

Remote Deposit Reporting and Administration in ScotiaConnect

Quick Reference Guide

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ADMINISTRATION OF REMOTE DEPOSIT ACCESS

Users are granted access to Remote Deposit based on their User Group’s configuration. Go to ‘Administration’, then ‘User Groups’ and select the name of the group you want to modify.

Group Name	Users Belonging to each Group	Pending Services	Setup Date	Last Updated Date	Action
CORPORATE 2	User 3		04/25/2017	05/25/2017	Delete

You will then see a list of service functions, select the ones you want the users in this group to have access to.

Remote Deposit Information

Daily Limit per Day per User: \$ 99999999.99

Functions belonging to the Remote Deposit service

The functions below are associated with this service. Place a check mark in each box to allow access.

Assign	Function	Assign	Function
<input checked="" type="checkbox"/>	View All Deposits	<input checked="" type="checkbox"/>	View Their Own Deposits
<input checked="" type="checkbox"/>	View Daily Deposit Info	<input checked="" type="checkbox"/>	View Remote Deposit Activity

Accounts belonging to the Remote Deposit service

The accounts below are associated with this service. Place a check mark in each box to allow access to the account when using this service.

	Account Number	Account Name	Currency	Account Type
<input checked="" type="checkbox"/>			CAD	DDA

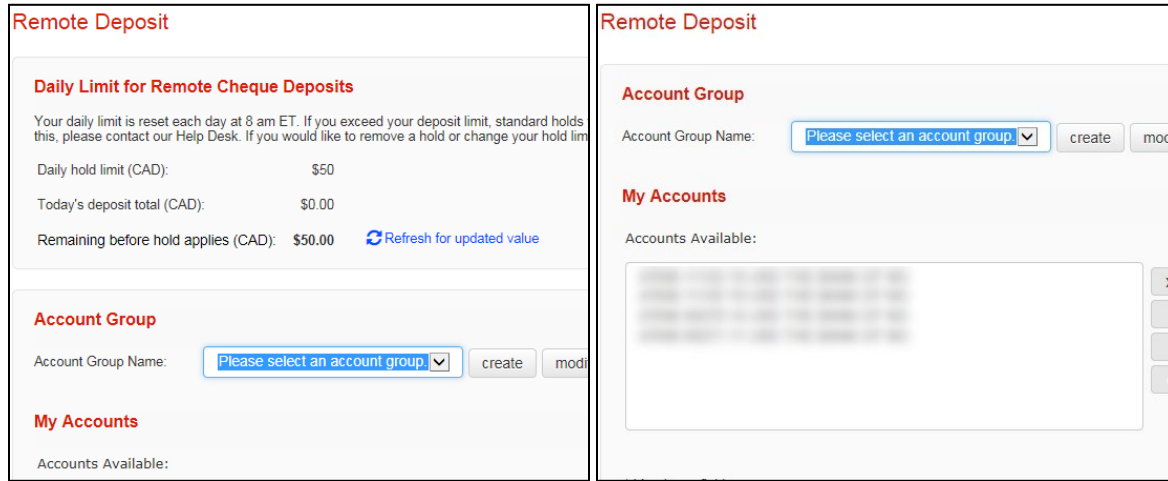
Daily Limit per Day per User: This field allows you to set a daily limit on deposits made by users in this group. This limit will be the same for each user in the group.

Functions include ‘**View All Deposits**’, which gives members of this group the ability to see all deposits made in Remote Deposit. ‘**View Their Own Deposits**’ can be left checked while the ‘**View All Deposits**’ option is unchecked, if you would like the users in this group to only see deposits they have made.

There is also a list of accounts linked to the Remote Deposit service, checking these boxes allow this group to create and view Remote Deposit deposits for the selected accounts.

The ‘**View Daily Deposit Info**’ checkbox allows you to turn access to the deposit limit and remaining limit information on the Remote Deposit page on and off for this group, while the ‘**View Remote Deposit Activity**’ checkbox controls this groups access to the Remote Deposit Activity report.

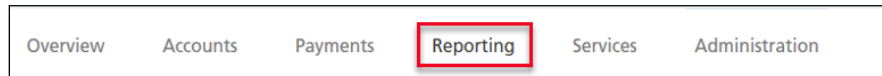
The user on the left has ‘**View Daily Deposit Info**’ turned on, while the user on the right does not:



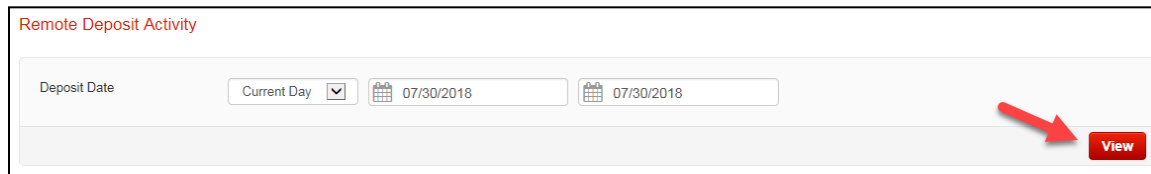
REMOTE DEPOSIT ACTIVITY REPORT

The Remote Deposit Activity report allows you to view, download and print all your company’s Remote Deposit activity, including a running total which is compared to the company’s daily hold limit, allowing you to monitor how much of the limit was used by each deposit, and how much of the limit is remaining for the day.

The Remote Deposit Activity report is available in your list of Available Reports in ScotiaConnect under the Reporting tab.



Once in the report screen, you simply set the date or date range you wish to view the details for, and click the ‘View’ button:



You can then review the information right on the report page in ScotiaConnect, as we see in the image below. You also have the option of generating a file containing the deposit details using either the ‘Export’ or ‘Report’ buttons:

Remote Deposit Activity

Deposit Date:

[View](#)

Summary of Deposit Activity (full details in the Report and Export versions)

[Print](#) [Report](#) [Export](#)

Deposits on 07/30/2018 - Daily hold limit: \$40,567.00 CAD ⓘ

Time (ET)	Account Number	Cur	Deposit ID	Deposit Amount	Held Amount ⓘ	FX Rate ⓘ	Available Limit (CAD)
14:13:03		CAD	100000023781	\$2,000.00	\$0.00		\$38,567.00
14:13:42		USD	100000023782	\$5,800.00	\$0.00	1.34500	\$30,766.00
14:14:42		USD	100000023783	\$40.65	\$0.00	1.34600	\$30,711.29

*Since daily hold limits are denominated in Canadian Dollars, the FX Rate column notes the rate the system used to convert USD deposits to their CAD equivalent to accurately subtract them from the limit.

FOR FURTHER ASSISTANCE

Need Help?

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

[Privacy](#) [Legal](#) [Security](#) [Contact us](#) [Help centre](#)

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.

If you have any questions about the content of this guide email us at:

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