

# ScotiaConnect® Digital Banking

## International ACH Transaction (IAT) Service Group Entitlements

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Service groups are used to restrict access to your company’s payment services. This guide will detail the specific functions related to IAT payments. For information about creating modifying and assigning Service Groups please see the Group Administration Guide.

## IAT (ACH) Service Functions

| Assign                              | Function   |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Payables <b>1</b>                                      |
| <input checked="" type="checkbox"/> | Receivables <b>2</b>                                   |
| <input checked="" type="checkbox"/> | Payments Search <b>3</b>                               |
| <input checked="" type="checkbox"/> | Pending ACH Payments <b>4</b>                          |
| <input checked="" type="checkbox"/> | Delete ACH Payments <b>5</b>                           |
| <input checked="" type="checkbox"/> | Enable ACH Payments <b>6</b>                           |
| <input checked="" type="checkbox"/> | Disable ACH Payments <b>7</b>                          |
| <input checked="" type="checkbox"/> | Submit Payments <b>8</b>                               |
| <input checked="" type="checkbox"/> | Batch ACH Payments <b>9</b>                            |
| <input checked="" type="checkbox"/> | - Direct ACH Payments -One Time <b>10</b>              |
| <input checked="" type="checkbox"/> | - Direct ACH Payments - from Template <b>11</b>        |
| <input checked="" type="checkbox"/> | - Regular ACH Payments -One Time <b>12</b>             |
| <input checked="" type="checkbox"/> | - Regular ACH Payments - from Template <b>13</b>       |
| <input checked="" type="checkbox"/> | - Modify Failed Regular ACH Payments <b>14</b>         |
| <input checked="" type="checkbox"/> | - Modify All Regular ACH Payments <b>15</b>            |
| <input checked="" type="checkbox"/> | - High Volume Online Payment History <b>16</b>         |
| <input checked="" type="checkbox"/> | Online ACH Payments <b>17</b>                          |
| <input checked="" type="checkbox"/> | - One Time ACH Payments <b>18</b>                      |
| <input checked="" type="checkbox"/> | - ACH Payments from Template <b>19</b>                 |
| <input checked="" type="checkbox"/> | - Modify ACH Payments created by Other Users <b>20</b> |
| <input checked="" type="checkbox"/> | Template Maintenance <b>21</b>                         |
| <input checked="" type="checkbox"/> | - Create Templates <b>22</b>                           |
| <input checked="" type="checkbox"/> | - Delete Templates <b>23</b>                           |
| <input checked="" type="checkbox"/> | - Modify Templates Created by Other Users <b>24</b>    |
| <input checked="" type="checkbox"/> | - Approve Templates <b>25</b>                          |
| <input checked="" type="checkbox"/> | Use New Recipient <b>26</b>                            |

Note: The functions only apply to payments created using this service group.

- ① **Payables/Receivables.** This allows access to payables and/or receivables. This is essential to access the correct type of payment(s). For example if you are trying to access payroll, payables needs to be selected for the group.
- ② **Payments Search.** This is required to access payment history and search for payments created with this service group
- ③ **Pending ACH Payments.** This gives users in this service group access to pending payments created with this service group. This is required for approving, deleting, submitting, disabling and enabling payments.
- ④ **Delete ACH Payments.** This gives users in this service group access to delete payments that have not yet been submitted for processing.
- ⑤ **Enable ACH Payments.** This gives users in this service group access to enable payments that have been disabled.
- ⑥ **Disable ACH Payments.** This gives users in this service group access to disable payments that are pending but not yet submitted. Disabling a payment puts in on an indefinite hold preventing anyone from modifying or submitting it. You must enable the payment to do anything with it.
- ⑦ **Submit Payments.** This gives users in this service group access to submit pending payments for processing.

Note: Batch Payments are payments created using 3<sup>rd</sup> party software and sent to ScotiaConnect via a file transmission.

- ⑧ **Batch ACH Payments.** This is only applicable if you are using Online Payment Control or Online Payments History services for submitting payments using this service group. This means you are uploading a file with payment information into ScotiaConnect.
- ⑨ **Direct ACH Payments One Time/From Template.** For Online Payment History payments. Direct payments are payments that are submitted via a file (not entered online in ScotiaConnect) that do not require any approvals or anyone to submit them. They go straight through and their history is accessed via ScotiaConnect's payment search/history. This is required if you are using Online Payment History for this service group.
- ⑩ **Regular ACH Payments One Time/From Template.** For Online Payment Control payments. Regular payments are payments that are submitted via a file (not entered online in ScotiaConnect) that require approval and/or submitting in ScotiaConnect. They go to pending payments in ScotiaConnect and must complete the payments. This is required if you are using Online Payment Control for this service group.
- ⑪ **Modify Failed Regular ACH Payments.** Payments entered by file for the Online Payment Control service may fail due to missing or incorrect payment data when received by ScotiaConnect. This entitlement allows users that have this service group to modify those failed payments.
- ⑫ **Modify All Regular ACH Payments.** All payments entered by file for the Online Payment Control service may be modified with this entitlement.
- ⑬ **High Volume Online Payment History.** This is an alternate version of Online Payment History for companies with high payment volumes.

Note: Online Payments are payments created within ScotiaConnect.

- ⑭ **Online ACH Payments.** This entitlement allows users to have access to payments created online in ScotiaConnect. This is required to access all online created payments for the service group.
- ⑮ **One Time ACH Payments.** This entitlement is required in order to approve, delete, copy, modify, disable, enable and submit payments that were created online within ScotiaConnect without a template.
- ⑯ **ACH Payments from Template.** This entitlement is required in order to approve, delete, copy, modify, disable, enable and submit payments that were created online within ScotiaConnect from templates.
- ⑰ **Modify ACH Payments created by Other Users.** This entitlement is required in order to modify any payments created online by other users.
- ⑱ **Template Maintenance.** This entitlement allows users to access the templates for this service group. This is required for creating, modifying, deleting and approving payment templates.
- ⑲ **Create Templates.** This allows users to create new templates for this Service Group
- ⑳ **Delete Templates.** This allows users to delete existing templates within this Service Group

★ **Modify Templates Created by Other Users.** This allows users to modify existing templates that were created by other users

★ **Approve Templates.** This allows users to approve templates if approval is required

★ **Use New Recipient.** If your company subscribes to payment recipients (for more than one Integrated Payment type) this entitlement allows the users to add any recipients from payments created in ScotiaConnect to the recipient list. Note that recipient entitlements are set in the “Integrated Payments” service function from the user groups menu:

## 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)