

## GUIDE TO ADDING AND CHANGING BANK ACCOUNT NUMBERS IN NEPTUN

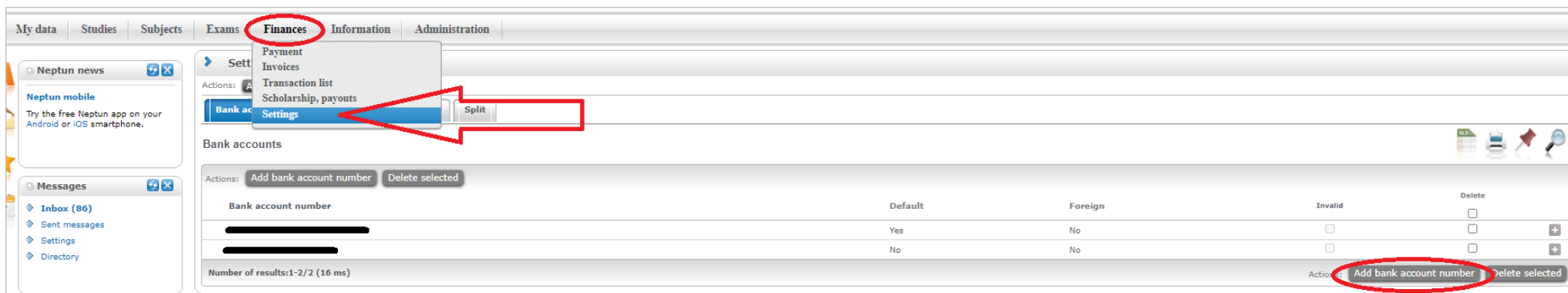
### Basic rules:

- Bank account numbers with past financial transactions cannot be deleted, only marked as "Invalid". Please be aware of marking your account numbers "Default" or "Invalid".
- If you are a scholarship holder then you need a valid Hungarian bank account number set as DEFAULT - to receive the monthly scholarship allowances from the University.
- If you wish to add a foreign account number then it has to be in IBAN format (please ask your bank for your account number's IBAN format).

At *Finances/Settings* you can see all your bank account numbers in the system. You can see which one is the DEFAULT, which is invalid and it is foreign or Hungarian.

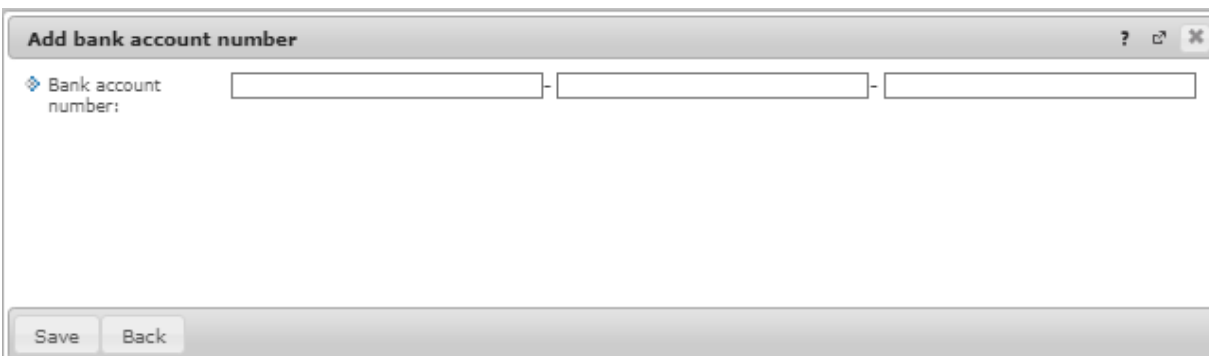
1. **Adding a new bank account number:** click on the *Add bank account number* button, fill the fields in the pop-up window then *SAVE* it.

- If your Hungarian account number is only 2x8 character long instead of 3x8 then please leave the last section empty.
- If you wish to add a foreign account number then turn in 112 request for registering an international bank account.



The screenshot shows the Neptun system interface. The 'Finances' menu is highlighted in red. The 'Bank accounts' table is visible, with the 'Add bank account number' button circled in red. The table has the following structure:


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



The screenshot shows the 'Add bank account number' pop-up window. It contains a form with the following fields:

Bank account number: [ ] - [ ] - [ ]

Buttons: Save, Back

2. **Correcting a wrong bank account number:** If e.g. there is a typo in it, please click on the  sign at the end of the given line and choose the "Edit" option. You can execute and save the changes in the pop-up window.



Settings

Actions: Add to favourites

Bank accounts Partners Organizations Split


Bank accounts

Actions: Add bank account number Delete selected

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

Number of results: 1-2/2 (0 ms)

Actions: Add bank account number Delete selected

3. **Modifying the DEFAULT settings:** Please click on the  sign at the end of the new *DEFAULT* account number and choose the "Make default" option.



Settings

Actions: Add to favourites

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Bank accounts

Actions: Add bank account number Delete selected

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

Number of results: 1-2/2 (0 ms)

Actions: Add bank account number Delete selected

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