

ADF Online

Customer User Guide



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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

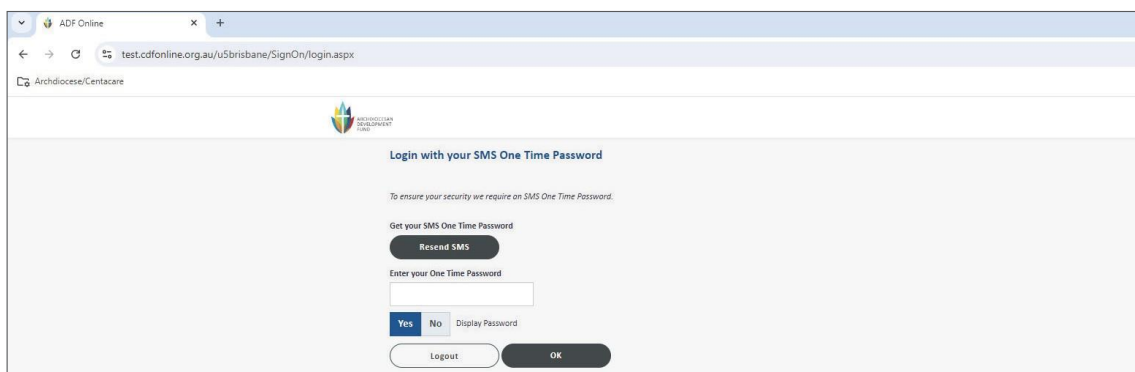
We recommend you always access ADF Online via our website, <http://adf.brisbanecatholic.org.au> ADF Online will work in any internet browser however we do suggest using Microsoft Edge, Google Chrome or FireFox.

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.

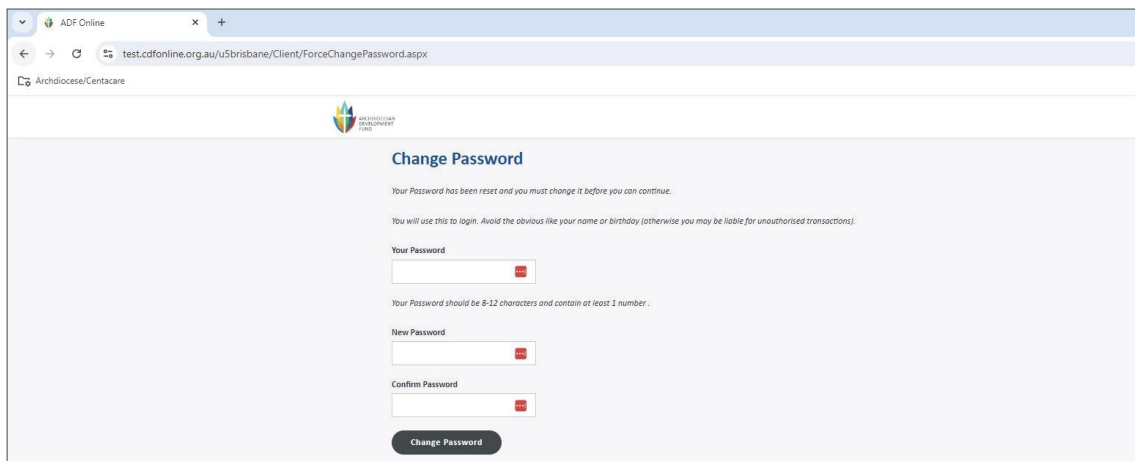
Password: Enter the password provided by the ADF.

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 address bar displaying 'test.cdfonline.org.au/uSbrisbane/SignOn/login.aspx'. The page header includes the 'Archdiocese/Centacare' logo. The main content area is titled 'Login with your SMS One Time Password'. It contains a message: 'To ensure your security we require an SMS One Time Password.' Below this, there is a section 'Get your SMS One Time Password' with a 'Resend SMS' button. Underneath is a text input field labeled 'Enter your One Time Password'. At the bottom of this section are two radio buttons, 'Yes' (selected) and 'No', followed by a 'Display Password' link. At the very bottom of the form are two buttons: 'Logout' and 'OK'.

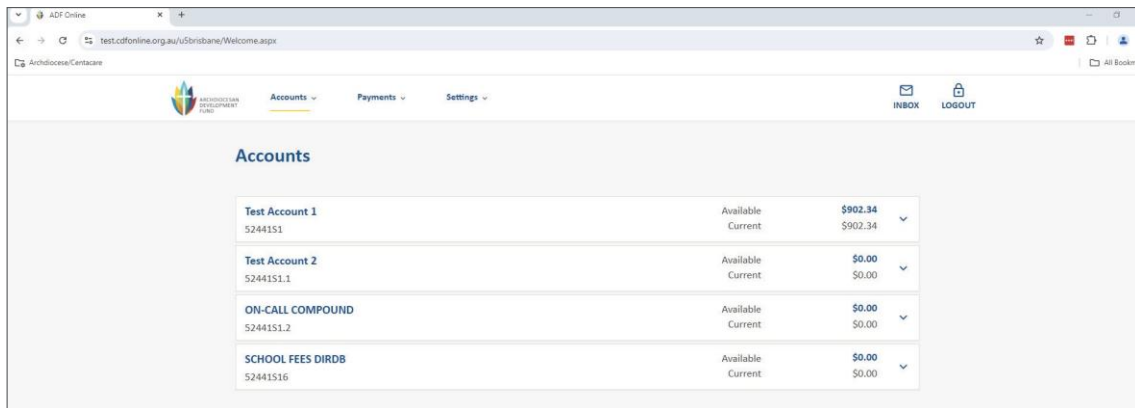
4. You will now see the below screen to create your new password for log in. You need to enter the existing password into the first box, and then the password you would like to create in the second and third boxes. Your password must be between 8 and 12 characters and include a mix of letters and numbers.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



The screenshot shows a web browser window with the address bar displaying 'test.cdfonline.org.au/uSbrisbane/Client/ForceChangePassword.aspx'. The page header includes the 'Archdiocese/Centacare' logo. The main content area is titled 'Change Password'. It contains a message: 'Your Password has been reset and you must change it before you can continue.' Below this is another message: '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 text input fields: 'Your Password', 'New Password', and 'Confirm Password'. Each field has a red 'x' icon to its right. Below the 'Confirm Password' field 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.



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

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

- ▶ **Accounts** – this is where to get transaction details, generate statements as well as find interest details and retrieve BSB information.
- ▶ **Payments** – this is where to go to process transactions as well as manage periodic payments.
- ▶ **Settings** – this is where you can change your password and organize how your accounts appear on your home page.

VIEWING ACCOUNTS

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

ADF Online

test.cdfonline.org.au/5f0r1sbane/Welcome.aspx

Archdiocese/Catholic

AccountsPaymentsSettings

InboxLogout

Accounts

Test Account 1

5244151

Available Current

\$902.34

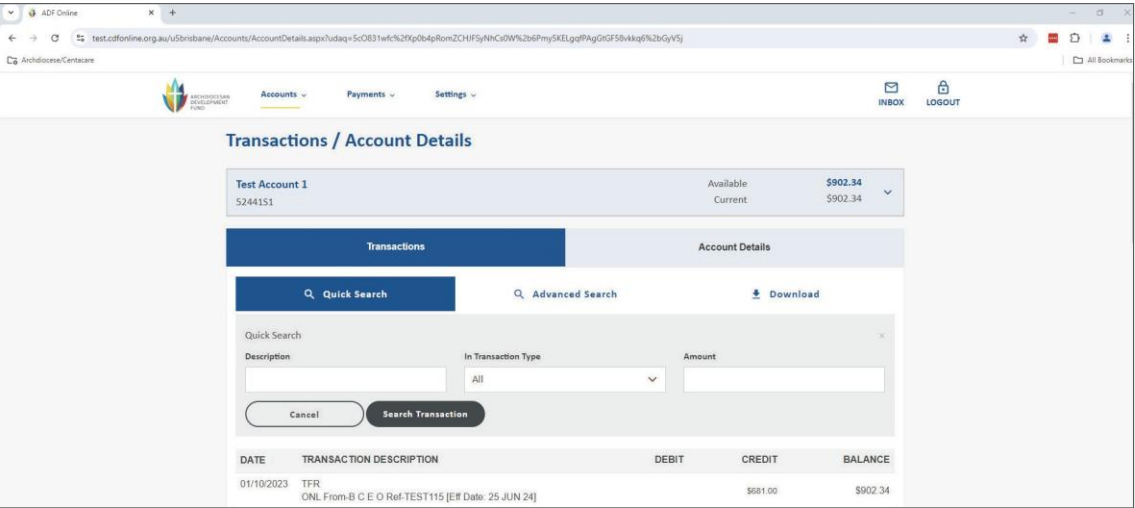
\$902.34

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From: B C E O Ref: TEST115 [Eff Date: 25 JUN 24]		\$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	\$10.04		\$221.34
02/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 01 AUG 23]		\$39.00	\$231.90

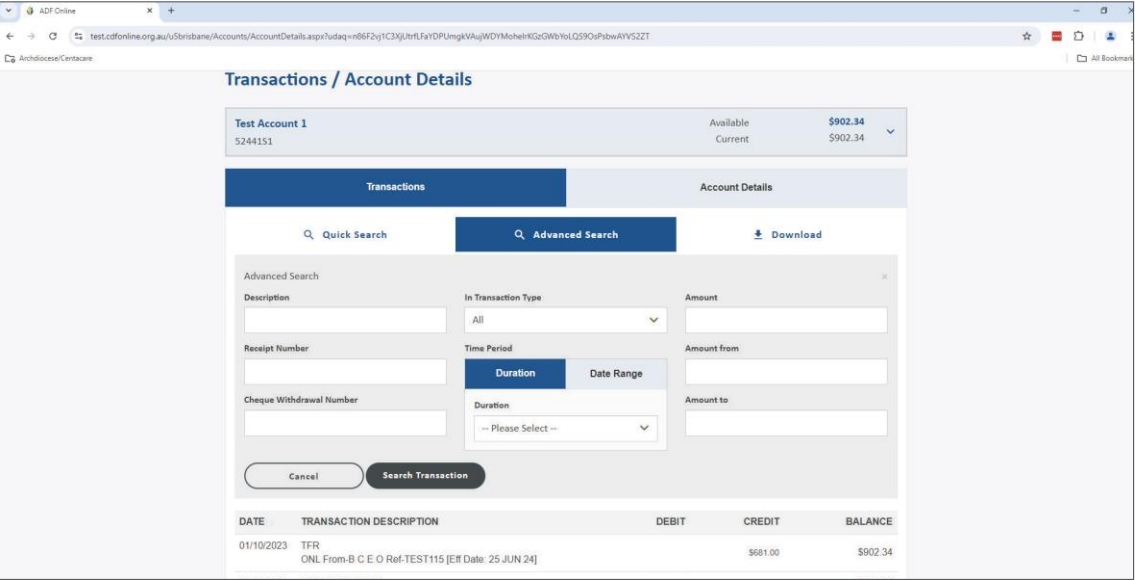
View All Transaction and Account Details

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=nuaASOHqvfYzrNH8%2u5qgzFQ6yrtgla00DKLpWtsvOfaJwmNCSaINOfH00kuCu57H%2bTKHFRQwGDXf4VvZL%2f5f2EK3Km0PK21uXk2Cy7L1gDVEJ2v1gZh

Archdiocese/Centcare

Accounts Payments Settings INBOX LOGOUT

Download Transactions

Test Account 1 5244151	Available Current	\$902.34 \$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 Payments Settings INBOX LOGOUT

Statements

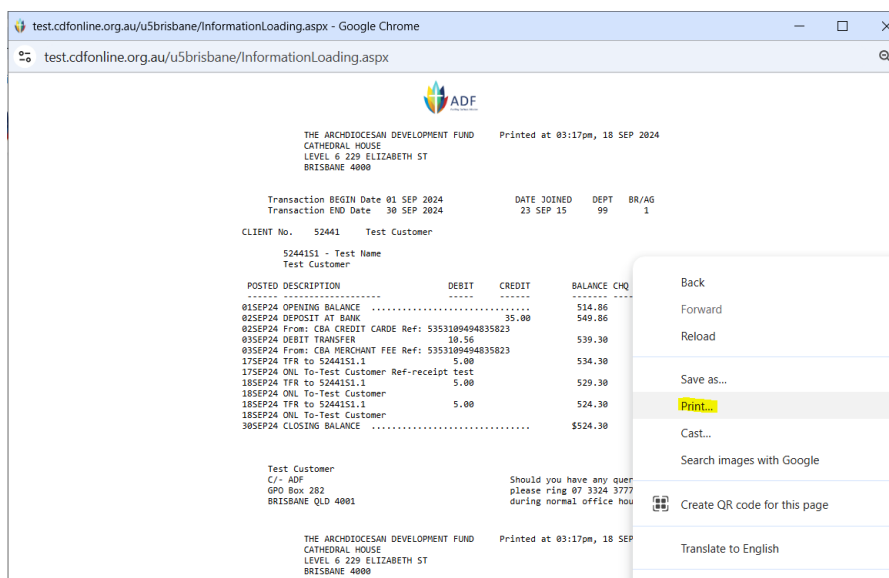
Create a Transaction List

Start Date: DD MMM YYYY End Date: DD MMM YYYY

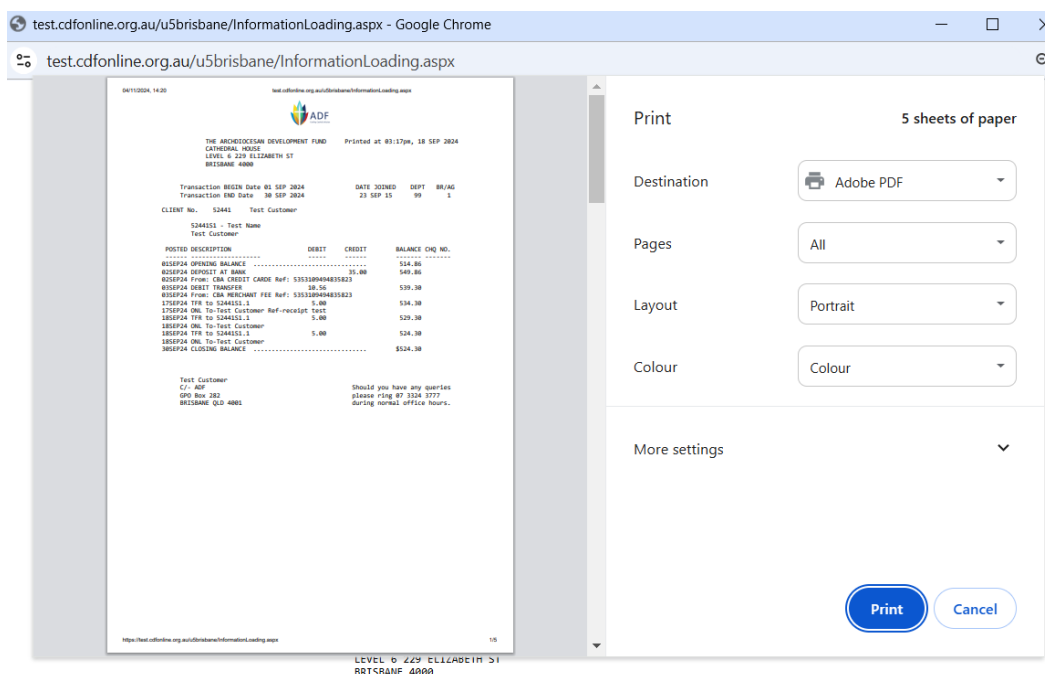
For All Accounts	Yes	No
Test Account 1 5244151	Yes	No
Test Account 2 5244151.1	Yes	No
ON-CALL COMPOUND 5244151.2	Yes	No
SCHOOL FEES DIRDB 52441516	Yes	No
On Call Savings Quarte 52441572	Yes	No

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).

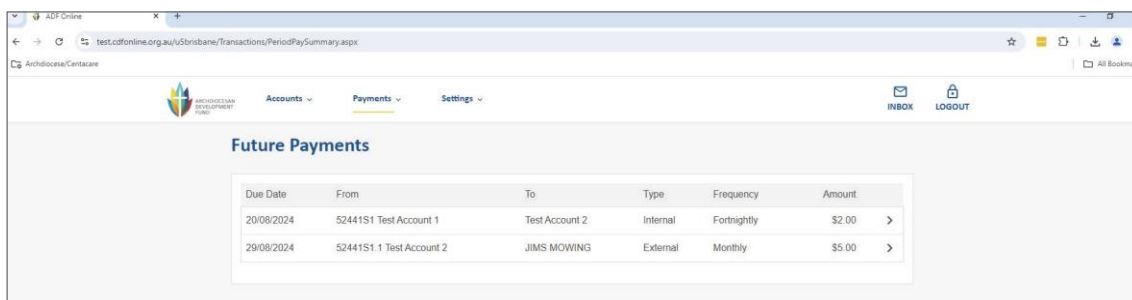


Select your printer, alternatively, to save this file electronically change the printer to PDF.



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.



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

UPDATING YOUR PAYEE ADDRESS BOOKS

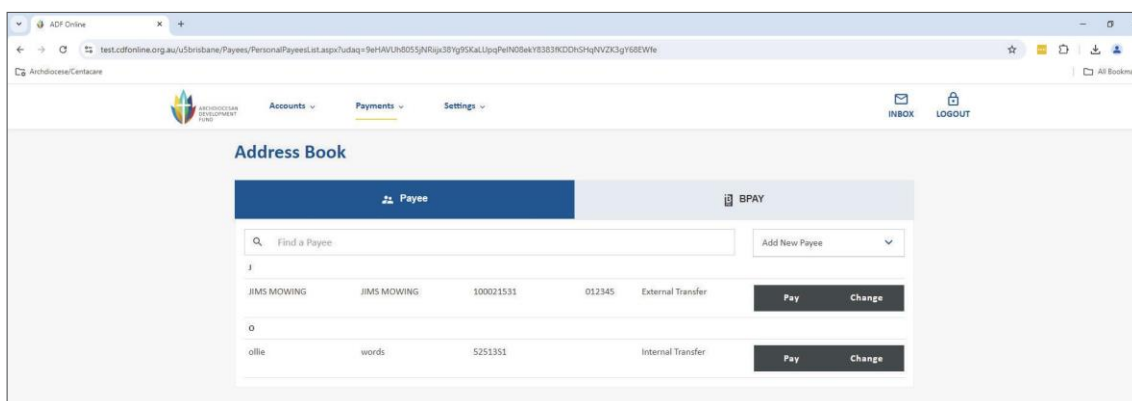
We recommend keeping your saved payee account details up to date by 'cleaning up' your address books listing. You can do this at any time.

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



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

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?u=...`. 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:** Text input with value "012345".
- ANZ - Relocation:** Text input with value "ANZ - Relocation".
- Account Number:** Text input with value "100021531".
- Account Name:** Text input with value "JIMS MOWING" and a red error icon.
- Nickname:** Text input with value "JIMS MOWING".
- Reference to appear on your statement:** Text input with value "MOWING" and a note "49 characters left".
- Yes/No:** Radio buttons for "Yes" and "No". The "No" button is selected, with the text "Same reference for payee" next to it.
- Reference for payee:** Text input with value "INV 001" and a note "11 characters left".

At the bottom of the form are four buttons: "Back", "Delete", "Update & Pay", and "Save". Below the buttons is a small disclaimer: "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 the 'Transfer Money' form in the ADF Online system. The form is titled 'Transfer Money' and includes sections for 'From Transfer From', 'To', 'Transfer Details', and 'Reference for payee'. The 'From Transfer From' section shows 'Test Account 2' with a balance of \$200.00. The 'To' section shows 'JIMS MOWING' with account details. The 'Transfer Details' section includes a 'Remaining daily limit' of \$10,000.00, an 'Amount' field set to \$50.00, and a 'When' section with options for 'Now', 'Once On', and 'Recurring'. The 'Reference for payee' section includes a 'Reference to appear on your statement (optional)' field with 'MOWING' and a 'Reference for payee' field with 'INV 001'. A 'Next' button is at the bottom.

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

ADF Online

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

Archdiocese/Centcare

Accounts

Payments

Settings

INBOX

LOGOUT

Transfer Money - Review and Submit

⚠

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

From	Test Account 2 5244331.1 Available Current \$200.00 \$200.00
To Account Description	JMS MOWING 012045 100011561 ANZ - Relocation
Amount	\$50.00
When	This transaction will occur immediately
Reference for payee	INV 001
Reference to appear on your statement	MOWING

Cancel

Back

Submit

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

test.cdfonline.org.au/v5/sydney/welcome.aspx

Archdiocese/Catholic

Accounts

1

Authorisation Required: By order

Test Account 1 5264151	Available Current	\$902.34 \$902.34	
Test Account 2 5264151.1	Available Current	\$0.00 \$0.00	
ON-CALL COMPOUND 5264151.2	Available Current	\$0.00 \$0.00	
SCHOOL FEES DIRDB 52641516	Available Current	\$0.00 \$0.00	

5. 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.

ADF Online

test.cdfonline.org.au/u/Sbrisbane/Transactions/PendingAuthDetail.aspx?udaq=k3xt7m4uAM8GpaTccw1STFYBHL59wHdO%2f0wW7mmMXg83459e790ent1jp1e2pgx55yqHeTFYThGZLq4Tf9v4dVdauZppc%2b0wSL2TfBg7ABD9n5rUkzmq...

Archdiocese/Centcare

Authorisation Request: By Me

Payment Detail - External Transfer

From Account	Test Account 2
	5244151.1
	Current Balance \$200.00
	Available Balance \$200.00
To Payee	BSE Number 012345-Account Number 1000211331
	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 1 more signatory to authorise this withdrawal

The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

PLEASE CHECK AND AUTHORISE PAYMENT

Cancel Update Reject Payment

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.

ADF Online

test.cdfonline.org.au/u/Sbrisbane/welcome.aspx

Archdiocese/Centcare

Accounts Payments Settings

INBOX LOGOUT

Accounts

1 Authorisation Requests For 100

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

View All

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

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

Authorisation Request: For Me

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

Payment Detail - External Transfer

From Account	Test Account 2
To Payee	Test Account 2
Reference	23441S1.1
Amount	\$100.00
Notes	This transaction will occur when fully authorised
Created by	DA932440:18 AUG 2024 - 10:55am

Authorisation Details

The account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if transaction is to be authorised later

Cancel Update Reject Payment Accept Payment

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

Authorisation Requests

For Me By Me

Transactions

Click on each transaction to view and Authorise the request.

Select	Due Date	Name of the Account	Account Number	Description	Amount	Signed	To Sign
Yes No	12 AUG 2024	Test Account 2	52441S1.1	JIMS MOWING	\$50.00	1	1 >

Add your Authorisation to the selected Authorisation Request.

Authorise Selected Payments

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

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 'test.cdfonline.org.au/v/Sbrisbane/Transactions/TransferBpay.aspx'. The page header includes 'Accounts', 'Payments', and 'Settings' menus, along with 'INBOX' and 'LOGOUT' links. The main content area is titled 'BPAY' and contains the following sections:

- From:** A dropdown menu showing 'Test Account 2' with a balance of '\$150.00'. Below it, the account number '5244151.1' is visible.
- To:** A dropdown menu showing 'Pay New Biller'.
- Add New Biller:** This section includes a search bar with the text 'Enter Biller to search for' and a 'Search' button. Below the search bar, there are input fields for 'Biller Nickname (description)' (containing '5550051001334115'), 'Customer Reference Number (CRN)', and 'CBA CARD TOP UP'.
- Transfer Details:** This section includes an 'Amount' input field with the value '\$ 10.00' and a 'When' section with three radio buttons: 'Now' (selected), 'Once On', and 'Recurring'.

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

- ADF Online

test.cdfonline.org.au/ufbrsbanet/Transactions/TransferBPay.aspx

Archdiocese/Centcare

Accounts Payments Settings

BPAY - Review and Submit

1 Be alert to the account listed to receive payment, and the account number and BSB. When you complete this payment, check your credit for the payment being made. If the money is paid to the wrong account, it may not be possible to get it back.

From	Test Account 1 XXXXXXXX
To	COMMONWEALTH BANK XXXXXXXXXX XXXXXXXXXXXX
Amount	\$10.00
Notes	This transaction will appear under BILLS paid/received

Authorisation Details

Your account requires 2 more signatories to authorise this transaction.

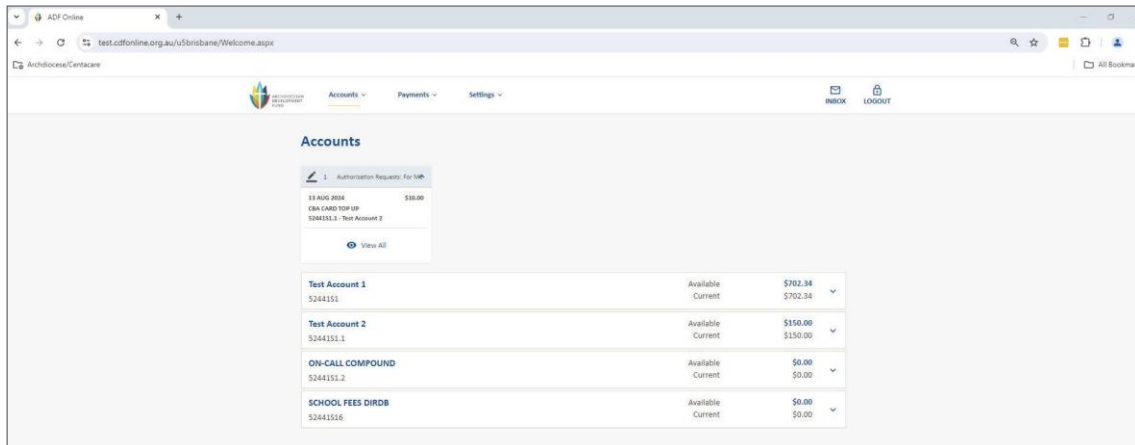
See Other Signatories on

Client	Ready To Credit	Status
WLS Trust 1	☐	Yes
WLS Trust 2	☐	Yes
WLS & Diocese	☐	Yes

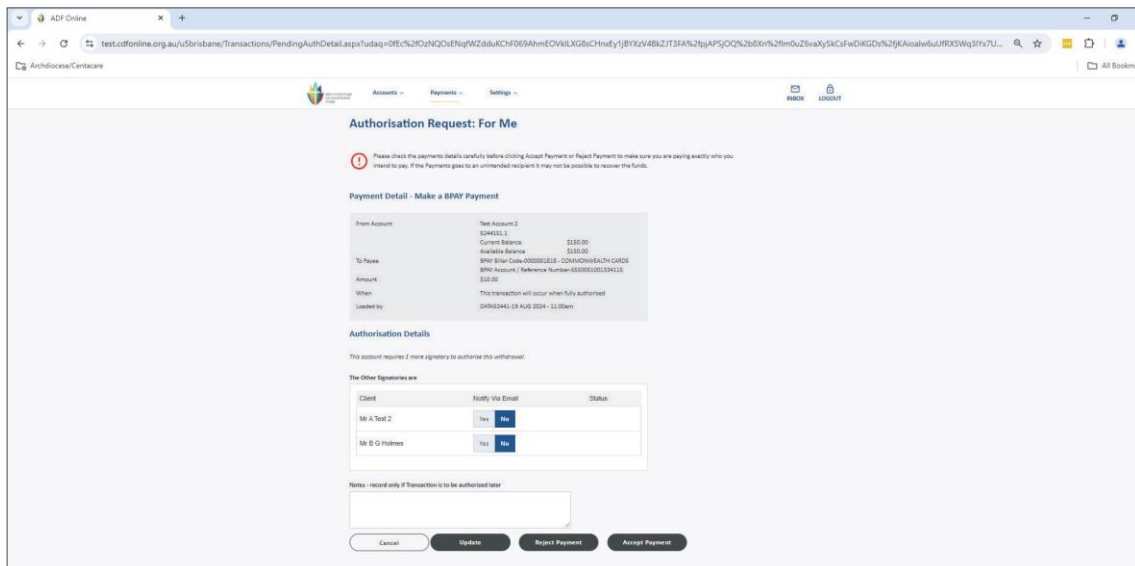
Notes: record only if BPayTransfer is to be authorised later

-

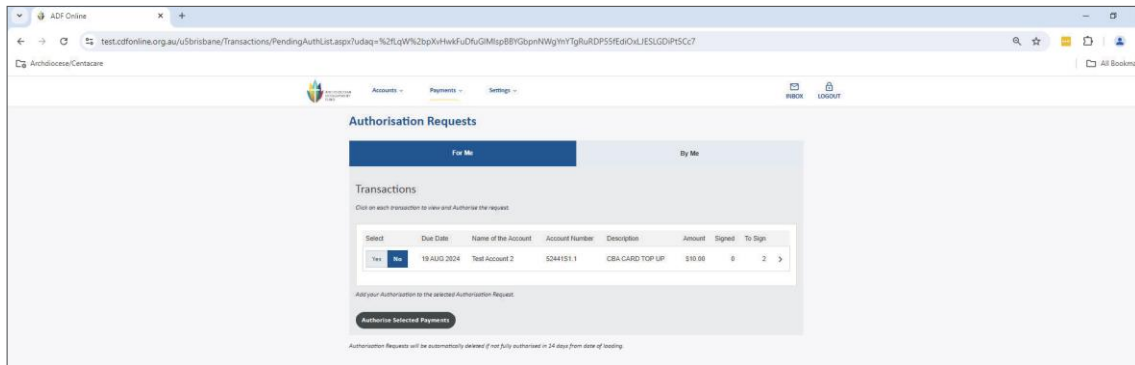
4. Authorisers can now login to ADF Online to view and approve the payment. On the home screen click the drop down menu on Authorisation Requests: For Me and select View All. Alternatively you can click straight into the pending authorisation.



- 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.



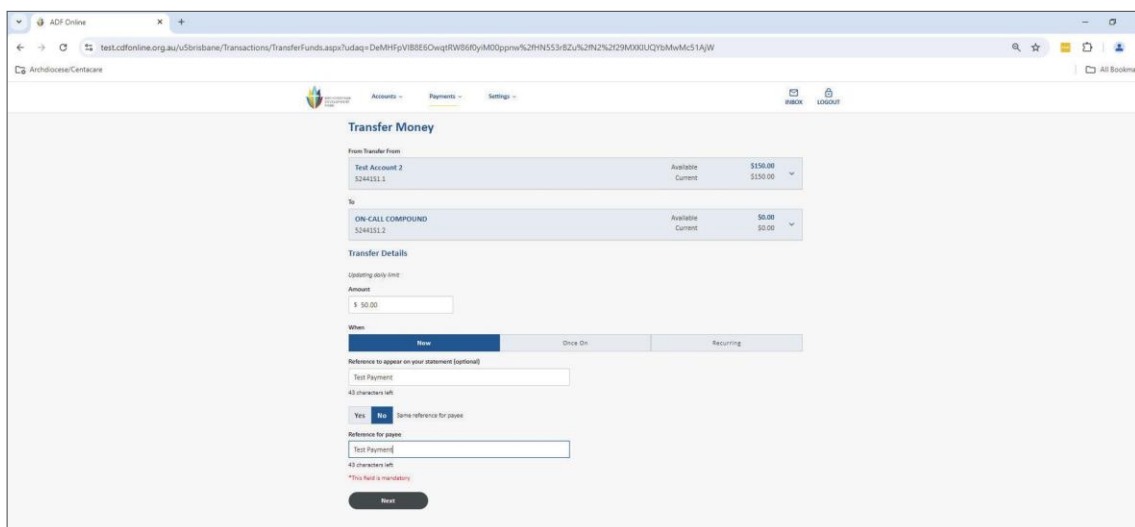
6. You can also approve the payment from the main screen in Authorisation Requests by selecting Yes and Authorise Selected Payments.



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 in the ADF Online system. The page header includes the ADF Online logo, navigation tabs for Accounts, Payments, and Settings, and links for INBOX and LOGOUT. The main content area displays a warning icon and a message: '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 transfer details are shown 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, 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 in the ADF Online system. The page header is identical to the previous screenshot. The main content area displays a success icon and a message: 'Your Transfer has been submitted.' Below this, the transfer details are shown 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:	AT Authorisation
Reference for payee:	Test Payment
Reference to appear on your statement:	Test Payment
Authorised by:	Mr A Test 2

At the bottom, 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.

Authorisation Request: For Me

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

Payment Detail - Internal Transfer

From Account	Test Account 2
	\$244331.1
	Current Balance \$150.00
To Payee	Available Balance \$150.00
	Account Number: 5244332.2 - Test Customer
Reference	Test Payment
Amount	\$50.00
When	This transaction will occur when fully authorised
Loaded by	D4932440-08 AUG 2024 - 11:08am

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

Cancel Update Reject Payment Accept Payment

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

Authorisation Request: For Me

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

Payment Detail - Internal Transfer

From Account	Test Account 2
	\$244331.1
	Current Balance \$150.00
To Payee	Available Balance \$150.00
	Account Number: 5244332.2 - Test Customer
Reference	Test Payment
Amount	\$50.00
When	This transaction will occur when fully authorised
Loaded by	D4932440-08 AUG 2024 - 11:08am

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

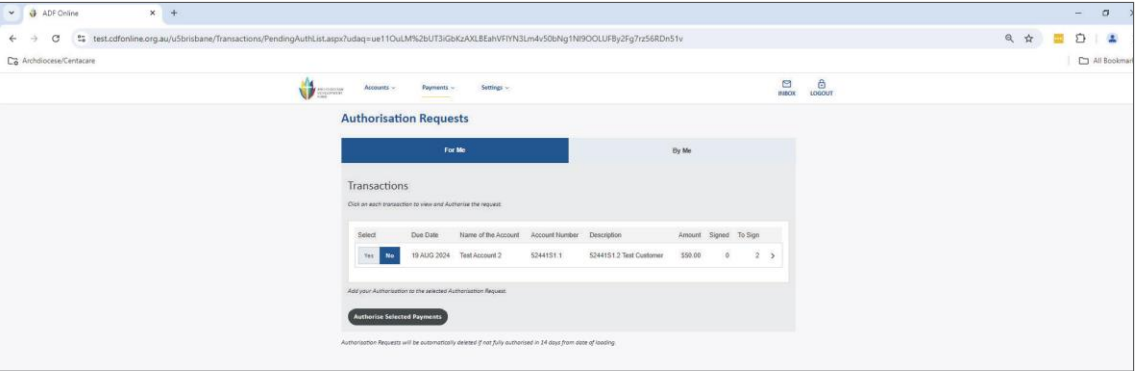
The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

Cancel Update Reject Payment Accept Payment

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.

ADF Online

test.cdfonline.org.au/u5brisbane/Transactions/TransferFunds.aspx?udaq=ko5wGKG76v%2b%2buOoQPohpXdpVad6UjBUmMcWimeALc918KzE4L%2bfq%2dA6TVN

Archdiocese/Centcare

Accounts Payments Settings

Send Money

From Transfer From:

Self Account 2 CARDHOLDER	Currency Current	\$108.08 \$108.08
No		

Add New Payer

Add New Payer

New Add Transfer to ADF Account

BIB Number Number
DOB Year

Account Number
NAME

Account Name
TELEPHONE NUMBER

Reference to user in the future (optional)

Transfer Details

Amounting date from calendar

Amount
1.000

Notes

Date	Event Date	Paying
Reference to payer or other information (optional)	TELEPHONE	

All transactions are

New Add Same reference for payer

Reference for payer
TELEPHONE
[Copy/Paste Reference](#)

Save

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

ADF Online

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

Archdiocese/Catholic

Accounts Payments Settings

TRANSFER MONEY - REVIEW AND SUBMIT

Please check the payment details carefully before submitting 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	

Cancel Back Submit

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

ADF Online

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

Archdiocese/Catholic

Accounts Payments Settings

TRANSFER MONEY - RECEIPT

Your Transfer has been submitted

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

Finish New Transaction 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.

ADF Online

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

Archdiocese/Catholic

Accounts Payments Settings

Welcome Mr A Test 2. Your last successful sign on was at 05:45pm on 13 AUG 2024.

Accounts

1 Authorisation Requests: For Me

13 AUG 2024 \$5.00
SUPPLY 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 DIRDS 5244151.6	Available Current	\$0.00 \$0.00

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 ADF account will disappear from under Authorisation Requests and immediately debit from your account.

Authorisation Request: For Me

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

Payment Detail - Internal Transfer

From Account	Test Account 2 52441S1
To Name	Current Balance Available Balance Account Number 52441S1 - 750762 Notified
Reference	750762
Amount	\$5.00
When	This transaction will occur when fully authorised
Loaded by	D4R42441-19 AUG 2024 - 11:08am

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are:

Name	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

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

Authorisation Requests

For Me **By Me**

Transactions

Click on each transaction to view and Authorise the request.

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

1

Authorise your Authorisation to the selected Authorisation Request.

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

MULTIPLE EFT PAYMENTS

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

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

1. Firstly you need to select your type of transfer. Under Add or Upload a Batch select External Transfer. You can then complete the Batch details. Once all the Batch information is completed, you will need to click Save to go to the next step to commence adding payees.
 - i. Enter an appropriate description for your batch of payments e.g. EFTs and the date
 - ii. Click in the From Account box to select your account (any account with sufficient funds available and an external daily limit nominated). Note: if you have a sweep active on the account this will allow you to proceed with the payment without sufficient funds and will cover the overdrawn balance at the end of the day.
 - iii. Tick the Post as Total box to have the payment posted as a total on your statement or leave 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 displays the 'Multiple Transfers' interface in the ADF Online system. The main heading is 'Multiple Transfers', followed by the sub-heading 'Add Batch for External Transfer'. The form includes the following fields and controls:

- Batch Description:** A text input field containing 'MULTIPLE ETP TEST BATCH'.
- From Account:** A dropdown menu showing 'Test Account 1' with a balance of \$702.34. Below the dropdown, the account number '5244133' is visible.
- Post as Total:** A checkbox that is currently checked, with a 'Yes' button next to it.
- Reference:** A text input field containing 'MULTIPLE ETP TEST BATCH'.
- Buttons:** 'Back' and 'Save' buttons at the bottom of the form.

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

The image displays two screenshots of the ADF Online web application interface, specifically the 'Multiple Transfers' section.

Top Screenshot: Change Batch for External Transfer

- Batch Description:** MULTIPLE ETF TEST BATCH
- From Account:** A table showing 'Test Account 1' with ID '5244151', 'Available' balance of '\$702.34', and 'Current' balance of '\$702.34'.
- Status:** New
- Regular Total:** \$0.00
- Buttons:** Yes, No, Post as Total
- Reference:** MULTIPLE ETF TEST BATCH
- Add an existing Payee:** Please Select...
- Buttons:** Add New Payee to Batch, Back, Delete, Save

Bottom Screenshot: Add Batch Payee for External Transfer

- Batch Payee Description:** JIMS MOWING
- BSB Number:** 012345
- Account Number:** 300021531
- In the Name of:** JIMS MOWING
- Reference:** INV 001
- Amount:** \$
- Buttons:** Back, Save

3. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. As this is a manual batch, you are able to continue building your batch by clicking on Change. Once you have finished manually creating your batch, you can 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.

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

Archdiocese/Centcare Activity CEWP | Help Microsoft Forms - F... Mail - ADF - Receipt... Microsoft 365 Copi... Log In - ADF - Wor... ADF Online - ADF service desk Ultra... Requests

Accounts Payments Settings LOGOUT

Multiple Transfers

Go To Bottom

Add or upload a Batch

Please Select...

Loaded Batches

Uploaded Batches

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
445694	TEST1234	5244151	External Transfer	New		\$1.00	Change Schedule History
445688	BPAY	5244151	BPAY	Authorisation Request	29 JUL 25	\$3.00	View Re-Schedule History
445674	TEST 01012025	5244151	External Transfer	Authorisation Request	25 JUL 25	\$10160.15	View Re-Schedule History

Full Batch History

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

Archdiocese/Centcare Activity CEWP | Help Microsoft Forms - F... Mail - ADF - Receipt... Microsoft 365 Copi... Log In - ADF - Wor... ADF Online - ADF service desk Ultra... Requests

Accounts Payments Settings LOGOUT

Multiple Transfers

Schedule Batch for External Transfer

Batch Description

From

Test Name

5244151

Available

\$529.30

Status

New

Regular Total

\$1.00

Scheduled Total

\$1.00

Post as Total

Y

Reference

TEST1234

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8195638	JIMS MOWING	012345 100021531	\$ 1.00

Process Date

08 AUG 2025

Cancel Submit

4. 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.

From: Test Name
5244151
Available: \$523.30

Status: New
Date: 08 AUG 2025
Regular Total: \$1.00
Scheduled Total: \$1.00
Post as Total: Y
Reference: TEST1234

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8105638	JIMS MOVING	012345 100021531	\$1.00

Authorisation Details

This account requires 2 more signatory to authorize this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	Yes ☐ No ☒	
Ms A Test 1	Yes ☐ No ☒	
Mr B G Holmes		

Notes - record only if transaction is to be authorized later

Cancel Back Submit

5. 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. You can no longer change this batch. If you need to make any changes to this batch, you will need to delete and re create the batch.

Go To Bottom

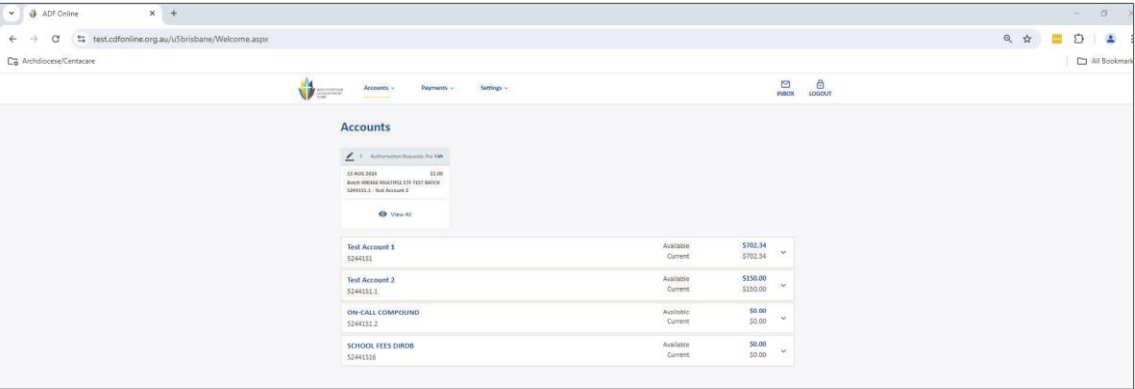
Add or upload a Batch

Please Select...

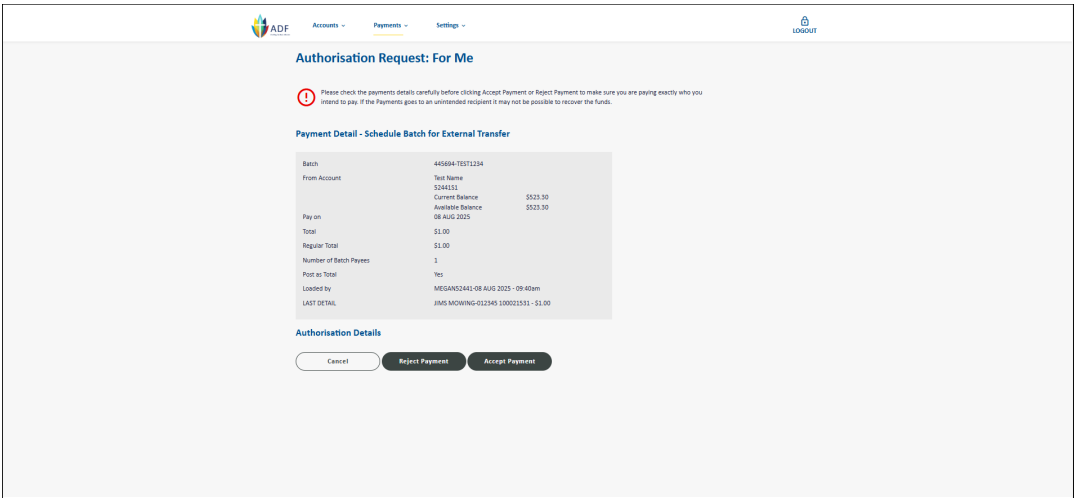
Loaded Batches							Uploaded Batches		
BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE		
445694	TEST1234	5244151	External Transfer	Authorisation Request	08 AUG 25	\$1.00	View	Re-Schedule	History
445688	BPAY	5244151	BPAY	Authorisation Request	29 JUL 25	\$3.00	View	Re-Schedule	History
445674	TEST 01012025	5244151	External Transfer	Authorisation Request	25 JUL 25	\$10160.15	View	Re-Schedule	History

Full Batch History

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.

The screenshot shows a web browser window with the URL `test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx?udaq=ndg1%62bnd0f011Vh1Z0GR0e55inKge1fb6GSLx9v3V6eYquXoMpexeAQ/YmsGdEQ`. The page title is "Archdiocese/Centacare". The navigation menu includes "Accounts", "Payments", and "Settings". The "Payments" menu is active, and the "Multiple Transfers" section is displayed. The "Add Batch for BPAY" form is shown with the following fields:

- Batch Description:** A text input field containing "BPAY TEST COMMUNITY".
- From Account:** A dropdown menu showing "Test Account 2" with the account number "5244151.1".
- Available:** A text input field showing "\$150.00".
- Current:** A text input field showing "\$150.00".
- Post as Total:** A checkbox labeled "Yes" is selected, and a "No" option is also visible.
- Buttons:** "Back" and "Save" buttons are 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. 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.

The image displays two screenshots of the ADF Online web application interface, specifically the 'Multiple Transfers' section.

Top Screenshot: Change Batch for BPAY

- Batch Description:** BPAY TEST CDMMYV
- From Account:** Test Account 2 (5244151.1) with Available and Current balances of \$150.00.
- Status:** New
- Regular Total:** \$0.00
- Buttons:** Yes, No, Pool as Total
- Add an existing Payee:** A dropdown menu showing 'Please Select...', '5550051001334115', '5550051001334115', and 'CBA CARD TOP UP'.
- Buttons:** Add New Payee to Batch, Back, Delete, Save

Bottom Screenshot: Add Batch Payee for BPAY

- Enter Biller to search for:** Search for a Biller (with a search icon and a Search button)
- Biller Code:** 0000001818
- Biller Name:** COMMONWEALTH CARPS
- Batch Payee Description:** 5550051001334115
- Customer Reference Number (CRN):** 5550051001334115
- Amount:** \$ (with a text input field)
- Buttons:** Back, Save

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3. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. As this is a manual batch, you are able to continue building your batch by clicking on Change. Once you have finished manually creating your batch, you can schedule the batch for payment. Click on Schedule to be taken to review the summary of payment details and date for the batch to process. Select Submit to proceed.

ADF

Accounts

Payments

Settings

LOGOUT

Multiple Transfers

Go To Bottom
Add or update a Batch

Please Select...

Loaded Batches

Uploaded Batches

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
445895	BPAY TEST DDMMYY	5244151	BPAY	New		\$3.00	Change Schedule History
445894	TEST1234	5244151	External Transfer	Authorisation Request	08 AUG 25	\$1.00	View Re-Schedule History
445898	BPAY	5244151	BPAY	Authorisation Request	29 JUL 25	\$3.00	View Re-Schedule History
445874	TEST 01012025	5244151	External Transfer	Authorisation Request	25 JUL 25	\$10100.15	View Re-Schedule History

Full Batch History

ADF

Accounts

Payments

Settings

LOGOUT

Multiple Transfers

Schedule Batch for BPAY

Batch Description

BPAY TEST DDMMYY

From

Test Name

5244151

Available

\$223.30

Status

New

Regular Total

\$1.00

Scheduled Total

\$1.00

Pay as Total

Y

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8195639	CBA CARD TOP UP	0000001010 5550051001334115	\$ 1.00
8195640	CBA CARD TOP UP	0000001010 5550051001334115	\$ 2.00

Process Date

08 AUG 2025

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.

Schedule Batch for BPAY - Confirmation

Before you complete this payment, make sure you check the payment details carefully.
If the money is paid to the wrong account, it may not be possible to get it back.

Batch Description	BPAY TEST DCMYNY		
From	Test Name		
	5244351		
	Available	\$523.00	
Status	New		
Date	08 AUG 2025		
Regular Total	\$3.00		
Scheduled Total	\$3.00		
Post as Total	Y		

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8105639	CBA CARD TOP UP	0000001018 5550051001334115	\$1.00
8105640	CBA CARD TOP UP	0000001018 5550051001334115	\$2.00

Authorisation Details

This account requires 2 more signatory to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Mr A Test 2	Yes No	
Mr A Test 1	Yes No	
Mr B G Holmes		

Note: record only if transaction is to be authorised later

Cancel

Back

Submit

- 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. You can no longer change this batch. If you need to make any changes to this batch, you will need to delete and re create the batch.

ADF

Accounts Payments Settings

LOGOUT

Multiple Transfers

Schedule Batch for BPAY

Your Batch has been stored as a Authorisation Request on 08 AUG 2025 at 09:58am
This account requires 1 more Signatory to complete the withdrawal.

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

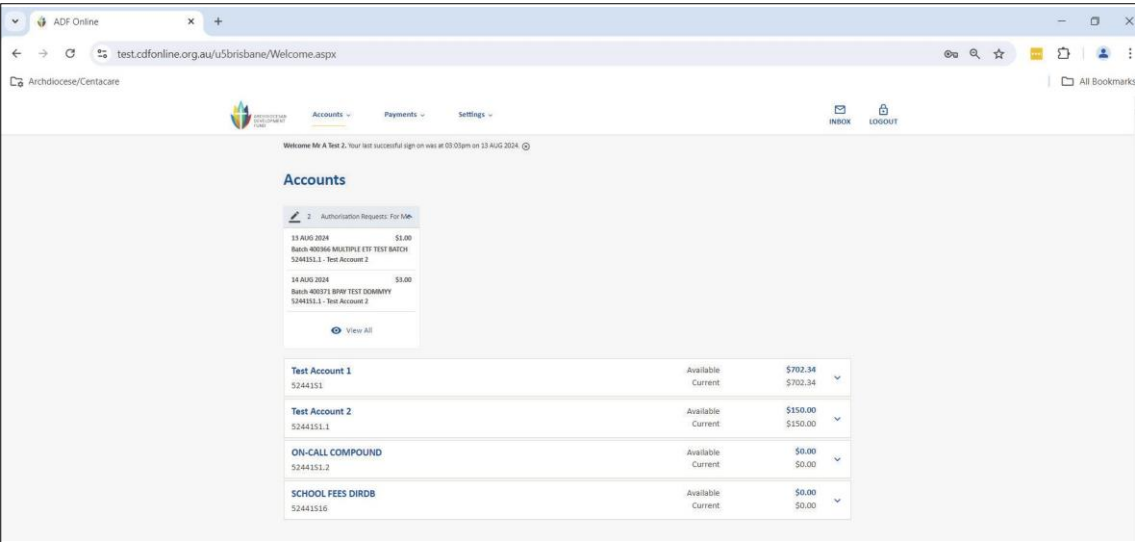
Batch Description	BPAY TEST DCMYNY		
From	Test Name		
	5244351		
	Available	\$523.00	
Status	Authorisation Request		
Date	08 AUG 2025		
Regular Total	\$3.00		
Scheduled Total	\$3.00		
Post as Total	Y		

Payees for this Batch

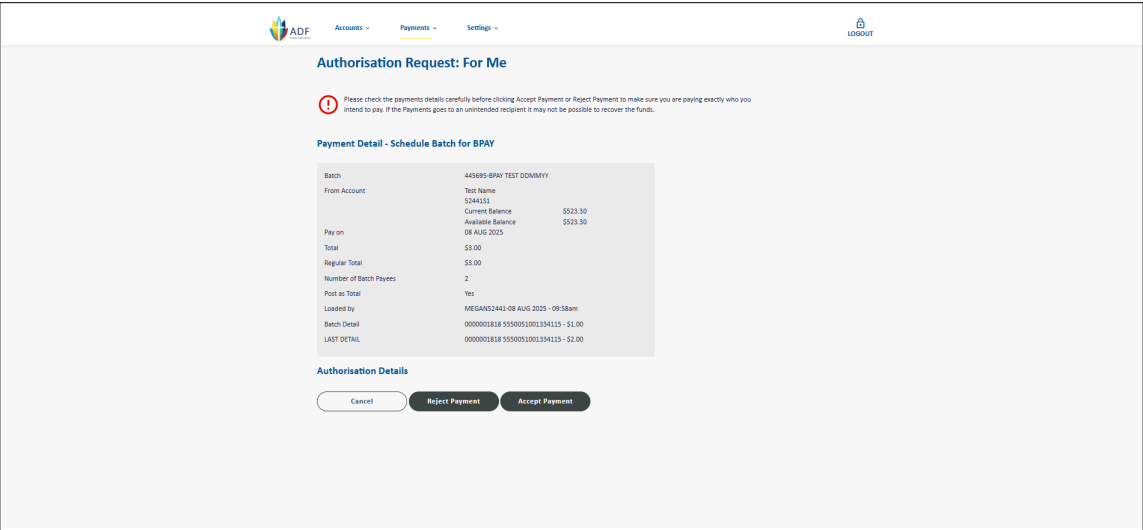
ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8105639	CBA CARD TOP UP	0000001018 5550051001334115	\$1.00
8105640	CBA CARD TOP UP	0000001018 5550051001334115	\$2.00

Submit

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.

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 is titled 'Multiple Transfers' and has a sub-header '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 button labeled '+ 17951_04X8PUJ75.ABAI (257-)'.
- Batch Description:** A text input field containing 'EFTS DD MMM YY'.
- From Account:** A dropdown menu showing 'Test Account 2' with account number '5244351.1' and an available balance of '\$150.00'.
- Post as Total:** A checkbox labeled 'Yes' (checked) and 'No' (unchecked).
- Reference:** A text input field.
- Buttons:** 'Back' and 'Upload' buttons at the bottom.

2. You are now taken back to your Multiple Transfers section that shows an overall view of all of your current or previous batches and most importantly their Status and History. From this screen you are able to view any of your batches as well as schedule the batch for payment. Please be aware that you can not change a batch, if you need to make a change, you will need to delete the batch and start the process again. Click on Schedule to be taken to review the summary of payment details and date for the batch to process. Select Schedule to proceed. Schedule Batch date.

ADF

Accounts Payments Settings

LOGOUT

Multiple Transfers

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

Loaded Batches

Uploaded Batches

Loaded Batches

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
445699	EFTS DD MM YY	5244151	External Transfer	New		\$10160.15	<button>View</button> <button>Schedule</button> <button>History</button>
445694	TEST1234	5244151	External Transfer	Authorisation Request	08 AUG 25	\$1.00	<button>View</button> <button>Re-Schedule</button> <button>History</button>
445688	BPAY	5244151	BPAY	Authorisation Request	29 JUL 25	\$3.00	<button>View</button> <button>Re-Schedule</button> <button>History</button>
445674	TEST 01012025	5244151	External Transfer	Authorisation Request	25 JUL 25	\$10160.15	<button>View</button> <button>Re-Schedule</button> <button>History</button>

Full Batch History

ADF

Accounts Payments Settings

LOGOUT

Multiple Transfers

Schedule Batch for External Transfer

Batch Description

From

Status

Regular Total

Scheduled Total

Post as Total

Reference

EFTS DD MM YY

Test Name
5244151
Available

New

\$10,160.15

\$10,160.15

Y

EFTS DD MM YY

\$523.30

Payees for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
8105641	Nespresso	012003 636323945	\$399.00
8105642	GEO ANZ Pty Ltd	062000 15073065	\$5,500.00
8105643	Carbon Base Enterprises Pty Ltd	064186 10816718	\$2,385.75
8105644	PrintCraft (QLD) Pty Ltd	034001 301820	\$1,029.60
8105645	Dell Australia Pty Limited	242000 106685061	\$470.80
8105646	Tattersalls Club	034002 602393	\$375.00

Process Date

08 AUG 2025

Cancel

Submit

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

Multiple Transfers

Current available funds of \$100.00 are insufficient. Transaction request may proceed, but will only be successful if sufficient cleared funds are available on the payment due date.

Schedule Batch for External Transfer - Confirmation

Before you complete this payment, make sure you check the payment details carefully. If the money is sent to the wrong account, it may not be possible to get it back.

Batch Description

From

To

Date

Regular Total

Authorised Total

Print as Total

Reference

MPFS DD MM YY

Test Name

100000

Available

\$100.00

None

08 AUG 2025

\$100.00

\$100.00

1

MPFS DD MM YY

Payment for this Batch

Batch ID	Customer Name	Account Number	THIS AMOUNT
0100001	Newspaper	0100001 0000000000	\$200.00
0100002	ABC ABC Pty Ltd	000000 10000000	\$5,000.00
0100003	Carbon Black Enterprises Pty Ltd	000100 10000000	\$2,300.75
0100004	PureTech 2020 Pty Ltd	000001 000000	\$1,000.00
0100005	Dot Australia Pty Limited	200001 00000000	\$10.00
0100006	Telstra Club	000002 000000	\$0.00

Authorisation Details

This account requires 2 more approvals to authorise this authorisation.

The Other Approver are

Client	Notify Via Email	Status
Mr A Test 2	☐	Yes No
Ms A Test 1	☐	Yes No
Mr B Test 3	☐	Yes No

Note: Record only if transaction is to be authorised later

4. 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.

ADFAccountsPaymentsSettingsLOGOUT

Multiple Transfers

Go To Bottom

Add or upload a Batch

Please Select...

Loaded Batches

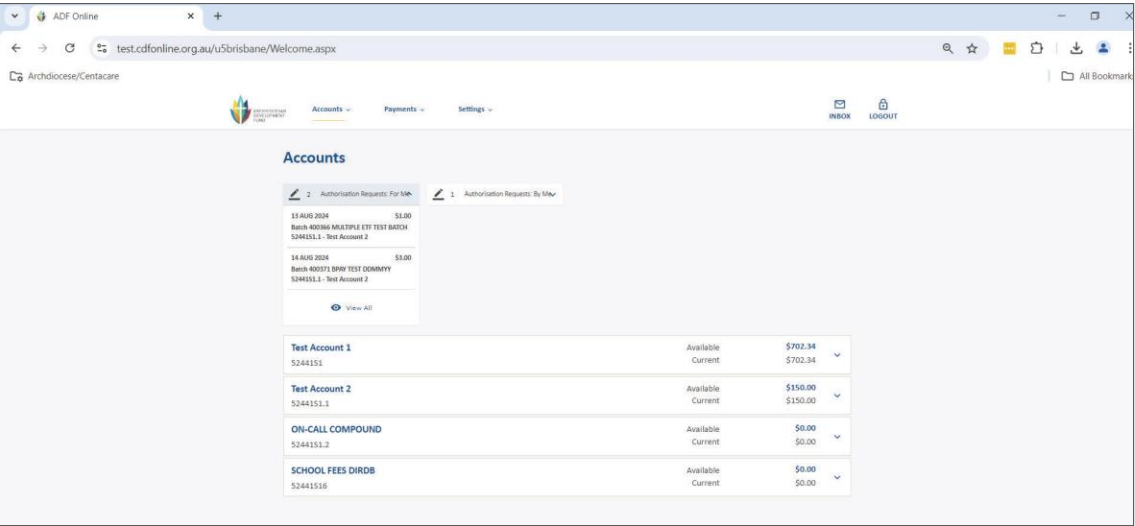
Uploaded Batches

Loaded Batches

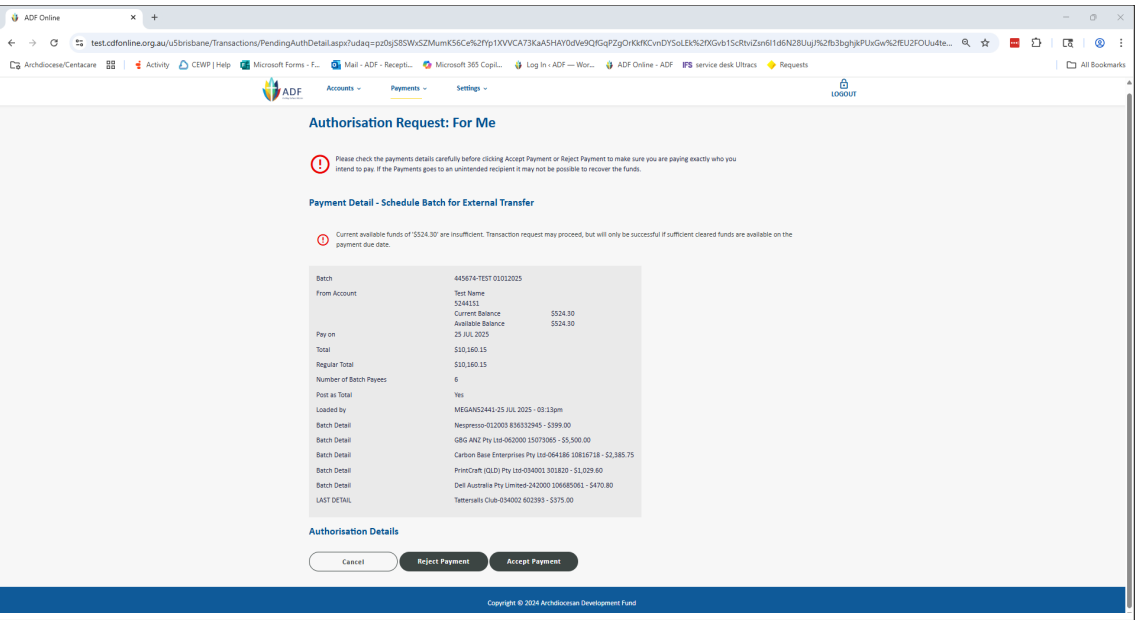
BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
445696	EFTS DD MM YY	5244151	External Transfer	Authorisation Request	08 AUG 25	\$10160.15	View Re-Schedule History
445694	TEST1234	5244151	External Transfer	Authorisation Request	08 AUG 25	\$1.00	View Re-Schedule History
445688	BPAY	5244151	BPAY	Authorisation Request	29 JUL 25	\$3.00	View Re-Schedule History
445674	TEST 01012025	5244151	External Transfer	Authorisation Request	25 JUL 25	\$10160.15	View Re-Schedule History

Full Batch History

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.



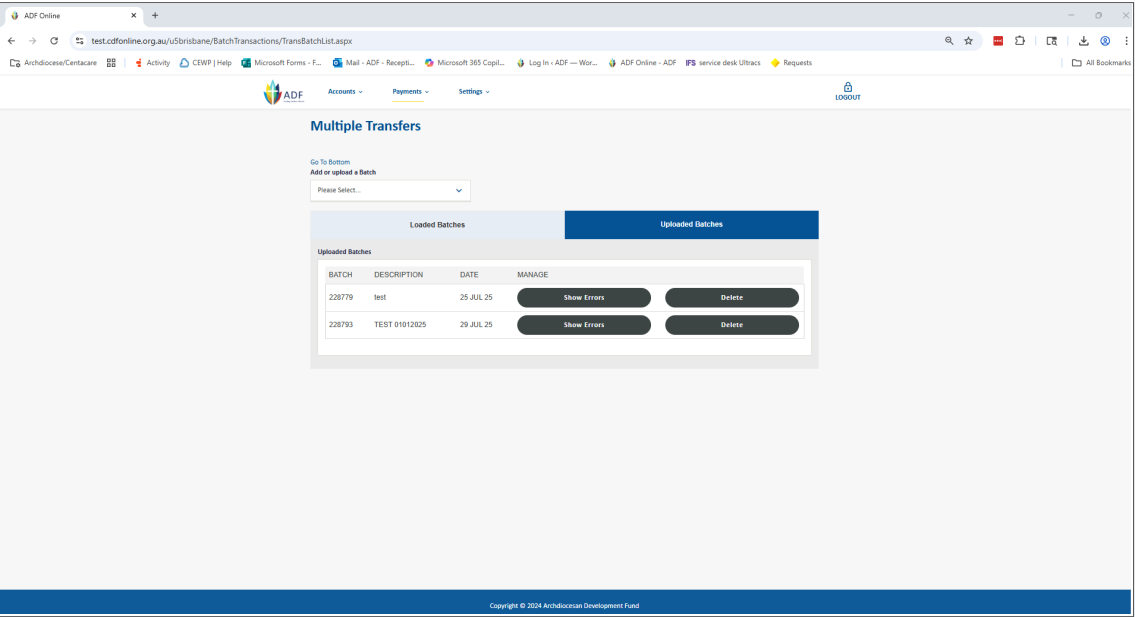
6. This will take you to view pending authorisations. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Multiple EFT Transfers will disappear from under Authorisation Requests and immediately debit from your account. Remember you have 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.



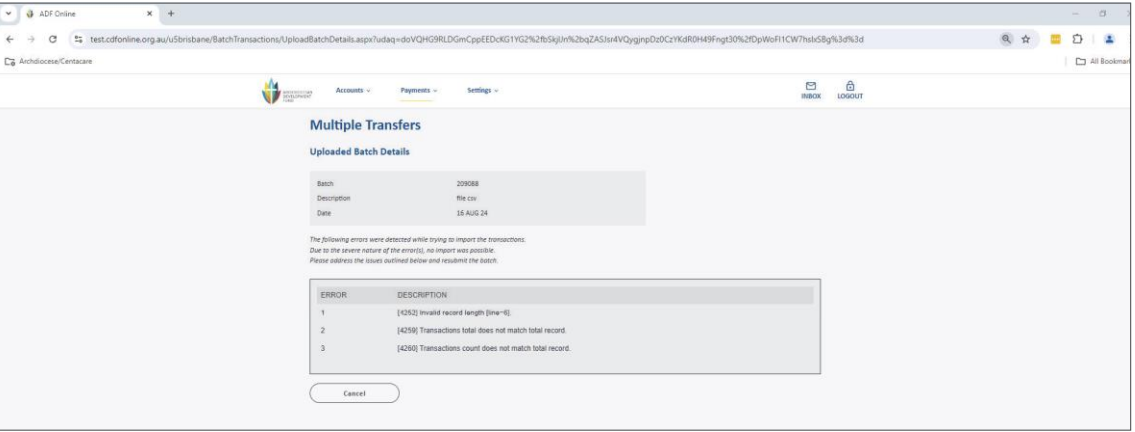
ERRORS IN A BATCH UPLOAD

If there is an issue within a file you have uploaded, you can view the errors but clicking on Uploaded Batches in the Multiple Transfer Screen. You can not make changes in ADF Online for uploaded batches. The batch will need to be deleted and reprocessed from your accounting software system.

- 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, please refer back to your accounting package or file generation system and try generating the file again to re upload to ADF Online. For further assistance please don't hesitate to contact the ADF or your support for your accounting package.

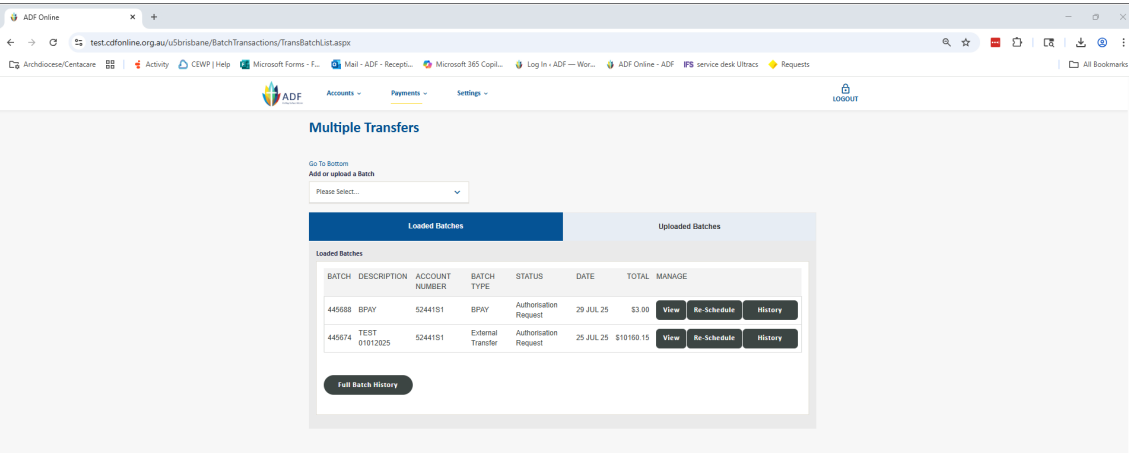


DELETING A BATCH

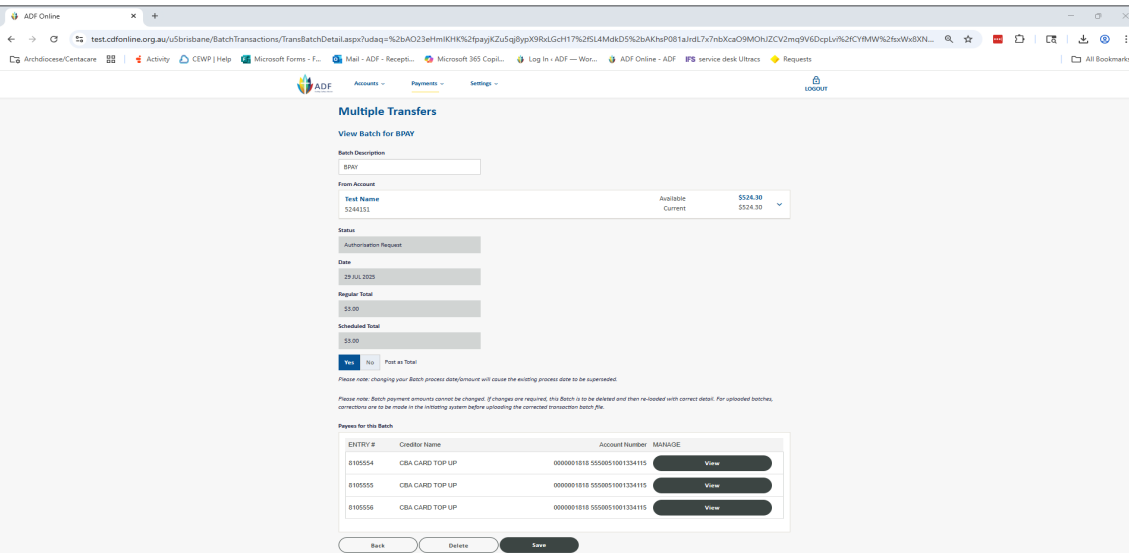
We recommend occasionally 'cleaning up' your Multiple Transfers screen by deleting old batches from your listing. You can do this at any time.

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 View in the Manage area.



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



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

The screenshot shows the ADF Online web interface. The browser address bar displays the URL: `test.cdfonline.org.au/u5brisbane/BatchTransactions/TransBatchDetail.aspx`. The page title is "Multiple Transfers". Below the title, it says "Delete Batch for BPAW".

The main content area contains a table with the following data:

Batch Description	From	To	Amount
Test Name	Test Name	Test Name	\$244.30

Below the table, there is a section titled "Payees for this Batch" with a table containing three rows of data:

ENTRY #	Creditor Name	Account Number
0100554	CBA CARD TOP UP	0000001018 555085 1001334115
0100555	CBA CARD TOP UP	0000001018 555085 1001334115
0100556	CBA CARD TOP UP	0000001018 555085 1001334115

At the bottom of the page, there is a message: "Please click the Submit button to confirm delete of entire batch." Below this message are two buttons: "Cancel" and "Submit".

HINTS AND TIPS

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

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



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