

netcash[®]

Quick Start Guide

Sage Business Cloud Payroll

PAYMENTS. DELIVERED.

www.netcash.co.za

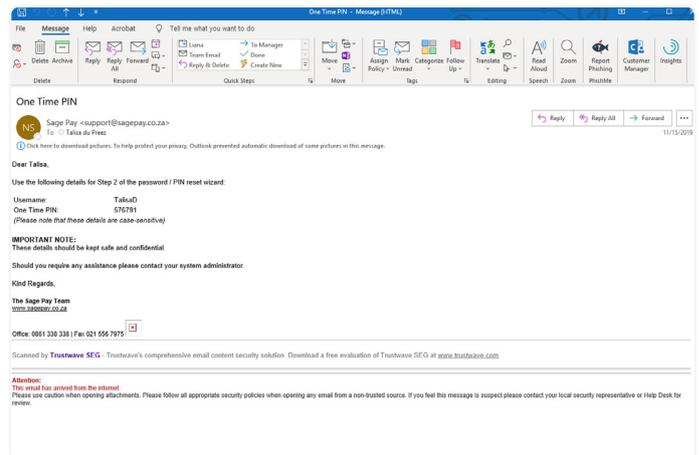
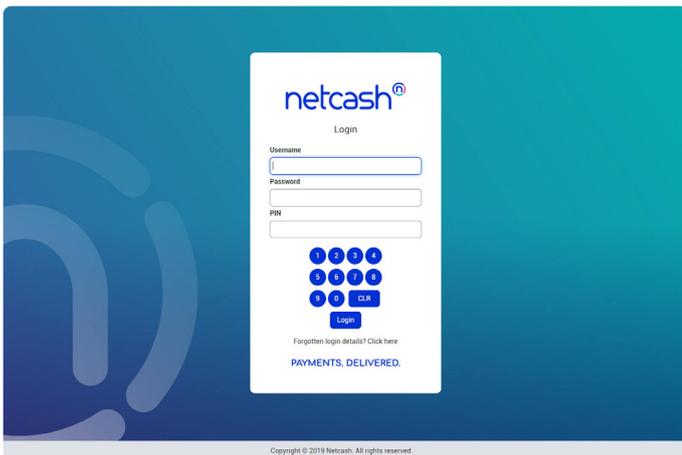


Our easy to use guide will get you up and running in no time!

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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:

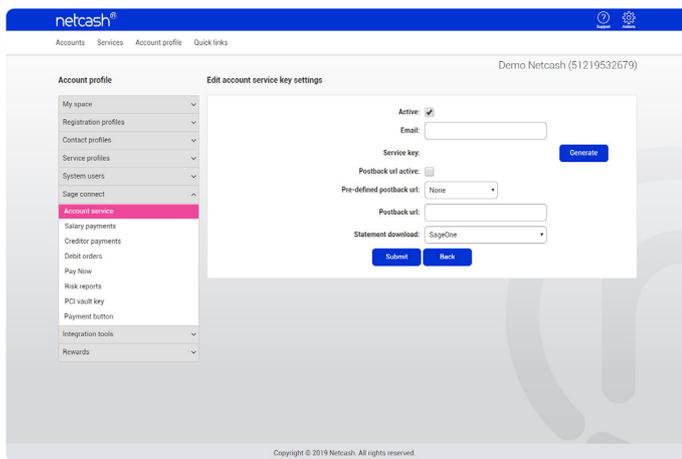
Should you not have your login details, please contact your system superuser to reset your password or contact the Netcash help desk on 0861 338 338.

How to issue service keys

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

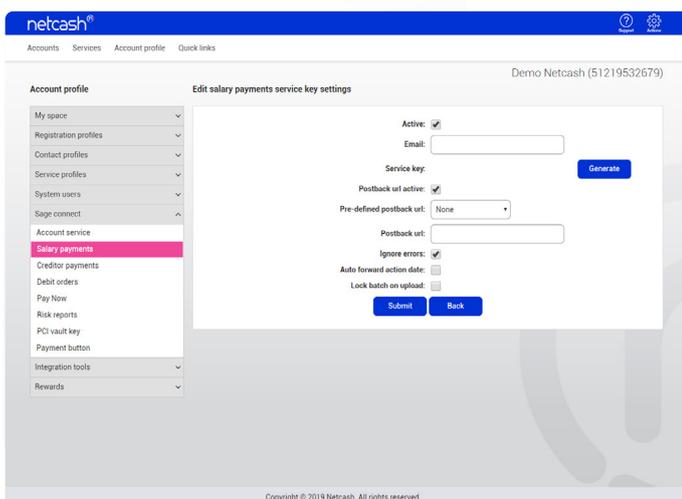
- Account service key
- Salary payments key

A) Add an account service key



1. Click on **Account Profile**.
2. Click on **Netconnector > Account service**.
3. Complete the required fields:
 - Tick the active box
 - Insert email address
4. Predefined Postback URL - **None**.
5. Click on **Submit**.
6. The Service Key is now issued, copy the key and refer to page 4 for details of inserting it into Sage Business Cloud Payroll.

B) Add an salary payments service key



1. Click on the **Account Profile** tab on the black taskbar.
2. Click on **Netconnector > Salary payments**
3. Complete the required fields:
 - Tick the active box
 - Insert email address
4. Predefined Postback URL - **None**.
5. Select **Submit**.
6. The Service Key is now issued, copy the key and refer to page 4 for details of inserting it into Sage Business Cloud Payroll.

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.



Inserting service keys into Sage Business Cloud Payroll

Inserting service keys into Sage One Payroll

Sage One Payroll Company Employee Payroll Leave Sage One Accounting More

Sage Pay

Setup Information

Account Number: 51219532679

Account Service Key: [Redacted]

Salary Payment Service Key: [Redacted]

Clear Data Next

1. Login to **Sage Business Cloud Payroll**.
2. **Select** the company to be setup for Netcash.
3. You will be routed to My Dashboard.
4. Select **Payroll** and **Netcash**.
5. Insert your **Netcash account number, Account service key and Salaries service key**.
6. Click on **validate** - your account number and service keys will be verified with Netcash.
7. All input should change to green if valid, click on **Save**.

Note:

If you do not have a Netcash account:
You will select the 'Don't have a Netcash Account' checkbox, this will allow you to insert your details in order to create a Netcash account.

Inserting payment details for employees in Sage One Payroll

Sage One Payroll Company Employee Payroll Leave Sage One Accounting More

Employees

001 Swanepoel

Postal Code: [Redacted] Contact Telephone Number: 2

Payment Details

I pay this employee by: Sage Pay

Type of Account: Cheque

Bank: Nedbank South Africa

Branch Code: 198765

Account Number: 1103061348

Account Holder Name: Swanepoel Account Holder Relationship: Own

Employment Details

I pay this employee monthly.

This employee started working on: 2016-03-01 as [Redacted]

Department: [Redacted] Pay Point: [Redacted]

Add new Employee Undo Save

1. Click on **Employee** and **Employee details**.
2. Select the **employee** that you wish to edit.
3. Scroll down to **Payment** details.
4. In the '*I pay this employee by*' field, select Netcash from the list.
5. Insert the **banking details**.
6. Save.



Making Salary Payments

The screenshot shows the Sage One Payroll interface. At the top, there are navigation menus for Company, Employee, Payroll, Leave, Sage One Accounting, and More. The main header is 'Sage Pay' with tabs for Setup, Export, Submit, History, and Sage Connected Services. The 'Export' tab is active. Below the tabs is the 'Export Information' section. It contains a note: 'Only employees who have Sage Pay selected as their payment type in payment details, will be used for the Sage Pay payment. These employees will only have their Net Pay paid to them.' There are three input fields: 'Batch Name' with the value 'Salary - 2016-04-02', 'Payment Date' with the value '2016-04-02' and a calendar icon, and 'Statement Reference' with the value 'Salary - Sage Pay Te'. Below these fields is a 'Processing Deadlines' section with a note: 'The Sage Pay mechanism allows for the following deadlines on Dated Payments: 1. All payments must be loaded and authorized: Before 13.00, one (1) business day prior to the selected action date. 2. Payments cleared in the beneficiary bank account: All payments reflect in all beneficiary bank accounts at the same time - on the action date, irrespective of bank, branch or the account type. 3. Funding of Sage Pay account: By 13.00, one (1) business day prior to action date. 4. Processing days (excluding public holidays): Monday to Saturday.' At the bottom right, there are 'Back' and 'Next' buttons.

1. Click on **Payroll** and **Netcash**.
2. Click on the **Export Tab**.
3. Edit the **batch name** and **date**.
4. Click on **next** and preview the payment to be made, (Export to PDF if required).
5. Click on **Make Payment** .
6. The payment file is now **submitted to Netcash**.
7. To view a log of payment batches submitted click on the **History tab**.
8. By clicking on **Query status**, you can view the results of the file upload to Netcash.

Authorising Business Cloud Payroll salary payments

Authorising Netcash Salary Payments

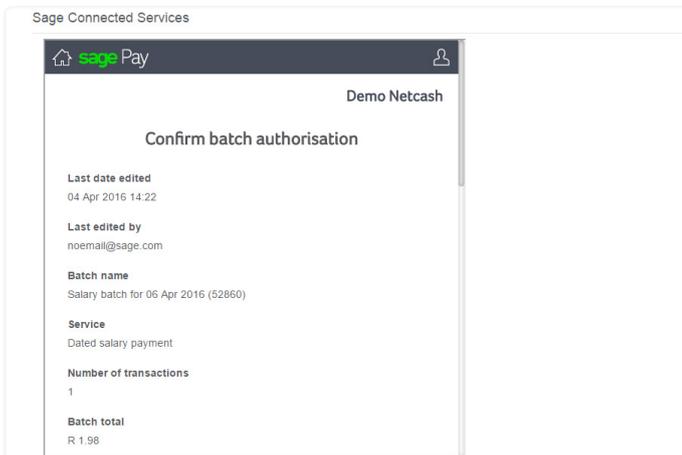
The screenshot shows the Sage One Payroll interface. At the top, there are navigation menus for Company, Employee, Payroll, Leave, Sage One Accounting, and More. The main header is 'Sage Pay' with tabs for Setup, Export, Submit, History, and Sage Connected Services. The 'Sage Connected Services' tab is active. Below the tabs is the 'Login Credentials' section. It contains three input fields: 'Sage Pay Username' with the value 'P1u1287', 'Sage Pay Password' with a masked password '*****', and 'Sage Pay PIN' with a masked PIN '*****'. At the bottom right, there is a 'Login' button.

1. Click on the **Netconnector Services tab**.
2. Insert your **username, password and pin** that you would use to login to the Netcash website .
3. Click on **Login**.
4. Click on **authorise salary batch**.
5. A list of batches available for authorising will appear.
6. Click on the **authorise button**.

Note:

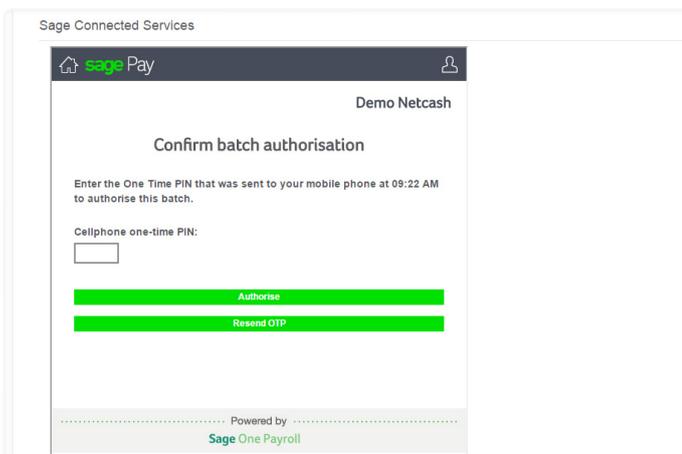
You can access sub accounts by clicking on the Select Account icon.

How to authorise a salary batch



1. The **confirm batch authorisation** screen is displayed. This is a summary of the salary batch including charges, notifications and a 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.
2. Read and accept the terms and conditions, then select **Authorise**.

Pay using available balance:

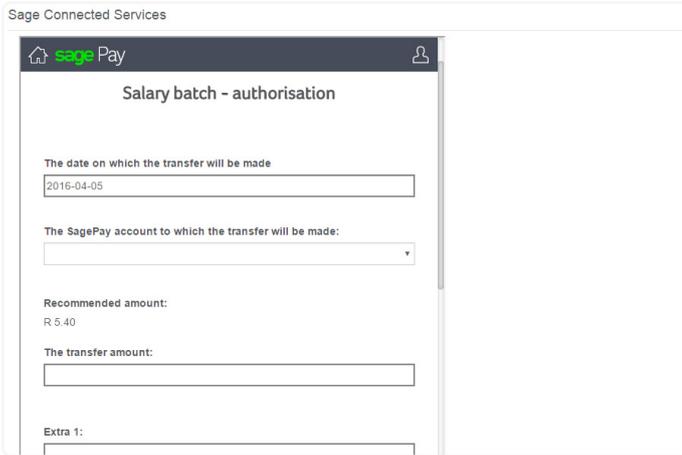


1. Should you select to **pay using the Available balance option** you will then be re-directed to the Confirm batch authorisations screen.
2. Insert the **One Time Pin (OTP)** sent to your cell number.
3. Click **OK**.
4. Your **Salary Batch is now authorised** and will be scheduled to run on the selected date.
5. If you require additional authorisers, the batch will be awaiting further authorisation - please inform the additional authorisers of this.

Note:

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. 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.

How to authorise a salary batch (continued)



Sage Connected Services

sage Pay

Salary batch - authorisation

The date on which the transfer will be made
2016-04-05

The SagePay account to which the transfer will be made:
[Dropdown menu]

Recommended amount:
R 5.40

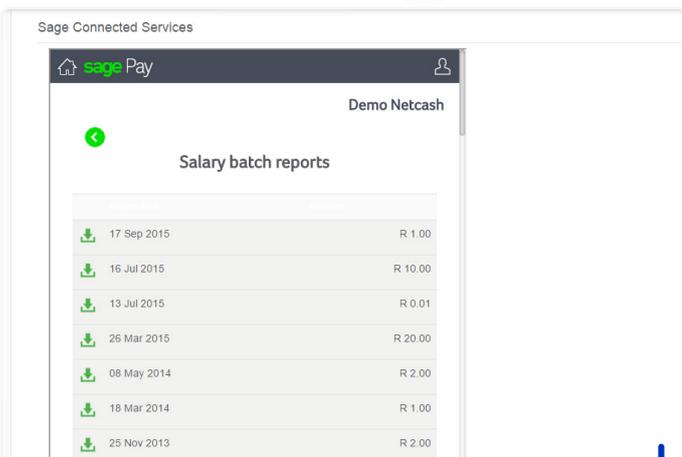
The transfer amount:
[Text input field]

Extra 1:
[Text input field]

- 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**.
 - 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.**
- Click **Authorise** to confirm your bank transfer.
 - Insert the **One Time Pin (OTP)** sent to your cell number.
 - 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.

View your salary batch

View your Salary Batch report



Sage Connected Services

sage Pay

Demo Netcash

Salary batch reports

Date	Amount
17 Sep 2015	R 1.00
16 Jul 2015	R 10.00
13 Jul 2015	R 0.01
26 Mar 2015	R 20.00
08 May 2014	R 2.00
18 Mar 2014	R 1.00
25 Nov 2013	R 2.00

- Click on **Salary Batch Report**.
- Click on the **download icon** next to the required batch
- Report will **display in PDF format**.

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Need more assistance?

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