

# ScotiaConnect File Delivery

Quick Reference Guide

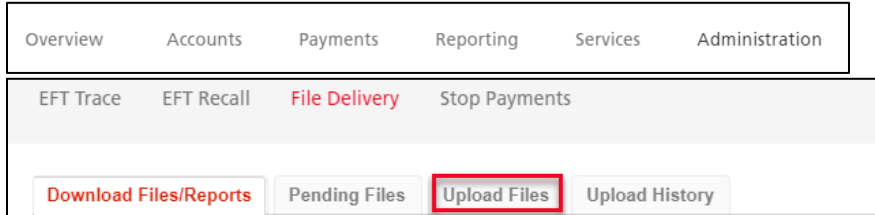
UPLOADING FILES .....	2
PENDING FILES .....	2
DOWNLOAD FILES/REPORTS .....	3
UPLOAD HISTORY .....	4
ADMINISTERING FILE DELIVERY (SUPER USERS/ADMIN USERS ONLY) .....	5
FOR FURTHER ASSISTANCE .....	7

#### Legal Disclaimer

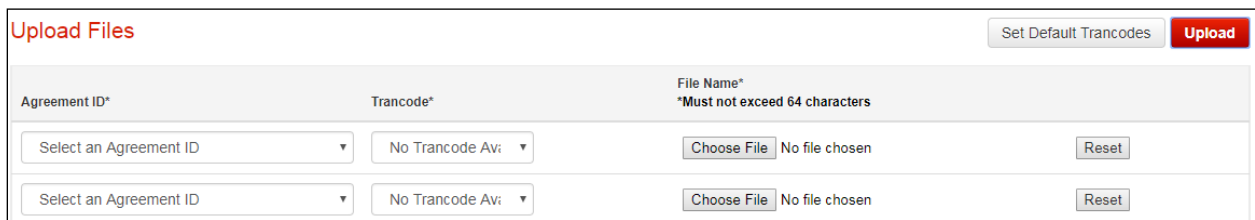
This reference guide has been prepared by The Bank of Nova Scotia for use and reference by its customers only. It is not to be relied upon as financial, tax or investment advice. Scotiabank makes no representation or warranties in this reference guide including about the services described in it. This reference guide is not for public use or distribution. This guide is for information purposes only. Usage of this service is subject to the terms set out in its enrollment documentation.

## UPLOADING FILES

To upload a file, go to 'Services' then select 'File Delivery' then click 'Upload Files'.

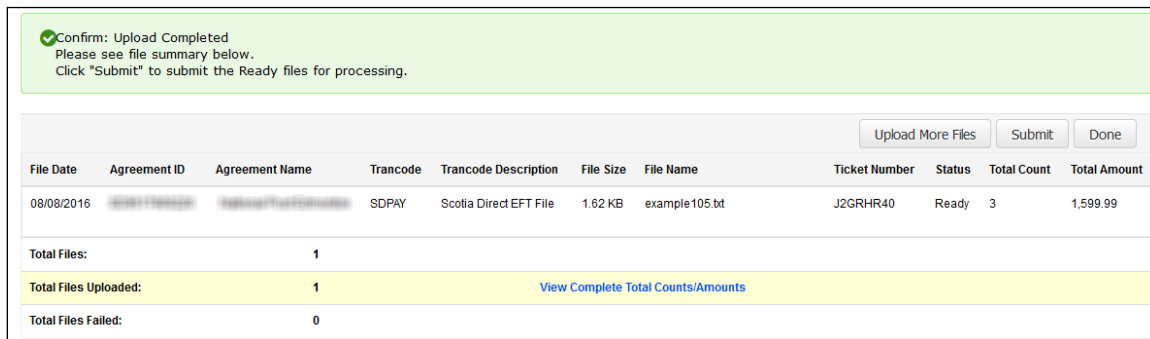


First, select your Service Agreement number and trancode (transaction code) these fields indicate the service you're using and the file format our host should expect. Next, enter your file name by clicking the 'Browse' button and finding the file you want to send.



Once you've made all the selections click 'Upload' in the top right of the page.

You will get a confirmation page showing the details of the file you're uploading and asking you to confirm the upload.

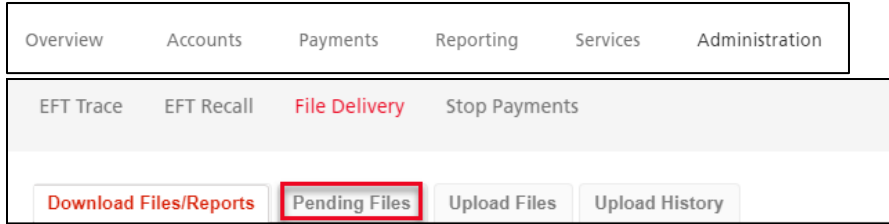


If there are no approvals required then you will be able to submit the file immediately, otherwise a second user will need to approve and submit the file.

Note: Files that are in 'ready' status can be submitted by clicking on the Submit button. Files that are in 'pending' status must be approved via the Pending Files screen prior to being submitted.

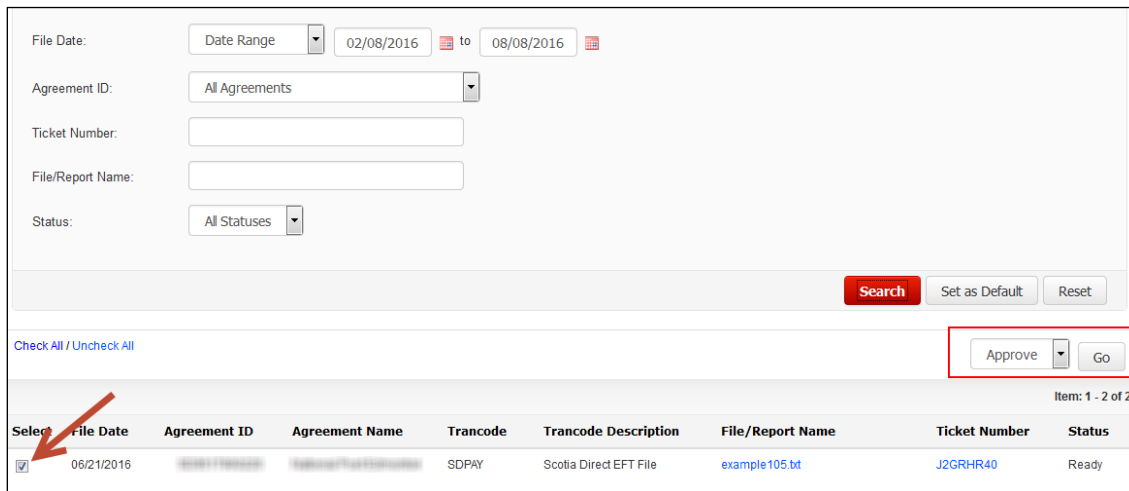
## PENDING FILES

To approve and submit your files you will need to go into the Pending Files screen.



Once you are on the page you will need to search for your file, you can search by date range, Agreement ID, the name of the file and the status of the file.

The file will have a status of either 'Ready' or 'Pending'. If a file is 'Pending' it requires approval, if a file is 'Ready' it can be submitted. To approve a file put a checkmark in the box to the left, select 'Approve' from the dropdown menu then click 'Go'.



To submit a file that is ready you will instead select 'Submit' from the dropdown on the right, select your file(s) then click 'Go'. A confirmation page will load, click 'Submit' again and enter your ScotiaConnect login credentials to finalize submission of the file.

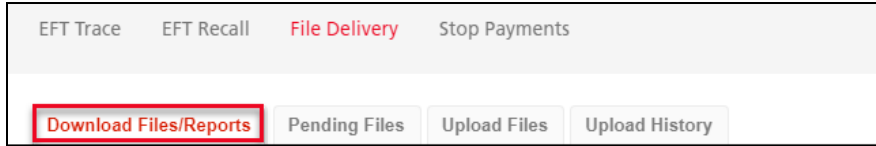
If you decide that a file that has been uploaded should not be submitted, you can also delete it by selecting the file choosing 'Delete' from the dropdown and clicking 'Go'.

Note: Be sure that you submit your files successfully; a file that is uploaded but not submitted will not be processed.

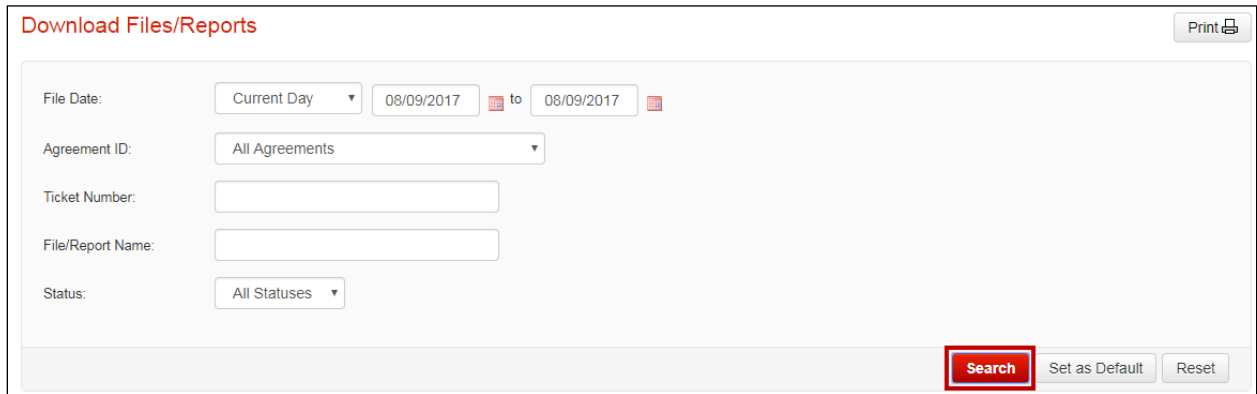
## DOWNLOAD FILES/REPORTS

To download your data files or reports go to 'Services' then 'File Delivery' and select Download Files/Reports.

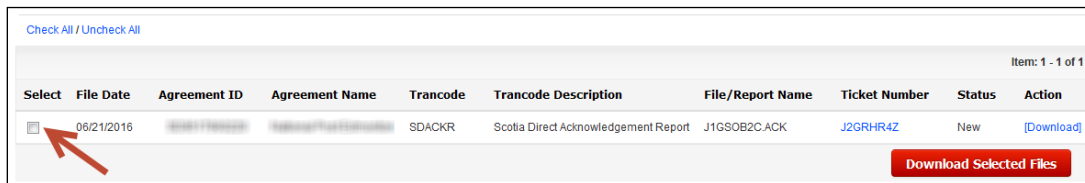




First you must search for your files, the easiest method is to use a date range. Once you have supplied the criteria click 'Search'



Your results will display as a list. To download a single file, select the file and click on 'Download' under the action column next to the file.

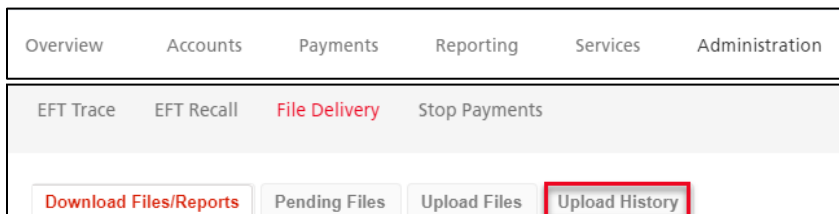


To download multiple files, you may click on the Download Selected Files. This option will crate a single zip file with all the files/reports within it.

Note: These files and reports are stored for 35 Business days on the system, after that File Delivery will not be able to retrieve any results.

## UPLOAD HISTORY

To access the upload history, which shows the details of files uploaded using File Delivery, go to 'Services' then 'File Delivery' then select 'Upload History'.



Using the criteria provided on the page, search for your file. Click on the Ticket Number to open the file details.

**Upload History** Print

File Date:  08/09/2016 to 08/09/2017

Agreement ID:

Ticket Number:

File/Report Name:

Status:

**Search**

---

First Previous **1** 2 Next Last Item: 1 - 20 of 29

File Date	Agreement ID	Agreement Name	Trancode	Trancode Description	File Path	File/Report Name	Ticket Number	Status
06/30/2017			EDI82041	GFT Payments			<b>J2GRJOT3</b>	Accepted

Scroll to the bottom of the page to see the file log.

**File Log**

Date	User	Action	Status
06/21/2016 13:50:07		Upload	Ready
06/21/2016 13:52:11		Submit	Received
06/21/2016 13:52:12		System Process	Rejected

## ADMINISTERING FILE DELIVERY (SUPER USERS/ADMIN USERS ONLY)

A Super User or another user with administration access must assign File Delivery to User Groups. Go to 'Administration then 'User Groups' Select the User Group you would like to assign the service to by clicking the group name.

[Need Help?](#)

**User Group Information**

Group Name ^	Users Belonging to each Group	Pending Services	Setup Date	Last Updated Date	Action
<b>Test</b>		<input type="checkbox"/> Balance and Transactions <input type="checkbox"/> File Delivery <input type="checkbox"/> Alerts	08/12/2016	05/16/2017	<input type="button" value="Approve"/> <input type="button" value="Delete"/>

From the list of services place a checkmark next to File Delivery.

<b>File Delivery</b>	00:00 - 23:59	This service provides the ability for a customer to upload and download files to and from the bank through an Internet browser.
----------------------	---------------	---

Click on the name of the service to further customize it. If your files require approval the 'Approval Authority' checkbox is what grants that ability.

User Group Name	Test-Lk		
Service Name	File Delivery	Hours	00:00 - 23:59 Eastern Time
Approval Authority	<input checked="" type="checkbox"/>		
<b>Approval settings belonging to the File Delivery service</b>			
Approver:	May be the Same User	Number of Approvals:	1

The rest of the functions are listed below and give access to aspects of the service.

<b>Functions belonging to the File Delivery service</b>			
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"/>	Upload Files	<input checked="" type="checkbox"/>	Download Files/Reports
<input checked="" type="checkbox"/>	Pending Files	<input checked="" type="checkbox"/>	Submit Files
<input checked="" type="checkbox"/>	Delete Files	<input checked="" type="checkbox"/>	Upload History

Finally, you will need to select the agreements that this group has access to, this step is important as if no agreements are assigned the group will not be able to use the service correctly. For each agreement you assign you will also need to assign transaction codes for that agreement. These codes dictate upload and download formats, if you are unsure about which to select you should contact the helpdesk to clarify the transcodes you should use.

<b>Agreements belonging to the File Delivery service</b>			
The agreements below are associated with this service. Place a check mark in each box to allow access to the agreement when using this service.			
<input type="checkbox"/>	AGREEMENT NUMBER	AGREEMENT NAME	
<input checked="" type="checkbox"/>	▼ -	CCEB Test Account - PK Data	
Assign	Trancodes	Transfer Type	Description
<input checked="" type="checkbox"/>	CPA1464	Upload	Scotia Direct EFT file
<input checked="" type="checkbox"/>	SDABS80P	Upload	Scotia 80 Byte EFT File
<input checked="" type="checkbox"/>	SDACKR	Download	Scotia Direct Acknowledgement Report
<input checked="" type="checkbox"/>	SDHANOCF	Download	Scotia Direct Notification of Change File
<input checked="" type="checkbox"/>	SDHANOCR	Download	Scotia Direct Notification of Change Report
<input checked="" type="checkbox"/>	SDPAINVC	Download	Scotia Direct Customer Invoice
<input checked="" type="checkbox"/>	SDPAY	Upload	Scotia Direct EFT File

## 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)

® Registered trademarks of the Bank of Nova Scotia