

## How to arrange the payments in Neptun? (above year 1)

The description below can be used to complete payments that are under the students' name and if the transfer is going to be **made by the student or other private person** (and NOT a company).

Should you have any questions arisen, you may ask for help from our co-workers before you initiate the transfer!

### Step 1.

The quickest method to complete the payment is the **bank transfer**. Bank transfer can be initiated in person directly at a bank with submitting a bank transfer request form or can be arranged electronically.

## **PAYMENT PERIOD: 15-30 January 2023!**

In order to transfer money to the **summary invoice (called as collective account in Neptun)**, you will need the following beneficiary name and bank account number:

**Állatorvostudományi Egyetem 11763842-00852883**

**IBAN: HU22117638420085288300000000 SWIFT**

**(BIC): OTPVHUB**

At the remark/message field of the transfer, you will need to add the Neptun-code of the student with the following format:

**NK-XXXXXX**

For example, if the Neptun-code of the student is „QWRETZ”, then you need to add:

**NK-QWRETZ.**

**It is important to add the NK- prefix as well, the Neptun-code itself is NOT enough!**

On condition the person who does the transfer is not the student him/herself but someone else, then it is worth adding the Student's name as well at the remark/message field. (It might happen that the parents do the transfer, and they may give a wrong Neptun-code, which makes it difficult to identify the student.)

**Never leave the remark/message field empty!**

If this happens, it will take much longer to have the payment identified and fulfilled on the student's collective account since there are thousands of students among whom we need to find the beneficiary name/person.

After having accepted the transfer request, the bank/institute transfers the money to the collective invoice of the beneficiary (the university) as the own regulation of the bank requires.

There could be even an immediate transfer if both systems (that of the bank and the beneficiary) are 'open' for the transfer.

After the fee has arrived, the OTP Bank (where the university has its account) will fulfil the payment on the virtual collective invoice of the **student** in a short time.

You can be informed on its fulfilment in the finance module of the Neptun-system.

PS: please do not forget to click on the 'Pay in' button, after the fee has arrived to your collective account, otherwise your Neptun will not be instructed for the payment, the money will just 'park' on your account and the fee will not be fulfilled!

## Step 2:

### Finances /Transaction list menu:

In this submenu you can follow your transactions on your collective account in Neptun i.e what payments have been fulfilled or charged.

The system will show also whether the transactions were successful or unsuccessful (in the Results of transaction menu).

The screenshot shows the Neptun web application interface. At the top, there is a navigation bar with 'Education Admin.' and 'Neptun Meet Street'. Below this is a main navigation menu with tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing options: 'Payment', 'Invoices', 'Transaction list' (highlighted), 'Scholarship, payouts', and 'Settings'. Below the dropdown, there are filters for 'Payment types' (set to 'All'), 'Joint accounts' (set to 'All joint accounts'), and 'Cum. balance of all joint accounts' (0 EUR). There are 'List' and 'Transfer back' buttons. Below the filters, there is an 'Actions' section with 'Add to favourites'. The main content area is titled 'Transactions [All terms]' and contains a table with the following data:

Prefix	Amount	Payment method	Transfer date	Result of transaction	Notes
-	7,700 EUR	<a href="#">Cash-in from the joint account</a>	9/24/2021	Successful	
+	7,700 EUR	<a href="#">Transfer to the joint account</a>	9/23/2021	Successful	
+	4,780 EUR	<a href="#">Transfer to the joint account</a>	2/16/2022	Successful	
-	4,780 EUR	<a href="#">Cash-in from the joint account</a>	2/17/2022	Successful	

At the bottom of the table, it says 'Number of results: 1-4/4 (66 ms)'. The interface also includes a sidebar with 'Neptun news', 'Neptun mobile', 'Messages' (Inbox 952), and 'Favourite functions'.

## Step 3:

### Finances / Payment menu:

The screenshot displays the Neptun system's 'Finances / Payment' menu. The 'Payment' option is highlighted in a red circle. A dropdown menu is open, showing options: Invoices, Transaction list, Scholarship, payouts, and Settings. The main content area shows a '1.) Choose items to pay in' section with a 'Joint accounts' dropdown and a 'Balance on the joint account' field showing '0 EUR'. Below this is a table of 'Transcribed items' with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, SL2 State, and a checkbox. Two rows are visible, both for 'Tuition fee'. The first row has an amount of 4,780 EUR and a deadline of 2/18/2022. The second row has an amount of 7,700 EUR and a deadline of 8/26/2021. The 'Pay in' button in the bottom right corner is also circled in red.

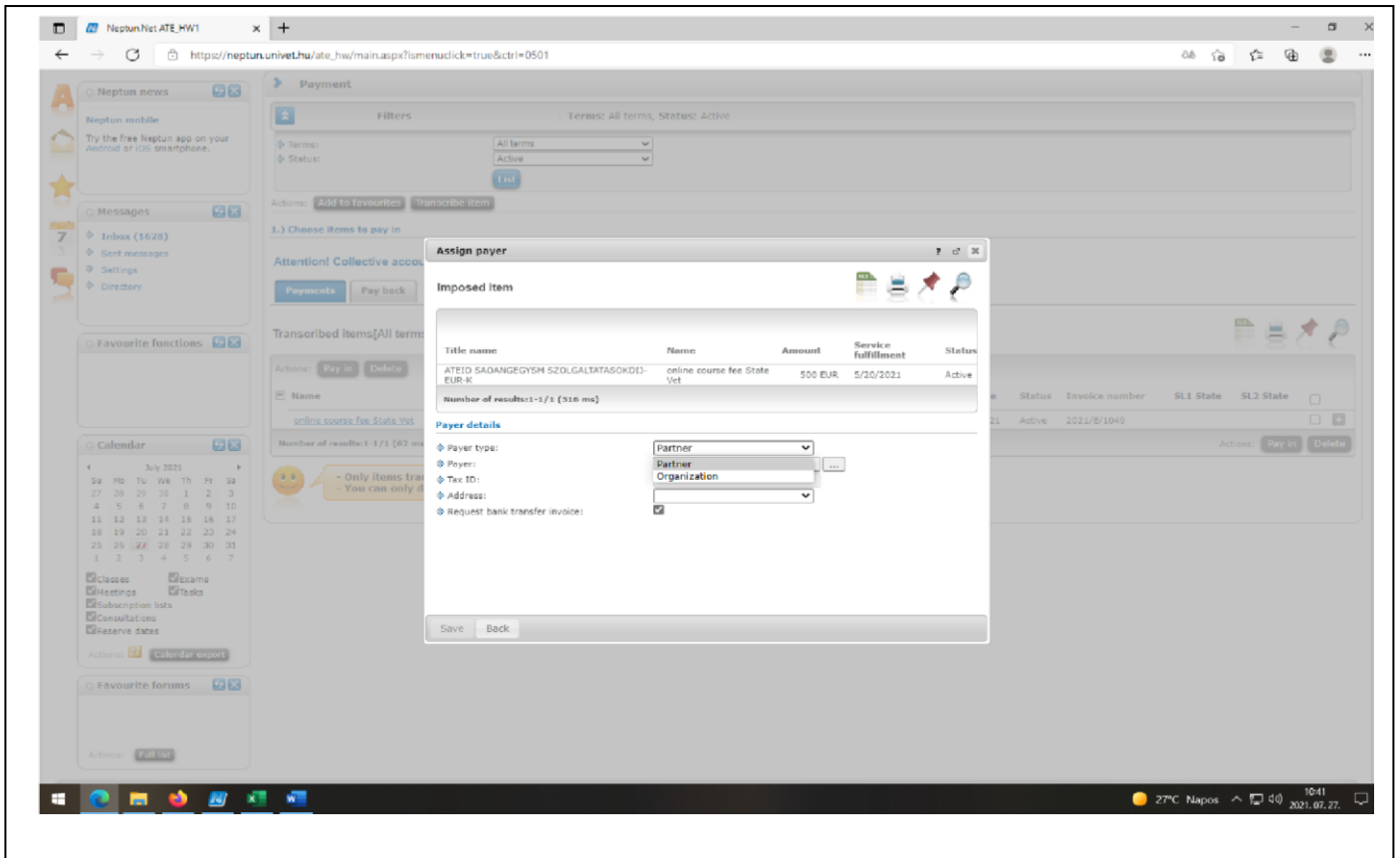
'1. Choose items to pay in' at *Joint account* field you can see what institute the collective account belongs to at: *Cum. balance of all joint accounts* field you can see the balance of the collective accounts

If you do not see the two fields above then you do not have a *Collective account*, you do not have any money to use on the balance of account, you can NOT pay the prescribed fee! **The Collective account will be created when you transfer at first time to the university account!**

Under '*Filter*' in the '*Terms*' field you can pick the wished semester, in the '*Status*' rolling menu you can pick the wished status (all type of the payment i.e active, fulfilled, processing, deleted) then with using '*List*' button you can get the prescribed items.

At the end of the row you can find a box, if you tick the box, you can mark the payment that you would like to pay in.

Clicking on '*Next*' button a pop-up window will warn you that if the student would like to pay the amount NOT on behalf of him/herself or under the name he/she previously gave, then before paying you need to make the necessary modifications (with using the + sign clicking at the end of the row / *Options* / *Payer* menu, where you can set the details), since it will not be possible after having paid. Partner (if someone else pay). Organization (if a company pays for you).



'2. Type of payment' – shows the relevant summary invoice. You can pay the chosen item with clicking on the 'Pay in' button. Neptun will have it confirmed – either it was or was not successful – in a pop-up window.