

# Billing Statements in ScotiaConnect

## Quick Reference Guide

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## INTRODUCTION

ScotiaConnect, Electronic Funds Transfers (EFT), and Consolidated billing statements are all available through ScotiaConnect.

The ScotiaConnect billing statement combines your ScotiaConnect products and services (including Wire Payments, *Interac* e-Transfer for Business, Electronic Cheques Services, Remote Deposit and International Money Transfer) into one billing statement.

The Electronic Funds Transfers (EFT) billing statement provides a convenient breakdown of your company's EFT charges.

The new Consolidated billing statement provide a fulsome view of your billing in one document. This will make it easier for you to see all your fees and charges in one place and reconcile your transactions. This includes the following products/services:

<ul style="list-style-type: none"> <li>● ScotiaConnect including:               <ul style="list-style-type: none"> <li>● Wire Payments</li> <li>● Remote Deposit Capture</li> <li>● Electronic Cheque Services</li> <li>● <i>Interac</i> e-Transfer for Business and</li> <li>● International Money Transfer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Electronic Funds Transfer (EFT)</li> <li>● Bulk <i>Interac</i> e-Transfer</li> <li>● Remittance Advice</li> <li>● Bill Payment Remittance Service</li> <li>● Cheque Outsourcing</li> <li>● SEDAR Payments</li> </ul>	<ul style="list-style-type: none"> <li>● IAT Origination &amp; Receiving</li> <li>● EDI Origination &amp; Receiving</li> <li>● Electronic Daily Statement (EDS)</li> <li>● EDS Intraday/Global Reporting (ScotiaConnect for Windows)</li> </ul>	<ul style="list-style-type: none"> <li>● Business Accounts</li> <li>● Wholesale &amp; Retail Lockbox</li> <li>● Money Management Services (MMS)</li> <li>● Consolidated Cash Plan (CCP)</li> </ul>
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## ACCESSING YOUR BILLING STATEMENTS

To access the billing statement, go to **Reporting** and select one of the billing statements you wish to view. The reports available for every user will depend on the type of access provided by the Super User of the service.

Reporting ? Help Print

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**Balance and transactions**

- Account details >
- 🕒 Scheduled (109)

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- Credit cards >

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- Consolidated balances >

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- Balance history report >

**Statements**

- [Account statements](#)
- [Investment account statements](#)
- [USA account statements](#)

**Billing**

- [ScotiaConnect billing statement](#)
- [EFT billing statement](#)
- [Consolidated billing statement](#)

Select a month and the available statements will be shown. Click **Download** to view that statement. Any statements generated before June of 2019 (ScotiaConnect) or September 2019 (EFT) will be accessible at the bottom of the page by clicking the **Go to older statements** link.

ScotiaConnect Billing Statements ? Help

View and download statements that list the monthly fees related to your use of ScotiaConnect services.

DATE	STATEMENTS
August 2021	<a href="#">PDF</a>
June 2021	<a href="#">PDF</a>

EFT Billing Statements Print Help

Statement Month: July 2021 View

AGREEMENT ID	AGREEMENT NAME	CURRENCY	
SD2042500220	DR CRANKYMORNING TEST	CAD	<a href="#">Download</a>
SD4143900220	SECMS IP Wire Test Company	CAD	<a href="#">Download</a>

**Consolidated Billing Statements** [Print](#) | [Help](#)

Your monthly consolidated bill statements include the billing details of enrolled Scotiabank payments and digital banking services, available to you in PDF and Excel format.

**PDF Statements**  
 Download PDF statements for CAD and USD accounts and services

**Excel Report**  
 Download the consolidated report with all agreements in CAD and USD

DATE	STATEMENTS (CAD)	STATEMENTS (USD)
There are currently no Consolidated Billing Statements available.		

**Note:** You have the option to download a PDF or Excel Report version of the Consolidated Billing Statement.

## OVERVIEW

All three billing statements will have an overview displayed at the top of every bill, providing key information related to your accounts or services and the current billing cycle. You will also find contact information here, which you can use to reach out to Scotiabank if you have any questions or need any help.



Branch Name - [Redacted]  
 Branch Address - [Redacted]  
 Branch City - [Redacted]

Reference Number: [Redacted]

This area displays the current monthly charges for your company as well as the previous month's total.

**Charges for the period ending May 31, 2019 in CAD**

<b>\$5,875.00</b>
March 2019 : \$5,958.20

This message section will provide you with important news from Scotiabank

**Billing**

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**Billing Date** May 03, 2019  
**Billing Account** [Redacted]

**Billing Inquiries**

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**Phone:** 1-888-855-1234  
**Email:** bsc@scotiabank.com

**A Message from Scotiabank**

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Welcome to your new ScotiaConnect billing statement. Questions? Refer to the Quick Reference guide on the ScotiaConnect home page.

Here, you'll see an overview of your billing date, account number, and who to contact if you have any questions\*

\* Note that if you are a Small Business customer, you will not see contact information in this section. If you have any questions or need any assistance, please reach out to your branch.

## SCOTIACONNECT BILLING STATEMENT

After the overview section, you will see a list of charges, which will allow you to easily review monthly fees, view the previous month's total and examine your products and services.

## SCOTIACONNECT CHARGES

The ScotiaConnect Charges section will show you the breakdown of service charges for your company by the products and services you are subscribed to.

<b>ScotiaConnect® Charges</b> Agreement 000XXX				
<b>ScotiaConnect</b>				
AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
0106ZZ	Accounts*	10	\$16.00	\$160.00
010451	Checks*	11	\$8.1818	\$90.00
400699	ICI Reporting Mo	1	\$25.00	\$25.00
400699	CCP Rep	1	\$25.00	\$25.00
400699	EDI Reporting	1	\$25.00	\$25.00
0106ZZ	Current Account	7	\$0.00	\$0.00
350521	Requests For Tr	1	\$5.00	\$5.00
<b>TOTAL</b>				<b>\$330.00</b>
<b>Wire Payments</b>				
AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
350000	Monthly Maintenance Fee	1	\$25.00	\$25.00
<b>TOTAL</b>				<b>\$25.00</b>
<b>Electronic Cheque Services</b>				
AFP CODE	SERVICE DESCRIPTION		PRICE	TOTAL
150120	Positive Pay*		\$0.2353	\$76.94
<b>SUB-TOTAL</b>				<b>\$76.94</b>
<b>TAXES</b>			<b>15.00%</b>	<b>\$11.54</b>
<b>TOTAL</b>				<b>\$88.48</b>

This section of your bill breaks down the charges for your business and includes a detailed list of service transactions, the cost per transaction and the total charges

The ScotiaConnect section outlines all the charges associated with your ScotiaConnect agreement. You will also be able to see a total for these charges at the bottom of the section

Any other services your company subscribes to will be listed here along with the corresponding charges for that service with a total at the bottom

## ELECTRONIC FUNDS TRANSFERS (EFT) BILLING STATEMENT

After the overview section, you will see a list of charges, which will allow you to easily review monthly fees, view the previous month's total and examine your products and services.

### EFT CHARGES

The Electronic Funds Transfers (EFT) Charges section will show the breakdown of service charges for the company.

<b>Electronic Funds Transfers (EFT) Charges</b>				
Agreement SD1111111111				
AFP CODE	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL
25TTTT	Monthly Maintenance Fee	1	\$25.00	\$25.00
250102	Transactions Accepted	100	\$1.00	\$100.00
		150	\$0.50	\$75.00
		20	\$0.25	\$5.00
250501	Input Files Accepted	100	\$0.00	\$0.00
250642	File Reversal	30	\$10.00	\$300.00
250642	Manual, File Reversal	16	\$30.00	\$480.00
250622	Manual, File Recall	100	\$30.00	\$3,000.00
250622	Group Recall/ Reversal	40	\$10.00	\$400.00
250622	Manual, Group Recall/ Reversal	23	\$30.00	\$690.00
250720	Customer Listing 1 - 50 pages	100	\$8.00	\$800.00
<b>TOTAL</b>				<b>\$5,875.00</b>

This easy-to-read list of charges will provide a service description as well as a unit count for each type of charge, priced according to your company's existing EFT service agreement setup with Scotiabank.

## CONSOLIDATED BILLING STATEMENT

### SETUP

**Important:** This one-time setup process must be completed to start receiving your consolidated billing statement.

You can define the settings for your consolidated bill in ScotiaConnect. These settings will be used the next time your consolidated bill is generated. You can change the settings up until the end of the month, any changes after that point will be applied to the next month's consolidated billing statement.

Go to **Administration** and select **Consolidating billing statement: preferences and settings**.



Choose the products and services you want to include in the statement for each company listed. If a company is not listed here, you should speak to your Scotiabank representative to have it added.

**Consolidated billing statement: preferences and settings**

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Set up how you would like to view the charges for your use of business banking products and services.  
 Note: \*\* Updates to preferences and settings appear on the statement for the **next billing cycle**.

**Products and services**  
 Select the products and services to include in your consolidated billing statement.

**Lemon Master Group** 3 out of 3 products/services selected ▾

**Related entities**

Select all entities

**Lemon Child2 company** 2 out of 2 products/services selected ▾

**Lemon Child1 company** 2 out of 2 products/services selected ▾

Select the statement delivery channel; this is which ScotiaConnect service you will use to obtain the consolidated statement. You can then choose the language, statement format and level of detail you want to include (Excel files include both summary and details by default). Also, you can specify whether new products, services, and entities should be added to the consolidated statement by default or not. Click **Save** to finalize the setup.

**Statement settings**  
 Choose how you would like to view your consolidated billing statement.

**Statement delivery channel** ⓘ  
 LemonMaster11 ▾

**Statement language**

English

French

**Statement format**

Excel

PDF

**PDF format**

Bill summary and details

Bill summary only

**Adding new entities, products, and services**

Automatically include any new entities, products, and services in the consolidated billing statement

**Note:** New entities, products, and services that you or your subsidiary entities enrol in will be automatically added to the consolidated billing statement.

Cancel

Save

PDF

The short-form PDF is a high-level summary of the total charges for each product. After the overview section, you will find the list of products that are part of the consolidated bill, each product’s total charges for the current month, and the month-over-month change as a percent.

Consolidated Statement		
SERVICE DESCRIPTION	CURRENT MONTH	MONTHLY CHANGE
Electronic Cheque Services	\$818.46	98.55%
Interac e-Transfer	\$7.00	28.00%
Remote Deposit Service	\$35.00	50.00%
ScotiaConnect	\$703.52	220.73%
Business Accounts	\$7.25	N/A
Electronic Funds Transfer Services	\$64.00	-12.30%
Wire Payments	\$25.00	0.00%
Wholesale Image Lockbox	\$237.30	0.00%
EFT Debit Block	\$50.00	0.00%
Money Management Services	\$476.00	0.00%
Consolidated Cash Plan	\$476.00	0.00%
<b>Total</b>	<b>\$2,899.53</b>	<b>112.13%</b>

EXCEL FILE

The Excel document contains the summary from the PDF document(s) but also includes granular details for each service charge. The Excel consolidated billing statement contains three tabs: Overview – CAD; Overview – USD; and Activity Details.



The Overview tabs contain the same information that would be available on the PDF document.

However, the Activity Details tab contains a granular breakdown at the service charge level for each product. Below is a sample:

CUSTOMER NAME	AGREEMENT/ACCOUNT NAME	AGREEMENT/ACCOUNT NUMBER	BILLING ACCOUNT	CURRENCY	APP CODE	SERVICE NAME	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL	TAXES
Client XYZ	XYZ SCO	111111	47696222222	CAD	50030	Electronic Cheque Services	Monthly Fee (per Account)	8.00	\$65.00	\$520.00	\$67.60
Client XYZ	XYZ SCO	111111	47696222222	CAD	50122	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	250.00	\$0.34	\$85.00	\$11.05
Client XYZ	XYZ SCO	111111	47696222222	CAD	50122	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	250.00	\$0.32	\$80.00	\$10.40
Client XYZ	XYZ SCO	111111	47696222222	CAD	50132	Electronic Cheque Services	Positive Pay with Payee Match (issued items only)	14.00	\$6.20	\$86.80	\$9.52
Client XYZ	XYZ SCO	111111	47696222222	CAD	00040	Electronic Cheque Services	Reporting - Output Outstanding File Transmission	2.00	\$6.00	\$12.00	\$1.56
Client XYZ	XYZ SCO	111111	47696222222	CAD	50040	Electronic Cheque Services	Reporting - Per Item on Outstanding File Transmission	1540.00	\$0.01	\$23.10	\$3.00
Client XYZ	XYZ SCO	111111	47696222222	CAD		Interac e-Transfer	Receive Interac e-Transfer	3.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD		Interac e-Transfer	Receive Interac e-Transfer	7.00	\$1.00	\$7.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	10130	Remote Deposit Service	Monthly Service Fee	1.00	\$35.00	\$35.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	01062	ScotiaConnect	Accounts	11.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	01062	ScotiaConnect	Accounts	13.00	\$20.00	\$260.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	00099	ScotiaConnect	CCP Reporting Monthly Fee	2.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	00099	ScotiaConnect	EDI Reporting Monthly Fee	2.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	01000	ScotiaConnect	Monthly Maintenance Fee	1.00	\$140.00	\$140.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	25110	ScotiaConnect	Online Payment Control EFT- Monthly Fee	1.00	\$100.00	\$100.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	01013	ScotiaConnect	Transactions	1000.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	01013	ScotiaConnect	Transactions	946.00	\$0.12	\$113.52	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	0451	ScotiaConnect	Users	7.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	0451	ScotiaConnect	Users	9.00	\$10.00	\$90.00	\$0.00
Client XYZ	XYZ SCO	111111	47696222222	CAD	50000	Wire Payments	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ DDA	476961234567	476961234567	CAD	52020	Transaction Fees	Bill Payments	1.00	\$1.25	\$1.25	\$0.00
Client XYZ	XYZ DDA	476961234567	476961234567	CAD		Transaction Fees	Less Free Item Allowance	6.00		-\$7.50	\$0.00
Client XYZ	XYZ DDA	476961234567	476961234567	CAD	01010	Transaction Fees	Other Credits	1.00	\$1.25	\$1.25	\$0.00
Client XYZ	XYZ DDA	476961234567	476961234567	CAD	01010	Transaction Fees	Other Debits	9.00	\$1.25	\$11.25	\$0.00
Client XYZ	XYZ DDA	476961234567	476961234567	CAD	50124	Transaction Fees	Self Service Transfers	1.00	\$1.00	\$1.00	\$0.00
Client XYZ	XYZ EFT 1	5012345678	476961111111	CAD	237TTT	Electronic Funds Transfer Services	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	476961234567	CAD	25001	Electronic Funds Transfer Services	Input Files Accepted	6.00	\$0.00	\$0.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	476961234567	CAD	237TTT	Electronic Funds Transfer Services	Monthly Maintenance Fee	1.00	\$25.00	\$25.00	\$0.00
Client XYZ	XYZ EFT 2	5087654321	476961234567	CAD	25010	Electronic Funds Transfer Services	Transactions Accepted	14.00	\$1.00	\$14.00	\$0.00

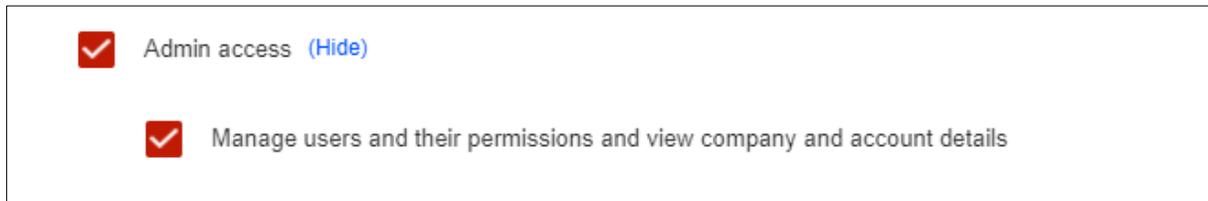
## ACCESS TO STATEMENTS

Providing billing statement access to additional users requires a Super User to add the functionality for a user or user group by using administration access in the same way that would be used to grant access to other functionalities.

Navigate to **Administration** then **User & Company Permissions** and click **Edit** for the user you would like to add access to.



Click **Continue** to proceed to the user's current permission and check the box beside **Admin access**. Then click the **Save & close** button



**Note:** The user will be able to view all the available statements for the company.

## 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
- Email: [hd.ccebs@scotiabank.com](mailto:hd.ccebs@scotiabank.com). Your email will be answered within 24-48 business hours.