netcash

Quick Start Guide

Sage Pastel Partner Accounting

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

Index

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.
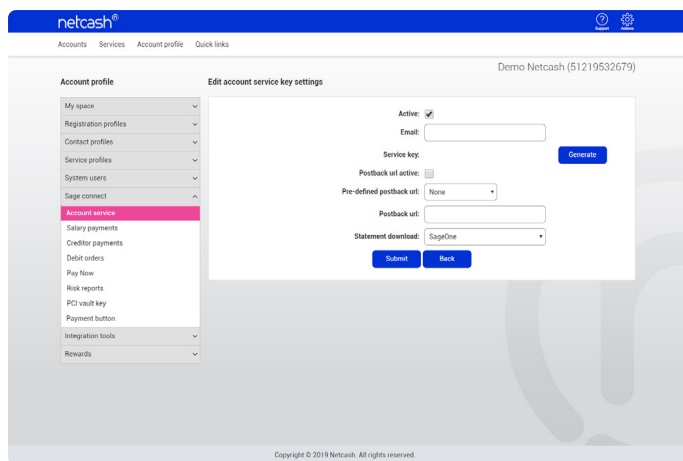
Supplier payments: Issuing and inserting service keys

Service Keys are a vital part of system security and should be treated with the utmost confidentiality.
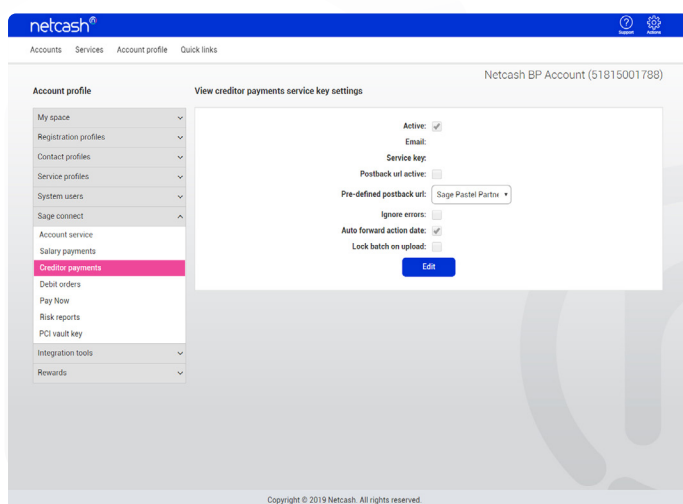**Sage Pastel requires 3 service keys:**

- Account service key
- Salary payments key
- Risk reports

A) Add an account service key

1. Click on **Account Profile.**
2. Select **Netconnector > Account service.**
3. Tick the active box.
4. Insert an **email address** to receive notifications.
5. Tick **Postback URL** active box.
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 an creditor payments service key

1. Click on **Account Profile.**
2. Select **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. Choose from the following options: **Ignore errors,**
   - **Auto forward action date or Lock batch on upload.** (See notes below for detail).
8. Click on the **Submit** button.
9. The **service key** is generated and emailed to the email address linked to the service key.

> **Note:**
> - 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.

Issuing and inserting service keys
(continued)

C) Add a risk reports service key
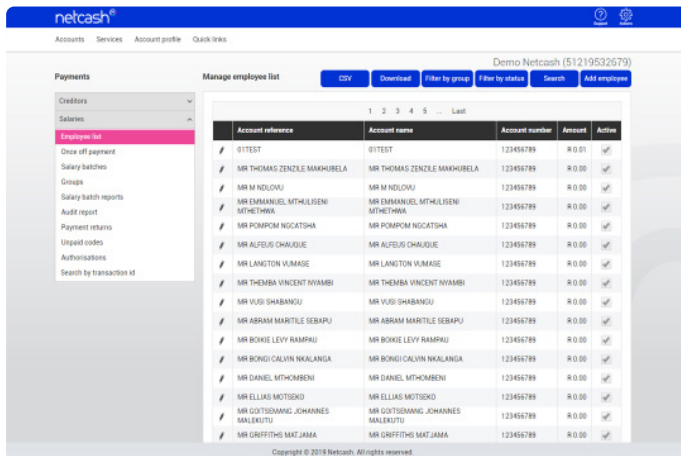
1. Select **Account Profile**.
2. Click on **Netconnector > Risk reports**.
3. Tick the active tick box insert an email address.
4. Select the Nominated Enquirer.
5. Tick postback URL **active**.
6. Select the **Sage Pastel Partner Accounting** Postback URL.
7. Select **Submit**.
8. The **service key** is generated and emailed to the email address linked to the service key.
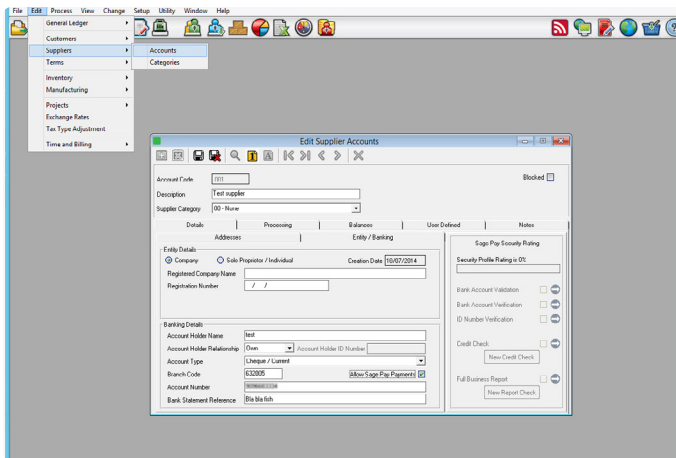
D) Inserting service keys
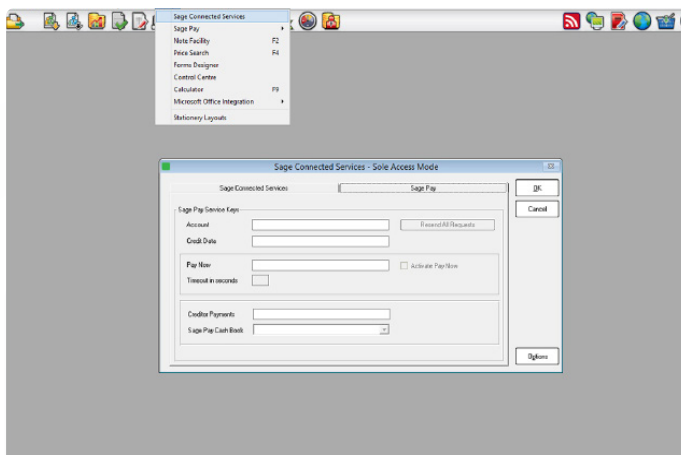
1. Login to **Sage Pastel Partner Accounting**.
2. Select **Utilities > Netconnector Services**.
3. Insert your three Service Keys in the fields provided.
4. Click **OK**.

> **Note:**
> The Risk Reports Service Key should be inserted in the Credit Data field.

Submitting creditor batches to Netcash

1. Select **Edit > Suppliers > Accounts.**
2. Ensure that you have valid bank account details entered for each of your supplier records.

> **IMPORTANT:** You must indicate on each supplier whether you will be processing payments to this supplier from your Netcash account. Select the **Allow Netcash Payments** option where applicable. The option will not be available for Suppliers who have been setup with foreign currency codes.
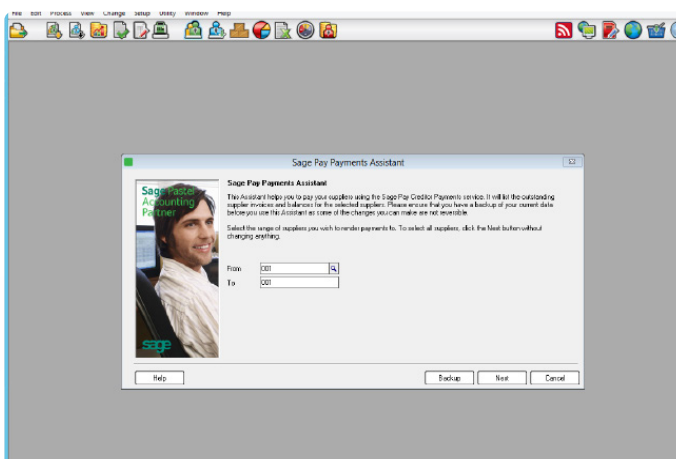

1. Select **Process > Cashbook > Netcash payments assistant.**
2. Select the range of suppliers you wish to include in the payments process.
3. Click **Next** to continue.

Submitting creditor batches to Netcash
(continued)
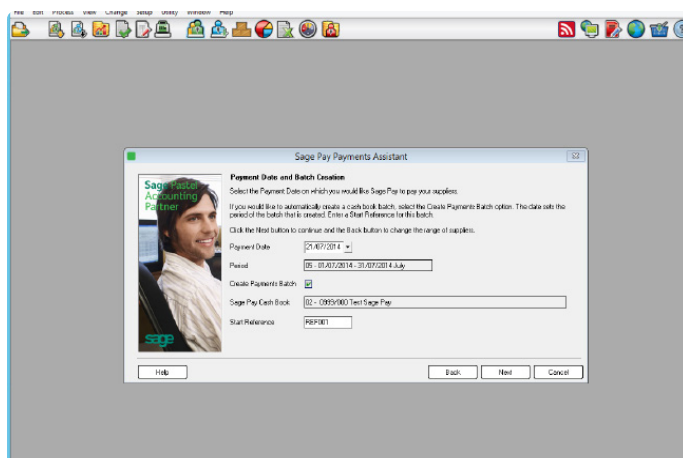
1. Enter the **date** that payments need to be processed on.
2. If you wish to automatically generate a Cash Book batch from the payments you generate, select C**reate payments batch** and provide the start reference number.
3. Click **Next** to continue.
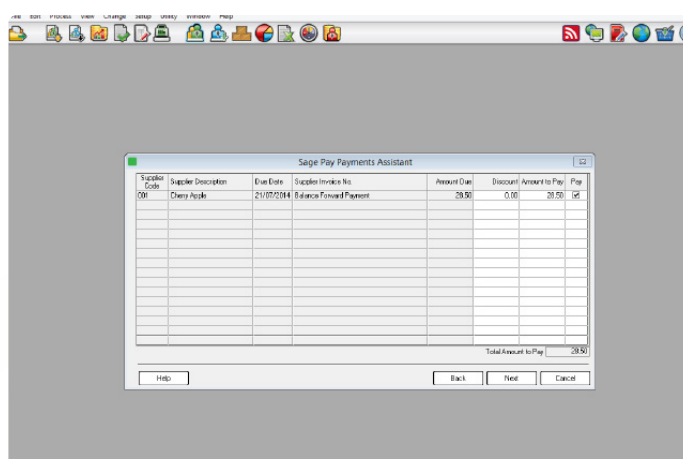
1. The Netcash payments Assistant will now run a list of supplier invoices due. You may select which ones you want to include on the Netcash Creditor payments batch.

> **IMPORTANT**: Only Suppliers who were setup for Netcash Payments and who have outstanding invoices due to them will be displayed on the Netcash Payments grid.

2. Once you have selected the invoices you wish to include in the payment instruction, click **Next** to continue.
3. Review the payment you are about to make before you select **Process** to process the payment.
4. Your payment batch will now be submitted to Netcash.
5. Please **log into** your online Netcash profile to authorise the payment batch.

Printing batch reports
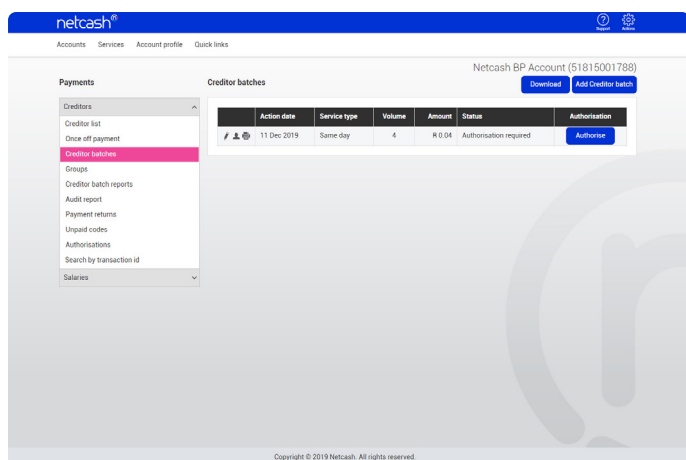
1. Select the **Services**.
2. Click on **Payments** from the dropdown menu.
3. Select **Creditors > Creditor batch reports.**
4. The list of creditor batches will now be displayed.
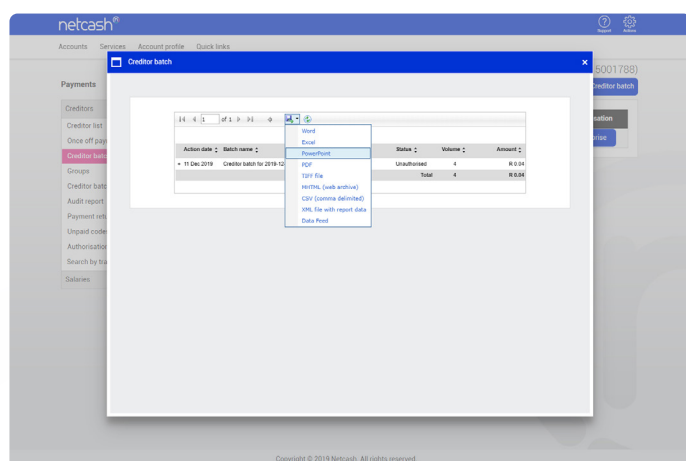
1. To download your Pre-Authorisation Report, select **View clients icon** on the left of the creditor batch.
2. Click on the **Download button**.
3. Your creditor batch report will be displayed on the screen. Click on the **Save** icon and select the preferred format to download your report.
4. The batch will automatically start downloading and save in your default downloads folder.

> **Note:**
> The Pre-Authorisation report details all creditor payment transactions uploaded to Netcash from Sage Pastel Partner Accounting. Certain transactions may have been rejected due to validation failure of banking details. These details will be emailed to you by Netcash or you can access it by selecting **Account profile > Integration Tools > Batch file upload report.**

Authorising creditor batches
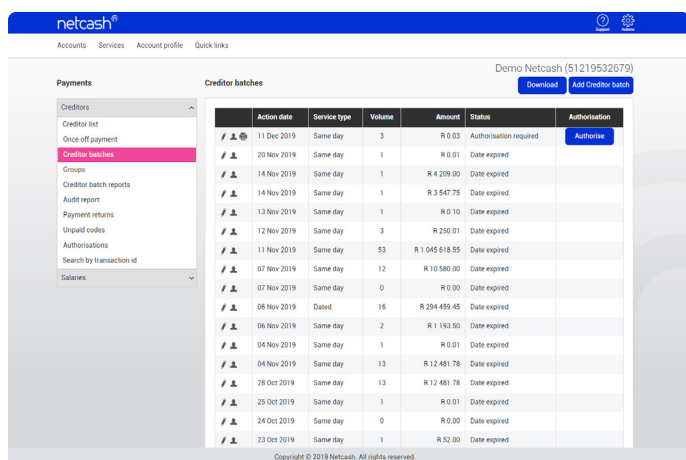
1. Select **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Creditors > Creditor batches.**
4. The list of creditor batches will be displayed.
5. Click on the **Authorise** button next to the batch that you would like to authorise.
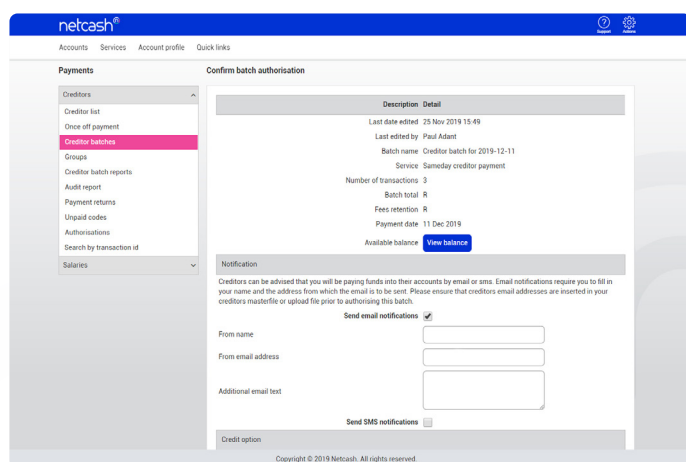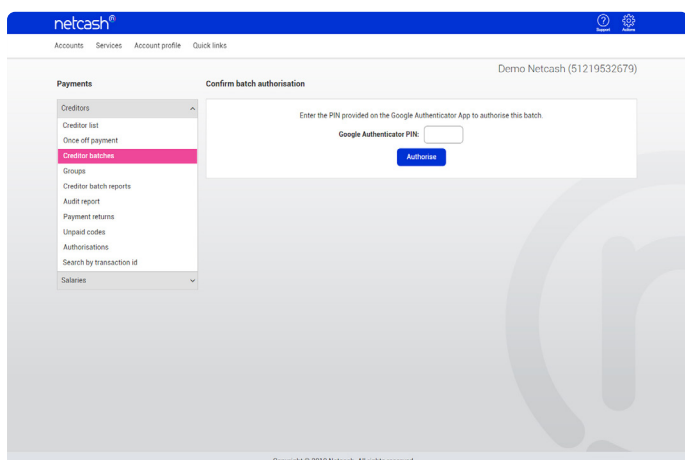
6. The **Confirm batch authorisation** screen is displayed. This is a summary of the creditor batch including charges, notifications and a choice of funding options:
   - **Use available balance** if there is sufficient credit in your Netcash account
   - **Will make bank transfer** if you need to fund 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.

Authorising creditor batches
(continued)

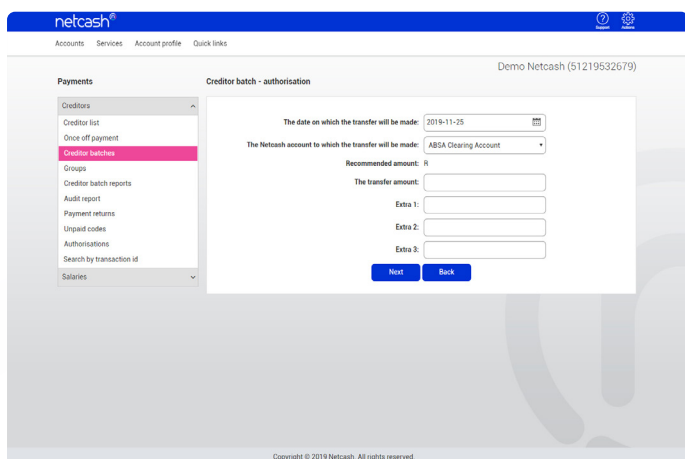1. Should you elect to pay using **available balance** you will then be re-directed to the Confirm Batch authorisations screen.
2. Insert the One Time Pin (OTP) sent to your cell number or Google authenticator pin.
3. Click **OK**.
4. Your creditor batch is now authorised and will be scheduled to run 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 repor**t in order to obtain details of the Netcash clearing that you need to fund.

> **Note:**
> Please make sure 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 or Google authorisation pin.
6. Your creditor Batch is now **authorised** and will be scheduled to run on the selected date.
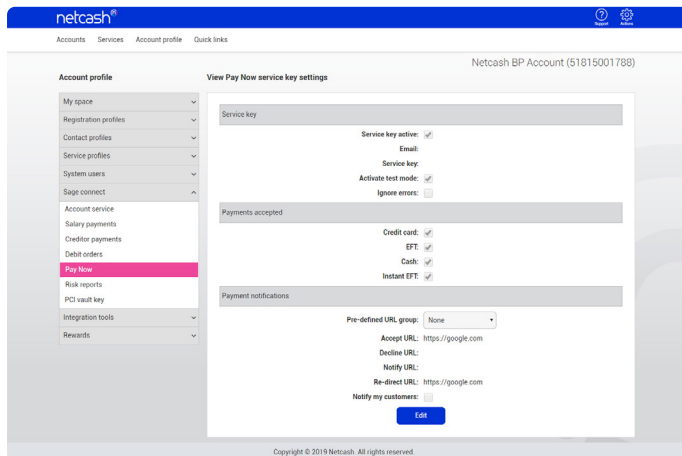
> **Note:**
> One Time Pins are session based. This means that as long as you are logged in into your Sage Pay account, you can use the same OTP to authorise. Where multiple authorisations are required, only the first authoriser needs to insert the OTP.
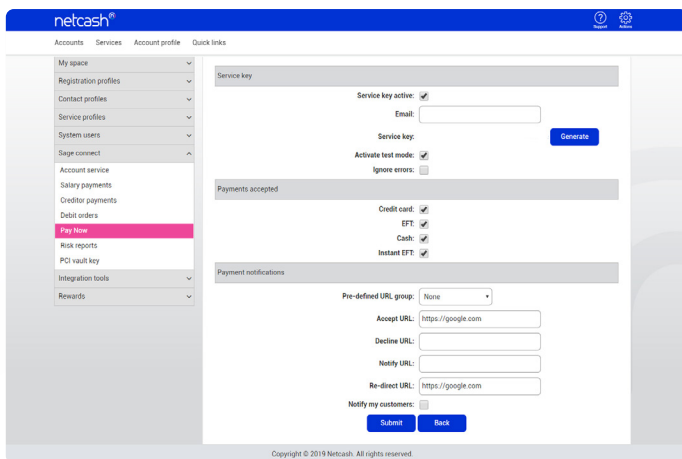
Viewing batch reports
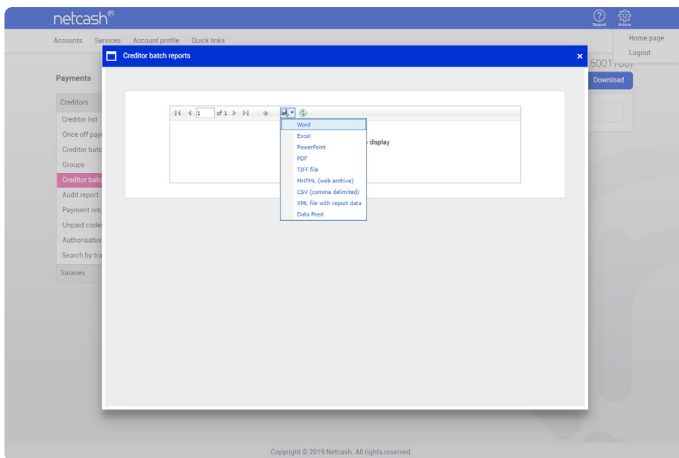
1. Select the **Services**.
2. Click on **Payments** from the dropdown menu.
3. Select **Creditors > Creditor batch reports.**
4. Click on the **printer icon** to the left of the batch.
5. Click on the **Save** icon and select the preferred format to download your report.
6. The batch will automatically start downloading and save in your default downloads folder.a
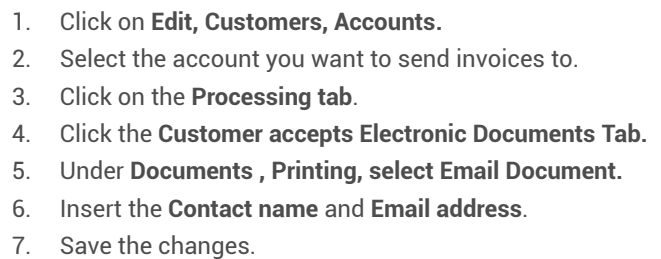
Pay Now - Issuing service keys

1. Select **Account Profile.**
2. Click on **Netconnector > Pay Now**

3. Tick the **service key 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 - Sage Pastel Accounting Desktop.
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 Pastel Partner Accounting.

Inserting your service keys and editing customer accounts

1. Open your **Sage Pastel Partner Accounting Software.**
2. Select **Utilities, Netconnector Services**.
3. Tick the **Activate Pay Now** checkbox.
4. Insert the Pay Now Service Key
5. Click **OK**.

1. Click on **Edit, Customers, Accounts.**
2. Select the account you want to send invoices to.
3. Click on the **Processing tab**.
4. Click the **Customer accepts Electronic Documents Tab.**
5. Under **Documents , Printing, select Email Document.**
6. Insert the **Contact name** and **Email address**.
7. Save the changes.

Creating and sending customer invoices
and viewing your Pay Now report in Netcash
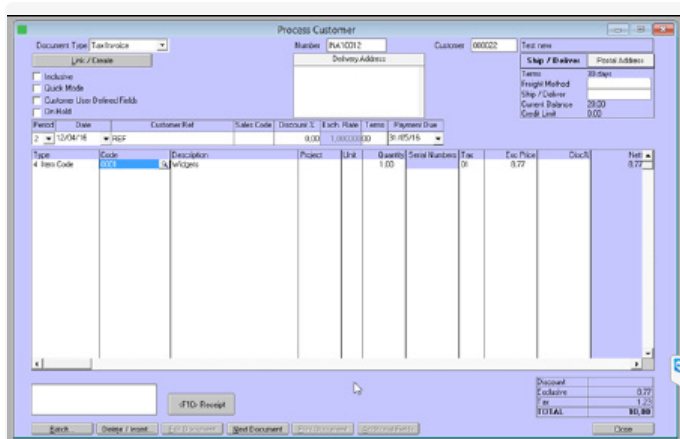
1. Click on **Process > Customers.**
2. Complete the necessary fields in order to create an invoice.
3. Click on **Batch > Update**.
4. On the print Window, click **OK** and **Update**.
5. The invoice is now **emailed** to the Customer and will contain Sage Payment options as specified when setting up the service key.

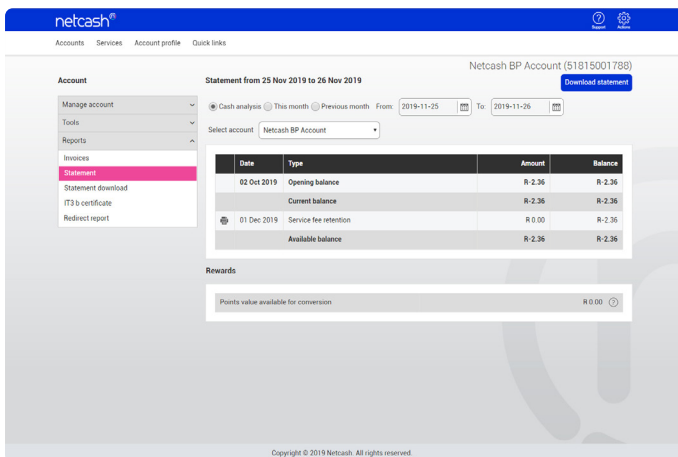## Accessing your transaction report in Netcash
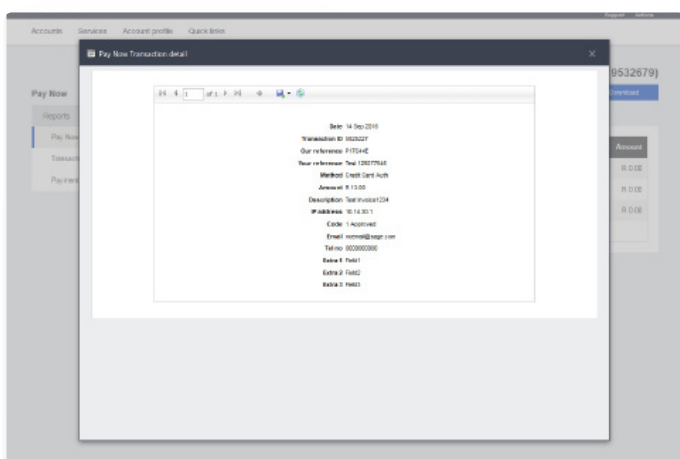
1. Select **Services**.
2. Click on **Pay Now** from the dropdown menu.
3. Click on **Reports > Pay Now transaction report.**
4. Choose the **date range** for the data that you require.
5. By clicking on the **icon to the left** of the transaction, additional information is displayed.
6. Reports can be **downloaded** in Excel (XLS button) or use the Download button for a PDF version of the report.

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.

Accessing your transaction report in Netcash
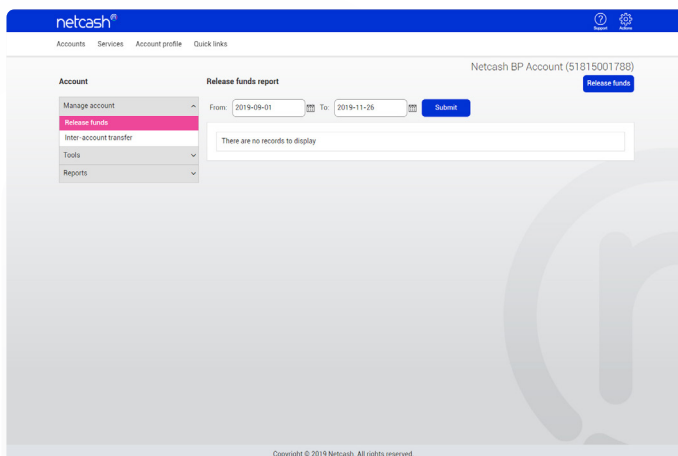
1. Select **Services**.
2. Click on **Account** from the dropdown menu.
3. Click on **Manage account > Release funds**.
4. To see a report of previous requests, select the date range and click on **Show report.**
5. To release funds, click on the **Release funds** button.
6. Select the action date.
7. 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.

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Need more assistance?

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