# netcash®

# Quick Stort Guide Salary payments for Pastel Payroll & HR

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# $\bigcirc$

# We can get you up and running in no time!

#### Index

| 2 | Login  |
|---|--|
| 3 | Issuing and inserting service keys               |
| 5 | Submitting salary batches in Pastel Payroll & HR |
| 6 | Obtain a pre-authorisation report                |
| 7 | Authorise a salary batch                         |
| 9 | Obtain a post batch authorisation report         |

### 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.

# 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

# Demo Netcash (51219532679)

- 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.

| netcash®                  | Q 🕸   | 1. Click on Account Profile.                                   |
|---------------------------|---|--|
| ccounts Services Accour   | nt profile Quick links Demo Netcash (51219532679) | 2. Select Netconnector > Salary payments.                      |
| ccount profile            | Edit salary payments service key settings         |  |
| My space                  | Active: 🖉   | <ol><li>Complete the required fields.</li></ol>                |
| egistration profiles      | Email:  |  |
| itact profiles            | Service key:                                      | 4. Tick <b>Postback URL</b> active box.                        |
| em users                  | Postback url active: 🖌                            |  |
| e connect                 | Pre-defined postback url: None •                  | 5. The predefined URL dropdown menu must be set to             |
| ount service              | Postback url:                                     |  |
| y payments                | Ignore errors: 🖌                                  | Sage VIP Payroll (Salary Payments )                            |
| itor payments<br>t orders | Auto forward action date:                         | C. Observe from the following outlines of the second           |
|                           | Submit Back                                       | 6. Choose from the following options: Ignore errors,           |
| ports                     |   | And formered and a star data and a debatch an embrad           |
| rault key<br>sent button  |   | Auto forward action date or Lock batch on upload.              |
| tion tools                | ·   | (O   |
|                           | ×   | (See notes below for detail).                                  |
|                           |   | 7. Select <b>Submit</b> .                                      |
|                           |   | 8. The <b>service key</b> is generated and emailed to the emai |
|                           | Copyright @ 2019 Netcash. All rights reserved.    |  |
|                           |   | address linked to the service key.                             |

#### B) Add an salary payments 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.
- 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.
- 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

| <page-header><image/><image/><page-header><complex-block><image/><page-header><complex-block><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/></complex-block></page-header></complex-block></page-header></page-header> | <ol> <li>Open your Sage Pastel Payroll &amp; HR software.</li> <li>Select Process &gt; Cheques/Bank Transfers.</li> <li>Click next and select Netcash Salary Payments.</li> <li>Access the filter to select the employees you want to<br/>include in the salary payments batch.</li> <li>Click Next.</li> </ol> |
|---|---|
| 🔽 🖅 🥳 🔪 😒 🎍 💿 🖉 🖉 🥥   | <ol> <li>Enter a Beneficiary Reference for the payment and the action date.</li> <li>Click Next</li> </ol>  |
| Signe Packel<br>Payroli CA<br>Cheque Printing / Bank Transfer Assistant - Sole Access Mode<br>Popunska was succeedulty on the Sign Pay website to authorise employee payments.<br>CM<br>Method Bank New Concel  | Please be patient while Sage Pastel Payroll & HR validates<br>the information included in the Salary Payment batch<br>before it is transferred to Netcash. Once the batch has been<br>transferred, a message will display to confirm the payment has<br>successfully been uploaded to your Netcash account.     |
| Neels Anal Feature 200001 Value Anal Feature 200001 Feature 200001 Peanue Anal Feature 200001 B Feature 200001  |   |



Netcash Quick Start Guide · Salary payments for Pastel Payroll & HR

Page | 5

# Obtain a pre-authorisation report

| Accounts Services Account p        | rofile Quick links |                   |              |        |              |  |                |  |  |
|------------------------------------|--------------------|-------------------|--------------|--------|--------------|--|----------------|--|--|
|                                    |                    |                   |              |        |              | sh (51219532679)<br>oad Add salary batch |                |  |  |
| Payments                           | Salary bat         | Salary batches Do |              |        |              |  |                |  |  |
| Creditors                          | ~                  | 1 2               |              |        |              |  |                |  |  |
| Salaries                           | ^                  | Action date       | Service type | Volume | Amount       | Status                                   | Authorisation  |  |  |
| Employee list                      |                    | 18 Nov 2019       | Dated        | 0      | R 0.00       | Transactions required                    | Additionsation |  |  |
| Once off payment<br>Salary batches | /1                 | 03 Oct 2019       | Dated        | 0      | R 0.00       | Date expired                             |                |  |  |
| Groups                             | /1                 | 03 Oct 2019       | Dated        | 113    | R 203 400.00 |  |                |  |  |
| Salary batch reports               | /1                 |                   |              |        |              | Date expired                             |                |  |  |
| Audit report                       | /1                 | 03 Oct 2019       | Dated        | 94     | R 169 200.00 | Date expired                             |                |  |  |
| Payment returns                    | /±                 | 02 Oct 2019       | Dated        | 0      | R 0.00       | Date expired                             |                |  |  |
| Unpaid codes<br>Authorisations     | /1                 | 02 Oct 2019       | Dated        | 2      | R 0.02       | Date expired                             |                |  |  |
| Search by transaction id           | /1                 | 02 Oct 2019       | Dated        | 0      | R 0.00       | Date expired                             |                |  |  |
|                                    | /1                 | 02 Oct 2019       | Same day     | 1      | R 0.01       | Date expired                             |                |  |  |
|                                    | /1                 | 01 Oct 2019       | Same day     | 1      | R 0.01       | Date expired                             |                |  |  |
|                                    | /1                 | 01 Oct 2019       | Same day     | 0      | R 0.00       | Date expired                             |                |  |  |
|                                    | 11                 | 01 Oct 2019       | Same day     | 0      | R 0.00       | Date expired                             |                |  |  |
|                                    | /1                 | 01 Oct 2019       | Same day     | 8      | R 31 016.24  | Date expired                             |                |  |  |
|                                    | /1                 | 01 Oct 2019       | Same day     | 2      | R 1.01       | Date expired                             |                |  |  |
|                                    | /1                 | 30 Sep 2019       | Dated        | 57     | R 956 958.09 | Date expired                             |                |  |  |
|                                    | /1                 | 30 Sep 2019       | Dated        | 0      | R 0.00       | Date expired                             |                |  |  |
|                                    | /1                 | 30 Sep 2019       | Dated        | 60     | R 476 340.44 | Date expired                             |                |  |  |

- 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.

| Sala           | ary batch   | × 9532679)  |
|----------------|---|---|
| Payments       | lary batch list   |   |
| raymento       |   | salary batch  |
| Creditors      | 4 4 1 d 2 ≥ ≥  4 0 d d = 0  |   |
|                | Word  |   |
| Salaries       | Action date () Batch name () PowerPoint Status () Volume () Amount ()   | isation   |
| Employee list  | + 22 Aug 2019 Salary batch for 22 Aug 20 POF Unauthorised 79 R 78 00  |   |
| Once off paym  | 23 Aug 2019 Salary batch for 23 Aug 20     TIFF Au     Unsufficiented 36 R 97,864.81  |   |
| Salary batche  | 23 Jug 2019 Salary batch for 23 Jug 20     MMTTM, (web archive) Unsuthorised 39 R 105.802.90  |   |
| Groups         | + 23 Aug 2019 Solary batch for 23 Aug 20 CBV (comma delimited) Unauthorised 0 R 0.00  |   |
|                | + 24 Aug 2019 Salary batch for 24 Aug 20 XML file with report data Unauthorised 243 R 47,243.36   |   |
| Salary batch r | + 24 Aug 2019 Salary batch for 24 Aug 20 Data Feed Unauthorised 247 R 48,187.34   | and the second second   |
| Audit report   | + 24 Aug 2019 Salary batch for 24 Aug 2019 (325525) Dated Unauthorised 200 R 122,505 22   |   |
| Payment retur  | <ul> <li>24 Aug 2019 Salary batch for 24 Aug 2019 (326205) Dated Unauthorised 17 R 203,066 53</li> </ul>  |   |
|                | <ul> <li>24 Aug 2019 Salary batch for 24 Aug 2018 (326321) Dated Unauthorised 211 R 130,168.60</li> </ul>   |   |
| Unpaid codes   | + 24 Aug 2019 Salary batch for 24 Aug 2019 (328328) Dated Unauthorised 18 R 211,167 58  |   |
| Authorisation  | <ul> <li>24 Aug 2019 Salary batch for 24 Aug 2019 (326329) Dated Unauthorised 19 R 215,828.88</li> </ul>  |   |
| Search by tran | <ul> <li>26 Aug 2019 Salary batch for 25 Aug 2019 (327026) Same day Unauthorised 1135 R 659,663.84</li> </ul>   |   |
|                | + 25 Aug 2019 Salary batch for 26 Aug 2019 (327491) Same day Unauthorised 96 R 4.520.031.10   |   |
|                | 20 Aug 2019 Salary batch for 20 Aug 2019 (320905) Dated Unauthorised 16 R 248.221.46     20 Aug 2019 Salary batch for 25 Aug 2019 (336068) Dated Unauthorised 16 R 248.221.45 | and the second se |
|                | * 20 Aug 2019 Satery batch for 25 Aug 2019 (20000) Dated Unsuthorised 0 R 0.00  |   |
|                | 29 Aug 2019 Salary batch for 29 Aug 2019 (327026) Same day Unauthorised 522 R 409 508 00  |   |
|                | + 29 Aug 2019 Salary batch for 29 Aug 2019 (20251) Same day Unauthorised 16 R 925.715.24  |   |
|                | 20 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthorised 1 R 1.00   |   |
|                | + 30 Aug 2019 Salary batch for 30 Aug 2019 (326993) Dated Unauthorised 17 R 258 221 48  |   |
|                | + 30 Aug 2019 Solary batch for 30 Aug 2019 (328997) Dated Unauthorised 13 R 128,841.95  |   |
|                | + 30 Aug 2019 Safery belch for 30 Aug 2019 (327000) Dated Unsufficienced 16 R 255,221.40  |   |
|                | + 30 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthonized 522 R 409,509.00   | and the second second   |
|                | + 30 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthorised 0 R 0.00   |   |
|                | 1 30 Sep 2019 Dated 0 R 0.00 Date expired   |   |

- 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

| Accounts Services Account          | profile Quick links |                                    |              |        |              |                        |                  |  |  |
|------------------------------------|---------------------|------------------------------------|--------------|--------|--------------|------------------------|------------------|--|--|
|                                    |                     |                                    |              |        |              |                        | sh (51219532679) |  |  |
| Payments                           | Salary batche       | Salary batches Download Add salary |              |        |              |                        |                  |  |  |
| Creditors                          | ~                   |                                    |              |        | 1 2          |                        |                  |  |  |
| Salaries                           | ^                   | Action date                        | Service type | Volume | Amount       | Status                 | Authorisation    |  |  |
| Employee list                      |                     | 19 Nov 2019                        |              |        |              |                        |                  |  |  |
| Once off payment<br>Salary batches | /10                 |                                    | Dated        | 50     | R 0.50       | Authorisation required | Authorise        |  |  |
| Groups                             | /1                  | 18 Nov 2019                        | Dated        | 0      | R 0.00       | Transactions required  |                  |  |  |
| Salary batch reports               | /1                  | 03 Oct 2019                        | Dated        | 0      | R 0.00       | Date expired           |                  |  |  |
| Audit report                       | /1                  | 03 Oct 2019                        | Dated        | 113    | R 203 400.00 | Date expired           |                  |  |  |
| Payment returns                    | /1                  | 03 Oct 2019                        | Dated        | 94     | R 169 200.00 | Date expired           |                  |  |  |
| Unpaid codes                       | /1                  | 02 Oct 2019                        | Dated        | 0      | R 0.00       | Date expired           |                  |  |  |
| Authorisations                     | /1                  | 02 Oct 2019                        | Dated        | 2      | R 0.02       | Date expired           |                  |  |  |
| Search by transaction id           | 11                  | 02 Oct 2019                        | Dated        | 0      | R 0.00       | Date expired           |                  |  |  |
|                                    | /1                  | 02 Oct 2019                        | Same day     | 1      | R 0.01       | Date expired           |                  |  |  |
|                                    | /1                  | 01 Oct 2019                        | Same day     | 1      | R 0.01       | Date expired           |                  |  |  |
|                                    | /1                  | 01 Oct 2019                        | Same day     | 0      | R 0.00       | Date expired           |                  |  |  |
|                                    | 14                  | 01 Oct 2019                        | Same day     | 0      | R 0.00       | Date expired           |                  |  |  |
|                                    | / 4                 | 01 Oct 2019                        | Same day     | 8      | R 31 016 24  | Date expired           |                  |  |  |
|                                    | /1                  | 01 Oct 2019                        | Same day     | 2      | B 1.01       | Date expired           |                  |  |  |
|                                    |                     | 30 Sep 2019                        | Dated        | 57     | R 956 958.09 | Date expired           |                  |  |  |
|                                    | /1                  | 30 Sep 2019                        | Dated        | 0      | R 956 958 09 | Date expired           |                  |  |  |

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



- Click on Authorise next to the batch that you would like to process.
- The confirm batch auhorisation 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 erms 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)

| Accounts Services Account p | rofile Quick links |  |                 |
|-----------------------------|--------------------|--|-----------------|
|                             |                    |  | n (51219532679) |
| Payments                    | Confirm            | batch authorisation  |                 |
| Creditors                   | *                  | Enter the One Time PIN that was sent to your mobile phone at 10:22 AM to authorise this batc | h               |
| Salaries                    | ~                  | Cellphone one-time PIN:  |                 |
| Employee list               |                    |  |                 |
| Once off payment            |                    | Authorise Resend OTP   |                 |
| Salary batches              |                    |  |                 |
| Groups                      |                    |  |                 |
| Salary batch reports        |                    |  |                 |
| Audit report                |                    |  |                 |
| Payment returns             |                    |  |                 |
| Unpaid codes                |                    |  |                 |
| Authorisations              |                    |  |                 |
| Search by transaction id    |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |
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|                             |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |
|                             |                    |  |                 |



- 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.
- 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

|                                      |             |                                 |              | Duni                         | Materials /F.3 | 219532679) |  |
|--------------------------------------|-------------|---------------------------------|--------------|------------------------------|----------------|------------|--|
| Payments                             | Salary bate | Demo Ne<br>Salary batch reports |              |                              |                | Download   |  |
| Creditors                            | ~           |                                 |              |                              |                |            |  |
| Salaries                             | ^           | 1 2                             |              |                              |                |            |  |
| Employee list                        |             | Action date                     | Service type | Batch name                   | Volume         | Amount     |  |
| Once off payment                     | 0 h         | 25 Apr 2019                     | Same day     | Payment batch for 2019-04-25 | 2              | R 0.02     |  |
| Salary batches                       | 00          | 29 Sep 2017                     | Same day     | Payment batch for 2017-09-29 | 1              | R 20.00    |  |
| Groups                               | 65          | 25 Jan 2017                     | Same day     | Payment batch for 2017-01-25 | 1              | R 20.20    |  |
| Salary batch reports<br>Audit report | 0.0         | 06 Apr 2016                     | Same day     | Payment batch for 2016-04-06 | 3              | R 3.00     |  |
| Payment returns                      | 0.0         | 17 Sep 2015                     | Same day     | Payment batch for 2015-09-17 | 1              | R 1.00     |  |
| Unpaid codes                         | 0.0         | 16 Jul 2015                     | Same day     | Payment batch for 2015-07-16 | 1              | B 10.00    |  |
| Authorisations                       | 00          | 13 Jul 2015                     | Same day     | Payment batch for 2015-07-13 | 1              | B 0 01     |  |
| Search by transaction id             | 0.5         | 26 Mar 2015                     | Dated        | Payment batch for 2015-03-26 | 1              | B 20.00    |  |
|                                      |             |                                 |              |                              |                |            |  |
|                                      | 0.0         | 08 May 2014                     | Same day     | Payment batch for 2014-05-08 | 2              | R 2.00     |  |
|                                      | 0.0         | 18 Mar 2014                     | Same day     | Payment batch for 2014-03-18 | 1              | R 1.00     |  |
|                                      | 0.0         | 25 Nov 2013                     | Same day     | Payment batch for 2013-11-25 | 2              | R 2.00     |  |
|                                      | 0.0         | 23 Nov 2013                     | Dated        | Payment batch for 2013-11-23 | 1              | R 1.01     |  |
|                                      | 0.0         | 08 Nov 2013                     | Same day     | Payment batch for 2013-11-08 | 1              | R 1.00     |  |
|                                      | 0.0         | 27 Aug 2013                     | Same day     | Payment batch for 2013-08-27 | 1              | R 10.00    |  |
|                                      | 6.5         | 20 Aug 2013                     | Same day     | Payment batch for 2013-08-20 | 1              | B 5.00     |  |

- 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.



- 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.



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