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Diocesan Development Fund

DDF Online Customer User Guide

Author – ADF Product Services
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adaptation

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Overview

This user guide has been designed for all DDF clients who wish to use DDF 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 DDF's FAQs and your internal processes.

Contact details:

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

Phone: 02 8839 4500

Email: enquiries@parraddf.org.au

Website: <https://parracatholic.org/ddf/#contact>

Expected Learning Outcomes

After completing this user guide you should:

- Have an in-depth understanding of DDF Online.
- Be able to confidently navigate the different areas of DDF 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 DDF Online, functionality and transactional processing.

DDF – Diocesan Development Fund

Us – The DDF

Rejection – Term for when an EFT payment or direct debit is returned to the DDF 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 – DDF system generated reference number for the direct debit request.

Overview

DDF 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.

DDF Online gives customers the ability to:

- View current account balances.
- Transfer funds between DDF 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 payments¹.
- 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 debits².

¹ BPAY Payer Online Access Agreement required to be completed before functionality is provided.

² Agreement to Process Direct Debits required to be completed before functionality is provided.

Security Features

We have a number of security features enabled on DDF Online. These include:

- The ability to have DDF 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.
 - Full 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. We strongly recommend that users never record or share their log in details with anyone else, and that they regularly change their DDF Online password.
- All transactions and batches processed through DDF 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 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 may process your payments throughout each working day. In order for your external payments to be processed same day, please ensure they are fully authorised by the final cut-off time of 3.00pm AEST.

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

Overview

In order to streamline processes, establishing access to DDF Online is now part of the Account Authority process and all forms are available on our website.

Things to Consider before Applying for DDF Online

Consider who will be given full access to the accounts on DDF 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 DDF 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 DDF Online

Download and complete the following form from our website.

All forms are located here: <https://parracatholic.org/ddf/#contact>.

1. DDF Account Authority – this form is required to be completed upon membership with the DDF as well as each time new signatories or DDF Online users are to be added.

The following forms may also be required to be completed:

2. Online Identification – a new signatory on the Account Authority must also complete the DDF Online Identification process if they have not previously done so.
3. Daily External Limit Variation Form – this form is only required when you wish to establish or change your daily limit for making payments via EFT using DDF Online.
4. BPAY Payer Access Agreement – this agreement is only required to be completed once in order to register to make payments via BPAY using DDF Online.

All completed forms can be returned to the DDF via email to enquiries@parraddf.org.au.

New User/ Changes to Online Access

We can delete a signatory or DDF Online user from a current Account Authority but if a new person is to be added then the process above for applying for DDF Online will need to be followed. Note: details of all new and continuing signatories are to be included on your Account Authority form.

Temporary User/ Changes to Online Access

If applying for a temporary signatory or DDF Online user, please complete the relevant temporary authority form available on our website or discuss your requirements with your DDF Relationship Manager.

Using the DDF Online System

Overview

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

Please note that example screen shots have been provided by ADF Brisbane and only the logo will be different.

First Time Sign On

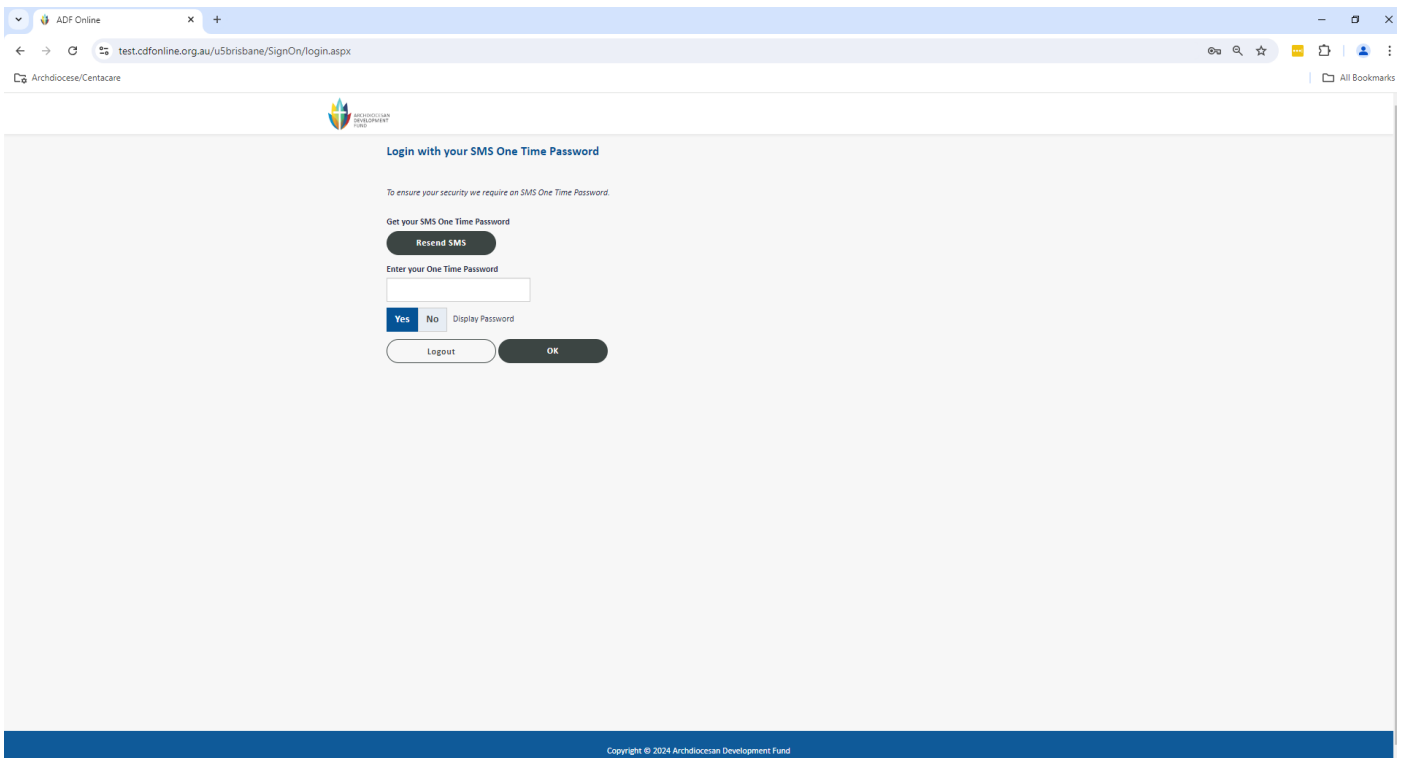
We recommend you always access DDF Online via our website, <https://parracatholic.org/ddf/#contact>. DDF Online will work in any internet browser however we do suggest using Microsoft Edge, Google Chrome, or Firefox.

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

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

Password: Enter the password provided by the DDF.

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.




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 DDF Online homepage.

ADF Online

test.cdfonline.org.au/uSbrisbane/Client/ForceChangePassword.aspx

Archdiocese/Centacare

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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

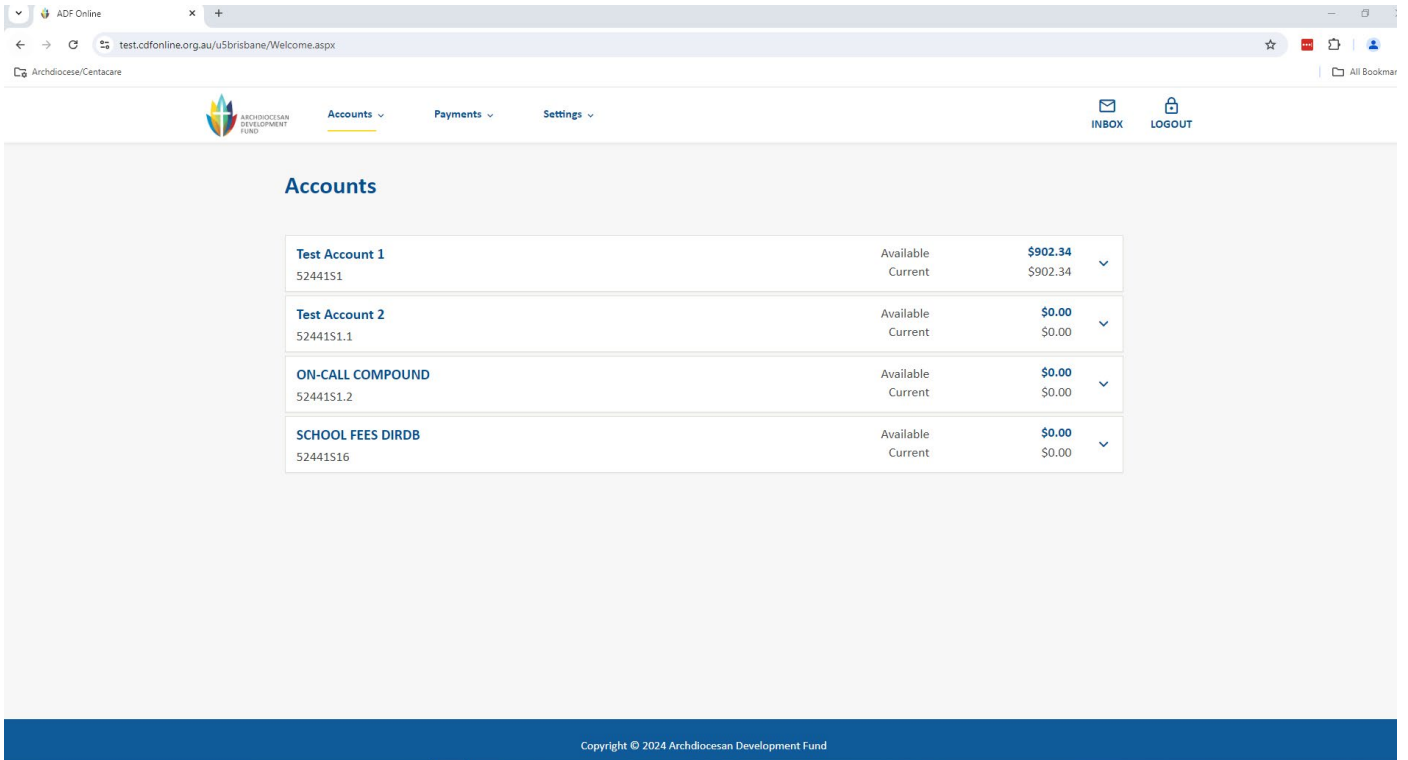
Confirm Password

Change Password

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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 browser window with the URL `test.cdfonline.org.au/uSbrisbane/Welcome.aspx`. The page header includes the Archdiocese/Centacare logo, navigation menus for **Accounts**, **Payments**, and **Settings**, and links for **INBOX** and **LOGOUT**. The main content area is titled **Accounts** and displays a table with the following data:

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

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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.

Accounts

Test Account 1 52441S1 Available Current **\$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	\$251.90

[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.

Transactions / Account Details

Test Account 1 52441S1 Available Current **\$902.34**

Transactions Account Details

Quick Search Advanced Search Download

Quick Search

Description In Transaction Type Amount

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
03/08/2023	DEBIT TRANSFER			

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.

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=rusASOHqyFYzrNhrI%2bj5apzFQ6ysrTgaK00DKTlpWTswOTejwmNCsaINoeFH0XulCu57H%2fbTKfhRQwG0XFz4VeZL%2f9F2EK9Km0PK21uXk2Cy7L1gDVEJl2vTgZh

Archdiocese/Centcare

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Accounts Payments Settings

INBOX LOGOUT

Download Transactions

Test Account 1 52441S1	Available Current	\$902.34 \$902.34
----------------------------------	----------------------	-----------------------------

From: DD MMM YYYY

To: DD MMM YYYY

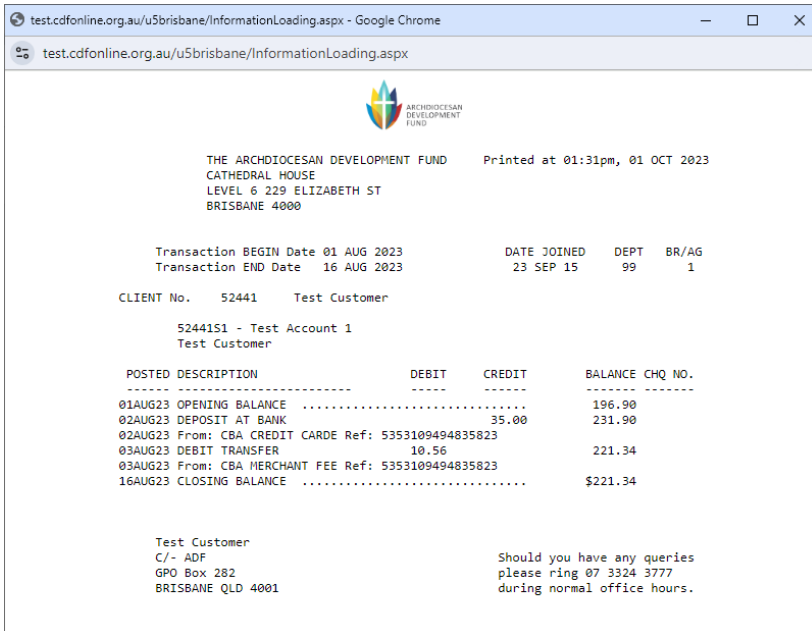
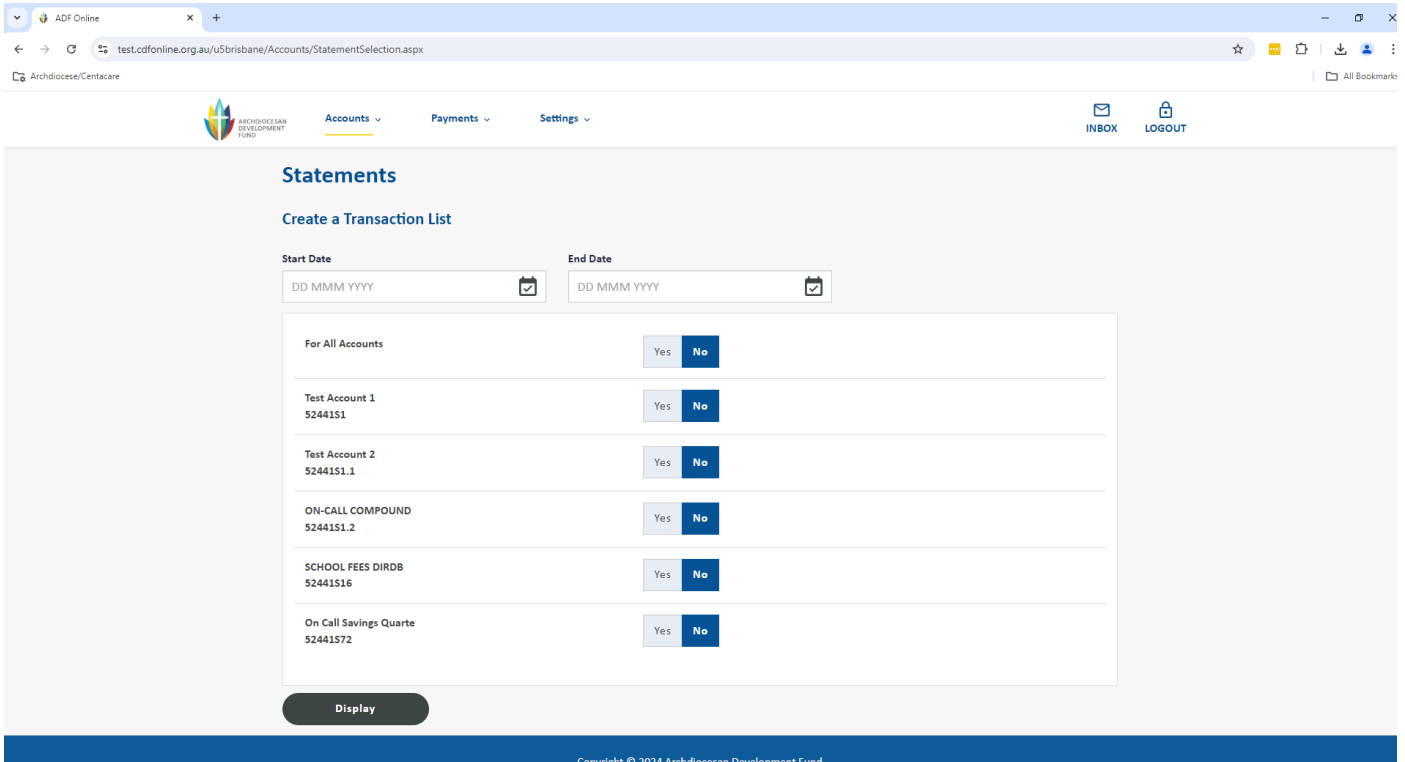
Document Type: CSV : Comma Separated Values, Generic for

Download

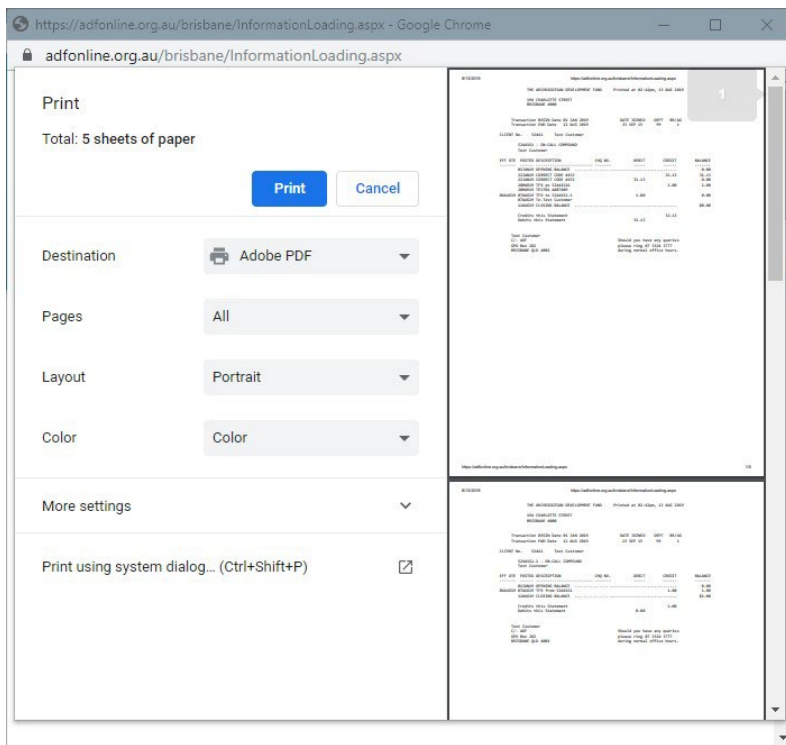
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Generating a Statement

As you are now a registered DDF 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.

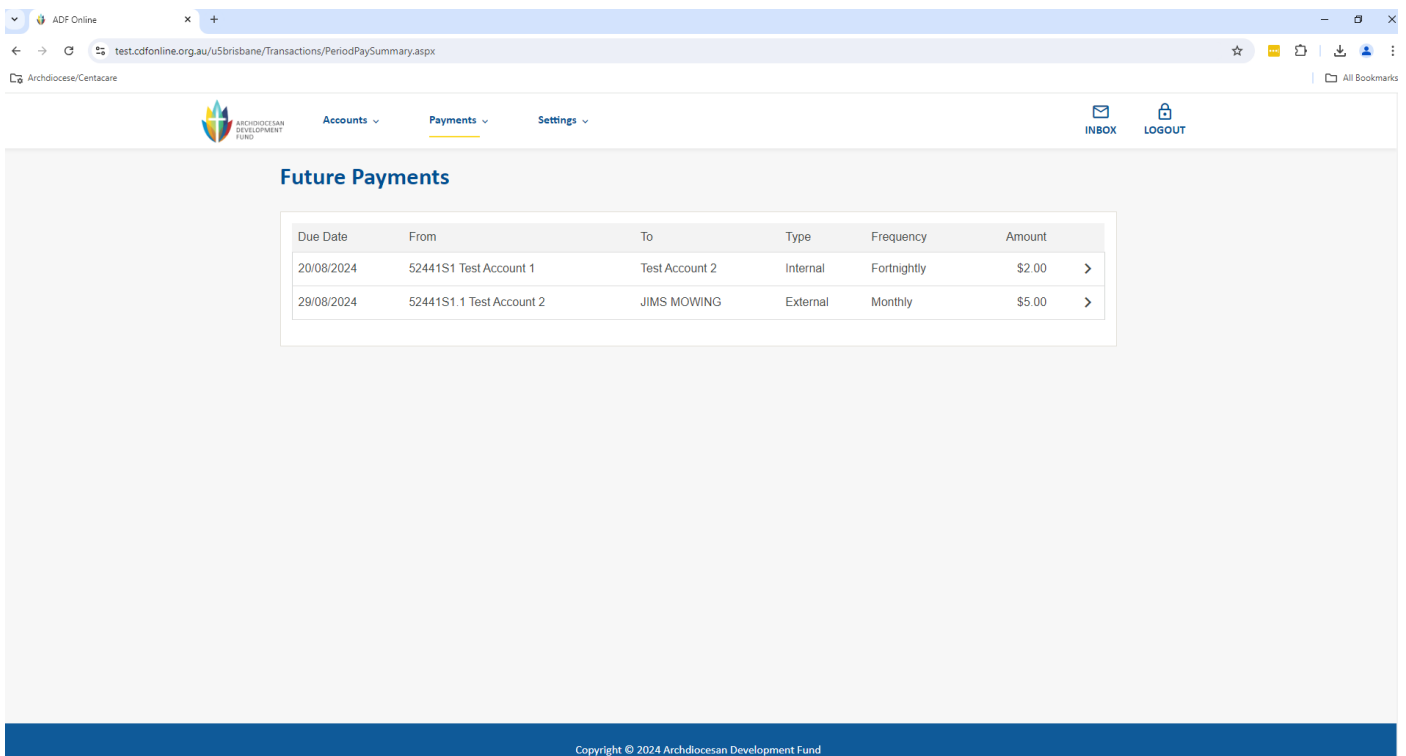


To save this file electronically select the Print button then change the printer to PDF.



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 DDF 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.

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u/Sbrisbane/Payees/PersonalPayeesList.aspx?udaq=9eHAVUH8055JNRiijx38Yg9SKaLUpqPelN08ekY8383fKDDh5HqNVZK3gY68EWfe`. The page title is "Address Book". At the top, there are navigation menus for "Accounts", "Payments", and "Settings", along with "INBOX" and "LOGOUT" buttons. The main content area is divided into two tabs: "Payee" (selected) and "BPAY". Below the tabs is a search bar labeled "Find a Payee" and a dropdown menu labeled "Add New Payee". The table below lists payees with columns for name, account number, and transfer type. Each row has "Pay" and "Change" buttons.

Payee		BPAY			
Find a Payee					
Add New Payee					
J					
JIMS MOWING	JIMS MOWING	100021531	012345 External Transfer	Pay	Change
O					
ollie	words	5251351	Internal Transfer	Pay	Change

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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

Back Delete **Update & Pay** Save

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.

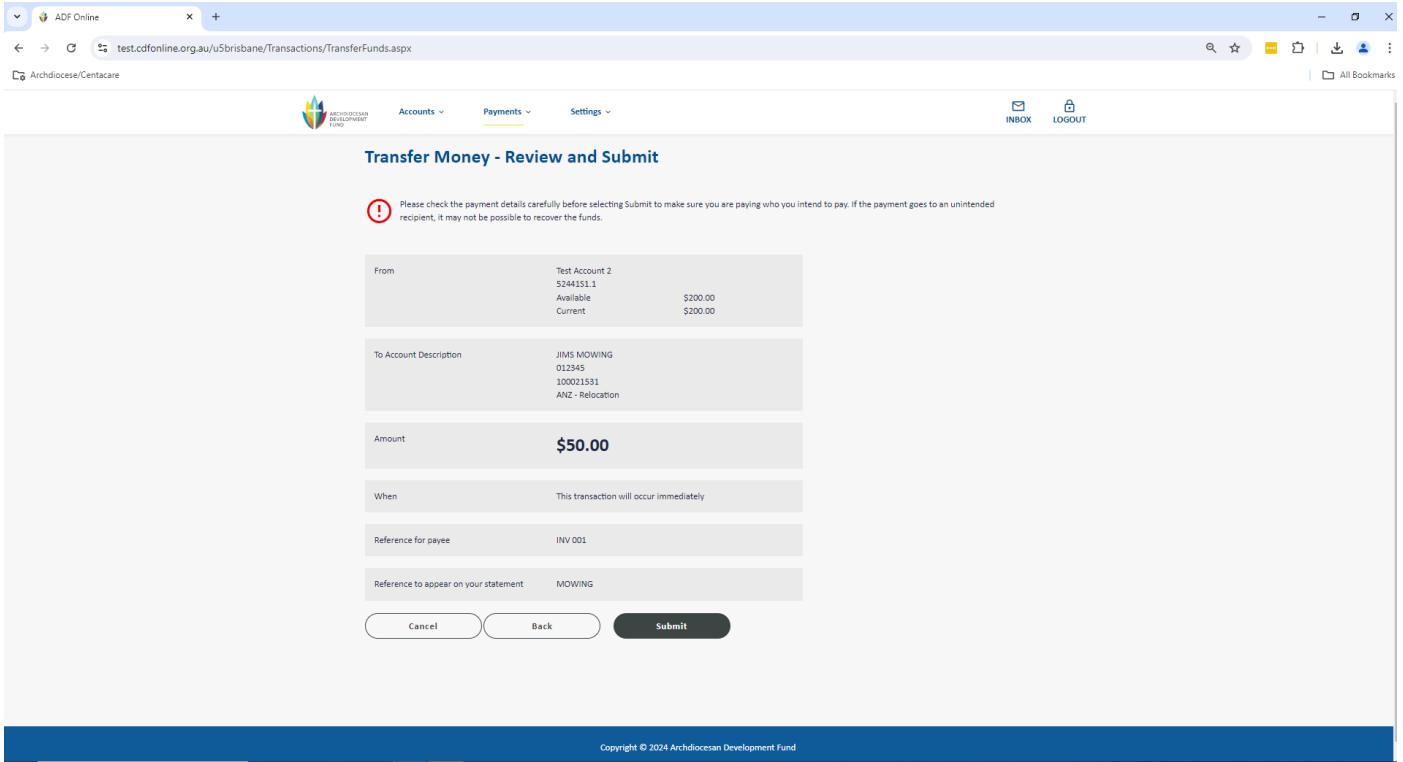
1. Select your account you wish to debit. You then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - a) Click in the Transfer From box to select your account (any account with available funds, and an external daily limit nominated).
 - b) 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.
 - c) Enter the Amount you wish to pay.
 - d) 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).
 - e) Enter an appropriate Reference to appear on your statement.
 - f) 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 in a web browser. The browser address bar shows 'test.cdfonline.org.au/uSbrisbane/Transactions/TransferFunds.aspx'. The page header includes the Archdiocese/Centacare logo and navigation menus for Accounts, Payments, and Settings. The form itself is titled 'Transfer Money' and contains the following sections:

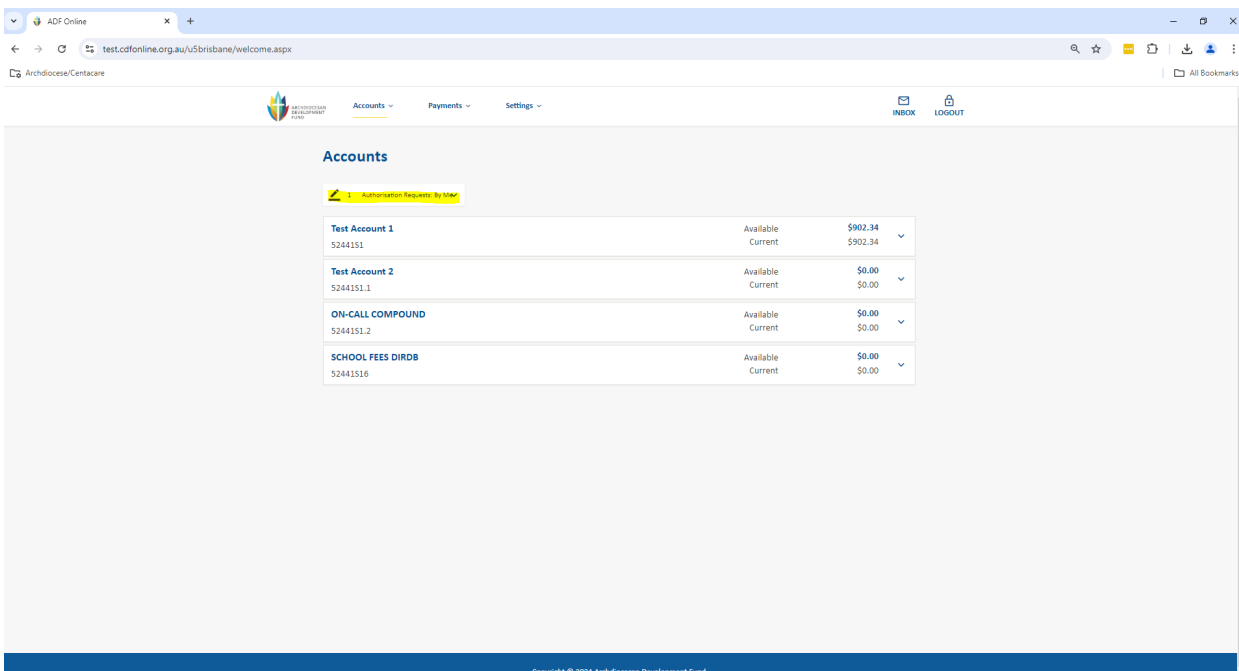
- From Transfer From:** A dropdown menu showing 'Test Account 2' with account number '5244151.1' and available funds of '\$200.00'.
- To:** A dropdown menu showing 'JIMS MOWING' with account number '100021531' and branch '012345'.
- Transfer Details:**
 - Remaining daily limit: \$10,000.00
 - Amount: \$ 50.00
 - When: Radio buttons for 'Now' (selected), 'Once On', and 'Recurring'.
 - Reference to appear on your statement (optional): 'MOWING' (49 characters left).
 - Yes/No: 'No' is selected for 'Same reference for payee'.
 - Reference for payee: 'INV 001' (11 characters left). A red asterisk indicates this field is mandatory.
- Next:** A dark blue button at the bottom of the form.

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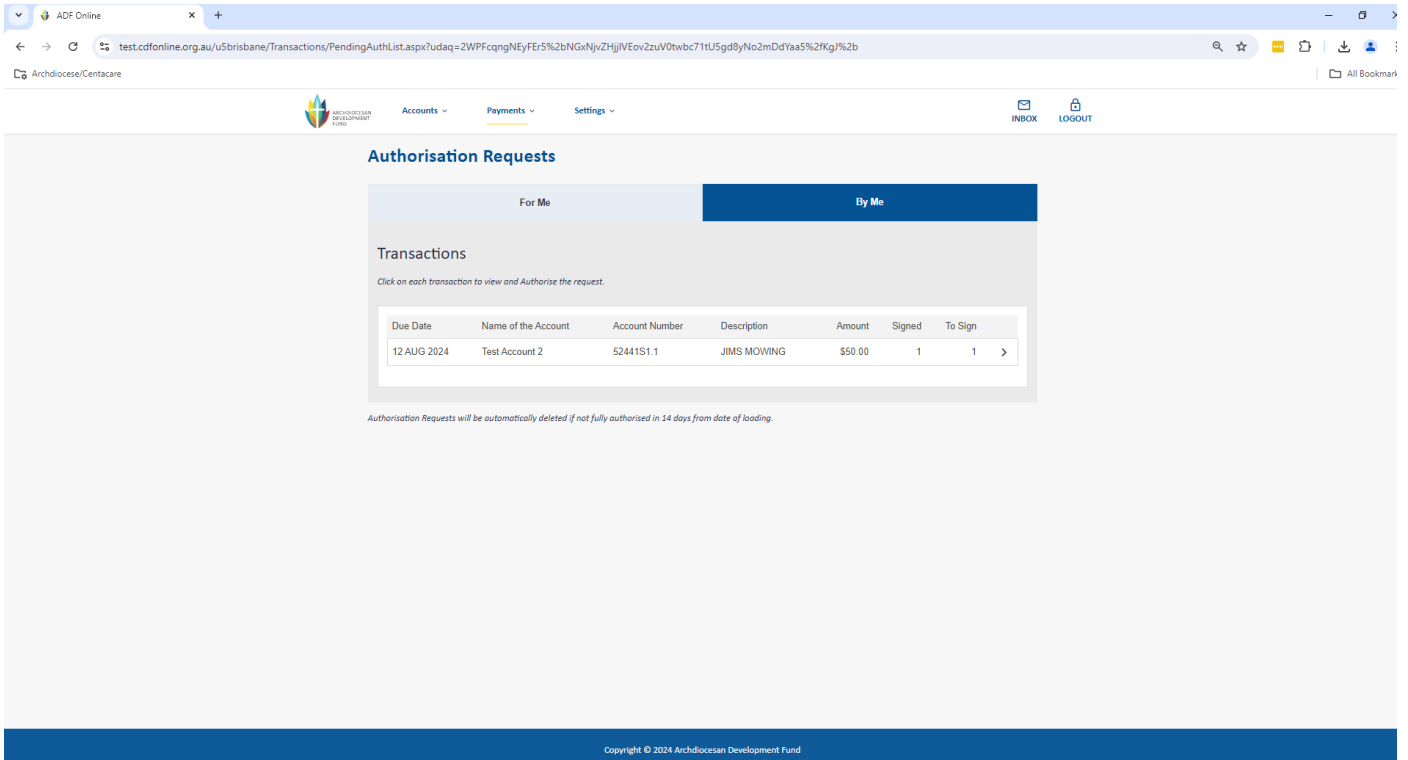
- You will now be shown the summary screen of the payment for you to validate that all the information is correct.



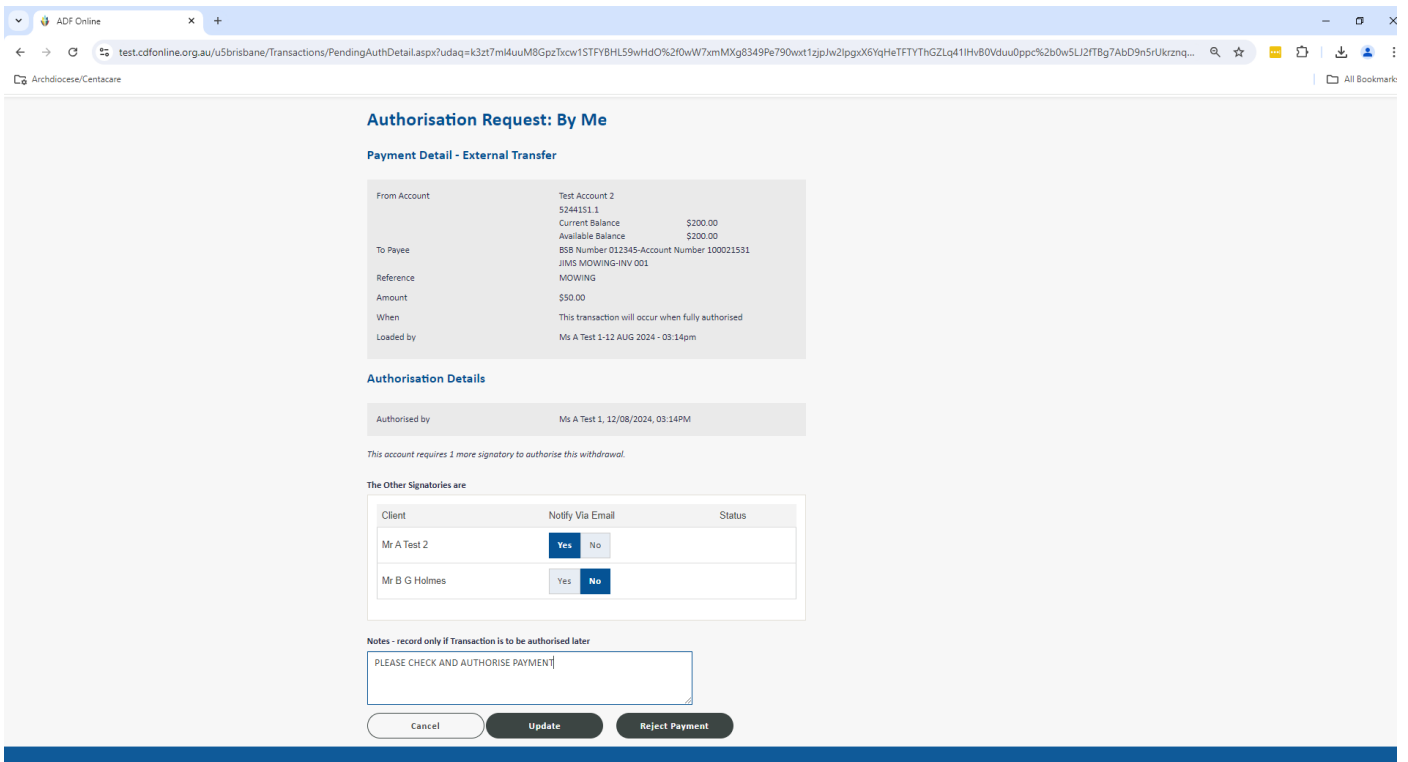
- If the information is correct, you can select Submit which will store the payment as an authorisation request for a user with appropriate access level to be able to approve.
- You can view any of your authorisation requests from by clicking on Authorisation Requests: By Me on the home screen (click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



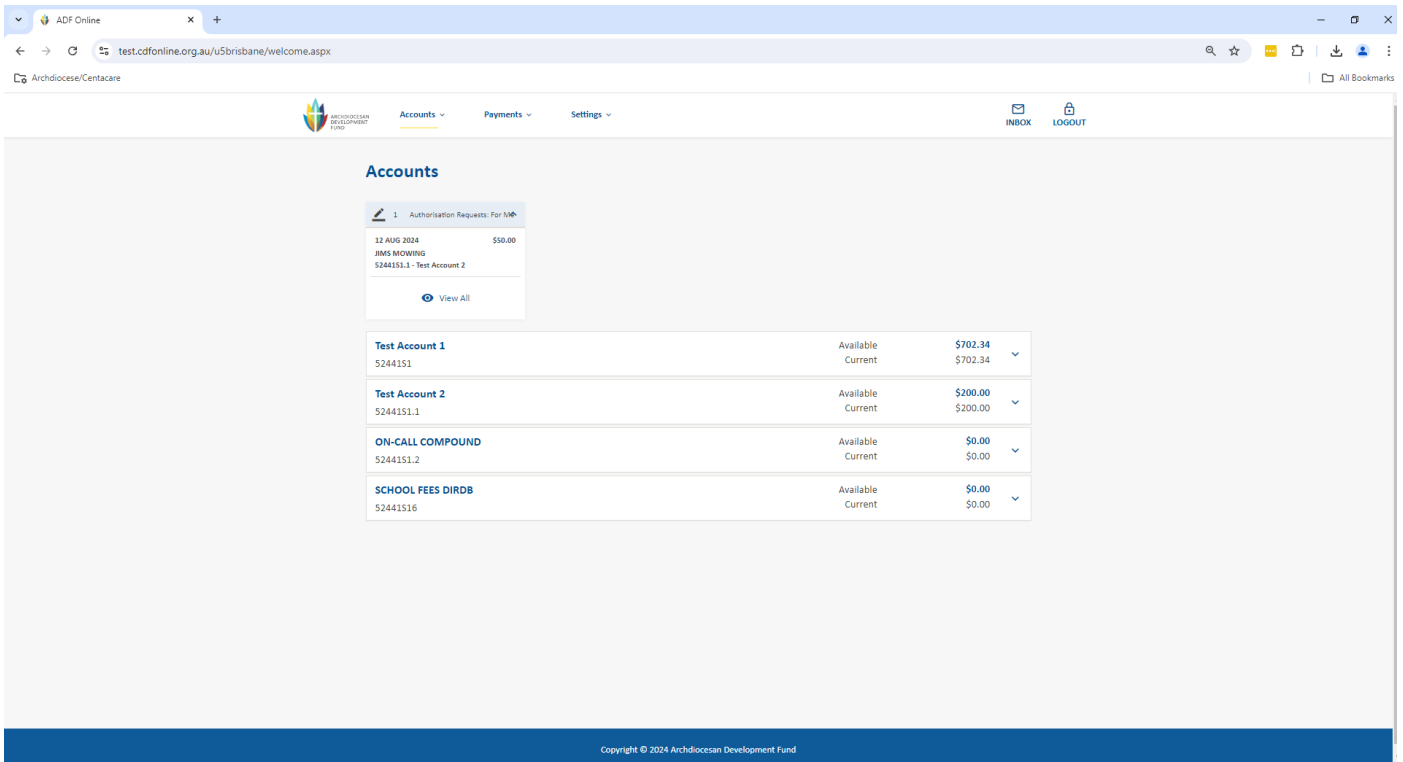
- If you wish to notify your authorisers via email you can click into the transaction from the Authorisation Requests By Me:



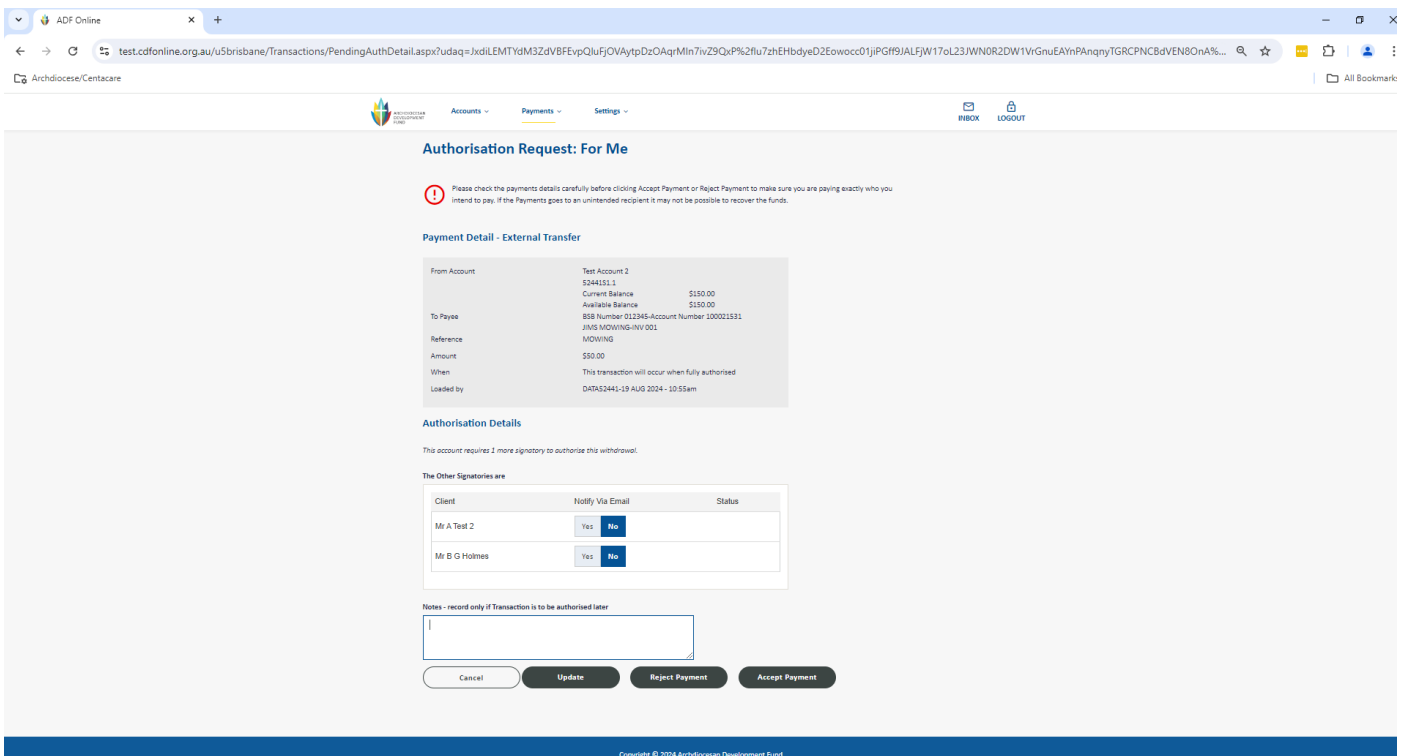
- Add Yes to Notify Via Email and add a note as required and update the request.



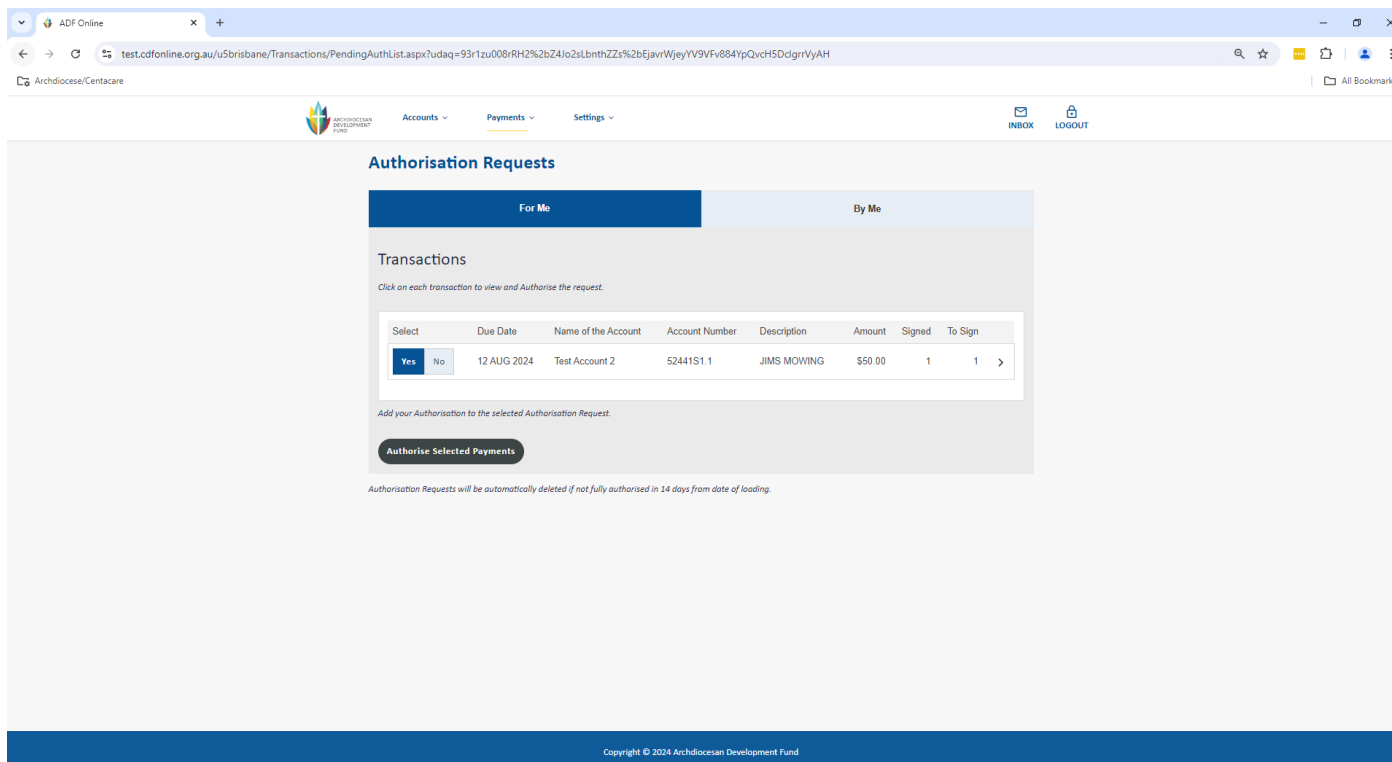
7. Authorisers can now login to DDF Online to view and approve the payment. On the home screen click on Authorisation Requests: For Me and then select View All.



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 3.00pm 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.
 - a) Click in the Pay From box to select your account (any account with available funds).
 - b) Click on the To drop down and either select an existing Biller or select New Biller.
 - c) Enter the CRN from the invoice in the Reference field.
 - d) Enter a nickname to save these details in your BPAY Address Book (optional and only applicable if new biller).
 - e) Enter the amount of the payment.
 - f) 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).

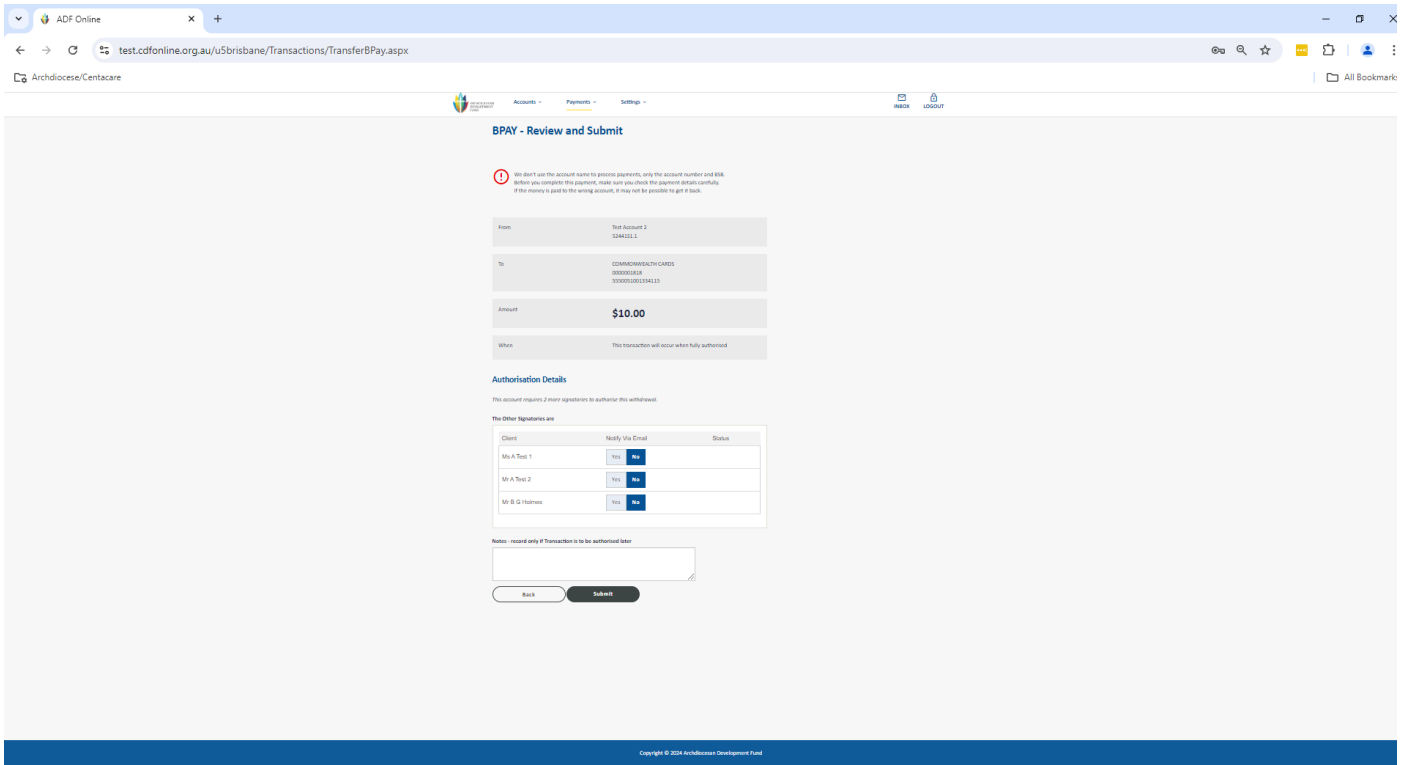
The screenshot shows the 'BPAY' payment form in a web browser. The browser address bar shows 'test.cdfonline.org.au/uSbrisbane/Transactions/TransferBpay.aspx'. The page header includes 'Archdiocese/Centacare', the 'ARCHDIOCESE OF BRISBANE DEVELOPMENT FUND' logo, and navigation menus for 'Accounts', 'Payments', and 'Settings'. There are also 'INBOX' and 'LOGOUT' links.

The main form area is titled 'BPAY' and contains the following sections:

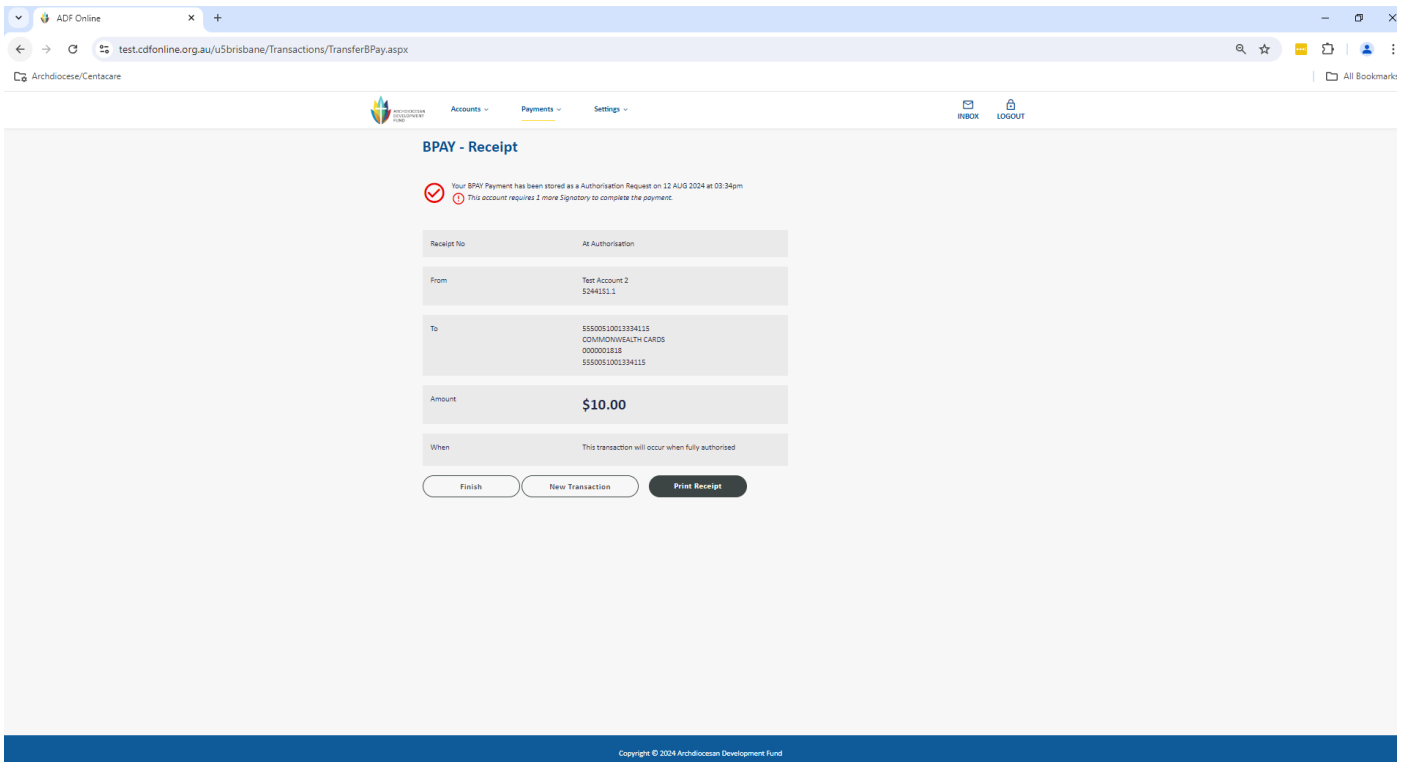
- From:** A table showing 'Test Account 2' with account number '5244151.1', 'Available' balance of '\$150.00', and 'Current' balance of '\$150.00'.
- To:** A dropdown menu currently set to 'Pay New Biller'.
- Add New Biller:** A section with a search input field containing '00000001818' and a 'Search'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

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

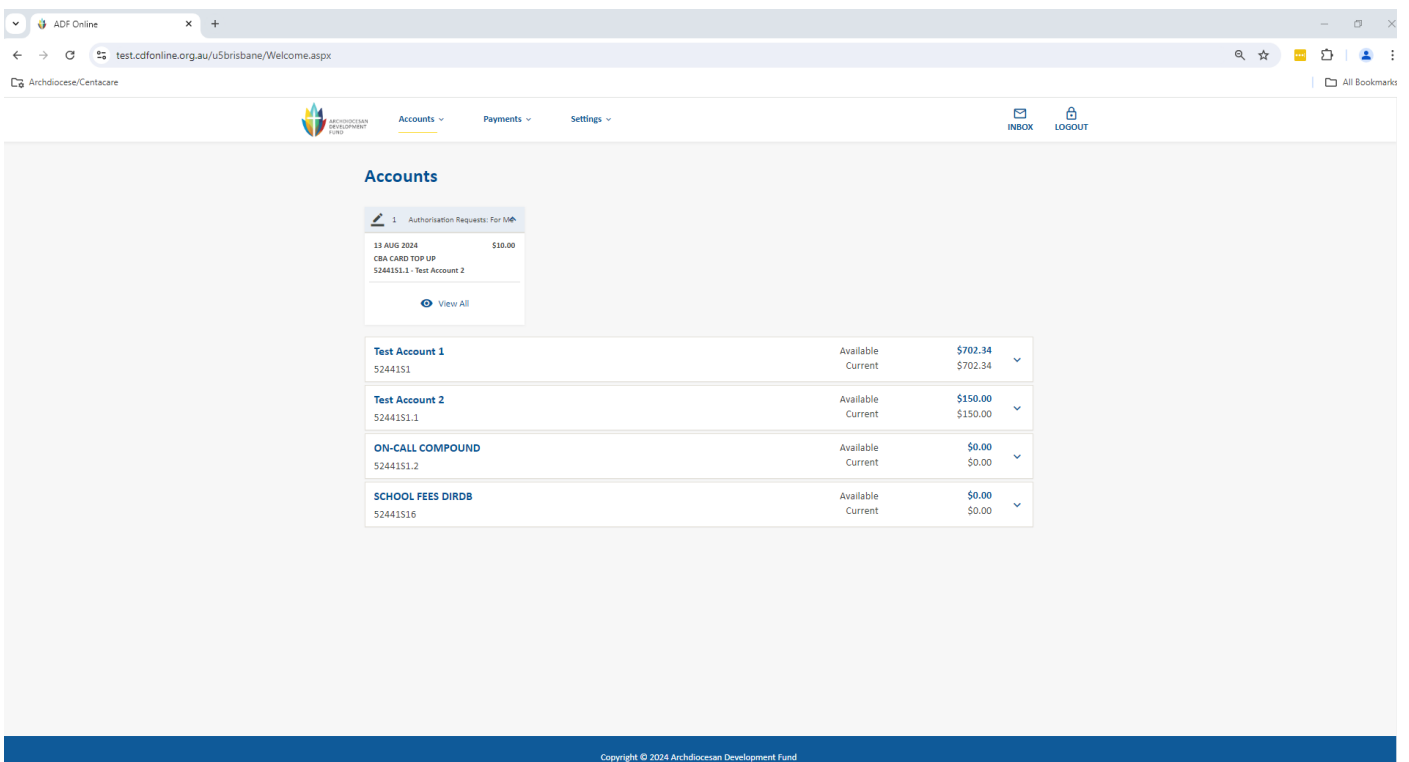
- You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking SUBMIT. This will now store the payment as an Authorisation Request for a user with the appropriate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



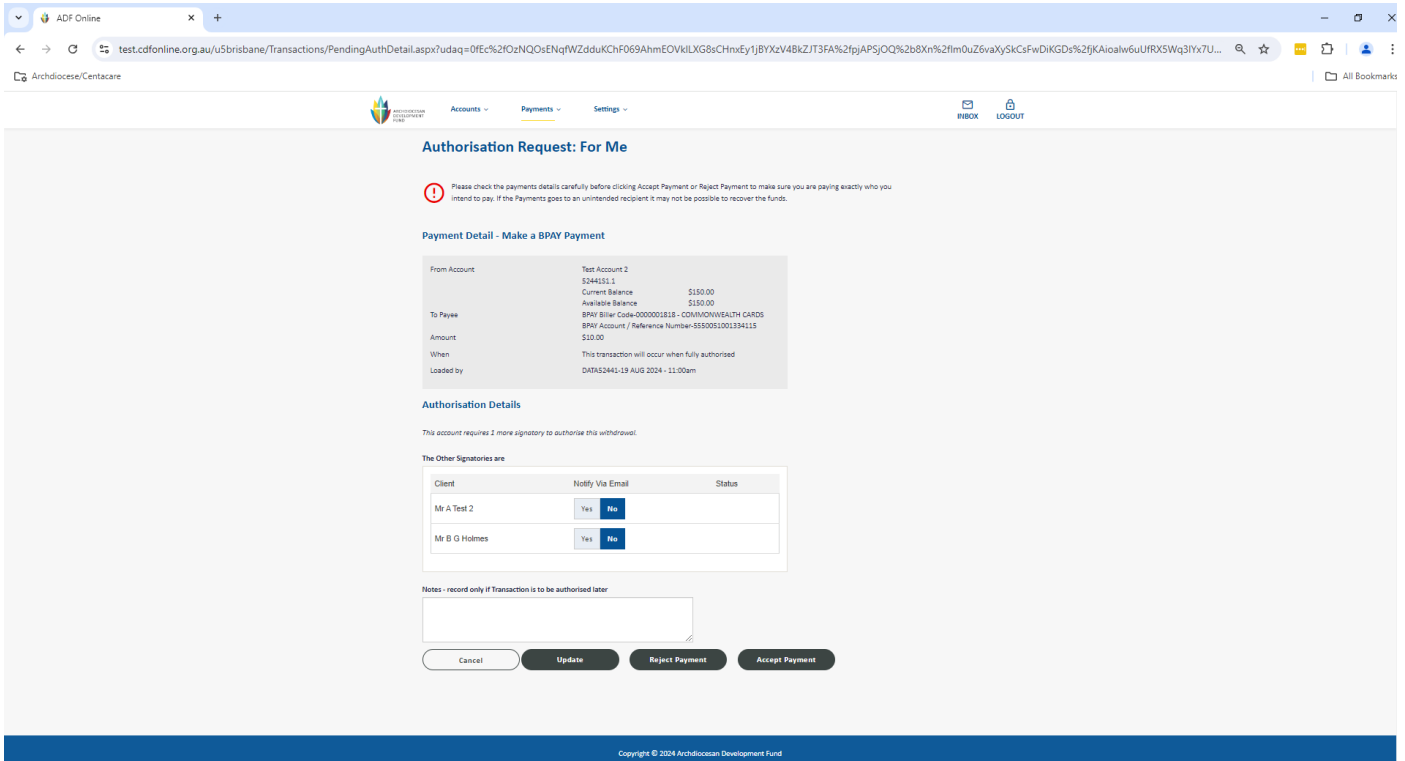
- After selecting SUBMIT the payment has now been set up and you will see the confirmation screen. Once you click Finish it will take you back to your home page and you can check that this is sitting under Authorisation Requests for your authorisers.



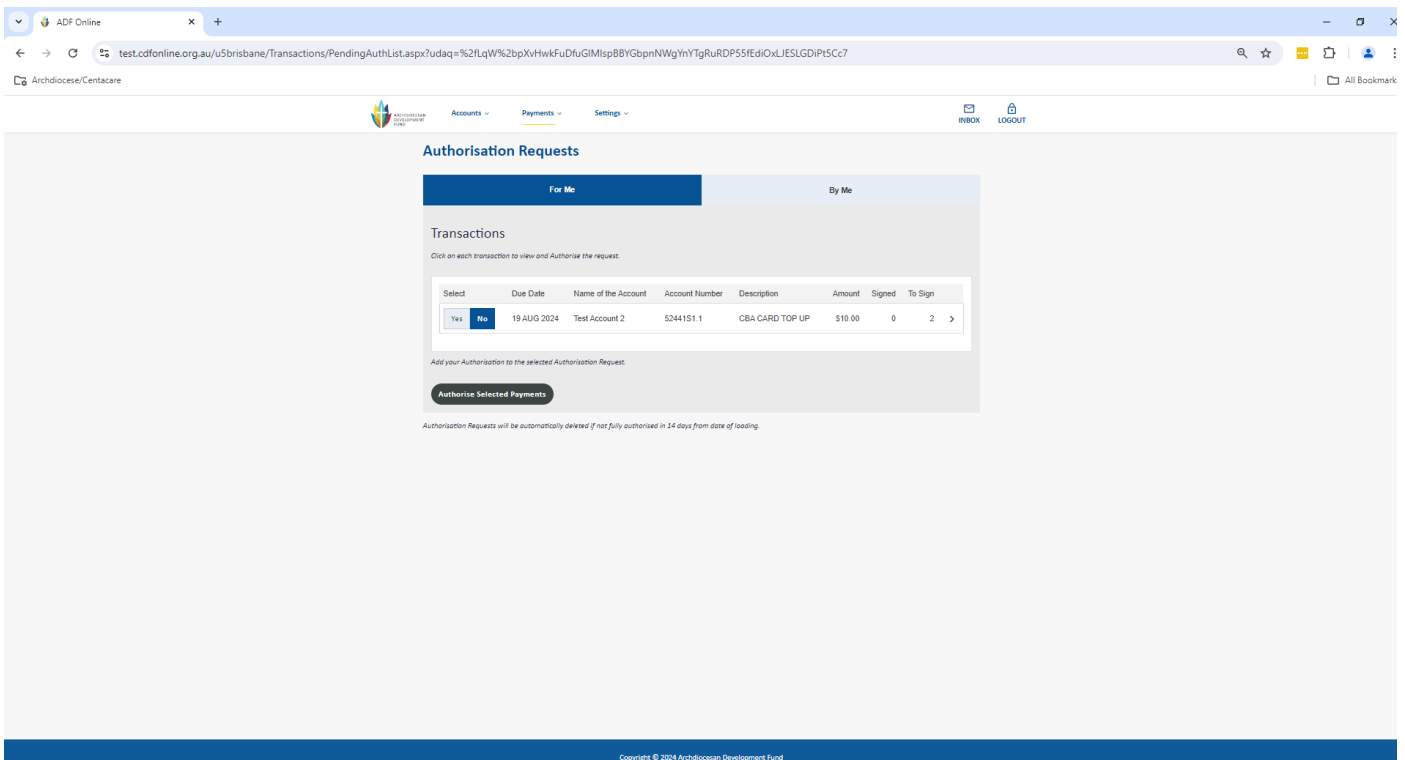
- Authorisers can now login to DDF Online to view and approve the payment. On the home screen click the drop-down menu on Authorisation Requests: For Me and select View All. Alternatively, you can click straight into the pending authorisation.



- 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 3.00pm 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.

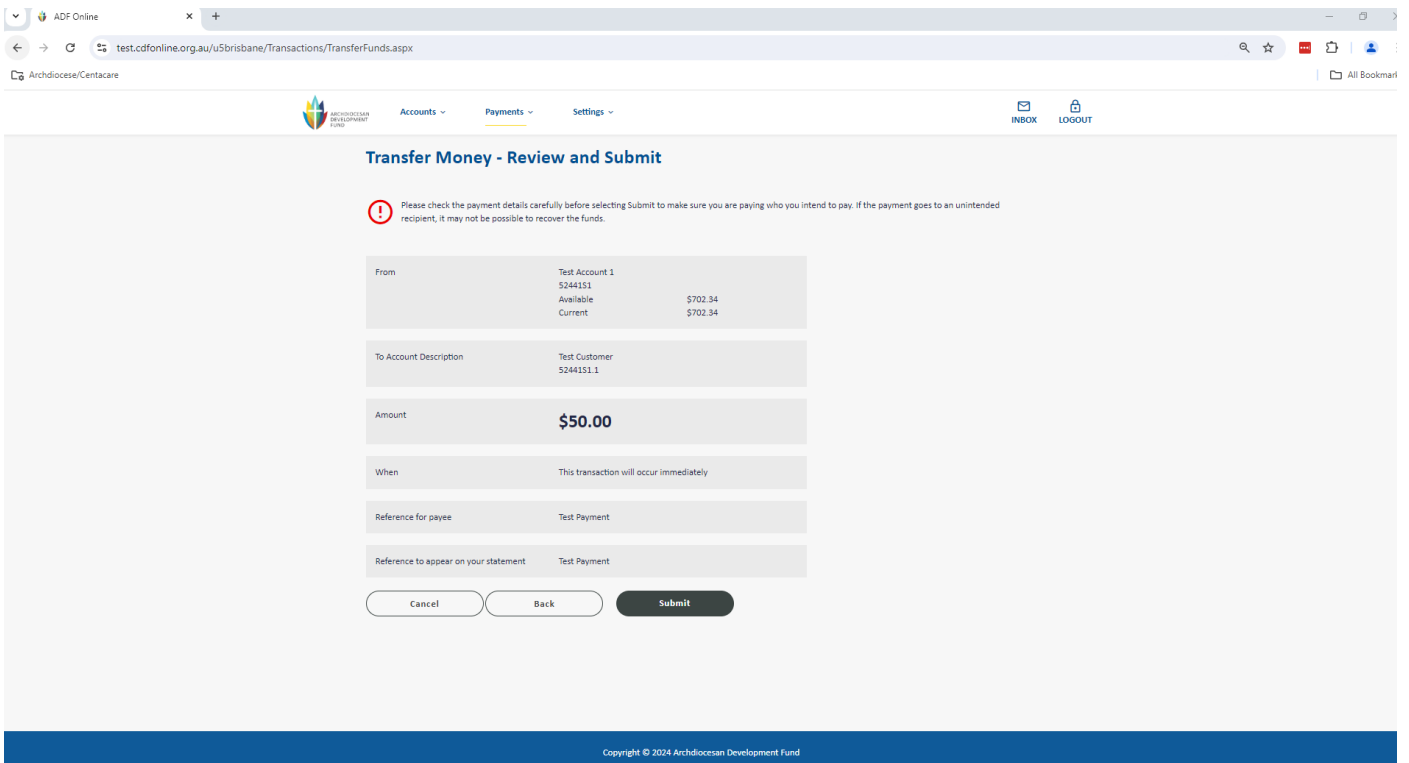
1. Firstly, you need to select your account you wish to debit. You can then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - a) Click in the Transfer From box to select your account (any account with available funds).
 - b) Under To Account Details click in the Select Account box to choose an internal account.
 - c) Enter the amount of the payment.
 - d) 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).
 - e) Enter an appropriate Reference to appear on your statement for this account.
 - f) Enter an appropriate reference for the account you are paying under Reference to Payee.

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/uSbrisbane/Transactions/TransferFunds.aspx?Udaq=DeMHFpVIB8E6OwqRWB6f0yIM00ppnw%2HN553f8Zu%2IN2%2Y29MXXIUQYbMwMc51AjW`. The page title is "Archdiocese/Centacare". The main content area is titled "Transfer Money" and contains the following form elements:

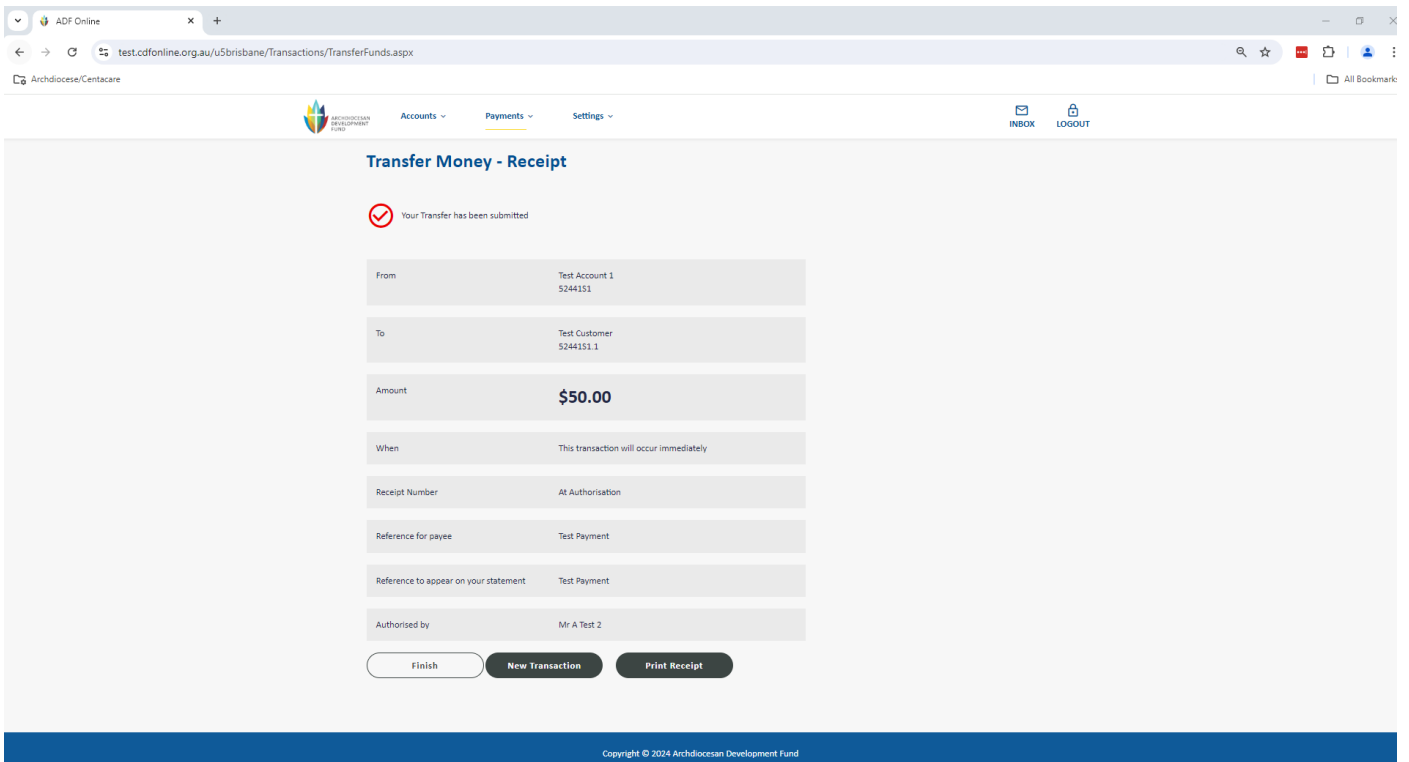
- From transfer From:** A dropdown menu showing "Test Account 2" (ID: 52441S1.1) with an available balance of \$150.00.
- To:** A dropdown menu showing "ON-CALL COMPOUND" (ID: 52441S1.2) with an available balance of \$0.00.
- Transfer Details:**
 - Updating daily limit:** A text input field containing "\$ 50.00".
 - When:** Three radio buttons: "Now" (selected), "Once On", and "Recurring".
 - Reference to appear on your statement (optional):** A text input field containing "Test Payment".
 - Reference for payee:** A text input field containing "Test Payment".

At the bottom of the form is a "Next" button. A copyright notice at the bottom of the page reads "Copyright © 2024 Archdiocesan Development Fund".

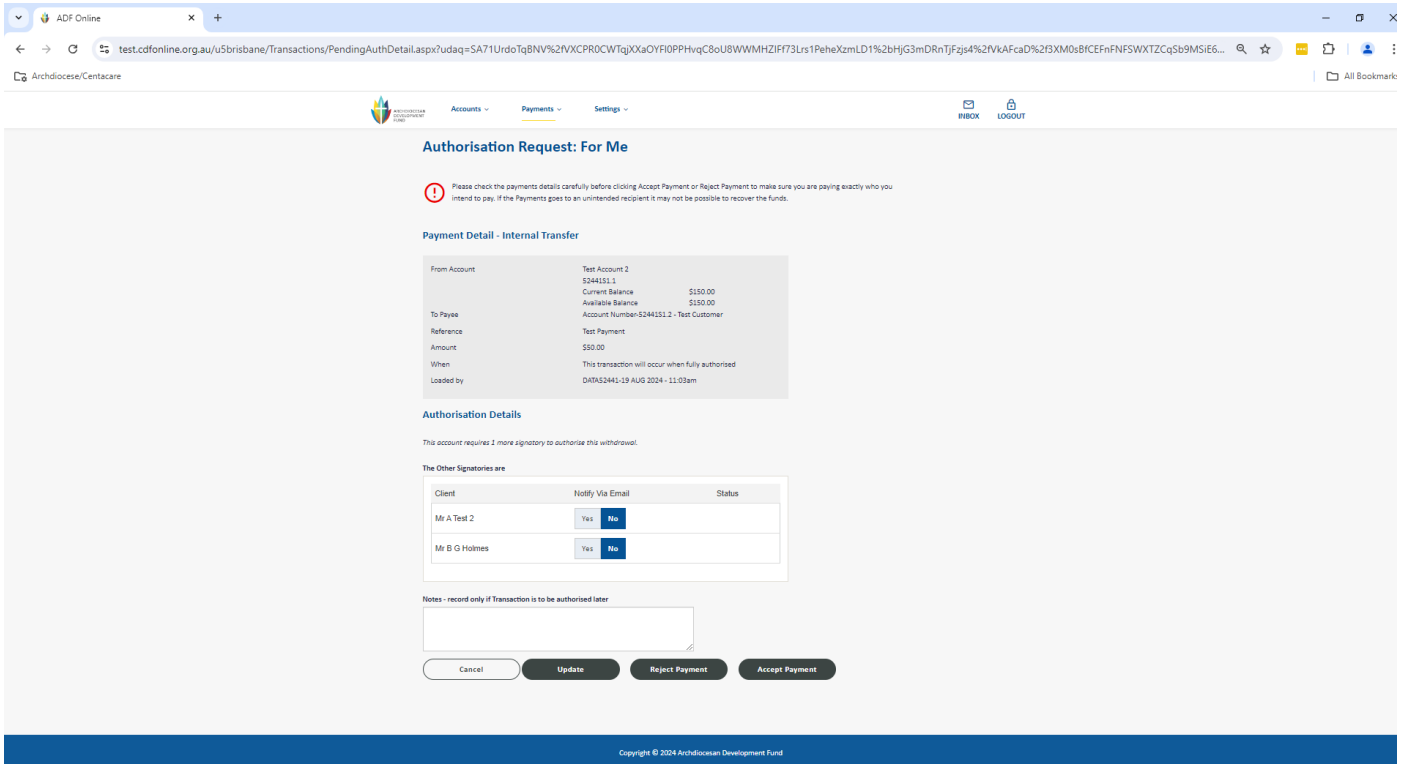
2. Click next and review payment. Click Submit to send the payment through.



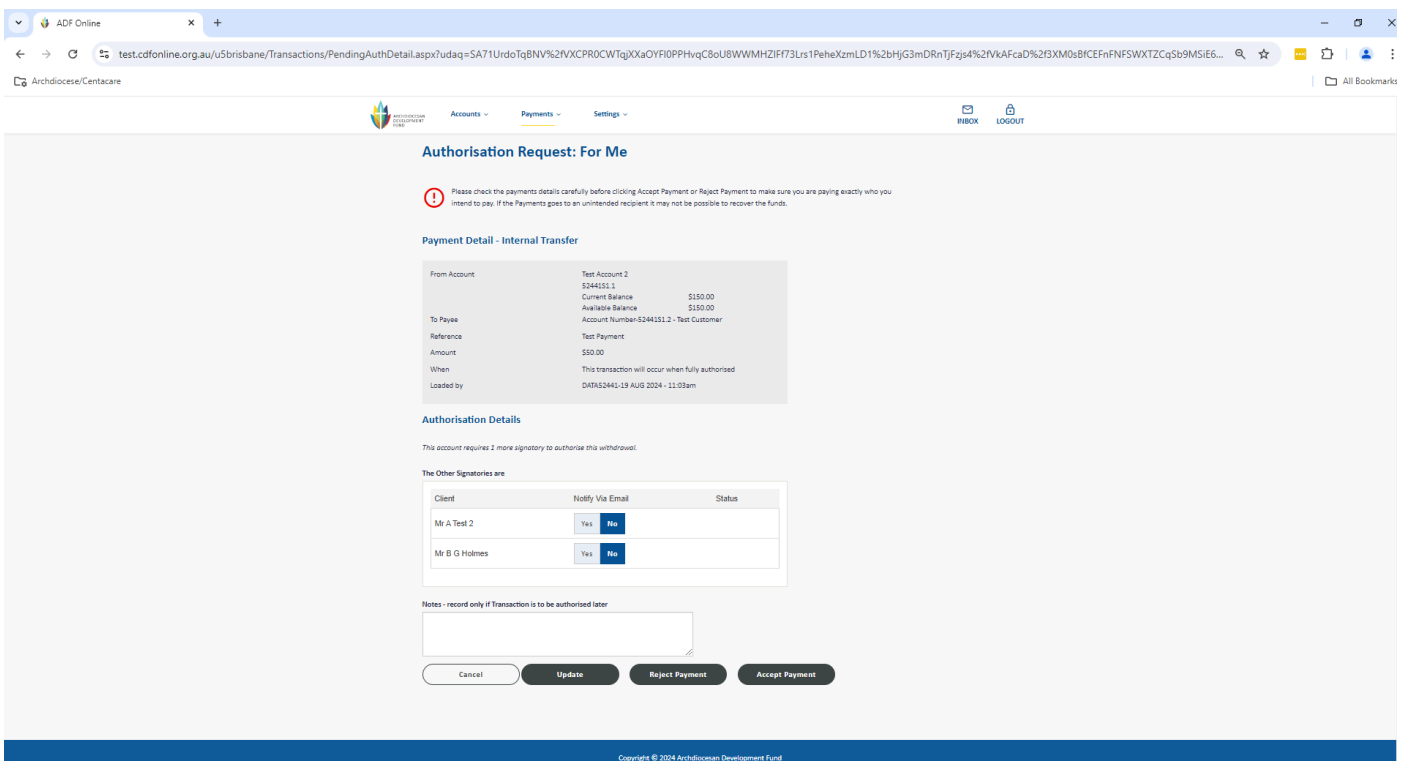
3. You can click Finish, New Transaction or Print Receipt.



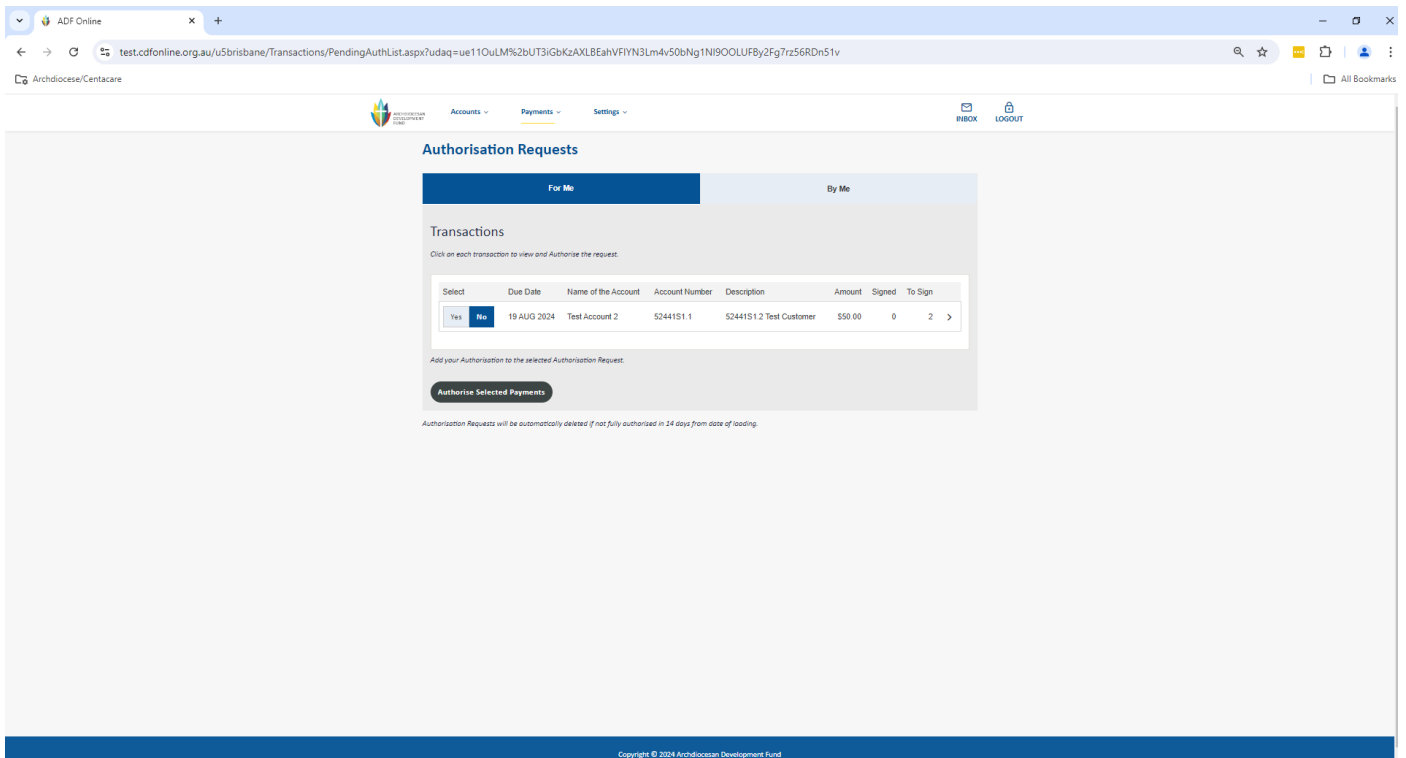
4. Authorisers can now login to DDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.



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.



6. 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 DDF Customer

Similar to transferring between your own accounts, there is also a way to make a payment to any other account held at the DDF that only requires their DDF 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.

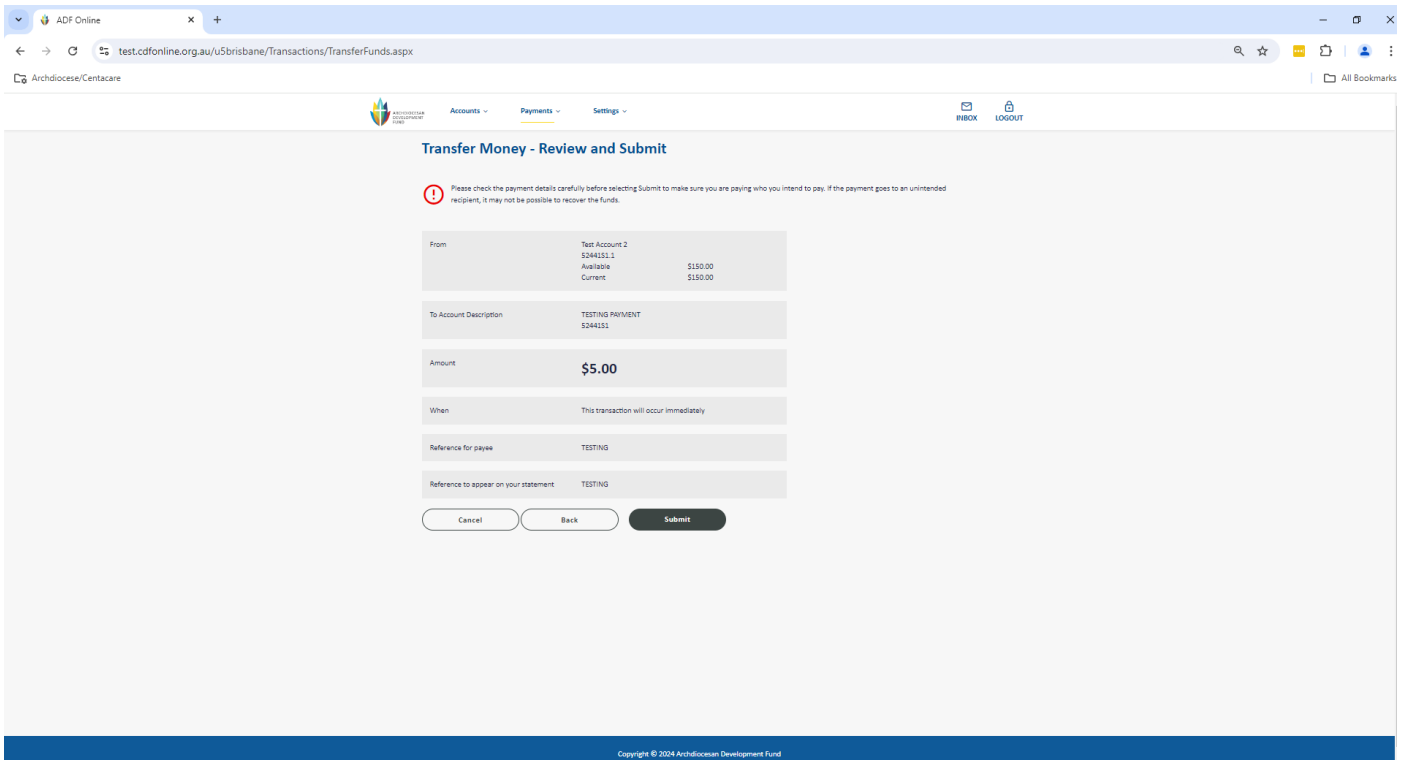
1. Firstly, you need to select your account you wish to debit. You can then go through and complete the rest of the payment information. Once all the below information is completed, you will need to select the option for Next.
 - a) Click in the Transfer From box to select your account (any account with available funds).
 - b) Under the To box select New Payee.
 - c) Select Yes on Transfer to DDF Account, this will automatically populate the BSB.
 - d) Enter the DDF account number and account name.
 - e) Add a Nickname to save for future use (optional).
 - f) Enter the amount to transfer.
 - g) 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).
 - h) Enter an appropriate Reference to appear on your statement for this account.
 - i) Enter an appropriate reference for the account you are paying under Reference to Payee.

The screenshot shows the 'Transfer Money' form in the ADF Online system. The form is divided into several sections:

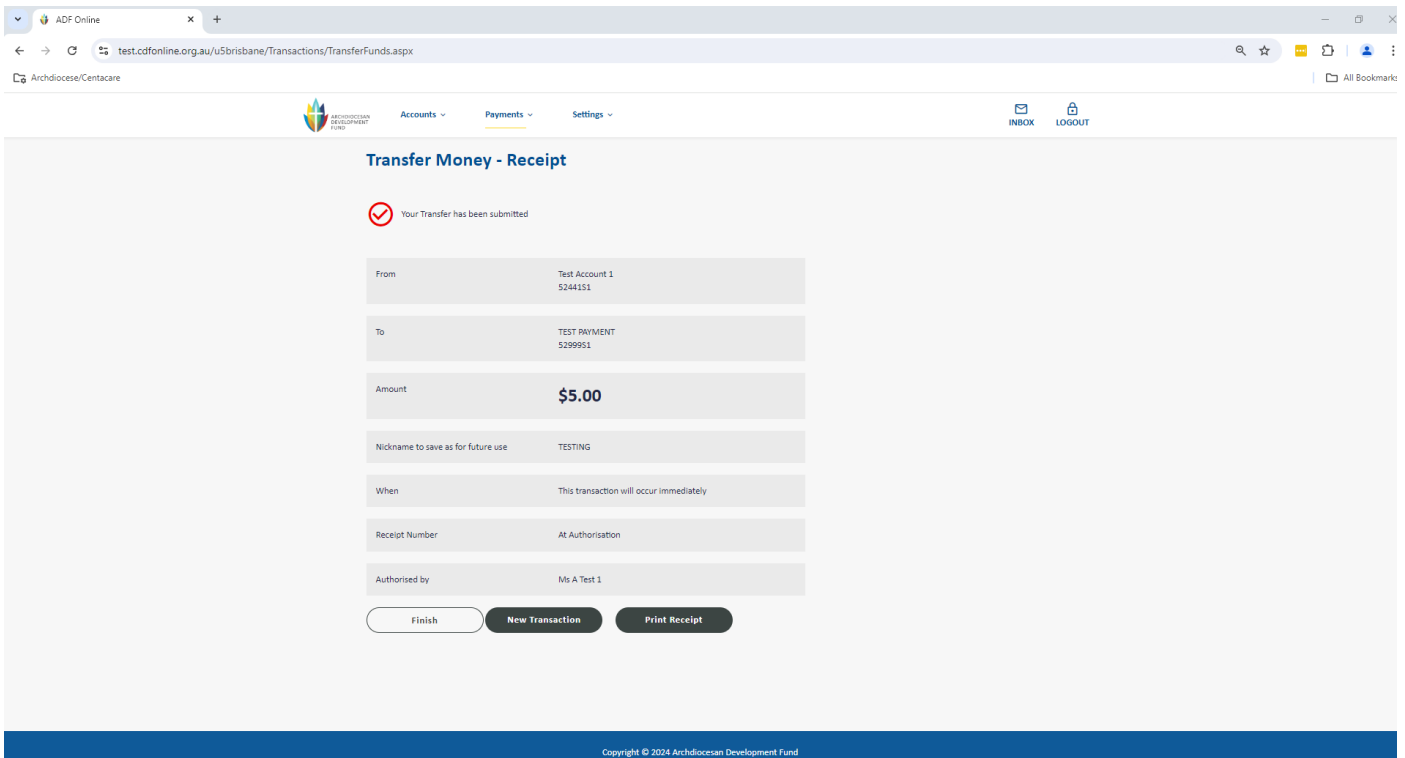
- From Transfer From:** A dropdown menu showing 'Test Account 2' with an available balance of \$1300.00.
- To:** A dropdown menu showing 'Add New Payee'.
- Add New Payee:** A section with a 'Yes' button (selected) and a 'No' button. Below it are fields for:
 - BSB Number: 52441S1
 - Account Number: 1000001
 - Account Name: 103786G_BENEFIT
 - Nickname for use in the future (optional):
- Transfer Details:** A section with a 'Now' button (selected) and 'Once On' and 'Recurring' buttons. Below it are:
 - Amount: \$ 1.00
 - Reference to appear on your statement (optional): 103786G
 - Reference to payee: 103786G

A 'Next' button is located at the bottom of the form.

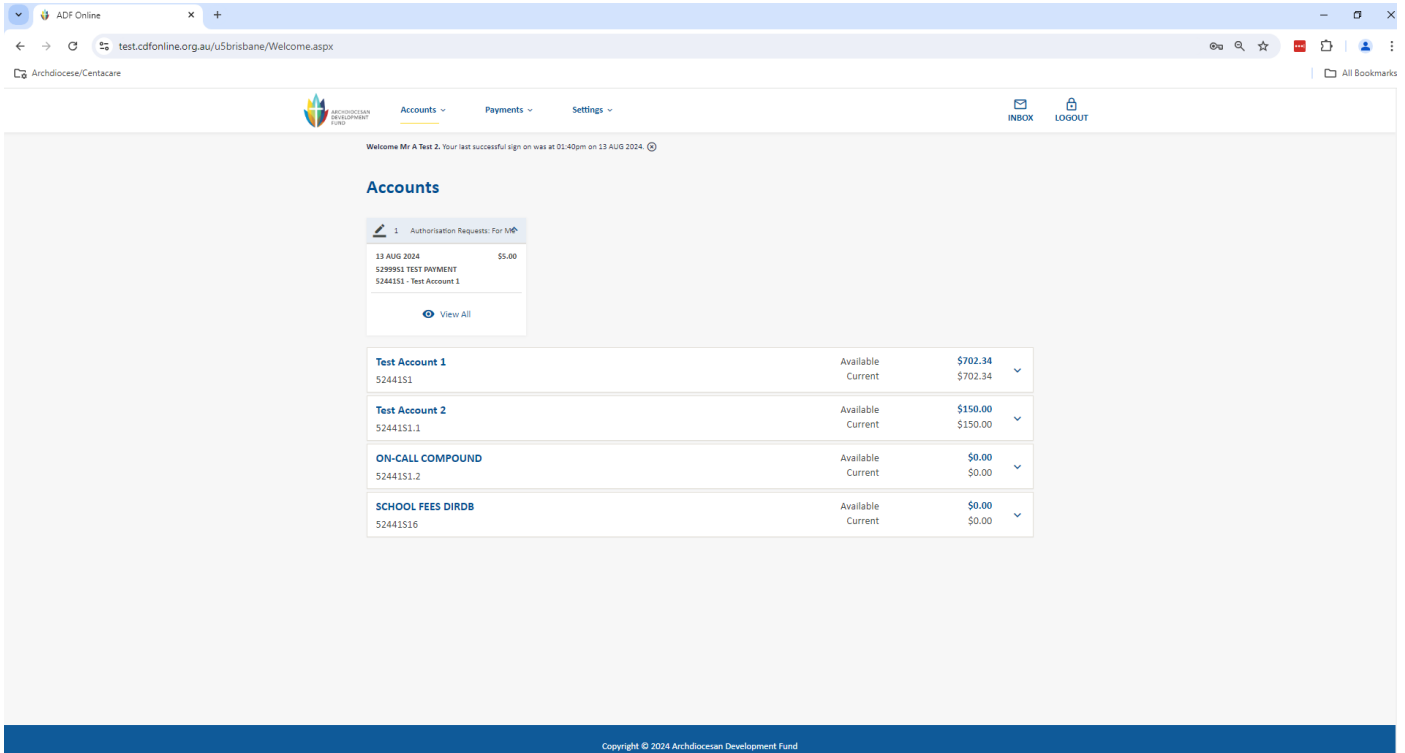
- You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, click Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.



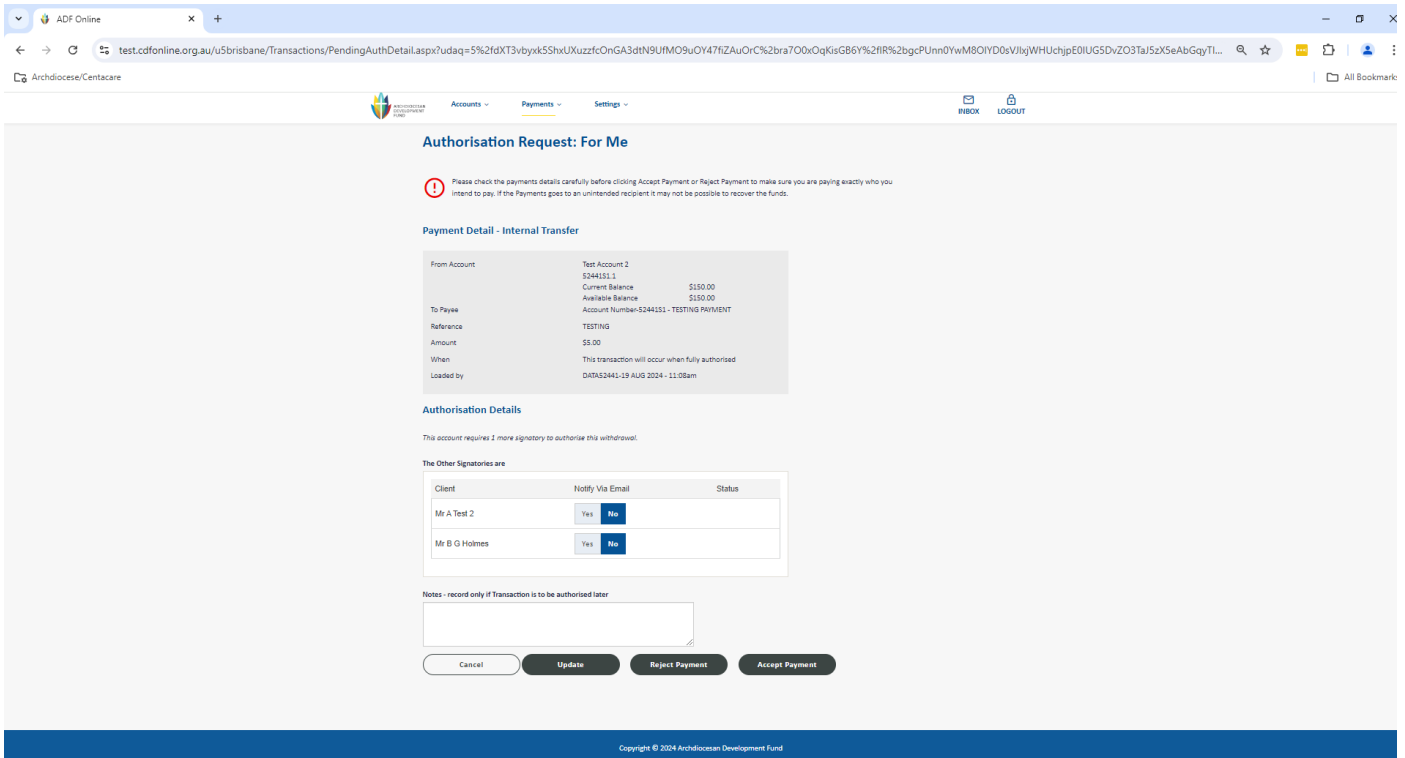
- You can click Finish, New Transaction or Print Receipt.



4. Authorisers can now login to DDF 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 DDF account will disappear from under Authorisation Requests and immediately debit from your account.



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

The screenshot displays the 'Authorisation Requests' page in the ADF Online system. The page is divided into two tabs: 'For Me' (active) and 'By Me'. Under the 'For Me' tab, there is a section titled 'Transactions' with a sub-instruction: 'Click on each transaction to view and Authorise the request.' Below this is a table with the following data:

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 sub-instruction: 'Add your Authorisation to the selected Authorisation Request.' and a button labeled 'Authorise Selected Payments'. At the bottom of the page, a footer 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.
 - a) Enter an appropriate description for your batch of payments e.g., EFTs and the date.
 - b) 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.
 - c) 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 itemize the individual payments on your statement.
 - d) 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.

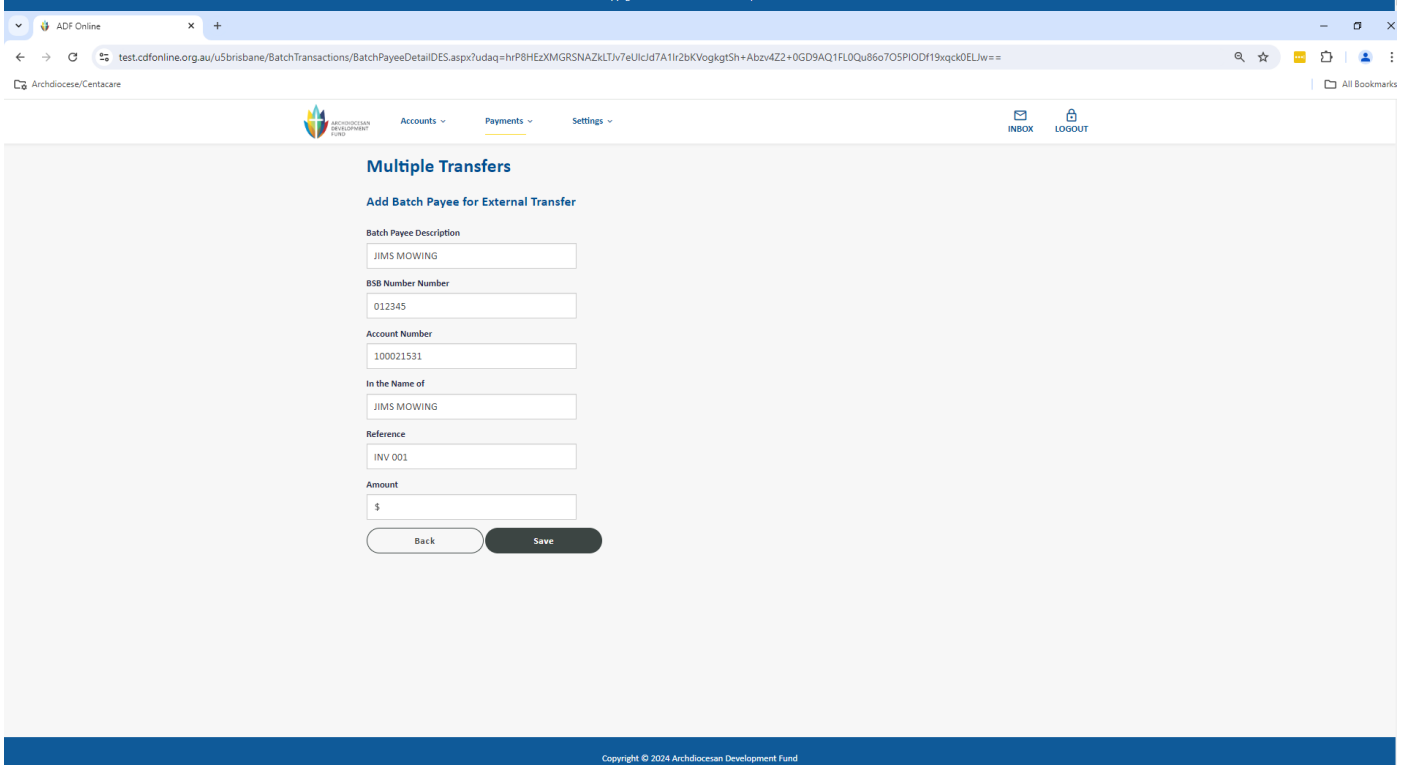
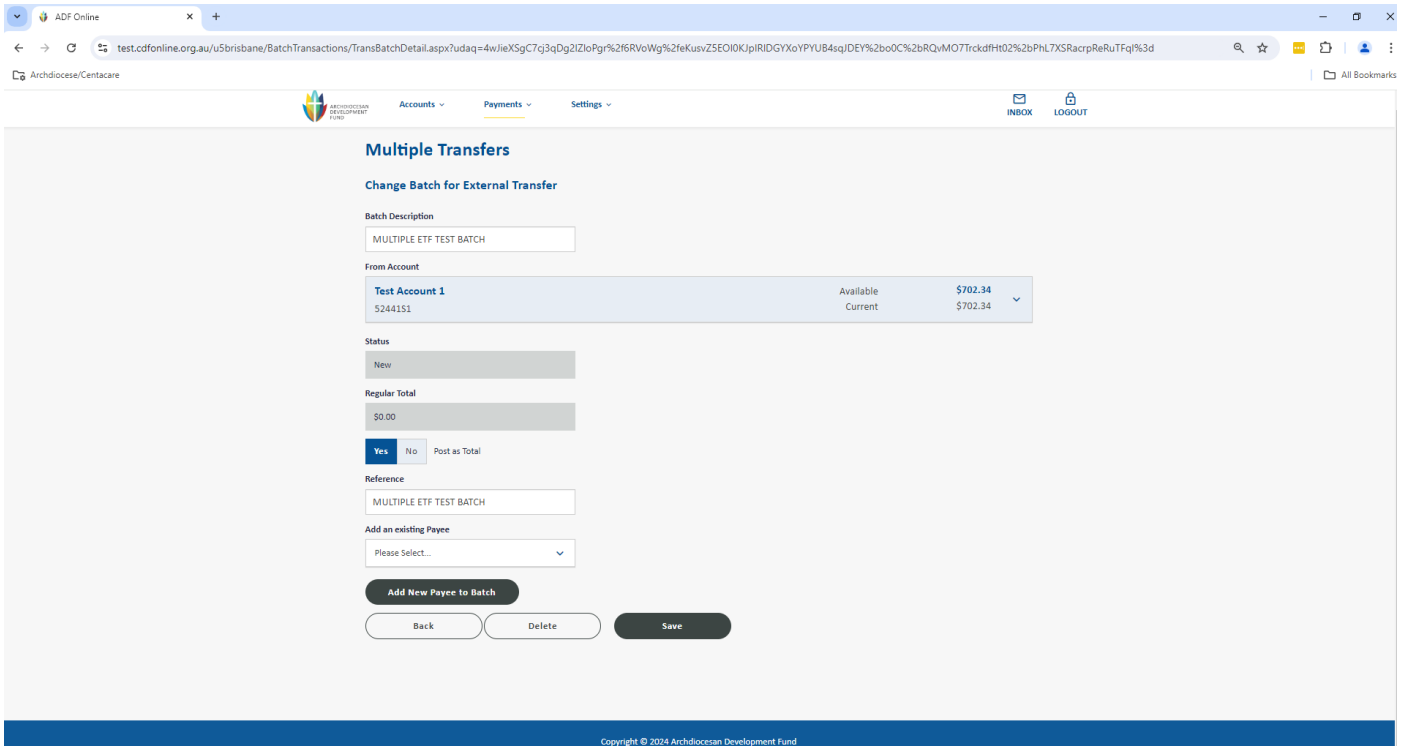
The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=zQHQYg0rZZuFl62ftYs7JoFm3iGe5Z4Y3jD5HDSj5fAJAZXlzbuh8qh51gaHzct`. The page title is "Multiple Transfers" and the sub-header is "Add Batch for External Transfer".

The form contains the following fields and controls:

- Batch Description:** A text input field containing "MULTIPLE ETF TEST BATCH".
- From Account:** A dropdown menu showing "Test Account 1" with account number "5244151". To the right, it displays "Available" and "Current" balances, both at "\$702.34".
- Post as Total:** A set of radio buttons with "Yes" selected and "No" unselected. The label "Post as Total" is positioned to the right of the "No" button.
- Reference:** A text input field containing "MULTIPLE ETF TEST BATCH".
- Buttons:** "Back" and "Save" buttons at the bottom of the form.

At the bottom of the page, there is a footer: "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.
 - a) 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.
 - b) Review or enter your payee account details.
 - c) Enter the amount of the payment.
 - d) Select Save to return to the batch.
 - e) 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.

Multiple Transfers

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

Loaded Batches							Uploaded Batches			
BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE			
254934	adf test 1	5244151.1	External Transfer	New		\$23354.68	Change	Copy	Schedule	History
254939	test batch ddr 1	5244151.1	Transfer from External Account	New		\$5549.04	Change	Copy	Schedule	History
400369	BPAY TEST EDMYFY	5244151.1	BPAY	New			Change	Copy	Schedule	History
400370	BPAY TEST EDMYFY	5244151.1	BPAY	New		\$1.00	Change	Copy	Schedule	History
400371	BPAY TEST EDMYFY	5244151.1	BPAY	New		\$3.00	Change	Copy	Schedule	History
400383	CREDIT 1608	5244151.1	External Transfer	New		\$11956.76	Change	Copy	Schedule	History
400389	DIRECT DEBIT FILE	5244151.1	Transfer from External Account	New		\$974.60	Change	Copy	Schedule	History
400392	MULTIPLE EFT TEST BATCH	5244151.1	External Transfer	New		\$1.00	Change	Copy	Schedule	History
400395	MULTIPLE EFT TEST BATCH	5244151.1	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, 5244151, 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

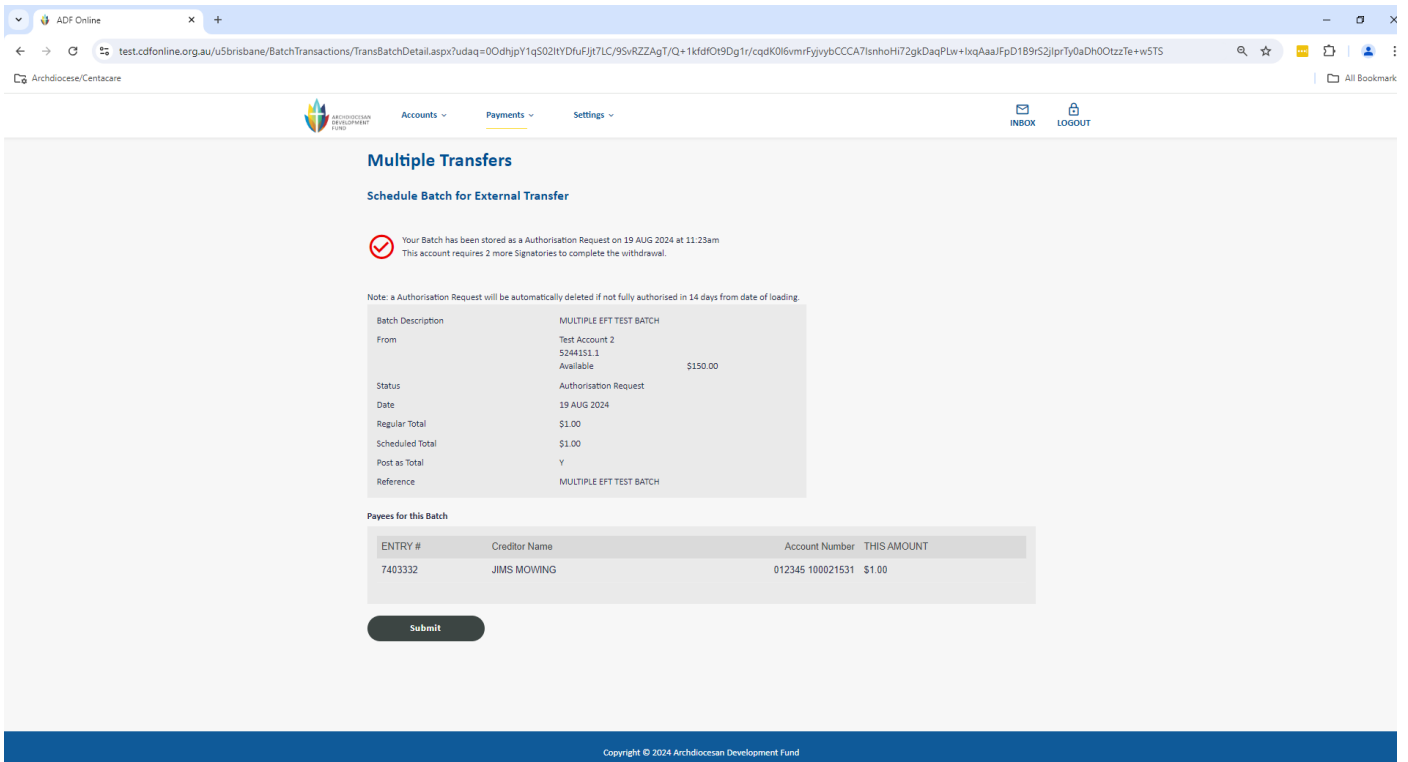
ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399154	JIMS MOWING	012345 100021531	\$ 1.00

Process Date: 13 AUG 2024

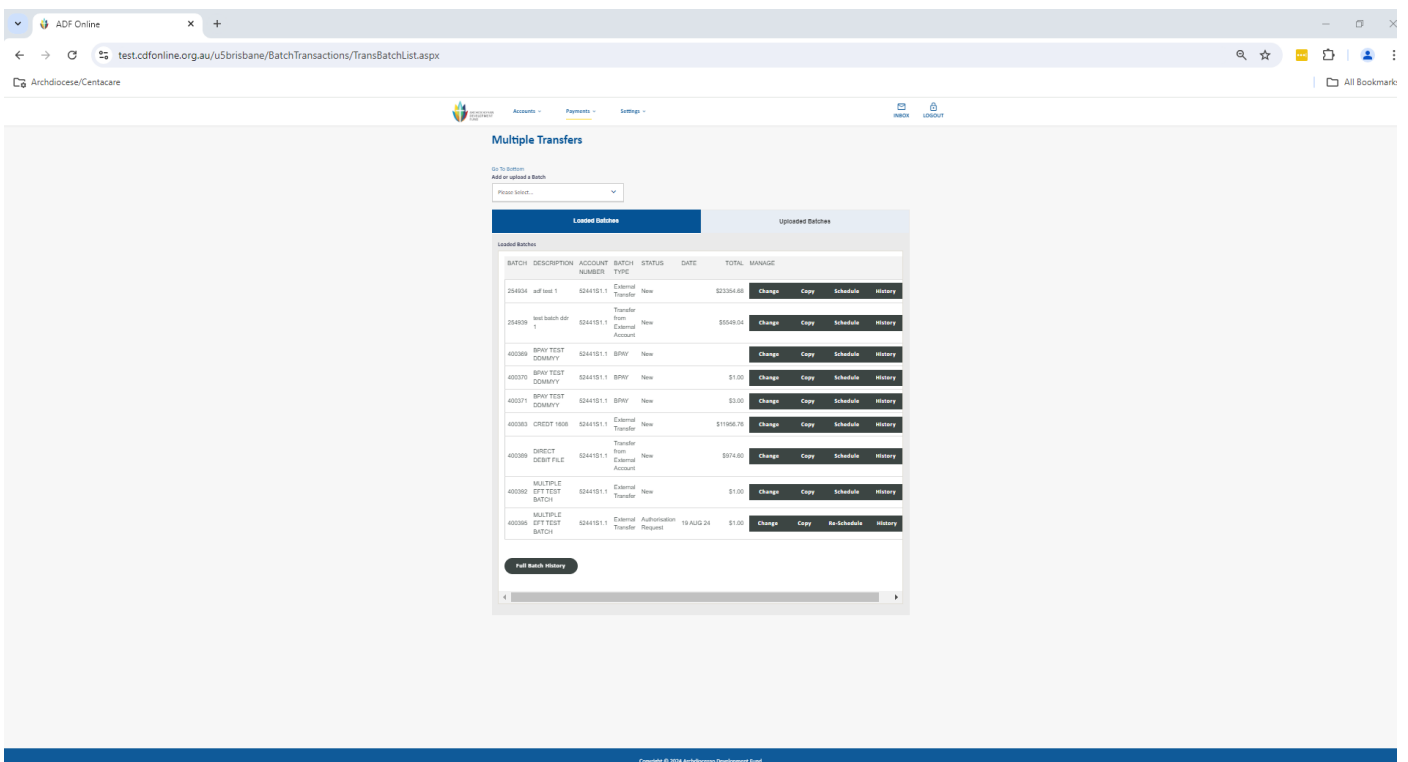
Cancel Submit

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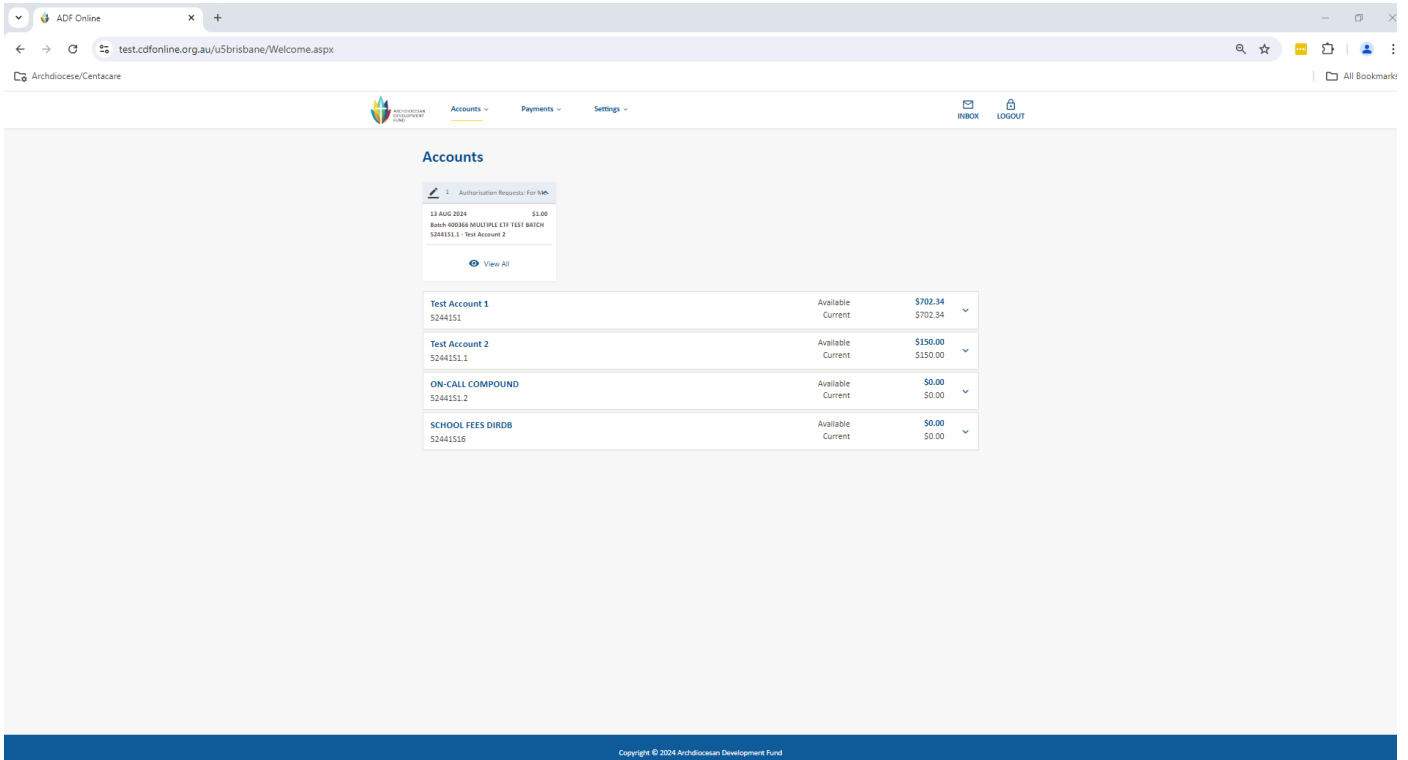
- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level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



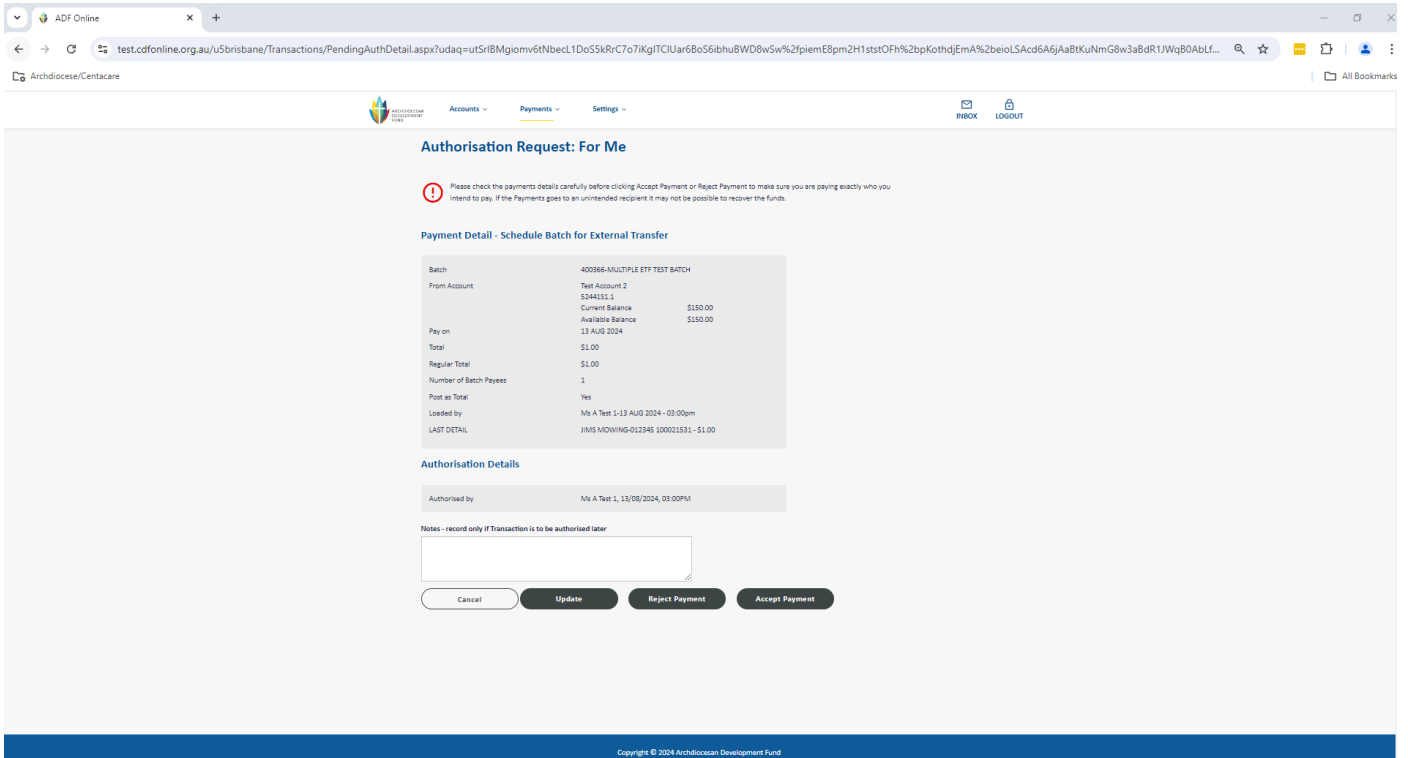
- After selecting Submit the batch has now been set up for authorisation. On your Multiple Transfers page, you can check the status is Authorisation Request which shows it is ready for your authorisers.



6. Authorisers can now login to DDF 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 3.00pm 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.
 - a) Enter an appropriate description for your batch of payments e.g., BPAYs and the date.
 - b) 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.
 - c) 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 itemize the individual payments on your statement.
 - d) 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.

ADF Online

test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=ndg1%2bnd0IF011VV1Z0GROe5SinKgef1b6G5Lx9v3V6eYquXoMpexeAQ/YmsGdEQ

Archdiocese/Centacare

Accounts Payments Settings

INBOX LOGOUT

Multiple Transfers

Add Batch for BPAY

Batch Description

BPAY TEST DDMMYY

From Account

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

Yes No Post as Total

Back Save

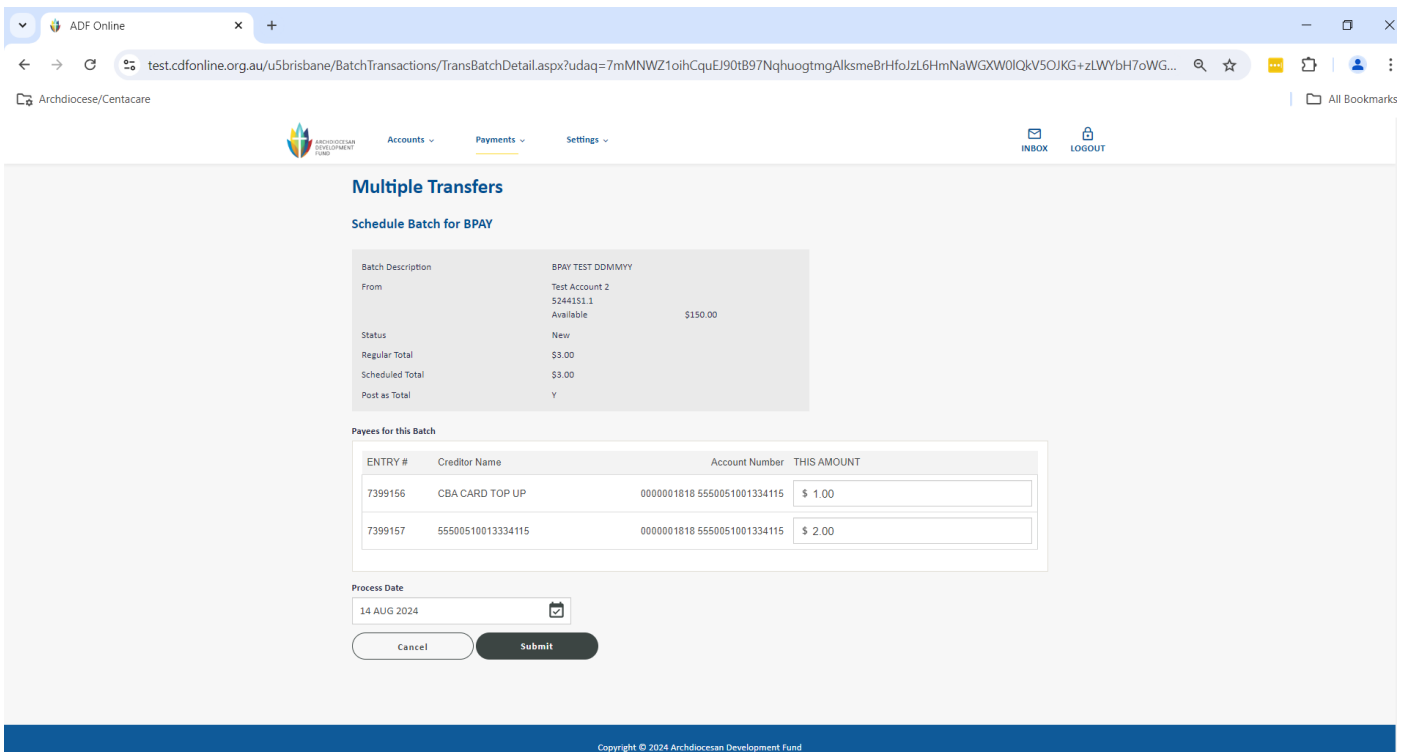
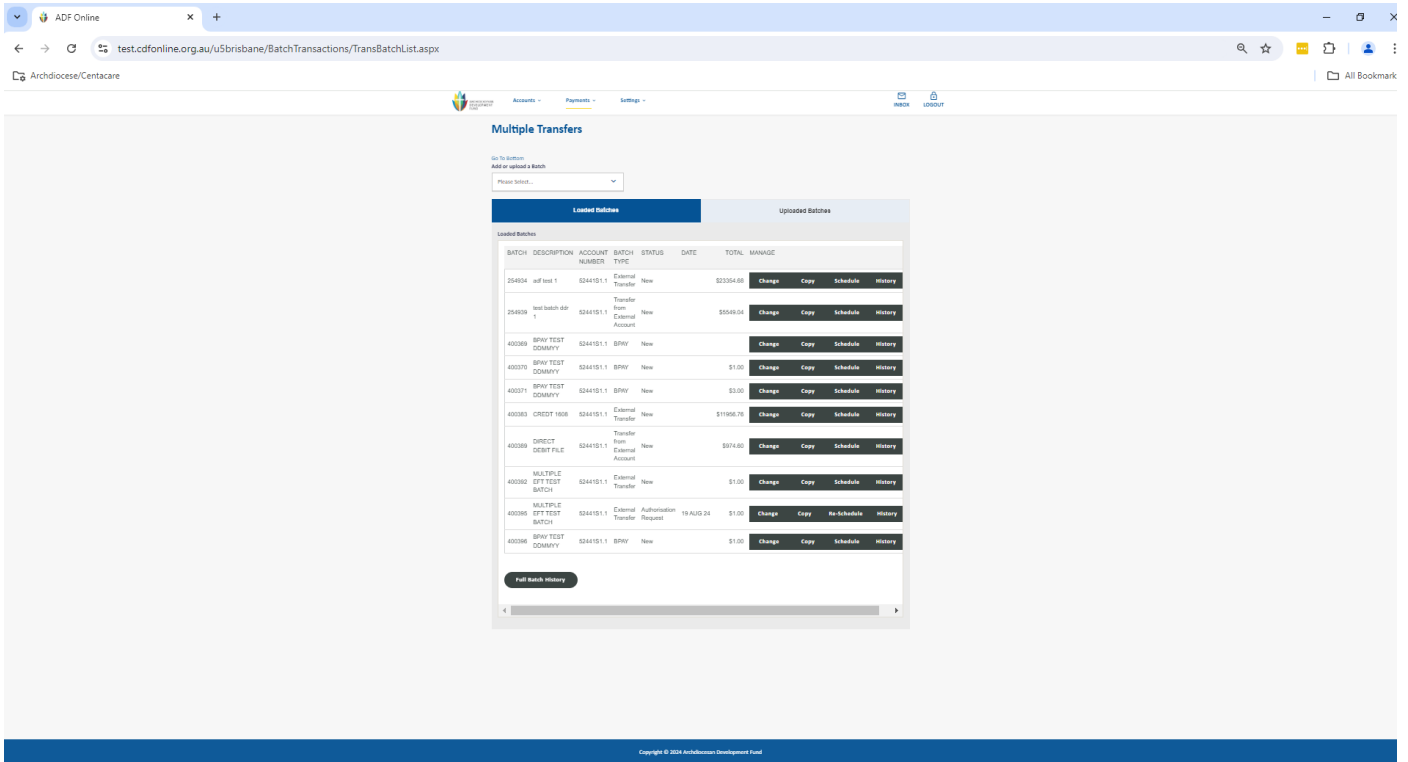
Copyright © 2024 Archdiocesan Development Fund

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.
 - a) 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.
 - b) 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.
 - c) Enter the amount of the payment.
 - d) Select Save to return to the batch.
 - e) Repeat the above steps until all payees are added.

The screenshot shows the 'Multiple Transfers' page with the 'Change Batch for BPAY' form. The form includes a 'Batch Description' field with the value 'BPAY TEST DDDMMYY'. The 'From Account' section shows 'Test Account 2' with account number '5244151.1' and a balance of '\$150.00'. The 'Status' is set to 'New'. The 'Regular Total' is '\$0.00'. There are 'Yes', 'No', and 'Post as Total' radio buttons. Below this is a dropdown menu for 'Add an existing Payee' with options: 'Please Select...', '55500510013334115', '55500510013334115', and 'CBA CARD TOP UP'. At the bottom, there are buttons for 'Add New Payee to Batch', 'Back', 'Delete', and 'Save'.

The screenshot shows the 'Multiple Transfers' page with the 'Add Batch Payee for BPAY' form. It features a search box for 'Enter Biller to search for' with a 'Search' button. The form fields are: 'Biller Code' (0000001818), 'Biller Name' (COMMONWEALTH CARDS), 'Batch Payee Description' (55500510013334115), 'Customer Reference Number (CRN)' (55500510013334115), and 'Amount' (\$). At the bottom, there are 'Back' and 'Save' buttons.

- 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

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 DDMYYY
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

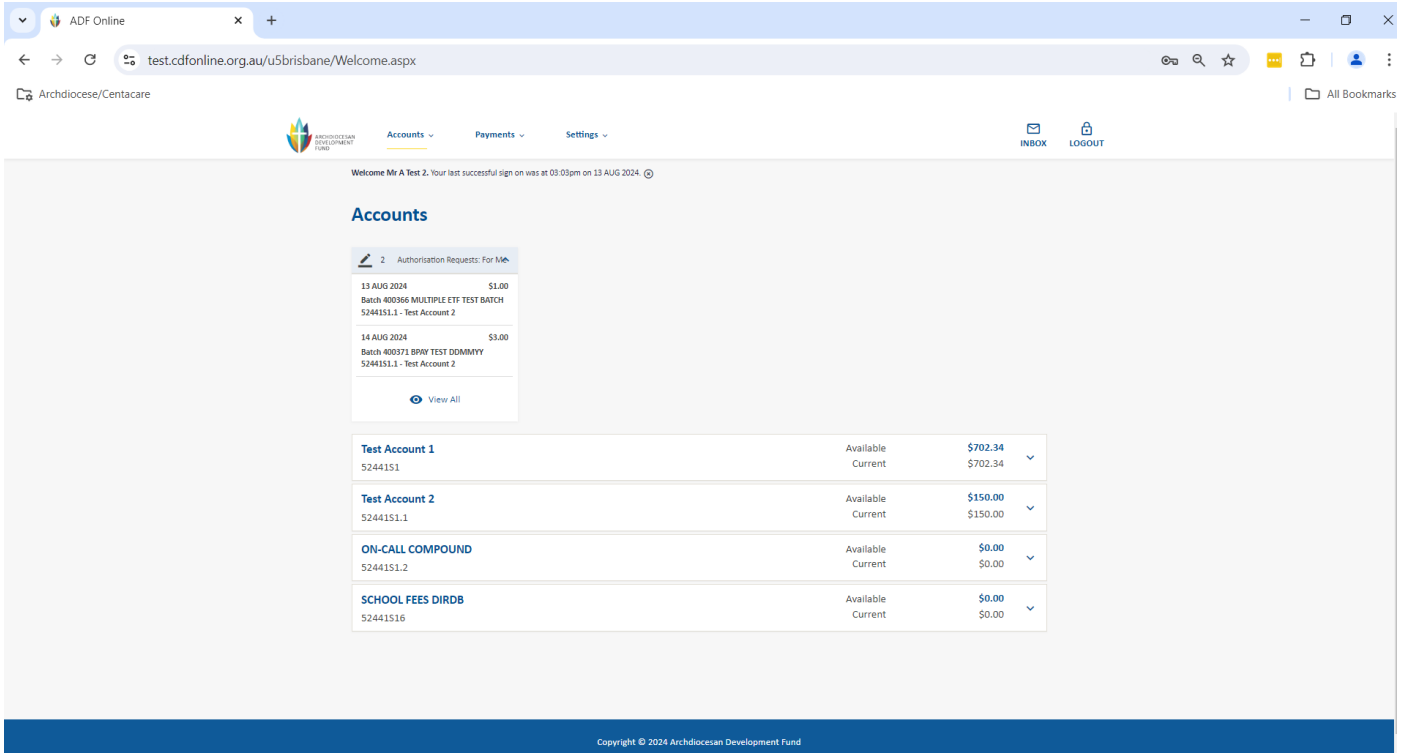
Payees for this Batch

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

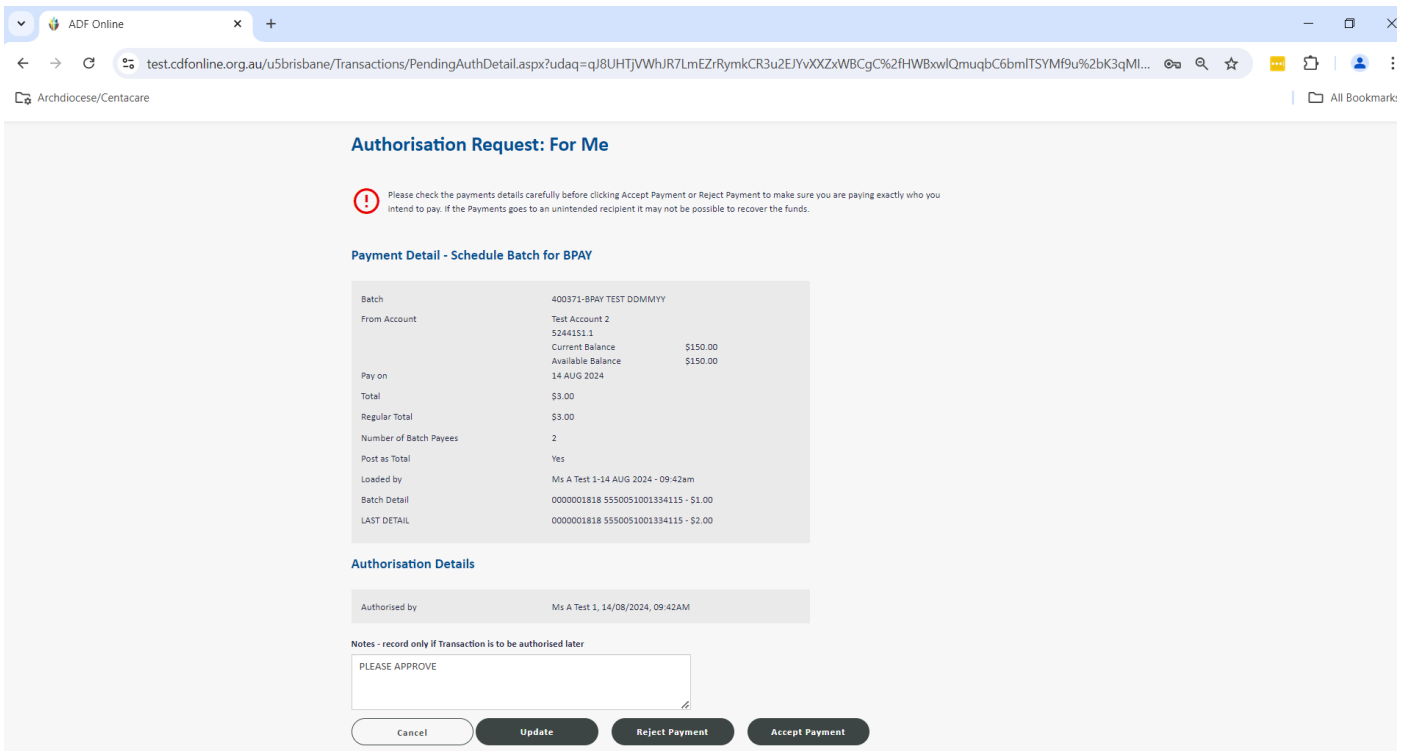
Submit

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6. Authorisers can now login to DDF 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 3.00pm 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 DDF 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.

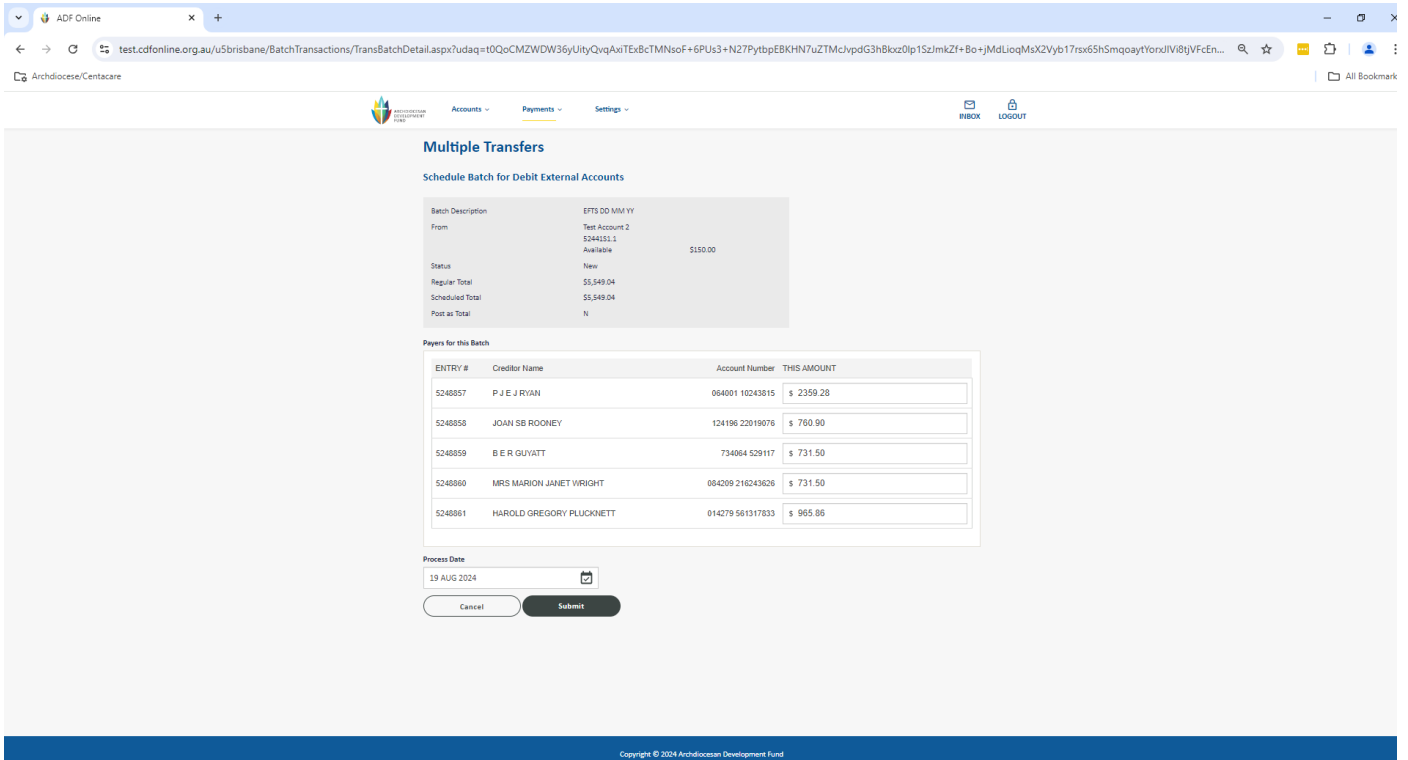
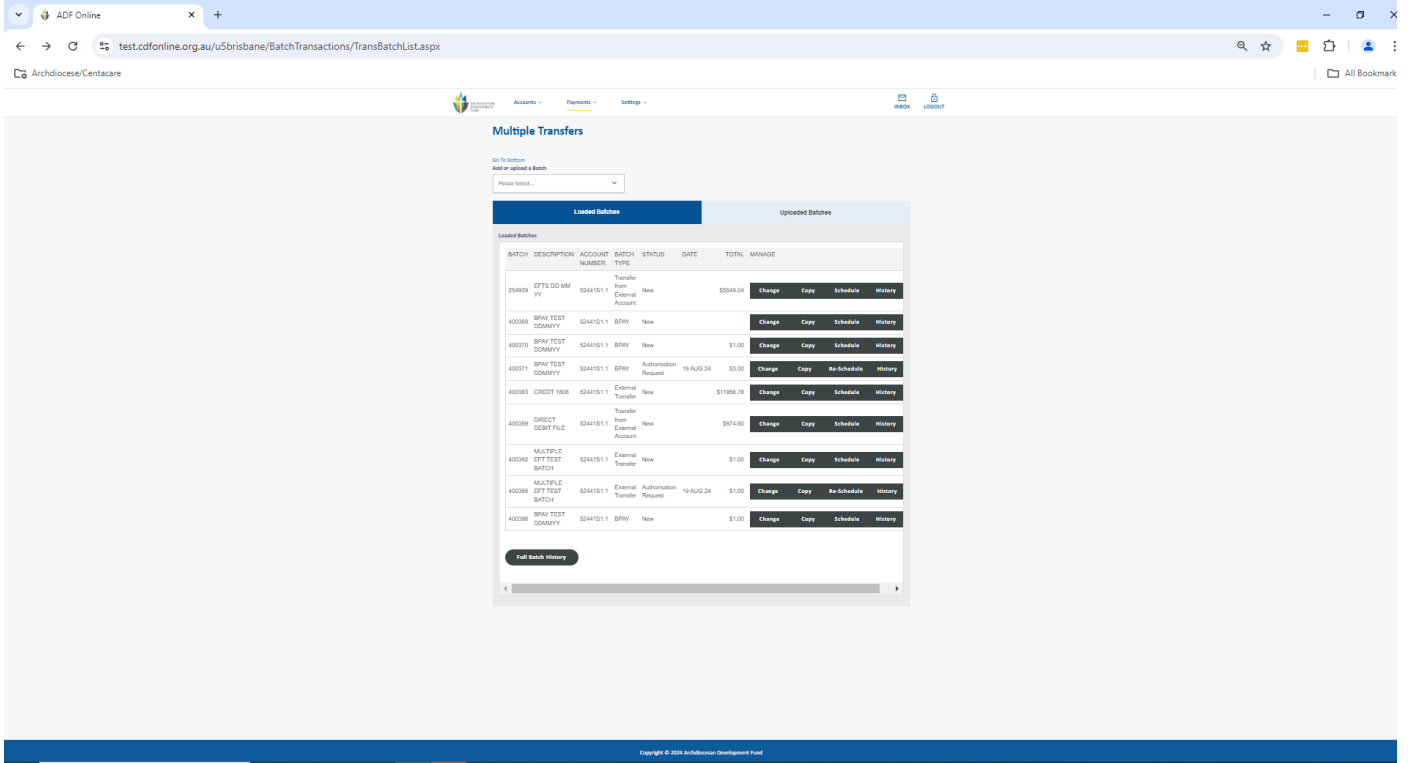
1. Firstly, you need to select your type of Multiple Transfer – Upload. You can then complete the Batch details. Once all the Batch information is completed, you will simply need to click Upload to go to the final step to process your batch.
 - a) Leave the Document Type as Standard ABA file.
 - b) Click on the Choose File button to browse for the file you saved from your accounting package.
 - c) Enter an appropriate description for your batch of payments e.g., EFTs and the date.
 - d) 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.
 - e) 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.
 - f) 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 sub-header 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_04X8PU75.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 currently set to "Yes".
- Reference:** An empty text input field.
- Buttons:** "Back" and "Upload" buttons at the bottom of the form.

At the bottom of the page, there is a copyright notice: "Copyright © 2024 Archdiocesan Development Fund".

- 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="checkbox"/> No <input checked="" type="checkbox"/>	
Mr B G Holmes	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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 DDF 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 DDMMYY
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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- 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 3.00pm 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 unauthorised recipient it may not be possible to recover the funds.

Payment Detail - Schedule Batch for Transfer from External Account

Batch	234839 0715 00 MM FY
To Account	3284211 1 Test Account 2
Current Balance	\$100.00
Available Balance	\$100.00
Pay on	28 AUG 2024
Total	\$1,546.04
Regular Total	\$1,546.04
Number of Batch Payments	5
Paid in Total	No
Validity To	08/03/2025 18:00:00
Batch Detail	P I B P/04 04/001 02/04/03 \$1,519.28
Batch Detail	JUAN VA RODRIGUEZ 124216 22/09/76 \$740.90
Batch Detail	B K R BLAVETT 714004 12/01/17 \$751.00
Batch Detail	MS MARION JANEY 16/02/19/04/00 01/01/19 \$711.00
Batch Detail	LARI SPINA MARCELO MARCONI P/04/001/02/04/03 04/03/2025 \$805.06

Authorisation Details

This account requires 2 more signatories to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Ms A Test 1	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Mr B G Hilliers	<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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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' interface. At the top, there are navigation links for 'Accounts', 'Payments', and 'Settings'. Below this is a 'Go To Bottom' link and a dropdown menu for 'Add or upload a Batch'. The main content area is divided into 'Loaded Batches' and 'Uploaded Batches'. The 'Uploaded Batches' section contains a table with the following data:

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
309711	qpec 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 ollie 5485654	5244151	Transfer from External Account	New		\$800.00	Change Copy Schedule His
315735	ollie 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	External Transfer	New - contains upload errors		\$120630.04	Change Copy Schedule His
332989	ollie file	5244151	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.

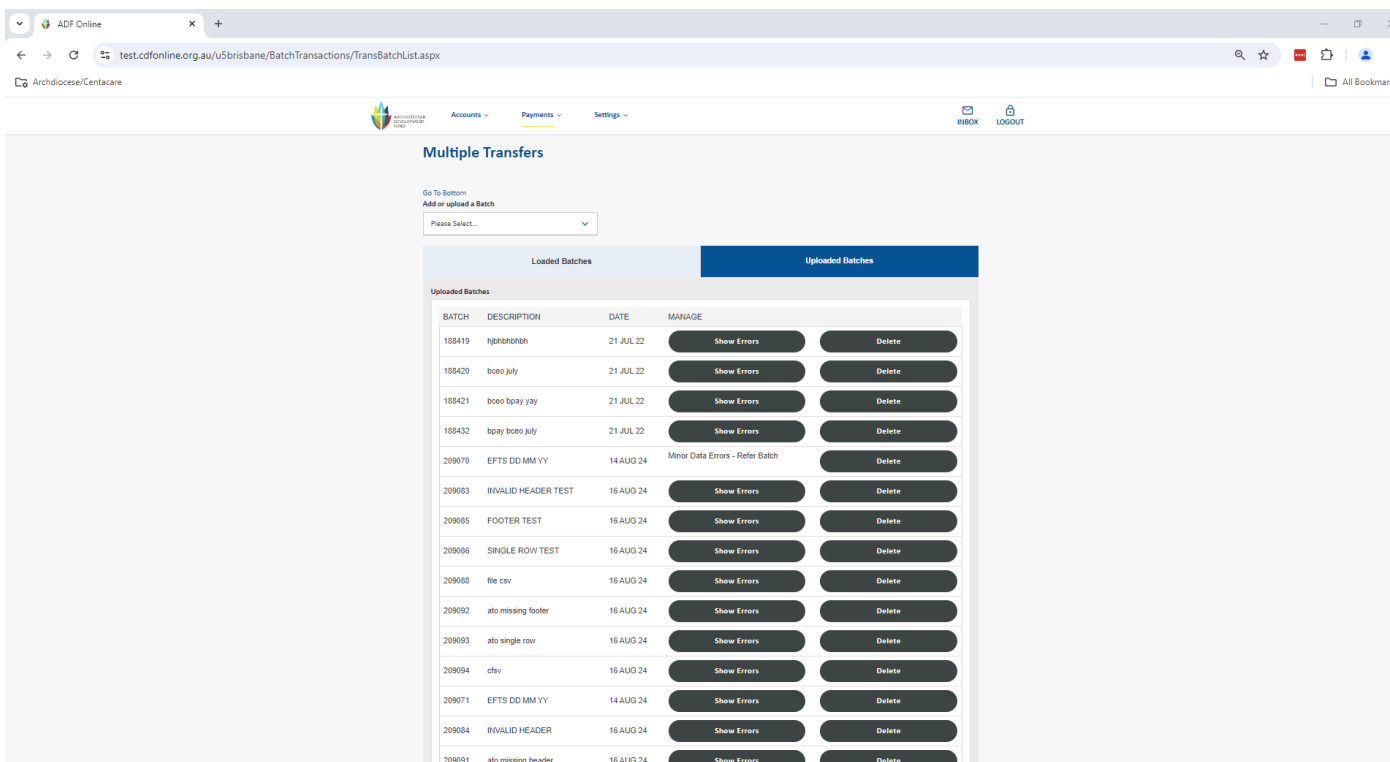
Note BSB/account numbers cannot have spaces or alpha characters e.g., letter 'S'.

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. 064 000 would be generated in the file as 064 00

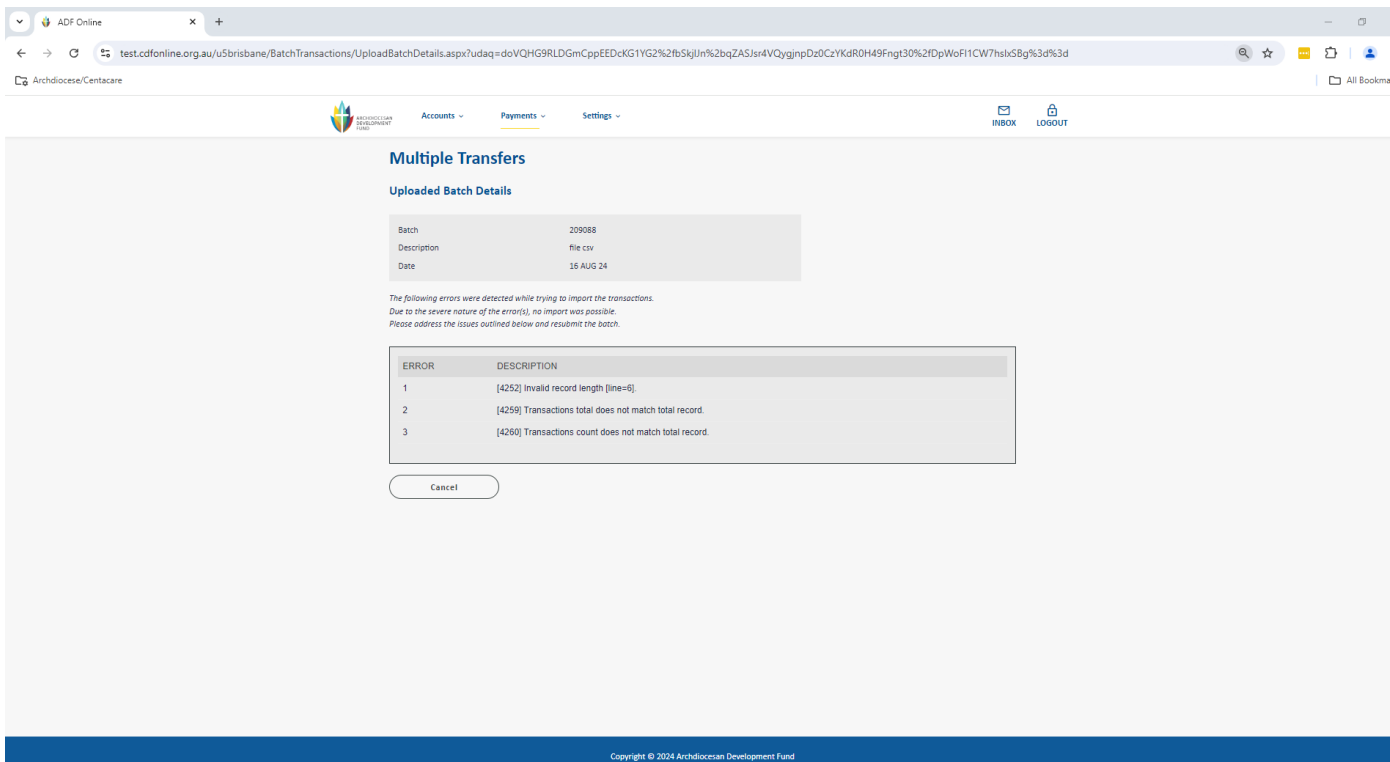
The screenshot shows a web browser window with the URL `test.cdfonline.org.au/uSbrisbane/BatchTransactions/BatchPayeeDetailDTDES.aspx?udaq=r0eCMRwvT1cuiR81uJ8eqnLx2y3ATBm36BQv659vFqRgzCY1m2OVtiZYOC%2f2Tu1KfDqOjRBXQ%2boSLrAGRo52Kjpd%2biZWUMFM%2f%2bdLIKtSatBW...`. The page title is "Multiple Transfers". A red error message states: "BSB Number '010203' is not valid." Below this, the form is titled "Change Batch Payer for Debit External Accounts". The form fields are: "Batch Payee Number" (6104142), "Batch Payee Description" (007 BCEO DD), "BSB Number Number" (010203), "Account Number" (998877665), "In the Name of" (OZZY SCHOOL), "Reference" (007 BCEO DD), and "Amount" (\$ 3350.00). At the bottom of the form are three buttons: "Back", "Delete", and "Save". The footer of the page reads "Copyright © 2024 Anglican 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.



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 DDF or your support for your accounting package.

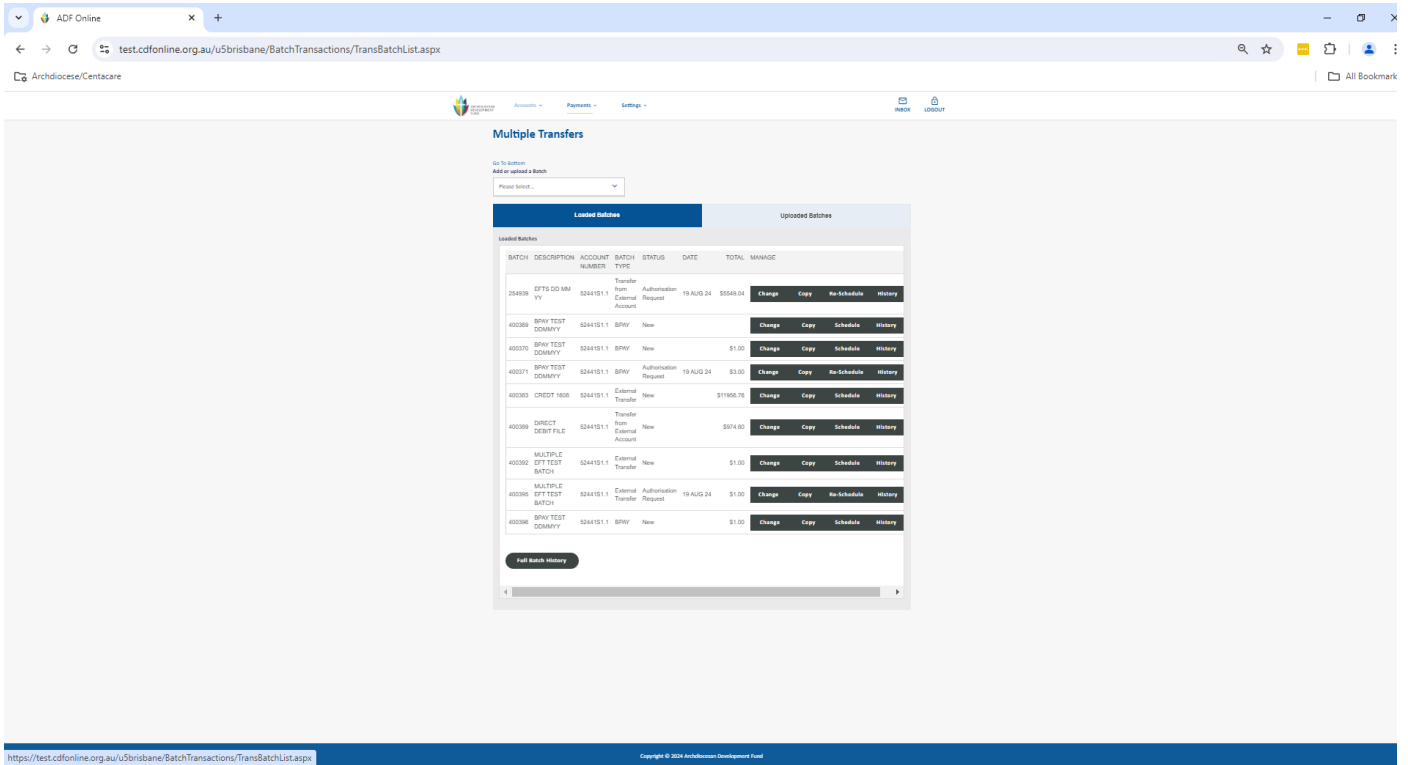


Making Changes to a Batch

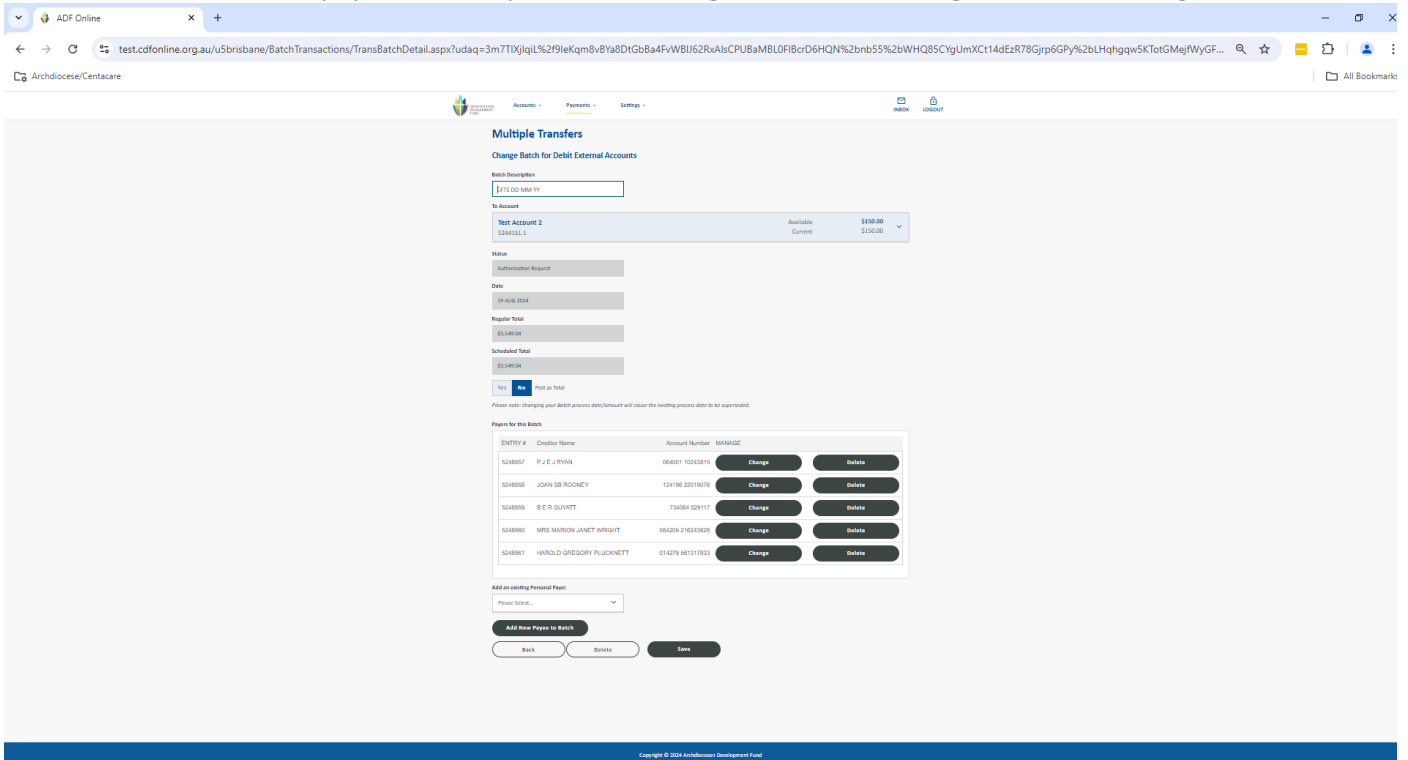
Once a batch has been scheduled for payment you are able to make changes up until the payments are processed from your account.

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 `test.cdfonline.org.au/uSbrisbane/BatchTransactions/BatchPayeeDetailDTDES.aspx?udaq=B720KM2Y7pxZWbx8nbuYQX9zFFseG%2buV91nbI03DDqAUQ9jp0%2fWxwv51pCm3qMz%2bmi9Kb%2ba1CJaNPLIISLine5%2fsFubr2g8%2bQaoHm749...`. The page title is "Multiple Transfers". Below the title is a sub-header "Change Batch Payer for Debit External Accounts". The form contains the following fields:

- Batch Payee Number: 1248857
- Batch Payee & Description: BNDL12322
- BSB Number Number: 064001
- CBA - 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 are three buttons: "Back", "Delete", and "Save".

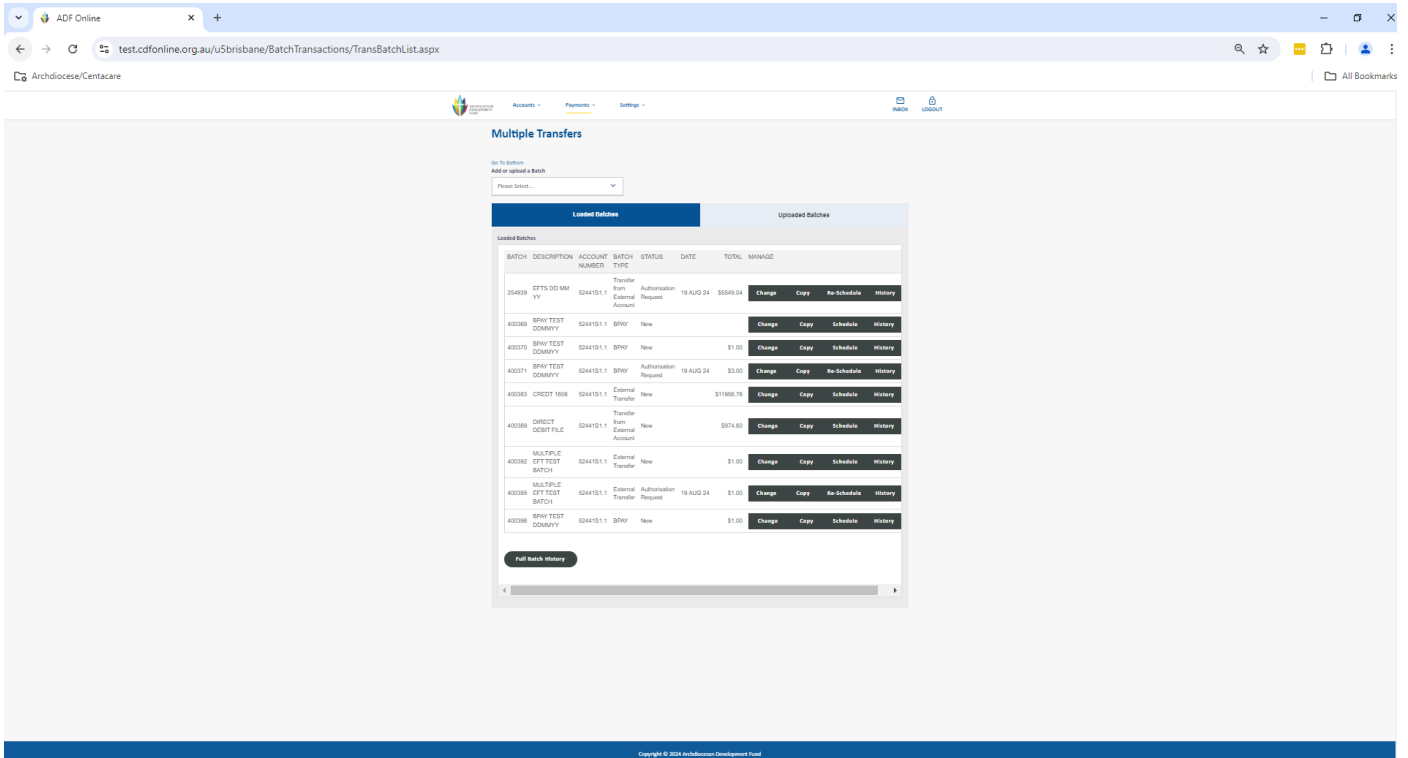
Copyright © 2024 Archdiocesan Development Fund

Deleting a Batch

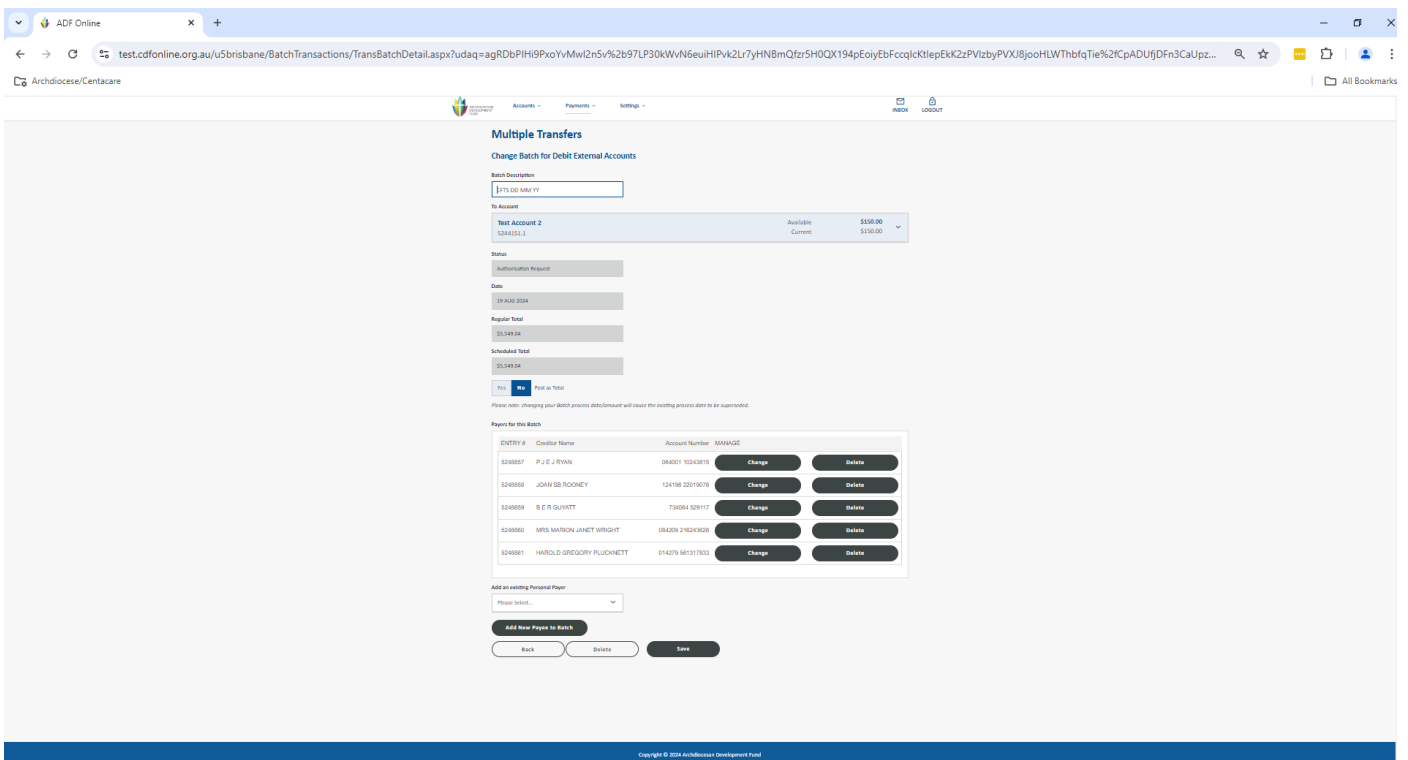
We recommend occasionally 'cleaning up' your Multiple Transfers screen by deleting old batches from your listing. You can do this at any time.

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.

Multiple Transfers

Delete Batch for Debit External Accounts

Batch Description	EFTS DD/MM/YY
From	Test Account 2
	\$24855.1
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:

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Hints and Tips

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

To come.

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