

CDF Online Customer User Guide

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Overview

This user guide has been designed for all CDF clients who wish to use CDF Online to access their accounts online at any time. A basic level of understanding of reconciliation processes, making payments and usage of an accounting system is considered a pre-requisite for this training.

This user guide provides an overview of the functionality available to allow clients to reconcile their accounts and make payments. This user guide should be followed in conjunction with the CDF's FAQs and your internal processes.

Contact details:

CDF Online Support is available Monday to Friday between the hours of 8:30am and 4:30pm.

Phone: 02 6239 9870

Email: cdf@cg.org.au

Website: <https://cdf.cg.catholic.org.au/>

Expected Learning Outcomes

After completing this user guide you should:

- Have an in-depth understanding of CDF Online;
- Be able to confidently navigate the different areas of CDF Online;
- Know how to process internal and external payments; and
- Be able to easily export account statements or data for reconciliation.

Glossary of Terms

Below is a listing of terminology that may be used throughout this user guide in relation to CDF Online, functionality and transactional processing.

CDF – Catholic Development Fund

Us – The CDF

Rejection – Term for when an EFT payment or direct debit is returned to the CDF as unpaid.

APCA – Australian Payments Clearing Association. APCA is the self-regulatory body for the Australian Payments industry. It is their responsibility to develop regulations, procedures, policies and standards governing payments processing within Australia. They oversee five clearing systems including the direct debit network. Part of the oversight of the direct debit network focuses on who can process direct debit payments.

BECS – Bulk Electronic Clearing System.

CBA – Commonwealth Bank of Australia.

EFT – Electronic Funds Transfer of money to an account within Australia.

BPAY – BPAY is an electronic bill payment system in Australia which enables payments to be made through financial institutions online, mobile or telephone facility to organisations which are registered as BPAY billers.

CRN – Customer Reference Number.

DDR – Direct Debit Request/s.

A# Number – CDF system generated reference number for the direct debit request.

Overview

CDF Online is an online platform that allows you to access your accounts and perform transactions 24 hours a day, 7 days a week from any location with internet access.

CDF Online gives customers the ability to:

- View current account balances;
- Transfer funds between CDF accounts;
- Transfer funds to accounts held at other financial institutions;
- View, print and download transaction listings;
- View future Periodic Payments or Direct Debits;
- The ability to upload creditor files for batch payments if your accounting package is able to generate ABA files;
- BPAY Payer functionality allowing you to make BPAY payments;
- School specific functionality including the ability to create, change and delete school fee Direct Debits or upload Direct Debit files from school accounting package for self-managed direct debits;

BPAY Payer Online Access Agreement required to be completed before functionality is provided

Direct Debit arrangements required to be completed before functionality is provided

Security Features

We have several security features enabled on CDF Online. These include:

- The ability to have CDF Online users set up with different access levels depending on the activity they are required to perform. Authorised users can be set up as:
 - Enquiry only.
View accounts and generate transaction listings but not perform any transactions.
 - Data only.
Upload files, prepare payments, view accounts and generate transaction listings.
 - Fully transactional.
Authorise transactions and/or files as well as all other actions that the enquiry and data only users can complete.
 - All data and transactional users are set up with their own unique login name and password and may be required to enter their date of birth each time they log in. Users should never record or share their log in details with anyone else, and we recommend that they regularly change their CDF Online password.
 - All transactions and batches processed through CDF Online require dual authorisation, meaning that 2 full transactional users are required to authorise all transactions and batches before they will be processed.
- 🔒 All accounts have a default external transfer limit (the amount that can be sent to another financial institution) of \$0. If you would like to increase this, please contact your CDF team to discuss.

Processing Cut-off Times

We process your payments throughout each working day. In order for your external payment to be processed same day, please ensure they are fully authorised by the final cut-off time of 4:00pm AEST.

An internal transfer between your own accounts or to another CDF customer processes instantly.

Overview

CDF Online forms are now available on our website.

Things to Consider before Applying for CDF Online

Consider who will be given full access to the accounts on CDF Online and their availability as you will require at least 2 full transactional users to be able to authorise transactions and batches before they will be processed.

The CDF Online site can be accessed on any smart device or computer with connection to the internet, so you do not need to be together in the office in order to process payments.

Applying for CDF Online

Download and complete the CDF Online Application Form from our website here: cdf.cg.catholic.org.au

Completed forms can be returned to the CDF via email to cdf@cg.org.au

New User / Changes to Online Access

You can delete a CDF Online user or amend their access rights by completing the CDF Online Application Form.

Using the CDF Online System

Overview

In this section we will cover how to use CDF Online, including signing in for the first time, navigating the different areas, viewing balances, transactions and statements, transferring funds and uploading payment batches.

First Time Sign On

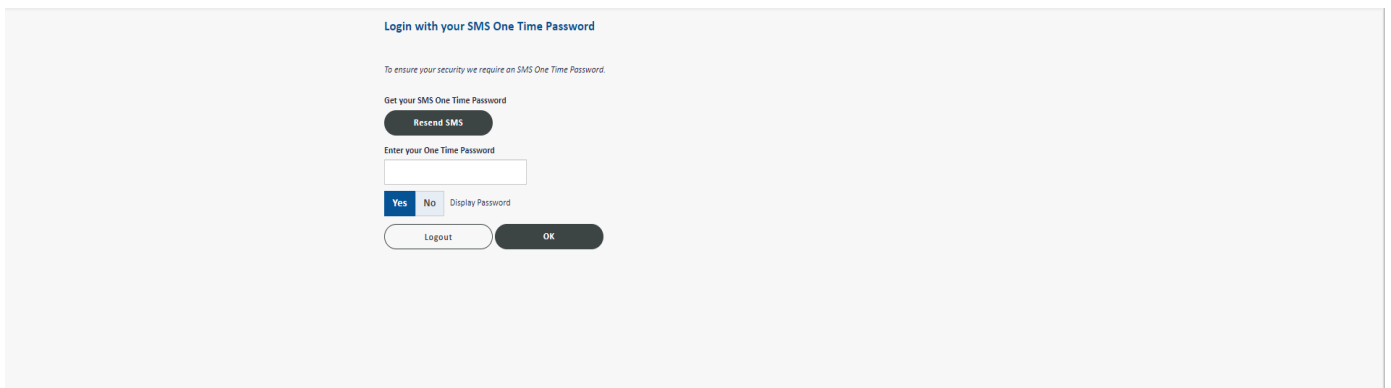
We recommend you always access CDF Online via our website, cg.catholic.org.au. CDF Online will work in any internet browser, however we do suggest using Microsoft Edge, Google Chrome or Firefox.

1. Click on the CDF Online button on our website
2. Enter your Login Details and select Login

Login Name: Enter the Login Name supplied by the CDF.

Password: Enter the password provided by the CDF.

3. This will prompt you to the below screen. You should receive a text with the one-time password. Enter this code and click ok.



The screenshot shows a login interface with the following elements:

- Title:** Login with your SMS One Time Password
- Message:** To ensure your security we require an SMS One Time Password.
- Action:** Get your SMS One Time Password
- Button:** Resend SMS
- Input:** Enter your One Time Password (text box)
- Buttons:** Yes (selected), No, Display Password
- Buttons:** Logout, OK

4. You will now see the below screen to create your new password for log in. You need to enter the existing password into the first box, and then the password you would like to create in the second and third boxes. Your password must be between 8 and 12 characters and include a mix of letters and numbers. Once you have entered your preferred password, select Change Password and this will be saved and you will be taken to the CDF Online homepage.

Change Password

Your Password has been reset and you must change it before you can continue.

You will use this to login. Avoid the obvious like your name or birthday (otherwise you may be liable for unauthorised transactions).

Your Password

Your Password should be 8-12 characters and contain at least 1 number.

New Password

Confirm Password

Change Password

Your Home Page

Once you sign in, your home page will show you a list of your accounts and the balances for each account.

SAV
2021

Accounts Payments Settings

INBOX LOGOUT

Accounts

Test Account 1 52441S1	Available Current	\$902.34 \$902.34	▼
Test Account 2 52441S1.1	Available Current	\$0.00 \$0.00	▼
ON-CALL COMPOUND 52441S1.2	Available Current	\$0.00 \$0.00	▼
SCHOOL FEES DIRDB 52441S16	Available Current	\$0.00 \$0.00	▼

The menu at the top of the screen allows you to navigate to:

Accounts – this is where to get transaction details, generate statements as well as find interest details and retrieve BSB information

Payments – this is where to go to process transactions as well as manage periodic payments

Settings – this is where you can change your password and organize how your accounts appear on your home page

Viewing Accounts

When on your home page, clicking on any account under Accounts will allow you to view the recent transactions. To view more transactions select View All Transaction and Account Details

welcome.aspx

Accounts

Payments

Settings

INBOX

LOGOUT

Accounts

Test Account 1

5244151

Available

Current

\$902.34

\$902.34

^

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From-B C E O Ref:TEST115 [Eff Date: 25 JUN 24]		\$681.00	\$902.34
29/08/2023	TFR TO 52139S1.3	\$1,000.00		\$221.34
29/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 28 AUG 23]		\$1,000.00	\$1,221.34
03/08/2023	DEBIT TRANSFER From: CBA MERCHANT FEE Ref: 5353109494835823	\$10.56		\$221.34
02/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 01 AUG 23]		\$35.00	\$231.90

View All Transaction and Account Details

Searching Transactions

When viewing any account you can click the Quick Search or Advanced Search to locate payments or transactions. Quick Search will allow you to search using a description, transaction type or for a specific amount.

All Bookmarks

Accounts

Payments

Settings

INBOX

LOGOUT

Transactions / Account Details

Test Account 1

5244151

Available

Current

\$902.34

\$902.34

^

Transactions

Account Details

Quick Search

Advanced Search

Download

Quick Search

Description

In Transaction Type

Amount

All

Cancel

Search Transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From-B C E O Ref:TEST115 [Eff Date: 25 JUN 24]		\$681.00	\$902.34
29/08/2023	TFR TO 52139S1.3	\$1,000.00		\$221.34
29/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 28 AUG 23]		\$1,000.00	\$1,221.34

Advanced Search will give you further search options. This is particularly useful for locating deposits or finding an original payment that may have rejected back into your account.

Transactions / Account Details

Test Account 1
5244151

Available
Current

\$902.34
\$902.34

Transactions

Account Details

Quick Search

Advanced Search

Download

Advanced Search

Description

Receipt Number

Cheque Withdrawal Number

In Transaction Type

Time Period

Duration

Amount

Amount from

Amount to

Cancel

Search Transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From-B C E O Ref-TEST115 [Eff Date: 25 JUN 24]		\$681.00	\$902.34
29/08/2023	TFR TO 52139S1.3	\$1,000.00		\$221.34

Downloading Transactions

When viewing any account, you have the opportunity to download transactions in a variety of file types for the purpose of uploading into your accounting package. Select the Download link to be taken to the screen below where you can pick the Document Type and input the date range required. Click the Download button to generate your file. Note that you can only download up until the previous working day. To view transactions for the current day so far you can go to the account’s Transaction History.

ADF Online

test.cdfonline.org.au/u/sbrisbane/Accounts/TransactionDownload.aspx?udaq=rusASOHqvYIzrNhRi%2bSqpzFQ6ysrTgak00DKTLpWTswOTeJwmNC5aINoeFH0XulCu57H%2fbTKfRQwG0XFz4VwZL%2fz9F2EK9Km0PK21uXkZCy7L1gDVEIj2vTgZh

Archdiocese/Centcare

Accounts

Payments

Settings

INBOX

LOGOUT

Download Transactions

Test Account 1
5244151

Available
Current

\$902.34
\$902.34

From

To

DD MMM YYYY

DD MMM YYYY

Document Type

CSV : Comma Separated Values, Generic for

Download

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Version 1, Published 5th September 2024

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Generating a Statement

As you are now a registered CDF Online user, you are able to generate and download statements online at any time. Go to the Accounts menu up the top of the screen and select Statement to be taken to the Statement screen below. On this screen you can click inside the Start Date and End Date boxes to bring up a calendar. You can pick any number of accounts or tick the check box For All Accounts. Click the Display button to generate your statement for download.

ADF Online

test.cdfonline.org.au/u5brisbane/Accounts/StatementSelection.aspx

Archdiocese/Centcare

ARCHDIOCESAN DEVELOPMENT FUND

Accounts

Payments

Settings

INBOX

LOGOUT

Statements

Create a Transaction List

Start Date

DD MMM YYYY

End Date

DD MMM YYYY

For All Accounts

Yes

No

Test Account 1

52441S1

Yes

No

Test Account 2

52441S1.1

Yes

No

ON-CALL COMPOUND

52441S1.2

Yes

No

SCHOOL FEES DIRDB

52441S16

Yes

No

On Call Savings Quarte

52441S72

Yes

No

Display

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test.cdfonline.org.au/u5brisbane/InformationLoading.aspx - Google Chrome

test.cdfonline.org.au/u5brisbane/InformationLoading.aspx

ARCHDIOCESAN DEVELOPMENT FUND

THE ARCHDIOCESAN DEVELOPMENT FUND
CATHEDRAL HOUSE
LEVEL 6 229 ELIZABETH ST
BRISBANE 4000

Printed at 01:31pm, 01 OCT 2023

Transaction BEGIN Date 01 AUG 2023
Transaction END Date 16 AUG 2023

DATE JOINED 23 SEP 15
DEPT 99
BR/AG 1

CLIENT No. 52441 Test Customer

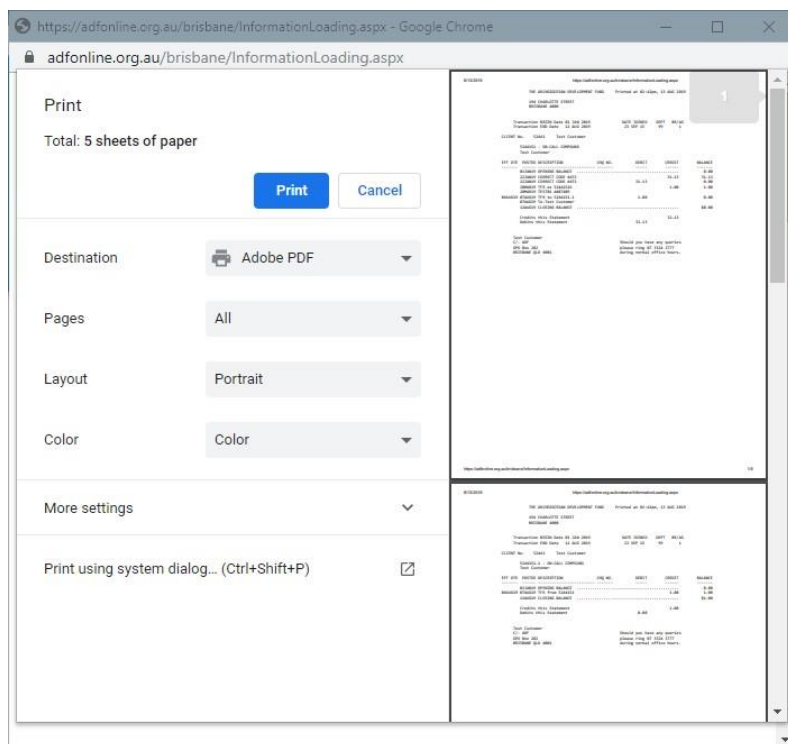
52441S1 - Test Account 1
Test Customer

POSTED	DESCRIPTION	DEBIT	CREDIT	BALANCE	CHK NO.
01AUG23	OPENING BALANCE			196.90	
02AUG23	DEPOSIT AT BANK		35.00	231.90	
02AUG23	From: CBA CREDIT CARDE Ref: 5353109494835823				
03AUG23	DEBIT TRANSFER	10.56		221.34	
03AUG23	From: CBA MERCHANT FEE Ref: 5353109494835823				
16AUG23	CLOSING BALANCE			\$221.34	

Test Customer
C/- ADF
GPO Box 282
BRISBANE QLD 4001

Should you have any queries
please ring 07 3324 3777
during normal office hours.

To save this file electronically select the Print button then change the printer to PDF.



Viewing Periodical Payments

When on your home page, you can view the upcoming payments in date order for the next 30 days. This is useful to double-check any about to be processed. Click on the Payments heading and then Periodical Payment to take you into the full Periodical Payments listing. You can find any scheduled payment by manually scrolling down the page or you can use CTRL+F to search.

Due Date	From	To	Type	Frequency	Amount
20/08/2024	52441S1 Test Account 1	Test Account 2	Internal	Fortnightly	\$2.00
29/08/2024	52441S1.1 Test Account 2	JIMS MOWING	External	Monthly	\$5.00

Updating Your Payee Address Books

We recommend keeping your saved payee account details up to date by ‘cleaning up’ your address books listing. You can do this at any time.

Go to the Payments menu up the top of the screen and select Address Book. Your Address book is in 2 sections:

Payee – The Payee address book will show you all the account records you have saved for payments to other accounts. This will be referenced as External Payees. If you are a school utilising User Managed Direct Debits through CDF Online for your school fee management, you will also see all your fee payers’ details here, these will be referenced as Debit External Payees

Bpay – The Bpay address book will show all the Bpay Billers you have saved.

1. On this screen select Change to be taken to further options.

ADF Online

test.cdfonline.org.au/uSbrisbane/Payees/PersonalPayeesList.aspx?udaq=9eHAVUh8055jNRijpx38Yg9SKaLUpqPelN08ekY8383fKDDh5HqNVZK3gY68EWfe

Archdiocese/Centacare

Accounts

Payments

Settings

INBOX

LOGOUT

Address Book

Payee

BPAY

Find a Payee

Add New Payee

J

JIMS MOWINGJIMS MOWING100021531012345External TransferPayChange

O

olliewords5251351Internal TransferPayChange

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2. After selecting Change you can now either update the Payee details or click Delete to remove them from your address book. You also have the option to Update & Pay if you would like to proceed to payment.

Address Book

Change Payee for External Transfer

BSB Number
012345

ANZ - Relocation

Account Number
100021531

Account Name
JIMS MOWING

Nickname
JIMS MOWING

Reference to appear on your statement
MOWING
49 characters left

☐ Yes ☒ No Same reference for payee

Reference for payee
INV 001
11 characters left

Any changes made to Address Book entries are not automatically replicated through to Periodical Payments - you should also make changes to Periodical Payments if required

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3. Please note that any changes made to Address Book entries are not replicated through to Periodic Payments, you must make those changes in the Periodical Payments section if required.

Single EFT Payment

We generally recommend processing your EFT payments as a batch unless you have either one payment to process or a payment you wish to set up to process on a particular due date or as recurring. To read about processing as a batch go to the Multiple EFT Payments section in this guide, or to complete a single payment follow the steps below.

You can complete this process if you are a Data User or an Online Authoriser, the only difference is if you are a Data User you will need to have 2 authorisers to log in to authorise the transaction. If you are an Online Authoriser (full account signatory) creating the payment counts as the first authorisation and you will only require one other Authoriser to log in and authorise the transaction.

Go to the Payments menu up the top of the screen and select Transfer Money to be taken to the screen below.

1. Select your account you wish to debit. You then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - I. Click in the Transfer From box to select your account (any account with available funds, and an external daily limit nominated)
 - II. Under To Account Details you can either click in the box to choose a payee from your address book or select Pay New Account to input their external account details
 - III. Enter the Amount you wish to pay
 - IV. Under When you can either elect to Transfer Now, pay later under Once on or even set it up as Recurring (this will be created as a periodical payment)
 - V. Enter an appropriate Reference to appear on your statement
 - VI. Enter an appropriate reference for the person you are paying under Reference for payee e.g. Invoice # Please note that this field is mandatory.

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/TransferFunds.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Transfer Money

From Transfer From

Test Account 2	Available	\$200.00
5244151.1	Current	\$200.00

To

JIMS MOWING	JIMS MOWING	100021531	012345
-------------	-------------	-----------	--------

Transfer Details

Remaining daily limit \$10,000.00

Amount

\$ 50.00

When

Now Once On Recurring

Reference to appear on your statement (optional)

MOWING

49 characters left

Yes No Same reference for payee

Reference for payee

INV 001

11 characters left

*This field is mandatory

Next

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-
2. You will now be shown the summary screen of the payment for you to validate that all the information is correct.

Transfer Money - Review and Submit

⚠ Please check the payment details carefully before selecting Submit to make sure you are paying who you intend to pay. If the payment goes to an unintended recipient, it may not be possible to recover the funds.

From	Test Account 2 5244151.1 Available Current	\$200.00 \$200.00
To Account Description	JIMS MOWING 012345 100021531 ANZ - Relocation	
Amount	\$50.00	
When	This transaction will occur immediately	
Reference for payee	INV 001	
Reference to appear on your statement	MOWING	

[Cancel](#) [Back](#) [Submit](#)

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-
-
3. If the information is correct, you can select Submit which will store the payment as an authorisation request for a user with appropriate access level to be able to approve.
4. You can view any of your authorisation requests from by clicking on Authorisation Requests: By Me on the home screen (click View All) or by selecting Payments menu on the top of the screen and selecting Authorisation Requests.

Accounts

⚠ Authorisation Required: By User

Test Account 1 5244151	Available Current	\$902.34 \$902.34
Test Account 2 5244151.1	Available Current	\$0.00 \$0.00
ON-CALL COMPOUND 5244151.2	Available Current	\$0.00 \$0.00
SCHOOL FEES DIRDS 52441516	Available Current	\$0.00 \$0.00

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5. If you wish to notify your authorisers via email you can click into the transaction from the Authorisation Requests By Me:

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/PendingAuthList.aspx?udaq=2WPfcqngNEyEr5%2bNGxNjvZHjIVeov2zuV0twbc71tU5gd8yNo2mDdYaa5%2fKg%2b

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Requests

For Me By Me

Transactions

Click on each transaction to view and Authorise the request.

Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
12 AUG 2024	Test Account 2	5244151.1	JIMS MOWING	\$50.00	1	1 >

Authorisation Requests will be automatically deleted if not fully authorised in 14 days from date of loading.

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6. Add Yes to Notify Via Email and add a note as required and update the request.

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/PendingAuthDetail.aspx?udaq=k3zt7m4uuM8GpzTxcw1STFY8HL59wHdO%2f0wW7xmMXg8349Pe790wxt1zjpW2lpgxX6YqHeTFTYThGZLq41IHv80Vduu0ppc%2b0w5L2TtBg7AbD9n5rUkrznq...

Archdiocese/Centcare

Authorisation Request: By Me

Payment Detail - External Transfer

From Account	Test Account 2 5244151.1 Current Balance \$200.00 Available Balance \$200.00
To Payee	BSS Number 012345-Account Number 100021531 JIMS MOWING-INV 001
Reference	MOWING
Amount	\$50.00
When	This transaction will occur when fully authorised
Loaded by	Ms A Test 1-12 AUG 2024 - 03:14pm

Authorisation Details

Authorised by Ms A Test 1, 12/08/2024, 03:14PM

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	Yes No	
Mr B G Holmes	Yes No	

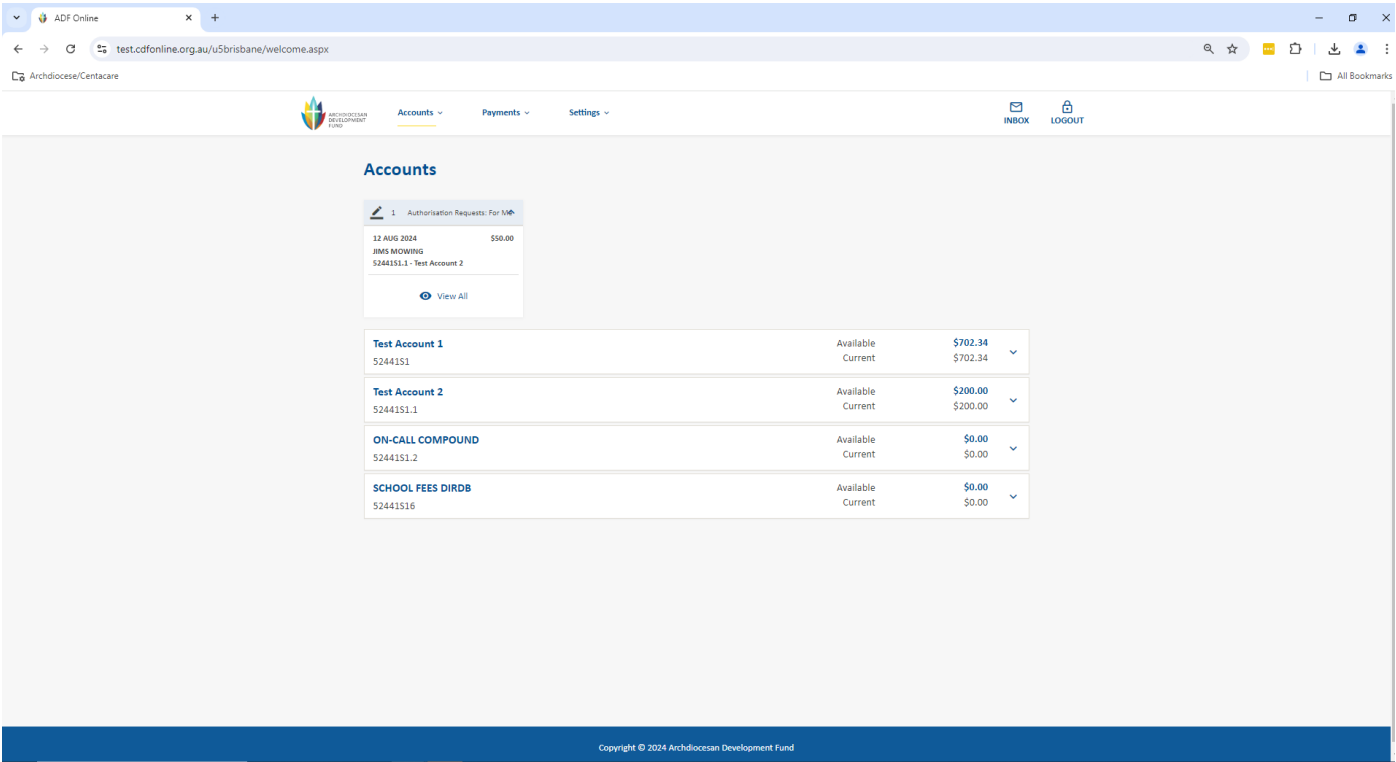
Notes - record only if Transaction is to be authorised later

PLEASE CHECK AND AUTHORISE PAYMENT

Cancel Update Reject Payment

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7. Authorisers can now login to CDF Online to view and approve the payment. On the home screen click on Authorisation Requests: For Me and then select View All.

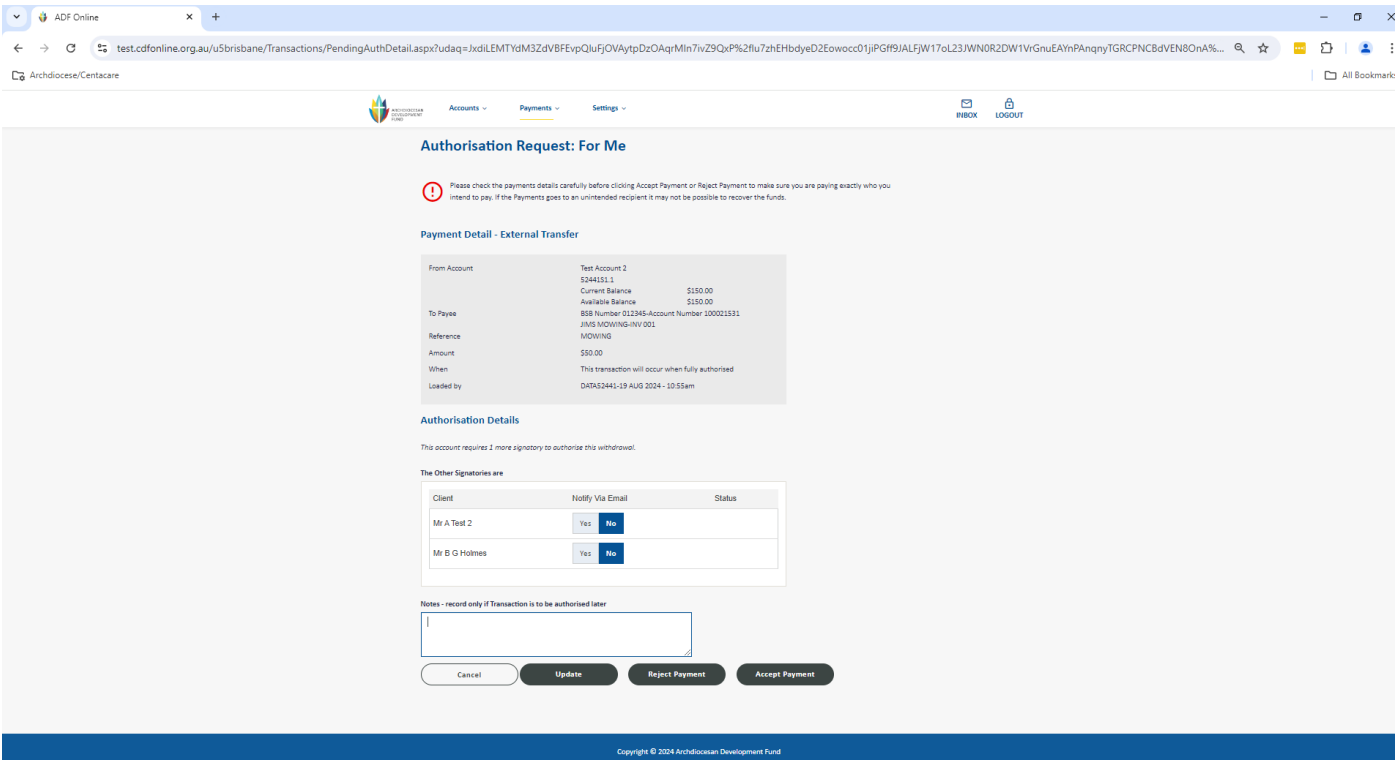


The screenshot shows the 'Accounts' page in the CDF Online system. At the top, there is a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. Below the navigation bar, there is a section titled 'Accounts' with a sub-header '1 Authorisation Requests: For Me'. This section contains a table with the following data:

Account Name	Available	Current
Test Account 1 5244151	\$702.34	\$702.34
Test Account 2 5244151.1	\$200.00	\$200.00
ON-CALL COMPOUND 5244151.2	\$0.00	\$0.00
SCHOOL FEES DIRDB 52441516	\$0.00	\$0.00

Below the table, there is a 'View All' link. The footer of the page indicates 'Copyright © 2024 Archdiocesan Development Fund'.

8. This will take you to view all transactions that require authorisation. You can view each one by one to check the details. To approve the payment select Accept Payment. Once fully authorised, the single payment will disappear from under Authorisation Requests and immediately debit from your account. Remember you have up until 3.30pm daily for the payment to be processed same-day, and for your recipient to receive the funds within approximately 1 business day.



The screenshot shows the 'Authorisation Request: For Me' page in the CDF Online system. At the top, there is a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. Below the navigation bar, there is a section titled 'Authorisation Request: For Me'. This section contains a warning message: 'Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.'

Below the warning message, there is a section titled 'Payment Detail - External Transfer' with the following data:

From Account	To Payee	Reference	Amount	When	Loaded by
Test Account 2 5244151.1	Current Balance Available Balance BSB Number 012345-Account Number 100021531	JMS MOWING-INV 001 MOWING	\$50.00	This transaction will occur when fully authorised	DATAS2442-19 AUG 2024 - 10:55am

Below the payment details, there is a section titled 'Authorisation Details' with the following text: 'This account requires 2 more signatory to authorize this withdrawal.'

Below the authorisation details, there is a table titled 'The Other Signatories are' with the following data:

Client	Notify Via Email	Status
Mr A Test 2	Yes	No
Mr B G Holmes	Yes	No

Below the table, there is a section titled 'Notes - record only if Transaction is to be authorised later' with a text input field. At the bottom, there are four buttons: 'Cancel', 'Update', 'Reject Payment', and 'Accept Payment'.

9. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments.

ADF Online

test.cdfonline.org.au/u/sbrisbane/Transactions/PendingAuthList.aspx?udaq=93r1zu008rRH2%2bZ4Jo2sLbnthZZs%2bEjavriWjeYV9VfV884YpQvch5DdgrVvYAH

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Requests

For Me By Me

Transactions

Click on each transaction to view and Authorise the request.

Select	Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12 AUG 2024	Test Account 2	52441S1.1	JIMS MOWING	\$50.00	1	1 >

Add your Authorisation to the selected Authorisation Request.

Authorise Selected Payments

Authorisation Requests will be automatically deleted if not fully authorised in 14 days from date of loading.

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Single BPAY Payment

We generally recommend processing your BPAY payments as single transactions however if you have an accounting package that can generate Bpay batches, you can use the batch upload functionality detailed in the Multiple BPAY Payments section in this guide. To complete a single payment follow the steps below.

Go to the Payments menu up the top of the screen and select BPAY to be taken to the screen below.

1. Firstly you need to select your account you wish to debit. You can then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - I. Click in the Pay From box to select your account (any account with available funds)
 - II. Click on the To drop down and either select an existing Biller or select New Biller
 - III. Enter the CRN from the invoice in the Reference field
 - IV. Enter a nickname to save these details in your BPAY Address Book (optional and only applicable if new biller)
 - V. Enter the amount of the payment
 - VI. Under When you can either elect to Transfer Now, pay later under Once on or even set it up as Recurring (this will be created as a periodical payment)

The screenshot shows the 'BPAY' payment screen in a web browser. The browser address bar shows 'test.cdfonline.org.au/uSbrisbane/Transactions/TransferBpay.aspx'. The page has a header with the CDF Online logo, navigation links for 'Accounts', 'Payments', and 'Settings', and user links for 'INBOX' and 'LOGOUT'. The main content area is titled 'BPAY' and contains the following sections:

- From:** A dropdown menu showing 'Test Account 2' with account number '5244151.1'. To the right, it shows 'Available \$150.00' and 'Current \$150.00'.
- To:** A dropdown menu showing 'Pay New Biller'.
- Add New Biller:** A section with a search bar labeled 'Enter Biller to search for' containing '00000001818' and a 'Search' button. Below the search bar are three input fields: 'Biller Nickname (description)' with '55500510013334115', 'Customer Reference Number (CRN)' with 'CBA CARD TOP UP', and an empty field.
- Transfer Details:** A section with an 'Amount' input field containing '\$ 10.00'.
- When:** Three buttons: 'Now' (selected), 'Once On', and 'Recurring'.
- Next:** A dark blue button at the bottom of the form.

The footer of the page contains the text 'Copyright © 2024 Archdiocesan Development Fund'.

2. You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking SUBMIT. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

ADF Online

test.cdfonline.org.au/us/brisbane/Transactions/TransferBPay.aspx

Archdiocese/Centcare

Accounts Payments Settings

BPAY - Review and Submit

⚠️ We don't use the account name to process payments, only the account number and BSB. Before you complete this payment, make sure you check the payment details carefully. If the money is sent to the wrong account, it may not be possible to get it back.

From	Test Account 2 52481211
To	COMMONWEALTH CARDS 9550012345 95500123456789
Amount	\$10.00
When	This transaction will occur when fully authorized

Authorisation Details

This account requires 2 other signatures to authorize this withdrawal.

The Other Signatories are

Client	Notify (via Email)	Status
Mr A Test 1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mr A Test 2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mr B G Holmes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Notes: record only if Transaction is to be authorized later

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- After selecting SUBMIT the payment has now been set up and you will see the confirmation screen. Once you click Finish it will take you back to your home page and you can check that this is sitting under Authorisation Requests for your authorisers.

BPAY - Receipt

✓ Your BPAY Payment has been stored as a Authorisation Request on 12 AUG 2024 at 03:34pm
⚠ This account requires 2 more Signatory to complete the payment.

Receipt No	At Authorisation
From	Test Account 2 5244151.1
To	5550051001334115 COMMONWEALTH CARDS 0000001515 5550051001334115
Amount	\$10.00
When	This transaction will occur when fully authorised

Finish New Transaction Print Receipt

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- Authorisers can now login to CDF Online to view and approve the payment. On the home screen click the drop down menu on Authorisation Requests: For Me and select View All. Alternatively you can click straight into the pending authorisation.

Accounts

1 Authorisation Requests: For Me

13 AUG 2024	\$10.00
CBA CARD TOP UP	
5244151.1 - Test Account 2	

View All

Test Account 1 5244151	Available Current	\$702.34 \$702.34
Test Account 2 5244151.1	Available Current	\$150.00 \$150.00
ON-CALL COMPOUND 5244151.2	Available Current	\$0.00 \$0.00
SCHOOL FEES DIRDB 52441516	Available Current	\$0.00 \$0.00

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5. After clicking View All, you can see all pending authorisations. You can click into each transaction and select Accept Payment after checking the details. Once fully authorised, the single BPAY payment will disappear from under Authorisation Requests and immediately debit from your account. Remember you have up until 3.30pm daily for the payment to be processed same-day, and for your recipient to receive the funds within approximately 1 business day.

ADF Online


test.cdfonline.org.au/uSbrisbane/Transactions/PendingAuthDetail.aspx?udaq=0fec%2fOzNQsENqfWZduKChF069AhmEOVKILXG8sCHnvEy1jBYXzV48kZJT3FA%2fpjAPSjOQ%2b8Xn%2fm0uZ6vaXySkCsFwDlKGd%2fjKAioalw6uUFRXSWq31Yx7U...

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Request: For Me

 Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Make a BPAY Payment

From Account	Test Account 2
	\$244151.1
To Payee	Current Balance \$150.00
	Available Balance \$150.00
Amount	BPAY Biller Code-0000001818 - COMMONWEALTH CARDS
	BPAY Account / Reference Number-5550051001334115
When	\$150.00
	This transaction will occur when fully authorised
Loaded by	DATAS2441-19 AUG 2024 - 11:00am

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Mr B G Holmes	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

Notes - record only if Transaction is to be authorised later

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6. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments.

ADF Online

test.cdfonline.org.au/uSbrisbane/Transactions/PendingAuthList.aspx?udaq=%2fLqW%2bpXhWkFuDfuGIMispBBYgBpnNWgYnYtgRuRDP55fediOxLJESLGDIP5Cc7

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Requests

For Me By Me

Transactions

Click on each transaction to view and Authorise the request.

Select	Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	19 AUG 2024	Test Account 2	\$244151.1	CBA CARD TOP UP	\$10.00	0	2

Add your Authorisation to the selected Authorisation Request.

Authorisation Requests will be automatically deleted if not fully authorised in 24 days from date of loading.

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Single Internal Transfer – Between Your Own Accounts

Go to the Payments menu up the top of the screen and select Transfer Money to be taken to the screen below.

1. Firstly you need to select your account you wish to debit. You can then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - I. Click in the Transfer From box to select your account (any account with available funds)
 - II. Under To Account Details click in the Select Account box to choose an internal account
 - III. Enter the amount of the payment
 - IV. Under When you can either elect to Transfer Now, pay later under Once On or even set it up as Recurring (this will be created as a periodical payment)
 - V. Enter an appropriate Reference to appear on your statement for this account
 - VI. Enter an appropriate reference for the account you are paying under Reference to Payee

The screenshot shows the 'Transfer Money' form in a web browser. The browser address bar shows the URL: test.cdfonline.org.au/uSbrisbane/Transactions/TransferFunds.aspx?udaq=DeMHFpVIB8E6OwqtRW86R0yIM00ppnw%2FHNS53rBZu%2fN2%2f29MXKIQUybMwMc51AjW. The page header includes the Archdiocese of Brisbane logo and navigation links for Accounts, Payments, and Settings. The main form is titled 'Transfer Money' and contains the following sections:

- From Transfer From:** A dropdown menu showing 'Test Account 2' with ID '5244151.1'. The available balance is \$150.00.
- To:** A dropdown menu showing 'ON-CALL COMPOUND' with ID '5244151.2'. The available balance is \$0.00.
- Transfer Details:**
 - Updating daily limit:** A text input field with the value '\$ 50.00'.
 - When:** Three tabs: 'Now' (selected), 'Once On', and 'Recurring'.
 - Reference to appear on your statement (optional):** A text input field with the value 'Test Payment'.
 - 43 characters left:** A label indicating the remaining character count for the reference.
 - Yes No Same reference for payee:** Two buttons, 'Yes' and 'No', with a label 'Same reference for payee'.
 - Reference for payee:** A text input field with the value 'Test Payment'.
 - 43 characters left:** A label indicating the remaining character count for the reference.
 - *This field is mandatory:** A red text label.
 - Next:** A button to proceed to the next step.

The footer of the page contains the text: Copyright © 2024 Archdiocesan Development Fund.

2. Click next and review payment. Click Submit to send the payment through.

ADF Online

test.cdfonline.org.au/u5Brisbane/Transactions/TransferFunds.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Transfer Money - Review and Submit

⚠ Please check the payment details carefully before selecting Submit to make sure you are paying who you intend to pay. If the payment goes to an unintended recipient, it may not be possible to recover the funds.

From	Test Account 1 5244151 Available Current	\$702.34 \$702.34
To Account Description	Test Customer 5244151.1	
Amount	\$50.00	
When	This transaction will occur immediately	
Reference for payee	Test Payment	
Reference to appear on your statement	Test Payment	

Cancel Back Submit

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3. You can click Finish, New Transaction or Print Receipt.

ADF Online

test.cdfonline.org.au/u5Brisbane/Transactions/TransferFunds.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Transfer Money - Receipt

✓ Your Transfer has been submitted

From	Test Account 1 5244151
To	Test Customer 5244151.1
Amount	\$50.00
When	This transaction will occur immediately
Receipt Number	At Authorisation
Reference for payee	Test Payment
Reference to appear on your statement	Test Payment
Authorised by	Mr A Test 2

Finish New Transaction Print Receipt

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4. Authorisers can now login to CDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.

Authorisation Request: For Me

⚠ Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Internal Transfer

From Account	Test Account 2	
	\$244131.1	
	Current Balance	\$150.00
	Available Balance	\$150.00
To Payee	Account Number: \$244131.2 - Test Customer	
Reference	Test Payment	
Amount	\$50.00	
When	This transaction will occur when fully authorised	
Loaded by	DATA\$2441-19 AUG 2024 - 11:03am	

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Mr B G Holmes	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

Notes - record only if Transaction is to be authorised later

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5. This will take you to view pending authorisations.. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Single Internal Transfer will disappear from under Authorisation Requests and apply the transfer between internal accounts.

Authorisation Request: For Me

⚠ Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Internal Transfer

From Account	Test Account 2	
	\$244131.1	
	Current Balance	\$150.00
	Available Balance	\$150.00
To Payee	Account Number: \$244131.2 - Test Customer	
Reference	Test Payment	
Amount	\$50.00	
When	This transaction will occur when fully authorised	
Loaded by	DATA\$2441-19 AUG 2024 - 11:03am	

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Mr B G Holmes	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

Notes - record only if Transaction is to be authorised later

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6. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/PendingAuthList.aspx?udaq=ue11OuLM7%2bUT3IGbKzAXL8EahVFYIN3Lm4v50bNg1NI9OOLUF8y2Fg7rz56RDn51v

Archdiocese/Centcare

AccountsPaymentsSettings

INBOXLOGOUT

Authorisation Requests

For Me

By Me

Transactions

Click on each transaction to view and Authorize the request.

Select	Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
<div>YesNo</div>	19 AUG 2024	Test Account 2	52441S1.1	52441S1.2 Test Customer	\$50.00	0	2 >

Add your Authorisation to the selected Authorisation Request.

Authorise Selected Payments

Authorisation Requests will be automatically deleted if not fully authorised in 14 days from date of loading.

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Single Internal Transfer – To Another CDF Customer

Similar to transferring between your own accounts, there is also a way to make a payment to any other account held at the CDF that only requires their CDF account number i.e. 52441S1.1 and processes instantly once approved. Note internal transfers do not count towards your daily limit.

Go to the Payments menu up the top of the screen and select Transfer Money to be taken to the screen below.

1. Firstly you need to select your account you wish to debit. You can then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - I. Click in the Transfer From box to select your account (any account with available funds)
 - II. Under the To box select New Payee
 - III. Select Yes on Transfer to CDF Account, this will automatically populate the BSB
 - IV. Enter the CDF account number and account name
 - V. Add a Nickname to save for future use (optional)
 - VI. Enter the amount to transfer
 - VII. Under When you can either elect to Transfer Now, pay later under Once On or even set it up as Recurring (this will be created as a periodical payment)
 - VIII. Enter an appropriate Reference to appear on your statement for this account
 - IX. Enter an appropriate reference for the account you are paying under Reference to Payee

The screenshot shows the 'Transfer Money' form in the CDF Online system. The form is titled 'Transfer Money' and has a 'From Transfer From' section with a dropdown menu showing 'Test Account 2' with an available balance of \$150.00. Below this is a 'To' section with a dropdown menu showing 'Add New Payee'. The 'Add New Payee' section has a 'Yes' button and a 'No' button. The 'Yes' button is selected, and the form is populated with the following information: BSB Number: 000000, Account Number: 123456789, Account Name: TESTING, and Nickname: TESTING. The 'Transfer Details' section has a 'Amount' field with the value \$ 1.00 and a 'When' section with three options: 'Now' (selected), 'Once On', and 'Recurring'. Below the 'When' section is a 'Reference to appear on your statement (optional)' field with the value TESTING. At the bottom of the form is a 'Next' button.

2. You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, click Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

ADF Online

test.cdfonline.org.au/uSbrisbane/Transactions/TransferFunds.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Transfer Money - Review and Submit

⚠ Please check the payment details carefully before selecting Submit to make sure you are paying who you intend to pay. If the payment goes to an unintended recipient, it may not be possible to recover the funds.

From	Test Account 2 5244151.1 Available Current	\$150.00 \$150.00
To Account Description	TESTING PAYMENT 5244151	
Amount	\$5.00	
When	This transaction will occur immediately	
Reference for payee	TESTING	
Reference to appear on your statement	TESTING	

Cancel Back Submit

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3. You can click Finish, New Transaction or Print Receipt.

ADF Online

test.cdfonline.org.au/uSbrisbane/Transactions/TransferFunds.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Transfer Money - Receipt

✓ Your Transfer has been submitted

From	Test Account 1 5244151
To	TEST PAYMENT 5299951
Amount	\$5.00
Nickname to save as for future use	TESTING
When	This transaction will occur immediately
Receipt Number	At Authorisation
Authorised by	Ms A Test 1

Finish New Transaction Print Receipt

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4. Authorisers can now login to CDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.

ADF Online

test.cdfonline.org.au/uSbrisbane/Welcome.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Welcome Mr A Test 2. Your last successful sign on was at 01:40pm on 13 AUG 2024.

Accounts

1 Authorisation Requests: For Me

13 AUG 2024	\$5.00
5299951 TEST PAYMENT	
5244151 - Test Account 1	

View All

Test Account 1	Available	\$702.34
5244151	Current	\$702.34
Test Account 2	Available	\$150.00
5244151.1	Current	\$150.00
ON-CALL COMPOUND	Available	\$0.00
5244151.2	Current	\$0.00
SCHOOL FEES DIRDB	Available	\$0.00
52441516	Current	\$0.00

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5. This will take you to view pending authorisations. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Single Internal Transfer to another CDF account will disappear from under Authorisation Requests and immediately debit from your account

ADF Online

test.cdfonline.org.au/uSbrisbane/Transactions/PendingAuthDetail.aspx?udaq=5%2fdXT3vbyx5ShxUXuzzfcOnGA3dtN9UIMO9uOY47fIZAUOrC%2bra7O0xQKisGB6Y%2fIR%2bgcPUnm0YwM8OIYD0sVljxWHUchpE0IUG5DvZ03Taj5zXSeAbGayTL...

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Request: For Me

Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Internal Transfer

From Account	Test Account 2
To Payee	5244151.1
Reference	Current Balance \$150.00
Amount	Available Balance \$150.00
When	Account Number: 5244151 - TESTING PAYMENT
Loaded by	TESTING
	Amount \$5.00
	This transaction will occur when fully authorised
	DATA52441-19 AUG 2024 - 11:08am

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	Yes No	
Mr B G Holmes	Yes No	

Notes - record only if Transaction is to be authorised later

Cancel Update Reject Payment Accept Payment

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7. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments

ADF Online

test.cdfonline.org.au/uSbrisbane/Transactions/PendingAuthList.aspx?udaq=TSmOT66Zol1rhQRcrMAHpCluARh7d%2f62238oQj%2bYRGakpMhiGinVUuHzo5wJfjyH

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Authorisation Requests

For Me

By Me

Transactions

Click on each transaction to view and Authorise the request.

Select	Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
<div>Yes</div> <div>No</div>	13 AUG 2024	Test Account 1	52441S1	52999S1 TEST PAYMENT	\$5.00	1	1 >

Add your Authorisation to the selected Authorisation Request.

Authorise Selected Payments

Authorisation Requests will be automatically deleted if not fully authorised in 14 days from date of loading.

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Multiple EFT Payments

The Multiple Transfers section allows you to build a batch of payments. The benefits of this method are that you can efficiently process one or more payments together, this also means your authorisers are able to check and approve from one screen. Most importantly, you have more control; you can change the batch of payments at any time up until it is processed.

Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

1. Firstly you need to select your type of transfer. Under Add or Upload a Batch select External Transfer. You can then complete the Batch details. Once all the Batch information is completed, you will need to click Save to go to the next step to commence adding payees.
 - I. Enter an appropriate description for your batch of payments e.g. EFTs and the date
 - II. Click in the From Account box to select your account (any account with sufficient funds available and an external daily limit nominated). Note: if you have a sweep active on the account this will allow you to proceed with the payment without sufficient funds and will cover the overdrawn balance at the end of the day.
 - III. Tick the Post as Total box to have the payment posted as a total on your statement or leave un-ticked if you prefer to itemise the individual payments on your statement
 - IV. Enter the reference for your batch (usually same as the description) – this is what you will see on your statement if you post as a total only

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5bristbane/BatchTransactions/TransBatchDetail.aspx?udaq=zQHQYg0rZZuF62ftYs7JoFm3iGe5Z4Y3jD5fD5j5fKJAZklbzuh8qh51gaHzxt`. The page title is "Multiple Transfers". Below the title is the section "Add Batch for External Transfer".

The form contains the following fields and controls:

- Batch Description:** A text input field containing "MULTIPLE ETF TEST BATCH".
- From Account:** A table with one row showing "Test Account 1" with ID "5244151". The "Available" balance is "\$702.34" and the "Current" balance is "\$702.34". A dropdown arrow is next to the current balance.
- Post as Total:** Two radio buttons labeled "Yes" and "No". The "Yes" button is selected.
- Reference:** A text input field containing "MULTIPLE ETF TEST BATCH".
- Buttons:** "Back" and "Save" buttons at the bottom of the form.

The footer of the page reads "Copyright © 2024 Archdiocesan Development Fund".

2. You will now see the screen below where you are able to add/change/delete your payees. Once all your payee information is completed, you will need to select Save to go to the next step to process your batch.
 - I. Under Add a New or existing Payee you can either click in the box to choose a payee from your address book or select Add Payee To Batch to input their external account details
 - II. Review or enter your payee account details
 - III. Enter the amount of the payment
 - IV. Select Save to return to the batch
 - V. Repeat the above steps until all payees are added

The screenshot shows the 'Multiple Transfers' page in the ADF Online system. The page title is 'Multiple Transfers'. Below the title, there is a section 'Change Batch for External Transfer'. The 'Batch Description' field contains 'MULTIPLE ETF TEST BATCH'. The 'From Account' section shows 'Test Account 1' with a balance of \$702.34. The 'Status' is 'New'. The 'Regular Total' is '\$0.00'. There are 'Yes', 'No', and 'Post as Total' buttons. The 'Reference' field contains 'MULTIPLE ETF TEST BATCH'. The 'Add an existing Payee' section has a dropdown menu with 'Please Select...'. Below this is an 'Add New Payee to Batch' button. At the bottom are 'Back', 'Delete', and 'Save' buttons. The footer shows 'Copyright © 2024 Archdiocesan Development Fund'.

The screenshot shows the 'Multiple Transfers' page in the ADF Online system. The page title is 'Multiple Transfers'. Below the title, there is a section 'Add Batch Payee for External Transfer'. The 'Batch Payee Description' field contains 'JIMS MOWING'. The 'BSB Number' field contains '012345'. The 'Account Number' field contains '100021531'. The 'In the Name of' field contains 'JIMS MOWING'. The 'Reference' field contains 'INV 001'. The 'Amount' field is empty. At the bottom are 'Back' and 'Save' buttons. The footer shows 'Copyright © 2024 Archdiocesan Development Fund'.

3. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to change/delete/copy any of your batches as well as schedule the batch for payment. Click on Schedule to be taken to review the summary of payment details and date for the batch to process. Select Submit to proceed.

Multiple Transfers

Go To Bottom
Add or upload a Batch
Please Select...

Loaded Batches | **Uploaded Batches**

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
254934	ad test 1	52441S1.1	External Transfer	New		\$23354.68	Change Copy Schedule History
254939	test batch ddr 1	52441S1.1	Transfer from External Account	New		\$5549.04	Change Copy Schedule History
400369	BPAY TEST DDMMYY	52441S1.1	BPAY	New			Change Copy Schedule History
400370	BPAY TEST DDMMYY	52441S1.1	BPAY	New		\$1.00	Change Copy Schedule History
400371	BPAY TEST DDMMYY	52441S1.1	BPAY	New		\$3.00	Change Copy Schedule History
400383	CREDIT 1608	52441S1.1	External Transfer	New		\$11956.76	Change Copy Schedule History
400389	DIRECT DEBIT FILE	52441S1.1	Transfer from External Account	New		\$974.60	Change Copy Schedule History
400392	MULTIPLE EFT TEST BATCH	52441S1.1	External Transfer	New		\$1.00	Change Copy Schedule History
400395	MULTIPLE EFT TEST BATCH	52441S1.1	External Transfer	New		\$1.00	Change Copy Schedule History

Full Batch History

Multiple Transfers

Schedule Batch for External Transfer

Batch Description: MULTIPLE EFT TEST BATCH

From: Test Account 1
52441S1
Available: \$702.34

Status: New

Regular Total: \$1.00

Scheduled Total: \$1.00

Post as Total: Y

Reference: MULTIPLE EFT TEST BATCH

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399154	JIMS MOWING	012345 100021531	\$ 1.00

Process Date
13 AUG 2024

Cancel **Submit**

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- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

The screenshot shows the 'Multiple Transfers' page in the ADF Online system. The page title is 'Multiple Transfers' and the sub-header is 'Schedule Batch for External Transfer'. A red checkmark icon indicates that the batch has been stored as an Authorisation Request on 19 AUG 2024 at 11:23am. A note states: 'Your Batch has been stored as a Authorisation Request on 19 AUG 2024 at 11:23am. This account requires 2 more Signatories to complete the withdrawal.' Below this, a note says: 'Note: a Authorisation Request will be automatically deleted if not fully authorised in 14 days from date of loading.' A table displays the batch details:

Batch Description	MULTIPLE EFT TEST BATCH
From	Test Account 2 5244151.1 Available \$150.00
Status	Authorisation Request
Date	19 AUG 2024
Regular Total	\$1.00
Scheduled Total	\$1.00
Post as Total	Y
Reference	MULTIPLE EFT TEST BATCH

Below the table, a section titled 'Payees for this Batch' shows a table with the following data:

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7403332	JIMS MOWING	012345 100021531	\$1.00

A 'Submit' button is located at the bottom of the page. The footer indicates 'Copyright © 2024 Archdiocesan Development Fund'.

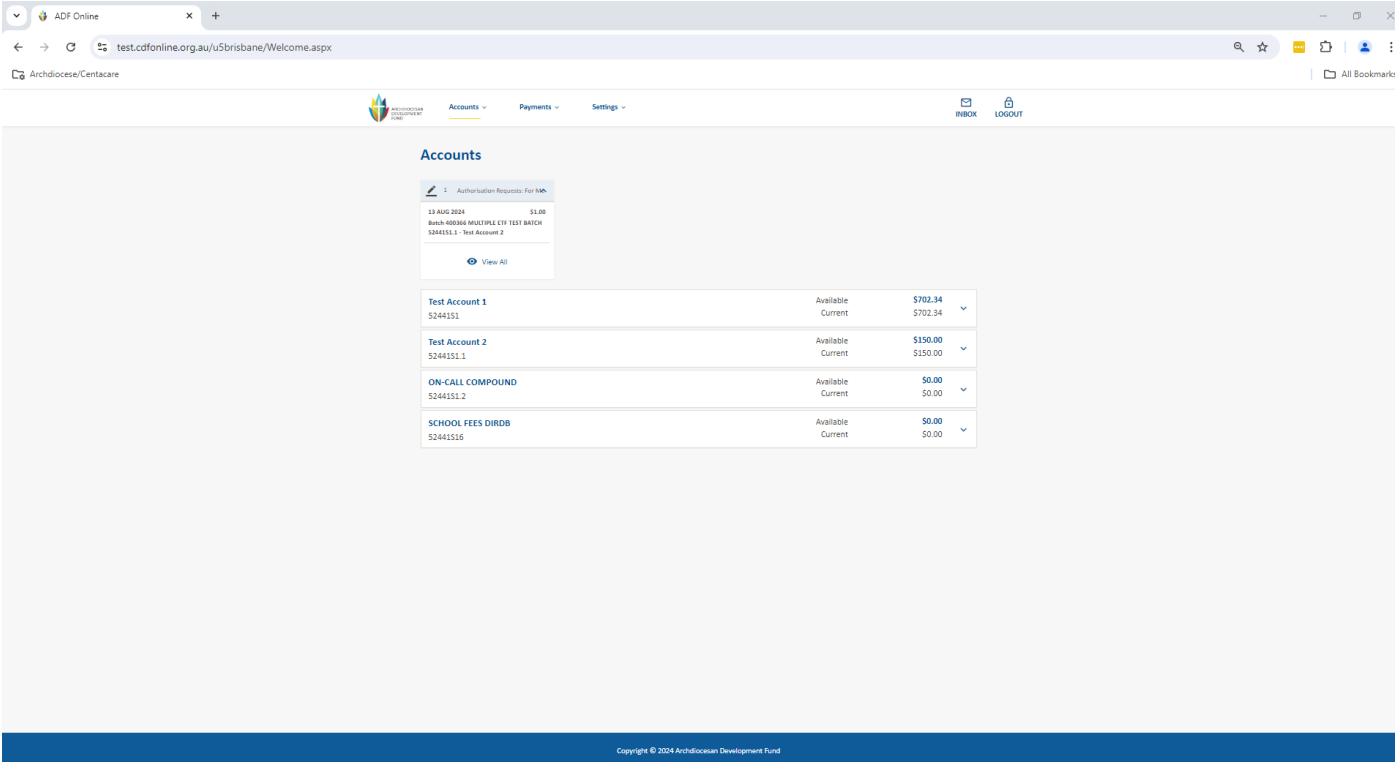
- After selecting Submit the batch has now been set up for authorisation. On your Multiple Transfers page you can check the status is Authorisation Request which shows it is ready for your authorisers.

The screenshot shows the 'Multiple Transfers' page in the ADF Online system. The page title is 'Multiple Transfers'. Below the title, there is a section for 'Loaded Batches' and 'Uploaded Batches'. The 'Loaded Batches' section contains a table with the following data:

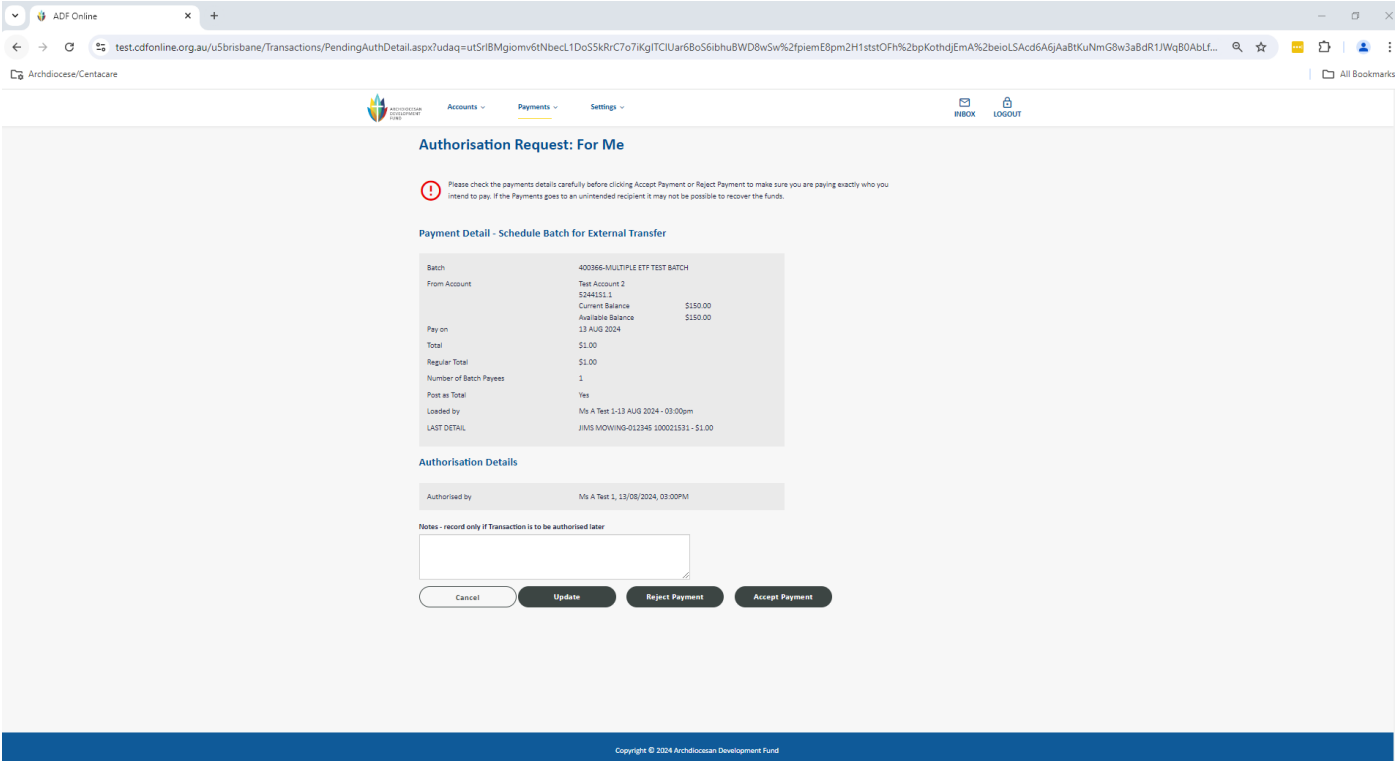
BATCH	DESCRIPTION	ACCOUNT	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
254804	adf test 1	5244151.1	External Transfer	New		\$2356.68	Change Copy Schedule History
254809	test batch dwp 1	5244151.1	Transfer from External Account	New		\$5549.04	Change Copy Schedule History
400368	BRW TEST DOMMY	5244151.1	BRW	New			Change Copy Schedule History
400370	BRW TEST DOMMY	5244151.1	BRW	New		\$1.00	Change Copy Schedule History
400371	BRW TEST DOMMY	5244151.1	BRW	New		\$3.00	Change Copy Schedule History
400383	CREDIT 1808	5244151.1	External Transfer	New		\$11966.76	Change Copy Schedule History
400390	DIRECT CREDIT FILE	5244151.1	Transfer from External Account	New		\$874.60	Change Copy Schedule History
400390	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	New		\$1.00	Change Copy Schedule History
400390	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	Authorisation Request	19 AUG 24	\$1.00	Change Copy No Schedule History

A 'Full Batch History' button is located at the bottom of the table. The footer indicates 'Copyright © 2024 Archdiocesan Development Fund'.

6. Authorisers can now login to CDF Online to view and approve the payments. On the home screen under click on the drop down on Authorisation Requests: For Me and click on View All.



7. This will take you to view pending authorisations. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Multiple EFT Transfers will disappear from under Authorisation Requests and immediately debit from your account. Remember you have up until 3.30pm daily for the payment to be processed same-day, and for your recipient to receive the funds within approximately 1 business day.



Multiple BPAY Payments

The Multiple Transfers section allows you to build a batch of payments. The benefits of this method are that you can efficiently process one or more payments together, this also means your authorisers are able to check and approve from one screen. Most importantly, you have more control; you can change the batch of payments at any time up until it is processed.

Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

1. Firstly you need to select your type of Multiple Transfer- under the Add or Upload a Batch select BPAY.
 - I. Enter an appropriate description for your batch of payments e.g. BPAYs and the date
 - II. Click in the From Account box to select your account (any account with sufficient funds available).
Note: if you have a sweep active on the account this will allow you to proceed with the payment without sufficient funds and will cover the overdrawn balance at the end of the day.
 - III. Tick the Post as Total box to have the payment posted as a total on your statement or leave unticked if you prefer to itemise the individual payments on your statement
 - IV. Enter the reference for your batch (usually same as the description) – this is what you will see on your statement if you post as a total only

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=ndg1%2bnd0IF0i1VV1Z0GROe5SinKgef1b6G5Lx9v3V6eYquXoMpexeAQ/YmsGdEQ`. The page title is "Multiple Transfers". The main heading is "Add Batch for BPAY". Below this, there is a form with the following fields:

- Batch Description:** A text input field containing "BPAY TEST DDDMMYY".
- From Account:** A dropdown menu showing "Test Account 2" with a balance of \$150.00. Below the dropdown, the account number "5244151.1" is visible.
- Post as Total:** A checkbox labeled "Yes" (checked) and "No".
- Buttons:** "Back" and "Save".

The footer of the page reads "Copyright © 2024 Archdiocesan Development Fund".

2. You will now see the screen below where you are able to add/change/delete your payees. Once all your payee information is completed, you will need to select Save to go to the next step to process your batch.
 - I. You can Add a New or existing Payee by either clicking on the drop down menu under Add an existing Payee or selecting Add New Payee to Batch
 - II. Review or enter your payee account details. The Search for a Biller box is helpful when adding a new payee's biller code and name.
 - III. Enter the amount of the payment
 - IV. Select Save to return to the batch
 - V. Repeat the above steps until all payees are added

Multiple Transfers

Change Batch for BPAY

Batch Description
BPAY TEST DDDMMYY

From Account
Test Account 2
5244151.1

Available
Current
\$150.00
\$150.00

Status
New

Regular Total
\$0.00

Yes No Post as Total

Add an existing Payee
Please Select...
55500510013334115
55500510013334115
CBA CARD TOP UP

Add New Payee to Batch

Back Delete Save

Multiple Transfers

Add Batch Payee for BPAY

Enter Biller to search for
Search for a Biller

Biller Code
0000001818

Biller Name
COMMONWEALTH CARDS

Batch Payee Description
55500510013334115

Customer Reference Number (CRN)
55500510013334115

Amount
\$

Back Save

3. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to change/delete/copy any of your batches as well as schedule the batch for payment. Click on Schedule to be taken to review the summary of payment details and date for the batch to process. Select Submit to proceed.

ADF Online

test.cdffonline.org.au/u5brisbane/BatchTransactions/TransBatchList.aspx

Archdiocese/Centacare

Accounts Payments Settings

Multiple Transfers

Go To Section
Add or upload a Batch
Please Select...

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
254854	self test 1	5244151.1	External Transfer	New		\$2354.68	Change Copy Schedule History
254855	test batch ddp 1	5244151.1	Transfer from External Account	New		\$5549.04	Change Copy Schedule History
400389	BPAY TEST DMMYY	5244151.1	BPAY	New			Change Copy Schedule History
400379	BPAY TEST DMMYY	5244151.1	BPAY	New		\$1.00	Change Copy Schedule History
400371	BPAY TEST DMMYY	5244151.1	BPAY	New		\$3.00	Change Copy Schedule History
400383	CREDIT 1658	5244151.1	External Transfer	New		\$11985.76	Change Copy Schedule History
400388	DIRECT DEBIT FILE	5244151.1	Transfer from External Account	New		\$974.80	Change Copy Schedule History
400392	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	New		\$1.00	Change Copy Schedule History
400398	EFT TEST BATCH	5244151.1	External Authorization Request	19 AUG 24		\$1.00	Change Copy No Schedule History
400396	BPAY TEST DMMYY	5244151.1	BPAY	New		\$1.00	Change Copy Schedule History

Full Batch History

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ADF Online

test.cdffonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=7mMNWZ1oihCquEJ90tB97NqhuogtmgAlksmeBtHfoJzL6HmNaWGXW0lQkv5OJKG+zLWYbH7oWG...

Archdiocese/Centacare

Accounts Payments Settings

INBOX LOGOUT

Multiple Transfers

Schedule Batch for BPAY

Batch Description	BPAY TEST DMMYY		
From	Test Account 2 5244151.1	Available	\$150.00
Status	New		
Regular Total	\$5.00		
Scheduled Total	\$3.00		
Post as Total	Y		

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399156	CBA CARD TOP UP	0000001818 5550051001334115	\$ 1.00
7399157	55500510013334115	0000001818 5550051001334115	\$ 2.00

Process Date

14 AUG 2024

Cancel Submit

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- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

Status: New
Date: 14 AUG 2024
Regular Total: \$3.00
Scheduled Total: \$3.00
Post as Total: Y

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399156	CBA CARD TOP UP	0000001818 5550051001334115	\$1.00
7399157	55500510013334115	0000001818 5550051001334115	\$2.00

Authorisation Details

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	Yes No	
Mr B G Holmes	Yes No	

Notes - record only if Transaction is to be authorised later

Cancel Back Submit

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- After selecting Submit the batch has now been set up for authorisation and you will see the confirmation screen. Once you click Submit it will take you back to your Multiple Transfers page and you can check the status is Authorisation Request which shows it is ready for your authorisers.

Multiple Transfers

Schedule Batch for BPAV

✓ Your Batch has been stored as a Authorisation Request on 14 AUG 2024 at 09:42am
This account requires 1 more Signatory to complete the withdrawal.

Note: a Authorisation Request will be automatically deleted if not fully authorised in 14 days from date of loading.

Batch Description: BPAV TEST DOMMY
From: Test Account 2
5244151.1
Available: \$150.00
Status: Authorisation Request
Date: 14 AUG 2024
Regular Total: \$3.00
Scheduled Total: \$3.00
Post as Total: Y

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399158	CBA CARD TOP UP	0000001818 5550051001334115	\$1.00
7399159	55500510013334115	0000001818 5550051001334115	\$2.00

Submit

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6. Authorisers can now login to CDF Online to view and approve the payments. On the home screen under click on the drop down on Authorisation Requests: For Me and click on View All.

ADF Online

test.cdfonline.org.au/u5brisbane/Welcome.aspx

Archdiocese/Centacare

Welcome Mr A Test 2. Your last successful sign on was at 03:03pm on 13 AUG 2024.

Accounts

2 Authorisation Requests: For Me

13 AUG 2024	\$1.00
Batch 400366 MULTIPLE EFT TEST BATCH	
5244151.1 - Test Account 2	
14 AUG 2024	\$3.00
Batch 400371 BPAY TEST DDMYYY	
5244151.1 - Test Account 2	

[View All](#)

Test Account 1	Available	\$702.34
5244151	Current	\$702.34
Test Account 2	Available	\$150.00
5244151.1	Current	\$150.00
ON-CALL COMPOUND	Available	\$0.00
5244151.2	Current	\$0.00
SCHOOL FEES DIRDB	Available	\$0.00
5244151.6	Current	\$0.00

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7. This will take you to view pending authorisations. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Multiple EFT Transfers will disappear from under Authorisation Requests and immediately debit from your account. Remember you have up until 3.30pm daily for the payment to be processed same-day, and for your recipient to receive the funds within approximately 1 business day.

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/PendingAuthDetail.aspx?udaq=qJ8UHTJVWbJR7LmEZrRymkCR3u2EJYvXXZxWBCgC%2fhWBxwlQmuqbC6bmlTSMf9u%2bK3qML...

Archdiocese/Centacare

Authorisation Request: For Me

 Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Schedule Batch for BPAY

Batch	400371-BPAY TEST DDMYYY
From Account	Test Account 2
	5244151.1
	Current Balance \$150.00
	Available Balance \$150.00
Pay on	14 AUG 2024
Total	\$3.00
Regular Total	\$3.00
Number of Batch Payees	2
Post as Total	Yes
Loaded by	Ms A Test 1-14 AUG 2024 - 09:42am
Batch Detail	0000001818 5550051001334115 - \$1.00
LAST DETAIL	0000001818 5550051001334115 - \$2.00

Authorisation Details

Authorised by Ms A Test 1, 14/08/2024, 09:42AM

Notes - record only if Transaction is to be authorised later

PLEASE APPROVE

[Cancel](#) [Update](#) [Reject Payment](#) [Accept Payment](#)

Uploading Files for Payment

This functionality is for if you generate a batch of account details directly from your accounting package for upload and payment in CDF Online. The Multiple Transfers section allows you to upload a batch of payments. The benefits of this method are that you can efficiently process one or more payments together, this also means your authorisers are able to check and approve from one screen. Most importantly, you have more control; you can change the batch of payments at any time up until it is processed.

Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

1. Firstly you need to select your type of Multiple Transfer – Upload. You can then complete the Batch details. Once all the Batch information is completed, you will simply need to click Upload to go to the final step to process your batch.
 - I. Leave the Document Type as Standard ABA file
 - II. Click on the Choose File button to browse for the file you saved from your accounting package
 - III. Enter an appropriate description for your batch of payments e.g. EFTs and the date
 - IV. Click in the Account Number box to select your account (any account with sufficient funds available and an external daily limit nominated). Note: if you have a sweep active on the account this will allow you to proceed with the payment without sufficient funds and will cover the overdrawn balance at the end of the day.
 - V. Un-tick the Post as Total box to itemise the individual payments on your statement, or leave ticked if you prefer for only the total to be processed
 - VI. Enter the reference for your batch (usually same as the description) – this is what you will see on your statement if you post as a total only

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5brisbane/BatchTransactions/UploadFile.aspx`. The page title is "Multiple Transfers" and the subtitle is "Load a Batch of Credit External Account Transactions". The form contains the following fields and controls:

- Document Type:** A dropdown menu with "Standard ABA file ex MYOB etc" selected.
- File Location:** A text input field containing "17951_04XBPU75.ABAI (257-".
- Batch Description:** A text input field containing "EFTS DD MM YY".
- From Account:** A dropdown menu showing "Test Account 2" with account number "5244151.1" and an available balance of "\$150.00".
- Post as Total:** A toggle switch with "Yes" selected and "No" unselected.
- Reference:** A text input field.
- Buttons:** "Back" and "Upload" buttons at the bottom.

The footer of the page reads "Copyright © 2024 Archdiocesan Development Fund".

2. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to change/delete/copy any of your batches as well as schedule the batch for payment. Click on Schedule to be taken to review the summary of payment details and date for the batch to process. Select Submit to proceed.

ADF Online

test.cdfonline.org.au/usbrisbane/BatchTransactions/TransBatchList.aspx

Archdiocese/Centcare

Accounts Payments Settings

Multiple Transfers

Go To Bottom
Add or upload a Batch
Please Select...

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT	BATCH NUMBER	STATUS	DATE	TOTAL	MANAGE
254639	EFTS DD MM YY	5244151.1	Transfer From External Account	New		\$5058.04	Change Copy Schedule History
400269	BPAY TEST COMMUNITY	5244151.1	BPAY	New			Change Copy Schedule History
400270	BPAY TEST COMMUNITY	5244151.1	BPAY	New		\$1.00	Change Copy Schedule History
400271	BPAY TEST COMMUNITY	5244151.1	BPAY	Authorization Request	19-AUG-24	\$3.00	Change Copy No-Schedule History
400280	CREDIT 1808	5244151.1	External Transfer	New		\$11958.76	Change Copy Schedule History
400286	DIRECT DEBIT FILE	5244151.1	Transfer From External Account	New		\$574.60	Change Copy Schedule History
400302	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	New		\$1.00	Change Copy Schedule History
400306	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	Authorization Request	19-AUG-24	\$1.00	Change Copy No-Schedule History
400308	BPAY TEST COMMUNITY	5244151.1	BPAY	New		\$1.00	Change Copy Schedule History

Full Batch History

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ADF Online

test.cdfonline.org.au/usbrisbane/BatchTransactions/TransBatchDetail.aspx?udaq=1DQoCMZWDW36yUityQvqAwTExBcTMNsoF+6PUi3+N27PytpEBKH7uZTMcJvdpdG3hBkxz0lp1ScImkZf+Bo+jMdLioqMsX2Vyb17rsx6ShSmqoayYorxJIV8tjVFcEn...

Archdiocese/Centcare

Accounts Payments Settings

Multiple Transfers

Schedule Batch for Debit External Accounts

Batch Description	EFTS DD MM YY	
From	Test Account 2	
	5244151.1	
	Available	\$150.00
Status	New	
Regular Total	\$5,549.04	
Scheduled Total	\$5,549.04	
Post as Total	N	

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
5248557	P J E J RYAN	064001 10243815	\$ 2359.28
5248558	JOAN SB ROONEY	124196 22019076	\$ 760.90
5248559	B E R GUYATT	734064 529117	\$ 731.50
5248560	MRS MARION JANET WRIGHT	004209 216243626	\$ 731.50
5248561	HAROLD GREGORY FLUCKNETT	014279 561317833	\$ 955.86

Process Date

19 AUG 2024

Cancel Submit

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3. The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

ADF Online

test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=u61UgUfnmIpXrEzZUItAvz1dtmyRZSYLkswdBEDZKFVCx7uX2rzIti0SpdHWnOmMHqUYT...

Archdiocese/Centacare

All Bookmarks

Accounts

Payments

Settings

INBOX

LOGOUT

Multiple Transfers

Schedule Batch for Debit External Accounts - Confirmation

Batch Description	EFTS DD MM YY	
From	Test Account 1	
	5244151	
	Available	\$702.34
Status	New	
Date	14 AUG 2024	
Regular Total	\$11,956.76	
Scheduled Total	\$11,956.76	
Post as Total	Y	

Payers for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7403183	Red Suit Advertising	084447 937874903	\$4,297.09
7403184	Dell Australia Pty Limited	242000 106685061	\$4,934.60
7403185	Winc Australia Pty Limited	082282 528647849	\$28.17
7403186	Archdiocesan Development Fund	064786 100010521	\$194.40
7403187	Lochinvar Personnel Pty Ltd	034041 217711	\$2,502.50

Authorisation Details

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	<div>Yes</div> <div>No</div>	
Mr B G Holmes	<div>Yes</div> <div>No</div>	

Notes - record only if Transaction is to be authorised later

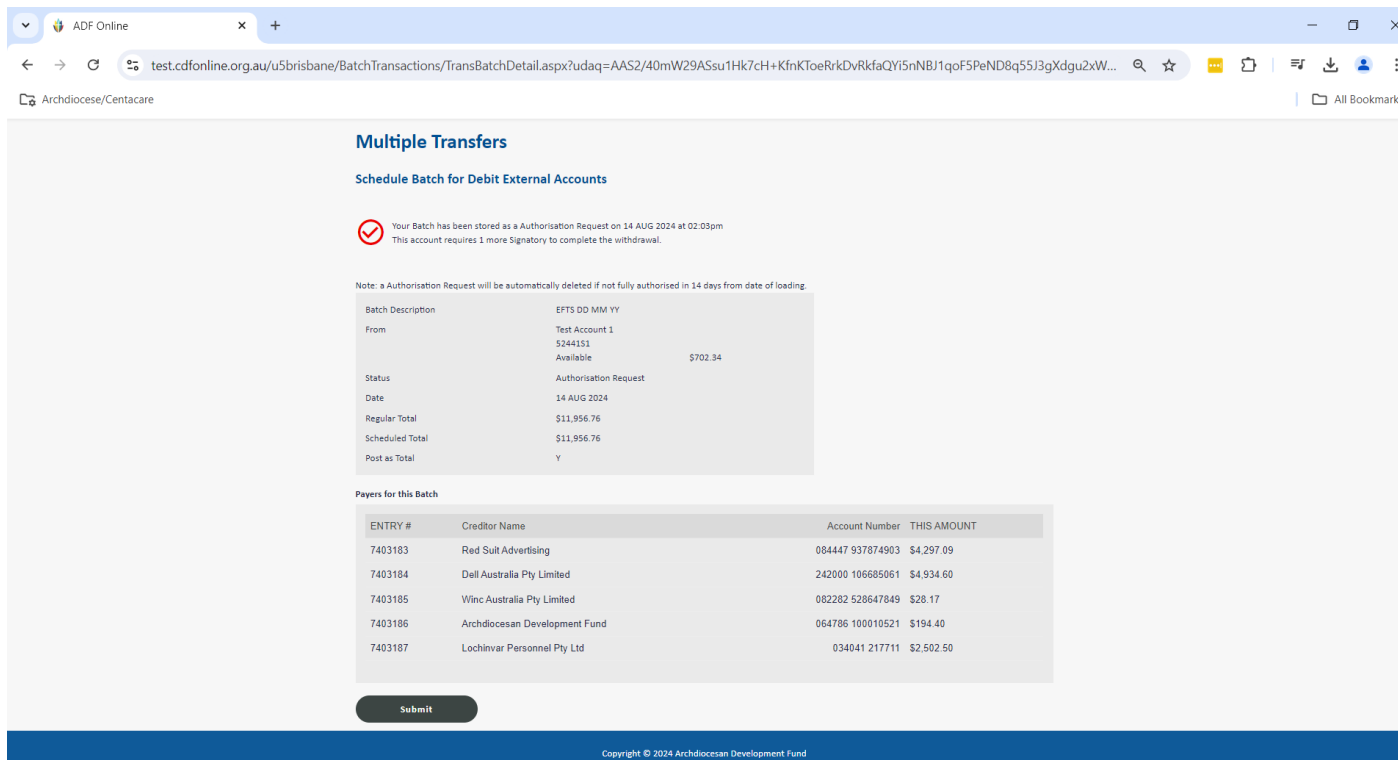
Cancel

Back

Submit


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- After selecting Submit the batch has now been set up for authorisation and you will see the confirmation screen. Once you click Submit it will take you back to your Multiple Transfers page and you can check the status is Authorisation Request which shows it is ready for your authorisers.



Multiple Transfers

Schedule Batch for Debit External Accounts

 Your Batch has been stored as a Authorisation Request on 14 AUG 2024 at 02:03pm
This account requires 1 more Signatory to complete the withdrawal.

Note: a Authorisation Request will be automatically deleted if not fully authorised in 14 days from date of loading.

Batch Description	EFTS DD MM YY
From	Test Account 1
5244151	Available
	\$702.34
Status	Authorisation Request
Date	14 AUG 2024
Regular Total	\$11,956.76
Scheduled Total	\$11,956.76
Post as Total	Y

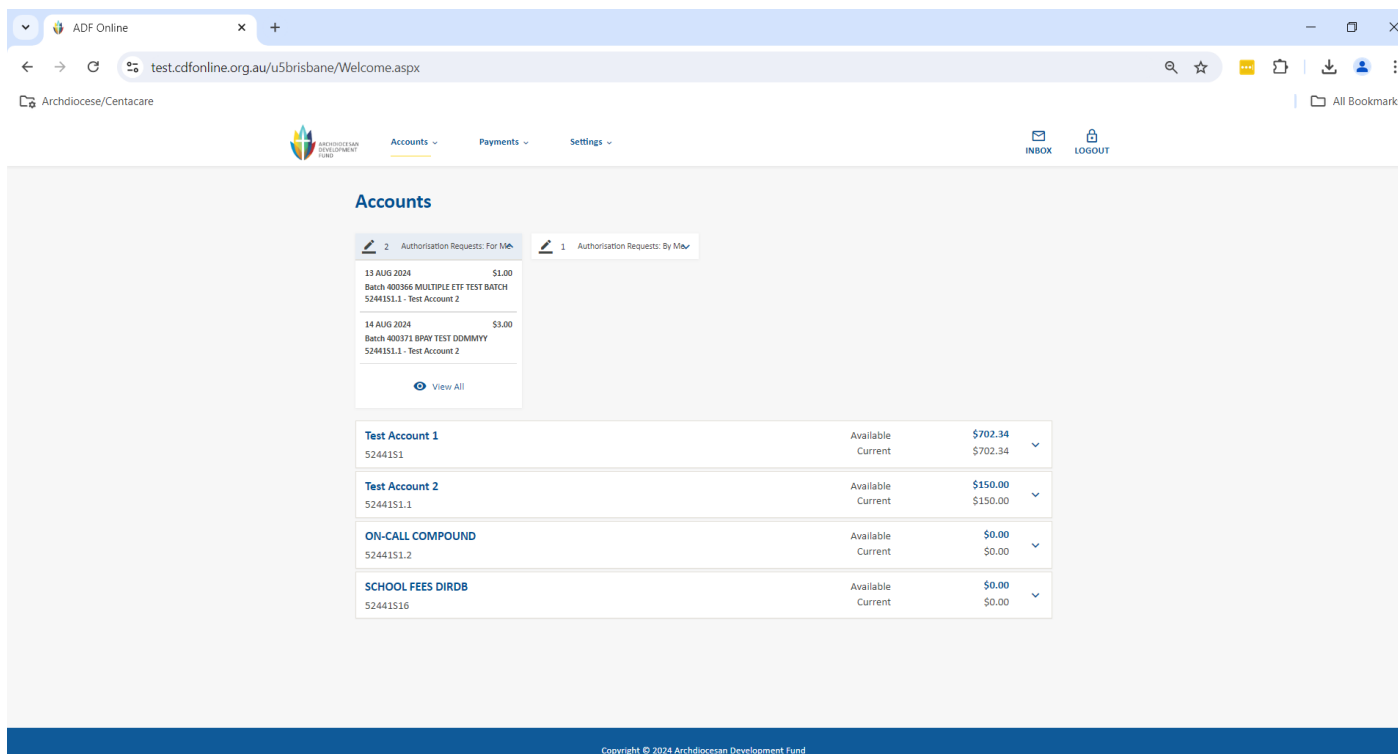
Payers for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7403183	Red Sult Advertising	084447 937874903	\$4,297.09
7403184	Dell Australia Pty Limited	242000 106685061	\$4,934.60
7403185	Winc Australia Pty Limited	082282 528647849	\$28.17
7403186	Archdiocesan Development Fund	064786 100010521	\$194.40
7403187	Lochinvar Personnel Pty Ltd	034041 217711	\$2,502.50

Submit

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- Authorisers can now login to CDF Online to view and approve the payments. On the home screen click the drop down menu under Authorisation Requests: For Me and View All.



Accounts

2 Authorisation Requests: For Me | 1 Authorisation Requests: By Me

13 AUG 2024 \$1.00
Batch 400366 MULTIPLE ETF TEST BATCH
5244151.1 - Test Account 2

14 AUG 2024 \$3.00
Batch 400371 BPAY TEST DDDMMYY
5244151.1 - Test Account 2

[View All](#)

Account Name	Account Number	Available	Current	Balance
Test Account 1	5244151	Available	Current	\$702.34
Test Account 2	5244151.1	Available	Current	\$150.00
ON-CALL COMPOUND	5244151.2	Available	Current	\$0.00
SCHOOL FEES DIRDB	52441516	Available	Current	\$0.00

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- Archdiocese/Centcare**

Accounts Payments Settings

PAYOR LOGOUT

Authorisation Request: For Me

Please check the payments details carefully before clicking Author Payment or Reject Payment to make sure you are paying exactly what you intend to pay. If the Payments goes to an unauthorised recipient it may not be possible to recover the funds.

Payment Detail - Schedule Batch for Transfer from External Account

Batch	254839 0715 00 MMR F#
To Account	1244101 L Trust Account 2
	Current Balance \$100.00
	Available Balance \$100.00
Pay on	18 AUG 2024
Total	\$1,340.04
Regular Total	\$1,340.04
Number of Batch Payments	5
Print as Total	No
Loaded by	D47624402 18 AUG 2024 11:46am
Batch Detail	P J E PRIN 044002 1024001 \$1,319.38
Batch Detail	MRS M MCNEIL 104706 1024001 \$140.66
Batch Detail	B E R BUNNETT 124004 1024001 \$751.30
Batch Detail	MRS MARION JANET WRIGHT 231040026 \$751.30
Batch Detail	HAROLD GREGORY PLECKENETT 042709 1024001 \$940.86

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal:

The Other Signatories are

Client	Notify Via Email	Status
Mrs A Test 1	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Mr B G Holmes	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

Note: recent only if Transaction is to be authorised later

Errors in a Batch Upload

If there is an issue within a file you have uploaded a table listing the error will appear at the bottom of the Multiple Transfers Screen. You are able to fix a minor issue without needing to re-upload the file.

If you see an error message 'New - Contains Upload Errors' in the Multiple Transfers screen as shown below:

1. Click on the Change action to be able to locate the payee details with the error.

The screenshot shows the 'Multiple Transfers' screen in the CDF Online system. The page has a header with navigation links (Accounts, Payments, Settings) and a user profile (Archdiocese/Centcare). The main content area is titled 'Multiple Transfers' and includes a 'Go To Bottom' link and a 'Please Select...' dropdown. Below this is a table with two tabs: 'Loaded Batches' and 'Uploaded Batches'. The 'Loaded Batches' tab is active, showing a table with columns: BATCH, DESCRIPTION, ACCOUNT NUMBER, BATCH TYPE, STATUS, DATE, TOTAL, and MANAGE. The table lists several batches, including '309711 opac test', '315671 TEST 1', '315673 TEST oille 5465654', '315735 oille test 654354', '328978 bpay test onesh', '329009 bpay test 3', '332107 val test', '332292 BPAY wa test batch', '332988 contra', and '332989 oille file'. The '332988 contra' and '332989 oille file' rows show error messages: 'New - contains upload errors' and 'New - contains upload errors' respectively. The 'MANAGE' column for these rows includes a 'Change' button, which is highlighted in the screenshot.

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
309711	opac test	5244151	BPAY	New		\$1500.00	Change Copy Schedule His
315671	TEST 1	5244151	Transfer from External Account	New - contains upload errors		\$350.00	Change Copy Schedule His
315673	TEST oille 5465654	5244151	Transfer from External Account	New		\$800.00	Change Copy Schedule His
315735	oille test 654354	5244151	Transfer from External Account	New		\$350.00	Change Copy Schedule His
328978	bpay test onesh	5244151	BPAY	New		\$277.11	Change Copy Schedule His
329009	bpay test 3	5244151	BPAY	New		\$150.00	Change Copy Schedule His
332107	val test	5244151	BPAY	New		\$150.00	Change Copy Schedule His
332292	BPAY wa test batch	5244151	BPAY	New			Change Copy Schedule His
332988	contra	5244151	New - External Transfer	contains upload errors		\$120630.04	Change Copy Schedule His
332989	oille file	5244151	New - External Transfer	contains upload errors		\$120630.04	Change Copy Schedule His
			New -				

2. You can now select the Change action on this screen to see the full details of the error and fix.

- Input the correct account details and click Save and Save again to return to your Multiple Transfers screen to be able to Schedule the batch for payment.

Note BSB/account numbers cannot have spaces or alpha characters e.g. letter 'S'.

A common error with a BSB number is either an incorrect BSB may have been provided by the payee or when being input in the accounting package it may have had a space or '-' added resulting in the file truncating the BSB to 6 characters e.g. 064 000 would be generated in the file as 064 00

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/uSbrisbane/BatchTransactions/BatchPayeeDetailDTDES.aspx?udag=r0eCMRwT1cuiR81u18eqnhLx2y3AT8m36BQv659vFqRgzCY1m2OVtiZYOC%2f2Tu1KfDgOjRBXQ%2boSLrAGRo52Kjd%2biZWUMFM%2f%2bdLk1SatBW...`. The page title is "Multiple Transfers". A red error icon and message state: "BSB Number '010203' is not valid." Below this, a section titled "Change Batch Payer for Debit External Accounts" contains a form with the following fields:

- Batch Payer Number: 6104142
- Batch Payee's Description: 007 BCEO DD
- BSB Number Number: 010203
- Account Number: 998877665
- In the Name of: OZZY SCHOOL
- Reference: 007 BCEO DD
- Amount: \$ 5350.00

At the bottom of the form are three buttons: "Back", "Delete", and "Save". The footer of the page reads "Copyright © 2024 Archdiocesan Development Fund".

If a file has a major issue it may not be able to upload successfully into your Batch listing and instead you only see it in the tab Uploaded Batches.

1. Click on Uploaded Batches and Show Errors on this screen to see the full details of the error.

ADF Online

test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchList.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Multiple Transfers

Go To Bottom
Add or upload a Batch
Please Select...

Loaded Batches

Uploaded Batches

Uploaded Batches

BATCH	DESCRIPTION	DATE	MANAGE
188419	hghghghgh	21 JUL 22	Show Errors Delete
188420	boco july	21 JUL 22	Show Errors Delete
188421	boco bpay yay	21 JUL 22	Show Errors Delete
188432	bpay boco july	21 JUL 22	Show Errors Delete
209070	EFTS DD MM YY	14 AUG 24	Minor Data Errors - Refer Batch Delete
209083	INVALID HEADER TEST	16 AUG 24	Show Errors Delete
209085	FOOTER TEST	16 AUG 24	Show Errors Delete
209086	SINGLE ROW TEST	16 AUG 24	Show Errors Delete
209088	file.csv	16 AUG 24	Show Errors Delete
209092	also missing footer	16 AUG 24	Show Errors Delete
209093	also single row	16 AUG 24	Show Errors Delete
209094	cfsv	16 AUG 24	Show Errors Delete
209071	EFTS DD MM YY	14 AUG 24	Show Errors Delete
209084	INVALID HEADER	16 AUG 24	Show Errors Delete
209091	also missing header	16 AUG 24	Show Errors Delete

2. If you see the message below, go to where you have saved the file on your computer and open it using notepad to see what is wrong with it e.g. empty file. Most times you can carefully fix the structure of the file yourself manually or perhaps try generating the file again from your accounting package. For further assistance please don't hesitate to contact the CDF or your support for your accounting package.

ADF Online

test.cdfonline.org.au/u5brisbane/BatchTransactions/UploadBatchDetails.aspx?udaq=doVQH9RLDGmCpPEdCKG1YG2%2fbSkjIn%2bqZASjsr4VQygnpDz0CzYkR0H49Fngt30%2fDpWoF1CW7hskS8g%3d%3d

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Multiple Transfers

Uploaded Batch Details

Batch

209088

Description

file.csv

Date

16 AUG 24

The following errors were detected while trying to import the transactions.
Due to the severe nature of the error(s), no import was possible.
Please address the issues outlined below and resubmit the batch.

ERROR	DESCRIPTION
1	[4252] Invalid record length (line=6)
2	[4259] Transactions total does not match total record.
3	[4260] Transactions count does not match total record.

Cancel

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Making Changes to a Batch

Once a batch has been scheduled for payment you are able to make changes up until the payments are processed from your account.

Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

1. Click on Change in the Manage area.

The screenshot shows the 'Multiple Transfers' interface. At the top, there's a navigation bar with 'Accounts', 'Payments', and 'Settings'. Below this, a 'Multiple Transfers' header is present. A dropdown menu allows selecting a batch. The main area is divided into 'Loaded Batches' and 'Uploaded Batches'. The 'Loaded Batches' section contains a table with the following data:

BATCH	DESCRIPTION	ACCOUNT	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
254024	BPTS DO MM VY	5244151.1	Transfer from External Account	Authorization Request	19 AUG 24	\$5549.04	Change Copy No Schedule History
400209	BPTS TEST DOMMY	5244151.1	BNW	New			Change Copy Schedule History
400270	BPTS TEST DOMMY	5244151.1	BNW	New		\$1.00	Change Copy Schedule History
400271	BPTS TEST DOMMY	5244151.1	BNW	Authorization Request	19 AUG 24	\$3.00	Change Copy No Schedule History
400283	CREDIT 1808	5244151.1	External Transfer	New		\$11956.78	Change Copy Schedule History
400286	DIRECT DEBIT FILE	5244151.1	Transfer from External Account	New		\$874.80	Change Copy Schedule History
400290	MULTIPLE OPT TEST BATCH	5244151.1	External Transfer	New		\$1.00	Change Copy Schedule History
400298	MULTIPLE OPT TEST BATCH	5244151.1	External Transfer	Authorization Request	19 AUG 24	\$1.00	Change Copy No Schedule History
400306	BPTS TEST DOMMY	5244151.1	BNW	New		\$1.00	Change Copy Schedule History

At the bottom of the table, there is a 'Full Batch History' button.

2. Locate the batch payee line that you wish to change and click on Change/Delete on the right hand side.

The screenshot shows the 'Change Batch for Debit External Accounts' interface. It includes a 'Batch Description' field, a 'To Account' dropdown, and a 'Status' dropdown. Below these, there are fields for 'Date', 'Regular Total', and 'Scheduled Total'. A 'Yes/No' toggle is present for 'Test as Total'. A warning message states: 'Please note changing your batch process date/amount will cause the existing process date to be superseded.' Below this, a table lists 'Payees for this Batch' with the following data:

ENTRY #	Creditor Name	Account Number	MANAGE
5248857	P J E J RYAN	064001 10243815	Change Delete
5248858	JOAN DE ROONEY	124198 02019076	Change Delete
5248859	B E R GUYATT	734004 029117	Change Delete
5248860	MRS MARION JANET WRIGHT	064009 216343026	Change Delete
5248861	HAROLD GREGORY FLICKNETT	014079 981317833	Change Delete

At the bottom, there is a 'Add an existing Personal Payer' dropdown, an 'Add New Payer to Batch' button, and 'Back', 'Delete', and 'Save' buttons.

3. Change details as applicable and click Save and Save again to return to your Multiple Transfers screen.
The changes have now been made and the batch is ready for scheduling.

ADF Online

test.cdfonline.org.au/u5brisbane/BatchTransactions/BatchPayeeDetailDTDES.aspx?udaq=B720KM2Y7pxZWbx8nbuYQX9zFFseG%2buV91nbI03DDqAUQ9jp0%2fWxwv51pCm3qMz%2bmi9Kb%2ba1CJaNPLIISMine5%2fsFubr2g8%2bQaoHm749...

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Multiple Transfers

Change Batch Payer for Debit External Accounts

Batch Payee Number
5248857

Batch Payee Description
BNDL12322

BSB Number
064001

CBA - King George Square

Account Number
10243815

In the Name of
P J E J RYAN

Reference
BNDL12322

Amount
\$ 52359.28

Back Delete Save

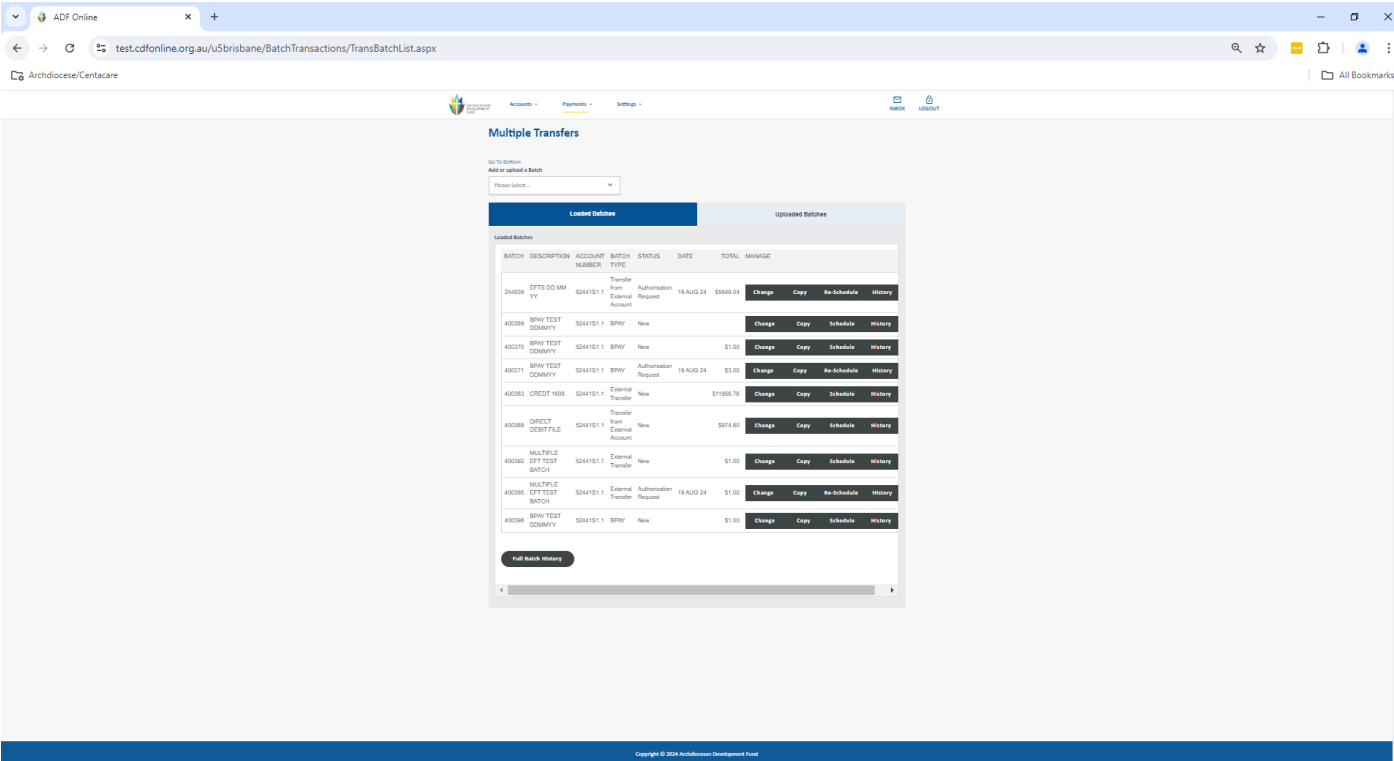
Copyright © 2024 Archdiocesan Development Fund

Deleting a Batch

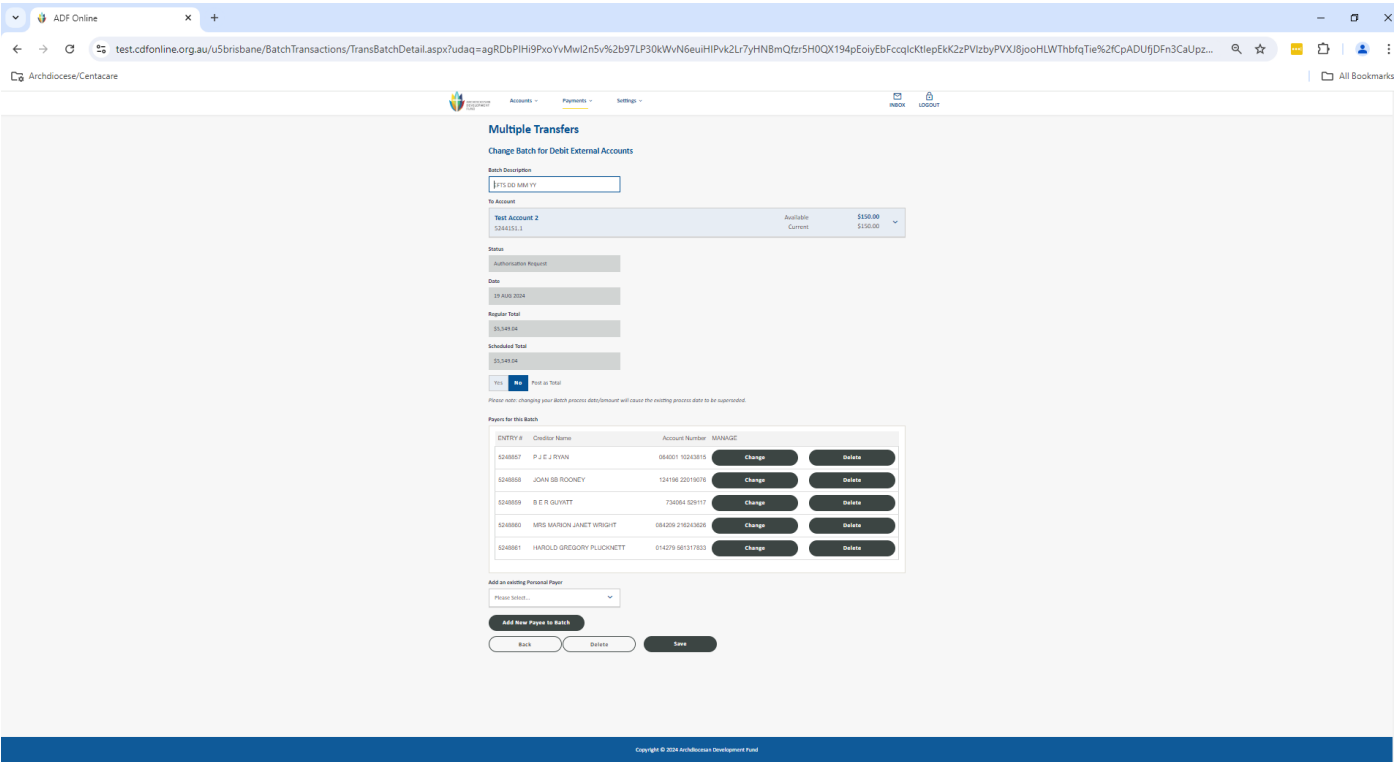
We recommend occasionally ‘cleaning up’ your Multiple Transfers screen by deleting old batches from your listing. You can do this at any time.

Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

1. Click on Change in the Manage area.



2. You can now select the Delete button at the bottom of the screen to be taken to a confirmation screen.



- Click the Submit button to confirm deletion of the batch. You will be returned to the Multiple Transfers screen with the batch no longer there.

The screenshot shows the 'Multiple Transfers' page in the CDF Online system. The page title is 'Multiple Transfers' and the subtitle is 'Delete Batch for Debit External Accounts'. The main content area displays a batch summary table and a list of payers for the batch.

Batch Description	EFTS DD MM YY
From	Test Account 2
	\$246155.1
Available	\$150.00
Status	Authorisation Request
Date	19 AUG 2024
Regular Total	\$5,549.04
Scheduled Total	\$5,549.04
Post as Total	N

Payers for this Batch

ENTRY #	Creditor Name	Account Number
5248857	P J E J RYAN	064001 10243815
5248858	JOAN SB ROONEY	124196 22019076
5248859	B E R GUYATT	734064 529117
5248860	MRS MARION JANET WRIGHT	084209 216243626
5248861	HAROLD GREGORY PLUCKNETT	014279 561317833

Add an existing Personal Payer

Please Select...

Add New Payer to Batch

Please click the Submit button to confirm delete of entire batch:

Cancel Submit

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Disclosure Statement

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