



## ***For Debit Orders***

Netcash offers a comprehensive Debit Order Collection system. Debit Orders allow you to collect recurring payments from customers with their permission.

Benefits include improved cash flow, convenience, and secure electronic processing.

You can track payments and analyze collection success rates using Netcash's reporting tools

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## ***Setting up your Netcash account***

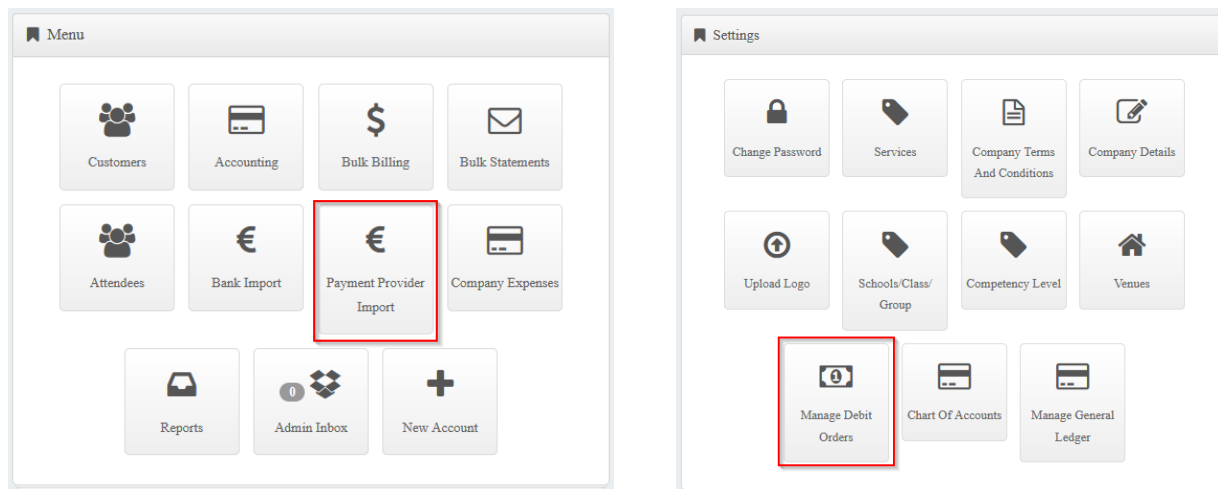
1. **Sign Up for a Netcash Account:** Visit the [Netcash registration page](#) and fill in your details to begin the account registration process
2. Log in to your Netcash account.
3. Send electronic mandates to your clients:
  - Click on **Services > Debit orders > Manage debit orders > Electronic mandates**.
  - Click on **Add mandate**.
  - Complete the necessary details for the mandate (such as account reference, amount, contact information, and any specific clauses).
  - Send the mandate request to your client via SMS and/or email.
4. Once your client electronically accepts the mandate, you can choose to automatically add their details to your debit order Masterfile, eliminating the need to recapture client information each time



**AdminOnline**

# Setting up your AdminOnline account

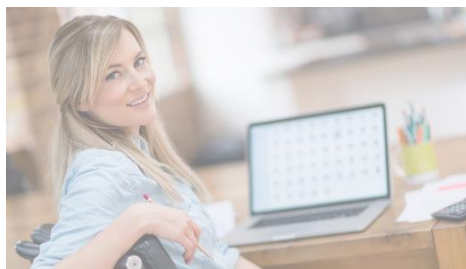
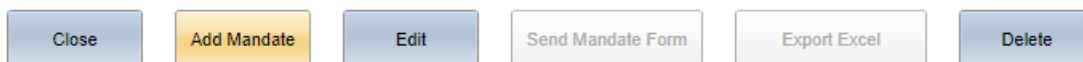
1. Log a support call to AdminOnline (support@adminonline.co.za) to activate Netcash on your account
2. The “Payment Provider Import” button and “Manage Debit Order” button will now be visible on your dashboard




## Adding a mandate to your System

After receiving confirmation that your client has completed the Debit Order Mandate request from Netcash, you need to transfer the information to your AdminOnline account:

- Click on “Manage Debit Order” button.
- Click on “Add Mandate” button.
- Fill in the information from the Mandate form you received from your client.



**Add Mandate**

AdminOnline Acc No. :  

AdminOnline Acc Name :

Authority given by :

Payment Provider :

Card Type :  Debit Card  
 Credit Card

Bank Name :

Branch Code :

Bank Acc No. :

Account Type :

Recurring/Maximum Amount :

Agreement Reference Number :

# Exporting your monthly Debit Order report – for uploading to Netcash

The Debit Orders report is based on the outstanding account balance of an account, but not exceeding the max amount indicated by the client to be debited on the Debit Order Mandate.

Download the report by clicking on Reports → 8. Debit Orders Report

Select Netcash and download the report.

**Reports**

List Of All Available Reports

Name of Report	Report Description	Report Type
Attendance Financial report	Staff	excel
4 Class List Report	Report Of A Calendar Or Group	excel
5 Company Attendance Overview	Activity Attendance Report	excel
6 Company Calendar Overview	Monthly Activity Report	excel
7 Company Totals Report	Report Of All The Company Totals	excel
8 Debit Orders Report	Report showing debit order accounts	csv
9 Staff Report	Report Of How Much Staff Should Be Paid	excel

Generate Debit Order Report

Outstanding Amount Report

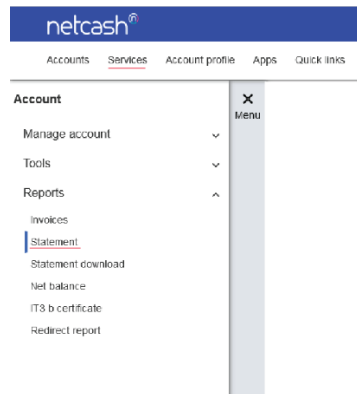
	Account Number	Name	Payment Method Type	Bank Acc No.	Branch Code	Statement Reference	Debit Amount	Outstanding Amount
1	203156	Voskuil	Bank Account	1237456789	632005	AO_501_203156	R 500.00	R 533.00
2	183097	DJM Concepts	Bank Account	123456789	632005	AO_501_183097	R 250.00	R 6200.00
3	203923	Church	Bank Account	123456789	632005	AO_501_203923	R 150.00	R 2789.00
4	184895	Test	Credit Card	123456789	632005	AO_501_184895	R 100.00	R 1033.00

Close    Export Excel

\*\* Please contact your Netcash sales assistant to setup your Netcash account to import a batch Debit Order file

# Netcash Customer Recon

Download the Debit Batch Report from Netcash as a xls file.  
 Services → Account → Reports → Statement



Accounts   Services   Account profile   Apps   Quick links    Jalia Technologies (52028650943)    Help centre

Date	Type	Amount	Balance
01 Apr 2024	Opening balance	R598.83	R598.83
01 Apr 2024	Service fees	-R333.47	R265.36
04 Apr 2024	Two day debit orders	R2 138.80	R2 404.16
04 Apr 2024	Bank transfer	-R1 548.15	R856.01
24 Apr 2024	Mandates	R0.00	R856.01
01 May 2024	Service fees	-R329.89	R526.12
06 May 2024	Two day debit orders	R2 475.77	R3 001.89
06 May 2024	Bank transfer	-R2 110.42	R891.47
17 May 2024	Mandates	R0.00	R891.47
22 May 2024	Mandates	R0.00	R891.47
01 Jun 2024	Service fees	-R338.80	R552.67
06 Jun 2024	Two day debit orders	R6 942.95	R7 495.62
06 Jun 2024	Bank transfer	-R6 461.84	R1 033.78
	<b>Current balance</b>	<b>R1 033.78</b>	<b>R1 033.78</b>
01 Aug 2024	Service fee retention	-R386.44	R647.34

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AdminOnline

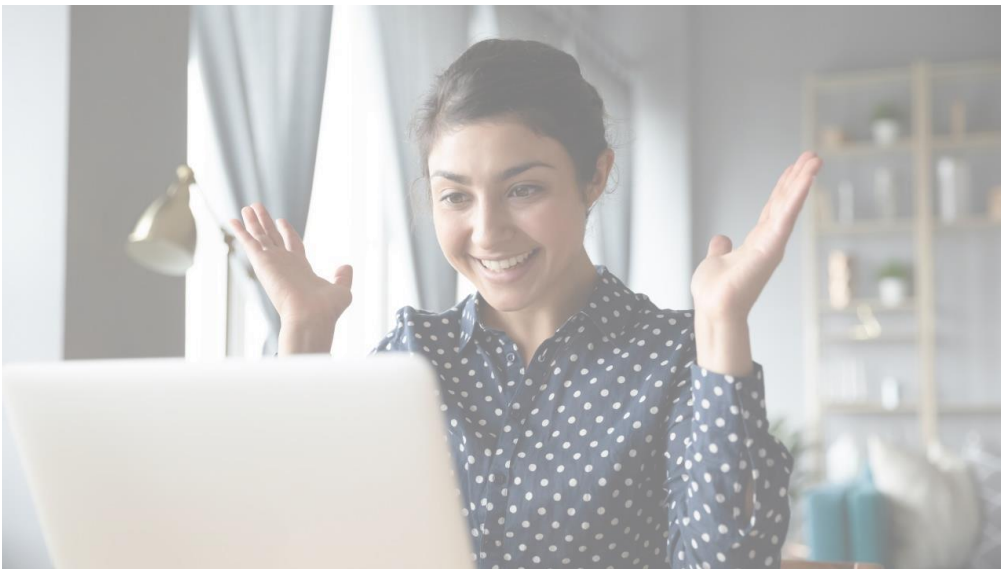
To download the Customer Recon Statement, Click on the note icon next to the Debit Order Batch date:

Account reference	Account number	Account name	Transaction ID	Batch ID	Branch	Amount
858		The Branch	271047756	1763720	250685	R 263.90
1279		Branch	271047772	1763720	51001	R 263.90
1262		Branch	271048168	1763720	470010	R 263.90
959		Branch	271048168	1763720	51001	R 263.90
1077		Branch	271048200	1763720	250117	R 268.23
996		Branch	271048209	1763720	252045	R 263.90
1211		Branch	271048252	1763720	260246	R 263.56
158		Branch	271048298	1763720	652095	R 271.99
						R 2,138.80

*\*\* Note: 2 Uploads are required. The company statement will reflect the Debit Order Fees and the Debit Order Batch report will reflect you customer payment records.*

Click on Payment Provider Import

1. Click Import CSV
2. Select Bank Statement Recon from the Import type dropdown
3. Browse for Bank Statement Recon file to upload
4. Allocate and approve payments as you would in Bank Import



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