

## 1. Salary Payment

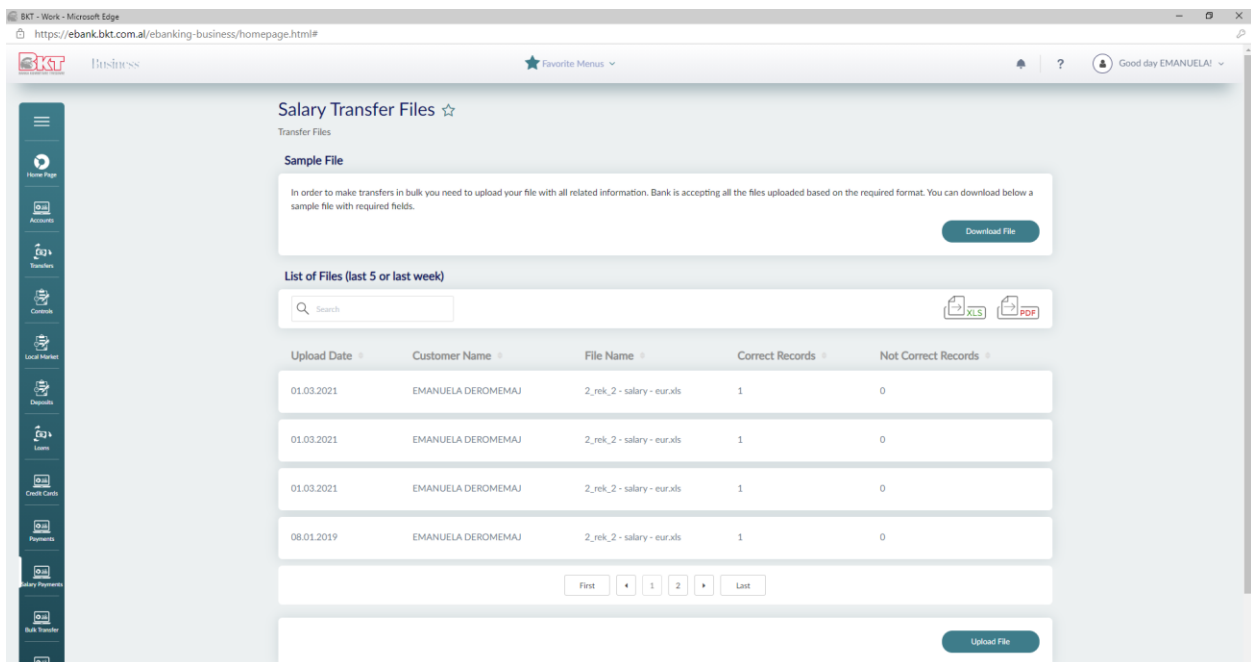
This menu help business customer to upload their employee payroll files and make payroll payments for each employee online.

In this menu you will find 4 other submenus:

- Transfer Files
- Records Management
- Salary Approvals
- Approved Salaries

### 1.1 Transfer Files

Transfer Files submenu lists all existing uploaded files (if at least one file is uploaded) or you can upload a new payroll file. Click on "Upload File" if you want to upload a new one.

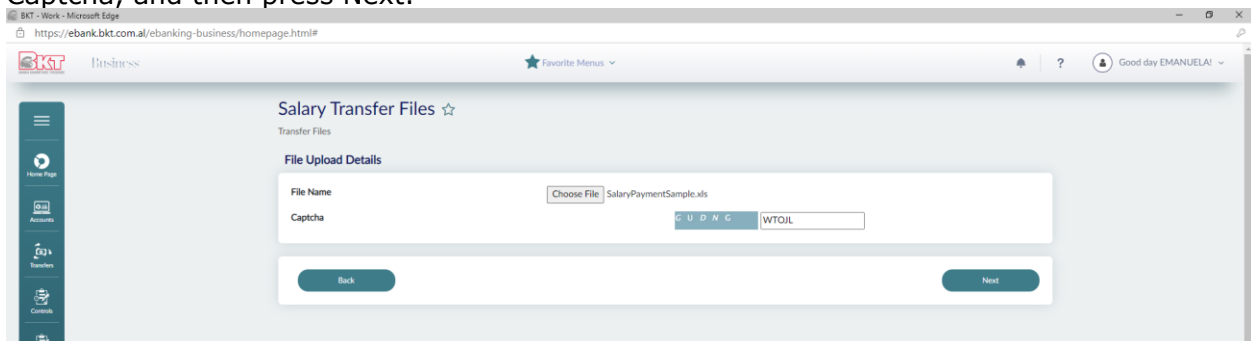


The screenshot shows the 'Salary Transfer Files' page in a web browser. The page title is 'Salary Transfer Files' and it includes a 'Sample File' section with a 'Download File' button. Below that is a 'List of Files (last 5 or last week)' section with a search bar and file upload icons (XLS and PDF). A table lists the following data:

Upload Date	Customer Name	File Name	Correct Records	Not Correct Records
01.03.2021	EMANUELA DEROMEMAJ	2_rek_2 - salary - eur.xls	1	0
01.03.2021	EMANUELA DEROMEMAJ	2_rek_2 - salary - eur.xls	1	0
01.03.2021	EMANUELA DEROMEMAJ	2_rek_2 - salary - eur.xls	1	0
08.01.2019	EMANUELA DEROMEMAJ	2_rek_2 - salary - eur.xls	1	0

At the bottom of the table, there are navigation buttons: 'First', '1', '2', and 'Last'. An 'Upload File' button is located at the bottom right of the page.

After selecting "Upload File", you can browse the document saved on your computer, fill in Captcha, and then press Next.

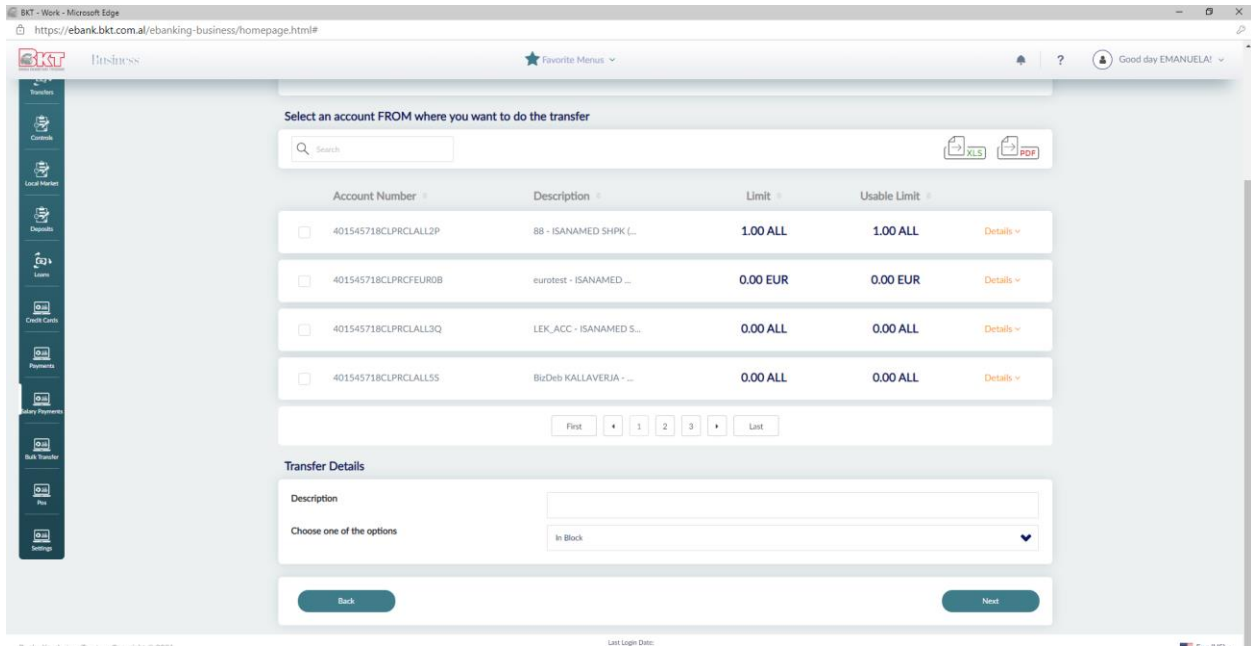


The screenshot shows the 'File Upload Details' form. It includes a 'File Name' field with a 'Choose File' button and the text 'SalaryPaymentSample.xls'. Below that is a 'Captcha' field with the text 'G U D N C' and 'WTOIL'. At the bottom, there are 'Back' and 'Next' buttons.

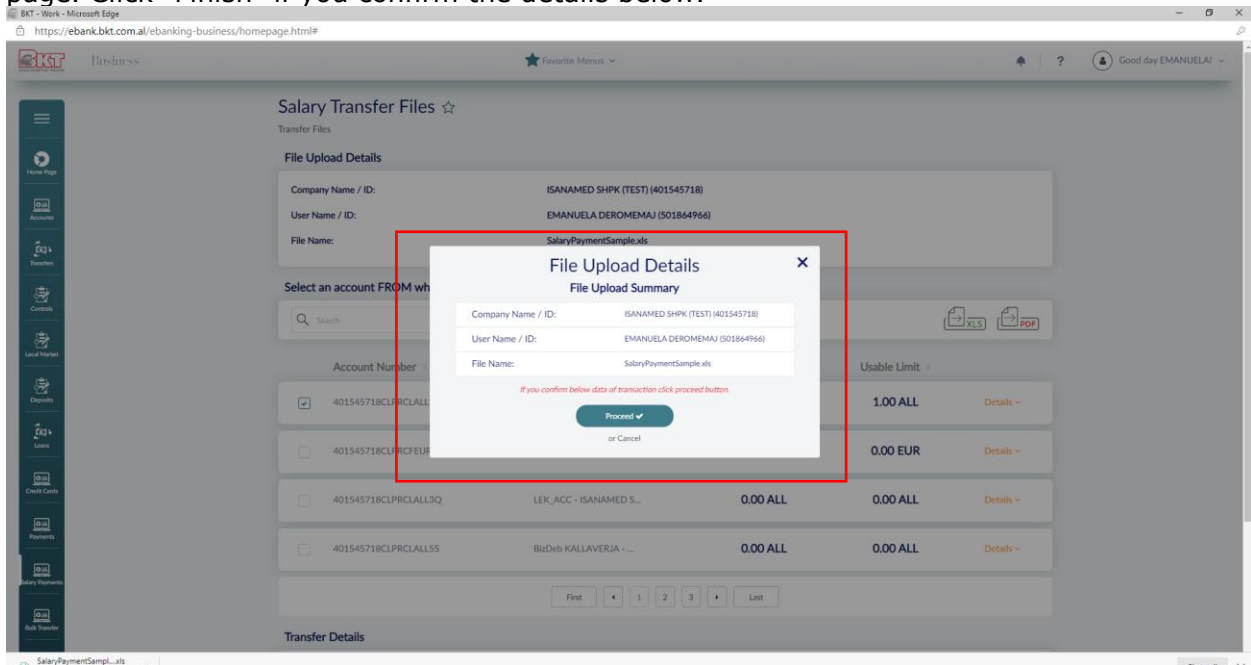
In the next step you can check your File Upload Details. The user must select one of the options at transfer Details:

- "One by One"
- "In Block"

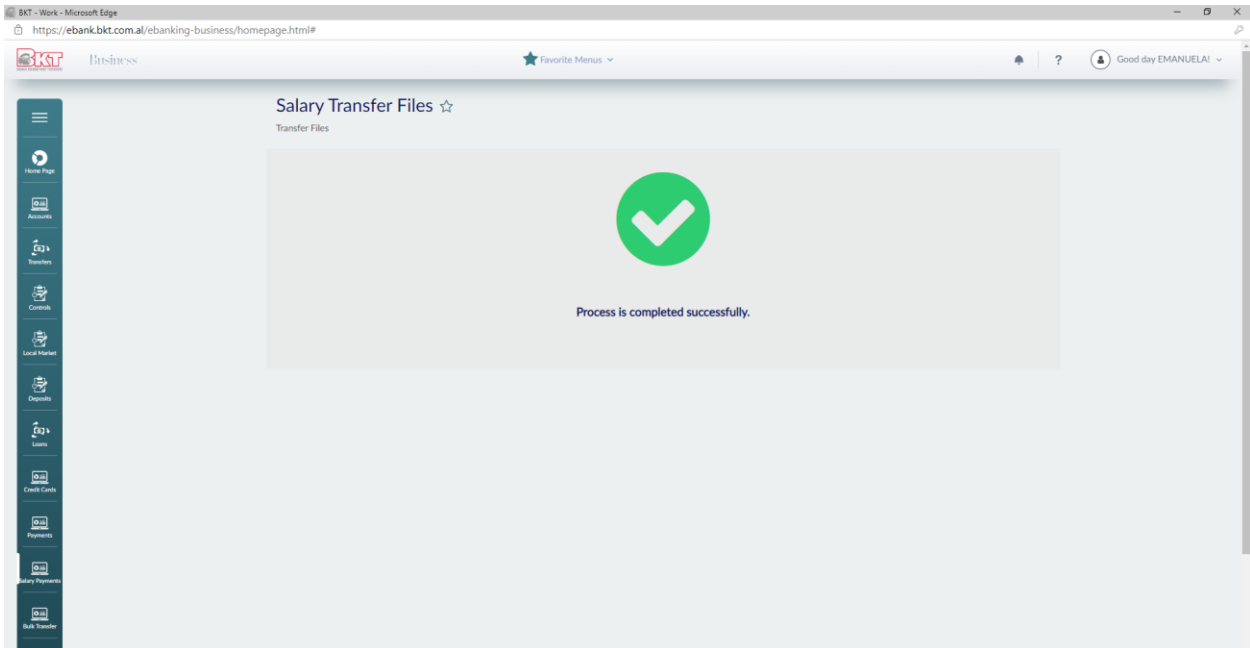
Then the user must select an account from where he wants to make the transfer and enter the payment details in the "Description" field. Click "Next".



Details of the document being uploaded must be displayed correctly on the confirmation page. Click "Finish" if you confirm the details below.

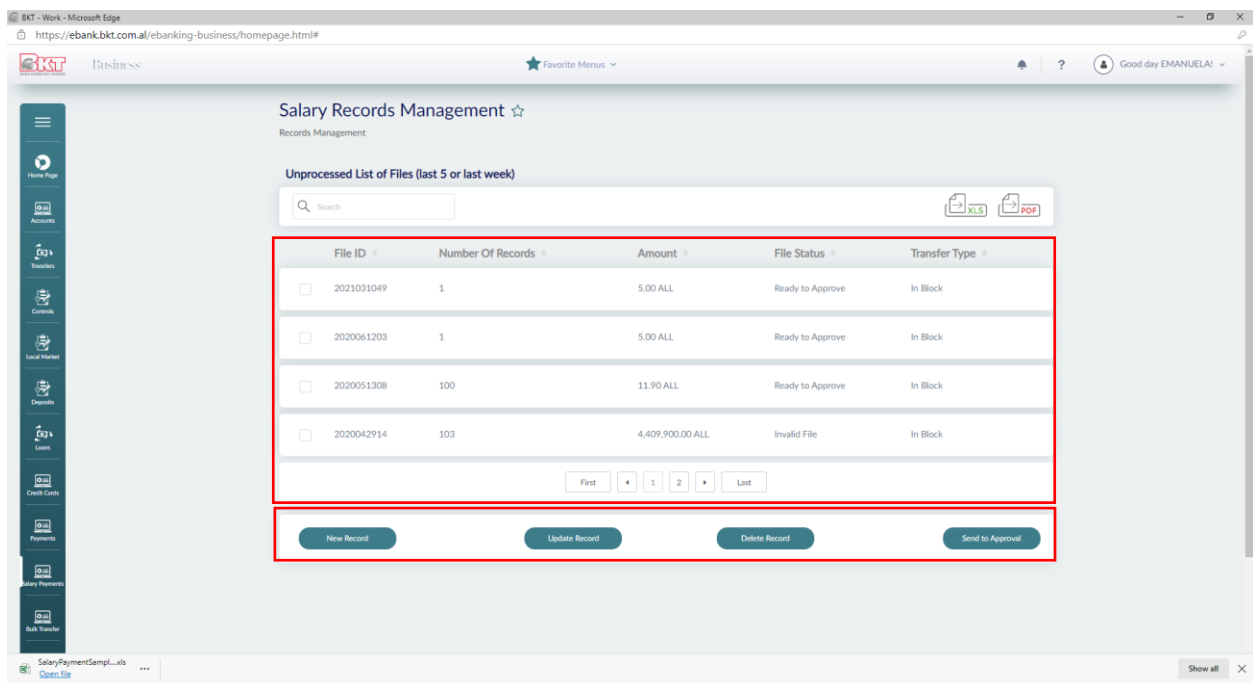


If the file has been uploaded successfully, the following message will be displayed:



## 1.2 Records Management

This submenu lists all uploaded files. There is information about the File ID, Number of Records, Amount, File Status and Transfer Type. You can add a new record, update or delete the record for a selected document.



## 1.2.1 Records Management (New Records)

If you click on "New Record", you can add a new record for the selected file. Click "Next" and the record must be added successfully. You can only add records with Transaction Type: "Internal" and only with IBAN (not Account Number).

Salary Records Management ☆  
Records Management

New Record

File ID: 2021031049  
Company Name / ID: 401545718

Payment From Account: 401545718CLPRCLALLZP

Transaction Details

Transaction Type:  Internal  Domestic

IBAN: AL2020511519864966CLPECLALLR

Amount: 0.01 ALL

Personel Name: Emanuela Deromemaj

Back Next

Salary Records Management ☆  
Records Management

New Record

File ID: 2021031049  
Company Name / ID: 401545718  
Payment From Account: 401545718CLPRCLALLZP

Transaction Details

Transaction Type:  Internal  Domestic

IBAN: AL2020511519864966CLPECLALLR

Amount: 0.01 ALL

Personel Name: Emanuela Deromemaj

BKT Customer Name: EMANUELA DERIOMEMAJ

Selected Salary New Record Details ×  
Selected Salary New Record Summary

File ID:	2021031049
Company Name / ID:	401545718
Payment From Account:	401545718CLPRCLALLZP
Beneficiary:	AL2020511519864966CLPECLALLR
Amount:	0.01 ALL
Personel Name:	Emanuela Deromemaj
BKT Customer Name:	EMANUELA DERIOMEMAJ

*If you confirm below data of transaction click proceed button.*

Proceed ✓  
or Cancel

Back Next

## 1.2.2 Records Management /Update Record

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

You can filter with "List" (for example the filter with "Invalid" status if you want to correct entries with wrong data).

Click a record you want to update and then click "Next".

The screenshot shows the 'Salary Records Management' interface. The 'Selected File' section displays the following information:

- File ID: 2021031049
- Number of Records: 1
- Amount: 5 ALL
- Display List: Please Select

Below this, a table lists the records. A red box highlights the table and the 'Next' button. The table has the following columns: Transaction Type, Receiver Details, Personnel Name, BKT Customer Name, Amount, and Validation.

Transaction Type	Receiver Details	Personnel Name	BKT Customer Name	Amount	Validation
<input checked="" type="checkbox"/> Internal	BKT	EMANUELA DEROMEMAJ	EMANUELA DEROMEMAJ	5 ALL	Different Personal Name

Buttons: Back, Download, Next

The screenshot shows the 'Update Record' form. A red box highlights the form fields. The form contains the following information:

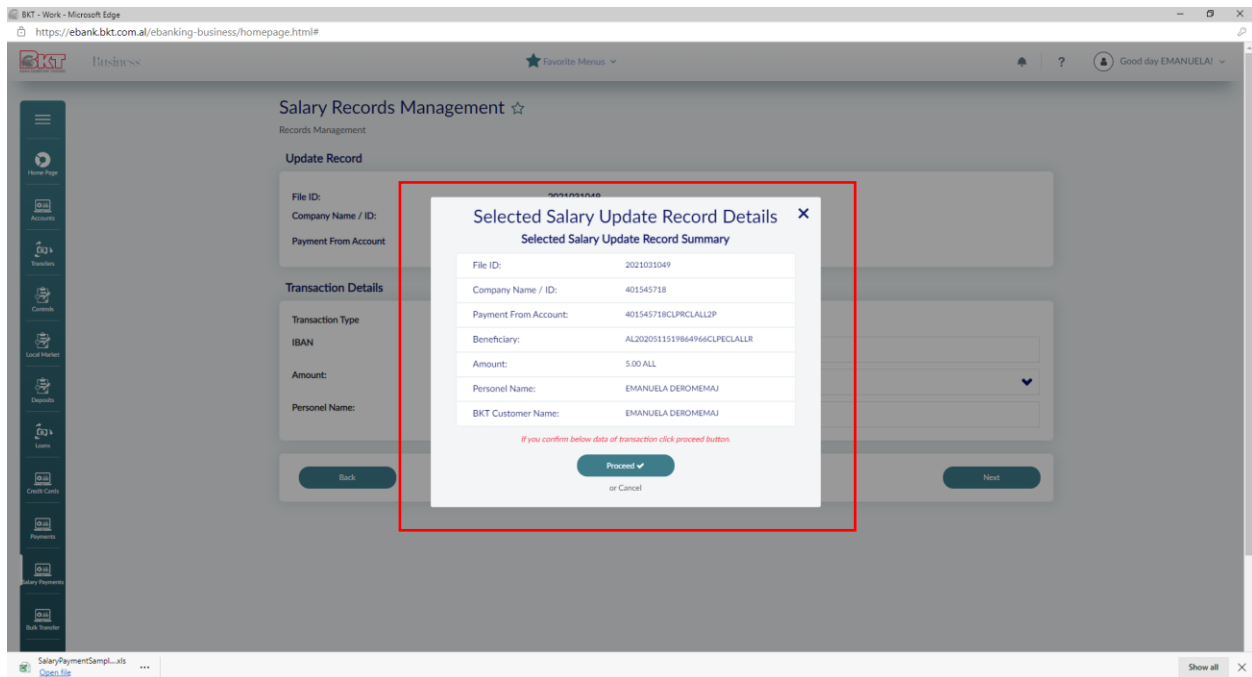
- File ID: 2021031049
- Company Name / ID: 401545718
- Payment From Account: 401545718CLPRCLALL2P

Transaction Details:

- Transaction Type:  Internal  Domestic
- IBAN: AL2020011519864966CLPECLALLR
- Amount: 5.00 ALL
- Personnel Name: EMANUELA DEROMEMAJ

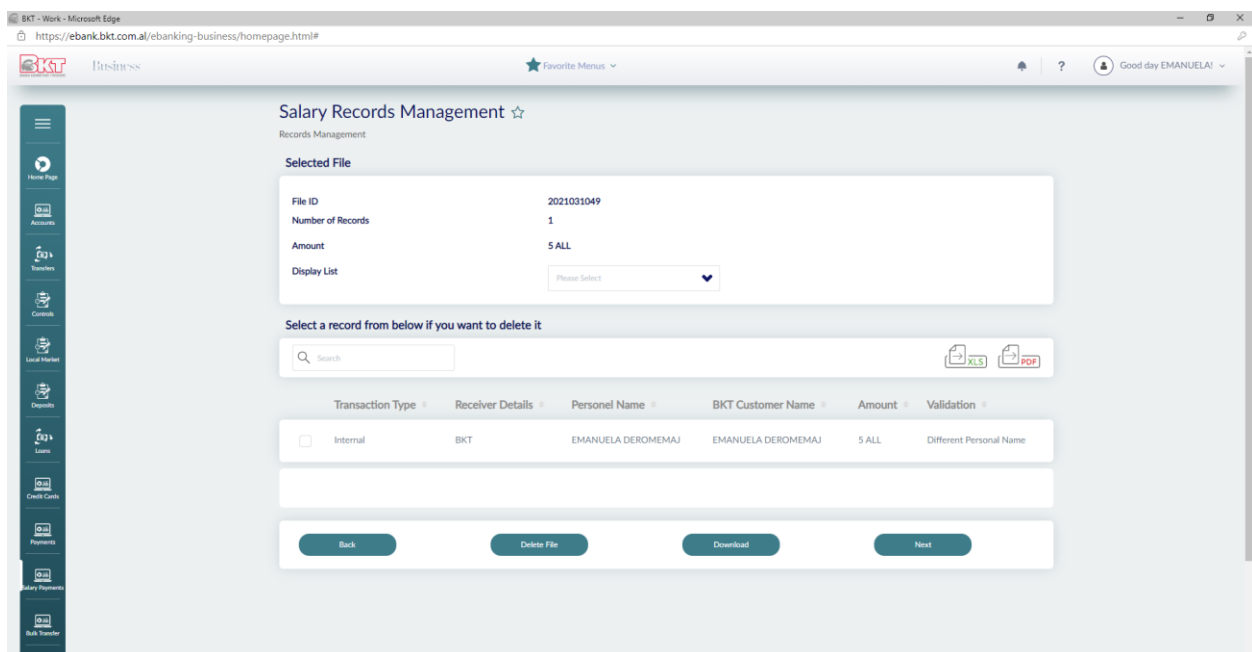
Buttons: Back, Next

On the confirmation page, it will be shown the modification of Selected Salary Records. Click "Proceed" if you confirm the details. The record will be updated successfully.



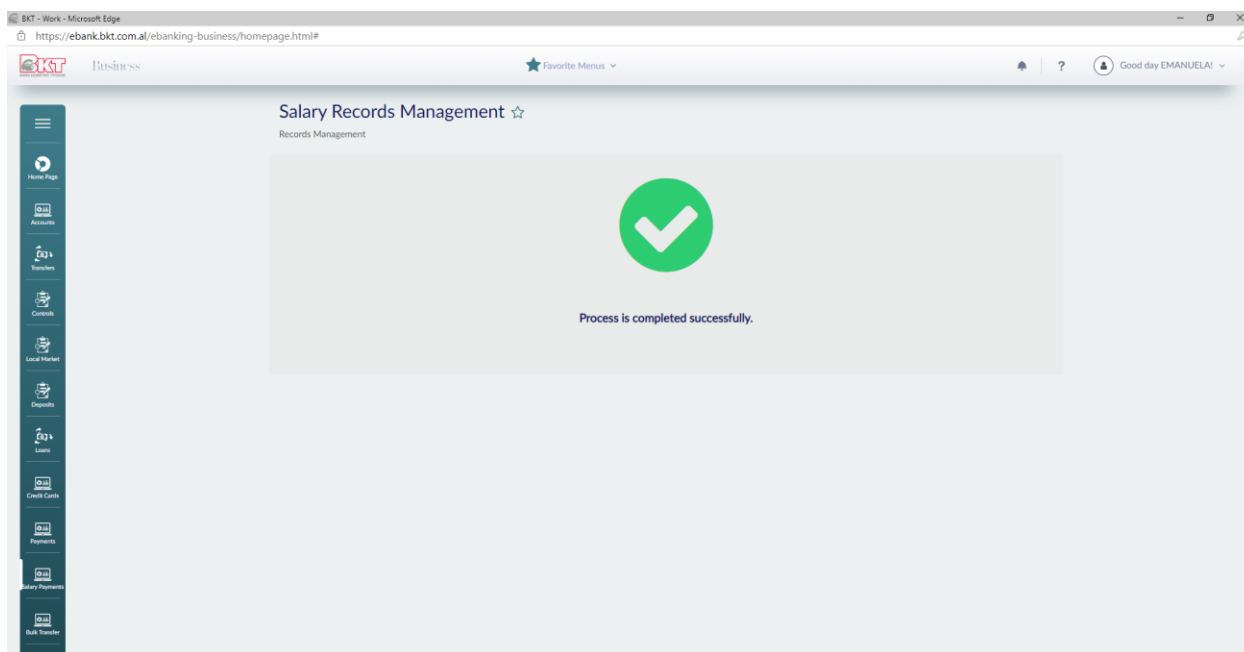
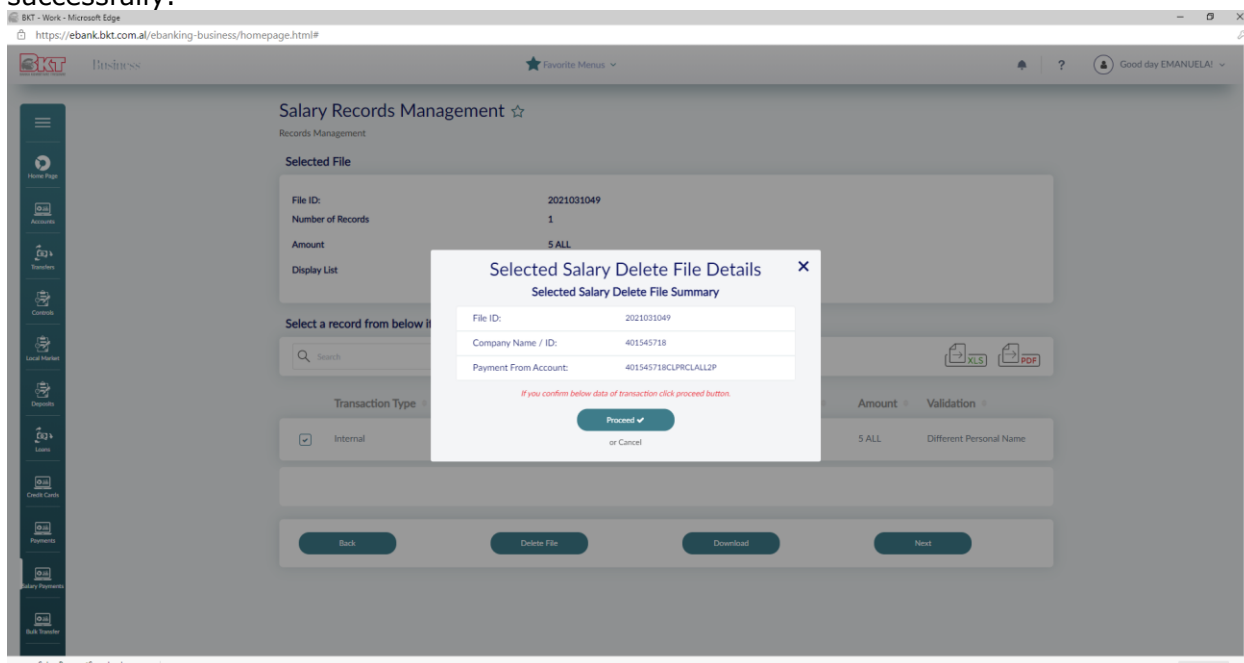
### 13.3.3. Record Management / Delete Record

Click "Delete Record" if you want to delete a record from that file. Select a record, then click "Next".



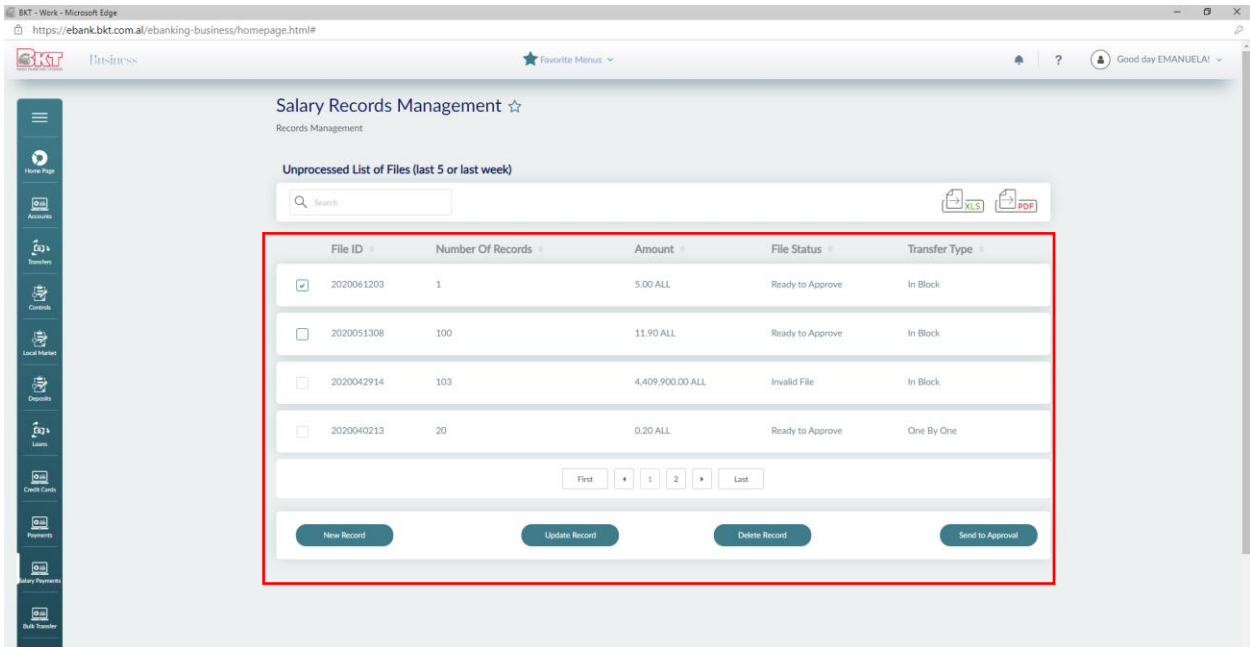
- On the confirmation page, it must display the Selected Salary Record

Click "Proceed" if you want to delete the record. The document must be deleted successfully.

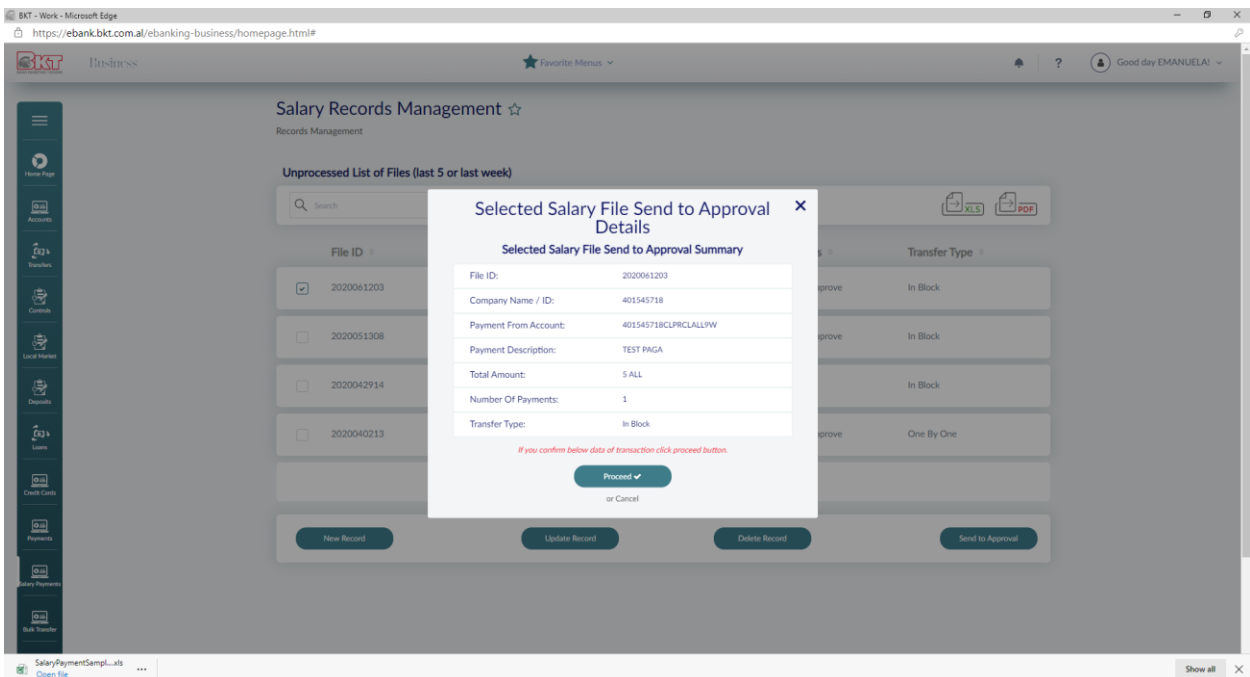


### 13.3.4. Record Management / Send to approval

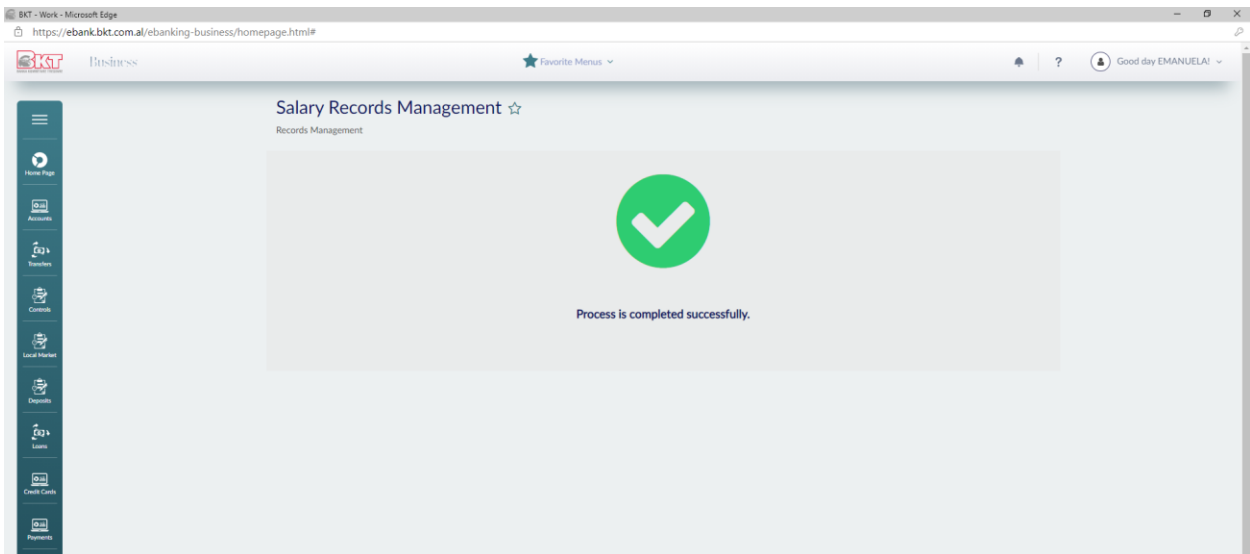
Click "Send to approval" if you want to submit for approval the document and the File Status must be "Ready for approval" otherwise it cannot be sent for approval.



On the confirmation page, it must display all the information correctly. Click "Proceed" if you confirm the details below. The process must be completed successfully.

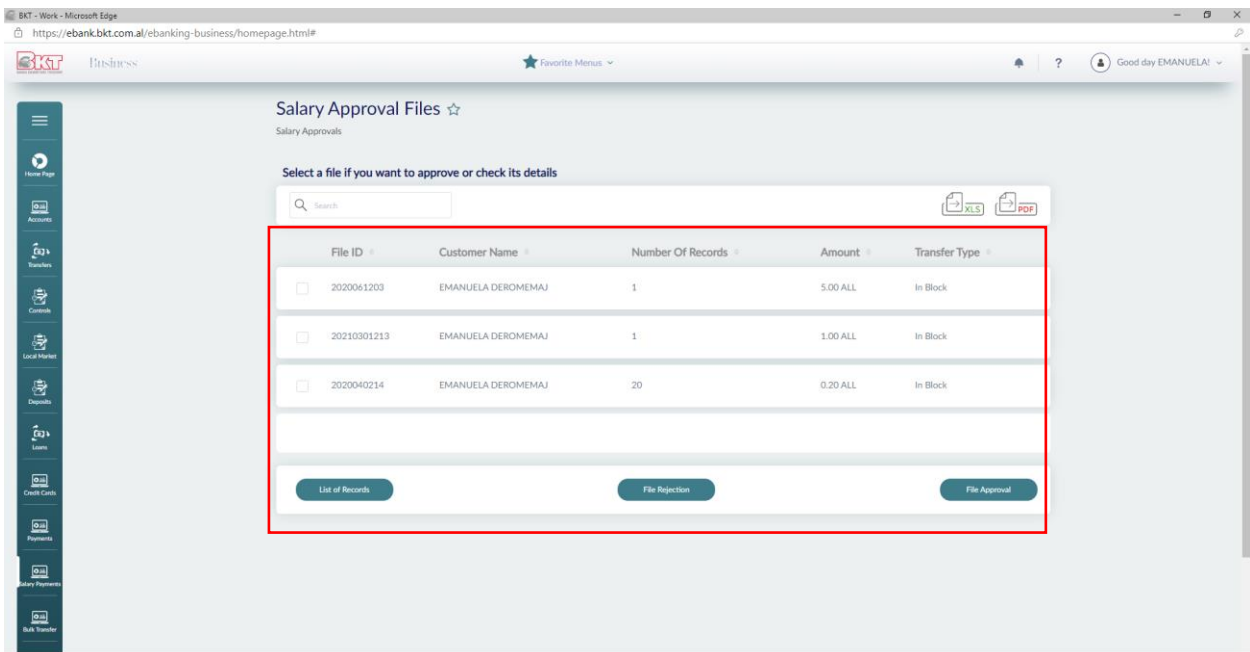






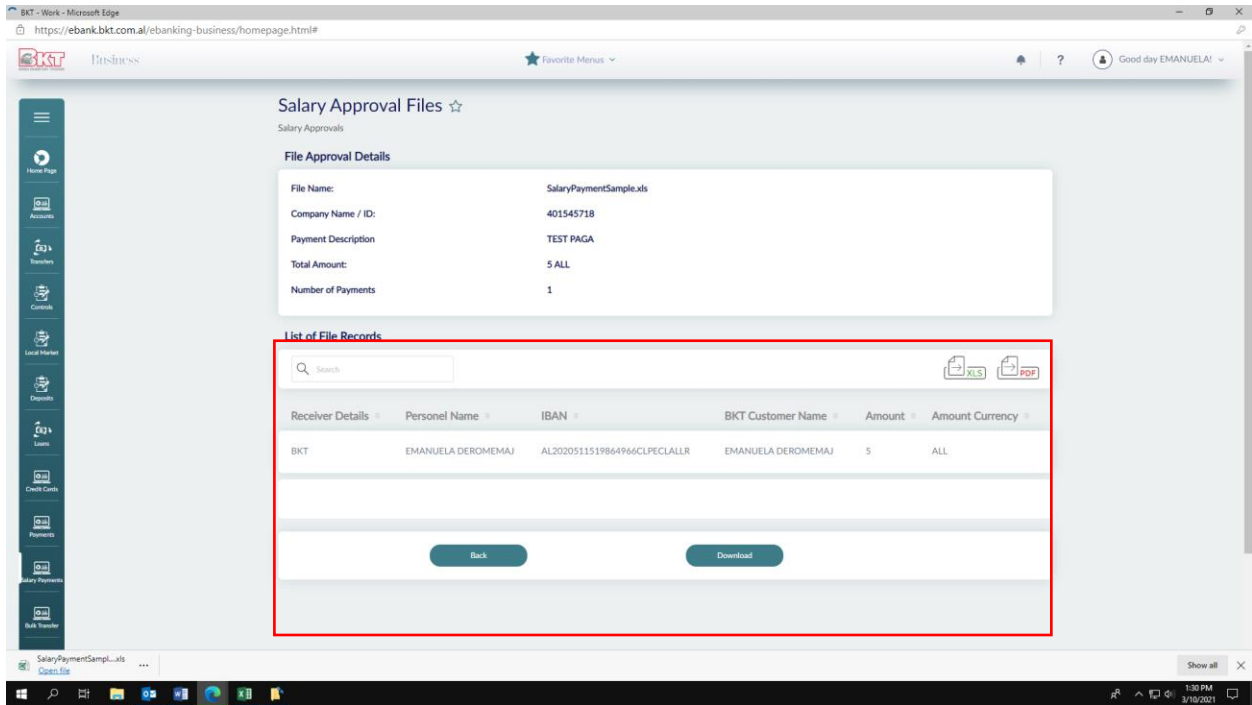
### 1.3 Salary Approvals

In this menu you will be able to view and check all salaries that are ready for approval.



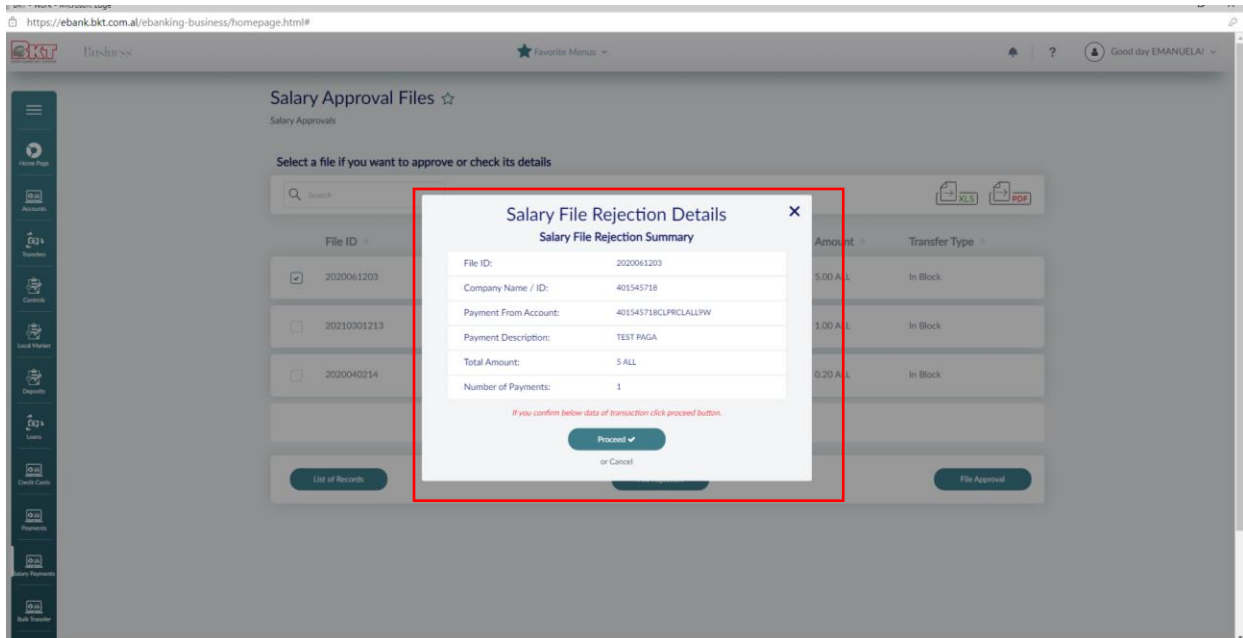
#### 1.3.1 Salary Approvals / List of Records

Select a file, then click "List of Records" if you want to download the file. Click "Download". You can open or save the file.



### 1.3.2 Salary Approval / File Rejection

- Click "File rejection" If you want to reject the file, then click "Proceed". The process must be done successfully.



### 1.3.3 Salary Approval / File Approval

Click "File Approval" if you want to approve the file, and then select an account from which you want to transfer the money.

Salary Approval Files ☆

Salary Approvals

**File Approval Details**

File Name: SalaryPaymentSample.xls  
Company Name / ID: 401545718  
Payment Description: TEST PAGA  
Total Amount to be Approved: 5 ALL  
Number of Payments to be Approved: 1

Select an account FROM where you want to do the transfer

Search [ ] XLS PDF

Account Name	Account Type	Branch	Account Number	Balance	Available Balance
<input checked="" type="checkbox"/> 88 - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL2P	1.00 ALL	1.00 ALL
<input type="checkbox"/> eurotest - ISANAMED SHPK (TEST)	Current- EUR	BKT - DEGA QENDRORE	401545718CLPRCFEUR0B	0.00 EUR	0.00 EUR
<input type="checkbox"/> LEK_ACC - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL3Q	0.00 ALL	0.00 ALL
<input type="checkbox"/> BizDeb KALLAVERJA - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL5S	0.00 ALL	0.00 ALL

First 1 2 3 Last

Number of Payments to be Approved: 1

Select an account FROM where you want to do the transfer

Search [ ] XLS PDF

Account Name	Account Type	Branch	Account Number	Balance	Available Balance
<input checked="" type="checkbox"/> 88 - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL2P	1.00 ALL	1.00 ALL
<input type="checkbox"/> eurotest - ISANAMED SHPK (TEST)	Current- EUR	BKT - DEGA QENDRORE	401545718CLPRCFEUR0B	0.00 EUR	0.00 EUR
<input type="checkbox"/> LEK_ACC - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL3Q	0.00 ALL	0.00 ALL
<input type="checkbox"/> BizDeb KALLAVERJA - ISANAMED SHPK (TEST)	Current- ALL	BKT - DEGA QENDRORE	401545718CLPRCLL5S	0.00 ALL	0.00 ALL

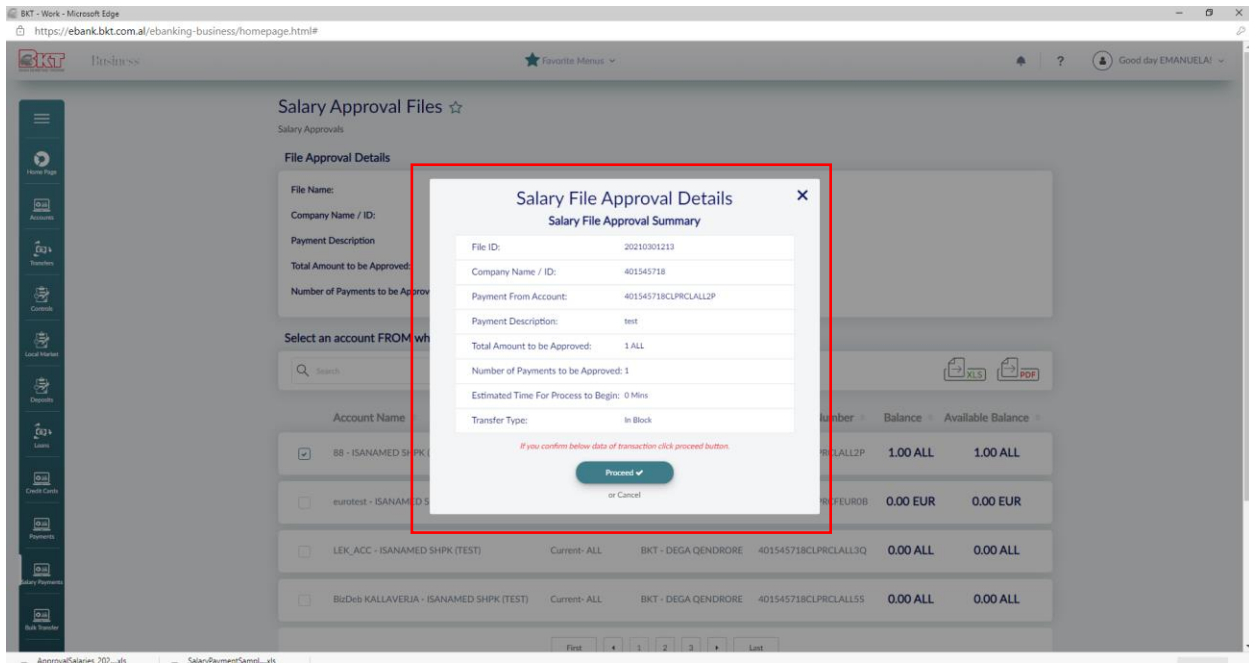
First 1 2 3 Last

Don't use my overdraft limit even if necessary  
 Use my overdraft limit even if necessary

Back Next

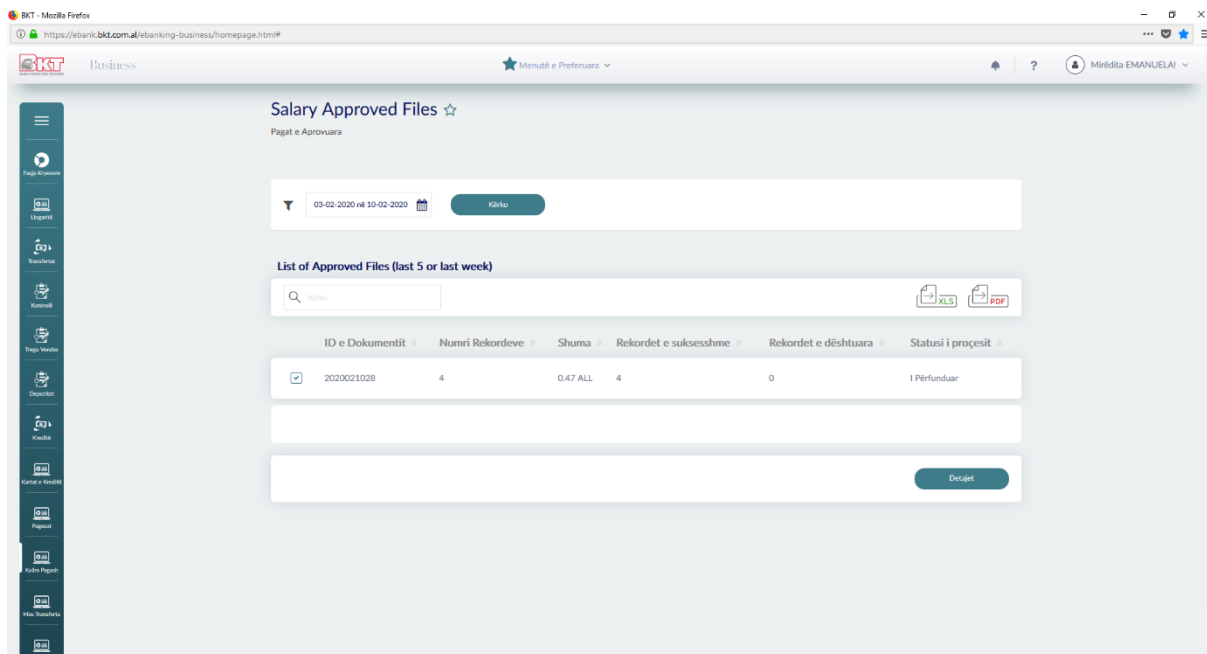
Last Login Date: 10.03.2021 12:31 PM Eng (US)

On the confirmation page, it must correctly display the Selected Payroll File. The time provided for the execution of the start-up process is also displayed. Click "Proceed" if you confirm the details below.



## 1.4 Approved Salaries

This submenu displays all approved files 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 file.



You can view the relevant details for a selected file

**Salary Approved Files** ☆  
Pagat e Aprovuara

**Selected Approved File Details**

File ID	2020021028
Company Name / ID:	401545718
Payment From Account:	401545718CLPRCLALL9W
Payment Description	PAGA TEST
Total Amount:	0.47 ALL
Number of Payments:	4
Success Records	4
Failed Records	0
Estimated Time For Process to Begin	0 Mins
Process Status	I Përfunduar
Display List	Të gjitha

**Selected Approved File Records Details**

Search:

Personel Name	Payment Date	Reference Number	IBAN	Shuma	Amount Currency	Status
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.1	ALL	Sukses
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.1	ALL	Sukses

Click "Download" if you want to download (open or save) the file.

**Success Records** 4  
**Failed Records** 0  
**Estimated Time For Process to Begin** 0 Mins  
**Process Status** I Përfunduar  
**Display List** Të gjitha

**Selected Approved File Records Details**

Search:

Personel Name	Payment Date	Reference Number	IBAN	Shuma	Amount Currency	Status
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.1	ALL	Sukses
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.1	ALL	Sukses
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.15	ALL	Sukses
Emanuela Deromemaj	20200210	401c123200410001	AL2020511519864966CLPECLALLR	0.12	ALL	Sukses

Back Download Generate as New File

Click "Generate as New File" if you want to use the file data from the filter in the "Screen List" (Failure, Success, Incomplete or All). Filtered records can be generated as a new file that will be listed in the "Records Management" submenu and the next steps are the same.