

# ScotiaConnect Online Creation

## Quick Reference Guide

CREATING TEMPLATES.....	2
MANAGING TEMPLATES.....	4
CREATING PAYMENTS FROM TEMPLATES.....	5
APPROVING OR MODIFYING PAYMENTS .....	7
PAYMENTS SEARCH.....	9
WIRE PAYMENTS .....	10
FOR FURTHER ASSISTANCE .....	12

### Legal Disclaimer

This reference guide has been prepared by The Bank of Nova Scotia for use and reference by its customers only. It is not to be relied upon as financial, tax or investment advice. Scotiabank makes no representation or warranties in this reference guide including about the services described in it

This reference guide is not for public use or distribution. This guide is for information purposes only. Usage of this service is subject to the terms set out in its enrollment documentation.

## 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, Manage Templates; then click 'Create Template'.

**Payment services**

Integrated payments

[Pending payments](#)

[Payment search](#)

[Create one time](#)

[Create from templates](#)

**[Manage templates](#)**

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).

**Create Template** Print 

**Payment Type\***  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.


**Template Information**


Template ID\*  Expiry Date  

Pre-Approved Amount  Template Description

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

**Payment Details**

Amount  Payment Currency\*  

Debit/Credit\*   Payment / Cross Reference Number

CPA Code\*   [Search](#)

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, and Agreement ID.

**Originator Details**

Settlement Account\*

Agreement ID\*

Institution

Long Name\*

Chargeback Institution

Chargeback Account\*

Originator

Currency

Transit

Short Name\*

Chargeback Transit\*

Chargeback Currency\*

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\*

Recipient ID

Address

Address 1

City

Postal / Zip Code

Add to Recipient List  Yes  No

Vendor Number

Address 2

Country

Province / State

**Recipient Bank Information**

Institution\*

Account\*

Transit\*

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

**Customer Use Only (will not accompany payment)**

Internal Memo

Recipient Name

Recipient Email

Phone Number

Fax Number

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, then select Manage Templates.

**Payment services**

Integrated payments

[Pending payments](#)

[Payment search](#)

[Create one time](#)

[Create from templates](#)

[Manage templates](#)

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

**Details** Create Template

Payment Type	All Payment Types	Account	All Accounts
Template ID		Vendor Number	
Recipient Name		Account Nickname/Recipient ID	
Template Status	All Statuses		
Payment / Cross Reference Number			
Date Last Used			
Sorted By	Template ID		Ascending

**Export Information**

Export Format:	Excel	Include Headings:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Format:	MM/dd/yyyy		<a href="#">Select</a>

**Search**

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)

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

Template ID	Payment Type	Account	Recipient	Payment / Cross Reference Number	Pre-Approved Amount	Amount	Currency	Dr/Cr	Date Last Used	Status	Action
<input type="checkbox"/> CPANewTemplate	EFT		Sonia		\$0.00	\$11.11	CAD	Cr		Ready	<a href="#">[Copy]</a> <a href="#">[Modify]</a>

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	Ult SG
<input checked="" type="checkbox"/>	MSEFT12111	EFT	MSREFT1211	\$0.00	\$7.70	Ult SG

Select Action

- Approve
- Delete
- Activate
- Deactivate
- Modify Amount

Select Action 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.

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, select 'Create from templates' from the Integrated Payments menu.

**Payment services**

- [Integrated payments](#)
- [Pending payments](#)
- [Payment search](#)
- [Create one time](#)
- [Create from templates](#)
- [Manage 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'.

**Search results**

<input type="checkbox"/>	Template ID	Payment Type	Account	Recipient	Payment / Cross Reference Number	Pre-Approved Amount	Amount	Currency	Dr/Cr	Status
<input checked="" type="checkbox"/>	CPANewTemplate	EFT		Sonia		\$0.00	\$11.11	CAD	Cr	Ready
<input type="checkbox"/>	TemplateCPA	EFT		sonia		\$0.00	\$10.00	CAD	Cr	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\*

<input checked="" type="checkbox"/>	Template ID	Payment Type	Account	Recipient	RA	Due/Value Date*	Amount*	Currency	Exchange Rate	Payment / Cross Reference Number*	Dr/Cr
<input checked="" type="checkbox"/>	yguygu	EFT		Recip 200		<input type="text"/>	\$23.00	CAD	N/A	<input type="text" value="34324"/>	Cr

**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.

**Payment Details**

Payment Type	Account	Recipient	RA	Due/Value Date	Amount	Currency	Rate	Rate Reference	Payment / Cross Reference Number	Dr/Cr
EFT		Sonia		07/04/2019	\$11.11	CAD	N/A	N/A	12345	Cr

Payment Type	Credit Counts	Payables Amount	Debit Counts	Receivables Amount
EFT	1	\$11.11	-	-

**Save**

From here you can create more payments from templates or click 'Done' to take you to the pending payments.

**Payment Creation Summary**

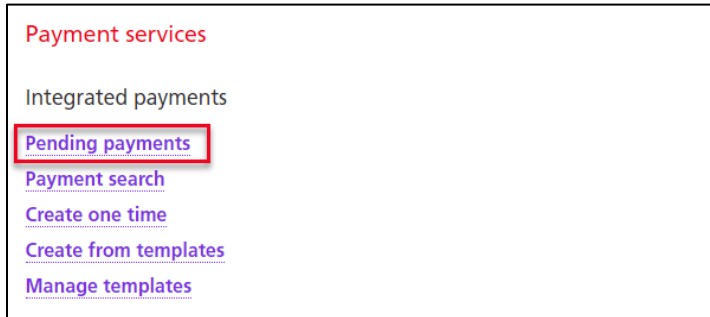
Confirmation: Creation Successful.  
Payments have been created. Please see details in the following list.

**Payment Details**

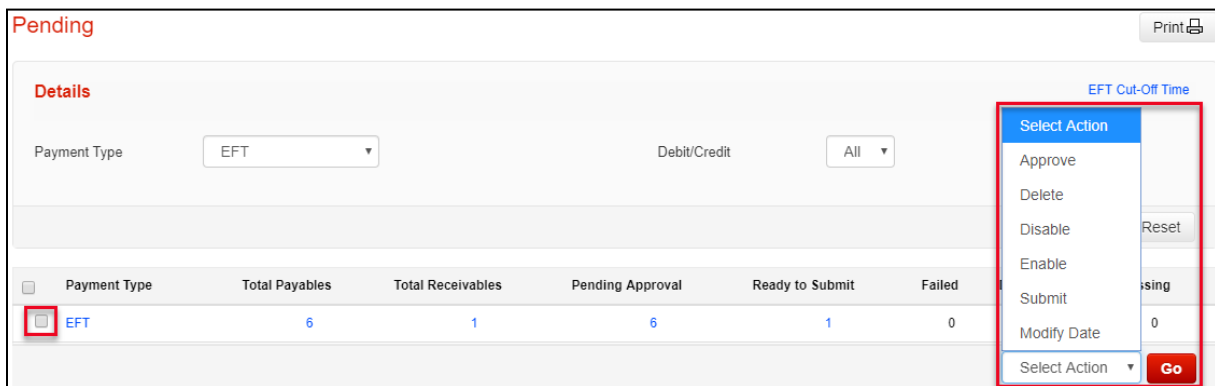
Payment Type	Account	Recipient	RA	Due/Value Date	Execution Date	Settlement Amount	Reference Number	Currency	Rate	Rate Reference	Payment Amount	Payment / Cross Reference Number	Dr/Cr	Status
EFT		Sonia		07/04/2019	N/A	\$11.11	518799	CAD	N/A	N/A	\$11.11	12345	Cr	Entered

## APPROVING OR MODIFYING PAYMENTS

Once you've created payments you may need to approve or update those payments. To begin go to 'Payments', then select 'Pending payments'.



You will see a list of all the payment types you have access to as well as a group action drop down menu that you can use to apply actions at the payment type level. Select an action from the drop-down menu and click '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.

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, or payment types you will proceed to the Pending Payment Details page with results showing based on the value you selected.

**Pending** Print

**Details** EFT Cut-Off Time

Payment Type:  Debit/Credit:

<input type="checkbox"/>	Payment Type	Total Payables	Total Receivables	Pending Approval	Ready to Submit	Failed
<input type="checkbox"/>	EFT	6	1	6	1	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 - 6 of 6

<input type="checkbox"/>	Due/Issue Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Status	Action
<input type="checkbox"/>	07/26/2019	Sonia		test		\$1.00	Cr	Entered	[Copy] [Modify]
<input type="checkbox"/>	07/04/2019	Sonia		12345		\$11.11	Cr	Entered	[Copy] [Modify]

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**

Type	# of Payments	Currency	Total Debit
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.

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\*

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

**Submit: Processed Summary**

 **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			<a href="#">More Messages</a>
Date/Time	Account Type	Message	Priority
11/10/2017	Message	<a href="#">Payments Approval Summary</a>	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, and select 'Payment search'.

**Payment services**

- [Integrated payments](#)
- [Pending payments](#)
- [Payment search](#)**
- [Create one time](#)
- [Create from templates](#)
- [Manage templates](#)

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

**Details**

Report Type:

Payment Type:  Status:

Account:

Recipient Name:  Vendor Number:

Amount:  to  Debit/Credit:

Date:    to

Batch ID:  Payment / Cross Reference Number:

File ID:  Originator Reference Number:

Recipient Account:

Payments with Notice of Change:  Payments with Attached RA:

**Sort Order**

Sorted By:

**Export Information**

Export Format:  Include Headings:  Yes  No

Date Format:  [Select](#)

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.

**Create One Time Payment** Print

**Payment Type\*** Wire  Manage Payment Defaults

**Payment Details** Cut Off Times

Amount\*  Payment Currency\*

Value Date\*

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.

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

Please book rates 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](mailto: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](mailto:gbp.training@scotiabank.com)

® Registered trademarks of the Bank of Nova Scotia