

QUICK GUIDE TO NEPTUN

MAKING PAYMENTS VIA NEPTUN from 24th July

If you want to make payments via Neptun you have to place money on the joint account, you have to transfer it to the bank account number 10034002-00282871-01120008.

Bank details If you would like to transfer money from abroad:

Bank: Hungarian State Treasury

Beneficiary Name: DE NEPTUN gyűjtő számla

Beneficiary address: 4032 Debrecen, Egyetem tér 1.

IBAN: HU32 1003 4002 0028 2871 0112 0008

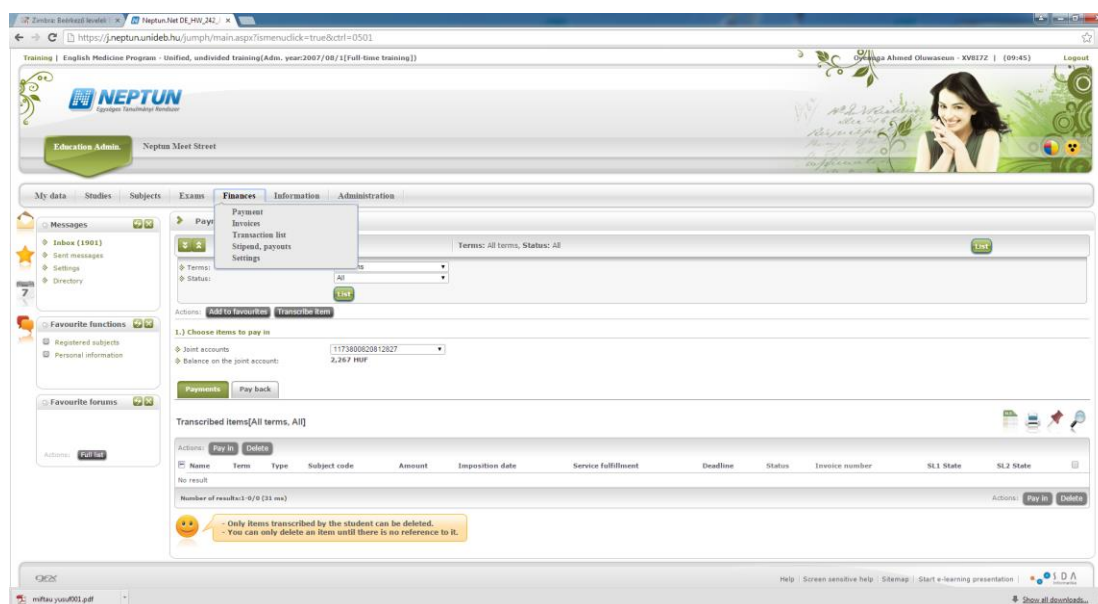
SWIFT CODE: HUSTHUHB

In the transfers comment field you need to put your Neptun code (not your network id!) in NK-Neptun code format and your name! (e.g.: NK-AB1234 John Smith).

Important note!

You should place money to Neptun account at least 3 working days before you want to make any money payment in Neptun. Placing money to your Neptun account does not mean you paid the necessary payments!

Under „Finances” menu you can check your list of payment obligations, both paid and still payable. This interface can be used to list your payment obligations (Payments tab)

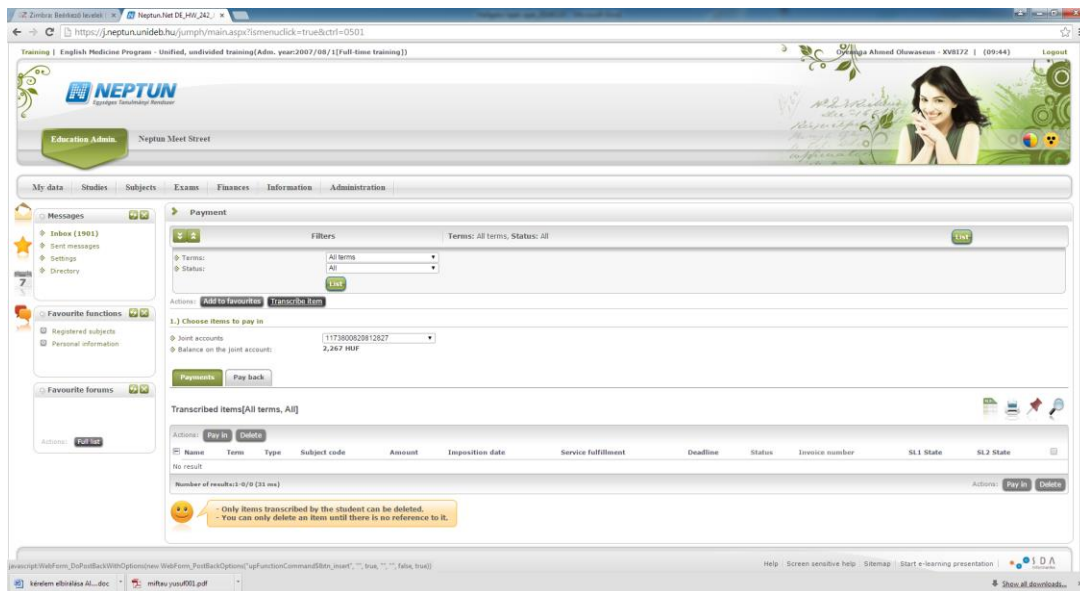


Paying the retake exam fee or administrative fee (transcript, certificate)

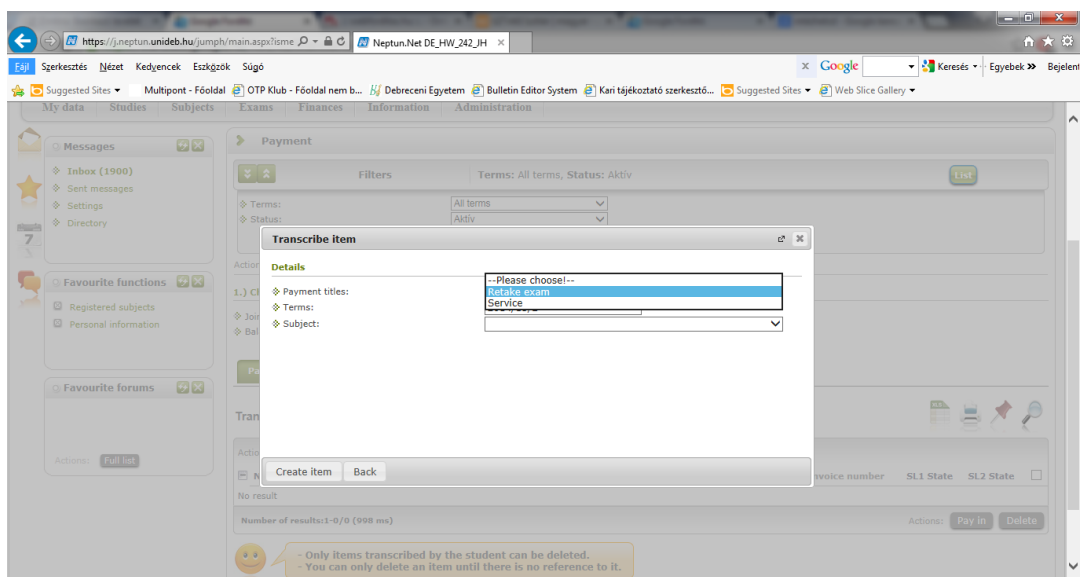
Item transcription

If you have already taken the 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.

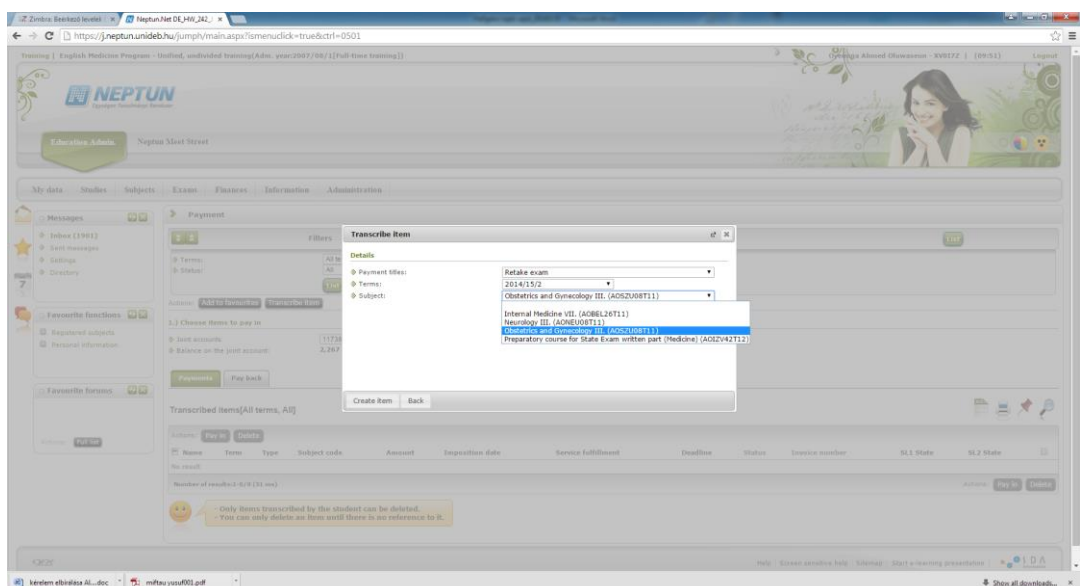
It is the students' task to transcribe (and pay in) such items. To transcribe a retake exam fee or an administrative fee, go into the Finances / Payment and click on the “transcribe item” box.



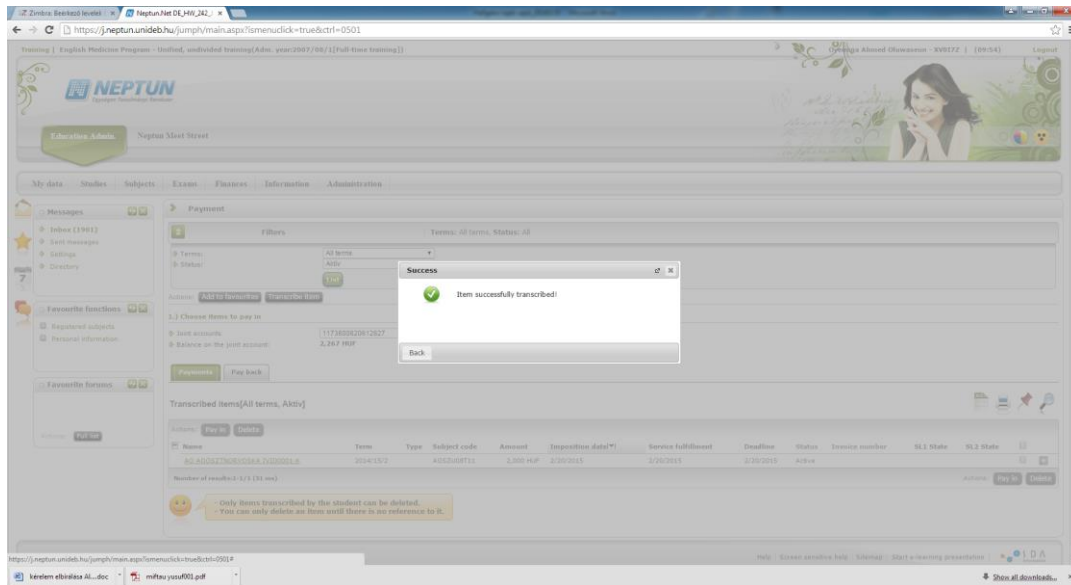
A “Transcribe item” window will pop up, where first you have to select the inpayment title: “Retake exam” item or a “Service”.



Then you have to select the term-selector and the subject button.



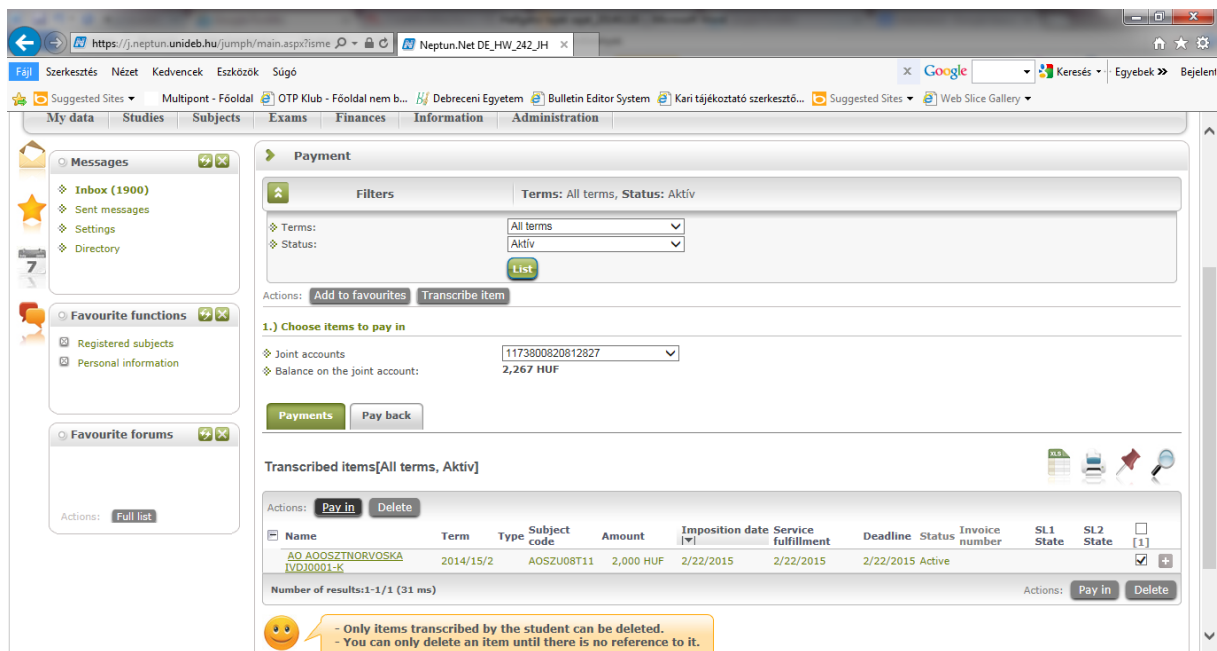
If you have set everything correctly, then click on the “Create item” button.



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

Pay item

To pay your unpaid (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”.

Using the filters you can select which of the transcribed items 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.

Meaning of status values:

Active: the item is not paid yet.

Being processed: the payment of the items is being processed, but has not been confirmed yet.

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