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USER MANUAL



"MANAGEMENT OF BUDGET AND FINANCES"

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Table of content

ADMINISTRATION.....	4
GROUPS	5
FORMS	7
AUTHORIZATIONS	10
USERS.....	12
LANGUAGES	15
FACULTIES	18
DEPARTMENTS	20
BANKS	24
EMPLOYERS.....	26
BUDGET AND FINANCES	27
BUDGET APPROVAL.....	28
Reports – Approval.....	30
BUDGET ALLOCATIONS	31
Reports - Allocations.....	33
COMMITMENT OF BUDGET	37
Reports for commitment budget	39
EXPENSE BUDGET	42
Reports of expenses	45
CERTIFICATION OF PAYMENTS	49
Reports of certification.....	51
SEARCHINGS (REPORTS)	56
SUPPLIERS	57
SUPPLIER – BANK	59
ECONOMIC CATEGORY.....	61
ECONOMIC SUBCATEGORY	63
ECONOMIC CODES.....	67
PROJECT CODES	70
REQUEST MODULE	72
REQUEST.....	72

REPORTS – REQUEST	75
REVIEW OF REQUEST	75
ARTICLES.....	77
ASSET CATEGORY	80
MEASUREMENT UNITS.....	83
Personnel Module	85
Personnel	85
ADMINISTRATIVE CONTRACT	88
REPORT OF ADMINISTRATIVE CONTRACT	90
ACADEMIC CONTRACT	93
REPORTS – ACADEMIC CONTRACT	95
FUNCTIONS	101
POSITIONS	104
QUALIFICATIONS.....	106
CODES	109
SCIENTIFIC GRADES	111
LIST OF CABINET OFFICES.....	114
List of figures	116

ADMINISTRATION

Administration is one of the modules of this application about management of budget and finances, where in order to access this module users should enter their login data, as:

- **Username:** at this field user should write username, in this case
- **Password:** at this field user should write password which will give access to this module
- **Keep me logged in:** if the check box is checked, then browser will keep in mind data entered above, username and password. **ENTER** button will give access to this module.



Figure 1: Accessing Administration module

In case user has forgotten the password and want to reset it, this is possible clicking at the link with name “Forget password” above the **ENTER** button. Then user has to follow the instructions and steps in order to reset the password.

The administration module has some menus and submenus, see in the following figure:

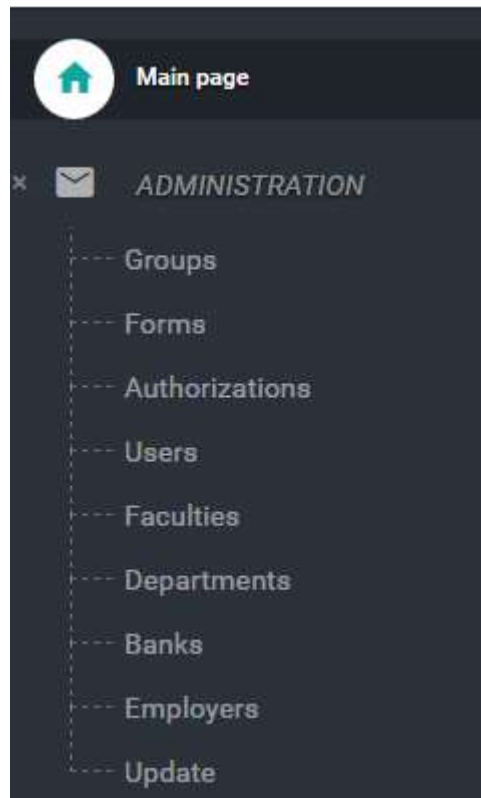


Figure 2: Administration menu

GROUPS

After we choose the option Group will open a form with a list with all registered groups where you can edit or modify data of registered Groups and also registering new groups, shown as in following figure.

Modify	Group
MODIFIKO	Administrator
MODIFIKO	Buxhet
MODIFIKO	Zotues
MODIFIKO	Shpenzues
MODIFIKO	Certifikues
MODIFIKO	Kerkesa
MODIFIKO	Personel
MODIFIKO	Prokurim
MODIFIKO	Zyrtar IT
MODIFIKO	KerkesaNiveli1

Figure 3: List of registered Groups

If we click this button **MODIFIKO** which is for modification will open a form where you can change the data of **Description** and then you press **SAVE** button in order to save the edited data. In case when you want to make as a main group you have to choose the check box “Main group”.

Figure 4: Modification of data

In order to register a new group you have to click **Register** button and then will open a form like this:

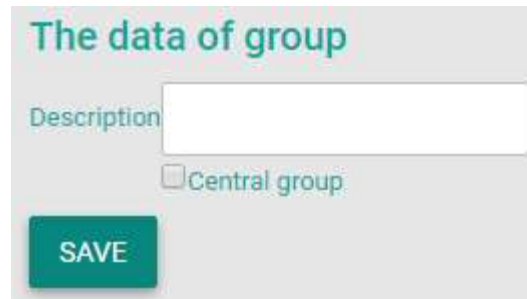
The image shows a web form with a light gray background. At the top, the title "The data of group" is displayed in a teal color. Below the title, there is a text input field with the label "Description" to its left. Underneath the input field, there is a checkbox with the label "Central group". At the bottom left of the form, there is a prominent green button with the word "SAVE" written in white capital letters.

Figure 5: Registration of new group

This form has only one text box

- **Description** – here you should write description (name) of the new group which you want to register.

After filling up the data in the description, by clicking in the **SAVE** button the data will be saved in database.

FORMS

In the following figure we have posted a view of form **FORMS** where after clicking **Search** button will be shown some records that actually are in database with data, as shown in the figure:

List of forms

Form

		Form	Description of form
MODIFIKO	FSHIJE	LogIn.aspx	LogIn
MODIFIKO	FSHIJE	AutorizimetLista.aspx	AutorizimetLista
MODIFIKO	FSHIJE	Fakulteti.aspx	Fakulteti
MODIFIKO	FSHIJE	DepartamentiListimi.aspx	DepartamentiListimi
MODIFIKO	FSHIJE	Personeli.aspx	Personeli
MODIFIKO	FSHIJE	BKodiEkonomik.aspx	BKodiEkonomik
MODIFIKO	FSHIJE	Autorizimet.aspx	Autorizimet
MODIFIKO	FSHIJE	Format.aspx	Format
MODIFIKO	FSHIJE	Site.Master	Site
MODIFIKO	FSHIJE	FormatListimi.aspx	FormatListimi

1 2 3 4 5 6 7

Figure 6: List with the data at Forms module

As it is shown in the above figure, at each row there is a **MODIFIKO** button where you can edit data and **FSHIJE** button where you can delete entire row with data.

After clicking at **MODIFIKO** button a new form will be opened as shown in the following picture and you can edit data:




The screenshot shows a web interface titled "Data forms". It has three input fields: "Form" containing "LogIn.aspx", "Description" containing "LogIn", and "Fields" containing a semicolon ";". A green "SAVE" button is located at the bottom left.

Figure 7: Modification of data in FORMS module

If you want to register a new form you should click **Register** button and then will be opened a new page as shown in the following figure, where you should enter data as:

- **Form** – name of the form
- **Description** – description of the form
- **Fields** – fields which contain form,

and then you have to press **Save** button in order to save data in database.



The screenshot shows a web interface titled "Data forms". It has three empty input fields: "Form", "Description", and "Fields". A green "SAVE" button is located at the bottom left.

Figure 8: Registration of new FORM

AUTHORIZATIONS

With the help of this form you can give authorizations to the groups of the application, you can choose by group and form and then give authorizations, see below figure.



List of authorizations

Choose group

Choose...

Choose form

Choose...

Figure 9: Authorizations

After we choose one of the options automatically will open a list with data, the data that are seen in the list are registered in both of the forms in Forms and in Groups as it shown in the following figure.

List of authorizations

Choose group

Administrator ▼

Choose form

Choose... ▼

	Description of form	None	Read	Read Write	Read Print	Read Write Print
MODIFIKO	LogIn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	AutorizimetLista	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	Fakulteti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	DepartamentiListimi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	Personeli	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MODIFIKO	BKodiEkonomik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MODIFIKO	Autorizimet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MODIFIKO	FormatListimi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 2 3 4 5 6 7

Figure 10: List with data according to Group

There are some options for authorizations as **None**, **Read**, **Read Write**, **Read Print** and **Read Write Print**, we can change selected authorization by clicking **MODIFIKO** button to edit data.

Authorization data

Group	Form	Authorization
Administrator	LogIn.aspx	Read Write Print ▾
Field	Enable	Visible
▾	Yes ▾	Yes ▾

SAVE

	Name of field	Active	View
FSHIJE	;	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

EXECUTE

Figure 11: Modification of data in authorization module

At the dropdown list **Authorization** you can choose what right do you want to give selected group and form, from the **Field** dropdown list you can choose field, **Enabled** field you can choose whether to be active or inactive, from **Visibility** you can choose whether to be visible or invisible to users, at the end you click **Save** to save data and it will show in the list that data changed, but before continuing to the next step of course you can cancel the action by clicking in **FSHIJE** button which is at each row of the table, and in the end you click **END** to finish the process.

USERS

Using this form you can add new users by clicking in the **Register** button, also you can see the list of all registered users in the table by clicking in the **Search** button, or for editing data you can click in **MODIFIKO** button which is at each row of table. The list of registered users is shown in the following figure:

List of users

Academic unit: FSHMN | Department: Choose... | Group: Choose...

Personal number: | Name of user: | Surname of user:

SEARCH REGISTER

	Faculty	Department	Name and Surname	User	Date of Birth	Language
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Aida Hasani	admin	07/01/1990	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Buxhet Buxhet	buxheti	01/01/1900	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	personel Personel	personeli	01/01/1900	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	kerkesa kerkesa	kerkesa	01/01/1900	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	paga Pagat	test.oret	03/09/2012	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Shqyrtuesi 123	shqyrtuesi	29/07/2012	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Shqyrtuesi Testi	prokurimi	12/12/1980	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Shqyrtues TEst	shqyrtuesi2	12/12/1986	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Pushimi Pushimi	pushimi	07/11/1985	Shqip
MODIFIKO	Fakulteti i Shkencave Matematike Natyrore		paga Pagat	test.fakulteti	03/09/2012	Shqip

1

Figure 12: List of already registered users

If we click at **MODIFIKO** will open a new page as shown in the following figure:

The screenshot shows a web form titled "Data of user" with a teal header and a close button (X) in the top right corner. The form is organized into several rows of input fields:

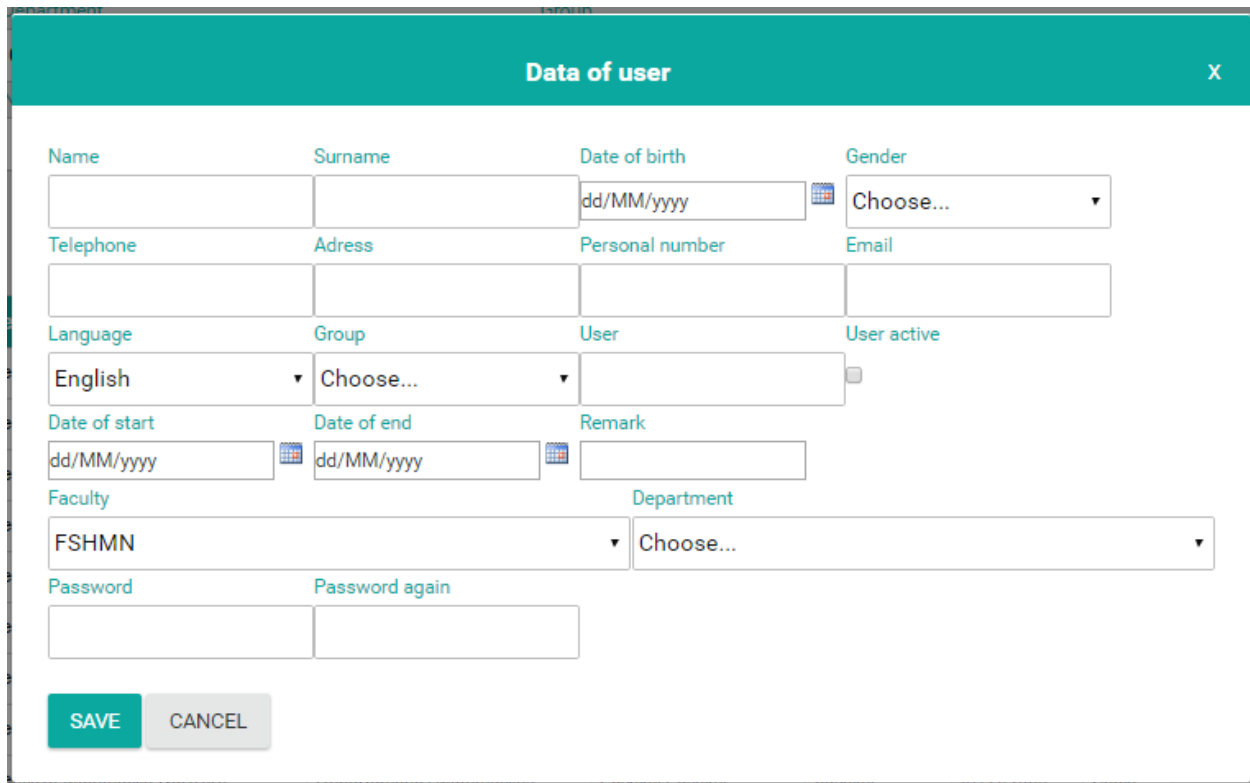
- Row 1: Name (Aida), Surname (Hasani), Date of birth (07/01/1990), Gender (Female dropdown).
- Row 2: Telephone (44), Address (44), Personal number (2212211221), Email (//).
- Row 3: Language (Albanian dropdown), Group (Administrator dropdown), User (admin), User active (checked checkbox).
- Row 4: Date of start (07/01/2013), Date of end (11/01/2015), Remark (empty field).
- Row 5: Faculty (FSHMN dropdown), Department (Choose... dropdown).
- Row 6: Password (empty field), Password again (empty field).

At the bottom left, there are two buttons: "SAVE" (highlighted in green) and "CANCEL" (greyed out).

Figure 13: Modification of data at users' module

After finishing data modification you should click at **Save** button in order to save data in database.

By clicking in the button **Register** you can add new users to the database, where will open a new page to enter data as shown in the figure following and at the end you click **Save** button to save data.



The image shows a web form titled "Data of user" with a teal header and a close button (X) in the top right corner. The form is organized into several rows of input fields:

- Row 1:** Name (text input), Surname (text input), Date of birth (calendar icon, text input with mask "dd/MM/yyyy"), Gender (dropdown menu with "Choose..." selected).
- Row 2:** Telephone (text input), Address (text input), Personal number (text input), Email (text input).
- Row 3:** Language (dropdown menu with "English" selected), Group (dropdown menu with "Choose..." selected), User (text input with a toggle switch), User active (checkbox).
- Row 4:** Date of start (calendar icon, text input with mask "dd/MM/yyyy"), Date of end (calendar icon, text input with mask "dd/MM/yyyy"), Remark (text input).
- Row 5:** Faculty (dropdown menu with "FSHMN" selected), Department (dropdown menu with "Choose..." selected).
- Row 6:** Password (text input), Password again (text input).

At the bottom left of the form, there are two buttons: a teal "SAVE" button and a grey "CANCEL" button.

Figure 14: New user registration form

LANGUAGES

Using this form you can add languages by clicking at the button **Register**, also you can see the list of all already registered languages by clicking at the **Search** button.

Lista e gjuhëve

Kërko

KËRKO REGJISTRO

		Gjuha	Gjuha	Kodi i gjuhës
MODIFIKO	GJUHA	Shqip	Shqip	sql-AL
MODIFIKO	GJUHA	Serbisht	Albanski	sql-AL
MODIFIKO	GJUHA	Anglisht	Albanian	sql-AL
MODIFIKO	GJUHA	Shqip	Serbisht	sr-Latn-CS
MODIFIKO	GJUHA	Serbisht	Srbski	sr-Latn-CS
MODIFIKO	GJUHA	Anglisht	Serbian	sr-Latn-CS
MODIFIKO	GJUHA	Shqip	Anglisht	en-US
MODIFIKO	GJUHA	Serbisht	Engleski	en-US
MODIFIKO	GJUHA	Anglisht	English	en-US
MODIFIKO	GJUHA	Shqip	Turqisht	Fr

1 2

Figure 15: List of languages already registered

In order to search for a language which is already registered you can do it by writing down the name of the language or by writing some letters of the language name and then you press **Search**, you will see a list like in the following figure, e.x.: shqip:

Lista e gjuhëve

Kërko

shqip KËRKO REGJISTRO

		Gjuha	Gjuha	Kodi i gjuhës
MODIFIKO	GJUHA	Shqip	Shqip	sql-AL
MODIFIKO	GJUHA	Shqip	Shqip	1

1

Figure 16: Searching language by name

From the figure you can see that you can edit data by clicking at the button **MODIFIKO** or by changing the language by clicking the button **GJUHA** in order to register in different language

like Albanian, Serbian or English, which means one language can be registered in three different languages. After clicking at edit button a new page opens as in following figure:

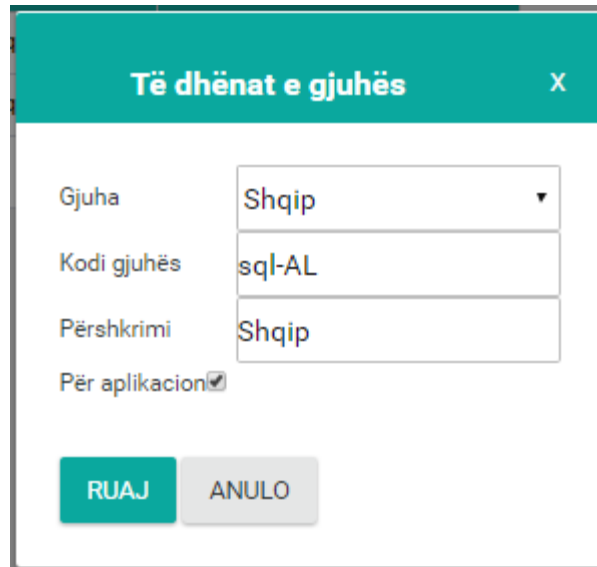


Figure 17: Modification of data at language's module

After you finish editing data you should press **Save** button in order to save the data in the database, or you can click **Cancel** button to cancel the action.

For new language registration you should click a button with name **Register**, and then a new page will open as in the following figure:

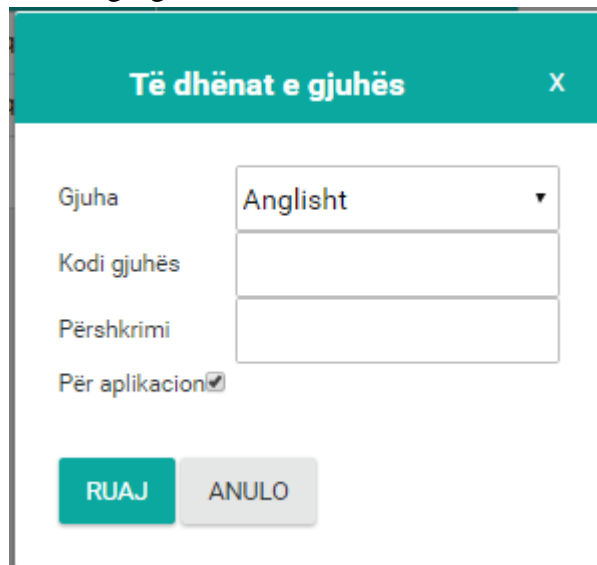


Figure 18: New language registration page

FACULTIES

Using this page you can add Faculties in the application, you can also see the list of all already registered Faculties, or you can edit the data of the Faculties, as shown in the following figure:

List of Faculties

Faculty

SEARCH REGISTER

		Faculty	Municipality	Language
MODIFIKO	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Prishtine	Albanian
MODIFIKO	GJUHA	Faculty of Mathematical - Natural Sciences		English
MODIFIKO	GJUHA	Fakulteti Filozofik	Prishtine	Albanian
MODIFIKO	GJUHA	Faculty of Philosophy		English
MODIFIKO	GJUHA	Fakulteti i Filologjisë Qendra në Prishtinë	Prishtine	Albanian
MODIFIKO	GJUHA	Philology Faculty Centre in Prishtina		English
MODIFIKO	GJUHA	Fakulteti Ekonomik Qendra në Prishtinë	Prishtine	Albanian
MODIFIKO	GJUHA	Faculty of Economy Centre in Prishtina		English
MODIFIKO	GJUHA	Fakulteti i Ndërtimitarisë dhe Arkitekturës	Prishtine	Albanian
MODIFIKO	GJUHA	Faculty of Civil Engineering and Architecture		English

1 2 3 4 5 6

Figure 19: List of registered Faculties

From the above figure we can search the faculty by writing the name also registering new faculty by clicking in the button **Register**.

In order to search the specific faculty with the name, you should write the name in the text box **Search**: with the name of faculty we want to search and then press **Search** button, ex: Fakulteti Filozofik (see following figure):

List of Faculties

Faculty

fakulteti filozofik SEARCH REGISTER

		Faculty	Municipality	Language
MODIFIKO	GJUHA	Fakulteti Filozofik	Prishtine	Albanian

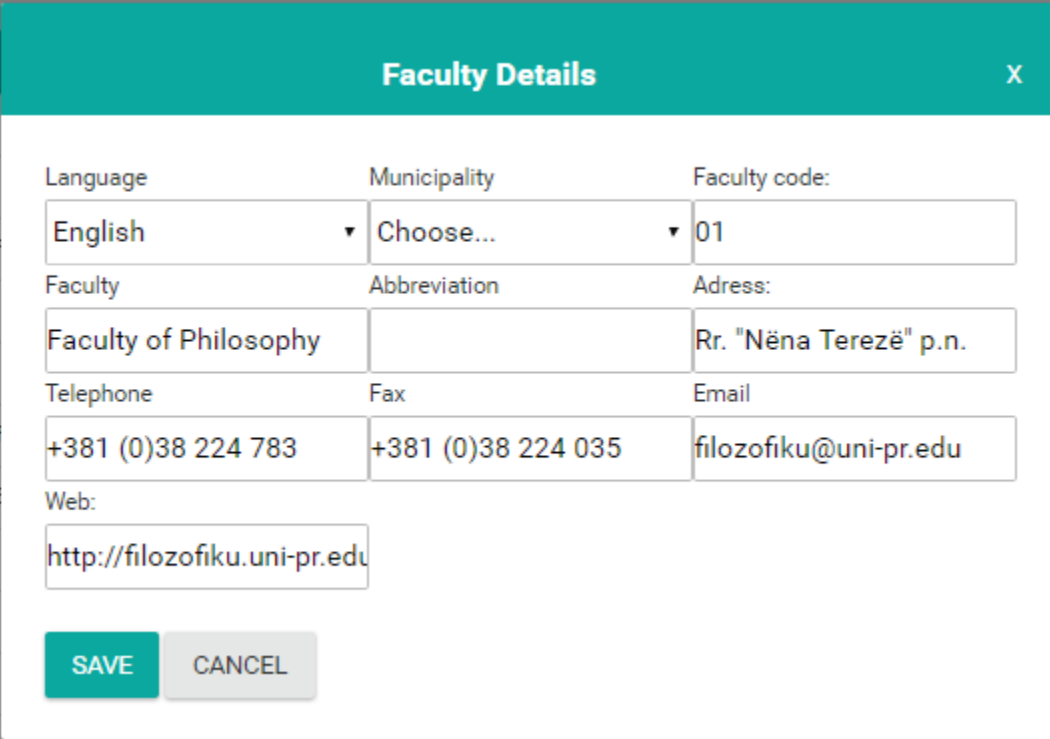
1

Figure 20: Searching faculty by name

From the list we can see that it is available also to modify the faculty data entered before, this is possible by pressing **MODIFIKO**, whereas **GJUHA** is used to register the faculty in a different

language where we have already registered three different languages as Albanian, Serbian and English, so one faculty can be registered in three different languages.

After you click **MODIFIKO** for data modification a new form will open, see following figure:



The screenshot shows a web form titled "Faculty Details" with a close button (X) in the top right corner. The form contains several input fields arranged in a grid:

Language	Municipality	Faculty code:
English ▾	Choose... ▾	01
Faculty	Abbreviation	Adress:
Faculty of Philosophy		Rr. "Nëna Terezë" p.n.
Telephone	Fax	Email
+381 (0)38 224 783	+381 (0)38 224 035	filozofiku@uni-pr.edu
Web:		
http://filozofiku.uni-pr.edu		

At the bottom of the form, there are two buttons: a green "SAVE" button and a grey "CANCEL" button.

Figure 21: Modification of data for faculty

After you finish editing data you should press **Save** button in order to save new entered data in database, whereas **Cancel** button is used to cancel the action without saving data.

For registration of new data you should press **Register** button and a form like in the following figure will open.

Language	Municipality	Faculty code:
English	Choose...	
Faculty	Abbreviation	Adress:
Telephone	Fax	Email
Web:		

SAVE **CANCEL**

Figure 22: Registration of new faculty

First you should fill the following fields:

- **Language** – choose from the dropdown list of languages
- **Municipality** – choose from the dropdown list of municipality
- **Faculty code** – write the faculty code
- **Name** – write faculty name
- **Abbreviations**– write faculty abbreviation
- **Address** – write faculty address
- **Telephone** – write faculty telephone number
- **Fax** – write faculty Fax number
- **E - mail** – write email address of faculty
- **Web** – write the web site of faculty.

After filling up faculty data you should press **Save** button in order to save data to database, whereas **Cancel** button is used to cancel the action and go one step back.

DEPARTMENTS

Using this form you can register new departments to application, also you can see the list of already registered departments, see the following figure with a list of departments:

List of Departments

Department:

Modify		Faculty	Department	Language	Active
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Kimisë	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Gjeografisë	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Biologjisë	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Departamenti i Fizikës	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Aplikativ	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Përgjithshëm	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Matematikë - Shkencat Kompjuterike	Albanian	<input checked="" type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 ...

Figure 23: List of departments

From the above figure we can search the departments by using **Search** button and also registering new department by clicking at the **Register** button. For searching a department you should write name at **Search** field: name of department which you want to see in the list, then press **Search** button, ex: Drejtimi Arsimor (see the following figure):

List of Departments

Department:

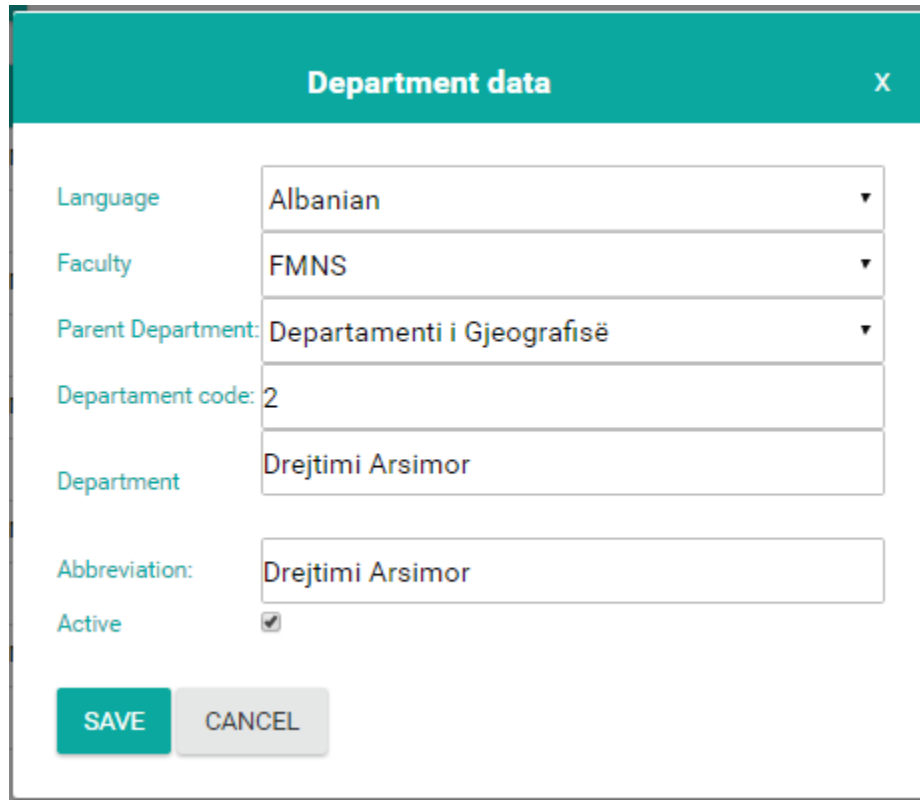
Modify		Faculty	Department	Language	Active
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA		Drejtimi Arsimor	Serbian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA		Drejtimi Arsimor	Serbian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA		Drejtimi Arsimor	Serbian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA		Drejtimi Arsimor	Serbian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA	Fakulteti i Shkencave Matematike Natyrore	Drejtimi Arsimor	Albanian	<input checked="" type="checkbox"/>
<input type="button" value="MODIFIKO"/>	GJUHA		Drejtimi Arsimor	Serbian	<input checked="" type="checkbox"/>

1 2

Figure 24: Searching department by name

From the above figure you can modify data by clicking **MODIFIKO** button, also you can register in different languages by clicking **GJUHA** button which you can register in three different languages Albanian, Serbian, and English, which means one department can be registered in three different languages.

If you click in the **Modify** button a new form will open as in the following figure:



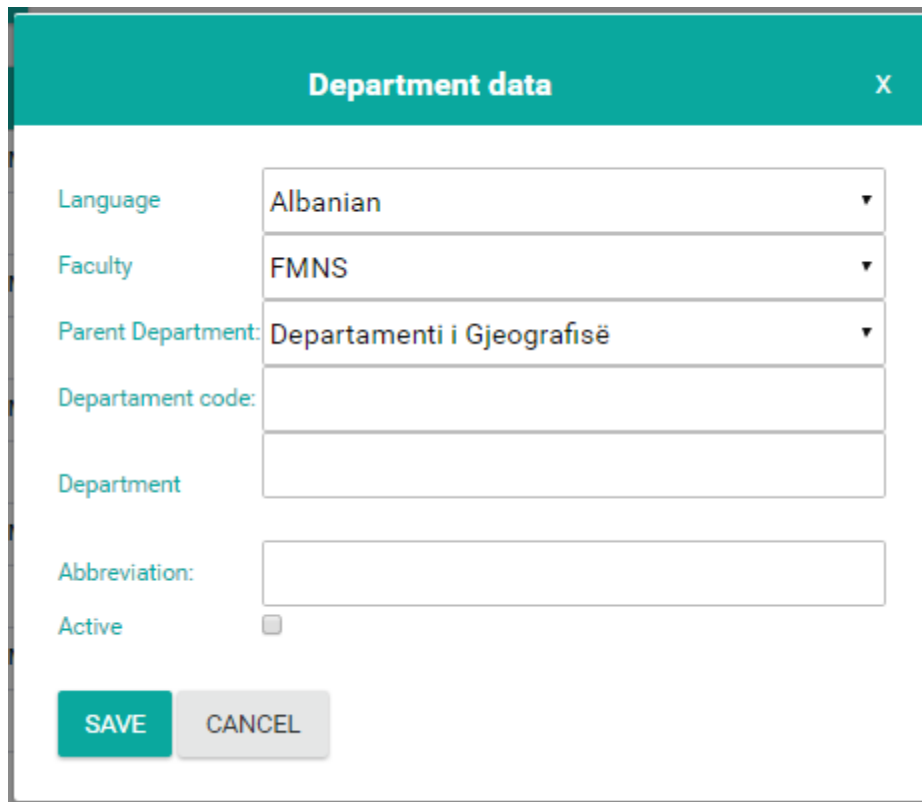
The screenshot shows a modal window titled "Department data" with a close button (X) in the top right corner. The form contains the following fields:

- Language:** A dropdown menu with "Albanian" selected.
- Faculty:** A dropdown menu with "FMNS" selected.
- Parent Department:** A dropdown menu with "Departamenti i Gjeografisë" selected.
- Department code:** A text input field containing the number "2".
- Department:** A text input field containing "Drejtimi Arsimor".
- Abbreviation:** A text input field containing "Drejtimi Arsimor".
- Active:** A checkbox that is checked.

At the bottom of the form, there are two buttons: a green "SAVE" button and a grey "CANCEL" button.

Figure 25: Modification of data

After you finish editing data you should press **Save** in order to save data to database, whereas for action cancelation you should press **Cancel** and you go one step back. For new department registration you should press **Register** button and a new form will open, as in the following figure:



The screenshot shows a form titled "Department data" with a teal header and a close button "X". The form contains the following fields:

- Language: Albanian (dropdown menu)
- Faculty: FMNS (dropdown menu)
- Parent Department: Departamenti i Gjeografisë (dropdown menu)
- Department code: (empty text box)
- Department: (empty text box)
- Abbreviation: (empty text box)
- Active:

At the bottom of the form, there are two buttons: "SAVE" (teal) and "CANCEL" (grey).

Figure 26: New department registration

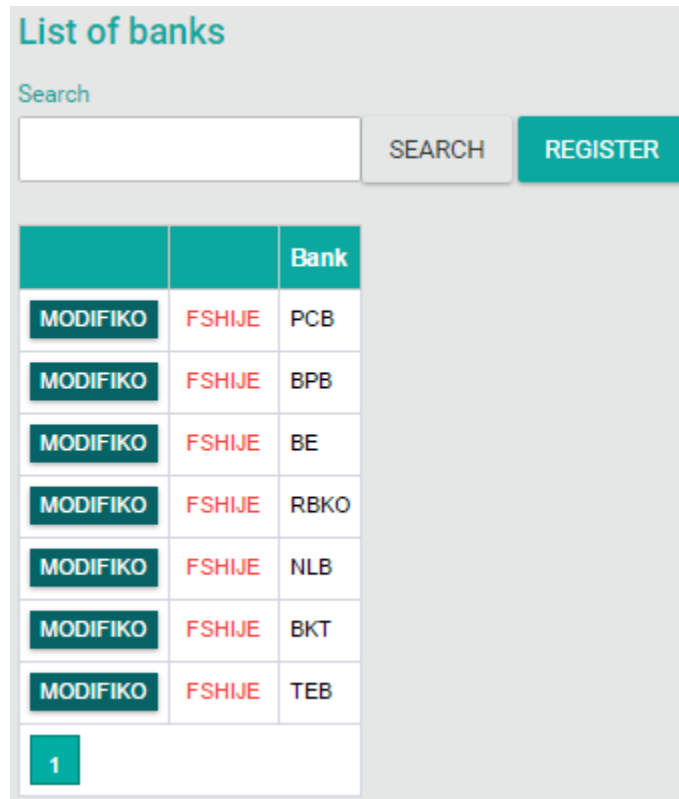
First you have to fill following fields:

- **Language** – choose language from dropdown list
- **Faculty** – choose faculty from dropdown list
- **Parent Department** – choose parent department from dropdown list
- **Department code**– write department code
- **Department** – write name of department
- **Abbreviation** - write department abbreviation
- **Active** –choose whether it is active or inactive.

After you fill all the data in the above fields you press **Save** button in order to save data, whereas **Cancel** button if you want to cancel the action.

BANKS

By using this form you can register new banks, also you can see the list of all registered banks, see the following figure:



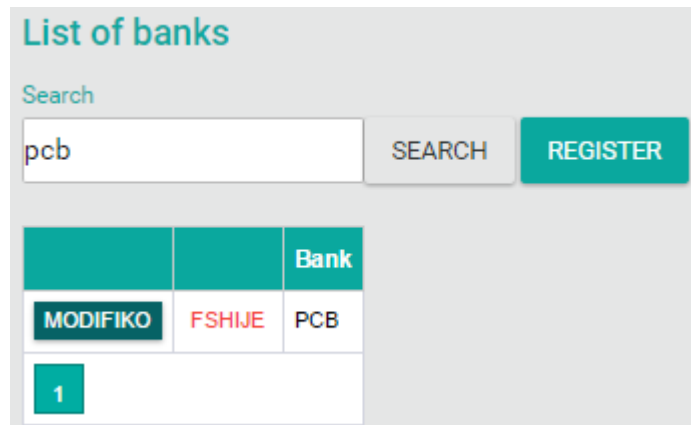
The screenshot shows a web interface titled "List of banks". At the top, there is a search bar with the label "Search" and two buttons: "SEARCH" and "REGISTER". Below the search bar is a table with three columns: "MODIFIKO", "FSHIJE", and "Bank". The table contains seven rows of data. At the bottom left of the table, there is a small green box with the number "1".

MODIFIKO	FSHIJE	Bank
MODIFIKO	FSHIJE	PCB
MODIFIKO	FSHIJE	BPB
MODIFIKO	FSHIJE	BE
MODIFIKO	FSHIJE	RBKO
MODIFIKO	FSHIJE	NLB
MODIFIKO	FSHIJE	BKT
MODIFIKO	FSHIJE	TEB

Figure 27: List of all registered banks

From the above figure you can see that you can search by using text box and button **Search**, and registering new banks by using **Register** button.

If you want to search for a bank by name, you go to text box **Search**: you write down the name of the bank you want to search and then click at **Search** button, ex: pcb (see the following figure).

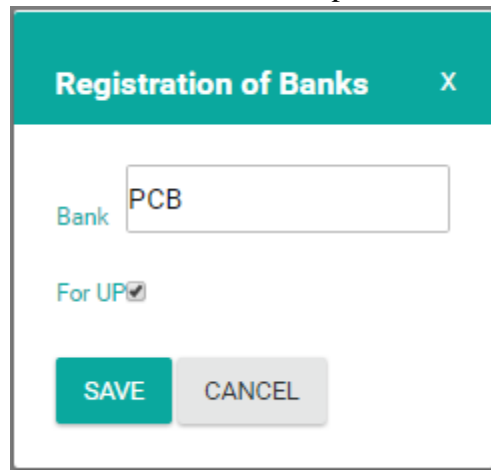


The screenshot shows a web interface titled "List of banks". At the top, there is a search bar with the text "pcb" entered. To the right of the search bar are two buttons: "SEARCH" and "REGISTER". Below the search bar is a table with the following structure:

		Bank
MODIFIKO	FSHIJE	PCB
1		

Figure 28: Searching bank by name

From the above figure we can see that we can modify data by using **MODIFIKO** button, also deleting the entire row by using **FSHIJE** button where will delete data in database. If you click the **modification** button a new form will open, see the following figure:



The screenshot shows a modal window titled "Registration of Banks" with a close button (X). Inside the modal, there is a form with the following elements:

- A "Bank" label followed by a text input field containing "PCB".
- A "For UP" label followed by a checked checkbox.
- Two buttons at the bottom: "SAVE" and "CANCEL".

Figure 29: Modification of bank data

After you edit the data you should press **Save** button in order to save data to database, whereas **Cancel** button is used to cancel the action and go one step back. For new bank registration you click **Register** button and a new form will open:

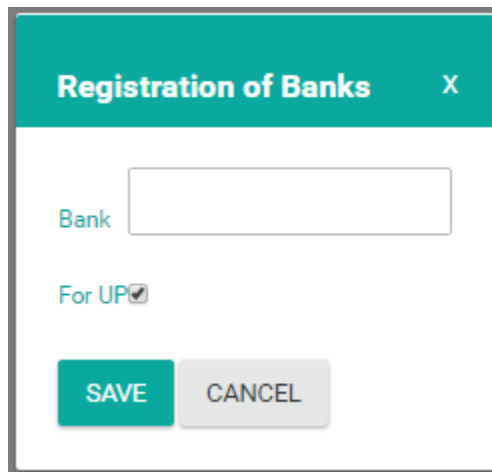


Figure 30: Registration of new banks

After you finish entering data press **Save** button which will save the data whereas **Cancel** button will cancel the action and go one step back.

EMPLOYERS

Using this form you can register employers and also see the list of already registered employers, see the following list with registered employers:

List of employer

Search

 SEARCH

Figure 31: List of already registered employers

From the figure we can see that we can search for employers by using text box and **Search** button. From the above list we can see at each row there is a **MODIFIKO** button which will help us to edit employers' data. If you click this button a new form will open as in the following figure:

The data of employer

Registration	Name of employer	Card of rector
90001159	Universiteti i Prishtines "H	1500245014
Card of prorector	Card of secretary	Adress
2000480307	1002298607	Rr. Xhorxh Bush, Ndërtes
Telephone	TeleFax	
System.Web.UI.WebCont	Tel: +381 38 244 183 •	

SAVE CANCEL

Figure 32: Modification of employers' data

After you finish modification of data, you should press **Save** button in order to save data, whereas **Cancel** button will cancel the action and go one step back.

BUDGET AND FINANCES

Budget and finances are main modules of this application where will be involved forms from **Approvals of budget** until **Certifications**. For those modules different group of users has access so each one has different access, in order to access those modules following data should be entered:

- **Username:** write the username of user, in this case buxheti
- **Password:** write the password of user in order to access modules
- **Keep in mind:** if you check this checkbox username and password will be remembered by the browser.

HYRJA button will give you access to this modules.



Figure 33: Budget and finances module access

If you forget password you should click the link “Forgot password” and follow the reset instructions.

BUDGET APPROVAL

After you click at **Approval** button a list with approved budget will open where you can change or modify data, also registering a new budget, see the following figure:



Figure 34: List of budget approval

If you click **MODIFIKO** button which will help you changing data and then click **Save** button in order to save data.

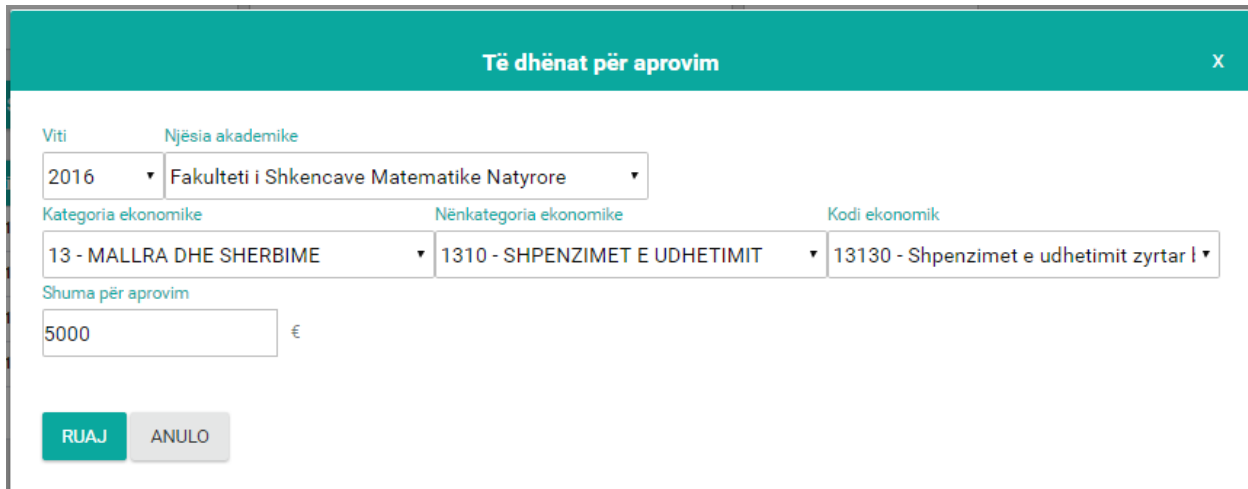


Figure 35: Modification of budget data

If you want to register a new budget **Register**, and then a new form will open:

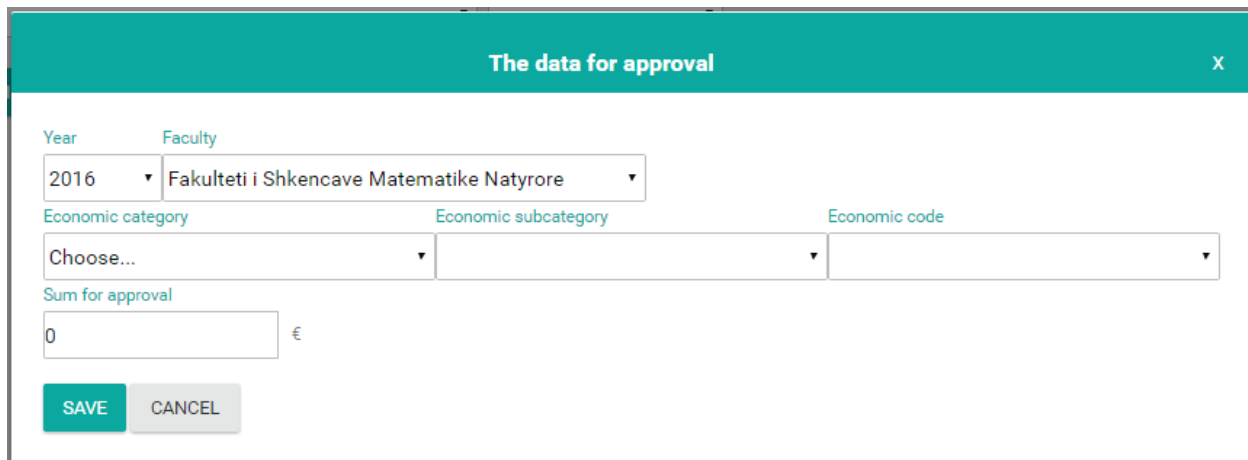


Figure 36: Registration of new budget approval

Form contains following fields:

- **Year** - Choose from dropdown list
- **Academic unit** – Choose faculty from dropdown list for which is budget dedicated
- **Economic category** – Choose economic category from dropdown list
- **Economic subcategory** – Choose economic subcategory from dropdown list which is related to economic category
- **Economic code** – Choose economic code for chosen subcategory
- **Sum for approval** – Write the amount of sum for approval related to economic code, academic unit and year.

Reports – Approval

General report of approvals you can find after searching by **Year** and **Faculty** then you press **Search** and a list will be shown as in the following figure:

Lista e aprovimeve

Viti: 2016 Njësia akademike: Fakulteti i Shkencave Matematike Natyrore Kërko:

Kategoria ekonomike: Zgjedhe... Nënkatëgoria ekonomike: Kodi ekonomik:

KËRKO REGJISTRO RAPORTI EKSPORTO NË EXCEL

	Viti	Njësia akademike	Kategoria ekonomike	Kodi ekonomik	Shuma e aprovuar
MODIFIKO	2016	FSHMN	13 - MALLRA DHE SHERBIME	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	5000.00
MODIFIKO	2016	FSHMN	11 - PAGA DHE MEDITJE	11110 - Pagat Neto permes listes se pagave	500.00
MODIFIKO	2016	FSHMN	11 - PAGA DHE MEDITJE	11110 - Pagat Neto permes listes se pagave	1000.00
MODIFIKO	2016	FSHMN	13 - MALLRA DHE SHERBIME	13310 - Shpenzimet per internet	100.00

1

Figure 37: List of approvals by year and faculty

If you press **RAPORTI** button a report will be generated as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nena Tereze, 10000 Prishtinë, Kosovë

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raport i përgjithshëm për aprovim

Viti: 2016

Njësia akademike	Nr.	Kategoria ekonomike	Nënkatëgoria ekonomike	Kodi ekonomik	Shuma e planifikuar	Shuma e aprovuar
FSHMN	1	13 - MALLRA DHE SHERBIME	1310 - SHPENZIMET E UDHETIMIT	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	5000.00€	5000.00€
	2	11 - PAGA DHE MEDITJE	1110 - RRËOGAT MUJORE ME ORAR TE PLOTE	11110 - Pagat Neto permes listes se pagave	500000.00€	500.00€
	3	11 - PAGA DHE MEDITJE	1110 - RRËOGAT MUJORE ME ORAR TE PLOTE	11110 - Pagat Neto permes listes se pagave	1000.00€	1000.00€
	4	13 - MALLRA DHE SHERBIME	1330 - SHPENZIMET E TELEKOMUNIKIMIT	13310 - Shpenzimet per internet	100.00€	100.00€
Shuma sipas njësive akademike:					506100.00€	6600.00€
Totali:					506100.00€	6600.00€

Figure 38: General report for approvals

The other report you can take by searching by **Year, Faculty, Economic category** also in the search fields you can search by **Year, Academic Unit, Economic category and Economic code** then you click **Search** button in order to fill up the table with data, see the following figure:

Lista e aprovimeve

Viti: 2016 | Njësia akademike: Fakulteti i Shkencave Matematike Natyrore | Kërkim:

Kategoria ekonomike: 11 - PAGA DHE MEDITJE | Nënkatëgoria ekonomike: 11110 - RROGAT MUJORE ME ORAR TE PLOTE | Kodi ekonomik: 11110 - Pagat Neto permes listes se pagave

KËRKO | REGJISTRO | RAPORTI | EKSPORTO NË EXCEL

	Viti	Njësia akademike	Kategoria ekonomike	Kodi ekonomik	Shuma e aprovuar
MODIFIKO	2016	FSHMN	11 - PAGA DHE MEDITJE	11110 - Pagat Neto permes listes se pagave	500.00
MODIFIKO	2016	FSHMN	11 - PAGA DHE MEDITJE	11110 - Pagat Neto permes listes se pagave	1000.00

Figure 39: List of approvals by year, faculty and economic category

Then you click **RAPORTI** button in order to show a report, as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nena Tereza, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorat@uni-pr.edu

Raport i përgjithshëm për aprovim

Viti: 2016

Njësia akademike	Nr.	Kategoria ekonomike	Nënkatëgoria ekonomike	Kodi ekonomik	Shuma e planifikuar	Shuma e aprovuar
FSHMN	1	11 - PAGA DHE MEDITJE	11110 - RROGAT MUJORE ME ORAR TE PLOTE	11110 - Pagat Neto permes listes se pagave	500000.00€	500.00€
	2	11 - PAGA DHE MEDITJE	11110 - RROGAT MUJORE ME ORAR TE PLOTE	11110 - Pagat Neto permes listes se pagave	1000.00€	1000.00€
				Shuma sipas njësive akademike:	501000.00€	1500.00€
				Totali:	501000.00€	1500.00€

Figure 40: General approval report

If you want to export the table list in excel file you should click **EKSPORTO NË EXCEL** button.

BUDGET ALLOCATIONS

After you click option **Allocations** a new form with allocated budget will open where you can modify existing data or registering new budget allocation, as in the following figure:

List of allocations

Year: 2016 Academic unit: Fakulteti i Shkencave Matematike Natyrore

Economic category: Choose... Economic subcategory: Economic code:

Quarter: Choose... Search:

SEARCH REGISTER REPORT EXPORT IN EXCEL

Faculty	Economic category	Economic code	Month	Quarter	Sum for allocation
1					

Figure 41: List of allocated budget

If you click **MODIFIKO** button for data modification a new form will open where you can edit data and then you should press **Save** in order to save to database.

Të dhënat për alokim

Viti: 2016 Njësia akademike: Fakulteti i Shkencave Matematike Natyrore Tremujori: Parë (I) Muaji: Janar

Kategoria ekonomike: 13 - MALLRA DHE SHERBIME Nënkatëgoria ekonomike: 1310 - SHPENZIMET E UDHETIMIT Kodi ekonomik: 13130 - Shpenzimet e udhetimit zyrtar

Shuma për alokim: 5000 € Shuma e aprovuar: 5000 €

RUAJ ANULO

Figure 42: Modification of data in allocation module

For new budget allocation you should click **Register** and then a new form will open, as in the following figure:

The data for allocation

Year: 2016, Faculty: Choose..., Quarter: Choose..., Month: Choose...

Economic category: Choose..., Economic subcategory: Choose..., Economic code: Choose...

Sum for allocation: 0 €, Approved sum: 0 €

SAVE CANCEL

Figure 43: Registration of new budget allocation

The form contains following fields:

- **Year** - choose year from dropdown list
- **Academic unit** – choose faculty from dropdown list to whom the budget allocation is
- **Quarter** - choose quarter from dropdown list
- **Month** – choose month from dropdown list, this field is mandatory
- **Economic category** – choose economic category from dropdown list
- **Economic subcategory** – choose economic subcategory from dropdown list which is related to chosen economic category
- **Economic code** – choose economic code for chosen economic subcategory
- **Sum for allocation** – write the amount for allocation for economic code, faculty and year which cannot be more than Approved sum
- **Approved sum** – automatically will be shown the approved sum for chosen faculty, economic category and year.

Reports - Allocations

General report of allocation can be shown if you search by **Year** and you click **Search** button, a table will be filled up with data, see the following figure:

List of allocations

Year: 2016 Academic unit: Fakulteti i Shkencave Matematike Natyrore

Economic category: Choose... Economic subcategory: Economic code:

Quarter: Choose... Search:

SEARCH REGISTER REPORT EXPORT IN EXCEL

Faculty	Economic category	Economic code	Month	Quarter	Sum for allocation
1					

Figure 44: List of allocated budget by year

If you click **Report** button, a new report will be shown as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raport i përgjithshëm për alokim

Viti: 2016

Njësia akademike	Kategoria ekonomike	Nr.	Tremujori	Muaji	Kodi ekonomik	Shuma e alokuar
FSHMN	13 - MALLRA DHE SHERBIME	1	Parë (I)	Janar	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	5,000.00 €
		2	Parë (I)	Prill	13310 - Shpenzimet per internet	100.00 €
Shuma sipas kategorisë ekonomike:						5,100.00 €
Shuma sipas njësisë akademike:						5,100.00 €
Totali:						5,100.00 €

Figure 45: General report for allocation

Quarter report of allocation can be shown if you choose **Year** and **Quarter** then you click **Search** button, where a table with data will be filled, see the following figure:

Lista e alokimeve

Viti: 2016 Njësia akademike: Zgjedhe...

Kategoria ekonomike: Zgjedhe... Nënkatëgoria ekonomike: Kodi ekonomik:

Tremujori: Parë (I) Kërko:

KËRKO REGJISTRO RAPORTI EKSPORTO NË EXCEL

	Njësia akademike	Kategoria ekonomike	Kodi ekonomik	Muaji	Tremujori	Shuma për alokim
MODIFIKO	FSHMN	13 - MALLRA DHE SHERBIME	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	Janar	Parë (I)	5000.00
MODIFIKO	FSHMN	13 - MALLRA DHE SHERBIME	13310 - Shpenzimet per internet	Prill	Parë (I)	100.00

1

Figure 46: List of budget allocation by year and quarter

Then you click **Raporti** in order to get the printable report, as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raport i alokimit për tremujor

Viti: 2016

Tremujori: Parë (I)

Njësia akademike	Kategoria ekonomike	Nr.	Muaji	Kodi ekonomik	Shuma e alokuar
FSHMN	13 - MALLRA DHE SHERBIME	1	Janar	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	5,000.00 €
		2	Prill	13310 - Shpenzimet per internet	100.00 €
Shuma sipas kategoria ekonomike:					5,100.00 €
Shuma sipas njësisë akademike:					5,100.00 €
Totali:					5,100.00 €

Figure 47: Allocation report for quarter

Allocation report by economic category can be generated by choosing **Year**, **Economic category** then you click **Search** button and a table with the data will be filled up, see the following figure:

Lista e alokimeve

Viti: 2016 Njësia akademike: Zgjedhe...

Kategoria ekonomike: 13 - MALLRA DHE SHERBI Nënkatgoria ekonomike: Zgjedhe... Kodi ekonomik:

Tremujori: Parë (I) Kërko:

KËRKO REGJISTRO RAPORTI EKSPORTO NË EXCEL

	Njësia akademike	Kategoria ekonomike	Kodi ekonomik	Muaji	Tremujori	Shuma për alokim
MODIFIKO	FSHMN	13 - MALLRA DHE SHERBIME	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	Janar	Parë (I)	5000.00
MODIFIKO	FSHMN	13 - MALLRA DHE SHERBIME	13310 - Shpenzimet per internet	Prill	Parë (I)	100.00

1

Figure 48: List of allocation by year and economic category

If you want to generate the report in a printable form, you just click **Raporti** button and then a report will be generated as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raport i alokimit sipas kategori ekonomike

Viti: 2016

Kategoria ekonomike: 13 - MALLRA DHE SHERBIME

Njësia akademike	Nr.	Tremujori	Muaji	Kodi ekonomik	Shuma e alokuar
FSHMN	1	Parë (I)	Janar	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	5,000.00 €
	2	Parë (I)	Prill	13310 - Shpenzimet per internet	100.00 €
				Shuma sipas njësisë akademike:	5,100.00 €
				Totali:	5,100.00 €

Figure 49: Allocation report by economic category

COMMITMENT OF BUDGET

If you click **Commitment** option a new form will open with the list of budget commitments where you can edit data or register a new commitment.

List of commitments

Year	Academic unit	Number of commitment
2016 ▾	Choose... ▾	Choose... ▾
Economic category	Economic subcategory	Economic code
Choose... ▾	▾	▾

By date: From - To

Search

▒ - ▒

SEARCH REGISTER REPORT EXPORT IN EXCEL

Faculty	Number of request	Number of commitment	Economic code	Date of commitment	Description of commitment	Value of commitment
1						

Figure 50: List of already registered commitments

If you click at the button **MODIFIKO** a new form for data modification will open, where after finishing data modification you should click **Save** button in order to save changes.

Të dhënat për zotim X

Nr. Kërkesa

Njësia akademike	Kategoria ekonomike	Kodi ekonomik	Përshkrimi	Sasia	Shuma
FSHMN	13 - MALLRA DHE SHERBIME	Shpenzimet e udhetimit zyrtar brenda vendit		1	500.00

1

€

Njësia akademike

Numri zotimit: Numri referencës: Data zotimit:

Kodi projektit: €

Kategoria ekonomike: Nënkatëgoria ekonomike: Kodi ekonomik:

Përshkrimi zotimit:

Zotuar: Hapë procedurën për prokurim:

Figure 51: Data modification option

If you want to register new commitment you should click at **Register** button, and a form will open as in the following figure:

The data for commitment X

No. Request

Faculty

Number of commitment: Number of reference: Date of commitment:

Project code - DescriptionSum for commitment: €

Economic category: Economic subcategory: Economic code:

Description of commitment:

Committed: Open procedure for commitment:

Figure 52: Registration of new commitment budget

The form contains following fields:

- **No. Request** – choose from dropdown list the request by number which is always approved request. After you choose a list with data will be filled and at the end of list with red color will be shown sum of the request
- **Faculty** – choose faculty from dropdown list to which is dedicated budget commitment
- **Number of commitment** – write commitment number
- **Number of reference** – write number of reference
- **Date of commitment** – write date of commitment when the commitment happened
- **Project code** – choose project code from dropdown list if related to capital projects
- **Sum for commitment** – write sum for commitment
- **Economic category** – choose economic category from dropdown list
- **Economic subcategory** – choose economic subcategory related to chosen economic category
- **Economic code** – choose economic code for chosen economic subcategory
- **Description of commitment** – write the short description of commitment.

You check the **Commitment** checkbox and check the **Open procedure for commitment** checkbox when you have not suppliers for supplying with one product or any service.

At the end you should click **Save** button in order to save data in database, whereas **Cancel** button is used when you want to cancel the action and go one step back.

Reports for commitment budget

General report for commitment budget you can see if you search by **year** and click **Search** button where a table with data by year will be shown as in the following figure:

Lista zotimeve

Viti: 2016 Njësia akademike: Zgjedhe... Numri i zotimit: Zgjedhe...

Kategoria ekonomike: Zgjedhe... Nënkatgoria ekonomike: Kodi ekonomik:

Sipas datës: Prej Kërko

deri

KËRKO REGJISTRO RAPORTI EKSPORTO NË EXCEL

	Njësia akademike	Numri i kërkesës	Numri i zotimit	Kodi ekonomik	Data zotimit	Përshkrimi zotimit	Vlera e zotuar
MODIFIKO	FSHMN	1-1/16-FSHMN	01/12	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	14/04/2016	este oki	500.00

1

Figure 53: List of data by year

If you want to show a printable report just click **RAPORTI** and you will see the report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorati@uni-pr.edu

Raporti i përgjithshëm i zotimit

Viti: 2016

Njësia akademike	Kategoria ekonomike	Nr.	Numri i kërkesës	Numri i zotimit	Përshkrimi i zotimit	Kodi ekonomik	Data e zotimit	Vlera e zotimit
FSHMN	13 - MALLRA DHE SHERRBIME	1	1-1/16-FSHMN	01/12	este oki	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	14/04/2016	500.00 €
Shuma sipas kategorisë ekonomike:								500.00 €
Shuma sipas njësive akademike:								500.00 €
Totali:								500.00 €

Figure 54: General report of commitment

General report of commitment by faculty you can take if you choose from dropdown lists **year**, **faculty** and **by date**, where first you have to check the checkbox **by date** and then click **Search** button, the table will be filled with data by year, faculty and date, as in the following figure:

Lista zotimeve

Viti: 2016 Njësia akademike: Fakulteti i Shkencave Matematike Natyrore Numri i zotimit: Zgjedhe...

Kategoria ekonomike: Zgjedhe... Nënkatgoria ekonomike: Kodi ekonomik:

Sipas datës: Prej 01/03/2016 deri 31/05/2016 Kërko


KËRKO REGJISTRO RAPORTI EKSPORTO NË EXCEL

	Njësia akademike	Numri i kërkesës	Numri i zotimit	Kodi ekonomik	Data zotimit	Përshkrimi zotimit	Vlera e zotuar
MODIFIKO	FSHMN	1-1/16-FSHMN	01/12	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	14/04/2016	este oki	500.00

1

Figure 55: Searching data by year, faculty and date

If you want to show a printable report, just click **RAPORTI** button and the following report will be shown:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raporti i përgjithshëm i zotimit për njësi akademike

Viti: 2016
 Njësia akademike: Fakulteti i Shkencave Matematike Natyrore

Kategoria ekonomike	Nr.	Numri i kërkesës	Numri i zotimit	Përshkrimi i zotimit	Kodi ekonomik	Vlera e zotimit
13 - MALLRA DHE SHERBIME	1	1-1/16-FSHMN	01/12	este oki	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	500.00 €
	Shuma sipas kategorisë ekonomike:					500.00 €
Totali:						500.00 €

Figure 56: General commitment report by faculty

Report by number of commitment you can take if you choose from dropdown lists **number of commitment, year, faculty and economic category**, and then you click **Search** where the table with data will be shown as in the following figure:

Lista zotimeve

Viti: 2016 Njësia akademike: Fakulteti i Shkencave Matematike Natyrore Numri i zotimit: 01/12

Kategoria ekonomike: Njësia ekonomike: 13 - MALLRA DHE SHERBIME Kodi ekonomik: 1310 - SHPENZIMET E UDHETIMIT

Spas dates: Përq: 01/03/2016 deri: 31/05/2016

KERKO: **REGJISTRO** **RAPORTI** EKSPORTO NË EXCEL

Nr.	Njësia akademike	Numri i kërkesës	Numri i zotimit	Kodi ekonomik	Data e zotimit	Përshkrimi i zotimit	Vlera e zotimit
1	FSHMN	1-1/16-FSHMN	01/12	1310 - Shpenzimet e udhëtimit zyrtar brenda vendit	14/04/2016	este oki	500.00

Figure 57: List of data searched by year, faculty, economic category and commitment number

If you want to see the printable report just click **RAPORTI** button and the following report will be shown:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorati@uni-pr.edu

Raport për numër të zotimit

Viti: 2016

Numri i zotimit: 01/12

Njësia akademike: Fakulteti i Shkencave Matematike Natyrore

Kategoria ekonomike: 13 - MALLRA DHE SHERBIME

Nr.	Numri i kërkesës	Përshkrimi i zotimit	Kodi Ekonomik	Data e zotimit	Vlera Zotimit
1	1-1/16-FSHMN	este oki	1310 - Shpenzimet e udhëtimit zyrtar brenda vendit	14/04/2016	500.00 €
Totali:					500.00 €

Figure 58: Report based on number of commitment

EXPENSE BUDGET

After you click in the menu **Expenses** a list with expense budget will be shown where you can edit data, register new expense and report generating.

Figure 59: List of expenses

If you click **MODIFIKO** button a new form will be opened where you can edit data, when you finish editing data just click **Save** button in order to save modified data.

Figure 60: Modification of data

If you want to register a new expense budget just click **Register** button and a new form will open, as in the following figure:

Figure 61: Registration of new expenses

The form contains following fields:

- **Number of commitment** – choose from dropdown list which can be spent completely or partially. After this a list with commitment will be shown and at the end the sum of commitment in red color
- **Faculty** – choose faculty from dropdown list to whom is commitment
- **Coupon of expense** - write number of payment
- **Sum for payment** – write sum for payment which should be payed
- **Remaining sum** – automatically will be filled after you choose commitment, and anytime you make payment it will subtract from the remaining amount
- **Date of payment** – write date of payment when it happened
- **Economic category** – choose economic category from dropdown list
- **Economic subcategory** – choose economic subcategory which is related with chosen economic category
- **Economic code** – choose economic code for chosen economic subcategory
- **Supplier** – choose supplier from dropdown list
- **Bank** – choose bank of supplier where the account is
- **Account number** – write the account number of supplier at chosen bank
- **Number of bill** – write number of bill
- **Description of payment** – write short description of payment
- **Last payment** – if you check this checkbox the commitment will be closed and if you have excess of money they will be returned to allocation.

At the end you click **ADD...** button in order to save data in database, or if you want to finish action click **EXECUTE...** button.

Reports of expenses

General report for payments you can take if you choose the **Year** and then you click the **Search** button, where the table will be filled with the data by year and then you can press **Report** button to show the report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244153
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorat@uni-pr.edu

Raporti i përgjithshëm për pagesa

Viti: 2016

Njësia akademike	Kategoria ekonomike	Nr.	Numri i kërkesës	Numri i zotimit	Kuponi i shpenzimit	Data e pagesës	Kodi Ekonomik	Furnitori	Numri i futurës	Vlera e pagesës
FSHMN	13 - MALLRA DHE SHERBIME	1	1-1/16-FSHMN	01/12	500	14/04/2016	13130 - Shpenzimet e udhëtimet zyrtar brenda vendit	ALBA COM	154	500.00€
Shuma sipas kategorisë ekonomike:										500.00€
Shuma sipas njësisë akademike:										500.00€
Total:										500.00€

Figure 62: General report of payments

Report of payments based on faculty and year you can take if you choose from the dropdown list **Year** and **Faculty** and then you should click **Search** button, the table will be filled the data searched as in the following figure:

List of expenses

Year: 2016 Academic unit: Fakulteti i Shkencave Matematike Natyrore Supplier: Choose... Number of commitment: Choose...

Economic category: Choose... Economic subcategory: Economic code:

By date: From: To: Search:

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Number of commitment	Number of request	Date of payment	Economic code	Number of bill	Supplier	Value of payment
MODIFIKO	01/12	1-1/16-FSHMN	14/04/2016		154	ALBA COM	500.00

Figure 63: List of expenses by year and faculty

If you want to print the report click in the **Report** button and then you will get a report as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Report pagesat sipas Fakultetit

Viti: 2016

Njësia akademike: Fakulteti i Shkencave Matematike Natyrore

Kategoria ekonomike	Nr.	Numri i rotimit	Kuponi shprehimit	Data e pagesës	Kodi ekonomik	Fornitori	Numri i futurës	Vlera e pagesës
13 - MALLRA DHE SHERBIME	1	01/12	500	14/04/2016	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	ALBA COM	154	500.00 €
Shuma sipas kategorisë ekonomike								500.00 €
Totali:								500.00 €

Figure 64: Report of payment by year and faculty

Report of payment by economic category you can take if you choose **Year and Economic category** and then you click **Search** button, a table with searched criteria will be filled as in the following table:

List of expenses

Year: 2016 * Academic unit: Fakulteti i Shkencave Matematike Natyrore * Supplier: ALBA COM * Number of commitment: 01/12 *

Economic category: Choose... * Economic subcategory: * Economic code: *

By date: From - To: Search:

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Number of commitment	Number of request	Date of payment	Economic code	Number of bill	Supplier	Value of payment
MODIFIKO	01/12	1-1/16-FSHMN	14/04/2016		154	ALBA COM	500.00

Figure 65: List of expenses by year and economic category

If you want to print a report just click **Report** button and you will get a report as in the following figure:



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raport pagesat sipas Fakultetit

Viti: 2016

Njësia akademike: Fakulteti i Shkencave Matematike Natyrore

Kategoria ekonomike	Nr.	Numri i zotimit	Kuponi shpenzimit	Data e pagesës	Kodi ekonomik	Furnitori	Numri i fakturës	Vlera e pagesës
13 - MALLRA DHE SHËRBIME	1	01/12	500	14/04/2016	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	ALBA COM	154	500.00 €
							Shuma sipas kategorisë ekonomike	500.00 €
							Totali:	500.00 €

Figure 66: Report of payments for economic category

Report of payment based on **number of commitment** you can take if you search by number of commitment and then you click **Search** button, a table with searched criteria will be filled as in the following figure:

List of expenses

Year: 2016 Academic unit: Choose... Supplier: Choose... Number of commitment: 01/12

Economic category: Choose... Economic subcategory: Economic code:

By date: From - To: Search:

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Number of commitment	Number of request	Date of payment	Economic code	Number of bill	Supplier	Value of payment
MODIFIKO	01/12	1-1/16-FSHMN	14/04/2016		154	ALBA COM	500.00

Figure 67: List of expenses by number of commitment

If you want to print the report, you should click **Report** button and you will get a report as in the following figure:

		<p style="text-align: center;">Universiteti i Prishtinës UNIVERSITAS STUDIORUM PRISHTINIENSIS Nëna Terezë, 10000 Prishtinë, Kosovë</p>		<p>Tel: +381-38-244183 Fax: +381-38-244187</p>		<p>URL: http://www.uni-pr.edu Mail: rektorati@uni-pr.edu</p>													
Raporti i përgjithshëm për pagesa																			
Viti: 2016																			
Njësia akademike	Kategoria ekonomike	Nr.	Numeri i kërkesës	Numeri i notimit	Kuponi i shpenzimit	Data e pagesës	Kodi Ekonomik	Furnitori	Numeri i fakturës	Vlera e pagesës									
FSHMN	13 - MALLRA DHE SHËRBIME	1	1-1/16-FSHMN	01/12	500	14/04/2016	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	ALBA COM	154	500.00€									
										Shuma sipas kategorisë ekonomike:									500.00€
										Shuma sipas njësisë akademike:									500.00€
										Total:									500.00€

Figure 68: Report of payments by number of commitment

Report of payments by supplier you can take if you choose supplier and you click at **Search** button, a table with searched criteria will be showed as in the following figure:

List of expenses

Year	Academic unit	Supplier	Number of commitment
2016	Choose...	ALBA COM	01/12
Economic category	Economic subcategory	Economic code	
Choose...			
By date: From - To	Search:		
<input type="text"/>	<input type="text"/>		

	Number of commitment	Number of request	Date of payment	Economic code	Number of bill	Supplier	Value of payment
MODIFIKO	01/12	1-1/16-FSHMN	14/04/2016		154	ALBA COM	500.00

1

Figure 69: List of expenses by supplier

If you want to print the report, you should click **Report** button and you will get a report as in the following figure:

		Universiteti i Prishtinës UNIVERSITAS STUDIORUM PRISHTINIENSIS Nëna Terezhë, 10000 Prishtinë, Kosovë		Tel: +381-38-244183 Fax: +381-38-244187		URL: http://www.uni-pr.edu Mail: rektorati@uni-pr.edu					
Raporti i përgjithshëm për pagesa											
Viti: 2016											
Njësia akademike	Kategoria ekonomike	Nr.	Numri i kërkesës	Numri i zotimit	Kuponi i shpenzimit	Data e pagesës	Kodi Ekonomik	Furnitori	Numri i fakturës	Vlera e pagesës	
FSHMN	13 - MALLRA DHE SHERBIME	1	1-1/16-FSHMN	01/12	500	14/04/2016	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	ALBA COM	154	500.00€	
									Shuma sipas kategorisë ekonomike:		500.00€
									Shuma sipas njësive akademike:		500.00€
									Total:		500.00€

Figure 70: Report of payments by supplier

If you want to search for an interval date you will write the from date until what date and click button **Search** where you can get the list. Also you can search by number of bill, sum of payment, economic category, and number of payment, number of commitment and with abbreviation of faculty to all kind of reports.

CERTIFICATION OF PAYMENTS

After you choose **Certifications** menu a new form will open with all already registered certifications where you can modify data or register a new certification, as in the following figure:

List of certification

Year: 2016 | Academic unit: Choose... | Supplier: Choose... | Number of commitment: Choose... | Coupon of expense: Choose...

Economic category: Choose... | Economic subcategory: Choose... | Economic code: Choose...

By date: From - To | Search

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Faculty	Coupon of expense	Number of commitment	Number of request	Economic code	Certified	Date of certification	Certified value
MODIFIKO	FMNS	500	01/12	514		PO	14/04/2016	500.00

1

Figure 71: List of already registered certification

If you click **MODIFIKO** button a new form will open where you can edit data and after finishing you should click **Save** button in order to save data.

The data of certification X

Coupon of expense

Faculty	Economic code	Number of bill	Supplier	Bank	Account number	Sum
FMNS		154	ALBA COM	PCB	123456789014	500.0000

1

Faculty

Coupon of expense	Number of commitment	Number of request	Value of certification
500	01/12	514	500

Economic category Economic subcategory Economic code

Certified Date of certification Payed Payed on

Note

Error saving data!

Figure 72: Modification of data

For new certification button you should click **Register** button and a new form will open, as in the following figure:

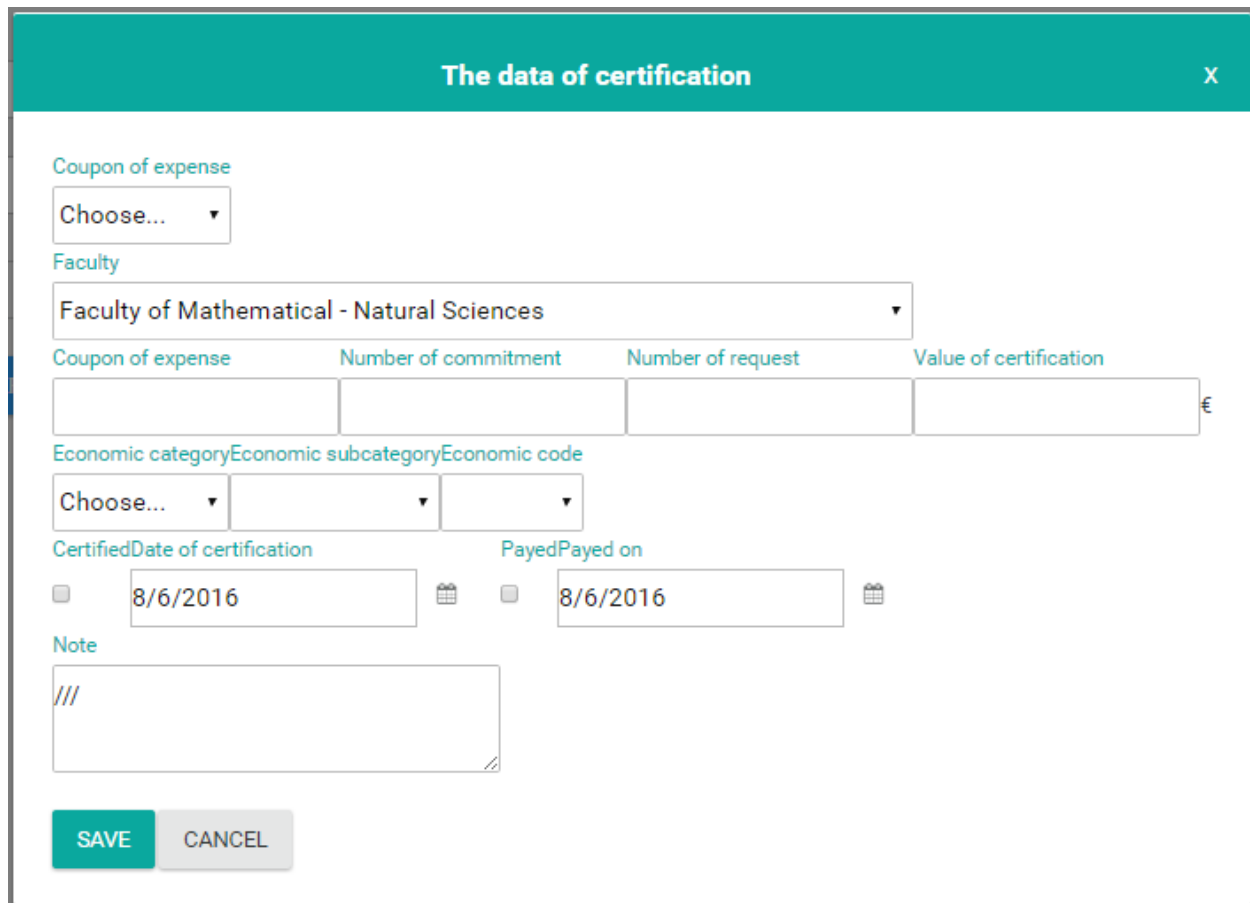


Figure 73: Registration of new certification

Coupon of expense – from the dropdown list you choose coupon of expense and automatically other fields will be filled up except Certification, Paid, and dates of certification and date of payment.

Certification officer will control all the fields if they are correct and at the end will check two boxes **Certification**, **Paid**, and will write **Date of certification and Paid date**.

After finishing all the data you click **Save** in order to save data in database. If you wish to cancel the current action just press **Cancel** button and you go one step back.

Reports of certification

General report of certification you can take if you choose from dropdown list **Year** and you click in the **Search** button, where a table with searched criteria will be filled with data, as in the following figure:

List of certification

Year: 2016 | Academic unit: Choose... | Supplier: Choose... | Number of commitment: Choose... | Coupon of expense: Choose...

Economic category: Choose... | Economic subcategory: | Economic code: |

By date: From - To | Search

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Faculty	Coupon of expense	Number of commitment	Number of request	Economic code	Certified	Date of certification	Certified value
MODIFIKO	FMNS	500	01/12	514		PO	14/04/2016	500.00

1

Figure 74: List of certifications by year

If you want to print the report, you should click **RAPORTI** button and you will get a report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: http://www.uni-pr.edu
Mail: rektorati@uni-pr.edu

Raporti i përgjithshëm i certifikimit

Viti: 2016

Njësia akademike	Kategoria ekonomike	No.	Furnitori	Nr.kategoria ekonomike	Kodi ekonomik	Data e certifikimit	Kuponi i shpenzimit	Vlera
ESIMN	13 - MALLRA DHE SHËRBIME	1	ALDA COM	130 - SHPENZIMET E UDRHITIMIT	1310 - Shpenzimet e udhëtarit zyrtar brenda vendit	14/04/2016	500	500.00 €
		Shuma sipas kategorisë ekonomike:						
Shuma sipas njësive akademike:								500.00 €
Total:								500.00 €

Figure 75: General report of certification

If you want to take a report based on **Faculty** you need to choose the faculty from the dropdown list and then just click **Search** button, a table with searched criteria will be filled as in the following figure:

List of certification

Year: 2016 Academic unit: Faculty of Mathematical - Natural Sciences Supplier: Choose... Number of commitment: Choose... Coupon of expense: Choose...

Economic category: Choose... Economic subcategory: Economic code:

By date: From - To Search

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Faculty	Coupon of expense	Number of commitment	Number of request	Economic code	Certified	Date of certification	Certified value
MODIFIKO	FMNS	500	01/12	514		PO	14/04/2016	500.00

1

Figure 76: List of certifications by year and faculty

If you want to print the report, you should click **RAPORTI** button and you will get a report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: http://www.uni-pr.edu
Mail: rektorat@uni-pr.edu

Raporti i certifikimit sipas Fakultetit

Viti: 2016
Njësia akademike: Fakulteti i Shkencave Matematike Natyrore

Kategoria ekonomike	Nr.	Furnituesi	Kodi ekonomik	Numri i kërkesës	Numri i zotimit	Kuponi i shpenzimit	Data e certifikimit	Vlera
	1	ALBA.COM	13130 - Shpenzimet e udhëtimit zyrtar brenda vendit	514	01/12	500	14/04/2016	500.00 €
Shuma sipas kategorisë ekonomike:								500.00 €
Totali:								500.00 €

Figure 77: Report of certification by faculty and year

Report of certification by number of commitment you can take by choosing the **number of commitment** and click in the **Search** button, where a table with data will be filled up as in the following table:

List of certification

Year: 2016 Academic unit: Choose... Supplier: Choose... Number of commitment: 01/12 Coupon of expense: Choose...

Economic category: Choose... Economic subcategory: Economic code:

By date: From - To Search

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Faculty	Coupon of expense	Number of commitment	Number of request	Economic code	Certified	Date of certification	Certified value
MODIFIKO	FMNS	500	01/12	514		PO	14/04/2016	500.00

1

Figure 78: List of certification by number of commitment

If you want to print the report, you should click **RAPORTI** button and you will get a report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorati@uni-pr.edu

Raporti i përgjithshëm i certifikimit

Viti: 2016

Njsia akademike	Kategoria ekonomike	Nr.	Furnizori	Nënkategoria ekonomike	Kodi ekonomik	Data e certifikimit	Kaposi i shpenzimit	Vlera
FSHIN	13 - MALLRA DHE SHIRBIME	1	ALBA COM	1310 - SHPENZIMET E UDBETIMIT	13130 - Shpenzimet e shfrytëzimit zyrtar brenda shtetit	14/04/2016	500	500.00 €
		Shuma sipas kategorive ekonomike:						
Shuma sipas njësive akademike:							500.00 €	
Totali:							500.00 €	

Figure 79: Report of certification by number of commitment

Report of certification by coupon expense can be generated if you choose from the dropdown list in the **coupon of expense** and then you just click **Search** button, where a table with data will be filled up by number of expense, as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorati@uni-pr.edu

Raporti i certifikimit sipas kuponit të shpenzimit

Viti: 2016
Kupini i shpenzimit: 500

Nr.	Numri i zotimit	Njësia akademike	Kodi ekonomik	Furnitori	Data e certifikimit	Vlera
1	01/12	FSHMN	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	ALBA COM	14/04/2016	500.00 €
					Totali:	500.00 €

Figure 80: Report of certification by coupon of expense

Report of certification by **economic category** can be generated if you choose from the dropdown list **year** and **economic category** then you just click **Search** button where a table with searched criteria will be filled up as in the following figure:

List of certification

Year: 2016 | Academic unit: Choose... | Supplier: ALBA COM | Number of commitment: 01/12 | Coupon of expense: 500

Economic category: Choose... | Economic subcategory: | Economic code: |

By date: From - To | Search

SEARCH REGISTER REPORT EXPORT IN EXCEL

	Faculty	Coupon of expense	Number of commitment	Number of request	Economic code	Certified	Date of certification	Certified value
MODIFIKO	FMNS	500	01/12	514		PO	14/04/2016	500.00

1

Figure 81: List of certification by year and economic category

If you want to print the report, you should click **RAPORTI** button and you will get a report as in the following figure:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
Nëna Terezë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
Mail: rektorat@uni-pr.edu

Raporti i certifikimit sipas kategorisë ekonomike

Viti: 2016

Kategoria ekonomike:

Njësia akademike	Nr.	Numri i kërkesës	Numri i zotimit	Kuponi i shpenzimit	Furnitori	Kodi ekonomik	Data e certifikimit	Vlera
FSHMN	1	514	01/12	500	ALBA COM	13130 - Shpenzimet e udhëtimet zyrtar brenda vendit	14/04/2016	500.00 €
							Shuma sipas njësive akademike:	500.00 €
							Totali:	500.00 €

Figure 82: Report of certification by economic category

SEARCHINGS (REPORTS)

If you click **Search** menu, a new form will open, see the following figure:

Year: 2016 | Faculty: Fakulteti i Shkencave Matematike Natyrore | Type of search: 1. Kërkimet për aprovim

By categories

Economic category: Choose... | Economic subcategory: | Economic code: |

By date: From - To | Search: | deri |

SEARCH REPORT EXPORT IN EXCEL

Faculty	Economic category	Economic subcategory	Economic code	Approved sum
1				

Figure 83: Searching form (reports)

The form contains following fields:

- **Year:** choose year from dropdown list
- **Faculty** – choose faculty from dropdown list for which you want to generate report
- **Type of search:** contains two types of reports:
 - **By date** – where you can search reports for a period of time by choosing dates

- **By category** – where you can filter reports by category, subcategory and economic code.

SUPPLIERS

Using this form you can register new supplier or you can modify data of already registered suppliers, as in the following figure:

Figure 84: List of already registered suppliers

From the above figure we can see that we can search by using **Search** button, or registering new supplier by using **Register** button.

If you want to search a supplier by name, you need to go to textbox **Search**: write the name of the supplier and then click **Search** button, ex: alba, as in the following figure:

MODIFIKO	FSHIJE	Furnitori	Numri i biznesit	Menaxheri	Numri fiskal	Shteti	Komuna	Adresa	Telefoni	Email	SwiftCode
		ALBA COM	1234567890	Fillan Fisteku	14545	Kosove	Prishtine	Prishtine	0444	0444	0444

Figure 85: Searching suppliers by name

At each row there is a button **MODIFIKO** where you can modify suppliers' data, as in the following figure:

Të dhënat për furnitorin				
Furnitori	Nr.Biznesit	Menaxheri	Nr.TVSH	Nr.Fiskal
ALBA COM	1234567890	Fillan Fisteku	1452	14545
Shteti	Komuna	Adresa	Banka	Xhirologjaria
Kosove	Prishtine	Prishtine	PCB	12348646542222
Telefoni	SwiftCode	TeleFaksi	Web	Email
0444	0444	04444	0444	0444

Figure 86: Modification of data

You can also delete the entire row by clicking **Delete** button.

If you want to register a new supplier you should click **Register** button and a new form will open as in the following figure:

The data for supplier				
Supplier	No. business	Manager	No. VAT	No. Fiscal
State	Municipality	Adress	Bank	Account number
Choose...			Choose...	
Telephone	SwiftCode	TeleFax	Web	Email

Figure 87: Registration of new supplier

The form contains following fields:

- **Supplier** – write the name of supplier
- **No. business** – write business number
- **Manager** – write the name of manager
- **No. VAT** – write the number of VAT
- **No. Fiscal** – write number of fiscal
- **State** – choose the state from dropdown list
- **Municipality** – choose municipality from dropdown list

- **Address** – write the address of supplier
- **Bank** – choose the bank of supplier from dropdown list
- **Account number** – write the account number of the supplier of the chosen bank
- **Telephone** – write the telephone number
- **Swift Code** – write the swift code of the bank
- **Tele Fax** – write the fax number of supplier
- **Web** – write the supplier web site
- **Email** – write the supplier email address

After you fill all the above data you should click **Save** button in order to save data in the database, whereas if you click **Cancel** button you will cancel the action and go one step back.

SUPPLIER – BANK

Using this form you can register banks of suppliers also you can see the list of already registered banks of suppliers, as in the following figure:

The screenshot shows a web interface titled "List of banks for supplier". At the top, there is a search bar with the word "Search" above it. To the right of the search bar are two buttons: "SEARCH" and "REGISTER". Below this is a table with the following data:

		Supplier	Bank	Account number
MODIFIKO	FSHIJE	ALBA COM	PCB	12348646542222

At the bottom left of the table, there is a small box containing the number "1".

Figure 88: List of the suppliers' bank

From the above figure we can see that you can search for a bank of supplier by using **Search** button or register new one by clicking in the **Register** button.

If you want to search for a bank of supplier you use **Search** textbox, with the name of supplier and then you click **Search** button, ex: alba, as in the following figure:

The screenshot shows the same web interface as Figure 88, but with the search bar containing the text "alba". The table below it remains the same:

		Supplier	Bank	Account number
MODIFIKO	FSHIJE	ALBA COM	PCB	12348646542222

The number "1" is still present in the bottom left box.

Figure 89: Searching bank of suppliers by supplier name

You can also modify data by clicking in the **MODIFIKO** button in each row of table, where a new form will open as in the following figure:

Figure 90: Modification of data

You can also delete the entire row by clicking in the **FSHJE** button, where the data from the database will be deleted.

If you want to register a new bank of supplier by clicking in the **Register** button, where a new form will open as in the following figure:

Figure 91: Registration of new supplier

The form contains the following fields:

- **Supplier** – choose the supplier from dropdown list

- **Bank** – choose bank of supplier from dropdown list
- **Account number** – write the account number of supplier

After you finish entering all the data you should click **Save** button in order to save all the data in the database, or if you want to cancel the action click in the **Cancel** button and you go one step back.

ECONOMIC CATEGORY

By this form is done the registration of economic category and also we can see the list of economic categories that are registered until now, ongoing is shown the list of economic categories that has been registered until now:

List of economic categories

Search

SEARCH
REGISTER

	LANGUAGE	DELETE	Category code	Economic category	Language
EDIT	LANGUAGE	DELETE	11	PAGA DHE MEDITJE	Shqip
EDIT	LANGUAGE	DELETE	13	MALLRA DHE SHERBIME	Shqip
EDIT	LANGUAGE	DELETE	14	SHPENZIMET KOMUNALE	Shqip
EDIT	LANGUAGE	DELETE	16	PARA TE GATSHME	Shqip
EDIT	LANGUAGE	DELETE	20	SUBVENCIONET DHE TRANSFERET	Shqip
EDIT	LANGUAGE	DELETE	30	PASURITE JOFINANCIARE	Shqip
1					

Figure 92: List of economic categories

From the figure we can see that we have the opportunity to search by the **Search** button and also the registration of a new category by the **Register** button.

For searching an economic category initially we have to fill the field **Search** with the economic category which we want on the list and then we click on the **Search** button, e.g. mallra (look the figure below):

List of economic categories

Search

mallra SEARCH REGISTER

			Category code	Economic category	Language
EDIT	LANGUAGE	DELETE	13	MALLRA DHE SHERBIME	Shqip
1					

Figure 93: Searching an economic category

Also in this form we can change or modify the existing data by the **Edit** button which is used for modification, where after choosing this option the following form is going to be shown.

Data of economic categories X

Language Albanian ▼

Code 13

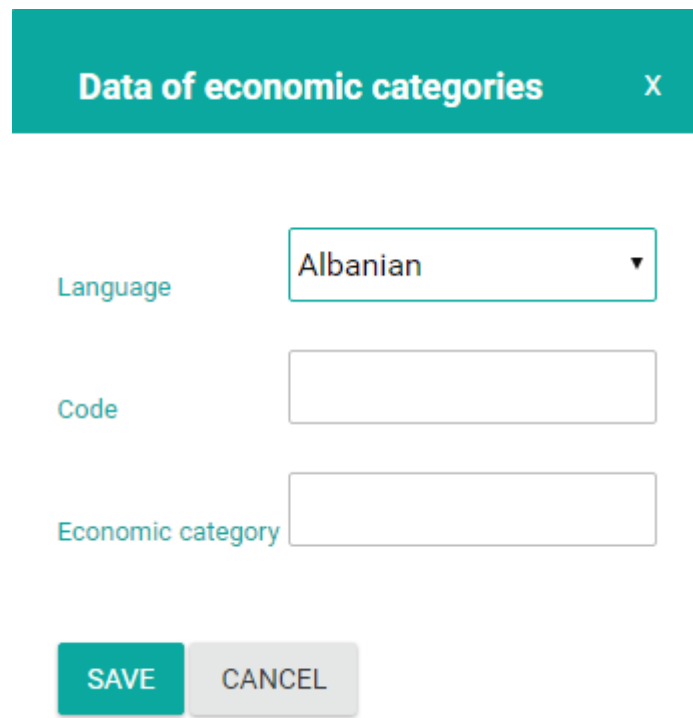
Economic category MALLRA DHE SHERBIME

SAVE CANCEL

Figure 94: Data modification

Except the **modification** button on the list is located the language **LANGUAGE** button which is used for the registration of economic category on other language, we have three options of choosing the language: Albanian, Serbian, English, so an economic category can register on the three mentioned languages.

Whereas registration of an economic category is done by the **Register** button where after clicking this button the following form is going to be shown.



Data of economic categories X

Language

Code

Economic category

SAVE **CANCEL**

Figure 95: Registration of an economic category

Form is consisted by these fields:

- **Language** – chose from drop down list
- **Economic code** – write the economic code
- **Economic category** – in this field we write the economic category that we want to register

After filling these fields we click on the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

ECONOMIC SUBCATEGORY

By this form is done the registration of economic subcategories and also we can see economic subcategories which has been registered until now, ongoing is shown the list with economic subcategories.

List of economic subcategories

Economic category Search

Choose... ▾

SEARCH REGISTER

		Economic category	Economic subcategory	Economic subcategory	Language
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1110	RROGAT MUJORE ME ORAR TE PLOTE	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1120	MEDITJE PER PUNE- JO ME ORAR TE RREGULLT	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1130	MEDITJE E DELEGATEVE TE KUVENDIT DHE TARIFAT E KOMISIONEVE	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1140	PUNETORET ME KONTRATA- JO NE LISTEN E PAGAVE	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1150	TATIMI I NDALUR NE BURIM NE TE ARDHURA PERSONALE	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1160	KONTRIBUTI PENSIONAL NGA PUNETORI	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1170	KONTRIBUTI PENSIONAL NGA PUNEDHENESI	Shqip
EDIT	LANGUAGE	11 - PAGA DHE MEDITJE	1190	PAGESAT PER VENDIME GJYQESORE	Shqip
EDIT	LANGUAGE	13 - MALLRA DHE SHERBIME	1310	SHPENZIMET E UDHETIMIT	Shqip
EDIT	LANGUAGE	14 - SHPENZIMET KOMUNALE	1320	SHPENZIME KOMUNALE	Shqip

1 2 3 4

Figure 96: List of economic subcategories

From the figure we can see that we have the opportunity of searching by the **Search** button and also registration of an economic subcategory by the **Register** button.

For searching an economic subcategory initially we have to fill the field **Search:** with the economic subcategory that we want to have on the list and then we click on the **Search** button e.g. MALLRA DHE SHERBIME (look the figure below):

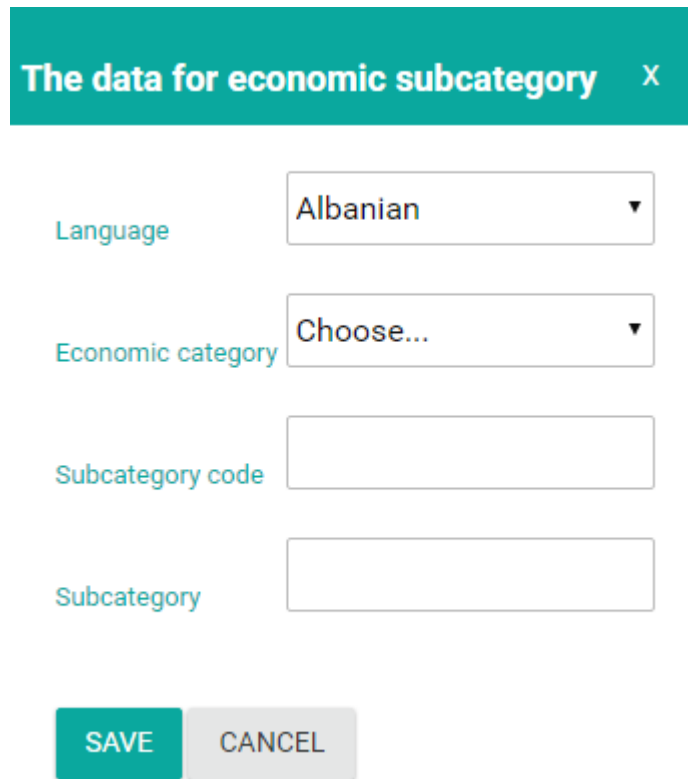
List of economic sbcategories

Economic category Search

		Economic category	Economic subcategory	Economic subcategory	Language
<input type="button" value="EDIT"/>	LANGUAGE	11 - PAGA DHE MEDITJE	1110	RROGAT MUJORE ME ORAR TE PLOTE	Shqip
<input type="button" value="EDIT"/>	LANGUAGE	11 - PAGA DHE MEDITJE	1120	MEDITJE PER PUNE- JO ME ORAR TE RREGULLT	Shqip
<input type="button" value="EDIT"/>	LANGUAGE	11 - PAGA DHE MEDITJE	1130	MEDITJE E DELEGATEVE TE KUVENDIT DHE TARIFAT E KOMISIONEVE	Shqip
<input type="button" value="EDIT"/>	LANGUAGE	11 - PAGA DHE MEDITJE	1140	PUNETORET ME KONTRATA- JO NE LISTEN E PAGAVE	Shqip
<input type="button" value="EDIT"/>	LANGUAGE	11 - PAGA DHE MEDITJE	1150	TATIMI I NDALUR NE BURIM NE TE ARDHURA PERSONALE	Shqip

Figure 97: Searching subcategory by criteria

Also in this form we can changer or modify the existing data by the **Edit** button which is used for modification, where after choosing this button the following form is going to be shown.



The data for economic subcategory X

Language

Economic category

Subcategory code

Subcategory

Figure 98: Data modification

Except the **modification** option on the list is located the language **LANGUAGE** button which is used to register economic subcategory in other language, we have three options of choosing the language Albanian, Serbian, and English, so an economic subcategory can be registered on three languages mentioned before.

Whereas the registration of a new economic subcategory is done by the **Register** button where after clicking on this button the following form is going to be shown.

The data for economic subcategory X

Language

Economic category

Subcategory code

Subcategory

Figure 99: Registration of an economic subcategory

Form is consisted by these fields:

- **Language** – chose from drop down list
- **Economic category** – chose from drop down list
- **Economic subcategory code** - write the code of economic subcategory
- **Economic subcategory** – write the economic subcategory

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

ECONOMIC CODES

In this form we can register economic codes and also we can see these economic codes which has been registered until now, ongoing is shown the list with economic codes.

MODIFIKO	GJENI	FSHIJE	Kategoria ekonomike	Subkategoria ekonomike	Kodi ekonomik	Kodi ekonomike	Gjendje
MODIFIKO	GJENI	FSHIJE	30 - PASURITE JOPINANCARE	3100 - PASUJE (SIST. VLERE MI 100 EURO)	3100	Paga sipas kontrate-punet bishore	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1110 - PROGAT MAJORE ME ORAR TE PLOTE	1110	Pagat hetro permes biles se pagave	Shqip
MODIFIKO	GJENI	FSHIJE	30 - PASURITE JOPINANCARE	3100 - PASUJE (SIST. VLERE MI 100 EURO)	1113	Maricon	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1110 - PROGAT MAJORE ME ORAR TE PLOTE	1115	Pagosa per shtatkat	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1120	AVANDET	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1121	Pagesat neto per pune jashtme orari	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1122	Pagesat neto per pune me orar te shkurtese	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1123	Pagesat neto per pune ne shterimesh e sates	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1124	Pagesat neto per punimin e lshores	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1130 - MEDITJE E DLEGATIVE TE KUQVENDIT DHE TARIPAT E KONSKONIVE	1130	Meditja e integruere te karentit dhe tarifa e komskoneve	Shqip

Figure 100: List of economic codes

From the figure we can see that we have the opportunity of searching by the **Search** button and also registration of an economic code by the **Register** button.

For searching an economic code initially we have to fill the **Search** field: with the economic code that we want to have on the list and then we click the **Search** button which searches by the economic code and economic subcategory e.g. pagesat (look the figure below):

MODIFIKO	GJENI	FSHIJE	Kategoria ekonomike	Subkategoria ekonomike	Kodi ekonomik	Kodi ekonomike	Gjendje
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1121	Pagesat neto per pune jashtme orari	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1122	Pagesat neto per pune me orar te shkurtese	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1123	Pagesat neto per pune ne shterimesh e sates	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1120 - MEDITJE PER PUNE-JO ME ORAR TE RREGULLT	1124	Pagesat neto per punimin e lshores	Shqip
MODIFIKO	GJENI	FSHIJE	11 - PAGA DHE MEDITJE	1130 - PAGESAT PER VENDIME SHQVENDORE	1130	Pagosa per vendime Shqevendore te formuar se prone	Shqip
MODIFIKO	GJENI	FSHIJE	20 - SUBVENCIOMET DHE TRANSFERET	2200 - TRANSFERET	2200	Pagesat per perfunes individuale	Shqip
MODIFIKO	GJENI	FSHIJE	20 - SUBVENCIOMET DHE TRANSFERET	2200 - TRANSFERET	2203	Pagesat per shtatkat e lshores	Shqip
MODIFIKO	GJENI	FSHIJE	20 - SUBVENCIOMET DHE TRANSFERET	2200 - TRANSFERET	2230	Pagesat per shtatkat rreze	Shqip
MODIFIKO	GJENI	FSHIJE	20 - SUBVENCIOMET DHE TRANSFERET	2300 - TRANSFERET	2280	Pagesat e familjeve te la rrenove me lshore	Shqip

Figure 101: Searching an economic code

Also on this form we can change or modify the existing data by the **Edit** **MODIFIKO** button which is used for **modification**, where after choosing this button the following form is going to be shown.



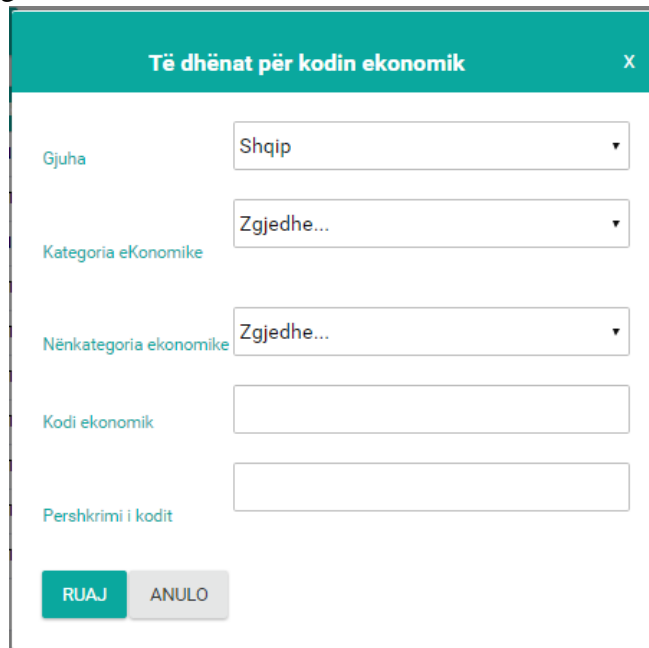
The screenshot shows a form titled "Të dhënat për kodin ekonomik" with a close button (X) in the top right corner. The form contains the following fields:

- Gjuha: Shqip
- Kategoria eKonomike: 11 - PAGA DHE MEDITJE
- Nënkategoria ekonomike: 1120 - MEDITJE PER PUNE- JO ME ORAR TE RREGULLT
- Kodi ekonomik: 11201
- Pershkrimi i kodit: Pagesat neto per pune jashte orarit

At the bottom of the form, there are two buttons: "RUAJ" (highlighted in green) and "ANULO".

Figure 102: Data modification

Except the **modification** option on the list is located the language **LANGUAGE** button which is used for the registration of economic code on other language, we have three options of choosing the language, Albanian, Serbian, and English, so an economic code can be registered in three mentioned languages and the delete **FSHIJE** button which is used to delete the record. Whereas the registration of economic code is done by the **Register** button where after clicking this button the following form is going to be shown.



The screenshot shows a form titled "Të dhënat për kodin ekonomik" with a close button (X) in the top right corner. The form contains the following fields:

- Gjuha: Shqip
- Kategoria eKonomike: Zgjedhe...
- Nënkategoria ekonomike: Zgjedhe...
- Kodi ekonomik: (empty text box)
- Pershkrimi i kodit: (empty text box)

At the bottom of the form, there are two buttons: "RUAJ" (highlighted in green) and "ANULO".

Figure 103: Registration of economic code

Form is consisted by these fields:

- **Language** – chose from the drop down list
- **Economic category** – chose from drop down list
- **Economic subcategory** - chose from drop down list
- **Category code** – write the category code
- **Description of code** – write the description of code

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

PROJECT CODES

By this form can be done the registration of project code and also we can see the project codes which has been registered until now, ongoing is shown the list with registered codes

List of project codes

Search

SEARCH REGISTER

			Project code	Description of project code	Language
EDIT	LANGUAGE	DELETE	2	FSHMN	Shqip
EDIT	LANGUAGE	DELETE	11	Kodi projektit	Shqip

1

Figure 104: List of registered codes

From the figure we can see that we have the opportunity to search by the **Search** button and the registration of a new project code by the **Register** button.

For searching a new project code initially we should fill the **Search** field: with the project code which we want to have on the list and then we click the **Search** button e.g. Kodi (look the figure below):

List of project codes

Search

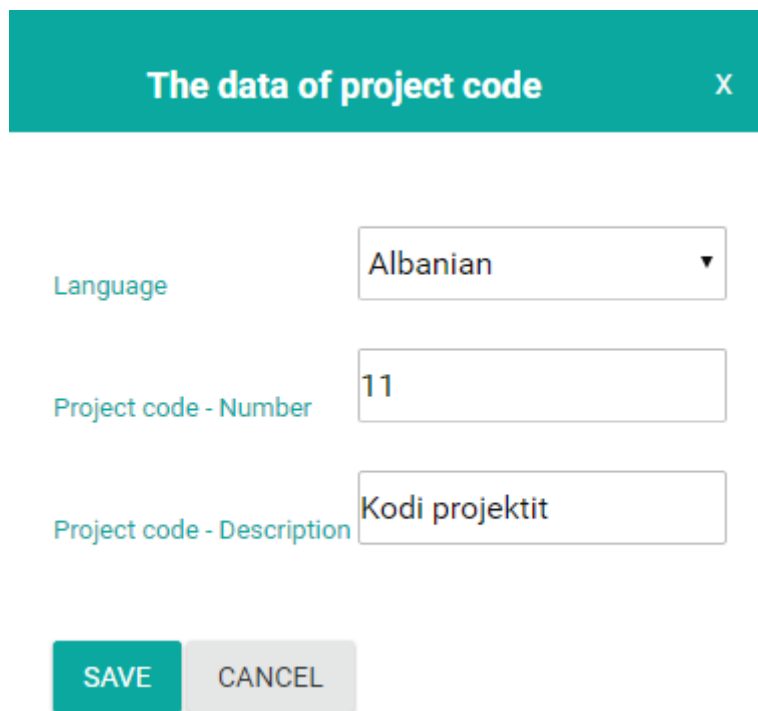
Kodi SEARCH REGISTER

			Project code	Description of project code	Language
EDIT	LANGUAGE	DELETE	11	Kodi projektit	Shqip

1

Figure 105: Searching a project code

Also in this form we can change or modify the existing data by the **Edit** **EDIT** button which is used for the **modification**, where after choosing this option the following form is going to be shown:

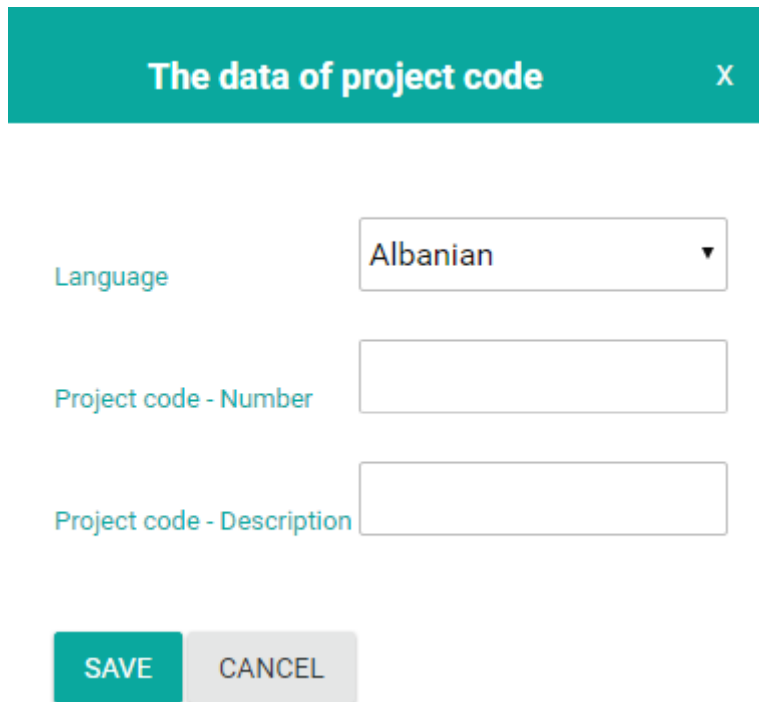


The screenshot shows a form titled "The data of project code" with a close button (X) in the top right corner. The form contains three input fields: "Language" with a dropdown menu showing "Albanian", "Project code - Number" with the value "11", and "Project code - Description" with the value "Kodi projektit". At the bottom of the form, there are two buttons: "SAVE" (highlighted in teal) and "CANCEL" (greyed out).

Figure 106: Data modification

Except the **modification** button on the list is located the **language** **LANGUAGE** button which is used for the registration of a project code on the other language, we have three options of choosing the language, Albanian, Serbian, English, so a project code can be registered in the mentioned three languages and also the **Delete** **DELETE** button which is used for deleting the record.

Whereas registration of a project code is done by the **Register** button where after clicking this button the following form is going to be shown.



The data of project code X

Language Albanian ▼

Project code - Number

Project code - Description

SAVE CANCEL

Figure 107: Registration of a project code

Form is consisted by these fields:

- Language – chose from drop down list
- Category code - Number – write the project code
- Project code -Description – write the description of code

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go on step backward, which means we go back on the start of the form.

REQUEST MODULE

REQUEST

By this form can be don registration of requests, change of requests, generate reports and also you can see on the list registered requests until now, ongoing is shown the list with registered requests.

Faculty	Number of request	Date of request	Economic code	Description	Amount	Sum	Approved	Refused	Commitment
1									

Figure 108: List of requests

From the figure can be seen that we have the opportunity of search by the **Search** button and also registration of a new request by the **Register** button.

Searching a request is done by the year, faculty, economic category which are filled by choosing the each dropdown list, and at the **Search** field we have the opportunity to search by the number of request, and then you click **Search** button and the table is going to be filled with the data by the searching, as much as possible you fill fields of searching, the searching is going to be more accurate (look the figure below):

		Njësia akademike	Numri i kërkesës	Data kërkesës	Kodi ekonomik	Përshkrimi	Sasia	Shuma	Aprovuar	Refuzuar	Zotuar
MODIFIKO	RAPORTI	FSHMN	1-1/16-FSHMN	14/04/2016	13130 - Shpenzimet e udhetimit zyrtar brenda vendit	Laptop	1	500.00	JO	JO	PO
MODIFIKO	RAPORTI	FSHMN	2-1/16-FSHMN	30/05/2016	13310 - Shpenzimet per internet	Shpenzimet e internetit	1	100.00	JO	JO	JO

Figure 109: List of requests by the searching

Also in this form we can change or modify the existing data by the **Edit** **MODIFIKO** button which is used for modification, where after choosing this button the following form is going to be shown.

Të dhënat e kërkesës X

Njësia akademike	Departamenti	Kërkesë për:
Fakulteti i Shkencave Matematike Natyrore	Departamenti i Matematikës	Zgjedhe...
Numri i kërkesës	Data e kërkesës	Shuma alokuar
1-1/16-FSHMN	14/04/2016	4500 €
Kategoria ekonomike	NënKategoriaEkonomike	Kodi ekonomik
13 - MALLRA DHE SHERBIME	1310 - SHPENZIMET E UDHETIMIT	13130 - Shpenzimet e udhetimit zyrt

Zgjedh artikullin
 Kërkesa tjera

Zgjedhe...	Laptop
Sasia Cmimi Shuma	Shuma
1 0 €0	€500.00 €

SHTO...
PËRFUNDO...

Numri i kërkesës	Data kërkesës	Kategoria ekonomike	Kodi ekonomik	Aprovues i kërkesës	Përshkrimi	Shuma
1-1/16-FSHMN	14/04/2016	13 - MALLRA DHE SHERBIME	13130 - Shpenzimet e udhetimit zyrtar brenda vendit		Laptop	500.00
1						

Figure 110: Data modification

Whereas registration of a new request is done by the **Save** button where after clicking this button the following form is going to be shown (look the figure below):

The data of request X

Faculty	Department	Request for:
Fakulteti i Shkencave Matematike Natyrore	Choose...	Choose...
Number of request	Date of request:	Allocated sum
4-1/16-FSHMN	08/06/2016	0 €
Economic category	Economic subcategory	Economic code
Choose...	Choose...	Choose...

Choose article
 Other request

Choose...	Choose...
Amount Price Sum	Sum
0 0 €0	€0 €

ADD...
EXECUTE...

Figure 111: Registration of request

After filling these fields we click the button **Save** for saving the written data while by the **Cancel** button we go one step backward, which it means we go back on the start of the form.

REPORTS – REQUEST

In this form we can generate two reports:

We take general report of requests if we click the **Report** button (look the figure below):



Njesia akademike	Numri i kerkeses	Data e kerkeses	Artikulli	Pershkrimi	Kategoria ekonomike	Kodi ekonomik	Sasia	Shuma
FSHMN	1-1/16-FSHMN	14/04/2016	Laptop		MALLRA DHE SHERBIME	13130 - Shpenzimet e udhetimeve zyrtar brenda vendit	1	500.00 €
	2-1/16-FSHMN	30/05/2016		Shpenzimet e internetit	MALLRA DHE SHERBIME	13310 - Shpenzimet per internet	1	100.00 €
							Totali:	600.00 €

Figure 112: General report of request

We generate the report for request if we click on the **Report** button which is located inside the table (look the figure below):



Njesia akademike	Numri i kerkeses	Data e kerkeses	Pershkrimi	Kategoria ekonomike	Kodi ekonomik	Sasia	Shuma	
FSHMN	1-1/16-FSHMN	14/04/2016	Laptop	MALLRA DHE SHERBIME	13130 - Shpenzimet e udhetimeve zyrtar brenda vendit	1	500.00 €	
							Totali:	500.00€

Figure 113: Report of request

REVIEW OF REQUEST

By this form can be done the approval or the refuse of request and also generating the report of request, ongoing is shown the list with requests that are waiting to review (approve or refuse), (look the figure below):

Lista e shqyrtimit të kërkesave

Vite: 2016

Aprouara Refuzuar

KËRKO ANULO

			Njësia akademike	Numri i kërkesës	Kodi ekonomik	Data kërkesës	Aprouara i kërkesës	Aprouar	Refuzuar	Përshkrimi	Shuma
PRAND	REFUZO	RAPORTI	FSHMN	1-1/16-FSHMN	Shpenzimet e udhëtarit zyrtar brenda vendit	14/04/2016		Jo	Jo	Laptop	500.00
PRAND	REFUZO	RAPORTI	FSHMN	2-1/16-FSHMN	Shpenzimet per internet	30/05/2016	Ashtrifustafa	Jo	Jo	Shpenzimet e internetit	100.00
PRAND	REFUZO	RAPORTI	FSHMN	3-1/16-FSHMN	Faqesha per shtikat	31/05/2016	Ashtrifustafa	Jo	Jo	kerkesa	100.00

Figure 114: List of requests

From the figure we can see that we have the opportunity to approve the request by the **Accept** button or refusing the request by the **Refuse** button.

After filling the field **remark** which is not necessary to fill we click the **Save** button for accepting the request, by the **Cancel** button we go on step backward, which means we go back on the start of the form and we see that these request that we approved is not located on the list of requests that are waiting to approve or refuse.

For searching the requests that are approved we check the checkbox **Approved** and on the dropdown list **No. Request** we choose the number of request that have been approved and then we click on the **Search** button and after this procedure the table with that approved request is filled, look the figure below:

Lista e shqyrtimit të kërkesave

Vite: 2016

Zgjedhe...

Aprouara Refuzuar

KËRKO ANULO

			Njësia akademike	Numri i kërkesës	Kodi ekonomik	Data kërkesës	Aprouara i kërkesës	Aprouar	Refuzuar	Përshkrimi	Shuma
PRAND	REFUZO	RAPORTI	FSHMN	1-1/16-FSHMN	Shpenzimet e udhëtarit zyrtar brenda vendit	14/04/2016		Jo	Jo	Laptop	500.00
PRAND	REFUZO	RAPORTI	FSHMN	2-1/16-FSHMN	Shpenzimet per internet	30/05/2016	Ashtrifustafa	Jo	Jo	Shpenzimet e internetit	100.00
PRAND	REFUZO	RAPORTI	FSHMN	3-1/16-FSHMN	Faqesha per shtikat	31/05/2016	Ashtrifustafa	Jo	Jo	kerkesa	100.00

Figure 115: Approved requests

Whereas for searching the requests which are refused we check the checkbox **Refused** and on the drop down list **No. Request** we choose the number of request which is refused and then we click on the **Search** button and after this procedure the table with that refused request is filled, look the figure below:

Lista e shqyrtimit të kërkesave

Viti: 2016

Aprobuar Refuzuar

PRAND	REFUZO	RAPORTI	Njsia akademike	Numri i kërkesës	Kodi ekonomik	Data kërkesës	Aprobues i kërkesës	Aprovuar	Refuzuar	Përshkrimi	Shuma
PRAND	REFUZO	RAPORTI	FSHMN	1-1/16-FSHMN	Shpenzimet e shtesë për zyrtar brenda vendit	14/04/2016		Jo	Jo	Laptop	100.00
PRAND	REFUZO	RAPORTI	FSHMN	2-1/16-FSHMN	Shpenzimet për internet	30/05/2016	AshRustafa	Jo	Jo	Shpenzimet e internetit	100.00
PRAND	REFUZO	RAPORTI	FSHMN	3-1/16-FSHMN	Pagesa për shtetit	31/05/2016	AshRustafa	Jo	Jo	koncese	100.00

Figure 116: Approved request

For generating the report of request we click **Report** button look the figure bellow:



Universiteti i Prishtinës
UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Tereze, 10000 Prishtinë, Kosovë

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Raporti i kërkesav

Njsia akademike	Numri i kërkesës	Data e kërkesës	Përshkrimi	Kategoria ekonomike	Kodi ekonomik	Sasia	Shuma
FSHMN	2-1/16-FSHMN	30/05/2016	Shpenzimet e internetit	MALLRA DHE SHËRBIME	13310 - Shpenzimet për internet	1	100.00 €
Totali:							100.00€

Figure 117: Report of request

ARTICLES

By this form we can register the article and also we can see the articles which has been registered until now, ongoing is shown the list with articles:

List of articles

Search

SEARCH REGISTER

		Faculty	Asets category	Unit	Article	Code
EDIT	DELETE	FMNS	IT	Piece	Laptop	01
EDIT	DELETE	FMNS	IT	Piece	PC All in One	123456
EDIT	DELETE	FMNS	IT	Piece	USB	315456
EDIT	DELETE	FMNS	IT	Piece	Tastier	857456
EDIT	DELETE	FMNS	IT	Piece	Laptop	01
1						

Figure 118: List of articles

From the figure we can see that we have the opportunity to search by the **Search** button and also registration of a new article by the **Register** button.

For searching an article initially we have to fill the field **Search** e.g. usb (look the figure below):

List of articles

Search

USB SEARCH REGISTER

		Faculty	Asets category	Unit	Article	Code
EDIT	DELETE	FMNS	IT	Piece	USB	315456
1						

Figure 119: Searching an article

Also in this form we can changer or modify the existing data, by the **Edit** **EDIT** button which is used for modification, where after choosing this option the following form is going to be shown:

The data of article X

Faculty	Faculty of Mathematical - Natural Sciences ▼
Category	IT ▼
Unit	Piece ▼
Code	01
Article	Laptop

Inventory Expendable material

SAVECANCEL

Figure 120: Data modification

Except the **modification** button on the list is located the **delete** DELETE button which is used for deleting the record.

Whereas the registration of a new article is done by the **Register** button where after clicking this button the following form is going to be shown.

The data of article

Faculty Faculty of Mathematical - Natural Sciences ▼

Category Choose... ▼

Unit Choose... ▼

Code

Article

Inventory Expendable material

SAVE CANCEL

Figure 121: Registration of an article

Form is consisted by these fields:

- **Faculty** – chose from Faculty drop down list
- **Category** – chose from Category drop down list
- **Unit** – chose from Unit drop down list
- **Code** – write the economic code
- **Asset** – write the asset
- **Inventory** – if the article that we register is inventory we check the check box **Inventory**.
- **Expendable material** – if the article that we register is expendable material we check the check box **Expendable material**.

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

ASSET CATEGORY

By this form we can register the asset category, also we can see the asset categories which has been registered until now, ongoing is shown the list with asset category.

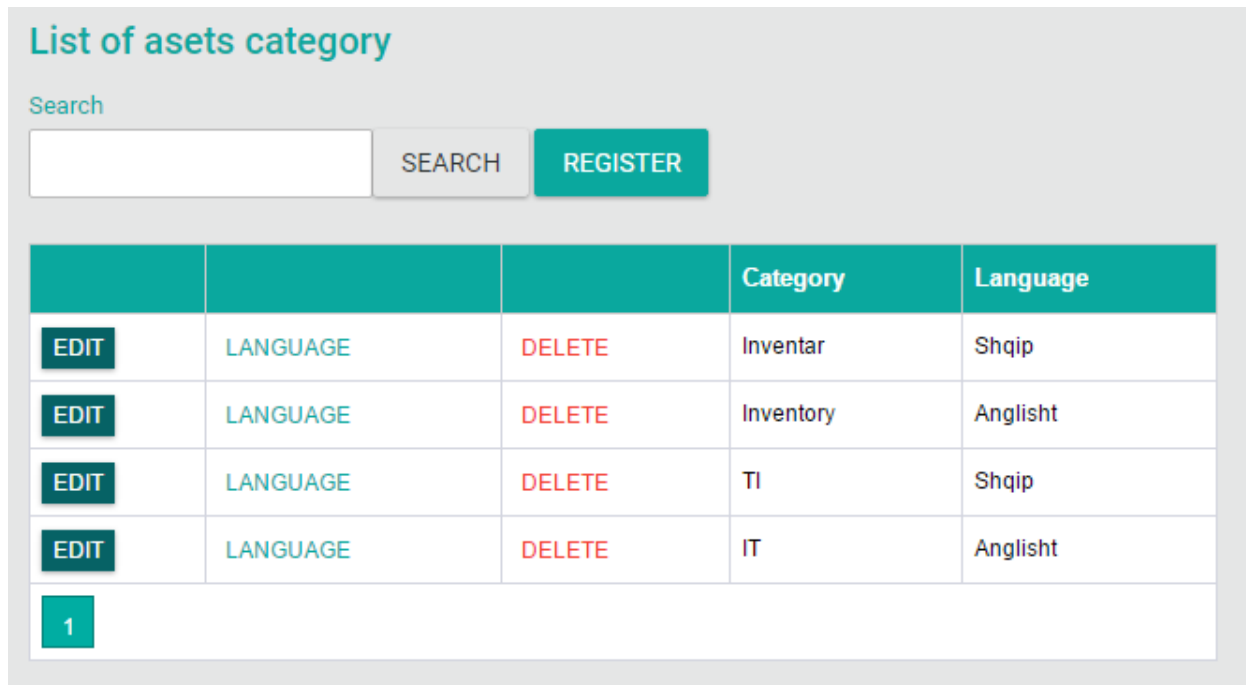


Figure 122: List of asset categories

From the figure we can see that we have the opportunity to search by the **Search** button and also registration of an asset category by the **Register** button.

For searching an asset category initially we have to fill the field **Search:** with the article that we want to see on the list and then we click the **Search** button e.g. TI (look the figure below):

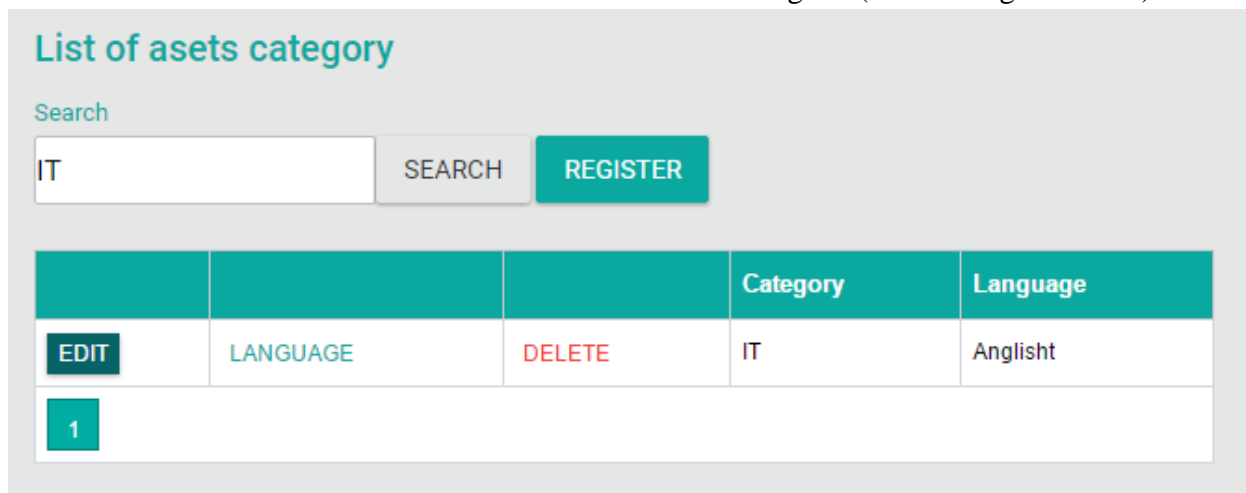
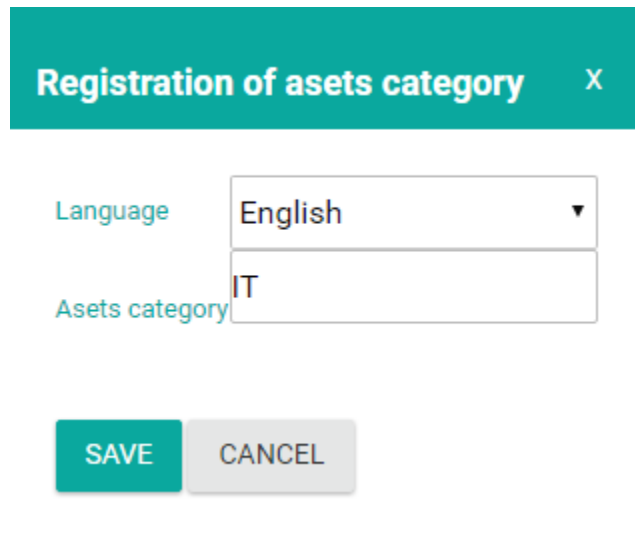


Figure 123: Searching an asset category

Also in this form we can change or modify the existing data by the **Edit** **EDIT** button which is used for modification, where after choosing this option the following form is going to be shown:



Registration of assets category X

Language English

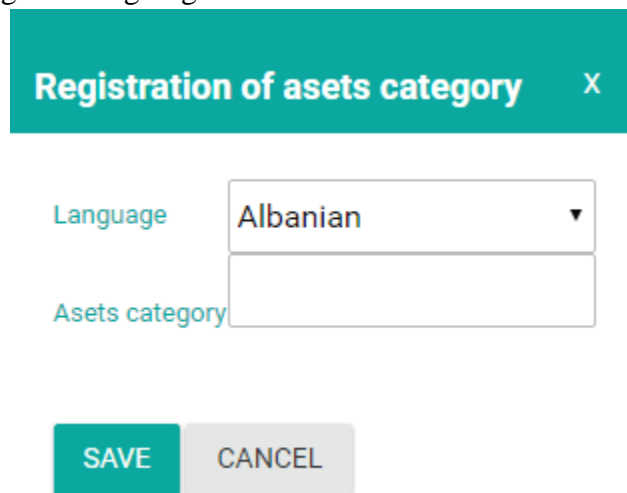
Assets category IT

SAVE CANCEL

Figure 124: Data modification

Except the **modification** option on the list is located also the **language** **LANGUAGE** button which is used for the registration of the asset category on other language, we have three options of choosing the language Albanian, Serbian, and English, so an asset category can be registered on the three mentioned languages, also we have the Delete **DELETE** button which is used for deleting the record.

Whereas the registration of an asset category is done by the **Register** button where after clicking this button the following form is going to be shown.



Registration of assets category X

Language Albanian

Assets category

SAVE CANCEL

Figure 125: Registration of an asset category

Form is consisted by these fields:

- **Language** – chose from Language drop down list

- **Asset category** – write the asset category.

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

MEASUREMENT UNITS

By this form we can register measurement units and also we can see the measurement units that are registered until now, ongoing is shown the list with measurement units:

List measurement unit

Search

SEARCH REGISTER

		Unit	Language
EDIT	LANGUAGE	liter	Albanian
EDIT	LANGUAGE	Liter	English
EDIT	LANGUAGE	cope	Albanian
EDIT	LANGUAGE	Piece	English
EDIT	LANGUAGE	kg	Albanian
1			

Figure 126: List of measurement units

Form the figure we can see that we have the opportunity to search by the **Search** button and also the registration of a new measurement unit by the **Register** button.

For searching a measurement unit initially we should fill the **Search** field: with the measurement unit that we want and then we click the **Search** button e.g. piece (look the figure below):


List measurement unit

Search

piece SEARCH REGISTER

		Unit	Language
EDIT	LANGUAGE	Piece	English
1			

Figure 127: Searching a measurement unit

Also in this form we can change or modify the existing data by the **Edit**  button which is used for modification, where after choosing this option the following form is going to be shown.


Data of measurement unit X

Language English ▼

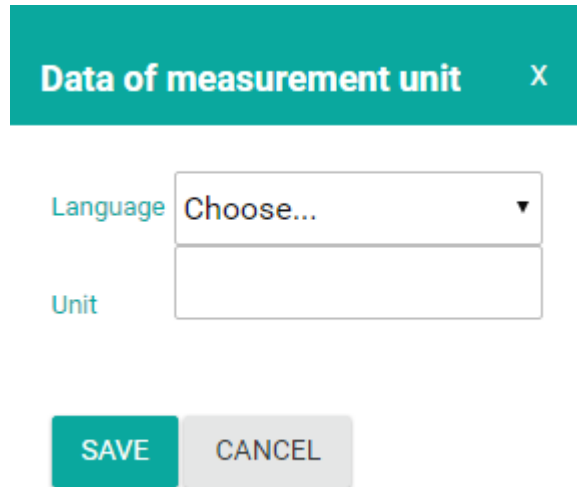
Unit Piece

SAVE CANCEL

Figure 128: Data modification

Except the **modification** button on the list is located also the **language**  button which is used for the registration of the measurement units in other language, we have three options for choosing the language: Albanian, Serbian and English, so a measurement unit can be registered on the three languages mentioned before.

Whereas registration of a measurement unit can be done by the **Register** button where after clicking this button the following form is going to be shown.



The image shows a web form titled "Data of measurement unit" with a teal header and a close button (X). The form contains two input fields: "Language" with a dropdown menu showing "Choose..." and a small downward arrow, and "Unit" with an empty text box. Below the form are two buttons: "SAVE" in teal and "CANCEL" in grey.

Figure 129: Registration of a measurement unit

Form is consisted by these fields:

- **Language** – chose from language drop down list
- **Unit** – write the unit of asset

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which means we go back on the start of the form.

Personnel Module

Personnel

By this form is possible the registration of personnel, and also we can see the personnel who is already registered, under way is shown the list of personnel:

List of staff

Search

SEARCH REGISTER

	Register	Personal number	Name	Surname	Date of birth	Telephone	Active
EDIT					05/05	041239	<input checked="" type="checkbox"/>
EDIT					21/08	041235	<input checked="" type="checkbox"/>
EDIT					10/11	041231	<input checked="" type="checkbox"/>
EDIT					21/10	041238	<input checked="" type="checkbox"/>
EDIT					01/14	041236	<input checked="" type="checkbox"/>
EDIT					10/10	041235	<input checked="" type="checkbox"/>
EDIT					10/10	041236	<input checked="" type="checkbox"/>
EDIT					10/19	041237	<input checked="" type="checkbox"/>
EDIT					21/17	041230	<input checked="" type="checkbox"/>
EDIT	10014	1015462116		Wemmeti	05/05/1988	041233	<input checked="" type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 ...

Figure 130: List of personnel

From the figure is shown that we have the possibility to search by the **Search** button and we can register new personnel by **Register** button.

For searching a personnel, initially we have to fill the field **Search**, with the personnel that we want to see on the list and then we click on the **Search** button, e.g. Agim (look the figure below):

List of staff


Search

Agim SEARCH REGISTER


	Register	Personal number	Name	Surname	Date of birth	Telephone	Active
EDIT	10013		Agim		20/04/67	060	<input checked="" type="checkbox"/>
EDIT	10162		Agim		20/04/67	0630	<input checked="" type="checkbox"/>
EDIT	10202		Agim		06/04/64	047	<input checked="" type="checkbox"/>
EDIT	10376		Agim		20/04/67	006	<input checked="" type="checkbox"/>
EDIT	10419		Agim		06/04/61		<input type="checkbox"/>
EDIT	10630		Agim		20/04/61		<input checked="" type="checkbox"/>
EDIT	10678		Agim		15/04/62	023	<input checked="" type="checkbox"/>
EDIT	10903		Agim		15/04/63		<input checked="" type="checkbox"/>
EDIT	11127		Agim		20/04/60	009	<input checked="" type="checkbox"/>
EDIT	11157		Agim	Selimi	15/04/65	0092	<input checked="" type="checkbox"/>

1 2

Figure 131: Searching a personnel by the name

As well in this form we can change or modify the existing data, by the **Edit** button  which is used for editing, after choosing this option it will be shown the following form:

The data of personnel X

Personal number	Name	Surname	Gender
<input type="text" value="5"/>	Agim	Selimi	Male ▾
Nation	State	Municipality	Telephone
Choose... ▾	Choose... ▾	Choose... ▾	00
Date of birth	Address	Place of birth	
<input type="text" value="15/04/1963"/>	 Pristine	Teraxhe	

Active

SAVE CANCEL

Figure 132: The data modification

While the registration of new personnel is done by the **Register** button where after clicking in this button it will be shown the following form.

The data of personnel X

Personal number	Name	Surname	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose... ▼
Nation	State	Municipality	Telephone
Choose... ▼	Choose... ▼	Choose... ▼	<input type="text"/>
Date of birth	Adress	Place of birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Active

SAVE
CANCEL

Figure 133: Registration of new personnel

After filling these fields we click on the **Save** button for saving the written data while by the **Cancel** button we go one backward step, which means we go on the start of the form.

ADMINISTRATIVE CONTRACT

By this form we can make the registration of administrative contracts also we can see actual administrative contracts which has been registered until now, ongoing we can see the list of administrative contracts:

List of administrative contracts

Faculty:

Search:

SEARCH REGISTER

	CONTRACT	REGISTRATION ACT	REGISTER	Faculty	Number of contract	Name and Surname	Code	Monthly payment	Man	Function	Appointment act.
EDIT	CONTRACT	REGISTRATION ACT	REGISTER	Parking	005107	Astrit Mustafa	UNY-FE	2000.00		Teacher	JD
EDIT	CONTRACT	REGISTRATION ACT	REGISTER	PHYS	006482	Zekir Kobra	UNY-FE	300.00		PhD	PD

Figure 134: The list of administrative contracts

From the figure is shown that we have the opportunity to search by the **Search** button, and we can register a new administrative contract by the **Register** button.

Searching new administrative contract of any personnel is done by choosing from drop down list the **Faculty** and searching by the name, surname or the personal number in the **Search** field e.g. Astrit, Faculty of Electrical and Computer Engineering (look the figure below):

ID	CONTRACT	REGISTRATION ACT	REPORT	Faculty	Number of contract	Name and Surname	Code	Monthly payment	Norm	Function	Appointment act
				Faklog	0001/07	Astrit Mustafa	UNIV-01	2000.00	bazfa		JD

Figure 135: Searching the administrative contract for personnel


Also in this form we can change or modify the existing data by the **Modify**  button which server for modification where after clicking in this option the following form will be shown.

Figure 136: Data modification

Whereas the registration of an administrative contract is done by the **Register** button where after clicking in this option the following form is going to be shown.

The data for contract

Faculty Choose...	Department Choose...	Number of contract 0	Name and surname Choose...
Bank Choose...	Account number 0	Norm 0	Bruto payment 0
Code Choose...	Function Choose...	Qualification Choose...	Degree Choose...
Date of start 8/6/2016	Date of end 8/6/2016	Issuance of contract 8/6/2016	Acceptance of contract 8/6/2016
Employer Universiteti i Prishtines "HASAN PRISHTINA"	Group/Category Choose...	Primary ☑	Expired ☐
Reporting officer Choose...	Remark Choose...		

SAVE CANCEL

Figure 137: Registration of new administrative contract

After filling these fields we click in the **Save** button for saving the written data while by the **Cancel** button we go one backward step, which means we go on the start of the form.

REPORT OF ADMINISTRATIVE CONTRACT

For generating the contract is enough just to click in the **Contract** button which is located on the table and we can take this report look at the following figure.



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UNIVERSITAS STUDIORUM PRISHTINIENSIS

Fax. ++381 38 - 244 187, Tel. ++381 38 - 244 183, -244 186

Web - site: www.uni-pr.edu, E-mail: rektorati@uni-pr.edu

Nr. 0001/07 Dt. 18/05/2016

Sekretari i Përgjithshëm

Në bazë të nenit 3.1(c) dhe pikës 3.3 të Rregullores mbi Shërbimet Civile të Kosovës, Udhëzimit Administrativ mbi procedurat e kontratave nr. 2003/2, nenit 26.4 të Ligjit mbi Arsimin e Lartë të Kosovës dhe nenit 176 pika 1 të Statutit të Universitetit të Prishtinës, Sekretari i Përgjithshëm i Universitetit, në kuadër të kushteve të parapara, punëtorit-es

Mbiemri: Mustafa	Emri: Astrit
Titulli: Dr.sc	Vendi i punës:
Funksioni: Zyrtar për çështje akademike	Kualifikimi: Fakulteti
Fakulteti i Inxhinierisë Elektrike dhe Kompjuterike	

I ofron këtë

Kontratë pune

Me këtë kontratë përcaktohen të drejtat, obligimet dhe përgjegjësitë nga marrëdhënia e punës.

Grupi - Kategoria: fasdfasfads	Nr.Referencës: 0001/07
Titulli i zyrtarit të cilit ju i raportoni: Sekretar i përgjithshëm i Universitetit	
Kodi: UNIV-01	Paga mujore: 2000.00€
Norma për personelin joakademik: fasdfas	

Kohëzgjatja e kontratës:

Kjo kontratë fillon më: **18/05/2016** dhe mbaron më **18/05/2016**

Obligimet e të punësuarit:

1. Kërkohej nga Ju që punët t'i kryeni me ndërgjegje, me kohë dhe në mënyrë kualitative.
2. Nga Ju pritet që t'i mbështesni standardet më të larta të efikasitetit të punës dhe kompetencave të Juaja.
3. Do t'i nënshtrohemi autonomizimeve të drejtëpërdrejta të zyrtarit të cilit i raportoni siç është përcaktuar më lartë dhe do t'i kryeni të gjitha punët të cilat mund t'i caktojë udhja.
4. Nga Ju kërkohej që të punoni 40 orë në javë, sipas orarit të përcaktuar nga punëdhënësi dhe zyrtari të cilit i raportoni. Nga Ju mund të kërkohej që të punoni edhe më gjatë se orari i planifikuar i punës brenda javës, por jo më gjatë se 20 orë në javë dhe 40 orë në muaj, në të cilat raste kompensimi do të jetë në vlerë të rritur 20% për orë ose sipas kërkesës së të punësuarit me ditë të lira për muajin e ardhshëm.
5. Orët e punës në mes 22:00 dhe 5:00 të ditës së ardhshme konsiderohen si punë nate dhe për ato orë do të paguhet kompensimi.
6. Ju nuk duhet të kërkontë apo pranoi udhëzime për kryerjen e detyrave të Juaja nga asnjë person, përveç personit që i raportoni sipas kësaj kontrate.
7. Ju duhet ti përmbaheni orarit të paraparë të punës, t'i respektoni aktet individuale dhe kolektive dhe vendimet e udhëheqësit të drejtëpërdrejta dhe të organeve të Universitetit.
8. Ju duhet ta ruani prestigjin dhe nderin e afariste e profesionale të Universitetit.
9. Punëtori pajtohet që në rast nevojë të caktohet në çdo vend të punës që i përgjigjet përgatitjes së tij shkollorë dhe afërsive të punës.
10. Ju duhet të mos të pranoi ndonjë detyrë tjetër me pagesë ose pa pagesë, para se të marrë pëlqimi nga personi të cilit i raportoni.
11. Para përfundimit të kësaj kontrate, udhëheqësi e ben vlersimin e punës së punëtorit lidhur me vazhdimin e kontaktit duke pasur parasysh punët dhe detyrat e punës të parapara me Rregulloren mbi sistematizimin dhe përshkrimin e vendeve të punës.

Figure 138: Regular contract of work (first part)

ACADEMIC CONTRACT

By this form we can register academic contract and also we can see academic contract which has been registered until now, ongoing the list of academic contracts has been shown:

The screenshot shows a web interface titled "List of academic contracts". It features a "Faculty" dropdown menu with "Choose..." selected, a "Search" input field, and two buttons: "SEARCH" and "REGISTER". Below the form is a table with the following data:

			Faculty	Number of contract	Name and Surname	Monthly payment	Date of start	Date of end
EDIT	DELETE	Contract	FMNS	0002/02	Bahtije Gerbeshi Zyfliu	1143.63	18/05/2016	18/05/2016
EDIT	DELETE	Contract	FMNS	0003/02	Suzana Manxhuka	1143.63	18/05/2016	28/05/2016

At the bottom left of the table area, there is a small box containing the number "1".

Figure 140: List of academic contracts

From the figure we can search by the **Search** button and we can register new academic contract by the **Register** button.

Searching an academic contract of any personnel can be done by searching by name, surname or personal number in the **Search** field e.g. Suzana, Faculty of Mathematics – Natural sciences (look the below figure):

The screenshot shows the same "List of academic contracts" form, but with the "Faculty" dropdown set to "Faculty of Mathematical - Natural Sciences" and the "Search" field containing "Suza". The "SEARCH" button is highlighted. The table below shows only one result:

			Faculty	Number of contract	Name and Surname	Monthly payment	Date of start	Date of end
EDIT	DELETE	Contract	FMNS	0003/02	Suzana Manxhuka	1143.63	18/05/2016	28/05/2016

At the bottom left of the table area, there is a small box containing the number "1".

Figure 141: Searching the academic contract

Also in this form we can change or modify the existing data by the **Modify** **EDIT** button which is used for modification, where after choosing this option the following form is going to be shown:

The data for contract x

Faculty		Number of contract		Name and surname		Type of contract	
Faculty of Mathematical - Natural Sciences		0003/02		Suzana Manahuka - 10401		Choose...	
Date of start		Date of end		Issuance of contract		Acceptance of contract	
18/05/2016		28/05/2016		18/05/2016		18/05/2016	
Bank		Account number		Degree		Place of work	
PCB		12345897990000		Dr.sc			
Position		Code		Group/Category		Reporting officer	
Choose...		UNIV-01		I		Choose...	
Employer		Rector		Primary		Expired	
Universiteti i Priarthines "HASAN PRISHTINA"		Marjan Dema		Primary		Expired	
Winter semester - Hours		Payment		Summer semester - Hours		Payment	
0		0		0		0	
Obligation of personnel		Norm		Bruto payment			
E plotë		6		1143.63			
Remarks							

SAVE
CANCEL

Figure 142: Data modification

Except the **modification** button on the list is also the delete **DELETE** button which is used for deleting the record.

Whereas the registration of new academic contract id done by clicking the **Register** button where after clicking on this button the following form is going to be shown.

The data for contract x

Faculty	Number of contract	Name and surname	Type of contract
Choose...		Choose...	Choose...
Date of start	Date of end	Issuance of contract	Acceptance of contract
08/06/2016	08/06/2016	08/06/2016	08/06/2016
Bank	Account number	Degree	Place of work
Choose...		Choose...	Prishtinë
Position	Code	Group/Category	Reporting officer
Choose...	Choose...		Choose...
Employer	Rector	Primary <input type="checkbox"/>	Expired <input type="checkbox"/>
Universiteti i Prishtinës "HASAN PRISHTINA"	Marjan Dema		
Winter semester - Hours	Payment	Summer semester - Hours	Payment
0	0	0	0
Obligation of personnel	Norm	Bruto payment	
E plotë	0	0	
Remarks			
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>			

Figure 143: Registration of academic contract

After filling these fields we click the **Save** button for saving the written data while by the **Cancel** button we go one backward step, which means we get back on the start of the form.

REPORTS – ACADEMIC CONTRACT

We have three types of academic contracts, academic contract, regular academic contract, contract over academic norm and working contract with academic honorarium.

For generating the academic contract is enough just to click on the **Contract** button which is located on the table and we take that type of contract which is for that personnel on that table row, we can see this on the table on the column type of contract, below are going to be shown three types of contracts:



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Nr. 0003/02

Dt. 18/05/2016

Në bazë të nenit 3 pika 1.3 , nenit 8.1 , nenit 10 pika 2.1 , 2.2 dhe nenit 11, të Ligjit të Punës nr.03/L - 212 , nenit 26.4 të Ligjit mbi Arsimin e Lartë të Kosovës dhe nenit 176,180 dhe 182 të Statutit të Universitetit të Prishtinës dhe nenit 5.1 të Rregullores për të ardhura personale nr.1/126, Rektori i Universitetit, në kuadër të kushteve të parapara, punëtorit-es

Mbiemri: Manxhuka	Emri: Suzana	Datëlindja: 14/04/1959
Titulli: Profesor i rregullt	Grada shkencore: Dr.sc	Vendi i punës: Profesor i rregullt
Funksioni:	Kualifikimi:	
Fakulteti i Shkencave Matematike Natyrore		

I ofron këtë

KONTRATË PUNE

Me këtë kontratë përcaktohen të drejtat, obligimet dhe përgjegjësitë nga marrëdhënia e punës.

Nr. i referencës: **0003/02**

Titulli i zyrtarit të cilit ju i raportoni: **Dekan i Fakultetit**

Kodi: **UNIV-01**

Paga mujore: **1143.63€**

Norma për përsonein akademik:

E plotë **6** orë/javë

Kohëzgjatja e kontratës:

Kjo kontratë fillon më

18/05/2016

dhe mbaron më

28/05/2016

Obligimet e të punësuarit

1. Nga ju kërkohet që punët t'i kryeni me ndërgjegje, me kohë dhe në mënyrë kualitative.
2. Nga ju pritet që t'i mbështesni standardet me të larta të efikasitetit të punës dhe kompetencave të Juaja
3. Do t'i nënshtrohemi autorizimeve të drejtëpërdrejta të zyrtarit të cilit i raportoni siç është përcaktuar më lartë dhe do t'i kryeni të gjitha punët të cilat mund t'i caktojë ai/ajo,
4. Nga ju kërkohet që të punoni 40 orë në javë, sipas orarit të përcaktuar nga punëdhënësi dhe zyrtari të cilit i raportoni. Nga ju mund të kërkohet që të punoni edhe më gjatë se orari i planifikuar i punës brenda javës, por jo më gjatë se 20 orë në javë dhe 40 orë në muaj, në të cilat raste kompensimi do të jetë në vlerë të rritur 20% për orë ose sipas kërkesës së të punësuarit me ditë të lira për muajin e ardhshëm.
5. Orët e punës në mes 22:00 dhe 5:00 të ditës së ardhshme konsiderohen si punë nate dhe për ato orë do të paguhet kompensimi.
6. Ju nuk duhet të kërkoni apo pranoi udhëzime për kryerjen e detyrave të Juaja nga asnjë person, përveç personit që i raportoni sipas kësaj kontrate,
7. Ju duhet t'i përmbaheni orarit të parapara të punës, t'i respektoni aktet individuale dhe kolektive dhe vendimet e udhëheqësit të drejtëpërdrejtë dhe të organeve të Universitetit.
8. Ju duhet ta ruani prestigjin dhe nderin e afariste e profesionale të Universitetit.
9. Punëtori pajtohet që në rast nevojë të caktohet në çdo vend të punës që i përgjigjet përgatitjes së tij shkollorë dhe aftësive të punës.
10. Ju duhet të mos të pranoi ndonjë detyrë tjetër me pagesë ose pa pagesë, para se të marrë pelqimi nga personi të cilit i raportoni.
11. Para përfundimit të kësaj kontrate, udhëheqësi e bën vlerësimin e punës së punëtorit lidhur me vazhdimin e kontaktit duke pasur parasysh punët dhe detyrat e punës të parapara me Rregulloren mbi sistematizimin dhe përshkrimin e vendeve të punës.

Figure 144: First part of regular academic contract

Pushimi

1. I punësuarit gjatë çdo viti kalendarik ka të drejtë për pushim vjetor të paguar në një kohëzgjatje prej së paku (4) javë, pavarësisht a punon me orar të plotë apo të shkurtër. Përqimin për shfrytëzimin e pushimit vjetor do ta jap zyrtari Juaj, të cilit i raportoni.
2. Zgjatja e pushimit vjetor përcaktohet varesisht nga statusi i punës, ku për çdo pesë (5) vite të përvojës së punës, shtohet një ditë pune.
3. Mund ta shfrytëzoni pushimin vjetor për vitin kalendarik të punës gjatë të cilit i keni fituar atë, e me së voni deri më 30 qershor të vitit të ardhshëm, përndryshe ai do të humbet.
4. Nuk do të ketë pagesë për ditët e pa shfrytëzuara të pushimit vjetor në fund të kësaj kontrate, përveç rastit kur shkëputet kontrata e punës.
5. Ju do të jeni të liruar për festat zyrtare dhe festat fetare të pranuarra si të tilla në Kosovë. Për ata punëtorë që kërkohet të punojnë gjatë ditëve të festave zyrtare do të aplikohen shpërbimet e parapara nga punëdhënësi.

Pushimi mjekësor

- Sipas kësaj kontrate, ju lejohen më së tepërmi 20 ditë pushim mjekësor me pagesë, për çdo vit kalendarik.
- Nëse mungesa në punë është më e gjatë se dy ditë të pandërprera pune, zyrtarit të cilit i raportoni duhet t'ia paraqitni certifikatën e nënshkruar nga mjeku kompetent me të cilën dëshmohet shkaku i mungesës suaj.
- Punonjësi duhet ta njoftojë personin e autorizuar zyrtar për marrjen e pushimit mjekësor brenda 48 orësh. Në rastet kur pushimi mjekësor merret për shkak të fatkeqësisë në punë ose të sëmundjes, punonjësit i takon paga për atë periudhë kohore (për tre muaj e plotë dhe për tre muaj vijues gjysëm pagesë).

Mospërrirja e Kontratës

1. Me marrëveshje me shkrim në mes palëve kontraktuese,
 2. Në rastet e rënda të sjelljes së keqe (shkeljeve të rënda të detyrave të punës) të të punësuarit,
 3. Për shkak të mospërbushjes së kënaqshme të detyrave të punës nga ana e të punësuarit,
 4. Kur nuk ka buxhet për vendim e punës,
 5. Shuarja e vendit të punës,
 6. Me rastin e skadimit të afatit të kësaj Kontrate,
 7. Sipas fuqisë ligjore.
- Gjatë kohëzgjatjes së kësaj kontrate, në rast të dorëheqjes së të punësuarit, Ju duhet t'i jepni njoftim me shkrim personit ose organit të cilit i raportoni, 30 ditë me heret.
- Punëdhënësi gëzon të drejtën për mosvazhdimin e kontratës dhe përfundim të parakohshëm me arsyetim përkatës me paralajmërim prej 30 ditësh.
- Për përgjegjësinë disiplinore ndaj të punësuarve zbatohen dispozitat ligjore pozitive.

Taksat dhe tatimet

- I punësuarit dhe punëdhënësi do të veprojnë në përputhje me të gjitha rregulloret që zbatohen në Kosovë lidhur me taksat dhe tatimet.
- Punëdhënësi nuk do të jetë përgjegjës në rastet e dështimit të punëtorit në përmbushjen e obligimeve lidhur me taksat dhe tatimet.

Kushtet e posaçme

- Në rast të mospajtimit me kushtet e kësaj kontrate dhe rregullave të punësimit, apo kushteve të përgjithshme të punësimit, duhet të mbizotërojnë dispozitat e Ligjit të Punës Nr. 03/L-212.

Shtesa e arsimit mbi normë (honorari)

- Do të paguheni për shtesën e arsimit në bazë të Rregullores për të ardhurat personale.
- Ata të cilet i kanë plotësuar kushtet për pensionim nuk mund të lidhin kontratë pune.

Mospajtimet e palëve

- I punësuarit mund të kërkojë shqyrtimin e ndonjë vendimi të cilin ai ose ajo e konsideron si shkelje të kushteve të kësaj kontrate.
- Shqyrtimin e shkallës së parë duhet ta bëjë udhëheqësi të cilit i raportoni, nëse çështja nuk zgjidhet në atë nivel i punësuarit ka të drejtë t'i drejtohet organit më të lartë qeverisës të Universitetit, e pastaj gjykatës kompetente.

Pranimi

- Lutemi që të nënshkruani dhe ta ktheni kopjen e bashkëngjitur të kësaj kontrate për të vërtetuar se i keni lexuar e kuptuar kushtet dhe rrethanat sipas të cilave jeni punësuar dhe se i pranoi ato. Pas nënshkrimit mund ta merrni një kopje.

Nënshkrimi i personit që e lëshon kontratën**Rektor:**

Prof. Asc. Dr. Marjan Dema

Data: 01-06-2016

Pranimi i kontratës:

- I pranoj kushtet e parashtruara të kësaj kontrate dhe deklaroj se do t'i kryej me besnikëri, përkushtim dhe diskrecion detyrat që më janë besuar.

I/e punësuarit/a

Emri dhe mbiemri: Suzana Manxhuka ,

Numri i letërnjoftimit: 1001438065 ,

Numri i xhirrollogarisë: 12345897990000 ,


Nënshkrimi

Data: 01-06-2016

Data muaji dhe viti i lindjes: 14/04/1959

Banka: PCB

Figure 145: Second part of regular academic contract



Universiteti i Prishtinës
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
 Nëna Terezhë, 10000 Prishtinë, Kosovë

Tel: +381-38-244183
 Fax: +381-38-244187

URL: <http://www.uni-pr.edu>
 Mail: rektorati@uni-pr.edu

Në bazë të nenit 3(c) të Rregullores së UNMIK-ut nr. 2001/36 mbi Shërbimin Civil të Kosovës dhe nenit 7 të Rregullores për të ardhurat personale të Universitetit të Prishtinës, nr. 1/811 të datës 19.11.2006, Rektori i Universitetit, në kuadër të kushteve të parapara, punëtorit-es

Emri: Fidan	Mbiemri: Zejnullahu	Datëlindja: 10/11/2003
Titulli: Profesor i rregullt	Grada shkencore: Dr.sc	Vendi i punës:
Funksioni:		Numri i letërnjoftimit: 444

Fakulteti i Shkencave Matematike - Natyrore

I ofron këtë

KONTRATË PUNE

ME HONORAR

Me këtë kontratë përcaktohen të drejtat për mbajtjen e mësimit si dhe obligimet dhe përgjegjësitë e punës të personelit akademik.

Grupi-Kategoria: rrrr	Nr. i referencës:
Kodi: Sem.dlm. Tal. 454.00 € Sem. vere. Tal. 800.00 €	Pagesa mujore: Sem.dlm. 454.00 € Sem. vere. 800.00 €
Angazhimi për personelin akademik: Sem.dlm. 5 orë/javë Sem. vere. 4 orë/javë	

Pagesa bëhet mbi bazën e orëve të mbajtura, të arsyetuara sipas listës së studentëve të pranishëm në mësim, të verifikuar nga personi i autorizuar i fakultetit.

Raportet për orët e mbajtura duhet të dorëzohen deri më datën 5 të muajit vijues, ndërsa raportet e dorëzuara pas kësaj date nuk do të merren në konsiderim për kompensim.

Kohëzgjatja e kontratës:

Kjo kontratë fillon më 10/23/2012 dhe mbaron më 10/23/2012

Obligimet e të punësuarit

1. Kërkohet nga Ju që punët t'i kryeni me ndërgjegje, me kohë dhe në mënyrë kualitative.
2. Nga Ju pretet që t'i mbledhni saktësisht më të lartë të efikasitetit të punës dhe kompromentave Tuaja.
3. Do t'u nëndroheni autoriteteve të drejtëpërdrejta të zyrarit të cilin i raportoni siç duhet përcaktuar në lartë dhe do t'i kryeni të gjitha punët që mund t'u caktojë ai/ajo.
4. Nga Ju kërkohet që të punoni sipas orarit të përcaktuar nga punëdhënësi dhe zyrari të cilin i raportoni.
5. Ju nuk duhet të kërkoni apo pranoni ndihmë për kryerjen e punëve Tuaja nga asnjë person, përveç atij që i raportoni sipas kësaj kontrate.

Figure 146: First part of contract of honorarium work

6. Ju duhet të përmbaheni orarit të paraprirë të punës, t'i respektoni aktet individuale dhe kolektive dhe vendimet e udhëheqësit të drejtëpërdrejtë dhe të organeve të Universitetit.

7. Ju duhet ta ruani prestigjin dhe fideshinë afariste e profesionale të Universitetit.

8. Punëtori pajtohet që në rast nevojë të caktohet në çdo vend të punës që i përgjigjet për gatitjes së tij shkollore dhe afërsive të punës.

9. Para përfundimit të kësaj kontrate, udhëheqësi e bën vlerësimin e punës lidhur me vazhdimin e kontratës.

Ndërprerja e kësaj Kontrate do të bëhet

1. Me marrëveshje me shkrim në mes palëve kontraktuese.
2. Për shkak të mospërmirësimit të kërësuesit të detyrave të punës nga ana e të punësuarit.
3. Me rastin e shkurimit të afatit të kësaj Kontrate.

Cjnatë kobëzgjatjes së kësaj kontrate, në rast të dorëheqjes, Ju duhet t'i jepni njoftim me shkrim personit ose organit të cili i raportoni, 30 ditë më herët. Punëdhënësi gëzon të drejtën e vet për mosvazhdimin e kontratës dhe përfundim të parakohshëm me arsyetim përkatës me parashkrimin prej 30 ditësh dhe 7 ditësh për shkak të sjelljes së keqe.

Për përgjegjësin disiplinore ndaj të punësuarëve zbatohen dispozitet ligjore pozitive.

Taksat dhe tatimet

Kontraktuesi dhe punëdhënësi do të veprojnë në përputhje me të gjitha rregulloret që zbatohen në Kosovë lidhur me taksat dhe tatimet. Punëdhënësi nuk do të jetë përgjegjës në rast të dështimit të kontraktuesit në përmbushjen e obligimeve lidhur me taksat dhe tatimet.

Kushtet e posaçme

Në rast të mospajtimit me kushtet e kësaj kontrate dhe rregullore të punësimit, apo kushteve të përgjithshme të punësimit, duhet të rabizotojnë dispozitat e Rregullores së UNMIK-ut nr. 2001/36.

Honorari

Do të paguhet për shitesin e arsimit në bazë të Rregullores për të ardhurat personale.

Mospajtimet e palëve

Kontraktuesi mund të kërkojë shërbimin e ndonjë vendimi të cili ai ose ajo e konsideron si shkelje të kushteve të kësaj kontrate.

Pranimi

Luteni që të nënshkruani dhe ta ktheni kopjen e bashkëngitur të kësaj kontrate për të vërtetuar se i keni lexuar dhe i keni kuptuar kushtet para para dhe se i pranoni ato. Pas nënshkrimit mund ta mërrni një kopje.

Nënshkrimi i personit që e lëshon kontratën

Rektor:
Prof. Dr. 1004543951

Pranimi i kontratës:
I pranoj kushtet e parashtruara të kësaj kontrate dhe deklaroj se do t'i kryej me besnikëri, përkushtim dhe diskrecion detyrat që më janë besuar.

Ie punësuarit/a

Pranimi i kontratës:
I pranoj kushtet e parashtruara të kësaj kontrate dhe deklaroj se do t'i kryej me besnikëri, përkushtim dhe diskrecion detyrat që më janë besuar.

<i>Emri dhe mbiemri:</i>	<u>Fitim Zejnullahu</u>	<i>Nënshkrimi</i>	<u>_____</u>	<i>Data:</i> <u>23/10/2012</u>
<i>Numri i Ietërnjoftimit:</i>	<u>444</u>	<i>Data muaji dhe viti i lindjes:</i>	<u>_____</u>	
<i>Numri i xhirologaritë:</i>	<u>345353</u>	<i>Banka:</i>	<u>NLB</u>	

Figure 147: Second part of contract of honorarium work


		Universiteti i Prishtinës UNIVERSITAS STUDIORUM PRISHTINIENSIS Nëna Terezë, 10000 Prishtinë, Kosovë		URL: http://www.uni-or.edu Mail: rektorati@uni-or.edu	
		Tel: +381-38-244183 Fax: +381-38-244187			
Në bazë të nenit 3(c) të Rregullores së UNMIK-ut nr.2001/36 mbi Shërbimin Civil të Kosovës dhe nenit 4 pika 3 të Rregullores për të ardhurat personale të Universitetit të Prishtinës, nr.1/811 të datës 19.10.2006, Rektori i Universitetit, në kuadër të kushteve të parapara, punëtorit-es					
Emri:	Arben	Mbiemri:	Ahmeti	Datëlindja:	10/11/1959
Titulli:	Profesor i rregullt	Grada shkencore:	Mr.sc	Vendi i punës:	
Funksioni:			Numri i letërnjoftimit:	2323232	
Fakulteti i Mjekësisë					
I ofron këtë					
KONTRATË PUNE					
mbi norme					
Me këtë kontratë përcaktohen të drejtat për mbajtjen e mësimit si dhe obligimet dhe përgjegjësitë e punës të personelit akademik.					
Grupi-Kategoria:	ggg			Nr. i referencës:	
Punësimi:	Mbi norme				
Kodi:	Sem.dim. Tal	500.00 €	Sem. vere. Tal	1,500.00 €	Pagesa mujore: Sem.dim. 500.00 € Sem. vere. 1,500.00 €
Angazhimi për personelin akademik:	Sem.dim.	5 orë/javë	Sem. vere.	15 orë/javë	
Pagesa bëhet mbi bazën e orëve të mbajtura të arsyetuar sipas listës së studentëve të pranishëm në mësim, të verifikuar nga personi i autorizuar i fakultetit.					
Raportet për orët e mbajtura më të vjetra se një muaj nuk do të kompensohen					
Kohëzgjatja e kontratës:					
Kjo kontratë fillon më <input type="text" value="10/17/2012"/> dhe mbaron më <input type="text" value="10/17/2012"/>					

Figure 148: First part of contract of working over norm

Obligimet e të punësuarit

1. Nga Ju kërkohet që punën t'i kryeni me ndërgjegje, me kohë dhe në mënyrë kualitative.
2. Nga Ju pritet që t'i mbledhëni standardet në të larta të efikasitetit të punës dhe kompetencave tuaja.
3. Do t'i nënshkruheni autorizimeve të drejtëpërdrejta të zyrtarit të cilit i raportoni siç është përcaktuar më lartë dhe do t'i kryeni të gjitha punët të cilat mund t'ua caktojë atë/ajo.
4. Nga Ju kërkohet që të punoni, sipas orarit të përcaktuar nga punëdhënësi dhe zyrtari të cilit i raportoni.
5. Ju nuk duhet të kërkoni apo pranoi udhëzime për kryerjen e punëve të Juaja nga asnjë person, përveç personit që i raportoni sipas kësaj kontrate.
6. Ju duhet t'i përmbaheni orarit të parapara të punës, t'i respektoni alimet individuale dhe kolektive dhe vendimet e udhëheqësit të drejtëpërdrejtë dhe të organeve të Universitetit.
7. Ju duhet ta ruani prestigjin dhe fidelesitetin afariste e profesionale të Universitetit.
8. Punëtori pajtohet që në rast nevojë të caktohet në qdo vend të punës që i përgjigjet përgatitjes së tij shkollore dhe afësisë të punës.
9. Para përfundimit të kësaj kontrate, udhëheqësi e bën vlerësimin e punës. Ildhur me vachdimitin e kontratës.

Ndërprerja e kësaj Kontrate do të bëhet

1. Me marrëveshje me shkrim në mes palëve kontraktuese.
2. Për shkak të mospërfundimit të kënaqshme të detyrave të punës nga ana e të punësuarit.
3. Me rastin e skadimit të afatit të kësaj Kontrate.

Gjatë kohëzgjatjes së kësaj kontrate, në rast të dorëheqjes, Ju duhet t'i jepni njoftim me shkrim personit ose organit të cilit i raportoni, 30 ditë më herët.
Punëdhënësi gëzon të drejtën e vet për mosvazhdimin e kontratës dhe përfundim të parakohshëm me arsyetim përkatës me paralajmërim prej 30 ditësh dhe 7 ditësh për shkak të sjelljes së keqe.
Për përgjegjësi disiplinore ndaj të punësuarëve zbatohen dispozitet ligjore pozitive.

Taksat dhe tatimet

Kontraktuesi dhe punëdhënësi do të vepronë në përputhje me të gjitha rregulloret që zbatohen në Kosovë lidhur me taksat dhe tatimet.
Punëdhënësi nuk do të jetë përgjegjës në rast të dështimit të kontraktuesit në përmbushjen e obligimeve lidhur me taksat dhe tatimet.

Kushtet e posaçme

Në rast të mos pajtimit me kushtet e kësaj kontrate dhe rregulloret të punësimit, apo kushteve të përgjithshme të punësimit, duhet të mbizotërojnë dispozitet e Rregullores së UNMIK-ut nr. 2001/36.

Honorari

Do të paguhet për shëtitën e arsimit në bazë të Rregullores për të ardhurat personale.

Mospajtimet e paleve

Kontraktuesi mund të kërkojë shqyrtimin e ndonjë vendimi të cili ai ose ajo e konsideron si shkelje të kushteve të kësaj kontrate.

Pranim

Luteni që ta nënshkruani dhe ta ktheni kopjen e kësaj kontrate për të vërtetuar se i keni lexuar dhe i keni kuptuar kushtet e parapara dhe se i pranoni ato. Pas nënshkrimit mund ta merrni një kopje.

Nënshkrimi i personit që e lëshon kontratën

Rektor:

Prof. Dr. 1004543951

Pranimi i kontratës:

I pranoj kushtet e parapara të kësaj kontrate dhe deklaroj se do t'i kryej me besnikëri, përkushtim dhe diskrecion detyrat që më janë besuar.
Ve punësuarit/a

Pranimi i kontratës:

I pranoj kushtet e parapara të kësaj kontrate dhe deklaroj se do t'i kryej me besnikëri, përkushtim dhe diskrecion detyrat që më janë besuar.

Emri dhe mbiemri: Arben Ahmeti *Nënshkrimi* *Data: 23/10/2012*

Numri i letër njoftimit: 2323232 *Data muaji dhe vitu i lindjes: 10/11/1959*

Numri i xhironlogaritës: 23552345234 *Banka: PCB*

Figure 149: Second part of contract of working over norm

FUNCTIONS

By this form we can register functions of officers and also we can see the functions which are registered until now, ongoing is the list of registered functions of officers.

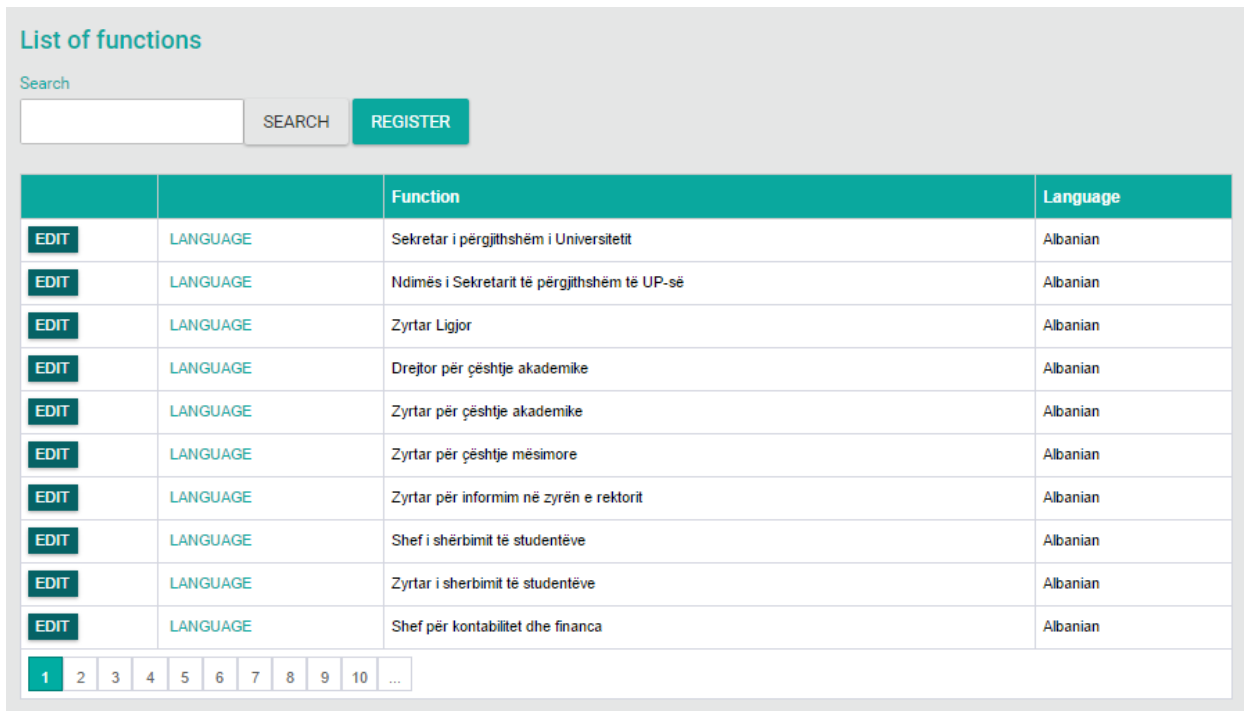


Figure 150: List of functions

From the figure is shown that we have the opportunity of search by the **Search** button, and the registration of a function by the **Register** button.

For searching a function initially we have to fill the **Search** field: e.g. Sekretar (look the figure below):

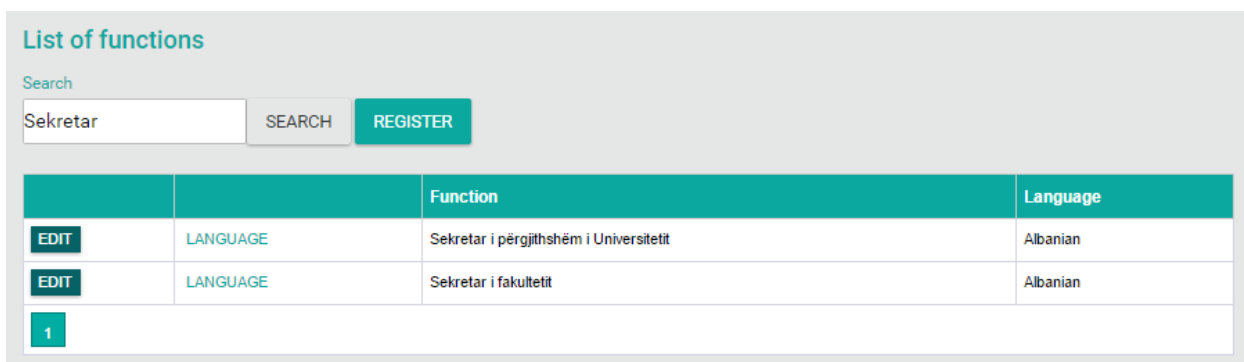
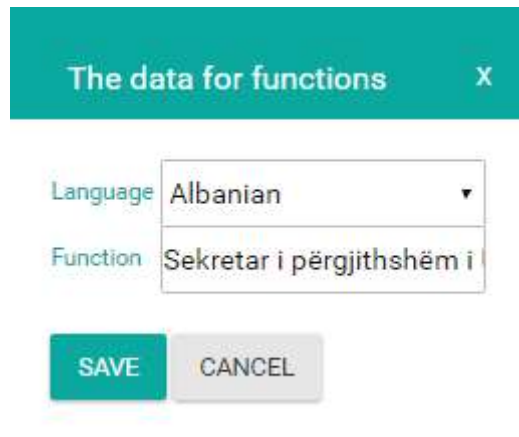


Figure 151: Searching the function by the name

Also in this form we can change or modify the existing data by the modify **EDIT** button which is used for modification, where after choosing this button the following form will be shown:



The data for functions X

Language Albanian ▼

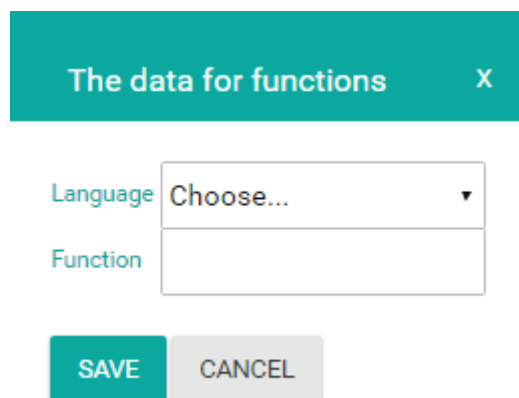
Function Sekretar i përgjithshëm i

SAVE CANCEL

Figure 152: Data modification

Except the modification option on the list is located also the language **LANGUAGE** button which is used for the registration of economic code on other language, we have three options of choosing the language: Albanian, Serbian and English, so a function can be registered on three mentioned languages above.

Whereas registration of new function is done by the **Register** button where after clicking this button the following form will be shown.



The data for functions X

Language Choose... ▼

Function

SAVE CANCEL

Figure 153: Registration of new function

Form is consisted by these fields:

- **Language** – chose from drop down list
- **Function** – write the function

After filling these two fields we click the **Save** button for saving the written data while by **Cancel** button we go one step backward, which it means we go on the start of the form.

POSITIONS

By this form we can register positions and also we can look the positions which has been registered before, ongoing is shown the list with registered positions.

List of positions

Search

SEARCH REGISTER

			Position	Hours per week	Payment per position	Language	Article
EDIT	LANGUAGE	DELETE	Rektor i Universitetit të Prishtinës	0	0.00	Shqip	
EDIT	LANGUAGE	DELETE	Profesor i rregullt	6	1143.63	Shqip	182
EDIT	LANGUAGE	DELETE	Dekan i Fakultetit	0	0.00	Shqip	
EDIT	LANGUAGE	DELETE	Profesor asistent	6	909.71	Shqip	184
EDIT	LANGUAGE	DELETE	Profesor i asocuar	6	1026.67	Shqip	183
EDIT	LANGUAGE	DELETE	Profesor i SHL	6	909.71	Shqip	
EDIT	LANGUAGE	DELETE	Ligjërues i lartë	6	792.75	Shqip	
EDIT	LANGUAGE	DELETE	Ligjërues	6	792.75	Shqip	180
EDIT	LANGUAGE	DELETE	Lektor	10	675.79	Shqip	187
EDIT	LANGUAGE	DELETE	Asistent	10	618.00	Shqip	185

1 2

Figure 154: List of positions

From figure we can see that we have the opportunity of searching by the **Search** button and also we can register a new position by the **Save** button.

For searching a position initially we should fill **Search** field: e.g. Professor (look the figure below):

List of positions

Search

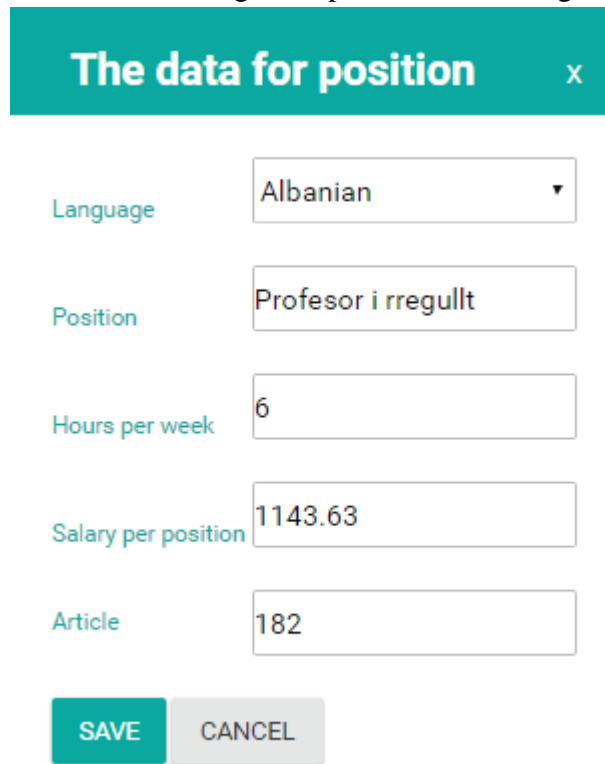
Profesor SEARCH REGISTER

			Position	Hours per week	Payment per position	Language	Article
EDIT	LANGUAGE	DELETE	Profesor i rregullt	6	1143.63	Shqip	182
EDIT	LANGUAGE	DELETE	Profesor asistent	6	909.71	Shqip	184
EDIT	LANGUAGE	DELETE	Profesor i asocuar	6	1026.67	Shqip	183
EDIT	LANGUAGE	DELETE	Profesor i SHL	6	909.71	Shqip	

1

Figure 155: Searching positions by the name

Also in this form we can change or modify the existing data, by the **Edit** **EDIT** button which is used for modification, where after choosing this option the following form is going to be shown:



The data for position x

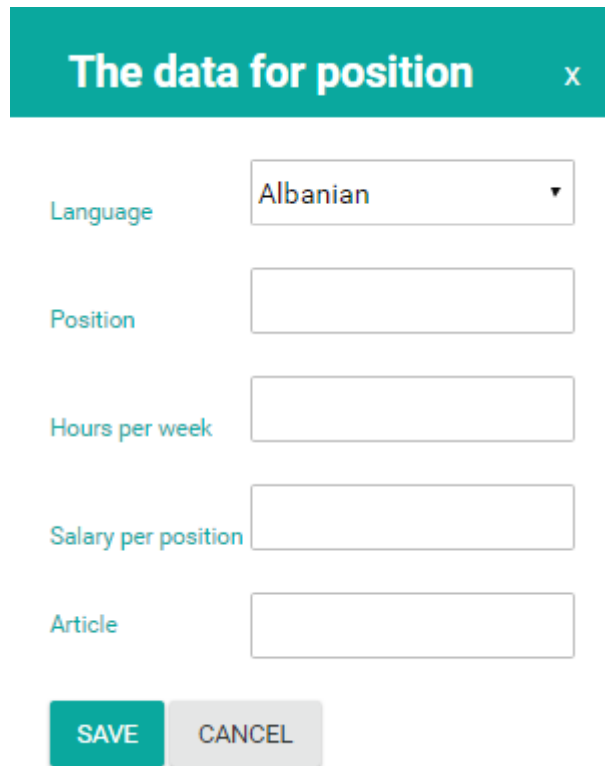
Language	Albanian ▼
Position	Profesor i rregullt
Hours per week	6
Salary per position	1143.63
Article	182

SAVE **CANCEL**

Figure 156: Data modification

Except the **Edit** option in the list is located also the **Language** **LANGUAGE** button which is used for the registration of positions in other language, we have three options of choosing the language: Albanian, Serbian, and English, so one position can be registered on the three mentioned languages. Also we have the **Delete** **DELETE** button which is used for delete of the record.

Whereas registration of a new position is done by the **Register** button where after clicking this button the following form is going to be shown.



The data for position x

Language Albanian ▼

Position

Hours per week

Salary per position

Article

SAVE CANCEL

Figure 157: Registration of a new position

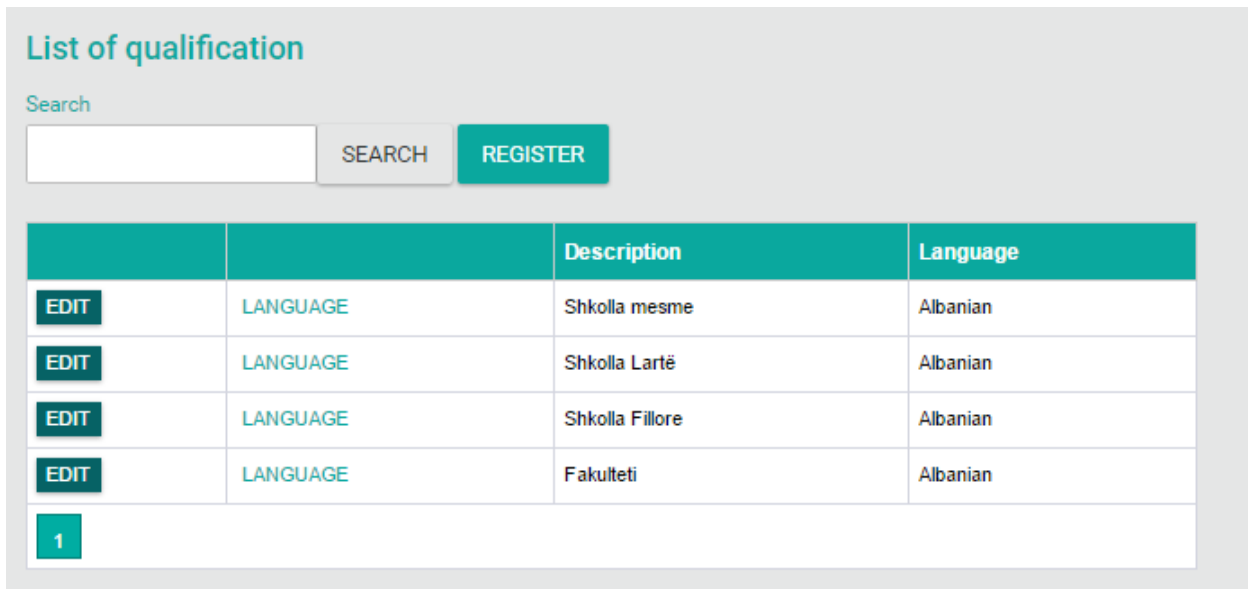
Form is consisted by these fields:

- **Language** – chose from drop down list
- **Position** – write position
- **Hours per week** – write hours per week
- **Payment for position** – write the payment for that position
- **Article** – write article.

After filling these fields we click on the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which it means we go on the start of the form.

QUALIFICATIONS

By this form can be registered qualifications and also we can see the qualifications that has been registered before, ongoing is shown the list with registered qualifications.



List of qualification

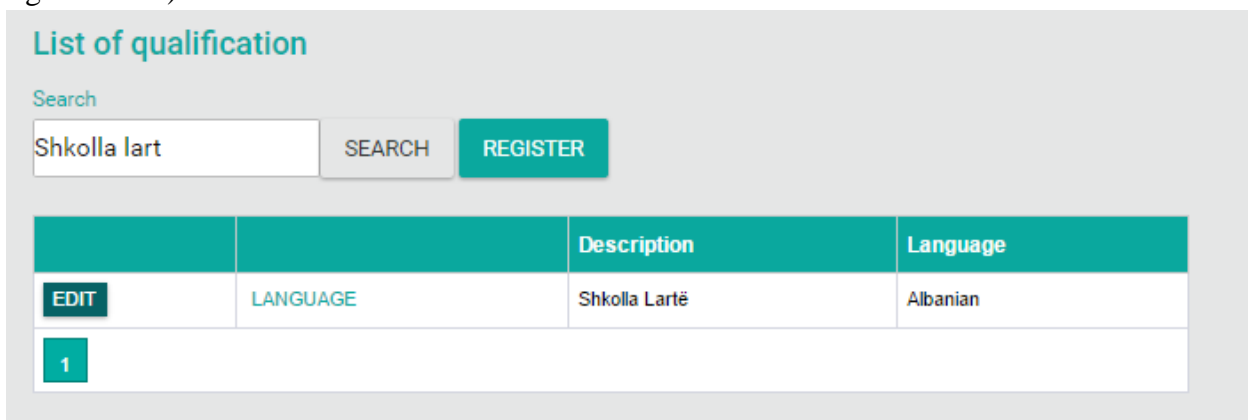
Search

		Description	Language
<input type="button" value="EDIT"/>	LANGUAGE	Shkolla mesme	Albanian
<input type="button" value="EDIT"/>	LANGUAGE	Shkolla Lartë	Albanian
<input type="button" value="EDIT"/>	LANGUAGE	Shkolla Fillore	Albanian
<input type="button" value="EDIT"/>	LANGUAGE	Fakulteti	Albanian
<input type="button" value="1"/>			

Figure 158: List of qualifications

From the figure we can see that we have the opportunity to search by the **Search** button and also registration of a new qualification by the **Register** button.

For searching a qualification initially we have to fill the field **Search:** e.g. shkolla lart (look the figure below):



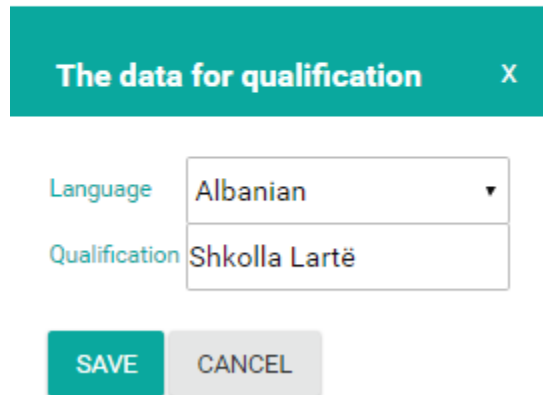
List of qualification

Search

		Description	Language
<input type="button" value="EDIT"/>	LANGUAGE	Shkolla Lartë	Albanian
<input type="button" value="1"/>			

Figure 159: Searching the qualifications by the name

Also in this form we can change or modify the existing data by the **Edit** button which is used for modification, where after choosing this button the following form is going to be shown:



The data for qualification X

Language Albanian ▼

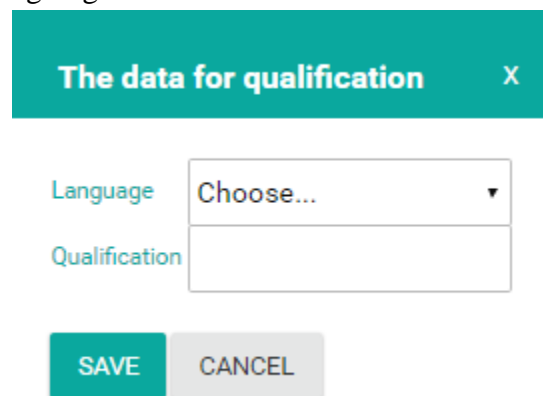
Qualification Shkolla Lartë

SAVE CANCEL

Figure 160: Data modification

Except the modification button on the list is located **language** LANGUAGE button which is used for the registration of position on the other language, we have three options of choosing the language: Albanian, Serbian and English, so a position can be registered on the three languages mentioned before.

Whereas registration of a qualification is done by the **Register** button where after clicking this button the following form is going to be shown.



The data for qualification X

Language Choose... ▼

Qualification

SAVE CANCEL

Figure 161: Registration of a new qualification

Form is consisted by these fields:

- **Language** – chose from drop down list
- **Qualification** – write qualification

After filling these two fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which it means we go on the start of the form

CODES

By this form can be registered the codes and also we can see the codes which has been registered until now, ongoing is shown the list with registered codes.

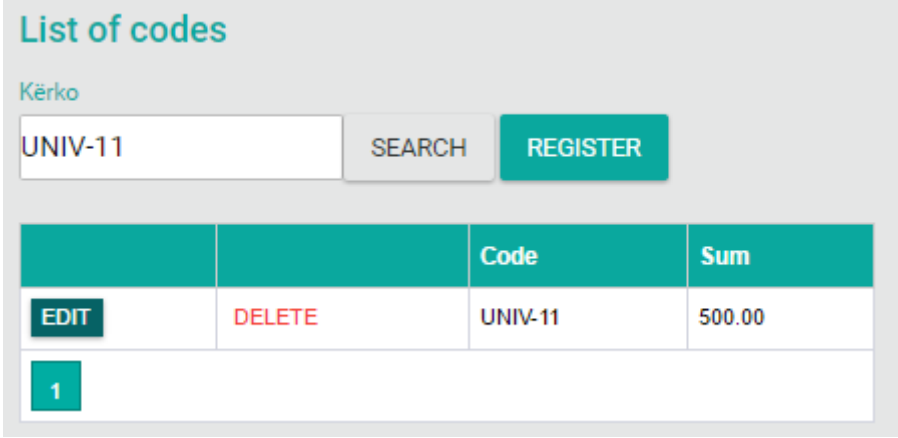
		Code	Sum
EDIT	DELETE	UNIV-01	300.00
EDIT	DELETE	UNIV-02	400.00
EDIT	DELETE	UNIV-11	500.00
EDIT	DELETE	UNIV-07	600.00
EDIT	DELETE	UNIV-09	700.00
EDIT	DELETE	UNIV-05	800.00
EDIT	DELETE	SEC-7	900.00
EDIT	DELETE	ECAT-6	1000.00
EDIT	DELETE	UNI-98	550.00
EDIT	DELETE	ECAT-5	650.00

1 2

Figure 162: List of codes

From the figure we have the opportunity to search by the **Search** button and the registration of a code by the **Register** button.

For searching a new code initially we have to fill **Search** field: e.g. UNIV – 11 (look the figure below):

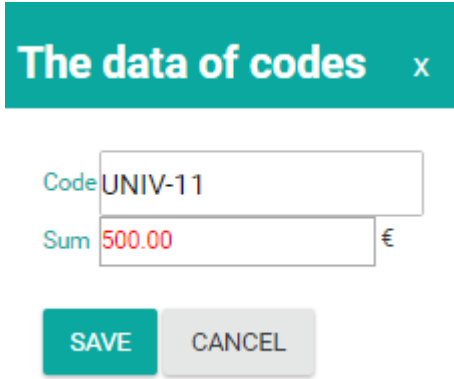


The screenshot shows a web interface titled "List of codes". At the top, there is a search section labeled "Kërko" with a text input field containing "UNIV-11", a "SEARCH" button, and a "REGISTER" button. Below this is a table with a teal header. The table has four columns: "Code" and "Sum". The first row contains the code "UNIV-11" and the sum "500.00". To the left of the table, there are two buttons: "EDIT" and "DELETE". Below the table, there is a small teal box containing the number "1".

		Code	Sum
EDIT	DELETE	UNIV-11	500.00

Figure 163: Searching a code by the name

Also on this form we can change or modify the existing data by the **Edit** **EDIT** button which is used to serve for modification, where after choosing this button the following form is going to be shown.

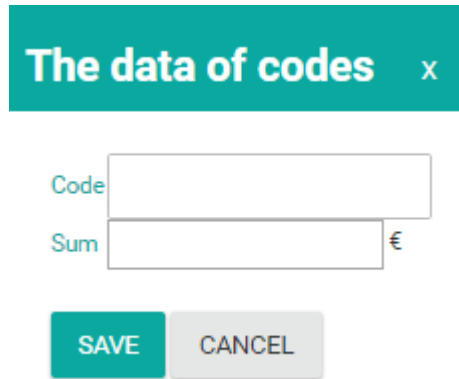


The screenshot shows a form titled "The data of codes" with a close button (x). It contains two input fields: "Code" with the value "UNIV-11" and "Sum" with the value "500.00" and a Euro symbol (€). Below the fields are two buttons: "SAVE" and "CANCEL".

Figure 164: The data of codes

Except the modification option on the list is located the **delete** **DELETE** button which is used for deleting the record.

Whereas registration of a code is done by the **Register** button where after clicking this button the



The data of codes x

Code

Sum €

SAVE CANCEL

following form is going to be shown.

Figure 165: Registration of a code

Form is consisted by these fields:

- **Code** – write the code
- **Sum** – write the sum

After filling these fields we click on the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which it means we go on the start of the form.

SCIENTIFIC GRADES

By this form we can register scientific grades and also we can see the scientific grades that has been registered until now. Ongoing is shown the list with scientific grades registered.

List of grades

Search

SEARCH REGISTER

		Scientific degree
EDIT	DELETE	Dr.sc
EDIT	DELETE	Mr.sc
EDIT	DELETE	Ing.
EDIT	DELETE	Ark.
EDIT	DELETE	Mr.art.
EDIT	DELETE	SH.M.
EDIT	DELETE	Fakulteti
EDIT	DELETE	Mr. ph.
EDIT	DELETE	MA
EDIT	DELETE	B.Sc
1		

Figure 166: List of scientific grades

From the figure we can see that we have the opportunity of searching by the **Search** button and also registration of a new scientific grade by the **Register** button.

For searching a scientific grade initially we have to fill the field **Search: e.g. dr.** (look the figure bellow):

List of grades

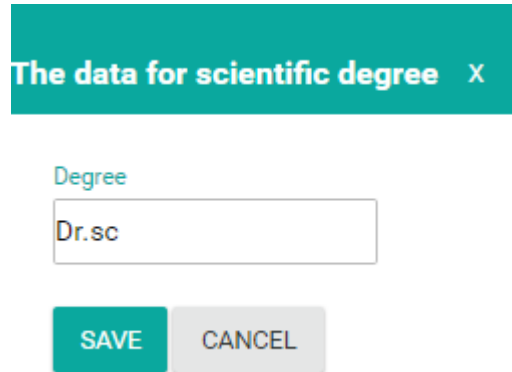
Search

Dr SEARCH REGISTER

		Scientific degree
EDIT	DELETE	Dr.sc
1		

Figure 167: Searching a scientific grades by the name

Also on this form we can change or modify the existing data, by the **Edit** **EDIT** button which is used for modification, where after choosing this button the following form is going to be shown:



The data for scientific degree X

Degree

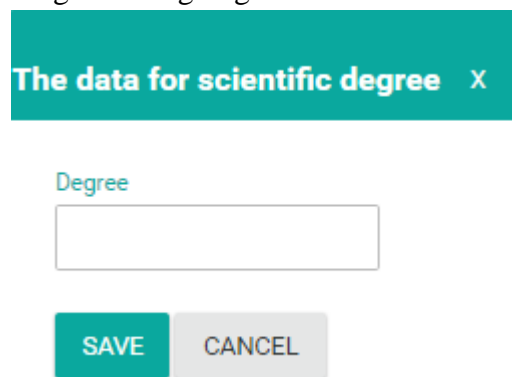
Dr.sc

SAVE CANCEL

Figure 168: Data modification

Except the modification option on the list is located the **delete** **DELETE** button which is used for deleting the record.

Whereas the registration of a new scientific grade is done by the **Register** button where after clicking this button the following form is going to be shown.



The data for scientific degree X

Degree

SAVE CANCEL

Figure 169: Registration of a new scientific grade

Form is consisted by these fields:

- **Grade** – write the scientific grade

After filling this fields we click the **Save** button for saving the written data while by the **Cancel** button we go one step backward, which it means we go on the start of the form.

LIST OF CABINET OFFICES

With the help of this form we can register all the offices on faculties for each department, where you can set the number and the description of office. Also can be registered on multilingualism. Initially if we click the **Search** button the list with all offices registered until now is going to be shown like it is shown on the figure below.

List of cabinet offices

Search

SEARCH REGISTER

		Faculty	Department	Cabinet office	Description	Abbreviation	Language
EDIT	LANGUAGE	FiekAng	Department of Computer Engineering	25	Kabineti Dekanit	KD	Shqip
1							

Figure 170: List of cabinet offices

For editing the data of any office, we click on the **Edit** **EDIT** button where a form is going to be shown like the figure below, where you can modify the data.

The data of cabinet office
X

Language

Faculty

Department

Office

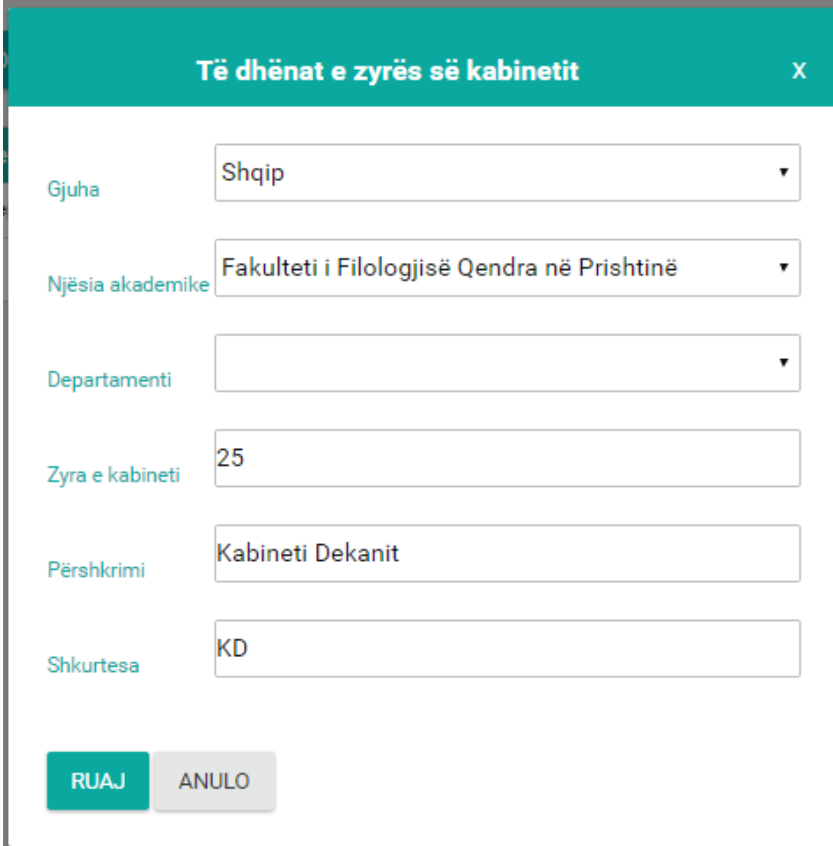
Description

Abbreviation

SAVE
CANCEL

Figure 171: Data modification

For registration in other language you must click the **Language** ^{LANGUAGE} button where the following form is going to be shown.



The screenshot shows a web form titled "Të dhënat e zyrës së kabinetit" (Office Data) with a close button (X) in the top right corner. The form contains several input fields:

- Gjuha** (Language): A dropdown menu with "Shqip" selected.
- Njësia akademike** (Academic Unit): A dropdown menu with "Fakulteti i Filologjisë Qendra në Prishtinë" selected.
- Departamenti** (Department): An empty dropdown menu.
- Zyra e kabinetit** (Office): A text input field containing "25".
- Përshkrimi** (Description): A text input field containing "Kabineti Dekanit".
- Shkurtesa** (Abbreviation): A text input field containing "KD".

At the bottom of the form, there are two buttons: a green "RUAJ" (Save) button and a grey "ANULO" (Cancel) button.

Figure 172: Registration in another language

For the registration of a new office you have to click the **Register** button where the following form is going to be shown, where you are going to fill all the data and click **Save** in the end.

The data of cabinet office
X

Language

Faculty

Department

Office

Description

Abbreviation

SAVE
CANCEL

Figure 173: Registration of a new office

List of figures

Figure 1: Accessing Administration module.....	4
Figure 2: Administration menu	5
Figure 3: List of registered Groups	6
Figure 4: Modification of data	6
Figure 5: Registration of new group	7
Figure 6: List with the data at Forms module	8
Figure 7: Modification of data in FORMS module	9
Figure 8: Registration of new FORM	9
Figure 9: Authorizations.....	10
Figure 10: List with data according to Group	11
Figure 11: Modification of data in authorization module	12
Figure 12: List of already registered users	13
Figure 13: Modification of data at users' module.....	14
Figure 14: New user registration form	15

Figure 15: List of languages already registered	16
Figure 16: Searching language by name	16
Figure 17: Modification of data at language's module	17
Figure 18: New language registration page.....	17
Figure 19: List of registered Faculties	18
Figure 20: Searching faculty by name	18
Figure 21: Modification of data for faculty	19
Figure 22: Registration of new faculty	20
Figure 23: List of departments	21
Figure 24: Searching department by name.....	21
Figure 25: Modification of data	22
Figure 26: New department registration.....	23
Figure 27: List of all registered banks	24
Figure 28: Searching bank by name	25
Figure 29: Modification of bank data	25
Figure 30: Registration of new banks	26
Figure 31: List of already registered employers	26
Figure 32: Modification of employers' data	27
Figure 33: Budget and finances module access	28
Figure 34: List of budget approval	28
Figure 35: Modification of budget data	29
Figure 36: Registration of new budget approval.....	29
Figure 37: List of approvals by year and faculty	30
Figure 38: General report for approvals	30
Figure 39: List of approvals by year, faculty and economic category	31
Figure 40: General approval report.....	31
Figure 41: List of allocated budget	32
Figure 42: Modification of data in allocation module	32
Figure 43: Registration of new budget allocation.....	33
Figure 44: List of allocated budget by year.....	34
Figure 45: General report for allocation	34
Figure 46: List of budget allocation by year and quarter	35
Figure 47: Allocation report for quarter	35
Figure 48: List of allocation by year and economic category.....	36
Figure 49: Allocation report by economic category	36
Figure 50: List of already registered commitments	37
Figure 51: Data modification option.....	38
Figure 52: Registration of new commitment budget	38
Figure 53: List of data by year	40
Figure 54: General report of commitment.....	40
Figure 55: Searching data by year, faculty and date.....	41
Figure 56: General commitment report by faculty	41

Figure 57: List of data searched by year, faculty, economic category and commitment number .42

Figure 58: Report based on number of commitment42

Figure 59: List of expenses43

Figure 60: Modification of data43

Figure 61: Registration of new expenses44

Figure 62: General report of payments.....45

Figure 63: List of expenses by year and faculty45

Figure 64: Report of payment by year and faculty46

Figure 65: List of expenses by year and economic category46

Figure 66: Report of payments for economic category47

Figure 67: List of expenses by number of commitment.....47

Figure 68: Report of payments by number of commitment48

Figure 69: List of expenses by supplier.....48

Figure 70: Report of payments by supplier49

Figure 71: List of already registered certification49

Figure 72: Modification of data50

Figure 73: Registration of new certification51

Figure 74: List of certifications by year52

Figure 75: General report of certification.....52

Figure 76: List of certifications by year and faculty.....53

Figure 77: Report of certification by faculty and year53

Figure 78: List of certification by number of commitment.....54

Figure 79: Report of certification by number of commitment54

Figure 80: Report of certification by coupon of expense55

Figure 81: List of certification by year and economic category55

Figure 82: Report of certification by economic category.....56

Figure 83: Searching form (reports)56

Figure 84: List of already registered suppliers.....57

Figure 85: Searching suppliers by name57

Figure 86: Modification of data58

Figure 87: Registration of new supplier58

Figure 88: List of the suppliers' bank.....59

Figure 89: Searching bank of suppliers by supplier name59

Figure 90: Modification of data60

Figure 91: Registration of new supplier60

Figure 92: List of economic categories61

Figure 93: Searching an economic category62

Figure 94: Data modification62

Figure 95: Registration of an economic category63

Figure 96: List of economic subcategories64

Figure 97: Searching subcategory by criteria.....65

Figure 98: Data modification66

Figure 99: Registration of an economic subcategory	67
Figure 100: List of economic codes.....	68
Figure 101: Searching an economic code.....	68
Figure 102: Data modification	69
Figure 103: Registration of economic code	69
Figure 104: List of registered codes	70
Figure 105: Searching a project code	70
Figure 106: Data modification	71
Figure 107: Registration of a project code	72
Figure 108: List of requests.....	73
Figure 109: List of requests by the searching	73
Figure 110: Data modification	74
Figure 111: Registration of request	74
Figure 112: General report of request.....	75
Figure 113: Report of request	75
Figure 114: List of requests.....	76
Figure 115: Approved requests.....	76
Figure 116: Approved request.....	77
Figure 117: Report of request	77
Figure 118: List of articles	78
Figure 119: Searching an article	78
Figure 120: Data modification	79
Figure 121: Registration of an article	80
Figure 122: List of asset categories	81
Figure 123: Searching an asset category	81
Figure 124: Data modification	82
Figure 125: Registration of an asset category.....	82
Figure 126: List of measurement units	83
Figure 127: Searching a measurement unit.....	84
Figure 128: Data modification	84
Figure 129: Registration of a measurement unit.....	85
Figure 130: List of personnel	86
Figure 131: Searching a personnel by the name	87
Figure 132: The data modification.....	87
Figure 133: Registration of new personnel	88
Figure 134: The list of administrative contracts	88
Figure 135: Searching the administrative contract for personnel	89
Figure 136: Data modification	89
Figure 137: Registration of new administrative contract	90
Figure 138: Regular contract of work (first part).....	91
Figure 139: Regular contract of work (second part).....	92
Figure 140: List of academic contracts	93

Figure 141: Searching the academic contract	93
Figure 142: Data modification	94
Figure 143: Registration of academic contract	95
Figure 144: First part of regular academic contract.....	96
Figure 145: Second part of regular academic contract	97
Figure 146: First part of contract of honorarium work.....	98
Figure 147: Second part of contract of honorarium work	99
Figure 148: First part of contract of working over norm	100
Figure 149: Second part of contract of working over norm.....	101
Figure 150: List of functions.....	102
Figure 151: Searching the function by the name	102
Figure 152: Data modification	103
Figure 153: Registration of new function.....	103
Figure 154: List of positions	104
Figure 155: Searching positions by the name	104
Figure 156: Data modification	105
Figure 157: Registration of a new position	106
Figure 158: List of qualifications.....	107
Figure 159: Searching the qualifications by the name	107
Figure 160: Data modification	108
Figure 161: Registration of a new qualification	108
Figure 162: List of codes.....	109
Figure 163: Searching a code by the name	110
Figure 164: The data of codes.....	110
Figure 165: Registration of a code.....	111
Figure 166: List of scientific grades	112
Figure 167: Searching a scientific grades by the name	112
Figure 168: Data modification	113
Figure 169: Registration of a new scientific grade	113
Figure 170: List of cabinet offices	114
Figure 171: Data modification	114
Figure 172: Registration in another language	115
Figure 173: Registration of a new office.....	116