

# ScotiaConnect® Digital Banking

## **ScotiaConnect Online Payment Control & Online Payment History Quick Reference Guide**

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Note: Online Payment Control is for customers who want to create Integrated Payments files outside of ScotiaConnect and upload them into ScotiaConnect for approval and submission. Online Payment History is when a file is created outside of ScotiaConnect and uploaded into ScotiaConnect to keep a history of the details.

## Verifying Files (Online Payment Control Only)

Online Payment Control customers should verify that their payments were loaded into ScotiaConnect successfully. Go to ‘Payments’, ‘Integrated Payments’ then select ‘File Summary’. Enter a File ID and or File Date then click ‘Search’.

Note: Only payments loaded through via a file will show up in File Summary.

**Details**

Service Group:

File ID:

File Date:  06/01/2016 to 09/02/2016

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**File Details**

File ID	File Date	Pending	Complete	Total	Total RA Attached	Total Payables Amount	Total Receivables Amount	Status	
0417	06/22/2016	0	3,703	3,703	3,693	80,354.00	0.00	Accepted	
100000284	06/14/2016	0	1	1	0	1.66	0.00	Accepted	
100000299	06/11/2016	0	1	1	0	7.66	0.00	Accepted	
Batch ID	Service Group	Payment Type	Pending	Complete	Total	Total RA Attached	Total Payables Amount	Total Receivables Amount	Status
001	SG1	EFT	0	1	1	0	7.66	0.00	Accepted
1226	06/24/2016		0	0	0	N/A	0.00	N/A	Rejected

To view the details of any file, simply click on the File Id number. All payments within the selected file will be grouped together into Batch Ids. At the bottom right of this screen you will find a drop-down menu containing all the payment actions.

### Summary of Actions:

Approve: Used to approve payments that are not yet in ‘Ready’ status.

Delete: Lets you delete a payment. This is an irreversible change and would require you to recreate the payment if done in error.

Disable: Deactivates the payment. This is useful if you’re not going to send the payment right away and want to avoid accidentally submitting it.

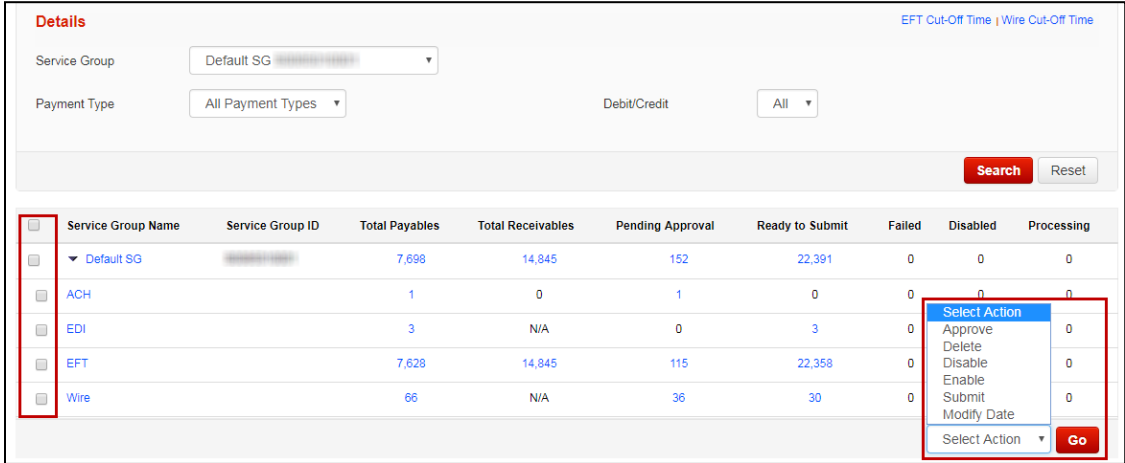
Enable: Reactivates disabled payments.

Submit: Transmits Payments in ‘Ready’ status to Scotiabank for processing.

Modify Date: Allows you to modify the due date of the selected payments, useful for modifying a group of dates at once. **Note:** As this is a modification of the payment(s) you may need to reapprove the payments prior to submitting.

# Approving or Modifying Payments (Online Payment Control Only)

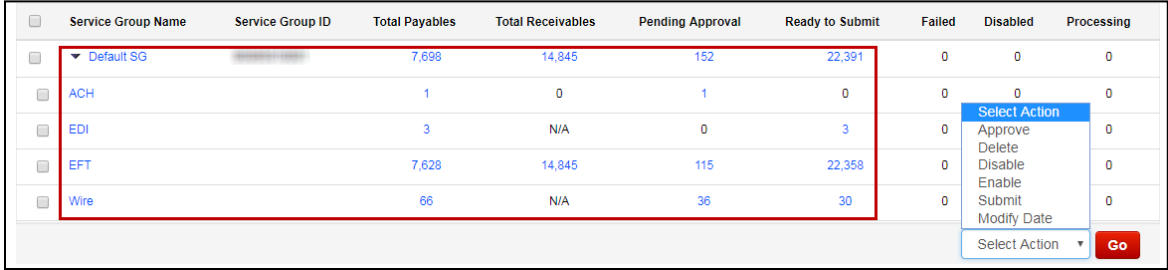
Once you've loaded your payments you may need to approve or update those payments. To begin go to 'Payments', 'Integrated Payments' then 'Pending'. You will see a list of all the service groups you have access to as well as a group action drop down menu. Select an action from the drop-down menu and click 'Go'.



## Summary of Actions:

- Approve: Used to approve payments that are not yet in 'Ready' status.
- Delete: Lets you delete a payment. Cannot be undone.
- Disable: Deactivates the payment. This is useful if you're not going to send the payment right away and want to avoid accidentally submitting it.
- Enable: Reactivates disabled payments.
- Submit: Transmits Payments in 'Ready' status to Scotiabank for processing.
- Modify Date: Allows you to modify the due date of the selected payments, useful for modifying a group of dates at once. **Note:** As this is a modification of the payment(s) you may need to reapprove the payments prior to submitting.

You may not wish to apply your actions to entire sets of payments, or you may wish to filter down to a certain batch of payments. By clicking on the various totals, payment types, or service group names you will proceed to the Pending Payment Details page with results showing based on the value you selected.



From here you will see the relevant payments listed, you can select individual payments or groups of payments and perform all the same group actions outlined previously. To modify a payment, click the modify link under the action column.

Search results First Previous Next Last Item: 1 - 3 of 3

<input type="checkbox"/>	Due/Issue Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Service Group	Status	Action
<input type="checkbox"/>	09/29/2017	tressa	516366			\$1.00	Cr	Default S		Select Action [Copy] [Modify]
<input checked="" type="checkbox"/>	09/27/2017	12345	1157194			\$2.00	Cr	Default S		Delete [Copy] [Modify]
<input checked="" type="checkbox"/>	08/31/2017	tressa	516366			\$1.00	Cr	Default S		Enable [Copy] [Modify]

Select Action

If there are any errors, they will show on the details page.

Modify Payment Print

**Error:**  
Due Date cannot be backdated more than 30 days.

All status change processes (Approve, Delete, Disable, Enable, Submit, or Modify Date) have confirmation pages showing you a summary you can verify prior to finalizing the action.

Total Payables					Total Receivables				
Service Group	Type	# of Payments	Currency	Total Debit	Service Group	Type	# of Payments	Currency	Total Credit
Vendors	EFT	15	CAD	\$100,000.00	Client ABC	EFT	5	CAD	\$30,000.00
	ACH	4	USD	\$120,000.00	Client EFG	EFT	30	CAD	\$50,000.00
			CAD	\$117,000.00	Client PQR	EFT	20	CAD	\$120,000.00
	Wires	5	USD	\$100,000.00					
			EUR	€30,000.00					
Suppliers	EFT	15	CAD	\$50,000.00					
	ACH	4	USD	\$50,000.00					
			CAD	\$32,000.00					
	Wires	15	USD	\$35,000.00					
			GBP	£73,500.00 †					

† Amount is approximate. Exact amount available upon acceptance of foreign exchange rate.  
Unless otherwise selected, Scotiabank will automatically convert eligible Canadian dollar wire payments to the currency where the recipient's account resides.  
[Click to learn more or opt out](#)

Once an action has been confirmed, a PDF report will be generated and can be obtained in the Message Centre.

**Submission Complete**  
Your submitted payments are processed. Please review the summary for details and check your Message Centre for an automated report of this submission.

The report can be found within a few minutes in the Messages section on the home screen of ScotiaConnect as well as the Message Centre (by clicking the ‘Messages’ link at top right corner of any screen in ScotiaConnect):

Messages			<a href="#">More Messages</a>
Date/Time	Account Type	Message	Priority
11/10/2017	Message	<a href="#">Payments Approval Summary</a>	High

## Payments Search

Payments Search is used to find integrated payments in ScotiaConnect. You can export your search results or obtain reports in one of the pre-defined formats. Go to Payments, Integrated Payments then select ‘Search’.

Overview   Accounts   **Payments**   Reporting   Services   Administration

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Account Transfers   Bill Payments   **Integrated Payments**   Requests For Transfer   Business Taxes

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[Create One Time](#)  
 [Create from Templates](#)  
 [Pending](#)  
 [Manage Templates](#)  
 [Manage Recipients](#)  
 [Search](#)  
 [Wire Memo](#)  
 [File Summary](#)

There are a wide variety of search criteria available. Enter the details needed to locate your payment(s) and click ‘Search’

**Payments Search** Print   Report   Export

**Details**

Report Type:

Payment Type:    Status:

Account:    Service Group:

Recipient Name:

Vendor Number:

Amount:  to

Debit/Credit:

Date:    to

Batch ID:    Payment / Cross Reference Number:

File ID:    Originator Reference Number:

Recipient Account:

Payments with Notice of Change:    Payments with Attached RA:

**Sort Order**

Sorted By:

**Export Information**

Export Format:    Include Headings:  Yes  No

Date Format:  [Select](#)

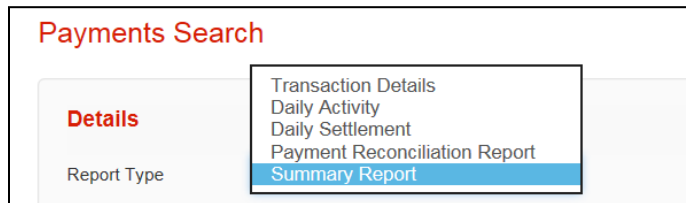
[Search](#)   [Reset](#)

You can view the payment details for any payment on this screen by clicking the Payment/Cross Reference Number.

Search results										
Date	Recipient	Payment Type	RA	Payment / Cross Reference Number	Account	Amount	Currency	Dr/Cr	Service Group	Status
06/07/2016		EDI		111		\$6.00	CAD	Cr		Submitted
06/07/2016		EDI		112		\$5.00	CAD	Cr		Deleted
06/07/2016		EDI		119		\$9.00	CAD	Cr		Sent
06/07/2016		EDI	Y	136		\$121.00	CAD	Cr		Deleted

In addition to the different criteria there are report types that control how the search results are presented if you click 'Report' instead of 'Search'.

- **Transaction Details** – displays details of payments and stand-alone advices.
- **Daily Activity** – displays any user-initiated activities for payments and stand-alone advices that match selected search criteria
- **Daily Settlement** – displays payments and stand-alone advices that match selected settlement date criteria.
- **Payment Reconciliation Report**– displays information on pending and historical transactions
- **Summary Report** – displays a summary of all the transactions for Wire Payments.

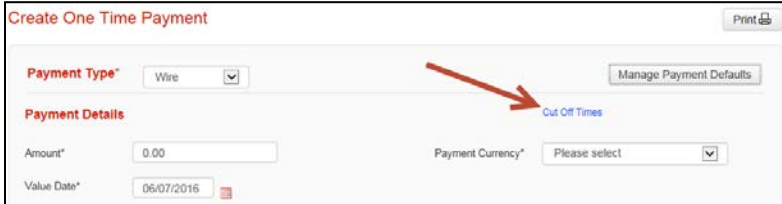


## Wire Payments (Online Payment Control Only)

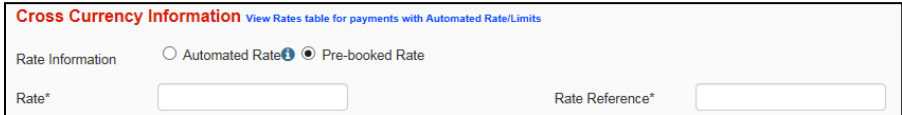
There are several items to keep in mind if you are using Integrated Payments to initiate wires. You will not be able to save your payment if you use a value date that can't be met based on the cut off times, or if it contains any of the following invalid characters:

+ & \* # @ ; ! \$ % ^ \_ = : < > { } [ ] \

There is a link showing the cut off times for all wires based on currency, amount, and destination.



Cross currency payments will need to include a rate. You can either get an automated rate that is supplied by ScotiaConnect or you can use a Pre-booked Rate and Rate Reference obtained from a Scotiabank FX trader.



If you are using an Automated Rate and your wire is over bulletin\* a 'Get Rate' selection will be available during your payment submission and you must accept or reject the rate for your wire. The 'Accept Rate for All' button can be selected to simultaneously generate and accept rates for multiple wire payments. For under bulletin wires the daily rate will be applied when the payment is created.

\* Note: Bulletin limits are a threshold indicating whether a standard daily rate will be applied, or a real time rate will be applied, if you wish to see the limit click on the 'View Rates tables for payments with Automated Rates/Limits' link when you are creating your payment.

Rates Inquiry As at: 06/07/2016

Currency: USD - U.S. Dollar Rate Report

Range/Limit	From (USD)	To (USD)
\$0.00 - \$999.99	0.9845	1.0395
\$1,000.00 - \$9,999.99	0.9855	1.0385
\$10,000.00 - \$24,999.99	0.9895	1.0345
\$25,000.00 - \$49,999.00	0.9945	1.0295
Other Ranges/Limits	Please book rates	

Anything above \$49,999 USD is considered over bulletin

Cancel

## 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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