

Department for the Administration of Facilities (SUZ)

# Payment of accommodation and other services in the accommodation system ISKAM

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## Payment of liabilities

In the main menu „Bank account – Basic information“ you see below an overview of all liabilities. In this case, there is for example accommodation and washing machine.


You can pay in several ways:

- Using the payment gateway - button RECHARGE AND PAY OUTSTANDING DEBTS.
- In cash or using a payment terminal on dormitory
- Bank transfer 1793102/0800, IBAN: CZ74 0800 0000 0000 0179 3102, BIC (SWIFT) code: GIBACZPX, your variable symbol will see in the menu „Bank account – Basic information“

Bank account ▾ Accommodation ▾ Service reservations Links ▾ [LOGOUT](#)

Accommodation deposit :	0 Kč	
Amount to be returned :	0 Kč	
Kauce na vypůjčené vybavení :	0 Kč	

[RECHARGE AND PAY OUTSTANDING DEBTS](#)



### CONTACT PERSON

Contact person not specified.

[EDIT](#)

### OUTSTANDING DEBTS AFTER MATURITY

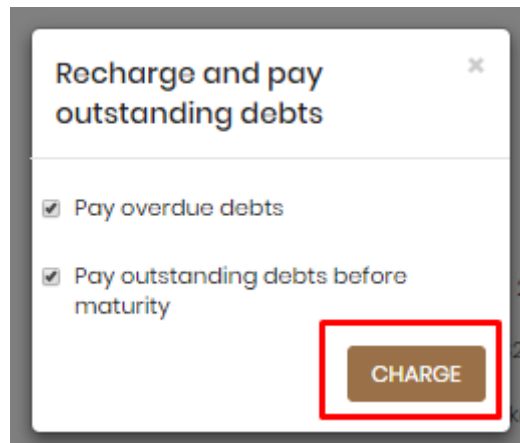
Due date	Description	Total amount	Paid	To be paid
1/10/2018	Jarov III. G – Pračky – Student	30 Kč	0 Kč	30 Kč
Total		30 Kč	0 Kč	30 Kč

### OUTSTANDING DEBTS BEFORE MATURITY

Due date	Description	Total amount	Paid	To be paid
1/20/2018	Ubytování 31.12.2017 – 31.01.2018	3,720 Kč	0 Kč	3,720 Kč
Total		3,720 Kč	0 Kč	3,720 Kč

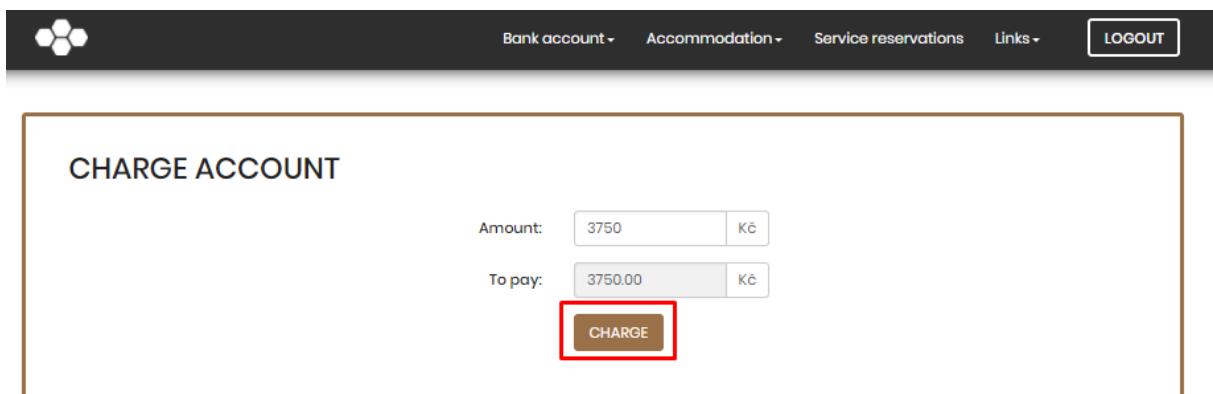
## Using the payment gateway

- 1) If you want to use payment gateway, you should go to „Bank account – Basic information“ and click the button RECHARGE AND PAY OUTSTANDING DEBTS.
- 2) Tick off debts you want to pay and click CHARGE.



The screenshot shows a dialog box titled "Recharge and pay outstanding debts" with a close button (X) in the top right corner. Below the title, there are two checked checkboxes: "Pay overdue debts" and "Pay outstanding debts before maturity". At the bottom right of the dialog, there is a brown button labeled "CHARGE" which is highlighted with a red rectangular border.

- 3) Check the amount and confirm.



The screenshot shows the "CHARGE ACCOUNT" page. At the top, there is a dark navigation bar with a logo on the left and links for "Bank account -", "Accommodation -", "Service reservations", "Links -", and a "LOGOUT" button. The main content area has the heading "CHARGE ACCOUNT". Below the heading, there are two input fields: "Amount:" with the value "3750" and a "Kč" unit selector, and "To pay:" with the value "3750.00" and a "Kč" unit selector. Below these fields, there is a brown button labeled "CHARGE" which is highlighted with a red rectangular border.

- 4) Fill in the required information from your card D-Pay. If there is a confirmation of information, the payment was successful. Otherwise, please repeat the process.

← Back to e-shop? **GP webpay** English [uk]

globalpayments **ČESKÁ spořitelna** 3D Secure payment gateway

**Card payment** >

**Safe card payment**

Does your card permit online payment? ?

Your card number:

Card valid till: 01 / 18

Verification code:  ?

**Pay**

**Summary of your payment**

**Merchant** ?  
Vysoká škola ekonomická v Praze  
náměstí Winstona Churchilla 1938/4  
130 00 - Praha 3 (CZ)  
www.vse.cz

**Payment number** ?  
#39385

**Total**  
**3,750.00 CZK**

Powered by Global Payments Europe **GP webpay** [How does it work?](#) | [Principles of secure payment by card.](#)  
Created in cooperation with **MasterCard**

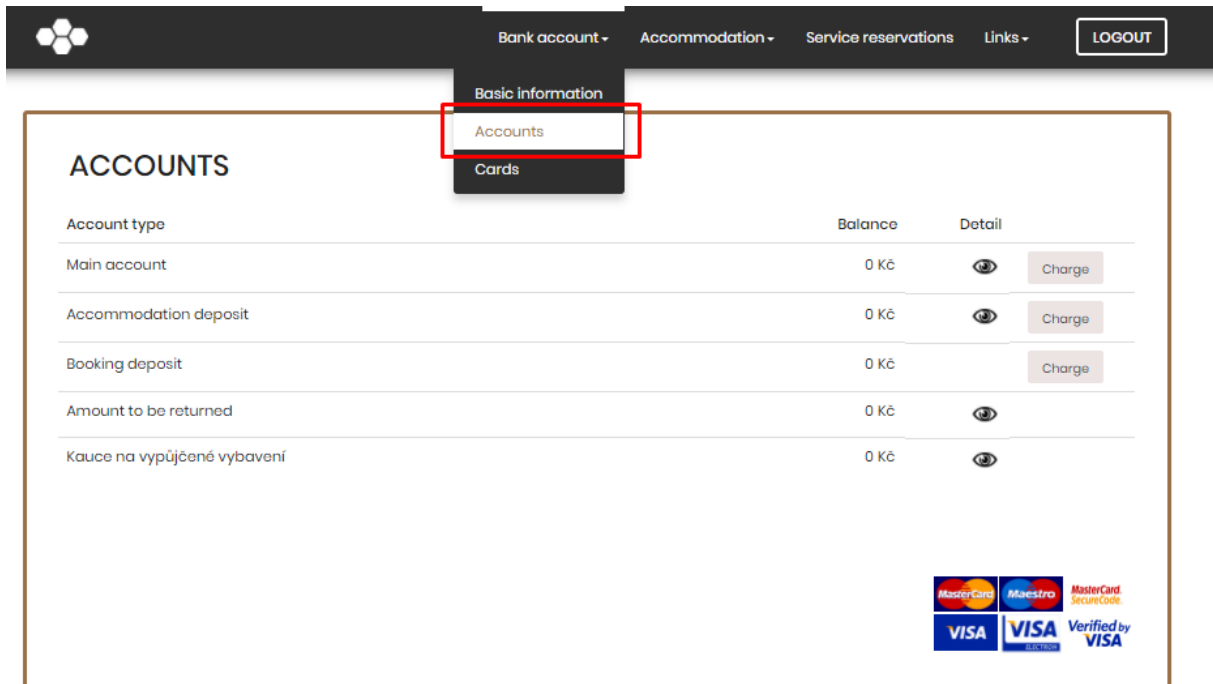
- 5) You will be redirected back to the accommodation system where you inform about (not) the success of the payment. If your payment is unsuccessful, please re-check your bank account settings (especially if your card has payments enabled on the Internet and there is a sufficient balance on your account).

## Charge of Main account





It is possible to charge the main account of this amount shall be deducted accommodation and other services.

Instructions for charging main account:

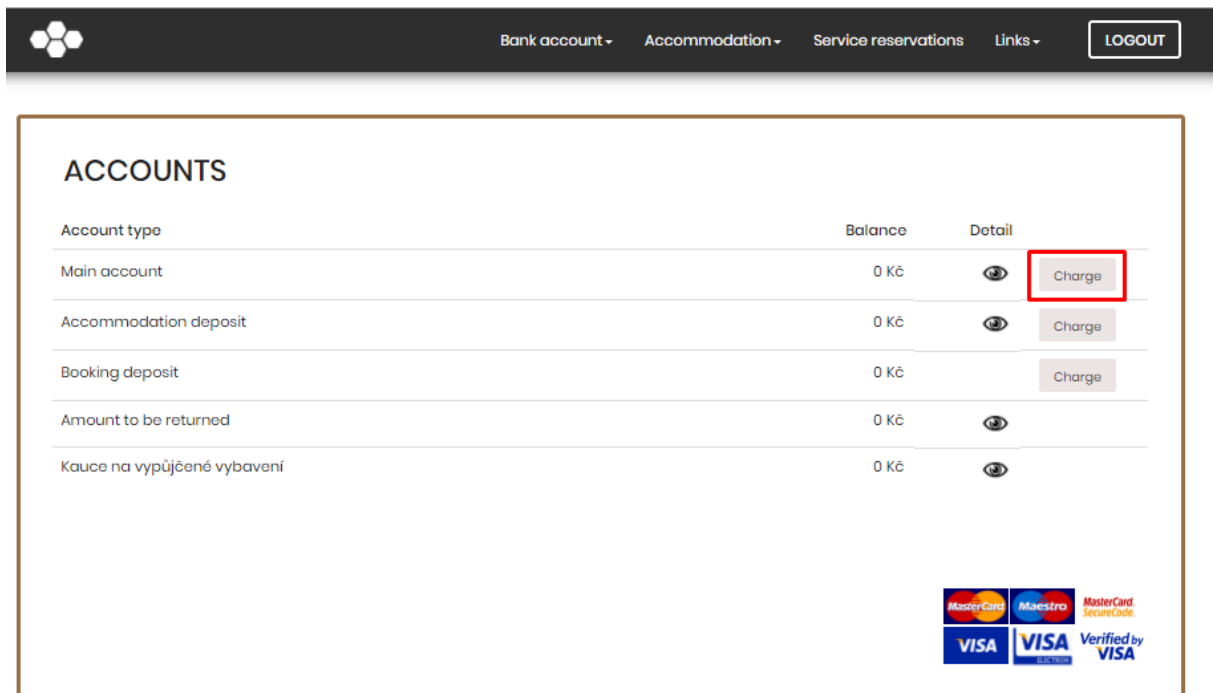
- 1) In the main menu „Bank account – Accounts“.







The screenshot shows the top navigation bar with a logo on the left and menu items: "Bank account -", "Accommodation -", "Service reservations", "Links -", and a "LOGOUT" button. A dropdown menu is open under "Bank account -", showing "Basic information", "Accounts" (highlighted with a red box), and "Cards". Below the navigation is the "ACCOUNTS" section with a table and logos for MasterCard, Maestro, Visa, and Verified by Visa.

Account type	Balance	Detail
Main account	0 Kč	 <a href="#">Charge</a>
Accommodation deposit	0 Kč	 <a href="#">Charge</a>
Booking deposit	0 Kč	<a href="#">Charge</a>
Amount to be returned	0 Kč	
Kauce na vypůjčené vybavení	0 Kč	

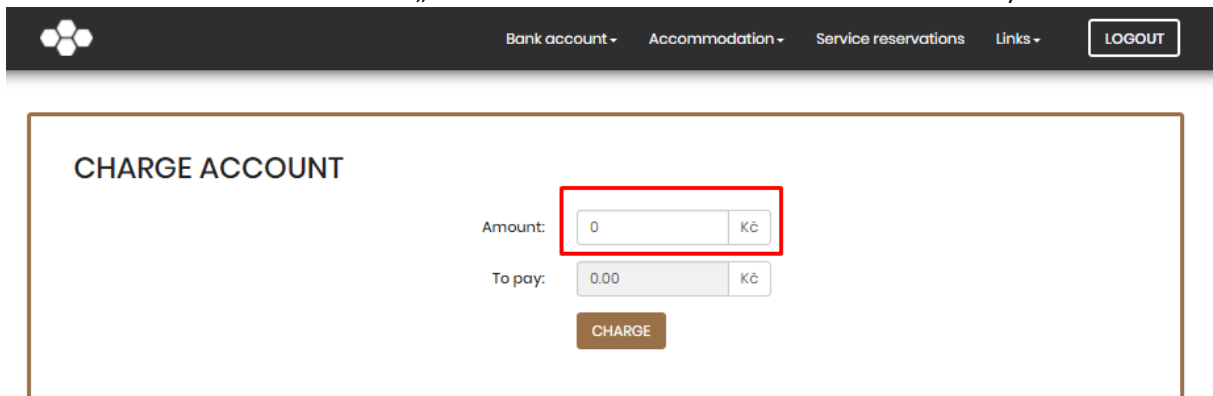
- 2) Click to charge in Main account.



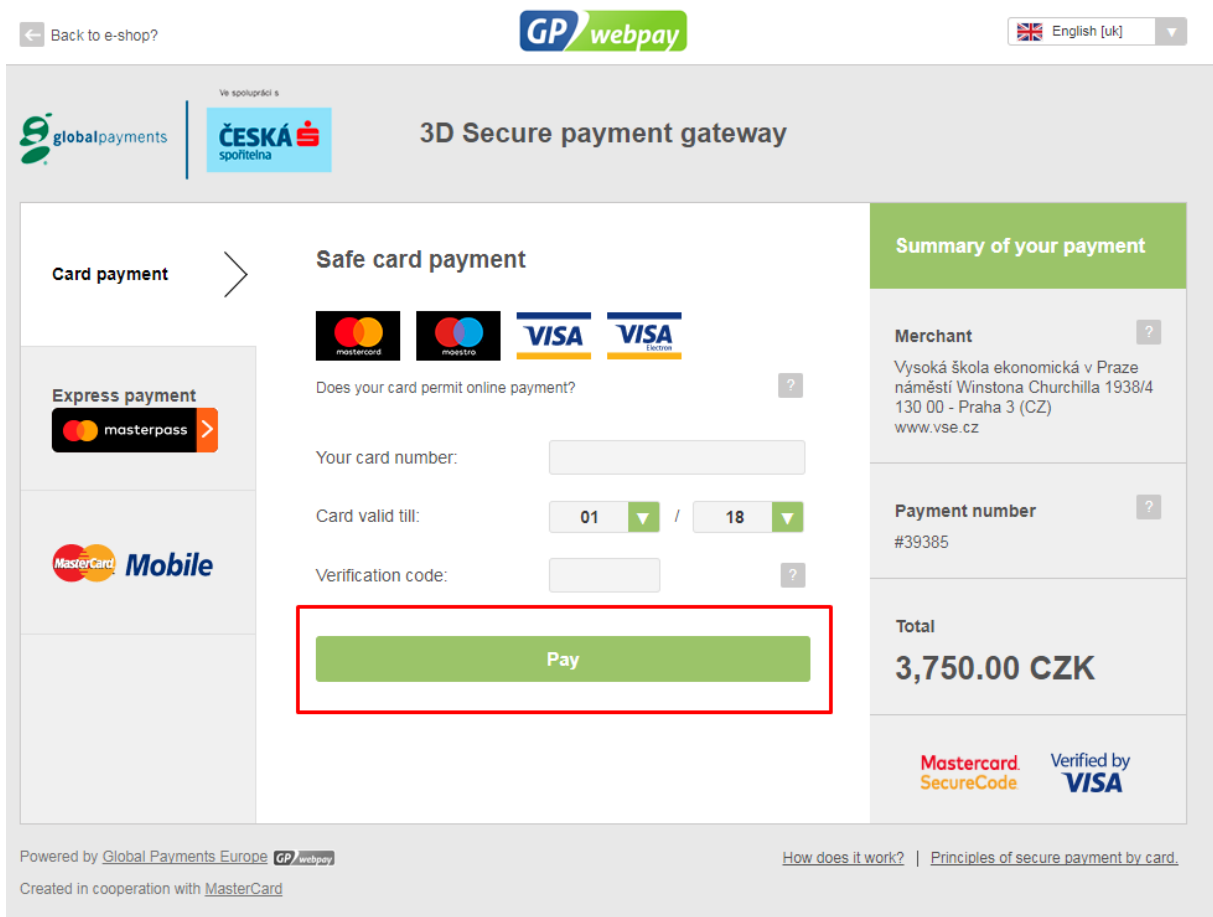
The screenshot shows the same "ACCOUNTS" page as above, but the "Charge" button for the "Main account" row is highlighted with a red box.

Account type	Balance	Detail
Main account	0 Kč	 <a href="#">Charge</a>
Accommodation deposit	0 Kč	 <a href="#">Charge</a>
Booking deposit	0 Kč	<a href="#">Charge</a>
Amount to be returned	0 Kč	
Kauce na vypůjčené vybavení	0 Kč	

- 3) Enter how much you want to charge your Main account (price per night and total price you can see in the main menu „Accommodation – Accommodations list“ - Detail) and confirm.



- 4) Fill in the required information from your card D-Pay. If there is a confirmation of information, the payment was successful. Otherwise, please repeat the process.



- 5) You will be redirected back to the accommodation system where you inform about (not) the success of the payment. If your payment is unsuccessful, please re-check your bank account settings (especially if your card has payments enabled on the Internet and there is a sufficient balance on your account).