# netcash®

## Quick Start Guide Creditor Payments

PAYMENTS. DELIVERED.

www.netcash.co.za



## Our easy to use guide will get you up and running in no time!

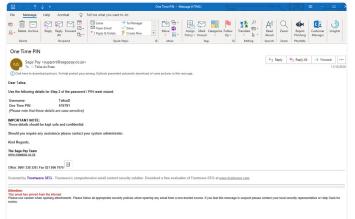
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Obtain a pre-authorisation report
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#### Login



- 1. Navigate to https://merchant.netcash.co.za
- 2. Insert your username, password & pin. Press the **Login** button.



3. These credentials would have been emailed to you when your account was activated.

#### Note:

Should you not have your login details, please contact your system superuser to reset your password or contact the Netcash help desk on 0861 338 338.

## Load creditors

				Demo Netca	- (E101)	0500670)
Payments	Manag	e creditor list	CSV Download Filter by group	· · ·		dd creditor
			Cov Covinions Filter by group		unen /	add circollor
Creditors	^		1 2 3 4 5 Last			
Creditor list Once off payment		Account reference	Account name	Account number	Amount	Active
Creditor batches	1	04227601137-SN1481341	ALMANJBA	10010298795	R 0.00	
Groups	1	04229287745-SN1481381	CN BUTHELEZI	4065466675	R 0.00	4
Creditor batch reports Audit report	1	04229665635-SN1481450	M.MOODLEY	62369975449	R 0.00	
Payment returns	1	04231119035-SN1481350	S.N.N.NYAWO	4082200191	R 0.00	1
Unpaid codes	1	04231555329-SN1481445	I.G FURTER	55010038434	R 0.00	1
Authorisations	1	04231555568-SN1481411	0.AMOD	254703410	R 0.00	1
Search by transaction id	/	04231561574-SN1481369	MANSOOR MOHAMED	52550016996	R 0.00	
Salaries	× /	04232303539-SN1481322	C.L.MILTON	60085410244	R 0.00	
	1	04232708463-SN1481392	L.B. OSMAN	4043552096	R 0.00	
	1	04233175464-SN1481382	DEVANATHAN NAIDOO	4065199642	R 0.00	1
	1	04233179839-SN1481380	NOZUKO V. MYINJELWA	4048160183	R 0.00	1
	1	04233180332-SN1481407	BARNES	1970837519	R 0.00	
	1	04233740515-SN1481453	WAKEFIELDS PROPERTY MANAGEMENT	4046347686	R 0.00	1
	/	04233740572-SN1481457	WAKEFIELDS PROPERTY MANAGEMENT	4046347686	R 0.00	
	1	04233741091-SN1481405	HLEHLE NDWALANE	55550118	R 0.00	1
	1	04233741752-SN1481399	THE URIM THUMMIM TRUST	1380099331	R 0.00	4

- 1. Select the Services.
- 2. Click on Payments from the dropdown menu.
- 3. Click on Creditors > Creditor List.

	<u>@</u> 🕸
uick links	
Add record to creditor master file	Demo Netcash (51219532679) Back to master file
Account details	*
Account reference: Account name: Payment annount: Creditors statement reference: Submit	
Conversion & 2019 Nationals All rights researed	
copyright © 2019 Netcash, All rights reserved.	
	Add record to creditor master file  Account details  Account reference:  Account neference:  Payment amount:  Creditors statement reference:

- 1. Click the **Add creditor** button on the top right side of the screen.
- 2. You will be prompted to insert the following information:
  - Account reference
  - Account name
  - Payment amount
  - Creditor statement reference
- 3. Click on Submit.

## Load creditors

(continued)

			Demo Netcash (	51219532679)
Payments	Creditor maste	r file - A.I MANJRA	Demorretadorre	Back to master file
Creditors	^			
Creditor list	Account deta	ails		-
Once off payment	Bank accourt	it details		
Creditor batches				
Groups		Bank account name:		
Creditor batch reports Audit report		Bank account number:	·	
Payment returns				
Unpaid codes		Generic branch codes:	Investec Bank	
Authorisations		Branch code:	580105	
Search by transaction id		Branch code:	Branch code search	
Salaries	~	Bank account type:	Current	
		AVS type:	ID number      Business registration	
		ID number.		
		Submit	Back	
	Account gro	uping		
	Notifications			
	Notification	history		

- 1. To add the beneficiary's banking details, click on the **Bank** account details tab below the Account details.
- 2. You will be prompted to insert the following information:
  - Bank account name
  - Bank account number
  - Branch code
  - Bank account type
- 3. Click on Submit.
- 4. Bank account details wil be validated before they can be saved.

#### Note:

Insert ID number if you would like to verify bank account details.

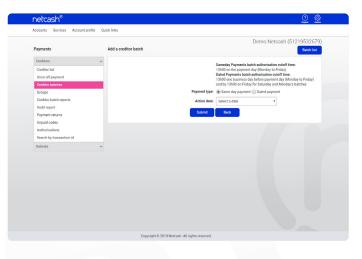
Accounts Services Account prof	e Quick links	
		Demo Netcash (51219532679)
Payments	Creditor master file - A.I MANJRA	Back to master file
Creditors	^	
Creditor list	Account details	•
Once off payment Creditor batches	Bank account details	•
Groups	Account grouping	
Creditor batch reports Audit report	Notifications	
Payment returns Unpaid codes	Notify the account holder via:	
Authorisations	Em	ail address:
Search by transaction id	Cells	alar number:
Salaries	*	Edit
	Notification history	•
	Transaction history	·
	Contact details	•
	Additional details	·
	Creditor notes	

- 1. Other optional fields to store creditor information include:
  - Account grouping
  - Notifications
  - Transaction history
  - Contact details
  - Creditor notes

## Add a creditor batch

Accounts Services Account pro	ofile Quick links						
						Demo Netca	sh (51219532679)
Payments	Creditor batc	hes				Downlow	ad Add Creditor batch
Creditors	^	Action date	Service type	Volume	Amount	Status	Authorization
Creditor list							
Once off payment	/10	11 Dec 2019	Same day	3	R 0.03	Authorisation required	Authorise
Creditor batches	/1	20 Nov 2019	Same day	1	R 0.01	Date expired	
Groups Creditor batch reports	11	14 Nov 2019	Same day	1	R 4 209.00	Date expired	
Audit report	/1	14 Nov 2019	Same day	1	R 3 547.75	Date expired	
Payment returns	11	13 Nov 2019	Same day	1	R 0.10	Date expired	
Unpaid codes	11	12 Nov 2019	Same day	3	R 250.01	Date expired	
Authorisations	11	11 Nov 2019	Same day	53	R 1 045 618.55	Date expired	
Search by transaction id	/ -	07 Nov 2019	Same day	12	R 10 580.00	Date expired	
Salaries	×						
	/±	07 Nov 2019	Same day	0	R 0.00	Date expired	
	/±	06 Nov 2019	Dated	16	R 294 459.45	Date expired	
	/±	06 Nov 2019	Same day	2	R 1 193.50	Date expired	
	/1	04 Nov 2019	Same day	1	R 0.01	Date expired	
	11	04 Nov 2019	Same day	13	R 12 481.78	Date expired	
	14	28 Oct 2019	Same day	13	R 12 481.78	Date expired	
	11	25 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	24 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	24 Oct 2019 23 Oct 2019	Same day	1	R 52.00		

- 1. Select Services.
- 2. Click on Payments from the dropdown menu.
- 3. Click on Creditors > Creditor batches.
- 4. Click on the **Add creditor batch** button on the top right side of the screen.



- 5. Select the **\*Payment type and Action date.**
- 6. Click Submit.
- You may now select beneficiaries to be added to your batch by clicking in the box on the right of the creditor
- 8. Edit amounts and statement references if required.
- Click the Add selected to batch button once all editing/ selecting is complete.
- 10. Click on View batch.

#### \* Payment types:

#### Same day payments

- FNB payments will reflect in the beneficiary's accounts on the payment date, non FNB will reflect the day after the payment was made but be value dated on the payment day.
- Processing cut-off time is 13h00 on the payment day.
- Valid payment dates are Monday to Friday (excluding public holidays).

#### **Dated payments**

- All payments are reflected in all accounts on the payment day.
- Processing cut-off time is 13h00one business day before payment day and 13h00 on Friday for Saturday and Monday's batches.
- Valid payment dates are Monday to Saturday (excluding public holidays).

## Obtain a pre-authorisation report

Accounts Services Account pro	file Quick links						
						Demo Netca	ish (51219532679)
Payments	Creditor batc	hes				Downlo	ad Add Creditor batch
Creditors	^	Action date	Service type	Volume	Amount	Status	Authorization
Creditor list							
Once off payment	/10	11 Dec 2019	Same day	3	R 0.03	Authorisation required	Authorise
Creditor batches	/1	20 Nov 2019	Same day	1	R 0.01	Date expired	
Groups	11	14 Nov 2019	Same day	1	R 4 209.00	Date expired	
Creditor batch reports Audit report	/1	14 Nov 2019	Same day	1	R 3 547.75	Date expired	
Payment returns	11	13 Nov 2019	Same day	1	R 0.10	Date expired	
Unpaid codes	11	12 Nov 2019	Same day	3	B 250.01	Date expired	
Authorisations	/ 1	11 Nov 2019	Same day	53	R 1 045 618.55	Date expired	
Search by transaction id							
Salaries	· /±	07 Nov 2019	Same day	12	R 10 580.00	Date expired	
	/±	07 Nov 2019	Same day	0	R 0.00	Date expired	
	/±	06 Nov 2019	Dated	16	R 294 459.45	Date expired	
	/±	06 Nov 2019	Same day	2	R 1 193.50	Date expired	
	/1	04 Nov 2019	Same day	1	R 0.01	Date expired	
	11	04 Nov 2019	Same day	13	R 12 481.78	Date expired	
	/1	28 Oct 2019	Same day	13	R 12 481.78	Date expired	
	/1	25 Oct 2019	Same day	1	R 0.01	Date expired	
	14	24 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	23 Oct 2019	Same day	1	R 52.00	Date expired	

- 1. Select Services.
- 2. Select **Payments** from the dropdown menu.
- 3. Click on Creditors > Manage creditor batches.
- 4. The list of creditor batches will now be displayed.

	ditor batch						× 9532679)
Payments Cre	ditor batch detail						atch list
Creditors							atornat
Creditor list	44 4 1 of	1 ≥ ≥i - φ	word	1			20 🔲 🔿
Once off pays	Account reference		Excel	Branch :	Statement reference :		
Creditor bato	Account reference : 04231112035-		PowerPoint PDF			Amount :	
Groups	5311481350	S.N.N.NYAWO	TIFF file	632005	PRIMENT	R 0.01	
Creditor bato			MHTHL (web archive)		Total	R 0.01	
Audit report			CSV (comma delimited) XHL file with report data				
Payment retu			Data Feed				
Unpaid code							
Authorisation							
Search by tra							
Salaries							

- 5. To download your Pre-Authorisation Report, select **Edit creditors** on the left side of the Creditor Batch that you require the report for.
- To download your creditor batch report, click on the Download button.
- Your creditor batch report will be displayed on the screen. Click on the Export icon and select the preferred format to download your report.
- 8. The batch will automatically start downloading and save in your default downloads folder.

## Authorise a creditor batch

Accounts Services Account pro	file Quick links						
						Demo Netca:	sh (51219532679)
Payments	Creditor batc	hes				Downloa	Add Creditor batch
Creditors	^					-	
Creditor list		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment	/10	11 Dec 2019	Same day	3	R 0.03	Authorisation required	Authorise
Creditor batches	/1	20 Nov 2019	Same day	1	R 0.01	Date expired	
Groups	11	14 Nov 2019	Same day	1	R 4 209.00	Date expired	
Creditor batch reports	11	14 Nov 2019	Same day	1	R 3 547.75	Date expired	
Audit report Payment returns	11	13 Nov 2019	Same day	1	80.10	Date expired	
Unpaid codes	/ 1	12 Nov 2019	Same day	3	R 250.01	Date expired	
Authorisations Search by transaction id							
	/1	11 Nov 2019	Same day	53	R 1 045 618.55	Date expired	
Salaries	/1	07 Nov 2019	Same day	12	R 10 580.00	Date expired	
Salaries	/1	07 Nov 2019	Same day	0	R 0.00	Date expired	
	/1	06 Nov 2019	Dated	16	R 294 459.45	Date expired	
	/1	06 Nov 2019	Same day	2	R 1 193.50	Date expired	
	/1	04 Nov 2019	Same day	1	R 0.01	Date expired	
	/±	04 Nov 2019	Same day	13	R 12 481.78	Date expired	
	/1	28 Oct 2019	Same day	13	R 12 481.78	Date expired	
	/1	25 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	24 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	23 Oct 2019	Same day	1	R 52.00	Date expired	

- 1. Select Services.
- 2. Select **Payments** from the dropdown menu.
- 3. Click on Creditors > Creditor batches.
- 4. The list of creditor batches will be displayed.
- 5. Click on the **Authorise** button next to the batch that you would like to authorise.

Payments	Confirm batch authorisation
Creditors ^	Description Detail
Creditor list	
Once off payment	Last date edited 25 Nov 2019 15:49
Creditor batches	Last edited by Paul Adant
Groups	Batch name Creditor batch for 2019-12-11
Creditor batch reports	Service Sameday creditor payment
Audit report	Number of transactions 3 Batch total B
Payment returns	Fees retention B
Unpaid codes	Payment date 11 Dec 2019
Authorisations	
Search by transaction id	Available balance View balance
Salaries 🗸	Notification
	Creditors can be advised that you will be paying funds into their accounts by email or sms. Email notifications require you to fill in your name and the address from which the email is to be sent. Please ensure that creditors email addresses are inserted in your creditors marketflor cupload fee join to audhorising initia batch.
	Send email notifications 🕜
	From name
	From email address
	Additional email text
	Send SMS notifications
	Additional email text

- 6. The **Confirm batch authorisation** screen is displayed. This is a summary of the creditor batch including charges, notifications and a choice of funding options:
  - Use available balance if there is sufficient credit in your Netcash account
  - Will make bank transfer if you need to fund the Netcash clearing account for payment
- 7. Read and accept the terms and conditions, then click on **Authorise**.

#### Note:

Batches can be unauthorised until 13h00 on the date they are to be processed on the Same day service and by 13h00 one business day before the payments day for the Dated payment service.

### Authorise a creditor batch

(continued)

netcash <sup>®</sup> Accounts Services Account	profile Quick links	<u>C</u>	port Autors
Payments	Confirm batch	Demo Netcash (51219)	532679)
Creditors Creditor list Once off payment Creditor batches Groups	^	Enter the PIN provided on the Google Authentication Apps to authorise this batch. Geogle Authenticater PIN:	
Creditor batch reports Audit report Payment returns Unpaid codes Authorisations Search by transaction id			
Salaries	~		

- 1. Should you elect to pay using **available balance** you will then be re-directed to the Confirm Batch authorisations screen.
- 2. Insert the One Time Pin (OTP) sent to your cell number or Google authenticator pin.
- 3. Click OK.
- 4. Your creditor batch is now authorised and will be scheduled to run on the selected date.

#### Note:

If you require additional authorisers, please inform them to authorise the batch before cut-off.

			Demo Netcash	(51219532679
Payments	Crea	fitor batch - authorisation		
Creditors	^			
Creditor list		The date on which the transfer will be made:	2019-11-25	
Once off payment		The Netcash account to which the transfer will be made:	ABSA Clearing Account	
Creditor batches		Recommended amount:	· · ·	
Groups		The transfer amount:		
Creditor batch reports Audit report				
Payment returns		Extra 1:		
Unpaid codes		Extra 2:		
Authorisations		Extra 3:		
Search by transaction id		Extra 3.		
Salaries	~	Next	Back	

- 1. If you are paying using the **Will make bank transfer option**, you will be prompted to insert the following information:
- The date when the transfer will be made
- The Netcash account you will be transferring to
- The amount to be transferred
- The extra fields are optional for reconciliation purposes
- 2. Click on Next.
- Click on Print report in order to obtain details of the Netcash clearing that you need to fund.

#### Note:

If you require additional authorisers, please inform them to authorise the batch before cut-off.

- 4. Click Authorise to confirm your bank transfer.
- Insert the One Time Pin (OTP) sent to your cell number or Google authorisation pin.
- 6. Your creditor Batch is now **authorised** and will be scheduled to run on the selected date.

#### Note:

One Time Pins are session based, this means that as long as you are logged in into your Sage Pay account, you can use the same OTP to authorise. Where multiple authorisations are required, only the first authoriser needs to insert the OTP.

## Obtain a post batch authorisation report

Accounts Services Account profil	e Quick links						
				Demo Ne	tcash (	51219532679)	
Payments	Creditor ba	itch reports			Download		
Creditors	^						
Creditor list		Action date	Service type	Batch name	Volume	Amount	
Once off payment	0.0	21 Jul 2016	Dated	Creditor batch for 21 Jul 2016	1	R 1.00	
Creditor batches	0.5	20 Oct 2015	Same day	Creditor batch for 20 Oct 2015	1	R 1.00	
Groups	0.0	18 Sep 2015	Same day	Payment batch for 18 Sep 2015	1	R 1.00	
Creditor batch reports	0.0	30 Jul 2015	Same day	Once off payment for 2015-07-30 (Sage Pay Paynow t	1	R 5.00	
Audit report Payment returns	0.5	30 Jul 2015	Same day	Once off payment for 2015-07-30 (Sage Pay Paynow t	1	R 5.00	
Unpaid codes	0.5	09 Jun 2015	Same day	Payment batch for 09 Jun 2015	2	B 1.00	
Authorisations	0.0	16 Apr 2015	Same day	Payment batch for 16 Apr 2015	1	B1.00	
Search by transaction id							
Salaries	- en	23 Mar 2015	Same day	Payment batch for 23 Mar 2015	1	R 1.00	
	0.0	17 Dec 2014	Same day	Once off payment for 2014-12-17 (Sure Finance)	1	R 103 102.71	
	0.0	08 Sep 2014	Same day	Once off payment for 2014-09-08 (TESTSMS1)	1	R 1.00	
	0.0	19 Jun 2014	Dated	Payment batch for 19 Jun 2014	4	R 4.00	
	0.0	25 Nov 2013	Same day	Payment batch for 25 Nov 2013	2	R 2.00	
	0.5	14 Nov 2013	Same day	Payment batch for 14 Nov 2013	1	R 1.00	
	85	08 Nov 2013	Same day	Payment batch for 08 Nov 2013	1	R1.00	
	85	05 Nov 2013	Same day	Payment batch for 05 Nov 2013	1	B1.00	
	0.5	07 Oct 2013	Same day	Payment batch for 07 Oct 2013	1	R 0.01	
	01	27 Aug 2013	Same day	Payment batch for 07 Oct 2013 Payment batch for 27 Aug 2013	1	R 10.01	

- 1. Select the Services.
- 2. Select **Payments** from the dropdown menu.
- 3. Click on Creditors > Creditor batch reports.
- 4. Click on the printer icon to the left of the batch.

	Account profile Quick links						
Cre	ditor batch reports						* 9532679)
Payments							Download
Creditors							
Creditor list	14 4 1 of 1 > 1	1 + <mark>1</mark>	• 🗇				Amount
			Word				B1.00
Once off payn	Action date : Service typ		Excel		Aolume :	Amount :	
Creditor batch	+ 21 Jul 2018 Dated	-	PowerPoint PDF				R 1.00
Groups	+ 20 Oct 2015 Same day		TIFF file		i.		B 1.00
Creditor batch	+ 18 Sep 2015 Same day		MHTML (web archive)		1		
Audit report	+ 30 Jul 2015 Same day		CSV (comma delimited)	pe Pay Paynow t	1		R 5.00
	+ 30 Jul 2015 Same day		XHL file with report data	pe Pay Paynow t	1		R 5.00
Payment retur	+ 09 Jun 2015 Same day		Data Feed		2		11 0.00
Unpaid codes	+ 15 Apr 2015 Same day		ment batch for 16 Apr 2015	-	1		R 1.00
Authorisation	+ 23 Mar 2015 Same day		ment batch for 23 Mar 2015		1		B 1.00
Search by tran	+ 17 Dec 2014 Same day		e off payment for 2014-12-17 (\$		1		N 1.00
	+ 08 Sep 2014 Same day = 19 Jun 2014 Dated		e off payment for 2014-06-08 (T ment batch for 19 Jun 2014	ESTSM51)			R 1.00
Salaries	<ul> <li>19 Jun 2014 Dated</li> <li>25 Nov 2013 Same day</li> </ul>		ment batch for 25 Nov 2013		,		3 102.71
	+ 14 Nov 2013 Same day		ment batch for 14 Nov 2013		1		3 102.71
	+ 05 Nov 2013 Same day		ment batch for 05 Nov 2015		1		R 1.00
	+ 05 Nov 2013 Same day	Payr	ment batch for 05 Nov 2013		1		
	+ 07 Oct 2013 Same day	Pays	ment batch for 07 Oct 2013		1		R 4.00
	+ 27 Aug 2013 Same day		ment batch for 27 Aug 2013		1		R 2.00
	+ 20 Aug 2013 Same day		ment batch for 20 Aug 2013		1		
	+ 15 Jan 2013 Same day		ment batch for 15 Jan 2013		0		R 1.00
	+ 25 Oct 2012 Same day		ment batch for 25 Oct 2012		0		R 1.00
	+ 17 Jug 2012 Dated = 18 Jug 2012 Dated		ment batch for 17 Jug 2012 ment batch for 16 Jug 2012		0		and the second se
	<ul> <li>16 Aug 2012 Dated</li> <li>16 Aug 2012 Same day</li> </ul>		ment batch for 16 Aug 2012 ment batch for 16 Aug 2012				R 1.00
		07 Oct 2013		Payment batch for 07	0.0010		R 0.01

- 5. Click on the **Export** icon and select the preferred format to download your report.
- 6. The batch will automatically start downloading and save in your default downloads folder.

## netcash®

Need more assistance?

Contact your Relationship Consultant on 0861 338 338 or email us on support@netcash.co.za