

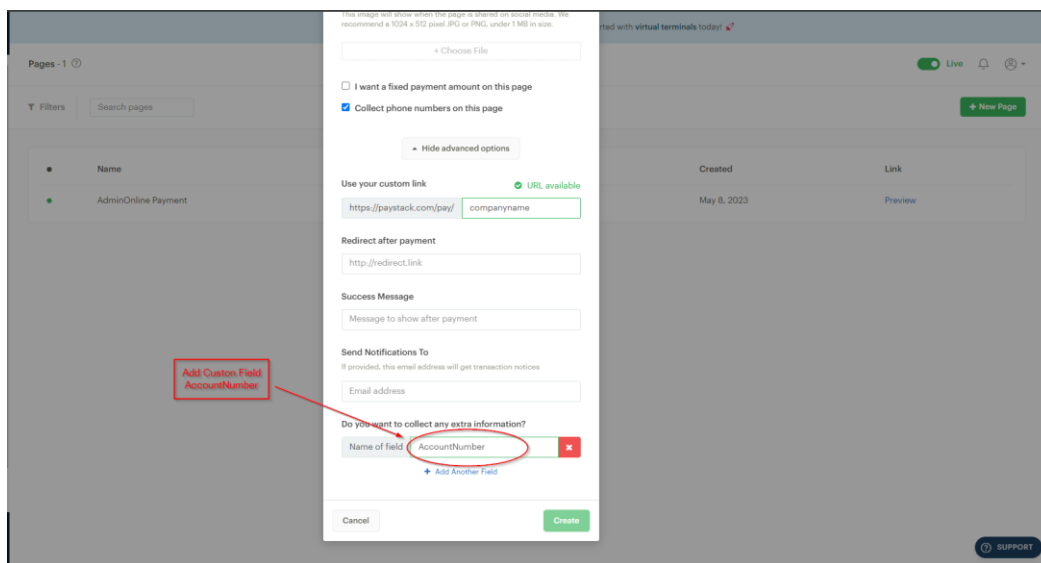
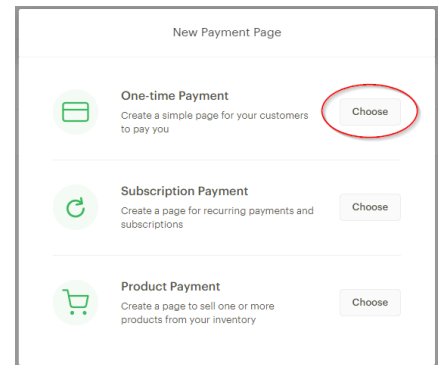


## ACCOUNT SETUP

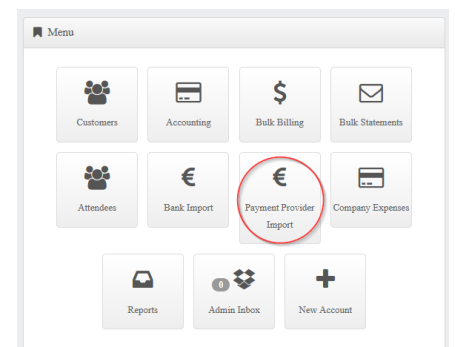
1. Create an account with Paystack [READ MORE](#) 
2. Activate your business on Paystack
3. Create a payment page [READ MORE](#) 
  - Remember to add a custom field named **“AccountNumber”**



4. Send a request to [support@adminonline.co.za](mailto:support@adminonline.co.za) to activate Pay Now on your account. Provide us with the link to your payment page

## RECON PAYMENTS

1. In your Paystack account, click on transactions.
2. Click on Export .csv and select **“Quick Download”**
3. In AdminOnline click on Payment provider button.
4. Select Paystack as your Payment Provider if not selected.
5. Select file by clicking on Import CSV.
6. Verify payment details and approve transaction.



# PAY NOW WITH



Payment Provider Reconcile Payment Provider Account

Payment Provider: Paystack  
Balance: -21.96

Last Bank Import Date Is Unknown

Bank ...	Date	Description	Amount	Fees	Amount Due	VAT	Customer Deposit	Payment Provi...	Allocation Status
1	2024-06-18	Julian Chapman	-R 2.50	-R 0.08	-R 2.40	-R 0.02	873	Paystack	Unallocated
2	2024-06-18	Wale Prince	-R 2.50	-R 0.08	-R 2.40	-R 0.02	1674	Paystack	Approved
3	2024-06-18	Louis Van Rooyen	-R 2.00	-R 0.06	-R 1.93	-R 0.01	1719	Paystack	Unallocated
4	2024-06-18	Jan de Jager	-R 5.00	-R 0.15	-R 4.82	-R 0.03	922	Paystack	Unallocated
5	2024-06-18	Lady Lottmann	-R 5.00	-R 0.15	-R 4.82	-R 0.03	818	Paystack	Unallocated
6	2024-06-19	Eric Hendler	-R 3.00	-R 0.09	-R 2.89	-R 0.02	126	Paystack	Unallocated
7	2024-06-26	Sarah Sandberg	-R 1.96	-R 0.06	-R 1.89	-R 0.01	501	Paystack	Unallocated

Buttons: Close, Save, Delete, **Import CSV**, Export Excel, Check For Double Allocations, Delete Listed Records

Select **Bank Import** To transfer funds from your Paystack account to your bank account

Finances Bank Reconcile Bank Account

Last Bank Import Date Was 2023-09-25

Bank Import ID	Date	Description	Amount	Customer Deposit	VAT	Expenses/Other	Allocation Status
1	2517158	124015 Venter	-R 600.00				Unallocated
2	2517188	SALSA MEXICAN GRILL 457896*6652 14 FEB	R 352.00				Unallocated
3	2517189	WOOLWORTHS CENTURIO 457896*6652 13 FEB	R 17.99				Unallocated
4	2517192	PSTK_4211167336562041116	-R 431.53				Unallocated
5	2517193	Kidispertz Lonehill	-R 426.96				Unallocated
6	2517194	BANK YOUR CHANGE DEBI 62495134323	R 1.28				Unallocated
7	2517195	SALSA MEXICAN GRILL 457896*6652 14 FEB	R 352.00				Unallocated
8	2517196	WOOLWORTHS CENTURIO 457896*6652 13 FEB	R 17.99				Unallocated
9	2517197	EDGARS CENTURION 30 457896*6652 13 FEB	R 556.50				Unallocated
10	2517199	2023-09-25 PSTK_4211167336562041116	-R 431.53			Paystack Payment Account	Approved
11	2517200	Kidispertz Lonehill	-R 426.96				Unallocated

Buttons: Close, Save, Delete, Import CSV, Export Excel, Check For Double Allocations, Delete Listed Records



AdminOnline