



haeywa

User Manual

About us

haeywa is a platform that allows users to manage and track their petty cash payments, expenses, and balances. The app is available on both iOS and Android platforms and can be downloaded for free from the App Store or the Google Play Store.

One of the key features of haeywa is its support for UPI (Unified Payments Interface). UPI is a real-time payment system that enables instant bank-to-bank transfers using a virtual payment address (VPA) or a mobile number. By supporting UPI, haeywa provides a fast, secure, and convenient way for users to make and receive petty cash payments.

In addition to supporting UPI, haeywa also enables multicast payments. This means that users can make payments to multiple recipients at the same time, which can be particularly useful for businesses or organizations that need to distribute petty cash funds to multiple employees or vendors.

To use haeywa, users need to sign up for an account and add funds to their balance. Funds can be added using UPI, debit/credit cards, or net banking. Once funds are added, users can easily make payments to other haeywa users or recipients who have UPI-enabled bank accounts.

haeywa also provides a range of features for managing expenses and tracking spending. Users can categorize their expenses and generate reports to analyze their spending habits. The app also allows users to upload photos of receipts, making it easy to keep track of expenses and maintain accurate records.

Overall, haeywa is a powerful tool for managing petty cash payments and expenses. With its support for UPI and multicast payments, along with its robust expense management features, haeywa provides a comprehensive solution for individuals and businesses alike.

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1. Download haeywa App

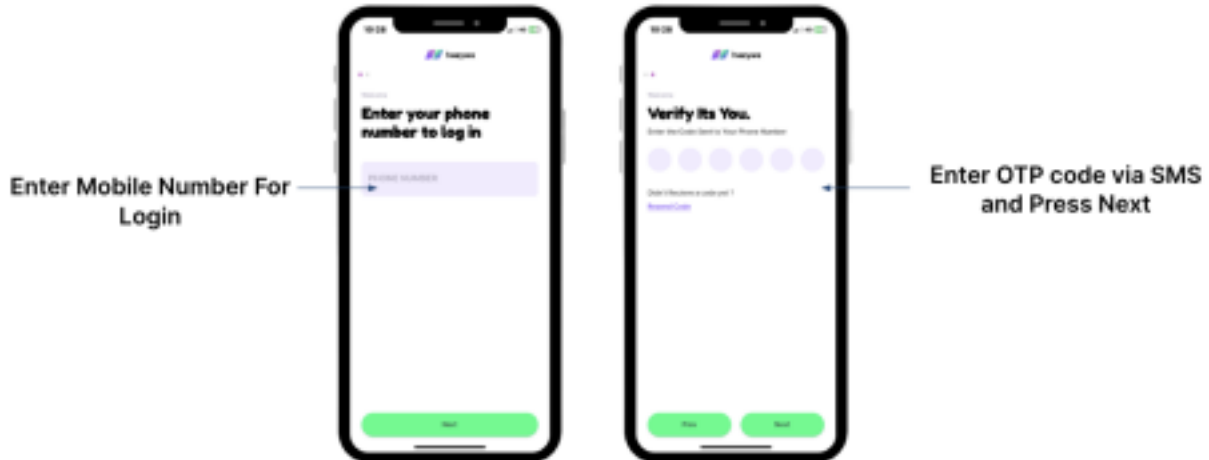
You can download the haeywa app from the Google Play Store or the App Store on your IOS device. Alternatively, you can also scan the QR code provided to initiate the download.



2. Get Started and Login

Once you have downloaded the haeywa app from the app store or play store, you will need to register with your mobile number in order to log in to the app. Simply follow these steps:

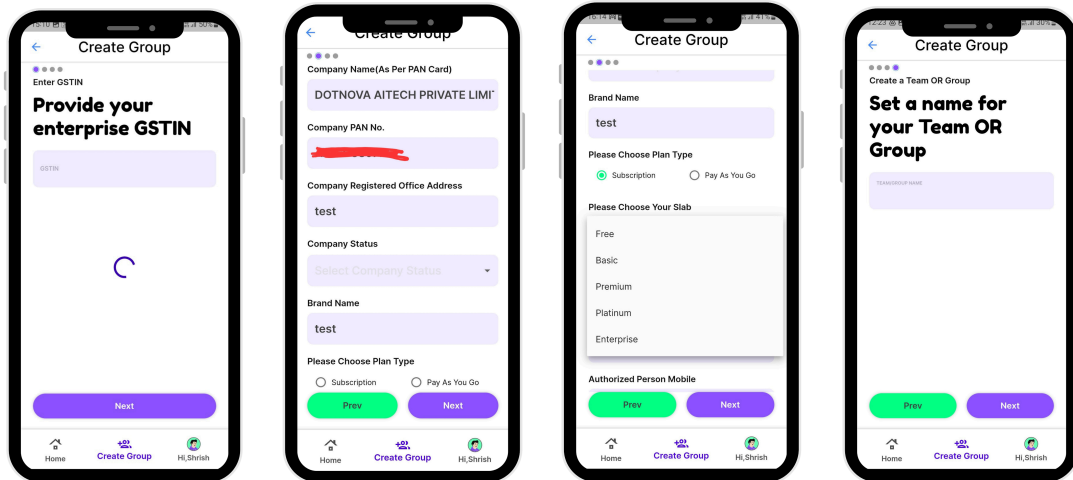
1. Open the haeywa app on your mobile device.
2. Enter your mobile number and tap on the "Next" button.
3. You will receive a OTP code via SMS. Enter the code into the app and tap the Next button.
4. Successfully registered, you can log in to the haeywa app using your mobile number.



3. Create Petty Cash Group

After logging in to the haeywa app, you can create a petty cash group by following these steps:

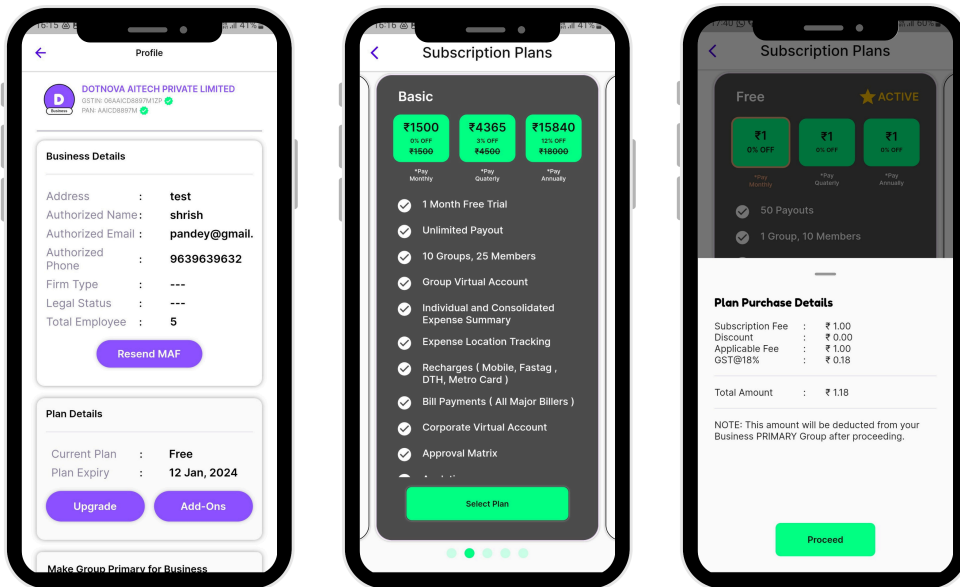
1. Tap on the "Create Group" button.
2. Select Business and Press Next
3. Enter Company GST or Pan Card Details and Press Next
4. Set a name for your Team or Group and Press Next
5. Add Company Details Like Company Name (As Per Pan Card or GST, Company Pan Card Details, Company Registered Address, Company Status, Brand Name, Plan (Choose Plan Basic, Pro Plan and Premium Plan), Authorized Name (Person who authorized Add Money and Create Group), Authorized Email (All Communication Share on that Email), Authorized Phone, Firm type, Legal Status and Total Employee and Press Next
6. Choose a Plan
 - Pay as You Go
 - Subscription Plan
7. All Set and Details filled.



4. Buy a Plan

For buying a plan, Owner/admin

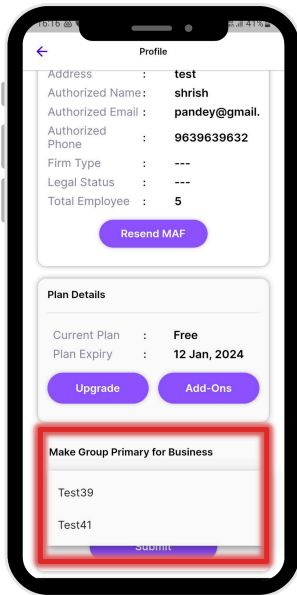
1. Go to Business profile on homescreen
2. Click on Upgrade/ Buy
3. Choose plan that you want to purchase
4. Select duration and click Select Plan
5. Review Plan Purchase details And Proceed.



5. Make Primary Group

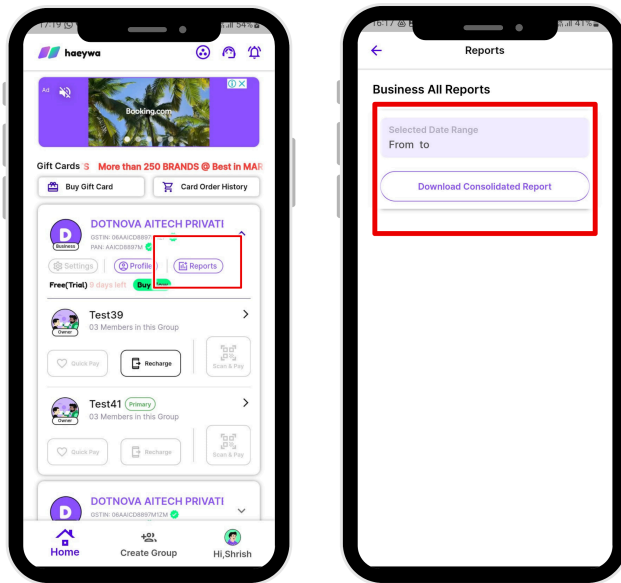
To make Primary Groups

1. Go to Business profile
2. Select the group that you want to make primary for business
3. Submit



6. Reports (Consolidated)

1. Go to reports section on your business tab on home screen
2. Select date range and click on submit
3. Download or share the consolidated report

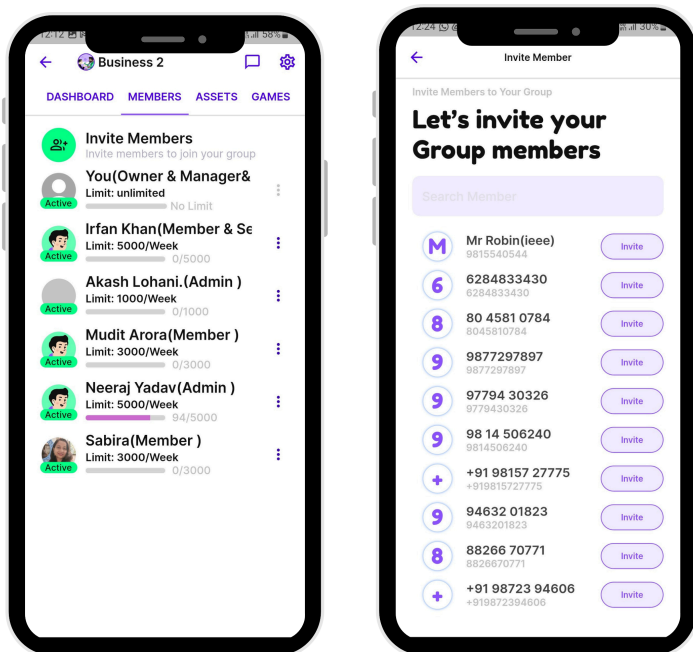


7. Add Member in Group

Here are step-by-step instructions for inviting company employees to become members of a group after creating the group:

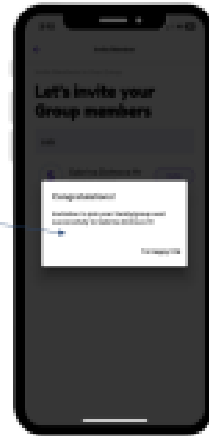
1. Select the group that you have created and want to invite employees to become members of.
2. On the top of the group interface, you will see a MEMBERS option. Click on it
3. Once you are in the MEMBER" section, you will see an option to "Invite Member". Click on it.
4. You can choose to invite employees via SMS or WhatsApp, or you can directly add them if they have already installed the haeywa app.
5. If you choose to invite via SMS or WhatsApp, you will need to select the employees from your contact list, and the app will automatically generate a message with a download link for the haeywa app.
6. Once the employee install the app and registers, they will automatically become a member of the group.
7. If the employee has already installed the haeywa app, you can search for their name in the "Invite Member" section and add them directly to the group.

That's it! Follow these steps to successfully invite company employees to become members of your haeywa app group.



Follow these steps to successfully invite company employees to become members of your haeywa app group.

If the employee has already installed the Haeywa app, you can search for their name in the "Invite Member" section and add them directly to the group.



If you choose to invite via SMS or WhatsApp, you will need to select the employees from your contact list, and the app will automatically generate a message with a download link for the Haeywa app.

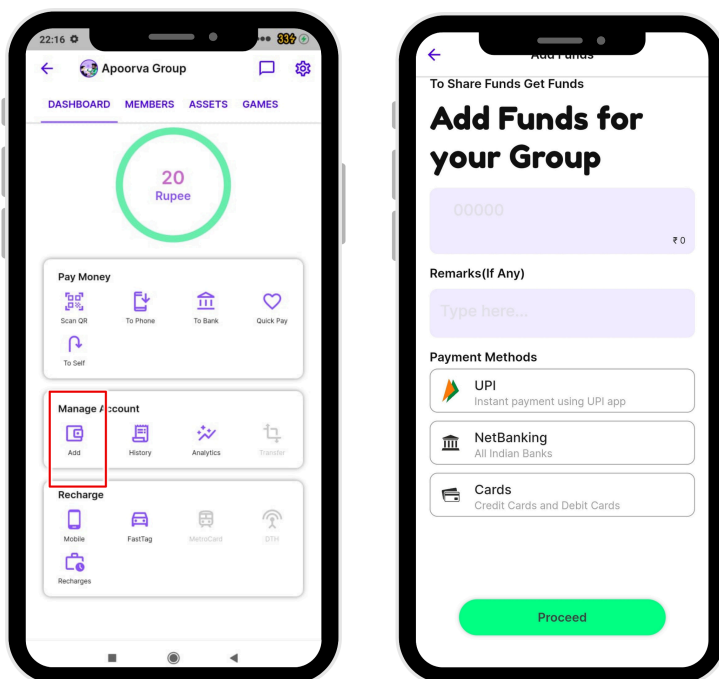


8.Add Funds in Group Using Payment Gateway

Here are the Step-by-Step instructions for adding money to a group using Payment Gateway

1. Click on the group you want to add money.
2. Find and click on the "Add" button.
3. Enter the amount you want to add to the group.
4. Add any remarks or notes for your record, Its Mandatory*
5. Select UPI as your preferred payment method.(For Example using UPI to Add Funds) but you can use other payment methods like NetBanking, Wallets and Cards
6. On the Payment Break Up Screen, review the amount you entered and confirm that it is correct.
7. Click "Proceed".
8. Select the UPI app you want to use to add money to the group.
9. Follow the prompts in the UPI app to complete the transaction.
10. Once the transaction is complete, the money will be added to the group and you will receive a confirmation message.

By following these steps, you can easily add money to a group using UPI and keep track of your contributions for your own records.

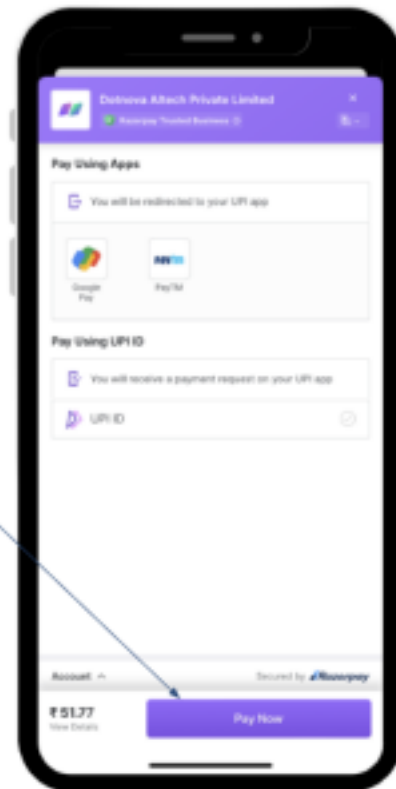


For Example Using UPI to Add Funds

Select the UPI app you want to use to add money to the group.

Follow the prompts in the UPI app to complete the transaction.

Once the transaction is complete, the money will be added to the group and you will receive a confirmation message.

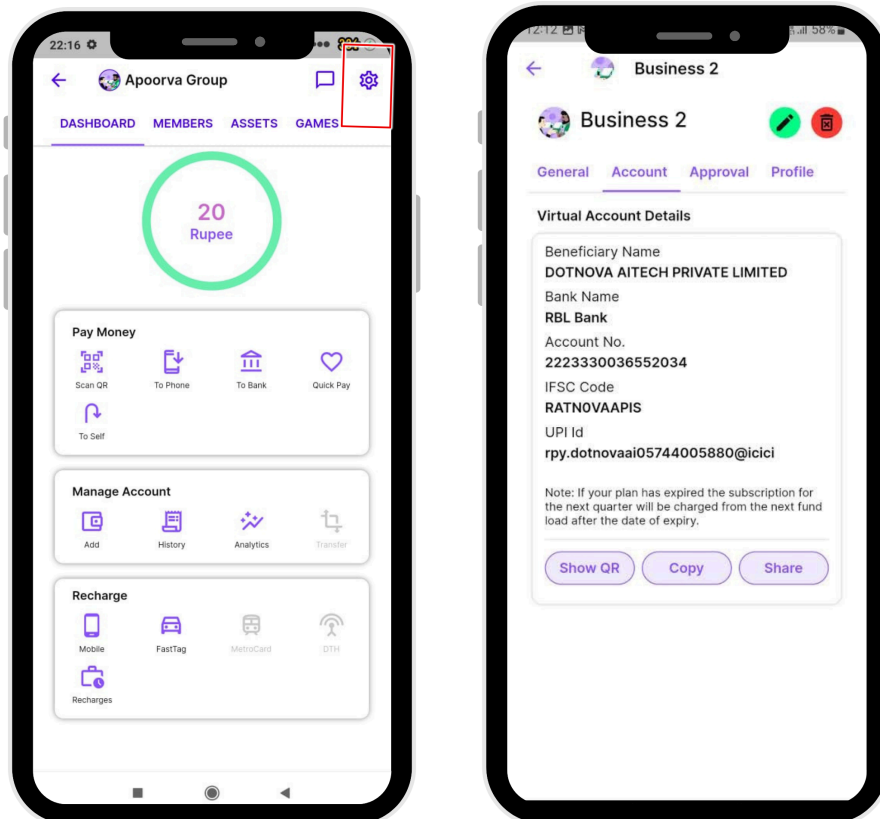


9. Add Funds in Group Using Virtual Account

Here are the step-by-step instructions for adding a virtual account to your group using haeywa app:


1. Click on the group you and click on the "Settings" button located at the top right side of the screen.
2. Select the second option, "Account Details" and you find virtual account details.
3. Add the virtual account details of your bank as a beneficiary.
4. Go to your net banking account and add the virtual account details to transfer money to the virtual account.
5. Once you have transferred money from your net banking account to the virtual account, the money will be automatically added to the group in haeywa app.

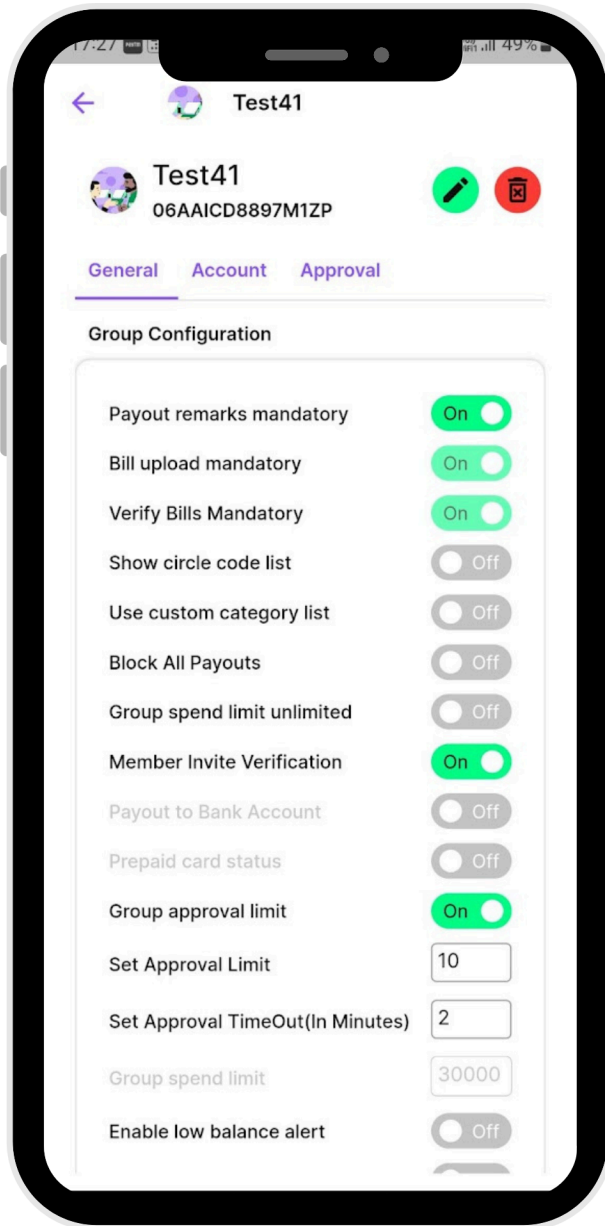
By following these steps, you can easily add a virtual account to your group using haeywa app and simplify the process of adding money to the group by directly transferring money to the virtual account.



10. Group Settings

Step-by-Step instructions for Managing Group member settings in haeywa app:

1. Click on the group you want to manage.
2. Click on the setting  option.
3. Under the head General, you will see Group configuration..
4. 1st option is payout remarks mandatory - it'll require members to add remarks before making a payment on the payment screen
5. 2nd option is bill upload mandatory - members won't be able to make another payment if previous payment's bill is not uploaded, they will get a prompt to upload bill while making payment
6. 3rd option is verify bills mandatory - if this option is turned ON, then the limit of the member will not be reset next week if previous week's payments are not verified
7. 4th option is show circle code list - clients can provide us the circle or GL codes for their business and haeywa will enable it from the backend
8. 5th option is use custom category list - clients can provide us their custom category list to show on the payment screen, haeywa will enable it from the backend
9. 6th option is block all payouts - enabling this option will block all payouts for all members of the group
10. 7th option is group spend limit unlimited - enabling this option will make the spend limit of each member unlimited
11. 8th option is member invite verification - clients will need to provide us their official company domains and then each member will be required to do OTP verification before entering a group, member will get the OTP on their company official email id
12. 9th option is group approval limit - owner/admin can set a limit for payment approval, if a member tries to do a payment above this limit, owner/admin will get a notification to approve or reject that payment, once owner/admin approves it, then member will be able to continue with the payment else it will fail
13. 10th option is enable low balance alert - owner/admin can set a low balance alert, if group balance goes below this value, then owner/admin will get email notification daily until group balance is recharged
14. 11th option is enable self pay - enabling this option will allow members to do self payments (please refer to making payments section for details)
15. 12th option is enable add fund button - enabling this option will allow members to add funds in the group using add fund button (please refer to add funds using payment gateway section for details)



Test41



Test41

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General

Account

Approval

Group Configuration

Payout remarks mandatory



Bill upload mandatory



Verify Bills Mandatory



Show circle code list



Use custom category list



Block All Payouts



Group spend limit unlimited



Member Invite Verification



Payout to Bank Account



Prepaid card status



Group approval limit



Set Approval Limit

Set Approval TimeOut(In Minutes)

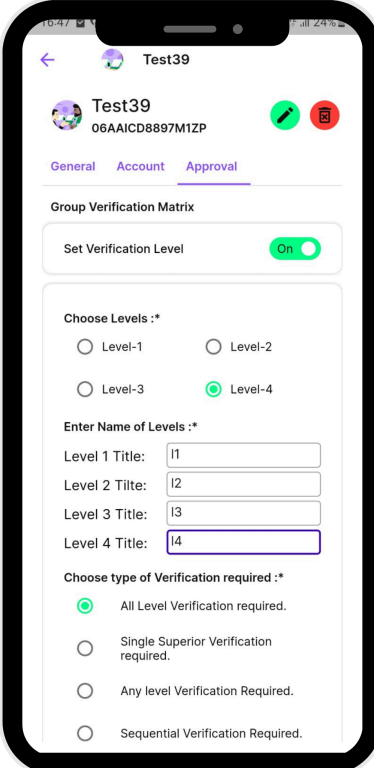
Group spend limit

Enable low balance alert



11. Approval Matrix

1. Click on the group you want to manage.
2. Click on the setting  option.
3. Turn ON Group verification Matrix
4. Choose Levels
5. Enter Name for Levels
6. Choose Type of verification required
 - All Level Verification
 - Any level Verification
 - Single Superior verification
 - Sequential Level Verification
7. Set verifier
 - Make Verfier
8. Click ' Submit'
9. And done your Verification matrix has been updated.



Test39

Test39
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General Account Approval

Group Verification Matrix

Set Verification Level

Choose Levels :*

Level-1 Level-2

Level-3 Level-4

Enter Name of Levels :*

Level 1 Title:

Level 2 Title:

Level 3 Title:

Level 4 Title:

Choose type of Verification required :*

All Level Verification required.

Single Superior Verification required.

Any level Verification Required.

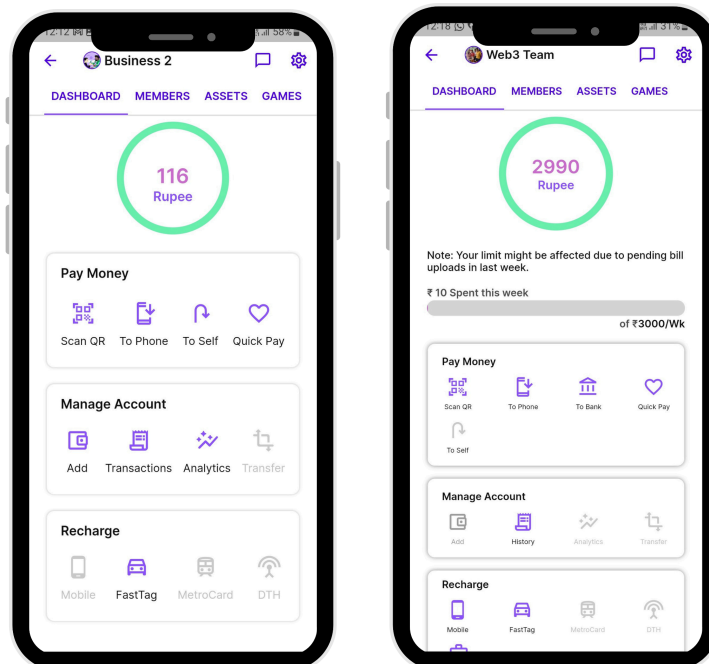
Sequential Verification Required.

12. Group Dashboard

Here are the step-by-step instructions for using the dashboard in haeywa app:

1. Click on the group for which you want to view the dashboard.
2. On the dashboard, you will see your account balance displayed first.
3. Next, you will see a bar showing the amount spent by members of the group for the week.
4. You will also see options to scan a QR code or use your phone to make payments.
5. There is an "Add" button available to add funds to the group. Note that this button is only for group owners to use.
6. You will also see a "Quick Pay" button that allows you to quickly pay someone whom you make regular payments to.
7. The "Transactions" button shows you all the transaction details made by members of the group. You can also send bulk bills and share them as Excel or PDF files with the account team.
8. In the transactions section, you can find options in the member list to upload bills, view bills, and verify transactions (verify helps to reset the limit of the member).
9. In the recharge section, you will only see the "Fast Tag" option, which helps you recharge your fast tag for your vehicle.
10. Below the recharge section, you will find three more options to make payments to bank accounts using NEFT, IMPS, and UPI ID.

By following these steps, you can easily navigate through the dashboard in haeywa app and access various features such as adding funds, making payments, and viewing transaction details.



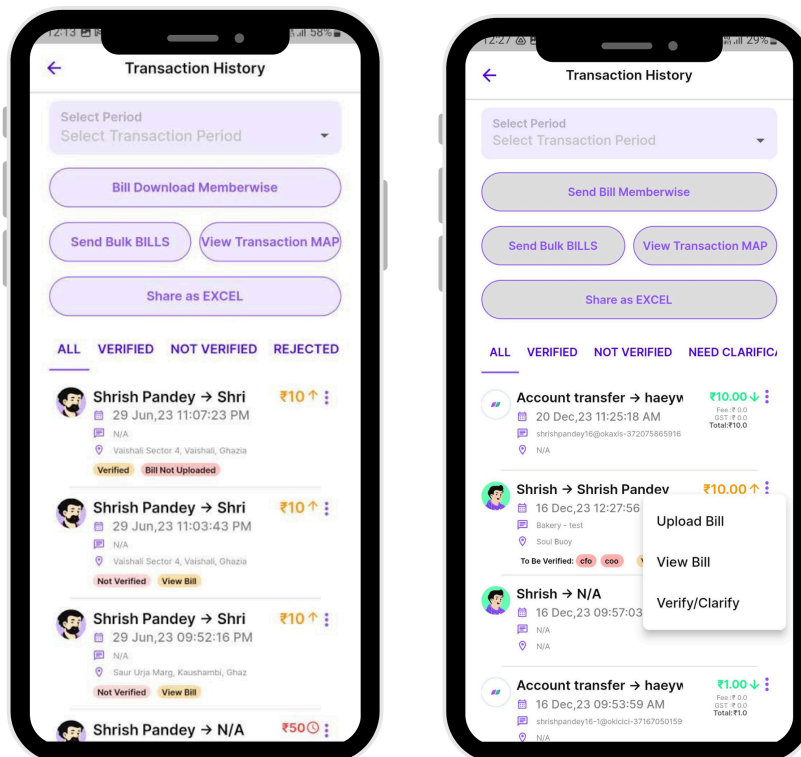
Dashboard for Owner/ Admin

Dashboard for Members

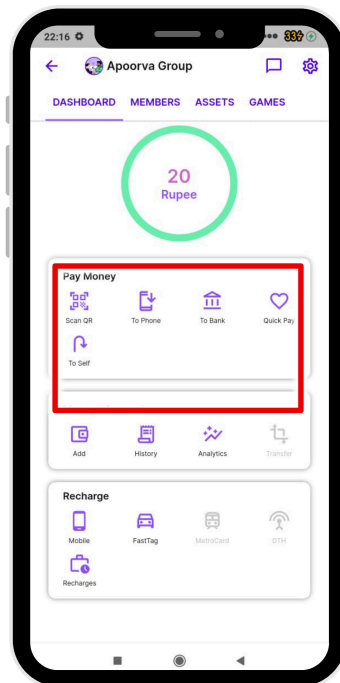
13. Transactions History

Viewing Transaction Details:

1. Open the haeywa app and log in to your account.
2. Navigate to the group created by your company.
3. Tap the "Transaction History " section within the group.
4. View the list of payments and bills uploaded by group members.
5. Tap on the specific payment or bill to view its transaction details, including the amount, payment method, date, and description.

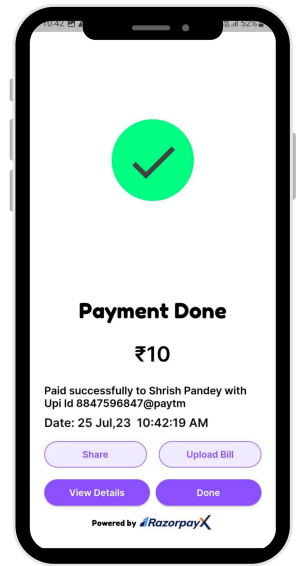
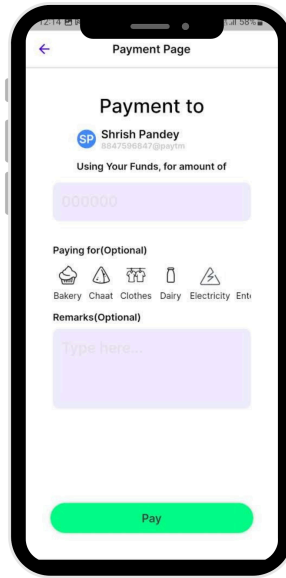
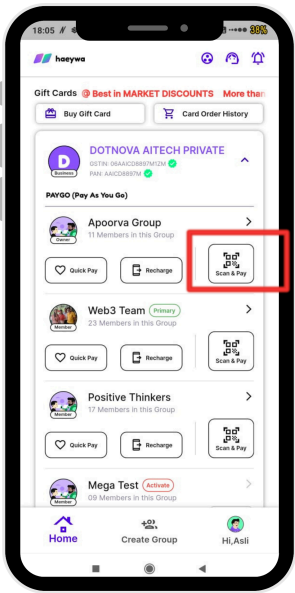


14. Making Payments

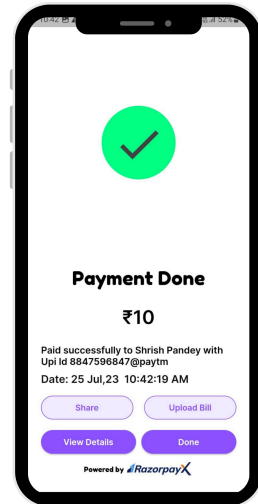
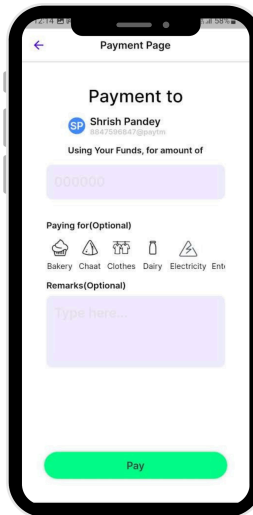
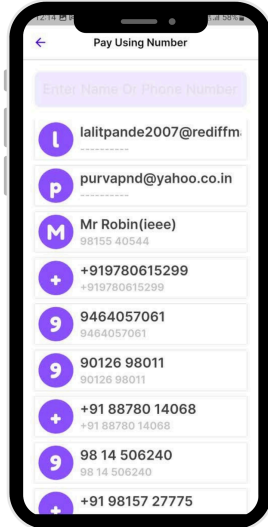
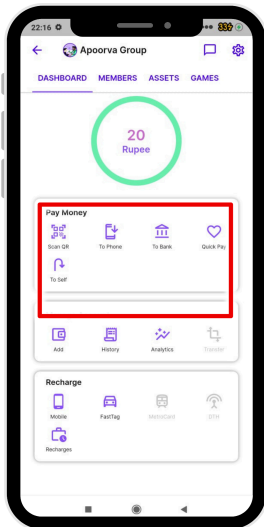


Making a Payment: Using Scan QR/Phone number

1. Open the haeywa app on your device and log in to your account.
2. Navigate to the group created by your company within the App or Click Scan & Pay Icon to make payment using "Scan QR"
3. Tap the "ScanQR or Using Phone" section within the group.
4. Tap the "Make Payment" button.
5. Enter the payment amount and description, and select the payment method.
6. Tap "Submit" to complete the payment.

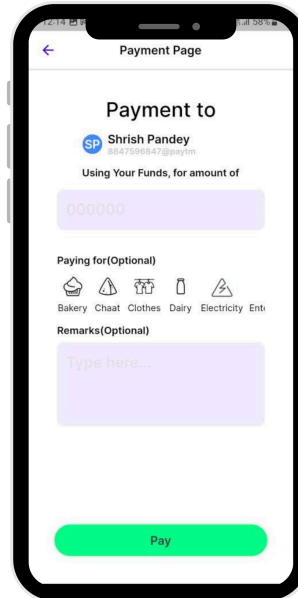
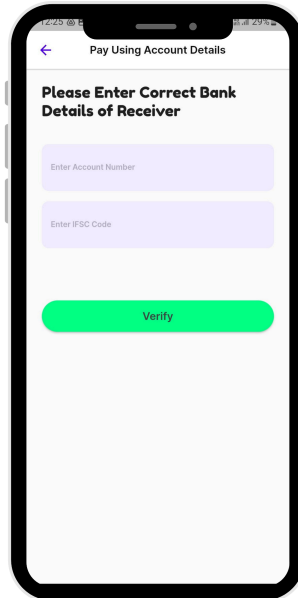
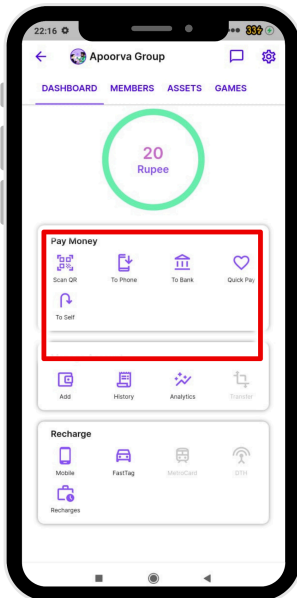


Making a Payment: Using To Phone



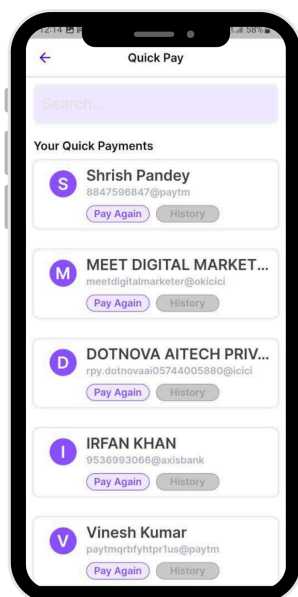
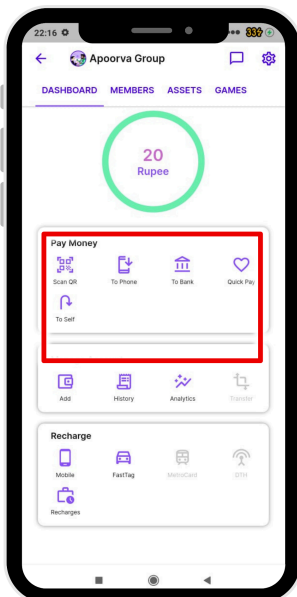
Making a Payment: Pay To Bank

1. Click to bank option
2. Enter account details and IFSC code
3. Enter the amount
4. Select Category for which purpose you are paying
5. Provide Remarks
6. Pay



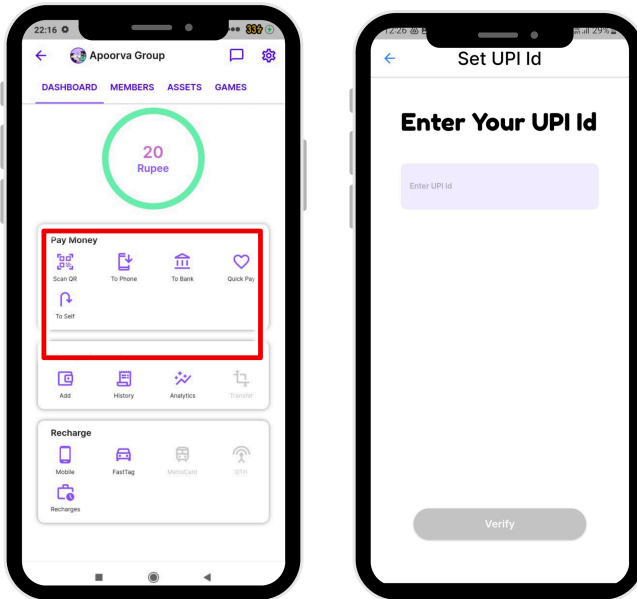
Making a Payment: Using Quick Pay ❤️

Quick pay ❤️ is simply your favourite , to which you use to pay frequently.



Making a Payment: Using Self Pay ↗

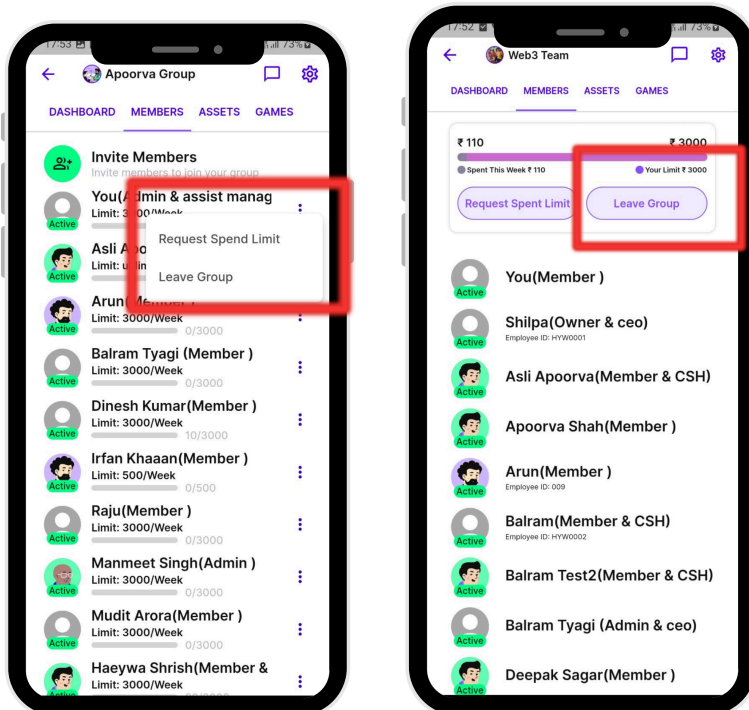
1. Click Self Pay option.
2. Set your UPI id (Pay to yourself)
3. Enter the amount , select category, add remarks
4. Click submit
5. And done ! the amount is added to your personal account .



15. Leave Group

Here's a step-by-step guide on how to leave a group in haeywa App:

1. Open the haeywa App on your device and login to your account.
2. Once you are logged in, you will see the list of groups you are a member of on the main screen.
3. Select the group you want to leave by tapping on it.
4. Once you enter the group chat, tap on settings at the top of the screen.
5. This will take you to the group settings page. Scroll down to the bottom of the page, and you will see the option to "Leave Group."
6. Tap on "Leave Group" and a pop-up window will appear asking you to confirm your decision.
7. If you are sure that you want to leave the group, tap on "Leave" in the pop-up window.
8. Once you leave the group, you will no longer be able to access the group chat or receive any notifications from the group.
9. That's it! You have now successfully left the haeywa App group.



16. Contact haeywa Support

1. On the home screen, go to the top right corner and click on the support icon (next to the bell icon)
2. It'll take you to the whatsapp of haeywa support where you can raise your queries
3. Our active support team will handle all your queries
4. You can also contact haeywa support using your phone number. Go to the profile section on your app and click on help and feedback.

