

Seventh-day Adventist Church

CMF Online

Training Manual

January 2014

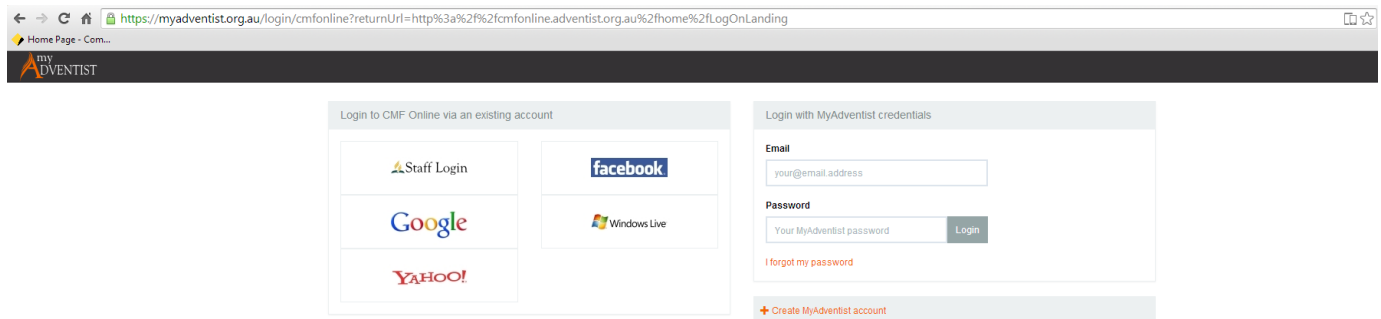


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LOG-IN PROCEDURE

When you have received your activation email from CMF Online, click on the link to navigate to the page below. It is advisable at this point to save this page as a bookmark or favourite in your browser. Please do not use the link in your email again; this is only for activation purposes. If you need to navigate to the site again use <https://cmfonline.adventist.org.au/>



Home Page - Com...
https://myadventist.org.au/login/cmfonline?returnUrl=http%3a%2f%2fcmfonline.adventist.org.au%2fhome%2fLogOnLanding

myADVENTIST

Login to CMF Online via an existing account

Staff Login

Google

YAHOO!

facebook

Windows Live

Login with MyAdventist credentials

Email
your@email address

Password
Your MyAdventist password

Login

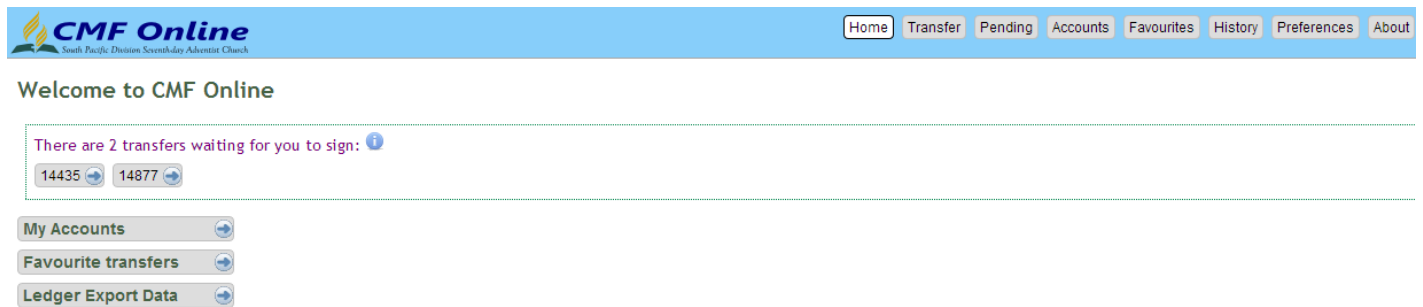
I forgot my password

+ Create MyAdventist account

To log-in, please click on **Create MyAdventist account**. You will then need to fill in your name and email address. This will link your email account that you provided with CMF Online. Please note that we do not store any passwords here. Your password is the password that is associated with your email account.

Click **Accept** after you have read the terms and conditions.

The screen below is your **Home** page. This will display a summary of transfer awaiting approval, quick links to **My Accounts**, **Favourite transfers**, and **Ledger Export Data** (for conference staff only).



CMF Online
South Pacific Division Secondary Adventist Church

Home Transfer Pending Accounts Favourites History Preferences About

Welcome to CMF Online

There are 2 transfers waiting for you to sign: 14435, 14877

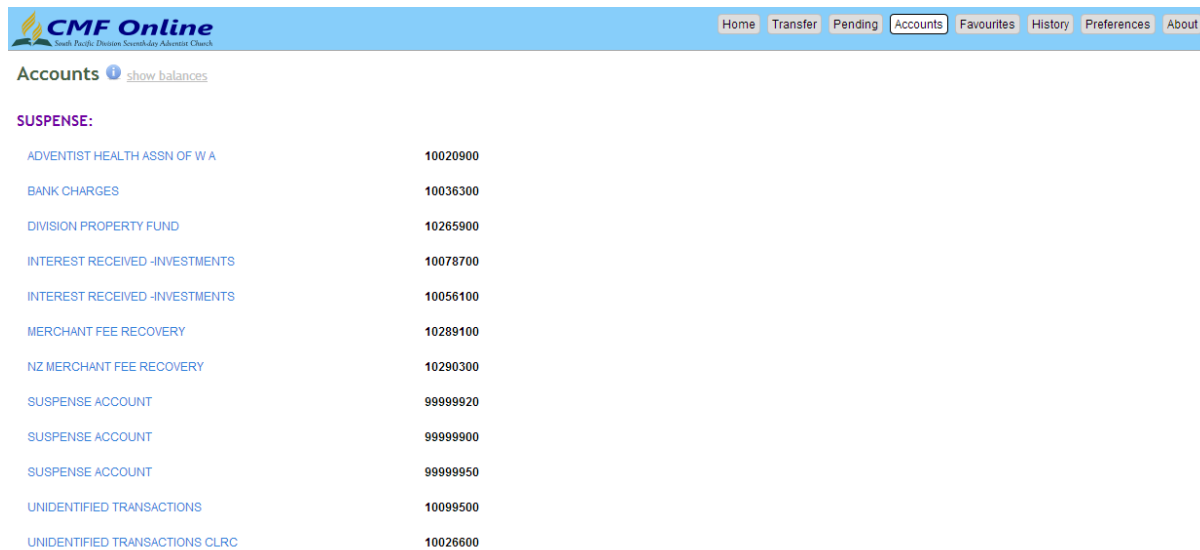
My Accounts

Favourite transfers

Ledger Export Data

ACCOUNTS

Your **Accounts** view will show a summary of all the accounts that you are available to you as a signatory or reader. There is a **Show Balance** button at the top of the screen which will display the current balance of the account.



The screenshot shows the CMF Online interface with a navigation bar at the top containing links for Home, Transfer, Pending, Accounts, Favourites, History, Preferences, and About. Below the navigation bar, the 'Accounts' section is active, displaying a list of accounts under the heading 'SUSPENSE:'. Each account entry includes the account name and its corresponding ID number.

Account Name	Account ID
ADVENTIST HEALTH ASSN OF W A	10020900
BANK CHARGES	10036300
DIVISION PROPERTY FUND	10265900
INTEREST RECEIVED -INVESTMENTS	10078700
INTEREST RECEIVED -INVESTMENTS	10056100
MERCHANT FEE RECOVERY	10289100
NZ MERCHANT FEE RECOVERY	10290300
SUSPENSE ACCOUNT	99999920
SUSPENSE ACCOUNT	99999900
SUSPENSE ACCOUNT	99999950
UNIDENTIFIED TRANSACTIONS	10099500
UNIDENTIFIED TRANSACTIONS CLRC	10026600

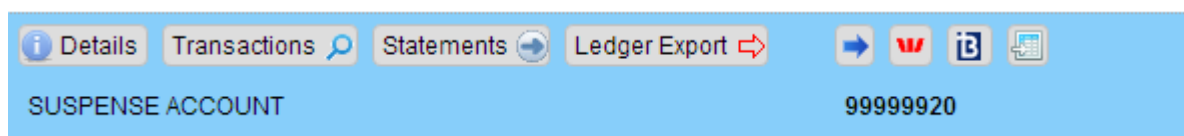
Clicking on the account name will bring up the following options:

Details – shows you an overview of current balance and pending transfers





Transactions – navigates you to the transaction view page. This is an up-to-date listing of all transactions in your specific account

Statements – allows you to print out current and past statements. You will be notified within CMF Online when a new statement is available to access

Ledger export – export E-Giving data (conferences only)




The icons to the right are quick access to the following functions:

-  Create a new transfer between CMF accounts (e.g. payment to local conference)
-  Create a new payment to an Australian bank account
-  Create a new BPAY payment for an Australian account
-  Import a CSV file into CMF Online

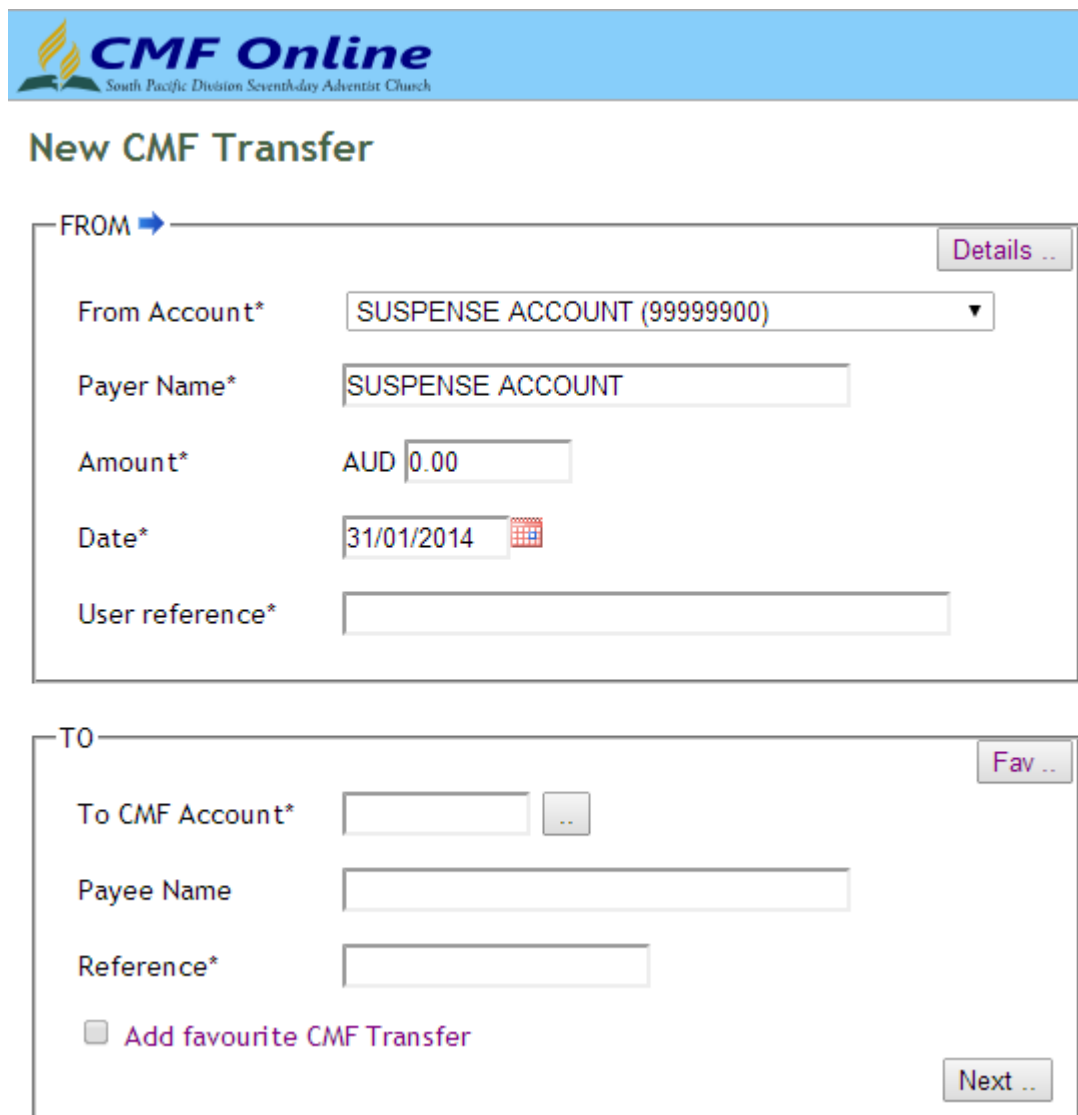
TRANSFER

The **Transfer** button on the top menu will take you to the page below. From here, you can select your account group from the left drop down box, and your specific account from the right hand box. You can then access various transfer methods as explained previously.



CMF TRANSFER

CMF Transfer will allow you to transfer between CMF accounts. First, enter the amount. Then click on the calendar icon or use today's date. Please note you can forward date transactions and they will only be processed on the day specified. The **User reference** field is the description that will appear on your own statement.



If you know the CMF account number, please enter it into the next box. Otherwise, click on the box to the right. This will bring up a list of accounts that you are currently a signatory and allows you to select the account destination.

Select from my CMF accounts ✕

SUSPENSE:

- ADVENTIST HEALTH ASSN OF W A (10020900)
- BANK CHARGES (10036300)
- DIVISION PROPERTY FUND (10265900)
- INTEREST RECEIVED -INVESTMENTS (10078700)
- MERCHANT FEE RECOVERY (10289100)
- SUSPENSE ACCOUNT (99999920)
- UNIDENTIFIED TRANSACTIONS CLRC (10026600)

Then enter in **Reference**. This is the description that will appear on the recipients CMF statement. You now have the option to add this transfer to your list of favourites. If you choose to add this to your favourites, you can either choose it again from the **Favourites** option on the home page, or by clicking on **Fav** on the **New CMF Transfer** page.

Once you are satisfied with your transfer, click on **Next**.

On the **Confirmation** screen, you have the opportunity to review your transfer before clicking **Submit** at the bottom of the screen. Please note that all transfers require a second person to authorise the payment before it can be processed by CMF.

New CMF Transfer : Confirm

FROM		Details ..
From Account	10078700 INTEREST RECEIVED -INVESTMENTS	
Payer Name	INTEREST RECEIVED -INVESTMENTS	
Amount*	AUD 1.00	
Date	31/01/2014	
User reference	Test	

TO	
To CMF Account	99999900
Payee Name	SUSPENSE ACCOUNT
Reference	Test

Please double-check these details and confirm by clicking the button below.

Submit

Direct Deposit allows you to make payments from your CMF Account to any Australian bank account. This is done in a similar manner to the CMF Transfer. Again, you can forward date payments so that they are only processed on the day specified.

Ticking the **Urgent** button will expedite your request for a small fee (\$1.50 to Westpac accounts, \$12 to all other accounts) and ensures that your funds are received by the payee within an hour of the request.

New Direct Deposit

FROM 

[Details ..](#)

From Account*

Payer Name*

Amount* AUD

Date*  Urgent  (fee incurred)

User reference*

TO

[Fav ..](#)

BSB* A/C number*

The above details are used to process the transaction.

A/C name*

The Account name is not used to process the transaction.

Description*

The description is used to provide information to the beneficiary of this transaction, it is not used to process the transaction.

[Add favourite Direct Deposit](#)

[Next ..](#)

BPAY



BPAY allows for payments to be made in Australia using the BPAY system. All you will need is your biller code and reference number. Clicking on **Get Biller Name** will fill the Biller Name section in the **To** box.

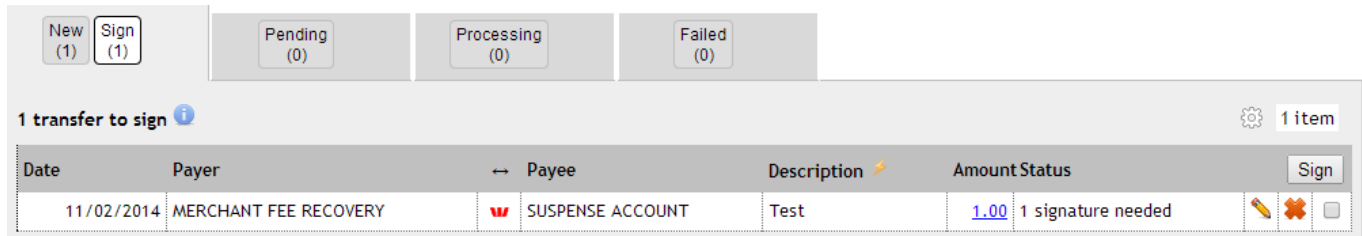
New BPay


FROM →		Details ..
From Account*	MERCHANT FEE RECOVERY (10289100) ▼	
Payer Name*	MERCHANT FEE RECOVERY	
Amount*	AUD 1	
Date*	11/02/2014 	
User reference*	Test	

TO		Fav ..
Biller Code*	23796  Get Biller Name	
Ref*	1111111111	
Biller Name*	TELSTRA CORP LTD	
<input type="checkbox"/>	Add favourite BPay	
		Next ..

PENDING

The **Pending** screen displays all the transactions that require a second signatory. If you are the creator of the transfer, you have the option to Edit by clicking on  or deleting by clicking 



Date	Payer	Payee	Description	Amount	Status	Sign
11/02/2014	MERCHANT FEE RECOVERY	 SUSPENSE ACCOUNT	Test	1.00	1 signature needed	<input type="checkbox"/>

As a signatory, clicking on the check box and clicking on **Sign** will second authorise the transfer. Once this has happened it will be sent to CMF for processing.




The **Pending** tab will show you all transfers that have been sent to CMF but are still waiting for processing. The **Processing** tab shows all transfers that are currently being actioned by CMF. The **Failed** tab will show all transfers that CMF have rejected. This could be due to incorrect bank details or insufficient funds in the account.


FAVOURITES

All transfers, once submitted, have the option of becoming a **Favourite** transfer. Saving as a favourite will retain all bank details and transfer information except for the amount. The **Favourites** button from the top ribbon will give you access to all favourites.

Favourite transfers

DirectDeposit AU:

 Regular transfer  

The  will take you straight to the transfer. You may also **Edit** and **Delete** the favourite transfer.

TRANSACTIONS SEARCH









Clicking on **Accounts** and then **Transactions** will allow you to search through all the transactions in your CMF account. This is a live listing and is updated regularly throughout the day to ensure you always have the latest information.

The calendar icons at the top of the screen allow you to refine your search by date. You can also enter in transaction descriptions and amounts into the search box to the right and click on **Search**. The green Excel icon below the **Search** button will export the transactions in the date range into an Excel spreadsheet. The cog icon to the left allows you to specify how many results per page you would like displayed. You may also click on an amount to bring up further information about the individual transaction.

POST_DATE	Account#	Payment	Deposit	Details
13/01/2014	10289100		1.72	02-31418 Merchant Fee
13/01/2014	10289100		0.96	02-31496 Merchant Fee
13/01/2014	10289100		4.87	02-31500 Merchant Fee
13/01/2014	10289100		2.48	02-31506 Merchant Fee
13/01/2014	10289100		2.06	02-36315.1034826 Merchant Fee
13/01/2014	10289100		1.73	02-36319.1343722 Merchant Fee
13/01/2014	10289100		0.69	02-31503 Merchant Fee
13/01/2014	10289100		0.50	02-31509 Merchant Fee
13/01/2014	10289100		1.49	02-31516 Merchant Fee
13/01/2014	10289100		0.83	02-31520 Merchant Fee
13/01/2014	10289100		1.63	02-36316.1547140 Merchant Fee
13/01/2014	10289100		0.36	02-31494 Merchant Fee
13/01/2014	10289100		1.49	02-31517 Merchant Fee
13/01/2014	10289100		0.92	02-36318.1019116 Merchant Fee
13/01/2014	10289100		0.94	02-36322.1036698 Merchant Fee
13/01/2014	10289100		1.20	02-36326.1038025 Merchant Fee
13/01/2014	10289100		2.15	02-36341.1547223 Merchant Fee
13/01/2014	10289100		1.00	02-36346.1039577 Merchant Fee
13/01/2014	10289100		0.79	02-31497 Merchant Fee
13/01/2014	10289100		0.30	02-31508 Merchant Fee
13/01/2014	10289100		0.83	02-31513 Merchant Fee
13/01/2014	10289100		1.20	02-36325.1018019 Merchant Fee
13/01/2014	10289100		1.73	02-36329.1015775 Merchant Fee
13/01/2014	10289100		2.98	02-36333.1034644 Merchant Fee
13/01/2014	10289100		1.33	02-36337.1033216 Merchant Fee

STATEMENTS

Clicking on the **Statements** button next to **Transactions** will allow you to reprint past statements in PDF or Excel. Please note that statements are only available only as far back as October 2013. For statements prior to this month, please contact CMF.

Statement date	Download
21 JAN 2014	  MT940
06 JAN 2014	  MT940
26 NOV 2013	  MT940
22 OCT 2013	  MT940

Clicking on the date itself will display the statement in your web browser. These online statements are exact copies of the ones you will receive by post. **If you would like to opt out of paper statements and only receive online statements, please contact CMF.**