

## Statement for issuing an invoice

The Neptun system generates the invoice automatically when the “Automatic execution” or the student itself fulfils the obligation in the Neptun system or 8 days after the deadline of the payment had passed. On this kind of invoice, the payer is the student as a private person and it is available on the next day of the fulfilment or the 8-days period after the deadline.

If the payer is not the student but e.g. an organisation that needs an invoice containing its data in order to be able to initiate the transfer, the student may hand in a statement in Neptun (formally as a request) for issuing an invoice in advance following the below listed steps.

If the organisation is not paying the full amount there is an opportunity to split the item into parts, and apply for an invoice only for one part of the total sum. The student can split the given item in the *Finances/Payment* menu (*Payments* tab). The student has to choose the given item from the list of the “Transcribed Items” and click on the ‘+’ sign (Options) at the end of the line. There he/she has to choose the “Split” option and give the amount of the two parts in the pop-up window than click on ‘Save’ (the sum of the two parts have to equal the original amount of the item).

The following steps will be equal no matter if the student is standing on the line of the transcribed item itself, or on the line containing only a part of it in case of split items.

1. The statement can be handed in the in the *Finances/Payment* menu (*Payments* tab). The student has to choose the given item from the list of the “Transcribed Items” and click on the ‘+’ sign (Options) at the end of the line. There he/she has to choose the “Submit request” option.
2. In the pop-up window the student has to choose the option “Statement about the data necessary for issuing the invoice”. A new window will open.
3. In the new window the student has to fulfil the necessary data the system asks for and click on ‘Submit request’.  
Important! The invoice will not be issued only if the student goes through the following steps also!
4. The student has to download or print the statement in the *Administration/Requests* menu (*Submitted requests* tab). The student has to click on the ‘+’ sign at the end of the line of the statement and choose the option ‘View’. The system will generate a file in a ‘.pdf’ format that the student is able to download or print.
5. The statement has to be signed by the student and the organisation also either in paper-based form or electronically. In case of choosing the electronic form, the signatures have to be authenticated.
6. The student has to hand in the signed statement at the Registrar’s Office of the Faculty.
7. The invoice will be sent to the organisation directly but the student may see or download it as well in the *Finances/Invoices* menu. The invoice will contain all the data necessary for the transfer (bank account number, directions etc.).  
Important! If the organisation gives false data during the transfer the money will not meet the transcribed item of the student. It is very important to use the information given on the invoice among the other information that says: *please fill in the following text line in the “comments on order” field.*

If the transfer is successful the money will appear directly to the transcribed item of the student in 1-2 working days and its status will change to ‘Fulfilled’.

In case the transfer was initiated with false or missing data the money will not appear in the Neptun and the student has to [submit an online case on the webpage of the Quaestura Office](#).