



Quick Start Guide

Creditor Payments

PAYMENTS. DELIVERED.

www.netcash.co.za

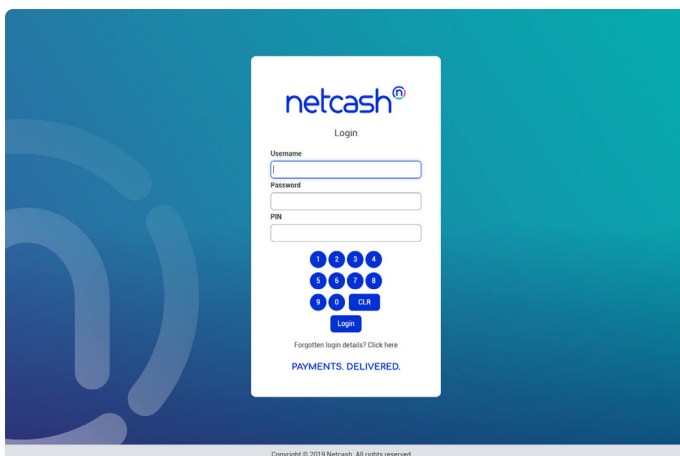


Our easy to use guide will get you up and running in no time!

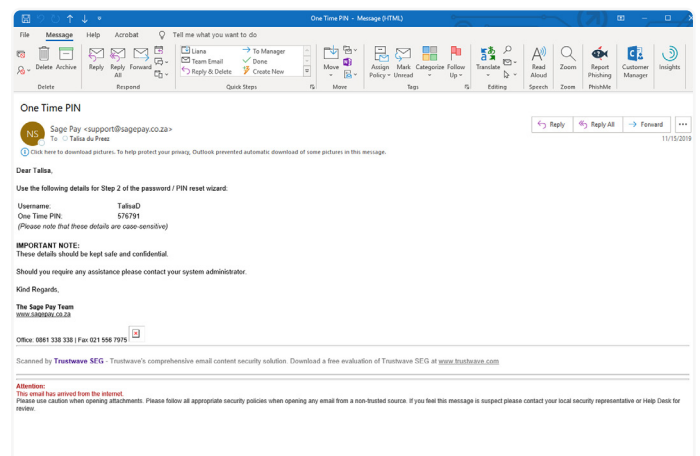
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Login



The image shows the Netcash login interface. It features a blue background with a white login box in the center. The box contains the Netcash logo, the word 'Login', and fields for Username, Password, and PIN. Below the PIN field is a numeric keypad and a 'Login' button. At the bottom of the box, there is a link for 'Forgotten login details? Click here' and the text 'PAYMENTS. DELIVERED.'.



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

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

Account reference	Account name	Account number	Amount	Active
04227601137-SN1481341	A J MANJIRA	10010298795	R 0.00	✓
04229287745-SN1481381	CH BUTHELEZI	406546675	R 0.00	✓
04229656535-SN1481450	M MCOOLEY	62269973449	R 0.00	✓
04231116035-SN1481350	S N N NYAWO	4082200191	R 0.00	✓
04231555329-SN1481445	I G PURTER	55010038434	R 0.00	✓
04231555568-SN1481411	O AMDO	254703410	R 0.00	✓
04231561574-SN1481369	MANSOOR MOHAMED	52550016996	R 0.00	✓
04232303539-SN1481322	C L MILTON	60085410244	R 0.00	✓
04232708463-SN1481392	L B OSMAN	4043552096	R 0.00	✓
04233179464-SN1481382	DEVANATHAN NAIDOO	4065199642	R 0.00	✓
04233179839-SN1481380	NOZUKO V MYINJELWA	4048160183	R 0.00	✓
04233180332-SN1481407	BARNES	1970837519	R 0.00	✓
04233740515-SN1481453	WAKEFELDS PROPERTY MANAGEMENT	4046347686	R 0.00	✓
04233740572-SN1481457	WAKEFELDS PROPERTY MANAGEMENT	4046347686	R 0.00	✓
04233741091-SN1481405	HEHLE NOWALANE	55550118	R 0.00	✓
04233741752-SN1481399	THE URM THUMMIM TRUST	1380099331	R 0.00	✓

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**.

Account details

Account reference:

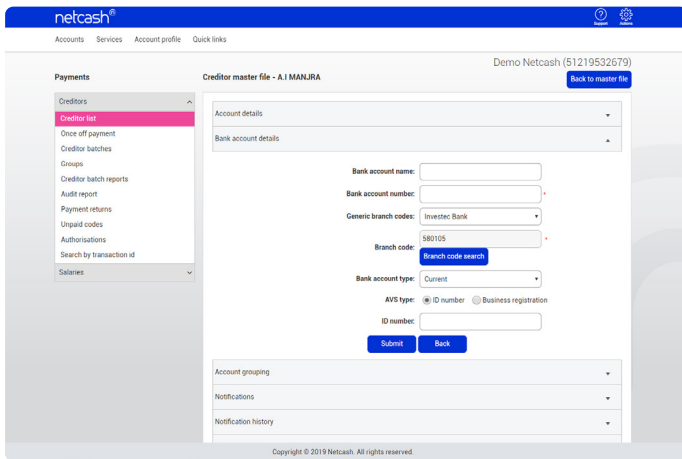
Account name:

Payment amount:

Creditors statement reference:

Load creditors

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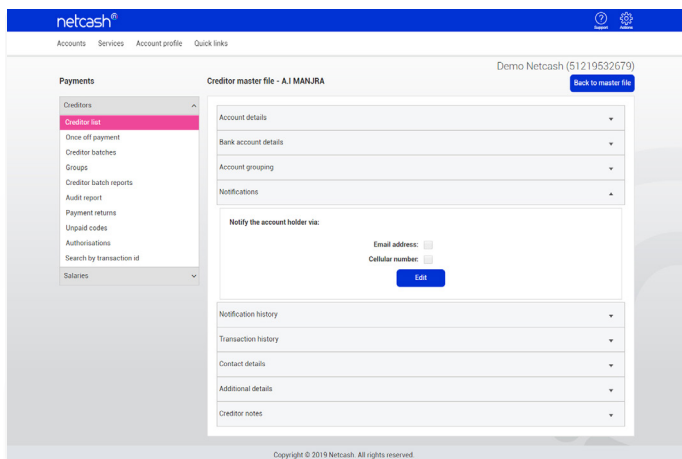


The screenshot shows the 'Creditor master file' for 'A.I. MANJIRA'. The 'Bank account details' section is expanded, showing fields for Bank account name, Bank account number, Generic branch codes, Branch code, Bank account type, AVS type, and ID number. There are 'Submit' and 'Back' buttons at the bottom of the form.

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 will be validated before they can be saved.

Note:

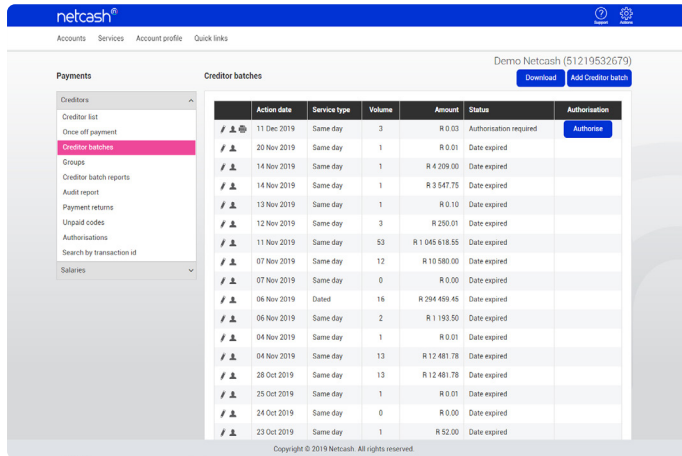
Insert ID number if you would like to verify bank account details.



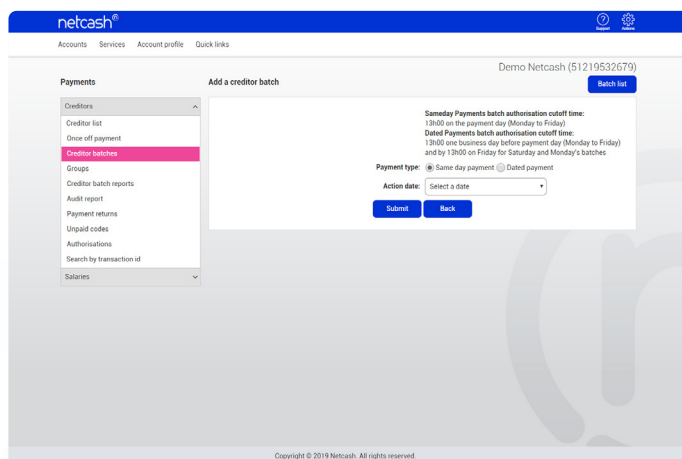
The screenshot shows the 'Creditor master file' for 'A.I. MANJIRA'. The 'Additional details' section is expanded, showing fields for Account grouping, Notifications, Transaction history, Contact details, and Creditor notes. There are 'Submit' and 'Back' buttons at the bottom of the form.

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

Add a creditor batch



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**.
7. 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.
9. Click the **Add selected to batch** button once all editing/ selecting is complete.
10. Click on **View batch**.

* Payment types:

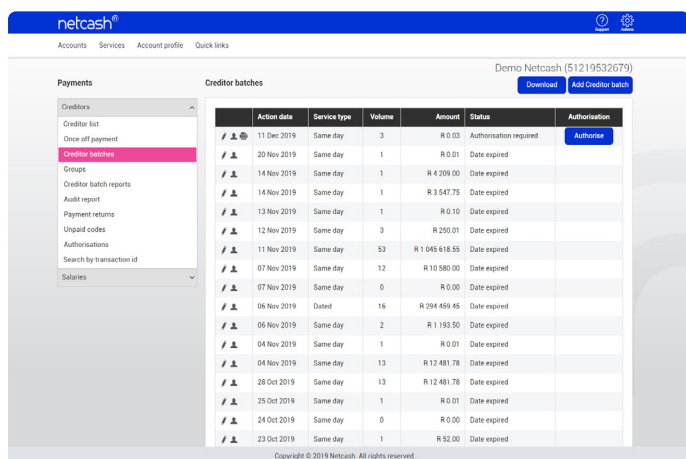
Same day payments

- 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

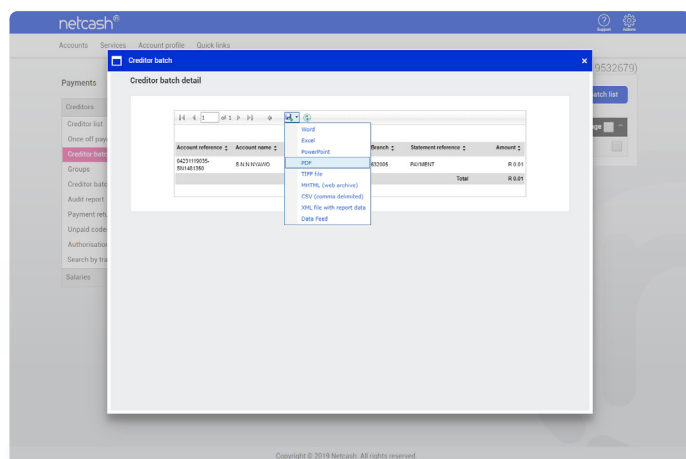
- All payments are reflected in all accounts on the payment day.
- Processing cut-off time is 13h00 one business day before payment day and 13h00 on Friday for Saturday and Monday's batches.
- Valid payment dates are Monday to Saturday (excluding public holidays).

Obtain a pre-authorisation report



Action date	Service type	Volume	Amount	Status	Authorisation
11 Dec 2019	Same day	3	R 0.03	Authorisation required	Authorise
20 Nov 2019	Same day	1	R 0.01	Date expired	
14 Nov 2019	Same day	1	R 4 209.00	Date expired	
14 Nov 2019	Same day	1	R 3 547.75	Date expired	
13 Nov 2019	Same day	1	R 0.10	Date expired	
12 Nov 2019	Same day	3	R 250.01	Date expired	
11 Nov 2019	Same day	53	R 1 045 618.55	Date expired	
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	
04 Nov 2019	Same day	1	R 0.01	Date expired	
04 Nov 2019	Same day	13	R 12 481.78	Date expired	
28 Oct 2019	Same day	13	R 12 481.78	Date expired	
25 Oct 2019	Same day	1	R 0.01	Date expired	
24 Oct 2019	Same day	0	R 0.00	Date expired	
23 Oct 2019	Same day	1	R 52.00	Date expired	

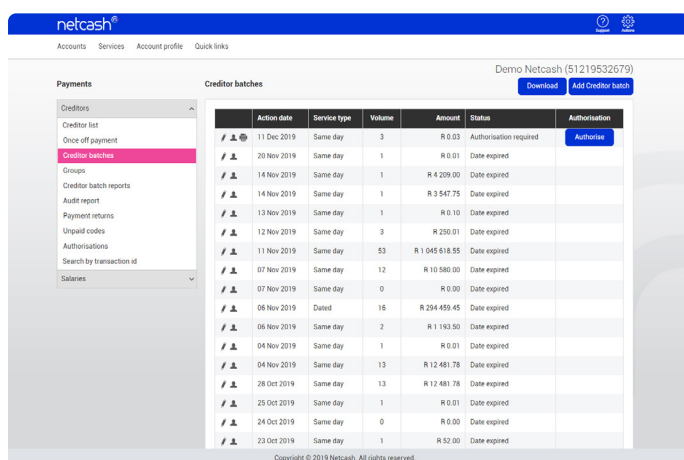
1. Select **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Creditors > Manage creditor batches**.
4. The list of creditor batches will now be displayed.



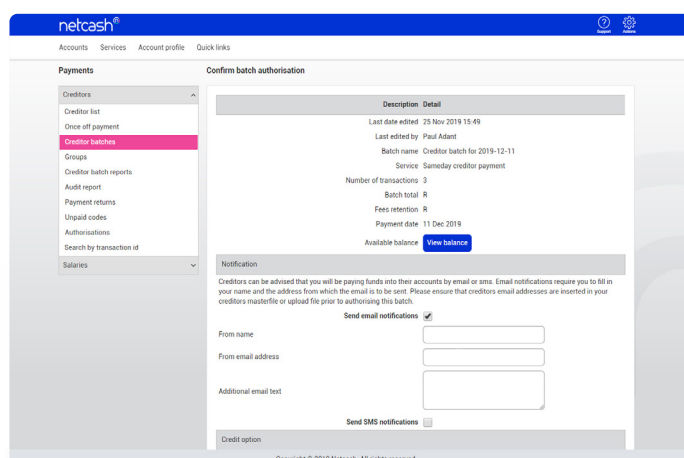
Account reference	Account name	Batch	Statement reference	Amount
542319035-501481380	B/N/N/NOVO	PDF	62308	R 0.01

5. To download your Pre-Authorisation Report, select **Edit creditors** on the left side of the Creditor Batch that you require the report for.
6. To download your creditor batch report, click on the **Download** button.
7. 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



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.



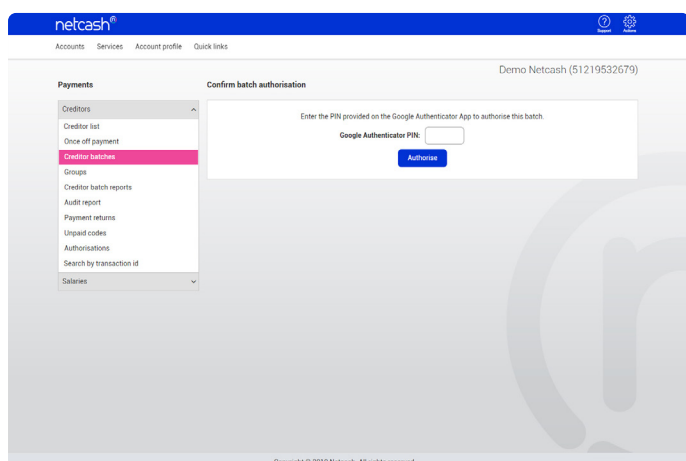
6. The **Confirm batch authorisation** screen is displayed. This is a summary of the creditor batch including charges, notifications and a choice of funding options:
 - **Use available balance** if there is sufficient credit in your Netcash account
 - **Will make bank transfer** if you need to fund the 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

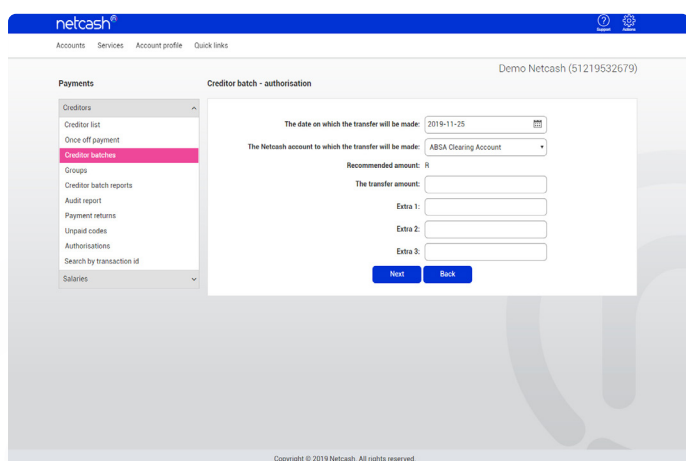
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1. Should you elect to pay using **available balance** you will then be re-directed to the Confirm Batch authorisations screen.
2. Insert the One Time Pin (OTP) sent to your cell number or Google authenticator pin.
3. Click **OK**.
4. Your creditor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



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**.
3. 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.
5. **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

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.

Action date	Service type	Batch name	Volume	Amount
21 Jul 2016	Dated	Creditor batch for 21 Jul 2016	1	R 1.00
20 Oct 2015	Same day	Creditor batch for 20 Oct 2015	1	R 1.00
18 Sep 2015	Same day	Payment batch for 18 Sep 2015	1	R 1.00
30 Jul 2015	Same day	Once off payment for 2015-07-30 (Sage Pay Paynow t	1	R 5.00
30 Jul 2015	Same day	Once off payment for 2015-07-30 (Sage Pay Paynow t	1	R 5.00
09 Jun 2015	Same day	Payment batch for 09 Jun 2015	2	R 1.00
16 Apr 2015	Same day	Payment batch for 16 Apr 2015	1	R 1.00
23 Mar 2015	Same day	Payment batch for 23 Mar 2015	1	R 1.00
17 Dec 2014	Same day	Once off payment for 2014-12-17 (Sure Finance)	1	R 103 102.71
08 Sep 2014	Same day	Once off payment for 2014-09-08 (TESTSAMS1)	1	R 1.00
19 Jun 2014	Dated	Payment batch for 19 Jun 2014	4	R 4.00
25 Nov 2013	Same day	Payment batch for 25 Nov 2013	2	R 2.00
14 Nov 2013	Same day	Payment batch for 14 Nov 2013	1	R 1.00
08 Nov 2013	Same day	Payment batch for 08 Nov 2013	1	R 1.00
05 Nov 2013	Same day	Payment batch for 05 Nov 2013	1	R 1.00
07 Oct 2013	Same day	Payment batch for 07 Oct 2013	1	R 0.01
27 Aug 2013	Same day	Payment batch for 27 Aug 2013	1	R 10.01

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.

Action date	Service type	Batch name	Volume	Amount
21 Jul 2016	Dated	Creditor batch for 21 Jul 2016	1	R 1.00
20 Oct 2015	Same day	Creditor batch for 20 Oct 2015	1	R 1.00
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14 Nov 2013	Same day	Payment batch for 14 Nov 2013	1	R 1.00
08 Nov 2013	Same day	Payment batch for 08 Nov 2013	1	R 1.00
05 Nov 2013	Same day	Payment batch for 05 Nov 2013	1	R 1.00
07 Oct 2013	Same day	Payment batch for 07 Oct 2013	1	R 0.01
27 Aug 2013	Same day	Payment batch for 27 Aug 2013	1	R 10.01

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Need more assistance?

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