

ScotiaConnect Creating Payments

Quick Reference Guide

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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'.

The screenshot shows the 'Manage Templates' page with the following elements:

- Navigation tabs: Account Transfers, Bill Payments, **Integrated Payments**, Requests For Transfer, Business Taxes
- Buttons: Create One Time, Create from Templates, Pending, **Manage Templates** (highlighted), Manage Recipients, Search, Wire Memo, File Summary
- Section: **Manage Templates**
- Buttons: Print, Summary Report, Export
- Section: **Details**
- Button: **Create Template** (indicated by a red arrow)

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).

The screenshot shows the 'Create Template' page with the following elements:

- Section: **Create Template**
- Button: Print
- Field: **Payment Type*** (Please select) (indicated by a red arrow)
- Button: 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.

The screenshot shows the 'Template Information' section with the following fields:

- Template ID* (input field)
- Expiry Date (input field)
- Pre-Approved Amount 0.00 (input field)
- Template Description (input field)

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

The screenshot shows the 'Payment Details' section with the following fields:

- Amount 0.00 (input field)
- Debit/Credit* (Please select) (dropdown menu)
- CPA Code* (two input fields)
- Payment Currency* (CAD) (dropdown menu)
- Payment / Cross Reference Number (input field)
- Search button

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 indicate the settlement account, Service Group and Agreement.

Originator Details			
Settlement Account*	Please select <input type="text"/>	Service Group*	Please select <input type="text"/>
Agreement ID*	Please select <input type="text"/>	Currency	
Institution		Transit	
Long Name*	<input type="text"/>	Short Name*	<input type="text"/>
Chargeback Institution		Chargeback Transit*	<input type="text"/>
Chargeback Account*	<input type="text"/>	Chargeback Currency*	CAD <input type="text"/>

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*	<input type="text"/>	Vendor Number	<input type="text"/>
Recipient ID	<input type="text"/>	Address 1	<input type="text"/>
Address		Address 2	<input type="text"/>
City	<input type="text"/>	Country	Canada <input type="text"/>
Postal / Zip Code	<input type="text"/>	Province / State	Please select <input type="text"/>
Add to Recipient List	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Recipient Bank Information			
Institution*	002 - THE BANK OF NOVA SCOTIA <input type="text"/>		
Account*	<input type="text"/>	Transit*	<input type="text"/>

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	<input type="text"/>		
Customer Use Only (will not accompany payment)			
Internal Memo	<input type="text"/>		
Recipient Name	<input type="text"/>	Phone Number	<input type="text"/>
Recipient Email	<input type="text"/>	Fax Number	<input type="text"/>

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'.



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

The 'Manage Templates' form is divided into two main sections: 'Details' and 'Export Information'.
Details Section: Includes fields for Payment Type (dropdown: All Payment Types), Account (dropdown: All Accounts), Template ID, Vendor Number, Recipient Name, Recipient ID, Template Status (dropdown: All Statuses), Service Group (dropdown: All Service Groups), Payment / Cross Reference Number, Date Last Used, and Sorted By (dropdown: Template ID, dropdown, dropdown, Ascending).
Export Information Section: Includes Export Format (dropdown: Excel), Include Headings (radio buttons: Yes, No), and Date Format (dropdown: MM/dd/yyyy, with a 'Select' link).
 At the bottom right, there are 'Search' and 'Reset' buttons. A 'Create Template' button is located at the top right of the form area.

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)

Account	Recipient	Payment / Cross Reference Number	Pre-Approved Amount	Amount	Currency	Dr/Cr	Service Group	Date Last Used	Status	Action
Auto TestPayee			\$0.01	\$0.01	CAD	Cr	Default SG	08/17/2017	Ready	[Copy] [Modify]

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

<input checked="" type="checkbox"/>	MS16FEFTCR	EFT	MSEFT16FCR	\$0.00	\$3.00					
<input checked="" type="checkbox"/>	MSEFT12111	EFT	MSREFT1211	\$0.00	\$7.70					

The 'Select Action' dropdown menu is open, showing the following options: Approve, Delete, Activate, Deactivate, Modify Amount, and Select Action. A 'Go' button is located at the bottom right of the 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.

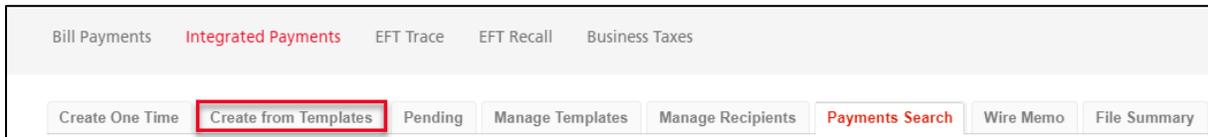
Deactivate: Deactivates the template. The template will not be eligible for payment creation while inactive.

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

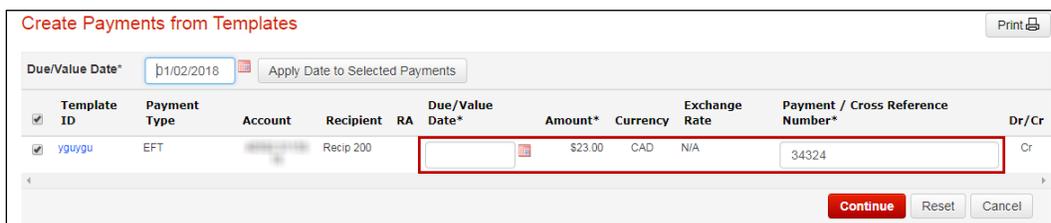
To create a payment using an existing template, go to 'Payments', 'Integrated payments', and select 'Create from Templates'.



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'.



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



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'.

Pending Print

Details EFT Cut-Off Time | Wire Cut-Off Time

Service Group:

Payment Type: Debit/Credit:

<input type="checkbox"/>	Service Group Name	Service Group ID	Total Payables	Total Receivables	Pending Approval	Ready to Submit	Failed	Disabled	Processing
<input type="checkbox"/>	▼ Default SG		7,698	14,845	152	22,391	0	0	0
<input type="checkbox"/>	ACH		1	0	1	0	0	0	0
<input type="checkbox"/>	EDI		3	N/A	0	3	0	0	0
<input type="checkbox"/>	EFT		7,628	14,845	115	22,358	0	0	0
<input type="checkbox"/>	Wire		66	N/A	36	30	0	0	0

Select Action

Approve

Delete

Disable

Enable

Submit

Modify Date

Select Action

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.

<input type="checkbox"/>	Service Group Name	Service Group ID	Total Payables	Total Receivables	Pending Approval	Ready to Submit	Failed	Disabled	Processing
<input type="checkbox"/>	▼ Default SG		7,698	14,845	152	22,391	0	0	0
<input type="checkbox"/>	ACH		1	0	1	0	0	0	0
<input type="checkbox"/>	EDI		3	N/A	0	3	0	0	0
<input type="checkbox"/>	EFT		7,628	14,845	115	22,358	0	0	0
<input type="checkbox"/>	Wire		66	N/A	36	30	0	0	0

Select Action

Approve

Delete

Disable

Enable

Submit

Modify Date

Select Action

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.

Search results First Previous Next Last Item: 1 - 3 of 3

	Due/Issue Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Service Group	Status	Action
<input type="checkbox"/>	09/29/2017	tressa	516366			\$1.00	Cr	Default S		
<input checked="" type="checkbox"/>	09/27/2017	12345	1157194			\$2.00	Cr	Default S		
<input checked="" type="checkbox"/>	08/31/2017	tressa	516366			\$1.00	Cr	Default S		

Select Action

Approve [Copy] [Modify]

Delete [Copy] [Modify]

Disable [Copy] [Modify]

Enable [Copy] [Modify]

Submit [Copy] [Modify]

Modify Date [Copy] [Modify]

Select Action ▼ Go

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

Modify Payment Print

Error:
Due Date cannot be backdated more than 30 days.

Payment Details

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.

Delete Payments: Review & Confirm Print

Total Payables

Service Group	Type	# of Payments	Currency	Total Debit
akamaigrp1	Wire	10	CAD	\$5,149,157.81 †

† Amount is approximate. Exact amount available upon acceptance of foreign exchange rate after submission.

Total Receivables

You have no receivables at this time.

Cancel Confirm

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

Additional Authorization Required

To securely submit the selected payments, please provide the following credentials.

Password* Token Value*

Cancel Confirm

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

Submit: Processed Summary Print

✔ **Submission Complete**
Your submitted payments are processed. Please review the summary for details and check your Message Centre for an automated report of this submission.

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.

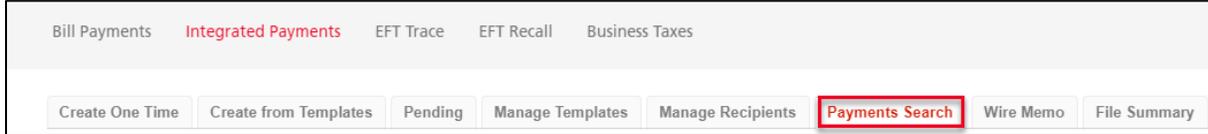
Messages More Messages

Date/Time	Account Type	Message	Priority
11/10/2017	Message	Payments Approval Summary	High

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'

The screenshot shows the 'Payments Search' form with the following sections:

- Details:** Report Type (Transaction Details), Payment Type (All Payment Types), Account (All Accounts), Recipient Name, Amount, Date (Due / Issue / Execution Date, Current Day, 01/02/2018 to 01/02/2018), Batch ID, File ID, Recipient Account, Payments with Notice of Change (All), Payments with Attached RA (All).
- Sort Order:** Sorted By (Date).
- Export Information:** Export Format (Excel), Date Format (MM/dd/yyyy), Include Headings (Yes/No).

A red arrow points to the 'Search' button at the bottom right of the form.

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

Search results										
Date	Recipient	Payment Type	RA	Payment / Cross Reference Number	Account	Amount	Currency	Dr/Cr	Service Group	Status
06/07/2016		EDI		111		\$6.00	CAD	Cr		Submitted
06/07/2016		EDI		112		\$5.00	CAD	Cr		Deleted

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.

Requested Value Date	Confirmed Value Date	Rate	Settlement Amount	Currency	Payment Amount	Debit Account	Recipient Name	Recipient Bank	Action/Status
01/07/2021	01/07/2021	1.6009	\$80,045.00	CAD/EUR	€50,000.00		Example	Bque Populaire Rives de	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject

* 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.

Rates Inquiry As at: 06/07/2016

Currency: USD - U.S. Dollar Rate Report

Range/Limit	From (USD)	To (USD)
\$0.00 - \$999.99	0.9845	1.0395
\$1,000.00 - \$9,999.99	0.9855	1.0385
\$10,000.00 - \$24,999.99	0.9895	1.0345
\$25,000.00 - \$49,999.00	0.9945	1.0295
Other Ranges/Limits	Please book rates	

Anything above \$49,999 USD is considered over bulletin

Cancel

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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