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 Menu/Finance / Invoices interface.

All already <u>paid about the item</u> the performance after automatically electronic invoice is being prepared In Neptune set Payer in his name – insofar as such no set, the student in his name - which can be viewed and downloaded from the Menu/Finances/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 <u>in advance</u>** 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.

<u>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).</u>

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?

Including a paying entity in own entities (1.)

↓

Splitting a posted item (optional)
setting up a payer (2., 3.)

↓

Submitting, printing and having the employer sign a
Declaration of commitment form (for transfer
invoice) (4. - 6.)

↓

Submitting the 'Application for a transfer
invoice (with commitment) (7.)

1. **To add a Paying organizationt** (employer, company, sole proprietor, ...; hereinafter: employer) to the list of My Paying Organizations in the Organizations tab of the *Menu/ Finances/Data and settings* menu on the *Paying partner* tab, if you have not yet set up the desired organization in the previous semester.
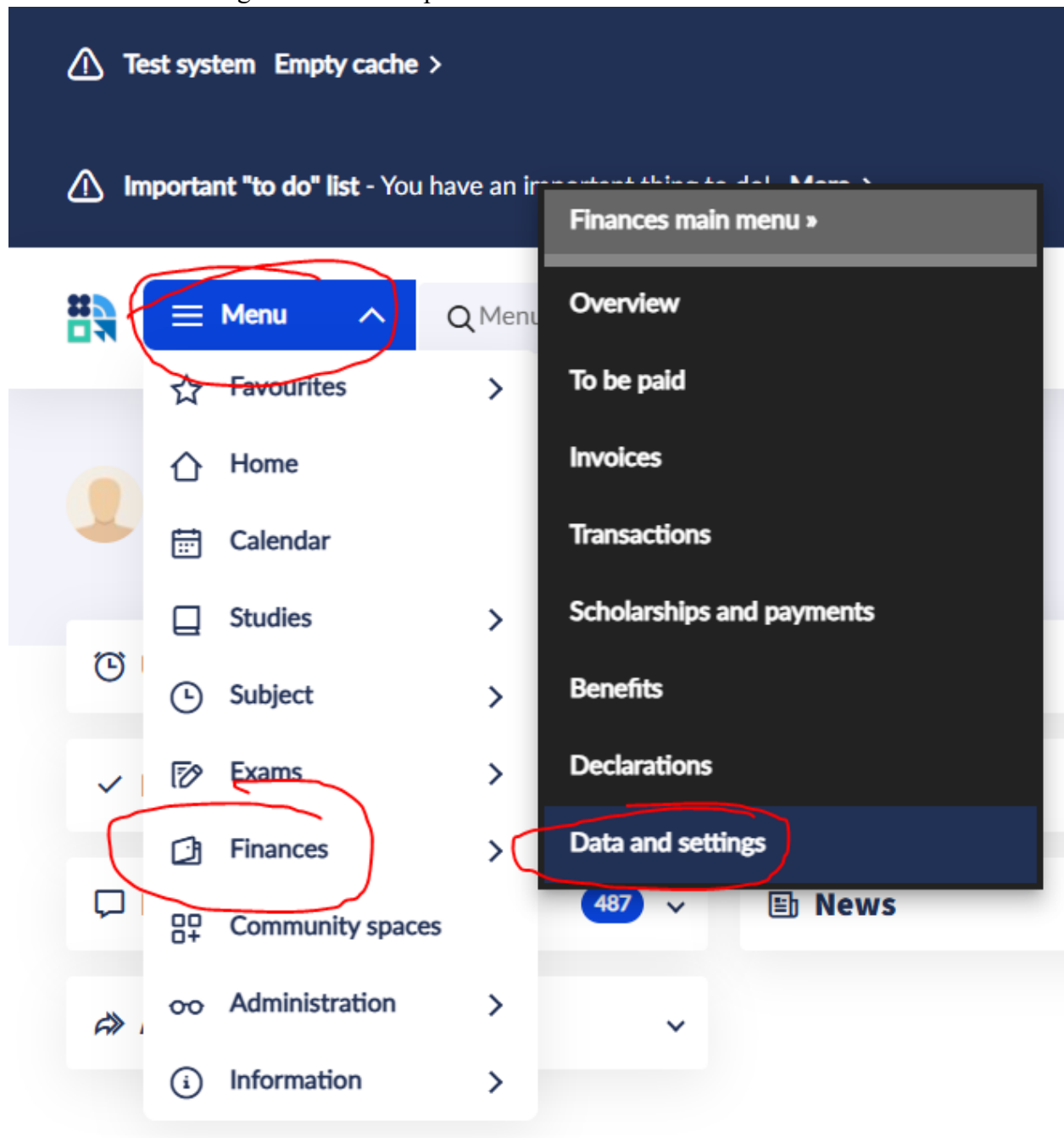
Under the *Organizations tab,* you can call up the organizations that have already been recorded, and by clicking the *Add new organization* button, you can add a new organization or select one from the list in the system. On the interface, you can there is to search various aspect based on the right in the corner found using the search button :

⚠ Test system Empty cache ›

⚠ Important "to do" list - You have an important thing to do! More ›
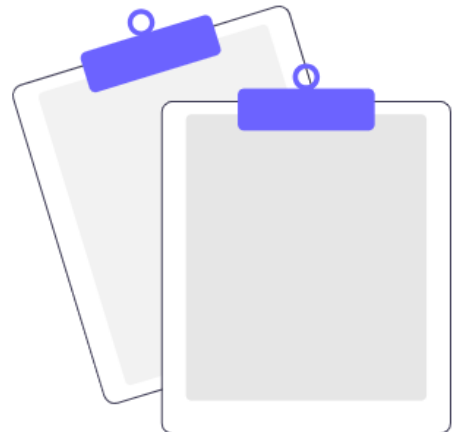
☰ Menu ⌄   🔍 Menu search

📂 Finances » Overview » Data and settings » Paying partner

Paying partner

Privat persons **Organizations**

Add new organization

There is no data to display.

If you have found the right organization, you can record it using the *Select button*.

Please all in case in advance check, that is included –e the employer the in a list to make the search easier for other students (to avoid multiple hits on the same subject)!
If the concerned employer not is included the in the system, up must to take new as an organization the
Add new paying organization button with the help of.

2. **To split the posted item**, if the employer does not agree to pay the full amount: in the *Menu / Finances / To be paid* menu item, on the line to be paid, click on *the Details > inscription at the end of the line, and select the Split item function* from the options that appear .

☰ Menu ⌄   🔍 Menu search   👤 ~~[redacted]~~
                                                                        Timber Industry Engineering F...   487 ⌄

📁 **Finances** » **Overview** » To be paid

To be paid

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

Items   ...   ↑↓

	Name	Amount	Deadline	Term	Type	
☐	**Önköltség**	150 000 HUF	13 August 2025	2024/25/1	-	**Details** ›
☐	**Diákigazolvány matrica pótlása** Payer assigned	5000 HUF	16 June 2025	2024/25/1	Student Card sticker replacement	**Details** ›

Önköltség

Amount	
150 000 HUF	
State	
Active	

Payment methods:

⊟ **SimplePay**

⊛ **Collective account:**

✉ **Submitted requests**   ① >

🖉 **Editable fields**
Entering extra data   >

🗁 **Merging with another item**
All itames that can be combined with this item   >

Split item
Split into smaller batches   >

Payment type selection   **Delete item**

Other operations:

Print >   **Submit request** >   **Assigning a paying partner** >

Payment deadline	13 August 2025
Term	2024/25/1
Type	-
Subject name	-
Subject code	-
Financial code	F FBNFAMH SAP2018-OKTG
Imposition time	16 June 2025 at 09:19
Invoice number	-
Training	Timber Industry Engineering
Training code	FBNFAMH
Notes	-

Additonal information

3. **To assign a payer** to the corresponding (sub) item in the *Menu / Finances / To be paid menu item* and selecting the *Assigning a paying partner button* from the options that appear .

⚠ **Important "to do" list** - You have an important thing to do. **More** ›

≡ **Menu** ^	Q Menu

Finances main menu »

Overview

To be paid

Invoices

Transactions

Scholarships and payments

Benefits

Declarations

Data and settings

☆ Favourites ›
⌂ Home
🗓 Calendar
▢ Studies ›
🕐 Subject ›
📝 Exams ›
🗂 Finances ›
🆒 Community spaces
👓 Administration ›
ⓘ Information ›

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There is no da

☰ Menu ⌄   🔍 Menu search

👤 ~~Timber Industry Engineering~~
   Timber Industry Engineering F...   487 ⌄

To be paid

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

Items   ...   ↑↓

	Name ⬍	Amount ⬍	Deadline ⬍	Term ⬍	Type ⬍	
☐	Önköltség	150 000 HUF	13 August 2025	2024/25/1	-	Details ›
☐	Diákigazolvány matrica pótlása Payer assigned	5000 HUF	16 June 2025	2024/25/1	Student Card sticker replacement	Details ›

⚠ Test system Empty cache >

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

☰ Menu ⌄   🔍 Menu search

📂 Finances » Overview » To be paid » Önköltség

Önköltség

Amount
150 000 HUF

State
Active

Payment methods:

🖃 **SimplePay**

⊛ **Collective account:**

✉ **Submitted requests**   **1** >

✎ **Editable fields**   >

Payment type selection   **Delete item**

Other operations:

Print >   Submit request >   Assigning a paying partner >

Payment deadline   13 August 2025

Term   2024/25/1

Type   -

Subject name   -

Subject code   -

Financial code   F FBNFAMH SAP2018-OKTG

Imposition time   16 June 2025 at 09:19

⊗

Assigning a paying partner

Here, it is possible to assign a previously added paying organization or individual to the listing or to create a new one.

👥 Private person   >

💼 Organization   >

1/3   Cancel

Befizető magánszemély hozzárendelése

+ Új befizető magánszemély felvétele

○ ~~Pataki Ádám~~
~~0100772517~~

2/3   ‹ Vissza   **Kiválasztás**

Assign payer person

+ Add a new paying individual
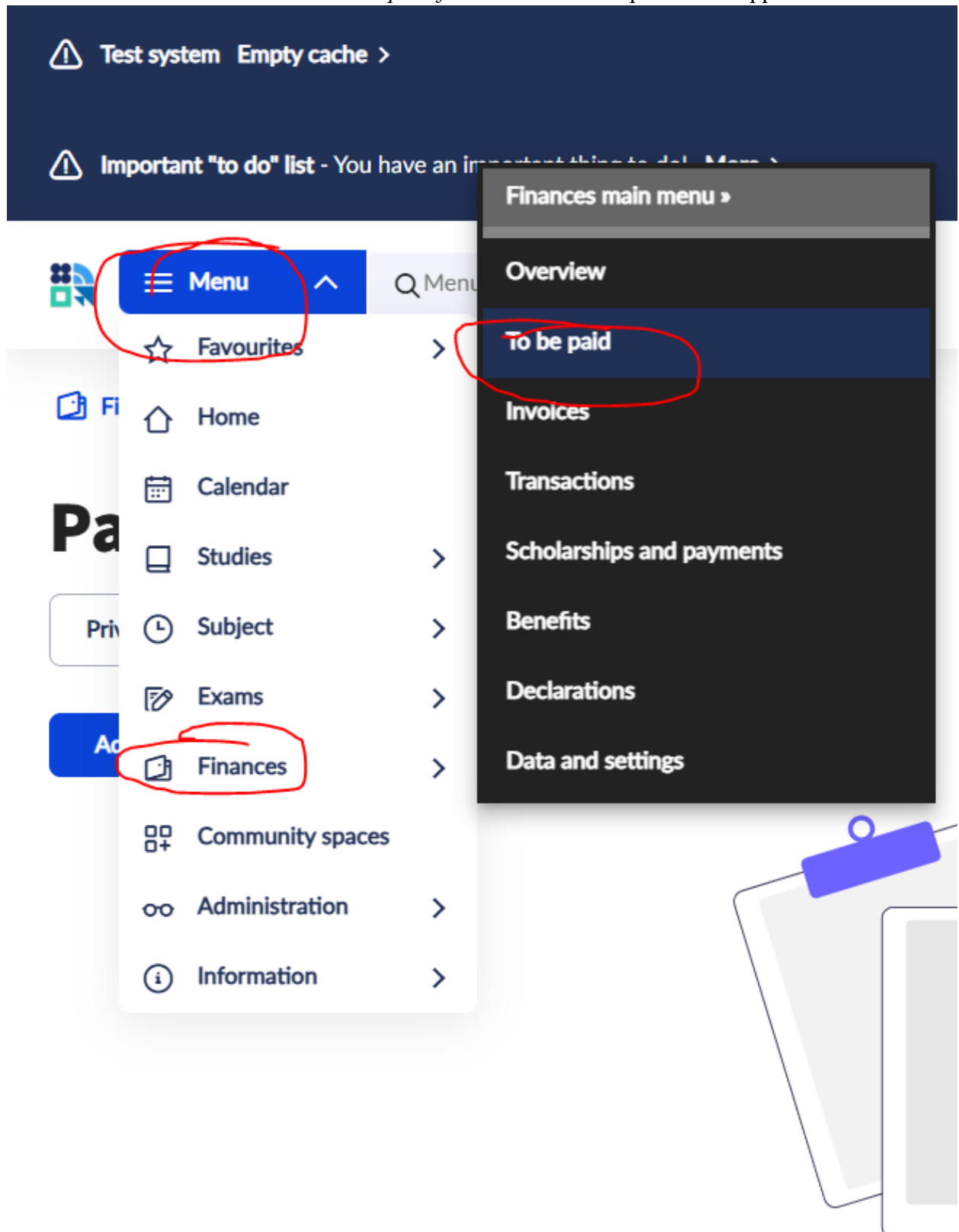
○ ~~Zoltán Pataki~~
~~0100772517~~

2/3   ‹ **Back**   Select

You must tick the 'Request bank transfer invoice' checkbox, as only then we will 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 Menu / Finances / To be paid* menu, in the payment line, at the end of the line , click on *Details > and select the Submit Request function* from the options that appear .

☰ Menu ⌄   🔍 Menu search   👤 ~~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   ...   ↕

☐	Name ⌄	Amount ⌄	Deadline ⌄	Term ⌄	Type ⌄	
☐	**Önköltség**	150 000 HUF	13 August 2025	2024/25/1	-	Details >
☐	**Diákigazolvány matrica pótlása** Payer assigned	5000 HUF	16 June 2025	2024/25/1	Student Card sticker replacement	Details >

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 the request an invoice!

5. **To print the declaration**: the application form can be found in *Menu / Finances / To be paid* menu, click on the *Details > inscription at the end of the line in the payment line and* select the *Submitted requests function* from the options that appear .

▦ **≡ Menu** ⌄ 🔍 Menu search

🗂 **Finances** » **Overview** » **To be paid** » Diákigazolvány matrica pótlása

Diákigazolvány matrica pótlása

Amount
5000 HUF

State
Active

Payer details
≔ Payer data related to this item and additional changes ›

Payment methods:

▭ **SimplePay**

⊛ **Collective account:**

✉ **Submitted requests** 0 ›

Payment type selection   **Delete item**

Other operations:

Print ›   **Changing the paying partner** ›

Payment deadline	16 June 2025
Term	2024/25/1
Type	Student Card sticker replacem
Subject name	Environmental economics
Subject code	FM0090
Financial code	F SAP2019-SZLG
Imposition time	16 June 2025 at 09:03
Invoice number	-
Training	Timber Industry Engineering

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

7. **To submit an invoice request**. In *the Menu / Finances / To be paid* menu item, on the line to be paid, click on *Details > at the end of the line, and select the Submit request function* from the options that appear, 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 Neptune 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