netcash®

Quick Stort Guide Sage Pastel Partner 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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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:

B Delete Archive Reply Reply Forward

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



B) Add an creditor payments 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.

Account profile	View creditor payments service key settings	Netcash BP Account (51815001788)
My space Registration profiles Contact profiles Service profiles System users Sage connect Account service Salary sayments Cestilor payments Debit orders Pay Now	Active: Active: Imail: Imail: Strick kg: Pothack underwei Predefinie pothack un: Sage Auto forward action date: Lock batch on upleat: Imail: Imail	Pastel Partor •
Risk reports PCI vault key Integration tools Rewards		
	Copyright © 2019 Netcash. All rights reserved.	

- 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

Accounts Services Account profil	e Quick links					
				Demo Netcas	sh (51219	532679)
Payments	Manage	employee list	Download Filter by group Filt	er by status Se	arch Ad	d employee
Creditors	~					
Salaries	~		1 2 3 4 5 Last			
Employee list		Account reference	Account name	Account number	Amount	Active
Once off payment		OITEST	ONTEST	123456789	R 0.01	1
Salary batches	1	MR THOMAS ZENZILE MAKHUBELA	MR THOMAS ZENZILE MAKHUBELA	123456789	R 0.00	1
Groups	1	MR M NDLOVU	MR M NDLOVU	123455789	R 0.00	1
Salary batch reports Audit report	1	MR EMMANUEL MTHULISENI MTHETHWA	MR EMMANUEL MTHULISENI MTHETHWA	123456789	R 0.00	1
Payment returns	/	MR POMPOM NGCATSHA	MR POMPOM NGCATSHA	123456789	R 0.00	1
Unpaid codes	1	MR ALFEUS CHAUQUE	MR ALFEUS CHAUQUE	123456789	R 0.00	1
Authorisations Search by transaction id	1	MR LANGTON VUMASE	MR LANGTON VUMASE	123456789	R0.00	1
action of the second of the	/	MR THEMBA VINCENT NYAMBI	MR THEMBA VINCENT NYAMBI	123455789	R 0.00	1
	/	MR VUSI SHABANGU	MR VUSI SHABANGU	123456789	R 0.00	4
	/	MR ABRAM MARITILE SEBAPU	MR ABRAM MARITILE SEBAPU	123456789	R0.00	4
	/	MR BOIKIE LEVY RAMPAU	MR BOIKIE LEVY RAMPAU	123456789	R 0.00	1
	1	MR BONGI CALVIN NKALANGA	MR BONGI CALVIN NKALANGA	123456789	R 0.00	4
	/	MR DANIEL MTHOMBENI	MR DANIEL MTHOMBENI	123456789	R0.00	1
	/	MR ELLIAS MOTSEKD	MR ELLIAS MOTSEKD	123456789	R0.00	1
	1	MR GOITSEMMIG JOHANNES MALEKUTU	MR COITSEMANC JOHANNES MALEKUTU	123456789	R 0.00	2
	1	MR GRIFFITHS MATJAMA	MR GRIFFITHS MATJAMA	123456789	80.00	4

- 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

Image Connected Ferrore Sage Ry Image Connected Ferrore Image Conn	 Login to Sage Pastel Partner Accounting. Select Utilities > Netconnector Services. Insert your three Service Keys in the fields provided. Click OK.
Sege Connected Services - Sole Access Mode ID Sege Partice - Sole Access Mode ID <	Note: The Risk Reports Service Key should be inserted in the Credi 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.
- 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 $\ensuremath{\textit{date}}$ that payments need to be processed on.
- If you wish to automatically generate a Cash Book batch from the payments you generate, select Create payments batch and provide the start reference number.
 Click Next to continue
- 3. Click Next to continue.

			Sage Pay Payments Assist	ant			8
Supple	a Supplier Description	Due Dete	Supplier Invoice No.	Amount Due	Discount	Amount to Pay	Pag
001	Cheny Apple	21/07/2014	Balance Forward Payment	28.50	0.00	28.50	
						_	
					Total Amount	nt to Pay	29.50

 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

							Netsoeh RD Asso	ount (51815001788)
Payments		Creditor batc	hes				Down	
Creditors								
Creditors Creditor list	^		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment		110	11 Dec 2019	Same day	4	R 0.04	Authorisation required	Authorise
Creditor batches	-	, = =						
Groups								
Creditor batch reports								
Audit report								
Payment returns								
Unpaid codes								
Authorisations								
Search by transaction id								
Salaries	~							

- 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.

and the second				× 5001788)
Payments				breditor batch
Creditors				
Creditor list	14 4 1 of 1 >>1 4 🛃 • 🕄			sation
Once off pays	with the second s			prise
Creditor bato	Action date : Eatch name : Po	status :	Volume : Amo	art :
Groups	11 Dec 2019 Creditor batch for 2018-12 PC			R 0.04
Creditor batc		F frie Total TML (web archive)	4	R 0.04
Audit report		(comma delimited)		_
Payment retu		file with report data		
Unpaid code:	De	a Feed		
Authorisation				
Search by tra				
Salaries				

- 1. To download your Pre-Authorisation Report, select **View clients icon** on the left of the creditor batch.
- 2. Click on the **Download button**.
- 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

Accounts Services Account pro	file Quick links						
						Demo Netca	sh (51219532679)
Payments	Creditor batc	hes				Downlo	ad Add Creditor batch
Creditors	^	Action date	Service type	Volume	Amount	Status	Authorisation
Creditor list	/10	11 Dec 2019	Same day	3	R 0.03	Authorisation required	Authorise
Once off payment							Admonse
Creditor batches Groups	/1	20 Nov 2019	Same day	1	R 0.01	Date expired	
Creditor batch reports	/1	14 Nov 2019	Same day	1	R 4 209.00	Date expired	
Audit report	/1	14 Nov 2019	Same day	1	R 3 547.75	Date expired	
Payment returns	/1	13 Nov 2019	Same day	1	R 0.10	Date expired	
Unpaid codes	/1	12 Nov 2019	Same day	3	R 250.01	Date expired	
Authorisations	11	11 Nov 2019	Same day	53	R 1 045 618.55	Date expired	
Search by transaction id	/1	07 Nov 2019	Same day	12	R 10 580.00	Date expired	
Salaries	× /1	07 Nov 2019	Same day	0	R 0.00	Date expired	
	11	06 Nov 2019	Dated	16	R 294 459.45	Date expired	
	/1	06 Nov 2019	Same day	2	R 1 193.50	Date expired	
	/1	04 Nov 2019	Same day	1	R 0.01	Date expired	
	/±	04 Nov 2019	Same day	13	R 12 481.78	Date expired	
	/1	28 Oct 2019	Same day	13	R 12 481.78	Date expired	
	/1	25 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	24 Oct 2019	Same day	0	R 0.00	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. 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)

		Demo Netcash (512195326
Payments	Confirm batch authori	isation
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 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.

			Demo Netcash (51219532679
Payments	Cre	ditor batch - authorisation	Denio Netcash (51219532675
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:	
Groups		Recommended amount:	
Creditor batch reports		The transfer amount:	
Audit report		Extra 1:	
Payment returns		Extra 2:	
Unpaid codes Authorisations			
Search by transaction id		Extra 3:	
Salaries	~	Next	Back

- 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 report** 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.
- 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

netcash® Accounts Services Acco	unt profile Qu	ck links	2 🕸
My space	~		_
Registration profiles	~	Service key	
Contact profiles	~	Service key active: 🖌	
Service profiles	~	Email:	
System users	~	Service key: Generate	
Sage connect	^	Activate test mode: 📝	
Account service		Ignore errors:	
Salary payments		Payments accepted	
Creditor payments		Credit card: 🖌	_
Debit orders		EFT: 🖌	
Pay Now		Cash: 🖉	
Risk reports		Instant EFT: 🖉	
PCI vault key		Payment notifications	
Integration tools	~	Payment notifications	
Rewards	v	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	

- 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

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<u> </u>		🔊 🕒 🖉 🔰 🖬
	Note Facility F2	
	Price Search F4	
	Forms Designer	
	Control Centre	
	Calculator P9	
	Microsoft Office Integration	
	Stationery Layouts	
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	Sage Connected Services Sage Pay	
	- Sage Pay Service Keys	Carol
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	Pay Now Activate P	a dia
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	Sage Pay Cash Book	
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	1	

- 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.

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- 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**.
- 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

Page New Popola Page New Popola Page New Page New			9532679)
Pay Non Pay No	Pay Now	14 4 1 at 1 × 14 4 14 •	Download
Out reference FIGHE Provide Texanors The reference ACTIVITY IF 0.000 Provide Model Circl Ach IF 0.000 Description Model Circl Ach IF 0.000 Provide Model Circl Ach IF 0.000 Provide Constrained TransactOria IF 0.000 Provide Constrained TransactOria IF 0.000 Constrained TransactOria IF 0.000 If 0.000 TransactOria If 0.000 If 0.000 Exact Final If 0.000 If 0.000 Exact Final If 0.000 If 0.000	Reports	Beier 14 Sep 2016	
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- 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

netcash [®]		©
Accounts Services Account	profile Quick links	
		Netcash BP Account (5181500178
Account	Statement from 25 Nov 2019 to 26 Nov 2019	Download statement
Manage account	Cash analysis This month Previous month From: 2019-11-25	m To: 2019-11-26 m
Tools	×	
Reports	Select account Netcash BP Account	
Invoices	Date Type	Amount Balance
Statement		
Statement download	02 Oct 2019 Opening balance	R-2.36 R-2.36
IT3 b certificate	Current balance	R-2.36 R-2.36
Redirect report	O1 Dec 2019 Service fee retention	R 0.00 R-2.36
	Available balance	R-2.36 R-2.36
	Rewards	
	Points value available for conversion	R 0.00 ⑦
	Copyright @ 2019 Netcash. All rights reserved.	

- 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

Accounts Services Account p	ofile Quick links	
	Release funds report	Netcash BP Account (5181500178
Account	Release funds report	Release fund
Manage account	▲ From: 2019-09-01 III To: 2019-11-26	fff Submit
Release funds		
Inter-account transfer	There are no records to display	
Tools	×	
Reports	*	

- 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.



Need more assistance?

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