

Electronic Funds Transfer (EFT)

Getting Started Guide

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GETTING STARTED

This guide will get you started on the following key steps in sending EFT Payments:

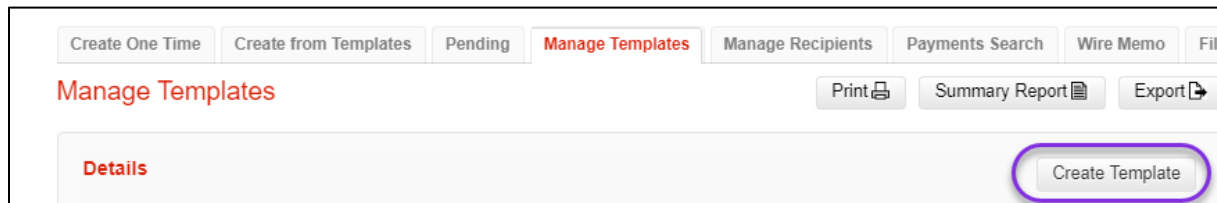
1. Creating Payments
2. Approving and Submitting EFT Payments; and
3. Checking the status of your payments

If you are unable to access any of these functions, talk to your Super User to make sure your access has been set up correctly. Additional resources that provide more details about EFT Payments are highlighted in the [‘For Further Assistance’](#) section at the end of this document.

CREATING EFT PAYMENTS

TEMPLATES

Templates let you save beneficiary information in ScotiaConnect for recurring payments. To create templates, go to ‘Payments’, and select ‘Manage Templates’. Next, click the ‘Create Template’ button.



Enter a name (ID) for the template, then fill in the rest of the mandatory fields and save the template.

There are two methods for creating payments. You can use existing templates or create a one-time payment. One-time payments won't have the details saved and should be used to pay beneficiaries you don't expect to pay multiple times.

CREATING AN EFT PAYMENT FROM A TEMPLATE

Go to ‘Payments’ and select ‘Create from Templates’. Set your ‘Payment Type’ to ‘EFT’ and click ‘Search’. This displays all your EFT payment templates. Select the one(s) you wish to use and click ‘Create Payments’.

Create Payments from Templates Print

Details

Payment Type: EFT Account: All Accounts

Template ID: Vendor Number:

Recipient Name:

Payment / Cross Reference Number:

Sort Order

Sorted By: Template ID > >

Search Reset

Recipients with Ready and Enabled status will be displayed in the search results. Please click on the Template ID to view all the recipients within the template.

Search results

<input checked="" type="checkbox"/>	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Status
<input checked="" type="checkbox"/>	>	EFT		Multi (3)		\$0.03	CAD	Cr	Ready

Create Payments

Enter the date, amount and the payment/cross reference number (if missing), then finalize the payment creation.

CREATING A SINGLE EFT PAYMENT

From the Overview Page click 'Create Payment' to get started.

Overview Accounts Payments Reporting Services Administration

Customize overview Print

Good afternoon, Catherine

You have
[0 unread alerts](#) | [8 unread messages](#)

Create payment

Pay a bill

Create transfer

Stop payment

Create recipient

APPROVING AND SUBMITTING EFT PAYMENTS

Payments may need to be approved, depending on your company's ScotiaConnect set up, then submitted. Go to 'Payments' and select 'Pending Payments'.

If approval is required, the payment(s) will show under 'Pending Approval', otherwise they will show under 'Ready to Submit'. You can select the payment(s) you wish to approve/submit, or you can click on the number in the appropriate column to see the relevant payments and approve/submit them from that page. Once you have selected the payments, use the dropdown menu to select the action you wish to take and click 'Go'.

The screenshot shows the ScotiaConnect interface for managing EFT payments. The 'Payments' tab is active, and the 'Pending' sub-tab is selected. A table displays the status of pending payments. The 'EFT' payment type is selected, and the 'Pending Approval' column shows a count of 2, and the 'Ready to Submit' column shows a count of 23. A dropdown menu is open over the table, showing options like 'Approve', 'Delete', 'Disable', 'Enable', 'Submit', and 'Modify Date'. The 'Go' button is visible at the bottom right of the dropdown menu.

Payment Type	Total Payables	Total Receivables	Pending Approval	Ready to Submit	Failed
<input checked="" type="checkbox"/> EFT	25	0	2	23	0

Important: The user that created the EFT payment cannot approve it.

CHECKING THE STATUS OF YOUR EFT PAYMENTS

To see information about an EFT payment you have previously sent, go to 'Payments', and select 'Payments Search'. Enter a date range and any other criteria you want, then click 'Search'.

Search results								Item: 1 - 3 of 3
Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Status	
04/21/2020	Jomelyn		39098740		\$0.01	Cr	Ready	
04/21/2020	Jomelyn		39099294		\$0.01	Cr	Ready	
04/06/2020	Meena's Singh		111		\$0.01	Cr	Ready	

You can click on any of the results to see more details about the payment.

FOR FURTHER ASSISTANCE

Need more information about creating, approving, submitting or checking the status of EFT payments? Our [Online Creation Guide](#) provides a complete walkthrough of the payment flow.

Need more information about creating a simple EFT payment? [This document](#) details the steps to follow.

Curious about the timing for EFT payments? We have a [Guided Tutorial](#) that details Cutoff Times.

Want a complete overview of EFT Payments? Check out our [EFT Payments Webinar](#).

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:

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