

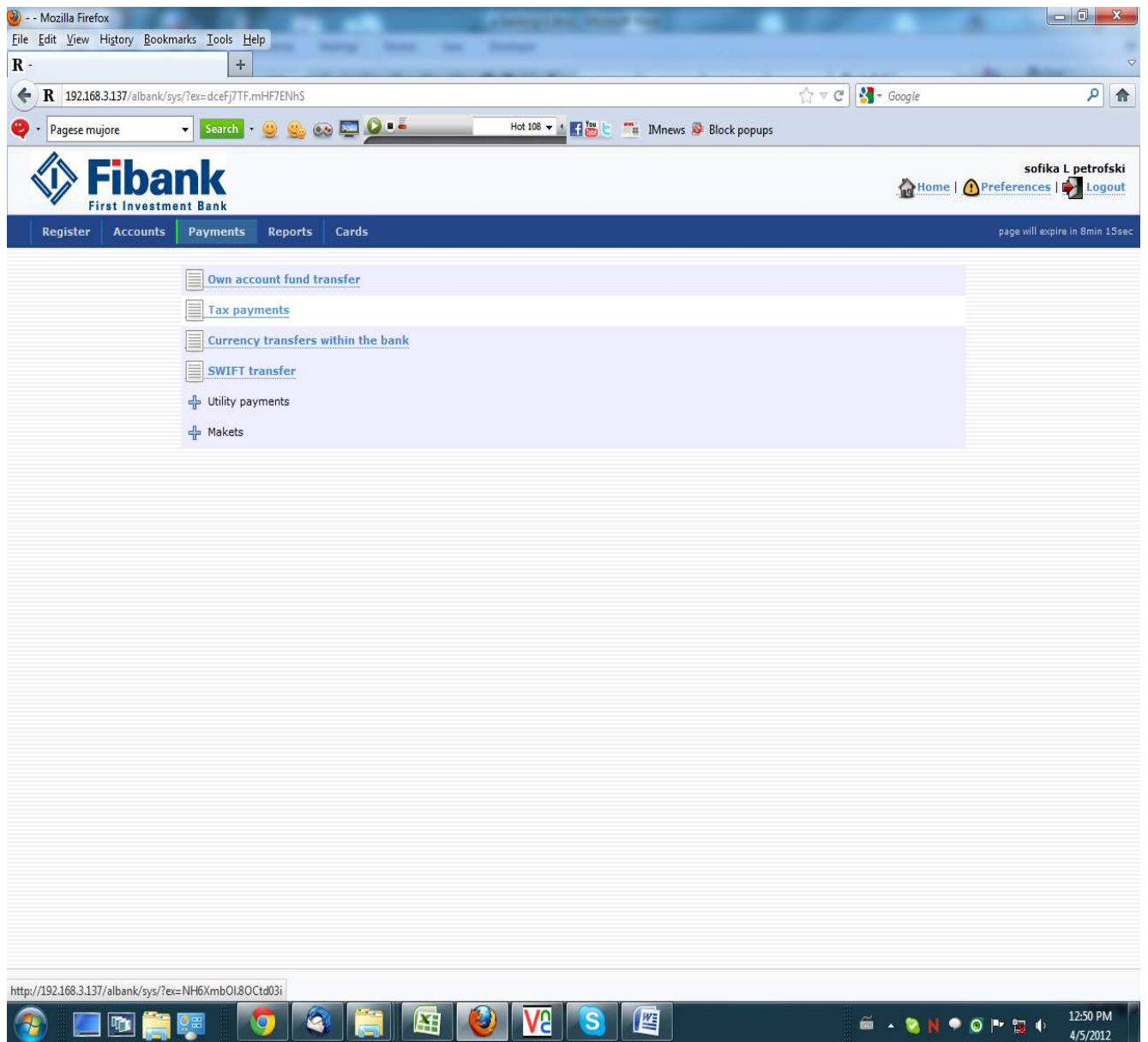
UTILITY and TAX PAYMENTS MANUAL

CHAPTER 1

TAX - PAYMENTS

1. Go to the menu:

Payments - > Tax Payments



2. To initiate the transfer click on **Insert new record**

The screenshot shows the Fibank web application interface. At the top, there is a navigation menu with options: Register, Accounts, Payments, Reports, and Cards. Below the menu, a breadcrumb trail indicates the current location: History: 1 level > List records from Currency transfers within the bank (4 records). A search bar and filter options are visible. The main content area displays a table of records with the following columns: Tools, Status in bank, Reference, Pay from, Amount, Description, Amount in account currency, Name ordering customer, Serial number, Requested rate, Rate, and Name. The table contains four records. Below the table, there are 'Confirm' and 'Print' buttons. The browser's address bar shows the URL: http://192.168.3.137/albank/sys/?ex=x7Wc1PnS.gJ1kvA3C. The system tray at the bottom shows the date and time: 12:55 PM, 4/5/2012.

Tools	Status in bank	Reference	Pay from	Amount	Description	Amount in account currency	Name ordering customer	Serial number	Requested rate	Rate	Name
	Accounted	ICT1353	AL4821511031ALL1000000197100	0.01	test tax payments	0.01	sofika	L02903002E3FF01V		1.0	SOCIAL HEALTH SME-FIER
	Accounted	ICT1349	AL4821511031ALL1000000197100	0.01	deklarim	0.01	sofika	L02903002E3FF01V		1.0	TAX DECLARATIONS SME-ELBASAN
	Processing	ICT1317	AL4821511031ALL1000000197100	0.01	deklarim	0.01	sofika	L02903002E3FF01V		1.0	TAX DECLARATION SME-TIRANE
	Processing	ICT1312	AL4821511031ALL1000000197100	10.00	123	10.00		K72916401W31X025		1.0	TAX DECLARATION SME-TIRANE

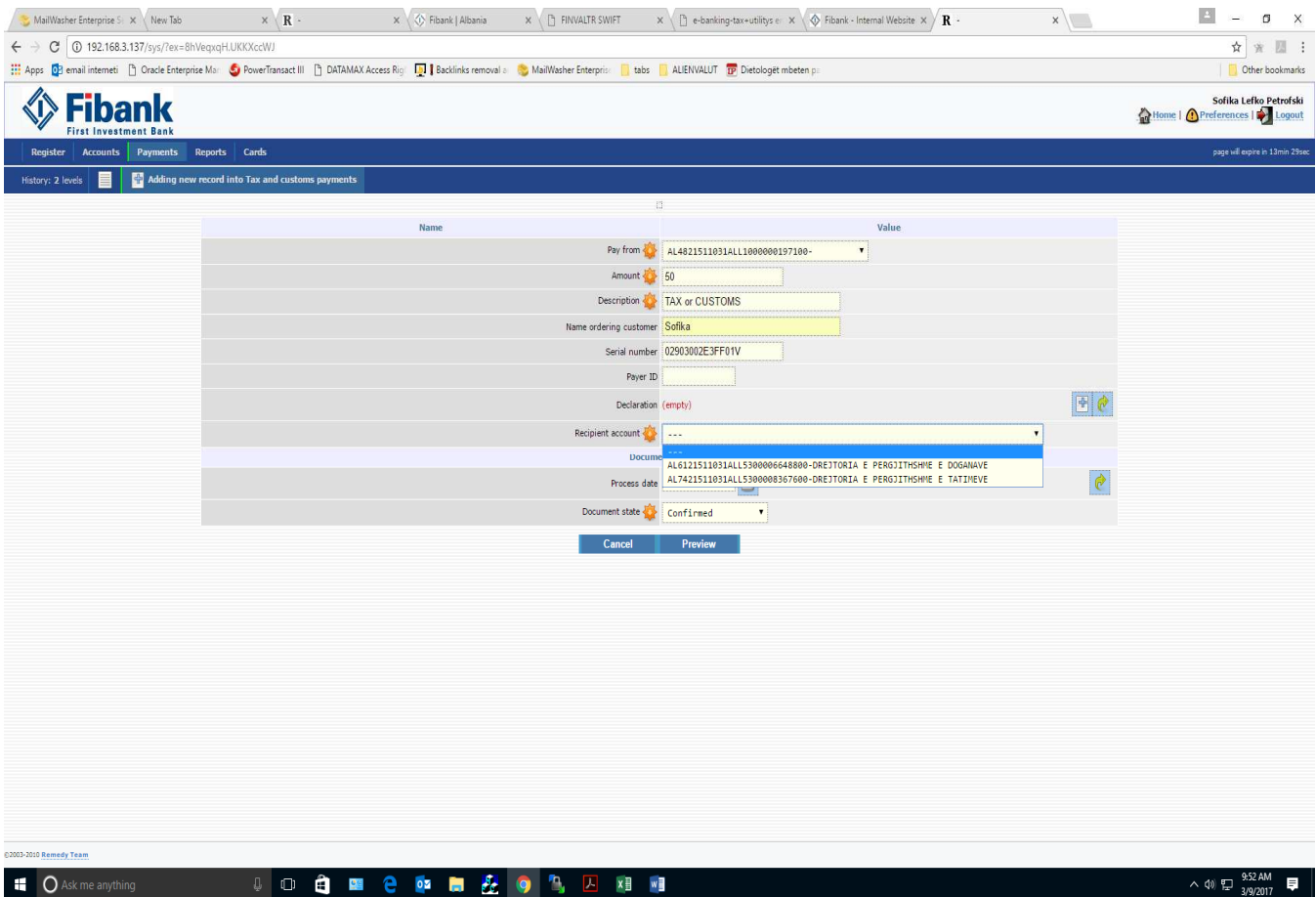
3. Go to next page and fill the fields:

The screenshot displays the FIBank web application interface. The browser window shows the URL `192.168.3.137/albank/sys/?ex=fQXo78la.tN3QkLV4`. The user is logged in as `sofika L. petrofski`. The page title is `Adding new record into Currency transfers within the bank`. The form contains the following fields:

Name	Value
Pay from	AL4821511031ALL1000000197100-
Amount	0.0
Description	
Name ordering customer	
Serial number	
Recipient account	---
Document info	
Process date	05.04.2012
Document state	Waiting

Buttons: `Cancel`, `Preview`

- a- **Pay from** – Client account
- b- **Amount** – The amount
- c- **Description** – Client name, NIPT, Period, Type of transfer (TAX or CUSTOMS)
- d- **Name ordering customer** – The name of the custom
- e- **Serial number** – The serial number
- f- **Declaration** – The source of money
- g- **Recipient account** – The right account for tax payments or customs



- h- **Document state** – confirmed
- i- **Preview and Enter yor password** – **OK**

The screenshot shows the FIBank web interface. The browser address bar displays the URL: 192.168.3.137/albank/sys/?ex=4vDhnLSr.buQb8c73. The page header includes the FIBank logo and navigation links: Home, Preferences, Logout. The user is identified as sofika L. petrofski. The main navigation menu includes Register, Accounts, Payments, Reports, and Cards. The current page is titled 'Adding new record into Tax payments'. The form contains the following fields:

Name	Value
Status in bank	(empty)
Reference	ICT
Pay from	AL4821511031ALL100000197100-
Amount	0.01
Description	ALBA SHPK/K31405045W/TVSH/PRILL 2012
Amount in account currency	0.01
Name ordering customer	ALBA SHPK
Serial number	L02903002E3FF01V
Rate	1.0
Recipient info	
Name	TAX DECLARATION SME-TIRANE
Recipient account	AL6121511031ALL5300000256500 - TAX DECLARATION SME-TIRANE
Document info	
Process date	25.04.2012
Document state	Confirmed
Enter your password: <input type="password"/>	

4- There is obligatory to enter the **serial number** only for:

- Declaration of TAX (VIP, SME)
- Social and health insurance (VIP, SME)

5- There is obligatory to send the declaration form FDP to the address: front@fibank.al, otherwise the payment will not be executed.

CHAPTER 2

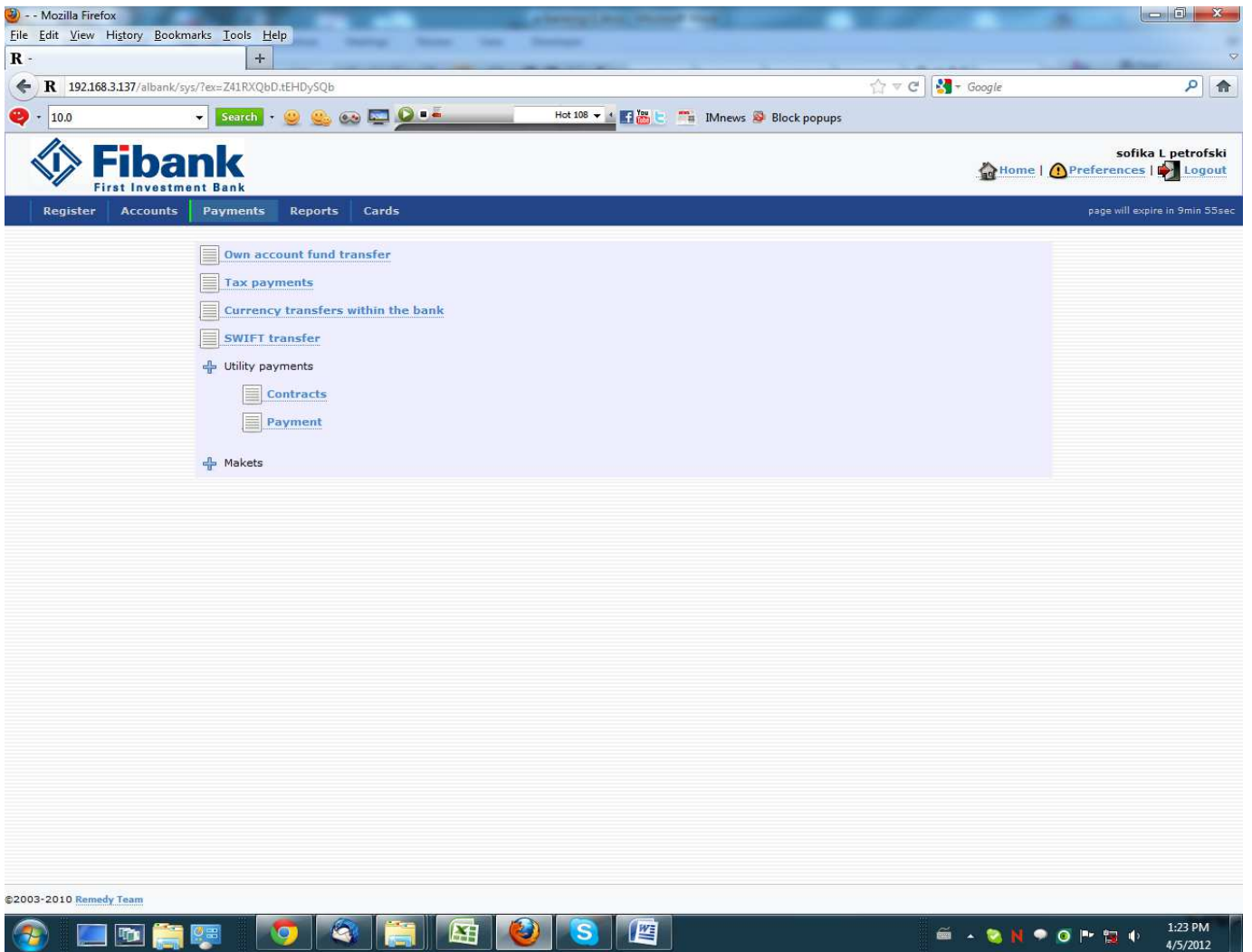
Utility Payments

1- Utility payments are the payments that the clients do for the companies:

- OSHEE
- TELECOM (Mobile)
- EAGLE (Mobile EAGLE)
- ABCOM (Internet ABCOM)
- PRIMO (Internet PRIMO)
- VODAFONE (Mobile VODAFON)
- PLUS (Mobile PLUS)

2- Through e-banking go to:

Payments - > Utility payments



3- 2 other submenus:

Contracts

The screenshot shows a web browser window displaying the Fibank (First Investment Bank) interface. The page title is "Adding new record into Utility Contracts". The interface includes a navigation menu with options: Register, Accounts, Payments, Reports, and Cards. The user is logged in as "sofika L. petrofski". The main content area contains a form with the following fields:

Name	Value
Company	---
Account	---
Contract code	
Subscriber code	
Subscriber name	

At the bottom of the form are two buttons: "Cancel" and "Preview". The footer of the page indicates "© 2003-2010 Remy Team". The Windows taskbar at the bottom shows the system time as 1:27 PM on 4/5/2012.

- a- **Company** - the company to which the client is paying
- b- **Account** - the account will be appeared automatically
- c- **Contract code** – the contract with the company
- d- **Subscriber code/Tel Number** – the number of the client or client code
- e- **Subscriber name** – name of the client

The client records for the utilities companies the payment number as well as his name and number.

Payment -

The screenshot shows a web browser window with the URL 192.168.3.137/sys/?ex=BDTZp5sk.CT2340NZ. The page is the Fibank web portal, displaying the 'Adding new record into Utility Payments' form. The form is structured as follows:

Name	Value
Pay from	AL6521511031USD1000000197100-
Contract	"ABCOM" SHPK-AB33
Invoice number	
Amount	0.00
For the period	
From	01.02.2017
to	01.03.2017
Document state	Confirmed

At the bottom of the form, there are two buttons: 'Cancel' and 'Preview'.

- a- **Pay from** – Client account
- b- **Contract** – Contract of the company
- c- **Invoice numer** – Enter the invoice number
- d- **Amount** – the amount
- e- **From, To** – the period
- f- **Documant state** – Confirmed
- g- **Preview** – Enter the password

All the payments must be done before 16: 45.