ScotiaConnect Creating Payments

Quick Reference Guide

Scotiabank®

CREATING TEMPLATES

Templates are used to save a recipient's identifying details and banking information to simplify repeat payments. To create a template, go to 'Payments', 'Integrated Payments', and click 'Manage Templates'. On the Manage Templates page click 'Create Template'.

Account Transfers	Bill Payments	Integrated Payments	Requests For Transfer	Business Taxes			
Create One Time	Create from Templates	Pending	**Manage Templates**	Manage Recipients	Search	Wire Memo	File Summary

Manage Templates   Print 🖶   Summary Report 📄   Export 🡒

Details   Create Template

On the template creation page the first selection that you need to make is Payment Type. This will influence the rest of the fields that are displayed, and even which fields are mandatory (the address is required for wires, but not EFTs, as an example).

Create Template   Print 🖶

Payment Type*   Please select ▾   Manage Payment Defaults

Next, fill in the mandatory fields. 'Template ID' lets you search for the template and should help you identify the recipient of the payment when you see it.

Template Information

Template ID*		Expiry Date	
Pre-Approved Amount	0.00	Template Description	

The payment details relate to whether the payment is a debit or credit as well as tracking and quantifying the payment.

Payment Details

Amount	0.00	Payment Currency*	CAD ▾
Debit/Credit*	Please select ▾	Payment / Cross Reference Number	
CPA Code*		Search	

Originator Details relate to information about your company, long name, shortname, chargeback account in case of returned payments, etc. This is also where you will indiate the settlement account, Service Group and Agreement.

Originator Details

Settlement Account*	Please select	Service Group*	Please select
Agreement ID*	Please select	Currency	
Institution		Transit	
Long Name*		Short Name*	
Chargeback Institution		Chargeback Transit*	
Chargeback Account*		Chargeback Currency*	CAD

Recipient information relates to the payee. This is the business or person that the funds will be credited to or debited from. All mandatory fields will be marked with an *.

Recipient Information

Recipient Name*			
Recipient ID		Vendor Number	
Address			
Address 1		Address 2	
City		Country	Canada
Postal / Zip Code		Province / State	Please select
Add to Recipient List	○ Yes ◉ No		

Recipient Bank Information

Institution*	002 - THE BANK OF NOVA SCOTIA		
Account*		Transit*	

The next section contained optional payment information. For EFTs, 'Sundry Information' is sent along with the payment. The 'Customer Use Only Section' is for internal tracking purposes only and is not sent with the payments. For wires, 'Sundry Information' is replaced with 'Information to Recipient' which is also sent along with the payment.

Optional Payment Information (will accompany payment)

Sundry Information	

Customer Use Only (will not accompany payment)

Internal Memo			
Recipient Name		Phone Number	
Recipient Email		Fax Number	

Once you have filled in all the required fields you can click the Continue button. You will then be able to review and save your template. Depending on your approval settings and whether you entered a pre-approved amount you may need to approve the template, only templates in 'Ready' status are able to be used.

MANAGING TEMPLATES

To modify or delete existing templates go to 'Payments', 'Integrated Payments' then select 'Manage Templates'.

Bill Payments	Integrated Payments	EFT Trace	EFT Recall	Business Taxes			
Create One Time	Create from Templates	Pending	Manage Templates	Manage Recipients	Payments Search	Wire Memo	File Summary

From this page you can search for your templates by entering the details and clicking 'Search'.

Once located you can click on the Modify link to edit the template (you may need to scroll the page to the right to see the link)

Other actions can be taken by selecting one or more templates with a checkbox and choosing an action from the group action dropdown.

Approve: Used to approve templates that are not yet in 'Ready' status.
Delete: Lets you delete a template. This is an irreversible change and would require you to recreate the template with a NEW Template ID if done in error.
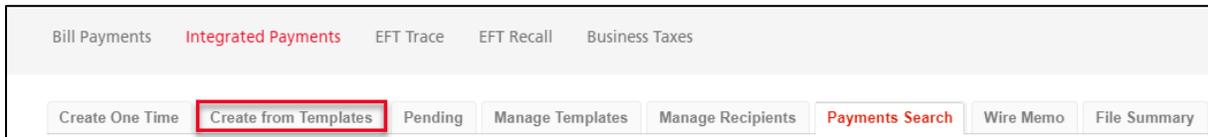Deactivate: Deactivates the template. The template will not be eligible for payment creation while inactive.
Activate: Reactivates deactivated templates.
Modify Amount: Allows you to modify the amount of the selected templates. This would only be used if you are including fixed amounts in your templates.
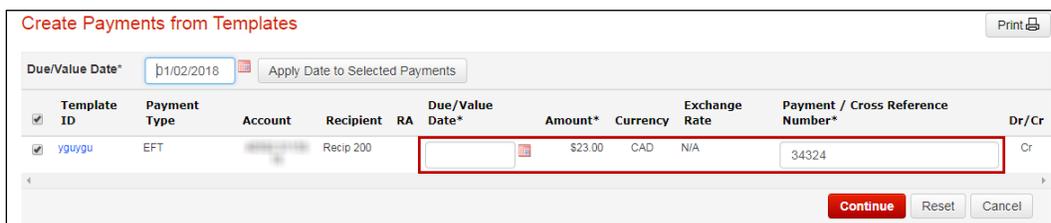
CREATING PAYMENTS FROM TEMPLATES

To create a payment using an existing template, go to 'Payments', 'Integrated payments', and select 'Create from Templates'.

Bill Payments	Integrated Payments	EFT Trace	EFT Recall	Business Taxes			
Create One Time	Create from Templates	Pending	Manage Templates	Manage Recipients	Payments Search	Wire Memo	File Summary

Search for the template you wish to use by entering search criteria then clicking the 'Search' button at the bottom of the screen. Next, place a checkbox beside the template(s) you would like to create payments from and click 'Create Payments'.

☑	yguygu	EFT		Recip 200	34324		$0.00	$23.00	CAD	Cr	Default SG	Ready

Create Payments

Provide the due date, the amount and payment number (if not already set in the template) and click 'Continue'

Create Payments from Templates   Print 🖨

	Template ID	Payment Type	Account	Recipient	RA	Due/Value Date*	Amount*	Currency	Exchange Rate	Payment / Cross Reference Number*	Dr/Cr
☑	yguygu	EFT		Recip 200			$23.00	CAD	N/A	34324	Cr

Continue   Reset   Cancel

After the required payment information is entered, click 'Continue' to proceed. You will then be able to review the payment. Click 'Save' to finalize the creation or 'Cancel' to return to the Create Payments from Template page.

Payments Review and Confirm   Print 🖶

Payment Details

Payment Type	Account	Recipient	RA	Due/Value Date	Amount	Currency	Rate	Rate Reference	Payment / Cross Reference Number	Dr/Cr
EDI				06/07/2016	$50.00	CAD	N/A	N/A	654654	Cr

Payment Type	Credit Counts	Payables Amount	Debit Counts	Receivables Amount
EDI	1	$50.00	N/A	N/A

Save   Cancel

From here you can create more payments from templates or click 'Done' to take you to the pending payments.

Payment Creation Summary   Print 🖶

✅ Confirmation: Creation Successful.
Payments have been created. Please see details in the following list.

Payment Details

Payment Type	Account	Recipient	RA	Due/Value Date	Execution Date	Settlement Amount	Reference Number	Currency	Rate	Rate Reference	Payment Amount	Payment / Cross Reference Number	Dr/Cr	Status
EDI				06/07/2016	N/A	$50.00	470416	CAD	N/A	N/A	$50.00	654654	Cr	Ready

Create More Payments   Done

APPROVING OR MODIFYING PAYMENTS

Once you've created payments you may need to approve or update those payments. To begin go to 'Payments', 'Integrated Payments' then 'Pending'.

Bill Payments	Integrated Payments	EFT Trace	EFT Recall	Business Taxes

Create One Time	Create from Templates	Pending	Manage Templates	Manage Recipients	Payments Search	Wire Memo	File Summary

You will see a list of all the service groups you have access to as well as a group action drop down menu that you can use to apply actions at the service group or payment type level. 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. 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.

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.

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

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.

Note: Submission requires you to enter your password and token value

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

The report can be found within a few minutes in the Message Centre. Click the envelop icon at the top of any page in ScotiaConnect to get there.
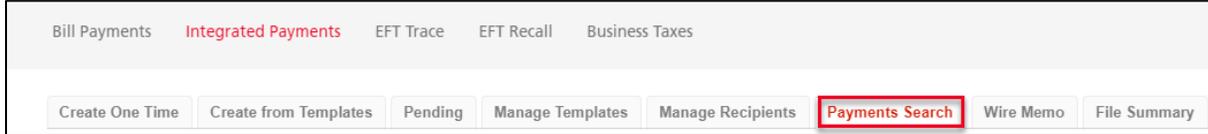
PAYMENTS SEARCH

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 'Payment Search'.

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

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

WIRE PAYMENTS

There are several items to keep in mind if you are using Integrated Payments to execute your 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.

For cross currency payments you will need to indicate how the rate is supplied under Cross Currency Information. You can either get an automated rate that is supplied by ScotiaConnect or you can use a Pre-booked Rate obtained from a Scotiabank FX trader. You must supply an accurate rate/rate reference combination otherwise you will not be able to save the payment.

If you are using an Automated Rate and your wire is over bulletin* you will be provided with a rate when you submit the payment. 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.

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**. Your email will be answered within 24-48 business hours.

If you have any questions about the content of this guide email us at:
gbp.training@scotiabank.com

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