

# Wire Payments

## Getting Started Guide

GETTING STARTED.....	2
CREATING WIRE PAYMENTS .....	2
Templates.....	2
Creating a wire payment from a template .....	2
Creating a single wire payment.....	3
APPROVING AND SUBMITTING WIRE PAYMENTS .....	4
CHECKING THE STATUS OF YOUR WIRE PAYMENTS .....	4
FOR FURTHER ASSISTANCE .....	5

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## GETTING STARTED

This guide will get you started on the following key steps in sending EFT Payments:

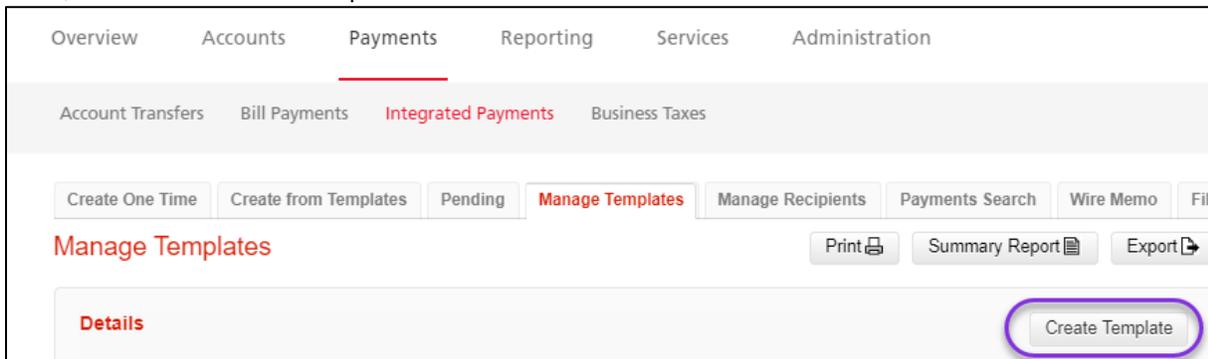
1. Creating Payments
2. Approving and Submitting EFT Payments; and
3. Checking the status of your payments

If you are unable to access any of these functions, talk to your Super User to make sure your access has been setup correctly. Additional resources that provide more details about Wire Payments are highlighted in the [‘For Further Assistance’](#) section at the end of this document.

## CREATING WIRE PAYMENTS

### TEMPLATES

Templates let you save beneficiary information in ScotiaConnect for recurring payments. To access templates, go to ‘Payments’, ‘Integrated Payments’, and select ‘Manage Templates’. Next, click the ‘Create Template’ button.



Enter a name (ID) for the template then fill in the rest of the mandatory fields and save the template.

There are two methods for creating payments. You can use existing templates or create a one-time payment. One-Time payments won't have the details saved and should be used to pay beneficiaries you don't expect to pay multiple times.

### CREATING A WIRE PAYMENT FROM A TEMPLATE

Go to ‘Payments’, ‘Integrated Payments’, and select ‘Create from Templates’. Set your ‘Payment Type’ to ‘Wire’ and click ‘Search’. All your wire payment templates will be listed, select the one(s) you wish to use and click ‘Create Payments’.

Overview Accounts **Payments** Reporting Services Administration

Account Transfers Bill Payments **Integrated Payments** Business Taxes

Create One Time **Create from Templates** Pending Manage Templates Payments Search Wire Memo [Help](#)

**Create Payments from Templates** [Print](#)

**Details**

Payment Type: **Wire** Account: All Accounts

Template ID:  Vendor Number:

Recipient Name:

Payment / Cross Reference Number:

**Sort Order**

Sorted By: Template ID

[Search](#) [Reset](#)

**Search results**

<input type="checkbox"/>	Template ID	Payment Type	Account	Recipient	Payment / Cross Reference Number	Pre-Approved Amount	Amount	Currency	Dr/Cr	Status
<input checked="" type="checkbox"/>	Test Wire	Wire		test		0.00	5.00	CAD	Cr	Ready

[Create Payments](#)

Enter the date and amount then finalize the payment creation. You will still need to submit your wire payments and depending on your company setup, one or more approval may be required.

## CREATING A SINGLE WIRE PAYMENT

From the Overview Page click 'Create Payment' to get started.

Overview Accounts Payments Reporting Services Administration

[Customize overview](#) [Print](#)

Good afternoon, **Daniel**

You last signed in on Wednesday, April 08, 2020 at 12:49 p.m. EDT

**You have**

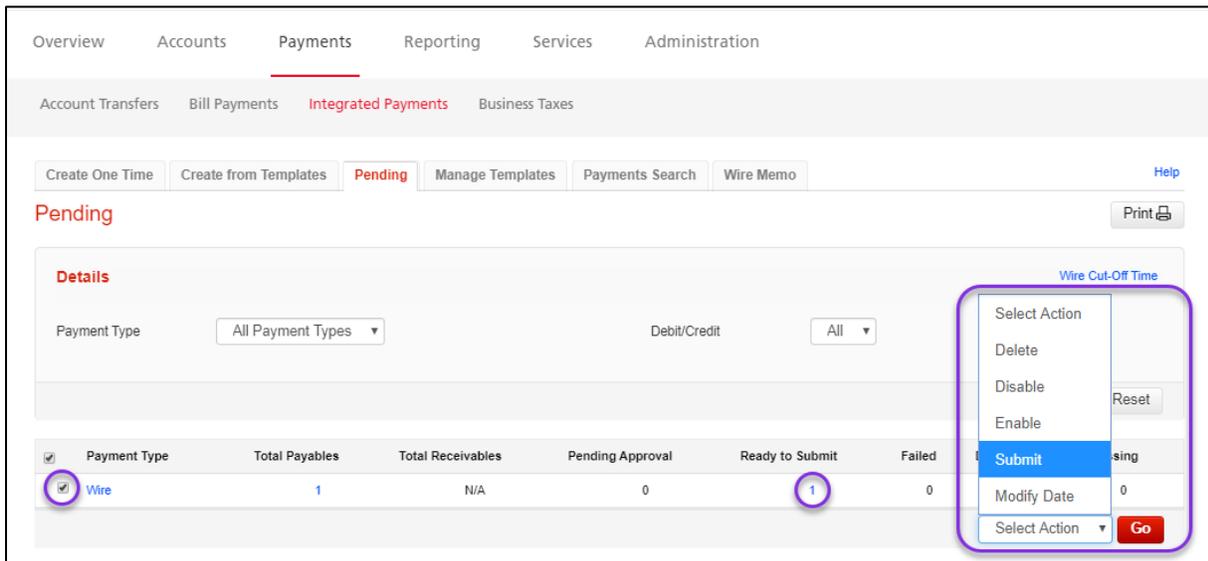
[0 unread alerts](#) | [7 unread messages](#)

**Create payment** Pay a bill Create transfer Stop payment

## APPROVING AND SUBMITTING WIRE PAYMENTS

Payments may need to be approved, depending on your company’s ScotiaConnect set up, then submitted. Go to ‘Payments’, ‘Integrated Payments’, and select ‘Pending’.

If approval is required, the payment(s) will show under ‘Pending Approval’, otherwise they will show under ‘Ready to Submit’. You can select the payment(s) you wish to approve/submit, or you can click on the number in the appropriate column to see the relevant payments and approve/submit them from that page. Once you have selected the payments use the dropdown menu to select the action you wish to take and click ‘Go’.



**Important:** The user that created the wire payment cannot approve it.

## CHECKING THE STATUS OF YOUR WIRE PAYMENTS

To see information about a wire payment you have previously sent, go to ‘Payments’, ‘Integrated Payments’ and select ‘Payments Search’. Enter a date range and any other criteria you want then click ‘Search’.

Search results							Item: 1 - 5 of 5
Date	Recipient	Reference Number	Debit Account	Amount	Currency	Status	
01/24/2020	test	<a href="#">CA200124080359</a>		\$55,000.00	HKD	Sent	
01/21/2020	test	<a href="#">36140059</a>		\$3.00	USD	Deleted	

You can click on any of the results to see more details about the payment.

## FOR FURTHER ASSISTANCE

Need more information about creating, approving, submitting or reviewing wire payments? Our [Online Creation Guide](#) provides a complete walkthrough of the payment flow.

Need more information about creating a simple wire payment? [This document](#) details the steps to follow.

Curious about the timing for wire payments? We have a [Guided Tutorial](#) that details Cutoff Times.

Want a complete overview of Wire Payments? Check out our [Wire Payment Webinar](#).

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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