netcash®

Quick Stort 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

Accounts Services Account pr	cone quick inks				
			Demo Netcas	h (512195	32679)
Payments	Manage employee list	CSV Download Filter by group Fil	ter by status Sei	arch Add e	mployee
Creditors	~	1 2 2 4 5 1 44			
Salaries	^	1 2 3 4 5 Last			
Employee list	Account reference	Account name	Account number	Amount A	ctive
Once off payment	/ OITEST	OITEST	123456789	R 0.01	4
Salary batches	MR THOMAS ZENZILE MAKHUBE	LA MR THOMAS ZENZILE MAKHUBELA	123456789	R 0.00	1
Groups	/ MR M NDLOVU	MR M NDLOVU	123456789	R 0.00	1
Salary batch reports Audit report	/ 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	4
Unpaid codes	/ MR ALFEUS CHAUQUE	MR ALFEUS CHAUQUE	123456789	R 0.00	1
Authorisations	/ MR LANGTON VUMASE	MR LANGTON VUMASE	123456789	R 0.00	4
ocurrency curraction to	MR THEMBA VINCENT NYAMBI	MR THEMBA VINCENT NYAMBI	123456789	R 0.00	4
	/ MR VUSI SHABANGU	MR VUSI SHABANGU	123456789	R 0.00	1
	MR ABRAM MARITILE SEBAPU	MR ABRAM MARITILE SEBAPU	123456789	R 0.00	4
	/ MR BOIKIE LEVY RAMPAU	MR BOIKIE LEVY RAMPAU	123456789	R 0.00	1
	/ MR BONGI CALVIN NKALANGA	MR BONGI CALVIN NKALANGA	123456789	R 0.00	4
	MR DANIEL MTHOMBENI	MR DANIEL MTHOMBENI	123456789	R 0.00	1
	/ MR ELLIAS MOTSEKO	MR ELLIAS MOTSEKO	123456789	R 0.00	1
	/ MR GOITSEMANG JOHANNES MALEKUTU	MR GOITSEMANG JOHANNES MALEKUTU	123456789	R 0.00	1
	# MR CRICCITUS MAT IAMA	MR CRIEFITHS MAT JAMA	122456789	80.00	1

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

		Demo Netcash (51219532679)
Payments	Add record to Employee master file	Back to master file
Creditors	v	
Salaries	Account details	
Employee list		
Once off payment	Account reference:	
Salary batches		
Groups	Account name:	
Salary batch reports	Payment amount:	
Audit report	Employaes statement reference:	
Payment returns		
Unpaid codes	Submit	
Authorisations		
Search by transaction id		

- 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 wil be validated before saving.

Accounts Services Account pro	die Quick links	
Payments	Employee master file - 01TEST	Demo Netcash (51219532679) Back to master file
Creditors Salaries	Account details	•
Employee list	Bank account details	*
Once off payment Salary batches	Account grouping	•
Groups Salary batch reports	Notifications	*
Audit report	Notification history	*
Unpaid codes	Transaction history	•
Authorisations Search by transaction id	Contact details	*
	Additional details	•
	and other states	Ť
	Copyright © 2019 Netcash. All rights reserved.	

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

Adding a salary batch

						Demo Neto	ash (51219532679)
Payments	Salary bat	ches				Dow	nload Add salary batch
Creditors	~			1	2		
Salaries	^	Autor day	0		2	0	1.11.11.11.1
Employee list		Action date	Service type	volume	Amount	Status	Authorisation
Once off payment	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Salary batches	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Groups	/1	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Audit reports	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Payment returns	/1	02 Oct 2019	Dated	2	R 0.02	Date expired	
Unpaid codes	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Authorisations	14	02 Oct 2019	Same day	1	R 0.01	Date expired	
Search by transaction id	1.	01 Oct 2019	Same day	1	B 0.01	Date expired	
	1.	01 Oct 2019	Same day	0	B 0.00	Date expired	
	1.	01 Oct 2019	Same day	0	R 0.00	Date expired	
		01 0++ 2019	Same day		R 31 016 24	Date expired	
	/ -	010012013	Ourie day	0	010101010	Date expired	
	/1	010012019	Same day	2	81.01	Date expired	
	/1	30 Sep 2019	Dated	57	R 956 958.09	Date expired	
	/±	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. 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 employess to be added to your batch.
- 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 13h00one 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

						Demo Netca	ash (51219532679)
Payments	Salary ba	tches				Dow	nload Add salary batch
Creditors	~						
Salaries	~			1	2		
Employee list		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment	(1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Salary batches	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Groups	/1	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Salary batch reports	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Audit report	11	02 Oct 2019	Dated	2	R 0.02	Date expired	
Unpaid codes		02.0+1.2019	Dated	0	80.00	Date expired	
Authorisations		02.044.2010	Come day			Data angled	
Search by transaction id	/1	02 Oct 2019	same day		N U.UI	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	
	/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	01 Oct 2019	Same day	8	R 31 016.24	Date expired	
	11	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	

Accounts Services Account pr	ofile Quick links				Bigot Alism	1
				Demo Ne	tcash (51219532679)	
Payments	Salary batch for 18 M	lov 2019	Add group Filter	by group Search Add sele	cted to batch View batch	
Creditors	~					
Salaries	^			2 3 4 5 Last		•
Employee list	Account reference	Account name	Statement reference	Account number	Payment amount	ł
Once off payment	OITEST	01TEST	OITEST	123456789	0.01	
Salary batches Groups	MR THOMAS ZENZILE MAKHUBELA	MR THOMAS ZENZILE MAKHUBELA	SALARY	123456789	0.01	
Salary batch reports	MR M NDLOVU	MR M NDLOVU	SALARY	123456789	0.01	
Audit report Payment returns	MR EMMANUEL MTHULISENI MTHETHWA	MR EMMANUEL MTHULISENI MTHETHWA	SALARY	123456789	0.01	
Unpaid codes Authorizations	MR POMPOM NGCATSHA	MR POMPOM	SALARY	123456789	0.01	
Search by transaction id	MR ALFEUS CHAUDUE	MR ALFEUS	SALARY	123456789	0.01	
	MR LANGTON VUMASE	MR LANGTON VUMASE	SALARY	123456789	0.01	
	MR THEMBA VINCENT NYAMBI	MR THEMBA VINCENT NYAMBI	SALARY	123456789	0.01	
	MR VUSI SHABANGU	MR VUSI SHABANGU	SALARY	123456789	0.01	
	MR ABRAM MARITILE SEBAPU	MR ABRAM MARITILE SEBAPU	SALARY	123456789	0.01	
	MR BOIKIE LEVY RAMPAU	MR BOIKIE LEVY RAMPAU	SALARY	123456789	0.01	
	MR BONGI CALVIN NKALANGA	MR BONGI CALVIN NKALANGA	SALARY	123456789	0.01	
	MR DANIEL	MR DANIEL	SALARY	123456789	0.01	

- 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

Name Note Name Name <th< th=""><th>Accounts Services Account pr</th><th>ofile Quick links</th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	Accounts Services Account pr	ofile Quick links						
Promotion Department Department <thdepartment< th=""> Department Departmen</thdepartment<>							Demo Netca	sh (51219532679)
Control Control <t< th=""><th>Payments</th><th>Salary bate</th><th>ches</th><th></th><th></th><th></th><th>Down</th><th>load Add salary batch</th></t<>	Payments	Salary bate	ches				Down	load Add salary batch
Statistic Actional to Participant at Constraint of Constrain	Creditors	~						
Concept etc Concept dysamme Concept dysamm	Salaries	^				1 2		
Occet grayment / 1 10/hs/2019 Datel 0 R8.00 Transactions registed Graym Backets / 1 010/s2019 Datel 0 R8.00 Transactions registed Graym Backets / 1 010/s2019 Datel 0 R8.00 Dates registed Sing Jackets / 1 010/s2019 Datel 0 R8.00 Date registed Add ingort / 1 020/s2019 Datel 0 R8.00 Date registed Add ingort / 1 020/s2019 Datel 0 R8.00 Date registed Add ingort / 1 020/s2019 Datel 0 R8.00 Date registed Add ingort / 1 020/s2019 Datel 0 R8.00 Date registed Add ingort / 1 020/s2019 Sameday 1 R8.00 Date registed / 1 010/s2019 Sameday 0 R8.00 Date registed / 1 010/s2019 Sameday 8 <	Employee list		Action date	Service type	Volume	Amount	Status	Authorisation
Stary action I 0 102 (2013) Date 0 R 000 Date regiond Stary hater human 1 0 102 (2013) Date 101 R 2013 0000 Date regiond Addringot 1 0 102 (2013) Date 0 R 100 2000 Date regiond Payment tarus 1 0 102 (2013) Date 0 R 000 Date regiond Addringot 1 0 102 (2013) Date 0 R 000 Date regiond Addringot 1 0 102 (2013) Date 0 R 000 Date regiond Addringot 1 0 102 (2013) Samedy 1 R 000 Date regiond Addringot 1 0 102 (2013) Samedy 1 R 000 Date regiond Addringot 1 0 102 (2013) Samedy 1 R 000 Date regiond Addringot 1 0 102 (2013) Samedy 8 R 000 Date regiond Addringot 1 10 102 (2013) Samedy	Once off payment	/1	18 Nov 2019	Dated	0	R 0.00	Transactions required	
Change Image Image <t< td=""><td>Salary batches</td><td>/1</td><td>03 Oct 2019</td><td>Dated</td><td>0</td><td>R 0.00</td><td>Date expired</td><td></td></t<>	Salary batches	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Stary S	Groups	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Add Hight? / L 02/cd 2019 Dated 0 R R000 Date repired Upgator tarming / L 02/cd 2019 Dated 0 R R000 Date repired Upgator tarming / L 02/cd 2019 Dated 0 R R000 Date repired Multinustries / L 02/cd 2019 Dated 0 R R000 Date repired / L 02/cd 2019 Dated 0 R R000 Date repired / L 02/cd 2019 Semedry 1 R R000 Date repired / L 01/cd 2019 Semedry 10 R R000 Date repired / L 01/cd 2019 Semedry 0 R R000 Date repired / L 01/cd 2019 Semedry 0 R R000 Date repired / L 01/cd 2019 Semedry 0 R R000 Date repired / L 01/cd 2019 Semedry 0 R R010424 Date repired / L 01/cd 2019 Semedry 0 <td>Salary batch reports</td> <td>11</td> <td>03 Oct 2019</td> <td>Dated</td> <td>94</td> <td>R 169 200.00</td> <td>Date expired</td> <td></td>	Salary batch reports	11	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Depart order Antimation Search by largisetion id I 0.202.019 Dated Date 2 D.R.02 Date segred Date	Payment returns	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Authorstöms Filt GO (2013) Band Go R (2014) Band Band <td>Unpaid codes</td> <td></td> <td>02 Oct 2019</td> <td>Dated</td> <td>2</td> <td>B 0 02</td> <td>Date expired</td> <td></td>	Unpaid codes		02 Oct 2019	Dated	2	B 0 02	Date expired	
Started by transaction id V V (x 0x195) Guide Sime days 1 R 0x0 Date registed / L 01 0x12019 Sime days 1 R 0x0 Date registed / L 01 0x12019 Sime days 1 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date registed / L 01 0x12019 Sime days 0 R 0x0 Date regi	Authorisations	-	02.0+1.2010	Dated	0	0.000	Data aminad	
/ 1 010 (2019) Same day 1 R001 Date spared / 1 010 (2019) Same day 1 R000 Date spared / 1 010 (2019) Same day 0 R000 Date spared / 1 010 (2019) Same day 0 R000 Date spared / 1 010 (2019) Same day 0 R000 Date spared / 1 010 (2019) Same day 8 R310 (54) Date spared / 1 010 (2019) Same day 2 R100 Date spared / 1 010 (2019) Same day 2 R100 Date spared / 1 010 (2019) Same day 2 R100 Date spared	Search by transaction id	/1	02 001 2019	Dated	0	N 0.00	Date expired	
I 01 Oct 2019 Same day 1 R001 Date repared I 01 Oct 2019 Same day 0 R000 Date repared I 01 Oct 2019 Same day 0 R000 Date repared I 01 Oct 2019 Same day 0 R100 Date repared I 01 Oct 2019 Same day 6 R101 Date repared I 01 Oct 2019 Same day 2 R161 Date repared I 01 Oct 2019 Date day 57 R 555 550.50 Date repared		/1	02 Oct 2019	Same day	1	R 0.01	Date expired	
I 01 (0121)19 Same day 0 R000 Date expired I 01 (0121)19 Same day 0 R000 Date expired I 01 (0121)19 Same day 0 R 30 (0121)0 Date expired I 01 (0121)19 Same day 2 R 101 (0121)0 Date expired I 01 (0121)19 Same day 2 R 101 (0121)0 Date expired I 01 (0121)19 Date day 2 R 101 (0121)0 Date expired		/1	01 Oct 2019	Same day	1	R 0.01	Date expired	
Image: A transmission of the state		/±	01 Oct 2019	Same day	0	R 0.00	Date expired	
/ L 01 Oct 2019 Same day 8 R 31 01624 Date regimed / L 01 Oct 2019 Same day 2 R 101 Date regimed / L 30 Sep 2019 Dated 57 R 556 550.50 Date regimed		/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
/ 1 01 Oct 2019 Same day 2 R 1 Sti Date repired / 1 30 Sep 2019 Dated 57 R 956 950.09 Date capited		11	01 Oct 2019	Same day	8	R 31 016.24	Date expired	
/ 1 30 Sep 2019 Dated 57 R 956 958 09 Date expired		14	01 Oct 2019	Same day	2	B 1.01	Date expired	
		11	30 Sep 2019	Dated	57	R 956 958.09	Date expired	
K B 20 Kee 2010 Date amined		1.	20.0	Dated	0	80.00	Data amirad	
		/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.

Accounts Services A	course descerates	
Sala	ry batch	* 9532679)
Payments	ary batch list	salary batch
Creditors	14 4 1 d 2 > >1 + 4 + 4 + 6	the second se
Salarian	Word	
GUNING	Action date () Batch name () Status () Vio	shame : Amount : institut
Employee list	+ 22 Aug 2019 Salary batch for 22 Aug 20 PDF Unauthorised	79 R 78.00
Once off paym	+ 23 Aug 2019 Salary batch for 23 Aug 20 TIFF Glas Unsufficienced	36 R 97,864.81
Salary batche	+ 23 Aug 2019 Salary batch for 23 Aug 20 MHTML (web archive) Unauthorised	39 R 105,882.90
0	+ 23 Aug 2019 Salary batch for 23 Aug 20 CSV (comma delimited) Unauthorised	0 R 0.00
Groups	+ 24 Aug 2019 Salary batch for 24 Aug 20 XHL 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 40,107.34
Audit report	+ 24 Aug 2019 Salary batch for 24 Aug 2019 (325829) Dated Unauthorised	200 R 122,805.22
Payment retur	+ 24 Aug 2019 Salary batch for 24 Aug 2019 (326206) Dated Unauthorised	17 R 203,066.53
	 24 Aug 2019 Salary batch for 24 Aug 2019 (326321) Dated Unauthorised 	211 R 130,163.65
Unpaid codes	+ 24 Aug 2019 Salary batch for 24 Aug 2019 (326326) Dated Unauthorised	13 R 211,107.55
Authorisation	24 Aug 2019 Salary balan for 24 Aug 2019 (201029) Daled Unsubinised	19 R 215.829.88
Search by tran	20 Aug 2019 Salary balan for 20 Aug 2019 (527625) Sale bay Unsubscience 20 Aug 2019 (527625) Sale basis for 20 Aug 2019 (527625)	1130 H 000,903.04
	A 25 Aug 2019 Salary batch for 25 Aug 2019 (20195) Dated Interdeption	15 D 245 221 45
	+ 28 Jun 2019 Salary batch for 28 Jun 2019 (326365) Dated Linauthorized	16 R 243.221.45
	+ 20 Aug 2019 Salary batch for 20 Aug 2019 Dated Unauthorised	0 R000
	+ 29 Aug 2019 Salary batch for 29 Aug 2019 (327026) Same day Unauthorised	522 R 409,509.00
	+ 29 Aug 2019 Salary batch for 29 Aug 2019 (328751) Same day Unauthonised	16 R 826,715.24
	30 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthoneed	1 R100
	+ 30 Aug 2019 Salary batch for 30 Aug 2019 (326993) Dated Unauthorised	17 R 258,221.48
	+ 30 Aug 2019 Salary batch for 30 Aug 2019 (328997) Dated Unauthorised	13 R 128,841.95
	30 Aug 2013 Salary batch for 30 Aug 2019 (327000) Dated Unauthorised	16 R 255.221.49
	+ 30 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthorised	522 R 409,509.00
	+ 30 Aug 2019 Salary batch for 30 Aug 2019 Same day Unauthorised	0 R 0.00

- 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

nelcash							Bagout Adden
Accounts Services Account	profile Quick links						
						Demo Netca	sh (51219532679)
Payments	Salary batch	19				Down	load Add salary batch
Creditors	~						
Salaries	^				1 2	C.C.C.C.	
Employee list		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment	/10	19 Nov 2019	Dated	50	R 0.50	Authorisation required	Authorise
Salary batches	/1	18 Nov 2019	Dated	0	R 0.00	Transactions required	
Groups	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Salary batch reports	1.1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Payment returns	14	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Unpaid codes	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Authorisations		02 Oct 2019	Dated	2	B 0 02	Date evoired	
Search by transaction id	/ =	02 0/4 2010	Dated		R0.00	Date emired	
	/ 4	02 001 2019	Daved	•	N 0.00	Date expired	
	/1	02 Oct 2019	Same day	,	K 0.01	Date expired	
	/1	01 Oct 2019	Same day	1	R 0.01	Date expired	
	/±	01 Oct 2019	Same day	0	R 0.00	Date expired	
	/±	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	
	11	30 Sep 2019	Dated	0	R 0.00	Date expired	

- 1. Click on Services.
- 2. Click on payments from the dropdown menu.
- 3. 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 pr	ofile Quick links				
Deservate	Caster	hand and having time		Demo Netcash (51	219532679)
Payments	Committee	batch authorisation			
Creditors	~	Enter the One Time PIN t	hat was sent to your mobile phone at 10 :	22 AM to authorise this batch	
Salaries	~	0	Hebana ana tima DIM		
Employee list		U.	apitotie one-unie Pity.		
Once off payment			Authorise Resend OTP		
Salary batches					
Groups					
Salary batch reports					
Audit report					
Payment returns					
Unpaid codes					
Authorisations					
Search by transaction id					



- 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

				-		
Payments	Salary bate	h reports		Demo	Netcash (51)	219532679)
Craditore						
Calarian				1 2		
Employee list		Action date	Service type	Batch name	Volume	Amount
Once off payment	0.0	25 Apr 2019	Same day	Payment batch for 2019-04-25	2	R 0.02
Salary batches	0.0	29 Sep 2017	Same day	Payment batch for 2017-09-29	1	R 20.00
Groups	0.0	25 Jan 2017	Same day	Payment batch for 2017-01-25	1	R 20.20
Salary batch reports	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	R 10.00
Authorisations	00	13 Jul 2015	Same day	Payment batch for 2015-07-13	1	R 0.01
Search by transaction id	0.0	26 Mar 2015	Dated	Payment batch for 2015-03-26	1	R 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
	00	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
	0.0	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	B 20.00

- 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.

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- 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.



Need more assistance?

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