



Financial Reporting Guide

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1. INTRODUCTION

This manual is to assist with the reconciliation and reporting following the receipts of funds into a nominated bank account.

This assumes the following:

1. The funds received in your nominated bank account will be recorded as appropriate as bank entries for reconciliation at the end of the relevant accounting period.
2. Advice as to how to record the receipts has been validated by your school accountant and/or your Catholic Education Office Finance Business Partners or equivalent.

Use 3810 Reconciliation Report by GL Code report to:

- i. Verify bank credits and/or perform bank reconciliation;
- ii. Allocate income per various shop groups;
- iii. And verify balance of account balances (to be cross referenced against the 3010: Primary Account Balances report)

What happens next?

1. Do the funds have to be transferred to an external provider e.g. Subway, Local Bakery, External Caterer?
If yes, Go to Transaction Summary Report (5040) page 6.
2. Are the funds to be retained by the school?
If yes, Go to Reconciliation Financial Report by GL Code (3810) page 3-4.

How do funds get transferred?

Funds are not automatically transferred or swept. The transfer has to be initiated by the school either at the end of the relevant period (on or before month-end or following an event). Funds transfer will also follow the internal control procedures applicable at each school.

2. RECONCILIATION FINANCIAL REPORT BY GL CODE (3810)

STEP 1

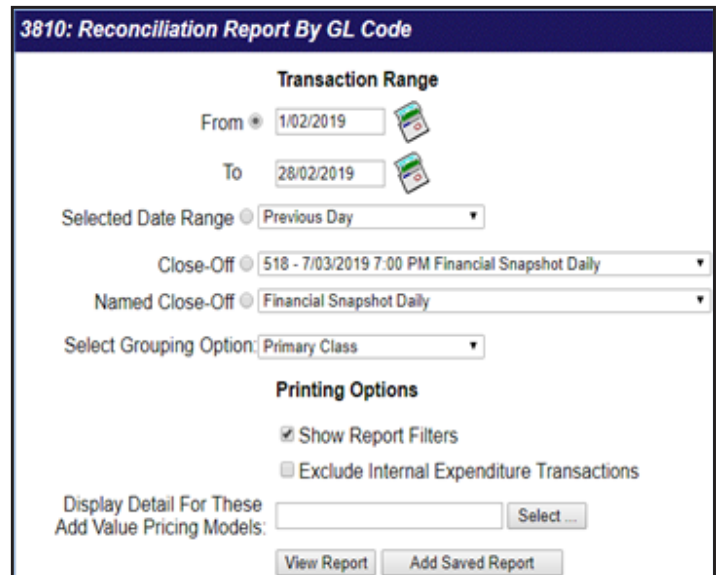
- To obtain 3810 report, log-in to the **CDFpay Reports website**.
- Under **Reports**, select **Database**.
- Select **3810: Reconciliation Financial Report BY GL Code**

STEP 2

- Enter the **Transaction Range** via the date selection

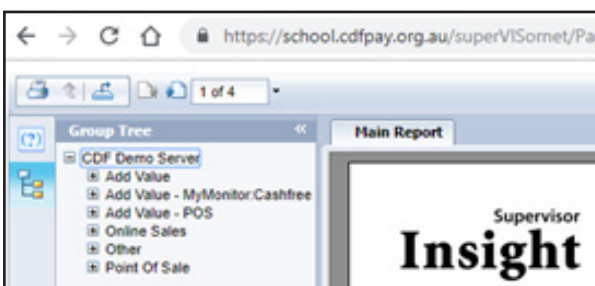
STEP 3

- Select **View Report**.



IMPORTANT:

The 3810 report allows the report user to drill down to transactions that make up the report either by clicking on the plus sign as shown under the Group Tree for each section in the left window pane. Or; go to page three of the Main Report and double click the displayed sections:



	Quota Spend	Net	GST	Total
Add Value - MyMonitor:Nab Transact	\$0.00	\$(2,840.70)	\$0.00	\$(2,840.70)
Add Value - MyMonitor:Payment Express	\$0.00	\$(244.90)	\$0.00	\$(244.90)
Online Sales	\$0.00	\$3,129.90	\$0.00	\$3,129.90

2. RECONCILIATION FINANCIAL REPORT BY GL CODE (3810)

A couple of points regarding the 3810 report:

1. **Opening Balance:** The balance of credits/funds available to parents and students for use at the school. This is usually a result of a cancelled canteen/uniform shop orders.
2. **Plus Add Value Transaction:**
 - a. MyMonitor:Nab Transact – The total credit and debit card receipts for the period processed by NAB Transact. This is credited to the nominated bank account with the prefix “EFTPOS CDFPAY”.
 - b. MyMonitor:Payment Express – The total Internet Transfers made via Payment Express for the period.
3. **Less Expenditure:**
 - a. 4200 – Canteen – In this example, this is the total sales for the Canteen shop group reported under the Canteen GL Codes. This includes purchases and cancellations.
 - b. 4500 – Uniform: In this example, this is the total sales for the Canteen shop group reported under the Canteen GL Codes. This includes purchases and cancellations.
NOTE: The amounts reported under each shop group can be used to transfer funds to the specific trading account i.e. Canteen, Uniform Shop bank accounts if operated by the school.
4. **Total Movement for the Period:** An indicator of funds received versus funds used. An amount in brackets indicates more funds were received than used (e.g. from a cancelled order). An amount without brackets, such as the one in the image below, indicates parents used their existing credits to make purchases in that period. This can be verified by comparing the opening Balance to the Actual and Calculated Closing Balance.
5. **Calculated Closing Balance:** Add the Opening Balance to the Total movement for the period.
6. **Actual Closing Balance:** Similar to the Calculated Closing Balance, add the Opening Balance to the Total movement for the period.
7. **Total variance for period:** The difference between the Actual Closing Balance and the Calculated Closing Balance. If an amount appears in this section, please contact CDFpay Support.

3810: Reconciliation Report By GL Code					
31-Jan-2019 7:00 pm To 28-Feb-2019 7:00 pm					
Summary Report					
From : 01-February-2019		Opening Balance		\$(166.00)	
		Quota Spend	Net	GST	
				Total	
Plus Add Value Transaction	MyMonitor:Nab Transact	\$0.00	\$(2,840.70)	\$0.00	\$(2,840.70)
	MyMonitor:Payment Express	\$0.00	\$(244.90)	\$0.00	\$(244.90)
	Total	\$0.00	\$(3,085.60)	\$0.00	\$(3,085.60)
Less Expenditure	4200 - Canteen	\$0.00	\$1,750.40	\$0.00	\$1,750.40
	4500 - Uniform	\$0.00	\$1,379.50	\$0.00	\$1,379.50
	Total	\$0.00	\$3,129.90	\$0.00	\$3,129.90
To : 28-February-2019		Total movement for period		\$44.30	
		Calculated Closing Balance		\$(121.70)	
		Actual Closing Balance		\$(121.70)	
		Total variance for period		\$0.00	

3. PRIMARY ACCOUNT BALANCES (3010)

The 3010 report will list the names (under the categories: CLASS, PARENTS and STAFF if applicable) and the balances for the period selected.

STEP 1

- To obtain 3010 report, log-in to the **CDFpay Reports website**.
- Under **Reports**, select **Database** and select **3010: Primary Account Balances**.

STEP 2

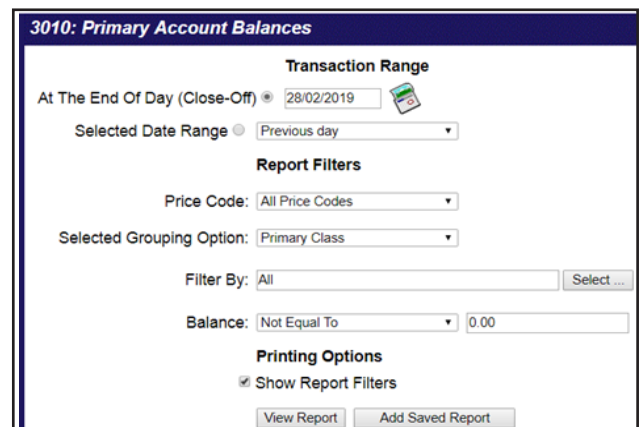
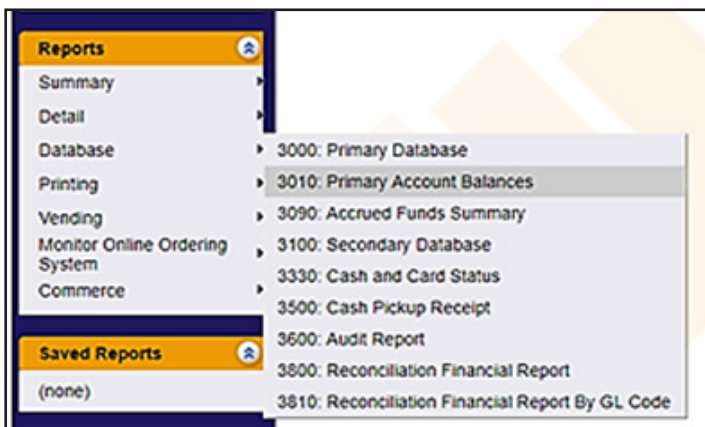
- Select the Date either **At the End of Day (Close-Off)** or the **Selected Date Range**.

STEP 3

- Select **View Report**.

IMPORTANT:

If operating a clearing/liability account within your chart of account, use the 3010 to match the closing balance of the account at any given period.



3010: Primary Account Balances		
At The End Of Day (Close-Off) : Thursday, 28 February 2019 7:00:00PM		
Group By : Primary Class		
Filter By : All		
Price Code : All Price Codes		
Balance : Not Equal To 0.00		
Total :		\$121.70
Primary Name	Primary Number	Balance

4. TRANSACTION SUMMARY REPORT (5040)

The 5040 report is designed to list total sales per day ordered online. This report can be used for orders delivered on the day as well as track order volumes per day.

Another use for the report is for transferring funds to external providers e.g. External caterers for orders placed on the CDFpay store.

STEP 1

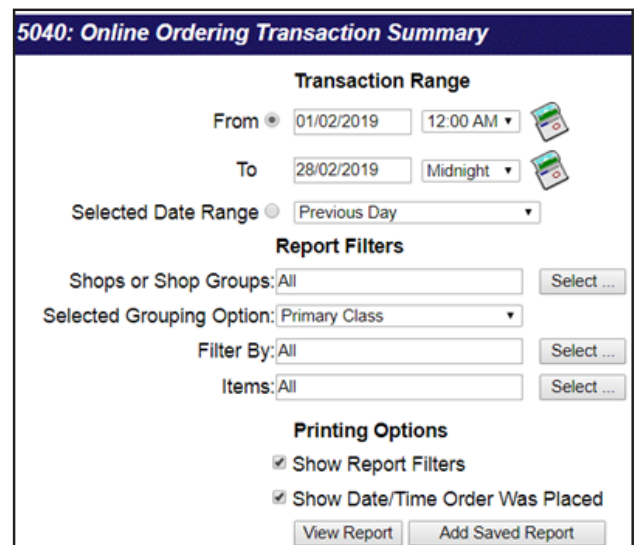
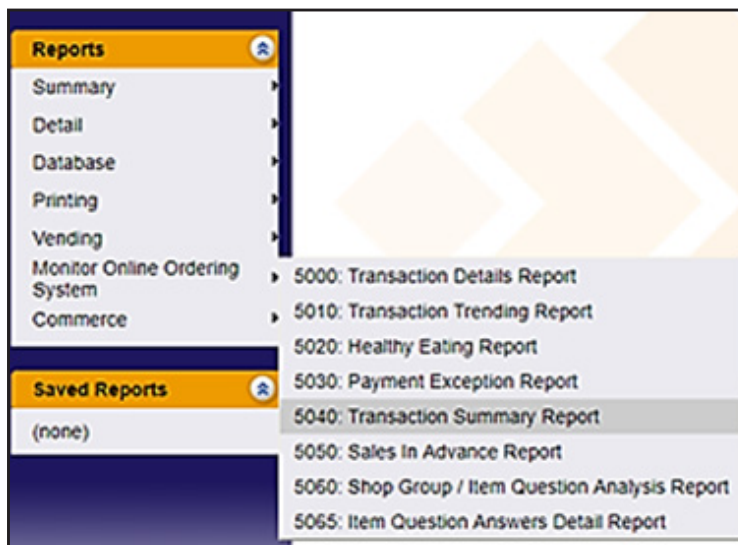
- Under **Report**, select **Monitor Online Ordering System > 5040: Transaction Summary Report**.

STEP 2

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

STEP 3

- Select **View Report**.



5. SALES IN ADVANCE REPORT (5050)

This report displays any items that have been paid for but ordered for a day in the future of the day chosen in the filter. If using the 5040 report for transferring funds to external providers, we recommend you also use the 5050 report. The 5050 and the 3010 reports can be used to match bank credits and for bank reconciliation.

STEP 1

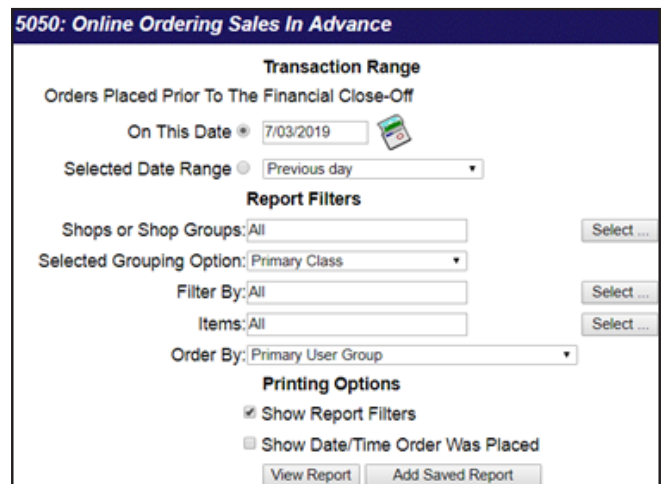
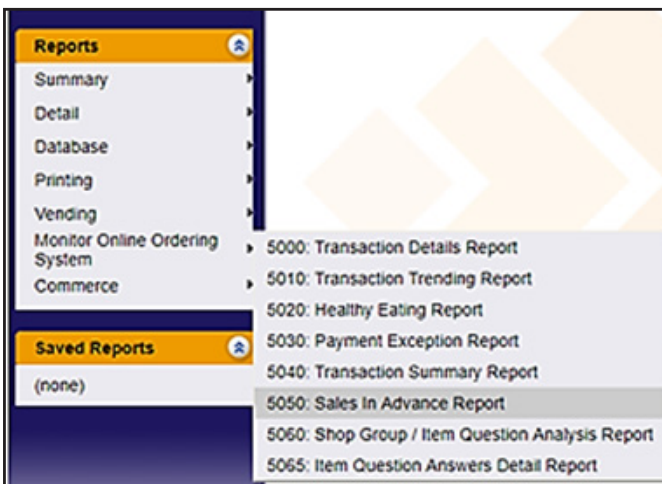
- Under **Report**, select **Monitor Online Ordering System > 5050: Sales in Advance Report**.

STEP 2

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

STEP 3

- Select **View Report**.



6. TERMINAL USAGE SUMMARY (1300)

The 1300 report provides a concise summary of all items sold on the CDFpay store including settlements and credits i.e. Transfer Values. This report can be run over multiple transaction ranges and time intervals.

STEP 1

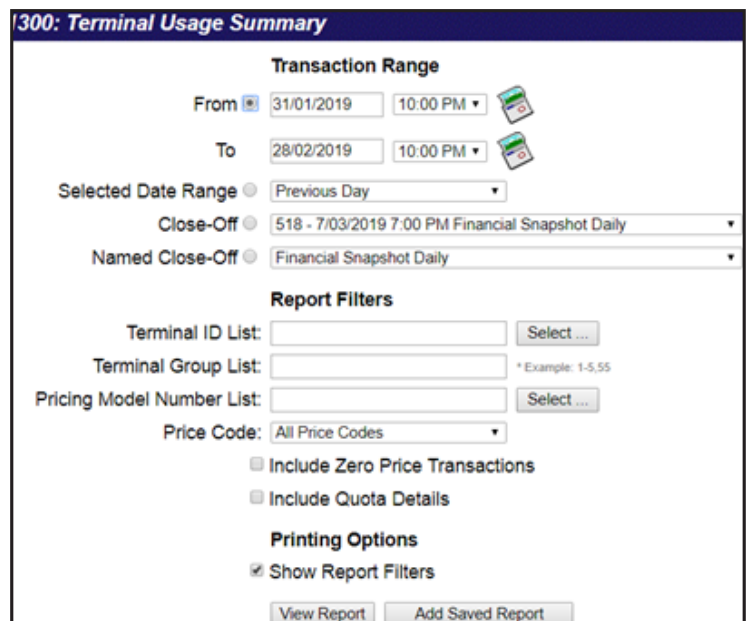
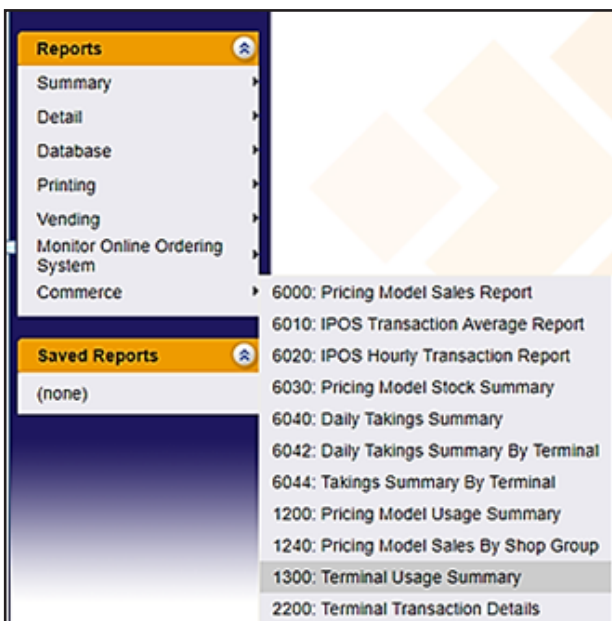
- Under **Reports** select **Commerce**.
- Select **1300: Terminal Usage Summary**.

STEP 2

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

STEP 3

- Select **View Report**.



7. TERMINAL TRANSACTION DETAILS (2200)

The 2200 Report can be used to filter and match the cutover period of the merchant facility. This ensures the balance on the Merchant facility report matches the amount deposited into user accounts.

STEP 1

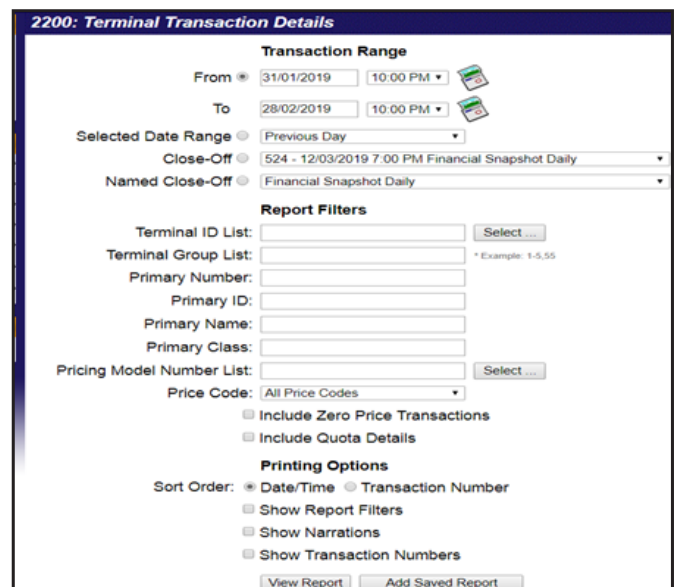
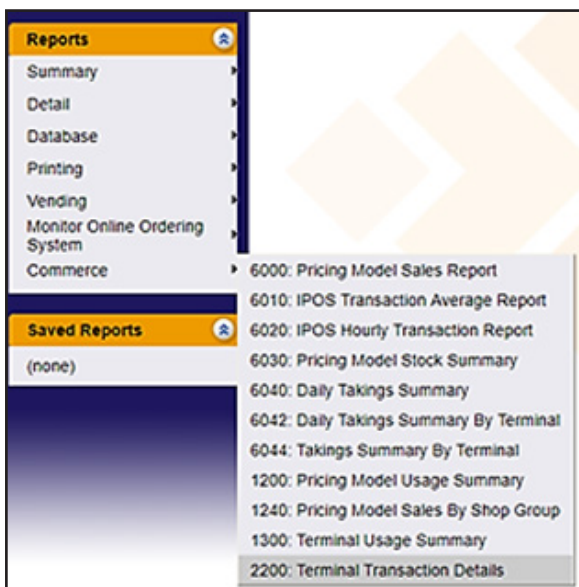
- Under **Reports**, select **Commerce**.
- Select **2200: Terminal Transaction Details**.

STEP 2

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

STEP 3

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



8. 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 voicemail and one of our CDFpay support team will return your call.