

# ScotiaConnect® Digital Banking

## Integrated Payments: EDI Payments Fields

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# Creating a One Time EDI Payment

**Payment Type\*** EDI Manage Payment Defaults

**Payment Details**

Amount\* 0.00 **1**      Payment Currency\* CAD **6**

Due Date\* 06/07/2016 **2**      Debit/Credit\* Cr **7**

Payment / Cross Reference Number **3**      Trace Number

Transaction Type Code Please select **4**

Invoice Details Option  Yes  No **5**

**Originator Details**

Settlement Account\* 00349 00412 11 CAD KYC **8**      Service Group\* Please select **9**

Agreement ID\* Please select **10**      Currency CAD

Institution 002      Transit 00349

Originator Name 1\*      Originator Name 2

Chargeback Institution / Transit / Account 002 00349 00349 00412 11

Originator

**Recipient Information**

Recipient Name\* **11**

Recipient ID **12**      Vendor Number

Address

Address 1      Address 2

City      Country Canada

Postal / Zip Code      Province / State Please select

Add to Recipient List  Yes  No **13**

**Recipient Bank Information**

Institution\* 002 - THE BANK OF NOVA SCOTIA **14**

Account\* **15**      Transit\* **16**

**Customer Use Only (will not accompany payment) 17**

Internal Memo

Recipient Name      Phone Number

Recipient Email      Fax Number

**Remittance Details**

Attach Remittance Advice  Yes  No **18**

\* Mandatory field Back to Top

Reset **Continue**

This field is optional, and is only for your own internal tracking purposes

The address is optional for EDI Payments.

See next page for a definition of the highlighted fields.

- ① **Amount:** Enter the amount of your payment.
- ② **Due Date:** Enter the date that you wish the recipient to be debited/credited.
- ③ **Payment/Cross Reference Number:** A number used to identify individual payments. It is recommended that this number be unique in case you need to recall or trace a specific payment.
- ④ **Transaction Type Code:** The Transaction Type Code is a 3 letter code used to identify EDI payments. You must select the one that most accurately describes your payment.
- ⑤ **Invoice Details Option:** This option allows you to attach invoice details to your payment. When 'Yes' is selected you will see the following page after you click 'Continue' on the main One Time payment page:

<input type="checkbox"/>	Invoice Number	Invoice Date	Invoice Amount	Discount Amount	Amount Paid	Remark 1	Remark 2	Remark 3
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ⑥ **Payment Currency:** The currency of the payment. CAD is the only valid option for EDI payments.
- ⑦ **Debit/Credit:** This function indicates whether you will be debiting funds from your recipient's account or crediting funds to your recipient's account. Note: EDI payments are credit only.
- ⑧ **Settlement Account:** The account that is initiating the payment. This will also always be the chargeback account for EDI payments.
- ⑨ **Service Group:** Choose the Service Group you wish to use to send your EDI payment. Note that your Super User(s) have set up this entitlement. Once you select the Service Group, the agreement ids linked to it will become available in the Originator Details section.
- ⑩ **Agreement ID:** The agreement ID will populate the Originator name of your company. Multiple agreements can be used for companies with multiple divisions. The agreements that show will be based on the Settlement Account and Service Group that you select.
- ⑪ **Recipient Name:** Enter the recipient's name (or Company Name).
- ⑫, ⑬ **Recipient ID/Add to Recipient List:** If you would like to use an existing recipient from your recipient list (optional) you can enter the recipient's id in this field and it will populate the recipient information for you. If this is a new

recipient and you would like to add it to your recipient list (optional) please select “Yes” in the “Add to Recipient List” field.

- 14 **Recipient Institution:** Select the recipient’s bank from the dropdown menu.
- 15 **Recipient Account Number:** The recipient’s account number. The system will not allow you to save potentially invalid account numbers, but cannot determine if an account is active or closed or associated with another transit.
- 16 **Recipient Transit Number:** The recipient’s 5 digit transit number. The system will ensure that the transit is associated with the correct institution.
- 17 **Customer Use Only:** All payment types allow you to enter additional information as part of the payment, however, this information is NOT sent along with the other payment information. Information entered in these fields is saved along with the rest of the payment information and can be viewed in the Payment History. The fields are similar for all payment types.
- 18 **Attach Remittance Advice:** If you are subscribed to the remittance advice service you can select yes to display the remittance options. When ‘Yes’ is selected, the following information can be added to the payment. Note you must subscribe to the remittance advice service to use this feature.

**Remittance Details**

Attach Remittance Advice  Yes  No

Advice Delivery Method\*  Email  Fax  Mail

Email Address(es)\*  Email Subject Line\*   
(Multiple email addresses acceptable; must be separated each by semicolon)

Fax Number(s)\*  Fax Subject Line\*   
(Multiple fax numbers acceptable; must be separated each by semicolon)

Attach Invoice Data  Yes  No

## For Further Assistance

### Need Help?

In the footer of any page in ScotiaConnect, you will find a 'Help Center' 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](mailto:hd.ccebs@scotiabank.com). Your email will be answered within 24-48 business hours.
- To book product training, please send an email to [gbp.training@scotiabank.com](mailto:gbp.training@scotiabank.com)

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