

# Scotiabank Simple Payments

## Quick Reference Guide

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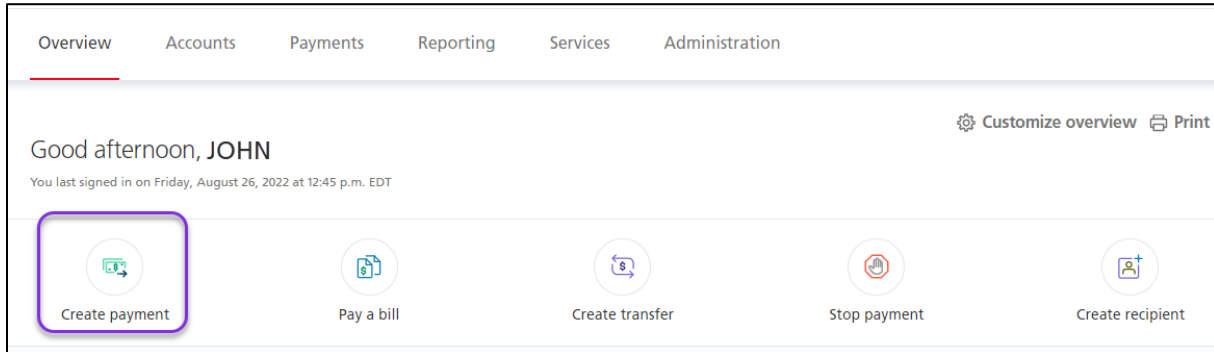
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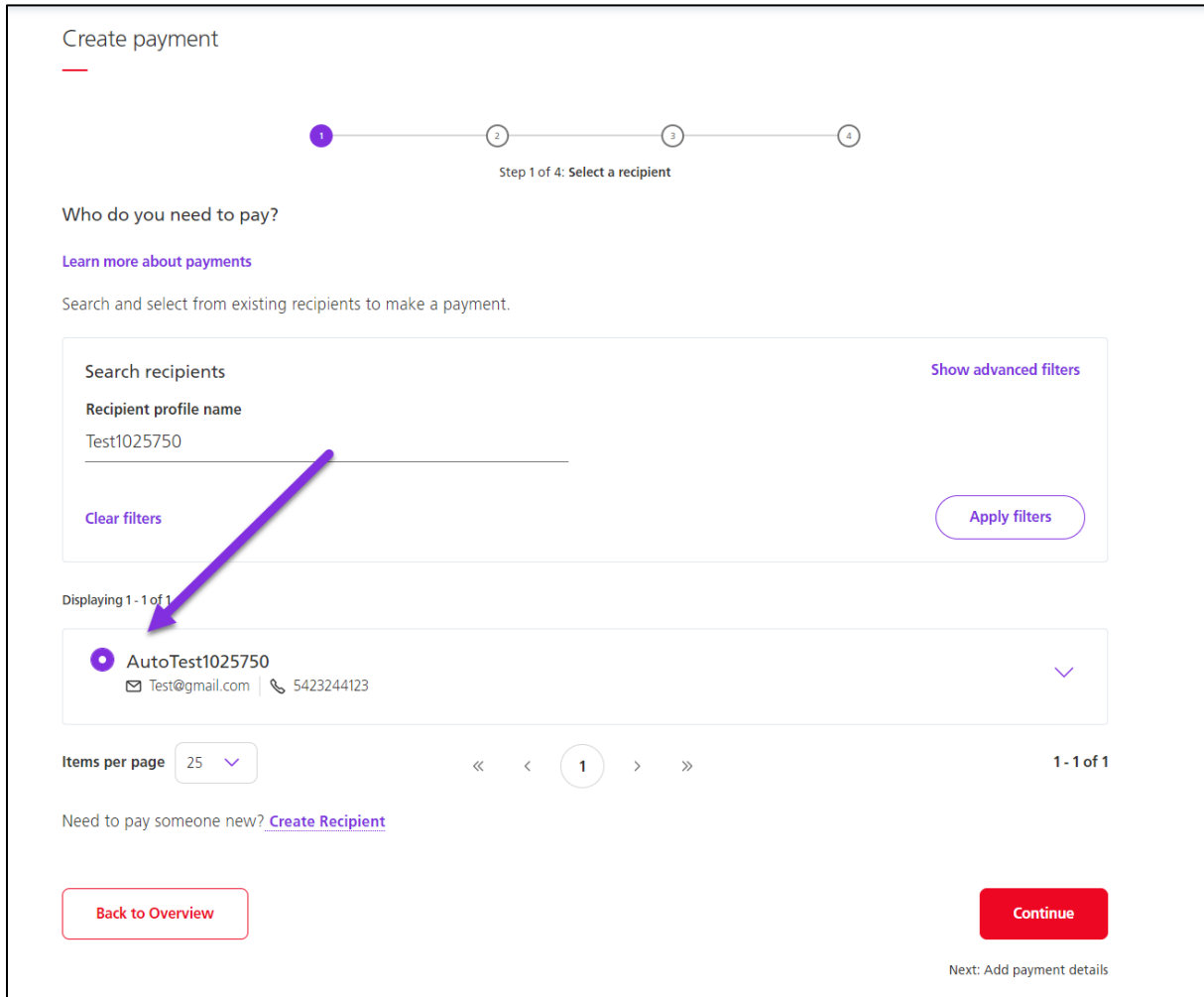
## CREATING A PAYMENT

On the Overview page click the **Create payment** shortcut.



The screenshot shows the Overview page with a navigation bar containing Overview, Accounts, Payments, Reporting, Services, and Administration. The Overview page is active. Below the navigation bar, there is a greeting: "Good afternoon, JOHN" and a note: "You last signed in on Friday, August 26, 2022 at 12:45 p.m. EDT". To the right of the greeting are links for "Customize overview" and "Print". Below this is a row of five shortcuts: "Create payment" (highlighted with a purple box), "Pay a bill", "Create transfer", "Stop payment", and "Create recipient".

Next, select the recipient you want to pay.



The screenshot shows the "Create payment" page. At the top, there is a progress indicator with four steps: 1 (selected), 2, 3, and 4. Below the progress indicator, the text reads "Step 1 of 4: Select a recipient". The main heading is "Who do you need to pay?". Below this is a link "Learn more about payments". The text says "Search and select from existing recipients to make a payment." Below this is a search box with the text "Search recipients" and "Recipient profile name" followed by "Test1025750". There are links for "Clear filters" and "Apply filters". To the right of the search box is a link "Show advanced filters". Below the search box, it says "Displaying 1 - 1 of 1". Below this is a list of recipients with one entry: "AutoTest1025750" with contact information "Test@gmail.com" and "5423244123". Below the list is a pagination control showing "Items per page" set to 25, and a page indicator "1" of 1. At the bottom, there is a link "Need to pay someone new? Create Recipient". There are two buttons: "Back to Overview" and "Continue". Below the "Continue" button, it says "Next: Add payment details".

Select whether it is a **Payable** (sending funds) or a **Receivable** (requesting funds). Next, specify the settlement account, amount, date, and CPA code. You also have the option to include Sundry information (accompanies the payment) and an internal memo (does not accompany the payment), click **Continue** to proceed.

### Create payment

Step 2 of 4: Add payment details

What are the details of this payment?  
Be sure to fill all required fields so this payment can be efficiently processed.

Payment details

Type of EFT

Payable (sending)

Receivable (requesting)

From which account would you like to pay?

Payment source	Agreement ID
RR ( CAD ) - 800020012345	SD99999900220

AutoTest1025750  
AutoTest8554356 0021415 (EFT) [View Details](#)

Amount	Currency	Due date (MM/DD/YYYY)	<a href="#">View cut-off times</a>
100.00	CAD - Can	11/03/2022	

CPA code  
200 - PAYROLL DEP.

Internal memo - will not accompany payment (optional)

Sundry information - will accompany payment (optional)

Back Cancel Continue


Review the details and click **Confirm** to create the payment or **Edit payment** to make any changes.


### Create payment

Step 3 of 4: Review payment

**Review payment details**  
Check the summary and full payment details to be sure everything is correct.

**Payment details**


Profile and account	Amount	Due date	Settlement account
 AutoTest1025750 AutoTest8554356 0054321	\$100.00 CAD	11/03/2022	<b>RR(CAD)</b> 800020012345
Recipient name	AutoTest		
Payment type	EFT		
Payable (sending)/Receivable (requesting)	Payable (Cr)		
CPA code	200 - PAYROLL DEP.		
Internal memo - will not accompany payment (optional)	-		
Sundry information - will accompany payment (optional)	-		


**Additional details** 

[Edit payment](#) [Cancel](#) [Confirm](#)

You will receive a confirmation telling you about the next steps for the payment.


### Payment creation summary

 Print



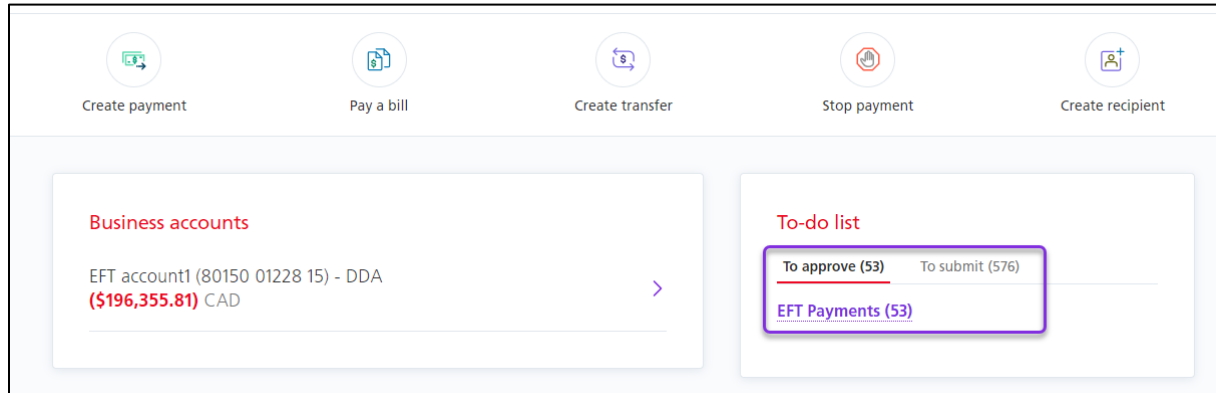
**EFT payment successfully created**

It will be available for additional approval and/or submission shortly. Save the payment reference number.

 Reference number: **1839777**

## APPROVING AND SUBMITTING PAYMENTS

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



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** 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**.

**To approve** ⌚ Cut-off times ⓘ Help 🖨 Print

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

Recipient ⓘ      Payment type      From account  
      EFT payments      All accounts

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

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

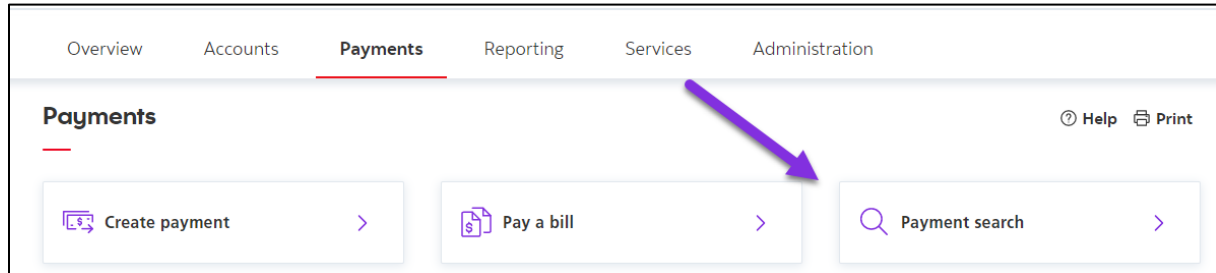
<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/11/2022	AutoTest (21415)	(40592 00215 12) CAD	\$10.00 ← CAD	EFT	ENTERED	⋮

1 payment selected [Clear selection](#)

Approve ▾ Continue

## PAYMENT SEARCH

Payment Search is used to review the details of your payments in ScotiaConnect. To begin 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**

**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		EFT		111		\$6.00	CAD	Cr		Submitted
06/07/2016		EFT		112		\$5.00	CAD	Cr		Deleted

You can also generate different reports that include these search results by choosing the report type from the dropdown and clicking 'Report' instead of 'Search'.

**Payments Search** Print Report Export

**Details**

Report Type: Transaction Details

Payment Type: All Payment Types

Status: All Completed Statuses

## CREATING A RECIPIENT

To create single payments you must first create your recipients. To create a new recipient, click **Create recipient** on the Overview page.

Overview Accounts Payments Reporting Services Administration

Good afternoon, JOHN

You last signed in on Friday, August 26, 2022 at 02:16 p.m. EDT

Customize overview Print

Create payment Pay a bill Create transfer Stop payment **Create recipient**

Next, click **Add Recipient**.

Create One Time Create from Templates Pending Manage Templates **Manage Recipients** Payments Search Wire Memo

Manage Recipients Import Recipients Print

View and edit existing recipient information or set up profiles to pay new recipients.

By Profile Name Search recipients Search Advanced Search Add Recipient

Select whether the profile is for an individual or a business, enter the Recipient Profile Name, and click **Continue**.

What type of recipient is this? [?](#)

Business  
 Individual

Recipient Profile Name

Email (Optional)

Phone Number (Optional)

Cancel Continue

Select the destination, payment type, fill in the recipient's details, then click **Continue**.

Where will you send payments for this recipient?

Select Destination  
Canada

Which payment type would you like to use for this recipient? [Learn More about Payment Type](#)

Choose Payment Type  
EFT

You have chosen to set this recipient up for the electronic funds transfer (EFT)  
We'll need a few of this recipient's bank details to set them up for this payment type.

Bank / Institution  
002 - THE BANK OF NOVA SCOTIA

Transit Number

Account Number

Recipient Information

Recipient Name

Vendor Number (Optional)

Please give this account a nickname for your future reference. [?](#)

Account Nickname


Set up this account for Wire payment now

[Additional optional fields](#)

Back Cancel Continue

Financial institution's bank, transit, and account number can be found on the bottom of cheques. Be sure to include all digits of the account number, as the number of digits may vary depending on the financial institution

Transit	Bank	Account
000 - 12345	- 123	- 0000 - 123456789





If the destination has multiple payment types available, you can add them during creation of the recipient at this point.

Set up this account for Wire payment now

Additional optional fields

Back Cancel Continue

Once complete, you will get a confirmation message and the recipient profile will display. You can create more recipients by clicking 'Add Another New Recipient' at the bottom of the page, or click 'View All Recipients' to return to your recipient list.

### Manage Recipients Print

**Recipient Profile - ABC Inc**

Add recipient information
  Set up recipient for payments
  Review and complete profile

**Confirmation: Create Successful**  
 You have now added your new recipient. Pay your recipient right from their profile – or from Quick Payments on your ScotiaConnect homepage.

**ABC Inc**  
 Business profile | ABC@gmail.com | 4445556666

**Payment Accounts**

Canada(1)	United States(0)	International(0)
ABC Inc CAD acct 0020117	Bank : THE BANK OF NOVA SCOTIA	Payment Type : EFT

[Add Account](#)

**Recipient History Information**

## 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, 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)

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