



Quick Start Guide

Business Cloud Accounting

PAYMENTS. DELIVERED.

www.netcash.co.za



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

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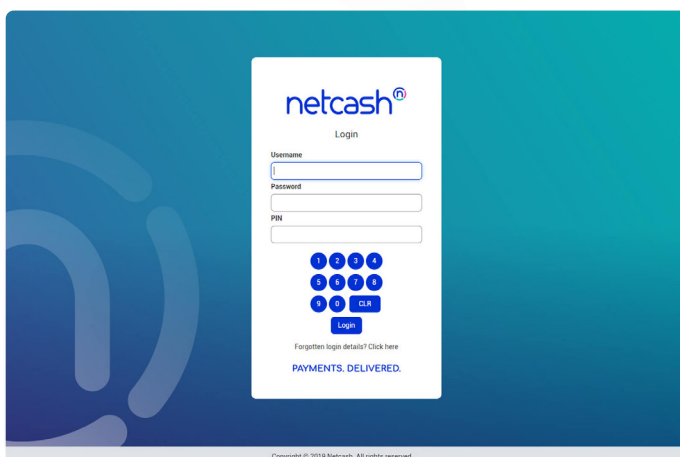
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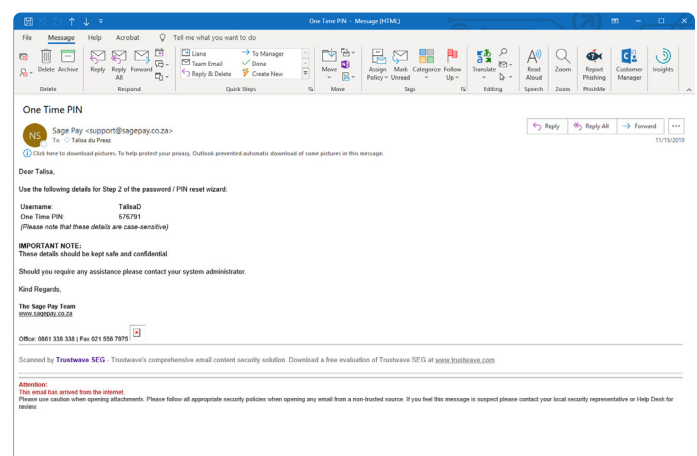
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Login



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.

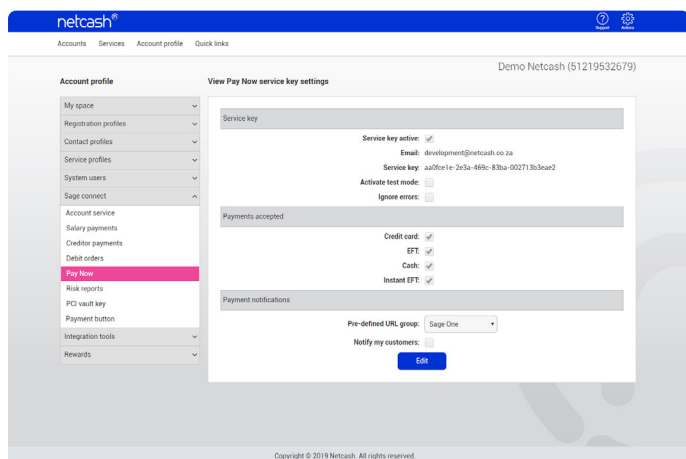
Note:

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.

Pay Now - Service Keys

Netcash allows you to accept payments from your clients from multiple sources, including credit card, bank EFT and cash payments at major retailers. Service keys are issued to link your Sage Business Cloud Accounting system to your Netcash account.

A) Add a Pay Now service key

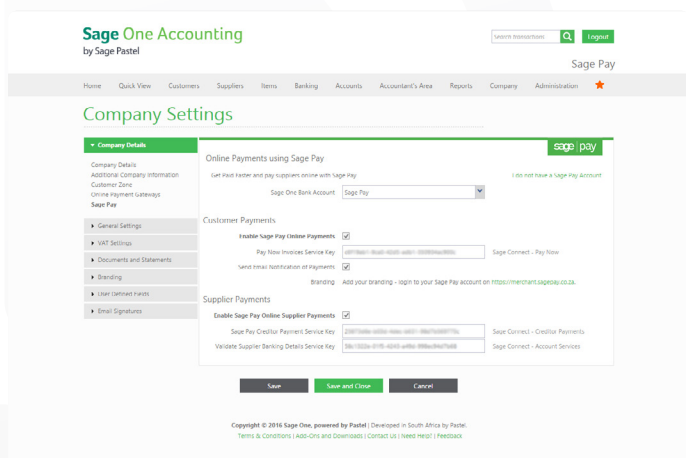


1. Click on **Account profile**.
2. Select **Netconnector > Pay Now**.
3. Tick the **Active** box.
4. Insert the **email address** to which Netcash must send reports.
5. Activate test mode if you do not want to process live transactions yet.
6. Choose your **payment options**:
 - Credit card
 - EFT
 - Cash
 - Instant EFT
7. Predefined URL group set to **None**.
8. Click on **Notify my customers** if you would like Netcash to confirm acceptance of their payment.
9. Click on **Submit**.
10. Your **service key** is generated and can now be inserted into Sage Business Cloud Accounting system.

Note:

The Pay now service key needs to be inserted into Sage Business Cloud Accounting system in order for the Pay Now services to be available to your clients.

B) Inserting service keys into Sage Business Cloud Accounting



1. Login to **Sage Business Cloud Accounting** system.
2. Select Company **settings > Netcash**.
3. Select the dropdown menu next to Sage Business Cloud Accounting system bank account and **Add new bank account** and **Insert**:
 - Bank account name: Netcash
 - Bank name: Netcash
 - Insert an opening balance if your Netcash account has a balance.
 - All other fields can remain unchanged
4. Under **Customer payments**, tick **Enable Netcash online payments**.
5. Insert the **Pay Now service key**.
6. Click on **Save and Close**.

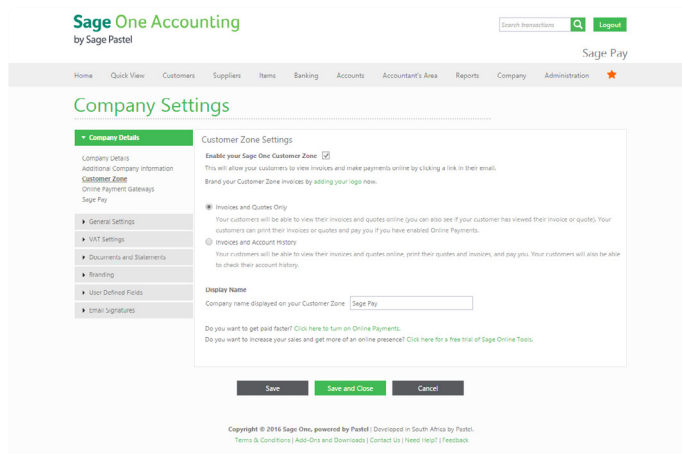
Note:

You have the option to Send email notification of payments to your clients and upload your logo to Netcash to brand the payment pages (Consult your Relationship Consultant for more information).

Pay Now - Customer Zone & Sending Invoices

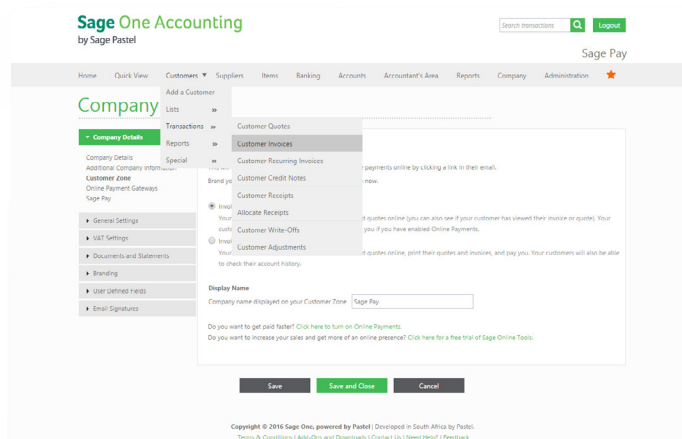
C) Enable the Customer Zone

The Customer Zone needs to be enabled for your client to be able to pay invoices online.



1. Click on **Company settings** and **Customer Zone**.
2. Tick **Enable your Sage Business Cloud Professional Customer Zone**.
3. Decide on what you client can access: **Invoices and quotes only** or **Invoices and account history**.
4. Choose a **Display name** for the Customer Zone.
5. Click on **Save** and **Close**.

D) Sending an invoice

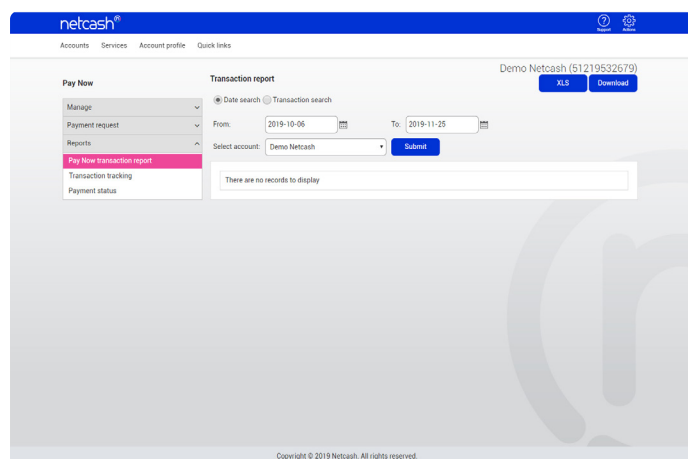


1. Select **Customers > Transactions > Customer invoices** for existing invoices or you can create a new invoice from the same page (continue to point 4 for existing invoices).
2. Click on the **invoice number**.
3. Note **Allow online payment** is ticked.
4. Click on the **email button**.
5. Insert the **email address** if required and scroll down and click the **Email report button**.
6. Your client will now receive the **statement and a link** to the **Customer Zone**.
7. Once in the **Customer Zone**, select the **Pay Now** to be directed to the payment options:
 - Credit Card
 - Bank EFT
 - Instant EFT
 - Cash payment

Note:
Payments made via these channels will reflect in your Netcash account - refer to section 4 to access your statement and obtain details of processed transactions.

Pay Now - Viewing Reports

E) Accessing your transaction report in Netcash



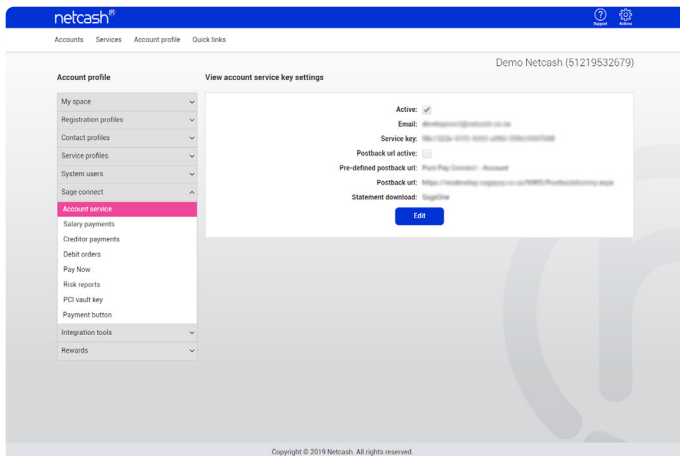
The screenshot shows the Netcash web interface. On the left, a sidebar under the 'Pay Now' heading lists options: Manage, Payment request, Reports, Pay Now transaction report (highlighted), Transaction tracking, and Payment status. The main area is titled 'Transaction report' and shows 'Demo Netcash (51219532679)'. It includes filters for 'Date search' and 'Transaction search', with 'From' and 'To' date pickers set to 2019-10-06 and 2019-11-25 respectively. A 'Select account' dropdown is set to 'Demo Netcash'. A 'Submit' button is visible. Below the filters, a message states 'There are no records to display'. At the top right of the main area, there are 'XLS' and 'Download' buttons. The footer of the interface reads 'Copyright © 2019 Netcash. All rights reserved.'

1. Select **Services**.
2. Click on **Pay Now**.
3. Click on **Reports > Pay Now transaction report**.
4. Choose the **date range** for the data that you require.
5. By clicking on the **View report** icon of the transaction, additional information is displayed.
6. Reports can be **downloaded** in Excel by clicking on the XLS button or use the **Download button** for a PDF version of the report.

Supplier batch payments - Service keys

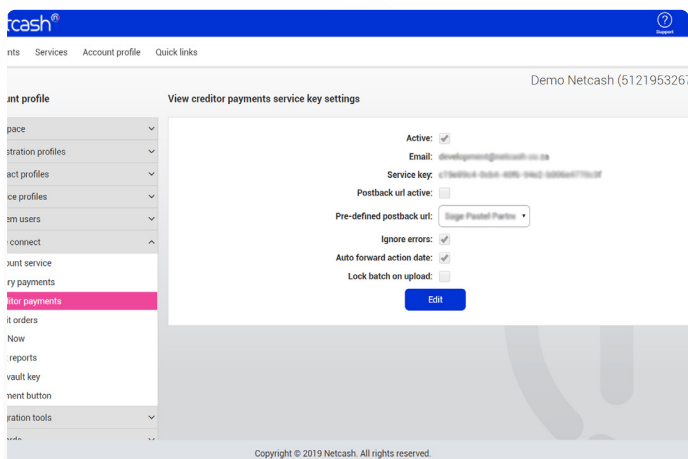
Service keys: Sage Business Cloud Accounting requires 2 service keys in order to facilitate supplier payments via Netcash. These are the Account service key and Creditor service key.

A) Add a Account service key



1. Select **Account profile**.
2. Click on **Netconnector > Account service**.
3. Tick the **Active** box.
4. Insert an **email address** to receive notifications.
5. The **Postback URL** active box ticked.
6. The predefined URL dropdown menu must be set to **Sage Pastel Partner Accounting**.
7. The Statement download option is set to **None**.
8. Click on the **Submit** button.
9. The **service key** is generated and emailed to the email address linked to the service key.

B) Add a Creditor service key



1. Select **Account profile**.
2. Click on **Netconnector > Creditor payments**.
3. Tick the **Active** box.
4. Insert an **email address** to receive notifications.
5. The **Postback URL** active box ticked.
6. The predefined URL dropdown menu must be set to **Sage Pastel Partner Accounting**.
7. The Statement download option is set to **None**.
8. Choose from the following options: **Ignore errors**, **Auto forward action date** or **Lock batch on upload**. (See notes below for detail).
9. Click on the **Submit** button.
10. The **service key** is generated and emailed to the email address linked to the service key.

Notes:

- Select **Ignore errors** if you would like Netcash to process payments to valid bank accounts and ignore invalid bank accounts. Leaving this option unticked will result in all payments rejecting if any one payment is invalid.
- **Auto forward action date** will move your payments to the next valid action date if you have missed your cutoff time.
- **Lock batch on upload** will not allow any editing of supplier details once the supplier batch is sent to Netcash.



Supplier batch payments - Banking details

C) Inserting service keys in Sage Business Cloud Accounting

1. Login to **Sage Business Cloud Accounting**.
2. Click on **Company Settings > Netcash**.
3. Scroll down to supplier payments and tick **Enable Netcash online supplier payments**.
4. Insert the **Creditor and Account service keys** as indicated.
5. **Save and Close**.

D) Allow batch payments and insert bank details

1. Click on **Suppliers > Lists > List of suppliers or Add a supplier**.
2. Click on the **supplier name** that you wish to enable.
3. Click on **Banking details**.
4. Tick **Allow supplier batch payments**.
5. **Insert banking details** and click on **validate**.
6. Banking details are validated by Netcash.
7. Click on **Save**.

Creating supplier batch payments

E) Supplier batch payments

The screenshot shows the Sage One Accounting interface for creating supplier batch payments. The top navigation bar includes links for Home, Quick View, Customers, Suppliers, Items, Banking, Accounts, Accountant's Area, Reports, Company, and Administration. The main heading is 'Supplier Batch Payments'. Below this, there are fields for 'Bank or Credit Card' (set to Sage Pay), 'Payment Date' (set to 10/05/2016), and 'Supplier' (set to Test Supplier). The 'Supplier Balance' is shown as R -32.00 and 'Outstanding / Due' as R 0.00. A 'Banking Detail' section shows a 'Banking Batch validated' status. At the bottom, there are 'Save' and 'Pay Now' buttons. A copyright notice at the bottom states: 'Copyright © 2016 Sage One, powered by Pastel. (Developed in South Africa by Netcash. Terms & Conditions | Add-ons and Downloads | Contact Us | (Send Feedback) | Feedback'.

1. Click on **Suppliers > Transactions > Supplier batch payments**.
2. Select the **Payment date**.
3. Select the **Suppliers** to be paid.
4. By clicking on the supplier name you can edit **invoices and amounts**.
5. Click on **Pay Now**.
6. Payments are sent to **Netcash**.
7. Click on **Payment summary log** for the results of the submission.

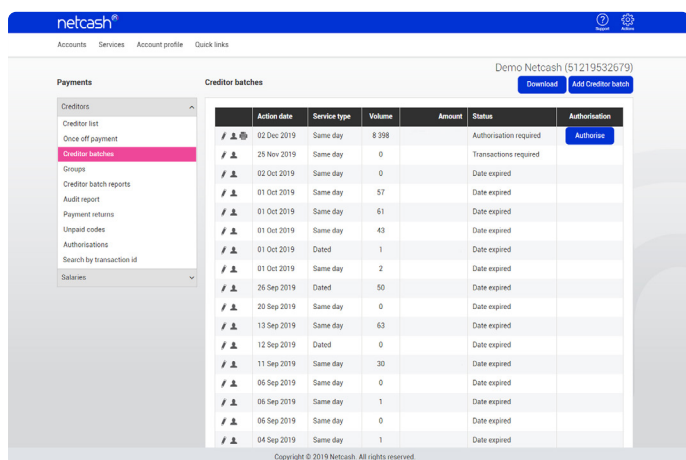
F) Previewing batches in Netcash

The screenshot shows the Netcash 'Creditor batch detail' interface. It displays a table of creditor batches with columns for 'Account reference', 'Account name', 'Batch', 'Statement reference', and 'Amount'. A dropdown menu is open over the 'Batch' column, showing options: 'Word', 'PDF', 'CSV file', 'CSV (comma delimited)', 'XML file with report data', and 'Data feed'. The table lists various suppliers and their corresponding batch numbers and amounts.

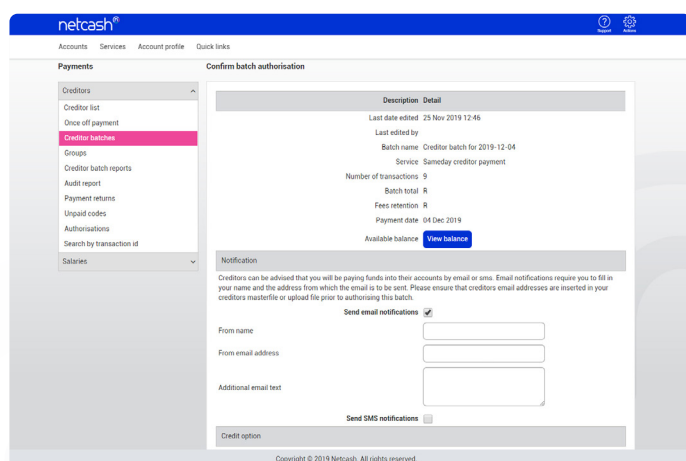
Account reference	Account name	Batch	Statement reference	Amount
9423776101	ALMAJARA	PDF	2005	R 0.01
9423776101	CH BUTHLEIN	CSV file	2005	R 0.01
9423776101	M MODULEY	CSV (comma delimited)	2005	R 0.01
9423776101	SAKINISVADU	XML file with report data	2005	R 0.01
9423776101	I G PURTER	Data feed	2005	R 0.01
9423776101	G JAKOD	12456789	620005	R 0.01
9423776101	MANGDOOR MOHAMED	12456789	620005	R 0.01
9423776101	C L MILTON	12456789	620005	R 0.01
9423776101	L E OSMAN	12456789	620005	R 0.01
9423776101	DEWANTHAN MADDO	12456789	620005	R 0.01
9423776101	NOZINDI V MYNUELWA	12456789	620005	R 0.01
9423776101	BARBLES	12456789	620005	R 0.01
9423776101	WANTZELLS PROPERTY MANAGEMENT	12456789	620005	R 0.01
9423776101	VOORHEELES PROPERTY MANAGEMENT	12456789	620005	R 0.01
9423776101	HEBULE SEVILLASAR	12456789	620005	R 0.01
9423776101	THIRI LEROI THIRABAX	12456789	620005	R 0.01
9423776101	HLHLE NOKWANE	12456789	620005	R 0.01

1. Select **Services**.
2. Click on **Payments**.
3. Click on **Creditors > Creditor batches**.
4. Your **creditor batch/es** will be listed, click on **Edit clients** icon.
5. Click on the **Download** button.
6. Using the **Export** button, select the format required for the report.
7. Reports are downloaded to your default download folder for opening and viewing.

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. Select the **Authorise** button next to the batch that you would like to process.



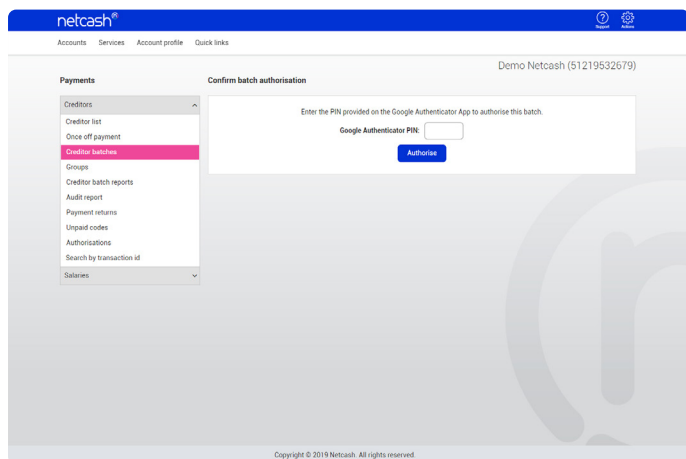
6. The **Confirm batch authorisation** screen is displayed. This is a summary of the creditor batch including charges, notifications and a choice of funding options:
 - **Pay against available balance** if there is sufficient credit in your Netcash account
 - **Transfer funds** if you need to fund the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

Notes:

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

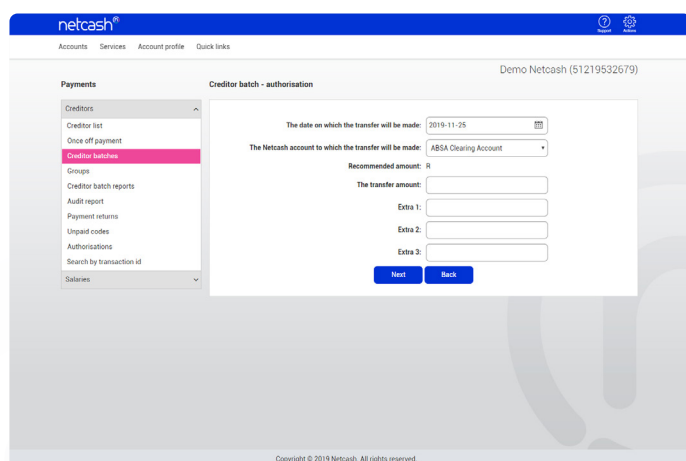
(continued)



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.
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 **transfer funds 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:

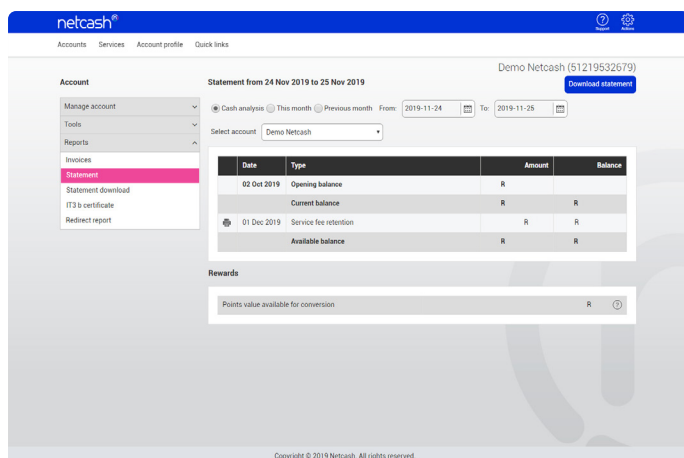
Please ensure your transfer has the correct reference.

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

Notes:

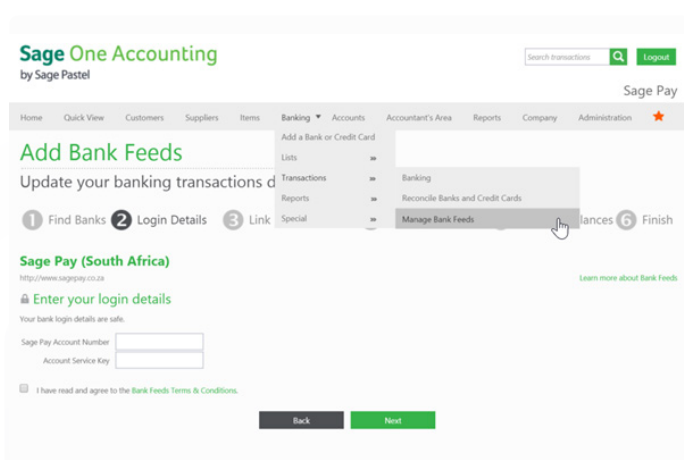
One Time Pins are session based, this means that as long as you are logged in into your Netcash account, you can use the same OTP to authorise. Where multiple authorisations are required, only the first authoriser needs to insert the OTP.

How to view your statement in Netcash



1. Select **Services**.
2. Select **Account** from the dropdown menu.
3. Select **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.

Add Netcash to your bank feeds



1. Click on **Banking > Transactions > Manage bank feeds**.
2. Scroll down the page to 'Click here to add another bank feed'.
3. Select **Netcash** from the list provided.
4. Insert your **Netcash account number** and **Account service key**.
5. **Agree** to terms and conditions and click on **Next**.
6. Create or choose an **existing bank account** (Netcash account) and click on **next**.
7. Select your first import date and click on **Next**.
8. **Insert** your closing balance on the Netcash account and click on **Next**.
9. Click on **Add another account** or **Go to dashboard**.

netcashⁿ

Need more assistance?

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