

QUICK GUIDE TO NEPTUN (MAKING PAYMENTS VIA NEPTUN)

PAYING THE TUITION FEE

To check any "active" (unpaid) fees, enter Neptun and click on the Finances tab and then on Payment. You can choose to see only the "active" items under "Status" (remember to click on the "Show list" button).

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

Messages | Inbox (8) | Sent messages | Settings | Directory

Favourite functions

Calendar

Payment

Semesters: All semesters, Status: All

Actions: Add to favourites | Transcribe item

1.) Choose items to pay in

Joint accounts: 100320000028285701120008

Balance on the joint account: 869,913 HUF

Payments | Pay back

Transcribed items[All semesters, All]

Name	Semester	Type	Subject code	Amount	Date of transcription	Service fulfillment	Deadline	Status	Invoice number	SL1 State	SL2 State
Tuition fee 2013/14/1	2013/14/1			869,913 HUF	8/25/2013	8/25/2013	9/4/2013	Active			

Number of results: 1-1/1 (31 ms)

Actions: Pay in | Delete | Student loan1

- Only items transcribed by the student can be deleted.

To pay in an item, click on the active item (see Status) you wish to pay in and check the box. If you wish to have a person other than yourself recorded as the "Payer", click on Options and choose "Payer", then fill in the details.

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Szűrések | Semesters: All semesters, Status: All | Listázás

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Details: Sharing, Combine, Payer, Student loan2, Handing in of the application, Viewing of the resolutions

- Only items transcribed by the student can be deleted.
- You can only delete an item until there is no reference to it.

To finalize the payment, click on "Pay in" and confirm your intent to pay in the amount.

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PAYING THE RETAKE EXAM FEE (after the 2nd exam in any given course)

If you have already taken the final exam and the retake exam once, you will have to pay for all further exam opportunities from then on before being able to register for any subsequent exams. It is the students' task to transcribe (and pay in) such items. To transcribe a retake exam fee (or an administrative fee), go into the Finances / Payment and click on the "Transcribe item" box.

The screenshot shows the NEPTUN Payment interface. On the left, there are navigation panels for Messages, Favourite functions, and Calendar. The main area is titled 'Payment' and includes a search bar with 'Szűrések' and 'Semesters: All semesters, Status: All'. Below this, there are filters for 'Semesters' and 'Status', both set to 'All'. A 'Listázás' button is visible. Under 'Actions', there are buttons for 'Add to favourites' and 'Transcribe item'. The '1.) Choose items to pay in' section shows 'Joint accounts' and 'Balance on the joint account' with a dropdown menu and a balance of 869,913 HUF. Below this is a table of 'Transcribed items[All semesters, All]'. The table has columns for Name, Semester Type, Subject code, Amount, Date of transcription, Service fulfillment, and Deadline Status. One item is listed: 'Tuition fee 2013/14/1' with an amount of 869,913 HUF and a date of transcription of 8/25/2013. Below the table, there are buttons for 'Pay in', 'Delete', and 'Student loan1'. A yellow warning box states: '- Only items transcribed by the student can be deleted. - You can only delete an item until there is no reference to it.'

A "Transcribe item" window will pop up, where you can choose whether to transcribe a retake exam item (here you will have to choose the given course in which you are taking the exam for the 3rd or 4th or ...th time) or a "Service".

The screenshot shows the NEPTUN Payment interface with a 'Transcribe item' dialog box open. The dialog box has a 'Details' section and a 'Payment titles' dropdown menu. The dropdown menu is open, showing options: '--Please choose!--', '--Please choose!--', 'Retake exam', and 'Service'. A 'Vissza' button is visible at the bottom of the dialog box. The background shows the same 'Payment' interface as in the previous screenshot, but it is dimmed.

Once you have transcribed the item, please remember to pay it in!!!

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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. If you have one or more joint accounts, their list will appear above the filter conditions (semester, status). By selecting any of them, you can also see the balance of the particular account, so you can easily check whether you have the funds necessary to fulfil your payment obligations. Using the filters you can select which of the transcribed items (i.e. payment obligations) you want to have displayed. Currently the list can be filtered by semester or the status of the transcribed items by clicking the "Show 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.

Clicking "More" in the row of financial items displayed opens a popup window showing detailed information on the item concerned. By clicking "Payer" you may assign a payer to the particular item. You need this when you want to receive an electronic invoice for the payment concerned. Requesting a tax certificate should not be done here, but on the "Tax Certificate" tab of the Finances\Settings menu, as it relates to whole tax years, not individual financial items.

Meaning of status values:

Active: The item is not paid yet; for items transcribed by the student it is possible to delete the item.

Being processed: The payment of the item is being processed, but has not been confirmed yet. The duration depends on the payment method used and on the speed of administration of the other parties concerned (e.g.: bank – usually 2-3 days!).

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

2. Assign payer

By default the payer of all items is the student (i.e. you); therefore this does not need to be set separately.

The fields appearing in the popup window and their meaning:

Payer type:

"Partner" = The payer is a private individual

"Organisation" = The payer is a legal entity

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

The *Tax number* and *Tax ID* fields are automatically filled in by Neptun.

In case of the *Address* field you can use a dropdown menu to select the address of the payer to appear on the payment invoice issued. This data can also be modified from the Finances\Settings menu.

I need a transfer invoice: This option is of importance when your fees are financed by a company or another organisation which requires a transfer invoice. In all other cases this can be left empty.

3. Item transcription (optional)

If transcribing items is allowed for students in your institution, the "Transcribe item" button is available on the right hand side, above the list of transcribed items, at the same height as the "Show list" button. When clicking it, a popup window appears, in which you may transcribe a payment obligation for yourself.

Item data is to be entered in order, one by one, selecting required settings from dropdown menus. For further information about the meaning of settings and the rules concerning various payment obligations please consult the Education Administration at your institution.

First you need to select the title of payment, based on which further fields are displayed. If everything is correctly set, click "Create item". The system will confirm writing the item successfully, after which the item in question appears among your active items on the "Payments" tab if filters are properly set.

4. Delete item (optional)

In Neptun, students can only delete unpaid items transcribed by themselves, and not items transcribed by administrators or lecturers of the institution or generated by the system.

Accordingly, in the list of transcribed items, the "Delete" column only contains a check box for

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items that meet both above criteria.

After marking the check boxes in the list for the items to be deleted, click "Delete" at the bottom of the page.

5. Pay item

To pay your unpaid (i.e. active) transcribed items, mark the "Pay in" check box next to the item(s) due, and then click "Next". Neptun will provide a last reminder about the possibility of assigning a payer, as this setting cannot be modified once the item(s) have been paid. If all data is correctly set, click "OK".

5.1 Select payment method

Depending on the settings of the institution, you may pay an item written using the following methods:

Joint account payment /Virtual joint account payment : When using this payment method, the system will transfer the required amount from your joint account if the necessary funds are available there. If you are assigned to more than one joint account, it is up to you to select the one from which to pay the item(s) in question. In case of joint account and virtual joint account payments, the transaction is immediately recorded in Neptun.

6. Share and merge items (optional)

In the list of transcribed items you have the option of splitting active i.e. unpaid items into several partial items, if allowed by your institution. Splitting items may be needed for example if you require separate invoices for each part of a given payment, prepared for different payers, or you want to pay an item in instalments, or you are assigned to more than one joint account and the amount due is only available on them together, by splitting you will therefore be able to make payments for the partial items from various joint accounts.

Click "Sharing" in the row of the item concerned, split the item written in two parts on the interface that appears, and then click "Save". As a result, the two partial items corresponding to the split appear in the list of your items, which may then be paid separately. Split items may then further be split using the same method as above by clicking "Split" in the row of the partial item. If none of partial items have yet been paid, you may combine split items by clicking the "Combine" link in the row of the main item and then the "Combine items " button in the appearing popup window.

7. "Pay back" tab

On the "Pay back" tab you can refund the institution the items erroneously remitted to you. The method for this is identical to that described under "Pay in".