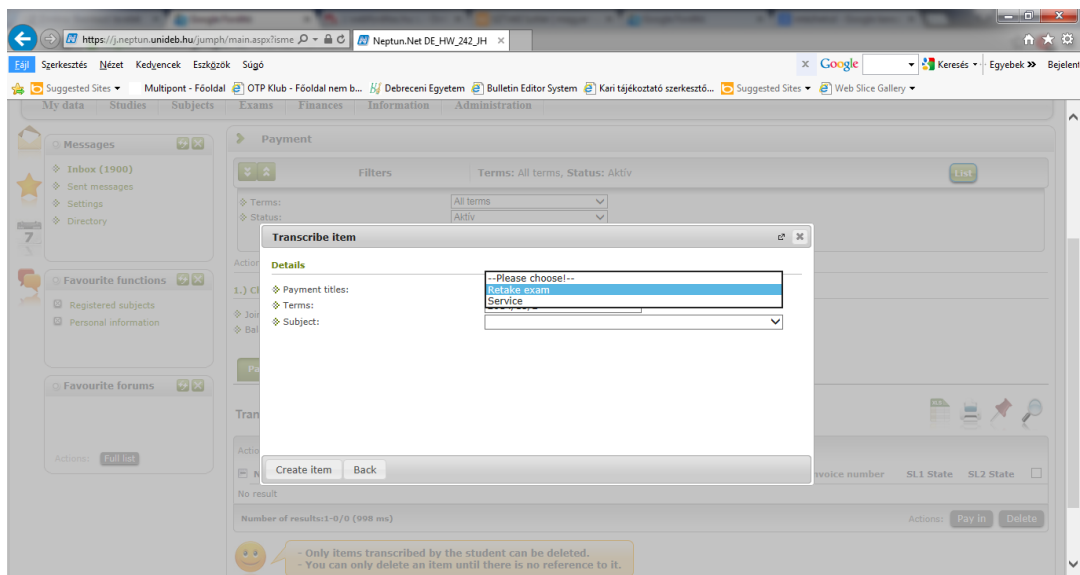
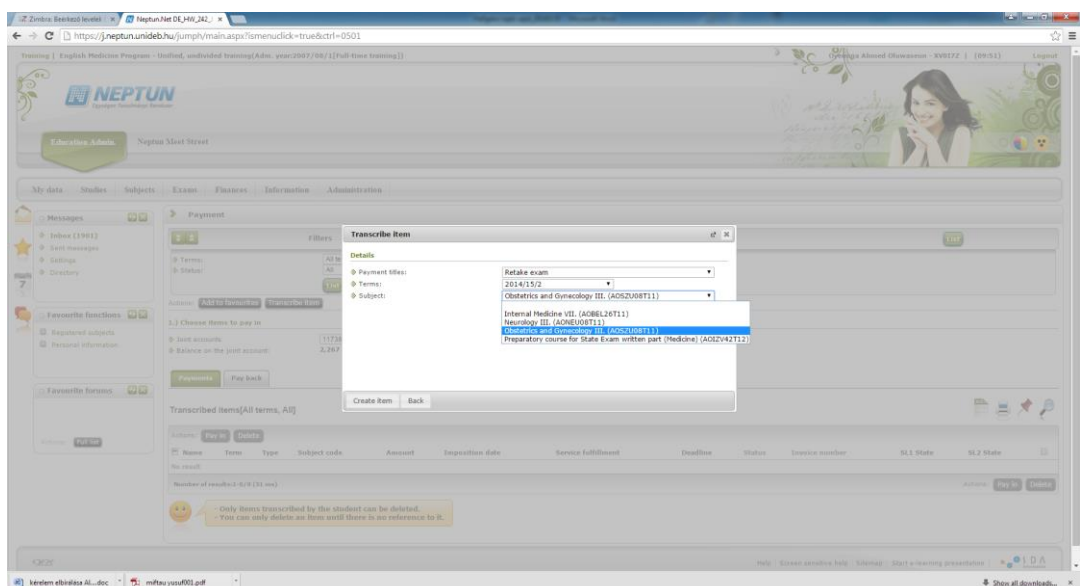


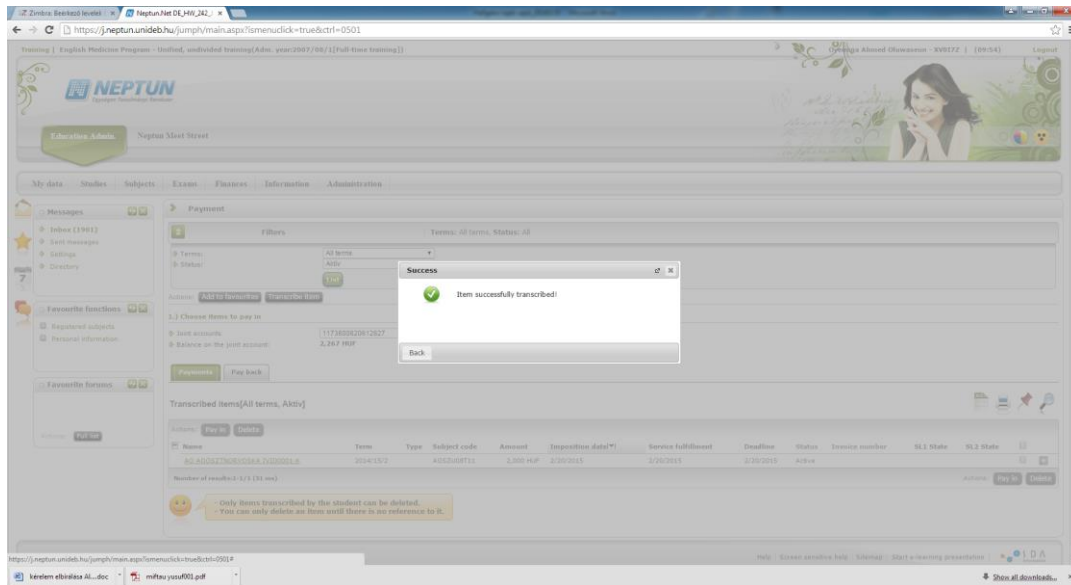
A “Transcribe item” window will pop up, where first you have to select the inpayment title: “Retake exam” item or a “Service”.



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



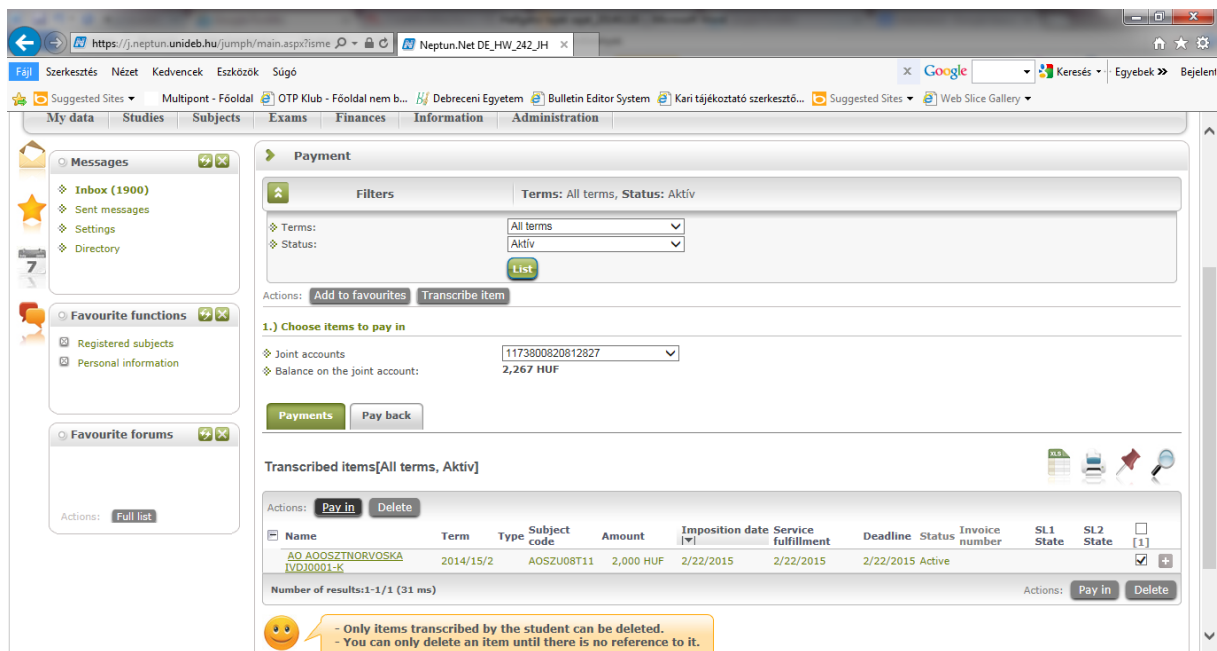
If you have set everything correctly, then click on the “Create item” button.



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.