

## QUICK GUIDE TO NEPTUN

### MAKING PAYMENTS VIA NEPTUN

If you want to make payments via Neptun **first you have to place money on the so called 'joint account'.** Please transfer the payment to the following bank account number:  
**11737083-24683465**

Bank details **if** you would like to transfer money from abroad:

#### Transfer from non-HUNGARIAN bank account:

**Bank:** OTP Bank Nyrt.

**Beneficiary name:** Soproni Egyetem

Beneficiary address: 9400 Sopron, Bajcsy-Zsilinszky u. 4.

**Account number:** 11737083-24683465

**IBAN:** HU40 1173 7083 2468 3465 0000 0000

**SWIFT CODE:** OTPVHUBB

#### Transfer from HUNGARIAN bank account:

Beneficiary **name:** Soproni Egyetem

Bank account number: **11737083-24683465**

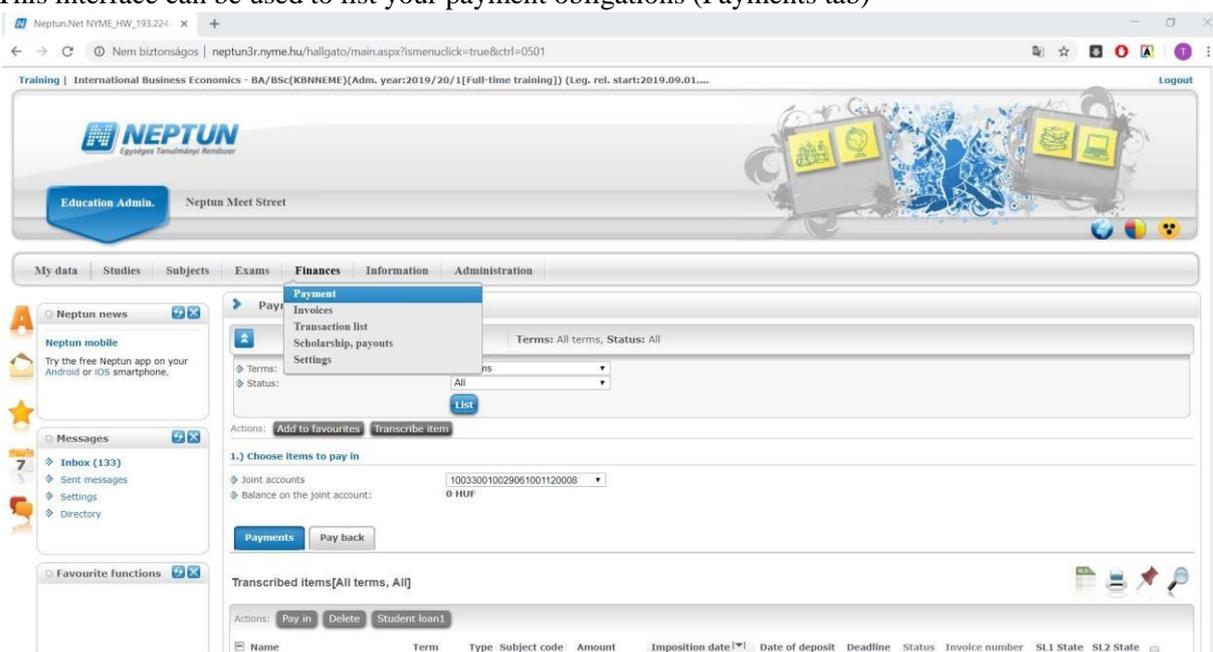
**To make the identification easier, please write in the comment field the following information in the following format:**

**NK - Neptun code - your name!** (e.g.: NK-AB1234 John Smith).

#### Important note!

You should place money to **your** 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 **that** 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)

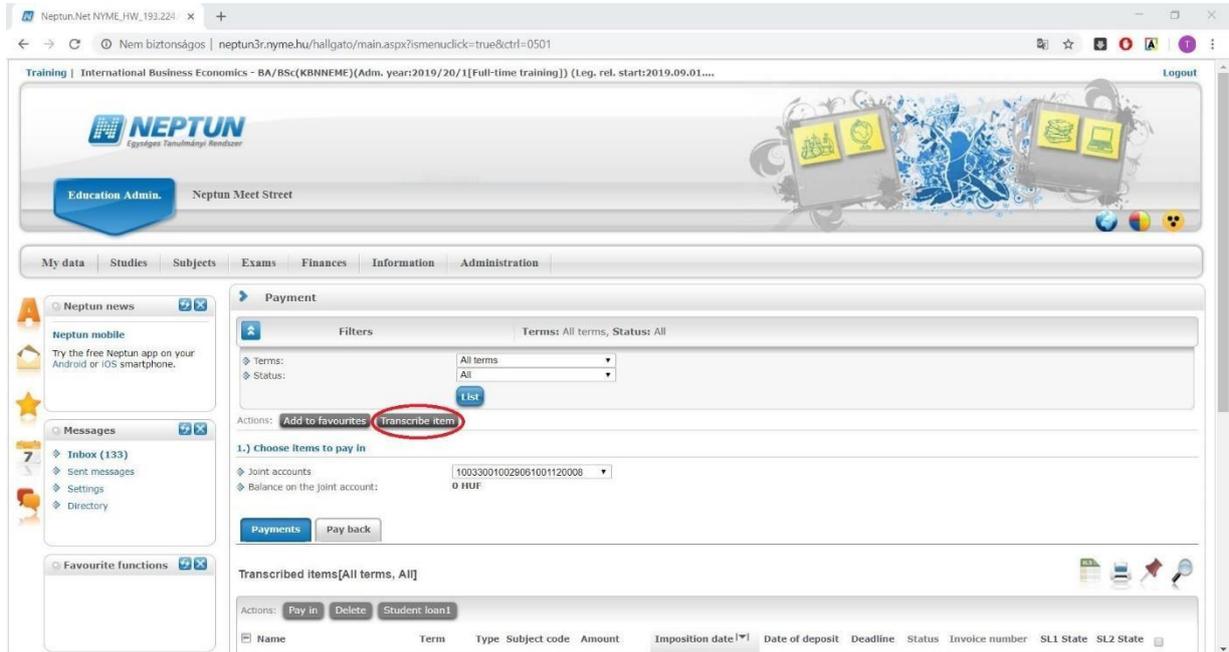


The screenshot displays the Neptun web application interface. At the top, there is a navigation bar with tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing options: 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. Below the menu, there is a section for '1.) Choose items to pay in'. It shows a 'Joint accounts' dropdown set to '100330010029061001120008' and a 'Balance on the joint account' of '0 HUF'. There are buttons for 'Payments' and 'Pay back'. At the bottom, there is a table header for 'Transcribed items[All terms, All]' with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State.

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

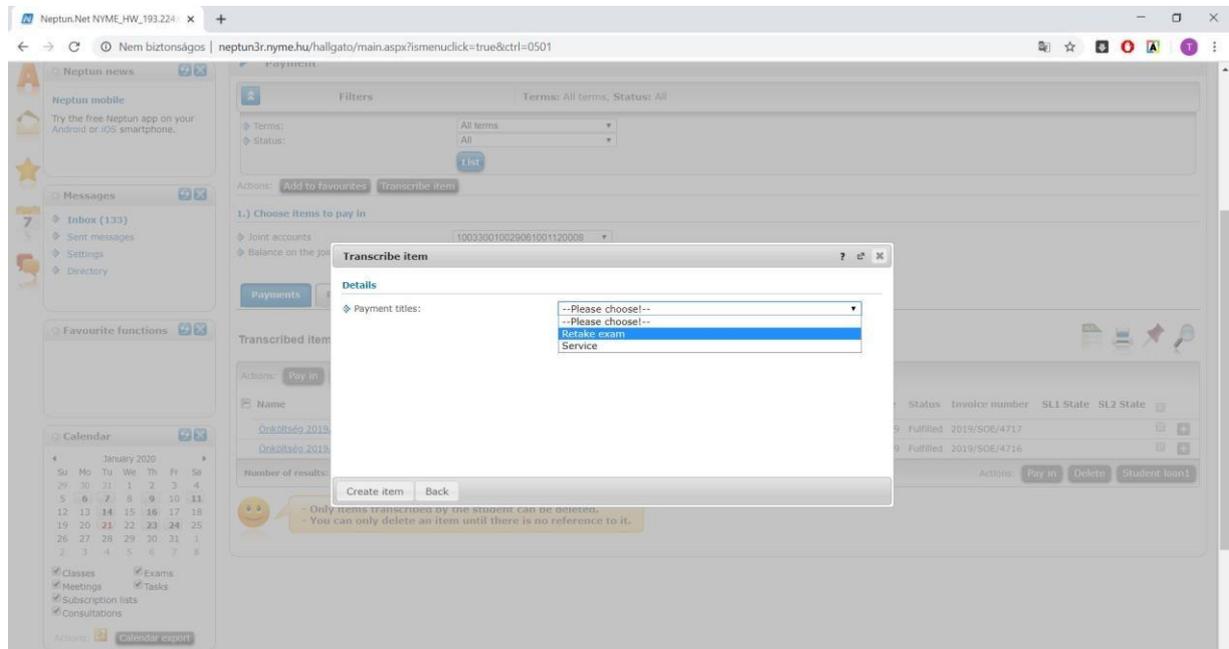
## Item transcription

If you have already taken the exam and the retake exam once, **then** you will have to pay for all further exam opportunities **in the future**, before being able to register for any subsequent exams. It is **your** 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.



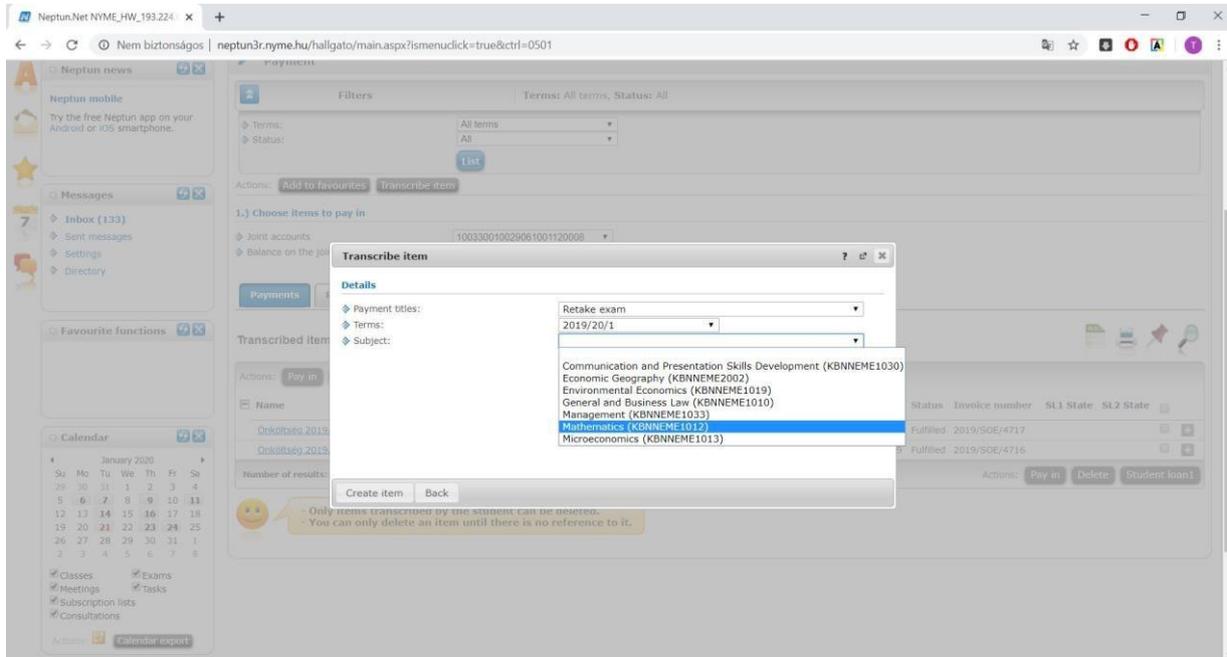
The screenshot shows the Neptun web application interface. The top navigation bar includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Payment' section is active, displaying filters for 'Terms' and 'Status'. Below the filters, there are 'Add to favourites' and 'Transcribe item' buttons. The 'Transcribe item' button is circled in red. Below this, there is a section for '1.) Choose items to pay in' with a dropdown menu for 'Joint accounts' and a 'Balance on the joint account' field. At the bottom, there is a table of 'Transcribed items' with columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State.

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

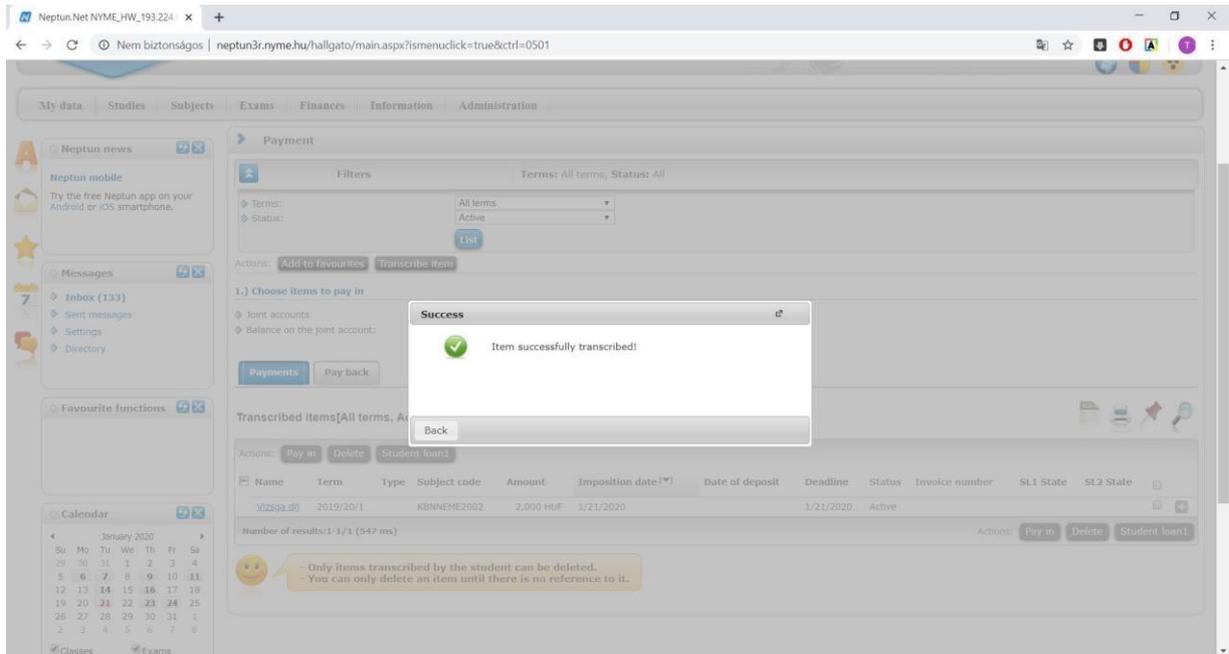


The screenshot shows the Neptun web application interface with the 'Transcribe item' dialog box open. The dialog box has a 'Details' section with a 'Payment titles' dropdown menu. The dropdown menu is open, showing options: '--Please choose!--', '--Please choose!--', 'Retake exam', and 'Service'. The 'Retake exam' option is selected. Below the dropdown menu, there are 'Create item' and 'Back' buttons. The background shows the 'Payment' section of the application.

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”.

The screenshot shows the Neptun web application interface. The main content area is titled 'Payment' and includes a 'Filters' section with dropdown menus for 'Terms' (set to 'All terms') and 'Status' (set to 'Active'). Below the filters are 'Add to favourites' and 'transcribe item' buttons. The '1.) Choose items to pay in' section shows a dropdown for 'Joint accounts' (set to '100330010029061001120008') and a 'Balance on the joint account' of '0 HUF'. There are 'Payments' and 'Pay back' buttons. The 'Transcribed items[All terms, Active]' section features a table with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State. A single row is visible for 'Vízsga díj' with a value of 2,000 HUF. Below the table, a message states: '- Only items transcribed by the student can be deleted. - You can only delete an item until there is no reference to it.'

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.