## 1. Transfertat në Masë

Në këtë menu juve mund të kryeni disa transferta kundrejt një klienti apo furnitori të cilit i keni detyrime për të paguar.

## 1.1 Ngarkim Dokumenti

Në nënmenunë "Ngarkim Dokumenti" janë renditur të gjithë dokumentat e ngarkuar (nëse ngarkohen para së paku një dokumenti) ose mund të ngarkoni një dokument të ri transferimi. Klikoni në "Ngarkoni dokumentin" nëse doni të ngarkoni një të ri.

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| Oill<br>Urganté         |          | In order to make transfers in<br>sample file with required fie | n bulk you need to upload your file v<br>ids. | vith all related information. Bank i | is accepting all the files uploaded based o | n the required format. You can download below a<br>Shkarko Dokumentin |   | për kalimin<br>masë. | e transfertave në |
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Pasi keni zgjedhur "Ngarko Dokumentin" duhet të zgjidhni dokumentin që doni të ngarkoni nga kompjuteri juaj. Vendosni Captcha dhe shtypni "**Vazhdo**"

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• Në hapin tjetër mund të kontrolloni Detajet tuaja të ngarkimit të dokumentit. Ju duhet të zgjidhni një llogari nga ku doni të bëni transferimin dhe vendosni një përshkrim tek fusha "Description" ku të specifikoni qëllimin dhe detajet e pagesës. Klikoni **"Next/Tjetër"**.

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• Duhet të shfaqet një mesazh informacioni që skedari të ngarkohet me sukses.



## 1.2 Menaxhimi i të dhënave

Në këtë nënmenu janë renditur të gjithë dokumentat e ngarkuar. Ju keni informacione në lidhje me ID e File, Numri i Regjistrimeve, Shuma, Valuta e Shuma dhe Statusi i Dosjes. Ju mund të shtoni rekord të ri, azhornoni ose fshini rekordin për dokumentin e zgjedhur.

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## 1.2.1 Menaxhimi të dhënave/Rekord i Ri

• Nëse klikoni në butonin "Rekord i ri", mund të shtoni rekord të ri për dokumentin e zgjedhur. Klikoni **"Vazhdo"** dhe rekordi duhet të shtohet me sukses.

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| çaritê                            | Company Name / ID             | 401545718               |      |     |      |   |                    |
|                                   | Payment From Account          | 401545718CLPRCLALL9W    |      |     |      |   |                    |
| ±2                                | Transaction Details           |                         |      |     |      |   |                    |
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| a),                               | Personel Name                 | Emanuela Deromemaj      |      |     |      |   |                    |
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## **1.2.2** Menaxhimi të Dhënave / Përditësimi i Rekordeve

Klikoni **"Azhorno Rekord"**, nëse doni të azhornoni një rekord për atë skedar. Ju mund të filtroni me "List" (për shembull filtri me statusin "I Pavlefshëm" nëse doni të korrigjoni regjistrimet me të dhëna të gabuara, "Të Gjitha" nëse doni të shikoni listën me të gjitha të dhënat apo me statusin "I Vlefshëm" nëse doni të shikoni listën me të dhënat e Vlefshme).

Klikoni një rekord që dëshironi të azhornoni dhe pastaj klikoni "Vazhdo".

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## 1.2.3 Menaxhimi të Dhënave / Fshirja e Rekordeve

• Nëse juve doni të fshini një rekord, zgjidhni një rekord nga lista dhe kliko "Vazhdo"

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• Në Faqen e Konfirmimit, duhet të shfaqet në mënyrë korrekte Regjistri i Rekordit të zgjedhur. Klikoni **"Vazhdoni"** nëse konfirmoni mëposhtë të dhënat. Rekordi duhet të fshihet me sukses.



## 1.2.4 Menaxhimi të Dhënave/ Dërgo për Miratim

• Klikoni **"Dërgo për Miratim"** nëse doni të dërgoni për miratim dhe Statusi i Dokumentit duhet të jetë "Gati për tu aprovuar" përndryshe nuk mund të dërgohet për miratim.

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| and and a second s   | stress/homepage.htm# Builk Records Ma Mas-Taxaterts Unprocessed List of File Eile ID E    | Account of Period      Account      Selected Bulk File      File ID:      Company Name / ID:      Payment From Account:      File ID:      Company Name / ID:      Payment From Account:      File ID:      Company Name / ID:      Payment From Account:      File ID:      Company Name / ID:      ID:      Company Name  | File Send to Ap<br>Details<br>Send to Approval Sum<br>20003100<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40054718<br>40055718<br>40055718<br>40055718<br>40055718<br>40055718<br>40055718<br>40055718<br>400557                               | proval × many many many many many many many many |  | ?   Mirédia EMANUEL        |
| a su forder.   | stress/honepage.htm# Buik Records Ma Mas-Taxators  Unprocessed List of File  File 1D  2020012408  2020012408  2020012408  Else tocs   | Account content      Selected Bulk File      File ID:      Company Name / ID:      File ID:      Company Name / ID:      Payment From Account:      File ID:      Company Name / ID:      File ID:      Company Name / ID:      File ID:   | TURES ><br>File Send to App<br>Details<br>Send to Approval Sum<br>20003100<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>401545718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40154718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>40155718<br>401  | proval × many many many many many many many many |  | ? ( ) Mrestu EMANUEL       |



## 1.2.5 Aprovim Transfertash

Në këtë menu janë listuar të gjitha transfertat që janë gati për tu aprovuar.

| BKT - Mozilla Firef     | ex<br>ank <b>bkt.com.al</b> /ebanking-business/homena | sce.html#                |                                   |                   |           |               |                  | - 0 ×  |
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| <u>Star</u>             | Business  |                          | 📌 Menutë e                        | Preferuara 👻      |           | •             | ? ( <b>a</b> ) M | irėdita EMANUELA! ~                                      |
|                         |   | Bulk Approval F          | iles ☆                            |                   |           |               | _                |  |
| Dege Krystern           |   | Select a file if you wan | t to approve or check its details |                   |           |               | P                | asi keni dërguar dokumentin<br>ër aprovim kliko Aprovim  |
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| Bransferter             |   | File ID                  | Customer Name                     | Number Of Records | Amount    | Transfer Type |                  | nulluar procesin e kalimit të                            |
| Kontroll                |   | 2020021008               | EMANUELA DEROMEMAJ                | 7                 | 0.96 ALL  | Një nga një   |                  | ransiertave ne mase.                                     |
| Trage Words             |   | 2019010801               | EMANUELA DEROMEMAJ                | 1                 | 0.10 ALL  |               |                  |  |
| Deported                |   | 2018052912               | EMANUELA DEROMEMAJ                | 99                | 10.80 ALL |               |                  |  |
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## **1.2.5.1** Aprovim Transfertash/Lista e Rekordeve

Nëse zgjidhni një prej dokumentave në listë dhe zgjidhni "Lista e rekordeve" do t'ju shfaqen rekordet që janë gati për tu aprovuar.

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| Business                                       |  | *                   | Menuté e Preferuara 🐱   |          | ٠                 | ? (a) Mirëdita EMANUELA! |
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| a<br>Maria                                     | List of File Records   |                     |   |          |                   |                          |
|  | Receiver Details   | Personel Name       | IBAN  BKT Customer Name  KMANUELA HAJDAR DEROMEMAJ                  | Amount 0 | Amount Currency = |                          |
| ad R   | ВКТ  | Emanuela Deromernaj | EMANUELA HAJDAR DEROMEMAJ   | 0.15     | ALL               |                          |
| t<br>Jack                                      | вкт  | Emanuela Deromemaj  | EMANUELA HAJDAR DEROMEMAJ   | 0.15     | ALL               |                          |
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**1.2.5.2** Aprovim Transfertash/Refuzo Dokumentin Selekto dokumentin që do të refuzosh dhe zgjidh "Refuzo Dokumentin". Më pas kliko "Vazhdo" - o ×

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|                              |   | Bulk Approval File             | 25 û                         |                   |           |                 |                              |
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| oaii<br>https://ebank.bkt.co | om.al/ebanking-business/homepage.html#          |                                |                              |                   |           |                 |                              |
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## 1.2.5.3 Aprovim Transfertash/Aprovo Dokumentin

• Klikoni **"Aprovo Dokumentin**" nëse doni të aprovoni dokumentin, dhe më pas zgjidhni një llogari nga ku doni të bëni transferimin.

| https://ebank.bkt.com.al/ebanking-business/ | /homepage.html#   |                        |                     |                      |           |                   |              | 🛛 1       |
|---|---|------------------------|---------------------|----------------------|-----------|-------------------|--------------|-----------|
| Business                                    |   | 📌 Menutë e             | Preferuara 🛩        |                      |           |                   | ? 🍐 Mirëdita | EMANUELA! |
| ag k  | Total Amount to be Approved:  | 0.96 A                 | ш                   |                      |           |                   |              |           |
| ent enter                                   | Number of Payments to be Approved:  | 7                      |                     |                      |           |                   |              |           |
| 8   | Select an account FROM where y  | you want to do the tra | nsfer               |                      |           |                   |              |           |
| evenese<br>P                                | Q Kitrko  |                        |                     |                      |           |                   |              |           |
| aut   | Account Name  | Account Type           | Branch ©            | Account Number       | Balance 0 | Available Balance |              |           |
|   | gerald test - ISANAM  | Rrjedhëse- ALL         | BKT - DEGA QENDRORE | 401545718CLPRCLALL7U | 0.00 ALL  | 0.00 ALL          |              |           |
|   | 💌 test pilot ela - ISA  | Rrjedhëse- ALL         | BKT - DEGA QENDRORE | 401545718CLPRCLALL9W | 9.43 ALL  | 9.43 ALL          |              |           |
|   | test per fazen pilot  | Rrjedhëse- ALL         | BKT - DEGA QENDRORE | 401545718CLPRCLALL8V | 0.00 ALL  | 0.00 ALL          |              |           |
| L<br>geath<br>I                             | test ela euro - ISAN  | Rrjedhëse- EUR         | BKT - DEGA QENDRORE | 401545718CLPRCFEUR2D | 0.00 EUR  | 0.00 EUR          |              |           |
|   |   | Fi                     | rst ( 1 2 3         | • Last               |           |                   |              |           |
| -   | Don't use my overdraft limit even i     O Use my overdraft limit even if nece | f necessary<br>ssary   |                     |                      |           |                   |              |           |
|   | Back  |                        |                     |                      |           | Next              |              |           |
| Combetare Treatare Coovright © 2020         |   |                        | Hyrja e Fundit:     |                      |           |                   |              | Shok      |

• Në faqen e konfirmimit, duhet të shfaqet në mënyrë korrekte Miratimi i dokumentit të Zgjedhur. Këtu shfaqet edhe koha e parashikuar për ekzekutimin e proçesit të fillimit. Klikoni **"Përfundo"** nëse konfirmoni mëposhtë të dhënat. Proçesi duhet të bëhet.

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| BIT              |   |   | 📌 Menutë e Prel  | feruara 🛩  |                      |               |                | A ? (A) Mirëdita EMANUELA! ~   |
|                  |   | Bulk Approval Files 🕁   |  |  |                      |               |                |  |
| <b>O</b>         |   | File Approval Details   |  |  |                      |               |                |  |
|                  |   | File Name:  | Bulk File  | Approval Deta  | ils ×                | -             |                | Tabela përmbledhëse për  |
|                  |   | Payment Description:  | Bulk Fil   | le Approval Summary<br>2020021008                    | _                    |               |                | Kliko perfundo nëse  |
| 2                |   | Total Amount to be Approved:<br>Number of Payments to be Approv | Company Name / ID:   | 401545718  | 244                  |               |                | konfirmon detajet në tabelën<br>përmbledhëse për të kryer                          |
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| E Contraction    |   | Q Karko   | Total Amount to be Approved<br>Number of Payments to be Ap | t: 0.96 ALL<br>pproved: 7                            | - 8                  | (             |                | DF   |
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| Papeant          |   | test per fazen pilot  | Rrjedhëse- ALL E   | BKT - DEGA QENDRORE                                  | 401545718CLPRCLALL8V | 0.00 ALL      | 0.00 ALL       |  |
| Kolin Pagash     |   | test ela euro - ISAN  | Rrjedhëse- EUR E   | BKT - DEGA QENDRORE                                  | 401545718CLPRCFEUR2D | 0.00 EUR      | 0.00 EUR       |  |
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## 1.2.6 Transfertat e Aprovuara

Në këtë nënmenu shfaqen të gjitha dokumentet e aprovuar me statusin e tyre të proçesit. Ju mund të filtroni skedarët sipas datës (Data e fillimit dhe data e mbarimit). Klikoni **"Detaje"** nëse doni të shihni detajet e dokumentit të zgjedhur.

| 👲 BKT - Mozilla Firef     | ax  |                       |                          |                  |                 |                |                | - ø ×                    |
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| ST                        | Business                                    |                       | Menut                    | ë e Preferuara 👻 |                 |                | +              | ?   Mirëdita EMANUELAI ~ |
| =                         |   | Bulk Approved         | l Files ☆                |                  |                 |                |                |                          |
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| ada   | Personel Name              | Payment Date    | Reference Number                       | IBAN 0  | Amount 0          | Amount Currency | • Status •            |   |
| <b>u</b>  | Emanuela Deromemaj         | 20200210        |  |         | 0.12              | ALL             | Sukses                |   |
|   | Emanuela Deromemaj         | 20200210        |  |         | 0.15              | ALL             | Sukses                |   |
|   | Emanuela Deromemaj         | 20200210        |  |         | 0.15              | ALL             | Sukses                |   |
|   | Emanuela Deromemaj         | 20200210        |  |         | 0.15              | ALL             | Sukses                |   |
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| ka Kombetare Tregtare Copyright © 2020                      |                            |                 | Hyrja e Fundit:<br>10.02.2020 03:08 PM |         |                   |                 |                       | 1 |

# \*\*\*Kujdes

Menu-ja Kalim Pagash dhe Transferta në Masë kryhen në katër faza të pavarura nga njëra tjetra. Nëse dilni nga sistemi mjafton të vazhdoni procesin në fazën që keni lenë dhe jo të nisni procesin nga e para.