# netcash®

## 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!

#### Index

#### Pay Now

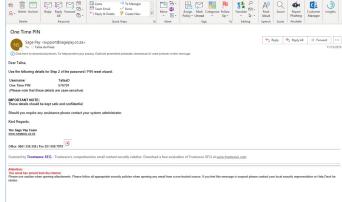
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#### Login





- 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

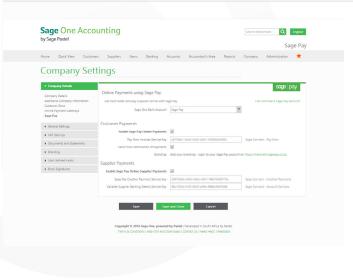
Account profile		View Pay Now service key settings
Account profile		view Pay Now service key settings
My space	~	
Registration profiles	~	Service key
Contact profiles	~	Service key active: 🛷
Service profiles	~	Email: development@netcash.co.za
System users	~	Service key: aa0fce1e-2e3a-469c-83ba-002713b3eae2
Sage connect	^	Activate test mode:
Account service		
Salary payments		Payments accepted
Creditor payments		Credit card: 🛷
Debit orders		EFT. 🖉
Pay Now		Cash: 🛷 Instant EFT: 🛷
Risk reports		
PCI vault key		Payment notifications
Payment button		Pre-defined URL group: Sage One •
Integration tools	~	Notify my customers:
Rewards	~	Edit

#### 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.

- 1. Click on Account profile.
- 2. Select Netconnector > Pay Now.
- 3. Tick the **Active box**.
- 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.

#### B) Inserting service keys into Sage Business Cloud Accounting



- 1. Login to Sage Business Cloud Accounting system.
- 2. Select Company settings > Netcash.
- 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.

Company Set	tings					
<ul> <li>Company Details</li> </ul>	Customer Zone Settings					
Company Details	Enable your Sage One Customer Zone 🔽					
Additional Company Information Customer Zone	This will allow your customers to view involces and make payments online by clicking a link in their email.					
Online Payment Gateways	Brand your Customer Zone involces by adding your logo now.					
Sage Pay	Involces and Quotes Only					
General Settings	Your customers will be able to view their invoices and quotes online (you can also see if your customer has viewed their invoice or quote). Your					
	customers can print their invoices or quotes and pay you if you have enabled Online Payments.					
<ul> <li>VAT Settings</li> </ul>	Invoices and Account History					
<ul> <li>Documents and Statements</li> </ul>	Your customers will be able to view their involces and quotes online, print their quotes and involces, and pay you. Your customers will also be ab to check their account history.					
Branding						
User Defined Fields	Display Name					
Email Signatures	Company name displayed on your Customer Zone Sage Pay					
	Do you want to get paid faster? Click here to turn on Online Payments.					
	Do you want to increase your sales and get more of an online presence? Click here for a free trial of Sage Online Tools.					

- 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

Company • Company Details	Add a Customer Lists 39 Transactions 39 Reports 39 Special 39	Customer Quotes	
Company Details     Company Details     Grompany Details     Gottomal Company Information     Customet Zone     Online Payment Gateways	Transactions » Reports » Special »	Customer Quotes	
Company Details     Company Details     Additional Company Information     Customer Zone     Online Payment Gateways	Reports »	Customer Quotes	
Company Details Additional Company Informas Customer Zone Online Payment Gateways	Special »		
Additional Company Information Customer Zone Online Payment Gateways	Special #	Customer Invoices	
Customer Zone Online Payment Gateways		Customer Recurring Invoices	payments online by clicking a link in their email.
	Brand	s yo Customer Credit Notes	new.
		Customer Receipts	
General Settings	• In Yo	Allocate Receipts	d quotes online (you can also see if your customer has viewed their invoice or quote). Your
VAT Settings		uste Customer Write-Offs	you if you have enabled Online Payments.
Documents and Statements	O Inv Yo	Customer Adjustments	d quotes online, print their quotes and invoices, and pay you. Your customers will also be a
Branding	to	o check their account history.	
User Defined Fields	Displa	lay Name	
Email Signatures		pany name displayed on your Customer Zone	Sage Pay
		us want to get paid faster! Click here to tum on us want to increase your sales and get more of a Save Save Save and Copyright & 2016 Sage One, powered by Terms & Canditions   Add-Ons and Downi	er onine preserved "Click here for a fixed for Lings Online Tools.

- 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

Accounts Services Account profi	le Quick links	
Pay Now	Transaction	report Demo Netcash (5121953267 XLS Download
Manage	Date sea	ch
Payment request	- From:	2019-10-06 To: 2019-11-25
Reports	^ Select accou	nt: Demo Netcash • Submit
Pay Now transaction report Transaction tracking Payment status	There an	no records to display

#### E) Accessing your transaction report in Netcash

- 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.

Netcash Quick Start Guide · Sage Business Cloud Accounting



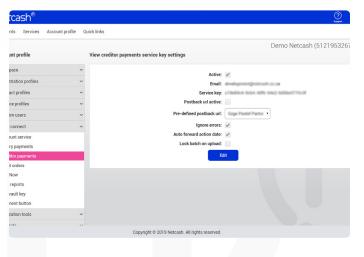
## Supplier batch payments - Service keys

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

Accounts Services Accourt	nt profile Quick links	
		Demo Netcash (51219532679
Account profile	View account servi	ice key settings
My space	~	Active: 🗸
Registration profiles	~	Email:
Contact profiles	~	Service key:
Service profiles	~	Postback un active:
System users	~	Pre-defined postback url:
Sage connect		Postback un:
Account service	^	Statement download:
Salary payments		Edit
Creditor payments		
Debit orders		
Pay Now		
Risk reports		
PCI vault key		
Payment button		
Integration tools	×	
Rewards	~	

- 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.
- 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.

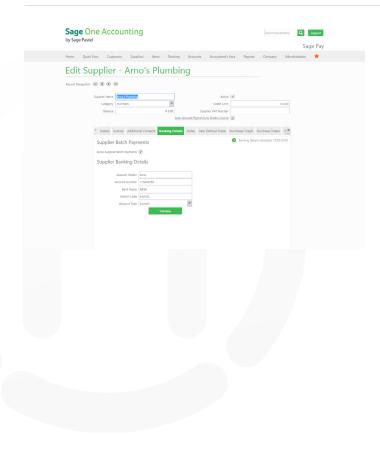
## Supplier batch payments - Banking details

Home Quick View Custor	ners Suppliers Items Banking	Accounts Accountant's Area Reports	Company Administration
Compony Co	Hinas		
Company Se	ungs		
			sage   pay
Company Details	Online Payments using Sage Pay		
Additional Company Information Customer Zone	Get Paid Faster and pay suppliers online with S		I do not have a Sage Pay Account
Online Payment Gateways Sage Pay	Sage One Bank Account	Sege Pay	~
General Settings	Customer Payments		
VAT Settings	Enable Sage Pay Online Payments	¥	
Documents and Statements	Pay Now Involces Service Key		Sage Connect - Pay Now
Branding	Send Email Notification of Payments	-	
User Defined Fields		Add your branding - login to your Sage Pay accou	int on https://merchant.sagepay.co.za.
Email Signatures	Supplier Payments		
· Cirial algorithme	Enable Sage Pay Online Supplier Payments		
	Sage Pay Creditor Payment Service Key		Sage Connect - Creditor Payments
	Validate Supplier Banking Details Service Key	NUMBER OF AN ARCHITE	Sage Connect - Account Services
	Save Sav	e and Close Cancel	

#### 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

age One Accoun	ting				Q Logout
me Quick View Customers	Suppliers Items Banking Accou	unts Accountant's Area Reports Co	mpany Administration		Sage Pa
upplier Batch	Payments				
nk or Credit Card Sage Pay ment Date (15/07/2015		<b>R 0.00</b> To be Paid			
Supplier	Last Payment	Supplier Balance 😡 Out	tstanding / Due Banking Detail	Search	mount to Pa
Test Supplier	11/02/2016	R -0.50	R 0.00 🔞 Banking Details validated	± 04/02/2016	ROO
				Total to be Paid	ROO
	Cotte	Save Pay N			
	Ter	rms & Conditions   Add + Ons and Downloads   Contact	Us [Need Heip?   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

Crec	litor batch						× 9532679)
Payments Cre	ditor batch detail						Batch list
Creditors							
Creditor list	14 4 1 of	175 🕨 🕴 👲	• •	-			
Once off paym			Word Excel				tamount
Creditor bate	Account reference	Account name :	PowerPoint	inch :	Statement reference 👙	Amount :	B0.01
Groups	04227601137. SN1481341	ATMANJRA	PDF	1005			NUUT
Creditor batch	04229207745- 5N1401301	CN BUTHELEZI	TIFF file MHTML (web archive)	2005	PRVMENT		R 0.01
Audit report	04229665835- 5N1451450	MMOODLEY	CSV (comma delimited)	2005	PRYMENT		R 0.01
Payment retur	04231119035- 5N1481350	8.N.N.N/2///O	304. file with report dat	1005	PRIMENT		B 0.01
Unpaid codes	04231555329-	LO FURTER	Data Feed 123456789	632005	PROMENT		
Authorisation	57/1451445 04231555568-	0 AMOD		632005	PRIMENT		R 0.01
Search by tran	5N1481411 04231561574-						R 0.01
Salaries	SR/1401369 04232303530-	MANSOOR MOHAMED		632005	PAYMENT		R 0.01
Salaries	SN1481322	C.L.MILTON	123458789	632005	PRIMENT		80.01
	04232708463- \$N1401292	L B OSMAN	123456709	632005	PRIMENT		
	04233175464- 8911481382	DEVANATHAN NAIDOO	123456789	632005	PRIMENT		R 0.01
	04233179038- 5N1401300	NOZUKO V. MYINJEUWA	123456789	632005	PAYMENT		R 0.01
	04233180332- 59\1481407	BARNES	123456789	632005	PRIMENT		B0.01
	04233740515- \$N1401453	WAREFIELDS PROPERTY MANAGEMENT	123458789	632005	PRVMENT		
	04233740672- 571461457	WAREFIELDS PROPERTY MANAGEMENT	123456709	632905	PRIMENT		R 0.01
	04233741091-	HLEHLE NDWALANE	123456789	632005	PRIMENT		R 0.01
	SN1481405 04233741752	THE LIKIM THUMMM					B 0.01
		(前冊 0423374109	HLEHLE NO		PAYMENT	123456789	B 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

Accounts Services Account pro	file Quick links						
						Demo Netcas	h (51219532679)
Payments	Creditor batc	hes				Downloa	Add Creditor batch
Creditors	^	Action date	Service type	Volume	Amount	Status	Authorisation
Creditor list					Amount	1.07.03	
Once off payment	/10	02 Dec 2019	Same day	8 398		Authorisation required	Authorise
Creditor batches	/1	25 Nov 2019	Same day	0		Transactions required	
Groups	/1	02 Oct 2019	Same day	0		Date expired	
Creditor batch reports Audit report	/1	01 Oct 2019	Same day	57		Date expired	
Payment returns	11	01 Oct 2019	Same day	61		Date expired	
Unpaid codes	11	01 Oct 2019	Same day	43		Date expired	
Authorisations	/1	01 Oct 2019	Dated	1		Date expired	
Search by transaction id		01 Oct 2019	Same day			Date expired	
Salaries	· /1			2			
	/±	26 Sep 2019	Dated	50		Date expired	
	/±	20 Sep 2019	Same day	0		Date expired	
	/±	13 Sep 2019	Same day	63		Date expired	
	/1	12 Sep 2019	Dated	0		Date expired	
	/1	11 Sep 2019	Same day	30		Date expired	
	12	06 Sep 2019	Same day	0		Date expired	
	/1	06 Sep 2019	Same day	1		Date expired	
	/±	06 Sep 2019	Same day	0		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. Select the **Authorise** button next to the batch that you would like to process.

netcash®	biget Adva
Accounts Services Account profile	Quick links
Payments	Confirm batch authorisation
Creditors	A Description Detail
Creditor list	
Once off payment	Last date edited 25 Nov 2019 12:46
Creditor batches	Last edited by
Groups	Batch name Creditor batch for 2019-12-04
Creditor batch reports	Service Sameday creditor payment
Audit report	Number of transactions 9
Payment returns	Batch total R
Unpaid codes	Fees retention R
Authorisations	Payment date 04 Dec 2019
Search by transaction id	Available balance View balance
Salaries	<ul> <li>Notification</li> </ul>
	Creditors can be advised that you will be paying funds into their accounts by email or sma. 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 matterfile or uppool fle prior to autorising this batch.
	Send email notifications 🗹
	From name
	From email address
	Additional email test
	Send SMS notifications
	Credit option
	Copyright © 2019 Netcash. All rights reserved.

- 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)

		Demo Netcash (51219532679
Payments	Confirm batch	I authorisation
Creditors	^	Enter the PIN provided on the Google Authenticator App to authorise this batch.
Creditor list		
Once off payment		Google Authenticator PIN:
Creditor batches		Authorise
Groups		
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.
- 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 (5121953267
Payments	Creditor batch - authorisation
Creditors	
Creditor list	The date on which the transfer will be made: 2019-11-25
Once off payment	
Creditor batches	The Netcash account to which the transfer will be made: ABSA Clearing Account *
Groups	Recommended amount: R
Creditor batch reports	The transfer amount:
Audit report	Extra 1:
Payment returns	
Unpaid codes	Extra 2:
Authorisations	Extra 3:
Search by transaction id	
Salaries	w Next Back

- 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

netcash®		() Region	(Q)
Accounts Services Account	profile Quick links		
		Demo Netcash (51219532)	679)
Account	Statement from 24 Nov 2019 to 25 Nov 2019	Download state	ment
Manage account	Ocash analysis This month Previous month From: 2019-11-24	To: 2019-11-25	
Tools	Select account Demo Netcash		
Reports	Demo Netcash		
Invoices	Date Type	Amount Balanc	
Statement	02 Oct 2019 Opening balance	R	
Statement download IT3 b certificate	Current balance	R R	
Redirect report	01 Dec 2019 Service fee retention	8 8	
	Available balance	8 B	
	Analisative banance		-
	Rewards		
	Points value available for conversion	R (	Ð
	Copyright © 2019 Netcash, All rights reserved.		

- 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

Sage One Accounting			Search transa	tions Q Logout
by sage Paster				Sage Pay
Home Quick View Customers Suppliers Items	Banking    Accounts	Accountant's Area Rep	ports Company	Administration 🔶
Add Bank Feeds	Add a Bank or Credit Card Lists w			
Update your banking transactions d	Transactions 20 Reports 20	Banking Reconcile Banks and Cr	redit Cards	
Find Banks 2 Login Details S Link	Special 30	Manage Bank Feeds	2 hrs	lances 🜀 Finish
Sage Pay (South Africa) http://www.sagegay.co.za				Learn more about Bank Feeds
Your bank login details are safe. Sage Pay Account Number				
Account Service Key				
Thave read and agree to the Bank Feeds Terms & Conditions.				
	Back	Next		

- 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.

## netcash®

Need more assistance?

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