

## 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: 10-20 August 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): OTPVHUHB**

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).

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | **Finances** | Information | Administration

Neptun news  
Neptun mobile  
Messages  
Favourite functions  
Calendar

Transaction list menu options:  
 Payment  
 Invoices  
**Transaction list**  
 Scholarship, payouts  
 Settings

Types: All, Joint accounts: All joint accounts

Payment types: All  
 Joint accounts: All joint accounts  
 Cum. balance of all joint accounts: 0 EUR

Actions: Add to favourites

Transactions [All terms]

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

Number of results: 1-4/4 (66 ms)

## Step 3:

### Finances / Payment menu:

The screenshot shows the Neptun interface for the 'Finances' section. The 'Payment' menu is open, and the 'List' button is highlighted. Below, the '1.) Choose items to pay in' section shows a 'Joint accounts' dropdown and a 'Balance on the joint account' field displaying '0 EUR'. A table of 'Transcribed items' is shown with columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, SL2 State, and a checkbox. Two rows of 'Tuition fee' are visible. The 'Pay in' button in the bottom right is circled.

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	
Tuition fee	2021/22/2			4,780 EUR	1/12/2022	2/17/2022	2/18/2022	Fulfilled	2022/E/448			<input type="checkbox"/>
Tuition fee	2021/22/1			7,700 EUR	9/24/2021	9/24/2021	8/26/2021	Fulfilled	2021/E/1994			<input type="checkbox"/>

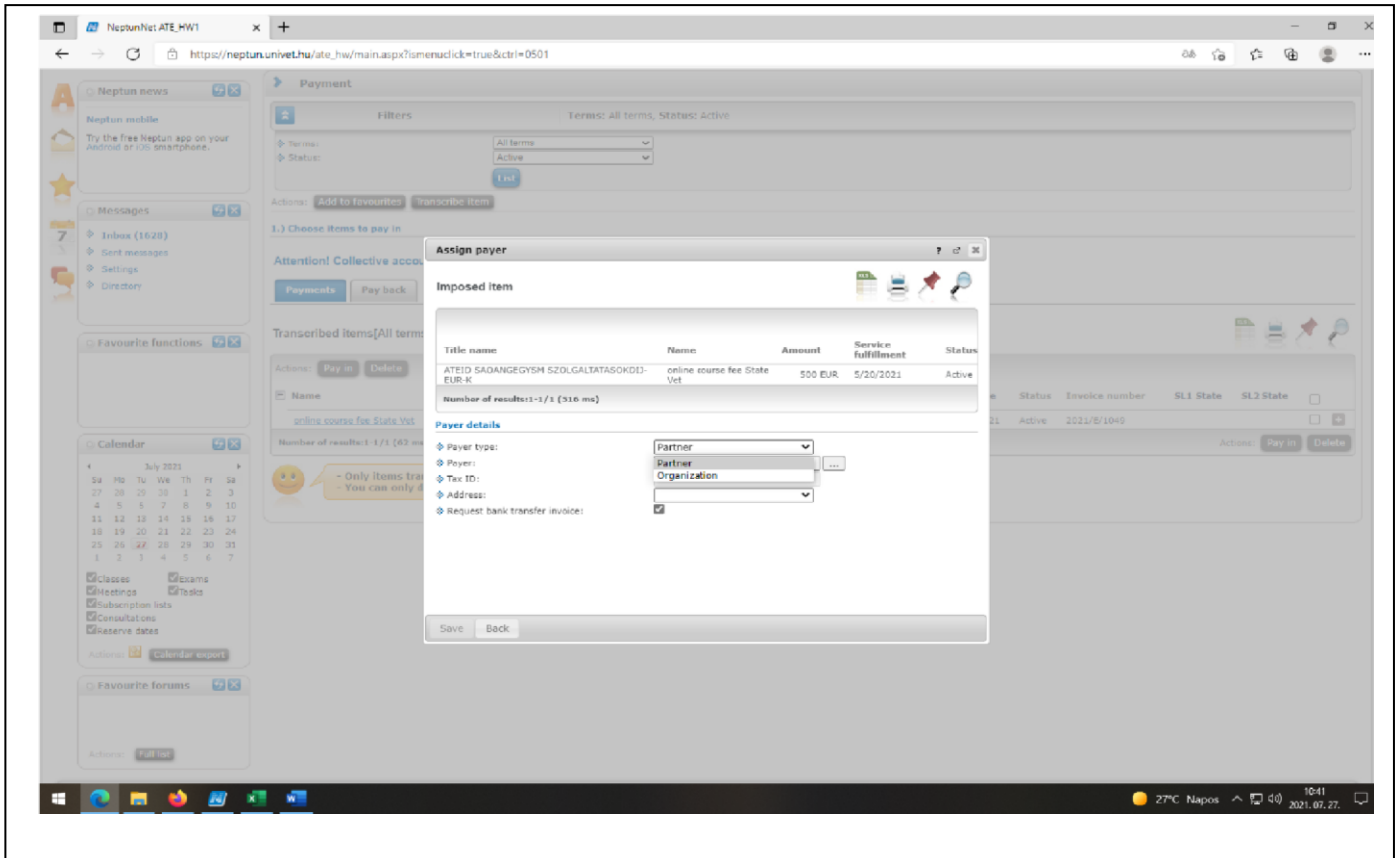
'1. Choose items to pay in' at *Joint account* field you can see what institute the collective account belongs to at: *Cum. balance of all joint accounts field* you can see the balance of the collective accounts

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.