



Quick Start Guide

Pay Now

PAYMENTS. DELIVERED.

www.netcash.co.za

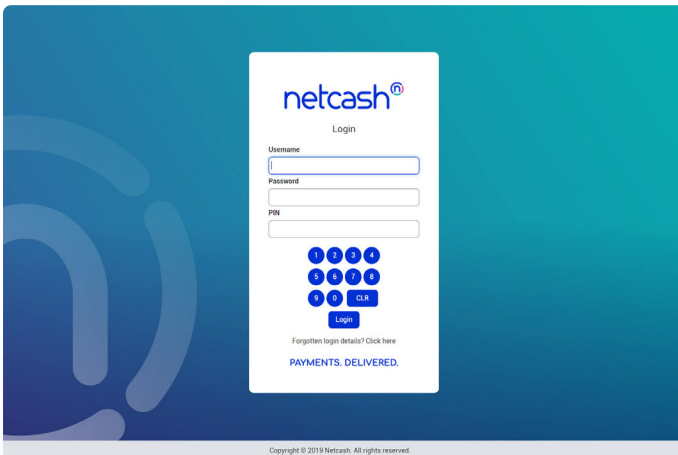


We can get you up and running in no time!

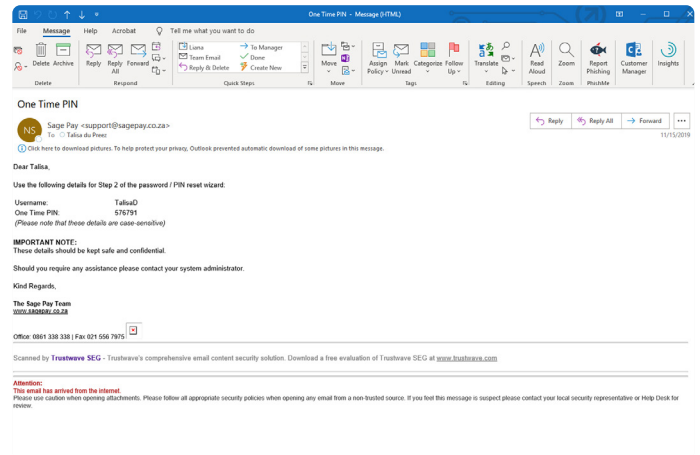
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Login



The image shows the Netcash login interface. It features the Netcash logo at the top, followed by the word 'Login'. Below this are input fields for 'Username', 'Password', and 'PIN'. The PIN field is a numeric keypad. A 'Login' button is positioned below the PIN field. At the bottom of the login 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.



Issuing a Service Key

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Accounts Services Account profile Quick links

Netcash BP Account (51815001788)

Account profile

My space
Registration profiles
Contact profiles
Service profiles
System users
NetConnector
Account service
Salary payments
Creditor payments
Debit orders
Pay Now
Risk reports
PCI vault key
Integration tools
Rewards

View Pay Now service key settings

Service key

Service key active: ☒
Email:
Service key:
Activate test mode: ☒
Ignore errors: ☐

Payments accepted

Credit card: ☒
EFT: ☒
Cash: ☒
Instant EFT: ☒

Payment notifications

Pre-defined URL group: None
Accept URL: https://google.com
Decline URL:
Notify URL: https://google.com
Re-direct URL:
Notify my customers: ☐

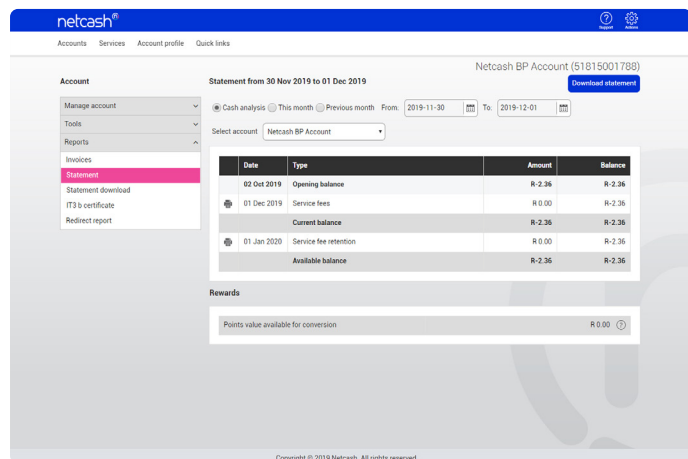
Submit

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1. Select **Account profile**.
2. Click on **Netconnector > Pay Now**.
3. Check the **Service key active** box.
4. Insert the email address to which you would like reports and notifications to be sent.
5. Select **Activate test mode now** if you wish to test the Pay Now service (no transactions will be processed in test mode).
6. Select payments accepted:
 - Credit card
 - EFT
 - Cash
 - Instant EFT
7. By selecting pre-defined URL group, Netcash will automatically insert default URL's or follow steps 8 & 9.
8. Insert Accept and Decline URL's for credit cards.
9. Insert Notify and Re-direct URL's for EFT and Retail.
10. Select Notify my customers if you would like Netcash to email your clients when payment is received.
11. Select Submit.
12. Your service key will now appear below your email address.

Viewing your statement and releasing funds to your bank account

Quick steps to view your statement

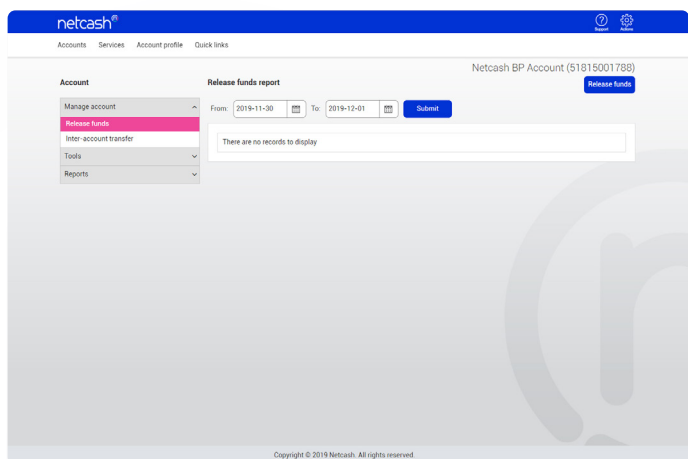


1. Select **Services**.
2. Click on **Account** from the dropdown menu.
3. Click on **Reports > Statement**.
4. Choose the statement you would like to view from the available options.
5. Your statement is now displayed showing your available balance - this is the amount that can be released to your bank account.

Note:

Pay Now transactions are consolidated by date and type. Click on the **Printer** to the left of the entry to get a breakdown of transactions.

Releasing funds to your bank account



1. Select **Services**.
2. Click on **Account** from the dropdown menu.
3. Click on **Manage account > Release funds**.
4. To see a report of previous requests, select the date range and click on Show report.
5. To release funds, click on the **Release funds** button.
6. Select the action date.
7. Select **Release available balance** or **Release own amount**.
8. If you're selecting **Release own amount**, insert amount.
9. Click on **Release funds**.
10. Funds will be released to your bank account linked to your Netcash profile.

Note:

Netcash will release the requested amount if sufficient funds are available at the time of processing.



Testing Credit Card payments

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Accounts Services Account profile Quick links

My space

Registration profiles

Contact profiles

Service profiles

System users

NetConnector

Account service

Salary payments

Creditor payments

Debit orders

Pay Now

Risk reports

PCI vault key

Integration tools

Rewards

Service key

Service key active: ☒

Email:

Service key: **Generate**

Activate test mode: ☒

Ignore errors: ☐

Payments accepted

Credit card: ☒

EPF: ☒

Cash: ☒

Instant EPF: ☒

Payment notifications

Pre-defined URL group:

Accept URL:

Decline URL:

Notify URL:

Re-direct URL:

Notify my customers: ☐

Submit **Back**

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1. Ensure that you have issued a Pay Now service key (see page 3 of this guide), tick the '**Activate Test mode now**' checkbox .
2. Under the Payments accepted container, ensure that credit cards are active.

YOUR COMPANY

Your company slogan here

Description Service 1

Total R550.00

Email address:

Mobile number:

Card holder name:

Card number:

Expiry date:

CVC: Budget period: months

Pay Now!

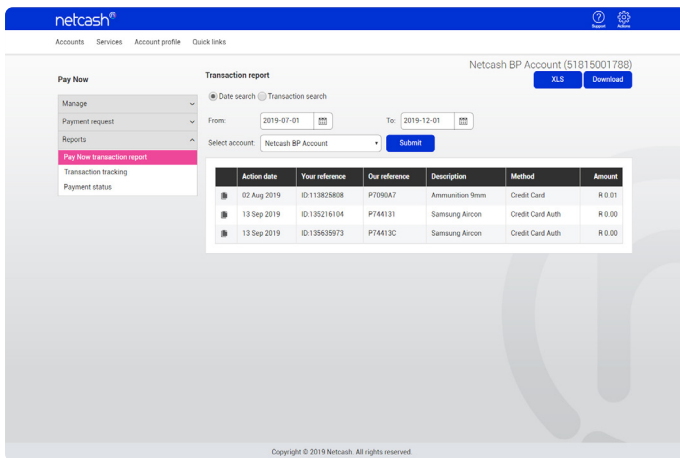
3. When accessing the Netcash Gateway, click on the credit card button and enter card details on the front and back of the card, you can make use of the following test data: 4000000000000002 – Returns "Approved"
4000000000000028 – Returns VISA "Declined"
5200000000000049 – Returns MasterCard "Declined"
CVC – 123
Expiry Date – Any date in the future
Card Name – Any Name
4. Insert budget period of applicable.
5. Click on **Pay Now**.
6. Observe the results.

Note:

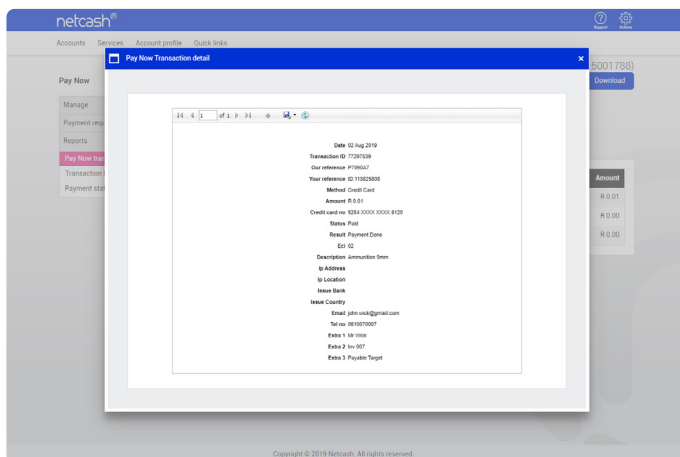
The supplied credit card details will simulate the payment to a point, for a more detailed view of the process, a live transaction is an alternative as this will evoke the 3D secure process and return to the postback url's attached to your service key.



Viewing your transaction history



1. Select **Services**.
2. Click on **Pay Now** from the dropdown menu.
3. Click on **Reports > Pay Now transaction report**.
4. Select required **date range** and click on **Select**.
5. The required transaction list will be supplied.
6. Export data by clicking on the **XLS or Download** buttons.



7. Click on the **detail transaction icon** to the left of the transaction for additional detail.
8. Click on the **Export** icon and select the preferred format to download your report.



Transaction tracking and payment status

Transaction tracking

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Accounts Services Account profile Quick links

Netcash BP Account (51815001788)

Pay Now

Manage

Payment request

Reports

Pay Now transaction report

Transaction tracking

Payment status

Pay now transaction tracking

Reference: Description: Select Search

Amount:

There are no records to display

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1. Select **Services**.
2. Click on **Pay Now** from the dropdown menu.
3. Click on **Reports > Transaction tracking**.
4. Insert your **reference/description and amount**.
5. Click on **Select**.
6. The system will search and display the required transaction.
7. By clicking on the **icon on the left** of the transaction, additional information is displayed.

Payment status

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Accounts Services Account profile Quick links

Netcash BP Account (51815001788)

Pay Now

Manage

Payment request

Reports

Pay Now transaction report

Transaction tracking

Payment status

Payment status

From: 2019-09-01 To: 2019-12-01

Status: All Select Download

Date	Your reference	Netcash reference	Client email	Client telephone	Amount	Status
28 Nov 2019	bca28100-1ae3-4e83-b991-8bc2e78aac5	P78DC85	Jose@bargainmart.com	Not available	R 0.54	Created
28 Nov 2019	6082b5e-99ac-43f7-863c-d8424ccf9548	P78DC92	Not available	Not available	R 0.54	Created
28 Nov 2019	2969249-89c3-43f7-8956-943a337ca83	P78DCA2	Jose@bargainmart.com	Not available	R 41.46	Created
28 Nov 2019	6f8ec05e-fb0c-4ac0-b2c4-d7ba046a3353	P78DC06	Jose@bargainmart.com	Not available	R 0.00	Created
28 Nov 2019	b3bd8e42-c5d0-4ea5-8fc1-0242501323d	P78DC0D	Not available	Not available	R 0.00	Created
28 Nov 2019	2e220e4-047d-414e-83af-c5a230b662a	P78DD00	Not available	Not available	R 0.00	Created
28 Nov 2019	2eeed82-4571-4a93-a030-21c96c14024e	P78DD05	Not available	Not available	R 0.00	Created
28 Nov 2019	e65c6f3-cd3d-46b5-8ca9-9bda00760f	P78DD44	Not available	Not available	R 0.54	Created
28 Nov 2019	3f7678f-d180-4a63-9245-7517b392a969	P78DD4E	Not available	Not available	R 0.00	Created
29 Nov 2019	036c3387-8c45-48e4-6532-de4755ac1e81	P78E92E	Jose@bargainmart.com	Not available	R 0.54	Created
29 Nov 2019	3175e24b-85a5-486f-96e0-b859a38289ef	P78E94F	Not available	Not available	R 0.54	Created
29 Nov 2019	bd426e4-3a3a-4472-a3e9-808d5b6662	P78E973	Not available	Not available	R 0.00	Created
29 Nov 2019	f6b71187-c31b-47af-a26f-4243c148b21b	P78E98D	Not available	Not available	R 0.00	Created
29 Nov 2019	1281a520-c51a-45cb-a331-5c5fba82995	P78E98E	Not available	Not available	R 0.00	Created
29 Nov 2019	4c869282-b6a8-4f5f-8143-402495e156fd	P78E98F	Not available	Not available	R 0.00	Created

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1. Select **Services**.
2. Click on **Pay Now** from the dropdown menu.
3. Click on **Reports > Payment status**.
4. Select the required **date range/status** and click **Select**.
5. Click on **Select**.
6. View the report of transactions requested.



Payment request

1. Click on **Services > Pay Now > Payment request > Create**
2. You have a choice of sending an **email or sms or both**.
3. Insert the required information and press **Send**.

Notes:

- Your reference must be unique for each new request.
- The description will be sent in both email and sms.
- Extra fields will appear on your downloaded statement for enhanced reconciliation.

How to upload your company logo

1. Select **Account profile**.
2. Click on **Contact profiles > Logo**.
3. Choose your **logo file**.
4. Select **Submit**.

Notes:

- Files can be in .jpg, .jpeg, .bmp, or .png format
- Dimensions are 194px (w) x 70px (h)
- File size cannot exceed 80kb.
- The logo will be displayed on the Pay Now page when your client selects a payment method.



Need more assistance?

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