



Quick Start Guide

Salary payments for Pastel Payroll & HR

PAYMENTS. DELIVERED.

www.netcash.co.za

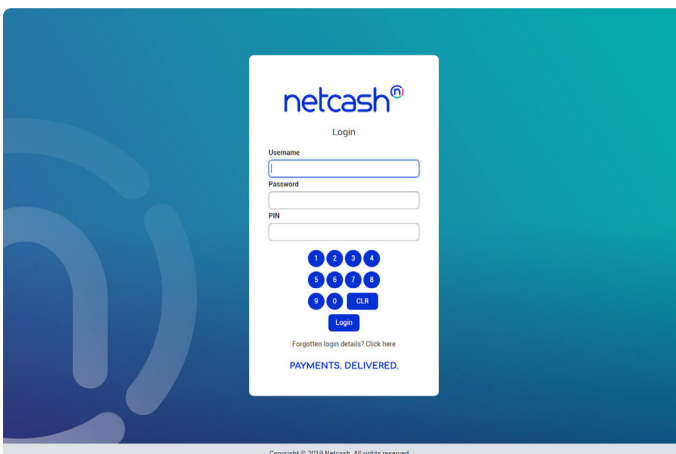


We can get you up and running in no time!

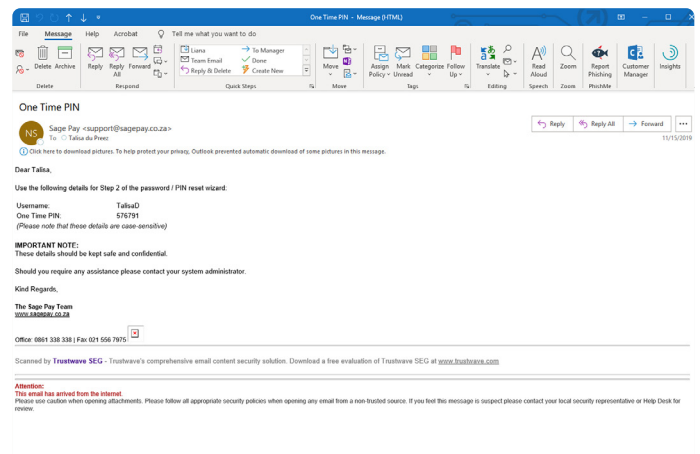
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Login



The image shows the Netcash login interface. It features a white login box on a blue background with a large 'n' logo. The box contains fields for Username, Password, and PIN, followed by a numeric keypad and a 'Login' button. Below the button is a link for 'Forgotten login details? Click here' and the text 'PAYMENTS. DELIVERED.' at the bottom.



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.

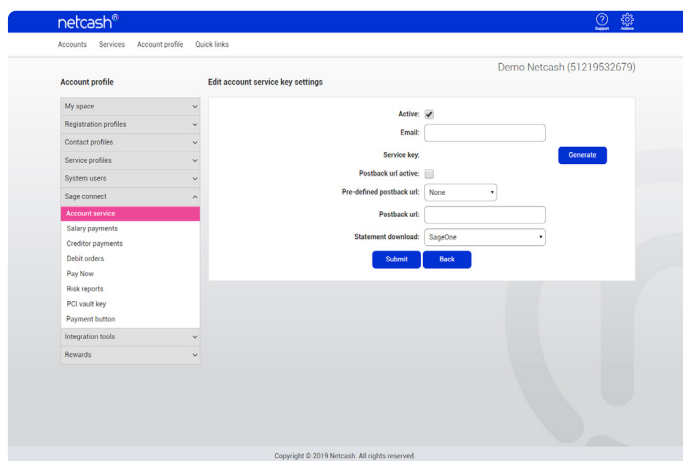
Issuing and inserting service keys in Pastel Payroll & HR

Service keys allow Netcash to validate and verify data sent by Sage Pastel Payroll & HR.

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

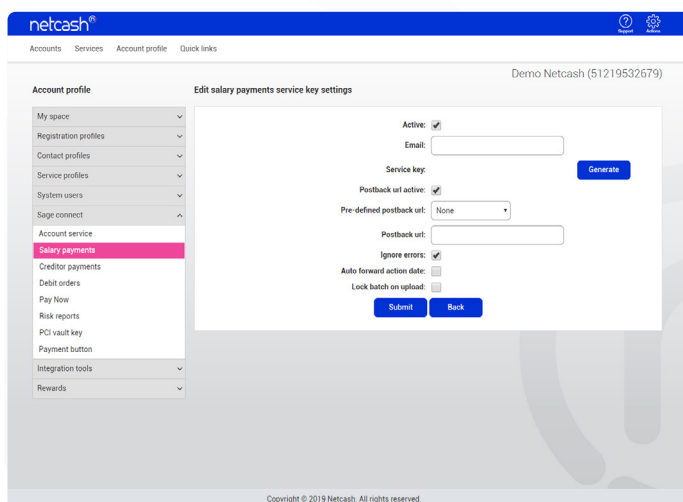
- Account service key
- Salary payments key
- Risk reports

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 VIP Payroll**.
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 salary payments service key



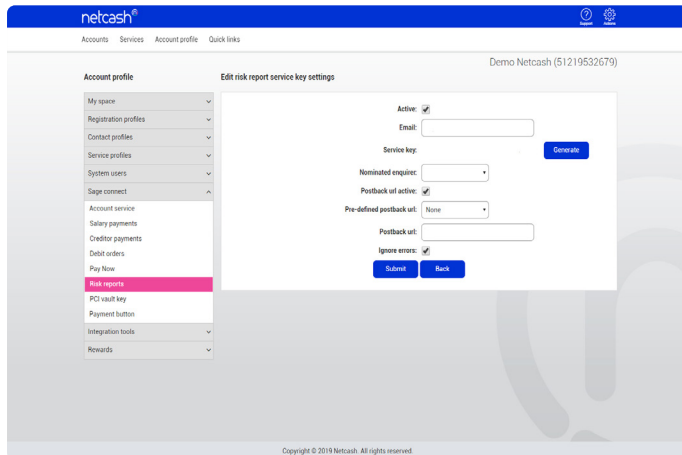
1. Click on **Account Profile**.
2. Select **Netconnector > Salary payments**.
3. Complete the required fields.
4. Tick **Postback URL** active box.
5. The predefined URL dropdown menu must be set to **Sage VIP Payroll (Salary Payments)**
6. Choose from the following options: **Ignore errors**, **Auto forward action date** or **Lock batch on upload**. (See notes below for detail).
7. Select **Submit**.
8. 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.

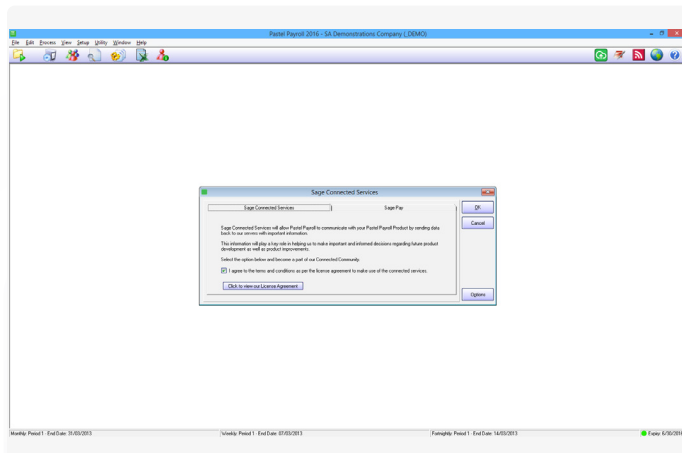
Issuing and inserting service keys in Pastel Payroll & HR (continued)

C) Add a risk reports service key



1. Click on **Account Profile**.
2. Select **Netconnector > Risk reports**.
3. Complete the required fields.
4. The predefined URL dropdown menu must be set to Sage VIP Payroll (Risk reports)
5. Select **Submit**.
6. The **service key** is generated and emailed to the email address linked to the service key.

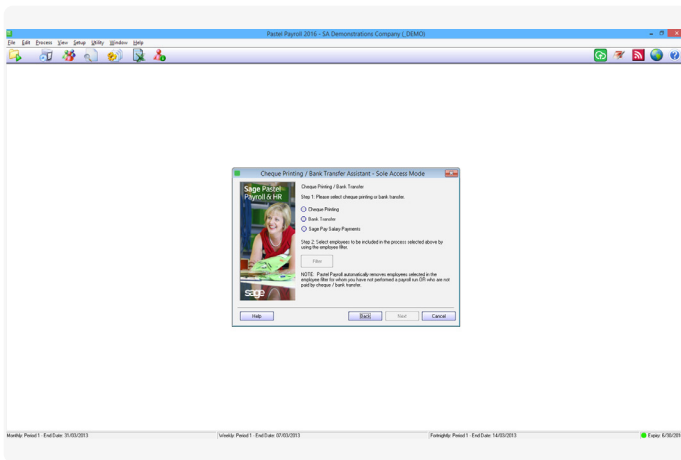
D) How to insert Account service key in Pastel Payroll & HR



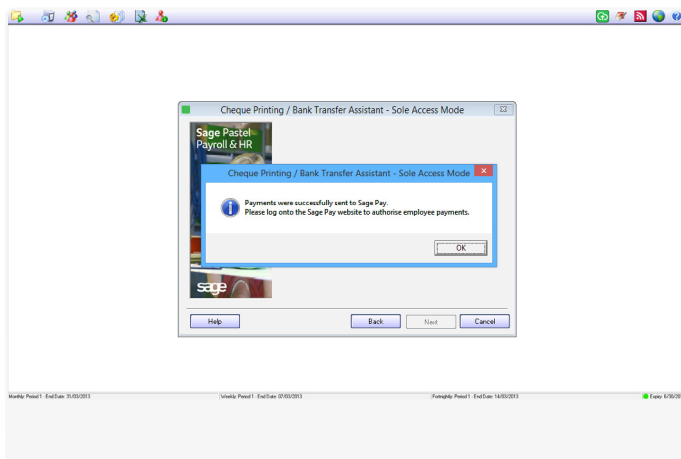
1. Open your Sage Pastel Payroll HR software.
2. Select **Utility > Netconnector Services**.
3. Click on the **Netcash** tab.
4. Insert the services keys copied from your Netcash account into Account Services, Risk Reports (Credit Data) and Salary Payments.
5. Click **OK**.

Submitting salary batches in Pastel Payroll & HR

1. Open your Sage Pastel Payroll & HR software.
2. Select **Process > Cheques/Bank Transfers**.
3. Click next and select **Netcash Salary Payments**.
4. Access the filter to select the employees you want to include in the salary payments batch.
5. Click **Next**.



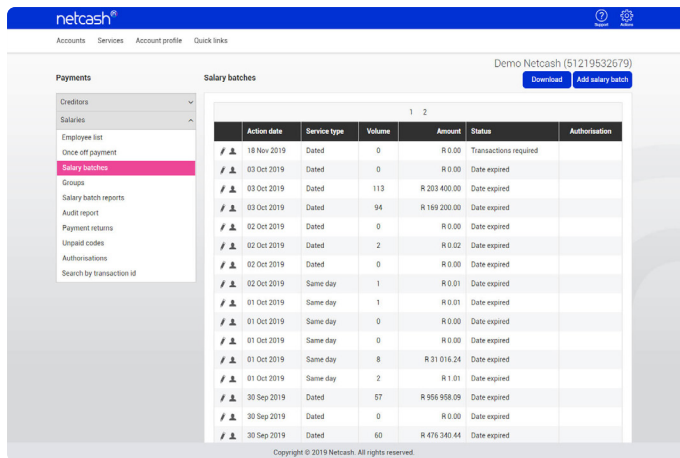
6. Enter a Beneficiary Reference for the payment and the action date.
7. Click **Next**



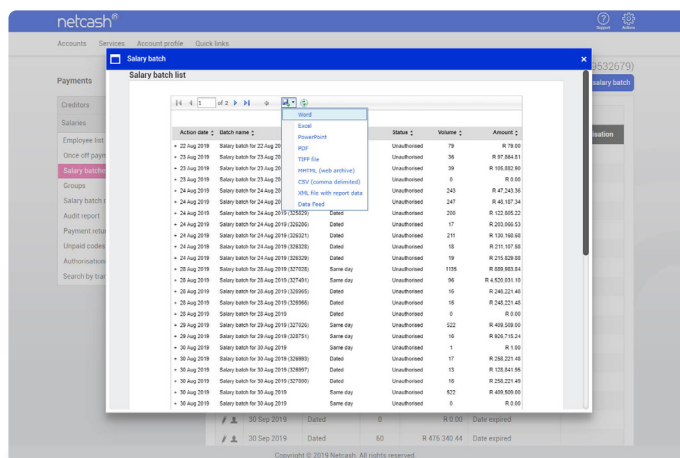
Please be patient while Sage Pastel Payroll & HR validates the information included in the Salary Payment batch before it is transferred to Netcash. Once the batch has been transferred, a message will display to confirm the payment has successfully been uploaded to your Netcash account.



Obtain a pre-authorisation report

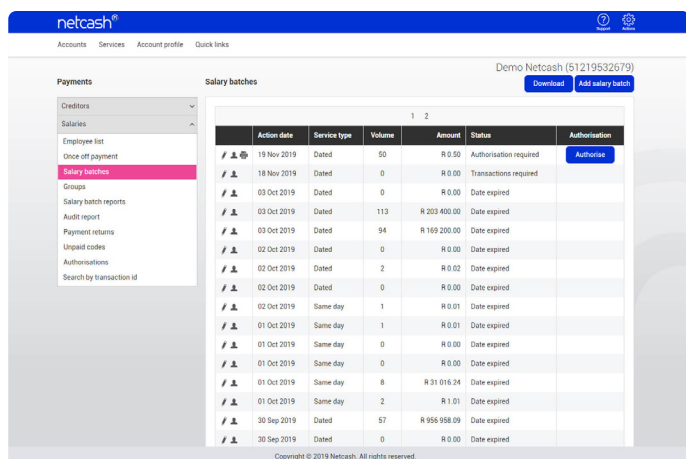


1. Click on **Services**.
2. Click on **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batches**.
4. The list of salary batches will now be displayed.

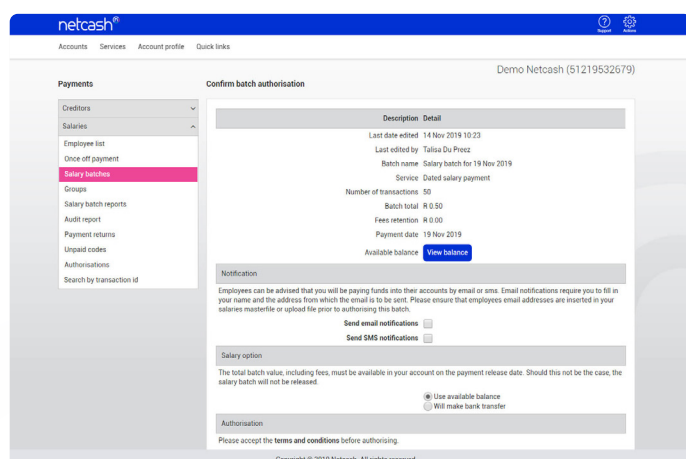


1. To download your Pre-Authorisation Report, select **Edit employees** on the left side of the Salary Batches table.
2. Click on the **Download** button.
3. Your salary batch report will be displayed on the screen. Click on the **Export** icon and select your preferred format to download your report.
4. The batch will automatically start downloading and save in your default downloads folder.

Authorising a salary batch



1. Click on **Services**.
2. Click on payments from the dropdown menu.
3. Click on **Salaries > Salary batches**. The list of salary batches will be displayed.

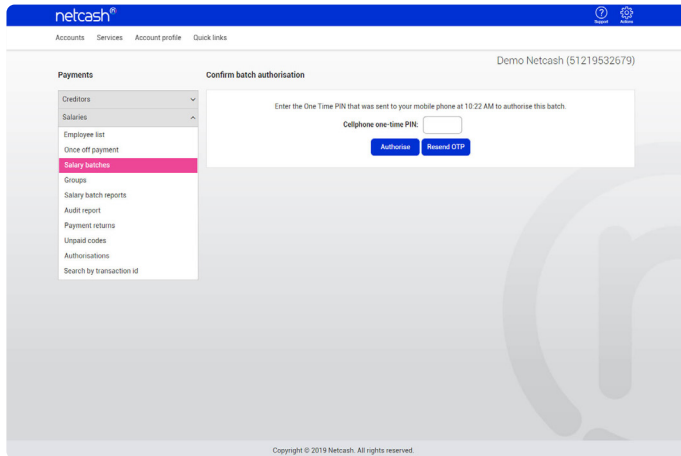


4. Click on **Authorise** next to the batch that you would like to process.
5. The confirm batch authorisation screen is displayed. This is a summary of the salary batch including charges, notifications and choice of funding options.
 - **Pay against available balance** if there is sufficient credit in your Netcash account.
 - **Transfer funds** if you need to fund the Netcash clearing account for payment
6. Read and accept the terms and conditions, then select **Authorise**.

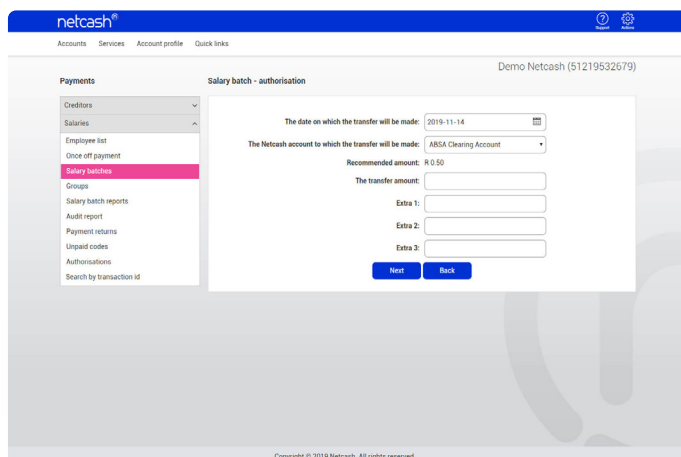
Notes:

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. **Please refer to more detail regarding the cutoff times on page 5.**

Authorising a salary batch (continued)



1. Should you select to pay using the **Available balance** option 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 Salary Batch is now authorised and will be scheduled to run on the selected date.
5. If you require additional authorisers, the batch will be awaiting further authorisation - please inform the additional authorisers of this.



6. 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.
 - Click **Next**.
 7. Click on **Print report** in order to obtain details of the Netcash clearing that you need to fund.
- Please ensure your transfer has the correct reference.**
8. Click **Authorise** to confirm your bank transfer.
 9. **Insert the One Time Pin (OTP)** sent to your cell number or Google Authenticator pin and click **Authorise**.
 10. Your salary batch is now authorised and will be scheduled to run on the selected date.
 11. If you require additional authorisers, the batch will be awaiting further authorisation - please inform the additional authorisers of this.

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.



Downloading your post batch processing report

1. Click on **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batch reports**.
4. Click on the **Printer icon** on the left of the batch.

Action date	Service type	Batch name	Volume	Amount
25 Apr 2019	Same day	Payment batch for 2019-04-25	2	R 0.02
29 Sep 2017	Same day	Payment batch for 2017-09-29	1	R 20.00
25 Jan 2017	Same day	Payment batch for 2017-01-25	1	R 20.20
06 Apr 2016	Same day	Payment batch for 2016-04-06	3	R 3.00
17 Sep 2015	Same day	Payment batch for 2015-09-17	1	R 1.00
16 Jul 2015	Same day	Payment batch for 2015-07-16	1	R 10.00
13 Jul 2015	Same day	Payment batch for 2015-07-13	1	R 0.01
26 Mar 2015	Dated	Payment batch for 2015-03-26	1	R 20.00
08 May 2014	Same day	Payment batch for 2014-05-08	2	R 2.00
18 Mar 2014	Same day	Payment batch for 2014-03-18	1	R 1.00
25 Nov 2013	Same day	Payment batch for 2013-11-25	2	R 2.00
23 Nov 2013	Dated	Payment batch for 2013-11-23	1	R 1.01
08 Nov 2013	Same day	Payment batch for 2013-11-08	1	R 1.00
27 Aug 2013	Same day	Payment batch for 2013-08-27	1	R 10.00
20 Aug 2013	Same day	Payment batch for 2013-08-20	1	R 5.00
28 May 2013	Same day	Payment batch for 2013-05-28	1	R 20.00

5. Click on the **Export icon** and select you preferred format to download your report.
6. The batch would **automatically start downloading** and save in your default downloads folder.

Account reference	Account name	Branch	Transaction ID	Amount
HR DEDUWAL	HR DEDUWAL	02005	07270000	R 0.01
HR DEDUWAL	HR DEDUWAL	02005	07270000	R 0.01
Total				R 0.02

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Need more assistance?

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