

Billing Statements in ScotiaConnect

Quick Reference Guide

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INTRODUCTION

Your ScotiaConnect, Electronic Funds Transfers (EFT), and Consolidated billing statements are all available through ScotiaConnect.

The ScotiaConnect billing statement combines several ScotiaConnect products and services (including Wire Payments, *Interac* e-Transfer for Business, Electronic Cheques Services, Remote Deposit and International Money Transfer) into one billing statement.

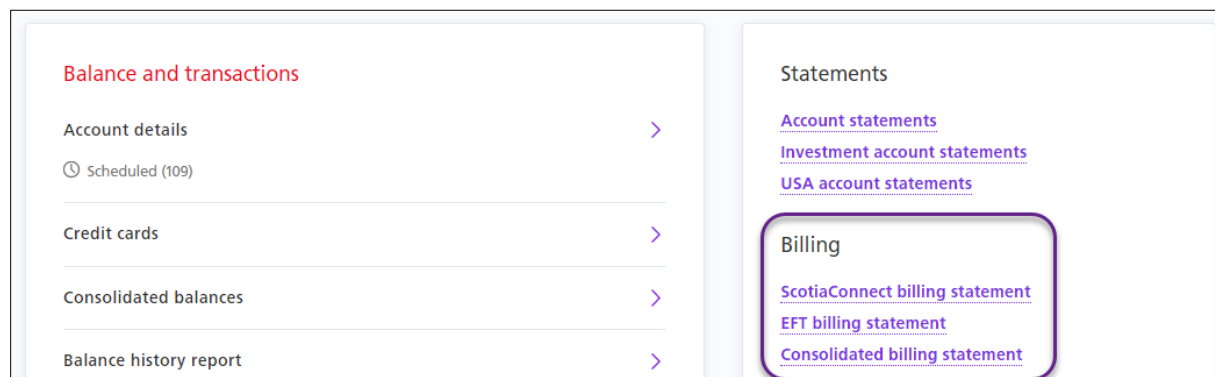
The Electronic Funds Transfers (EFT) billing statement provides a convenient breakdown of your company's EFT charges.

The consolidated billing statement provides a fulsome view of your billing in one document. This will make it easier for you to see all your fees and charges in one place and reconcile your transactions. This includes the following products/services:

<ul style="list-style-type: none"> ScotiaConnect including: <ul style="list-style-type: none"> Wire Payments Remote Deposit Capture Electronic Cheque Services <i>Interac</i> e-Transfer for Business and International Money Transfer 	<ul style="list-style-type: none"> Electronic Funds Transfer (EFT) Bulk <i>Interac</i> e-Transfer Remittance Advice Bill Payment Remittance Service Cheque Outsourcing SEDAR Payments 	<ul style="list-style-type: none"> IAT Origination & Receiving EDI Origination & Receiving Electronic Daily Statement (EDS) EDS Intraday/Global Reporting (ScotiaConnect for Windows) 	<ul style="list-style-type: none"> Business Accounts Wholesale & Retail Lockbox Money Management Services (MMS) Consolidated Cash Plan (CCP)
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ACCESSING YOUR BILLING STATEMENTS

To access the billing statement, go to **Reporting** and select one of the billing statements you wish to view. The reports available for every user will depend on the type of access provided by the Super User of the service.



Select a month and the available statements will be shown. Click **Download** to view that statement. Any statements generated before June of 2019 (ScotiaConnect) or September 2019 (EFT) will be accessible at the bottom of the page by clicking the **Go to older statements** link.

ScotiaConnect Billing Statements Help	
View and download statements that list the monthly fees related to your use of ScotiaConnect services.	
DATE	STATEMENTS
August 2021	PDF
June 2021	PDF

EFT Billing Statements Print Help		
Statement Month July 2021	View	
AGREEMENT ID	AGREEMENT NAME	CURRENCY
SD2042500220	DR CRANKYMORNING TEST	CAD
SD4143900220	SECMS IP Wire Test Company	CAD

Consolidated Billing Statements Print Help		
Your monthly consolidated bill statements include the billing details of enrolled Scotiabank payments and digital banking services, available to you in PDF and Excel format.		
<div> <input checked="" type="radio"/> PDF Statements Download PDF statements for CAD and USD accounts and services </div> <div> <input type="radio"/> Excel Report Download the consolidated report with all agreements in CAD and USD </div>		
DATE	STATEMENTS (CAD)	STATEMENTS (USD)
There are currently no Consolidated Billing Statements available.		

Note: You have the option to download a PDF or Excel Report version of the Consolidated Billing Statement.

OVERVIEW

All three billing statements will have an overview displayed at the top of every bill, providing key information related to your accounts or services and the current billing cycle.

You will also find contact information here, which you can use to reach out to Scotiabank if you have any questions or need any help. Note the Billing Inquiries section is not available for Small Business customers, instead you should reach out to your branch.

Client XYZ Attention to: Treasury Department ABC Street, Suite 100, M5T 1T1 TORONTO, ON CA	Billing <hr/> Billing Date: August 12, 2021 Billing Inquiries <hr/> Phone: 1-888-855-1234 Email: bsc@scotiabank.com		
Charges for the period ending July 31, 2021 <table><tr><td>CAD 1,897.53</td></tr><tr><td>June 2021 : CAD 1,200.00</td></tr></table>	CAD 1,897.53	June 2021 : CAD 1,200.00	
CAD 1,897.53			
June 2021 : CAD 1,200.00			

SCOTIACONNECT BILLING STATEMENT

After the overview section, you will see a list of charges, which will allow you to easily review monthly fees, view the previous month's total and examine your products and services.

SCOTIACONNECT CHARGES

The ScotiaConnect Charges section will show you the breakdown of service charges for your company by the products and services you are subscribed to.

ScotiaConnect® Charges Agreement 000XXX				
ScotiaConnect				
AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
0106ZZ	Accounts*	10	\$16.00	\$160.00
010451	Disburse*	11	\$8.1818	\$90.00
400699	ICI Reporting Mo	1	\$25.00	\$25.00
400699	CCP Rep	1	\$25.00	\$25.00
400699	EDI Reporting	1	\$25.00	\$25.00
0106ZZ	Current Account	7	\$0.00	\$0.00
350521	Requests For Tr	1	\$5.00	\$5.00
TOTAL				\$330.00
Wire Payments				
AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
350000	Monthly Maintenance Fee	1	\$25.00	\$25.00
TOTAL				\$25.00
Electronic Cheque Services				
AFP CODE	SERVICE DESCRIPTION		PRICE	TOTAL
150120	Positive Pay*		\$0.2353	\$76.94
SUB-TOTAL				\$76.94
TAXES				\$11.54
TOTAL				\$88.48

ELECTRONIC FUNDS TRANSFERS (EFT) BILLING STATEMENT

After the overview section, you will see a list of charges, which will allow you to easily review monthly fees, view the previous month's total and examine your products and services.

EFT CHARGES

The Electronic Funds Transfers (EFT) Charges section will show the breakdown of service charges for the company.

Electronic Funds Transfers (EFT) Charges

Agreement SD1111111111

AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
25TTTT	Monthly Maintenance Fee	1	\$25.00	\$25.00
250102	Transactions Accepted	100	\$1.00	\$100.00
		150	\$0.50	\$75.00
		20	\$0.25	\$5.00
250501	Input Files Accepted	100	\$0.00	\$0.00
250642	File Reversal	30	\$10.00	\$300.00
250642	Manual, File Reversal	16	\$30.00	\$480.00
250622	Manual, File Recall	100	\$30.00	\$3,000.00
250622	Group Recall/ Reversal	40	\$10.00	\$400.00
250622	Manual, Group Recall/ Reversal	23	\$30.00	\$690.00
250720	Customer Listing 1 - 50 pages	100	\$8.00	\$800.00
TOTAL				\$5,875.00

This easy-to-read list of charges will provide a service description as well as a unit count for each type of charge, priced according to your company's existing EFT service agreement setup with Scotiabank.

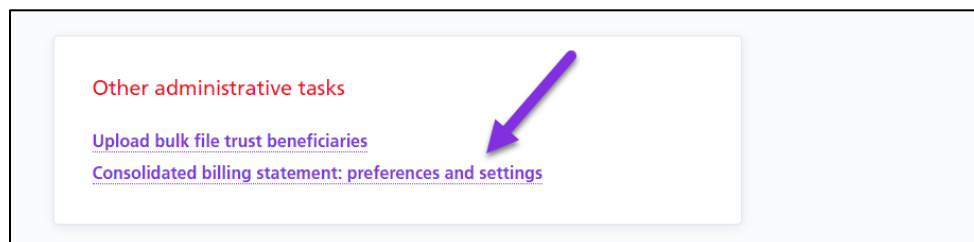
CONSOLIDATED BILLING STATEMENT

SETUP

Important: This one-time setup process must be completed to start receiving your consolidated billing statement.

You can define the settings for your consolidated bill in ScotiaConnect. These settings will be used the next time your consolidated bill is generated. You can change the settings up until the end of the month, any changes after that point will be applied to the next month's consolidated billing statement.

Go to **Administration** and select **Consolidating billing statement: preferences and settings**.



Choose the products and services you want to include in the statement for each company listed. If a company is not listed here, you should speak to your Scotiabank representative to have it added.

Consolidated billing statement: preferences and settings

Set up how you would like to view the charges for your use of business banking products and services.
Note: ** Updates to preferences and settings appear on the statement for the **next billing cycle**.

Products and services
Select the products and services to include in your consolidated billing statement.

☒ Lemon Master Group 3 out of 3 products/services selected ▾

Related entities

☒ Select all entities

☒ Lemon Child2 company 2 out of 2 products/services selected ▾

☒ Lemon Child1 company 2 out of 2 products/services selected ▾

Select the statement delivery channel; this is which ScotiaConnect service you will use to obtain the consolidated statement. You can then choose the language, statement format and level of detail you want to include (Excel files include both summary and details by default). Also, you can specify whether new products, services, and entities should be added to the consolidated statement by default or not. Click **Save** to finalize the setup.

Statement settings
Choose how you would like to view your consolidated billing statement.

Statement delivery channel ⓘ
LemonMaster11 ▾

Statement language
☐ English
☒ French

Statement format
☒ Excel
☒ PDF

PDF format
☒ Bill summary and details
☐ Bill summary only

Adding new entities, products, and services
☒ Automatically include any new entities, products, and services in the consolidated billing statement

Note: New entities, products, and services that you or your subsidiary entities enrol in will be automatically added to the consolidated billing statement.

Cancel

Save

PDF

The PDF document is a high-level summary of the total charges for each product. After the overview section, you will find the list of products that are part of the consolidated bill, each product's total charges for the current month, and the month-over-month change as a percent.

Client XYZ

Attention to: Treasury Department
ABC Street, Suite 100, M5T 1T1
TORONTO, ON
CA

Charges for the period ending September 30, 2022

CAD 2,899.53

August 2022 : **CAD 1,200.00**

Consolidated Statement

SERVICE DESCRIPTION	CURRENT MONTH	MONTHLY CHANGE
Electronic Cheque Services	\$818.46	98.55%
Interac e-Transfer	\$7.00	28.00%
Remote Deposit Service	\$35.00	50.00%
ScotiaConnect	\$703.52	220.73%
Business Accounts	\$7.25	N/A
Electronic Funds Transfer Services	\$64.00	-12.30%
Wire Payments	\$25.00	0.00%
Wholesale Image Lockbox	\$237.30	0.00%
EFT Debit Block	\$50.00	0.00%
Money Management Services	\$476.00	0.00%
Consolidated Cash Plan	\$476.00	0.00%
Total	\$2,899.53	112.13%

Billing

Billing Date: October 10, 2022

Billing Inquiries

Phone: 1-888-855-1234
Email: bsc@scotiabank.com

Statement Includes

- 1 Business Accounts
- 2 Electronic Funds Transfer (EFT)
- 1 ScotiaConnect
- 1 Wholesale Image Lockbox
- 1 Debit Block
- 2 Money Management Services
- 2 Consolidated Cash Plan

A Message from Scotiabank

Welcome to your billing statement.

EXCEL FILE

The Excel document contains the summary from the PDF document(s) but also includes granular details for each service charge. The Excel document contains three tabs: Overview – CAD; Overview – USD; and Activity Details.

Overview - CAD

Overview - USD

Activity Details

+

The Overview tabs contain the same information that would be available on the PDF document.

However, the Activity Details tab contains a granular breakdown at the service charge level for each product. Below is a sample:

Scotiabank											
Consolidated Statement											
Charges for the period ending September 30, 2022											
CUSTOMER NAME	AGREEMENT/ACCOUNT NAME	AGREEMENT/ACCOUNT NUMBER	BILLING ACCOUNT	CURRENCY	APP CODE	SERVICE NAME	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL	TAXES
Client XYZ	XYZ SCO	111111	478962222222	CAD	150030	Electronic Cheque Services	Monthly Fee (per Account)	8.00	\$65.00	\$520.00	\$67.60
Client XYZ	XYZ SCO	111111	478962222222	CAD	150122	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	250.00	\$0.34	\$85.00	\$11.05
Client XYZ	XYZ SCO	111111	478962222222	CAD	150122	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	250.00	\$0.32	\$80.00	\$10.40
Client XYZ	XYZ SCO	111111	478962222222	CAD	150122	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	14.00	\$0.30	\$4.20	\$0.52
Client XYZ	XYZ SCO	111111	478962222222	CAD	200420	Electronic Cheque Services	Reporting - Output Outstanding File Transmission	2.00	\$6.00	\$12.00	\$1.56
Client XYZ	XYZ SCO	111111	478962222222	CAD	150400	Electronic Cheque Services	Reporting - Per Item on Outstanding File Transmission	1540.00	\$0.01	\$23.10	\$3.00
Client XYZ	XYZ SCO	111111	478962222222	CAD		Interac e-Transfer	Receive Interac e-Transfer	3.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD		Interac e-Transfer	Receive Interac e-Transfer	7.00	\$1.00	\$7.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	101302	Remote Deposit Service	Monthly Service Fee	1.00	\$35.00	\$35.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	010622	Scotiabank	Accounts	11.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	010622	Scotiabank	Accounts	13.00	\$20.00	\$260.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	400699	Scotiabank	CCP Reporting Monthly Fee	2.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	400699	Scotiabank	EDI Reporting Monthly Fee	2.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	010000	Scotiabank	Monthly Maintenance Fee	1.00	\$140.00	\$140.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	251100	Scotiabank	Online Payment Control EFT- Monthly Fee	1.00	\$100.00	\$100.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	10103	Scotiabank	Transactions	1000.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	10103	Scotiabank	Transactions	946.00	\$0.12	\$113.52	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	10451	Scotiabank	Users	7.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	10451	Scotiabank	Users	9.00	\$10.00	\$90.00	\$0.00
Client XYZ	XYZ SCO	111111	478962222222	CAD	550000	Wire Payments	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ DDA	478961234567	478961234567	CAD	520120	Transaction Fees	Bill Payments	1.00	\$1.25	\$1.25	\$0.00
Client XYZ	XYZ DDA	478961234567	478961234567	CAD		Transaction Fees	Less Free Item Allowance	6.00		-\$7.50	\$0.00
Client XYZ	XYZ DDA	478961234567	478961234567	CAD	010101	Transaction Fees	Other Credits	1.00	\$1.25	\$1.25	\$0.00
Client XYZ	XYZ DDA	478961234567	478961234567	CAD	010100	Transaction Fees	Other Debits	9.00	\$1.25	\$11.25	\$0.00
Client XYZ	XYZ DDA	478961234567	478961234567	CAD	550124	Transaction Fees	Self Service Transfers	1.00	\$1.00	\$1.00	\$0.00
Client XYZ	XYZ EFT 1	5012345678	478961111111	CAD	251111	Electronic Funds Transfer Services	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	478961234567	CAD	250501	Electronic Funds Transfer Services	Input Files Accepted	6.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	478961234567	CAD	251111	Electronic Funds Transfer Services	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	478961234567	CAD	250102	Electronic Funds Transfer Services	Transactions Accepted	14.00	\$1.00	\$14.00	\$0.00

ACCESS TO STATEMENTS

Providing billing statement access to additional users requires a Super User to add the functionality for a user or user group by using administration access in the same way that would be used to grant access to other functionalities.

Navigate to **Administration** then **User Groups** and click the **Group Name** that you would like to add access to.

Under the **Service Privileges** section, check the box beside **Administration** and click the hyperlink.

<input checked="" type="checkbox"/> Administration	00:00 - 23:59	Give each of your ScotiaConnect users access to the functions and accounts they need.
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Select the statement(s) you wish to assign to the group then click **Continue**, then **Save**. If your company requires approval on changes, another administrator must approve the service(s) before the group can access them. Please see the *Scotiabank Group Administration* Quick Reference Guide for help on approving services.

<input checked="" type="checkbox"/>	Statements
<input checked="" type="checkbox"/>	- ScotiaConnect Billing Statements
<input checked="" type="checkbox"/>	- EFT Billing Statements
<input checked="" type="checkbox"/>	- Consolidated Billing Statements

Note: If EFT Billing Statements is chosen, a list of EFT Agreement numbers will become visible at the bottom of the page. The Super User can then customize which agreement numbers the group should have access to.

FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a **Help Centre** link.



Clicking that link will take you to a resource page with documents, videos, webinars, and guided tutorials. There is also a knowledge base of Frequently Asked Questions.

Global Business Payments Technical Helpdesk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 1-416-288-4600 - Local Toronto area customers
- 1-800-463-7777 - pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.

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