Financially settled account – after payment

After completion, an electronic invoice is automatically generated for all items already paid for, in the name of the Payer set in Neptun - or, if not set, in the name of the student - which can be viewed and downloaded from the Finance / Invoices interface.

Bank transfer invoice - before payment

When to request a transfer invoice?

If all or part of your reimbursement fee/tuition fee is paid by your employer or your own company (e.g. limited partnership), or if you are self-employed.

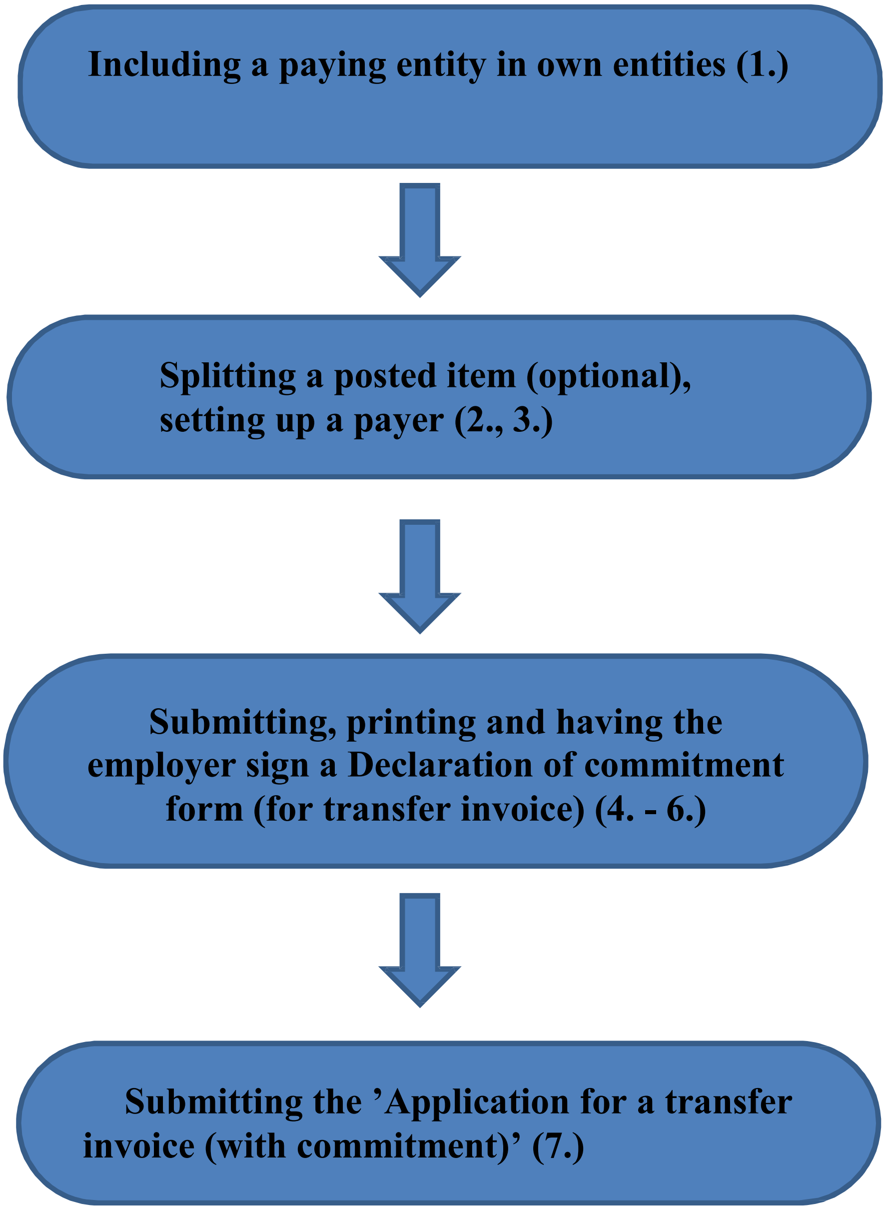
In the case of payment (in whole or in part) by the employer, **the student must submit a request for a transfer invoice in advance** to the institution via Neptun. Once the request has been accepted, the institution will prepare the invoice, which the student can download in electronic and electronically archived versions under the Finance / Invoices interface.

It is the responsibility of the student to provide the downloaded invoice to the payer in the format requested (printed, electronically archived invoice or electronic invoice).

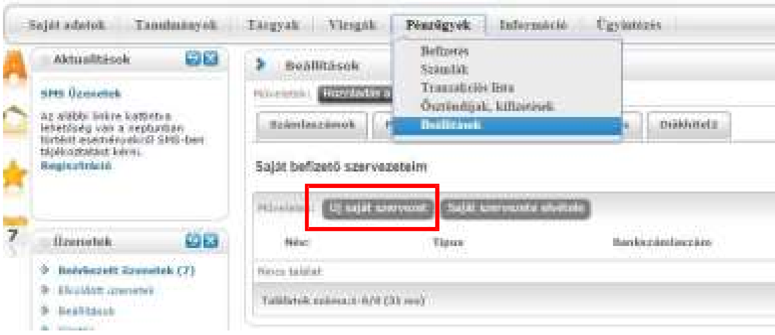
If the student does not request a transfer invoice for the full amount of the reimbursement fee/tuition fee, the student has the option to split the invoiced amount according to the amount of the overpayment and assign the payer.

A request for a transfer invoice can be made via the Neptun system, for details of the process see below.

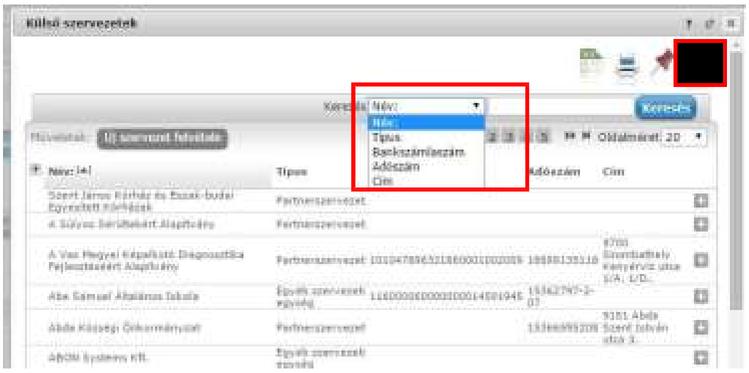
Where and how to request a transfer invoice in the Neptun system?



1. **To add a Paying organization** (employer, company, sole proprietor, ...; hereinafter: employer) to the list of My Paying Organizations in the *Organization*s tab of the *Finance / Settings* menu, if you have not yet set up the required organization in the previous semester.

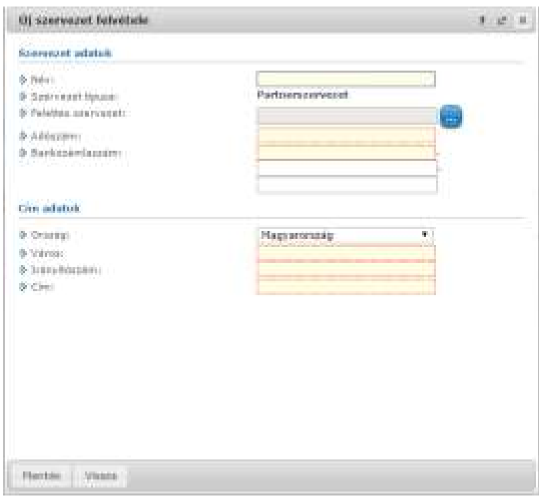


You can use the *New own organization* button to call up the organizations already recorded. The interface allows you to search by various criteria using the search button in the right-hand corner:



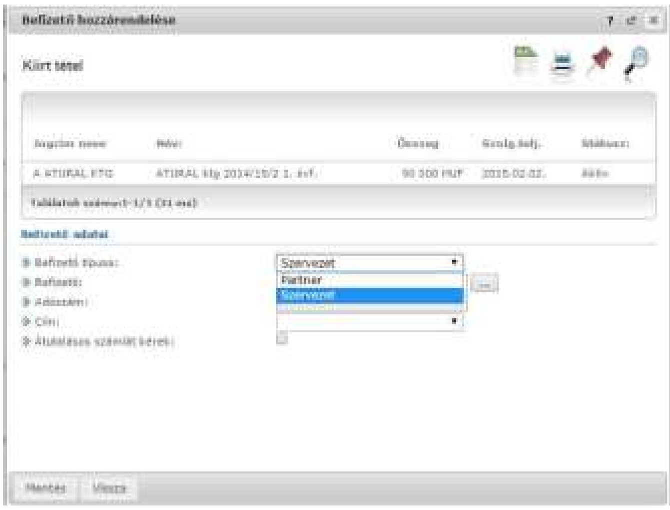
Once you have found the right organization, you can click on the '+' sign and the *Select* button at the end of the row to select it.

Please always check beforehand whether the employer is included in the list to make the search easier for other students (no more matches for the same employer)!
If the employer concerned is not listed in the system, it must be entered as a new organization with the *Add new organization* button:



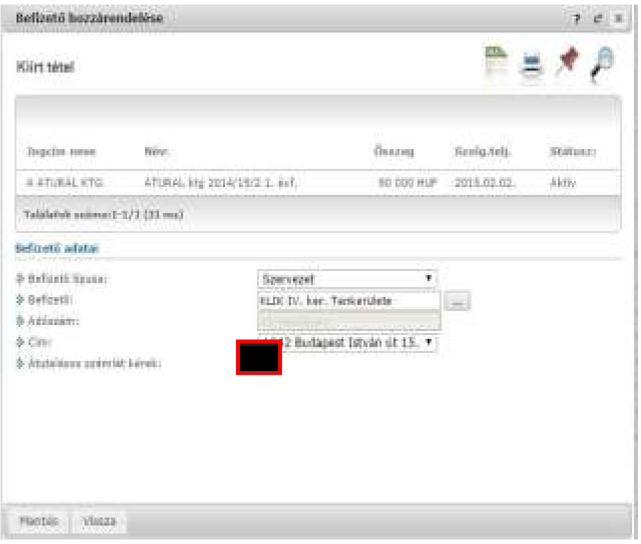
2. **To split the posted item** if the employer does not agree to pay the full amount: in the Finance / Payment menu, on the line to be paid, select *Split* from the options with the plus sign at the end of the line.

3. **To assign a payer** to the corresponding (sub) item in the *Finance / Payment* interface click on the plus sign at the end of the line and select the *Payer* option.

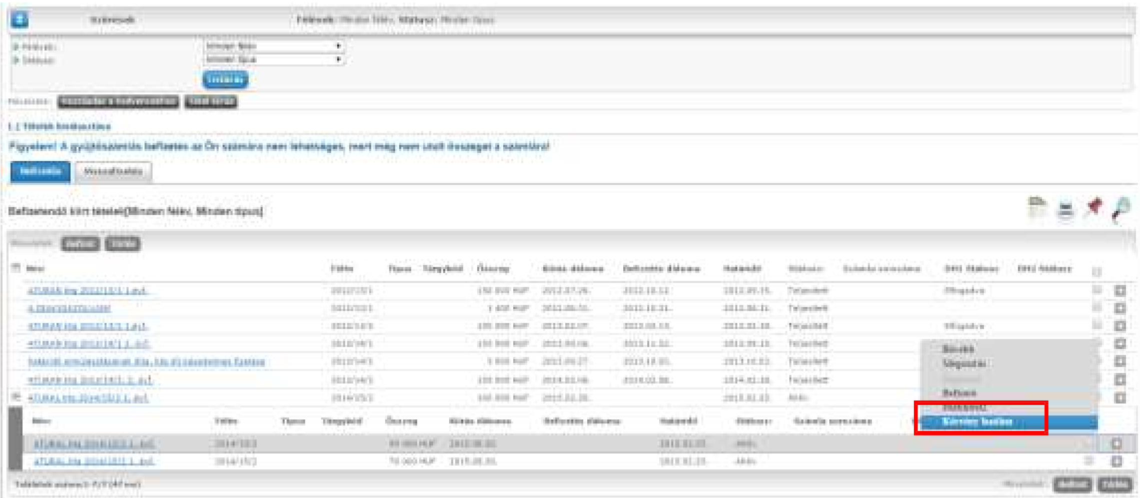


If the *Payer type* field is set to ‘Organization’, you can use the ‘…’ button next to the *Payer* field to choose from your own organization previously set in the *Organization* tab of the *Finance / Settings* interface.

You must tick the ‘I request a bank transfer invoice’ checkbox, as only then will we be able to issue the invoice to the employer correctly. The Save button saves the new payer.

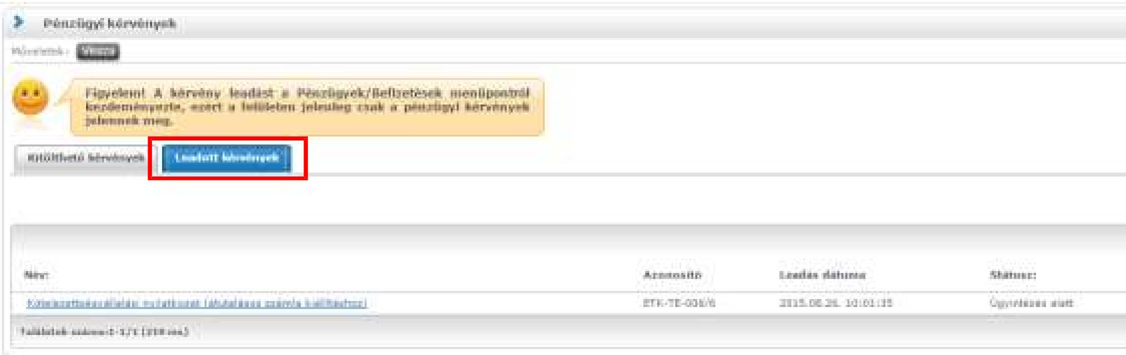


4. **To submit a "Declaration of commitment** (for a transfer invoice)**" application**: in the *Finance / Payment* menu, select the appropriate request in the corresponding statement with the plus sign at the end of the line in the options under the *Submit request* function.



The payer's details are automatically filled in. If any information about the payer is missing, the *Payer* has not been recorded correctly, please repeat the above steps.
This is not enough to request an invoice!

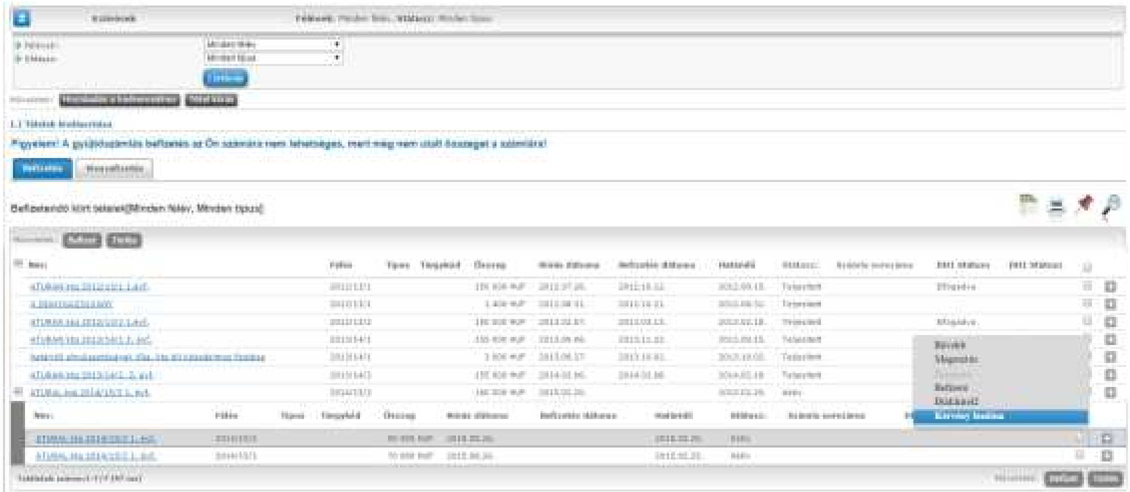
5. **To print the declaration**: the application form can be found in the *Administration / Applications* interface under the *Submitted applications* tab.



6. **The printed declaration must be signed and stamped by the employer.**

7. **To submit an invoice request**: in the *Finance / Payment* menu, click on the plus sign next to the corresponding item and select the appropriate request under the *Submit request* function, accompanied by a signed and stamped commitment form from the employer.

   The application for a transfer invoice will be complete when the request is submitted.



   The submitted application cannot be changed, a new application must be submitted to change it.

   Please note that the application can be submitted for the whole semester free of charge, but the payment deadline will not be changed regardless of the time of submission of the application.

8. The employer will pay the invoice received by the deadline, transferring the amount of the invoice to the bank account number provided (the content of the transfer communication box: + NEP + bank account number + student's Neptun code)

Attention! The employer does not pay into the omnibus account! The payment will not appear on the student's omnibus account balance. The item will be cleared by the institution's financial system within a few days of receipt.

Invoice correction

If you need to correct or cancel an invoice, please contact neptunpenzugyek@uni-sopron.hu.