



Payroll

# Subscription Payments

## October 2021

### V1.0



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# 1. Introduction

Sage Payroll is releasing an in-app Subscription payment feature that allows customers to pay for their subscriptions either by Recurring Payments (Debit Cards / Credit Cards / Debit Order) or to pay for outstanding invoices using Pay Now functionality.

Setting up a Recurring Payment is seamless and will automatically then debit your account on the 1<sup>st</sup> of each month. You will be required to complete an electronic debit order mandate, but this once-off process will take the hassle out of manual EFTs to pay for your subscriptions.

**NB:** Please note that Recurring Debit Orders are only applicable to Monthly Subscriptions. Annual subscriptions and Bundled Packages (Sage Accounting & Sage Payroll) are billed in advance via different channels.

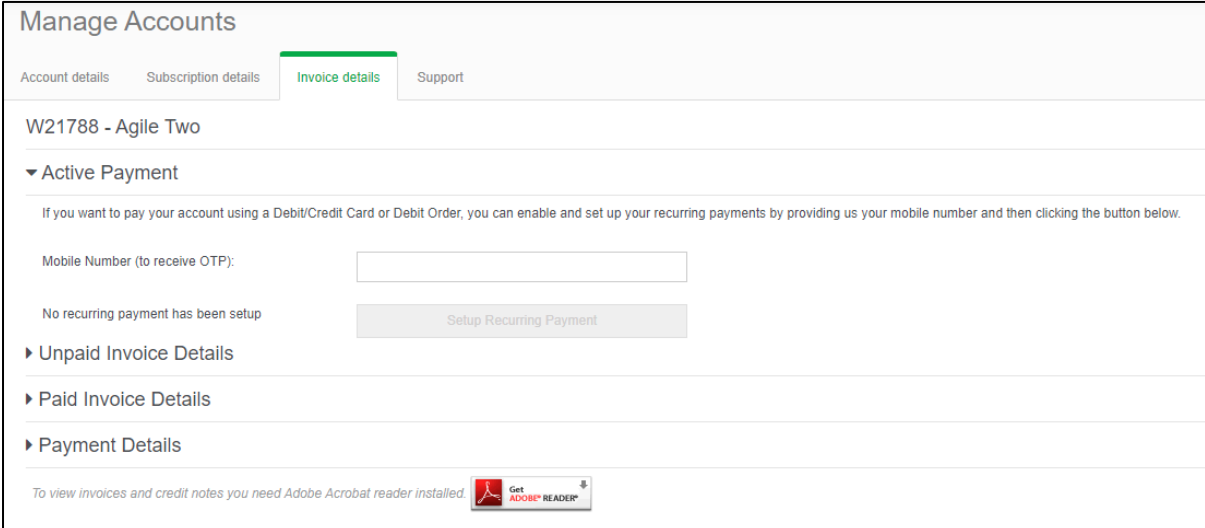
The following document outline how to setup a Recurring Payment or use the Pay Now functionality to pay an outstanding invoice.

This document applies to Sage Payroll October 2021 onwards.

## 2. Setting up Debit Card / Credit Card / Debit Order Payment

To help you manage paying your Sage Payroll subscription, you can now setup recurring subscription payments directly inside the application. The debit order run is set for the 1<sup>st</sup> of each month.

When logging in, head over to *Manage Accounts* → *Invoice Details*:



The screenshot shows the 'Manage Accounts' interface with the 'Invoice details' tab selected. The account name is 'W21788 - Agile Two'. Under the 'Active Payment' section, there is a text instruction: 'If you want to pay your account using a Debit/Credit Card or Debit Order, you can enable and set up your recurring payments by providing us your mobile number and then clicking the button below.' Below this is a text label 'Mobile Number (to receive OTP):' followed by an empty input field. Underneath the input field, it says 'No recurring payment has been setup' and there is a button labeled 'Setup Recurring Payment'. Below this are three expandable sections: 'Unpaid Invoice Details', 'Paid Invoice Details', and 'Payment Details'. At the bottom of the interface, there is a note: 'To view invoices and credit notes you need Adobe Acrobat reader installed.' followed by the Adobe Reader logo.

Figure 1: Step 1: Activate Payment

During Step 1:

1. Enter your mobile number to receive an OTP
2. Select the *Setup Recurring Payment* button

You will be redirected to Netcash to capture the OTP and complete the Electronic Debit Order Mandate:

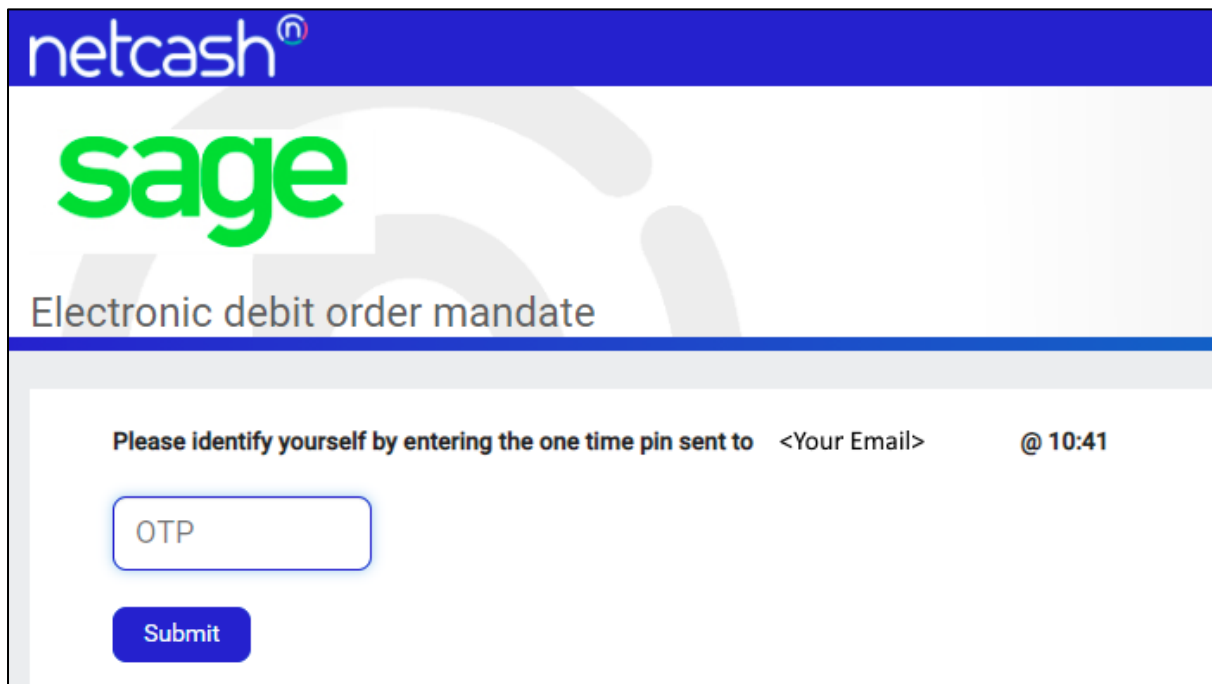
The screenshot shows a web interface for Netcash Sage. At the top, there is a blue header with the 'netcash' logo in white and the 'sage' logo in green. Below the logos, the text 'Electronic debit order mandate' is displayed. The main content area has a white background with a blue border. It contains the instruction 'Please identify yourself by entering the one time pin sent to <Your Email> @ 10:41'. Below this instruction is a text input field with the placeholder text 'OTP'. Underneath the input field is a blue button with the text 'Submit' in white.

Figure 2: Step 2a - OTP Verification

During Step 2a:

1. Enter the OTP
2. Select the *Submit* button

You will then be asked to Complete the following Sections:

1. Contact Details
2. Bank Details

netcash<sup>®</sup>  
sage

Electronic debit order mandate

Capture contact details

Please enter the required information in the fields below:

Title:	<input type="text"/>	<input checked="" type="radio"/> ID number <input type="radio"/> Passport number	<input type="text"/>
Name:	<input type="text"/>	Mobile number:	<input type="text"/>
Surname:	<input type="text"/>	Email:	<input type="text"/>
Physical address line 1:	<input type="text"/>	City:	<input type="text"/>
Physical address line 2:	<input type="text"/>	Postal code:	<input type="text"/>
Suburb:	<input type="text"/>		

Figure 3: Step 2b - Contact Details

During Step 2b:

1. Enter your contact details
2. Select the **Submit** button

The screenshot shows a web form titled "Electronic debit order mandate" with the Sage logo. The form is divided into two main sections. The first section, "Capture contact details", is marked as complete with a red checkmark icon. The second section, "Bank details", is marked as the current step with a teal circle and three dots icon. Below this section, there is a bold instruction: "Please enter the bank account details that will be debited". At the bottom of the form, there are two radio button options: "Bank account" (which is selected) and "Credit card".

Figure 4: Step 2c: Bank Details

During Step 2c:

1. Enter your bank details
2. Select the *Submit* button
3. Select the **Next** button

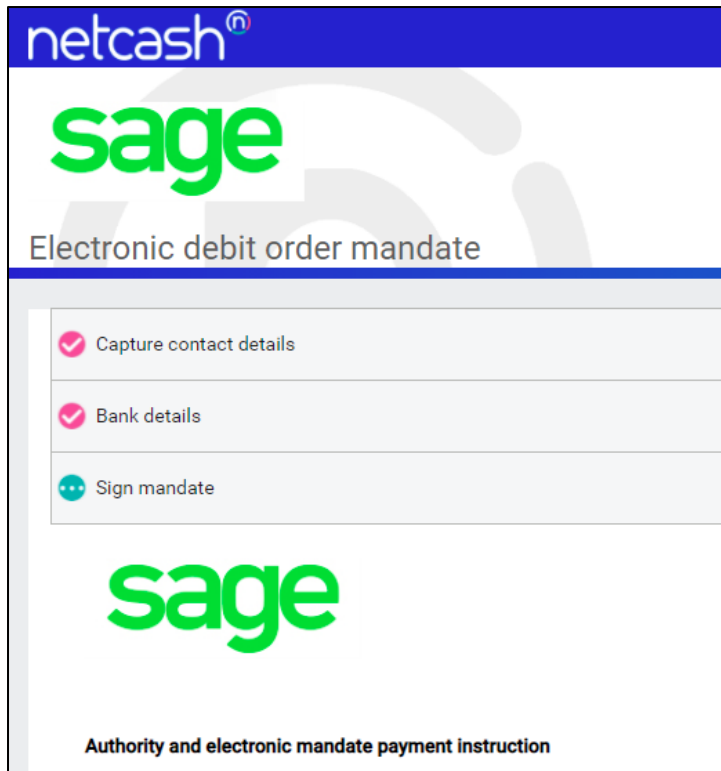


Figure 5: Step 2d - Sign Mandate

During Step 2d:

1. Read through the Electronic Mandate and confirm that all the information stated is correct.
2. Select the *Sign* button



Figure 6: Step 2e - OTP Verification

During Step 2e:

1. Enter the OTP
2. Select the *Confirm* button

You will then be redirected to Sage Payroll, indicating that you successfully have setup the Recurring Payment:

▼ Active Payment

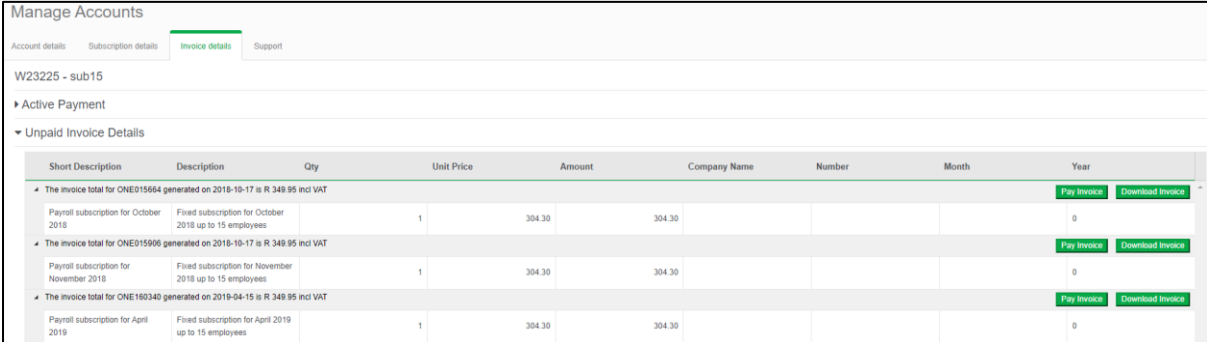
Email	Site Code	Debit Order Day	Is Active	Actions
<Your Email>	<Your Site Code>	1	true	Cancel

Figure 7: Step 3 - Recurring Payment Setup Completed

### 3. Paying an individual invoice using Pay Now

To help you pay outstanding Sage Payroll invoices, you can now pay an invoice in-app using the Pay Invoice functionality.

When logging in, head over to *Manage Accounts* → *Invoice Details*:



The screenshot shows the 'Manage Accounts' interface with the 'Invoice details' tab selected. It displays a table of unpaid invoices for account 'W23225 - sub15'. The table has columns for Short Description, Description, Qty, Unit Price, Amount, Company Name, Number, Month, and Year. Each row represents an invoice for payroll subscriptions for October 2018, November 2018, and April 2019, each with a unit price of 304.30 and a total amount of 304.30. The year column shows '0' for all entries. Each row includes 'Pay Invoice' and 'Download Invoice' buttons.

Short Description	Description	Qty	Unit Price	Amount	Company Name	Number	Month	Year	
• The invoice total for ONE015664 generated on 2018-10-17 is R 349 95 incl VAT									<a href="#">Pay Invoice</a> <a href="#">Download Invoice</a>
Payroll subscription for October 2018	Fixed subscription for October 2018 up to 15 employees	1	304.30	304.30				0	
• The invoice total for ONE015906 generated on 2018-10-17 is R 349 95 incl VAT									<a href="#">Pay Invoice</a> <a href="#">Download Invoice</a>
Payroll subscription for November 2018	Fixed subscription for November 2018 up to 15 employees	1	304.30	304.30				0	
• The invoice total for ONE160340 generated on 2019-04-15 is R 349 95 incl VAT									<a href="#">Pay Invoice</a> <a href="#">Download Invoice</a>
Payroll subscription for April 2019	Fixed subscription for April 2019 up to 15 employees	1	304.30	304.30				0	

Figure 8: Manage Accounts - Unpaid Invoices

During Step 1:

1. Select the Pay Invoice button for an unpaid invoice:



Figure 9: Pay Invoice – Outstanding Invoice

You will then be redirected to the Pay Now portal, Powered by netcash:

**sage**

**Netcash Test - SBCP**

**Description** W23225-ONE015664

**Total** R 349.95

Email address: sub15@pgmail.co.za

Mobile number: 0123456789

Select payment method

Credit & Debit Card >

Instant EFT with Ozow >

Bank EFT >

Scan to Pay >

Figure 10: Step 2 - Pay Now

During Step 2:

1. Select one of the Payment Methods & complete the payment

This page presents you with various payment methods to use to pay the outstanding invoice.

For example, selecting Credit & Debit Card, presents you with the following dialog:

**sage**



**Netcash Test - SBCP**

**Description** W23225-ONE015664

**Total** R 349.95

Email address: sub15@gmail.co.za

Mobile number: 0123456789

Card holder name:  
INSERT NAME HERE

Card number:  
XXXX XXXX XXXX XXXX

Expiry date: MM YY

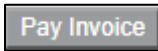
CVC: 123

Budget period: 0 months

**Pay Now!**

Figure 11: Pay Now - Credit/Debit Card Payment Option

Once you have completed the payment, you will be redirected to Sage Payroll. The Pay Invoice button will be disabled.



*Figure 12: Pay Invoice - Payment Completed*

The payment will be processed and allocated to your account automatically. Once the allocation has been completed, the invoice will be moved to the **Paid Invoice Details** section.

## 4. Conclusion

We are delighted to deliver an in-app subscription payment feature that will provide customers the ability to pay subscriptions via recurring payments or using Pay Now functionality that caters for different payment methods.



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