

## QUICK GUIDE TO NEPTUN

### MAKING PAYMENTS VIA NEPTUN (HUF)

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:**

**Name of the 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:**

**Name of the bank:** OTP Bank Nyrt.  
**Beneficiary name:** Soproni Egyetem  
**Beneficiary address:** 9400, Sopron, Bajcsy-Zsilinszky u. 4. HUNGARY  
**Bank account number:** 11737083-24683465

**(Account currency HUF)**

**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 shows a web application interface. At the top, there are two notification banners: "Test system Empty cache >" and "Important 'to do' list - You have an important thing to do! Menu >". Below these, a navigation menu is open, showing options like Favourites, Home, Calendar, Studies, Subject, Exams, and Finances. The "Finances" option is circled in red. A sub-menu for "Finances main menu >" is also open, showing options like Overview, To be paid, Invoices, Transactions, Scholarships and payments, Benefits, Declarations, and Data and settings. The "To be paid" option is circled in red. Below the menu, a table displays financial items with columns for Amount, Deadline, and Term.

	Amount	Deadline	Term
<input type="checkbox"/> Önköltség	150 000 HUF	13 August 2025	2024/25/1
<input type="checkbox"/> Diákigazolvány matrica pótlása Payer assigned	5000 HUF	16 June 2025	2024/25/1


## 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 / To be Paid and click on the "New item" box.


Test system Empty cache >

Important "to do" list - You have an important thing to do! More >




Menu

Menu search

 ~~XXXXXXXXXXXX~~ (XXXXXX)  
Timber Industry Engineering F... 487

Finances > Overview > To be paid

## To be paid

 **Transcribe item**  
Here you can create a financial item to pay for yourself

New Item

### Items

<input type="checkbox"/> Name	Amount	Deadline	Term	Type	
<input type="checkbox"/> Önköltség	150 000 HUF	13 August 2025	2024/25/1	-	<a href="#">Details &gt;</a>
<input type="checkbox"/> Diákigazolvány matrica pótlása Payer assigned	5000 HUF	16 June 2025	2024/25/1	Student Card sticker replacement	<a href="#">Details &gt;</a>

A “New item” window will pop up, **here you have** to select the inpayment title: “Exam fee” item or a “Service title”.

✕

## New item

Title of payment

You must select a payment title.

Exam fee

Service title

Cancel

Create

Creation and payment

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

✕

## New item

Title of payment

Exam fee

Term

2024/25/1 ( Current term )

Subject

Subject selection required.

Biocomposites (FM0017)

Contemporary furniture styles (FM0086)

Design and recycle of wood products (FM0059)

Environmental economics (FM0090)

Finance, accounting, taxation (FM0122)

replacement

If you have set everything correctly, then click on the “Create” 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), and then click “Payment”.

Finances » Overview » To be paid

## To be paid

**Transcribe item**  
Here you can create a financial item to pay for yourself [New item](#)

### Items

<input type="checkbox"/>	Name	Amount	Deadline	Term	Type	
<input type="checkbox"/>	Önköltség	150 000 HUF	13 August 2025	2024/25/1	-	<a href="#">Details &gt;</a>
<input checked="" type="checkbox"/>	Diákigazolvány matrica pótlása Payer assigned	5000 HUF	16 June 2025	2024/25/1	Student Card sticker replacement	<a href="#">Details &gt;</a>

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1 items selected **Payment** Breakdown into several items Delete Submit request Signing up with a student loan X

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.