



SEMMELWEIS UNIVERSITY

NEPTUN FINANCIAL INFORMATION



Content

| | | |
|-------|--|---|
| I. | DETAILS OF SUMMARY ACCOUNTS | 2 |
| 1. | <i>HUF summary account</i> | 2 |
| 2. | <i>EUR summary account</i> | 2 |
| 3. | <i>USD summary account</i> | 2 |
| II. | PAYMENT VIA SUMMARY ACCOUNT | 2 |
| 1. | <i>Depositing money into the summary account</i> | 2 |
| 2. | <i>Completed payment</i> | 3 |
| III. | SETTLEMENT OF PAYMENTS BY SIMPLE PAY / BANK CARD | 4 |
| IV. | SUBSEQUENT IDENTIFICATION OF MONEY TRANSFER | 5 |
| V. | MONEY TRANSFERRED BACK TO THE UNIVERSITY | 5 |
| 1. | <i>Via summary account</i> | 5 |
| 2. | <i>Via SimplePay bank card</i> | 5 |
| VI. | ENTERING THE BANK ACCOUNT NUMBER IN NEPTUN BY THE STUDENT | 5 |
| 1. | <i>Entering the bank account number in Neptun</i> | 5 |
| 2. | <i>Changing the bank account number</i> | 7 |
| 3. | <i>Cancelling a bank account number</i> | 7 |
| VII. | INITIATING MONEY REFUND FROM SUMMARY ACCOUNT TO PRIVATE BANK ACCOUNT | 7 |
| VIII. | REQUESTING AN ACCOUNT | 8 |

FINANCIAL INFORMATION IN NEPTUN FOR STUDENTS

I. DETAILS OF SUMMARY ACCOUNTS

1. *HUF summary account*

Recipient's name: Neptun summary account
Recipient's account number: 11784009-22236720
Recipient's IBAN account number : HU36 1178 4009 2223 6720 0000 0000
First line of "Comment" field: NK-NEPTUN CODE

2. *EUR summary account*

Recipient's name: Neptun summary account
Recipient's IBAN account number: HU11 1176 3842 0088 2880 0000 0000
SWIFT code: OTPVHUHB
First line of "Comment" field: NK-NEPTUN CODE

3. *USD summary account*

Recipient's name: Neptun summary account
Recipient's IBAN account number: HU69 1176 3842 0088 3018 00000000
SWIFT code: OTPVHUHB
First line of "Comment" field: NK-NEPTUN CODE

II. PAYMENT VIA SUMMARY ACCOUNT

1. *Depositing money into the summary account*

In case it is not you who makes the payment (i.e. you request a corporate invoice), the transferable amount is to be paid to the account number indicated (point VII.).

Payment items with an active status for which an invoice has already been issued in the name of a company or an employer cannot be settled using the summary account.

The necessary payment should be made by bank transfer from an identifiable bank account to one of the above account numbers. However, the currency type of the account number should be the same as that of the money to be paid. In other words:

- HUF payments should be made to a HUF summary account in HUF,
- Euro payments should be made to a EUR summary account in euros,
- US dollar payments should be made to a USD summary account in US dollars.

Any other type of payment (cash, cash deposit, VIBER transfer) to the summary account results in either non-identifiable or poorly identifiable transfers, which may cause further difficulties for the transferer.

From the point of view of the identification of the transferred amount, it is essential to fill out the "comment" field accurately. The "NK" prefix followed by the student's Neptun code (a sequence of 6 characters composed of letters and numbers) should be entered, starting from the very first character of the first line of the "comment" field. Attention needs to be paid to differentiating character "0" from character "o". In other words, NK-Neptun code, e.g.,

Comment (sample): NK-A1B2C3

It is essential to provide the Neptun code, because it serves the purpose of transfer identification, enabling the transferred amount to be identified.

Transferring an amount of money to the summary account does not result in an immediate summary account transaction. It takes a minimum of one day for the transferred amount to be credited to the Neptun account. The transferred amounts are collected by the bank throughout the day, and only then are they credited to the University's account. Subsequent to this, the transfers are entered in the Neptun summary account balance. Special attention needs to be paid to this lead time during the exam period. Therefore, it is advisable to transfer the necessary amount earlier to be able to make the expected payments.

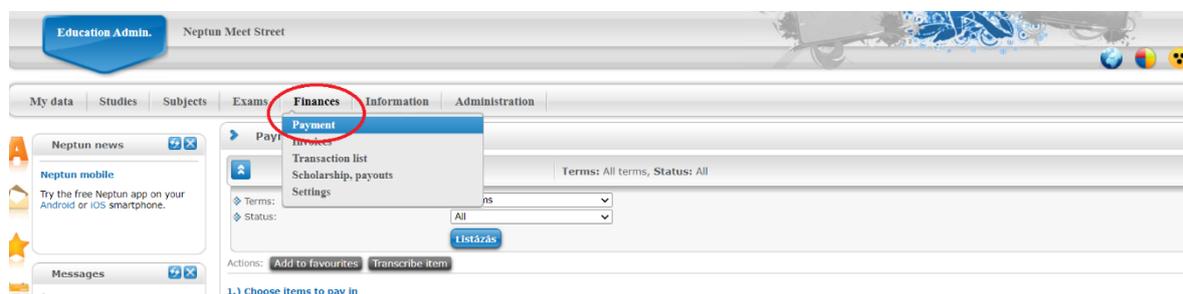
The HUF, EUR and USD **summary accounts are not interoperable**, in other words, it is not feasible to transfer a summary account balance or a given transaction to another summary account of a different currency type. In case the transfer was made to an account of a different currency type, the amount should be transferred back to your own bank account (see point VII.), and the transfer of the necessary amount of money needs to be made to the account of the same currency type.

2. Completed payment

HUF payment items can only be paid from an HUF summary account, Euro payment items can only be paid from an EUR summary account, and US dollar payment items can only be paid from a USD summary account.

Transferring an amount of money to the summary account does not mean that your payment has been completed. Completion of your payment needs to be made in Neptun.

You can find information about the payments you need to make in the "Finances/Payment" menu of Neptun.



The summary account balance is seen above the filters (semester, status), therefore, it is easy to check whether you have the necessary coverage to make your payments. From the items to be settled (-in other words, the payments to be made) you can select the ones to be shown in the filter section. The list can be filtered by the semester and the status of the items to be settled by clicking on "Listázás" (Listing). You need to go through the following steps to complete your payment: first tick the box next to the item to be settled, then click on "Pay", choose "Summary account", and then click on "Pay" again. Now you have settled your payment.

Payment

Szűrések Terms: All terms, Status: All

Terms: All terms
Status: All
Listázás

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 1176384200883018
Balance on the joint account: 5 USD

Payments Pay back

Transcribed items[All terms, All]

Műveletek: Pay in Delete

| Name | Term | Type | Subject code | Amount | Imposition date | Date of deposit | Deadline | Status | Invoice number | SL1 State | SL2 State | |
|-----------|-----------|------|--------------|--------|-----------------|-----------------|----------|-----------|----------------|-----------|-----------|----------------------------|
| Önköltség | 2022/23/1 | | | 5 USD | /2022 | /2022 | /2022 | Fulfilled | | | | <input type="checkbox"/> + |

III. SETTLEMENT OF PAYMENTS BY SIMPLE PAY / BANK CARD

Details of the application::

- Only the entire item to be paid -can be settled, in other words, paying in instalments is not possible.
- You need to have an e-mail address entered in Neptun.
- Several items to be paid can be settled via one transaction.
- Any card which is suitable for making online payments can be used without needing to download the Simple app.
- Immediately after the transaction has been completed, the item status will appear as "completed" in Neptun.
- If a transaction is completed, students will be sent an e-mail to confirm it..
- If the transaction is not completed, you may inquire about its details by contacting the SimplePay help desk using your SimplePay identification number.
- Foreign currency items cannot be settled by bank card!

Students have access to their items to be settled in Neptun in the "Finances/Payment" menu. The following steps need to be followed: first tick the box next to the item to be settled, then click on "Pay", next answer "yes" to the question „Are you sure you want to pay it?", then choose "SimplePay" payment by bank card, then by clicking on "Pay" again, you will be redirected to the "SimplePay" website. You will be asked to agree to their "Privacy Policy".

1st possible way to pay

After providing your bank card details, click on the "PAY" button.

2nd possible way to pay

Log in to your Simple account with either your Facebook or Google account or your e-mail address and password. After logging in, you will have access to the cards you saved, or you can enter a new card.

- If the transaction is completed, students are sent an e-mail to confirm it. If the transaction is not completed, you may inquire about its details by contacting SimplePay's help desk, using your SimplePay identification number and the information in the message you received.

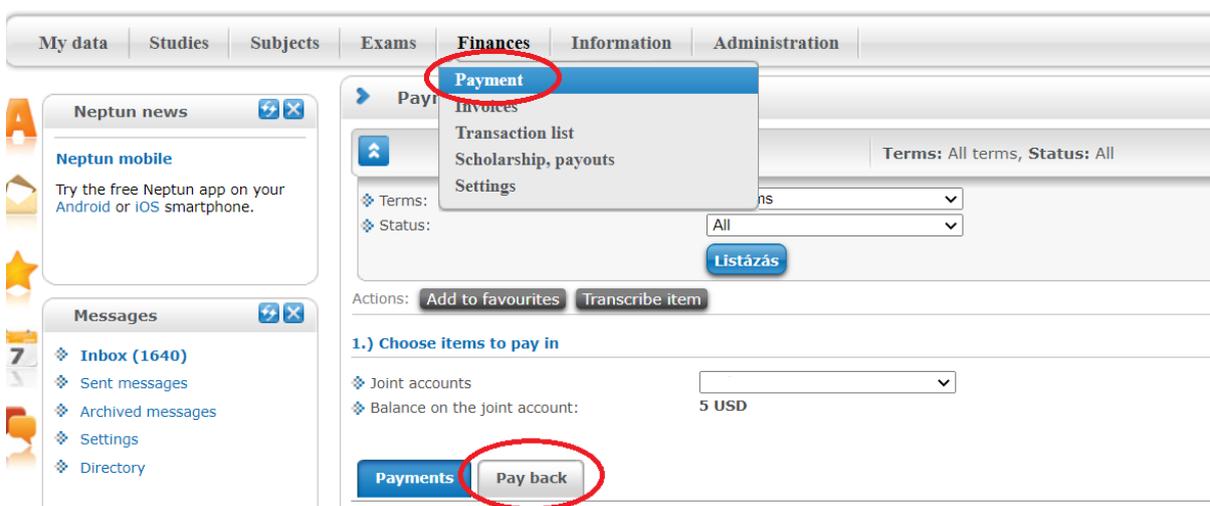
IV. SUBSEQUENT IDENTIFICATION OF MONEY TRANSFER

If during a transfer to the summary account, you fail to enter your Neptun code in the comment section, you will need to send the bank statement to the Registrar's Officer so that your identification can be done. The officer will contact the colleague responsible for summary and main accounts.

V. MONEY TRANSFERRED BACK TO THE UNIVERSITY

1. Via summary account

As a first step, you will need to deposit money to the summary account as described above. You will need to deposit money into the summary account of the currency type of the title to be transferred back. By clicking on the "Repay" button, the amount to be transferred back will appear in the "Finances/Payment" menu. The title to be paid will immediately be settled after you tick the box next to the title to be paid, then click on "Pay", then choose "Summary account", then click on "Pay" again.



2. Via SimplePay bank card

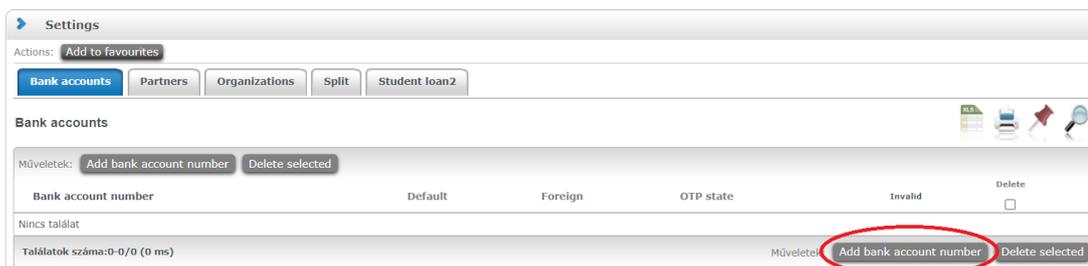
The title to be paid back will appear in the "Finances/Payment" menu after you click on the "Repay" button.

Next, money transfer can be completed following the steps of point III. above.

VI. ENTERING THE BANK ACCOUNT NUMBER IN NEPTUN BY THE STUDENT

1. Entering the bank account number in Neptun

By clicking on the "New bank account" button in the right bottom corner of the "Finances/ Settings" menu, a new bank account number can be entered in Neptun.

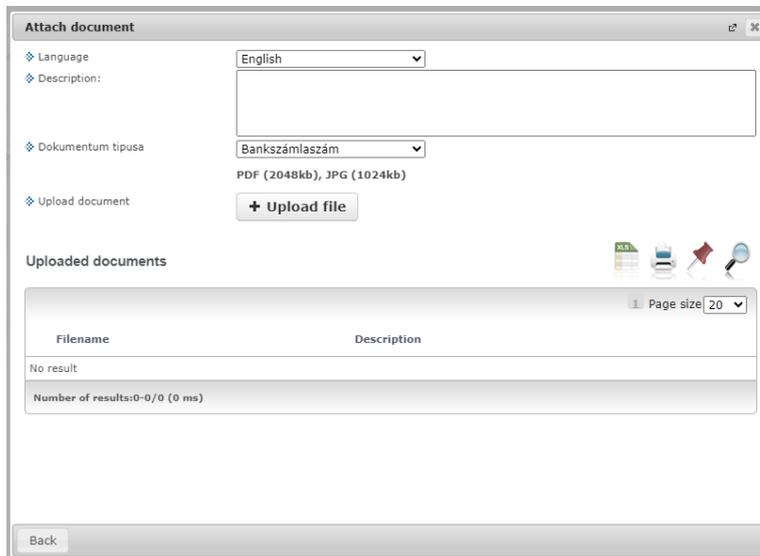


A 3 times 8-character bank account number format will automatically appear in the pop-up window.



The screenshot shows a dialog box titled "Add bank account number". It contains three input fields for the bank account number, a checkbox labeled "Foreign", and three buttons at the bottom: "Save", "Attach document", and "Back".

When entering the bank account number, it is necessary to upload a document in pdf format that allows the student's name and account number to be clearly identified.



The screenshot shows a dialog box titled "Attach document". It includes a language dropdown set to "English", a description field, a document type dropdown set to "Bankszámlaszám", and an "Upload file" button. Below is a table for "Uploaded documents" which is currently empty.

| Filename | Description |
|--------------------------------|-------------|
| No result | |
| Number of results:0-0/0 (0 ms) | |

By clicking the "Back" and then the "Save" button, the document will be submitted to the registrar officer for approval. Once the document is approved, the account number can be used in Neptun. If a foreign currency/IBAN-type bank account is to be entered in Neptun, the box labelled "Foreign" should be chosen. Here the IBAN system appears, and the line for the SWIFT code is present, as well.

When entering a foreign currency/IBAN account in Neptun, it is also necessary to enter the SWIFT code. When making foreign currency transfers, the bank asks you to enter the name and address of the bank in addition to the bank account number and the SWIFT code. The registrar officer should record the above data, therefore the data should be sent to the Registrar's Office.

Should you fail to enter the above four bank account details in Neptun, the bank will refuse to make the money transfer.

2. Changing the bank account number

If a transaction is already attached to the bank account number, in other words, a money transfer to the account has already been made, the bank account number cannot be changed any longer. In this situation a new bank account number should be entered in Neptun.

Both transfers of stipendium will automatically be made and summary account money will automatically be refunded to student's default bank account number entered in Neptun.

The default bank account number can be both set and changed by clicking on the "+" button at the end of the line of the bank account number.

Special attention needs to be paid to the following when setting a default bank account number:

- Money refunds from an HUF summary account can be made only to an HUF-type (3x8 character) HUF bank account. In this case it is practical to set a HUF bank account number as the default.
- Money refunds from EUR and USD summary accounts can be made only to IBAN-type foreign currency accounts that can accept foreign currency payments. In this case it is practical to set a foreign currency bank account number as the default.
- A stipendium to be paid in HUF will automatically be settled in HUF by the University. To receive the stipendium, students should have an HUF-type bank account. If you expect to receive a stipendium from the University, you should set an HUF-type bank account number as the default.

3. Cancelling a bank account number

It is not possible to cancel a bank account number in Neptun.

VII. INITIATING MONEY REFUND FROM SUMMARY ACCOUNT TO PRIVATE BANK ACCOUNT

Student bank account balances can be accessed in Neptun at all times. Complete or partial refund of the balance can be initiated to the default bank account registered in Neptun.

Before initiating a money refund, it is important to check if there is an adequate default bank account number registered in Neptun, and if the necessary basic data have also been entered.

It is important to note that:

- Money refunds **from the HUF summary account** can only be made to an HUF account number which was registered as the default HUF account number in Neptun (using 2x8 or 3x8 characters, 11111111-22222222-00000000).
- Money refunds **from EUR and USD summary accounts** can only be made to IBAN-type bank accounts that can accept refunds in either Euros or US dollars. The bank needs to receive four basic data to be able to refund money to an IBAN-type bank account:
 - 1-2. The IBAN bank account number and SWIFT code registered in Neptun by the student.
 - 3-4. The name and address of the bank are also necessary for the refund, which should also be sent to the registrar officer, as well, so that he/she can enter them in Neptun.

After the registration of the above four data, the money refund can be started. If the above four data are not registered in Neptun, the bank will refuse to make the refund.

You need to perform the following steps to initiate money refund:

Go to the "Finances/Transaction list" menu, filter for "Summary account", click on "Transfer back", enter the appropriate amount of money in the next field, choose the appropriate account number, and click on "Transfer back". The refund will be made after the University confirms and starts the transaction.

The image shows two screenshots from the Neptun system. The top screenshot is titled "Transaction list" and shows a filter section with "Szűrések" and "Terms: All terms, Payment types: All, Joint accounts: All joint accounts". Below this are four filter options: "Terms:" (All terms), "Payment types:" (All), "Joint accounts:" (empty), and "Cum. balance of all joint accounts:" (0 USD). At the bottom of this section are two buttons: "Listázás" and "Transfer back", with the latter circled in red. The bottom screenshot is titled "Transfer back money from the joint account" and shows a form with four fields: "Joint account:" (empty), "Balance on the joint account:" (5 USD), "Amount to be transferred back:" (AMOUNT, circled in red), and "Bank account number:" (Please choose a target bank :). Below these fields is a "Transfer back" button, also circled in red. At the bottom of the form is a "Vissza" button.

VIII. REQUESTING AN ACCOUNT

An account request form needs to be filled out only if a company or employer pays the tuition fee on behalf of the student!

Details of the employer as payer should NOT be supplied by the student to the contributing organization!

The account request form can be downloaded from the "Downloadable documents" menu on Neptun homepage of the University website. The name of the form is "SE_INVOICE REQUEST FORM".

To prepare the invoice, the account request form needs to be filled out and scanned to the „neptun.penzugyiosztaly@semmelweis.hu” e-mail address by August 15 in the fall semester and by January 15 in the spring semester.

The Office of Finance will prepare an electronic invoice as requested by the employer, which should be paid by the due date, which is identical to the due date of the title to be settled. In other words, the last date to prepare a requested invoice is the due date of paying the invoice (if the invoice is prepared on the last day, all three dates of the invoice will be the same: the date of preparing the invoice, the date of settling the invoice, and the due date).

The due date cannot be extended by requesting an account.

If the account request form is not filled out and sent to the Office of Finance by the above deadline, then the invoice will automatically be sent to the student's name and address.

The invoice which was prepared should be saved from the "Finances/Invoices" menu in Neptun.



Important!

If an account is requested, the tuition fee to be paid **should be sent to the bank account number on the account!**