# 7 Finances

## 7.1 Payment

This is where you can check your list of payment obligations, both paid and still payable (i.e. active). You may fulfill these obligations by using any of the payment methods at your disposal within Neptun. If allowed by your institution, you may also dispose certain financial items for yourself and pay them.
Furthermore, this interface provides an opportunity for you to request Student loan grant as well.

### 7.1.1 Pay in, pay back - list of transcribed items

This interface can be used to list your **payment obligations** (Payments tab) and **refund obligations** (Pay back tab). The latter is only needed if, for any reason, your institution transferred you an amount that is too big, in which case the correction needs to be performed via this interface.

Using the filters you can select which imposition items (i.e. payment obligations) you want to be displayed. The list can be filtered by semester or the state of the imposition items by clicking the "List" button.
E.g. by using the settings Semester: All, Status: Active, items transcribed to you and still unpaid will be listed for all semesters.

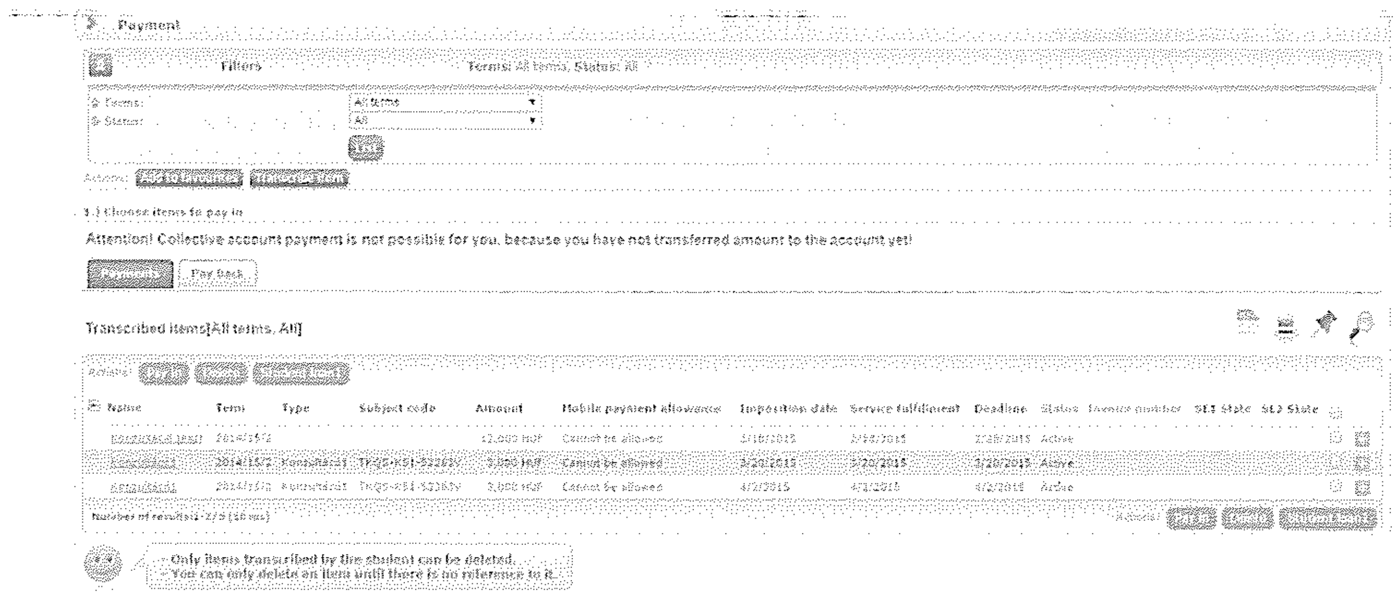
Items appearing in the list include the name and type of the imposition item which information help you to identify the imposition items retrospectively. In the "Subject code" column the code of the subject appears in case of impositions related to subjects (e.g. in case of imposing a repeat exam fee). The "Imposition date" provides information about date of imposing the item, the "Date of deposit" about the date of the payment of item and the "Deadline" informs about the deadline of paying the item.
The state according to the **Student Loan request** of the given financial item is showed by the "SL1 State" and "SL2 State" columns.

In the line of the imposition items the **number of** the corresponding **invoice** is also displayed.

If you have one or more **joint accounts**, their list will appear above the filter conditions (semester, state). By selecting any of them, you can also see the balance of the particular account ('**Balance on the joint account**', so you can easily check whether you have the funds necessary to fulfill your payment obligations.

On the "Finances/Payments" menu item, the following warning message will appear for the student who is not a member of any institutional joint account: "**Attention! Joint account payment is not possible for you, because you have not transferred amount to the account yet!**".
If you are trying to pay in such an item in which only the joint account fulfillment is enabled and you have not transferred amount to your joint account, then the program displays the previous warning text on the "Select payment mode" interface as well and it does not allow the payment. If other payment method is allowed than the joint account payment at the financial code, the message is still displayed but you are naturally able to pay the amount through any other method of payment.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.




*The operational interface of payment and transcribing items*

**Details of the imposition item**

By clicking on the item name in the line of the displayed financial items or on the "Details" label below the "Options" icon, you can view the detailed information of the given item in a pop-up window. Here such important information are included as the amount (it may has a negative sign as well if it is not a debt; the plus symbol is not displayed in case of items with positive sign), the type (including the fee type of the imposition item), or the state (whether the item is active or fulfilled).
The institution can display arbitrary extra information to the details of the item.

Among details of the imposition item, in the "**State of student loan**" column you can see whether student loan grant has been applied to the imposition. **The state of grant can be: "Sent", "Dispatched to Student Loan", "Accepted", and "Refused".**
By clicking on the "**Print**" button in the window you can print a **financial certificate** of the given item. In addition to the details of the item, the student name, the student's Neptun code, term of the imposition item as well as the fulfillment date are displayed on the blank as further information.
If the item **has been imposed as a request fee**, then in its name the identifier of the request is being displayed and the request ID appears in the "Comment" field in the window of the item as well. From this information you know clearly that to which request the imposition item belongs.

## 7.1.2 Further operations with the item

You can assign a payer to the given item by clicking on the "**Payer**" label at the line-end options. This is necessary if you would like to receive an electronic invoice of the payment. You can request for a tax certificate not here but on the "Tax certificate" tab of the Finances/Settings menu item, since it must be set pertaining not to particular financial items but to a tax year.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

**Meaning of financial statuses:**

*Active:* The item is not paid yet; in case of items transcribed by the student it is possible to delete the item.

*Being in process:* The payment of the item is in process, but has not been confirmed yet. The duration depends on the used payment method and on the speed of administration of the other parties concerned (e.g.: bank, post).

*Completed:* The payment of the item is completed and has been confirmed within Neptun.

*Deleted*: Depending on the institutional setting, the deleted items may also be displayed to the students.

**Student Loan 1**

Depending on institutional setting, a "**Student loan1**" button is displayed on the "Finances/Payments" menu item. You can select those items by the help of check boxes in the column for which you would like to initiate Student Loan grant, and then you have to click on the "**Student loan1**" button.

In the pop-up window, you can approve, and then grant the selected items. After the "**Ok**" button is pressed, the **Infosheet of studentcredit** is created, on which beyond former data, both the cessionary amount and the grant identifier are shown as well. In case of more granted items, the same grant identifier belongs to every imposition item. After granting, the SL1 state of the granted imposition items will be "**Sent**". If a student made grant in the given granting period, then it is no longer possible to create a new grant in the period concerned, however, if the student still tries to do so, the program sends a negative message. Later, the status will change according to the current situation (e.g. if it has already been dispatched to the Student Loan then the status will be "Dispatched to Student Loan").The program pays attention not to allow payment at the granted item so that the student will not be able to pay in the imposition item in any other way. If the student still tries to do so, the program will refuse it in a warning message that is grant has already been made for the given item. If the DH1 status of the item will be "**Refused**", the payment option will be available again.

On items selection, the program monitors the amount limit of HUF 250,000. If selected items of the student exceed the amount limit of HUF 250,000, the program warns the student and the grant is not created.

If payer organization belongs to the selected imposition (the institution has set it), then the item concerned will be highlighted in the summarizing pop-up window of selected items. The program will ask the student whether to continue the grant with omitting the named item or not.

The student has to take the printed infosheet of studentcredits to the institutional administrator.

**ATTENTION!** The Infosheet of studentcredit is printed in .pdf format. Because of the safe management of pop-up windows of some browsers it may require further interventions. In this case, the enabling of pop-up windows offers a solution for the problem.

**Student Loan 2**

With reference to the introduction of Student loan2, students can record the **Student Loan2 contract number** to their concerning fee-paying imposition(s). With this indicating that which imposition(s) she/he would like to be settled with Student loan2.

By law, only those students can claim the Student loan2 whose financial state is **fee-paying** or **state partial scholarship. Student loan2 can only be demanded in case of titles of fee-paying type.**

It depends on the setting of the institution whether the program allows students to fill the Student loan2 contract number on the web or not. You can enter the contract number on the "Student loan2" tab under the "Finances/Settings" menu item.

On the Payment interface you are able to assign a formerly recorded contract number to the given item by standing on the imposition item and then clicking on the "**Options/Student loan2**". A contract number can be assigned to more imposition items as well if the imposition item meets the above criteria. If the student fills the contract number in the imposition, then company can no longer be set as payer for the item. Once the upload takes place, the previously set payer can neither be changed. The "Options/Payer" becomes inactive.

If a company account belongs to an imposition item, then contract number cannot be recorded. The program informs you about this in a warning message. If the contract number is filled in for an imposition item, then you cannot pay your imposition in any other way but if you still try to do so, the program will refuse it in a warning message.

If you are able to record the contract number, then it is important to know that the institution may authorize the **disjunction of items**, which could help you, in case you do not want to pay the total amount with Student loan2.

If a student has more trainings and he/she is logged in on such training in which his/her financial state is not fee-paying or state partial scholarship, then the Student loan2 will not be active at the Options. Furthermore, at such imposition items where the financial state of the training belonging to the imposition item is not fee-paying or state partial scholarship, the Student loan2 is neither active.

### 7.1.3 Modify payer

By default the payer of all items is the student (i.e. you), therefore this does not need to be set separately.
But if you would like to determine someone else as the payer, then you can set this by selecting the "**Options/Payer**" option in the line of the imposition item. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu and the "Payer" can also be reached.

The fields appearing in the popup window and their meaning:

*Payer type*:
"*Partner*" = The payer is a private individual
"*Organization*" = The payer is a legal entity

*Payer*: By clicking the three points following the field, the list of partners and organizations assigned to you will be displayed. **Assigning a new payer should not be done here, but on the "Partners" or "Organizations" tabs of the Finances\Settings menu.**