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 2024!

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: HU2211763842008528830000000 SWIFT
(BIC): OTPVHUHB

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

NK-XXXXXX Last name first name

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

NK-QWRETZ Smith John.

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

On condition the person who does the transfer is not the student him/herself but someone else, then you still need to add the Student's full 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).

Step 3:

Finances / Payment menu:

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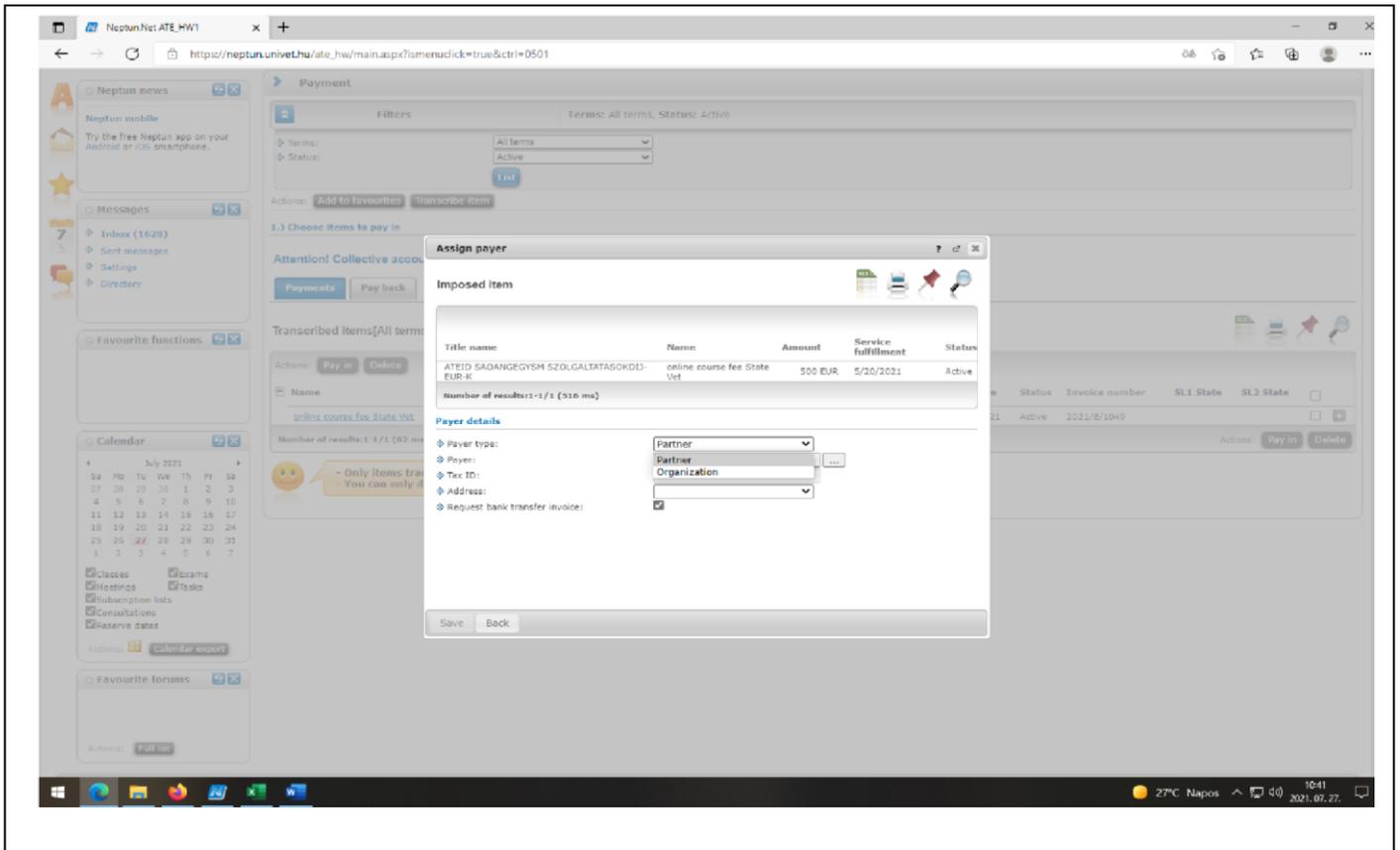
'2. Type of payment' – shows the relevant summary invoice. You can pay the chosen item with clicking on the 'Pay in' button. Neptun will have it confirmed – either it was or was not successful – in a pop-up window.