

netcash[®]

Quick Start Guide

Salary Payments

PAYMENTS. DELIVERED.

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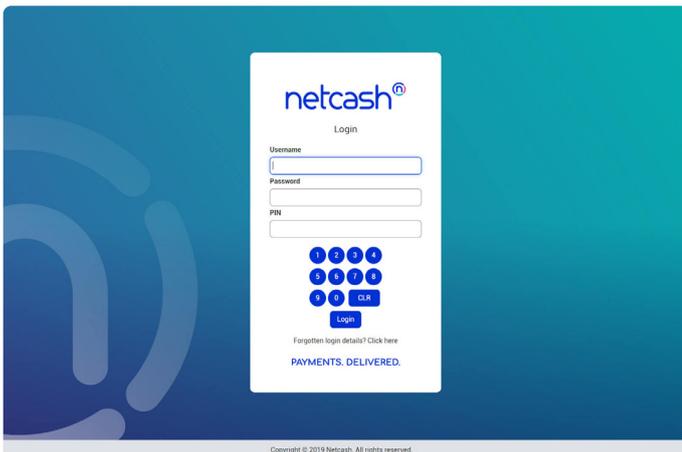


Our easy to use guide will get you up and running in no time!

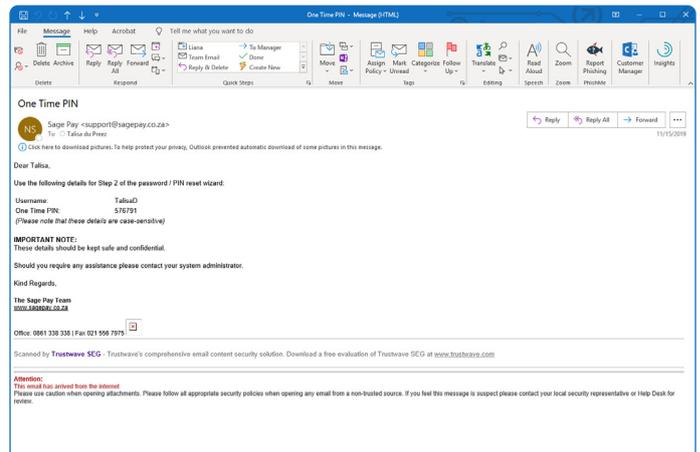
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Login



1. Navigate to <https://merchant.netcash.co.za>
2. Insert your username, password & pin. Press the **Login** button.

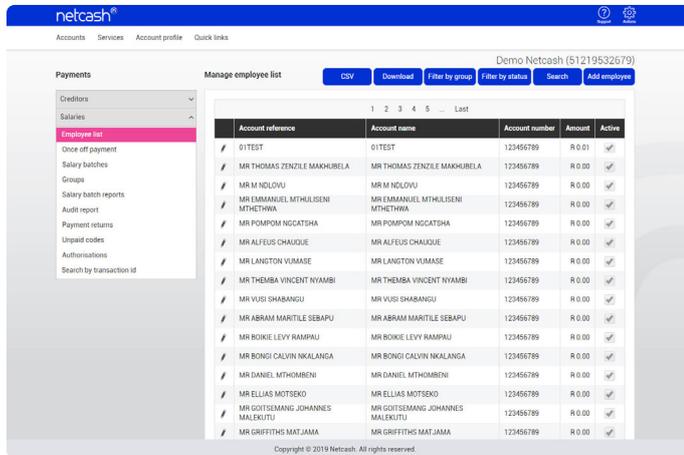


3. These credentials would have been emailed to you when your account was activated.

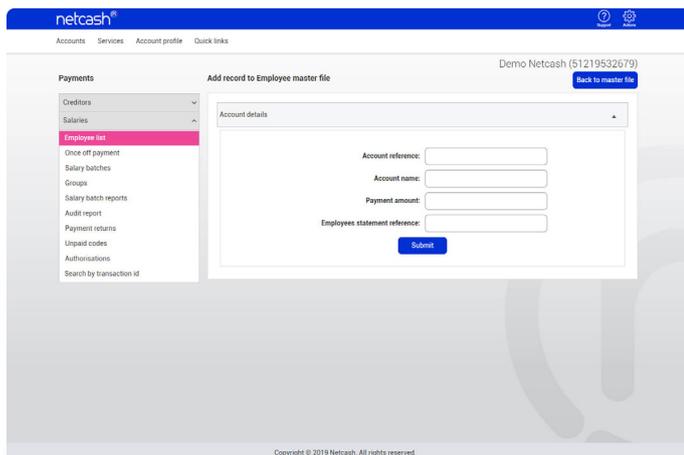
Note:

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.

Loading employees



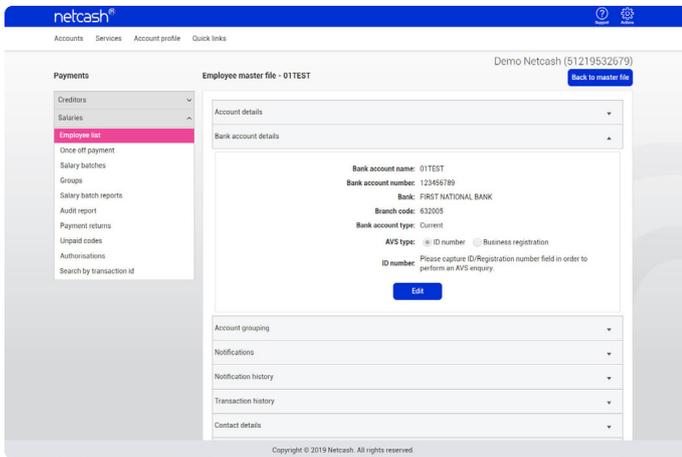
1. Click on **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Salaries > Manage Employees list**.



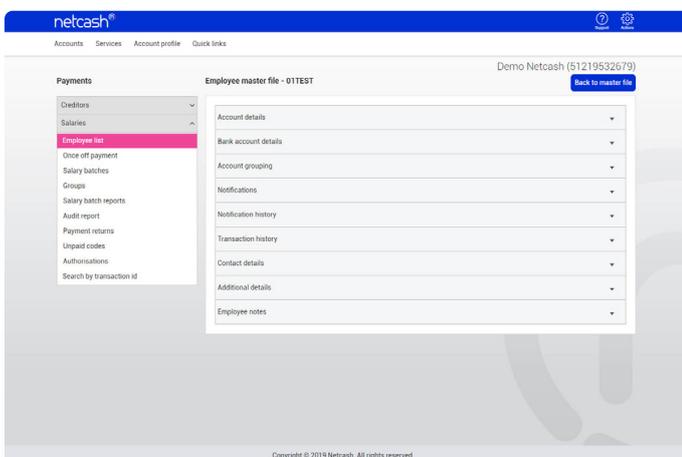
1. Click the **Add employee** button on the top right side of the screen.
2. You will be prompted to insert the following information:
 - Account reference
 - Account name
 - Payment amount
 - Employee statement reference
3. Click on **Submit**.

Loading employees

(continued)

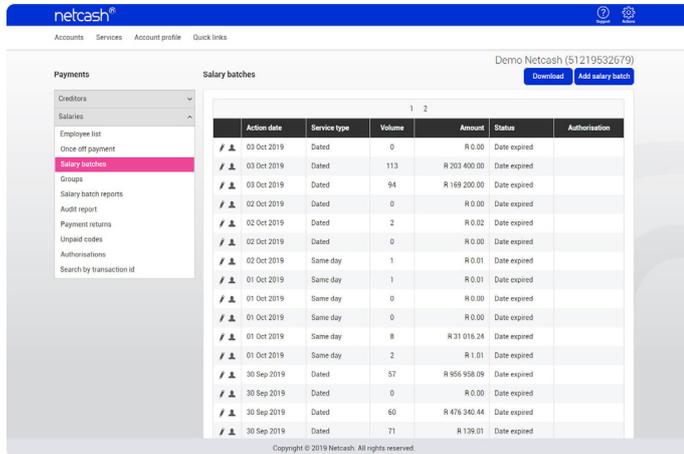


1. To add the employee's banking details, click on **Bank account details** below the **Account details**.
2. You will be prompted to insert the following information:
 - Bank account name
 - Bank account number
 - Branch code
 - Bank account type
3. Click on **Submit**.
4. Bank account details will be validated before saving.

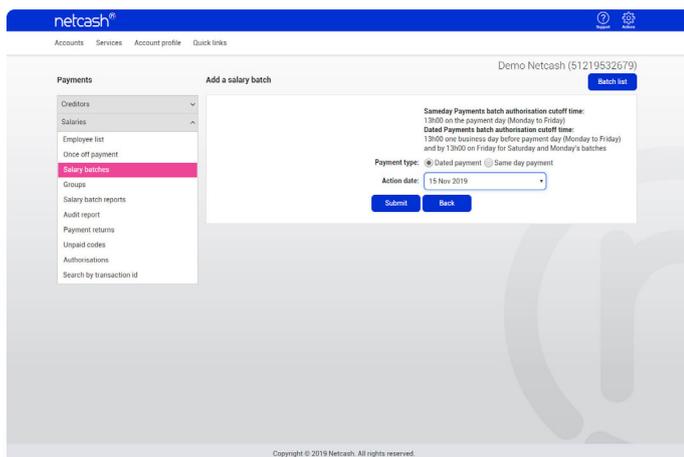


1. Other optional fields to store salary information include:
 - Account grouping
 - Notifications
 - Transaction history
 - Contact details
 - Additional details
 - Employee notes

Adding a salary batch



1. Click on **Services**.
2. Select **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batches**.
4. Click on the blue **Add salary batch** button.



5. Select the **Payment type*** and **Action date**.
6. Click **Submit**.
7. You may now select employees to be added to your batch.
8. Insert the employees to be paid by selecting the text box to the right of the employee record.
9. Insert the salary amounts and change the **Statement reference** if required.
10. Click on the **Add selected to batch** button.
11. Click on **View batch**.

* Payment types:

Same day payments

- FNB payments will reflect in the beneficiary's accounts on the payment date, non FNB will reflect the day after the payment was made but be value dated on the payment day.
- Processing cut-off time is 13h00 on the payment day.
- Valid payment dates are Monday to Friday (excluding public holidays).

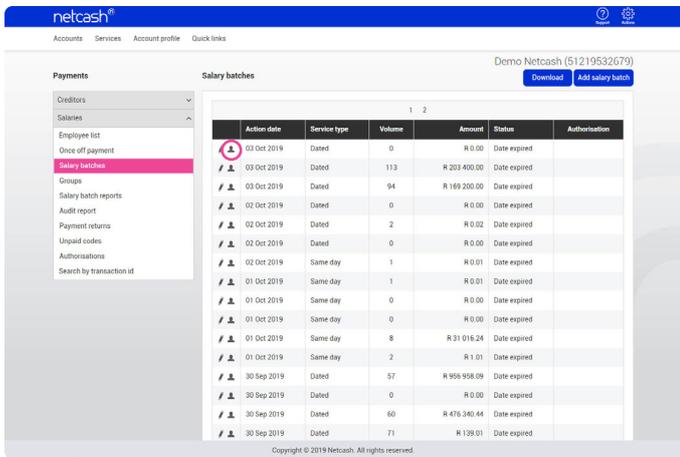
Dated payments

- All payments are reflected in all accounts on the payment day.
- Processing cut-off time is 13h00 one business day before payment day and 13h00 on Friday for Saturday and Monday's batches.
- Valid payment dates are Monday to Saturday (excluding public holidays).

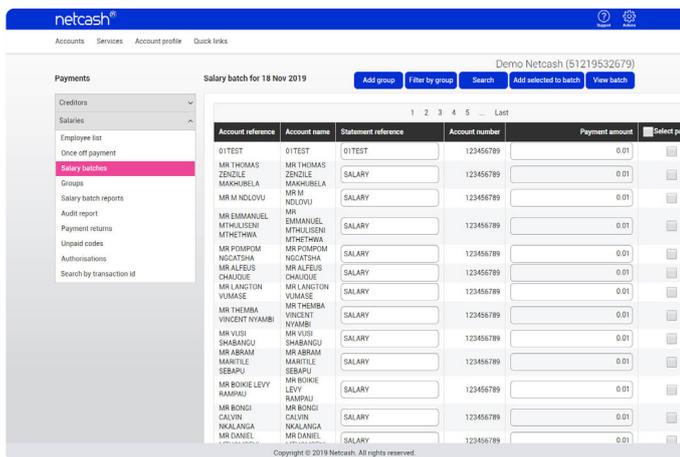


Editing a salary batch

1. To add employees to an **existing salary batch**, click **Edit Employees** on the left side of the Salary Batches table.
2. Click on the **Add account** to batch button.

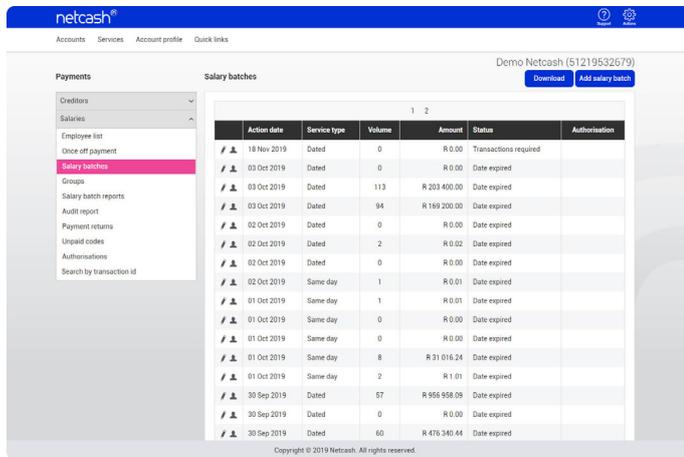


3. Select the employees to be paid by ticking the text box to the right of the employee record.
4. Insert the salary amounts and change the **Statement reference** if required.
5. Click on the **Add selected to batch** button.
6. Click on **View batch**.

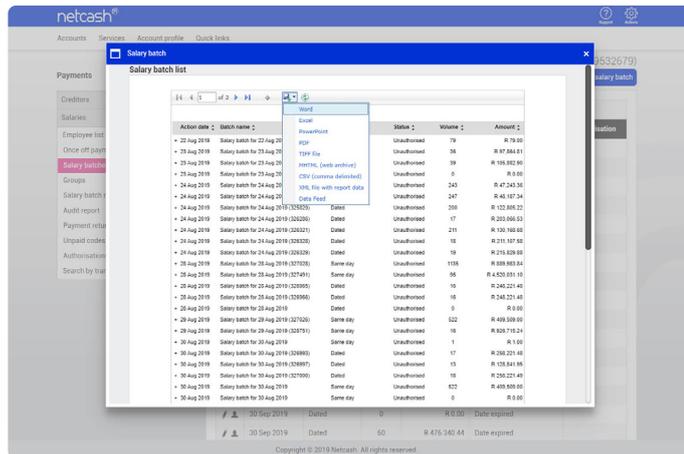




Downloading a pre-authorisation report

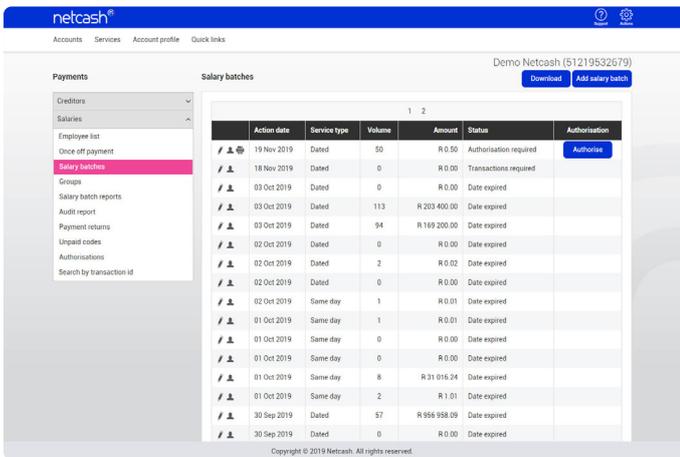


1. Click on **Services**.
2. Click on **Payments** from the dropdown menu.
3. Click on **Salaries > Salary batches**.
4. The list of salary batches will now be displayed.



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



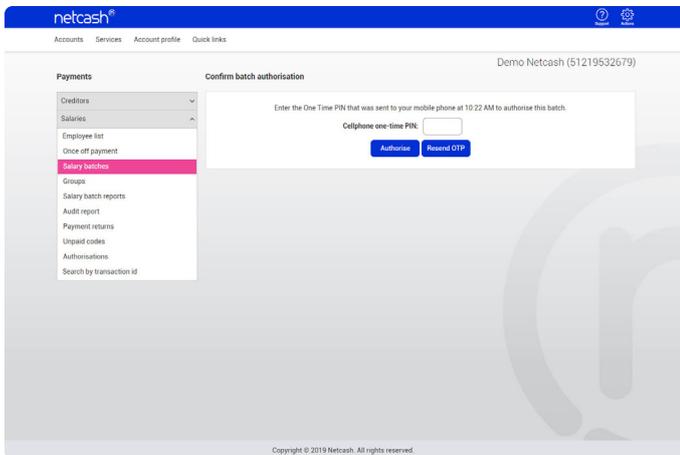
1. Click on **Services**.
2. Click on payments from the dropdown menu.
3. Click on **Salaries > Salary batches**. The list of salary batches will be displayed.

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.

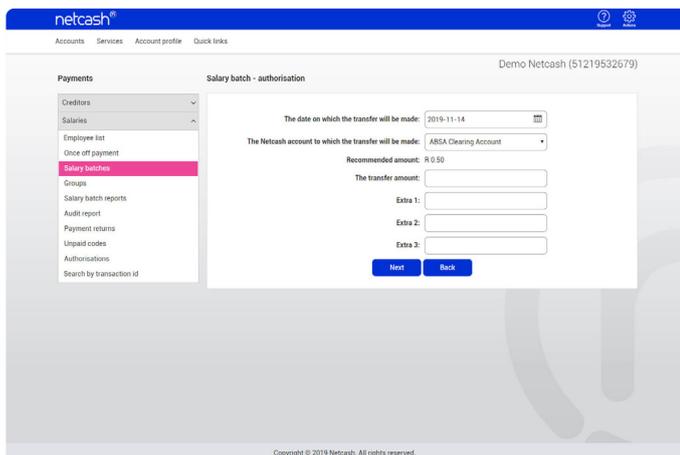
Notes:

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.



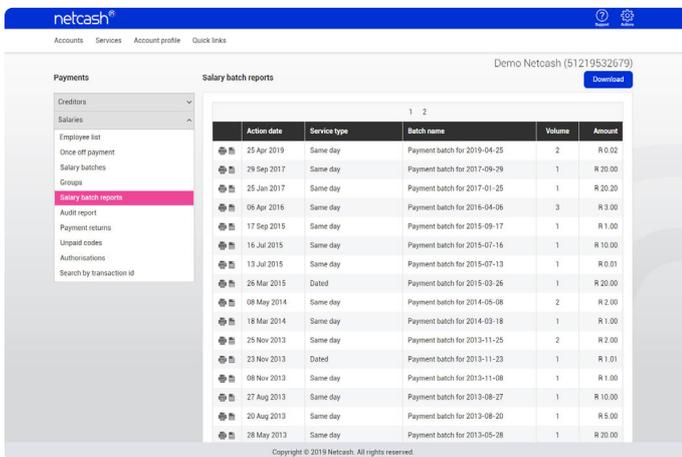
6. If you are paying using the **Will make bank transfer option**, you will be prompted to insert the following information:
 - The **date** when the transfer will be made.
 - The Netcash **account** you will be transferring to.
 - The **amount** to be transferred.
 - The **extra** fields are optional 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:

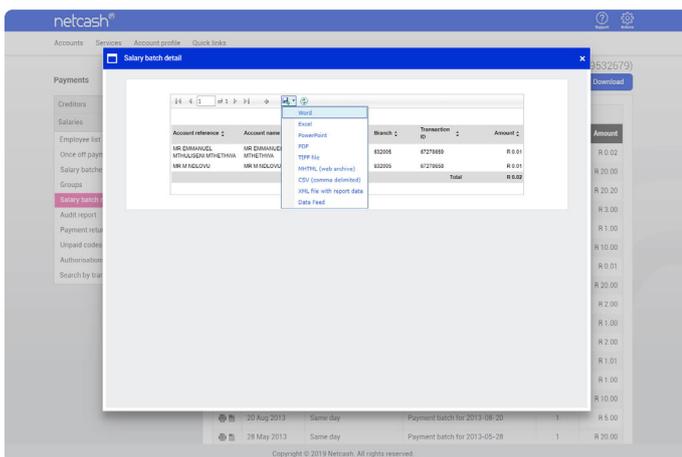
One Time Pins are session based, this means that as long as you are logged in into your Netcash account, you can use the same OTP to authorise. Where multiple authorisations are required, only the first authoriser needs to insert the OTP.

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.



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.



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Need more assistance?

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