

## **ABOUT SUPO ACCOUNT**

### **What is SUPO**

The System of Settlement of Individuals' Claims at Masaryk University (SUPO) is a university-wide information system for administration and processing of claims resulting from various paid-for services provided by the University to individual clients. Besides unified recording, administration, and processing of claims and payments, the aim of the system is:

- to minimize manipulation with cash money;
- to support cashless forms of payments, preferably by collection and transfers from wages;
- to centralize in one common place clients' financial means intended for payments for various types of services.

SUPO supports settlement of already existing claims, paying advance payments for settlement of future claims, and paying and releasing deposits.

### **Who is SUPO intended for**

Only people recorded in the MU central personnel database who are active students or employees, or have other contractual relation with MU can become *clients* of the SUPO system.

A *paid-for service* may be remitted via SUPO if its administration is able to communicate with SUPO electronically using protocols defined by SUPO interface (the respective IT system is called *external system*). Obtained service can be remitted via SUPO provided that the service administrator offers this form of remittance, the customer is a SUPO client, and agrees with this form of remittance. The list of external systems currently communicating with SUPO is stated on the [External Systems](#) tab.

A *concrete combination of services* covered by client via SUPO is defined by single agreements between each client and individual service administrators, and is recorded in the respective external system. Based on these agreements, external systems transmit to SUPO data about claims for services used by clients.

### **How Is SUPO Used**

Each client has his/her SUPO client account (*SCA* for short), so called *primary account*. This account has to be activated by client in an electronic way by confirming the *Client's Consent with the Running Conditions of the SUPO System* in the application [SCA Activation](#) and, consequently, by depositing a specified minimum amount (currently 50 CZK, the SCA variable symbol and other payment details will be imparted after the Consent confirmation), or concluding a written agreement with MU on remitting a part of client's monthly wage to the SCA. Only exceptionally the activation can be performed in a different way. For more detail, see the tab [Client's Consent](#).

Once the SCA is active, it receives claims for services used by client (also *credit notes*, *deposits* and requests for *deposits release*) from any collaborating external system as well as *payments* transferred by client. List of all items accepted on the SCA is available via the application [SCA Statement](#).

*Claims* (credit notes, deposits, requests for deposits release) are accepted on active SCAs without restrictions except for erroneous ones that are returned back to the issuing external system. Thus, the decision on using SUPO for claims remittance is a matter of agreement between concrete SUPO client and service administrator.

*Payments* on an active SCA can be made both in cash and cashless form. These payments are addressed to the SCA rather than to individual claims or deposits. The settlement of claims (deposits) is effected automatically by the system at their maturity. Although the payments are addressed via the SCA variable symbol (thereby substantially reducing the threat of erroneous payments resulting in unpaid claims and penalties for delayed payments) it is strongly recommended to utilize payments via collection or wage remittance automatically performed by SUPO. The data needed for these automatic operations is entered into SUPO by client himself, via the application [SCA Parameters](#). Other details are available on the tab [Payments to/from SUPO](#).

SCAs *balances* can be refunded both in cash or cashless form. Cashless refunding is operated by client himself, using the application [Balance Remitting](#). Again, more details are available on the tab [Payments to/from SUPO](#).

## Contacts

The SUPO Support Centre at the Rector's Finance Office provides SUPO from the methodical, administrative and accounting management's point. Technological development, administration and system integration with other economic and administrative information systems running at MU is operated by the Inet MU development team at the Institute of Computer Science, MU. Useful contacts are:

- SUPO Support Centre: [supo@muni.cz](mailto:supo@muni.cz)
- MU Inet development team: [supo-inet@ics.muni.cz](mailto:supo-inet@ics.muni.cz)
- service administrators: see the tab [External Systems](#)

## Payments to/from SUPO

### Deposits on and Withdrawals from SCA

Payments can be deposited on SCA:

- in cashless form by *collection* from client's bank account (bank account details are reported to SUPO by client himself, using the application [SCA Parameters](#); at most one collection bank account per client is allowed);
- in cashless form by *money transfer order* from client's bank account;
- in cashless form by *postal order*;
- in cashless form by *remitting a part of client's monthly wage* to his/her SCA;
- in cash form via the *self-service top-up machines* operating at MU;
- in cash form via *cashier's counters* operating at MU - only in exceptional cases (e.g. foreign students who do not have a bank account in the Czech Republic neither ISIC card).

Payments deposited on the SCA are used to settle already existing due claims and deposits. Unused part of deposited payments becomes advance payment for future claims or deposits. Due claims and deposits are settled according to their maturity (and subsequently according to dates of issue and order of their receipt by SUPO).

SCA balances can be remitted:

- in cashless form by *payment order* on client's bank account - announced to SUPO by client via the application [SCA Parameters](#);
- in cashless form by *refund to client's monthly wage*;
- in cash form via *cashier's counters* operating at MU - only in exceptional cases (e.g. foreign students who do not have a bank account in the Czech Republic).

### Payments via Collection and Bank Transfer

Cashless payments made via collection or bank transfer (including deposits at cashier's counters of Komerční banka, a. s.) should be sent to Masaryk University bank account:

Account number: 85636621

Bank code: 0100

Variable symbol: <SCA's variable symbol, see [SCA statement](#)>

Payments by bank transfer can be effected even from foreign bank accounts. Necessary data for these payments:

Beneficiary:

Beneficiary account No.: CZ43 0100 0000 0000 8563 6621

Benef. bank:

Beneficiary: Masaryk University

Address: Žerotínovo nám. 9

City, ZIP: Brno, 601 77

Country: Czech Republic

Benef. bank:

Swift code/BIC: KOMBCZPPXXX

Beneficiary's bank: Komerční banka, nám. Svobody 21, Brno, 631 31

Detail of charges: OUR

Account No.for charges: *MU bank account inapplicable!*

Pay by cheque: *State NO*

and it is also necessary to state on the payment order:

- the amount in currency CZK
- in the item "Details of Payment" the SCA variable symbol in the form "SUPO VS 777xxxxxxx Client's name UCO"

The payer (payment sender) has to cover all charges connected with the payment otherwise MU will claim them. The payer must therefore check with his or her bank whether it supports the "Detail of charges" OUR. If the bank doesn't support this kind of payment, he/she has to send the payment increased by bank charges on MU's side, that is (valid from 1st April 2013 to 31st March 2014):

- paid amount + CZK 50 in case of payment mode SHA;
- paid amount + CZK 50 in case of payment mode SLV.

Payments by collection order can be effected only from bank accounts maintained by Czech banks. Data necessary for collection payments (i.e., payer's bank account number and bank code including the upper limit for collection payments made within one month) is entered into SUPO by client himself, using the application [SCA Parameters](#). The same application is used to assign the amount of so-called *advance* payments intended for future payments. This amount is included in the total sum of collection payments. In standard schedule, collection payments are effected by SUPO once a month, on a day determined by the system. Exceptionally, in justified cases only, it is possible to arrange the collection on another day, or repeatedly.

Current list of payments received on the MU bank account which are probably intended for SUPO but cannot be assigned to any active SCA is available in the application [Non-identifiable Payments](#).

## Payments via Postal Order

Payments from the Slovak Republic to Masaryk University bank account can be sent also via EUROGIRO by Poštová banka. The EUROGIRO form should be filled in the same way as the foreign payment order. The necessary data is given above (*Payments via Collection and Bank Transfer*). Special attention should be paid to the charges adjustment code (it must always be **OUR**) and the SCA variable symbol that must be stated in the form "**SUPO VS 777xxxxxxx Client's name UCO**" in the item "Zpráva pro příjemce/Message for the Beneficiary".

## Payments via Wage Remittance

Agreement about remittance of a part of client's monthly Wage to the SCA is made in a written form between MU and SUPO client, recorded in MU system for human resources (HR), and from there automatically announced to SUPO. This agreement includes the upper limit for the transferable amount. The request for remittance of a part of monthly wage is generated once in a calendar month on a day determined by the HR system and, similarly to collection payments, includes the amount of advance payment specified by client in the application [SCA Parameters](#).

## Cash Payments at the self-service top-up machines

Self-service top-up machines are automated mechanisms for the cash income to SCA. They accept banknotes after depositor's identification by ISIC card. They are furnished with a display showing the actual SCA balance. A list of self-service top-up machines including their location at MU and their operation time is [available here](#).

## Deposits on and Withdrawals from SCA

Each external system runs a cash desk dedicated to its clients, designated to withdraw client's refundable balance after he or she stops having an active study or working relationship to MU. Information about operation conditions of such cash desks is being served by external systems administrators.