



DDF Online Customer User Guide

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Overview

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

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

Contact details:

DDF Online Support is available Monday to Friday between the hours of 8:30am and 5:00pm.

Phone: 07 4887 3070 (Option 1)

Email: ddf@rok.catholic.net.au

Website: www.ddfrochampton.com.au

Expected Learning Outcomes

After completing this user guide you should:

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

Glossary of Terms

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

DDF – Diocesan Development Fund

Us – The DDF

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

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

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 institution online, mobile or telephone facility to organisations which are registered as BPAY billers.

CRN – Customer Reference Number.

DDR – Direct Debit Request/s.

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

Overview

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

DDF Online gives customers the ability to:

- View current account balances;
- Transfer funds between DDF accounts;
- Transfer funds to accounts held at other financial institutions;
- View, print and download transaction listings;
- View future Periodic Payments or Direct Debits;
- The ability to upload creditor files for batch payments if your accounting package is able to generate ABA files;
- BPAY Payer functionality allowing you to make BPAY payments.

Security Features

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

- The ability to have DDF Online users set up with different access levels depending on the activity they are required to perform. Authorised users can be set up as:
 - Enquiry only
View accounts and generate transaction listings but not perform any transactions.
 - Data Entry
Upload files, prepare payments, view accounts and generate transaction listings.
 - Transacting
Authorise transactions and/or files as well as all other actions that the enquiry and data only users can complete.
- All users are set up with their own unique login name and password. We strongly recommend that users never record or share their log in details with anyone else, and that they regularly change their DDF Online password.
- All transactions and batches processed through DDF Online require dual authorisation, meaning that 2 Transacting users are required to authorise all transactions and batches before they are processed.
- All accounts have a default external transfer limit (the amount that can be sent to another financial institution) of \$30,000, unless otherwise specified in the DDF Online Application. If you would like to change this limit, please contact the DDF Team for advice and assistance.

Processing Cut-off Times

We process your payments each business day, (excluding Rockhampton Local, QLD State and National Public Holidays). In order for your external payments to be processed same-day, please ensure they are fully authorised by the final cut-off time 2:30pm AEST.

An internal transfer between your own accounts or to another DDF customer processes instantly on completion of the second authorisation.

Things to Consider before Applying for DDF Online

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

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

Applying for DDF Online

To establish access or make changes to DDF Online users, please contact the DDF Team at ddf@rok.catholic.net.au to obtain the appropriate DDF Online Application/Replacement or Annexure form.

The following form may also be required to be completed:

1. DDF Signatory / DDF Online Customer Identification Form – a new user for DDF Online must also complete the DDF Identification process if they have not previously done so.

All completed forms can be returned to the DDF via email at ddf@rok.catholic.net.au

Using the DDF Online System

Overview

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

First Time Sign On

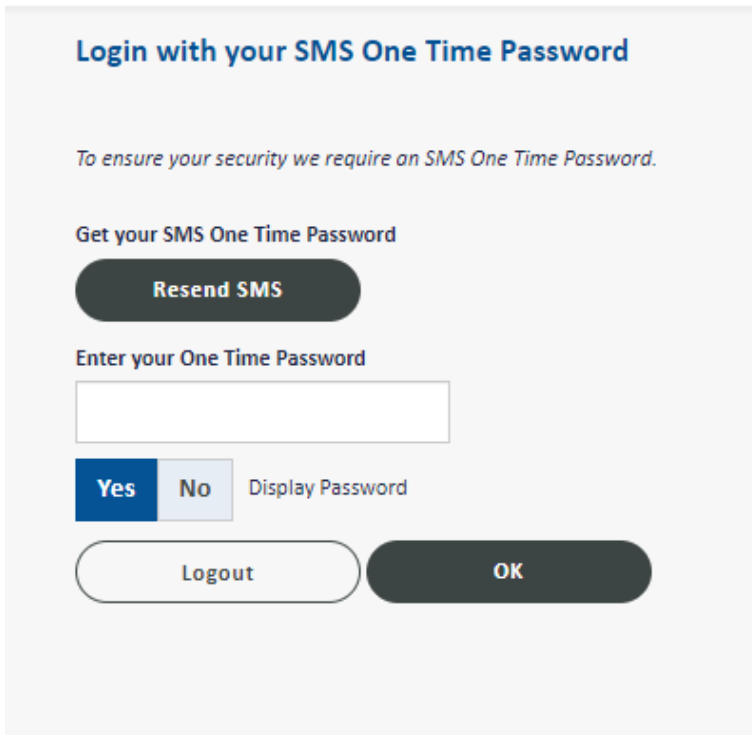
We recommend you always access DDF Online via our website, www.ddfrochampton.com.au DDF Online will work in any internet browser however we do suggest using Microsoft Edge, Google Chrome or FireFox.

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

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

Password: Enter the password provided by the DDF.

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



The screenshot shows a login screen titled "Login with your SMS One Time Password". Below the title is a message: "To ensure your security we require an SMS One Time Password." Underneath, there is a section "Get your SMS One Time Password" with a "Resend SMS" button. Below that is a text input field labeled "Enter your One Time Password". At the bottom, there are two radio buttons: "Yes" (selected) and "No", followed by a "Display Password" checkbox. At the very bottom, there are two buttons: "Logout" and "OK".

- You will now see the screen below, prompting you to create a new login password. First, enter your current password in the first box. Then, enter your new password in both the second and third boxes. Your new password must be 8 to 12 characters long and include a combination of letters and numbers. Once you've entered your new password, click "Change Password" to save it, and you will be redirected to the DDF Online homepage.

Change Password

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

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

Your Password

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

New Password

Confirm Password

Change Password

Your Home Page

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

Accounts		Available	Current	Balance	▼
Test Account 1	52441S1	\$902.34	\$902.34		▼
Test Account 2	52441S1.1	\$0.00	\$0.00		▼
ON-CALL COMPOUND	52441S1.2	\$0.00	\$0.00		▼
SCHOOL FEES DIRDB	52441S16	\$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 and locate interest paid details for previous financial years.

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

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

Viewing Accounts

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

Accounts

Test Account 1
5244151

Available Current **\$902.34**
\$902.34 ^

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
01/10/2023	TFR ONL From-B C E O Ref-TEST115 [Eff Date: 25 JUN 24]		\$681.00	\$902.34
29/08/2023	TFR TO 52139S1.3	\$1,000.00		\$221.34
29/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 28 AUG 23]		\$1,000.00	\$1,221.34
03/08/2023	DEBIT TRANSFER From: CBA MERCHANT FEE Ref: 5353109494835823	\$10.56		\$221.34
02/08/2023	DEPOSIT AT BANK From: CBA CREDIT CARDE Ref: 5353109494835823 [Eff Date: 01 AUG 23]		\$95.00	\$231.90

[View All Transaction and Account Details](#)

Searching Transactions

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

Transactions / Account Details

Test Account 1
5244151

Available Current **\$902.34**
\$902.34 v

Transactions | Account Details

Quick Search | Advanced Search | Download

Quick Search

Description:

In Transaction Type: All v

Amount:

Cancel | Search Transaction

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

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

Transactions / Account Details

Test Account 1
52441S1

Available: \$902.34
Current: \$902.34

Transactions | Account Details

Quick Search | **Advanced Search** | Download

Advanced Search

Description:

Receipt Number:

Cheque Withdrawal Number:

In Transaction Type: All

Time Period: **Duration** | Date Range

Duration: -- Please Select --

Amount:

Amount from:

Amount to:

Cancel | Search Transaction

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

Downloading Transactions

When viewing any account, you can 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.

CLEAN MENT | Accounts | Payments | Settings | INBOX | LOGOUT

Download Transactions

Test Account 1
52441S1

Available: \$902.34
Current: \$902.34

From: DD MMM YYYY

To: DD MMM YYYY

Document Type: CSV : Comma Separated Values, Generic for

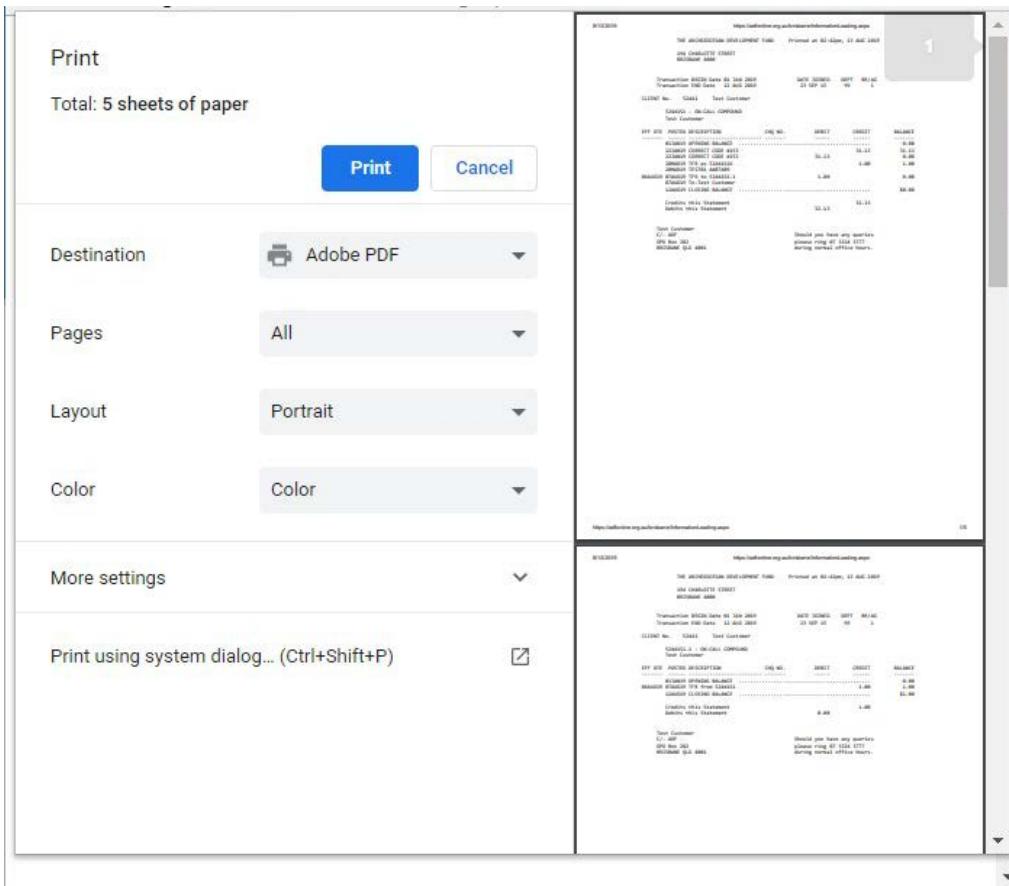
Download

Generating a Statement

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

Transaction	BEGIN Date	DATE JOINED	DEPT	BR/AG
Transaction	01 AUG 2023	23 SEP 15	99	1
Transaction	16 AUG 2023			
CLIENT No.	52441	Test Customer		
	52441S1 - Test Account 1	Test Customer		
	Test Customer			
POSTED DESCRIPTION	DEBIT	CREDIT	BALANCE	CHQ. NO.
01AUG23 OPENING BALANCE			196.90	
02AUG23 DEPOSIT AT BANK		35.00	231.90	
02AUG23 From: CBA CREDIT CARDE Ref: 5353109494835823				
03AUG23 DEBIT TRANSFER	10.56		221.34	
03AUG23 From: CBA MERCHANT FEE Ref: 5353109494835823				
16AUG23 CLOSING BALANCE			\$221.34	

To save this file electronically, right click your mouse, select the Print button or select Ctrl + P and then change the printer to PDF.



Viewing Future 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 Future Payments 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.

SAN INT Accounts ▾ Payments ▾ Settings ▾ INBOX LOGOUT

Future Payments

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

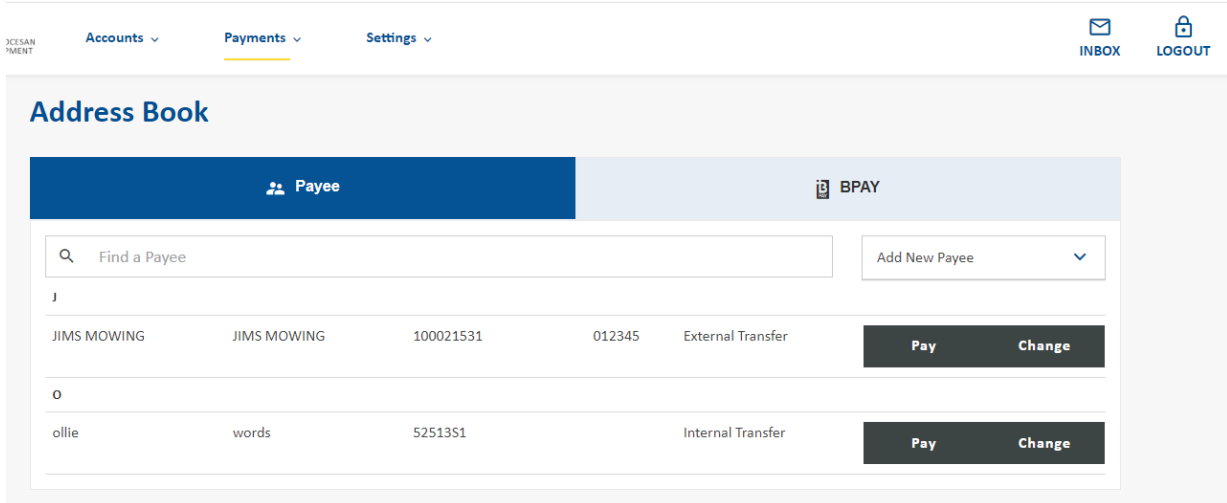
We recommend keeping your saved payee account details up to date by 'cleaning up' your address books listing. You can do this at any time.

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

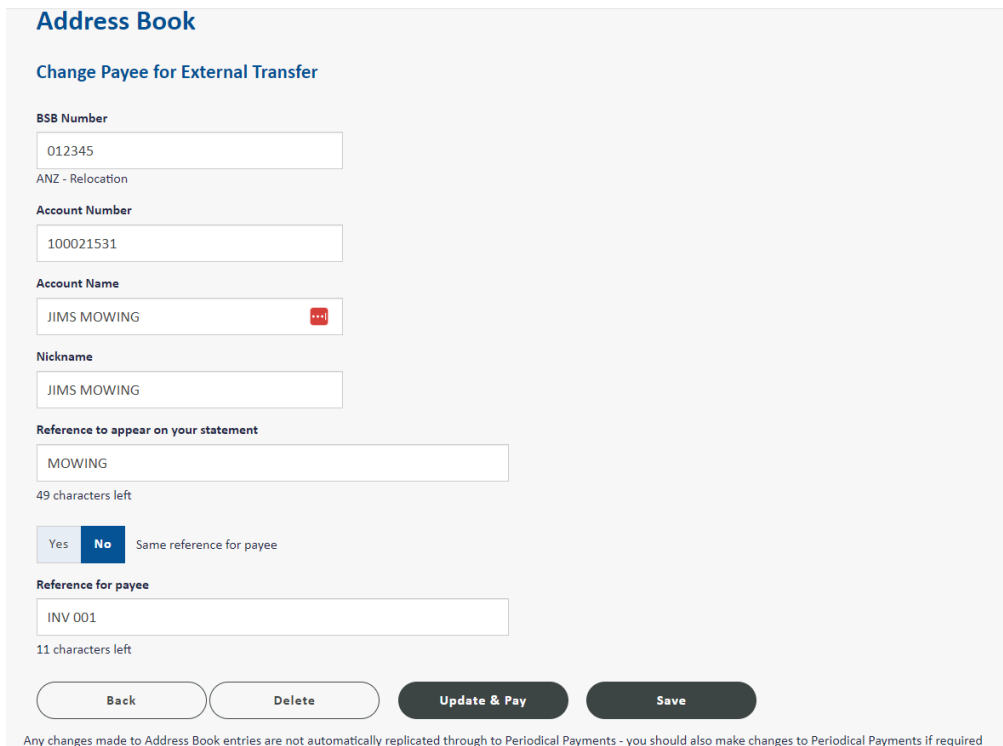
Payee – The Payee address book will show you all the account records you have saved for payments to other accounts. This will be referenced as External Payees.

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

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



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



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 Future 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 Transacting User, 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 a Transacting User (full account signatory) you creating the payment counts as the first authorisation and you will only require one other Transacting User to log in and authorise the transaction.

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

1. Select the account you wish to debit. You then go through and complete the rest of the payment information, ensuring that the Reference for Payee is completed. 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' interface. At the top, there are navigation links for 'Accounts', 'Payments', and 'Settings', along with 'INBOX' and 'LOGOUT' icons. The main heading is 'Transfer Money'. Below this, the 'From Transfer From' section displays 'Test Account 2' with an available balance of \$200.00 and a current balance of \$200.00. The 'To' section shows 'JIMS MOWING' with account details 'JIMS MOWING', '100021531', and '012345'. The 'Transfer Details' section indicates a remaining daily limit of \$10,000.00, an amount of \$50.00, and 'Now' selected for the frequency. The 'Reference to appear on your statement (optional)' field contains 'MOWING'. The 'Reference for payee' field contains 'INV 001' and is marked as mandatory. A 'Next' button is located at the bottom of the form.

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

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 52441S1.1	Available Current	\$200.00 \$200.00
To Account Description	JIMS MOWING 012345 100021S31 ANZ - Relocation		
Amount	\$50.00		
When	This transaction will occur immediately		
Reference for payee	INV 001		
Reference to appear on your statement	MOWING		

- If the information is correct, you can select Submit which will store the payment as an authorisation request for a user with the appropriate access level to complete the 2nd approval.
- You can view any of your authorisation requests by clicking on Authorisation Requests: By Me on the home screen (click View All) or by selecting Payments menu on the top of the screen and selecting Authorisation Requests.

Accounts

1 Authorisation Requests: By Me

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

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

The screenshot shows the 'Accounts' page in the DDF Online interface. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. Below the navigation, the page title is 'Accounts'. There is a notification banner that says '1 Authorisation Requests: For Me'. Below this, there is a summary card for '12 AUG 2024' showing a payment of '\$50.00' from 'JIMS MOWING' to '52441S1.1 - Test Account 2'. A 'View All' button is visible. The main content is a table of accounts:

Account Name	Account ID	Available	Current	Balance
Test Account 1	52441S1	Available	Current	\$702.34
Test Account 2	52441S1.1	Available	Current	\$200.00
ON-CALL COMPOUND	52441S1.2	Available	Current	\$0.00
SCHOOL FEES DIRDB	52441S16	Available	Current	\$0.00

6. This will bring you to a list of all transactions requiring authorisation. We recommend reviewing each transaction individually to verify the payment amount and details. To approve a payment, click 'Accept Payment.' Once authorised, the payment will be removed from the 'Authorisation Requests' section and immediately debited from your account. Keep in mind that payments must be authorized by 2:30pm for same-day processing, and the recipient will typically receive the funds within 1 business day.

The screenshot shows the 'Authorisation Request: For Me' page. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. Below the navigation, the page title is 'Authorisation Request: For Me'. There is a warning icon and text: 'Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.' Below this, there is a section for 'Payment Detail - External Transfer' with the following information:

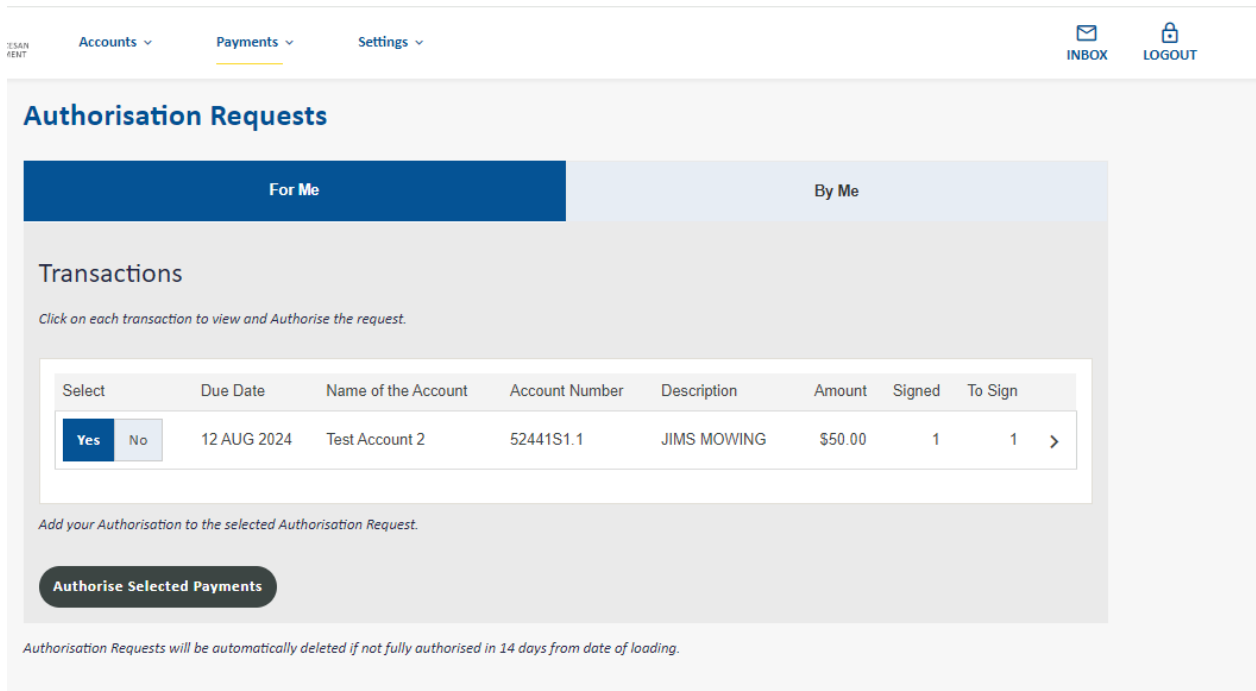
From Account	Test Account 2 52441S1.1
To Payee	JIMS MOWING-INV 001
Reference	MOWING
Amount	\$50.00
When	This transaction will occur when fully authorised
Loaded by	DATA52441-19 AUG 2024 - 10:55am

Below the payment details, there is a section for 'Authorisation Details' with the text: 'This account requires 1 more signatory to authorise this withdrawal.' Below this, there is a table for 'The Other Signatories are' with the following information:

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

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

- 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 utilise the BPAY Batch function, please contact the DDF for assistance.

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.

- First, you need to select the 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.
 - Click in the Pay From box to select your account (any account with available funds)
 - Click on the To drop down and either select an existing Biller or select New Biller
 - Enter the Customer Reference Number (CRN) from the invoice in the Reference field
 - Enter a nickname to save these details in your BPAY Address Book (optional and only applicable if new biller)
 - Enter the amount of the payment
 - 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 – which is not suitable for accounts with a variable CRN)

DFD ONLINE CUSTOMER

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

BPAY

From

Test Account 2	Available	\$150.00
52441S1.1	Current	\$150.00

To

Pay New Biller

Add New Biller

Enter Biller to search for

0000001818

Billers Nickname (description)

55500510013334115

Customer Reference Number (CRN)

CBA CARD TOP UP

Transfer Details

Amount

\$ 10.00

When

Now Once On Recurring

- You will now be shown the summary screen of the payment for you to validate that all information completed is correct. Once happy to proceed, select SUBMIT. This will now store the payment as an Authorisation Request for a user with the appropriate access level to complete the authorisation process.

DFD ONLINE CUSTOMER

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

BPAY - Review and Submit

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

From: Test Account 2
52441S1.1

To: COMMONWEALTH CARDS
0000001818
55500510013334115

Amount: **\$10.00**

When: This transaction will occur when fully authorised

Authorisation Details

This account requires 2 more signatories to authorise this withdrawal.

The Other Signatories are

Client	Notify Via Email	Status
Ms A Test 1	Yes <input type="button" value="No"/>	
Mr A Test 2	Yes <input type="button" value="No"/>	
Mr B G Holmes	Yes <input type="button" value="No"/>	

Notes - record only if Transaction is to be authorised later

- After selecting SUBMIT, the 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.

The screenshot shows the 'BPAY - Receipt' confirmation screen. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. The main content area features a red checkmark icon and a message: 'Your BPAY Payment has been stored as a Authorisation Request on 12 AUG 2024 at 03:34pm'. Below this is a warning icon and text: 'This account requires 1 more Signatory to complete the payment.' The receipt details are as follows:

Receipt No	At Authorisation
From	Test Account 2 52441S1.1
To	55500510013334115 COMMONWEALTH CARDS 0000001818 5550051001334115
Amount	\$10.00
When	This transaction will occur when fully authorised

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

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

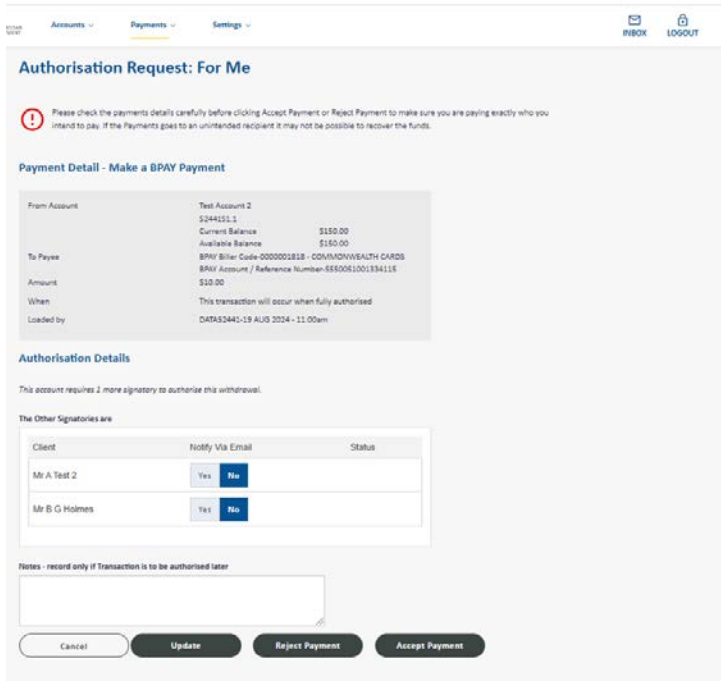
The screenshot shows the 'Accounts' page in the DDF Online interface. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. The main content area features a notification box with a pencil icon and text: '1 Authorisation Requests: For Me'. Below this is a card showing a pending payment:

13 AUG 2024 \$10.00
CBA CARD TOP UP
52441S1.1 - Test Account 2

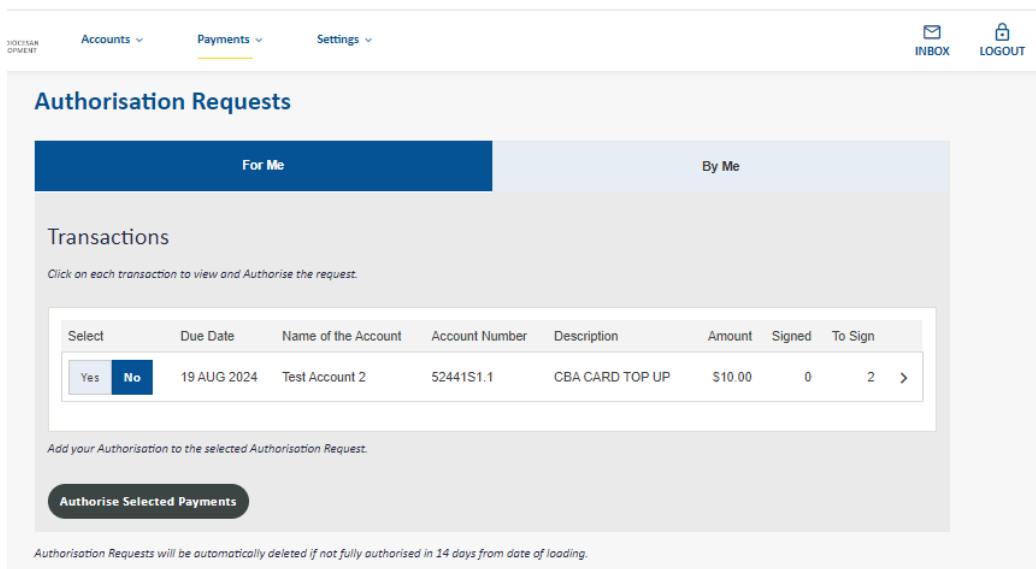
Below the card is a 'View All' button. The main content area displays a table of accounts:

Account Name	Account ID	Available	Current	Balance	Dropdown
Test Account 1	52441S1	Available	Current	\$702.34	▼
Test Account 2	52441S1.1	Available	Current	\$150.00	▼
ON-CALL COMPOUND	52441S1.2	Available	Current	\$0.00	▼
SCHOOL FEES DIRDB	52441S16	Available	Current	\$0.00	▼

- After selecting "View All," you will see all pending authorisations. We recommend reviewing each payment individually to verify the amount and details. Once confirmed, click "Accept Payment" to approve it. Upon full authorisation, the BPAY payment will be removed from the "Authorisation Requests" section and immediately debited from your account. Remember, payments must be authorised by 2:30pm for same-day processing, and the recipient will typically receive the funds within 1 business day.



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



Single Internal Transfer – Between Your Own Accounts

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

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

The screenshot shows the 'Transfer Money' interface. At the top, there are navigation links for 'Accounts', 'Payments', and 'Settings', along with 'INBOX' and 'LOGOUT' icons. The main form is titled 'Transfer Money' and contains the following sections:

- From Transfer From:** A dropdown menu showing 'Test Account 2' (ID: 52441S1.1) with available and current balances of \$150.00.
- To:** A dropdown menu showing 'ON-CALL COMPOUND' (ID: 52441S1.2) with available and current balances of \$0.00.
- Transfer Details:** Includes a note 'Updating daily limit', an 'Amount' input field with '\$ 50.00', and 'When' options: 'Now' (selected), 'Once On', and 'Recurring'.
- Reference to appear on your statement (optional):** A text input field containing 'Test Payment' (43 characters left).
- Reference for payee:** A text input field containing 'Test Payment' (43 characters left), with a red asterisk indicating it is mandatory.

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

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

Accounts Payments Settings INBOX LOGOUT

Transfer Money - Review and Submit

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

From	Test Account 1 52441S1 Available \$702.34 Current \$702.34
To Account Description	Test Customer 52441S1.1
Amount	\$50.00
When	This transaction will occur immediately
Reference for payee	Test Payment
Reference to appear on your statement	Test Payment

Cancel Back **Submit**

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

Accounts Payments Settings INBOX LOGOUT

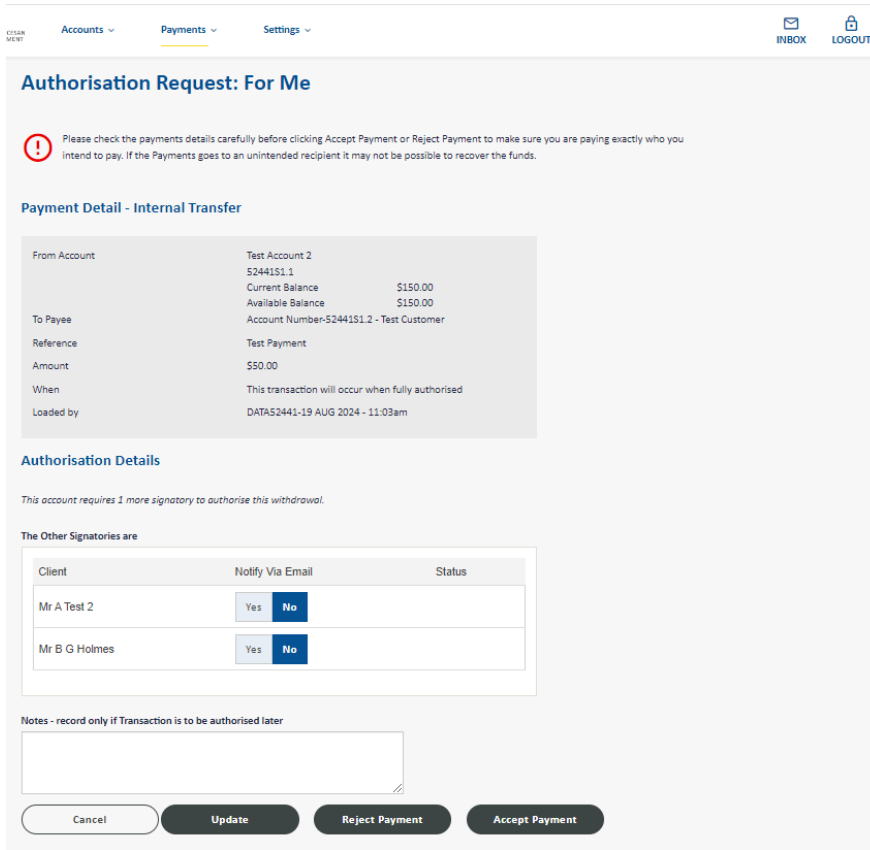
Transfer Money - Receipt

Your Transfer has been submitted

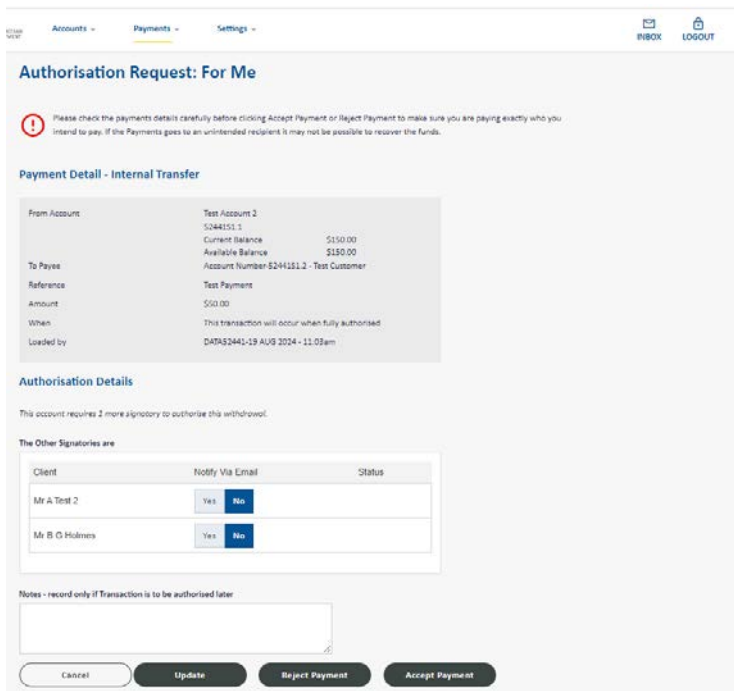
From	Test Account 1 52441S1
To	Test Customer 52441S1.1
Amount	\$50.00
When	This transaction will occur immediately
Receipt Number	At Authorisation
Reference for payee	Test Payment
Reference to appear on your statement	Test Payment
Authorised by	Mr A Test 2

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

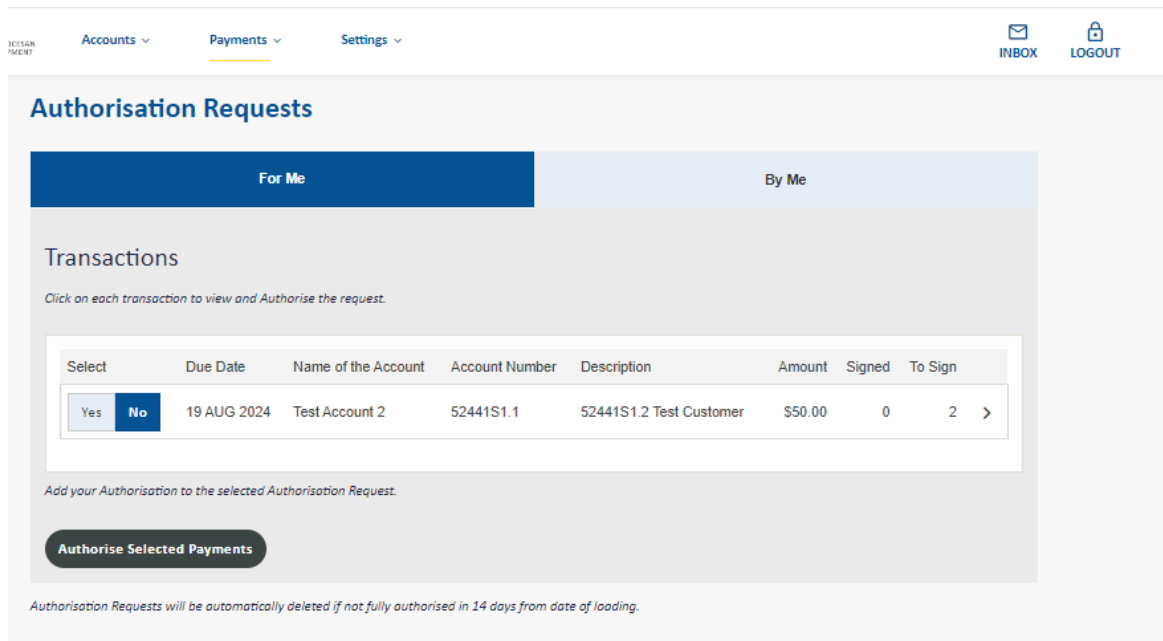
4. Authorisers can now login to DDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.



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



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



Single Internal Transfer – To Another DDF Customer

Like transferring between your own accounts, there is also a way to make a payment to any other account held with the DDF. This requires their DDF account number i.e. 1234S1 and once completed, processes instantly to their account.

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

- First, you need to select the 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.
 - Click in the Transfer From box to select your account (any account with available funds)
 - Under the To box select New Payee
 - Select Yes on Transfer to DDF Account, this will automatically populate the BSB.
 - Enter the DDF account number (i.e. 1234S1) and account name
 - Add a Nickname to save for future use (optional)
 - Enter the amount to transfer
 - 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)
 - Enter an appropriate Reference to appear on your statement for this account
 - Enter an appropriate reference for the account you are paying under Reference to Payee

[Accounts](#) | [Payments](#) | [Settings](#) | [INBOX](#) | [LOGOUT](#)

Transfer Money

From Transfer From

Test Account 2 52441S1.1	Available Current	\$150.00 \$150.00
-----------------------------	----------------------	----------------------

To

Add New Payee

Add New Payee

Yes No Transfer to ADF Account

BSB Number Number

064 786

Account Number

5000051

Account Name

TESTING PAYMENT

Nickname to save as for future use(optional)

Transfer Details

Remaining daily limit Unavailable

Amount

\$ 5.00

When

Now Once On Recurring

Reference to appear on your statement (optional)

TESTING

48 characters left

Yes No Same reference for payee

Reference for payee

TESTING


*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 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.

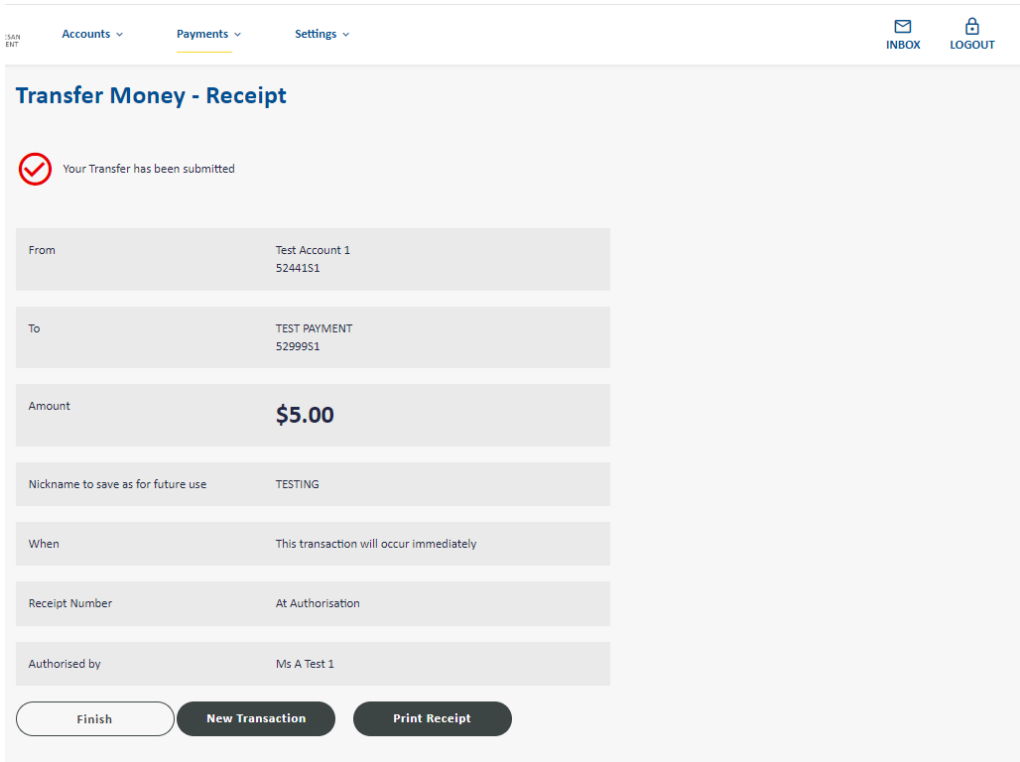
[Accounts](#) | [Payments](#) | [Settings](#) | [INBOX](#) | [LOGOUT](#)

Transfer Money - Review and Submit

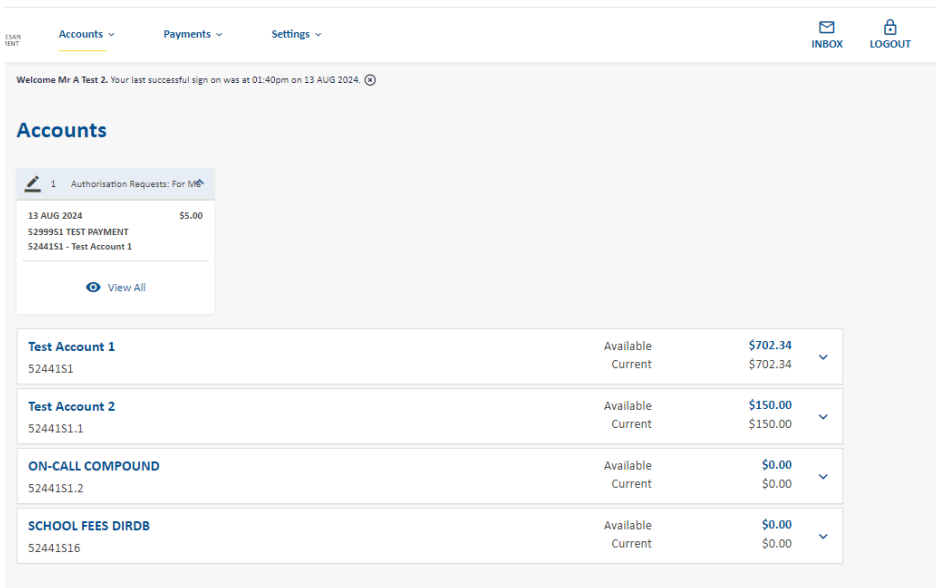
 Please check the payment details carefully before selecting Submit to make sure you are paying who you intend to pay. If the payment goes to an unintended recipient, it may not be possible to recover the funds.

From	Test Account 2 52441S1.1 Available \$150.00 Current \$150.00
To Account Description	TESTING PAYMENT 52441S1
Amount	\$5.00
When	This transaction will occur immediately
Reference for payee	TESTING
Reference to appear on your statement	TESTING

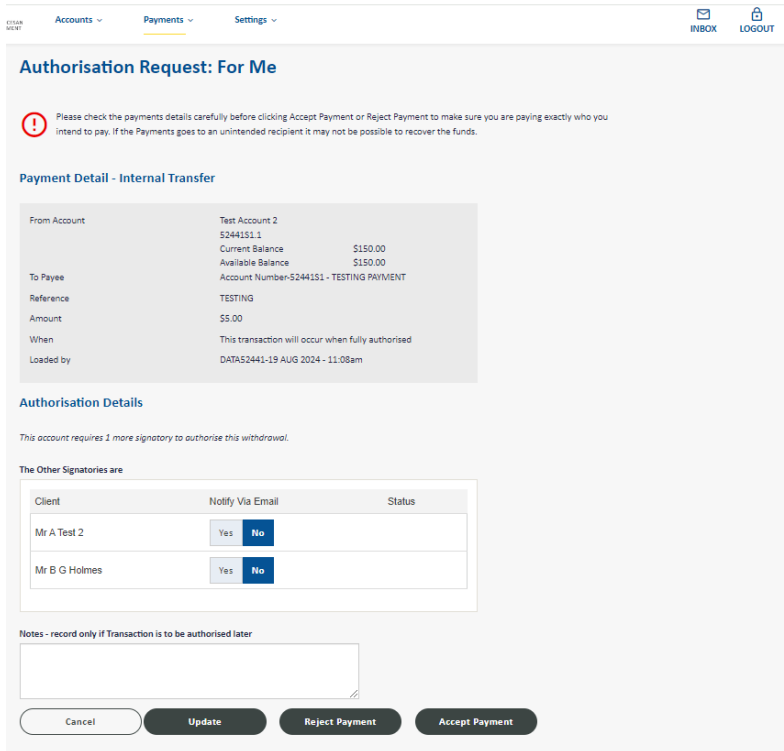
- You can click Finish, New Transaction or Print Receipt.



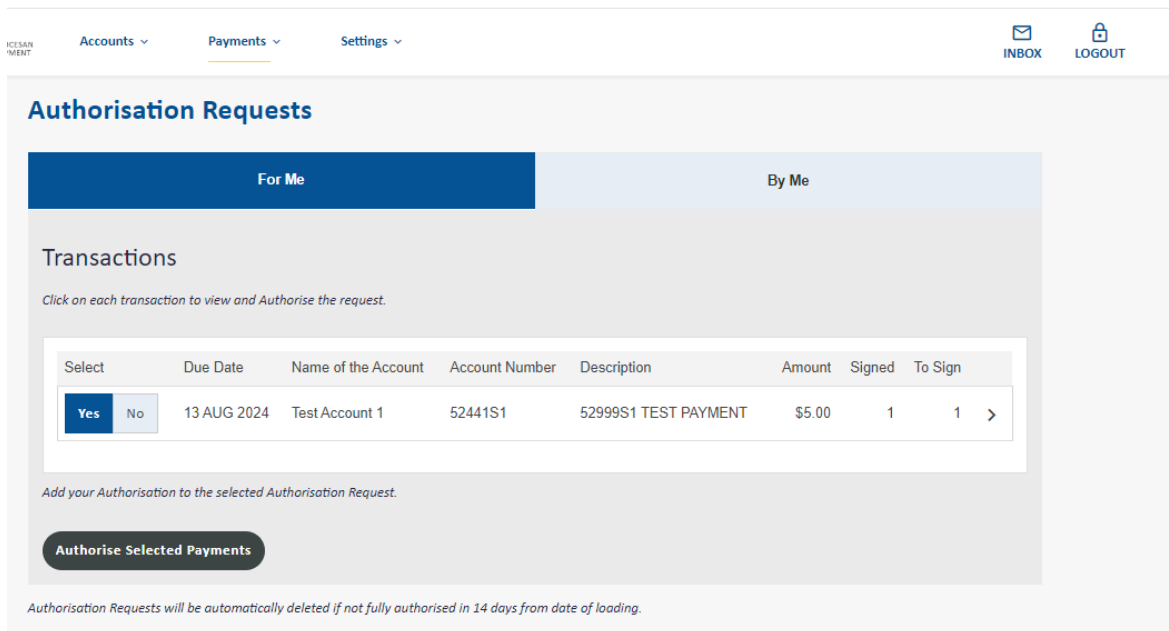
- Authorisers can now login to DDF Online to view and approve the payment. On the home screen click on the drop down under Authorisation Requests: For Me and select View All.



- This will take you to view pending authorisations. You can also click into the payment and select Accept Payment after checking the details. Once fully authorised, the Single Internal Transfer to another DDF account will disappear from under Authorisation Requests and immediately debit from your account, and credit the recipient's DDF 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. First, 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).
 - 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 the 'Multiple Transfers' interface. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right, there are icons for 'INBOX' and 'LOGOUT'. The main heading is 'Multiple Transfers' with a sub-heading 'Add Batch for External Transfer'. Below this, there is a 'Batch Description' field containing 'MULTIPLE ETF TEST BATCH'. The 'From Account' section shows a table with one account: 'Test Account 1' (ID: 5244151) with 'Available' and 'Current' balances of \$702.34. Below the table are radio buttons for 'Yes' (selected) and 'No' for 'Post as Total'. A 'Reference' field also contains 'MULTIPLE ETF TEST BATCH'. At the bottom are 'Back' and 'Save' buttons.

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

The screenshot shows the 'Multiple Transfers' interface for 'Change Batch for External Transfer'. The layout is similar to the previous screen, but with additional fields. The 'Batch Description' and 'Reference' fields both contain 'MULTIPLE ETF TEST BATCH'. The 'From Account' table remains the same. Below the 'Post as Total' radio buttons, there is a 'Status' dropdown set to 'New', a 'Regular total' field set to '\$0.00', and an 'Add an existing Payee' dropdown set to 'Please Select...'. At the bottom, there are three buttons: 'Add New Payee to Batch', 'Back', and 'Delete', with a 'Save' button at the very bottom.

[Accounts](#) [Payments](#) [Settings](#)

[INBOX](#) [LOGOUT](#)

Multiple Transfers

Add Batch Payee for External Transfer

Batch Payee Description

BSB Number Number

Account Number

In the Name of

Reference

Amount

- You are now taken back to your Multiple Transfers section that shows an overall view of all your current or previous batches and most importantly their Status and History. From this screen you can 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.

[Accounts](#) [Payments](#) [Settings](#)

[INBOX](#) [LOGOUT](#)

Multiple Transfers

Go To Bottom

Add or upload a Batch

Please Select...

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

[Full Batch History](#)

CSAN
MERT

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

Multiple Transfers

Schedule Batch for External Transfer

Batch Description	MULTIPLE ETF TEST BATCH		
From	Test Account 1 52441S1	Available	\$702.34
Status	New		
Regular Total	\$1.00		
Scheduled Total	\$1.00		
Post as Total	Y		
Reference	MULTIPLE ETF TEST BATCH		

Payees for this Batch

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

Process Date

13 AUG 2024

Cancel Submit

- The screen will change slightly for you to validate that all the information is correct. Once ready to proceed, select Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to complete the authorisation process.

CSAN
MERT

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

Multiple Transfers

Schedule Batch for External Transfer

Your Batch has been stored as a Authorisation Request on 19 AUG 2024 at 11:23am
This account requires 2 more Signatories to complete the withdrawal.

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

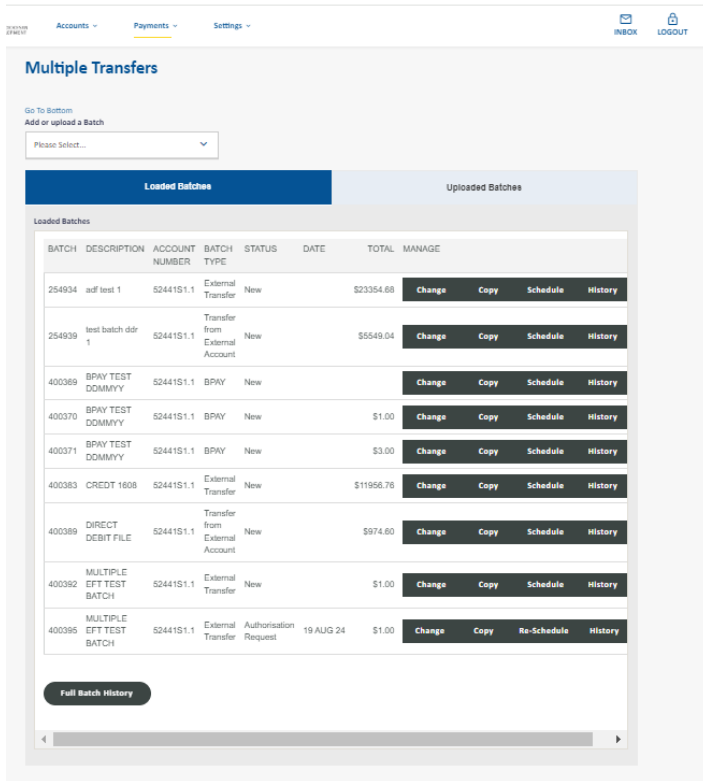
Batch Description	MULTIPLE EFT TEST BATCH		
From	Test Account 2 52441S1.1	Available	\$150.00
Status	Authorisation Request		
Date	19 AUG 2024		
Regular Total	\$1.00		
Scheduled Total	\$1.00		
Post as Total	Y		
Reference	MULTIPLE EFT TEST BATCH		

Payees for this Batch

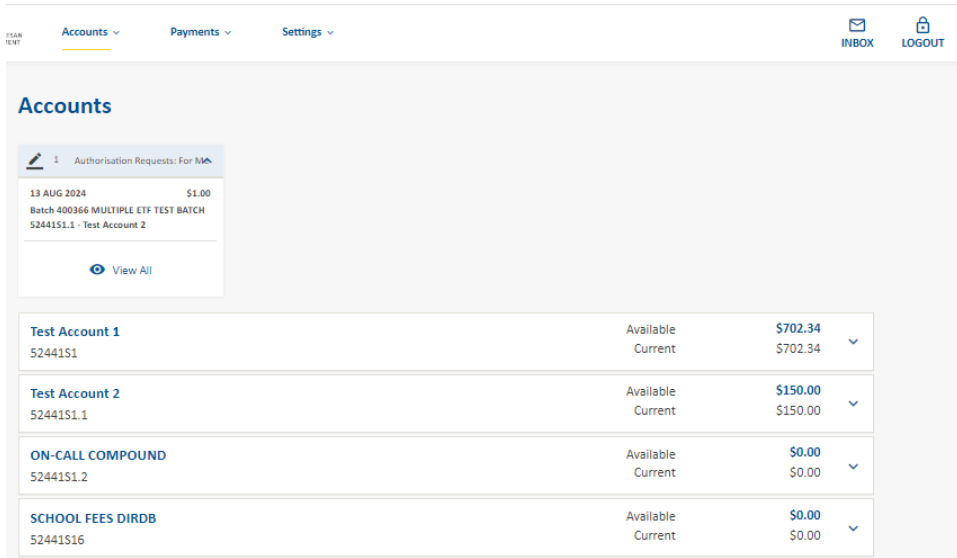
ENTRY #	Creditor Name	Account Number	THIS AMOUNT
7403332	JIMS MOWING	012345 100021531	\$1.00

Submit

- 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.



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



- This will take you to the list of pending authorisations. We recommend reviewing each transaction individually to confirm the payment amounts and details. Once confirmed, click "Accept Payment." Upon full authorisation, the Multiple EFT Transfer will be removed from the "Authorisation Requests" section and appear as "Scheduled" in the Multiple Transfers list. Payments must be authorised by 2:30pm for same-day processing, with recipients typically receiving the funds within 1 business day. Once the batch has been processed by DDF, the status will update to "Posted."

DDF ONLINE PAYMENT Accounts Payments Settings INBOX LOGOUT

Authorisation Request: For Me

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

Payment Detail - Schedule Batch for External Transfer

Batch	400366-MULTIPLE ETF TEST BATCH		
From Account	Test Account 2		
	5244151.1		
	Current Balance	\$150.00	
	Available Balance	\$150.00	
Pay on	13 AUG 2024		
Total	\$1.00		
Regular Total	\$1.00		
Number of Batch Payees	1		
Post as Total	Yes		
Loaded by	Ms A Test 1-13 AUG 2024 - 03:00pm		
LAST DETAIL	JIMS MOWING-012345 100021531 - \$1.00		

Authorisation Details

Authorised by Ms A Test 1, 13/08/2024, 03:00PM

Notes - record only if Transaction is to be authorised later

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. First, 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).
 - 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

DDF ONLINE PAYMENT Accounts Payments Settings INBOX LOGOUT

Multiple Transfers

Add Batch for BPAY

Batch Description

BPAY TEST DDMMYY

From Account

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

Yes
 No
 Post as Total

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

Multiple Transfers

Change Batch for BPAY

Batch Description
BPAY TEST DDMMYY

From Account

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

Status
New

Regular Total
\$0.00

Yes No Post as Total

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

Add New Payee to Batch

Back Delete Save

Multiple Transfers

Add Batch Payee for BPAY

Enter Biller to search for

Biller Code
0000001818

Biller Name
COMMONWEALTH CARDS

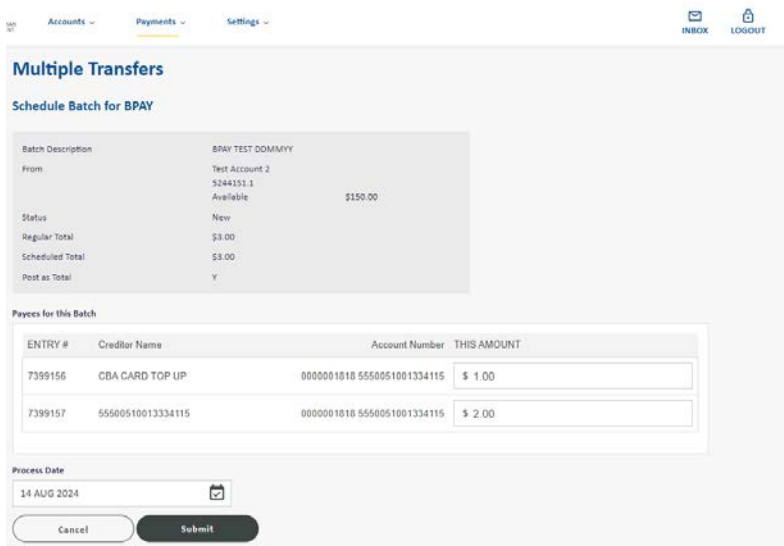
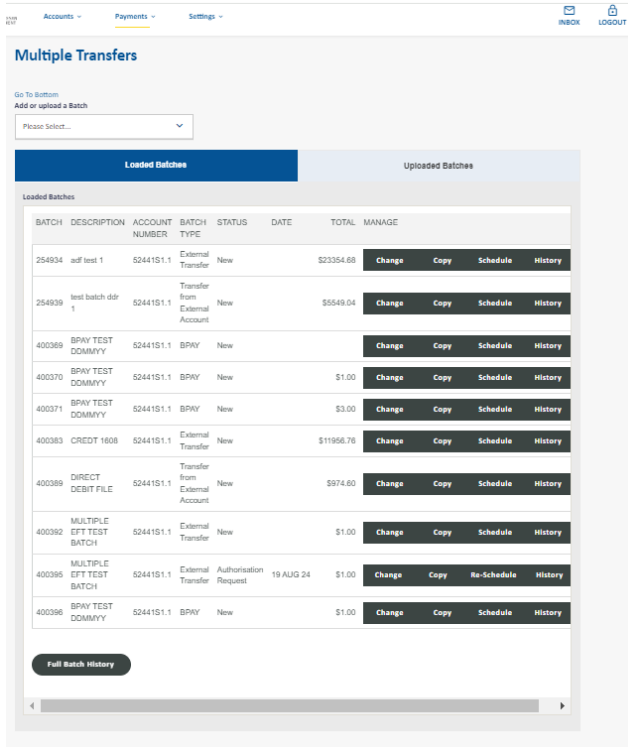
Batch Payee Description
55500510013334115

Customer Reference Number (CRN)
55500510013334115

Amount
\$ |

Back Save

- You are now taken back to your Multiple Transfers section that shows an overall view of all current or previous batches and most importantly their Status and History. From this screen you can 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. Once happy to proceed, select Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to complete the authorisation process.

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

Payees for this Batch

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

Authorisation Details

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

- 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.

[Accounts](#)
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[LOGOUT](#)

Multiple Transfers

Schedule Batch for BPAY

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

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

Batch Description	BPAY TEST DDMMYY
From	Test Account 2 52441S1.1 Available \$150.00
Status	Authorisation Request
Date	14 AUG 2024
Regular Total	\$3.00
Scheduled Total	\$3.00
Post as Total	Y

Payees for this Batch

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

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

The screenshot shows the 'Accounts' page in DDF Online. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. A welcome message reads: 'Welcome Mr A Test 2. Your last successful sign on was at 03:03pm on 13 AUG 2024'. Below this, there is a section for 'Authorisation Requests: For Me' with a 'View All' link. A table lists four accounts with their available and current balances:

Account Name	Available	Current
Test Account 1 (52441S1)	\$702.34	\$702.34
Test Account 2 (52441S1.1)	\$150.00	\$150.00
ON-CALL COMPOUND (52441S1.2)	\$0.00	\$0.00
SCHOOL FEES DIRDB (52441S16)	\$0.00	\$0.00

7. This will bring you to the list of pending authorisations. We recommend reviewing each transaction individually to verify the payment amounts and details. Once confirmed, click "Accept Payment." After full authorisation, the Multiple BPAY Transfer will be removed from the "Authorisation Requests" section and marked as "Scheduled" in the Multiple Transfers list. Payments must be authorised by 2:30pm for same-day processing, with recipients typically receiving the funds within 1 business day. Once the batch is processed by DDF, the status will update to "Posted."

The screenshot shows the 'Authorisation Request: For Me' page. It includes a warning icon and text: 'Please check the payments details carefully before clicking Accept Payment or Reject Payment to make sure you are paying exactly who you intend to pay. If the Payments goes to an unintended recipient it may not be possible to recover the funds.' Below this is the 'Payment Detail - Schedule Batch for BPAY' section with the following information:

Batch	400371-BPAY TEST DDDMMYY		
From Account	Test Account 2 52441S1.1		
	Current Balance	\$150.00	
	Available Balance	\$150.00	
Pay on	14 AUG 2024		
Total	\$3.00		
Regular Total	\$3.00		
Number of Batch Payees	2		
Post as Total	Yes		
Loaded by	Ms A Test 1-14 AUG 2024 - 09:42am		
Batch Detail	0000001818 5550051001334115 - \$1.00		
LAST DETAIL	0000001818 5550051001334115 - \$2.00		

The 'Authorisation Details' section shows 'Authorised by' as 'Ms A Test 1, 14/08/2024, 09:42AM'. Below this is a 'Notes - record only if transaction is to be authorised later' field containing the text 'PLEASE APPROVE'. At the bottom, there are four buttons: 'Cancel', 'Update', 'Reject Payment', and 'Accept Payment'.

Uploading Files for Payment

The Multiple Transfers section also allows you to generate a batch of account payment details in ABA file format directly from your accounting package to upload and process in DDF Online. 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, there is a significant time saving as payment details from your accounting software are imported directly into DDF Online reducing the manual input of data and therefore the opportunity for error.

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

1. First, 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).
 - 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 the 'Multiple Transfers' form in DDF Online. The form is titled 'Multiple Transfers' and has a subtitle 'Load a Batch of Credit External Account Transactions'. It contains several sections: 'Document Type' with a dropdown menu set to 'Standard ABA file ex MYOB etc'; 'File Location' with a file upload button showing '17951_04X8PU7S.ABAI (257...)' and a file icon; 'Batch Description' with a text input field containing 'EFTS DD MM YY'; 'From Account' with a dropdown menu showing 'Test Account 2' (Account Number: 5244151.1) and 'Available \$150.00'; 'Post as Total' with 'Yes' selected and 'No' unselected; and 'Reference' with an empty text input field. At the bottom are 'Back' and 'Upload' buttons.

2. You are now taken back to your Multiple Transfers section that shows an overall view of all current or previous batches and most importantly their Status and History. From this screen you can 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.

Accounts Payments Settings INBOX LOGOUT

Multiple Transfers

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

Loaded Batches							Uploaded Batches			
BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE			
254939	EFTS DD MM YY	52441S1.1	Transfer from External Account	New		\$5549.04	Change	Copy	Schedule	History
400369	BPAY TEST DOMMY	52441S1.1	BPAY	New			Change	Copy	Schedule	History
400370	BPAY TEST DOMMY	52441S1.1	BPAY	New		\$1.00	Change	Copy	Schedule	History
400371	BPAY TEST DOMMY	52441S1.1	BPAY	Authorisation Request	19 AUG 24	\$3.00	Change	Copy	Re-Schedule	History
400383	CREDIT 1608	52441S1.1	External Transfer	New		\$11956.76	Change	Copy	Schedule	History
400389	DIRECT DEBIT FILE	52441S1.1	Transfer from External Account	New		\$974.60	Change	Copy	Schedule	History
400392	MULTIPLE EFT TEST BATCH	52441S1.1	External Transfer	New		\$1.00	Change	Copy	Schedule	History
400395	MULTIPLE EFT TEST BATCH	52441S1.1	External Transfer	Authorisation Request	19 AUG 24	\$1.00	Change	Copy	Re-Schedule	History
400396	BPAY TEST DOMMY	52441S1.1	BPAY	New		\$1.00	Change	Copy	Schedule	History

Full Batch History

Accounts Payments Settings INBOX LOGOUT

Multiple Transfers

Schedule Batch for Debit External Accounts

Batch Description	EFTS DD MM YY		
From	Test Account 2	52441S1.1	
	Available		\$150.00
Status	New		
Regular Total	\$5,549.04		
Scheduled Total	\$5,549.04		
Post as Total	N		

Payers for this Batch

ENTRY #	Creditor Name	Account Number	THIS AMOUNT
5248857	P J E J RYAN	064001 10243815	\$ 2359.28
5248858	JOAN SB ROONEY	124196 22019076	\$ 760.90
5248859	B E R GUYATT	734064 529117	\$ 731.50
5248860	MRS MARION JANET WRIGHT	084209 216243626	\$ 731.50
5248861	HAROLD GREGORY PLUCKNETT	014279 561317833	\$ 965.86

Process Date
19 AUG 2024

Cancel Submit

- The screen will change slightly for you to validate that all the information is correct. Once confirmed and happy to proceed, select Submit. This will now store the payment as an Authorisation Request for a user with the appropriate access level to be able to approve.

Multiple Transfers

Schedule Batch for Debit External Accounts - Confirmation

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

Payers for this Batch

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

Authorisation Details

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

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

Multiple Transfers

Schedule Batch for Debit External Accounts

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

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

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

Payers for this Batch

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

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

The screenshot shows the 'Accounts' page in the DDF Online system. At the top, there are navigation tabs for 'Accounts', 'Payments', and 'Settings'. On the right side, there are icons for 'INBOX' and 'LOGOUT'. The main content area is titled 'Accounts' and features two tabs: 'Authorisation Requests: For Me' (with a count of 2) and 'Authorisation Requests: By Me' (with a count of 1). The 'For Me' tab is active and displays a list of transactions:

- 13 AUG 2024 \$1.00: Batch 400366 MULTIPLE ETF TEST BATCH, 52441S1.1 - Test Account 2
- 14 AUG 2024 \$3.00: Batch 400371 BPAY TEST DDMMYY, 52441S1.1 - Test Account 2

Below the transactions is a 'View All' button. Underneath, there is a table listing the accounts and their current balances:

Account Name	Account ID	Status	Available Balance	Current Balance
Test Account 1	52441S1	Available	\$702.34	\$702.34
Test Account 2	52441S1.1	Available	\$150.00	\$150.00
ON-CALL COMPOUND	52441S1.2	Available	\$0.00	\$0.00
SCHOOL FEES DIRDB	52441S16	Available	\$0.00	\$0.00

6. This will take you to the list of pending authorizations. We recommend reviewing each transaction individually to verify the payment amounts and details. Once confirmed, click "Accept Payment." After full authorization, the Multiple EFT Transfer will be removed from the "Authorization Requests" section and appear as "Scheduled" in the Multiple Transfers list. Payments must be authorized by 2:30pm for same-day processing, with recipients typically receiving the funds within 1 business day. Once the batch is processed by DDF, the status will change to "Posted."

Authorisation Request: For Me



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

Payment Detail - Schedule Batch for Transfer from External Account

Batch	254939 EFTS DD MM YY	
To Account	5244151.1 Test Account 2	
	Current Balance	\$150.00
	Available Balance	\$150.00
Pay on	19 AUG 2024	
Total	\$5,549.04	
Regular Total	\$5,549.04	
Number of Batch Payees	5	
Post as Total	No	
Loaded by	DATA52441 19 AUG 2024 11:46am	
Batch Detail	P J E J RYAN 064001 10243815 \$2,359.28	
Batch Detail	JOAN SB RODNEY 124196 22019076 \$760.90	
Batch Detail	B E R GUYATT 734064 529117 \$731.50	
Batch Detail	MRS MARION JANET WRIGHT 084209 216243626 \$731.50	
LAST DETAIL	HARDLD GREGORY PLUCKNETT 014279 561317833 \$965.86	

Authorisation Details

This account requires 1 more signatory to authorise this withdrawal.

The Other Signatories are

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

Notes - record only if Transaction is to be authorised later

Errors in a Batch Upload

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

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

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

The screenshot shows the 'Multiple Transfers' interface. At the top, there are navigation links for 'Accounts', 'Payments', and 'Settings', along with 'INBOX' and 'LOGOUT' buttons. Below the title, there is a 'Go To Bottom' link and an 'Add or upload a Batch' section with a dropdown menu. The main area is divided into 'Loaded Batches' and 'Uploaded Batches'. The 'Loaded Batches' section contains a table with the following data:

BATCH	DESCRIPTION	ACCOUNT NUMBER	BATCH TYPE	STATUS	DATE	TOTAL	MANAGE
309711	qcec test	52441S1	BPAY	New		\$1500.00	Change Copy Schedule His
315671	TEST 1	52441S1	Transfer from External Account	New - contains upload errors		\$350.00	Change Copy Schedule His
315673	TEST ollie 5465654	52441S1	Transfer from External Account	New		\$800.00	Change Copy Schedule His
315735	ollie test 654354	52441S1	Transfer from External Account	New		\$350.00	Change Copy Schedule His
328978	bpay test oneish	52441S1	BPAY	New		\$277.11	Change Copy Schedule His
329009	bpay test 3	52441S1	BPAY	New		\$150.00	Change Copy Schedule His
332107	val test	52441S1	BPAY	New		\$150.00	Change Copy Schedule His
332392	BPAY wa test batch	52441S1	BPAY	New			Change Copy Schedule His
332988	contra	52441S1	External Transfer	New - contains upload errors		\$120630.04	Change Copy Schedule His
332989	ollie file	52441S1	External Transfer	New - contains upload errors		\$120630.04	Change Copy Schedule His

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.

OCCEAN PAYMENT Accounts Payments Settings INBOX LOGOUT

Multiple Transfers

! BSB Number '010203' is not valid.

Change Batch Payer for Debit External Accounts

Batch Payee Number
6104142

Batch Payee & Description
007 BCEO DD

BSB Number Number
010203

Account Number
998877665

In the Name of
OZZY SCHOOL

Reference
007 BCEO DD

Amount
\$ 5350.00

Back Delete Save

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

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

OCCEAN PAYMENT Accounts Payments Settings INBOX

Multiple Transfers

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

Loaded Batches **Uploaded Batches**

Uploaded Batches

BATCH	DESCRIPTION	DATE	MANAGE
100419	hjhohzhzh	21 JUL 22	Show Errors Delete
188420	boeo July	21 JUL 22	Show Errors Delete
188421	boeo bpay yay	21 JUL 22	Show Errors Delete
188432	bpay boeo July	21 JUL 22	Show Errors Delete
209070	EFTS DD MM YY	14 AUG 24	Minor Data Errors - Refer Batch Delete
209093	INVALID HEADER TEST	16 AUG 24	Show Errors Delete
209085	FOOTER TEST	16 AUG 24	Show Errors Delete
209086	SINGLE ROW TEST	16 AUG 24	Show Errors Delete
209098	file csv	16 AUG 24	Show Errors Delete
209092	ato missing footer	16 AUG 24	Show Errors Delete
209093	ato single row	16 AUG 24	Show Errors Delete
209094	ctsv	16 AUG 24	Show Errors Delete
209071	EFTS DD MM YY	14 AUG 24	Show Errors Delete
209084	INVALID HEADER	16 AUG 24	Show Errors Delete
209091	ato missing header	16 AUG 24	Show Errors Delete

- 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. Try generating the file again from your accounting package, once the known errors are corrected.

Multiple Transfers

Accounts ▾ Payments ▾ Settings ▾

INBOX LOGOUT

Uploaded Batch Details

Batch	209088
Description	file.csv
Date	16 AUG 24

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

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

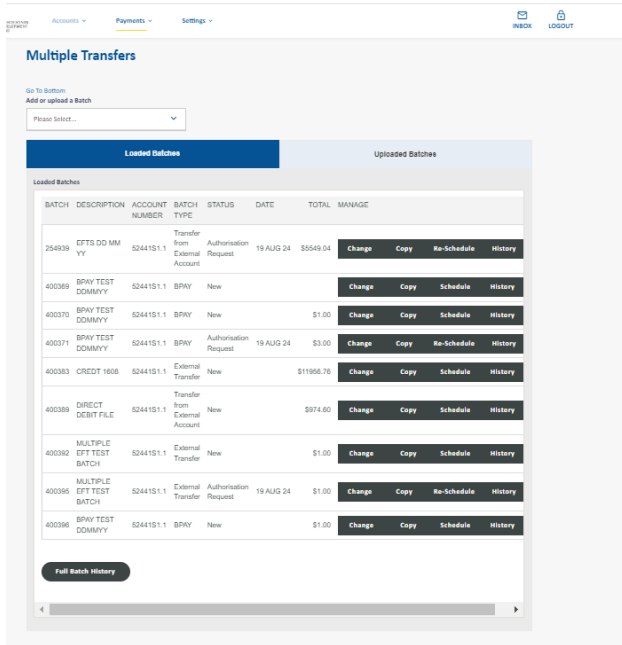
Cancel

Making Changes to a Batch

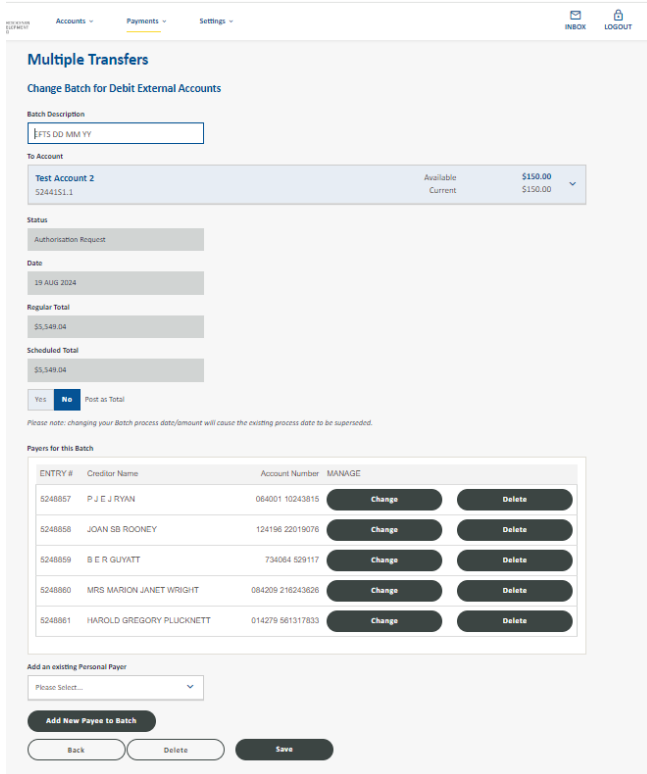
Once a batch has been scheduled for payment you are able to make changes up until the payments are processed from your account.

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 then 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 Payee Number
5248857

Batch Payee & Description
BNDL12322

BSB Number Number
064001

CBA - King George Square

Account Number
10243815

In the Name of
P J E J RYAN

Reference
BNDL12322

Amount
\$ 2359.28

Back Delete Save

Hints and Tips

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

<https://www.ddfrockhampton.com.au/faqs/>

DISCLOSURE STATEMENT

The Diocesan 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 Catholic Diocese of Rockhampton 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://www.ddfrockhampton.com.au/identification-statements/> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.