

USER GUIDE

netcash[®]

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1. Sign on to Sage 300

1. From the Windows Start menu, select All Programs > Sage 300 > Sage 300. The Open Company form appears.

The screenshot shows the 'Open Company' dialog box. The 'User ID' field contains 'ADMIN'. The 'Password' field is empty. The 'Company' dropdown menu is set to 'SAMINC'. The 'Session Date' field contains '7/13/2018'. There is an unchecked checkbox for 'Windows Authentication' and a 'Change Password...' button. The 'OK' button is highlighted with a blue border.

- 2.
3. From the Company list, select the name of the new company.
4. In the Session Date field, type the date of your work session (or accept the default). This date will be the default Fiscal Year Starting Date when you activate Common Services for the company.

2. To activate Netcash application

1. In the Administrative Services folder, double-click the Data Activation icon.
2. When asked whether you are ready to proceed with activation, click Yes.
3. A Data Activation form appears, listing applications that you can activate.
4. Select the check box beside Netcash Integration.
5. When you have finished selecting applications and entering required information, click the Activate button.
6. To continue with the activation process, click Next.
7. Click Activate.
8. When Activation has finished, click Close.
9. Netcash will appear as a module

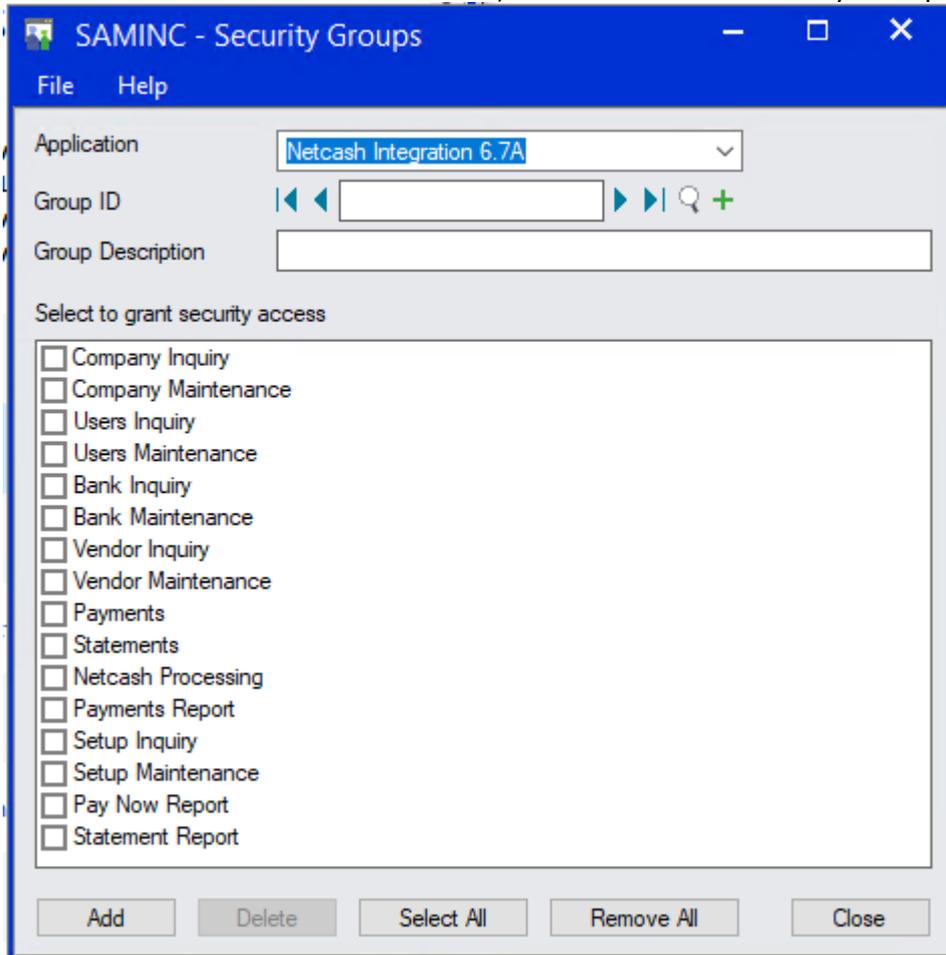
3. Add Sage 300 user:

1. This step is only necessary if you want to create a new user for Netcash. The steps how to do this is in the Sage 300 2018 Installation and Administration Guide Chapter 6

4. Set Up Security Groups, Assign User Authorisations and Create Security Groups

You create security groups, as follows:

1. In the Administrative Services folder, double-click the Security Groups icon.



2. Select Netcash Integration 6.7A from the list
3. Enter a unique group ID and a description.
4. The group ID can be up to eight characters (letters from A to Z and digits from 0 to 9).
5. Select the tasks the security group can perform.
 - To select every task in the list, click Select All.
 - To remove a task that has already been selected, click the check box to clear it.
 - To remove all tasks, click the Remove All button.
6. Click Add.
7. Repeat these steps for each Group ID.

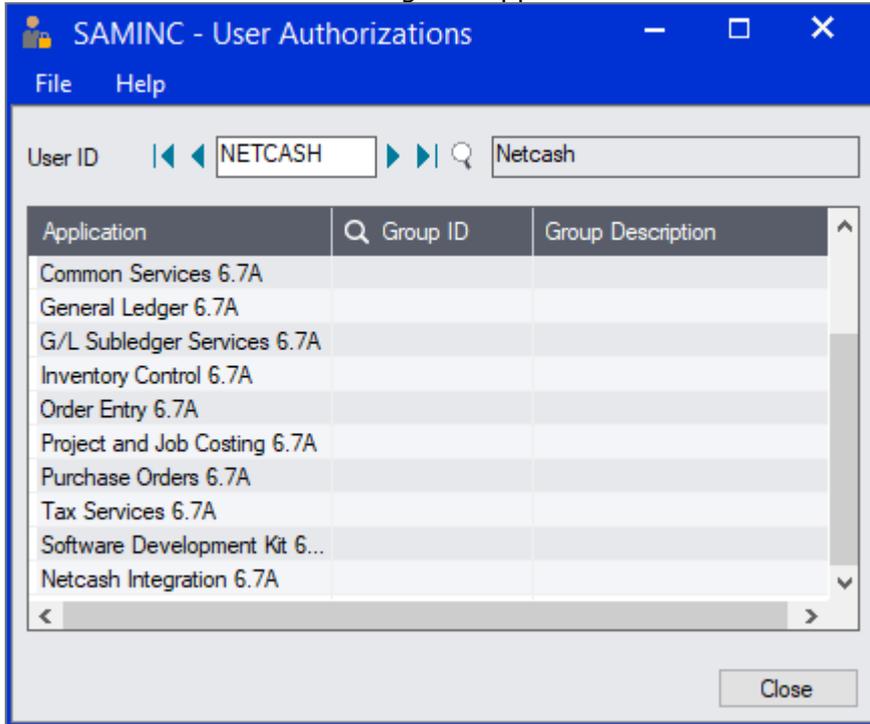
5. Authorising Users

1. You assign each user to one security group for each application. All users
2. in the same group can perform the tasks defined for the group. The same

3. user can be assigned to different groups within the same company.

4. To assign user authorisations:

- In the Administrative Services folder, double-click the User Authorisations icon.
- The User Authorizations dialog box appears:



Select the User ID.

5. If a security group has been assigned to this user, it appears next to the Application name, in the Group ID column.
6. For Netcash Integration to allow access for this user:
 - o Double-click the Group ID field to display a Finder button.
 - o Click the button to display security groups defined for the application.
 - o Select a security group from the list.
7. Repeat steps 2 and 3 for each user.
8. When you have finished assigning security groups to all users, click Close.

6. To add a Netcash Bank

1. Open Common Services > Bank Services > Banks.
 2. In the Bank field, enter a bank code, NETCASH, then enter a description for the bank.
 3. Fill in the fields on the Profile tab.
 4. On the Account tab, specify the general ledger bank, write-off, and credit card charges accounts for the bank.
- Note: Do not specify accounts to which posting is prohibited.**
5. On the Address tab, enter the company address, contact name, and phone and fax numbers.
 6. On the Check Stocks tab, specify check stock code, the next check number, and stock type. For Netcash use Advices only

Note: Do not specify accounts to which posting is prohibited.

7. On the Taxes tab:

- a. Select a Tax Group.
- b. For each tax authority in the tax group, use the Finder in the Tax Class column to select a vendor tax class.

Note: The tax group and vendor tax classes that you specify are used as defaults for taxable bank entries for the bank.

8. Click Save, and then click Close.

7. Add Netcash Distribution Codes

1. Open the "Sage 300 install folder\ZP65A\BKCodes\BK dist codes.xlsx"
2. In the ACCT column enter your account codes to debit or credit when you post bank transactions that uses these distribution codes.
3. Open Common Services > Bank Services > Bank Setup > Distribution Codes.
4. Select File > Import
5. Browse to the "BK dist codes.xlsx" file
6. Click on OK.

8. Netcash Setup

1. Expand Netcash >Setup and all the available setup windows will be displayed in the right-hand pane.

The screenshot shows a navigation pane on the left with 'Netcash' expanded to 'Setup'. The right pane displays 'Setup (Setup)' with license information and a table of setup options.

Name	Type	Details
Setup	Program	ZP5110
Users	Program	ZP5102
Company / Bank	Program	ZP5101
Vendors	Program	ZP5105

- 2.
3. Double-click Setup

The screenshot shows the 'SAMINC - Z/P Setup' dialog box with the following fields:

- Image file location: C:\Sage\Sage300\SharedData\USER\ADMIN
- Sage 300 User: ADMIN
- Sage 300 Password: [Redacted]

Buttons: Save, Close

4.

5. Image File Location
 - a. Specify the location where the Netcash barcode images will be found. It is a good idea to use the Sage 300 shared folder.
6. Sage 300 User
 - a. This is the user that is used to login to Sage 300 in the background. This user requires access to Bank Services, Accounts Payable and Accounts Receivable.
7. Sage 300 Password
 - a. Password for the user specified above.
8. Click Save and Close

9. To add Netcash User

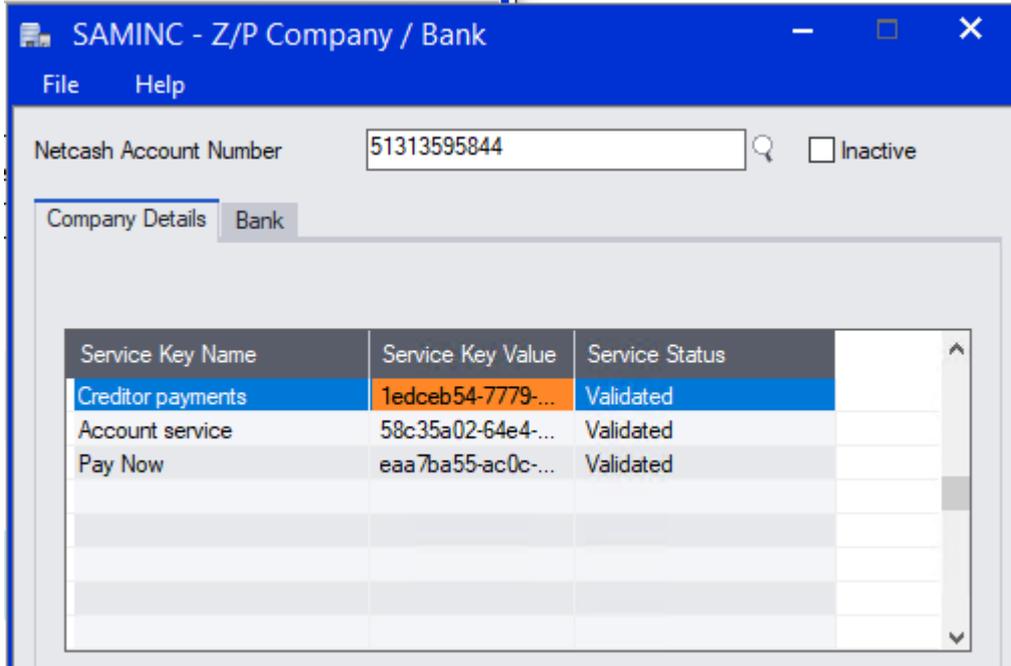
1. Double click on Setup > Users

The screenshot shows a software window titled "SAMINC - Z/P Users". The window has a blue header bar with a user icon and the title. Below the header is a menu bar with "File" and "Help". The main area contains several input fields and checkboxes. The "Sage User Id" field is highlighted and contains the text "ADMIN". To its right are navigation arrows and search icons. Further right are checkboxes for "Inactive", "Account is disabled", and "Remember Login". Below these is a section titled "Netcash User Details" which contains three input fields: "User Name", "Password", and "PIN". At the bottom of the window are "Save" and "Close" buttons.

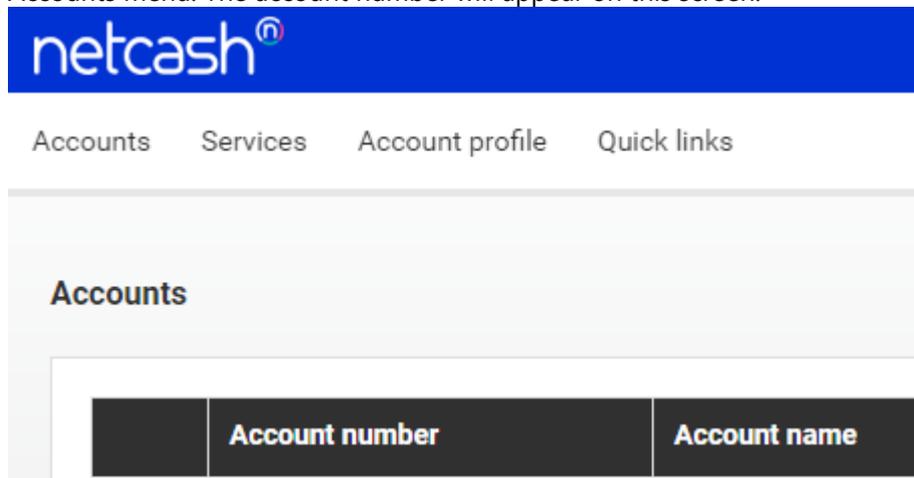
- 2.
3. Sage User ID
 - a. Select a user from the second finder or enter the user. This is a user that was created in Administration Services.
4. Remember Login
 - a. The credentials entered on this screen can either be remembered or prompted for every time a payment must be authorised.
5. User Name
 - a. Netcash online user. This user was created by Netcash
6. Password
 - a. Password for Netcash user
7. PIN
 - a. PIN for Netcash user

10. Create Company/Bank Details

1. Open Netcash > Setup > Company/Bank



2. Netcash Account Number
 - a. Enter the account number supplied by Netcash
 - i. The account number can be found on the Netcash website. After logging in, go to the Accounts menu. The account number will appear on this screen.



3. Select a Service Key Name
 - a. Enter the Service Key Value
4. Repeat steps 1 and 2 for each service key. Press 'Insert' for next service key
5. Click on the Bank tab

SAMINC - Z/P Company / Bank

File Help

Netcash Account Number Inactive

Company Details Bank

Bank Status

Name

Bank Account

Branch Name

Bank Reference Number

Branch Code

EFTS Details

EFTS Layout

Output Folder

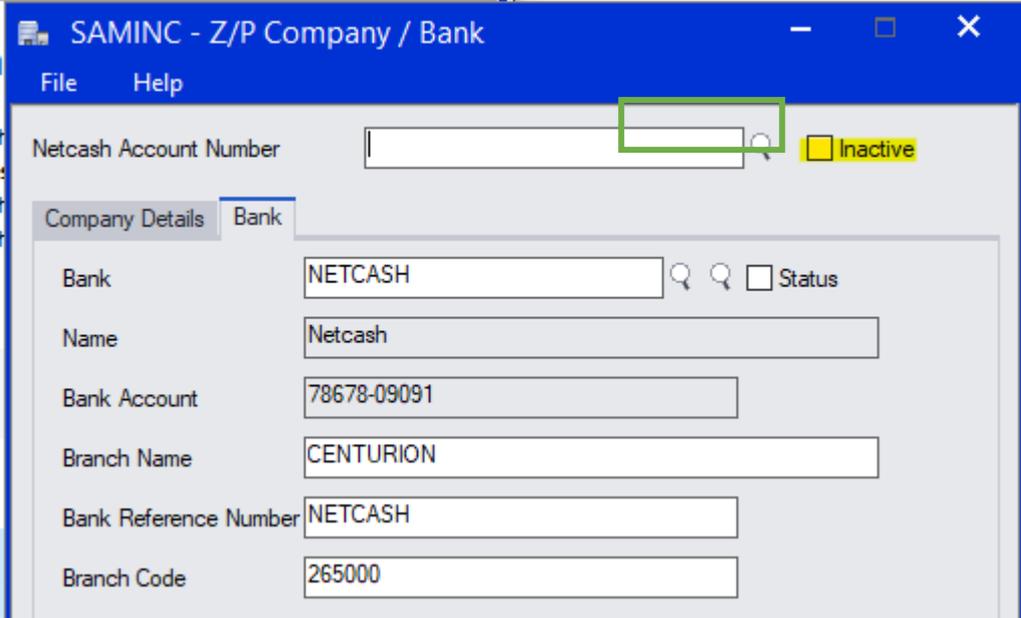
Sage Pay User	User Name
ADMIN	Administrator

Save Close

- 6.
7. Select the NETCASH bank from the second finder.
8. Enter the:
 - a. Branch Name
 - b. Bank Reference Number
 - c. Branch Code
9. EFTS Layout
 - a. The layout that will be used to export payments. At the moment there is only a Netcash format
10. Output Folder
 - a. The folder where the payment file will be exported to
11. Netcash Users
 - a. Select the users that will have access to do A/P payment for the NETCASH bank
 - b. NB: Please note that only users that are added to the Netcash bank will be the only one who will be able to transact against that bank.
12. Click Save. Once Save is clicked Netcash will validate the service keys
13. Click Close

11. To disable Company's Details

1. Select the Company Details tab
2. Tick the Inactive field.



The screenshot shows a software window titled "SAMINC - Z/P Company / Bank". The window has a menu bar with "File" and "Help". Below the menu bar, there is a "Netcash Account Number" field with a search icon and a green box around it, and an "Inactive" checkbox which is checked. Below this, there are two tabs: "Company Details" and "Bank". The "Bank" tab is selected, showing a form with the following fields: "Bank" (NETCASH), "Name" (Netcash), "Bank Account" (78678-09091), "Branch Name" (CENTURION), "Bank Reference Number" (NETCASH), and "Branch Code" (265000). There are also search icons and a "Status" checkbox next to the "Bank" field.

- 3.
4. Save your changes.

12. To remove a user from a Netcash Company

1. Open Company / Bank

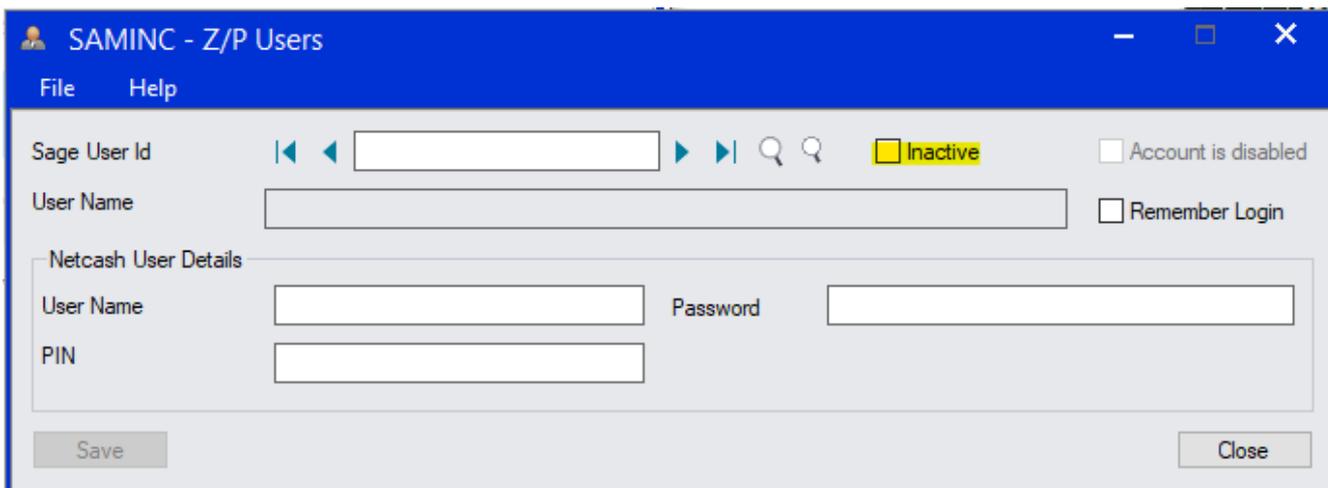
The screenshot shows a software window titled "SAMINC - Z/P Company / Bank". The window has a menu bar with "File" and "Help". Below the menu bar, there is a search field for "Netcash Account Number" and an "Inactive" checkbox. The main area is divided into two tabs: "Company Details" and "Bank". The "Bank" tab is active and contains several fields: "Bank" (NETCASH), "Name" (Netcash), "Bank Account" (78678-09091), "Branch Name" (CENTURION), "Bank Reference Number" (NETCASH), and "Branch Code" (265000). There is also an "EFTS Details" section with "EFTS Layout" (Netcash) and "Output Folder" (empty). At the bottom, there is a table with columns "Sage Pay User" and "User Name". The table contains one row with "ADMIN" and "Administrator".

Sage Pay User	User Name
ADMIN	Administrator

2. Select the Bank tab.
3. Click on the user to be removed
4. Press delete on your keyboard to remove the user

13.To disable a Netcash User

1. Select the Update Option and select an active Netcash User which is linked to Netcash Banks using the Netcash ID text box or its finder. The user details will be populated in the relevant fields. Tick the Inactive checkbox.



2. Save your changes.



14.To create a Netcash Vendor

1. You need to first create a vendor. Refer to the Accounts Payable User's Guide Chapter 2
 - **NB: Change the Bank Code to the Netcash bank created in bank services.**
2. Open Netcash > Setup > Vendors

The screenshot shows a software window titled "SAMINC - Z/P Vendors" with a blue header and a menu bar containing "File" and "Help". The main area is a form with the following fields and controls:

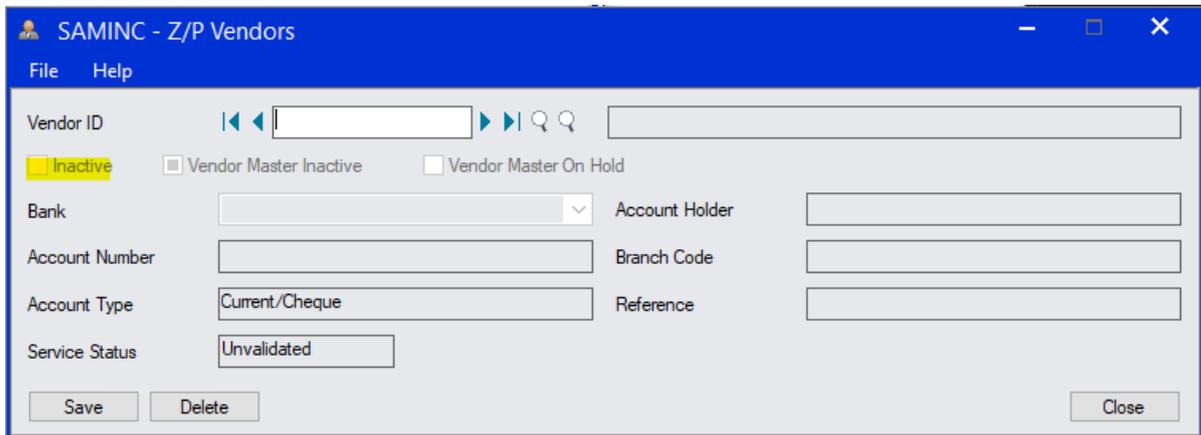
- Vendor ID:** A text input field with navigation arrows (back, forward) and a search icon.
- Status:** Three checkboxes: Inactive, Vendor Master Inactive, and Vendor Master On Hold.
- Bank:** A dropdown menu.
- Account Holder:** A text input field.
- Account Number:** A text input field.
- Branch Code:** A text input field.
- Account Type:** A dropdown menu with "Current/Cheque" selected.
- Reference:** A text input field.
- Service Status:** A dropdown menu with "Unvalidated" selected.

At the bottom of the form are three buttons: "Save", "Delete", and "Close".

- 3.
4. Enter or select a vendor from the second finder – **Note: The vendor must not be On Hold or Inactive.**
5. Enter the Account Holder field
6. Enter the Account Number
7. Enter the Branch Code
8. Select an Account Type.
9. Enter the Reference field
10. Click on Save
11. The account information will be validated by Netcash
12. **Note: Since the specified information must be valid, the status of Valid must be returned by Netcash and populated in the Service Status field.**

15.To disable a Netcash Vendor

1. Open Netcash > Setup > Vendors
2. Select the vendor
 - a. **NB: there must be no outstanding transactions (no open payments, no unposted payment patches, no incomplete payments, and no payments with outstanding reconciliations).**
3. Tick the Inactive field.



- 4.
5. Click Save

16.To print A/R Statement

1. Refer to the Accounts Receivable User's Guide to print A/R Statements
2. Once the statement is generated select "Reprint..."

3. The A/R statement report for Netcash can be found in the "Sage 300 install folder\ZP65A\ENG\ZPSTMT11.RPT"
4. Once the statement is reprinted, a banner at the bottom of the report will appear to make use of Netcash Pay Now functionality.

IN - Invoice DB - Debit Note CR - Credit Note IT - Interest Payable	PY - Applied Receipt ED - Earned Discount AD - Adjustment PI - Prepayment	UC - Unapplied Cash RF - Refund	ACCOUNT OVERDUE. ALL CREDIT ON HOLD.	Total: 4 167.34 Credit Limit: 20 000.00 Credit Available: 15 832.66
1 - 30 DAYS O/DUE 0.00	31 - 60 DAYS O/DUE 0.00	61 - 90 DAYS O/DUE 0.00	OVER 90 DAYS O/DUE 4 921.44	

For EFT payment insert the following deposit reference.

P79DC6D

ABSA 4077003710
FNB 62276113893
Netbank 1002801664
Standard Bank 271234490

Scan this SCode barcode at any SA Post Office(0319), Shoprite, Checkers, House + Home, OK Furniture or USave stores to make payment.



SCode 0319 >>>> 9912 3400 7986 2857

Pay Online



To make an online payment scan the QR code.



17. To print A/R Invoice

1. Refer to the Accounts Receivable User's Guide to Print and Post A/R Invoices
2. The A/R invoice report for Netcash can be found in the "Sage 300 install folder\ZP65A\ENG\ZPDINVO.RPT"
3. Once the invoice is posted, printing the invoice a banner at the bottom of the report will appear to make use of Netcash Pay Now functionality.

Remit To:
 Sample Company Inc.
 Any street
 Any city, Any State 12345
 USA

STATE 0.02
 COUNTY 0.01

Subtotal before taxes	0.30
Total taxes	0.03
Total amount	0.33
Payment received	0.00
Discount taken	0.00
Amount due	0.33

Invoice

For EFT payment insert the following deposit reference.

P79CBCF

ABSA 4077003710
 FNB 62276113883
 Nedbank 1002801664
 Standard Bank 271234490

Scan this SCode barcode at any SA Post Office(0319), Shoprite, Checkers, House + Home, OK Furniture or USave stores to make payment.



SCode 0319 >>>> 9912 3400 7982 0310

Pay Online



To make an online payment scan the QR code.



18.To print O/E Sales Order

1. Refer to the Order Entry User's Guide to print O/E Sales Order
2. The Order report for Netcash can be found in the "Sage 300 install folder\ZP65A\ENG\ ZPCONF01.RPT"
3. Once the order is printed, a banner at the bottom of the report will appear to make use of Netcash Pay Now functionality.

Comments:	Tax Summary:		
	STATE	0.72	
	COUNTY	0.23	
	Less		
	Included Tax		0.00
	Order Discount		0.00
	Subtotal		11.50
	Total sales tax		0.95
	Total order		12.45

For EFT payment insert the following deposit reference.

P79DC80

ABSA	4077003710
FNB	62276113893
Nedbank	1002801664
Standard Bank	271234490

Scan this SCODE barcode at any SA Post Office(0319), Shoprite, Checkers, House + Home, OK Furniture or USave stores to make payment.



SCode 0319 >>>> 9912 3400 7986 3043

Pay Online



To make an online payment scan the QR code.



19.To print O/E Shipment

1. Refer to the Order Entry User's Guide to print O/E Shipments
2. The Shipment report for Netcash can be found in the "Sage 300 install folder\ZP65A\ENG\ZPPICKSHIPMENT1.RPT"
3. Once the shipment is printed, a banner at the bottom of the report will appear to make use of Netcash Pay Now functionality.

Packed by: _____

Total weight: _____

Received by: _____

Total packages: _____

For EFT payment insert the following deposit reference.

P79DC9B

ABSA 4077003710
FNB 62276113883
Nedbank 1002801864
Standard Bank 271234490

Scan this S CODE barcode at any SA Post Office(0319), Shoprite, Checkers, House + Home, OK Furniture or USave stores to make payment.



SCode 0319 >>>> 9912 3400 7986 3317

Pay Online



To make an online payment scan the QR code.



20. To print O/E Invoice

1. Refer to the Order Entry User's Guide to print O/E Invoices
2. The Invoice report for Netcash can be found in the "Sage 300 install folder\ZP65A\ENG\ ZPINV01.RPT"
3. Once the shipment is printed, a banner at the bottom of the report will appear to make use of Netcash Pay Now functionality.

Comments:	Tax summary:		Subtotal	11.50
			Total sales tax	0.95
	STATE	0.72		
	COUNTY	0.23		
				Total amount
			Less payment	0.00
			Less pmt. disc	0.00
			Amount due	12.45

For EFT payment insert the following deposit reference.

P79DCA4

ABSA	4077003710
FNB	62276113893
Netbank	1002801684
Standard Bank	271234490

Scan this SCode barcode at any SA Post Office(0319), Shoprite, Checkers, House + Home, OK Furniture or USave stores to make payment.



Pay Online



To make an online payment scan the QR code.



21. To create Netcash payment

Refer to the Accounts Payable User's Guide to capture a Payment or Prepayment.

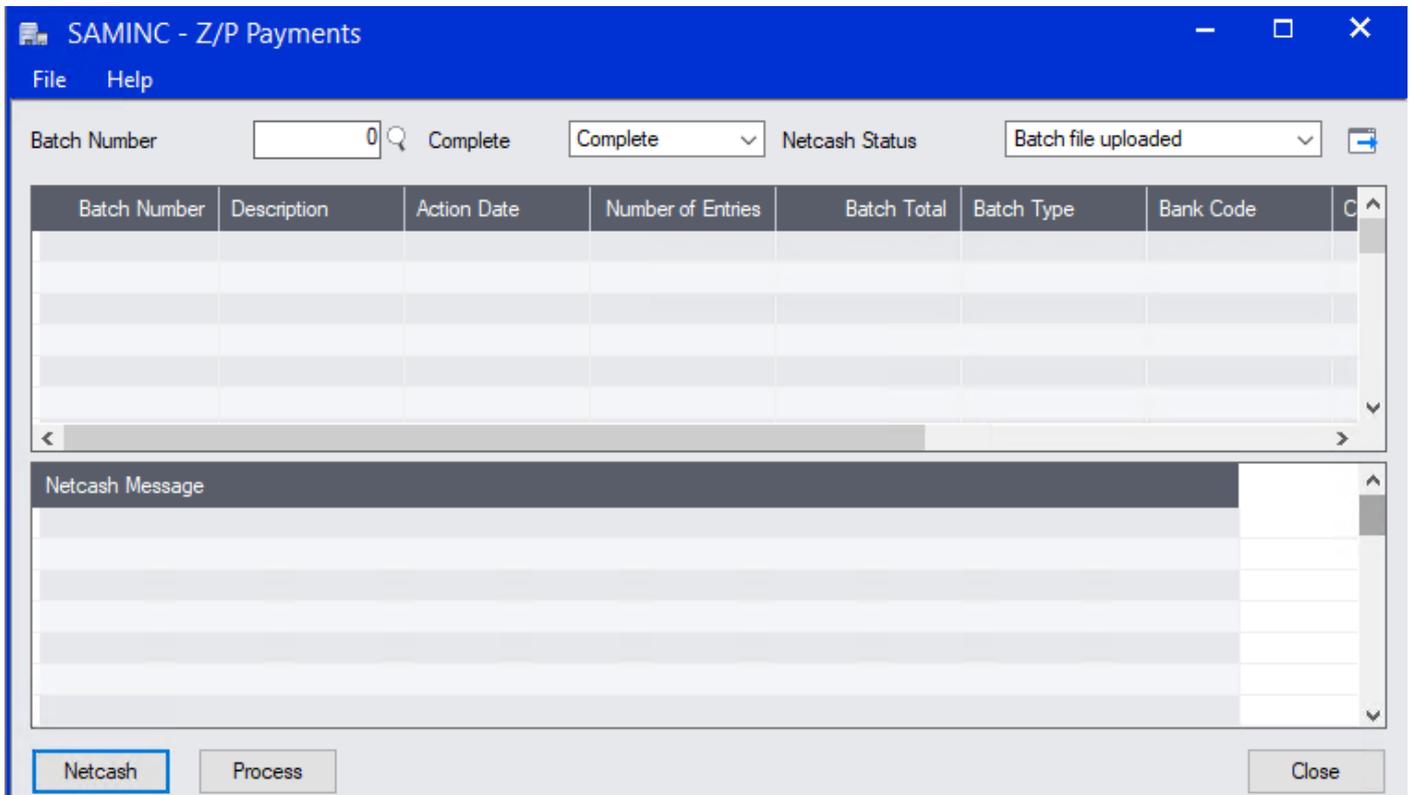
1. Setup vendor in A/P Vendors
2. Go to Netcash->Setup->Vendors and add bank account of vendor
3. Netcash Bank setup must be completed first
4. Create A/P Payment batch
5. Go to Netcash->Payments and the batch will appear
6. Receive an email from Netcash about the status of the payment
7. Click the Netcash button and the Netcash authorization screen will appear

The following will indicate if it is a Netcash payment:

1. The bank is the Netcash bank
2. The vendor is setup in Netcash
3. The user has rights to the bank in Netcash
4. Once the payment is posted it sends the payment to Netcash

22. To view Netcash payments

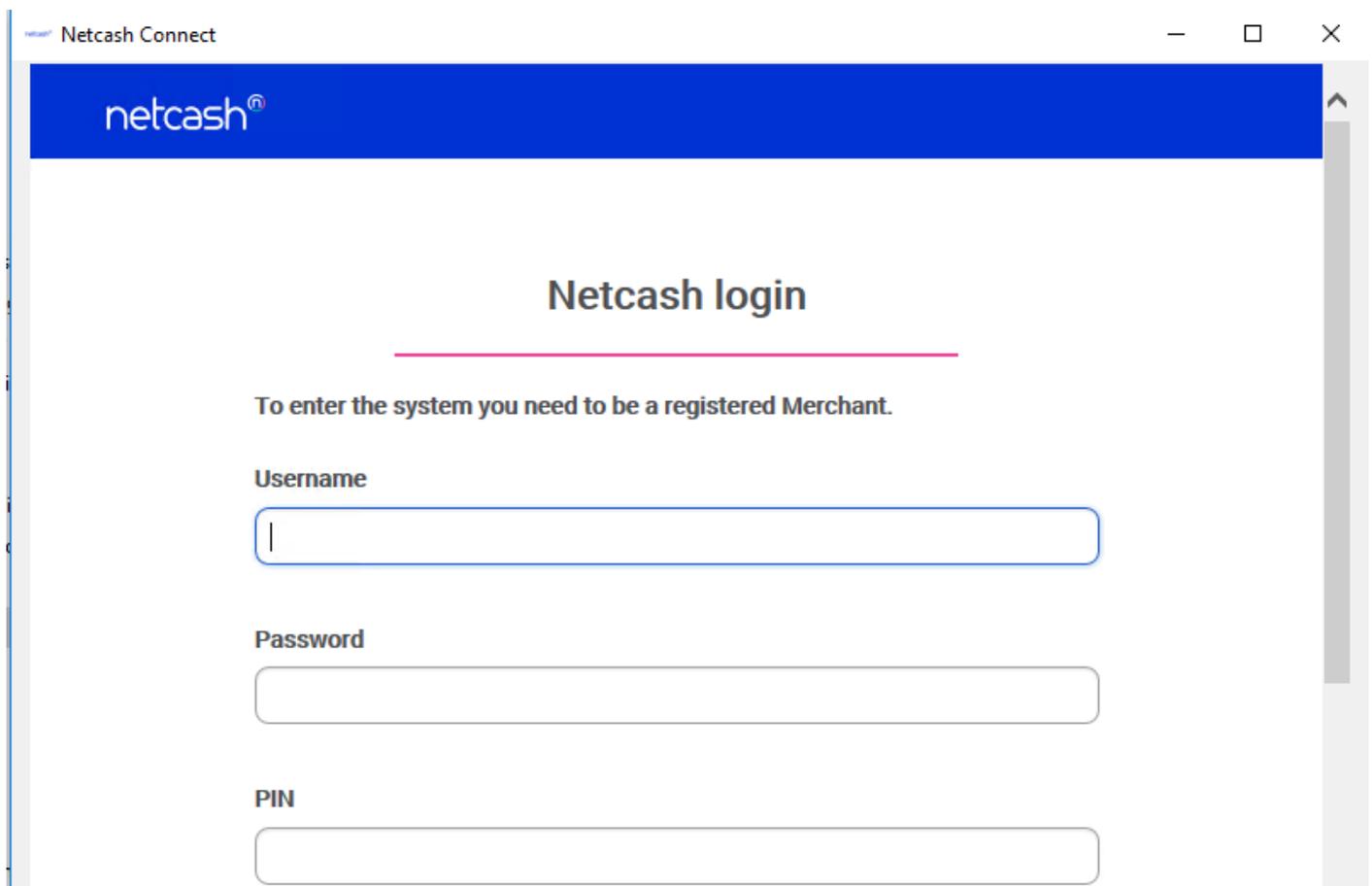
1. Open Netcash -> Payments



The following fields can be selected to filter on post payments.

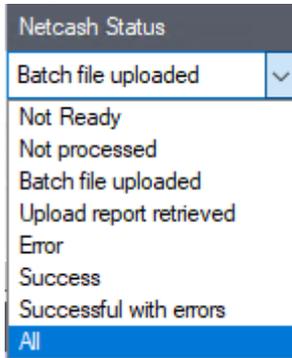
- Batch Number
 - A/P Payment Batch Number
- Complete
 - Filter on integration status of payment
- Netcash Status
 - Filter on status of payment
- **Header**
 - Batch Number
 - A/P Payment Batch Number
 - Description
 - A/P Payment description
 - Batch Date
 - A/P Payment batch date
 - Number Of Entries
 - Entries in batch
 - Batch Total
 - Total amount in the batch
 - Batch Type
 - Indicates if batch was Entered, Imported or Generated
 - Bank Code

- Bank that payment was done to
- Netcash Status
 - State what transaction is in the integration process
- Complete
 - Indicates if integration is complete
- Netcash Message
 - Any header messages received in the integration process
- **Detail**
 - Netcash Message
 - Status messages received from Netcash
- **Netcash button**
 - Opens the Netcash site to approve payments



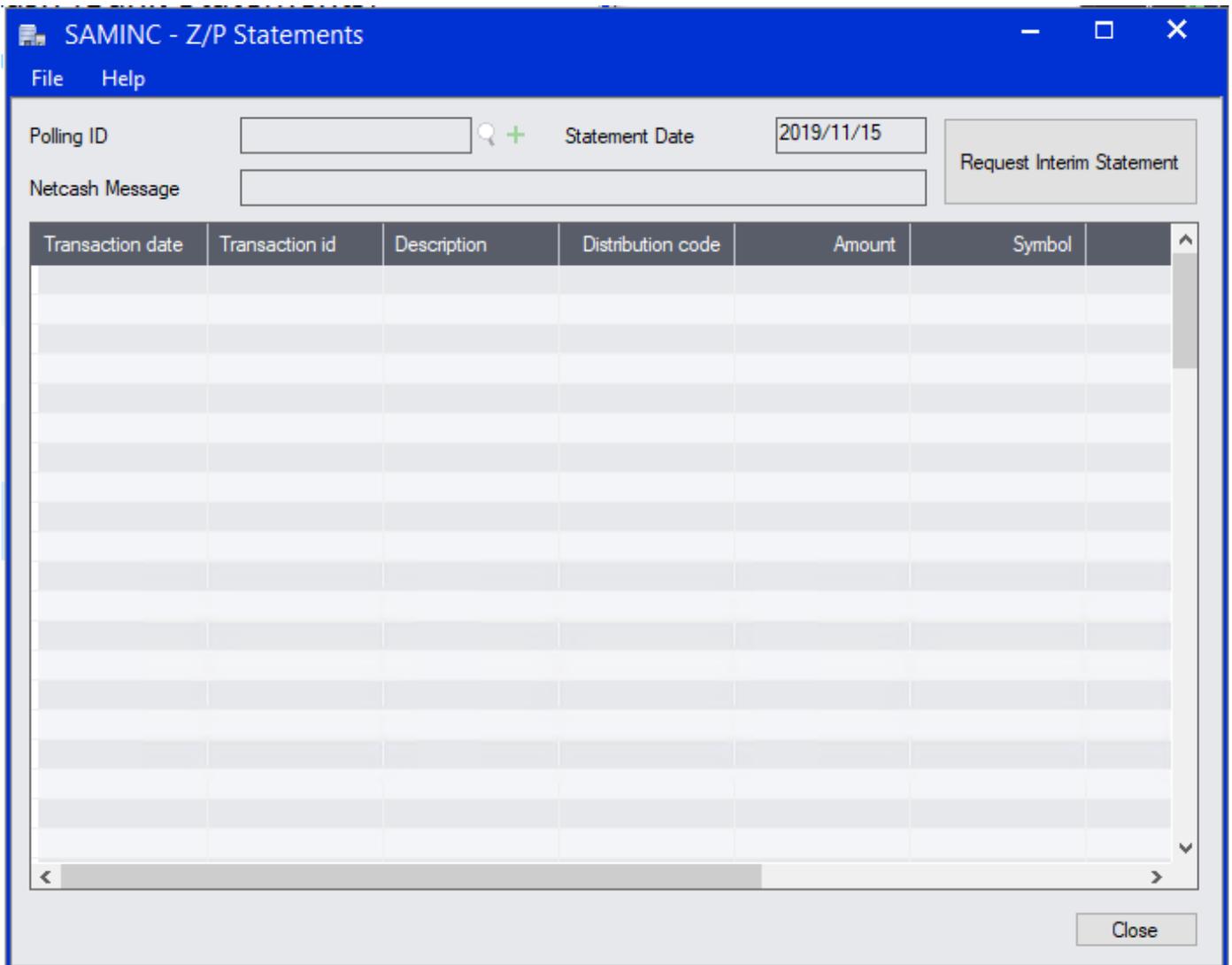
- **Process button**

- Use this to re-process failed payments
 - For failed payment the Netcash status can be changed to 'Not processed' and then click on Process button to submit it again.
 - Only error records can be changed to be processed again



23. To view Netcash statements

1. Open Netcash > Statement



2. Shows the transactions that was received for the Statement Date
3. Request Interim Statement
 - o Sends a request to Netcash and gets the transactions that was authorised for the specified statement date
 - **Latest version of Netcash modules have extra fields populating customer and vendors as required to set up RecXpress rules for recon purposes.**
 - **Daily statement file generated (txt file) can be imported to RecXpress as required**