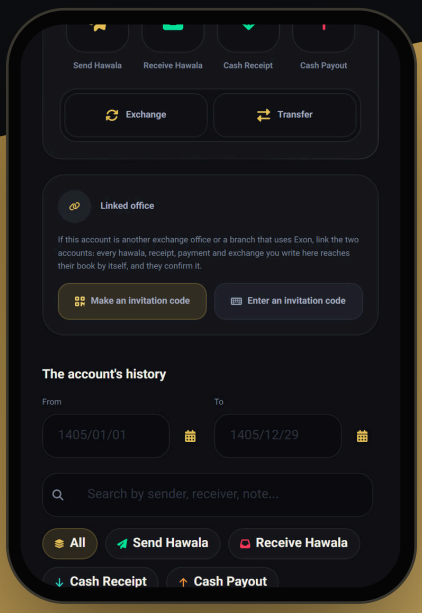
Chapter 22 · The office

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

22.1 When to link
22.2 Linking two accounts
22.3 Documents after linking
22.4 The history before the link
22.5 Splitting commission
22.6 The branch's balance sheet
22.7 The branch's income and expenses
22.8 Your name in their book
22.9 Errors and ending a link



Good to know
Linking with another office is part of Exon Pro (**Chapter 28**). If a book's Pro ends, its links are not deleted; they wait, and carry on from where they stopped once Pro is on again.

22.1 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.

22.2 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.

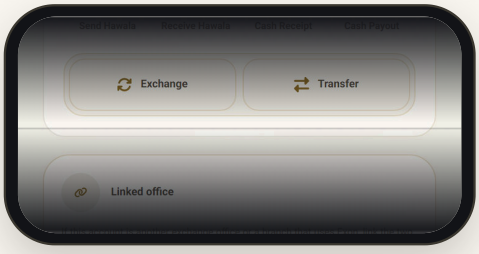


Figure 22.1 — The **Linked office** card on an account's page, before linking.

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.

22.3 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 9). It is on the statement and the account status from the day it is confirmed, though, labelled **Not paid out** (Chapter 14).
- **Full details, to read:** a confirmed document can no longer be corrected, but tap it and the sender's and receiver's full details — father's name, phone, tazkira number and the rest — are in its **Document details** card.
- **Speed:** every document one side posts, confirms or pays out goes at once, and reaches the other book within seconds while the other office's app is open and online. The card's refresh button turns while it works.
- **Pro:** both sides of a link need Pro; only a company, on its account with its exchange office, links without it (Chapter 28).
- **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.

22.4 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.

22.5 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.

22.6 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.

22.7 The branch's income and expenses

The head office can ask the branch itself for all the branch's income and expenses up to today:

1. In the head office, on the branch's link card, under **The branch's income and expenses**, tap **Ask the branch** and confirm the message that appears. The card says **Asked … — waiting for the branch…**.
2. On its next exchange the branch sends all its income and expenses up to that day, by itself, with nobody there doing anything.
3. When it arrives the card shows **Received: …** with two buttons: **Print / PDF** opens a page to print or save as PDF, and **Excel file** makes a workbook with three sheets: summary, expenses and income.

For a newer copy, tap **Ask the branch** again.

Good to know
A branch never sends its income and expenses unless the head office asks. Nothing is posted in either book and no till moves. To move money, post a receipt or a payout.

22.8 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 3**).

22.9 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 in the top bar (**Chapter 2**): 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.

23

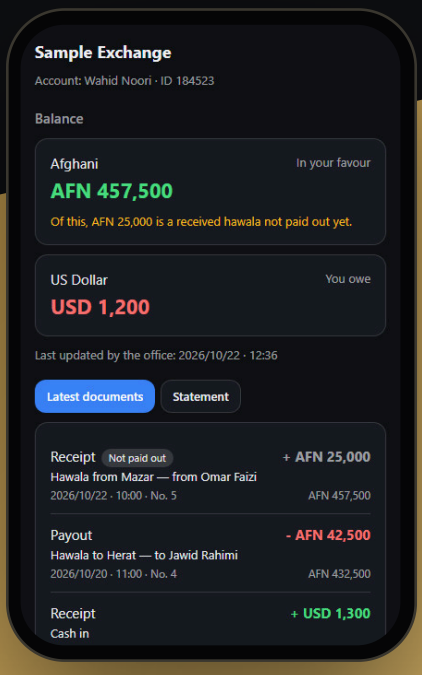
Chapter 23 · The office

Customers' Telegram access

Your customers can see their own account with you in Telegram — the balance, the documents and the statement — to read only. There is no account to make and nothing to install: the customer scans a QR code with the phone's camera and the account opens in the @Exonplatformbot bot. No customer connects without a code you make and a six-digit number you confirm, and each customer sees only their own account.

In this chapter

23.1 Switching it on
23.2 Connecting a customer
23.3 A customer without Telegram
23.4 What the customer sees
23.5 Security and privacy



Good to know
This section is part of Exon Pro (**Chapter 28**). Only the book's owner switches it on and makes a customer's code; staff, and staff phones, do not have it.

23.1 Switching it on

1. Open **Settings** › **Customers' Telegram access**.
2. Read **Terms of use for this section** to the end.
3. Tick **I have read the terms and I accept the responsibilities that are mine.**.
4. Press **Switch on** and confirm **Switch on Telegram access**.

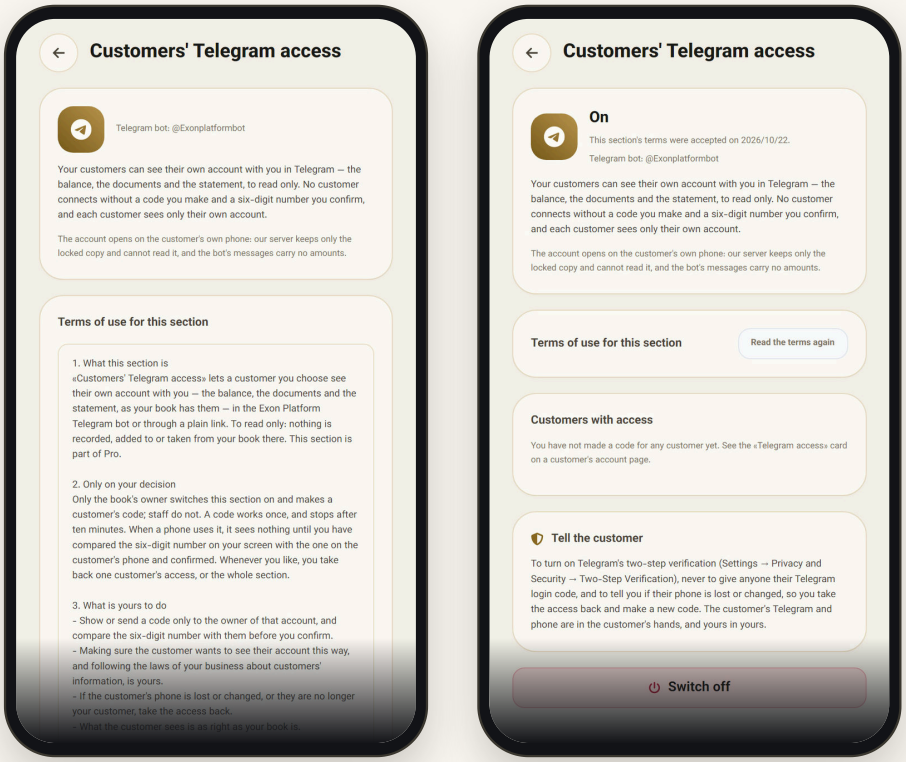


Figure 23.1 — Left: before switching it on, with the section's terms. Right: **On**, with the bot, the customers with access, and what to tell a customer.

Once it is on, the same page says when the terms were accepted, names the bot, and lists **Customers with access** with each one's state: **Code made, waiting for the customer**, **Waiting for your confirmation** or **Can see it — since …**. **Take back** beside each takes that customer's access back. The full terms are also at **moonplatform.app/exon/terms#telegram.**

23.2 Connecting a customer

1. Open the customer's account. The **Telegram access** card is under the account's buttons.

2. Press **Make a code for this customer** and confirm. A QR code appears, with **It works until …** under it — a code works for ten minutes, and once.
3. The customer scans the QR code with the phone's camera or inside Telegram. The bot's page opens and first shows a short notice to accept.
4. Your card shows **Request from the Telegram account «…»** with their Telegram name, and a six-digit number. The same number is on the customer's phone.
5. If the two numbers are the same, press **It is the same — confirm**. If not, **No — decline**.

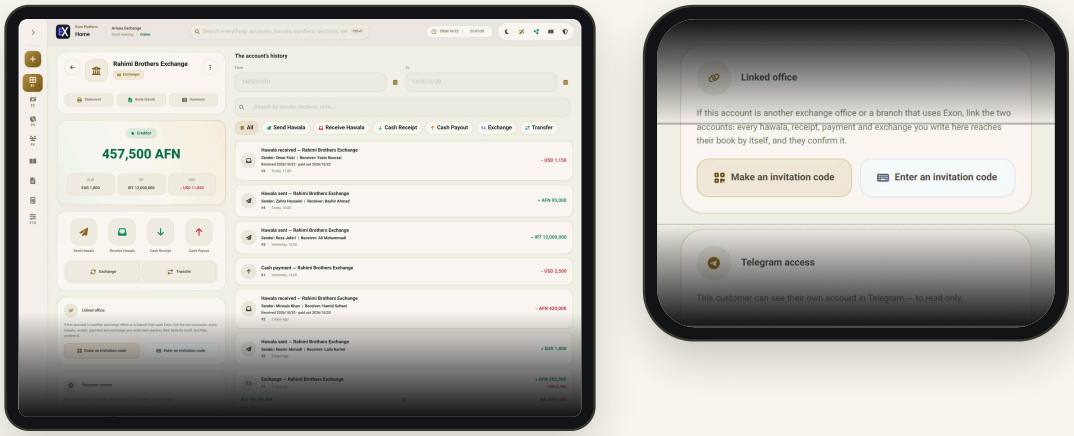


Figure 23.2 — The **Telegram access** card on an account's page: on Windows in the column of the account's cards, on a phone under the buttons.

> **Careful**
> Compare the number with the customer before confirming — beside them, or by a call. Show or send the code to the account's own holder alone.

From that moment the card says **The customer can see their account — since …**, and the app keeps their account up to date in the background. **Take the access back** ends it at once; to see it again they need a new code.

23.3 A customer without Telegram

For a customer without Telegram, press **Plain link, no Telegram** on the same card. The same QR code or link — sent with **Copy the link** by WhatsApp or SMS — opens in any browser, Chrome or Safari, with the same steps. Later the customer opens the same page in the same browser: exon-relay.**moonplatform.app/p**

23.4 What the customer sees

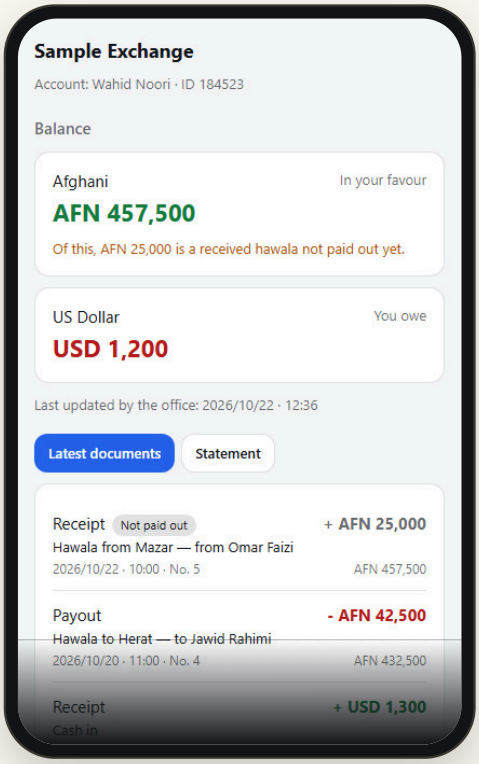


Figure 23.3 — The customer's page in Telegram: the office's name, the balance in each currency and the latest documents — with a made-up office and customer.

- **The balance** in each currency, with **In your favour** or **You owe**, and a note of any received hawala **Not paid out** yet.
- **Latest documents** and the **Statement** for a period, with the running balance on each line.
- **Last updated by the office**: the account is brought up to date whenever one of your devices is open and online.
- **Telegram security:** a few recommendations, two-step verification first.
- **End this phone's access to this account**: the customer can end it too; nothing in your book is deleted, and your card says **The customer removed the access themselves.**.

23.5 Security and privacy

- **To read only:** nothing on the customer's page records, adds or removes anything in your book.
- **Locked on the customer's phone:** the account opens on the customer's own phone. Our server keeps only a locked copy of it, with a key your app and the customer's phone make between them, and cannot read it.
- **The bot's messages** carry no amounts.
- **Telegram's security** is in the customer's hands, and yours in yours. **Tell the customer** on the settings page says it for you.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
A
B
C
D

Tip

If the book's Pro ends, nothing new goes to the customer and they see the last copy. **Switch off** on the settings page takes every customer's access back at once.

05

Part 5

Devices and security

24 Backups and Google Drive

25 Connecting a computer and a phone

26 Security, the book's password and password recovery

27 The app's settings

28 Exon Pro

29 The assistant, help and support

24

Chapter 24 · 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 25**).

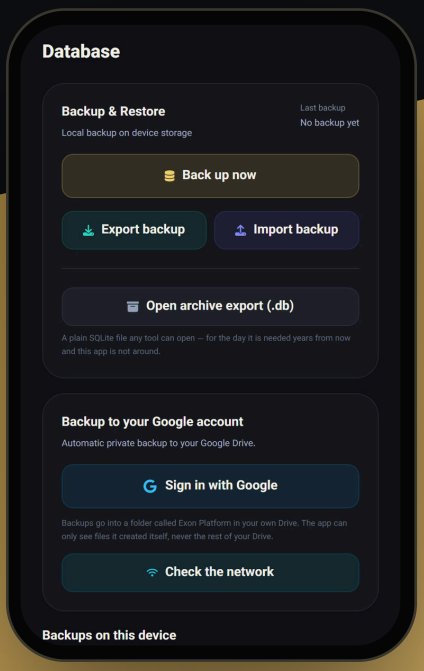
In this chapter

24.1 A backup on this device

24.2 A backup in Google Drive

24.3 Syncing with your other devices

24.4 Bringing the book back on a new device



24.1 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. On a Windows computer where the app was installed with the installer, the backups go into the **Backup folder** chosen while installing — **Documents** unless you chose another (**Chapter 3**).
- **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.

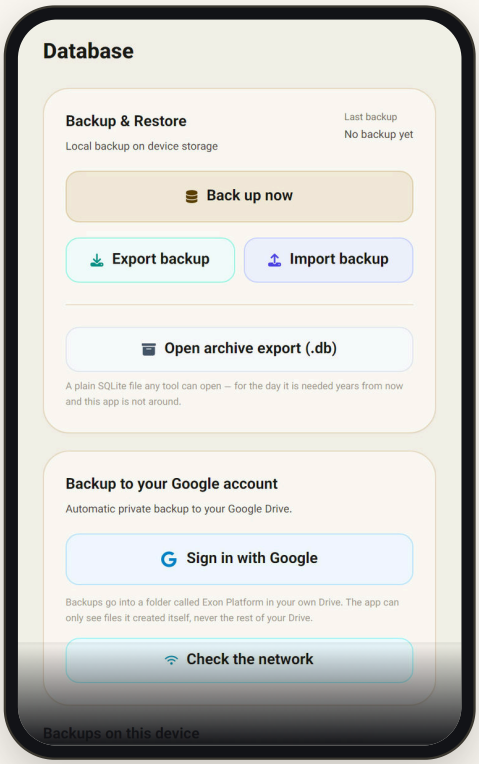


Figure 24.1 — **Database**: backups on the device and in Google Drive.

> **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.

24.2 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 26).

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.

24.3 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.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 A B C D

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 13**).

24.4 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.

25

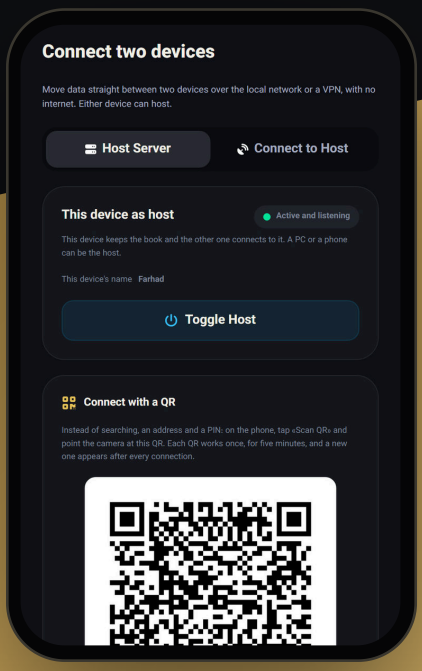
Chapter 25 · Devices and security

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

25.1 The host and the second device
25.2 Connecting a phone with a QR code
25.3 Connecting with the address and PIN
25.4 Syncing
25.5 When the other device is not found



25.1 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.

25.2 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**.

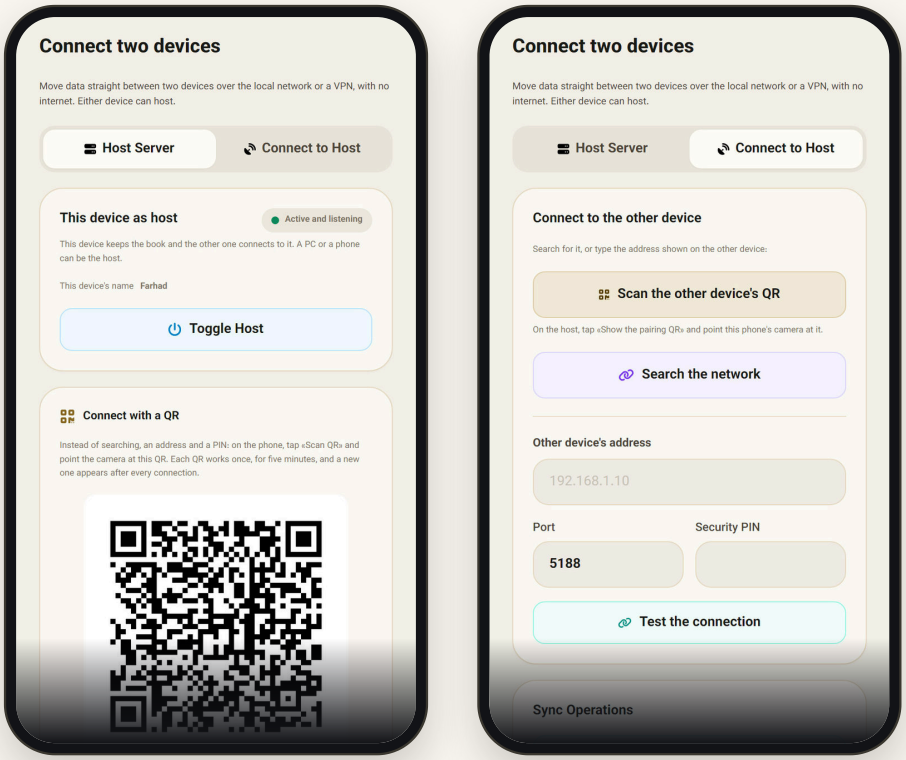


Figure 25.1 — Left: the computer as host, with the pairing QR. Right: the phone, **Connect to Host**.

- 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 19**).

25.3 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.

25.4 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.

25.5 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 network button — **Connect two devices** — in the top bar, and on Windows **LAN** at the foot of the side menu, open this page directly. A green dot on **LAN** means the computer is hosting (**Chapter 2**).

26

Chapter 26 · Devices and security

Security, the book's password and password recovery

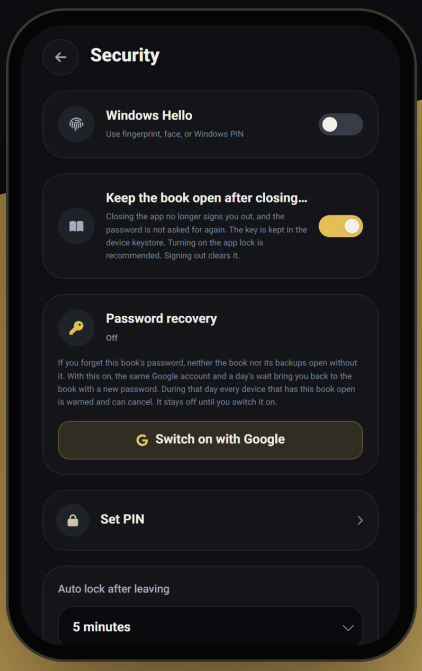
Three layers protect your book: the book's password, with which all the data is encrypted; a PIN or fingerprint that locks the app; and **Password recovery**, which, if you ever forget the book's password, brings you back to the book with your own Google account and a day's wait.

In this chapter

26.1 The book's password

26.2 The app lock: PIN and fingerprint

26.3 Password recovery



26.1 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 24**).

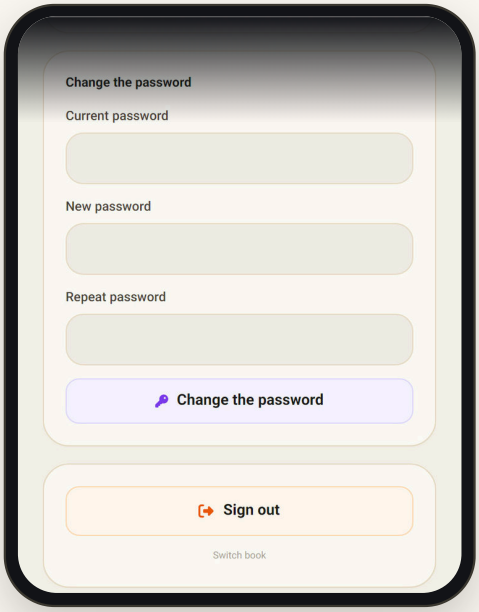


Figure 26.1 — **Books and accounts**: the book's name, changing the password, and signing out.

> **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.

26.2 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.

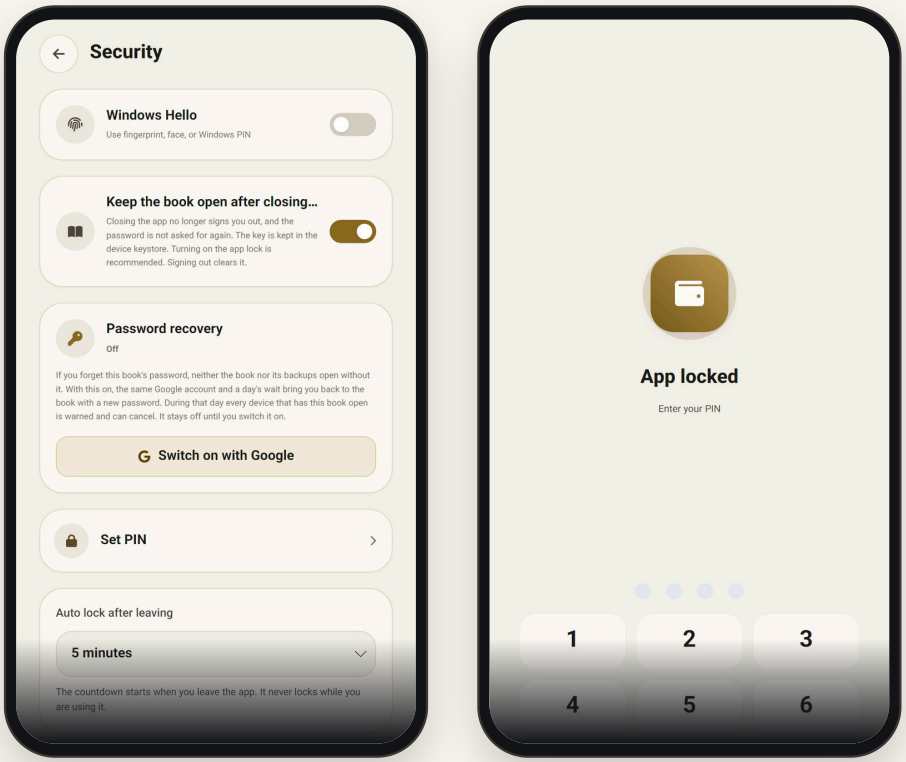


Figure 26.2 — **Security** and the **App locked** screen.

- **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.

26.3 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 is part of Exon Pro (**Chapter 28**); recovery that was switched on keeps working after Pro ends.

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 **Home**. 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.

27

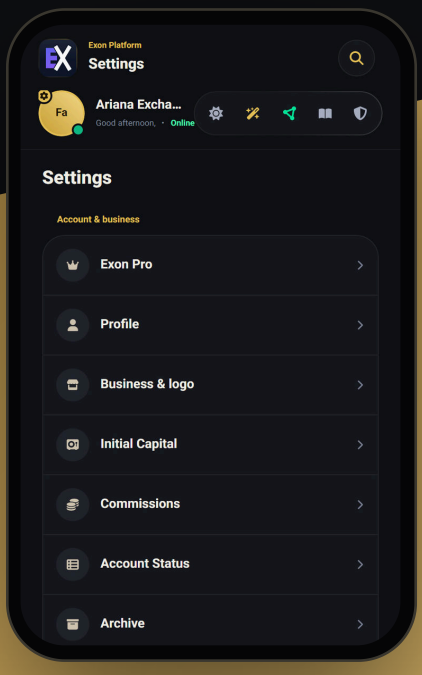
Chapter 27 · Devices and security

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

27.1 Opening Settings
27.2 The look
27.3 Language
27.4 Calendar
27.5 Date and time
27.6 The rest of the settings



27.1 Opening Settings

On Windows press **Settings** in the side menu — or **F10** — or the profile picture at its foot. On a phone, tap the profile picture at the top. **Settings** has four groups: **Account & business**, **Application**, **System & security** and **Help & support**. Each of its pages can also be found by name in **Quick search** (**Chapter 5**).

27.2 The look

Settings › **Theme** holds the app mode, light and dark, and the till on the home; all are in **Chapter 2**. Your choice stays on this device and has no effect on the book.

27.3 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.

27.4 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 13**).

27.5 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**.

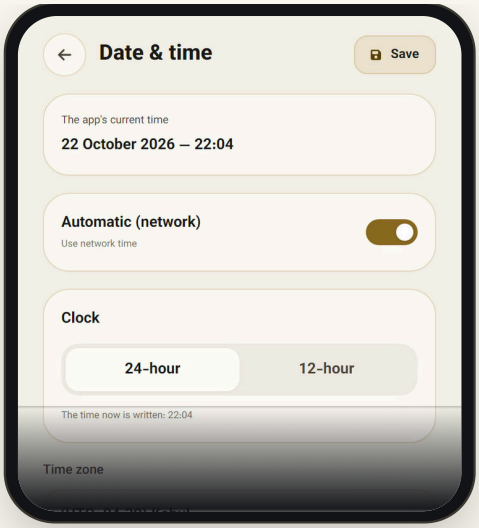


Figure 27.1 — Date & time.

> **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.

27.6 The rest of the settings

Page	Where in this book
Profile, Business & logo, Currencies, Initial Capital	(Chapter 3)
Account kinds	(Chapter 7)
Commissions, Account Status, Reports (journal)	(Chapter 15)
Keyboard Shortcuts (Windows)	(Appendix B)
Security, Books and accounts	(Chapter 26)
Customers' Telegram access	(Chapter 23)
Database	(Chapter 24)
Connect two devices	(Chapter 25)

28

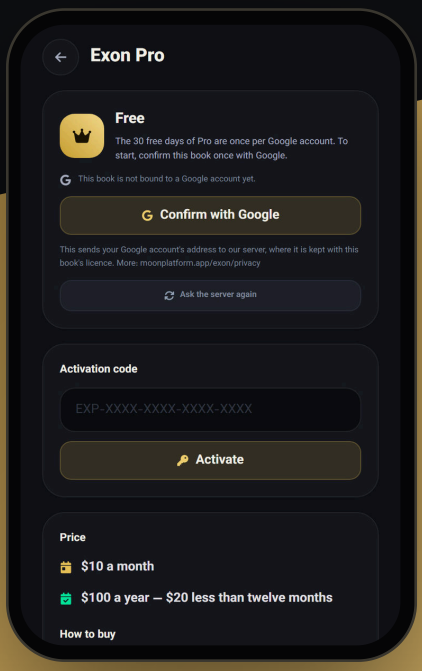
Chapter 28 · Devices and security

Exon Pro

The core of Exon is free and stays free. The work that ties several offices, several people or our server together is part of **Exon Pro**. Every Google account has 30 days of Pro free, once.

In this chapter

28.1 What is Pro
28.2 The «Exon Pro» page
28.3 Confirming with Google
28.4 Buying and activating
28.5 When Pro ends



28.1 What is Pro

What Pro opens:

- **Linking with another office** (**Chapter 22**) — both sides need Pro, except a company's account with its exchange office: there only the office has Pro, and the company links without it. The company's other Pro doors stay closed without Pro.
- **Staff and staff phones** (**Chapter 19**)
- **Working outside the shop**: a member of staff who reaches the office's computer over the internet, away from the shop (**Chapter 19**)
- **Password recovery** (**Chapter 26**)
- **The assistant** (**Chapter 29**)
- **Resetting the app** (**Chapter 29**)

Always free: customer accounts, hawala, cash in and out, exchange, transfers, income and expenses, reports, printing, official papers, Excel exports and backups. Your own phone and computer sync with each other without Pro too.

28.2 The Exon Pro page

Settings › **Exon Pro**. Only the book's owner sees this page.

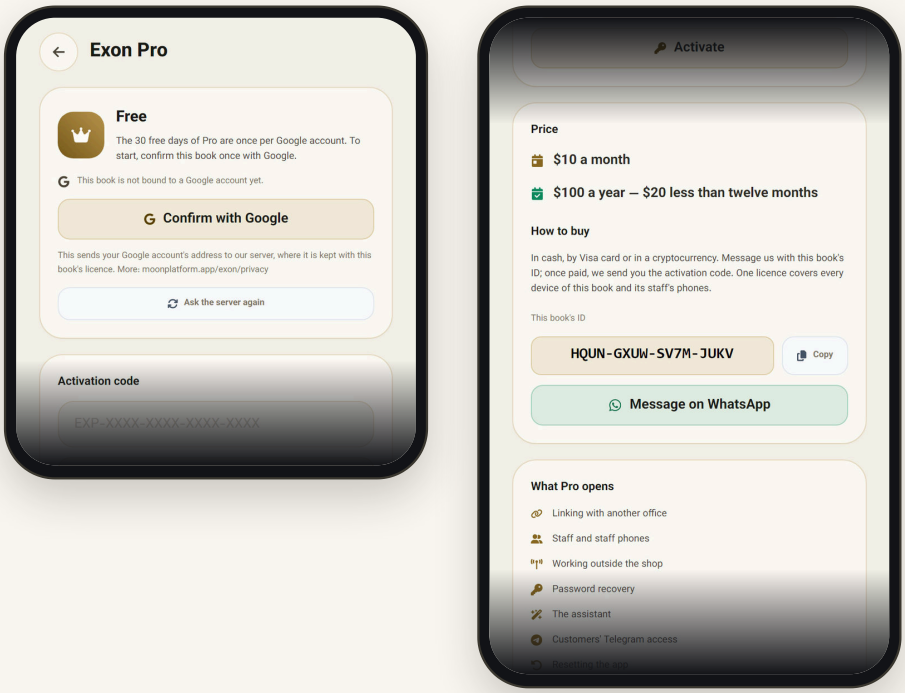


Figure 28.1 — The **Exon Pro** page of a book not yet confirmed with Google: **Confirm with Google**, the box for the activation code, the price and the book's ID.

- **The card at the top** says where the book stands: **Pro trial** with the free days left, **Pro** with the day it ends, or **Free**. **Ask the server again** asks the server right now; the app also asks by itself every few hours.
- **Price**: **$10 a month** or **$100 a year — $20 less than twelve months**.
- **This book's ID**: four groups of letters and digits. **Copy** takes it, or **Message on WhatsApp** sends it to us with a message ready-written.

> **Good to know**
> One licence covers one book, with all its devices and its staff's phones. The ID comes from the book itself: a computer and a phone that hold one book — even one brought back from a backup — show the same ID from the first day, and there is no need to buy for each. **Reset App** does not change the book's ID or its Pro either.

28.3 Confirming with Google

Each book's licence is bound to that book and its owner's Google account. The book's ID on its own is of no use to anybody.

- The 30 free days of Pro are once per Google account. A second book of the same account gets no new free days.
- A book not yet bound to a Google account has **Confirm with Google** on the **Exon Pro** page. Tap it once and sign in with your own Google account.
- On a device with Google Drive's backup connected (**Chapter 24**), that one tap is enough, and no browser opens.
- Your Google account goes to our server only when you tap **Confirm with Google** or enter a code yourself.
- Once confirmed, the book's other devices and its staff are Pro by themselves and need no Google.

> **Good to know**
> The server knows a book's devices by the book itself. A phone the book was brought back to from a backup, or one connected and synced with the computer (**Chapter 25**), has the same Pro. A device whose owner only knows the book's ID has none.

28.4 Buying and activating

1. Pay in cash, by Visa card or in a cryptocurrency, and send us **This book's ID**.
2. We send you an **Activation code**, such as `EXP-ABCD-EFGH-JKLM-NPQR`.
3. Type it into **Activation code** and tap **Activate**. Dashes, spaces and small or capital letters do not matter. If the book is not yet bound to a Google account, the app asks for a Google sign-in here, once.

4 **Pro is on — until …** appears. A month or a year bought during the free days starts when they end, and one bought while Pro is on is added after the days you already have — nothing is lost.

> **Careful**
> Each code works once, for one book. A code already used for another book says **That code has already been used for another book.** After a run of wrong codes, no new code is taken for an hour.

28.5 When Pro ends

- In the last week of the free days and after Pro has ended, a strip appears on **Home**, with **See Exon Pro** and **Later**.
- No document, account or link is deleted. Only the doors of Pro close, and each one says why — for example **Linking with another office** is part of Exon Pro, and this book's Pro has ended. The **Exon Pro** button on that message opens this page.
- Links wait, and carry on from where they stopped once Pro is on again. If one side of a link loses Pro, that side neither sends nor collects; the other side's documents wait in the server's mailbox and nothing is lost.
- Staff cannot sign in until Pro is bought again. The owner can always sign in.

> **Good to know**
> The app works without the internet. Pro, once the server has given it, stays on the device until its last day, even with no internet for days. Setting the device's clock back does not add a day.

29

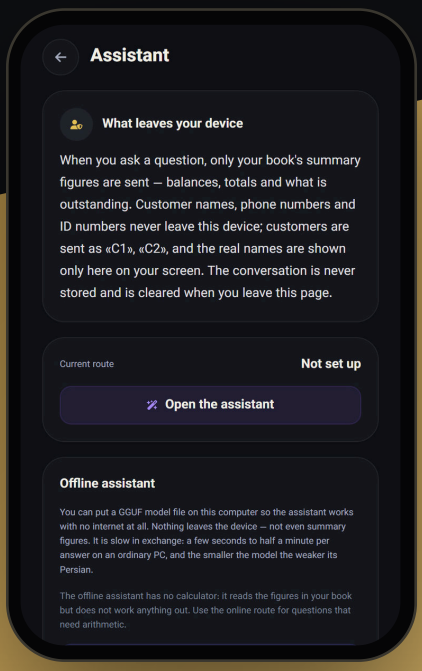
Chapter 29 · Devices and security

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

29.1 The assistant
29.2 The tutorial
29.3 What's new
29.4 Reporting a problem
29.5 About and updates
29.6 Supporting the work



29.1 The assistant

The **Assistant** button (the magic wand) in the top bar — or **Settings** › **Assistant** › **Open the assistant** — opens the conversation. On Windows, **Exon assistant** in the column beside **Home** answers a question right there too (**Chapter 4**). 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.

> **Good to know**
> The assistant is part of Exon Pro (**Chapter 28**).

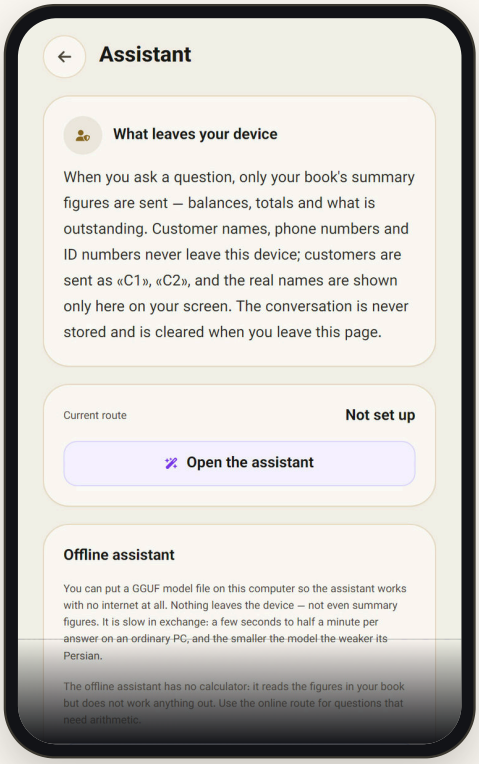


Figure 29.1 — **Assistant**: the current route, privacy, and the offline assistant.

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.

Route	Meaning
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.

29.2 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.

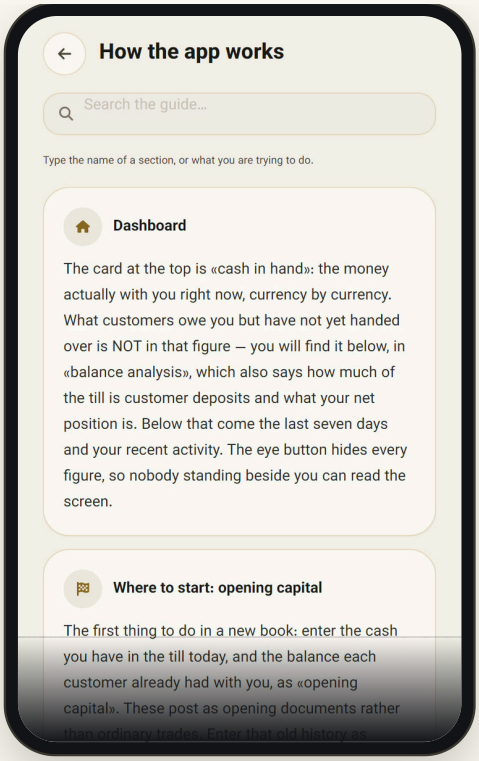


Figure 29.2 — **How the app works**: the course and the search.

29.3 What's new

After every update, that version's changes are shown once, the first time you sign in: each line marked **New**, **Better** or **Fixed**, and under each new thing where it is in the app. A first install shows nothing. **Settings** › **What's new** shows the running version's changes again.

29.4 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.

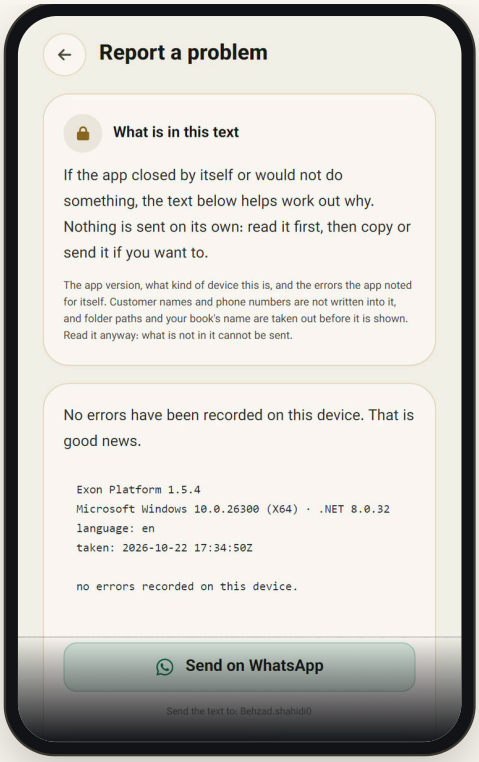


Figure 29.3 — **Report a problem**: the text, ready to send.

29.5 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. Only the book's owner sees it, and it is part of Exon Pro (**Chapter 28**). A reset does not take away the book's Pro, nor start its free days again.

> **Careful**
> **Reset App** cannot be undone. Always take a backup first (**Chapter 24**).

29.6 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.

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.
Paid out (اجرا)	The day a received hawala's receiver took the money; that day the money leaves the till.

Word	Meaning in Exon
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.

Word	Meaning in Exon
Letterhead and **licence** (سربرگ و جواز)	Pictures of the office's official paper and its licence, for official papers.
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.

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
Ctrl + D	Database & Backup
Ctrl + L	Quick Lock

In Workstation mode, a form's key, from **Home**, **Exchange**, **Finance** or **Settings**, opens that form's tab in **Quick entry** under the journal on **Home**, with the cursor in it; for a hawala, a receipt or a payout you choose the account first, in the box above the form (**Chapter 6**). On an account's page the same key opens the form for that account.

B.2 The workstation's keys

Key	What it does
Ctrl + **F**	**Quick search** in the top bar (**Chapter 5**)
↓ / **↑** and **Enter**	Move through the search's answers and open one
Esc	Close the search's answers; a second time, empty the box
Enter in the **Account** box	Take the first account found, and move to the amount (**Chapter 6**)

The main keys — **F1** to **F4**, **F10**, **Ctrl** + **H**, **Ctrl** + **E**, **Ctrl** + **T** and **Ctrl** + **L** — are also written at the foot of **Home** (**Chapter 2**).

B.3 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.

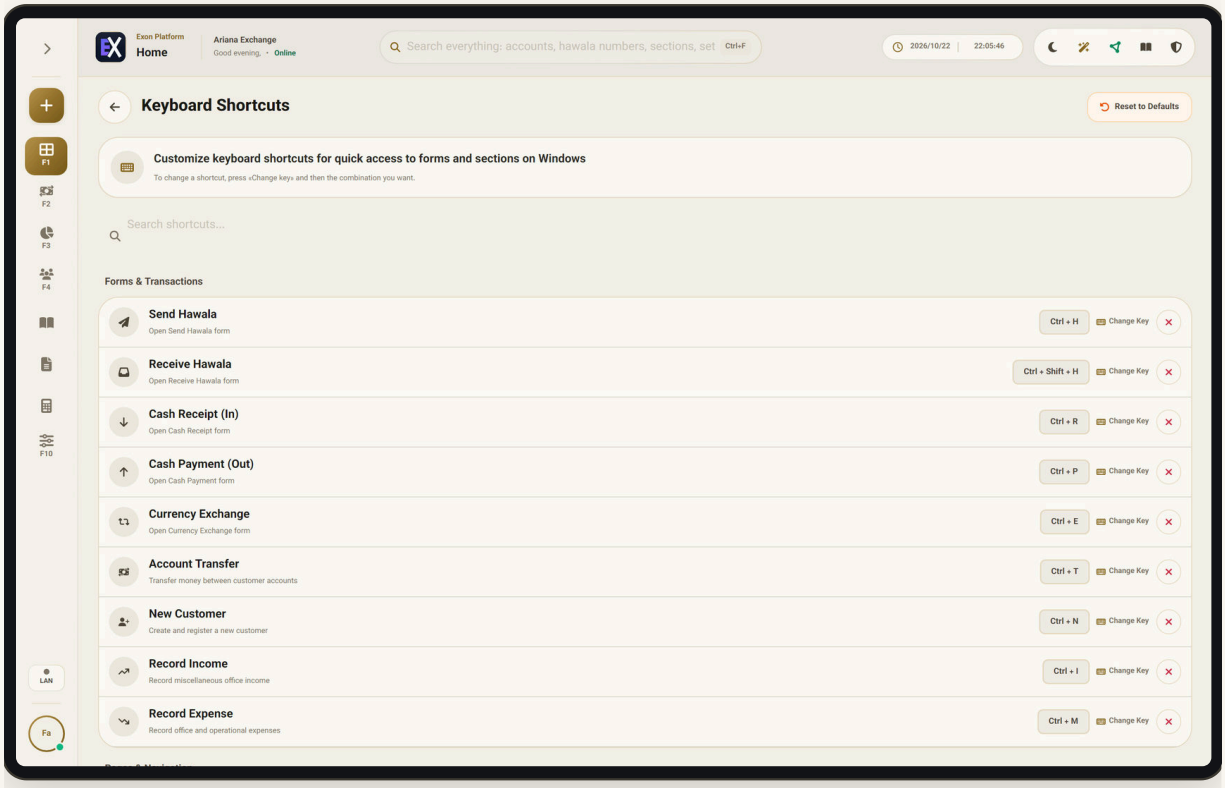


Figure B.1 — Keyboard Shortcuts (Windows).

B.4 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
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 19). The book's owner always has everything.

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					
See the list of accounts	✓	✓	✓	✓	✓

Permission	Manager	Cashier	Hawala clerk	Accountant	Viewer
See balances	✓			✓	✓
Create and edit accounts	✓				
Statements and account status	✓			✓	
Reports					
Home 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.

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 3).

I have forgotten the book's password. If Password recovery was on, tap I forgot the password on the entry screen (Chapter 26). 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 24).

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 3).
2. Received hawalas not paid out: until you tap Paid out, their money does not leave the till (Chapter 9).
3. Documents Waiting to be posted: until you tap Post all, they are not money (Chapter 13).
4. The till card should be on Today, not another date (Chapter 4).

Home 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 10).

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 18**).

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 25**).

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 22**).

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 21**).

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 Exon Pro

The link card says Linking with another office is part of Exon Pro, and this book's Pro has ended. Enter an activation code in **Settings › Exon Pro**. The links carry on from where they stopped, with nothing missing (**Chapter 28**).

A member of staff cannot sign in and sees This book's Pro has ended. The book's owner has to switch Pro on. The owner can always sign in (**Chapter 28**).

The server did not know this device as this book's appears. This device has not had anything from the book's other devices yet. Sync once (**Chapter 25**) and tap **Ask the server again**.

I typed the code and got The server could not be reached. A code is activated only over the internet. Check the internet and type the same code again; it is not lost.

On the computer, the column beside Home — the assistant and the document preview — does not show. The window is narrow: when it is less than about 1300 points wide, **Home** becomes one

column and the side column moves under the journal. Make the window larger, or double-click its title bar to fill the screen (Chapter 2).

D.6 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 29).