

Guide to adding and changing bank account numbers in the Neptun

Basic rules:

1. NEVER DELETE ANY BANK ACCOUNT NUMBER!
2. You need a DEFAULT HUNGARIAN bank account number - for the payments from the University to you, you need a valid Hungarian bank account number set as DEFUALT!

At Finances/Settings you can see all your bank account numbers in the system. You can see which one is the Default, if any are invalid or foreign.

If you want to add a new bank account number, click on Add bank account number.

The screenshot shows the Neptun interface with the 'Finances' menu open. The 'Settings' option is highlighted with a red arrow. Below the menu, the 'Bank accounts' table is visible. The table has columns for 'Bank account number', 'Default', 'Foreign', 'Invalid', and 'Delete'. There are two rows of data, both with redacted account numbers. The 'Add bank account number' button is circled in red at the bottom right of the table.

Bank account number	Default	Foreign	Invalid	Delete
[REDACTED]	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	No	No	<input type="checkbox"/>	<input type="checkbox"/>

When the Add Account number window appears, write in the account number, (if the last 8 digits is 0, you do not need to fill it) and SAVE.

The screenshot shows the 'Add bank account number' dialog box. It has a title bar with a question mark, refresh, and close icon. Below the title bar, there is a label 'Bank account number:' followed by three input fields separated by dashes. At the bottom, there are two buttons: 'Save' (circled in red) and 'Back'.

For **correcting a wrong bank account number** (there is typo in it, etc.) click on the **+** sign next to it and go to **Edit**. The Bank account number window will appear and you can execute the changes.

The screenshot shows the 'Bank accounts' section of a settings application. At the top, there are navigation tabs: 'Bank accounts', 'Partners', 'Organizations', and 'Split'. Below this, there are action buttons: 'Add bank account number' and 'Delete selected'. A table lists bank accounts with columns: 'Bank account number', 'Default', 'Foreign', and 'Invalid'. The first row has a redacted number, 'Yes' for Default, 'No' for Foreign, and an unchecked 'Invalid' checkbox. The second row has a redacted number, 'No' for Default, 'No' for Foreign, and an unchecked 'Invalid' checkbox. A context menu is open over the first row, with the 'Edit' option circled in red. At the bottom right, there are more action buttons: 'Add bank account number' and 'Delete selected'. The status bar at the bottom indicates 'Number of results: 1-2/2 (0 ms)'.

To **change the DEAFULT** bank account number, click on the **+** sign next to the one you want, then Make default.

This screenshot is similar to the first one, but the 'Default' column for the first row is highlighted with a red box. The context menu is open, and the 'Make default' option is circled in red. The rest of the interface, including the navigation tabs, action buttons, and status bar, remains the same.

Remember: NEVER DELETE a bank account number and you need a default Hungarian bank account number to receive payments for the University!