netcash®

Quick Start Guide Pay Now

PAYMENTS. DELIVERED.

www.netcash.co.za

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We can get you up and running in no time!

Index

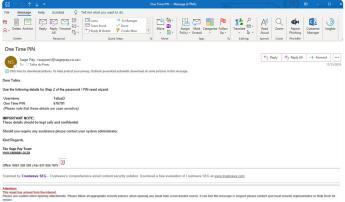
2 3 4

	Login
	Issuing a Service Key
	Viewing your statement and releasing funds to your bank account
	Testing Credit Card payments
I	Viewing your transaction history
	Transaction tracking and payment status
	Pay Now request
	How to upload your company logo

Login



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

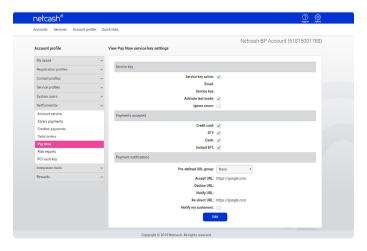


3. These credentials would have been emailed to you when your account was activated.

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.

Issuing a Service Key



- 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.
- 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
- 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 adress.

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Viewing your statement and releasing funds to your bank account

Quick steps to view your statement

				Netcash BP Account	(5181500178
Account	State	ment from 30 No	w 2019 to 01 Dec 2019		Download statem
Manage account	×	ash analysis () Th	is month Previous month From: 2019-11-30	To: 2019-12-01	
Tools	~				
Reports	^ Selec	t account Netca	sh BP Account		
Invoices		Date	Туре	Amount	Balance
Statement		02 Oct 2019	Opening balance	R-2.36	R-2.36
Statement download			Service fees	R 0.00	R-2.36
Redirect report		p or beezers	Current balance	R-2.36	R-2.36
		01 Jan 2020	Service fee retention	R 0.00	R-2.36
		p or can zozo	Available balance	R-2.36	R-2.36
			Arador Galice	H-2.40	H-2.50
	Rewa	rds			
	P	oints value availab	le for conversion		R 0.00 ⑦

- 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

Account Release funds report Release funds Relaase	Mandap account A Frame 2019-11-00 To 2019-12-01 Submit Index exclusion Tool There are no records to display There are no records to display There are no records to display There are no records to display	Marga gaccont From: 2019-11-20 To: 2019-12-21 Marga Marga gaccont To: 2019-12-20 To: Source There are no records to digitar There are no records to digitar			Netcash BP Account (5181500178
Inter-account transfer There are no records to display Tools ••	Inter-source Image: Source Tools Image: Source apports Image: Source	Access back Image: Control of the set on records to digity Taking There are no records to digity Reports Image: Control of the digity	Account	Release funds report	Release fun
Inter-account transfer Tools ~	Tele account transfer Tele account transfer Reports	Inter are to records to display Provins There are to records to display	Manage account	^ From: 2019-11-30	
Tools	Toda v Reports v	Toda v Reota v			-
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Copyright © 2019Minteach. Al hydra reserved				Copyright © 2019 Netsanh. All rights reserved.	

- 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 rangeand 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

netcash"			<u></u>
Accounts Services Acco	unt profile Qui	ick links	
My space	~		
Registration profiles	~	Service key	
Contact profiles	~	Service key active:	~
Service profiles	~	Email:	
System users	~	Service key:	Generate
NetConnector	^	Activate test mode:	~
Account service		Ignore errors:	
Salary payments		Payments accepted	
Creditor payments			
Debit orders		Credit card:	
Pay Now		EFT: Cash:	
Risk reports		Cash: Instant EFT:	
PCI vault key			2
Integration tools	¥	Payment notifications	
Rewards	~	Pre-defined URL group:	None •
		Accept URL:	https://google.com
		Decline URL:	
		Notify URL:	
		Re-direct URL:	https://google.com
		Notify my customers:	
		Submit	Back

- 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.

1	YOUR COMPANY Your company slogan here		
To	scription Service 1 al R550.00 ail address:	Mobile number:	
	an auuress.		
	 v	ISA 🧕 🔤	
	Card number		
	Expry date, MM YY		
		Budget period: 0 • months	

- 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: 4000000000002 Returns "Approved" 400000000000028 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.

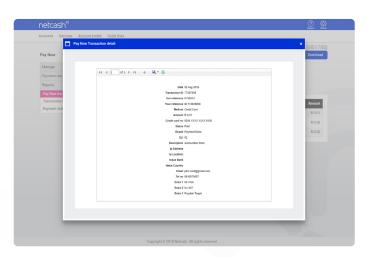
Note:

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

Pay Now	Trans	action report			Netca	sh BP Account (51	1815001788) Download
Manage		ate search 🔘 Transa	ction search				
Payment request	- From	2019-07	-01 [111	To: 2015	-12-01		
Reports	^ Selec	t account. Netcasl	BP Account	• Subm			
Pay Now transaction report					_		
Transaction tracking		Action date	Your reference	Our reference	Description	Method	Amount
Payment status		02 Aug 2019	ID:113825808	P7090A7	Ammunition 9mm	Credit Card	R 0.01
		13 Sep 2019	ID:135216104	P744131	Samsung Aircon	Credit Card Auth	R 0.00
		13 Sep 2019	ID:135635973	P74413C	Samsung Aircon	Credit Card Auth	R 0.00

- 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

	Pay now transaction tra	12	Netcash BP Account (51815001)
Pay Now	Pay now transaction tra-	Description:	
Manage	Hererence.	Description.	Select Search
Payment request	Amount:		
Reports	^		
Pay Now transaction report	There are no records to	display	
Transaction tracking			
Payment status			

- 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 wil search and display the required transaction.
- 7. By clicking on the **icon on the left** of the transaction, additional information is displayed.

Payment status

Pay Now	Payme	ent status			1	Netcash BP Accoun	nt (518150017	88)	
	From:	2019-09-	01	To: 2019-12	-01				
Manage	Status	. AI		• Select	Download				
Payment request	~								
Reports	Da	te	Your reference		Netcash reference	Client email	Client telephone	Amount	Statu
Pay Now transaction report Transaction tracking	28	Nov 2019	bca28100-1ae3-4e83-899	1-dbbc2e78aac5	P78DC85	Jose@bargainmart.com	Not available	R 0.54	Creat
Payment status	28	Nov 2019	6082be5a-99ac-4317-863	c-d6424ccf954d	P78DC92	Not available	Not available	R 0.54	Creat
	28	Nov 2019	29d9d2d9-89c3-43f7-b95	d-943a342cac83	P78DCA2	Jose@bargainmart.com	Not available	R 41.46	Creat
	28	Nov 2019	6ffec05e-ffbc-4ac0-b2c4-	d7ba04da6353	P78DCF6	Jose@bargainmart.com	Not available	R 0.00	Creat
	28	Nov 2019	b3bd6e42-c5e0-4ea5-8fc1	-f2e42501323d	P78DCFD	Not available	Not available	R 0.00	Creat
	28	Nov 2019	2e220ce4-b47d-414e-83a	f-c5a230be662a	P780000	Not available	Not available	R 0.00	Creat
	28	Nov 2019	2eeecd82-f571-4d93-a03	0-21c96c14f24e	P780005	Not available	Not available	R 0.00	Creat
	28	Nov 2019	e65c6fb3-cd3d-46b5-bce	2-5fb0ac00760f	P780D44	Not available	Not available	R 0.54	Creat
	28	Nov 2019	31787151-d150-4ab3-9245	-7517b392e969	P780D4E	Not available	Not available	R 0.00	Creat
	29	Nov 2019	036c3387-8c45-48c4-b53	2-de4755ac1e81	P78E92E	Jose@bargainmart.com	Not available	R 0.54	Creat
	29	Nov 2019	3175e24b-85a5-486f-96e	D-b859a38289ef	P78E94F	Not available	Not available	R 0.54	Creat
	29	Nov 2019	bd42fc84-3da3-4472-a3e	9-808d5bbf6662	P78E973	Not available	Not available	R 0.00	Creat
	29	Nov 2019	fabf11b7-e31b-47af-a26f-	4243c248b21b	P78E9BD	Not available	Not available	R 0.00	Creat
	29	Nov 2019	1281a620-c51a-45cb-a33	1-5fcf0ad829f5	P78E98E	Not available	Not available	R 0.00	Creat
	20	Nov 2019	4c869282-b6b8-4f5f-8143	-402495e15d6d	P78E9BF	Not available	Not available	B 0.00	Creat

- 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 transtions requested.

Payment request

netcash®		@ #	-
Accounts Services Acco	ount profile Quick links		
		Netcash BP Account (5181500178	8)
Pay Now	Create request		
Manage	~	Your reference:	
Payment request	^	Amount: 0.01	
Create			
Resend		Description:	
Reports	~	Send via email:	
		Email address:	
		Send to mobile:	
		Mobile number: ()	
		Extra 1:	
		Extra 2:	
		Extra 3:	
		Send	

- 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

		Netcash BP Account (51815001788)
Account profile	Add account logo	Netcash BP Account (51615001166)
My space	~	
Registration profiles	~	Please ensure your logo conforms to these specifications
Contact profiles	~	Recommended file type(s): .jpgjpegbmppng
Contact details		Dimensions: Width = 194 pixels Height = 70 pixels Maximum file size: 80Kb
Postal address		
Physical address		Upload logo: Choose File No file chosen
Contacts		Submit Back
Logo		
Service profiles	~	
System users	~	
NetConnector	~	
Integration tools	~	
Rewards	~	

- 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