

Remittance Advice

Reference Guide



October 2024

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OVERVIEW

Remittance Advice (RA) allows you to attach detailed information when sending payments within Canada and internationally. It is not a stand-alone product; It must be added to any payment transaction such as Electronic Funds Transfers (EFT), International ACH Transaction (IAT) and Electronic Data Interchange (EDI).

CREATING PAYMENTS

The first step is to create your payment. This can be done using templates, as One Time payments, or for EFTs specifically, using the Create Payment option. These steps are detailed in our 'Online Payments' guide if you are not yet familiar with them. The Remittance fields will be the same regardless of the payment type you use.

ATTACHING REMITTANCE DETAILS TO 'ONE TIME' OR 'FROM TEMPLATE' OPTION

During the payment creation process when you are entering the payment details, scroll down to the bottom of the page. Under the 'Remittance Details' section, choose 'Yes' next to 'Attach Remittance Advice'. By doing so, additional information on the remittance advice will be required. Complete the mandatory fields and click 'Continue'.

The screenshot shows the 'Remittance Details' section of a payment form. The following fields are highlighted with red circles:

- Attach Remittance Advice**: Radio buttons for 'Yes' (selected) and 'No'.
- Advice Delivery Method***: Checkboxes for 'Email' (checked), 'Fax', and 'Mail'.
- Email Address(es)***: Text input field with a note: '(Multiple email addresses acceptable; must be separated each by semicolon)'.
- Email Subject Line***: Text input field with a pre-filled value: 'Remittance Advice From WAGNER-FATCA'.
- Fax Number(s)***: Text input field with a note: '(Multiple fax numbers acceptable; must be separated each by semicolon)'.
- Fax Subject Line***: Text input field.
- Attach Invoice Data**: Radio buttons for 'Yes' and 'No' (selected).

At the bottom right, there are three buttons: 'Continue' (highlighted with a red circle), 'Reset', and 'Cancel'. A 'Back to Top' link is also present.

Note: 'Email Address(es)' and 'Email Subject Line' are only mandatory fields if 'Email' is checked as one of the delivery methods. Otherwise, these fields are disabled. This also applies to 'Fax Number(s)' and 'Fax Subject Line' fields. *At this time, multiple email addresses and fax numbers are not activated. Please enter only one email address and/or one fax number on each field.*

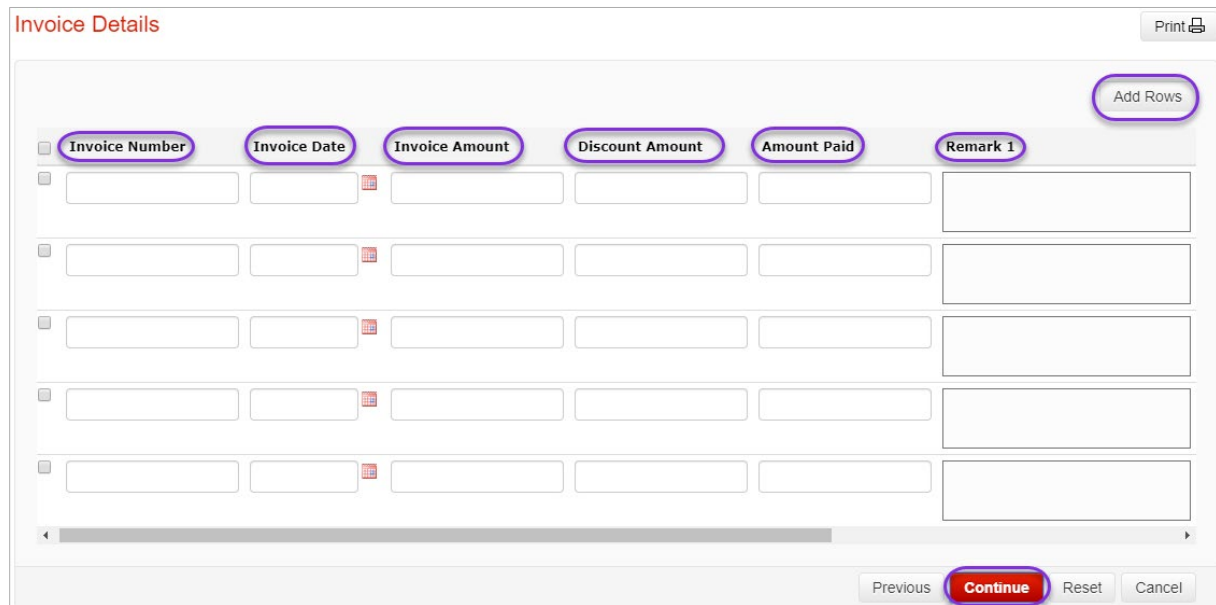


Adding Invoice Data

If you would like to add invoice data to your payment, ensure that 'Yes' is chosen in the 'Attach Invoice Data' option. When 'Yes' is chosen, clicking 'Continue' will allow you to enter the invoice data information on the next page.



Enter the invoice information on the appropriate fields and click 'Continue'. If you need to add more rows to enter more invoice details, click 'Add Rows'.



Notes:

- 1) The 'Invoice Amount' and 'Discount Amount' must equal to the 'Amount Paid', otherwise, you will not be able to proceed.
- 2) The 'Discount Amount' should not include the negative (-) sign as this will cause an error.
- 3) You may need to scroll to the right to see additional 'Remark' fields.
- 4) The recommended maximum number of invoices is 20-50 to be effective.



ATTACHING REMITTANCE DETAILS FOR EFTS CREATED WITH THE 'CREATE PAYMENT' OPTION

Note that if you are creating an **EFT** payment using the Create Payment option from the ScotiaConnect Overview or Payments screen, your options for attaching Remittance Advice will look similar, however the relevant fields (Email/Fax/Mail) will only appear if you select that remittance advice type for this payment.

Would you like to include invoice and remittance information?

☒ Yes

☐ No

Choose one or more delivery method for the remittance details.

☒ Email

☒ Fax

☒ Mail

Email subject line

Remittance Advice From GU [REDACTED] LTD

Email address(es) ⓘ

[REDACTED]@test.com

477

Fax subject line

Remittance Advice From GU [REDACTED] LTD

Fax number

0987654321

The following name and address have been provided for mail delivery:

1518 Recipient EFT,

[REDACTED]

Canada

Structured invoice and remittance information

Include up to 1000 invoices related to this payment.

⊕ Add invoice details



Adding Invoice Data to EFTs Created Using the ‘Create Payment’ Option

If you would like to add invoice data to the remittance advice for your EFT payment, click the “Add invoice details” button and fill out the invoice information for each invoice you’d like to attach.

Would you like to include invoice and remittance information?

☒ Yes

☐ No

Choose one or more delivery method for the remittance details.

☒ Email

☐ Fax

☐ Mail

Email subject line

Remittance Advice From Example Company Name Inc

Email address(es) ⓘ

RArecipient@test.com

480

Structured invoice and remittance information

Include up to 1000 invoices related to this payment.

[+ Add invoice details](#)



Enter the invoice information on the appropriate fields and click “Add”.

×

Invoice details

Enter any details that will help you when referring to this payment and its invoice(s).

Invoice number

12343

Invoice date (MM/DD/YYYY)

01/03/2025

📅

Invoice amount (optional)

20.00

Discount amount (optional)

10

Amount paid (optional)

10

Remark 1 (optional)

Character limit of 30/field

3

Remark 2 (optional)

Character limit of 30/field

3

Remark 3 (optional)

Character limit of 30/field

3

Close

Add

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Notes:

- 1) The 'Invoice Amount' and 'Discount Amount' must equal to the 'Amount Paid', otherwise, you will not be able to proceed.
- 2) The 'Discount Amount' should not include the negative (-) sign as this will cause an error.

FINALIZING PAYMENTS

Based on your creation method, your process after attaching the remittance will vary.

From Template

If you used a template, you will be taken back to the 'Create Payments from Templates' screen after you complete the 'Remittance Details' and 'Invoice Details' (if applicable) sections. Click 'Continue' to proceed to the next step.

Create Payments from Templates Print

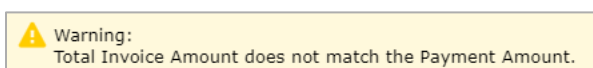
✓ Changes Not Saved
The payment information has not been saved. Please click the Continue button to complete the process.

Due/Value Date* 06/26/2020 Apply Date to Selected Payments

Template ID	Payment Type	Account	Recipient	RA	Due/Value Date*	Amount*	Currency	Exchange Rate	Payment / Cross Reference Number*	Dr/Cr
✓ Catherine	EFT		Catherine	Y	06/30/2020	1.00	CAD	N/A	TEST	Cr

Continue Reset Cancel

Note: If the total of the 'Amount Paid' from the 'Invoice Details' screen does not equal the 'Amount' of payment in the above screen, the following alert will appear. You are still able to proceed to the next steps even if the amounts do not match.



On the 'Payments Review and Confirm' screen, review the payments and click 'Save'. Continue to your payment approval (if required) and submission process as normal.

One Time

If you made a One Time payment you will simply click 'Save' once you have entered all the remittance information and move on through your payment approval (if required) and submission process as normal.

EFT Payment Created Using 'Create Payment'

If you created your EFT using the 'Create Payment' process, you will simply click 'Continue' once you have entered all the remittance information and move on through your payment approval (if required) and submission process as normal.



FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a **Help Centre** 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
- 1-800-320-3396 - para servicio en español
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.

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