netcash

Quick Start Guide

Salary payments for
Sage VIP Payroll & HR
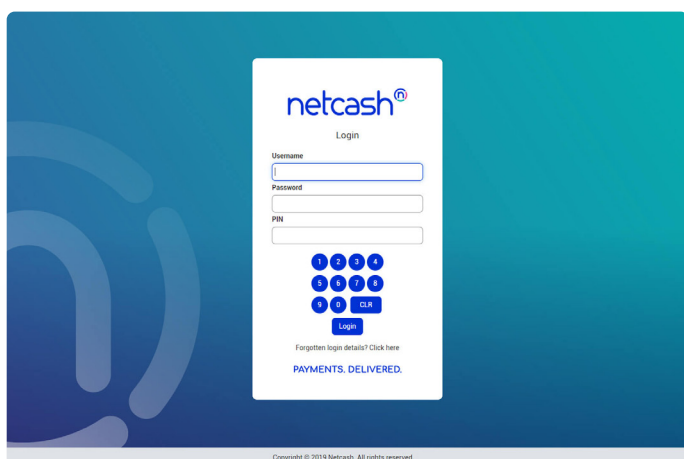
We can get you up and running in no time!

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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:**
> 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.
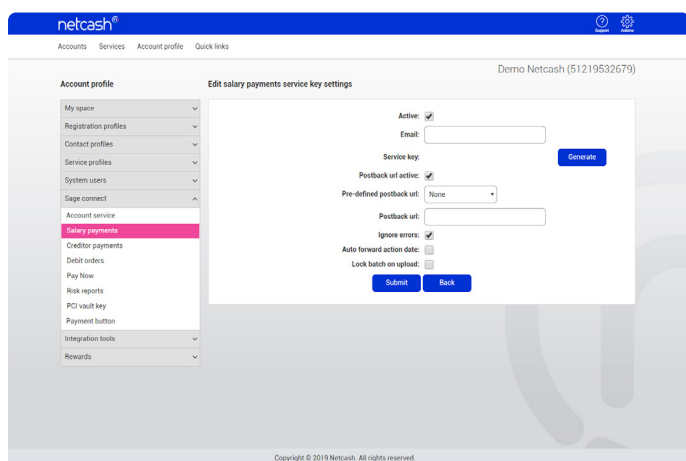
Issuing a service key

Service Keys are a vital part of system security and should be treated with the utmost confidentiality.
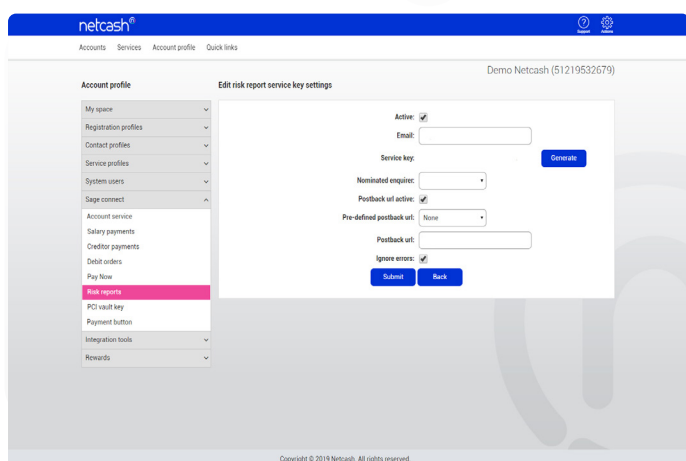**Sage VIP Payroll & HR requires 2 service keys:**

• Salary Payments
• Risk reports

A) Add a Salary payments service key

1. Click on **Account Profile.**
2. **Netconnector > Salary payments.**
3. Complete the required fields. (See notes below)
4. Select the Sage VIP Payroll Salary Payments Postback URL.
5. Select **Submit**.
6. See page 4 on how to insert your service key into your Sage VIP Payroll & HR software.

## B) Add a Risk reports service key

1. Click on **Account Profile.**
2. **Netconnector > Risk reports.**
3. Tick the active tick box insert an email address.
4. Choose the nominated enquirer.
5. Tick **postback URL** active.
6. Select the Sage VIP Payroll Postback URL.
7. Select **Submit**.
8. The **service key** is generated and emailed to the email address linked to the service key.

Note:
• Ignore errors - If selected, any validation errors in the batch are ignored and only successful transactions processed.
• Auto forward - If selected, the batch will be moved to the next valid pay date; if your current date selection is invalid - eg. Sunday or public holiday.
• Lock batch on upload - If selected, the batch cannot be edited and changes must be made in the payroll and resubmitted.

Inserting a service key in VIP Payroll & HR
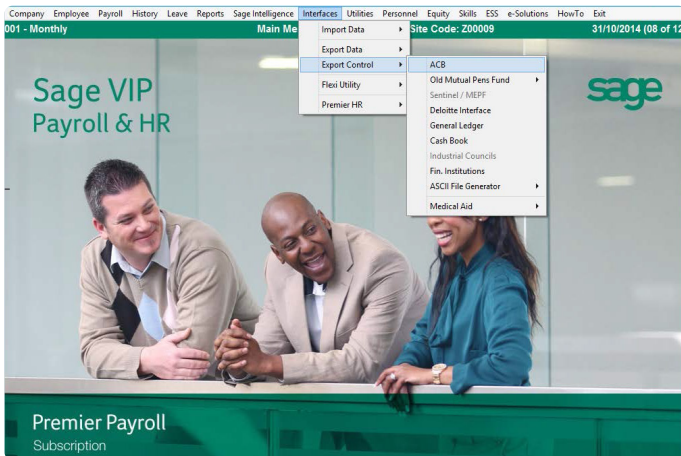
1. Open your **Sage VIP Payroll & HR software.**
2. Select **Interfaces > Export Control > ACB.**

3. Under **Your selection**, select Netcash.
4. The screen will now refresh and allow you to insert your Netcash details.
5. Insert your:
   - **Netcash account number** (found on the top right hand side of your Netcash account online).
   - **Netcash Salary Payment service key** (as issued on page 3 of this guide).
   - **Netcash Risk reports service key**

> **Note:**
> Credit Data in VIP and Risk Reports in Netcash are the same service.

> **Note:**
> These service keys would also have been emailed to the address used to set the service keys up.
> Please store service key details safely.

Submitting salary batches

Service keys: Sage Business Cloud Payroll requires 2 service keys in order to facilitate supplier payments via Netcash. These are the Account service key and Creditor service key.

Feature	Dated service	Sameday service
Recommended for:	Salary and bonus payments	Creditor / supplier payments
Cut-off time (authorise payment batch by):	13h00 one business day before payment date	13h00 on payment day
Funds required in Netcash account:	By 13h00 one business day before payment date	By 13h00 on payment day
Valid payments days:	Monday to Saturday	Monday to Friday
Value received in employee/ creditor account:	All accounts with all banks receive money on payment day	FNB: by 15h00 on payment day Non - FNB: by midnight on payment day

Note: Payment days exclude Sundays and public holidays.
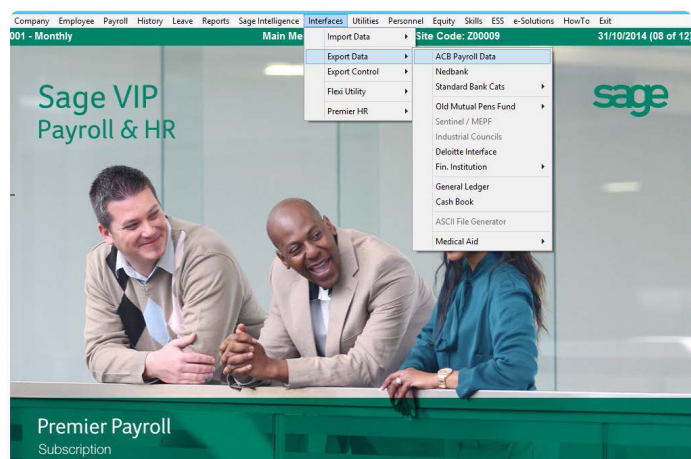
1. Click on **Interfaces > Export data > ACB Payroll data.**

Submitting salary batches
(continued)

C) Inserting service keys in Sage Business Cloud

2. Select the **action date**. (the date must be future dated)

Notes:
VIP only creates dated service payments. You can change the date and service in Netcash.

3. Select **Nett pay amount** or **Selected amount**.
4. Click **Continue**.
5. Select run type, click **Continue**.

6. The total Nett amount is displayed , select **Close**.

7. If you have another payroll to process, please select that payroll now and return to page 6 in this guide. If you are finished and do not want to process any further batches, please select Close.

Submitting salary batches
(continued)

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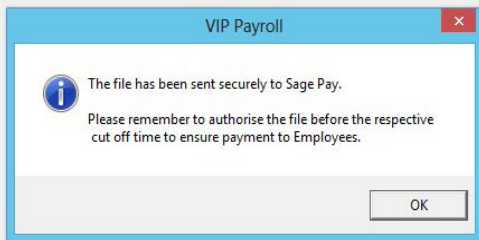
8. The following dialogue wil appear once the file/s have been successfully transmitted to Netcash. It might take up to 5 minutes depending on your internet speed and the file size. Please be patient.
9. If you see this dialogue, the file was successfully sent to Netcash.
10. Select **OK.**
11. You may now authorise the payment batch on Netcash.
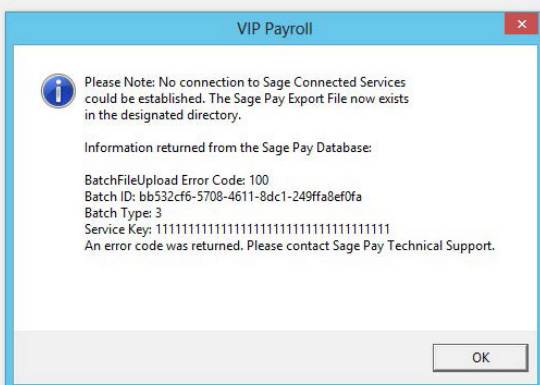

12. If you see the above error, it means that the file could not be sent to Netcash due to a technical error, either with your software or your internet connection. Please go to the directory (usually C:\Premier) you defined on page 5 of this guide and manually upload the file. Your Netcash Relationship Consultant will assist you with this process (Tel 0861 338 338).

Obtain a pre-authorisation report
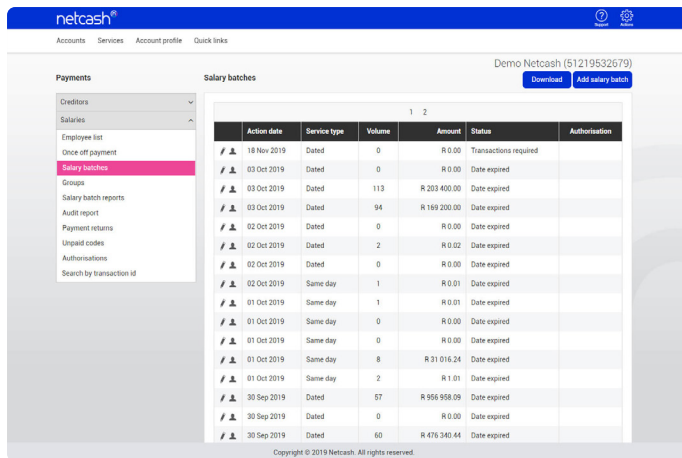
1. Select **Services**.
2. Click on **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batches**.
4. The list of salary batches will now be displayed.
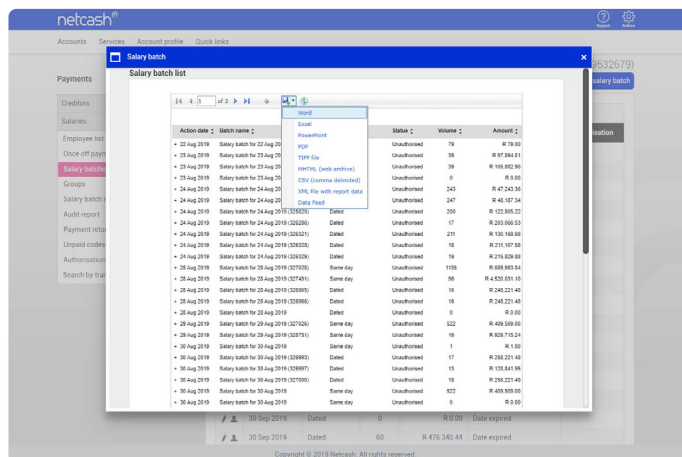
5. To download your **pre-authorisation report,** click on **Edit clients** on the left side of the salary batch that you require the report for.
6. To download your salary batch report, click on the **Download button** above the right side of the table.
7. Your salary batch report will be displayed on the screen. Click on the **Export** icon and select the preferred format to download your report.
8. The batch will automatically start downloading and save in your default downloads folder.

Authorising a salary batch
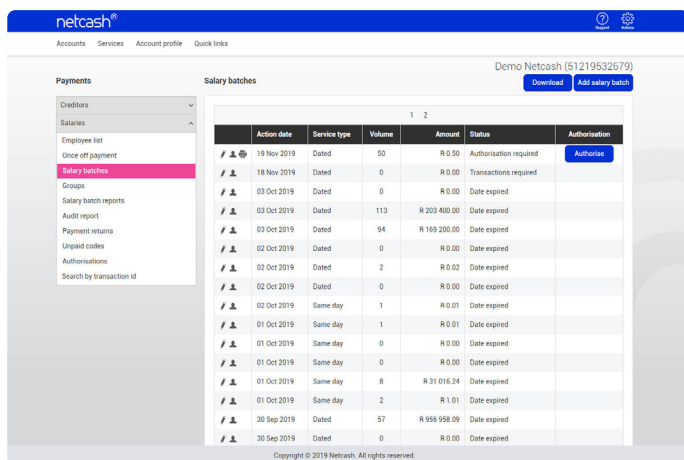

1. Select **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batches**.
4. The list of salary batches will be displayed.

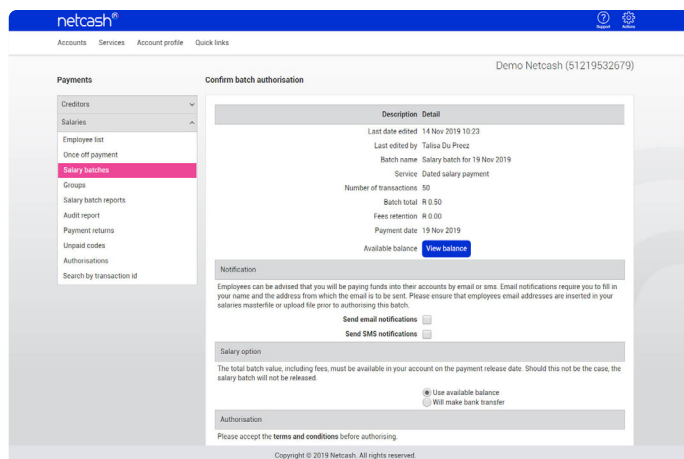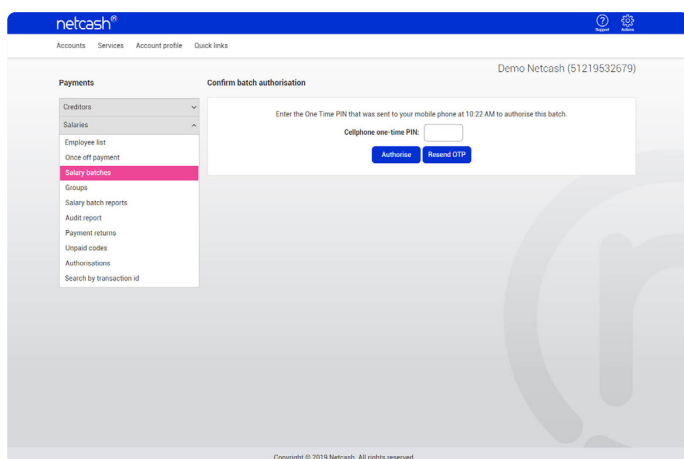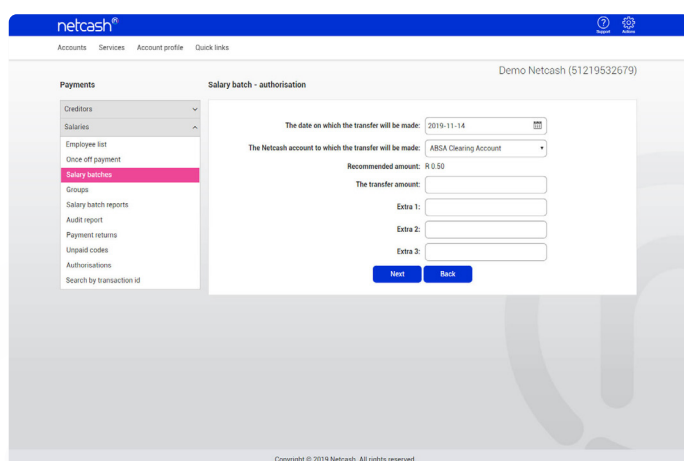5. Click the **Authorise** button next to the batch that you would like to process.
6. The confirm batch authorisation screen is displayed.
   This is a summary of the salary batch including charges, notifications and a choice of funding options:
   - **Use available balance** if there is sufficient 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 select **Authorise**.

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. **For more detail regarding the cutoff times, please refer to 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. 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 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.
- Select **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.
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.


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.

Obtain a post batch authorisation report
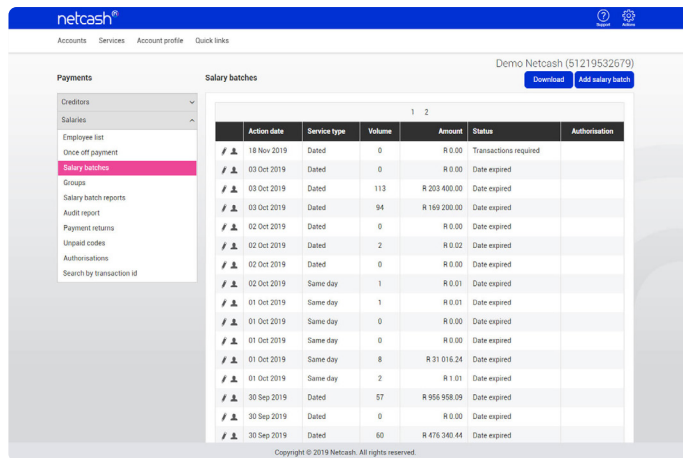
1. Click on **Services**.
2. Click on **Payments** from the dropdown menu.
3. Click on **Salaries** > **Salary batches**.
4. The list of salary batches will now be displayed.
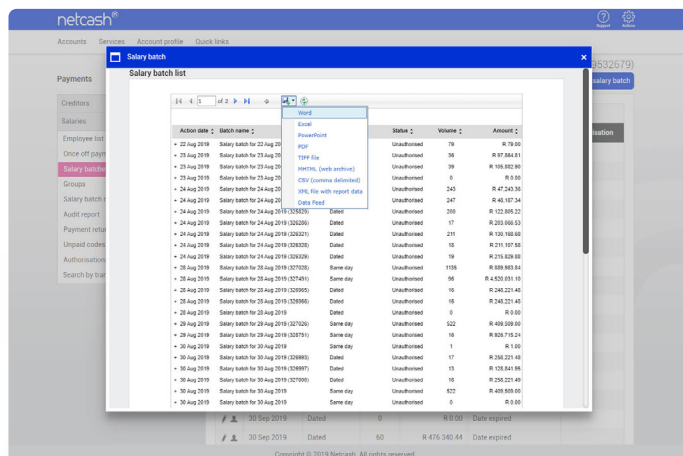
1. To download your Pre-Authorisation Report, select **Edit employees** on the left side of the Salary Batches table.
2. Click on the **Download** button.
3. Your salary batch report will be displayed on the screen. Click on the **Export** icon and select your preferred format to download your report.
4. The batch will automatically start downloading and save in your default downloads folder.

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Need more assistance?

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