

FINANCES IN NEPTUN – PRE-PAID INVOICE REQUESTS

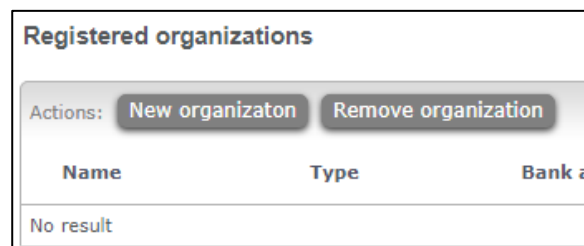
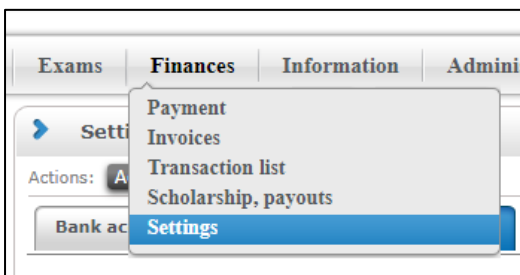
According to BME's [REGULATIONS ON STUDENT FEES AND BENEFITS](#), every student's tuition fee is charged in Hungarian Forints (HUF) (using the semester's official exchange rate -link). The liabilities (tuition, accommodation, library, exam or course retake fees, etc) are charged to the students by BME in the NEPTUN system and students may check and pay the inflicted items by their deadlines. After the fulfilment of any liability a downloadable invoice is available to all students. It is bilingual (Hungarian/English) and provided in HUF.

Adding a Payer to the Student's NEPTUN profile

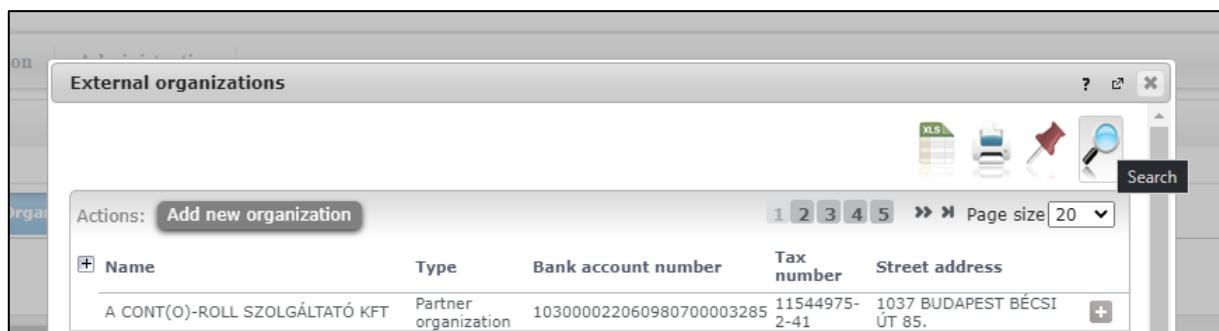
If the student's tuition fee is paid by an organization/company/other personnel/for himself/herself for a specific reason, it needs to be registered to the student's own profile.

(The following instruction is applicable, as well, if personnel needs to be added.)

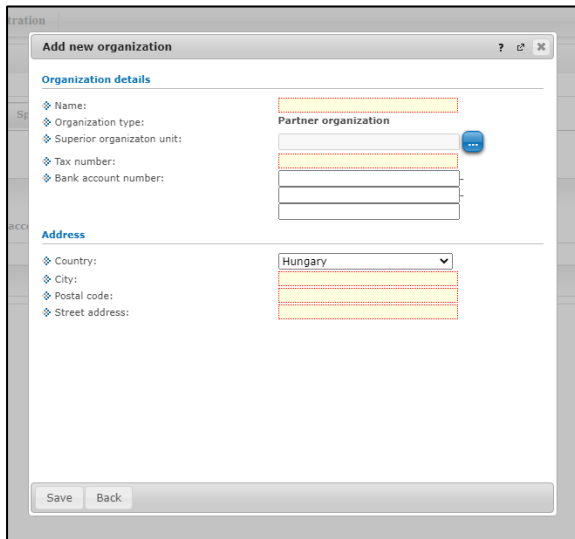
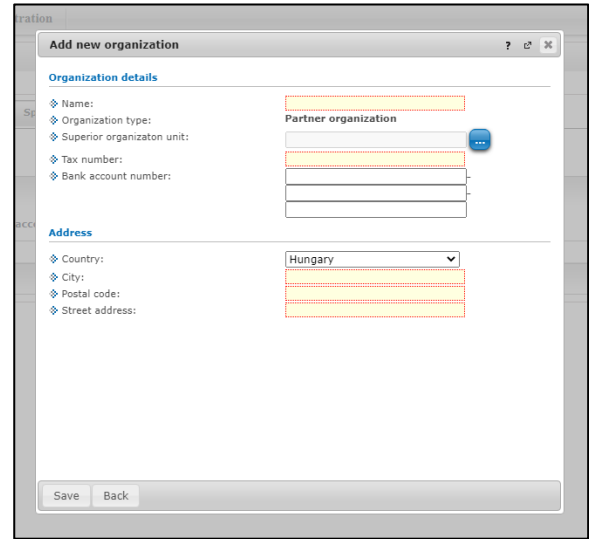
The option is available at the *NEPTUN/Finances/Settings* menu, under the „Organizations” tab. To add a new line, please select the „New organization” button.



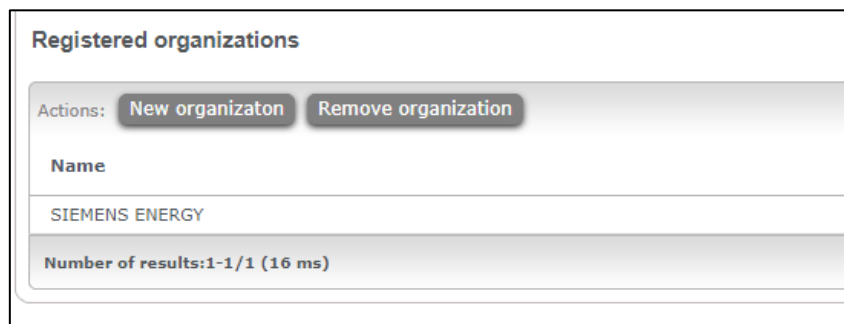
At first, please use the search option in the pop-up window (magnifier icon), to make sure that BME's list does not contain the given organization already.



If the given organization needs to be registered, please click on the „Add new organization” button, then fill out the lines in the pop-up window with the required data.

By saving the data, the organization becomes registered to the student’s own NEPTUN profile. If there is a problem with setting up the organization, please do not hesitate to contact us at neptun@bme.hu.




Setting up the Payer’s identity

The tuition fee liability is inflicted alongside a notification message in NEPTUN by BME.

The current, active (unpaid) liabilities can be seen in NEPTUN at the *Finances/Payment* menu. Please set the Terms to “All terms” and Status to “Active” then click the “List” button.

The first step is changing the Payer’s identity. The default setup in NEPTUN is the student, not the registered organization. This process needs to be repeated with every (organization paid) liability in every semester. The system does not save them.

Please mark the given liability, then use the button “+” at the end of the line and choose the “Payer” option. In the pop-up window please set the „Payer type” to Organization then give the registered organization’s data as the payer by clicking on the button . Do not forget to activate the “Request bank transfer invoice” option, then press “SAVE”.

My data Studies Subjects Exams **Finances** Information Administration

Neptun news Neptun mobile Messages Inbox (6) Favourite functions Calendar

Payment

Filters Terms: All terms, Status: All

Terms: All terms Status: All List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 100320000142527901120008 Balance on the joint account: 0 HUF

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	In
eroba	2020/21/1			100 HUF	3/11/2021		3/31/2021	Active	
eroba	2020/21/1			30 HUF	3/11/2021		3/31/2021	Active	
eroba	2020/21/1			70 HUF	3/11/2021		3/31/2021	Active	

Details Split Download Payer Submit request View request

Administration

Assign payer

Imposed item

Title name	Name	Amount	Service fulfillment	Status
VI SNAAB ONKOLTSEG	Tuition fee for the spring term of the 2020/21 academic year	1,134,336 HUF	4/8/2021	Active

Number of results: 1-1/1 (828 ms)

Payer details

Payer type: Organization

Payer: Partner Organization

Tax number:

Address:

Request bank transfer invoice:

Save Back

Choose organization

Choose organization

Page size: 20

Name	Type	Bank account number	Tax number	Street address	Select
Siemens ZRt.	Partner organization		10495892-2-44	1143 Budapest Gizella út 51-57.	Select

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

Back

Payer details

Payer type: Organization

Payer: Siemens ZRt.

Tax number: 10495892-2-44

Address: 1143 Budapest Gizella út 51-

Request bank transfer invoice:

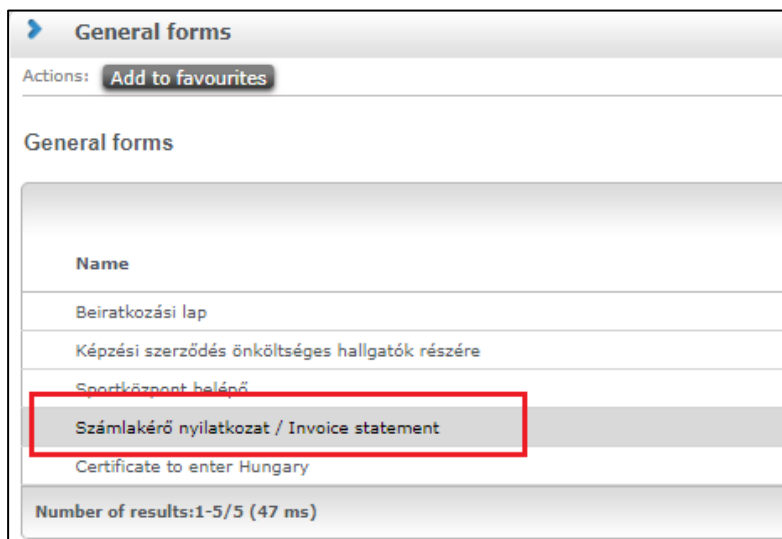
Success

Save was successful

Back

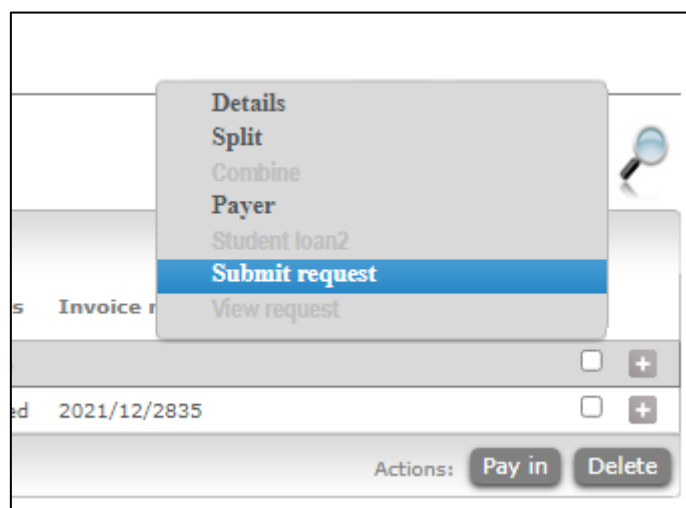
Invoice statement

The second step is to download and print out an **invoice statement datasheet** („+” sign, then print it into pdf), which belongs to the liability. It is available in the *NEPTUN/Information/General forms* menu but only after the Payer has been set up. After it has been filled out and signed officially by the Payer Organization, a scanned copy (pdf) is a required attachment of the invoice request.



Submitting the invoice request

BME provides pre-paid invoices through the NEPTUN request „E106 Invoice request”. It is available through the given liability, by clicking to the sign “+” again and choosing the “Submit request option”.



Financial requests

Actions: [Back](#)

Attention! The application was initiated from the Finances / Payment menu, so currently only requests to launch on the interface are displayed.

Available request forms

Name [▲]	Valid from	Valid until	Request filled
007 Opposition to payment obligation.	2/1/2010 8:00 AM	12/31/2021 11:59 PM	Select
106_invoice_request	2/24/2021 5:00 PM		Select

Number of results: 1-2/2 (672 ms)

Request attachment:

1. Számlakérő nyilatkozat (Declaration requesting of invoice) Attachment 2.

Previous Next Submit request Suspend filling in Assign document Back

3.

On the preview page of the request, please SCROLL DOWN and press „Submit request”. Make sure that you have attached the above-mentioned **invoice statement**.

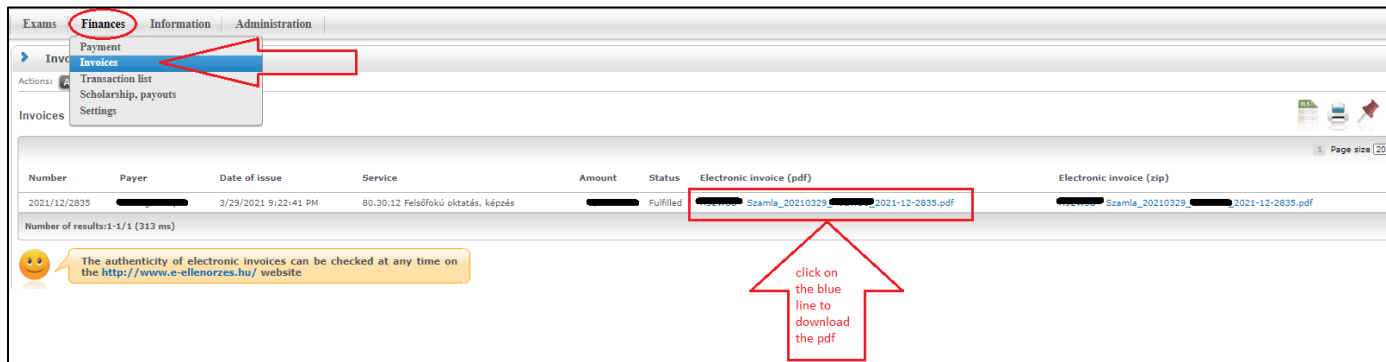
Previous Next **Submit request** Suspend filling in Assign document Back

Success

 Request 106_Szla_keres/811 has been submitted.

[Back](#)

After the request has been accepted, the invoice will be available at the NEPTUN/Finances/Invoices menu. All the steps need to be repeated regarding every liability if the payer is an organization.



The screenshot shows the NEPTUN system interface. At the top, there are tabs for 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is active, and a sub-menu is open showing 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. The 'Invoices' sub-menu is highlighted. Below this, there is a table with the following columns: Number, Payer, Date of issue, Service, Amount, Status, Electronic invoice (pdf), and Electronic invoice (zip). A single row is visible with the following data: Number: 2021/12/2835, Payer: [redacted], Date of issue: 3/29/2021 9:22:41 PM, Service: 80.30.12 Felsőfokú oktatás, képzés, Amount: [redacted], Status: Fulfilled, Electronic invoice (pdf): Szamla_20210329_2021-12-2835.pdf, and Electronic invoice (zip): Szamla_20210329_2021-12-2835.pdf. A red box highlights the PDF link, and a red arrow points to it with the text 'click on the blue line to download the pdf'. There is also a yellow notification box at the bottom left stating: 'The authenticity of electronic invoices can be checked at any time on the http://www.e-ellenorzes.hu/ website'.

Paying the invoice

All the necessary bank details will be displayed on the invoice. Please send the money to the displayed bank account number by a simple bank transfer.

The required comment/message field needs to be the invoice number, the student name and NEPTUN code in the required format. For example, 2021/12/1234, John Doe, NK-A1B2C3.

Please note that the money needs to be at least the exact amount of the tuition fee, without bank charges.

If BME receives a higher amount than the tuition fee (stated on the invoice), the overpaid amount will be refunded to the sender's bank account number.

Contact details:

If you have any problem with fulfilling your NEPTUN liability, please do not hesitate to contact us at: financial@bme.hu.

BME Central Academic Office