

CDF pay

Administrator's Guide

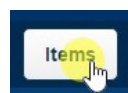
1. Add Items to Online Store
2. Edit Item Availability
3. Adjust Online Item Details
4. Manage Orders
5. Access Daily Reports
6. Look up Student Transactions
7. Add or Reduce Value on an Account
8. Edit Student Details
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1. Add Items to Online Store

STEP 1

- Log into Monitor Online Admin via your online ordering portal address
(<https://yourschool.cdfpay.org.au/MonitorOnline/Admin>)
- Click the **Items** button on the top left of the home page.



STEP 2

- Once on the Manage Items page, click the **Add Item** green button at the bottom of the page.
- Insert your item details as per the titles.

STEP 3

- Click the green **OK** button. This will save the item and clear the fields for the next new item.
- Continue adding items until you are finished, then press **Cancel**.

Field Definitions:

- Code:** assign a unique code to the item. This is used as a unique identifier for each item. If stock codes are used in your shop it is recommended to mirror those in the online store, otherwise arbitrary numbers are suitable.
- Name:** the name of the item that will appear to parents and will be printed on the labels, if applicable.
- Category:** the drop down menu that the item will appear under; if you would like to create a new drop down menu title simply type the desired name and it will be created automatically.
- Price:** the price that will be charged for the item.
- Cost:** (optional) the cost of the items can be programmed for profitability reporting.
- Available:** if the item is only available on certain days, select from the list. Otherwise leave as 'Always'.
- GST Exempt:** flag items that are GST exempt. This affects the receipt that the end-user receives.
- Make available in these item groups:** determines which 'shop' the item will be under. (e.g. the bomber jacket will be available in the Uniform store only). This affects which financial report the sales appear in.

2. Edit Item Availability

STEP 1

- Log into Monitor Online Admin via your online ordering portal address
(<https://yourschool.cdfpay.org.au/MonitorOnline/Admin>)
- Click the **Shop Groups** tab near the top of the home page.
- This is where the settings for each Shop Group are adjusted (e.g. cut-off times and report receipts).



STEP 2

- Once on the Shop Groups page, you will see the **Item Categories** listed alphabetically down the page.
- Click on an Item Category to open it.

STEP 3

- Click on an empty box related to the item to make it available in the **Shop Groups** listed across the top of the page.
- Or, click on a **green box** to remove the item from sale. The item will stay in the database even though you have removed it from sale.

You can set the availability of individual items in the item groups by clicking in the grid. When the item is available within a particular item group, it is shown as green. If an item is not marked as available, users will not be able to order it from that particular item group. An example of this would be soft drinks not being available during breakfast time.

Item	EXCURSIONS	Cafe-Immediate	Lunch	Canteen	Uniform Shop	School Items - Immediate	UNIVERSITY
ALL DAY							
BREAKFAST							
CAKES							
BROWNIE		█					
SLICE		█					
CAKE		█		█			
BISCUIT				█			
BANANA BREAD				█			
CAMPS							
CLOTHING							
COFFEE							
COUNCIL FEES							
DAILY LUNCH SPECIALS							
DESSERTS							
DRINKS							

3. Adjust Online Item Details

STEP 1

- Log into Monitor Online Admin via your online ordering portal address

(<https://yourschool.cdfpay.org.au/MonitorOnline/Admin>)

- Click **Items** tab on the top of the home page.
- This is useful for making adjustment's to canteen, uniform store or other items such as fundraising and fees.



STEP 2

- Use the **Search For Item Name** or **Search For Item Code** or **Search For Category** to find your desired item.
- Press Enter on your keyboard to complete the search.



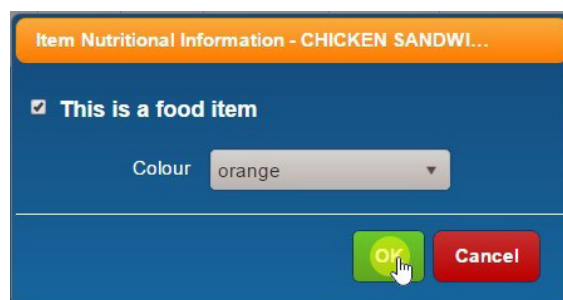
STEP 4

- Click the Pencil and Paper icon to edit the item under **Nutritional**.



STEP 5

- For Nutritional items, a pop up box will appear to flag that this is a food item. Tick this box to verify.
- Select the Traffic Light Colour from the drop down box.
- Click the green **OK** box to save the changes.



STEP 6

- The edited items should now be visible.

STEP 7

- To update the item's **Price**, simply click on the price and type the new value.

STEP 8

- To set the item availability to a set calendar, select from the drop down box under the **Available** column.

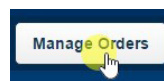
STEP 8

- On your keyboard, press Enter to save changes.

4. Manage Orders

STEP 1

- Log into Monitor Online Admin via your online ordering portal address
(<https://yourschool.cdfpay.org.au/MonitorOnline/Admin>)
- Click the **Manage Orders** tab on the top of the home page.
- This is where online orders can be viewed ahead of the cut-off time.



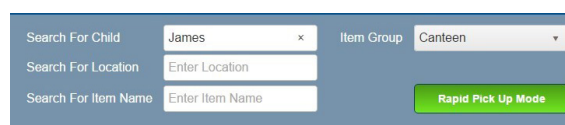
STEP 2

- Select the **Date** or **Date Range** for the desired orders.
- Click on an Item Category to open it.



STEP 3

- Use the **Item Group** drop down tab to filter the Shop Group that the sale is under.
- Alternatively, filter the order by using the **Search for Child** or **Search for Location** or **Search for Item Name** fields.



STEP 4

- Once the order has been found, it can be cancelled by clicking the red **X** button.
- This can be done before **or** after the cut-off time.
- After the cut-off time, this is the **only** way to cancel orders (please speak to relevant staff members to ensure the order has not been processed).
- When the pop-up box appears, click the green **Yes** box to confirm the cancellation.

5. Access Daily Reports

STEP 1

- Log into Monitor Online Admin via your online ordering portal address
(<https://yourschool.cdfpay.org.au/MonitorOnline/Admin>)
- Click the **Manage Orders** tab on the top of the home page.



STEP 2

- Once on the Manage Orders page, select the **Reports** button.



STEP 3

- Today's reports will all be listed.
- This includes (where applicable): location order, order detailed, order summary, label printer XPS file.

STEP 4

- Filter the list by **Item Group** or **Report Type**, using the drop down menus.



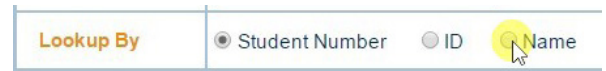
6. Look up Student Transactions

STEP 1

- Navigate to Web Administrator (<https://yourschool.cdfpay.org.au/admin/webadmin>).
- Log in using your Admin credentials.

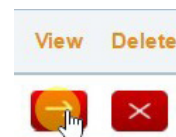
STEP 2

- Type the student's first name in the **Lookup** field.
- In the **Lookup By** section, select the **Name** button.
- Click the green **Search** button.



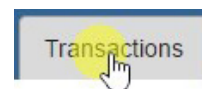
STEP 3

- This will bring up a list of possible students.
- Click the red arrow button to **View** the account details.



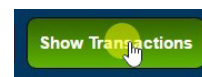
STEP 4

- Once in the View Account page, click the **Transactions** tab.



STEP 5

- Select one of the date range buttons, or manually enter the date range by selecting the **Between** button.
- Then, click the green **Show Transactions** button.



STEP 6

- This will list the transactions within the date range.
- Use the blue reverse arrow button, on the right hand side, to **Reverse** a transaction.
- The reversal will be written as a new transaction to keep an audit trail of all adjustments.



7. Add or Reduce Value on an Account

STEP 1

- Navigate to Web Administrator (<https://yourschool.cdfpay.org.au/admin/webadmin>).
- Log in using your Admin credentials.

STEP 2

- Type the student's first name in the **Lookup** field.
- In the **Lookup By** section, select the **Name** button.
- Click the green **Search** button.

STEP 3

- This will bring up a list of possible students.
- Click the red arrow button to **View** the account details.

STEP 4

- Once in the View Account page, click the **Financial** tab.

STEP 5

- If you would like to add funds to the account, type the amount into the **Amount** field.
- If you would like to deduct funds for the purpose of a refund, type a **negative sign** in front of the number.
- It is important to include a Narration for tracking and reporting purposes e.g. 'Refund to parents via cheque/EFT/NAM Transact'

STEP 6

- Click on the green **Add Value** button to add or subtract the value to the account.
- The new balance should now be displayed on the **View Account** screen.

PLEASE NOTE:

- It is important to record the transactions within the school's financial records. This is in order to ensure the CDFpay clearing account reconciles with the Primary Account Balances available in Supervisor Insight.



Add Value	
Amount	10
Secondary	
Narration	CASH PAYMENT
<input type="button" value="Add Value"/> <input type="button" value="Cancel"/>	

Add Value	
Amount	-10
Secondary	
Narration	Refund to parent via []
Pricing Model	WEB ADMIN ADD VALUE
<input type="button" value="Add Value"/> <input type="button" value="Cancel"/>	



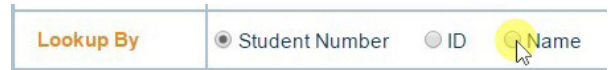
8. Edit Student Details

STEP 1

- Navigate to Web Administrator (<https://yourschool.cdfpay.org.au/admin/webadmin>).
- Log in using your Admin credentials.

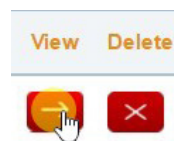
STEP 2

- Type the student's first name in the **Lookup** field.
- In the Look up By section, select the **Name** button.
- Click the green **Search** button.



STEP 3

- This will bring up a list of possible students.
- Click the red arrow button to **View** the account details.



STEP 4

- Click the orange **Edit Primary** button at the bottom of the page.



STEP 5

- Once in the Edit Primary page, make an adjustment to the desired field/s.

STEP 6

- Click the green **Save Changes** button once complete.



9. Add a New Student

STEP 1

- Navigate to Web Administrator (<https://yourschool.cdfpay.org.au/admin/webadmin>).
- Log in using your Admin credentials.

STEP 2

- Click the green **+ Add Primary** button.

STEP 3

- Enter the unique **Student Number** in the first field (if the students don't use a number system, please enter an arbitrary unique number).
- Fill in the **Name** and **ID** field with matching data.
- Enter the student's **Class**.
- Click the green **Add Primary** button to save the new student record.

STEP 4

- Next, click on the **Parent Email Addresses** tab.

STEP 5

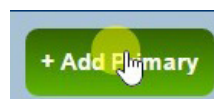
- Click the green **Add Parent Email** button.

STEP 6

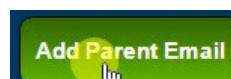
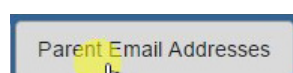
- Enter the parent's **Name** and **Email** (ensure to insert the correct email address as this will automatically generate the parent account by sending a welcome email)
- If the parent already has an account, they will be notified that they have been linked to a new student.
- Click the green **OK** button.

STEP 7

- The parent Name and Email you added should now be visible on the screen.
- Click the green Add Parent Email button again to add another Parent or Guardian to the same student (note: duplicate email addresses can't be used for subsequent parent accounts).



Enter Student Number	13406
Enter Name	JIMMY EXAMPLETON
Enter ID	JIMMY EXAMPLETON
Enter Class	4/5G
Enter Card Holders Email	
Enter Home Folder	
Initial Balance	
Enter Field 1	
Enter Field 2	
Enter Field 3	
Default Record	CASUAL USER
Expires	



Add Parent Email ✕

Name	Anne Exampleton
Email	A.Example@example.com

10. Edit a Student's Class

STEP 1

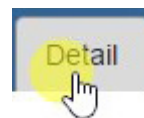
- Navigate to Web Administrator (<https://yourschool.cdfpay.org.au/admin/webadmin>).
- Log in using your Admin credentials.

STEP 2

- Type the student's first name in the **Lookup** field.
- In the **Lookup By** section, select the **Name** button.
- Click the green **Search** button.

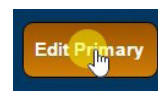
STEP 3

- Click on the **Detail** tab once the student account has appeared on the screen.



STEP 4

- Click the orange **Edit Primary** button at the bottom of the page.



STEP 5

- Make the adjustment to the **Enter Class** field as required.

STEP 6

- Click the green **Save Changes** button once complete.

Edit Primary			
General	Detail	Financial	Terminal
Enter Class	4/5G		
Enter Card Holders Email			
Enter Home Folder			
Enter Field 1			
Enter Field 2			
Enter Field 3			

Save Changes Cancel

11. Terminal Transaction Details (2200)

The Terminal Transaction Details (2200) report displays the online transactions that make up the total amount credited to the bank account for the day/date range selected.

STEP 1

- Log into your school portal using your school details: <https://yourschool.cdfpay.org.au/supervisornet>

STEP 2

- Under **Reports**, select **Commerce**.
- Select **2200: Terminal Transaction Details**.

STEP 3

- Filter the **Transaction Range** to match NAB Transact i.e. 10pm - 10pm

STEP 4

- Enter ["Cashfree Add"] in the **Pricing Model Number**.
- Select **View Report**.

IMPORTANT:

For **weekend** transactions credited on Monday:

- Saturday: filter from 10pm Friday to 10pm Saturday
- Sunday: filter from 10pm Saturday to 10pm Sunday

The screenshot shows the configuration interface for the '2200: Terminal Transaction Details' report. It is divided into several sections:

- Transaction Range:** Includes 'From' (16/10/2017 10:00 PM) and 'To' (17/10/2017 10:00 PM) fields with calendar icons. Below are 'Selected Date Range' (Previous Day), 'Close-Off' (32 - 31/10/2017 12:00 AM Financial Snapshot Daily), and 'Named Close-Off' (Financial Snapshot Daily) dropdown menus.
- Report Filters:** A section with input fields for 'Terminal ID List', 'Terminal Group List', 'Primary Number', 'Primary Name', and 'Primary Department'. It also includes a 'Pricing Model Number List' dropdown set to 'CASHFREE ADD' and a 'Price Code' dropdown set to 'All Price Codes'. There are checkboxes for 'Include Zero Price Transactions' and 'Include Quota Details'.
- Printing Options:** Includes a 'Sort Order' section with radio buttons for 'Date/Time' (selected) and 'Transaction Number'. There are checkboxes for 'Show Report Filters' (checked), 'Show Narrations', and 'Show Transaction Numbers'.
- At the bottom, there are 'View Report' and 'Add Saved Report' buttons.

12. Terminal Usage Summary (1300)

The Terminal Usage Summary (1300) report lists all the items purchased for a selected day and/or date range.

This report is helpful if postings are made on a daily basis for the funds received.

STEP 1

- Log into your school portal using your school details: <https://yourschool.cdfpay.org.au/supervisornet>

STEP 2

- Under **Reports** select **Commerce**.
- Select **1300: Terminal Usage Summary**.

STEP 3

- Filter the **Transaction Range** to match NAB Transact i.e. 10pm - 10pm.

STEP 4

- Select **View Report**.

IMPORTANT:

- The "Cashfree Add" value displayed under the Pricing Model Number Column is the amount credited to bank for the items purchased.

1300: Terminal Usage Summary

Transaction Range

From: 16/10/2017 10:00 PM

To: 17/10/2017 10:00 PM

Selected Date Range: Previous Day

Close-Off: 32 - 31/10/2017 12:00 AM Financial Snapshot Daily

Named Close-Off: Financial Snapshot Daily

Report Filters

Terminal ID List: [Select ...]

Terminal Group List: [Select ...] * Example: 1-5,55

Pricing Model Number List: [Select ...]

Price Code: All Price Codes

Include Zero Price Transactions

Include Quota Details

Printing Options

Show Report Filters

[View Report] [Add Saved Report]

13. Online Transaction Summary (5040)

The Online Transaction Summary (5040) report, lists total sales per day for online ordering of the various shop groups e.g. canteen, uniform shop etc.

STEP 1

- Log into your school portal using your school details: <https://yourschool.cdfpay.org.au/supervisornet>

STEP 2

- Under **Report**, select **Monitor Online Ordering System > 5040: Transaction Summary Report**.

STEP 3

- Filter **Transaction Range** to match the relevant accounting.

STEP 4

- Select **View Report**.

IMPORTANT:

This report will show for each relevant accounting period (e.g. canteen, uniform etc.):

- The total sales for each group per day.
- Total sales report represents the total money spent including account balances.
- Depending on banking frequency, this report may reflect 'unbanked' funds if the site is running physical terminals.

5040: Online Ordering Transaction Summary

Transaction Range

From: 1/10/2017 12:00 AM

To: 31/10/2017 10:00 PM

Selected Date Range: Previous Day

Report Filters

Shop or Item Groups: All

Selected Grouping Option: Primary Department

Filter By: All

Items: All

Printing Options

Show Report Filters

Show Date/Time Order Was Placed

14. Account Balance Reconciliation

Two reports are required in order to identify User Account Balances in CDFpay.

The reports are the 3010: Primary Account Balances and the 3700: Reconciliation Report.

To obtain each report, please follow the steps below:

STEP 1

- Log into your school portal using your school details: <https://yourschool.cdfpay.org.au/supervisornet>

STEP 2

- Under **Reports**, select **Database**.
- Select **3010: Primary Account Balances**; or
- Select **3700: Reconciliation Report**.
Note: Select **Previous Day** in Selected Date Range option, then select **View Report**.

3010: Primary Account Balances

Report Filters

Transaction Range

At the end of 30/10/2017

Selected Date Range Previous day

Price Code:

Selected Grouping Option:

Filter By:

Balance:

Printing Options

Show Report Filters

3700: Reconciliation Report

Transaction Range

From 30/10/2017

To 30/10/2017

Selected Date Range Previous Day

Select Grouping Option:

Printing Options

Show Report Filters

STEP 1

- Please distribute a copy of the CDFpay Parent Guide to all new parents to help them set-up their account.

STEP 2

- Collate an Excel spreadsheet with all student details for the next calendar year.
- This should include every student's:
- **Student Number / ID** (if your school uses student numbers / IDs, please ensure all the information in the spreadsheet matches the information which was provided at the launch of CDFpay)
- **Full Name**
- **New Classroom** (this should be the classroom number for the new calendar year)

Stuent ID	Full Name	2018 Class
550241	James Example	5M
550242	Jane Example	2C

STEP 3

- Email this complete list to support@CDFpay.org.au

IMPORTANT: Adding late enrollments

- If a student has been enrolled to the school after the spreadsheet was delivered to CDF. Simply add the student onto the system, using the instructions provided within Section 9 of this Guide.

16. Contacting CDFpay Support

For queries relating to CDFpay please contact:

Hours:

8.30am to 5.00pm (AEST)
Monday – Friday

Email:

support@cdfpay.org.au

Phone (toll free):

1800 134 135 (Option 4)

Please leave a voice and one of our CDFpay support team will return your call.

Disclosure Statement: Your investment with the Archdiocese of Melbourne – Catholic Development Fund ABN 15 274 943 760 (**Fund/we/us**) will be used to generate a return to the Fund that will be applied to further the charitable works of the Catholic Archdiocese of Melbourne, the Catholic Diocese of Sale and the Catholic Diocese of Bunbury. Accordingly, we are required by law to tell you that your investment with us is not comparable to those with banks, finance companies or fund managers. We have been granted certain exemptions by the Australian Prudential Regulation Authority (APRA) and the Australian Securities and Investments Commission (ASIC). Under these exemptions, we are required by law to tell you:

- The Fund is not prudentially supervised by APRA. Therefore, 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. Investments in the Fund are intended to be a means for investors to support the charitable purposes of the Fund.
- Investments that the Fund offers are not subject to the usual protections for investors under the Corporations Act 2001 or regulation by ASIC.
- Investment in the Fund is only intended to attract investors whose primary purpose for making their investment is to support the charitable purposes of the Fund.
- We have an identification statement which contains information about us which may be viewed at www.catholicdevelopmentfund.org.au/about-us.
- The Fund does not operate under an Australian Financial Services Licence.

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