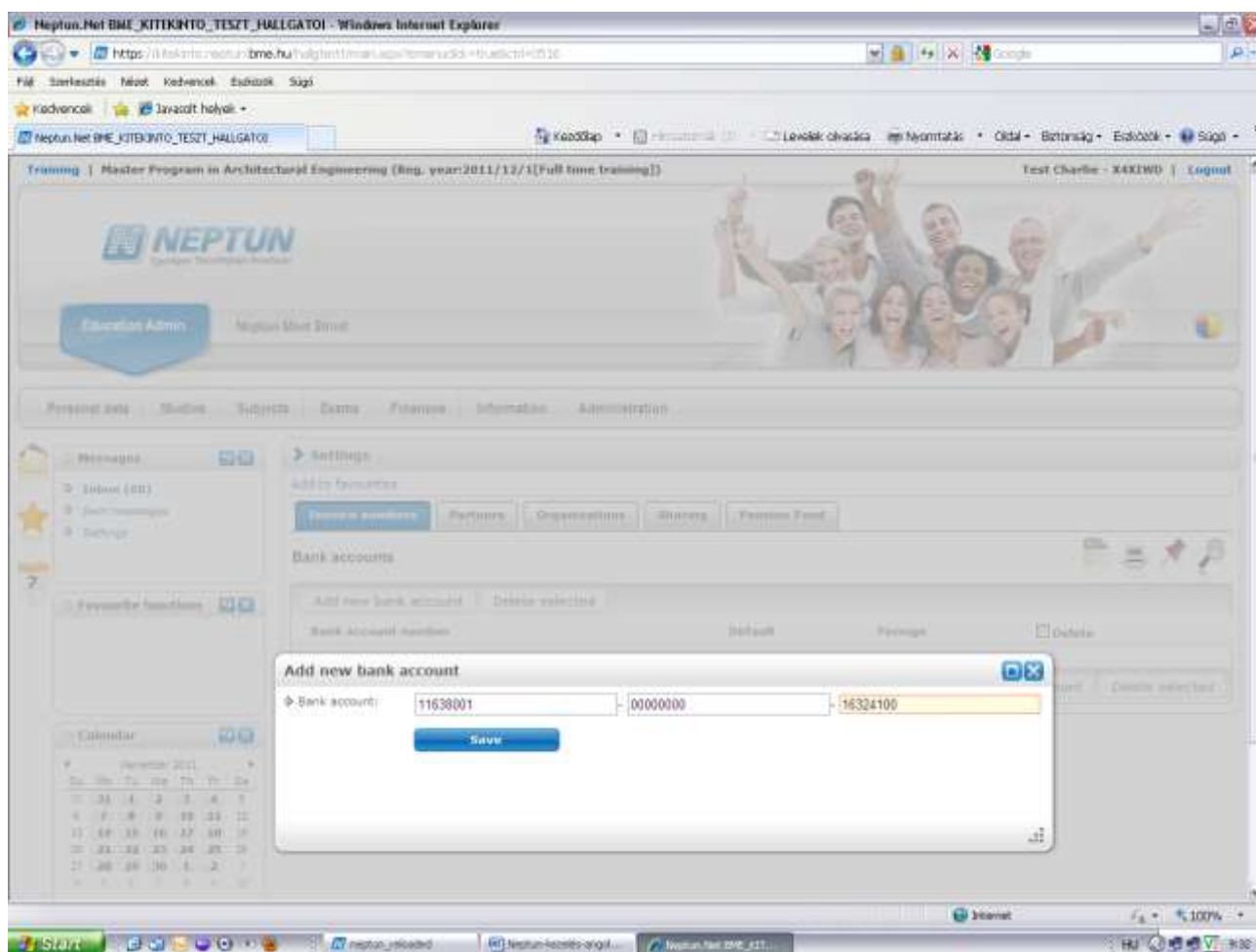


FINANCES IN NEPTUN

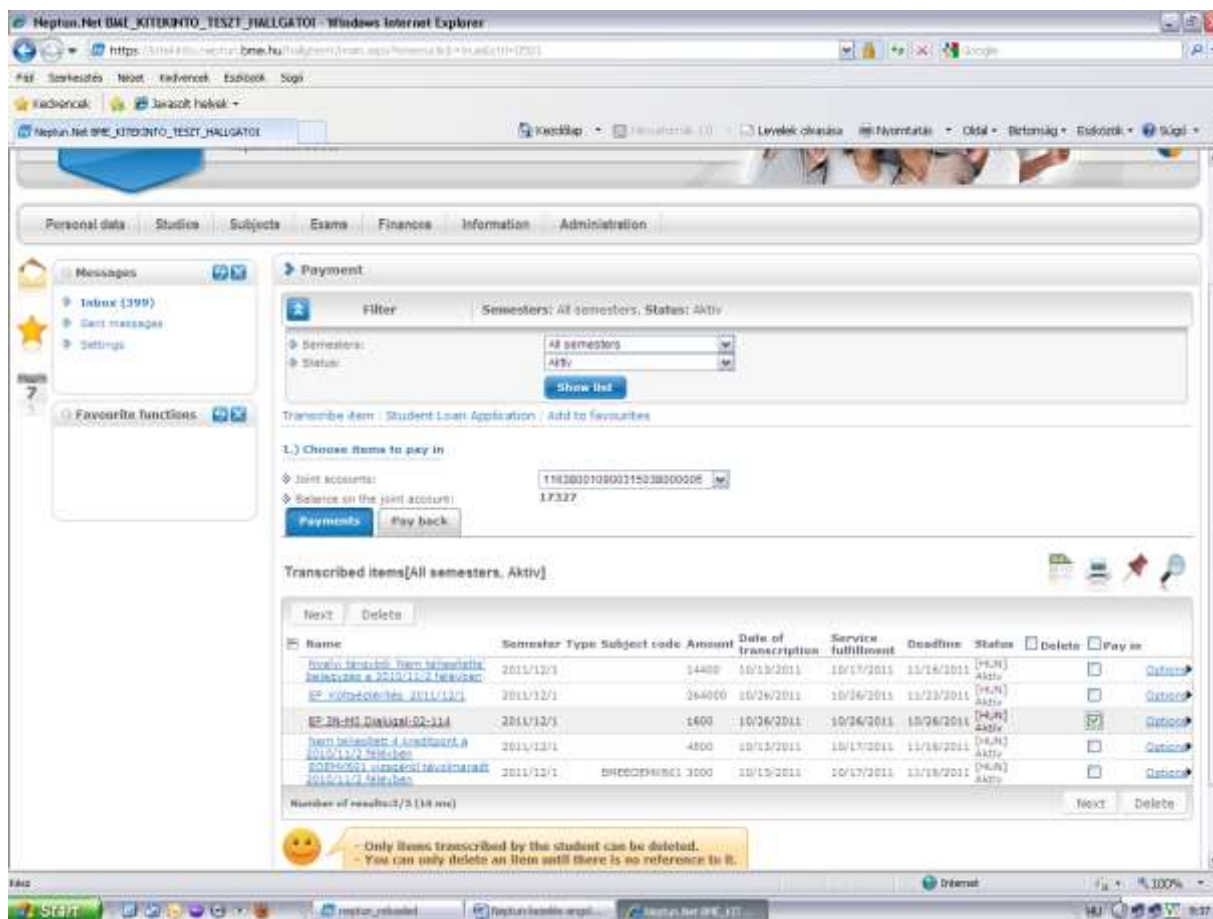
Each student is recommended to have his/her own bank account in HUF (Hungarian Forint) from which he/she can transfer HUF to BME through Neptun. The bank account can be set in Neptun under „*Finances*” in „*Settings*”. After saving the bank account number it is set as default.



After entering any further bank account number into Neptun the default bank account number from which transactions will be executed in the future has to be indicated. If there has already been any transaction from a bank account it cannot be cancelled.

If you do not have or it is not worth having bank account in HUF then **you can transfer money from your home bank account** to pay your liability charged in Neptun directly to your Neptun one **but any remainder cannot be returned to your home bank account only to a HUF account given in Neptun**. In this case please do not try to enter any bank account number into Neptun, you can do your transfer without it. If you transfer directly from a non-HUF bank account then please transfer additional 840 HUF/transfer for the bank charge, otherwise you will not have enough money for your liabilities in Neptun.

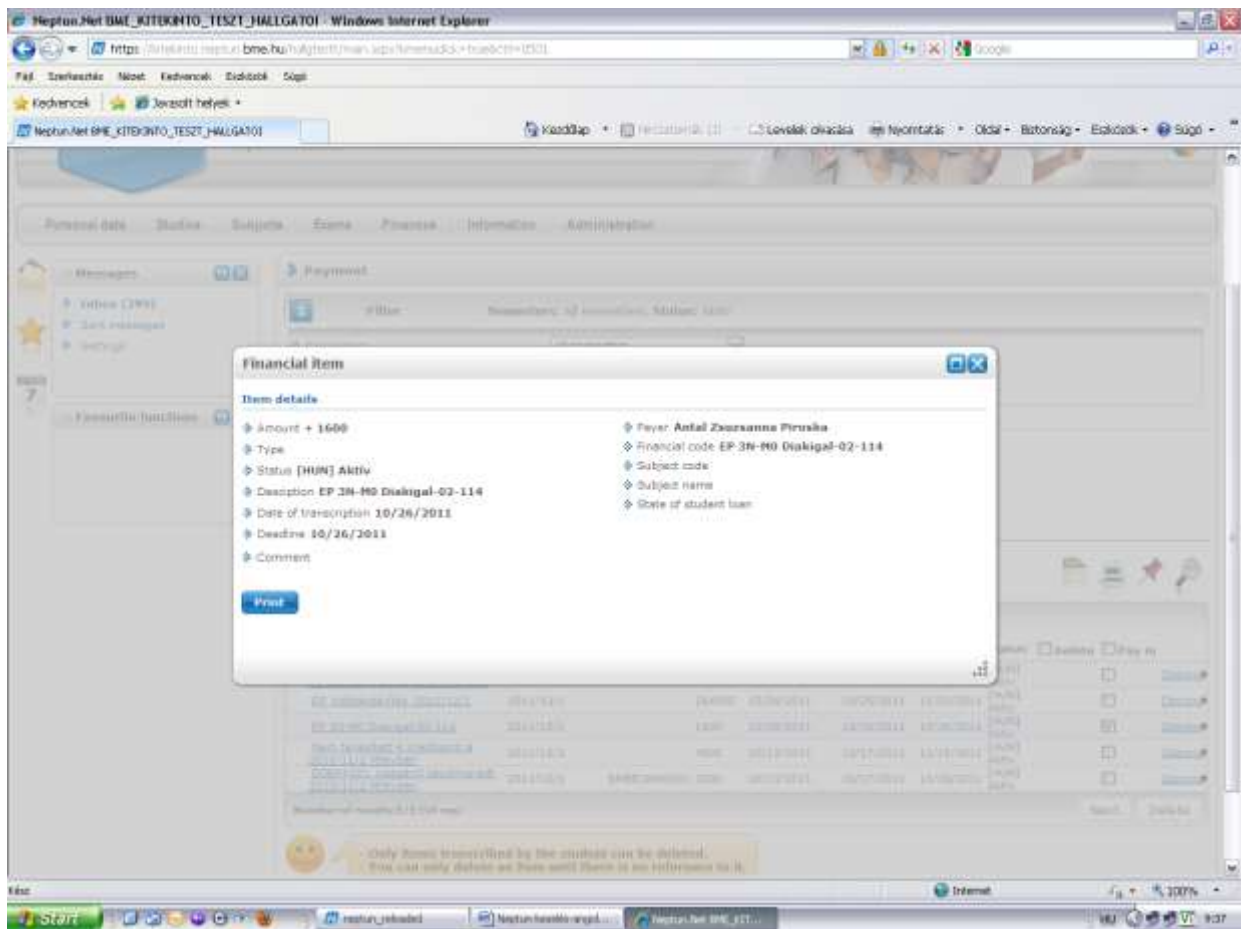
Your current, active (unpaid) liabilities can be seen in Neptun under „Finances” in „Payment”. Please set *Terms:* to *All terms* and *Status:* to *Active* and click *List*.



The screenshot shows the Neptun Net portal interface. The main navigation bar includes 'Personal data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Payment' section is active, showing a filter for 'Semesters: All semesters, Status: Aktív' and a 'Show list' button. Below this, there are options for 'Transcribed items' and a table listing various items with columns for Name, Semester, Type, Subject code, Amount, Date of transcription, Service fulfillment, Deadline, Status, and actions like Delete and Pay in. A yellow warning box at the bottom states: 'Only items transcribed by the student can be deleted. You can only delete an item until there is no reference to it.'

Name	Semester	Type	Subject code	Amount	Date of transcription	Service fulfillment	Deadline	Status	Delete	Pay in
.../.../.../.../...	2011/12/1			14800	10/13/2011	10/13/2011	11/16/2011	[Aktív]	<input type="checkbox"/>	Pay in
EP .../.../.../.../...	2011/12/1			264000	10/16/2011	10/16/2011	11/23/2011	[Aktív]	<input type="checkbox"/>	Pay in
EP .../.../.../.../...	2011/12/1			1400	10/16/2011	10/16/2011	10/16/2011	[Aktív]	<input checked="" type="checkbox"/>	Pay in
.../.../.../.../...	2011/12/1			4800	10/13/2011	10/13/2011	11/16/2011	[Aktív]	<input type="checkbox"/>	Pay in
.../.../.../.../...	2011/12/1		BHECEPHKCI	3000	10/13/2011	10/13/2011	11/16/2011	[Aktív]	<input type="checkbox"/>	Pay in

The *Transcribed items* can be paid only **from your account in Neptun** (from your 'Neptun bank account'). At a given item clicking the „grey +” at the end of the line then „Details” the detailed data of the financial item can be seen.



Payment to your Neptun bank account

The liabilities are charged to the students by BME in Neptun and students have to check and pay the transcribed items by their deadlines. The unpaid items of expired deadlines prevent the students from registering to a term or their exams. Each student at BME has a bank account in Neptun. These accounts can be accessed through only Neptun. The amounts on these accounts do not earn interest but can be transferred to any bank account in HUF in Hungary free of charge.

The first step of doing any payment in Neptun is the bank transfer of a certain amount of money to the student's own Neptun bank account. **Payment or transfer to the Neptun bank account can only be done by money transfer from a bank account** (either in HUF from a bank account in Hungary or even from your home bank account) but BME does not take responsibility for the amounts lost during the transferring procedure.

Please transfer your money from your own bank account to your Neptun bank account in the following way:

Beneficiary's name: **BME NEPTUN GYUJTOSZAMLA**

Beneficiary's bank account number: **10032000 - 01425279 - 01120008**

IBAN (from abroad): **HU97 1003 2000 0142 5279 0112 0008**

Swift code: **HUSTHUHB**

The bank transfer has to be commented in the following way:

NK-your Neptun code has to be entered to the **comment** (in Hungarian: közlemény) field of the money transfer (eg. if your Neptun-code is BS16RQ then NK-BS16RQ has to be commented).

EXAMPLE:

Name: Your Name

Beneficiary's name: BME NEPTUN GYUJTOSZAMLA

Amount: 2500 Ft

Beneficiary's bank account number: HU97 10032000 - 01425279 – 01120008

Swift code: HUSTHUHB

Comment: NK-your Neptun code

If the transfer is not commented properly and the item cannot be identified and assigned to you automatically then the amount will be returned to the HUF bank account given in your Neptun (which can last 1-2 weeks!). The amount transferred to your Neptun bank account properly can be used in Neptun in 5 working days.

Any amount can be transferred to your Neptun bank account any time independently of the deadlines of the liabilities. Transferring money to your Neptun bank account does not mean the satisfaction of the liabilities. A liability is satisfied if the procedure is completed by clicking „*Pay in*” under „*Finances*”/ „*Payments*” indicating the item by checking out „*Pay in*” and entering „*Next*”. The transaction is successful if the status of the item is not active any more.

BME Central Academic Office

Office of International Education