

ADF Online

Customer User Guide



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PUBLISHED: 5 SEPTEMBER 2024

adf.brisbanecatholic.org.au



ADF Online Customer User Guide

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ADF Online User Guide

OVERVIEW

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

- ▶ Phone: **07 3324 3777**
- ▶ Email: **adf@adf.catholic.net.au**
- ▶ Website: **adf.brisbanecatholic.org.au**

EXPECTED LEARNING OUTCOMES

After completing this user guide you should:

- ▶ Have an in-depth understanding of ADF Online;
- ▶ Be able to confidently navigate the different areas of ADF 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 booklet in relation to the direct debit facility, functionality and transactional processing.

- ▶ **ADF** Archdiocesan Development Fund
- ▶ **Us** The Archdiocesan Development Fund (the ADF)
- ▶ **Rejection** Term for when a direct debit is returned to the ADF 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 a 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** ADF system generated reference number for the direct debit request.

Introduction to ADF Online

OVERVIEW

ADF 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.

ADF Online gives customers the ability to:

- ▶ View current account balances;
- ▶ Transfer funds between ADF 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 a number of security features enabled on ADF Online. These include:

The ability to have ADF 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. We strongly recommend that users never record or share their log in details with anyone else, and that they regularly change their ADF Online password.

All transactions and batches processed through ADF Online require dual authorisation, meaning that 2 fully 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 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 3.30pm AEST.

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

Establishing Access to ADF Online

OVERVIEW

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

THINGS TO CONSIDER BEFORE APPLYING FOR ADF ONLINE

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

The ADF 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 ADF ONLINE

Download and complete the following form from our website.

All forms are located here:

<http://adf.brisbanecatholic.org.au/documents-forms/>

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

All completed forms can be returned to the ADF via email to **adf@adf.catholic.net.au**

NEW USER/CHANGES TO ONLINE ACCESS

We can delete a signatory or ADF Online user from a current Account Authority but if a new person is to be added then the process above for applying for ADF 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 ADF Online users, please complete the relevant temporary authority form available on our website or discuss your requirements with your ADF Relationship Manager.

Using the ADF Online System

OVERVIEW

In this section we will cover how to use ADF 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

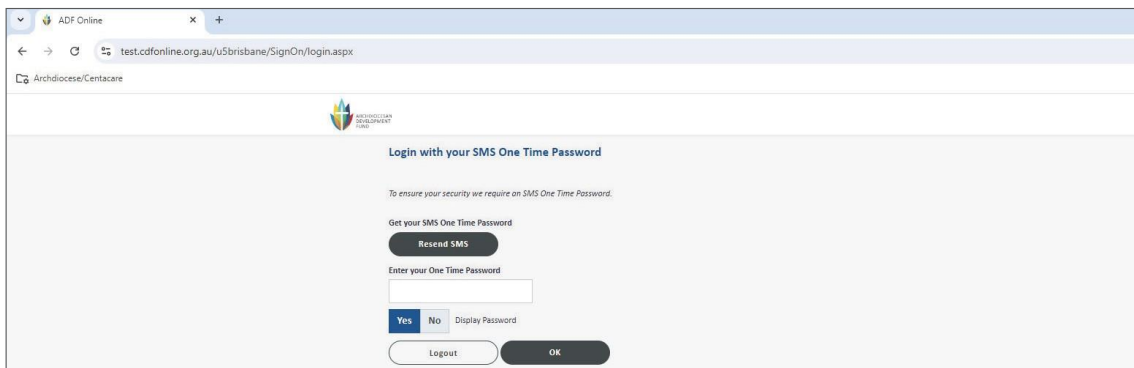
We recommend you always access ADF Online via our website, <http://adf.brisbanecatholic.org.au> ADF Online will work in any internet browser however we do suggest using Microsoft Edge, Google Chrome or FireFox.

1. Click on the ADF Online Login button up the top right-hand corner of the website
2. Enter your Login Details and select Login

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

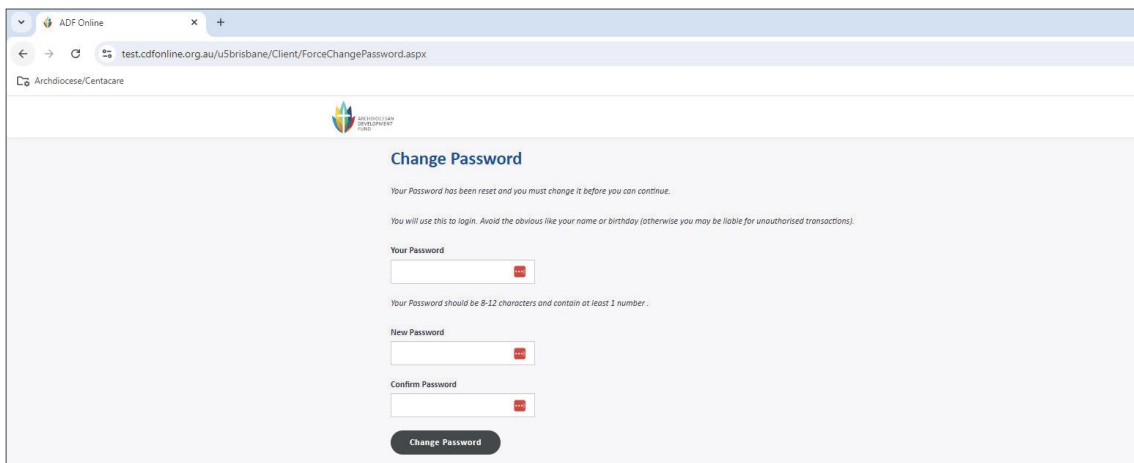
Password: Enter the password provided by the ADF.

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



The screenshot shows a web browser window with the URL `test.cdfonline.org.au/uSbrisbane/SignOn/login.aspx`. The page title is "Archdiocese/Centacare". The main content area features the "ARCHDIOCESE OF BRISBANE" logo and a heading "Login with your SMS One Time Password". Below the heading, it states "To ensure your security we require an SMS One Time Password." and "Get your SMS One Time Password". There is a "Resend SMS" button. Below that, it says "Enter your One Time Password" with an input field. There are "Yes" and "No" radio buttons, and a "Display Password" checkbox. At the bottom, there are "Logout" and "OK" buttons.

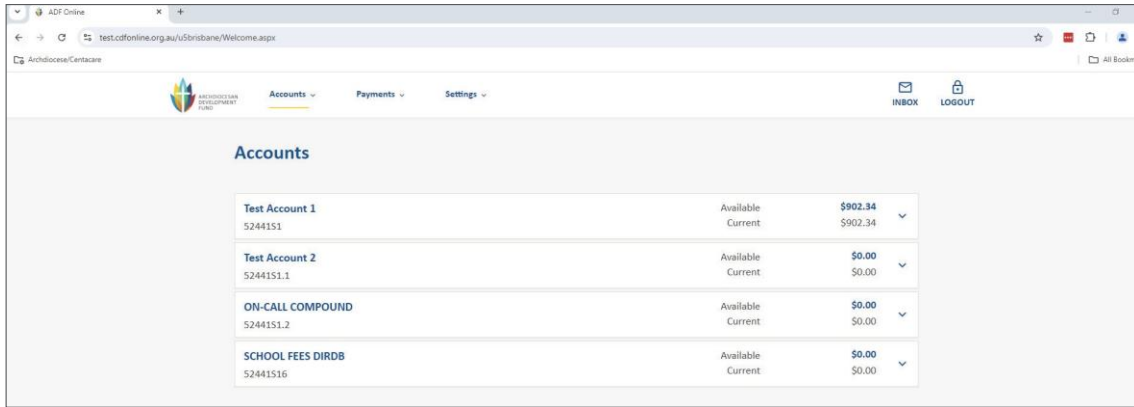
4. You will now see the below screen to create your new password for log in. You need to enter the existing password into the first box, and then the password you would like to create in the second and third boxes. Your password must be between 8 and 12 characters and include a mix of letters and numbers.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



The screenshot shows a web browser window with the URL `test.cdfonline.org.au/uSbrisbane/Client/ForceChangePassword.aspx`. The page title is "Archdiocese/Centacare". The main content area features the "ARCHDIOCESE OF BRISBANE" logo and a heading "Change Password". Below the heading, it states "Your Password has been reset and you must change it before you can continue." and "You will use this to login. Avoid the obvious like your name or birthday (otherwise you may be liable for unauthorised transactions).". There are three input fields: "Your Password", "New Password", and "Confirm Password". Each input field has a red "x" icon on the right. Below the input fields, there is a "Change Password" button.

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 the ADF Online home page. At the top, there is a navigation menu with 'Accounts', 'Payments', and 'Settings'. Below the menu, the 'Accounts' section is displayed, listing four accounts with their available and current balances.

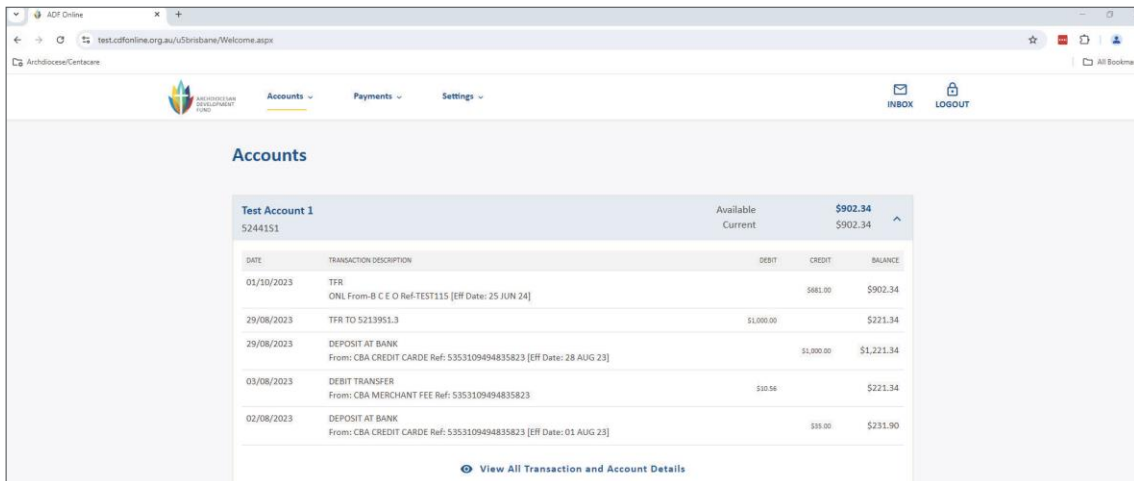
Account Name	Account ID	Available	Current	Balance
Test Account 1	5244151	\$902.34	\$902.34	
Test Account 2	5244151.1	\$0.00	\$0.00	
ON-CALL COMPOUND	5244151.2	\$0.00	\$0.00	
SCHOOL FEES DIRDB	52441516	\$0.00	\$0.00	

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.



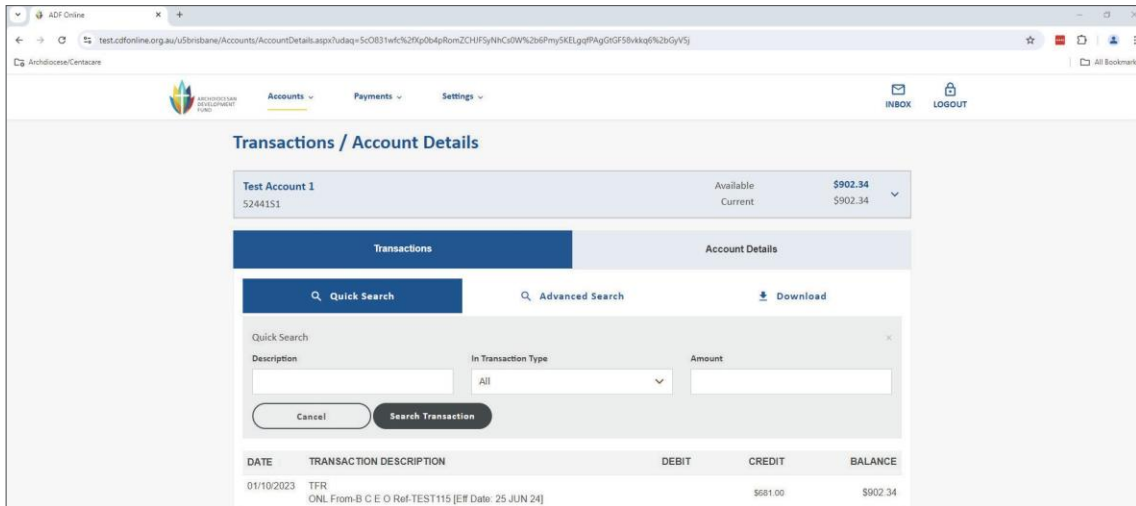
The screenshot shows the ADF Online home page with the 'Accounts' section expanded to show transaction details for 'Test Account 1'. The account balance is \$902.34. Below the account summary, a table lists recent transactions with columns for Date, Transaction Description, Debit, Credit, and Balance.

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From: B C E O Ref: TEST115 [Eff Date: 25 JUN 24]		\$881.00	\$902.34
29/08/2023	TFR TO 5213951.3	\$1,000.00		\$221.34
29/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 28 AUG 23]		\$1,900.00	\$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]		\$39.00	\$231.90

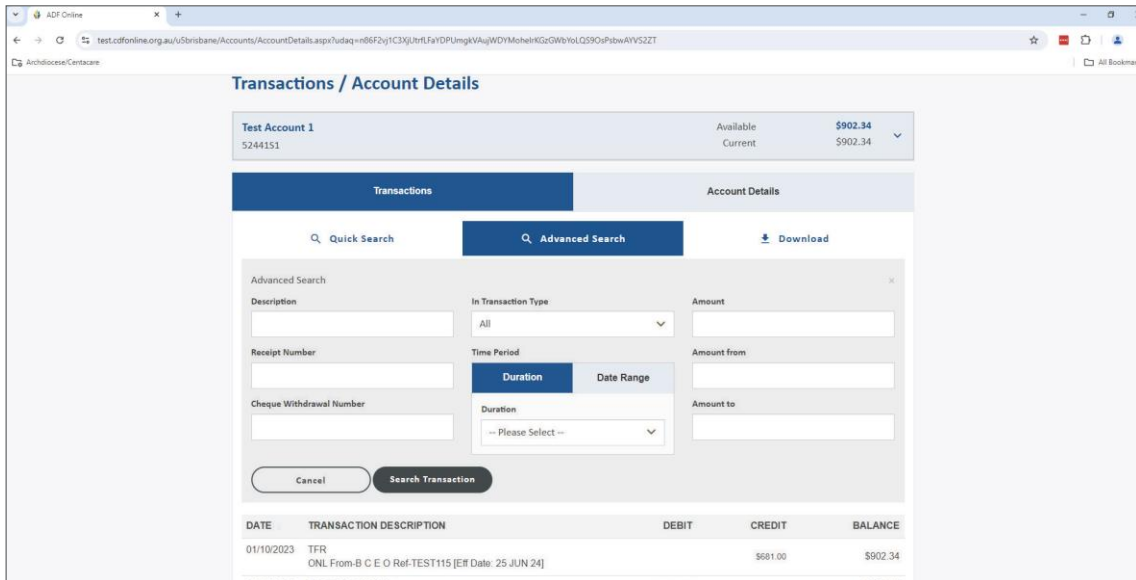
[View All Transaction and Account Details](#)

SEARCHING TRANSACTIONS

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



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.



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/5brisbane/Accounts/TransactionDownload.aspx?udaq=usASOHqvY1zrNH87%2bJ5qpsfQ6yrsTga00DK1pWtsvO1aJwmNCSaINDeFH00kuCuS7H%2b1TKMRQvG0XF4VvZL%2fz9F2EK9Kn0PK21uXk12Cy7L1gDVEI2vYgZi

Archdiocese/Centcare

ACCOUNTS DEVELOPMENT FUND

Accounts Payments Settings

INBOX LOGOUT

Download Transactions

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

From DD MMM YYYY To DD MMM YYYY

Document Type
CSV: Comma Separated Values, Generic for

Download

GENERATING A STATEMENT

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

ADF Online

test.cdfonline.org.au/5brisbane/Accounts/StatementSelection.aspx

Archdiocese/Centcare

ACCOUNTS DEVELOPMENT FUND

Accounts Payments Settings

INBOX LOGOUT

Statements

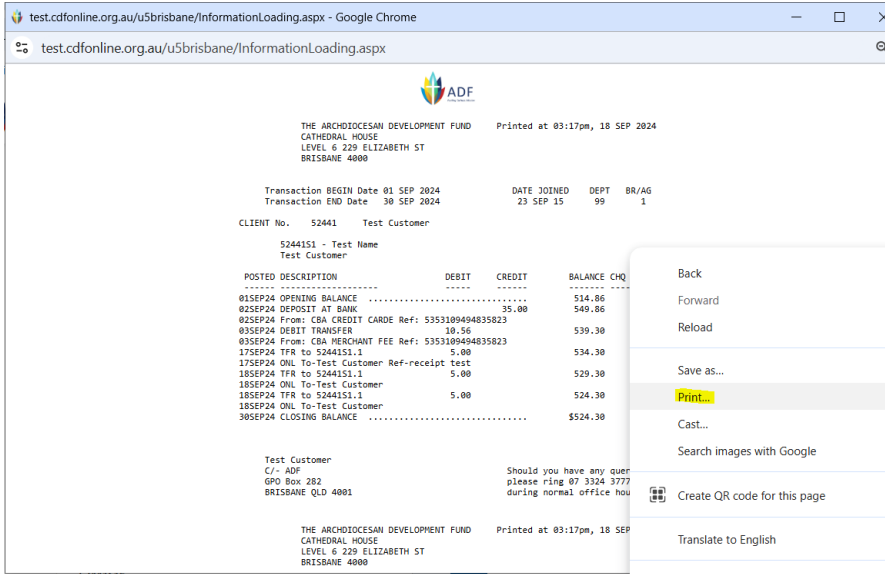
Create a Transaction List

Start Date DD MMM YYYY End Date DD MMM YYYY

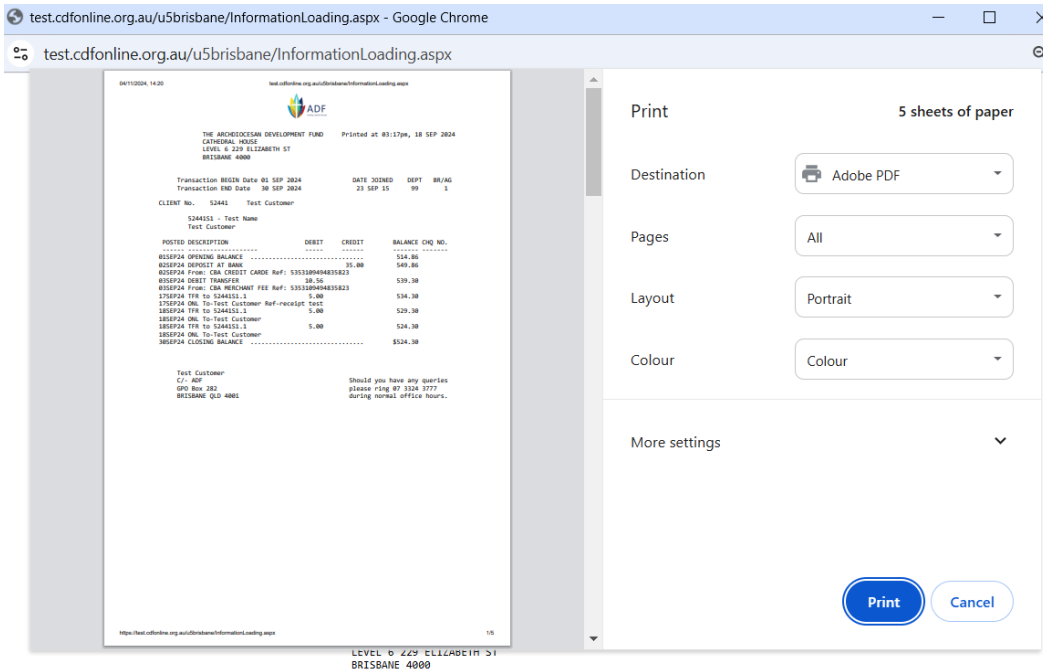
For All Accounts	Yes	No
Test Account 1 5244151	Yes	No
Test Account 2 5244151.1	Yes	No
ON-CALL COMPOUND 5244151.2	Yes	No
SCHOOL FEES DIRDB 52441516	Yes	No
On Call Savings Quarte 52441572	Yes	No

Display

This will automatically open up a new window for the statement. To print this, right click anywhere on the page and use the Print function from your operating system (Windows or Mac).

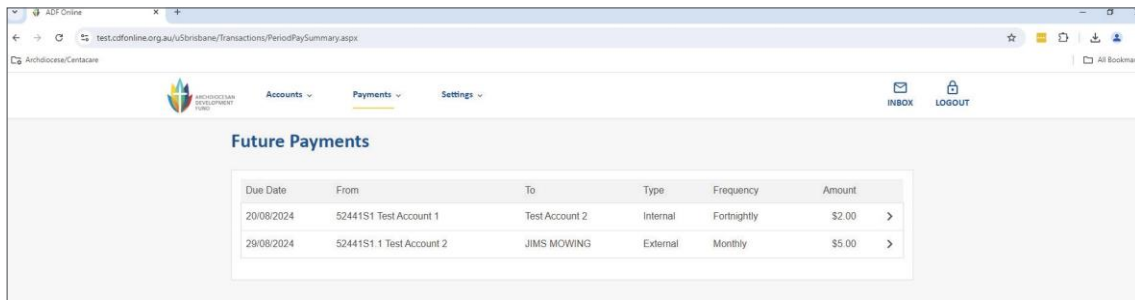


Select your printer, alternatively, to save this file electronically change the printer to PDF.



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.



The screenshot shows the 'Future Payments' section of the ADF Online interface. It features a table with the following data:

Due Date	From	To	Type	Frequency	Amount
20/08/2024	5244151 Test Account 1	Test Account 2	Internal	Fortnightly	\$2.00
29/08/2024	5244151.1 Test Account 2	JIMS MOWING	External	Monthly	\$5.00

UPDATING YOUR PAYEE ADDRESS BOOKS

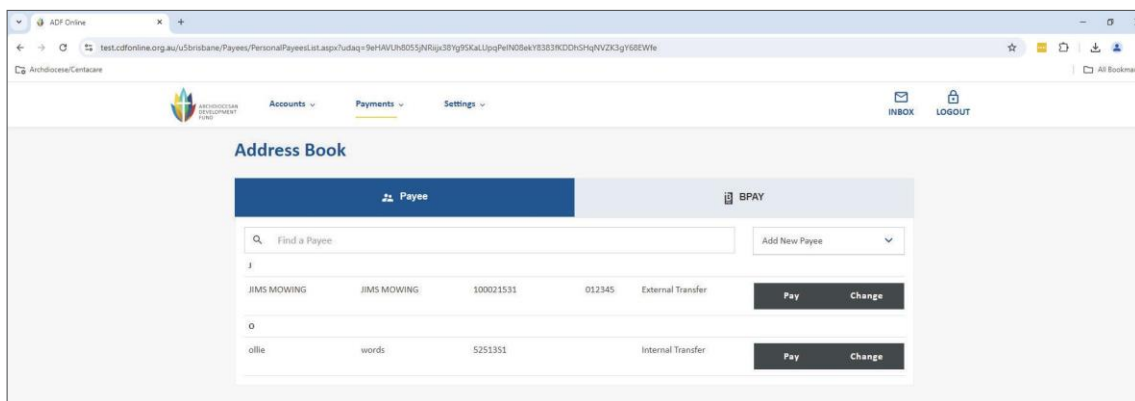
We recommend keeping your saved payee account details up to date by 'cleaning up' your address books listing. You can do this at any time.

Go to the Payments menu up the top of the screen and select Address Book. Your Address book is in two 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 ADF 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 the 'Address Book' section of the ADF Online interface. It has two tabs: 'Payee' (selected) and 'BPAY'. Below the tabs is a search bar labeled 'Find a Payee' and an 'Add New Payee' dropdown. The table below lists payees:

Payee Name	Account Number	Branch	Type	Buttons
JIMS MOWING	JIMS MOWING	100021531	012345 External Transfer	Pay Change
ollie	words	5251351	Internal Transfer	Pay Change

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 browser window with the URL `test.cdfonline.org.au/u/brisbane/Payees/PayeeDetailDES.aspx?udaq=jhMdlcCKX65FlcqyM8NUjnhieVmicOww0VwXOGCE9gDDBIActaQ5Uw%2b%2bF6MUEZ%2bkhVf1TkaT3d152prGw%3d%3d`. The page title is "Address Book" and the sub-header is "Change Payee for External Transfer".

The form contains the following fields and options:

- BSB Number:** 012345
- ANZ - Relocation:** (empty)
- Account Number:** 100021531
- Account Name:** JIMS MOWING
- Nickname:** JIMS MOWING
- Reference to appear on your statement:** MOWING (49 characters left)
- Reference for payee:** INV 001 (11 characters left)

There are four buttons at the bottom: "Back", "Delete", "Update & Pay", and "Save". A note at the bottom states: "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 a Online Authoriser, the only difference is if you are a Data User you will need to have 2 authorisers log in to authorise the transaction. If you are an Online Authoriser (full account signatory) you 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 a web browser window with the URL `test.cdfonline.org.au/USbrisbane/Transactions/TransferFunds.aspx`. The page title is "Archdiocese/Centcare". The main heading is "Transfer Money".

From Transfer From

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

To

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

Transfer Details

Remaining daily limit \$10,000.00

Amount: \$ 50.00

When: Now Once On Recurring

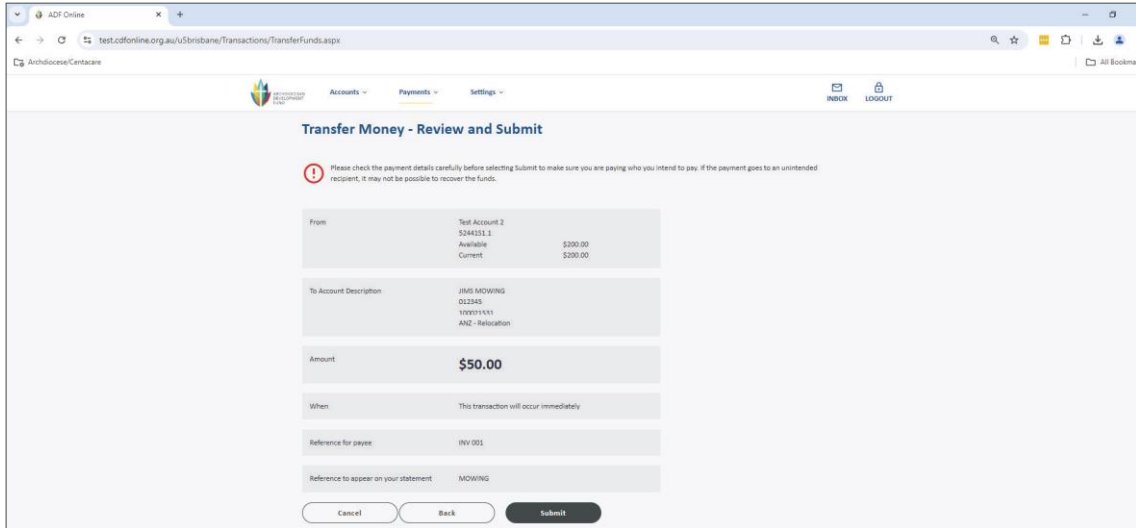
Reference to appear on your statement (optional): MOWING (49 characters left)

Reference for payee: INV 001 (11 characters left)

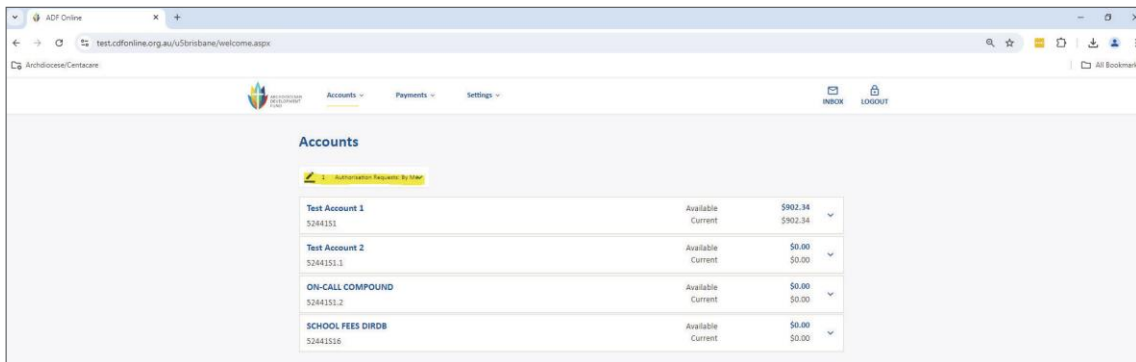
*This field is mandatory

Next

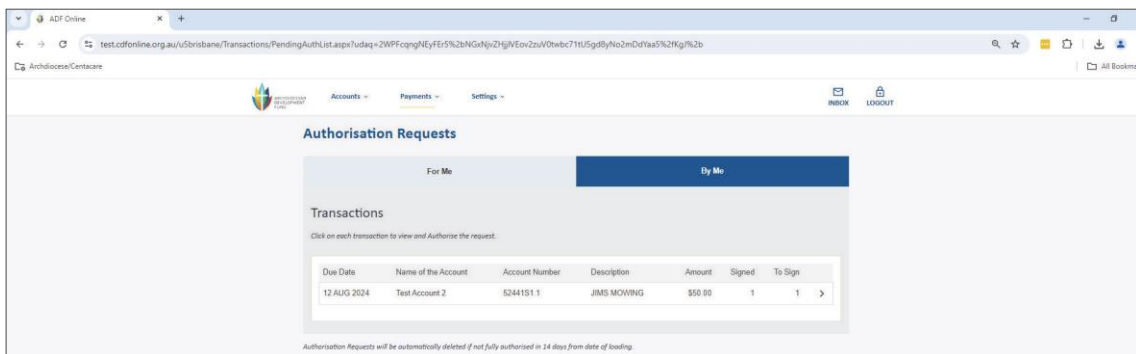
- You will now be shown the summary screen of the payment for you to validate that all the information is correct.



- 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 Payments 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:



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

Authorisation Request: By Me

Payment Detail - External Transfer

From Account	Test Account 2 5244151.1	Current Balance	\$200.00
		Available Balance	\$200.00
To Payee	BSB Number 022345-Account Number 1000211531 JMS MOWING-INV 001		
Reference	MOWING		
Amount	\$50.00		
When	This transaction will occur when fully authorised		
Loaded by	Ms A Test 1-12 AUG 2024 - 03:14pm		

Authorisation Details

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

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if transaction is to be authorised later

PLEASE CHECK AND AUTHORISE PAYMENT

Buttons: Cancel, Update, Reject Payment

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

Accounts

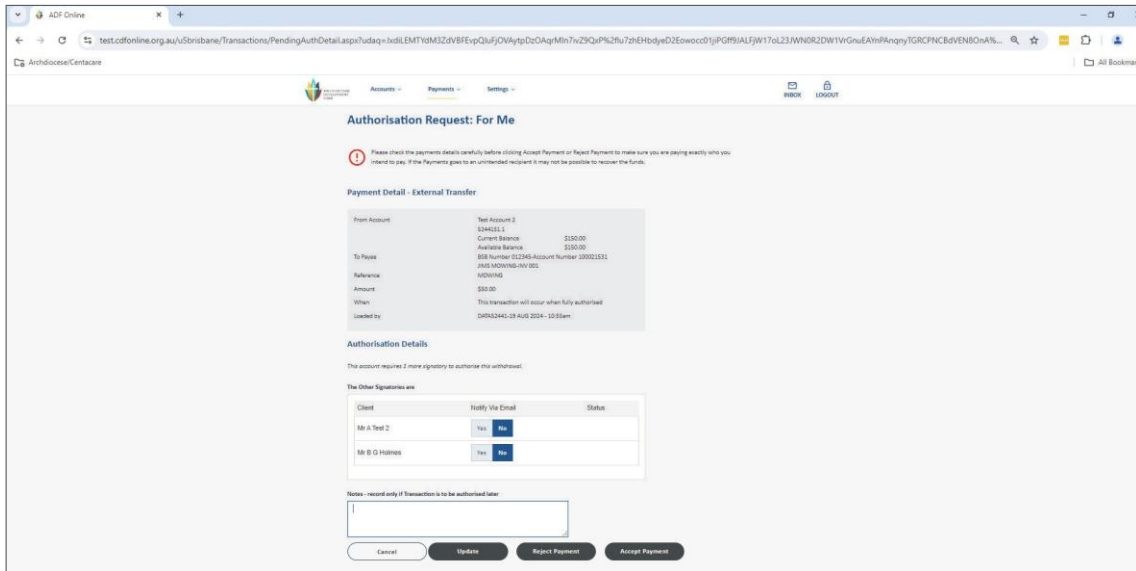
1 Authorisation Requests: For Me

12 AUG 2024	\$50.00
JMS MOWING	
5244151.1 - Test Account 2	

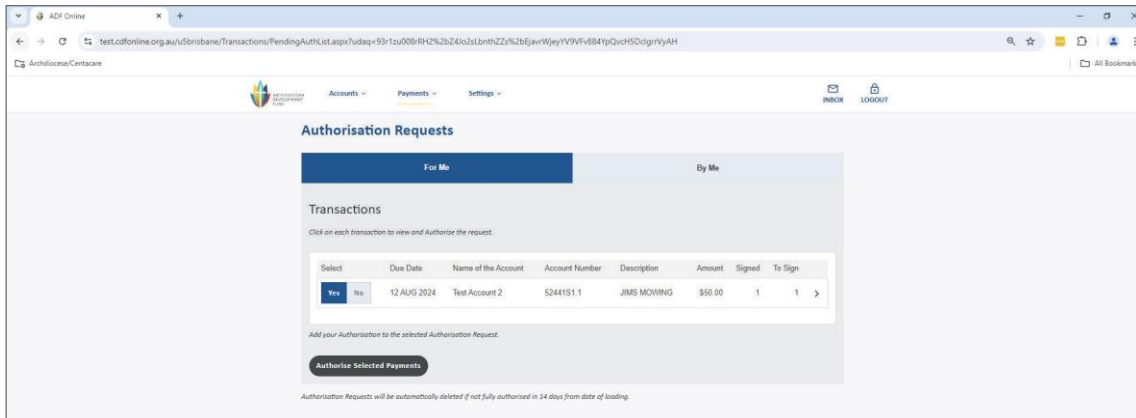
View All

Account Name	Account ID	Available	Current
Test Account 1	5244151	\$702.34	\$702.34
Test Account 2	5244151.1	\$200.00	\$200.00
ON-CALL COMPOUND	5244151.2	\$0.00	\$0.00
SCHOOL FEES DIRDB	5244151.6	\$0.00	\$0.00

- 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.



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



SINGLE BPAY PAYMENT

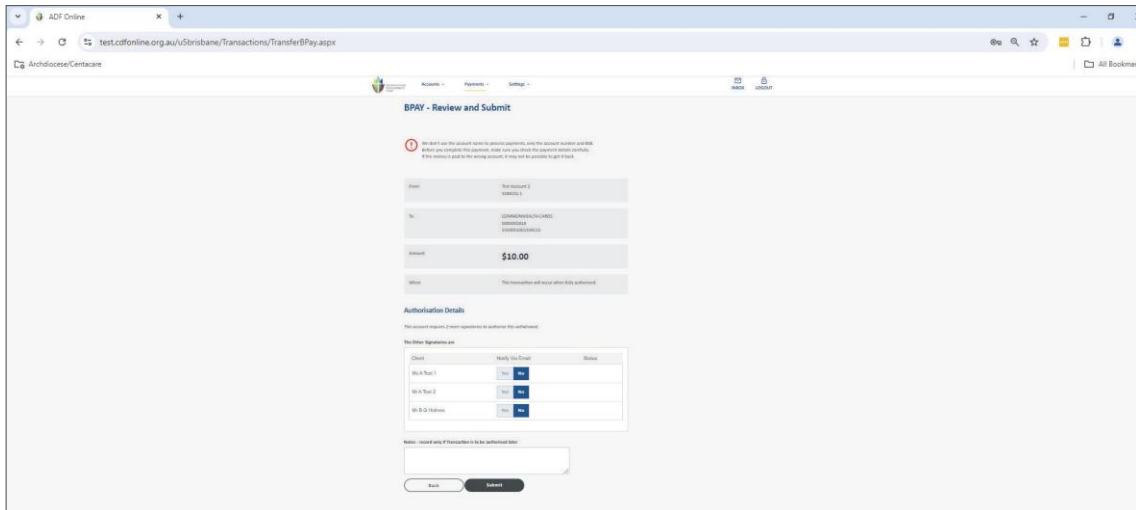
We generally recommend processing your BPAY payments as single transactions however if you have an accounting package that can generate Bpay batches, you can use the batch upload functionality detailed in the Multiple BPAY Payments section in this guide. To complete a single payment follow the steps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

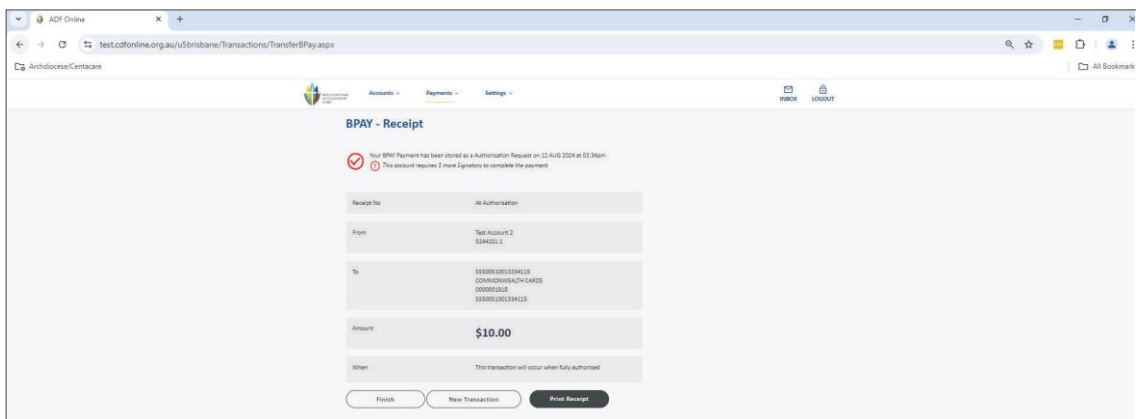
The screenshot shows the ADF Online BPAY payment interface. The browser address bar displays 'testcofonline.org.au/UStrsbane/Transactions/TransferBpay.aspx'. The page title is 'ArchieDiocese/Centcare'. The navigation menu includes 'Accounts', 'Payments', and 'Settings'. The main content area is titled 'BPAY' and contains the following fields and options:

- From:** A dropdown menu showing 'Test Account 2' with account number '5244151.1' and available funds of '\$150.00'.
- To:** A dropdown menu showing 'Pay New Biller'.
- Add New Biller:** A section with a search bar containing '00000001818' and a 'Search' button.
- Billor Nickname (description):** A text input field containing '5550051001334115'.
- Customer Reference Number (CRN):** A text input field containing 'CBA CARD TOP UP'.
- Transfer Details:** A section with an 'Amount' input field containing '\$ 10.00'.
- When:** A section with three radio button options: 'Now' (selected), 'Once On', and 'Recurring'.
- Next:** A blue button at the bottom of the form.

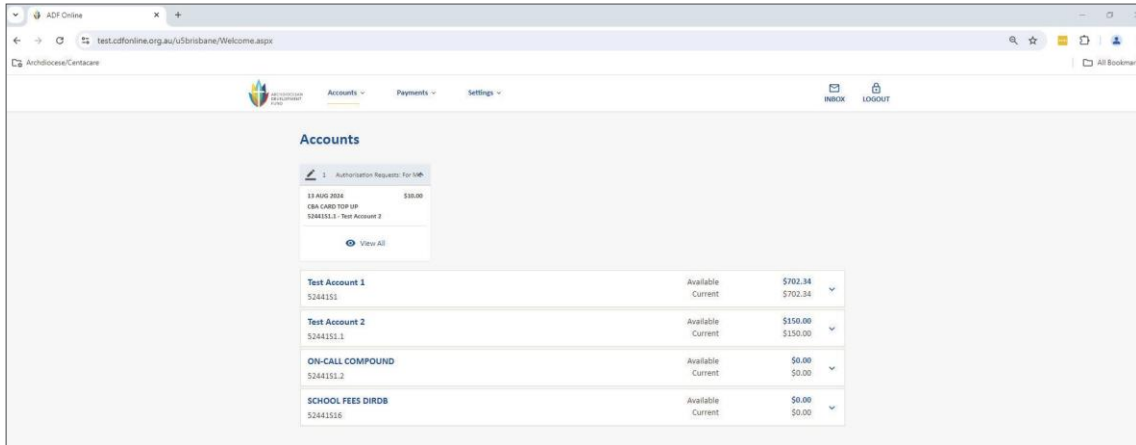
2. You will now be shown the summary screen of the payment for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking SUBMIT. This will now store the payment as an Authorisation Request for a user with the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



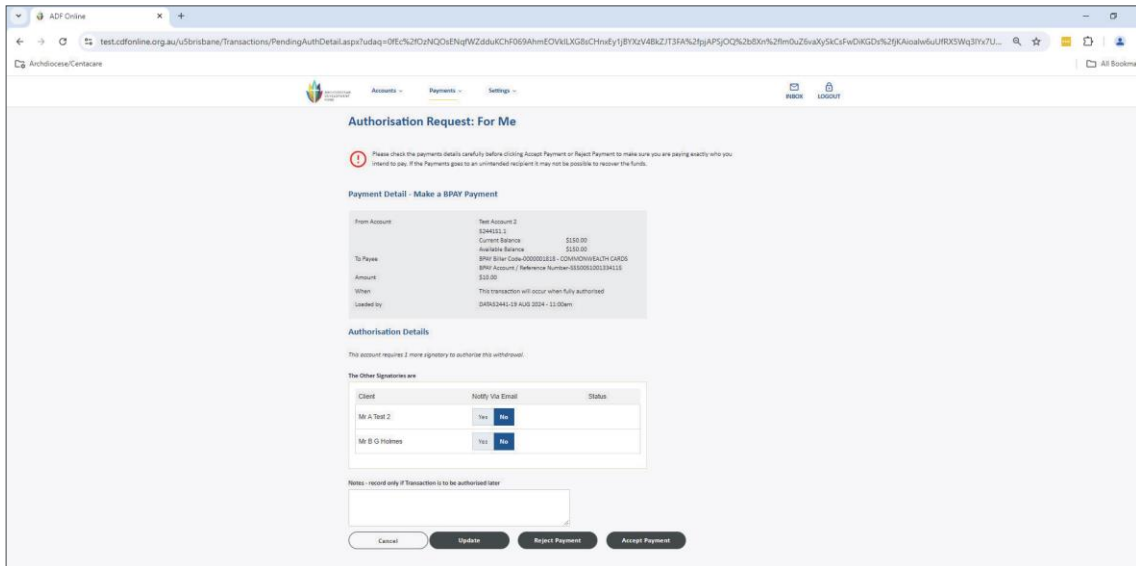
3. After selecting SUBMIT the payment has now been set up and you will see the confirmation screen. Once you click Finish it will take you back to your home page and you can check that this is sitting under Authorisation Requests for your authorisers.



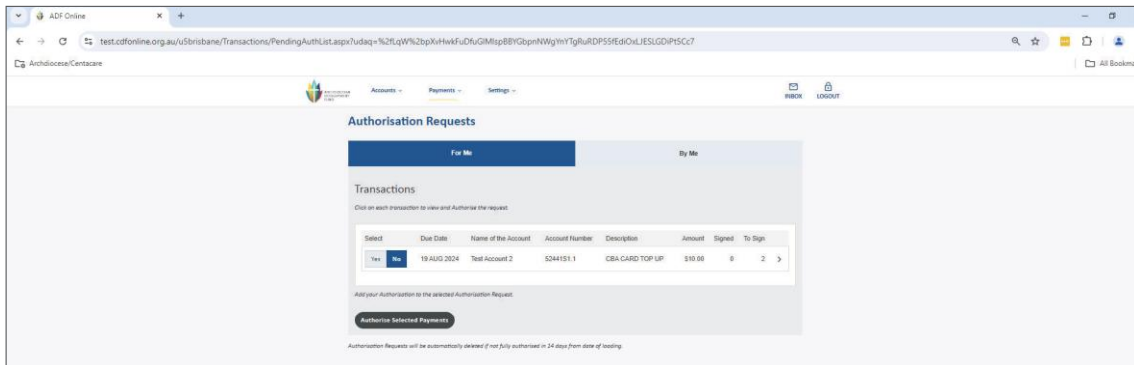
4. Authorisers can now login to ADF Online to view and approve the payment. On the home screen click the drop down menu on Authorisation Requests: For Me and select View All. Alternatively you can click straight into the pending authorisation.



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



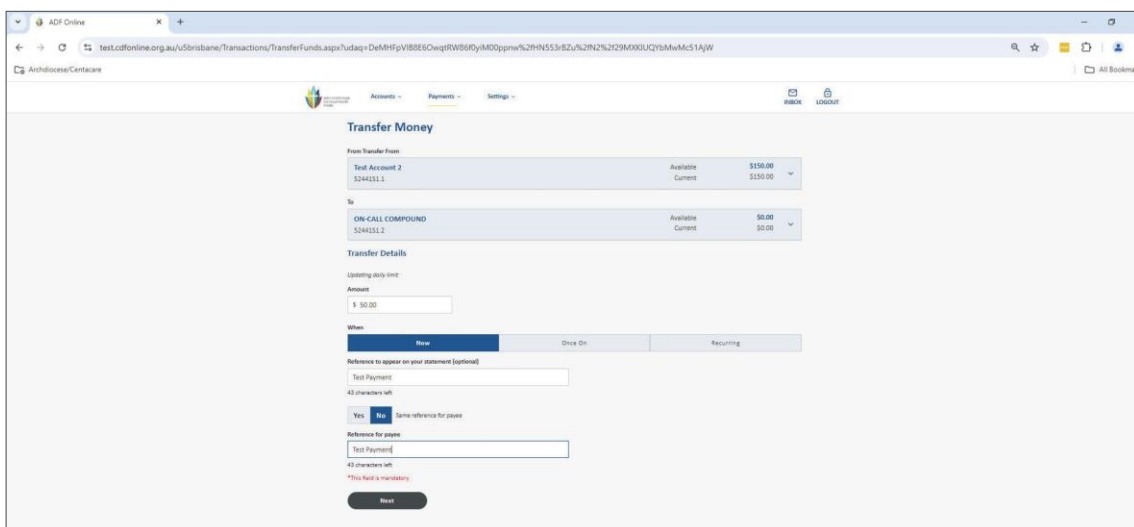
6. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments.



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.



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

The screenshot shows the 'Transfer Money - Review and Submit' page. At the top, there is a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. A warning icon and message state: '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.' Below this, the payment details are displayed in a table-like format:

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

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Submit'.

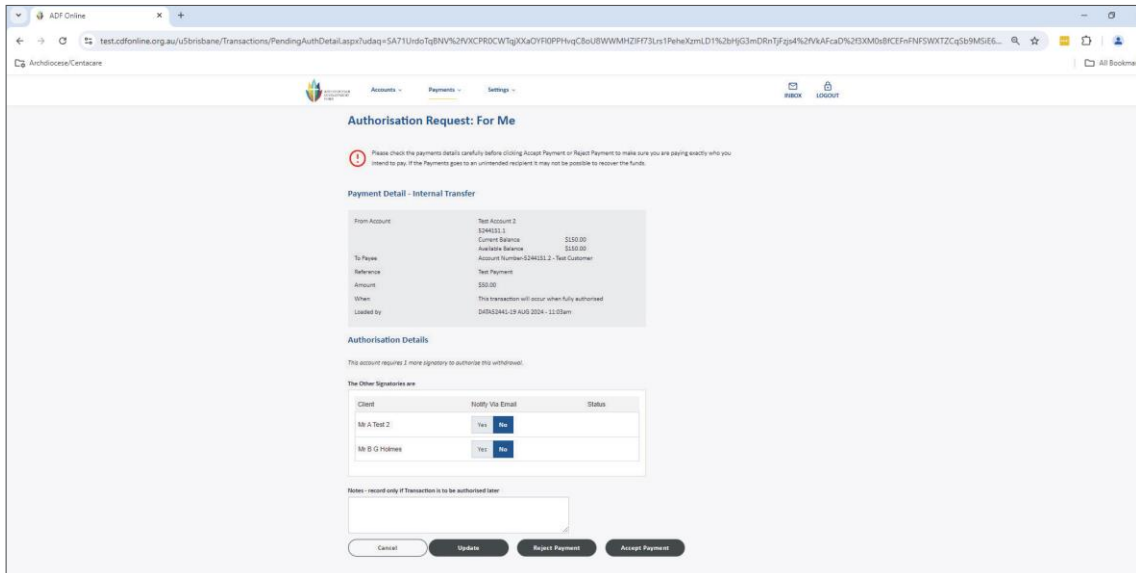
3. You can click Finish, New Transaction or Print Receipt.

The screenshot shows the 'Transfer Money - Receipt' page. At the top, there is a navigation bar with 'Accounts', 'Payments', and 'Settings' menus. A success icon and message state: 'Your Transfer has been submitted'. Below this, the payment details are displayed in a table-like format:

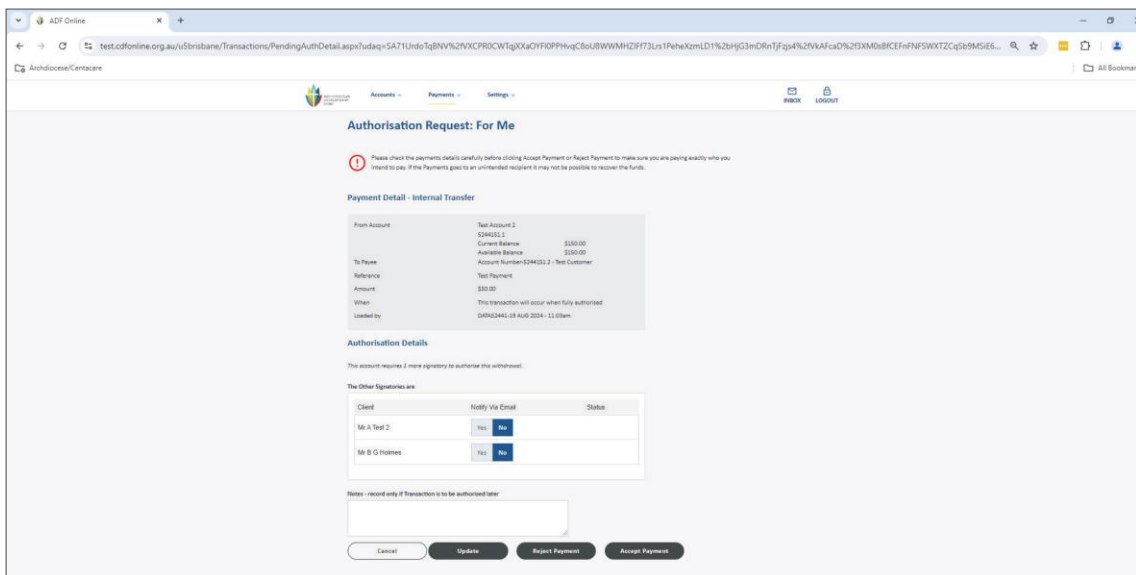
From	Test Account 1 5244151
To	Test Customer 5244151.1
Amount	\$50.00
When	This transaction will occur immediately
Receipt Number	# Authorization
Reference for payee	Test Payment
Reference to appear on your statement	Test Payment
Authorized by	Mr A Test 2

At the bottom of the form, there are three buttons: 'Finish', 'New Transaction', and 'Print Receipt'.

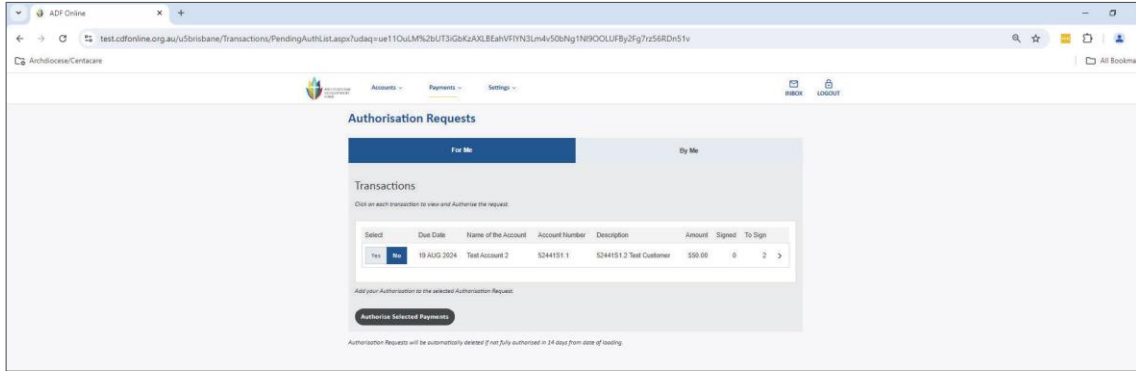
4. Authorisers can now login to ADF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.



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 ADF CUSTOMER

Similar to transferring between your own accounts, there is also a way to make a payment to any other account held at the ADF that only requires their ADF 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 ADF Account, this will automatically populate the BSB.
 - iv. Enter the ADF account number and account name.
 - v. Add a Nickname to save for future use (optional).
 - vi. Enter the amount to transfer.
 - vii. Under When you can either elect to Transfer Now, pay later under Once On or even set it up as Recurring (this will be created as a periodical payment).
 - viii. Enter an appropriate Reference to appear on your statement for this account.
 - ix. Enter an appropriate reference for the account you are paying under Reference to Payee.

The screenshot shows the 'Transfer Money' interface in a web browser. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. The main content area is titled 'Transfer Money' and includes the following sections:

- From Section:** A dropdown menu showing 'Self Account 2' with a balance of '\$100.00'.
- To Section:** A dropdown menu showing 'Add New Payee'.
- Transfer Details Section:**
 - Amount:** A text input field containing '\$ 1,000'.
 - When:** A dropdown menu with 'Now' selected, and options for 'Once On' and 'Recurring'.
 - Reference for payee:** A text input field containing '1234567'.

At the bottom of the form, there are two 'Next' buttons, one in a blue box and one in a black box.

- 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 accepting Submit to make sure you are paying who you intend to pay. If the payment goes to an unintended recipient, it may not be possible to recover the funds.

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

Buttons: Cancel, Back, Submit

- 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	AB Authorisation
Authorised by	MIA Test 1

Buttons: Finish, New Transaction, Print Receipt

- Authorisers can now login to ADF 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.

Welcome MIA Test 2. Your last successful sign on was at 05:40pm on 13 AUG 2024.

Accounts

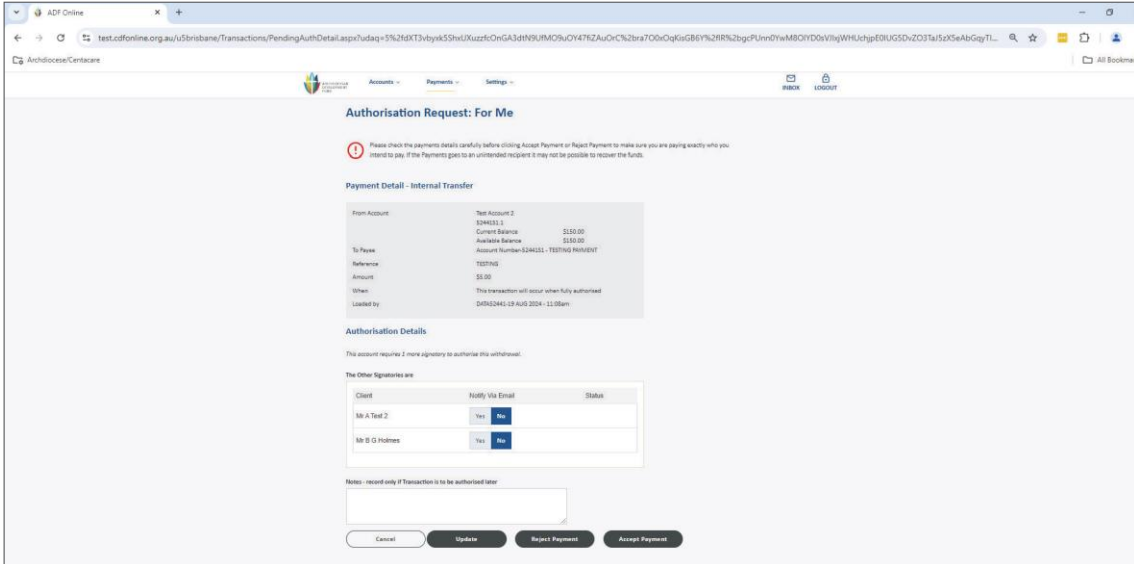
1 Authorisation Requests For Me

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

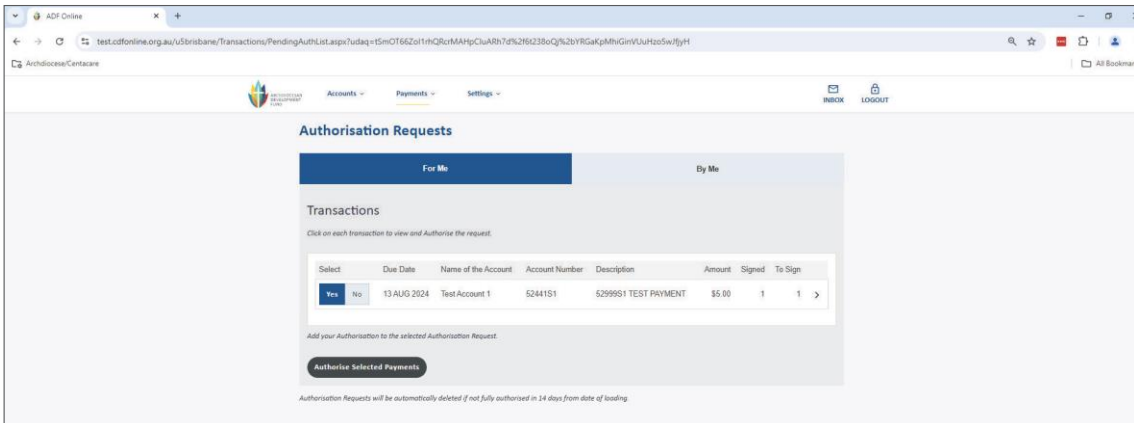
View All

Test Account 1 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

- 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 ADF 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.



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.

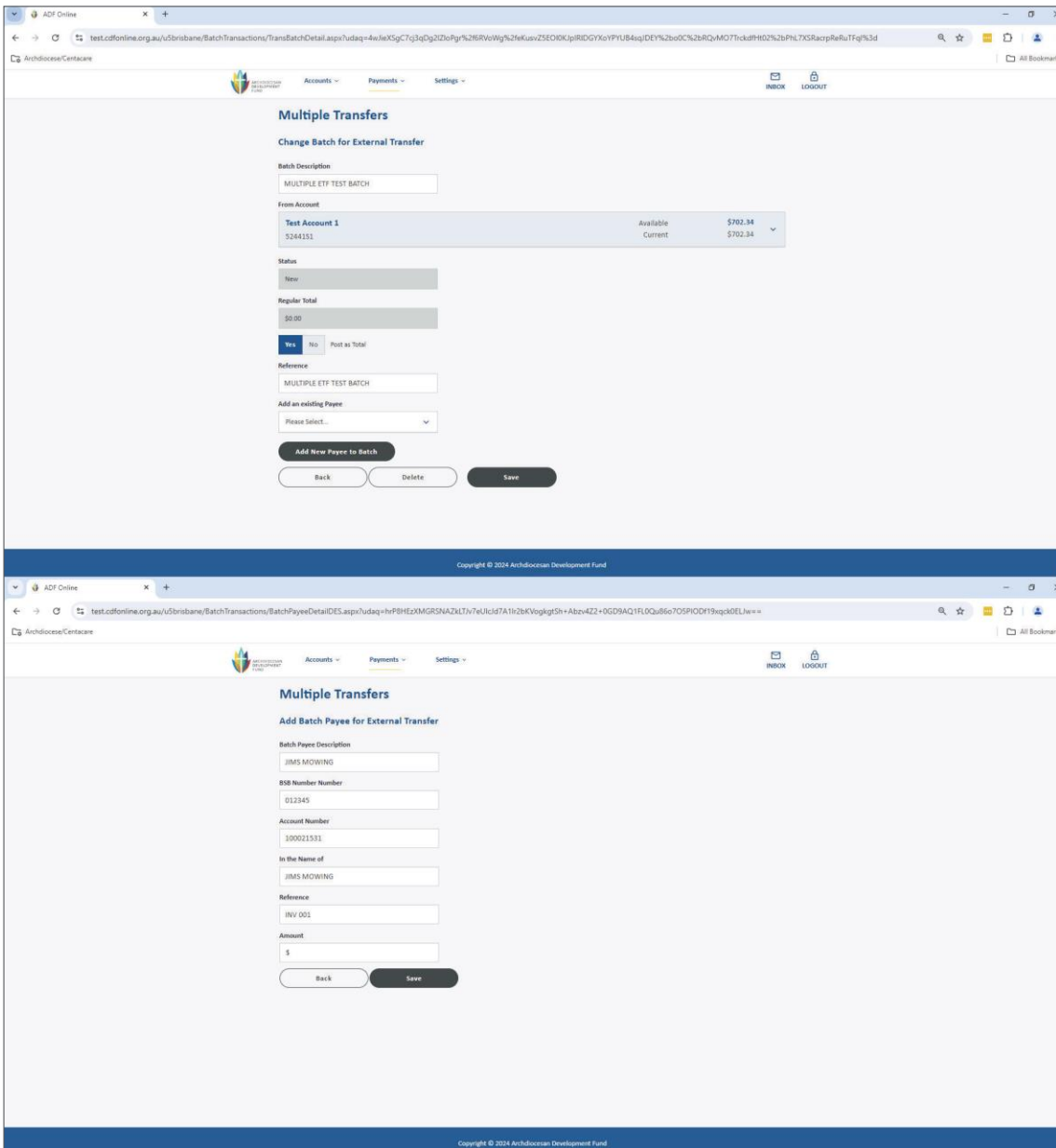
1. Firstly you need to select your type of transfer. Under Add or Upload a Batch select External Transfer. You can then complete the Batch details. Once all the Batch information is completed, you will need to click Save to go to the next step to commence adding payees.
 - i. Enter an appropriate description 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 unticked if you prefer to itemise the individual payments on your statement
 - iv. Enter the reference for your batch (usually same as the description) – this is what you will see on your statement if you post as a total only

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u/5bri/bane/BatchTransactions/TransBatchDetail.aspx?udaq=zQH2yGdZZuFh2HY5s7jeFm3Ge524Y3jDSfD5j5AJAZibzauh8q51gaHext`. The page title is "Multiple Transfers" and the sub-header is "Add Batch for External Transfer".

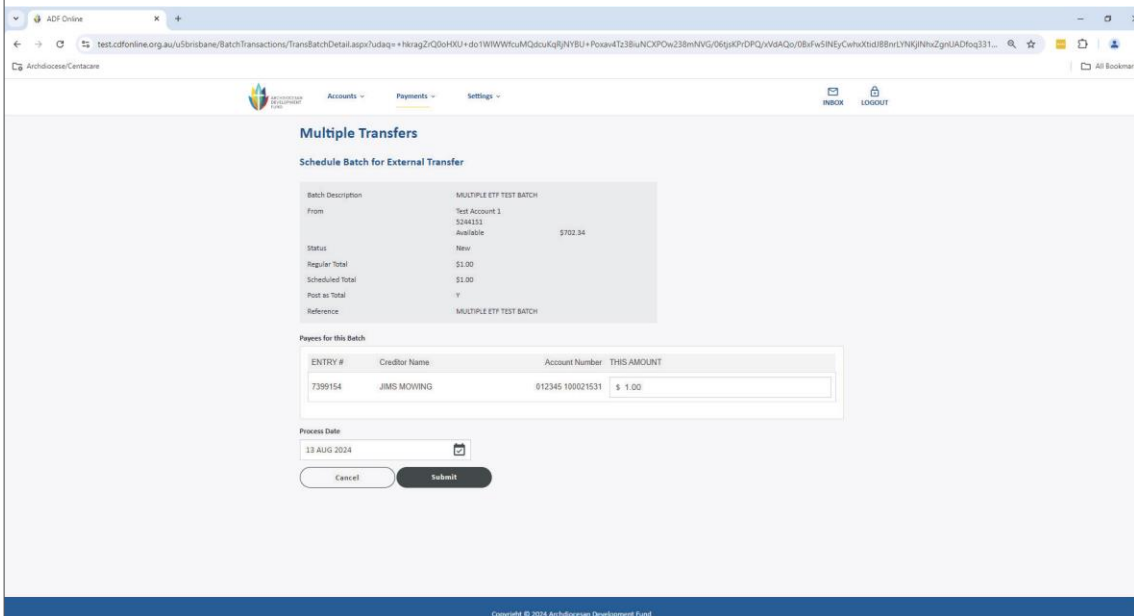
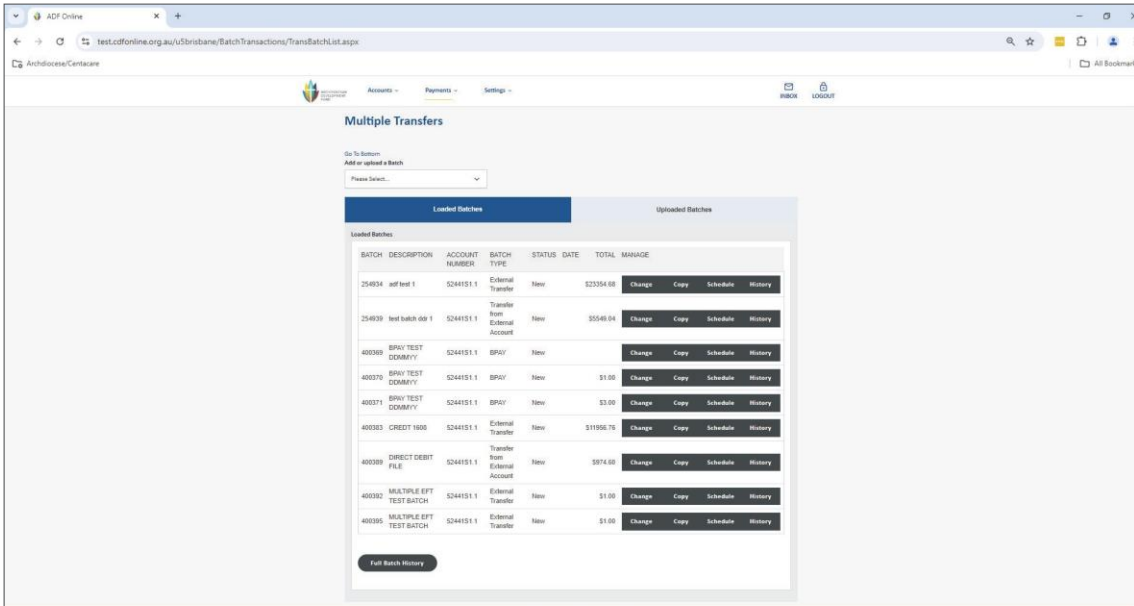
The form contains the following fields and options:

- Batch Description:** A text input field containing "MULTIPLE EFT TEST BATCH".
- From Account:** A dropdown menu showing "Test Account 1" with account number "52441511". To the right, it displays "Available: \$702.34" and "Current: \$702.34".
- Post as Total:** Radio buttons for "Yes" (selected) and "No".
- Reference:** A text input field containing "MULTIPLE EFT TEST BATCH".
- Buttons:** "Back" and "Save" buttons at the bottom.

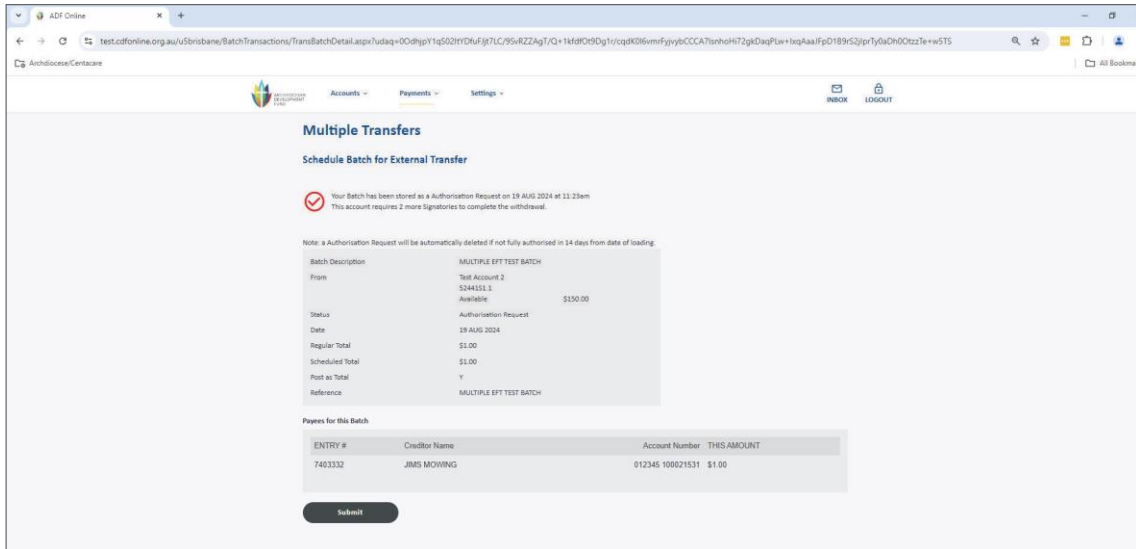
2. You will now see the screen below where you are able to add/change/delete your payees. Once all your payee information is completed, you will need to select Save to go to the next step to process your batch.
 - i. Under Add a New or existing Payee you can either click in the box to choose a payee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



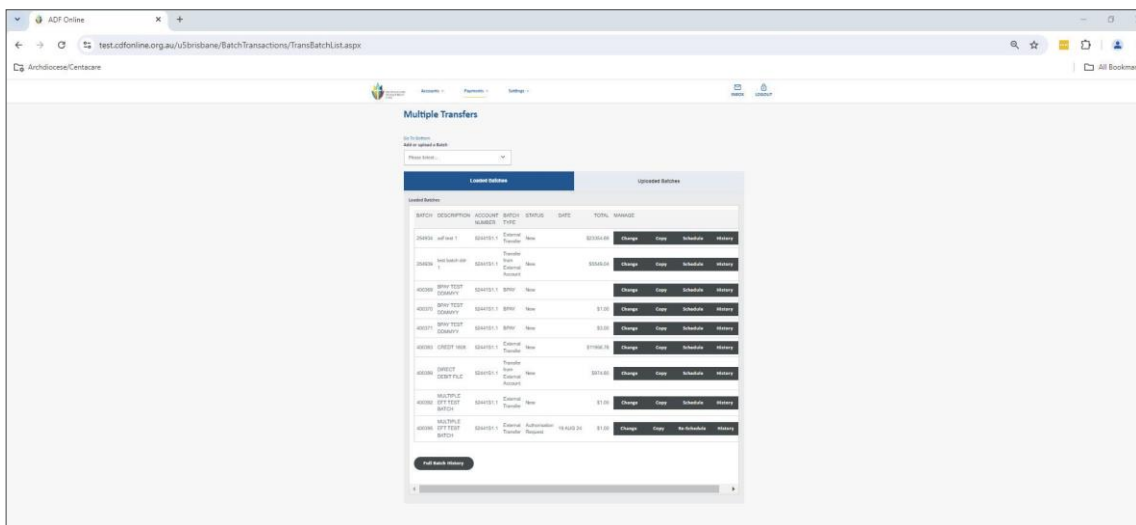
- You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to change/delete/copy any of your batches as well as schedule the batch for payment. Click on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



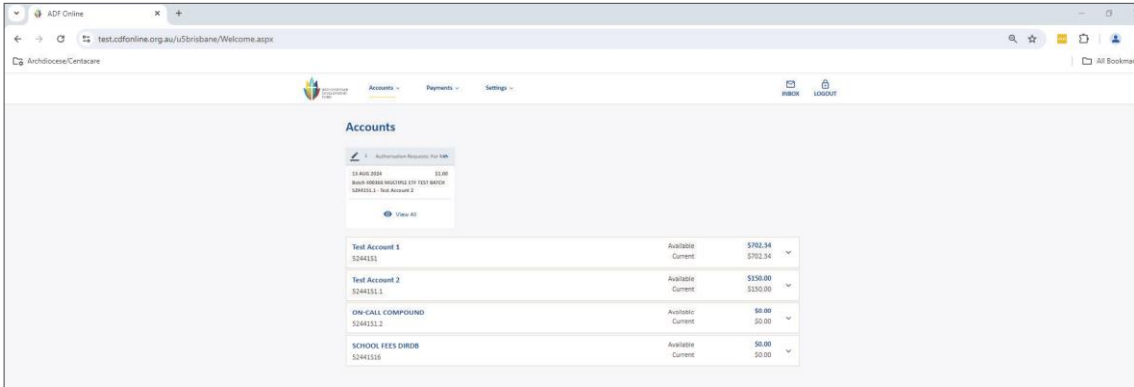
- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level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



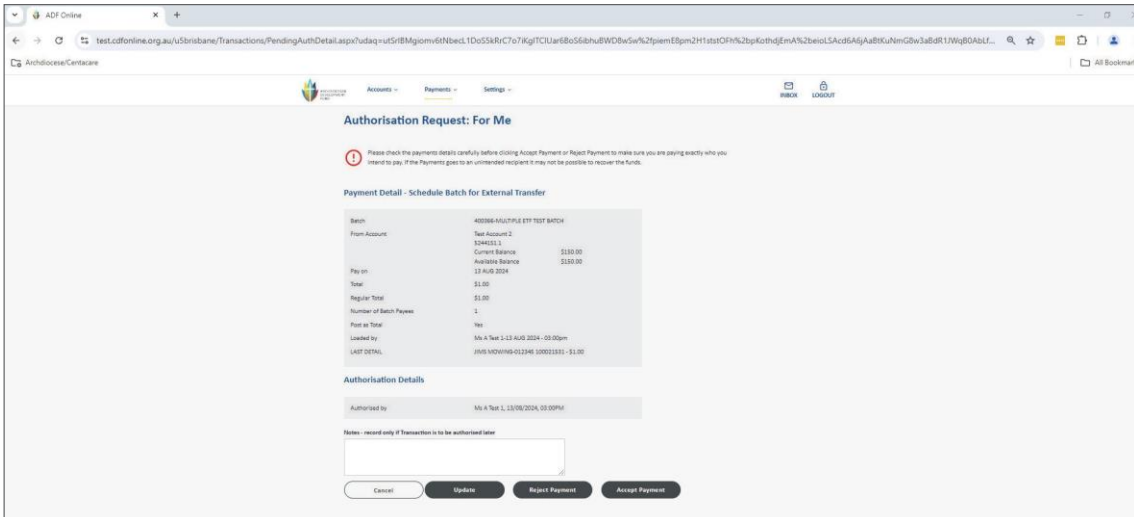
- After selecting Submit the batch has now been set up for authorisation. On your Multiple Transfers page you can check the status is Authorisation Request which shows it is ready for your authorisers.



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



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



MULTIPLE BPAY PAYMENTS

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

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

1. Firstly you need to select your type of Multiple Transfer- under the Add or Upload a Batch select BPAY.
 - i. Enter an appropriate description for your batch of payments e.g. BPAYs and the date.
 - ii. Click in the From Account box to select your account (any account with sufficient funds available).
Note: if you have a sweep active on the account this will allow you to proceed with the payment without sufficient funds and will cover the overdrawn balance at the end of the day.
 - iii. Tick the Post as Total box to have the payment posted as a total on your statement or leave 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.

ADF Online

test.ctdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=ndg1%62bnd0f011VW1Z0GR0e55inKgeflb6GSLx9v3V6eYquXoMpexeAQYfmsGdEQ

Archdiocese/Centacare

Accounts Payments Settings

Multiple Transfers

Add Batch for BPAY

Batch Description
BRAY TEST EDMMYY

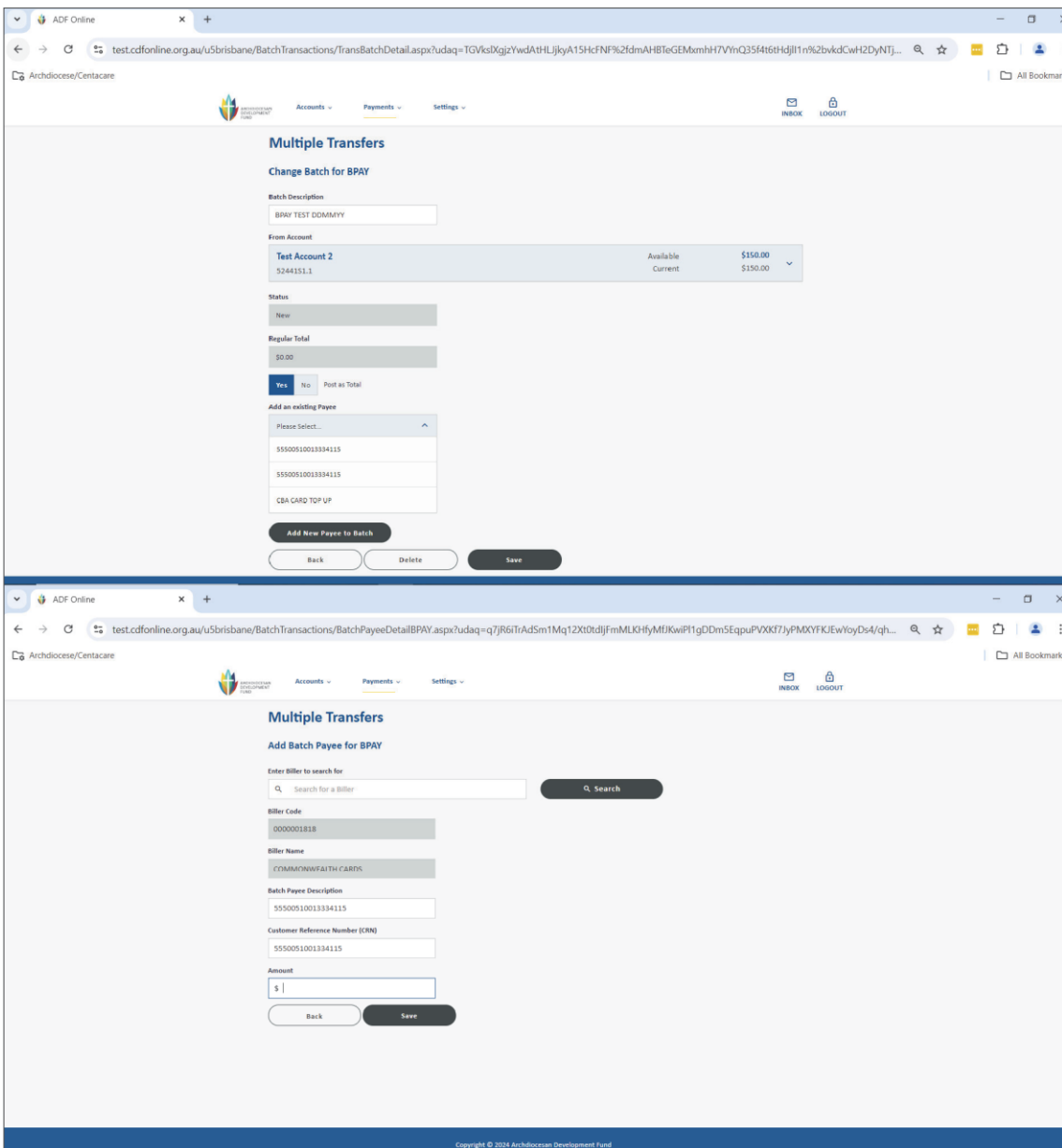
From Account
Test Account 2
5244151.1

Available \$150.00
Current \$150.00

Yes No Post as Total

Back Save

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 screenshot displays the ADF Online interface for managing multiple transfers. The top section shows a list of batches with columns for Batch ID, Description, Account, Status, Date, Total, and Actions. The bottom section provides a detailed view for scheduling a batch, including a summary of the batch details and a table of payees.

BATCH	DESCRIPTION	ACCOUNT	STATUS	DATE	TOTAL	MANAGE
24624	REFUND 1	5244121.1	Collected	New	\$2724.48	Change Copy Schedule History
24624	REFUND 2	5244121.1	Collected	New	\$234.11	Change Copy Schedule History
40000	BPAY TEST	5244121.1	BPAY	New		Change Copy Schedule History
40000	BPAY TEST	5244121.1	BPAY	New	\$1.00	Change Copy Schedule History
40000	BPAY TEST	5244121.1	BPAY	New	\$3.00	Change Copy Schedule History
40000	CREDIT 1000	5244121.1	Collected	New	\$1186.11	Change Copy Schedule History
40000	DIRECT	5244121.1	Transferred	New	\$214.40	Change Copy Schedule History
40000	BPAY TEST	5244121.1	Collected	New	\$1.00	Change Copy Schedule History
40000	BPAY TEST	5244121.1	Collected	16/AUG/24	\$1.00	Change Copy Schedule History
40000	BPAY TEST	5244121.1	BPAY	New	\$1.00	Change Copy Schedule History

Multiple Transfers
Schedule Batch for BPAY

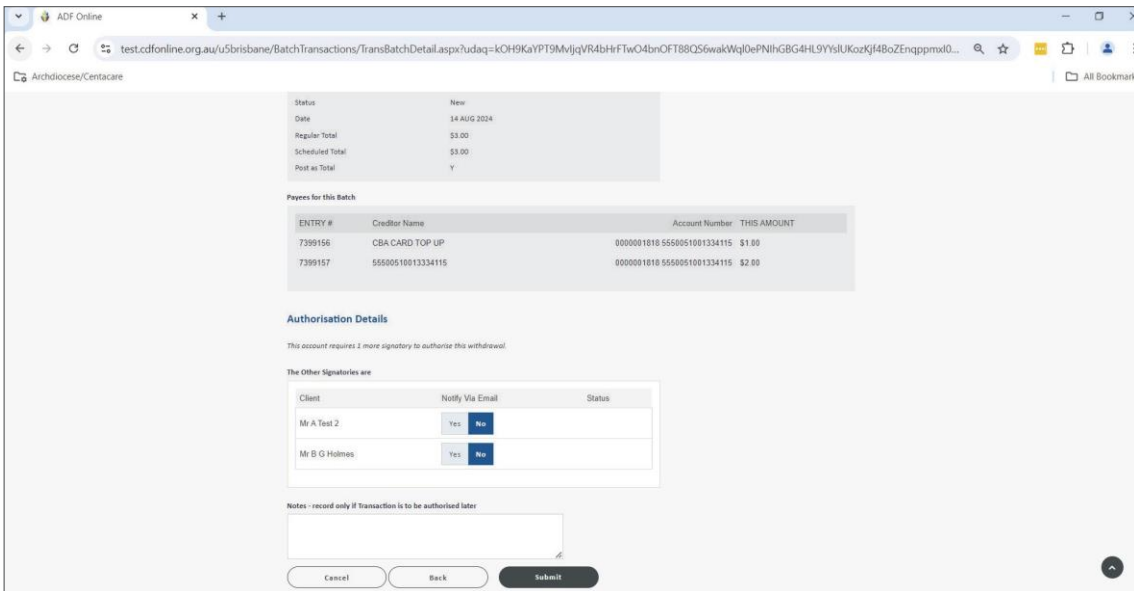
Batch Description: BPAY TEST DOMMY
 From: Test Account 2 (5244121.1 Available) \$150.00
 Status: New
 Regular Total: \$3.00
 Scheduled Total: \$3.00
 Paid as Total: Y

Payees for this Batch

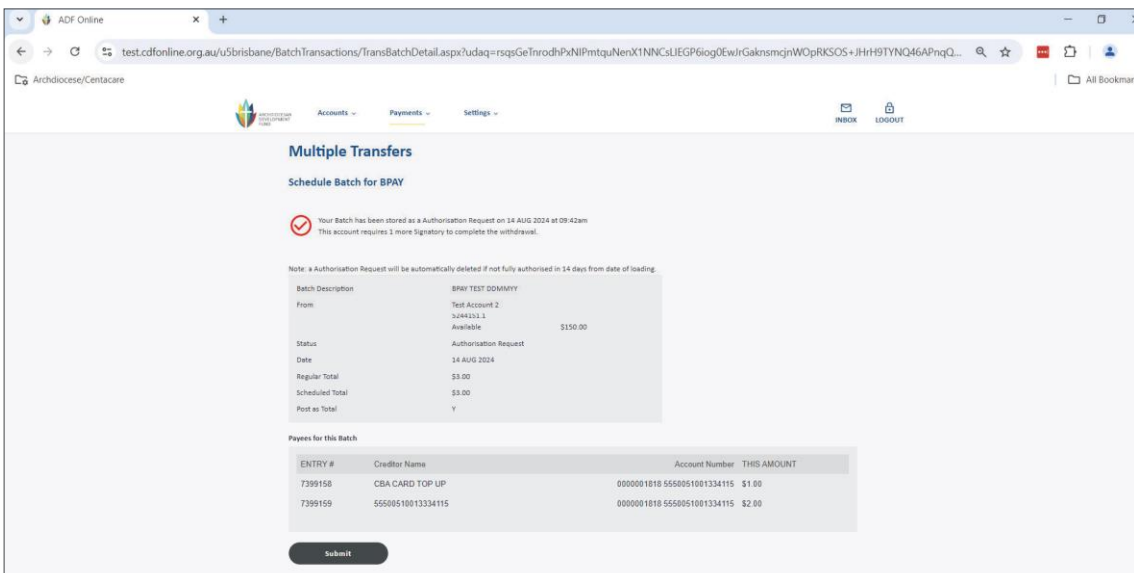
ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7399156	CBA CARD TOP UP	000001818 5550051001334115	\$ 1.00
7399157	5550051001334115	000001818 5550051001334115	\$ 2.00

Process Date: 14 AUG 2024
 [Cancel] [Submit]

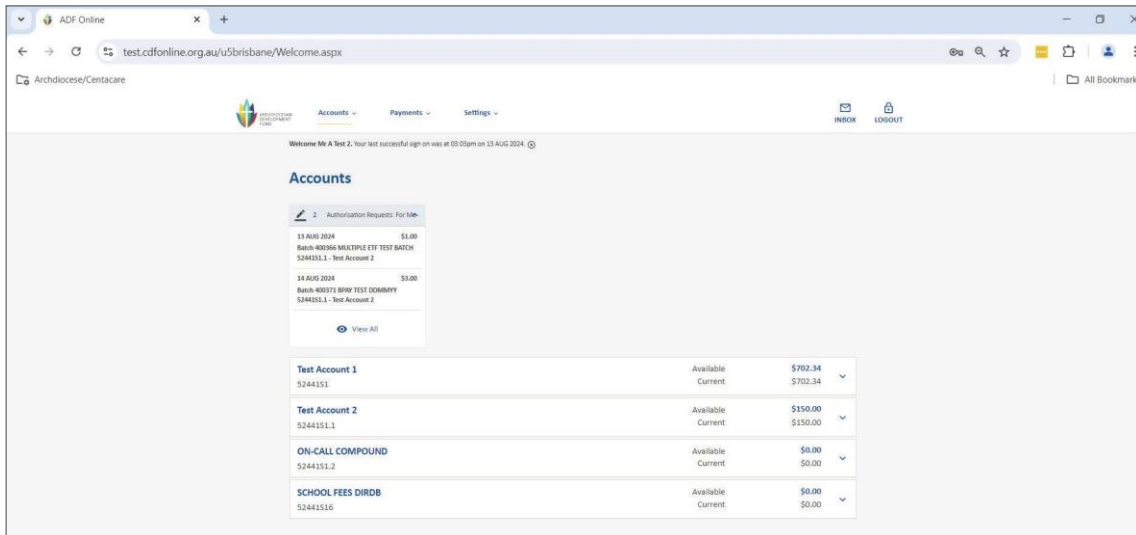
- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level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



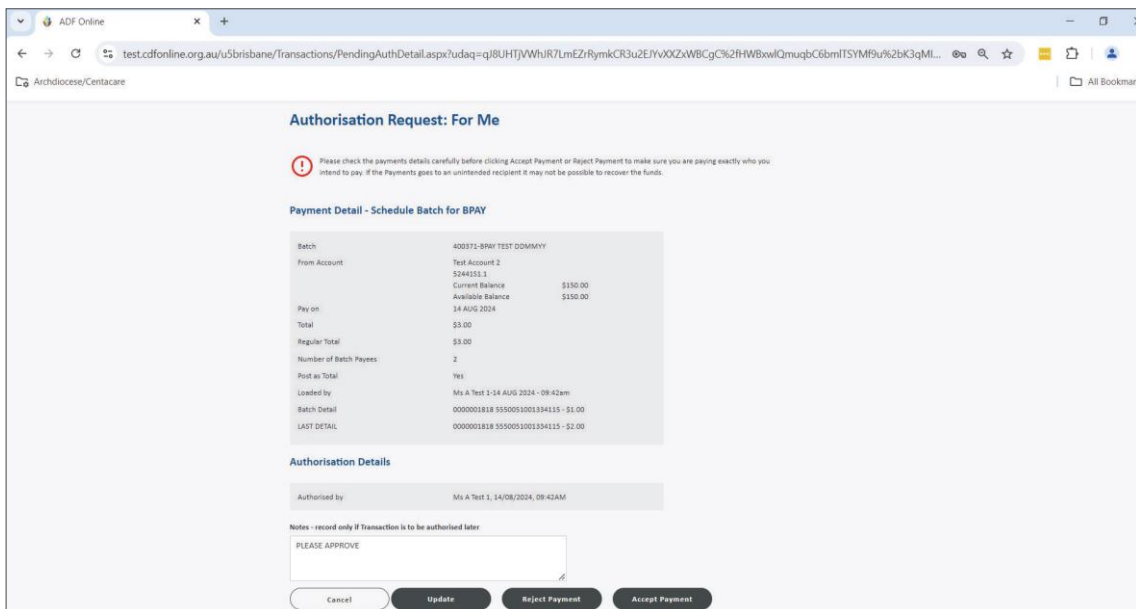
- After selecting Submit the batch has now been set up for authorisation and you will see the confirmation screen. Once you click Submit it will take you back to your Multiple Transfers page and you can check the status is Authorisation Request which shows it is ready for your authorisers.



6. Authorisers can now login to ADF 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.

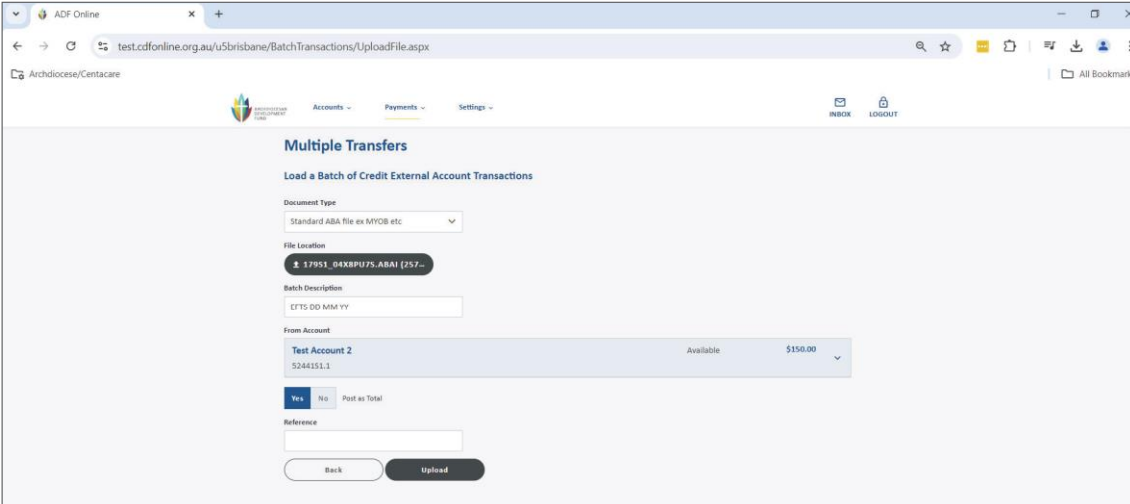


UPLOADING FILES FOR PAYMENT

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

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

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



The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5brisbane/BatchTransactions/UploadFile.aspx`. The page title is "Multiple Transfers" and the 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 the file path `\\F051_04XBP175-ABA\ [157-`.
- Batch Description:** A text input field containing "EFTS-DO MM-YY".
- From Account:** A dropdown menu showing "Test Account 2" with account number "5244151.1" and a balance of "Available \$150.00".
- Post as Total:** A checkbox labeled "Post as Total" which is currently checked.
- Reference:** A 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 screenshot displays the 'Multiple Transfers' section in the ADF Online system. The top part shows a list of batches with columns for BATCH, DESCRIPTION, ACCOUNT, BATCH, STATUS, DATE, TOTAL, and MANAGE. Below this, there is a 'Schedule Batch for Debit External Accounts' section. This section includes a summary table for the batch description '0775 DD BMY NY' and a table listing the payees for the batch.

BATCH	DESCRIPTION	ACCOUNT	BATCH	STATUS	DATE	TOTAL	MANAGE
248004	0775 DD BMY NY	5244511.1	BMY	New		\$548.00	Change Copy Schedule History
400084	BMY TEST	5244511.1	BMY	New			Change Copy Schedule History
400078	BMY TEST	5244511.1	BMY	New		\$1.00	Change Copy Schedule History
400077	BMY TEST	5244511.1	BMY	Authorisation Required	19 AUG 20	\$5.00	Change Copy Schedule History
400083	CREDF TEST	5244511.1	External Transfer	New		\$1168.50	Change Copy Schedule History
400086	INVEST	5244511.1	External Transfer	New		\$974.00	Change Copy Schedule History
400085	INVEST	5244511.1	External Transfer	New		\$1.00	Change Copy Schedule History
400082	0775 TEST	5244511.1	External Transfer	New		\$1.00	Change Copy Schedule History
400081	0775 TEST	5244511.1	External Transfer	Authorisation Required	19 AUG 20	\$1.00	Change Copy Schedule History
400080	BMY TEST	5244511.1	BMY	New		\$1.00	Change Copy Schedule History

Multiple Transfers
Schedule Batch for Debit External Accounts

Batch Description	0775 DD BMY NY
From	Test Account 2 524451.1 3440208
Status	New
Regular Total	\$5,349.04
Scheduled Total	\$5,349.04
Post as Total	N

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
5248957	P J E J RYAN	964091 18243815	\$ 2359.28
5248938	JOAN SE ROONEY	124196 23019876	\$ 769.90
5248959	B E R GUYATT	734964 529117	\$ 731.50
5248960	MRS MARION JANET WRIGHT	654299 23824326	\$ 731.50
5248961	HAROLD GREGORY PLUCKNETT	814279 581317833	\$ 965.85

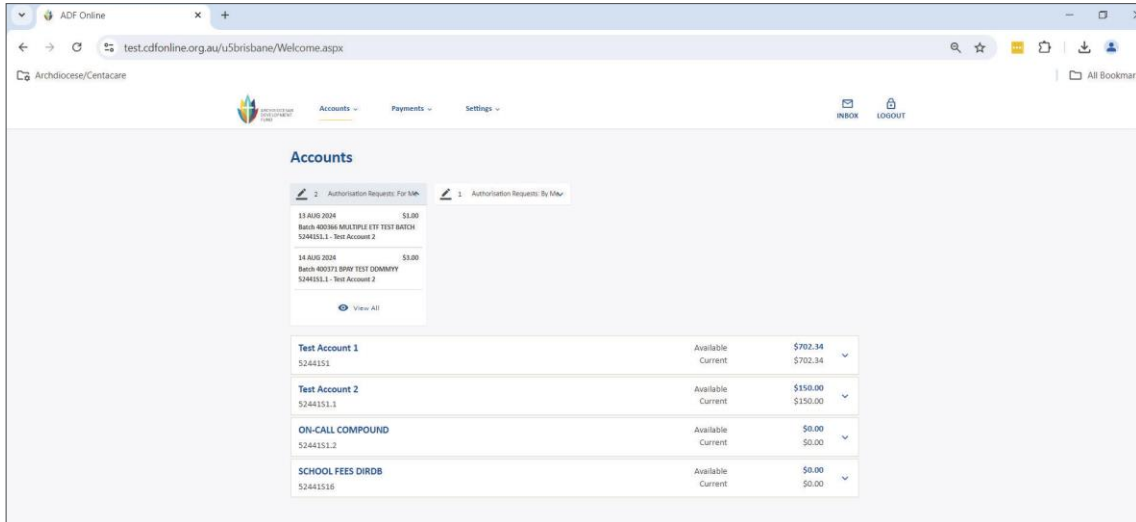
Process Date
19 AUG 2020

Cancel Submit

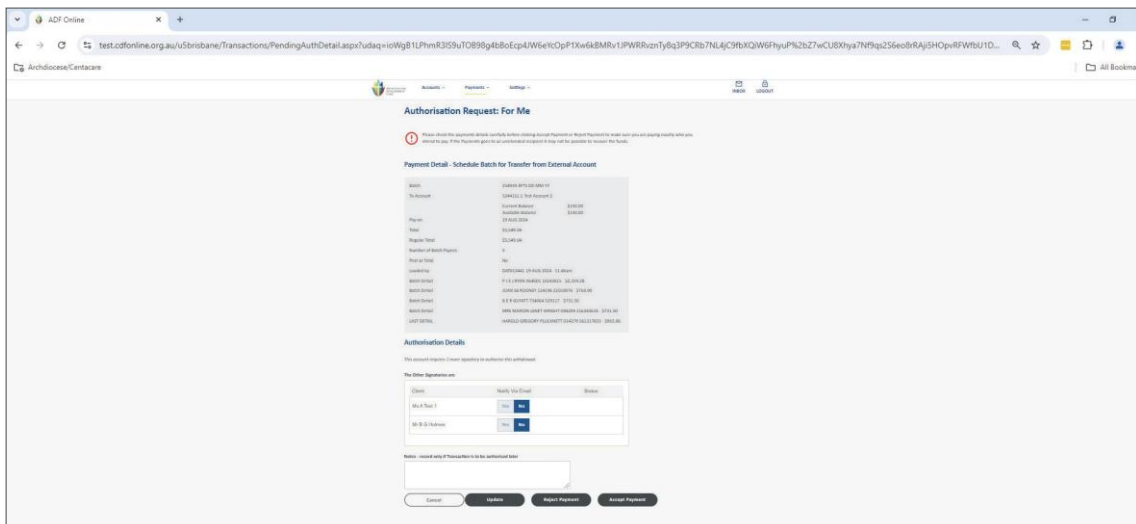
- The screen will change slightly for you to validate that all the information is correct. If it is, you have the opportunity to notify any users via email from the system before clicking Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level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

- After selecting Submit the batch has now been set up for authorisation 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.

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



6. 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.



ERRORS IN A BATCH UPLOAD

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

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

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

The screenshot shows the 'Multiple Transfers' screen with a table of batches. The table has columns: BATCH, DESCRIPTION, ACCOUNT NUMBER, BATCH TYPE, STATUS, DATE, TOTAL, and MANAGE. The 'STATUS' column contains error messages for several batches.

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
309711	spac test	5244151	BPAY	New		\$1500.00	Change Copy Schedule Help
315671	TEST 1	5244151	Transfer from External Account	New - Contains Upload Errors		\$350.00	Change Copy Schedule Help
315673	TEST oile 548564	5244151	Transfer from External Account	New		\$800.00	Change Copy Schedule Help
315735	oile test 654354	5244151	Transfer from External Account	New		\$350.00	Change Copy Schedule Help
320978	ipay test swish	5244151	BPAY	New		\$277.41	Change Copy Schedule Help
320989	ipay test 3	5244151	BPAY	New		\$150.00	Change Copy Schedule Help
332107	hid test	5244151	BPAY	New		\$150.00	Change Copy Schedule Help
332392	BPAY via test batch	5244151	BPAY	New			Change Copy Schedule Help
332688	comba	5244151	New - External Transfer	contains upload errors		\$120630.04	Change Copy Schedule Help
332689	oile file	5244151	New - External Transfer	contains upload errors		\$120630.04	Change Copy Schedule Help

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.

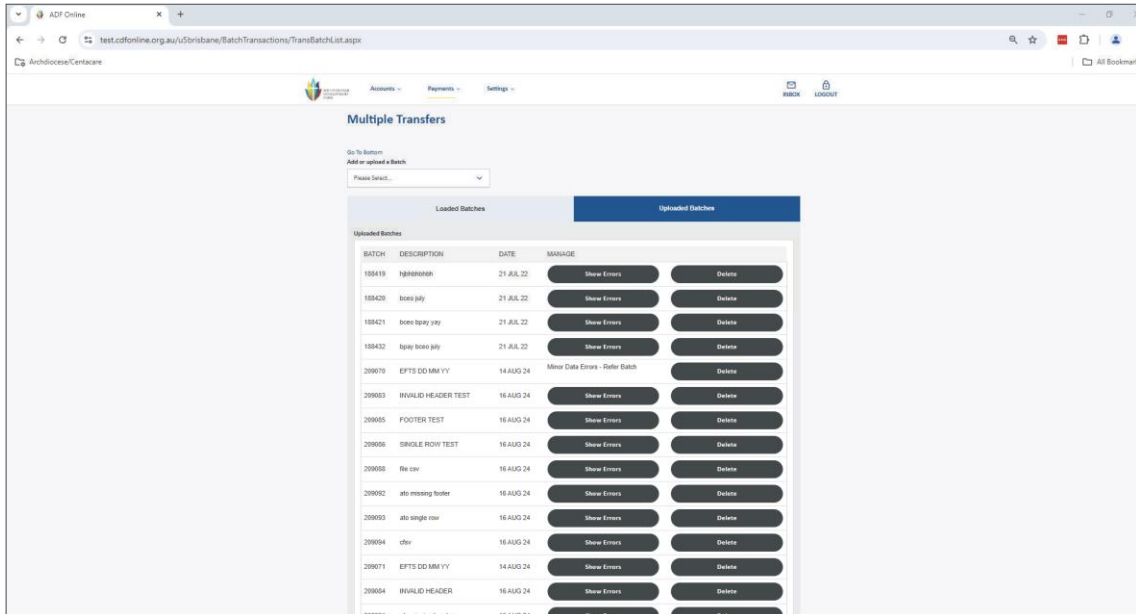
The screenshot shows the 'Multiple Transfers' screen with the 'Change Batch Payer for Debit External Accounts' form. A red error message is displayed at the top: 'BSB Number '020200' is not valid.' The form fields are as follows:

- Batch Payer Number: 820442
- Batch Payer Description: 007 BCEO DD
- BSB Number: 020200
- Account Number: 99887065
- In the Name of: C2Y SCHOOL
- Reference: 007 BCEO DD
- Amount: \$ 3350.00

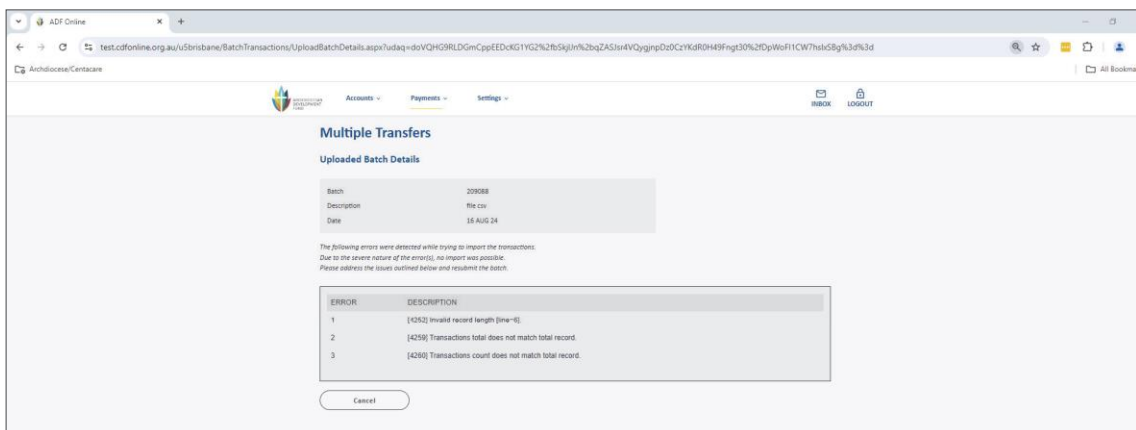
Buttons: Back, Delete, Save

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 ADF or your support for your accounting package.

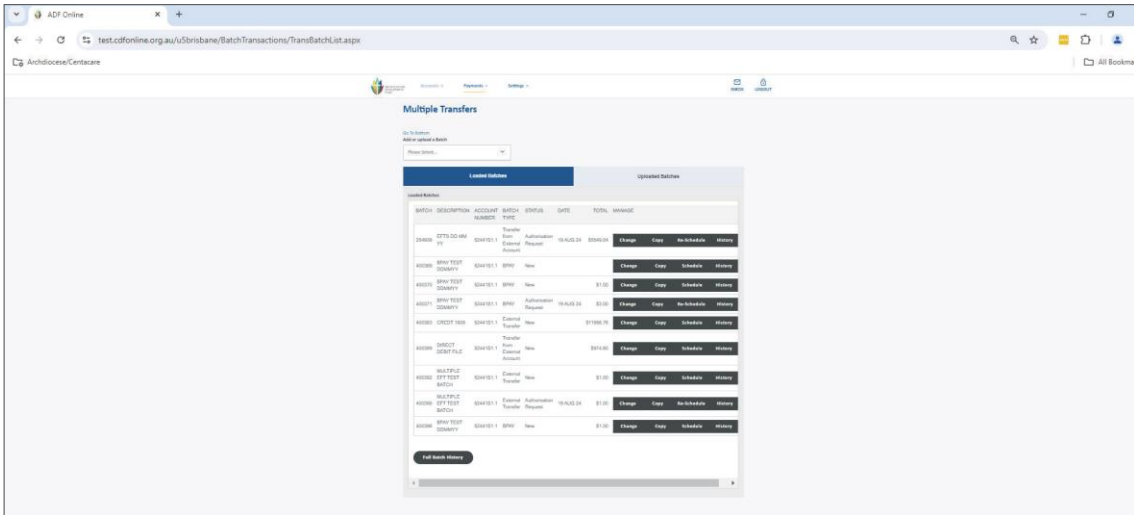


MAKING CHANGES TO A BATCH

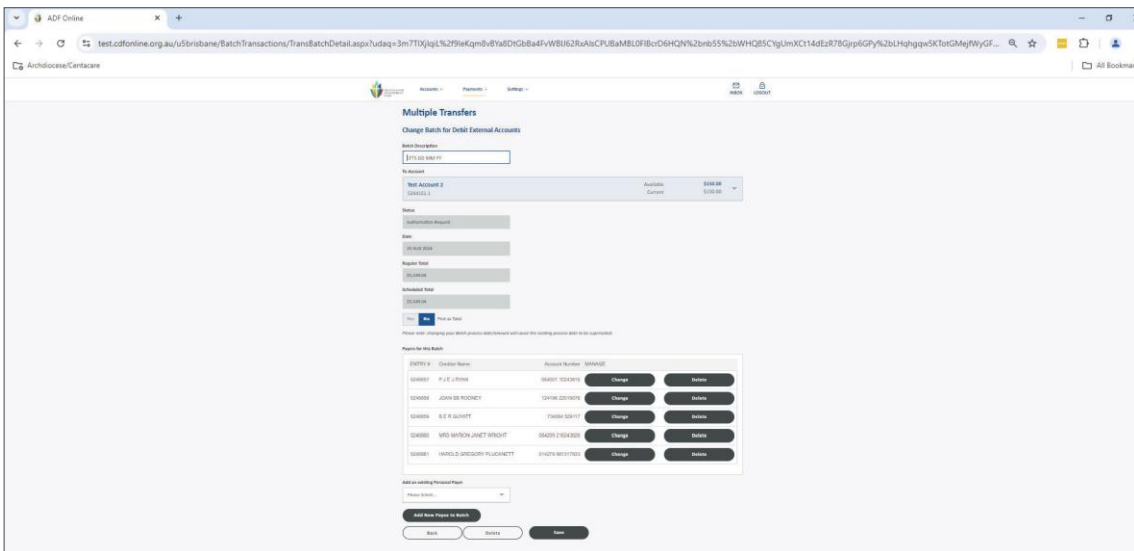
Once a batch has been scheduled for payment you are able to make changes up until the payments are processed from your account.

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.

Multiple Transfers
Change Batch Payer for Debit External Accounts

Batch Payer Number: 824887

Batch Payer Description: BNDL1322

BIS Number Number: 064001

CSA - King George Square

Account Number: 10249815

In the Name of: P J E IVAN

Reference: BNDL1322

Amount: \$ 22359.28

Buttons: Back, Delete, 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.

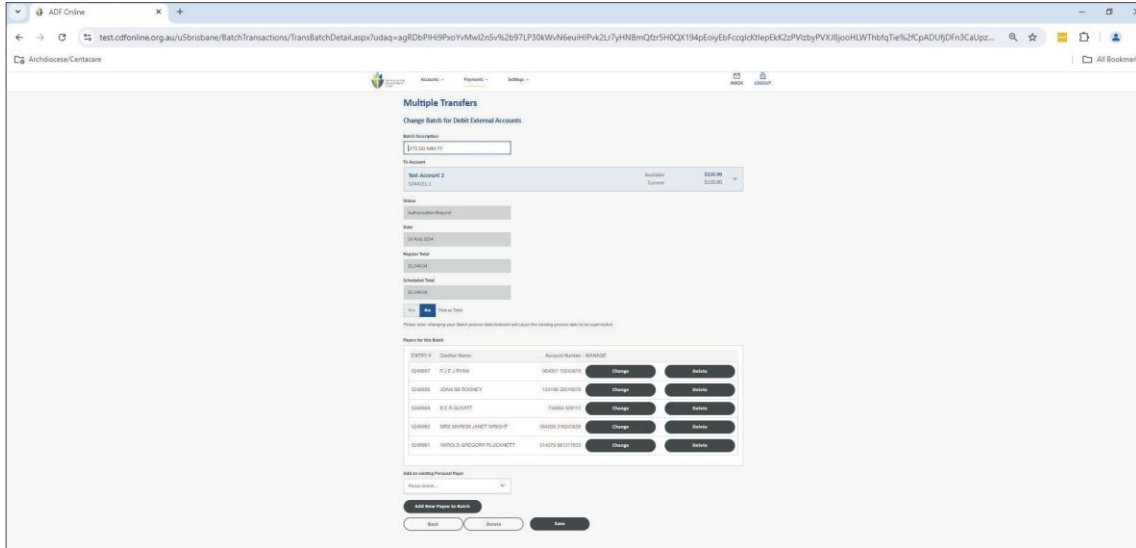
Multiple Transfers

Batch Listing

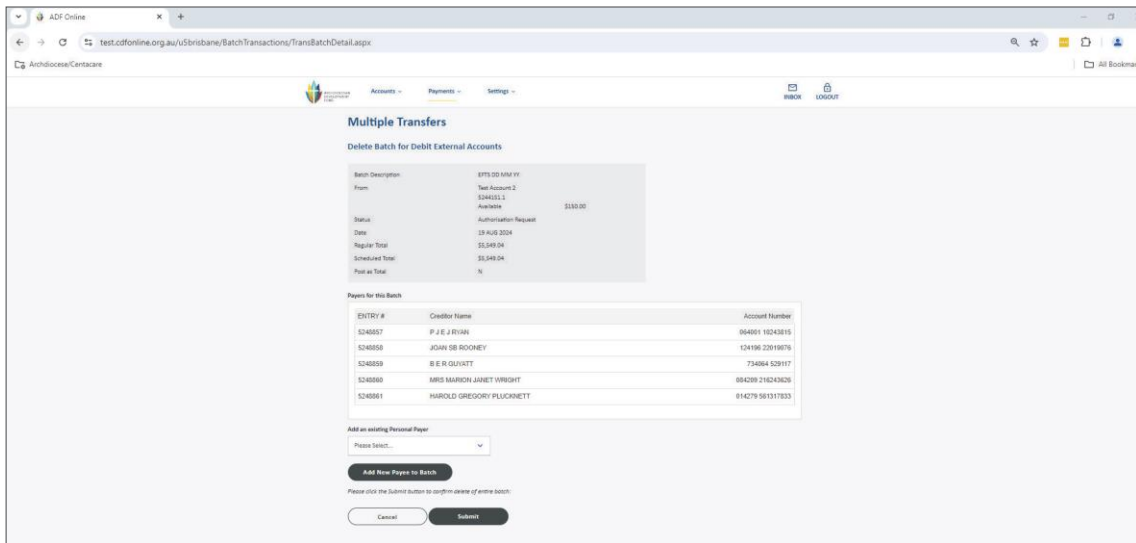
BATCH NUMBER	DESCRIPTION	ACCOUNT	STATUS	DATE	TOTAL	MANAGE
824887	BNDL1322	10249815	Completed	18 AUG 24	\$5548.84	Change Copy Schedule History
824888	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824889	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824890	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824891	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824892	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824893	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824894	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824895	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824896	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824897	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824898	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824899	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History
824900	BNDL1322	10249815	New		\$1.00	Change Copy Schedule History

Full Batch History

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.



HINTS AND TIPS

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

<http://adf.brisbanecatholic.org.au/products-services/faq/>



DISCLOSURE STATEMENT

The Archdiocesan Development Fund (the **Fund**) is required by law to make the following disclosure. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959 (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Archdiocese of Brisbane and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund offers are not subject to the usual protections for investors under the Corporations Act (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed at <https://adf.brisbanecatholic.org.au/identification-statement> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

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The ADF collects, holds, uses and discloses personal information about you. The ADF collects personal information directly from you for the purposes of providing services and products, including processing of payments and transactions, and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek. The ADF may disclose personal information about you to parishes, schools and agencies within the Archdiocese, and external third parties, including service providers and other financial institutions that assist the ADF in providing services and products. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001. Email: privacyofficer@bne.catholic.net.au, telephone +61 7 3324 3579.

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