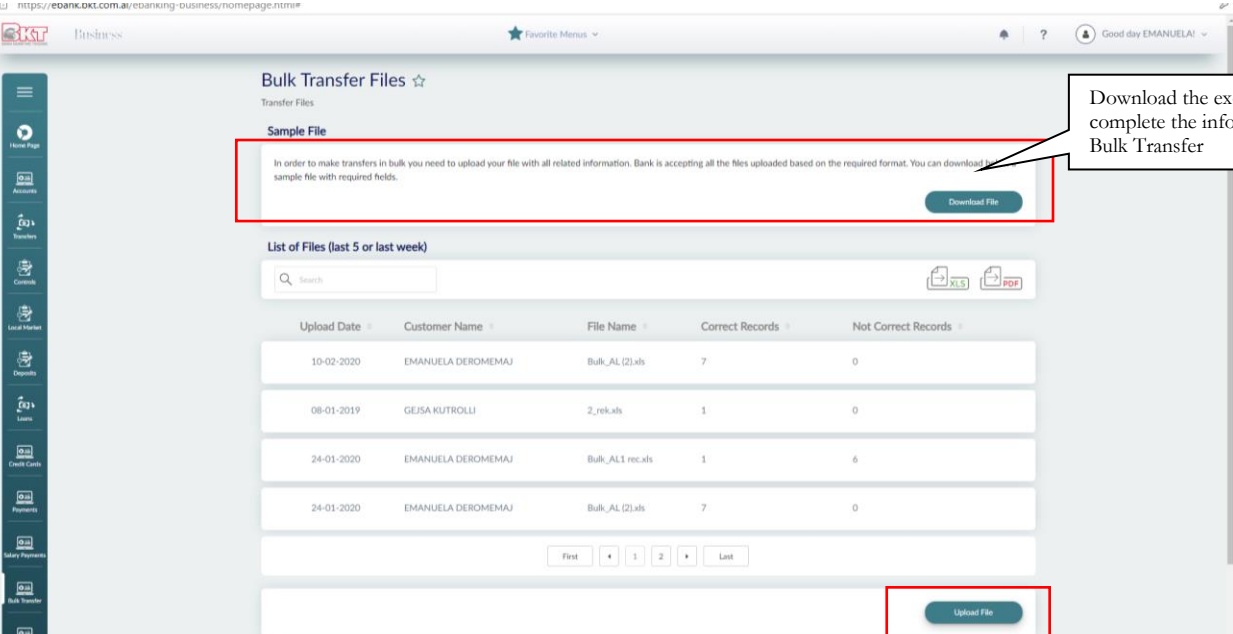## 1. Bulk Transfer

In this menu you can make different transfers to customers or supplier to whom you have obligations.
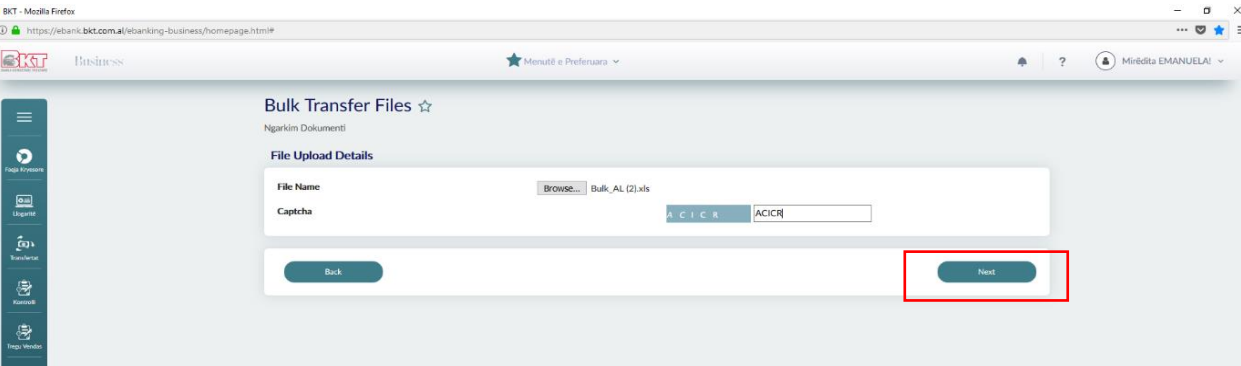
1.1 Transfer Files

İn this submenu "Transfer Files" are listed all uploaded documents or you can upload a new transfer File document. Click "Upload File" if you want to upload a new one.

After press "Upload Document" you must select the file you want to upload from your computer. Fill Captcha and press "Next".

In the next step you can check the details of the Uploaded file. Select an account from where you want to make the transfer and enter a description in the "Description" field where you can specify the purpose and details of the payment. Click "Next".
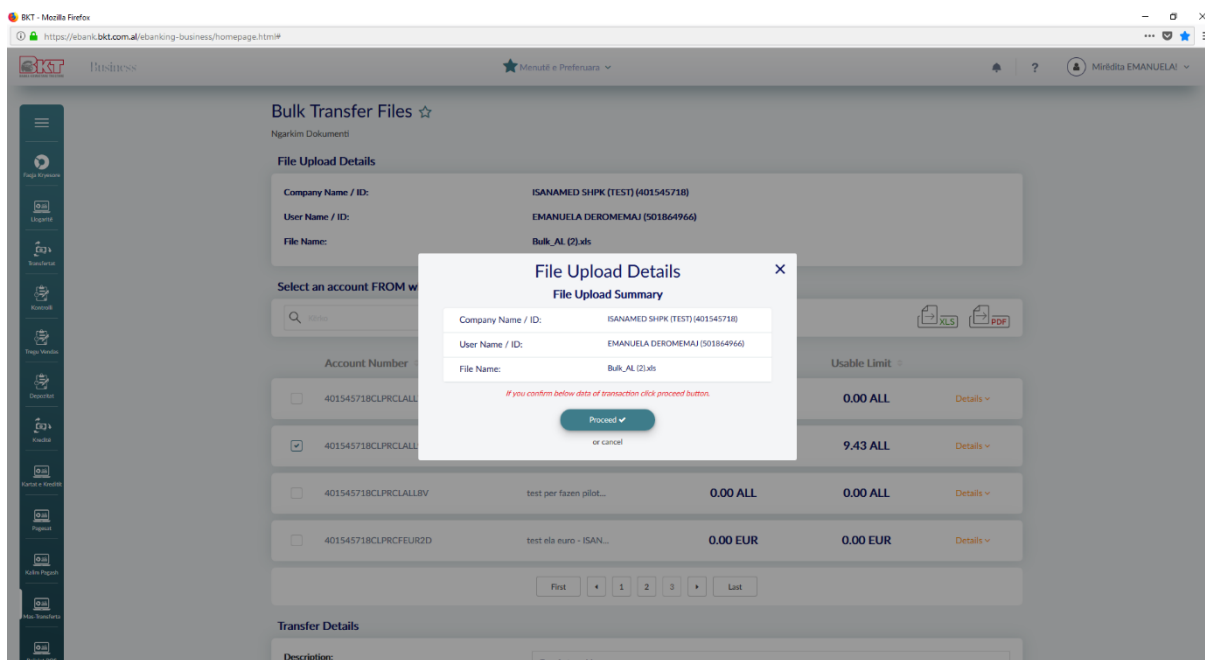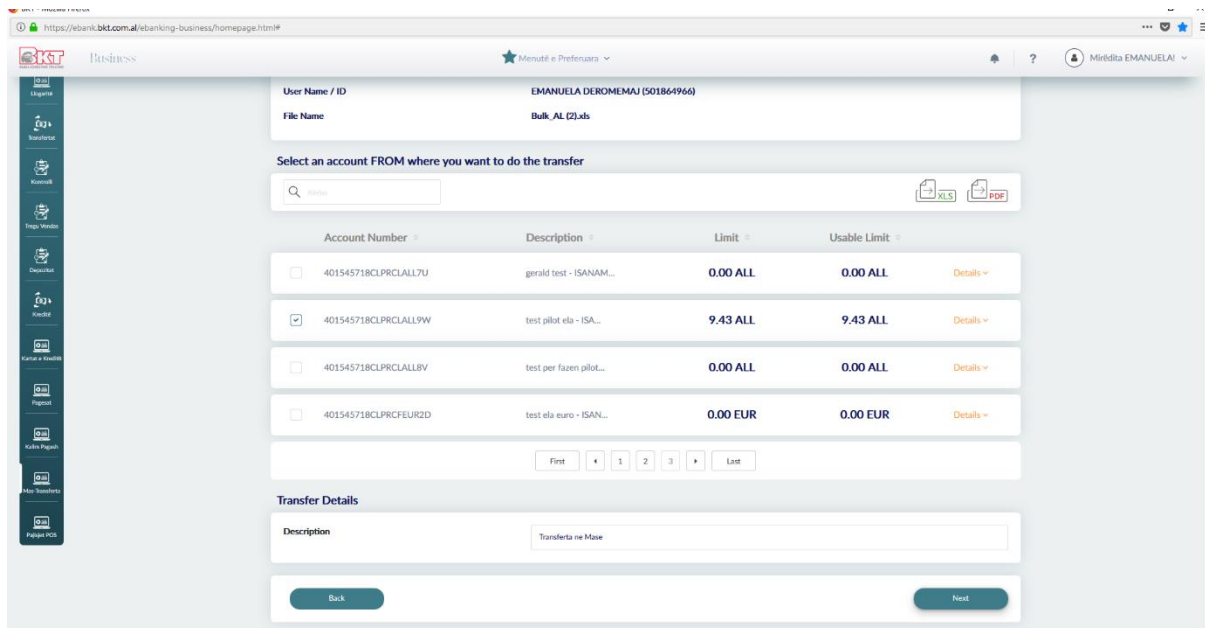
Clik Proceed to continue. A message must be displayed for the file to be upload successfully.

1.2   Records Management

This submenu lists all the uploaded documents. You can control information about File ID, Registration Number, Amount, Currency Amount and File Status. You can add a new record, update or delete a record for the selected document.
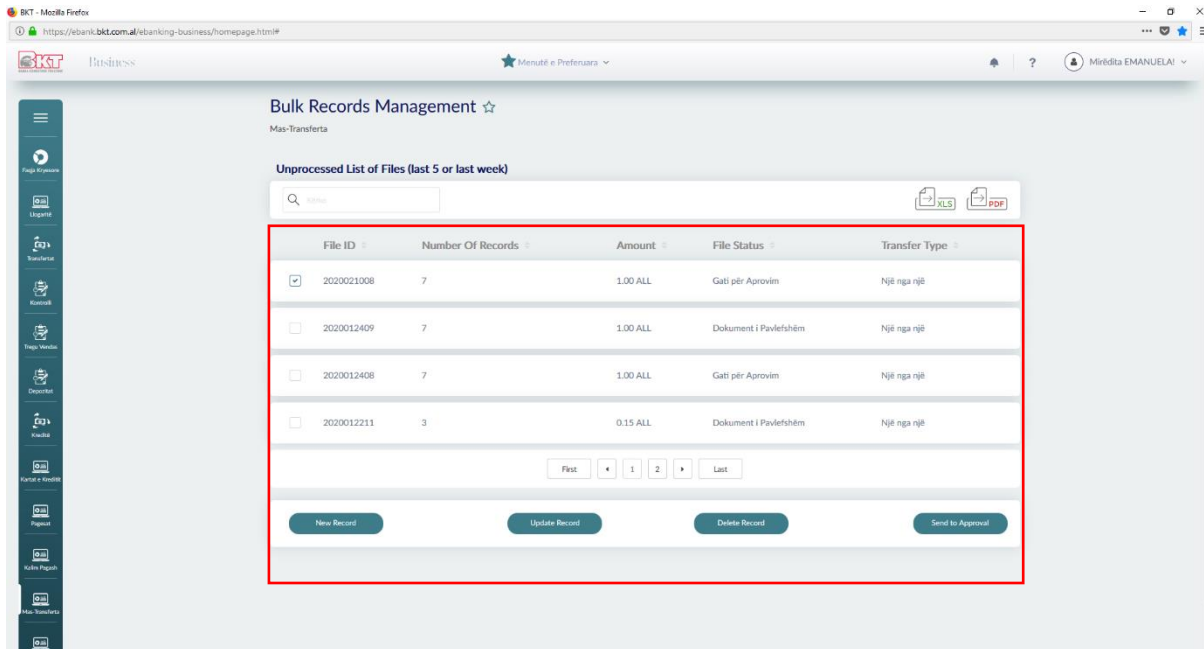
1.2.1 Records Management/New Record

If you click "New Record" button, you can add a new record for the selected document. Click "Next" and the record must be added successfully.
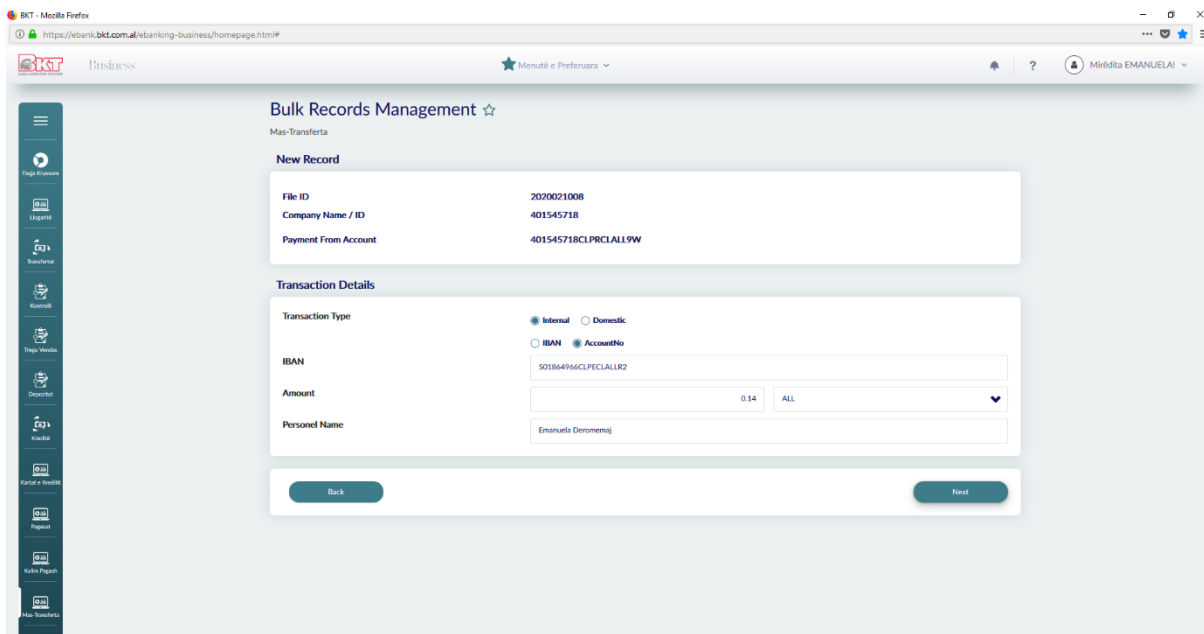
1.2.2 Record Management / Update Record

Click "Update Record" if you want to update a record for that file.

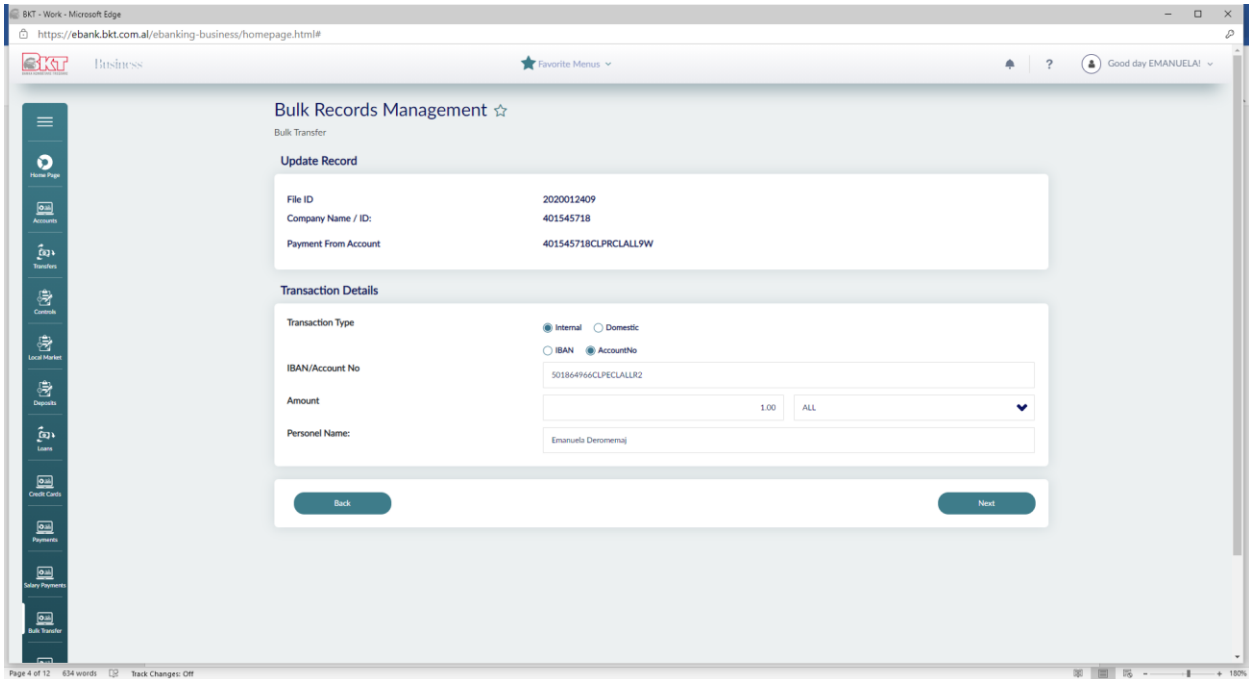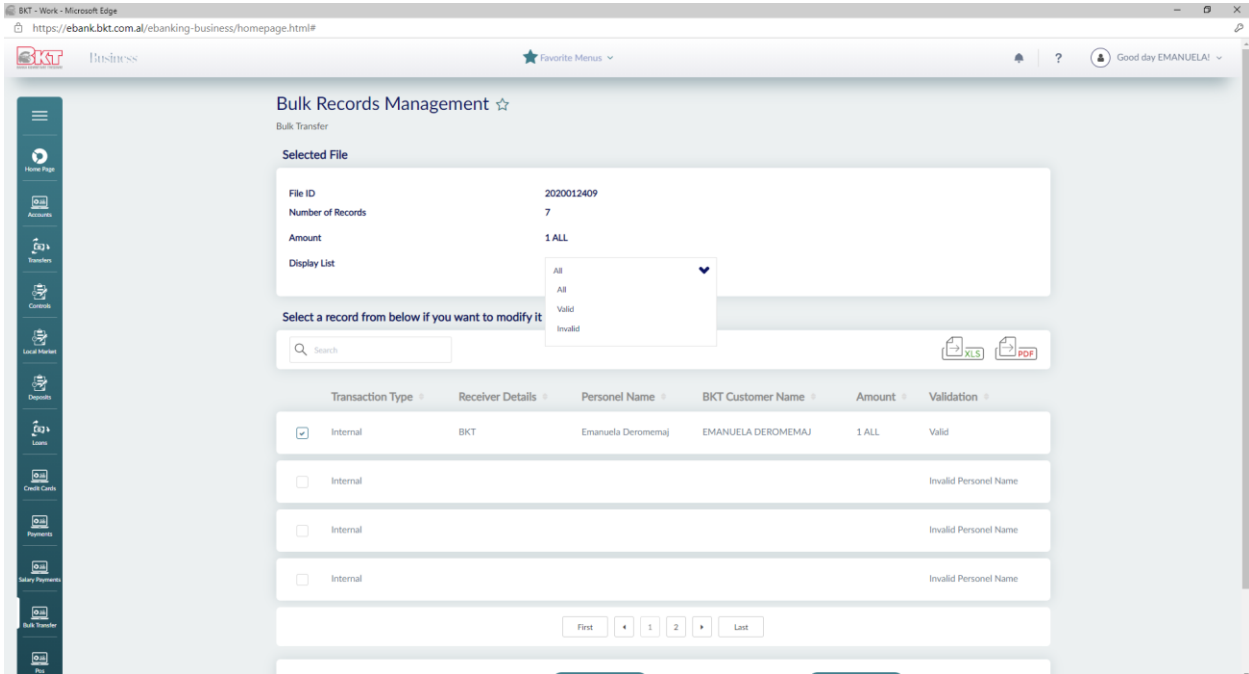You can filter records by "Display List" (for example you can choose records with status "Invalid" if you want to correct entries with incorrect data, if you want to view the list with all data select "All" or if you want to view the list of Valuable data select "Valid").
Click the record you want to update and then press "Next".
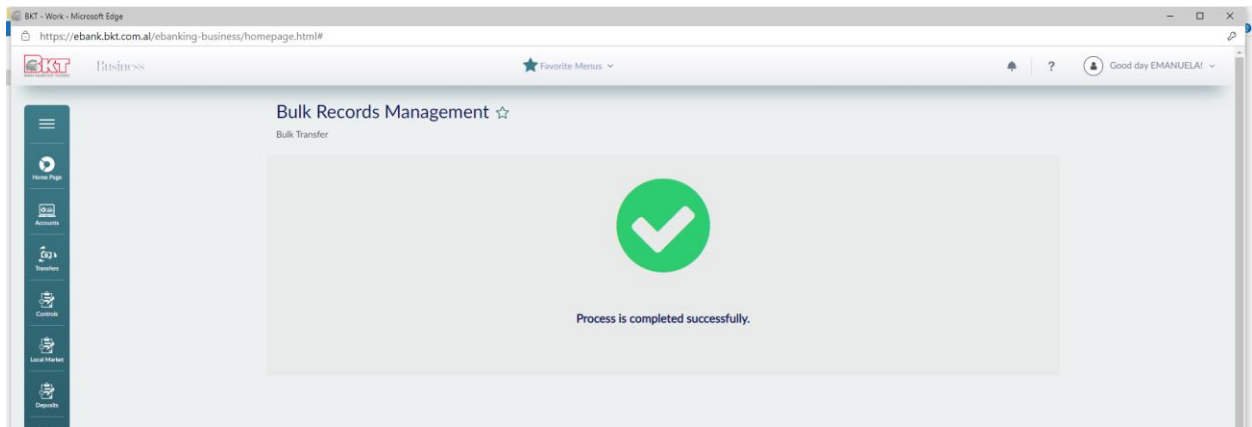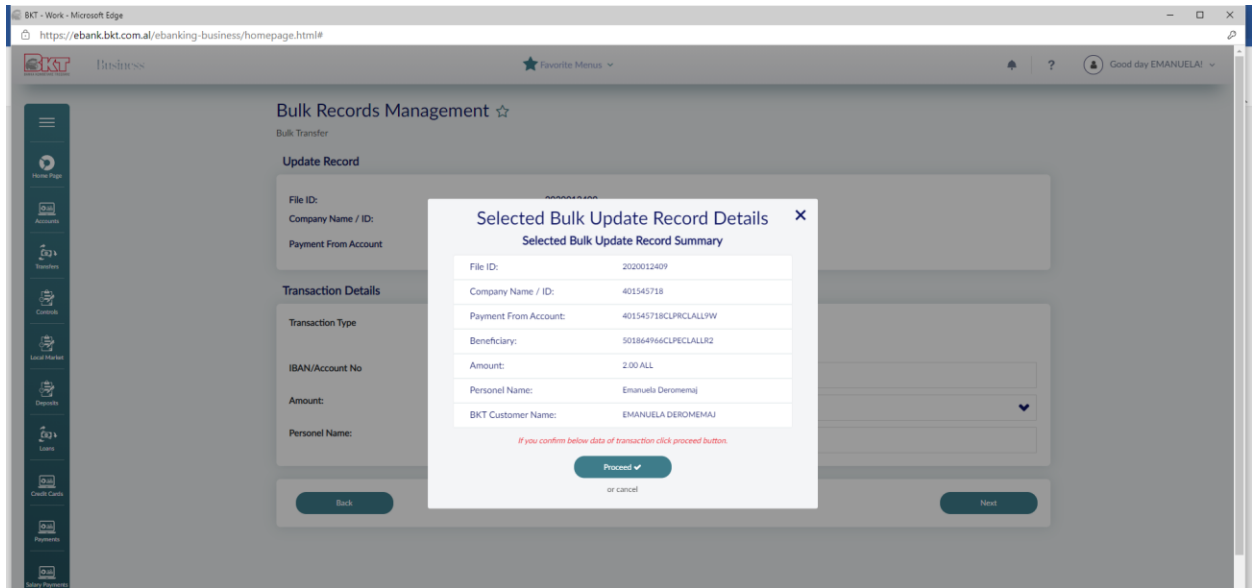
1.2.3 Record Management / Delete Record

If you want to delete a record, select a record from the list and click **"Next"**
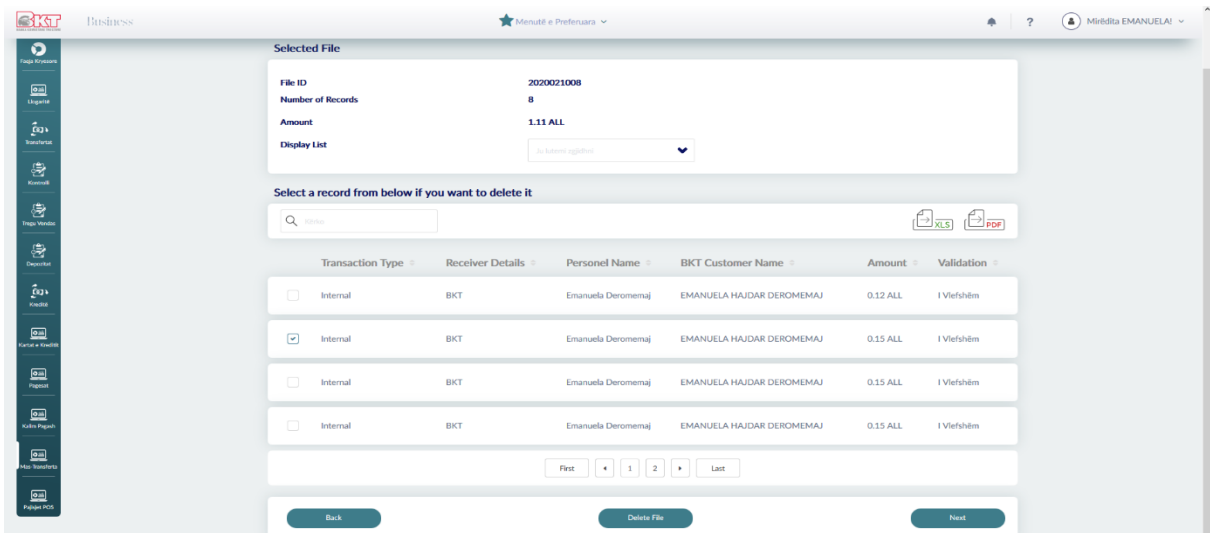
On the Confirmation Page, the selected Record must be displayed correctly. Click "Proceed" if you confirm the details. The record must be deleted successfully.

1.2.4 Record Management/ Send to Approval

Click "Send to Approval" if you want to submit for approval. The dodument must be "Ready to Approve" otherwise it cannot be submitted for approval.
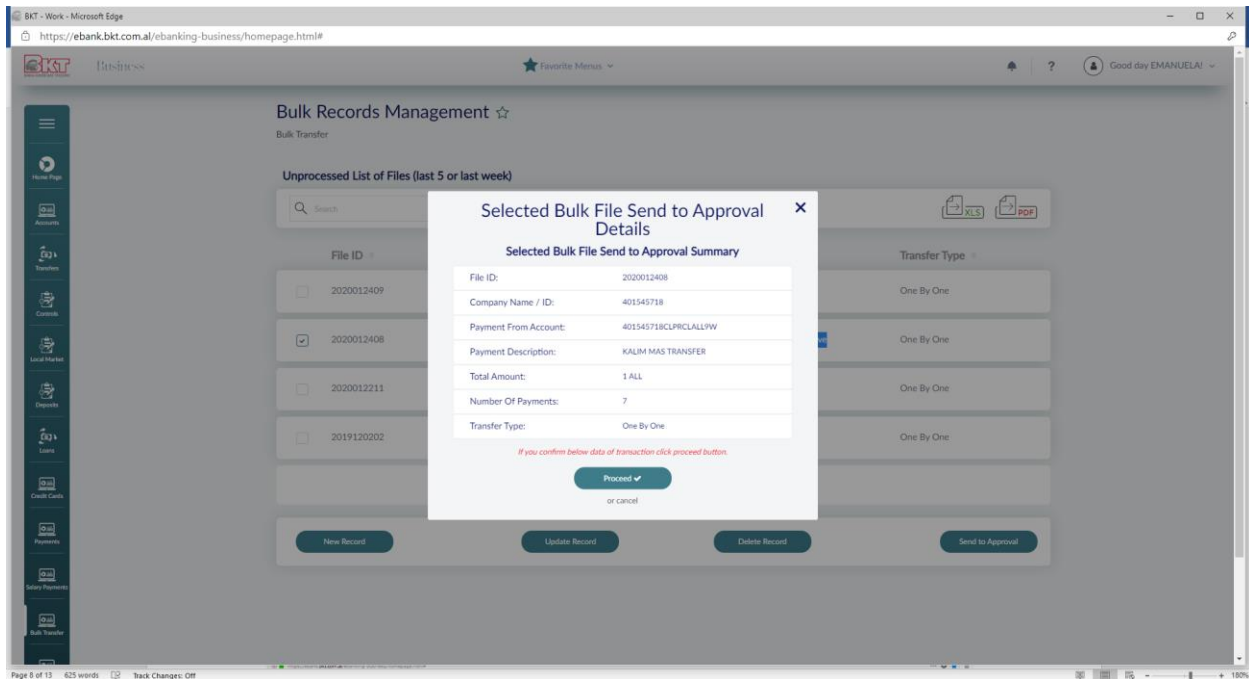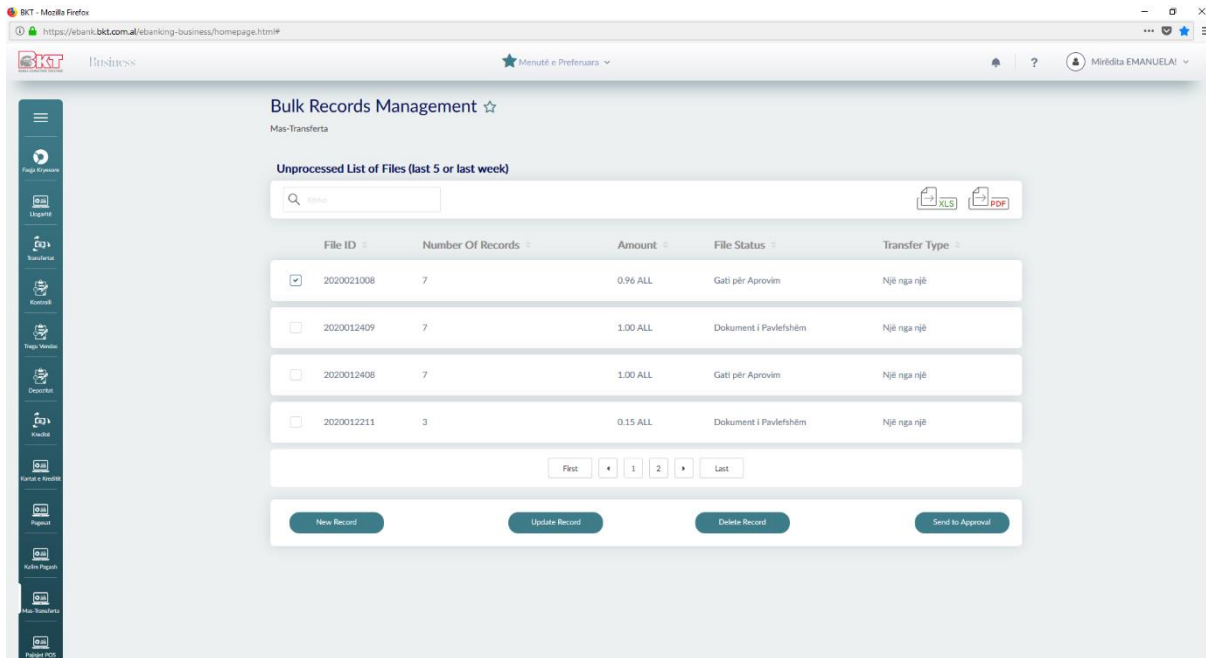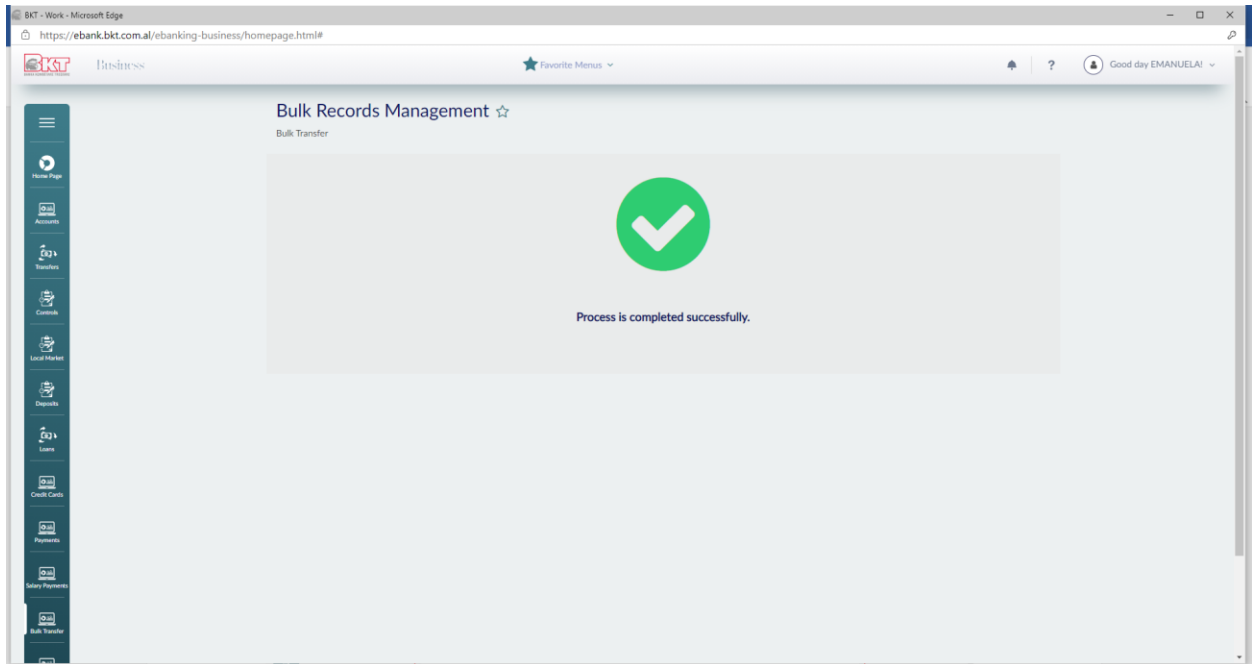
1.3   Transfer Approvals

This menu lists all the transfers that are ready to be approved.
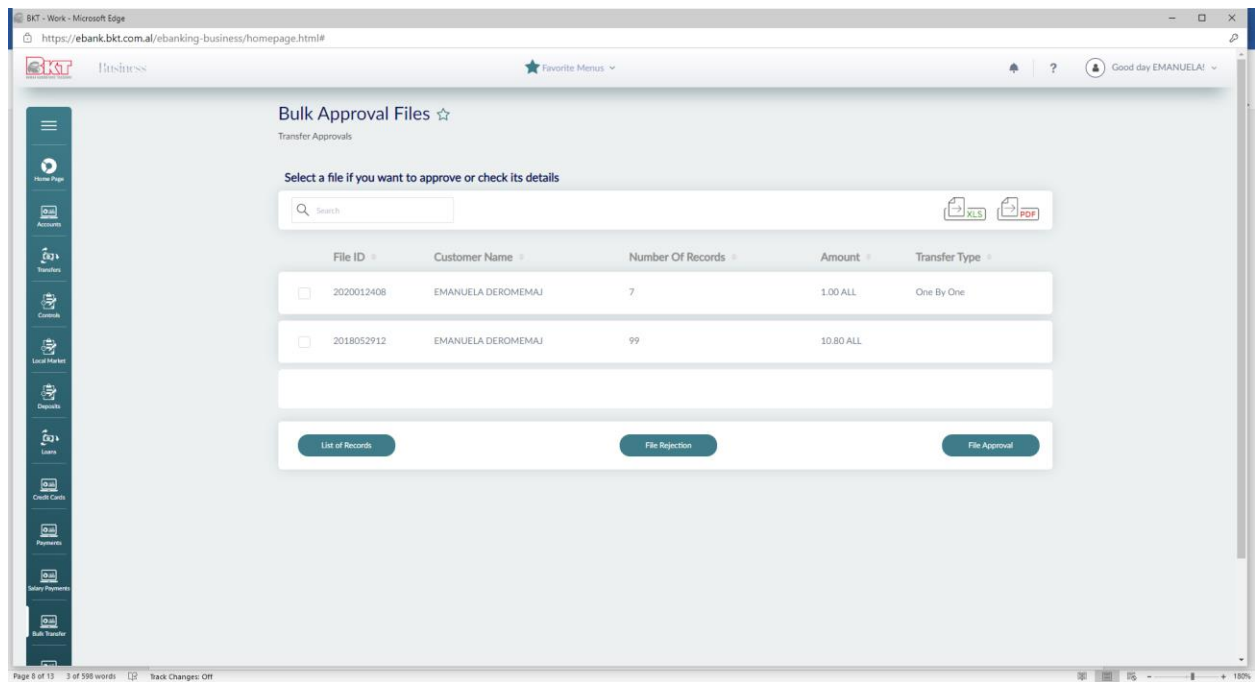
1.3.1 Transfer Approvals/List of File Records

Select one of the documents in the list and will appear all the records that are ready to be approved.
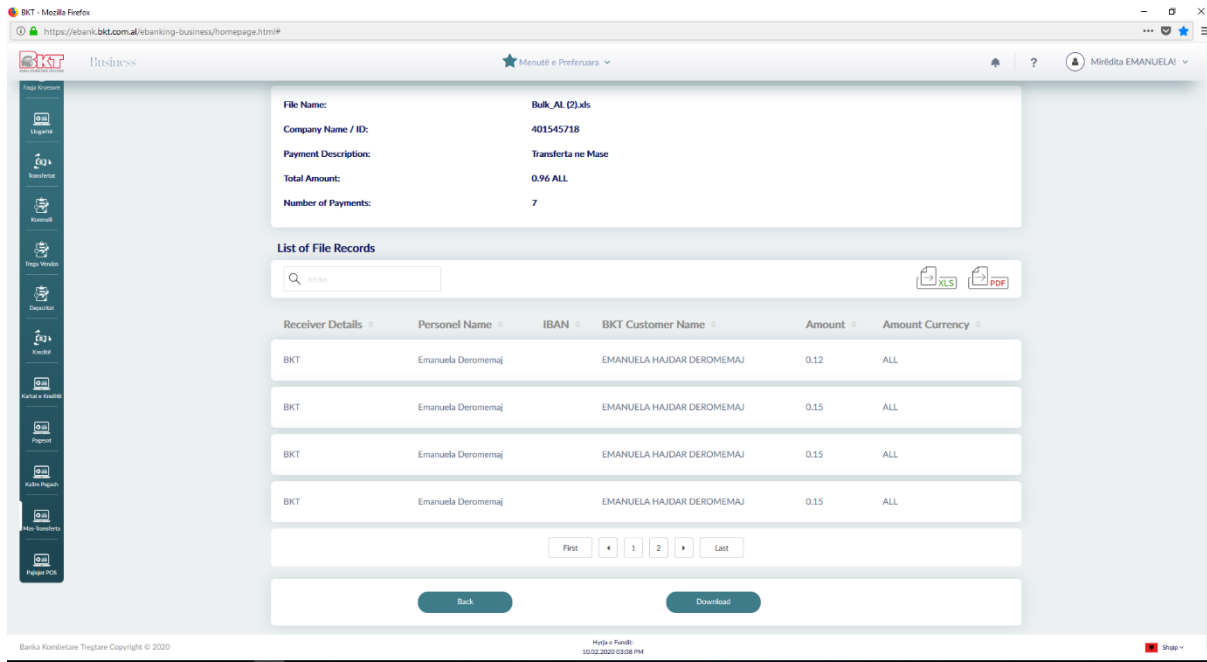
1.3.2 Transfer Approvals/File Rejection

Select the document you want to reject and press "File Rejection". Then click "Proceed"
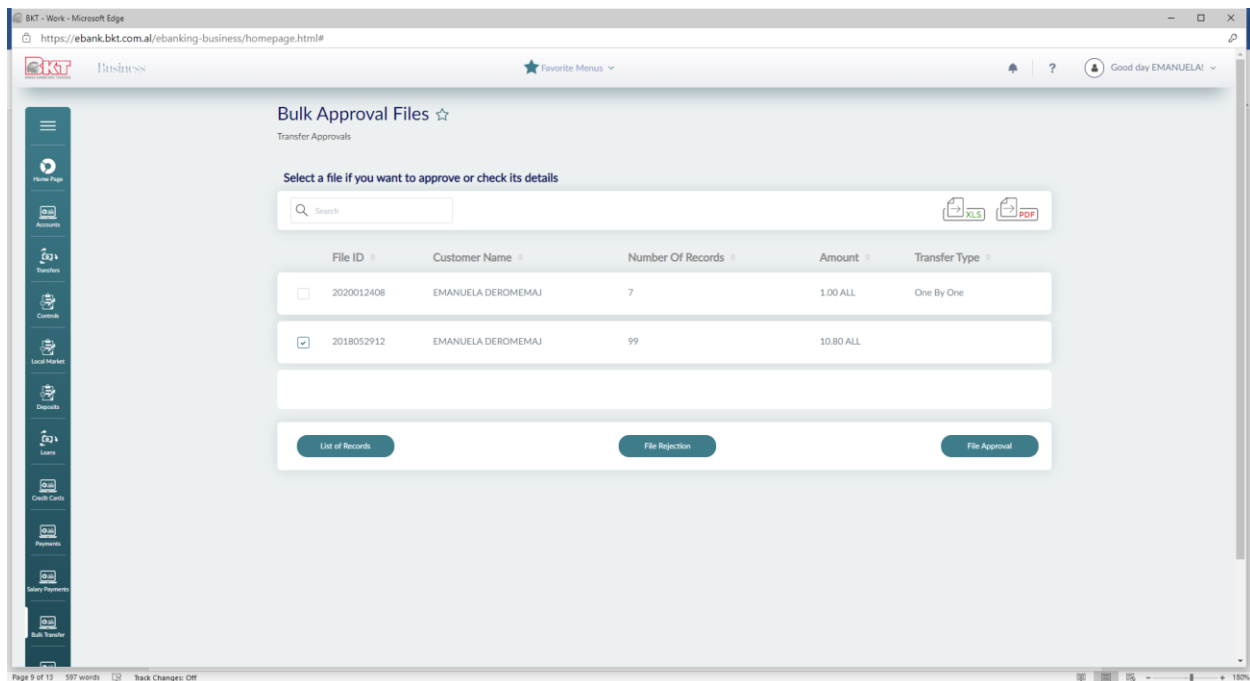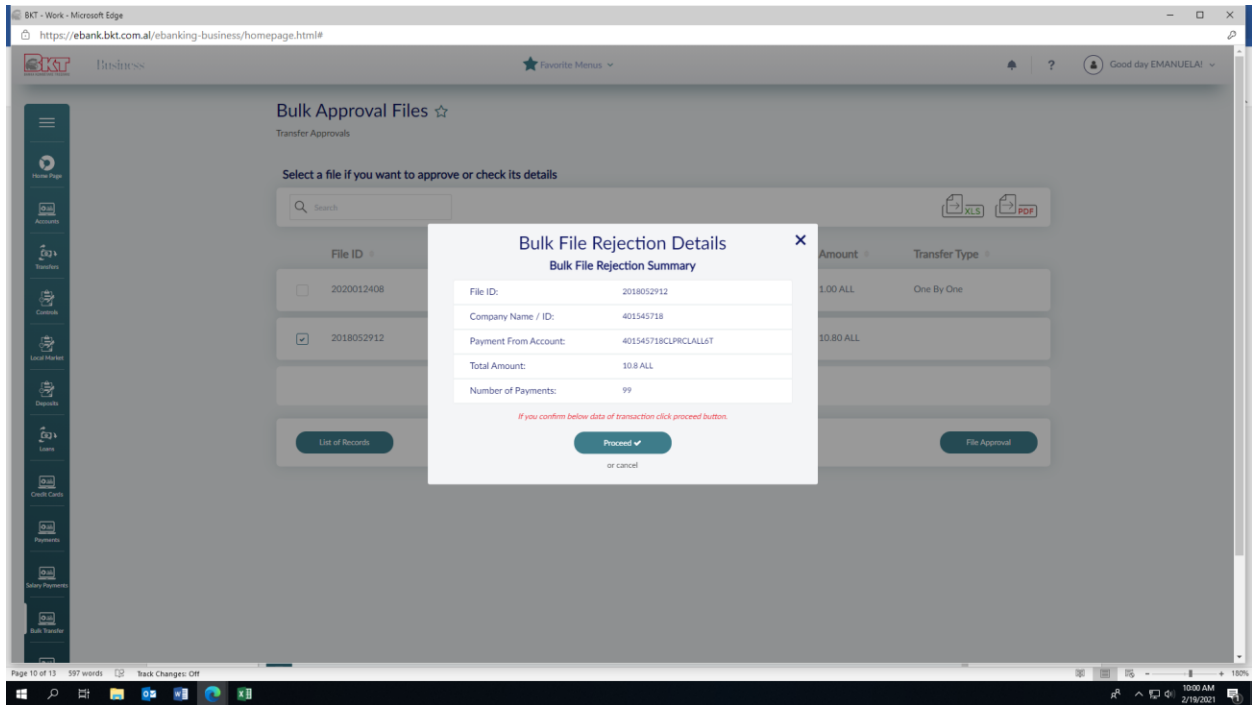
1.3.3 Transfer Approvals/File Approval

Click "File Approval" if you want to approve the document, and then select an account from where you want to make the transfer.
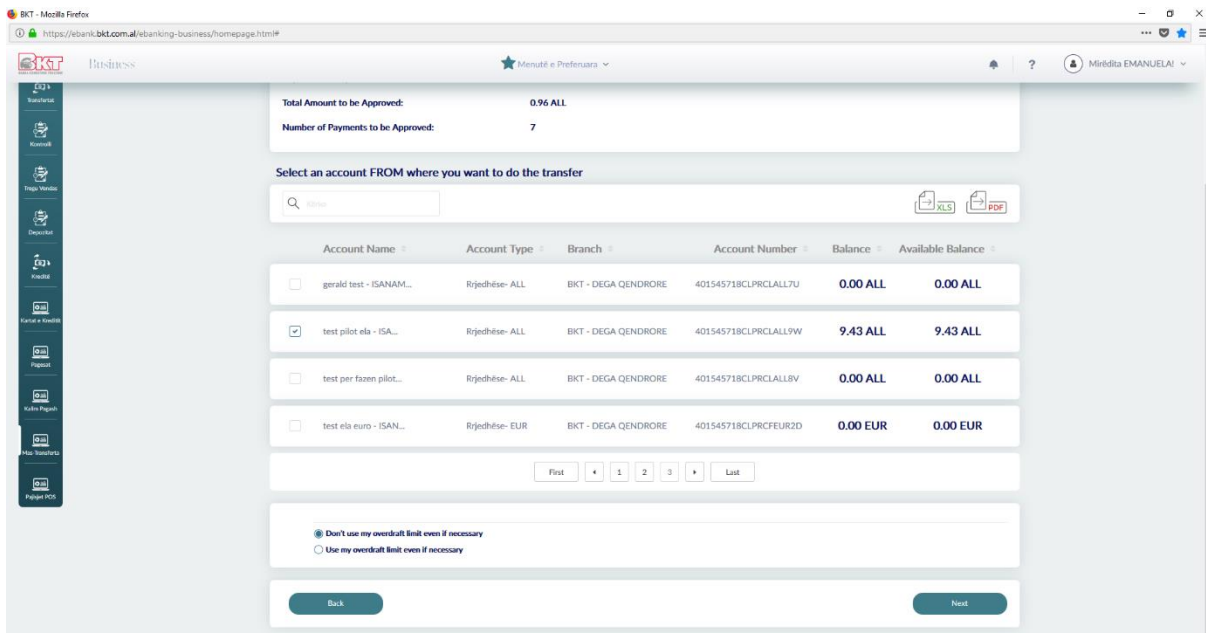
On the confirmation page, the Approval of the Selected document must be displayed correctly. The time provided for the execution of the start-up process is also displayed here.

Click "Proceed" if you confirm the details below. The process should be completed.
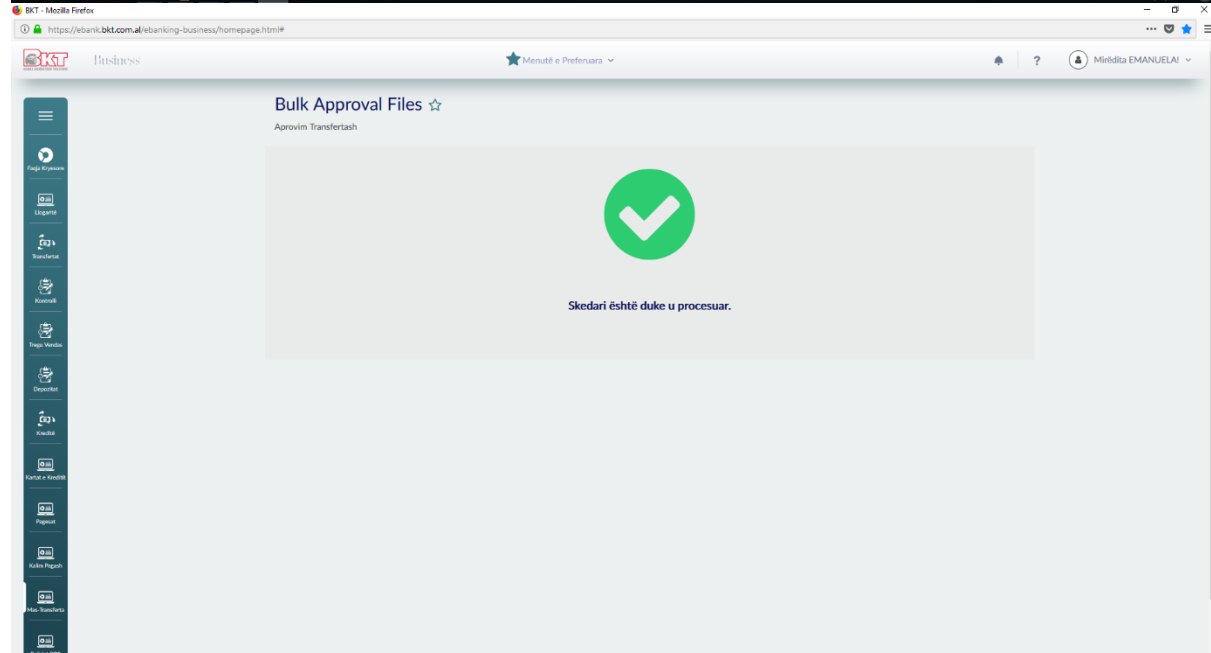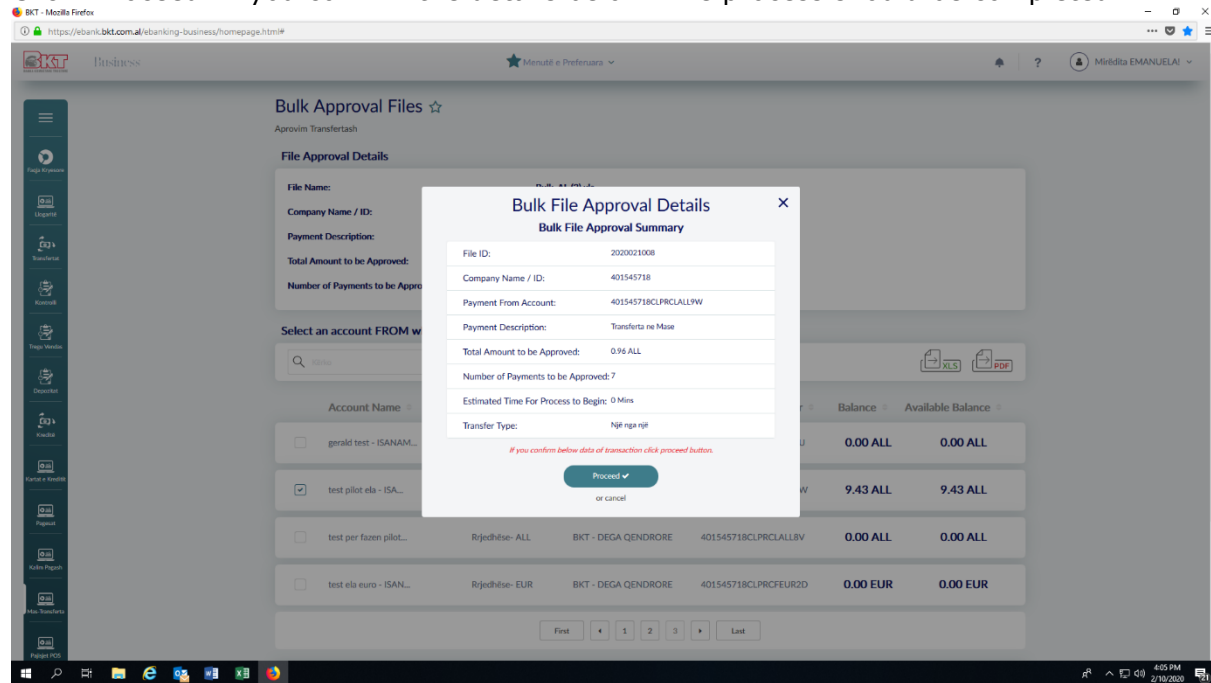
1.4   Approved Bulks

This submenu displays all documents approved with their process status. You can filter files by date (start date and end date). Click "Details" if you want to see the details of the selected document..

Bulk Approved Files ☆

Approved Bulks

01-10-2019 to 04-03-2021 📅   Search

List of Approved Files (last 5 or last week)

	File ID	Number Of Records	Amount	Success Records	Failed Records	Process Status
☐	2020021008	7	0.96 ALL	7	0	Completed
☐	2019120608	4	0.50 ALL	4	0	Completed
☐	2019120317	2	0.20 ALL	2	0	Completed
☐	2019120305	2	0.20 ALL	0	0	Incomplete

First ◄ 1 2 ► Last

Details

Bulk Approved Files ☆

Approved Bulks

Selected Approved File Details

File ID	2019120608
Company Name / ID:	401545718
Payment From Account:	401545718CLPRCLALL9W
Payment Description	KALIM TRANSFERTA
Total Amount:	0.5 ALL
Number of Payments:	4
Success Records	4
Failed Records	0
Estimated Time For Process to Begin	0 Mins
Process Status	Completed
Display List	All ▼

Selected Approved File Records Details

Personel Name	Payment Date	Reference Number	IBAN	Amount	Amount Currency	Status
Emanuela Deromemaj	20191206			0.15	ALL	Success
Emanuela Deromemaj	20191206			0.15	ALL	Success

***Attention

The Menu Salary Payment and Bulk Transfer are performed in four independent phases of each other. If you exit the system and log in again, you can continue the process at the stage you left and not to start the process all over again.