

ScotiaConnect Creating Payments

Quick Reference Guide

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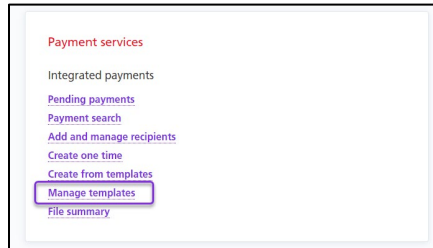
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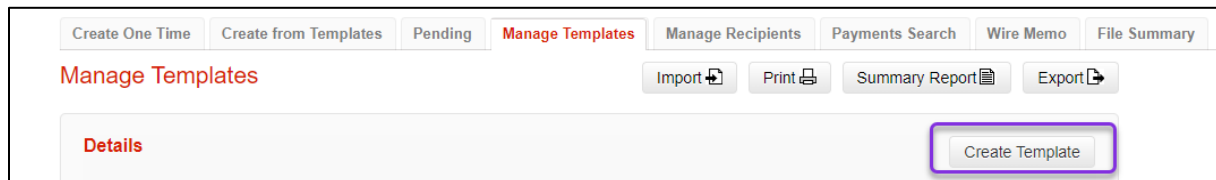
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CREATING TEMPLATES

Templates are used to save the banking information of your payees/payors to simplify repeat payments. To create a template, go to **Payments** and select **Manage Templates**.



Next click **Create Template**.



Select the Payment Type. This will change the fields that are displayed, and even which ones are mandatory (the address is required for wires, but not EFTs, as an example).



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*	<input type="text"/>
Expiry Date	<input type="text"/>
Pre-Approved Amount	<input type="text" value="0.00"/>
Template Description	<input type="text"/>

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

Payment Details	
Amount	<input type="text" value="0.00"/>
Debit/Credit*	<input type="text" value="Please select"/>
CPA Code*	<input type="text"/> <input type="text"/> Search
Payment Currency*	<input type="text" value="CAD"/>
Payment / Cross Reference Number	<input type="text"/>

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

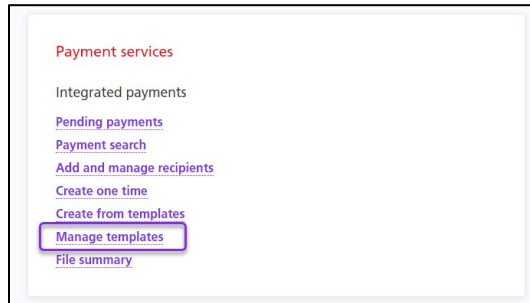
The next section contained optional payment information. For EFTs, 'Sundry Information' is sent along with the payment. The 'Customer Use Only Section' is for internal tracking purposes only and is not sent with the payments. For wires, 'Sundry Information' is replaced with 'Information to Recipient'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



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

A screenshot of the 'Manage Templates' form. The form has a header with 'Print', 'Summary Report', and 'Export' buttons. Below the header is a 'Details' section with a 'Create Template' button. The 'Details' section contains several input fields: Payment Type (All Payment Types), Account (All Accounts), Template ID, Vendor Number, Recipient Name, Recipient ID, Template Status (All Statuses), Service Group (All Service Groups), Payment / Cross Reference Number, Date Last Used, and Sorted By (Template ID, Ascending). Below the 'Details' section is an 'Export Information' section with 'Export Format' (Excel), 'Include Headings' (Yes/No), and 'Date Format' (MM/dd/yyyy). At the bottom right are 'Search' and 'Reset' buttons.

Once located you can click on the **Modify** link to edit the template

	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Date Last Used	Status	Action
<input type="checkbox"/>	> TestEFT	EFT	80002 12345 67	Multi (1/1)		\$0.00	CAD	Cr	PAYMENT GROUP 2	06/04/2019	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 type="checkbox"/>	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Date Last	Action
<input type="checkbox"/>	> TestEFT	EFT	80002 12345 67	Multi (1/1)		\$0.00	CAD	Cr	PAYMENT GROUP 2		
<div> <div>Select Action</div> <div> Approve Delete Activate Deactivate </div> <div>Select Action</div> </div>											<div>Copy</div> <div>Modify</div>
											Go

Approve: Used to approve templates that are not yet in Ready status.

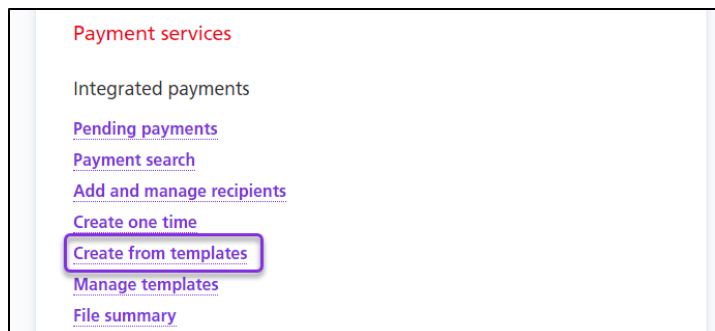
Delete: Lets you delete a template. This is an irreversible change and would require you to recreate the template with a NEW Template ID if done in error.

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

Activate: Reactivates deactivated templates.

CREATING PAYMENTS FROM TEMPLATES

To create payments from your saved templates, go to **Payments** and select **Create from templates**.



Search for the template you wish to use by entering your search criteria then clicking **Search**.

The image shows the 'Create Payments from Templates' form. It has a 'Details' section with fields for Payment Type (EFT), Template ID (test), Recipient Name, and Payment / Cross Reference Number. There are also dropdowns for Account (All Accounts), Vendor Number, and Service Group (All Service Groups). Below the details is a 'Sort Order' section with a 'Sorted By' dropdown set to 'Template ID'. At the bottom right, there is a red 'Search' button and a 'Reset' button. A red arrow points to the 'Search' button.

Next, place a checkbox beside the template(s) you would like to create payments from and click **Create Payments**.

Search results

<input type="checkbox"/>	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Status
<input type="checkbox"/>	TestEFT	EFT	80002 12345 67	Multi (1)		\$0.00	CAD	Cr	PAYMENT GROUP 2	Ready

Create Payments

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

Due/Value Date* 02/14/2023 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
<input checked="" type="checkbox"/> TestEFT	EFT	80002 12345 67	McDonalds1		12/06/2022	100.00	CAD	N/A	123456	Cr

Continue Reset Cancel

Click **Save** to finalize payment creation or **Cancel** to return to the Create from Template page.

Payment Type	Account	Recipient	RA	Due/Value Date	Amount	Currency	Rate	Rate Reference	Payment / Cross Reference Number	Dr/Cr
EFT	80002 12345 67	McDonalds1		02/14/2023	\$100.00	CAD	N/A	N/A	123456	Cr

Payment Type	Credit Counts	Payables Amount	Debit Counts	Receivables Amount
EFT	1	\$100.00	-	-

Save Cancel

APPROVING OR SUBMITTING PAYMENTS

IMT, E-TRANSFER, WIRE, AND EFT PAYMENTS

To approve (if required) and submit your EFT, IMT, Wire, and e-Transfer payments, choose **To approve** or **To submit** on the Overview page and then click the payment type.

Create payment

Pay a bill

Create transfer

Stop payment

Create recipient

Business accounts

ACCOUNT 1 (80002 12345 67) - DDA
\$817,521.92 USD

To-do list

To approve (11) To submit (20)

EFT Payments (7)

Wire Payments (4)

Your payments will be listed. Note the status of the payment:

- If the status is **Ready** you can submit it.
- If the status is **Entered/Approval 1/Approval 2** you must approve the payment before you can submit it.

Select the payment(s) you want to approve/submit and click **Continue**. You can change the action from **Approve** or **Submit** to **Delete**, to delete payments. You can also edit the payments by clicking **Edit**, under **More actions**.

Select payments from the list to act on. You can also use filters to narrow down the list results.

Recipient ⓘ
 Search by recipient name or email

Payment type
 EFT payments

From account
 All accounts

[Clear filters](#)
[Advanced filters](#)
[Apply filters](#)

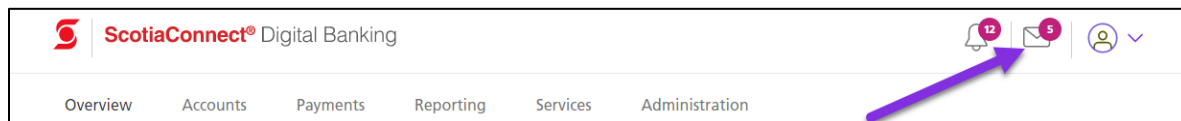
Displaying 1 - 25 of 53 [Download reports](#)

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/11/2022	AutoTest (21415)	(40592 00215 12) CAD	\$10.00 ← CAD	EFT	ENTERED	⋮

1 payment selected [Clear selection](#)

Approve ▾
Continue

Once an action has been confirmed, a PDF report will be created in the Message Centre.



ACH, AND EDI

To approve (if required) and submit your ACH, or EDI payments, choose **To approve** or **To submit** on the Overview page and then click the payment type.

Create payment

Pay a bill

Create transfer

Stop payment

Create recipient

Business accounts
 ACCOUNT 1 (80002 12345 67) - DDA
 \$817,521.92 USD

To-do list
 To approve (11) To submit (20)
 EFT Payments (7)
 Wire Payments (4)

Your payments will be listed. Note the status of the payment:

- If the status is **Ready** you can submit it.
- If the status is **Entered/Approval 1/Approval 2** you must approve the payment before you can submit it.

Select the payment(s) you want to approve/submit and choose either Approve or Submit from the group action dropdown then click **Go**.

<input type="checkbox"/>	Value Date	Recipient	Reference Number	Debit Account	Amount	Currency	Service Group	Status	Action
<input type="checkbox"/>	02/13/2023	BIC2x	1861762	80002 12345 67	\$69.91	AUD	Default Wires SG	Entered	[Copy] [Modify]
<input type="checkbox"/>	01/06/2023	Sonny Grey3	1857297	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]
<input type="checkbox"/>	01/06/2023	Sonny Grey3	1857300	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]
<input type="checkbox"/>	01/03/2023	Sonny Grey3	1854828	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]

Select Action

Approve

Delete

Disable

Enable

Submit

Modify Date

Select Action

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.

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.

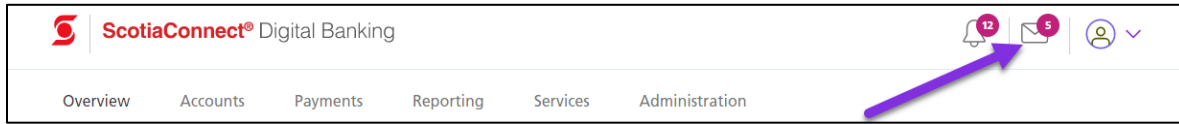
Total Receivables

You have no receivables at this time.

Cancel

Confirm

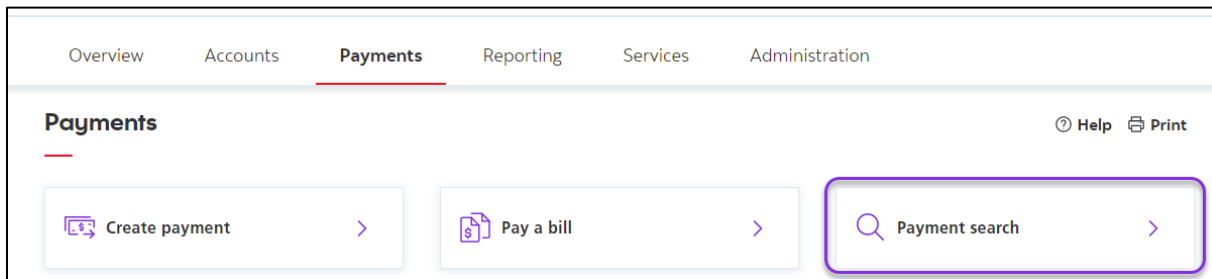
Once an action has been confirmed, a PDF report will be created in the Message Centre.



PAYMENT SEARCH

Payment 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** and select **Payment Search**.



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

Payments Search Print Report Export

Details

Report Type: Transaction Details

Payment Type: All Payment Types

Account: All Accounts

Recipient Name:

Amount: to

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

Status: All Completed Statuses

Service Group: All Service Groups

Vendor Number:

Debit/Credit: All

Payment / Cross Reference Number:

Originator Reference Number:

Payments with Attached RA: All

Sort Order

Sorted By: Date

Export Information

Export Format: Excel

Date Format: MM/dd/yyyy [Select](#)

Include Headings: ☐ Yes ☒ No

Search **Reset**

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

Search results										
				First	Previous	Next	Last	Item: 1 - 4 of 4		
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

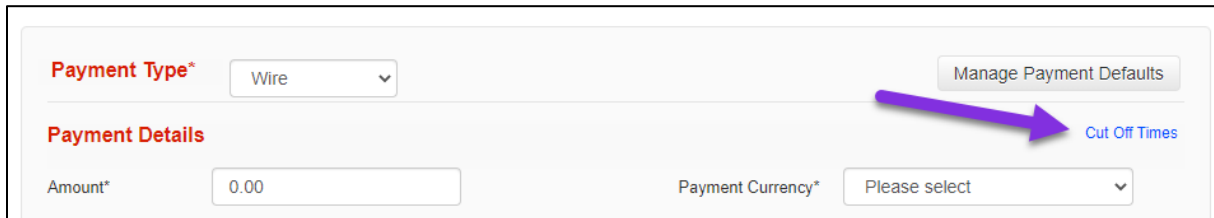
WIRE PAYMENTS

There are several items to keep in mind if you are using ScotiaConnect 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.



Payment Type* Wire

Payment Details

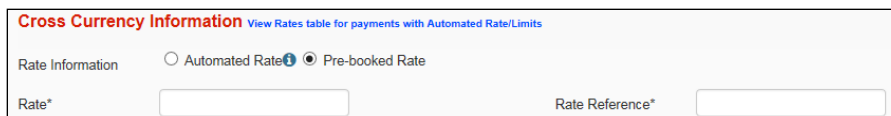
Amount* 0.00

Payment Currency* Please select

[Manage Payment Defaults](#)

[Cut Off Times](#)

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.



Cross Currency Information [View Rates table for payments with Automated Rate/Limits](#)

Rate Information ☐ Automated Rate ☒ Pre-booked Rate

Rate*

Rate Reference*

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.

Please complete your payment submission by obtaining rates for your cross currency payments. You can obtain rates for each item or click on "Accept Rate for All" button to complete all transactions. Payments rejected for FX rates are returned to Ready status.

FX Rate Confirmation

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

Accept Rate for All

* 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 - \$49,999.99	0.9945	1.0295
Other Ranges/Limits	Anything above \$49,999 USD is considered over bulletin Please book rates	

FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a 'Help Center' link.

[Privacy](#)
[Legal](#)
[Security](#)
[Contact Us](#)
[Help Centre](#)

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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