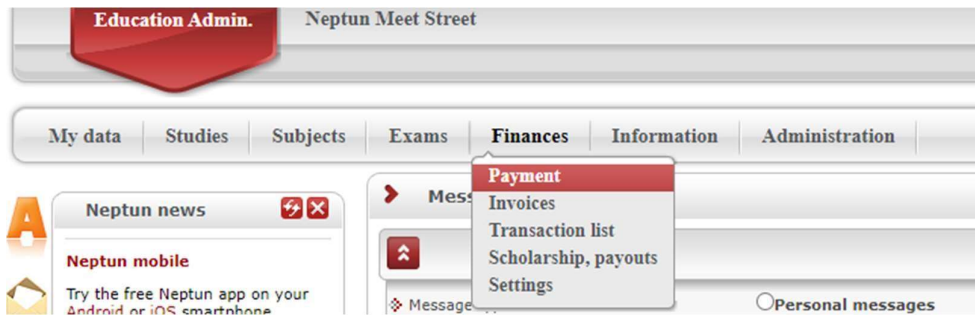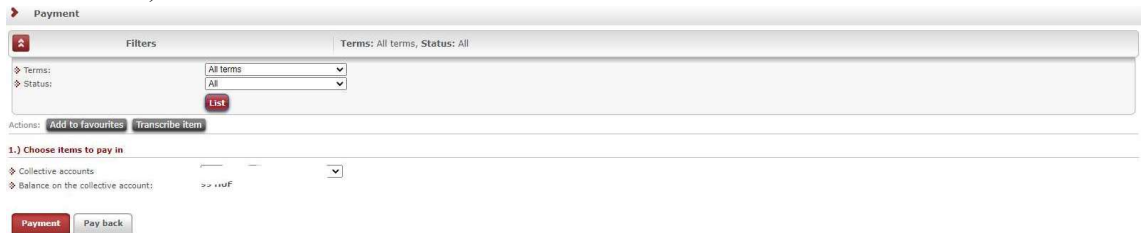Fee of dormitory network use – Payment through NEPTUN system
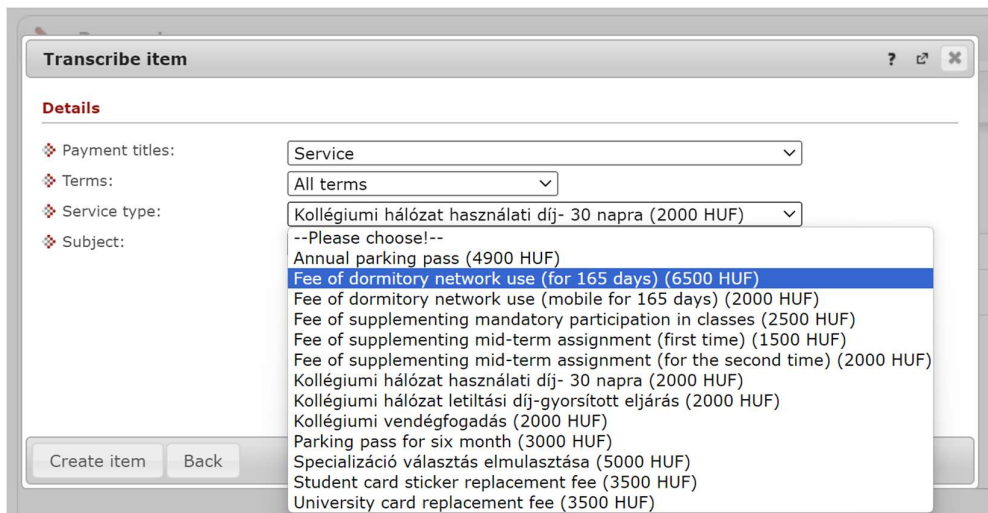
1. Go to Neptun, on the opening page select the menu item Finances/Payment

2. Click on the Item listing button. Use Transcribe item. (You don't have to worry about choosing the semester.)

3. Choose the Service title from the Payment titles, your current semester from the Semesters, and the „Fee of dormitory network use (your subscription)" from the Service types.

4. Then click the Create Item button

Transcribe item   ?   ⤢   ✕

Details

❖ Payment titles:	Service ▾
❖ Terms:	2022/23/2 ▾
❖ Service type:	Kollégiumi vendégfogadás (2000 HUF) ▾
❖ Subject:	▾

Create item   Back

5. After the item has been successfully listed, click the Back button

Success   2023.02.16. 15:22:13   ⤢

✅ Item successfully transcribed!

Back

6. In the row of your own item that appears, check the Payment field, then click Next.

Payment | Pay back

Transcribed items[All terms, Active]

Actions: **Pay in** Delete

Name	Term	Type	Subject code	Amount	Imposition date ▼	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	
Kollégiumi vendégfogadás	2022/23/2	Kollégiumi vendégfogadás		2,000 HUF	2/16/2023 3:22:12 PM		2/16/2023 12:00:00 AM	Active				

Number of results:1-1/1 (94 ms)   Actions: **Pay in** Delete

7. Finally, click the Pay button.

Payment | Pay back

Transcribed items[All terms, Active]

Actions: **Pay in** Delete

Question   ✕

❓ Are you sure you want to pay it?

Yes   No

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	
Kollégiumi vendégfogadás	2022/23/2	Kollégiumi vendégfogadás		2,000 HUF	2/16/2023 3:22:12 PM		2/16/2023 12:00:00 AM	Active				

Number of results:1-1/1 (94 ms)   Actions: **Pay in** Delete