



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: 03 6208 6260

Email: CDF@aohtas.org.au

Website: www.cdftas.com

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;[\[i\]](#)
- 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[\[ii\]](#);

[\[i\]](#) BPAY Payer Online Access Agreement required to be completed before functionality is provided

[\[ii\]](#) Agreement to Process Direct Debits 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 \$2,000. If you would like to increase this, please complete the *Application for Variation of Standard Daily Limits form* which can be found on our website under the 'Forms' page.

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: <https://www.cdftas.com/forms/>

Completed forms can be returned to the CDF via email to CDF@aohtas.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, <https://cdftas.com/>. 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.

Login with your SMS One Time Password

To ensure your security we require an SMS One Time Password.

Get your SMS One Time Password

Resend SMS

Enter your One Time Password

Yes No Display Password

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 2 numbers.

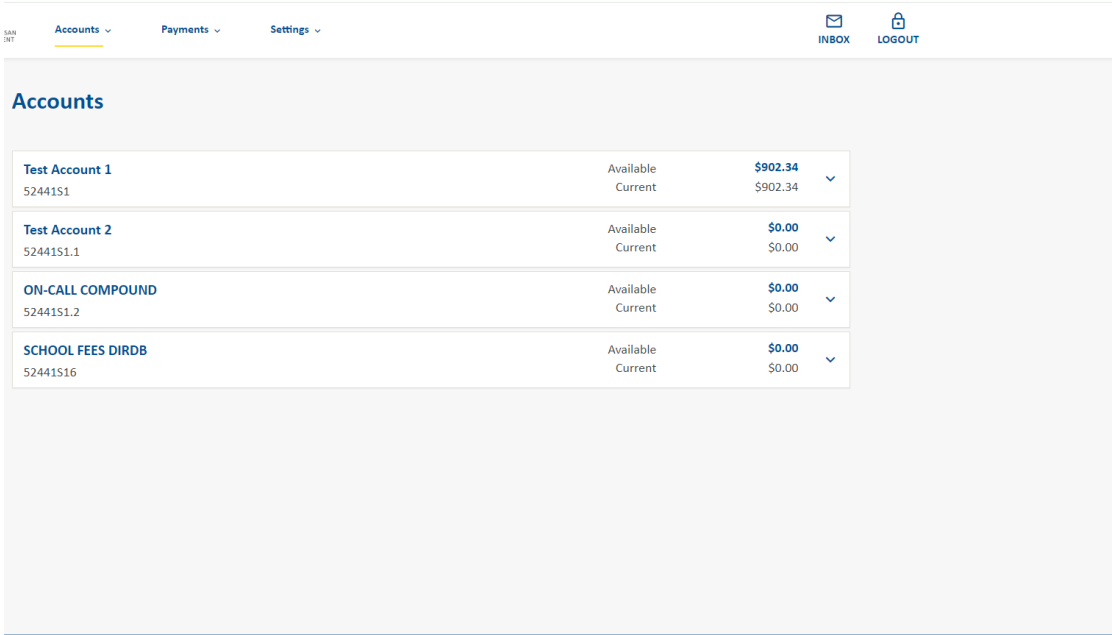
New Password

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.



The screenshot shows a web application interface for managing accounts. At the top, there is a navigation menu with 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. The main content area is titled 'Accounts' and displays a table of account information.

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

The screenshot shows the 'Accounts' page in a web browser. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are 'INBOX' and 'LOGOUT' buttons. The main content area is titled 'Accounts' and displays a table of accounts. The first account, 'Test Account 1' (ID: 5244151), is highlighted. To its right, the available and current balances are shown as \$902.34. Below the account header is a table of transactions with columns for DATE, TRANSACTION DESCRIPTION, DEBIT, CREDIT, and BALANCE. The transactions listed are:

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

At the bottom of the transaction list, there is a link: [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.

The screenshot shows the 'Transactions / Account Details' page. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are 'INBOX' and 'LOGOUT' buttons. The main content area is titled 'Transactions / Account Details' and displays a table of accounts. The first account, 'Test Account 1' (ID: 5244151), is highlighted. To its right, the available and current balances are shown as \$902.34. Below the account header are two tabs: 'Transactions' (selected) and 'Account Details'. Under the 'Transactions' tab, there is a search interface with 'Quick Search' and 'Advanced Search' buttons. The 'Quick Search' modal is open, showing fields for Description, In Transaction Type, and Amount. Below the search modal is a table of transactions with columns for DATE, TRANSACTION DESCRIPTION, DEBIT, CREDIT, and BALANCE. The transactions listed are:

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

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 \$902.34
Current \$902.34

Transactions Account Details

Quick Search Advanced Search Download

Advanced Search

Description In Transaction Type Amount

Receipt Number Time Period Amount from

Cheque Withdrawal Number Duration Date Range Amount to

-- Please Select --

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.

Accounts Payments Settings

INBOX LOGOUT

Download Transactions

Test Account 1
5244151 Available \$902.34
Current \$902.34

From To

DD MMM YYYY DD MMM YYYY

Document Type

CSV : Comma Separated Values, Generic for

Download

Generating a Statement

As you are now a registered CDF Online user, you can 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.

```

THE ARCHDIOCESAN DEVELOPMENT FUND      Printed at 01:31pm, 01 OCT 2023
CATHEDRAL HOUSE
LEVEL 6 229 ELIZABETH ST
BRISBANE 4000

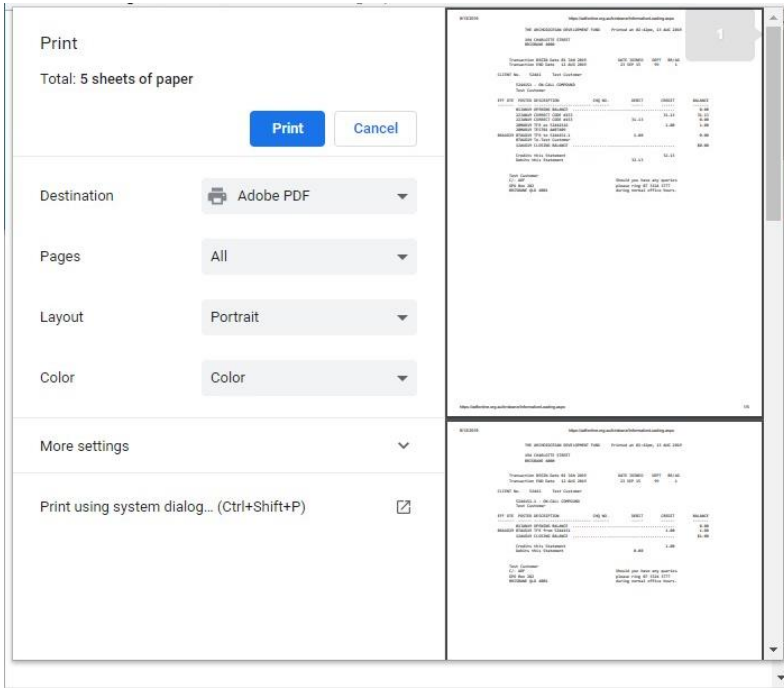
Transaction BEGIN Date 01 AUG 2023      DATE JOINED   DEPT   BR/AG
Transaction END Date  16 AUG 2023      23 SEP 15    99     1

CLIENT No.   52441   Test Customer
52441S1 - Test Account 1
Test Customer

POSTED DESCRIPTION                DEBIT   CREDIT   BALANCE  CHQ 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

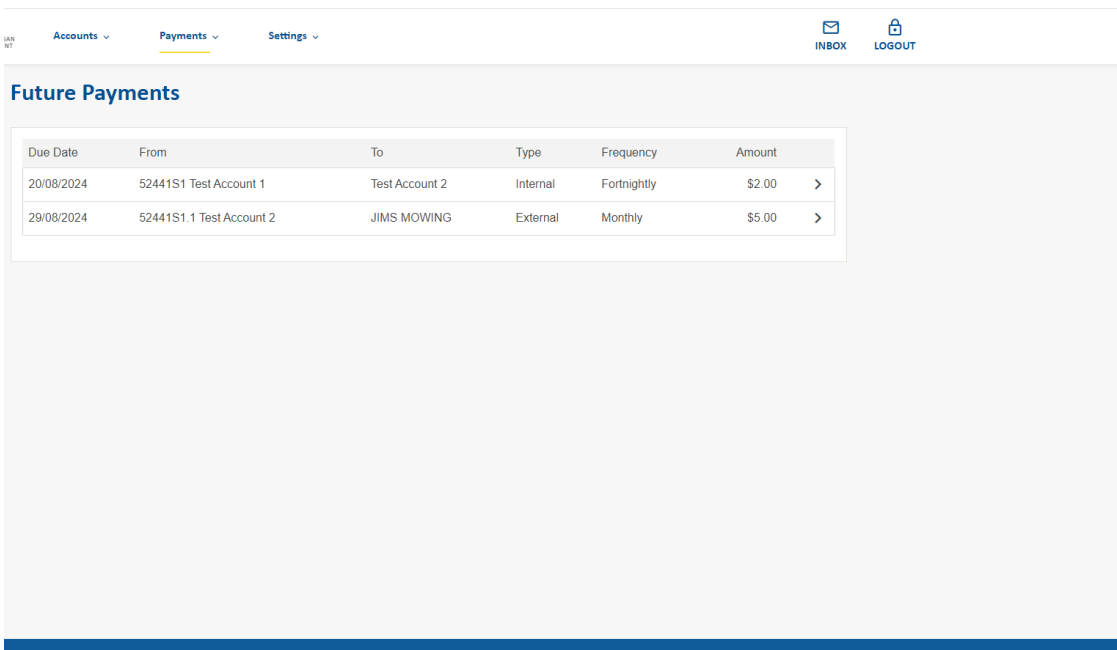
Test Customer
C/- ADF                               Should you have any queries
GPO Box 282                            please ring 07 3324 3777
BRISBANE QLD 4001                       during normal office hours.
    
```

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.



Updating Your Payee Address Books

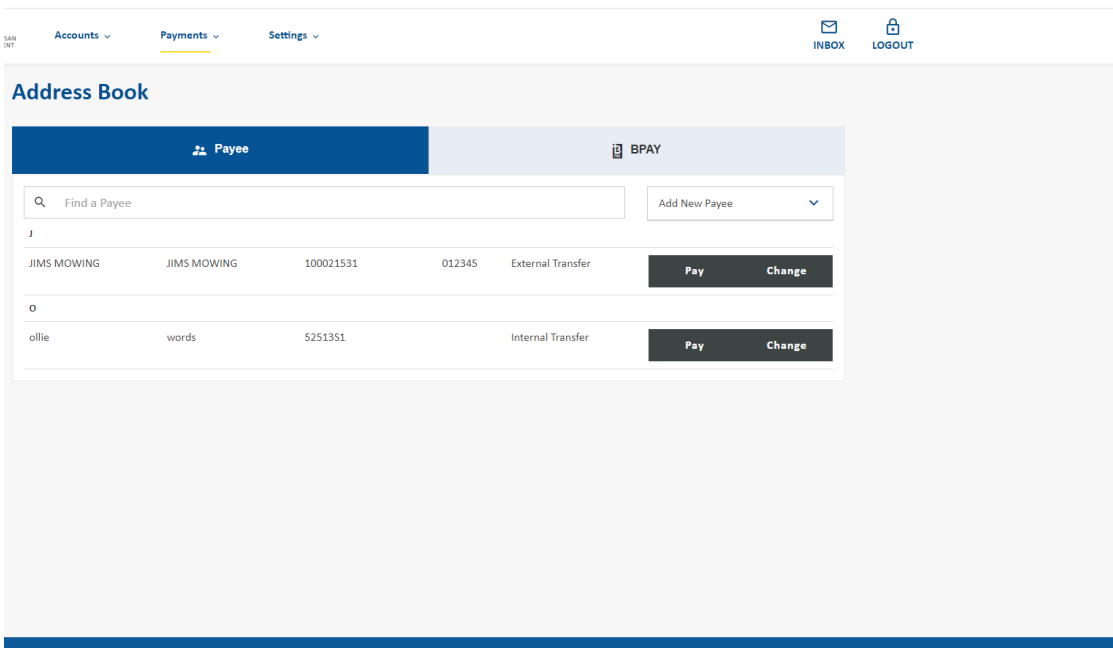
We recommend keeping your saved payee account details up to date by 'cleaning up' your address books listing. You can do this at any time.

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.



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.

The screenshot shows a web form titled "Address Book" with a sub-heading "Change Payee for External Transfer". The form contains several input fields and a radio button:

- BSB Number:** Input field containing "012345".
- Account Number:** Input field containing "100021531".
- Account Name:** Input field containing "JIMS MOWING" with a red eye icon for visibility toggle.
- Nickname:** Input field containing "JIMS MOWING".
- Reference to appear on your statement:** Input field containing "MOWING" with a character count of "49 characters left".
- Same reference for payee:** Radio button group with "Yes" and "No" (selected) options.
- Reference for payee:** Input field containing "INV 001" with a character count of "11 characters left".

At the bottom of the form are four buttons: "Back", "Delete", "Update & Pay", and "Save". Below the buttons is a small note: "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".

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.

The screenshot shows the 'Transfer Money' form with the following details:

- From Transfer From:** Test Account 2 (5244151.1), Available Current \$200.00.
- To:** JIMS MOWING (100021531, 012345).
- Transfer Details:** Remaining daily limit \$10,000.00.
- Amount:** \$ 50.00.
- When:** Now (selected), Once On, Recurring.
- Reference to appear on your statement (optional):** MOWING (49 characters left).
- Reference for payee:** INV 001 (11 characters left). A red asterisk indicates this field is mandatory.
- Buttons:** Yes, No (Same reference for payee), Next.

- 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 \$200.00 Current \$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**

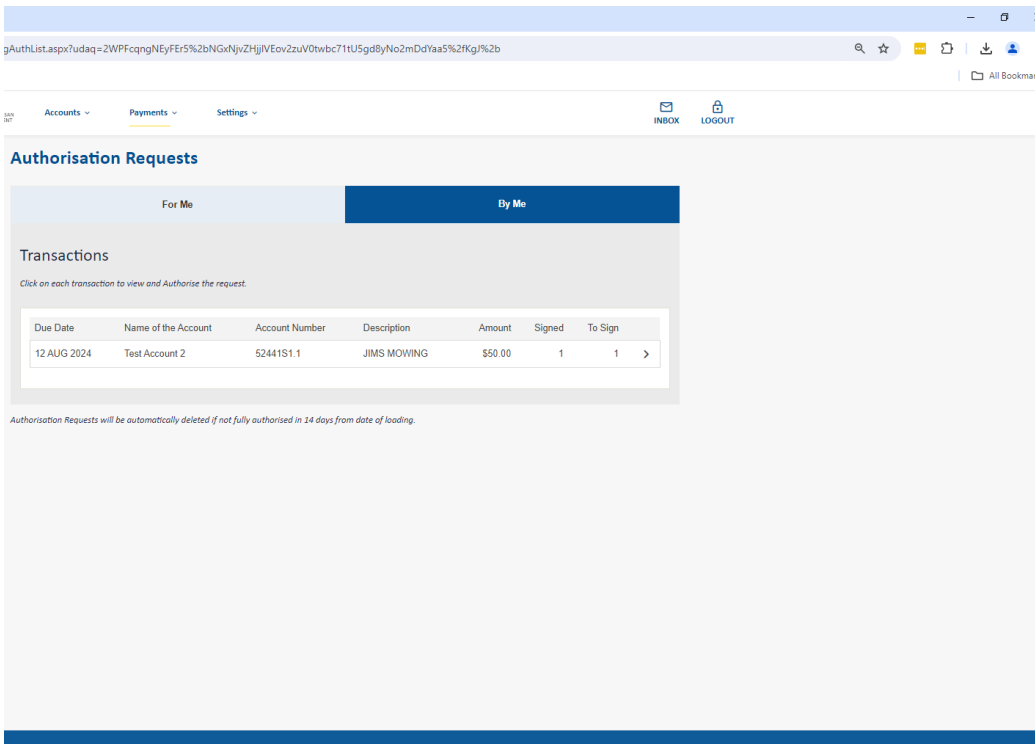
- If the information is correct, you can select Submit which will store the payment as an authorisation request for a user with appropriate access level to be able to approve.
- You can view any of your authorisation requests from by clicking on Authorisation Requests: By Me on the home screen (click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

Accounts

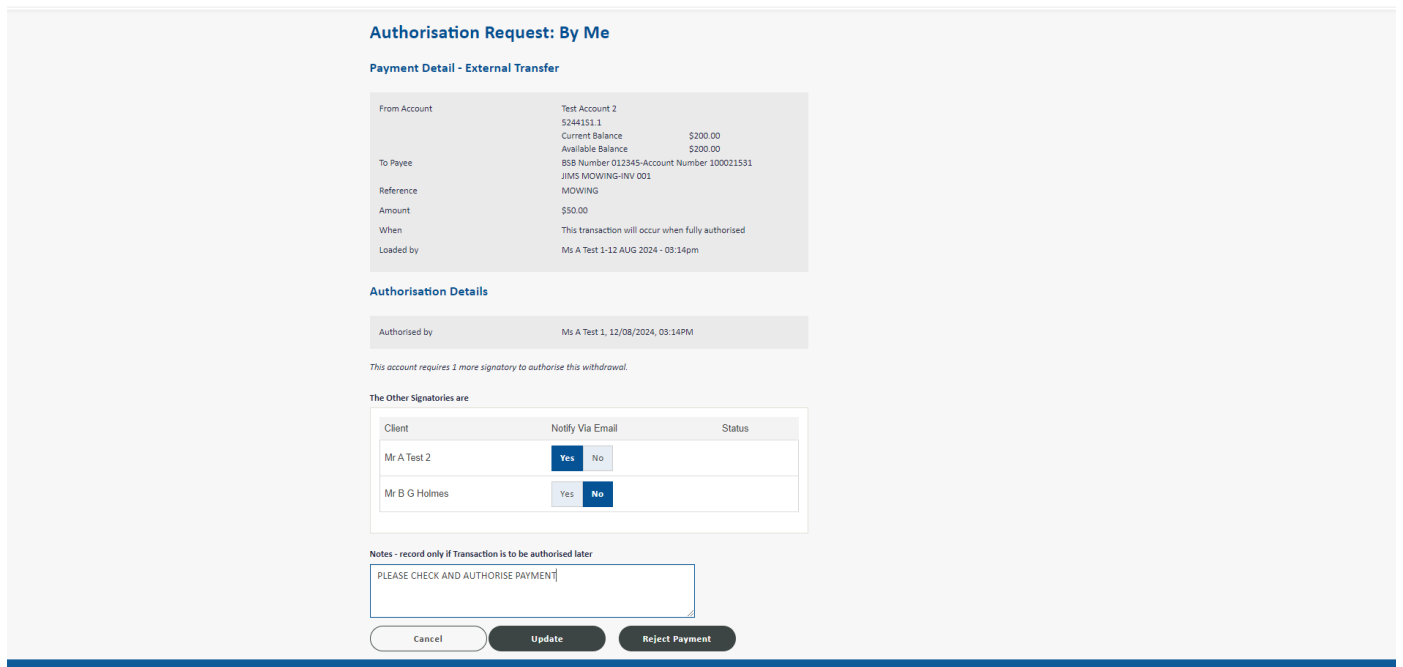
⚠ Authorisation Requested by user

Account Name	Account ID	Status	Balance
Test Account 1	5244151	Available	\$902.34
		Current	\$902.34
Test Account 2	5244151.1	Available	\$0.00
		Current	\$0.00
ON-CALL COMPOUND	5244151.2	Available	\$0.00
		Current	\$0.00
SCHOOL FEES DIRDB	52441516	Available	\$0.00
		Current	\$0.00

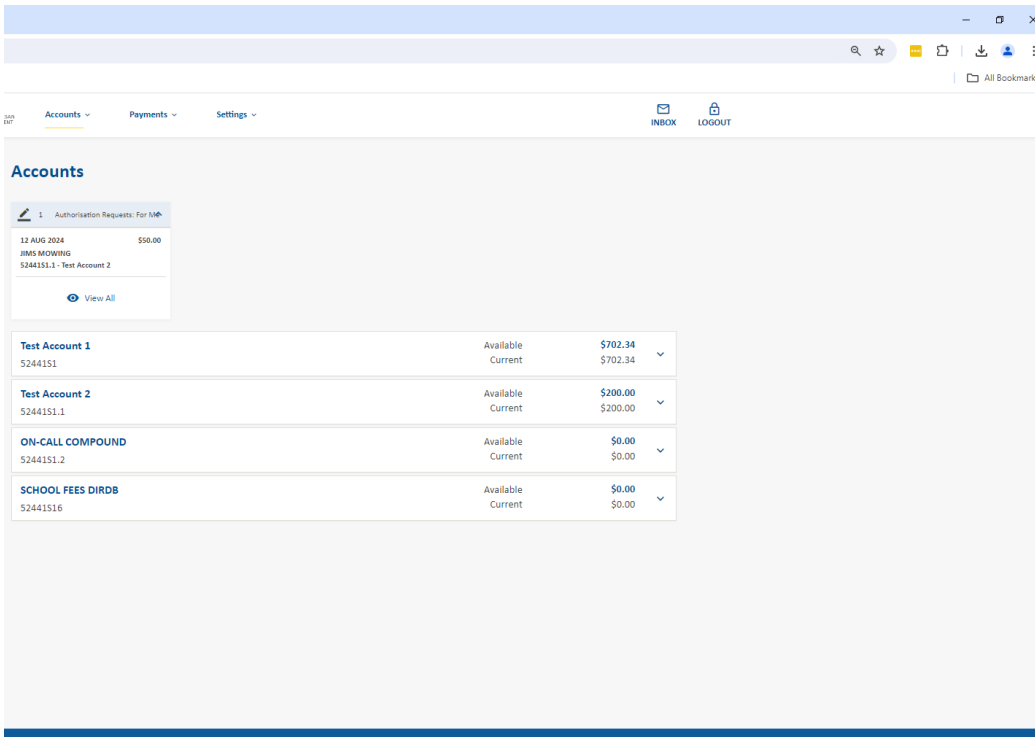
- If you wish to notify your authorisers via email you can click into the transaction from the Authorisation Requests By Me:



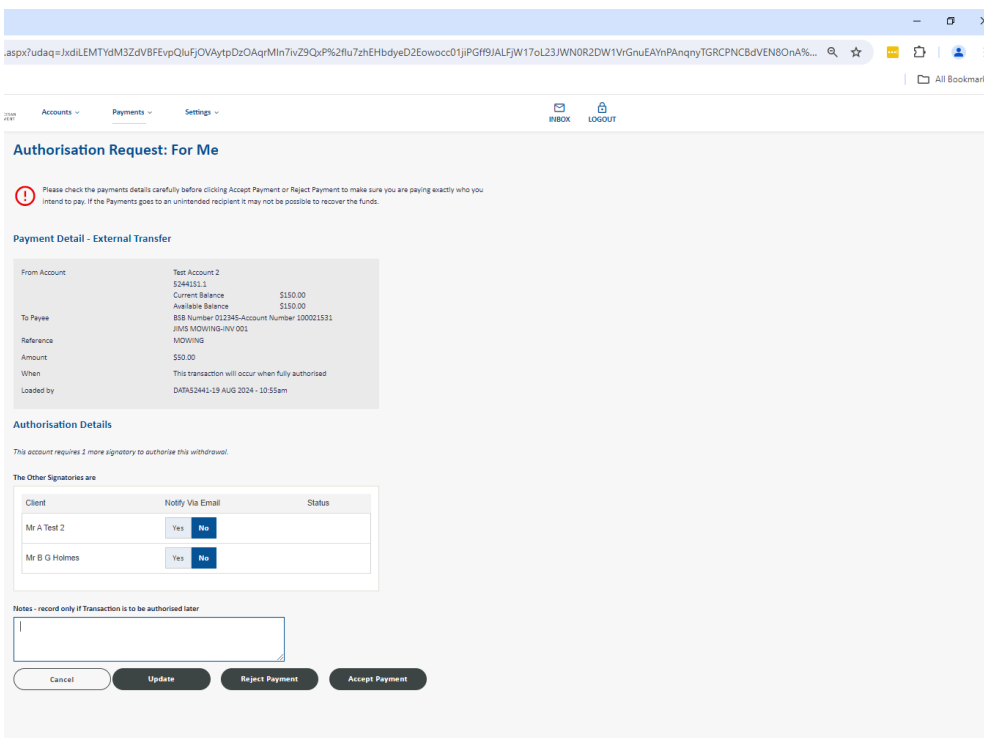
- Add Yes to Notify Via Email and add a note as required and update the request.



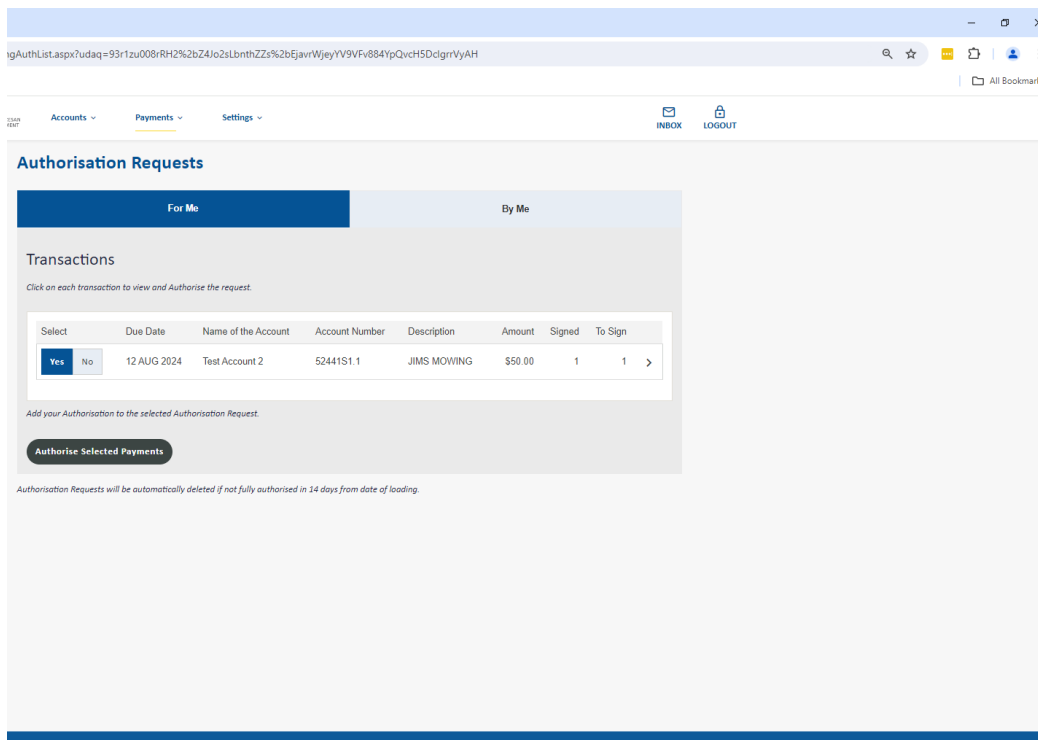
7. Authorisers can now login to CDF Online to view and approve the payment. On the home screen click on Authorisation Requests: For Me and then select View All.



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.



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



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.

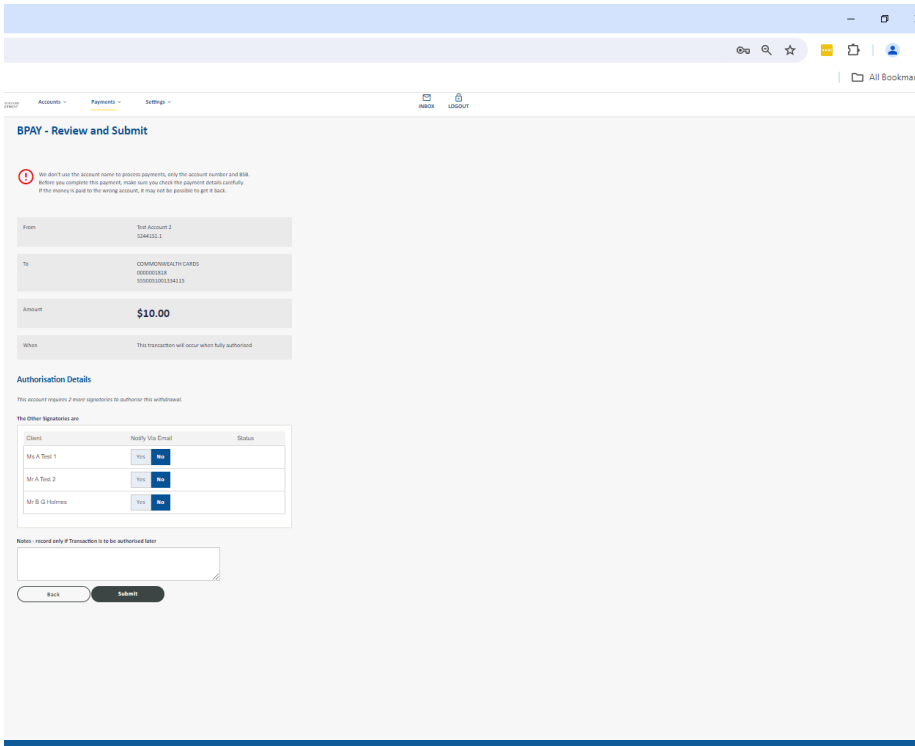
Go to the Payments menu up the top of the screen and select BPAY to be taken to the screen below.

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)

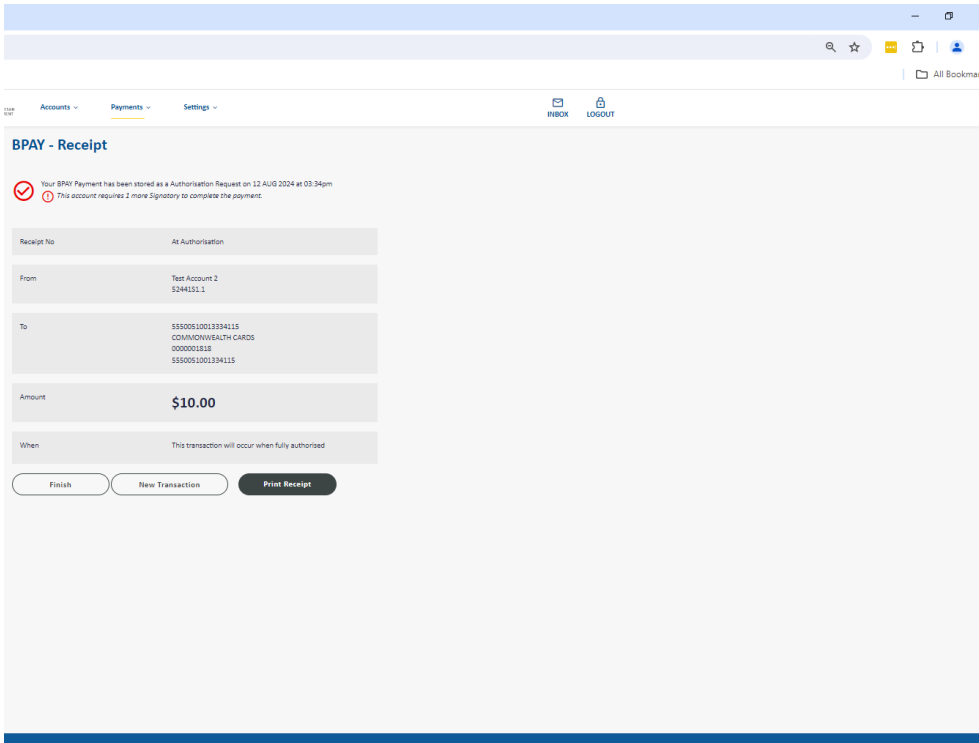
The screenshot shows a web browser window with the URL #Bpay.aspx. The page has a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. There are 'INBOX' and 'LOGOUT' icons. The main content area is titled 'BPAY' and contains the following sections:

- From:** A dropdown menu showing 'Test Account 2' with a balance of \$150.00.
- To:** A dropdown menu showing 'Pay New Biller'.
- Add New Biller:** A search bar with the text '0000001818' and a 'Search' button.
- Biller Nickname (description):** A text input field containing '55500510013334115'.
- Customer Reference Number (CRN):** A text input field containing 'CBA CARD TOP UP'.
- Transfer Details:** An 'Amount' field containing '\$ 10.00'.
- When:** Three radio buttons: 'Now' (selected), 'Once On', and 'Recurring'.
- Next:** A dark blue button at the bottom.

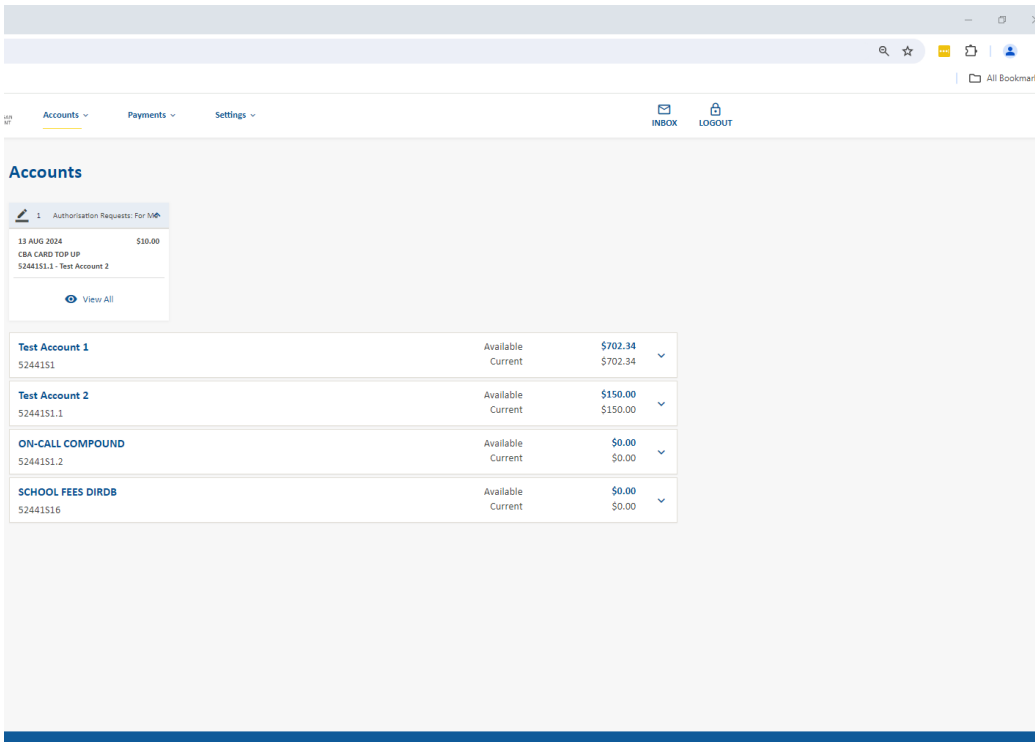
- You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking SUBMIT. This will now store the payment as an Authorisation Request for a user with the appropriate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



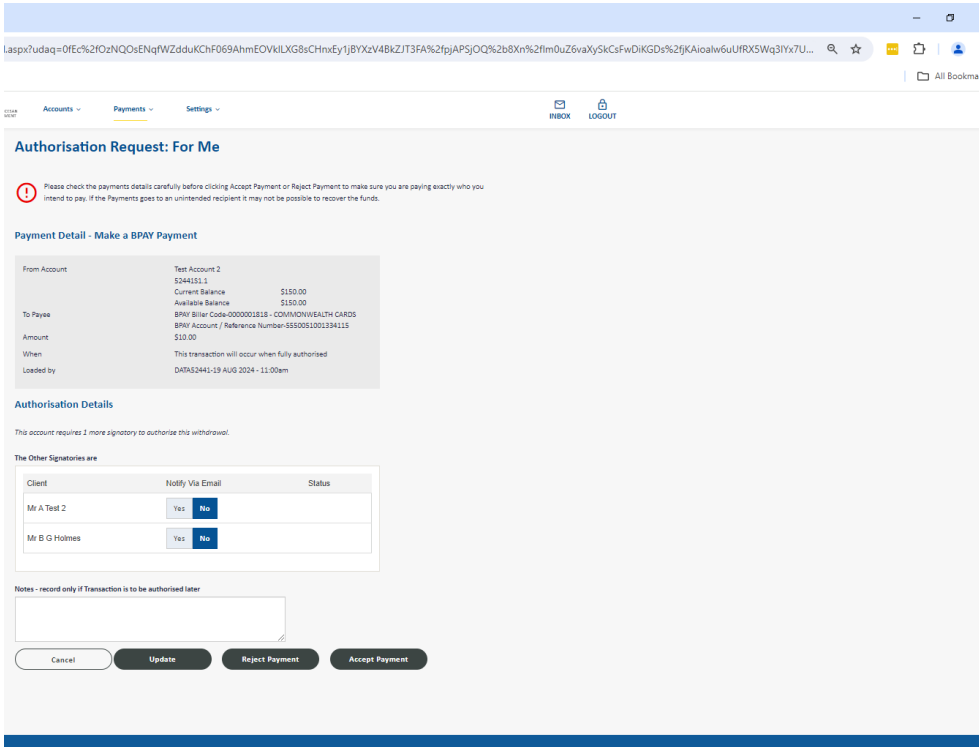
- After selecting SUBMIT the payment has now been set up and you will see the confirmation screen. Once you click Finish it will take you back to your home page and you can check that this is sitting under Authorisation Requests for your authorisers.



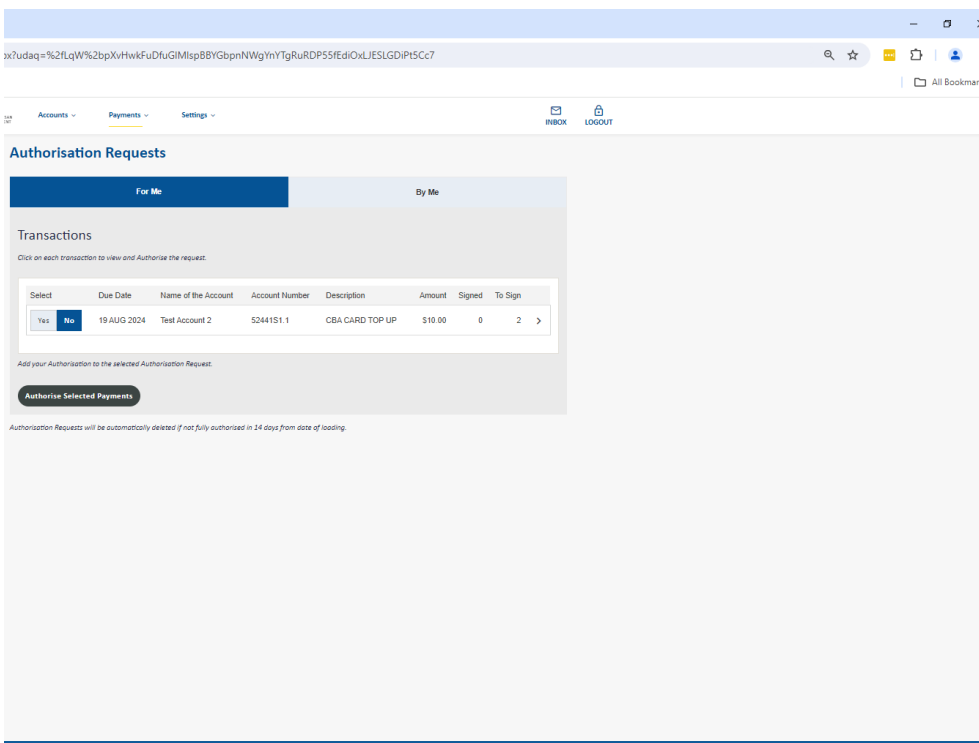
- Authorisers can now login to CDF Online to view and approve the payment. On the home screen click the drop-down menu on Authorisation Requests: For Me and select View All. Alternatively, you can click straight into the pending authorisation.



- 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.



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



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

Transfer Money

From Transfer From

Test Account 2 5244151.1	Available Current	\$150.00 \$150.00
-----------------------------	----------------------	----------------------

To

ON-CALL COMPOUND 5244151.2	Available Current	\$0.00 \$0.00
-------------------------------	----------------------	------------------

Transfer Details

Updating daily limit

Amount

\$ 50.00

When

Now Once On Recurring

Reference to appear on your statement (optional)

Test Payment

43 characters left

Yes No Same reference for payee

Reference for payee

Test Payment

43 characters left

*This field is mandatory

Next

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

erFunds.aspx

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 \$702.34 Current \$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**

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

erFunds.aspx

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

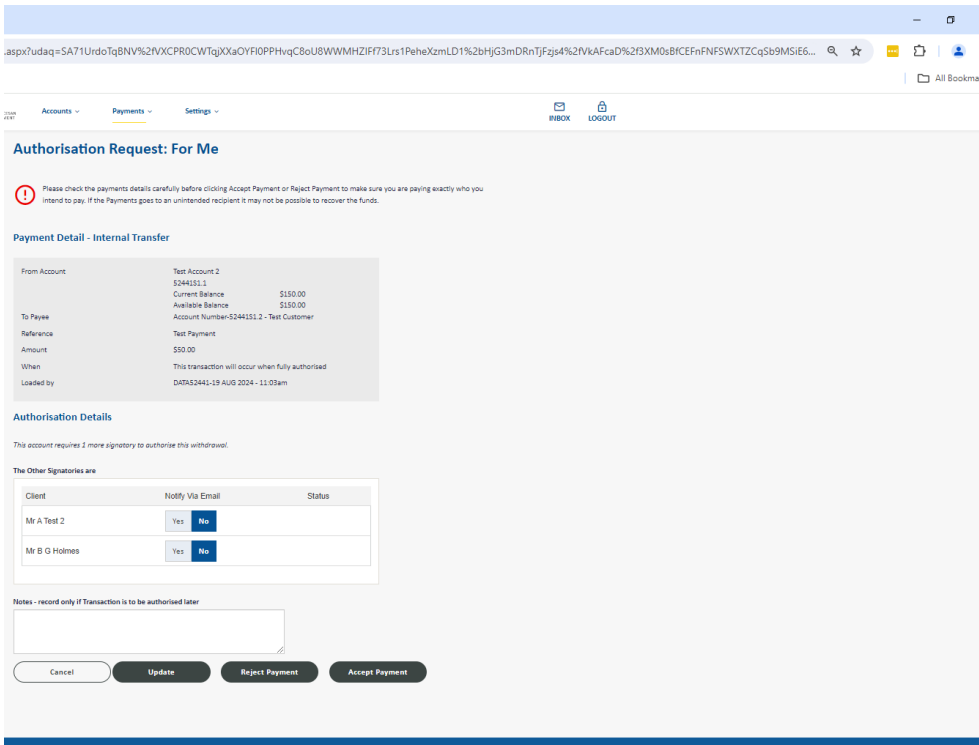
Transfer Money - Receipt

✔ Your Transfer has been submitted

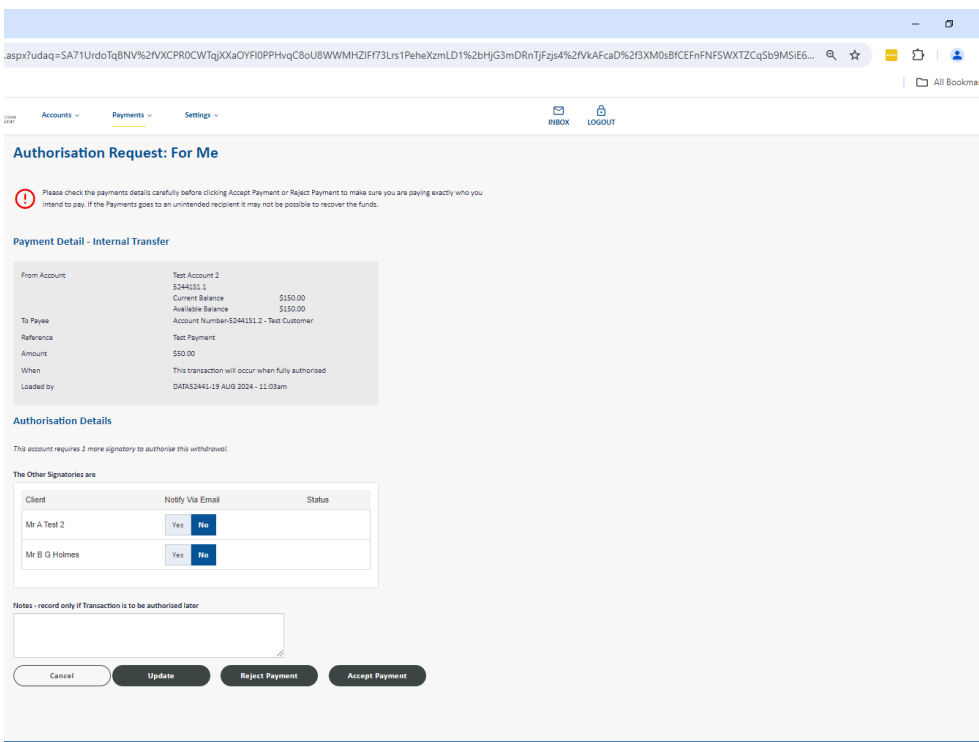
From	Test Account 1 5244151
To	Test Customer 5244151.1
Amount	\$50.00
When	This transaction will occur immediately
Receipt Number	At Authorisation
Reference for payee	Test Payment
Reference to appear on your statement	Test Payment
Authorised by	Mr A Test 2

Finish **New Transaction** **Print Receipt**

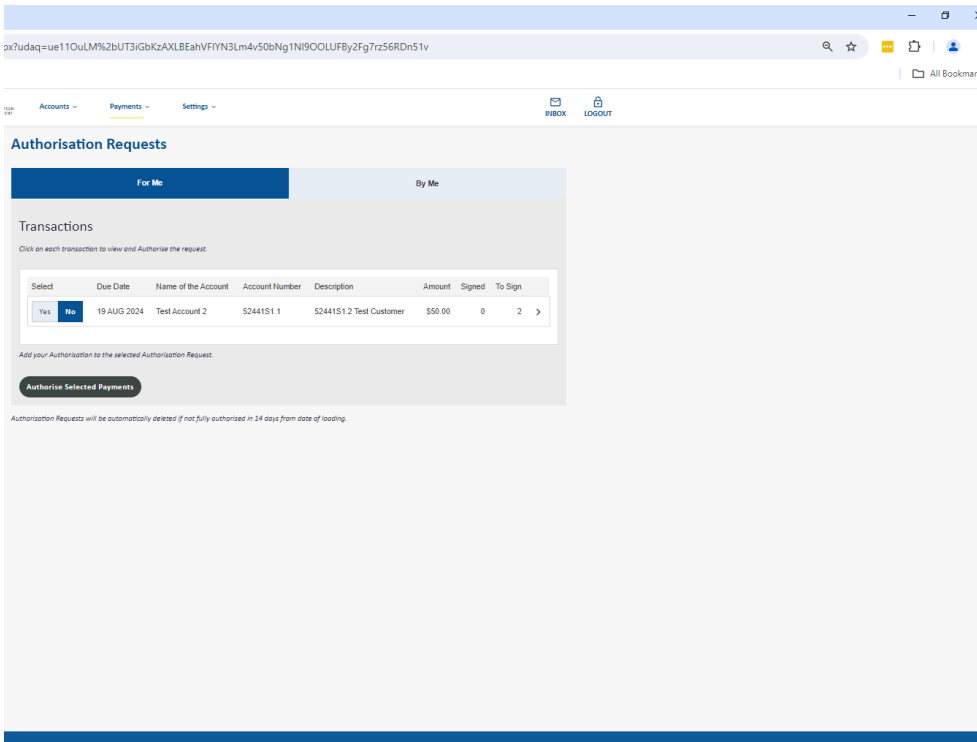
4. Authorisers can now login to CDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.



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.



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



Single Internal Transfer – To Another CDF Customer

Like 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 a web browser window displaying the 'Transfer Money' page. The page has a navigation bar with 'Accounts', 'Payments', and 'Settings'. The main content area is titled 'Transfer Money' and contains the following fields and options:

- From Transfer From:** A dropdown menu showing 'Test Account 2' with an available balance of \$150.00.
- To:** A dropdown menu with 'Add New Payee' selected.
- Add New Payee:** A section with a 'Yes' button for 'Transfer to CDF Account'.
- BSB Number:** A field containing '000001'.
- Account Number:** A field containing '52441S1'.
- Account Name:** A field containing 'TESTING REFERENCE'.
- Nickname to save as for future use(optional):** An empty text field.
- Transfer Details:** A section with an 'Amount' field containing '\$ 5.00'.
- When:** A section with 'Now' selected, and 'Once On' and 'Recurring' options.
- Reference to appear on your statement (optional):** A field containing 'TESTING'.
- Reference to payee:** A field containing 'TESTING'.
- Next:** A button at the bottom of the form.

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.

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 \$150.00 Current \$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

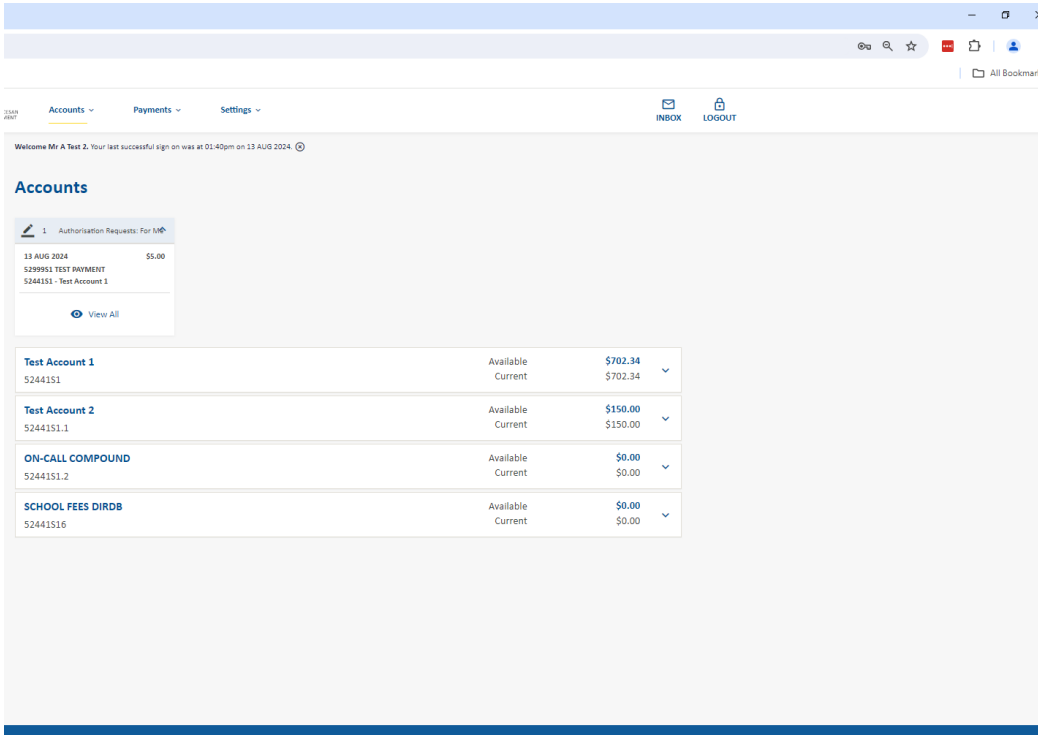
3. You can click Finish, New Transaction or Print Receipt.

Transfer Money - Receipt

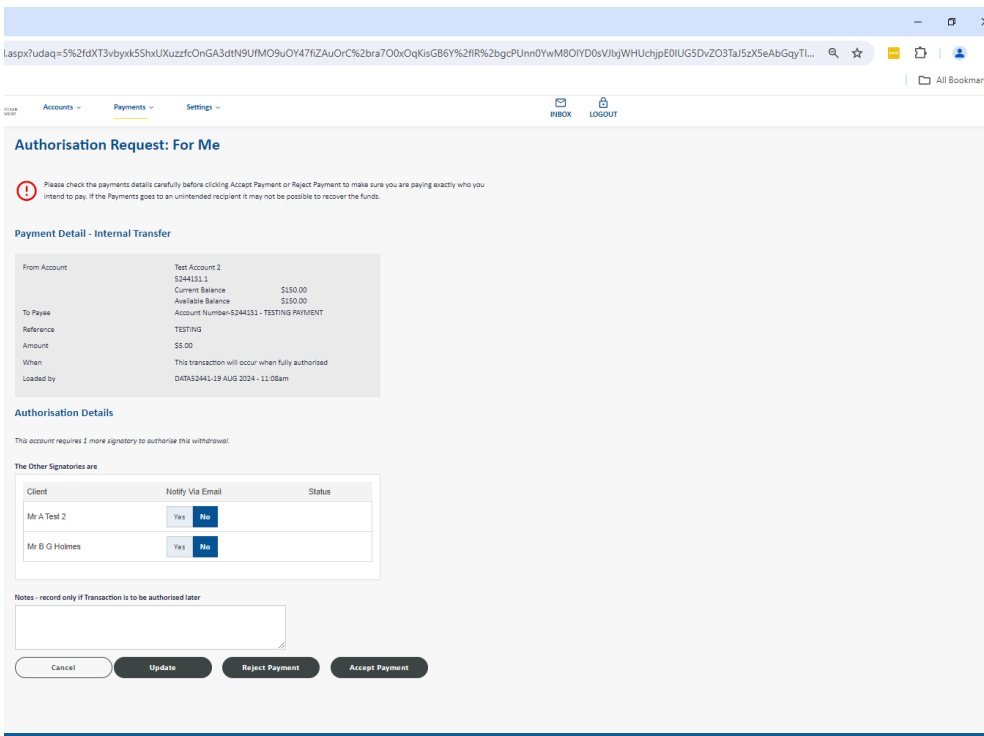
Your Transfer has been submitted

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

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.



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.



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

The screenshot shows a web browser window displaying the 'Authorisation Requests' page. The page has a navigation bar with 'Accounts', 'Payments', and 'Settings' menus, and 'INBOX' and 'LOGOUT' buttons. The main content area is titled 'Authorisation Requests' and features two tabs: 'For Me' (selected) and 'By Me'. Below the tabs is a 'Transactions' section with a sub-header 'Click on each transaction to view and Authorise the request.' A table lists a single transaction with the following details:

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

Below the table, there is a prompt: 'Add your Authorisation to the selected Authorisation Request.' and a button labeled 'Authorise Selected Payments'. At the bottom of the page, a note states: 'Authorisation Requests will be automatically deleted if not fully authorised in 14 days from date of loading.'

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.

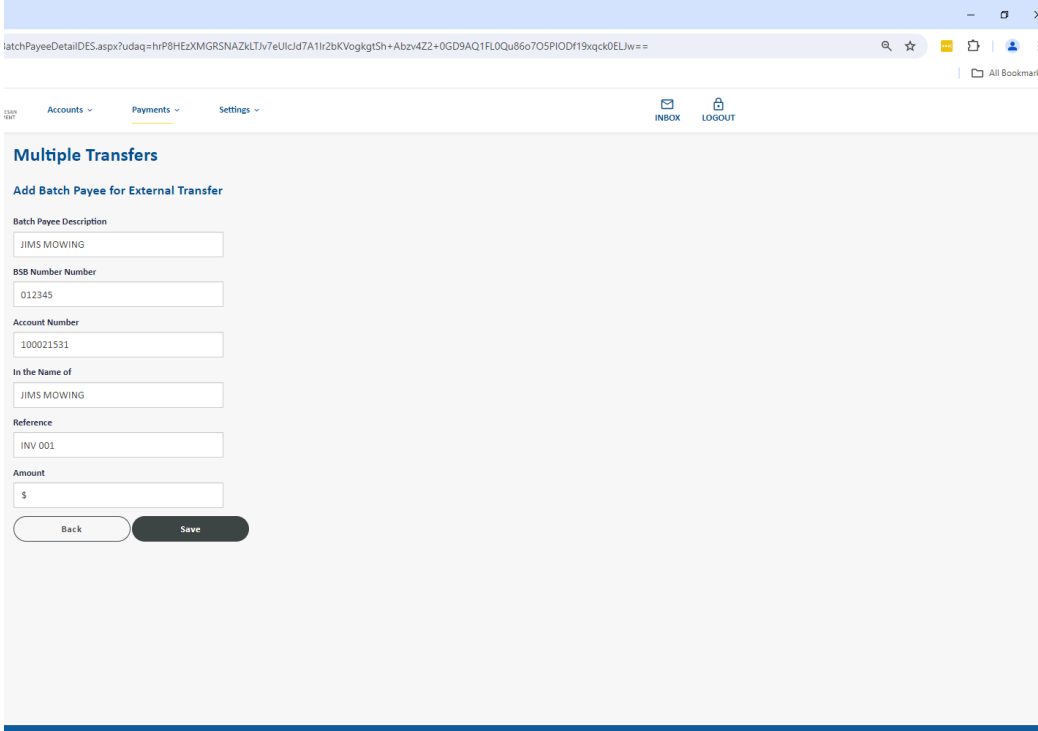
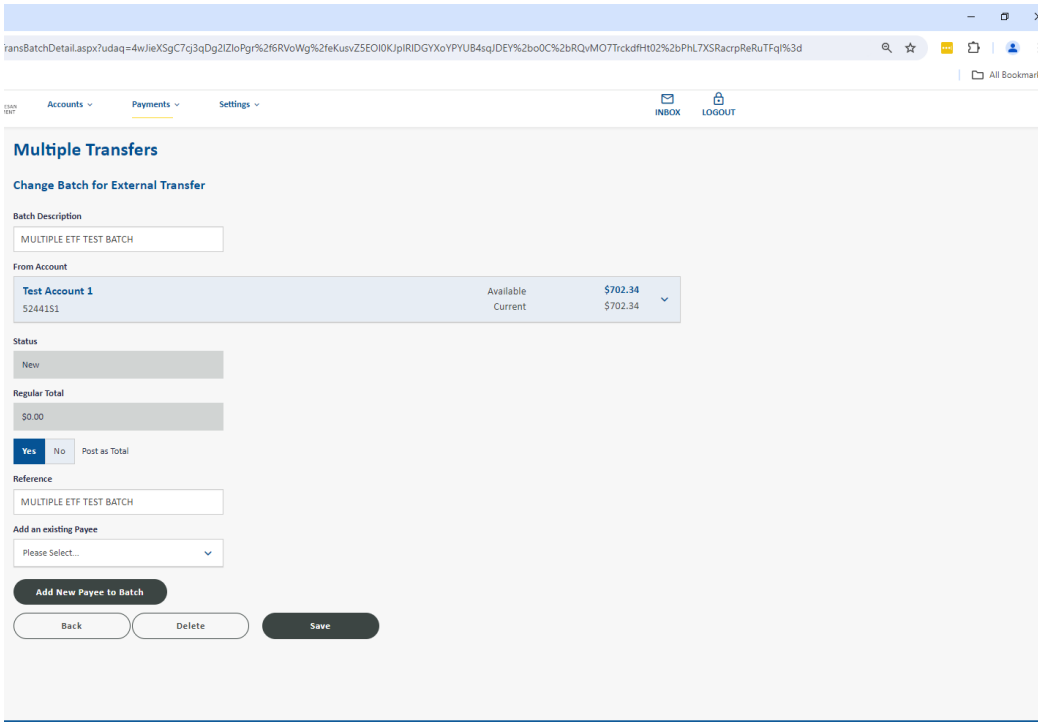
Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

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

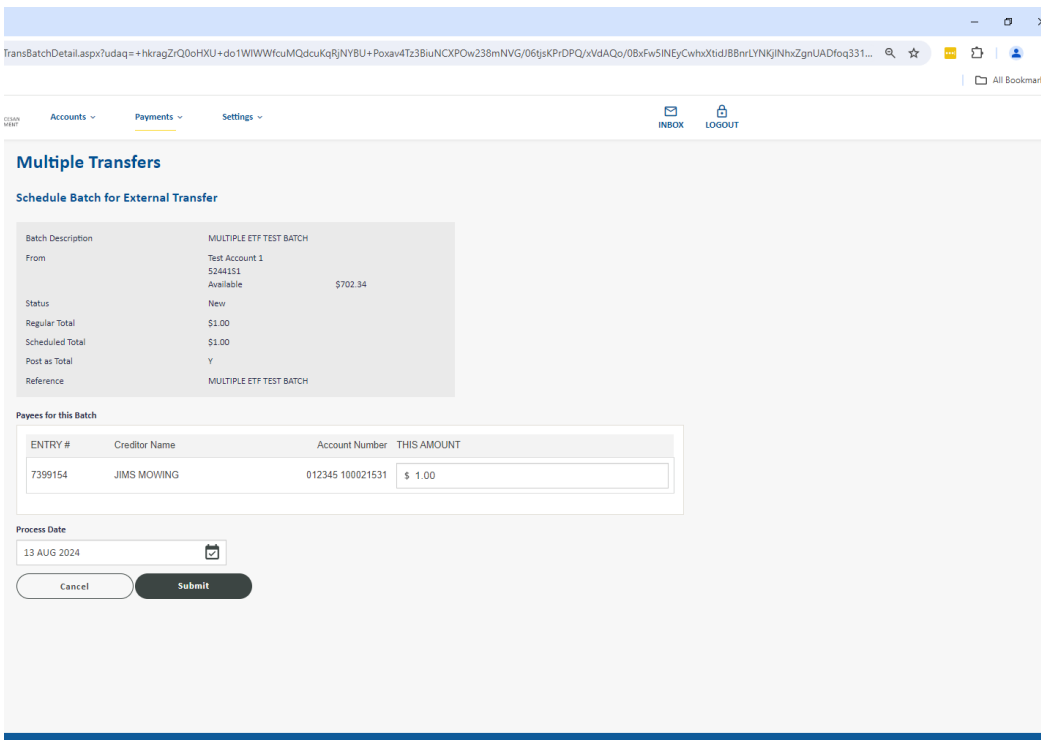
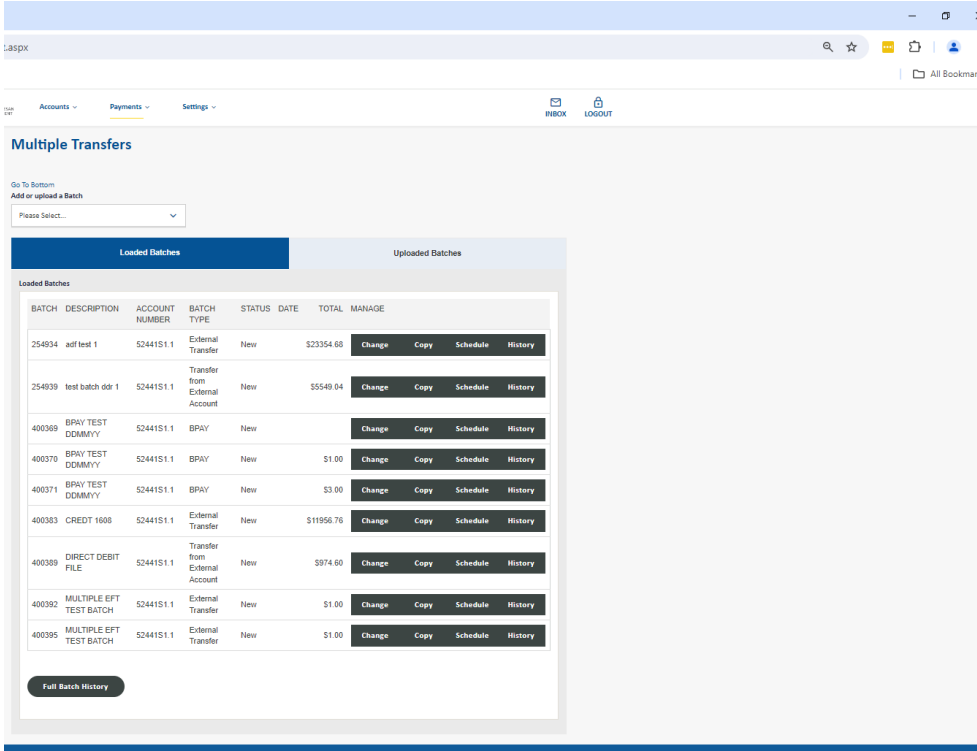
The screenshot shows a web browser window displaying the 'Multiple Transfers' page. The page title is 'Multiple Transfers' and the sub-header is 'Add Batch for External Transfer'. The form contains the following fields and options:

- Batch Description:** A text input field containing 'MULTIPLE ETF TEST BATCH'.
- From Account:** A dropdown menu showing 'Test Account 1' with account number '5244151'. The available and current balances are both '\$702.34'.
- Post as Total:** Radio buttons for 'Yes' (selected) and 'No', with a label 'Post as Total'.
- Reference:** A text input field containing 'MULTIPLE ETF TEST BATCH'.
- Buttons:** 'Back' and 'Save' buttons at the bottom.

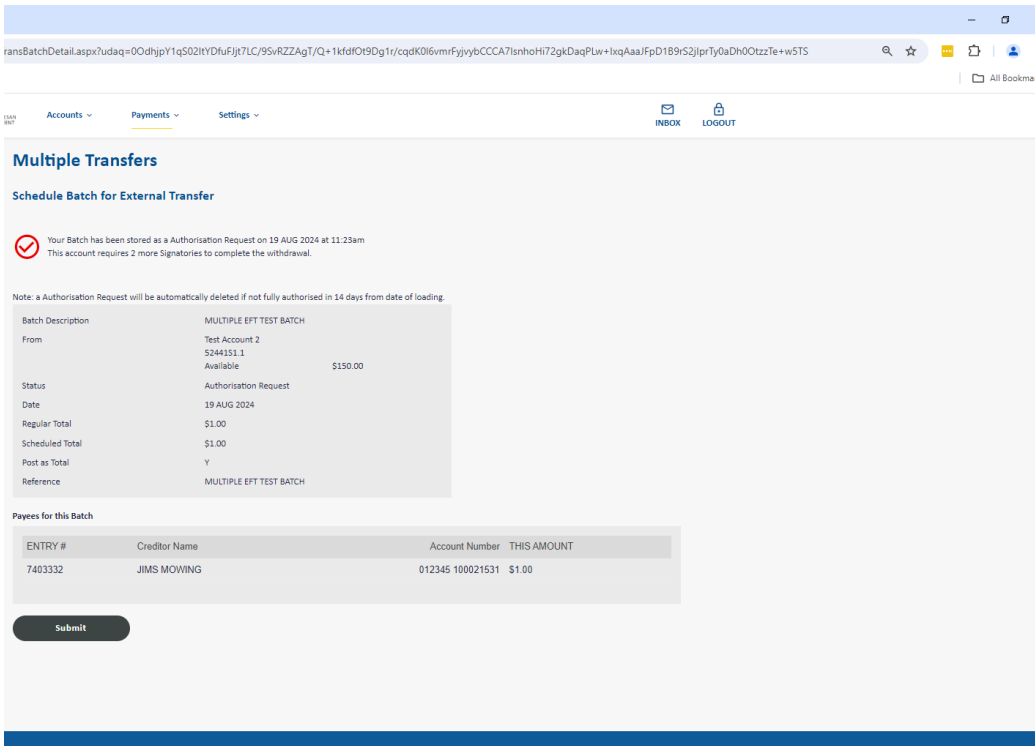
2. You will now see the screen below where you are able to add/change/delete your payees. Once all your payee information is completed, you will need to select Save to go to the next step to process your batch.
 - I. Under Add a New or existing Payee you can either click in the box to choose a payee 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



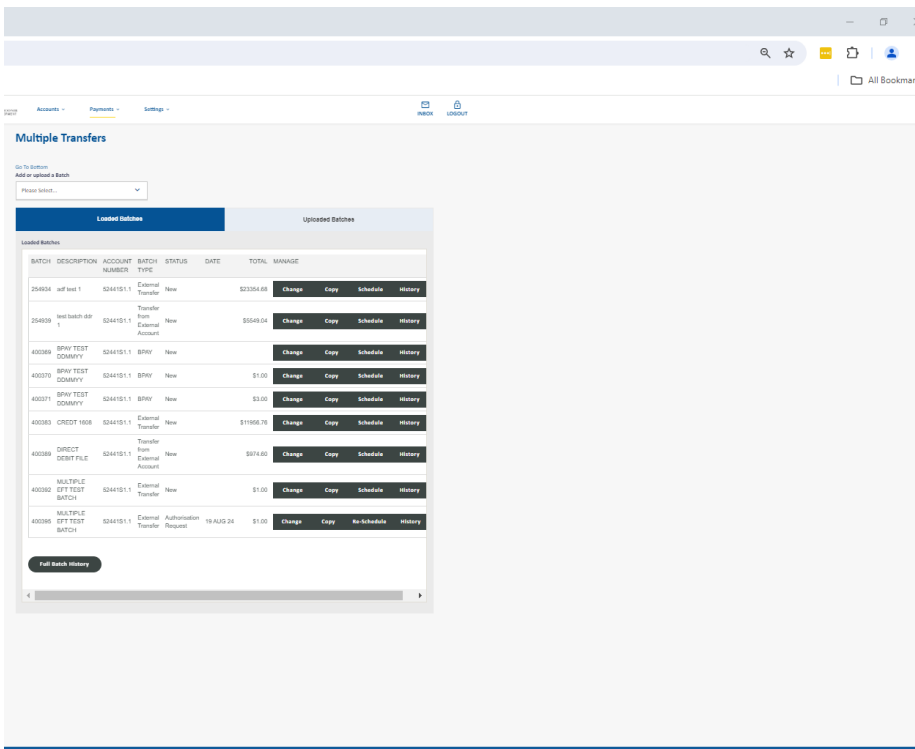
- You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to change/delete/copy any of your batches as well as schedule the batch for payment. Click on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



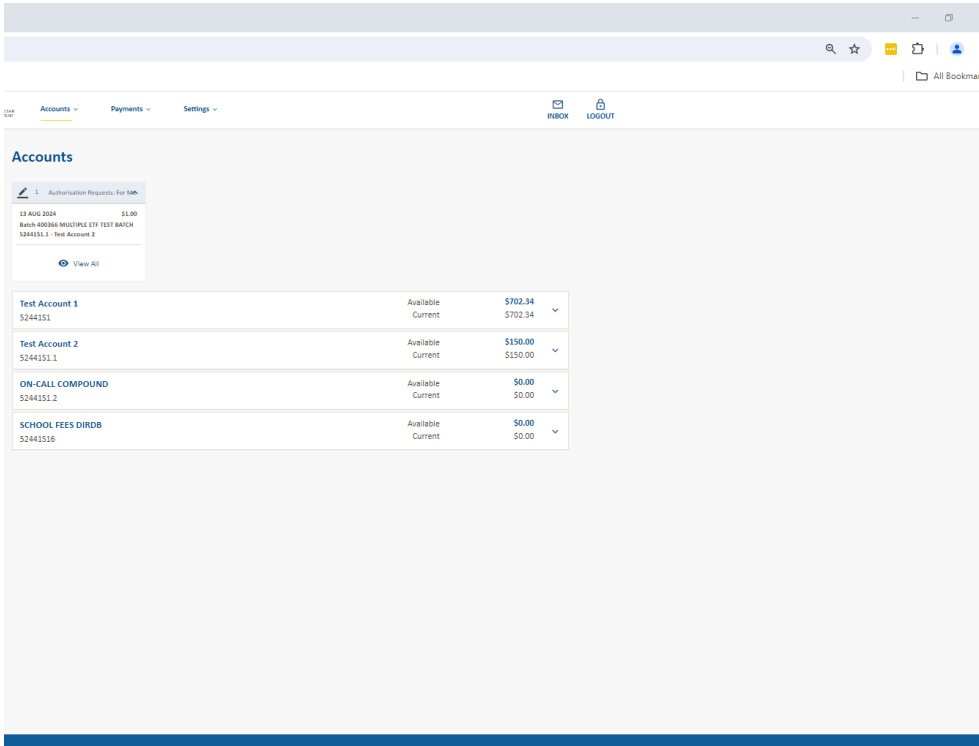
- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level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



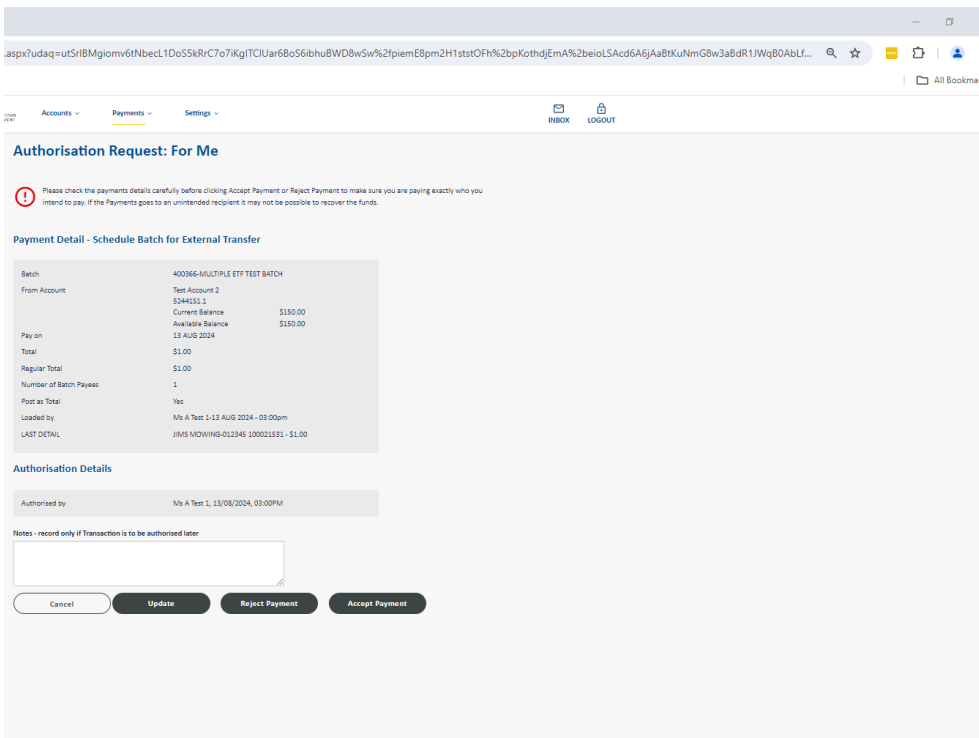
- After selecting Submit the batch has now been set up for authorisation. On your Multiple Transfers page you can check the status is Authorisation Request which shows it is ready for your authorisers.



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 4.00pm 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.

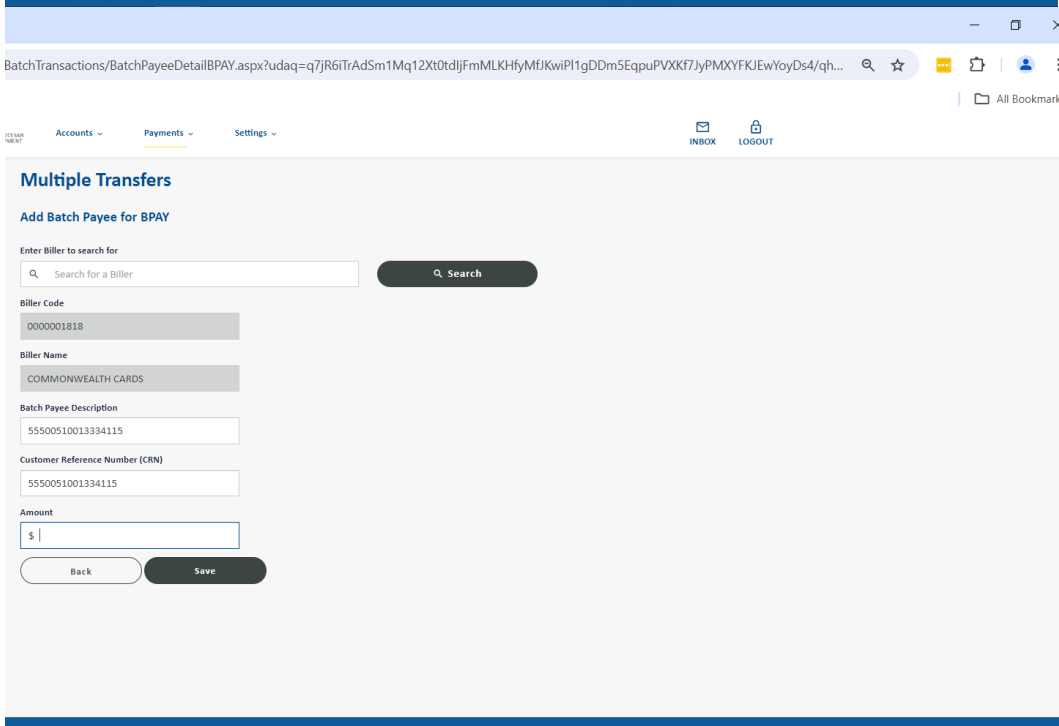
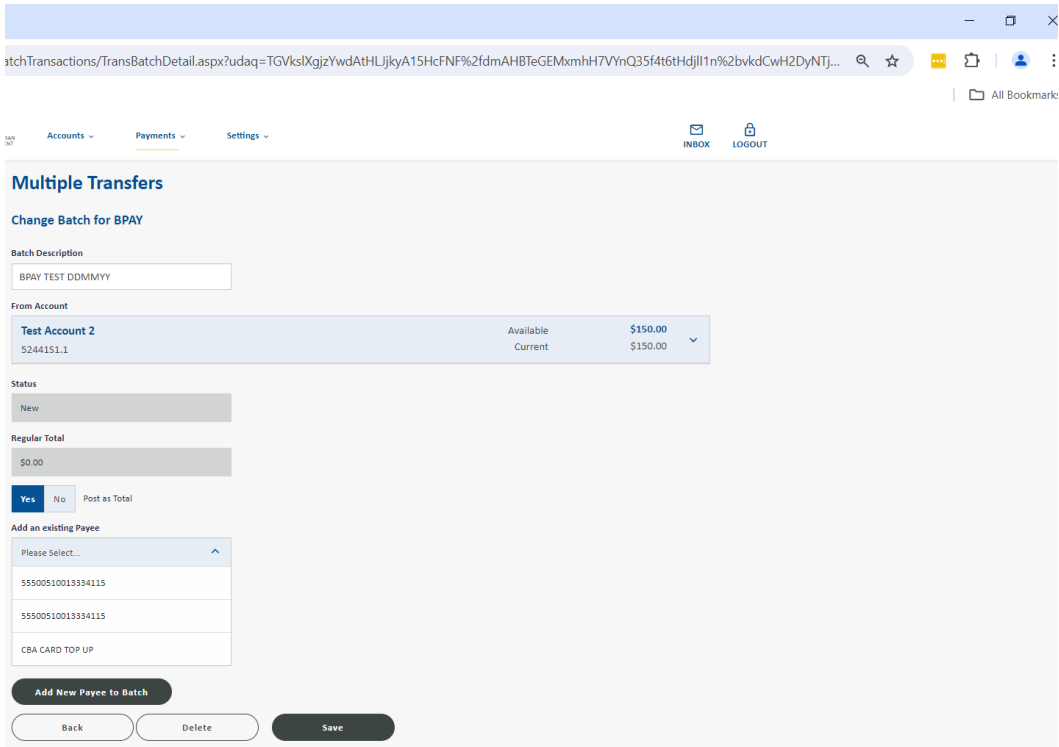
Go to the Payments menu up the top of the screen and select Multiple Transfers to be taken to the screen below.

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

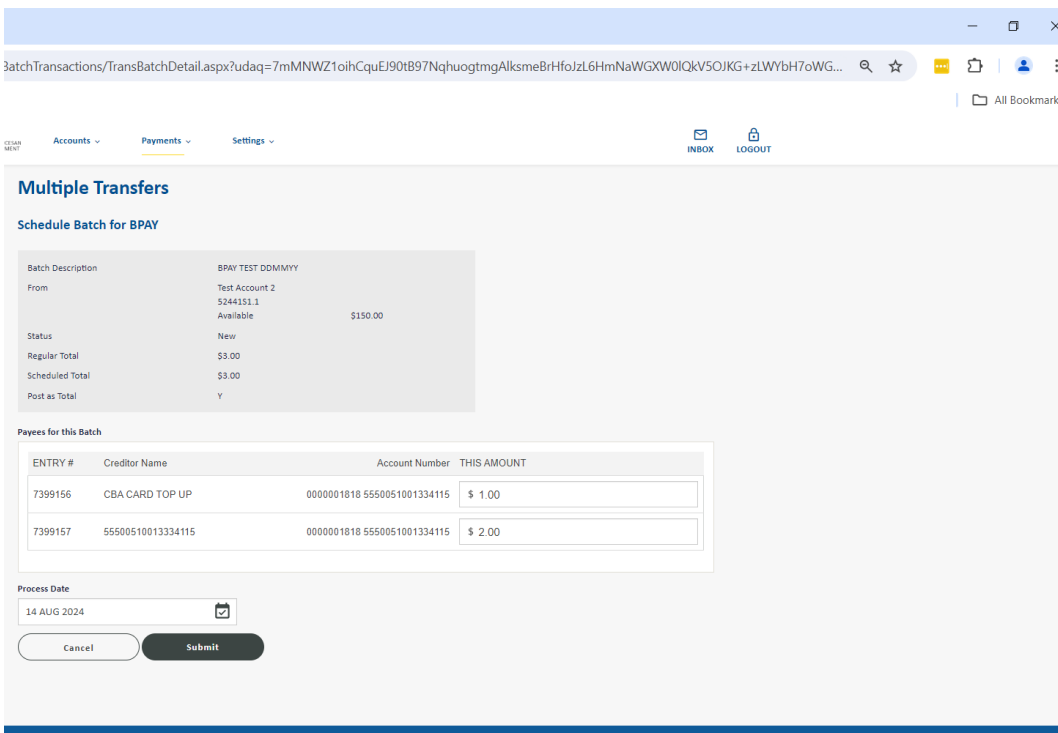
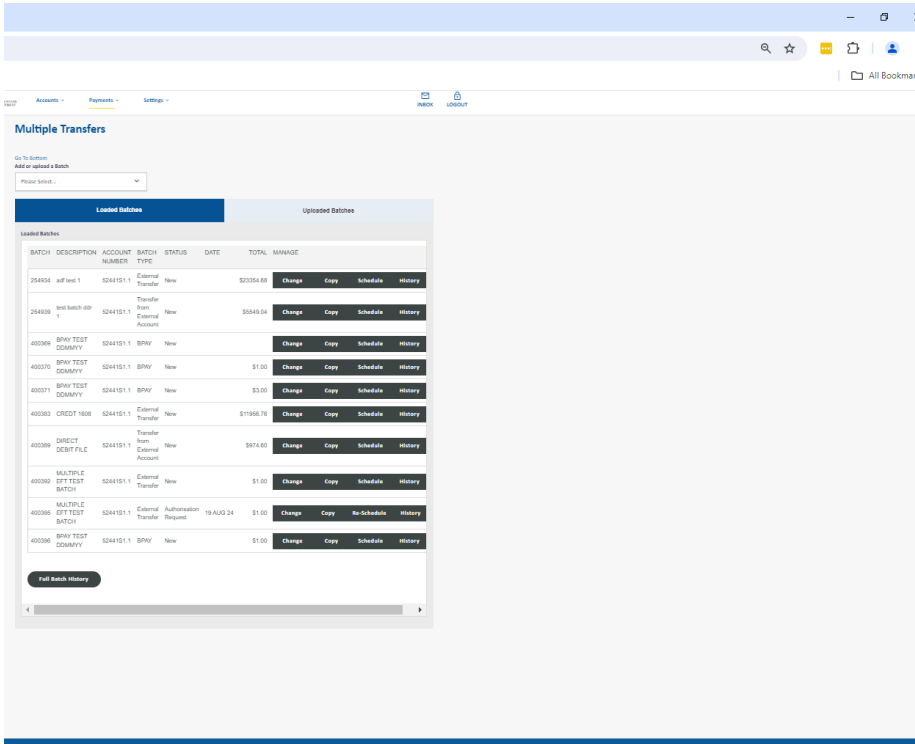
The screenshot shows a web browser window displaying the 'Multiple Transfers' page. The page title is 'Multiple Transfers' and the sub-header is 'Add Batch for BPAY'. The form includes a 'Batch Description' field with the text 'BPAY TEST DDMMYY'. Below this is the 'From Account' section, which shows a table with two rows: 'Test Account 2' with an available balance of '\$150.00' and 'Current' with a balance of '\$150.00'. There are 'Yes' and 'No' radio buttons for 'Post as Total', with 'Yes' selected. At the bottom of the form are 'Back' and 'Save' buttons.

Account Name	Available	Current
Test Account 2	\$150.00	\$150.00
5244151.1		

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



- 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.



- 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

- 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.

atchTransactions/TransBatchDetail.aspx?udaq=rsqsGeTnrodhPxNIPmtquNenX1NNCSLIEGP6iog0EwJrGaknsmcjrWOpRKOS+JHrH9TYNQ46APnqQ...

Accounts - Payments - Settings -

INBOX LOGOUT

Multiple Transfers

Schedule Batch for BPAY

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.

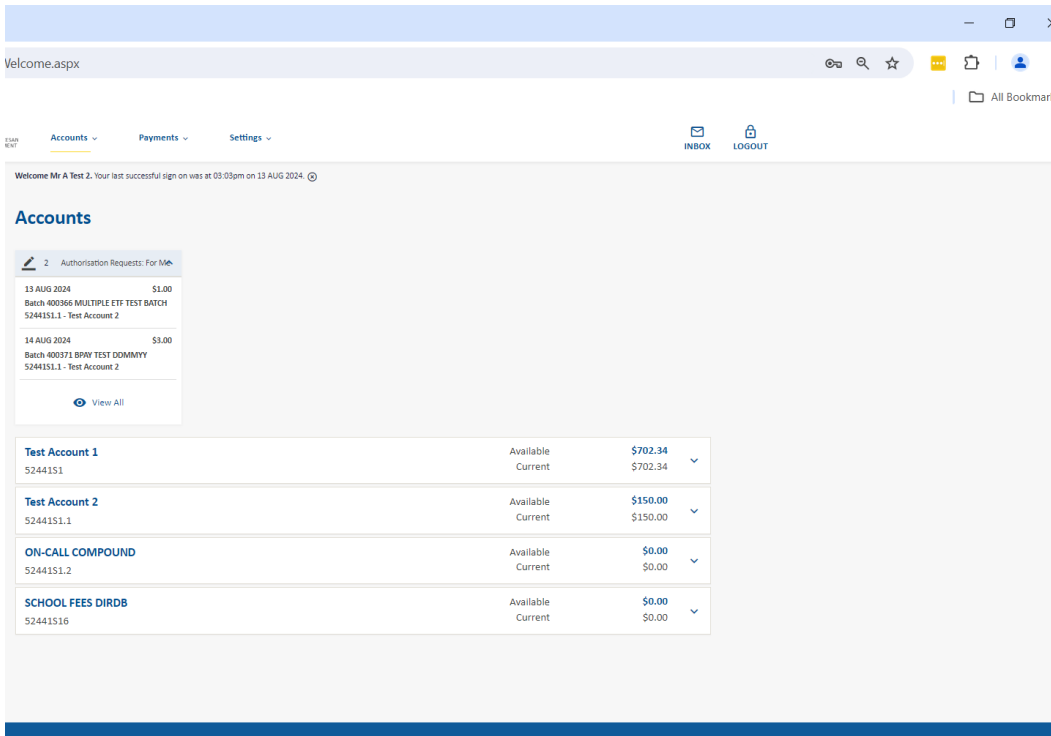
Note: a Authorisation Request will be automatically deleted if not fully authorised in 14 days from date of loading.

Batch Description	BPAY TEST DDMMYY		
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		

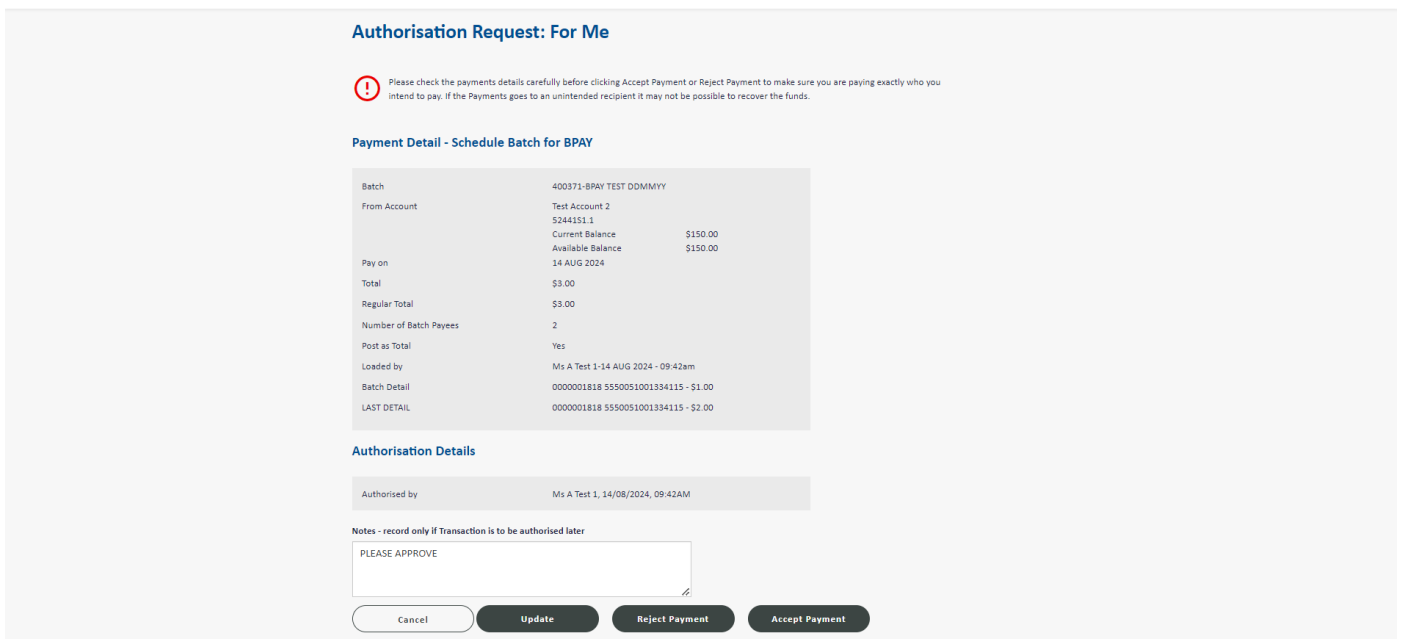
Payees for this Batch

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

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.

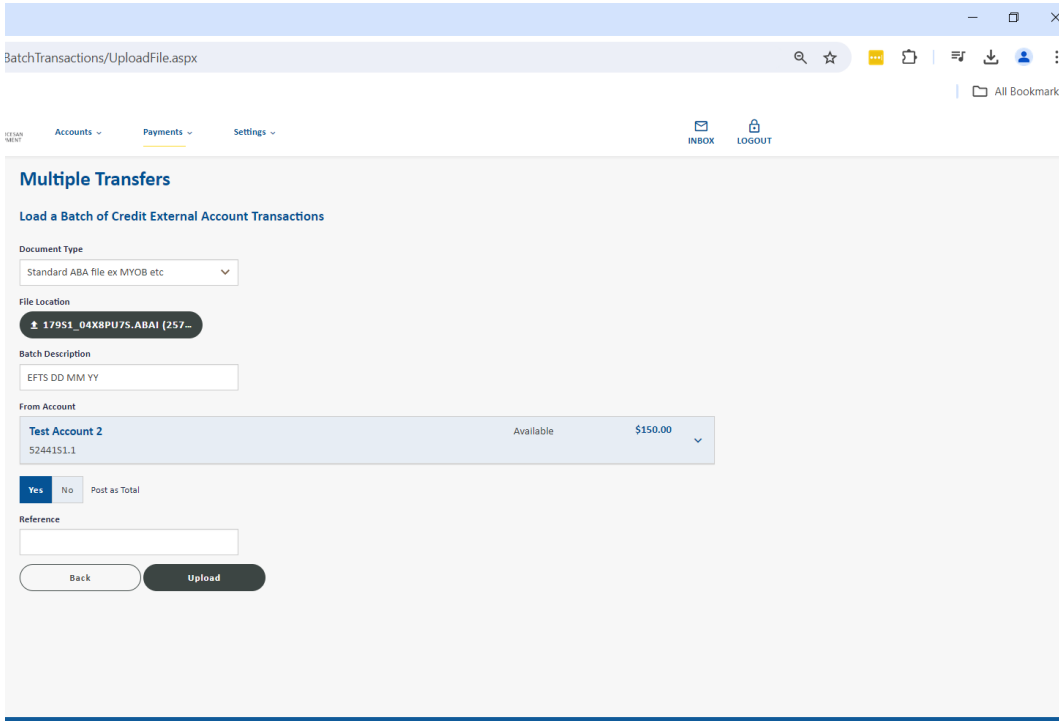


Uploading Files for Payment

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.

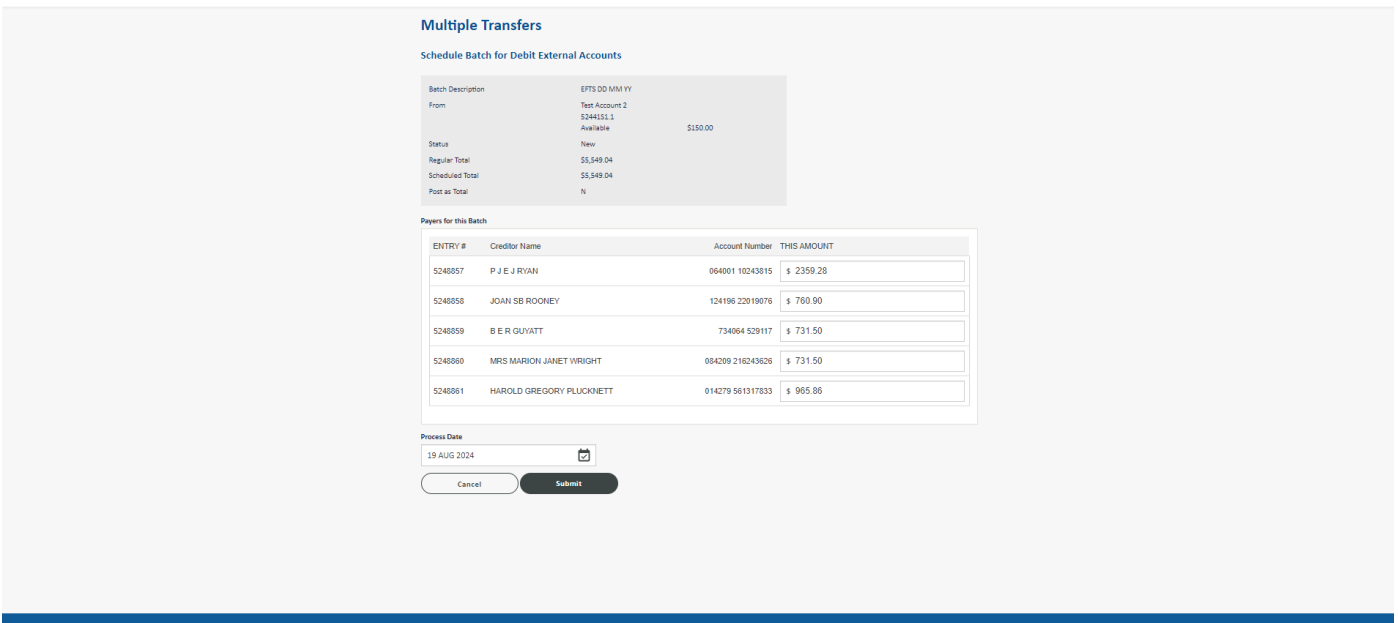
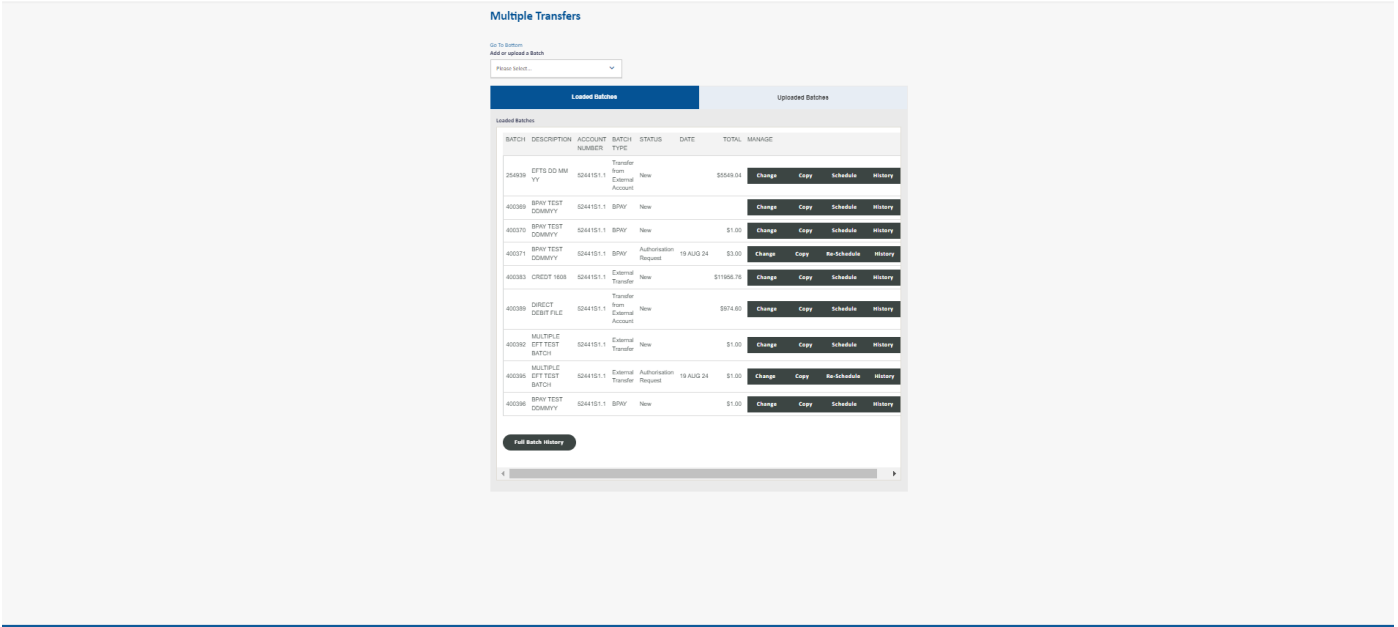
1. Firstly, you need to select your type of Multiple Transfer – Upload. You can then complete the Batch details. Once all the Batch information is completed, you will simply need to click Upload to go to the final step to process your batch.
 - I. Leave the Document Type as Standard ABA file
 - II. Click 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 '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 file selection button showing '17951_04X8PU7S.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 '52441S1.1' and an available balance of '\$150.00'.
- Post as Total:** A set of radio buttons with 'Yes' selected, 'No' unselected, and 'Post as Total' unselected.
- Reference:** An empty text input field.
- Buttons:** 'Back' and 'Upload' buttons at the bottom.

- 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.



- 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.

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	Yes <input type="button" value="No"/>	
Mr B G Holmes	Yes <input type="button" value="No"/>	

Notes - record only if Transaction is to be authorised later

- 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 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 2177111	\$2,502.50

Submit

- 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.

The screenshot shows a web browser window with the URL /welcome.aspx. The page has a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. On the right, there are 'INBOX' and 'LOGOUT' buttons. The main content area is titled 'Accounts' and features two tabs: '2 Authorisation Requests: For Me' and '1 Authorisation Requests: By Me'. Below the tabs, there are two summary cards for 13 AUG 2024 and 14 AUG 2024, each showing a total amount and a 'View All' link. A table below lists several accounts with their available and current balances.

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

- 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.

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 go to an unintended recipient it may not be possible to recover the funds.

Payment Detail - Schedule Batch for Transfer from External Account

Batch	254939 075500 MM YY
To Account	52443333 Test Account 2
	Current Balance \$130.00
	Available Balance \$130.00
Pay on	08 AUG 2024
Total	\$5,549.04
Regular Total	\$5,549.04
Number of Batch Payments	5
Post as Total	No
Loaded by	DATAS4441 08 AUG 2024 11:46am
Batch Detail	P J E J PYNAN 044001 10243813 \$2,339.28
Batch Detail	JOAN 38 MOONEY 124496 22029076 \$762.90
Batch Detail	B S R GILBERT 734084 226127 \$711.90
Batch Detail	MRS MARION JANET WENSHAF 084290 23243126 \$711.90
Batch Detail	MARCOLD WRESCREY PULCKNETT 014279 561317813 \$960.85

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
M/A Test 1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
M/B G Holmes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Notes: record 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 a web browser window displaying the 'Multiple Transfers' page. The page has a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. Below the navigation bar, there are 'INBOX' and 'LOGOUT' buttons. The main content area is titled 'Multiple Transfers' and includes a 'Go To Bottom' link and a dropdown menu for 'Add or upload a Batch'. The page is divided into two tabs: 'Loaded Batches' (active) and 'Uploaded Batches'. The 'Loaded Batches' tab contains a table with the following columns: BATCH, DESCRIPTION, ACCOUNT NUMBER, BATCH TYPE, STATUS, DATE, TOTAL, and MANAGE. The table lists several batches, including one with a status of 'New' and a description of 'Transfer from External Account' that has an error message 'New - contains upload errors' highlighted in yellow. The 'MANAGE' column for this row contains buttons for 'Change', 'Copy', 'Schedule', and 'His'.

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
309711	qcec test	S2441S1	BPAY	New		\$1500.00	Change Copy Schedule His
315671	TEST 1	S2441S1	Transfer from External Account	New - contains upload errors		\$350.00	Change Copy Schedule His
315673	TEST ollie 5465654	S2441S1	Transfer from External Account	New		\$800.00	Change Copy Schedule His
315735	ollie test 654354	S2441S1	Transfer from External Account	New		\$350.00	Change Copy Schedule His
320870	bpay lest oneiah	S2441S1	BPAY	New		\$277.11	Change Copy Schedule His
329009	bpay lest 3	S2441S1	BPAY	New		\$150.00	Change Copy Schedule His
332107	val test	S2441S1	BPAY	New		\$150.00	Change Copy Schedule His
332392	BPAY wa lest batch	S2441S1	BPAY	New			Change Copy Schedule His
332988	contra	S2441S1	External Transfer	New - contains upload errors		\$120630.04	Change Copy Schedule His
332989	ollie file	S2441S1	External Transfer	New - 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.

3. 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. 067 000 would be generated in the file as 067 00

DetailDTDES.aspx?udaq=r0eCMRxxvT1cuR81uJ8eqnhLx2y3ATBm36BQv659VfqRgzCY1m2OVtIZYXOC%2f2Tu1KfDqQjRBXQ%2boSLrAGRo52Kjld%2biZwUMFM%2f%2bdLkISatBW...

Accounts Payments Settings INBOX LOGOUT

Multiple Transfers

BSB Number '010203' is not valid.

Change Batch Payer for Debit External Accounts

Batch Payee Number
6204142

Batch Payee Description
007 BCEO DD

BSB Number Number
010203

Account Number
998877665

In the Name of
OZZY SCHOOL

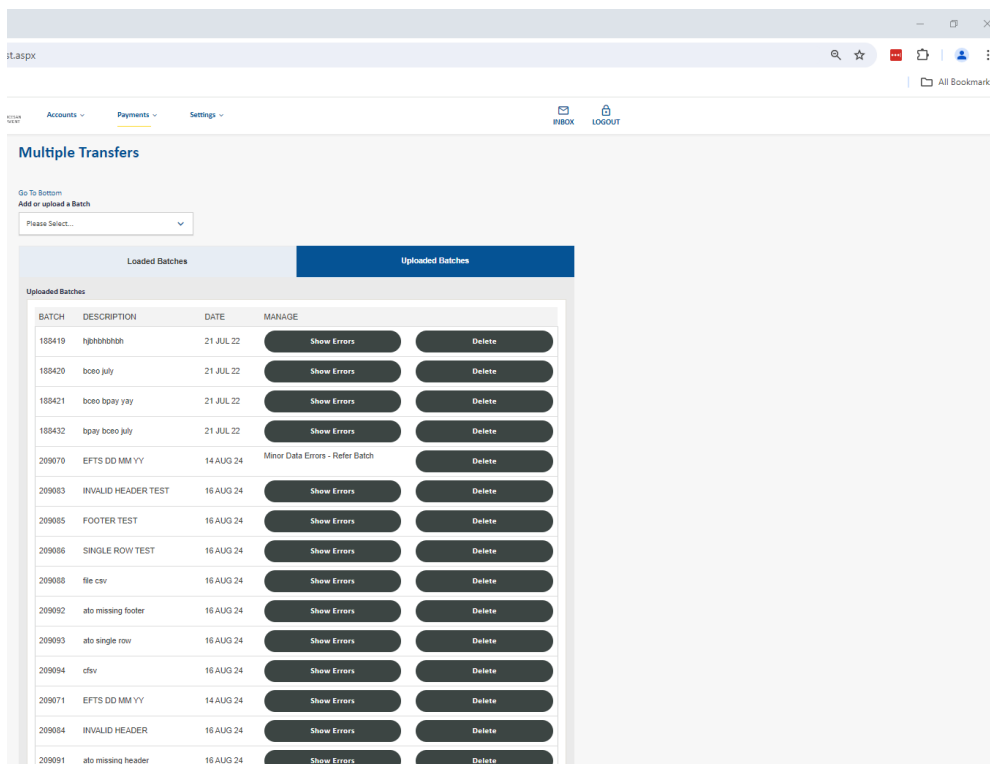
Reference
007 BCEO DD

Amount
\$ 5350.00

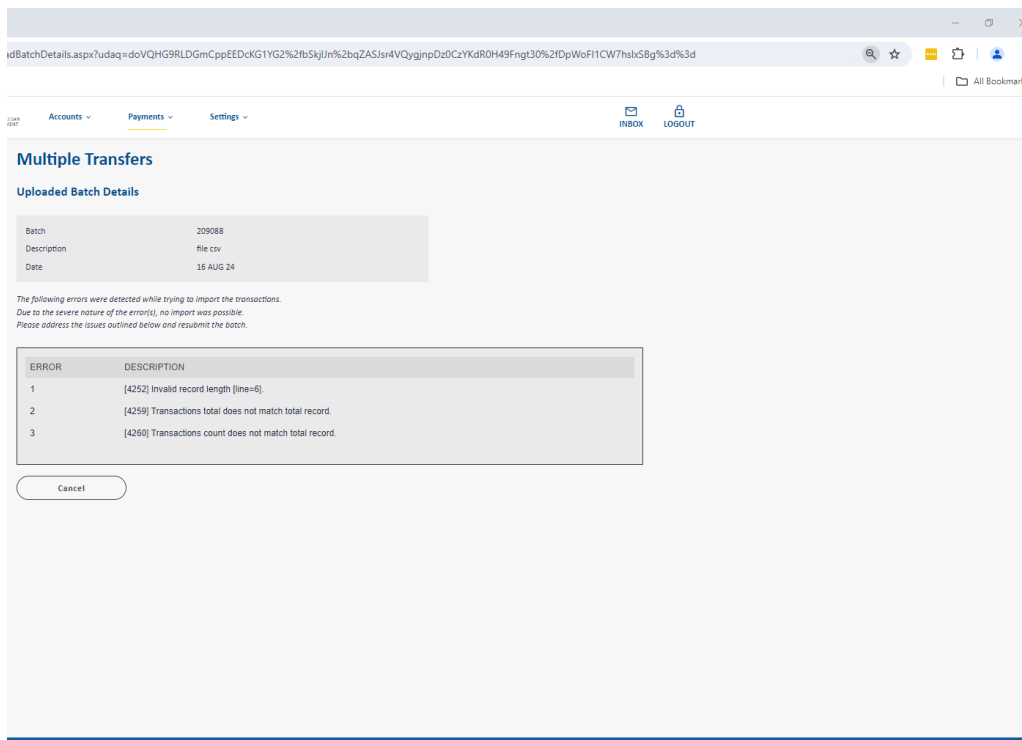
Back Delete Save

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.



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.

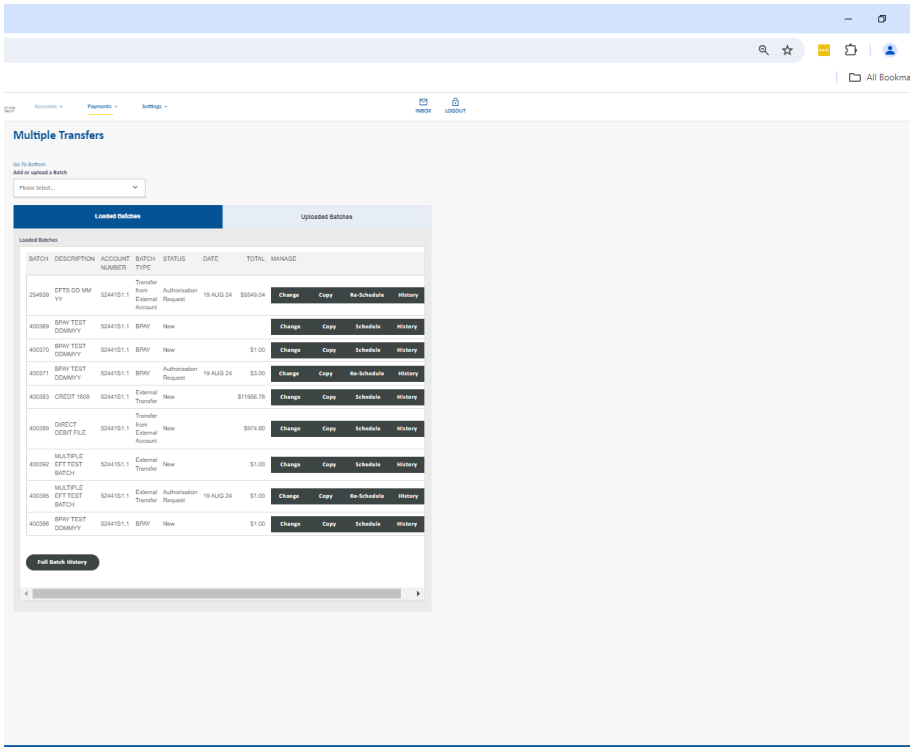


Making Changes to a Batch

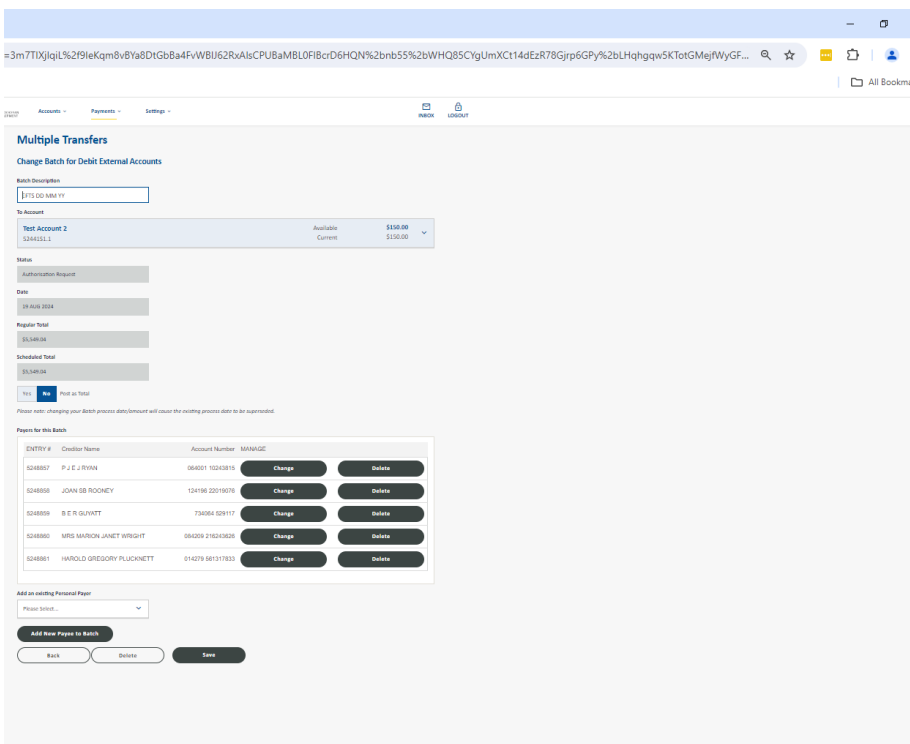
Once a batch has been scheduled for payment you are able to make changes up until the payments are processed from your account.

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.



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



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.

The screenshot shows a web browser window with the URL `etalIDTES.aspx?udaq=B7Z0KM2Y7pxZWbx8nbuYQX9zFfseG%2buV91nbl03DDqAUQ9jp0%2Wxwv51pCm3qMz%2bmi9kb%2ba1CJaNPLIi5Mine5%2fsFuBr2g8%2bQaoHhm749...`. The browser's address bar and navigation icons are visible at the top. Below the browser window, the web application interface is shown. It has a navigation menu with 'Accounts', 'Payments', and 'Settings'. The main content area is titled 'Multiple Transfers' and 'Change Batch Payer for Debit External Accounts'. The form contains the following fields:

- Batch Payer Number: 5248857
- Batch Payer & Description: BNDL12322
- BSB Number: 064001
- CB& - King George Square
- Account Number: 10243815
- In the Name of: P J E J RYAN
- Reference: BNDL12322
- Amount: \$ 52359.28

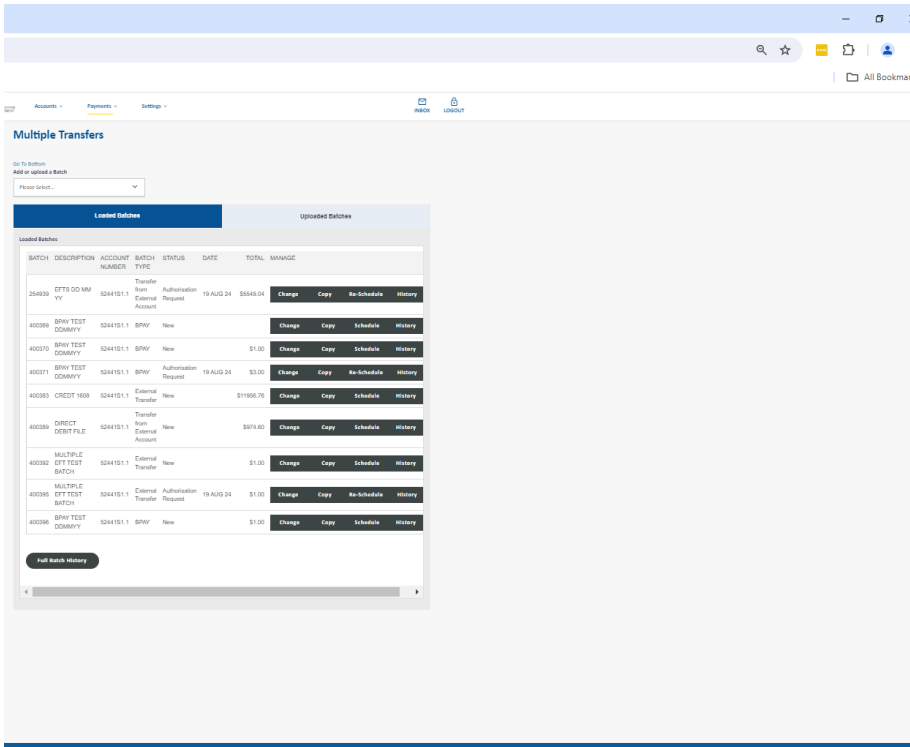
At the bottom of the form, there are three buttons: 'Back', 'Delete', and 'Save'.

Deleting a Batch

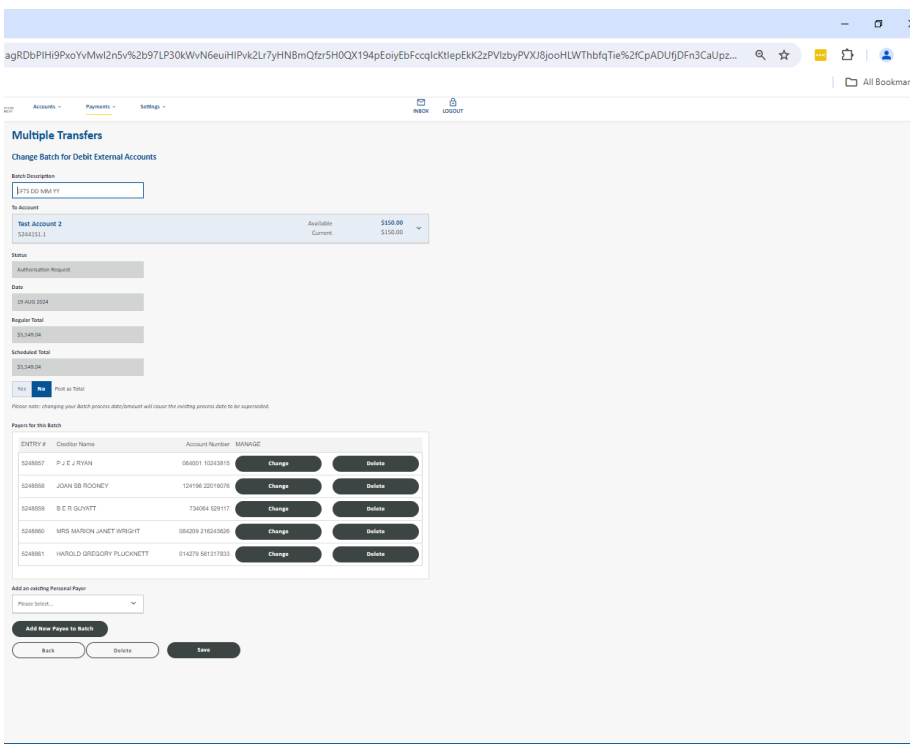
We recommend occasionally 'cleaning up' your Multiple Transfers screen by deleting old batches from your listing. You can do this at any time.

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.



3. 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 a web browser window with the URL 'Htail.aspx'. The page title is 'Multiple Transfers'. Below the title, there is a section titled 'Delete Batch for Debit External Accounts'. This section contains a summary of the batch details:

Batch Description	EFTS 00 MM YY	
From	Test Account 2	
	\$244151.1	
Available		\$150.00
Status	Authorisation Request	
Date	19 AUG 2024	
Regular Total	\$5,549.04	
Scheduled Total	\$5,549.04	
Post as Total	N	

Below the summary is a table titled 'Payers for this Batch':

ENTRY #	Creditor Name	Account Number
5248857	P J E J RYAN	064801 10243815
5248858	JOHAN SB ROONEY	124196 220196076
5248859	B E R GUYATT	734064 5291117
5248860	MRS MARION JANET WRIGHT	084209 216243626
5248861	HAROLD GREGORY PLUCKNETT	014279 561317833

There is a section for 'Add an existing Personal Payer' with a dropdown menu labeled 'Please Select...'. Below this is a button 'Add New Payer to Batch'. At the bottom, there is a message: 'Please click the Submit button to confirm delete of entire batch:' followed by two buttons: 'Cancel' and 'Submit'.

Hints and Tips

See the FAQs section on our website for some useful hints and tips:

<https://www.cdftas.com/faq/>

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