

ScotiaConnect® Digital Banking

Wire Payment Service Group Entitlements

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Service groups are used to restrict access to your company’s payment services. This guide will detail the specific functions related to wire payments. For information about creating modifying and assigning Service Groups please see the Group Administration Guide.

Wire Payments Service Functions

Assign	Function
<input checked="" type="checkbox"/>	Wire Payments 1
	<input checked="" type="checkbox"/> - Cancel Wire Payments 2
	<input checked="" type="checkbox"/> - Delete Wire Payments 3
	<input checked="" type="checkbox"/> - Wire Payment from Template 4
	<input checked="" type="checkbox"/> - One Time Wire Payment 5
	<input checked="" type="checkbox"/> - Sign/Send Wire Payments 6
	<input checked="" type="checkbox"/> - Modify Wires created by Other Users 7
<input checked="" type="checkbox"/>	Batch Wire Payments 8
	<input checked="" type="checkbox"/> - Direct From Template 9
	<input checked="" type="checkbox"/> - Regular From Template 10
	<input checked="" type="checkbox"/> - Direct One Time 11
	<input checked="" type="checkbox"/> - Regular One Time 12
	<input checked="" type="checkbox"/> - Modify Failed Regular Payments 13
	<input checked="" type="checkbox"/> - Modify All Regular Payments 14
<input checked="" type="checkbox"/>	Wire Payment History 15
<input checked="" type="checkbox"/>	Template Maintenance 16
	<input checked="" type="checkbox"/> - Create Templates 17
	<input checked="" type="checkbox"/> - Delete Templates 18
	<input checked="" type="checkbox"/> - Modify Templates created by Other Users 19
	<input checked="" type="checkbox"/> - Approve Templates 20
<input checked="" type="checkbox"/>	Enable Payments ☆
<input checked="" type="checkbox"/>	Disable Payments ☆
<input checked="" type="checkbox"/>	Use New Recipient ☆
<input checked="" type="checkbox"/>	Query Memo ☆
<input checked="" type="checkbox"/>	Freeform Memo ☆
<input checked="" type="checkbox"/>	Recall Memo ☆
	<input checked="" type="checkbox"/> - Search Recall Memo ☆
	<input checked="" type="checkbox"/> - Create Recall Memo ☆
	<input checked="" type="checkbox"/> - Modify Recall Memo ☆
	<input checked="" type="checkbox"/> - Delete Recall Memo ☆
	<input checked="" type="checkbox"/> - Approve Recall Memo ☆
	<input checked="" type="checkbox"/> - Submit Recall Memo ☆

Note: The functions only apply to payments created using this service group.

- ① Wire Payments.** This entitlement allows users to have access to payments created online in ScotiaConnect. This is required to access all online created payments for the service group.
- ② Cancel Wire Payments.** This gives users in this service group access to cancel future dated wires. This function is available up until midnight of the **Execution** date of the wire.
- ③ Delete Wire Payments.** This gives users in this service group access to delete payments that have not yet been submitted for processing.
- ④ Wire Payment from Template.** This entitlement is required in order to approve, delete, copy, modify, disable, enable and submit payments that were created online within ScotiaConnect from templates.
- ⑤ One Time Wire Payment.** This entitlement is required in order to approve, delete, copy, modify, disable, enable and submit payments that were created online within ScotiaConnect without a template.
- ⑥ Sign/Send Wire Payment.** This gives users in this service group access to submit pending payments for processing.
- ⑦ Modify Wires created by Other Users.** This entitlement is required in order to modify any payments created online by other users.
- ⑧ Batch Wire Payments.** This is only applicable if you are using Online Payment Control or Online Payments History services for submitting payments using this service group. This means you are uploading a file with payment information into ScotiaConnect.
- Note: Batch Payments are payments created using 3rd party software and sent to ScotiaConnect via a file transmission.*
- ⑨ & ⑩ Direct Wire Payments One Time/From Template.** This is for Online Payment History payments. Direct payments are payments that are submitted via a file (not entered online in ScotiaConnect) that do not require any approvals or anyone to submit them. They go straight through and their history is accessed via ScotiaConnect's payment search/history.
- ⑪ & ⑫ Regular Wire Payments One Time/From Template.** This is for Online Payment Control payments. Regular payments are payments that are submitted via a file (not entered online in ScotiaConnect) that require approval and/or submitting in ScotiaConnect. They become pending payments in ScotiaConnect and must be approved and/or submitted.
- ⑬ Modify Failed Regular Payments.** Payments entered via a file for the Online Payment Control service may fail due to missing or incorrect payment data when received by ScotiaConnect. This entitlement allows users that have this service group to modify those failed payments and make corrections.
- ⑭ Modify All Regular Payments.** All payments submitted via a file for the Online Payment Control service may be modified with this entitlement.
- ⑮ Wire Payment History.** This is required to access payment history and search for payments created with this service group
- ⑯ Template Maintenance.** This entitlement allows users to access the templates for this service group. This is required for creating, modifying, deleting, and approving payment templates.
- ⑰ Create Templates.** This allows users to create new templates for this Service Group.
- ⑱ Delete Templates.** This allows users to delete existing templates within this Service Group.
- ⑲ Modify Templates Created by Other Users.** This allows users to modify existing templates that were created by other users.
- ⑳ Approve Templates.** This allows users to approve templates if approval is required
- ★ **Enable Payments.** This gives users in this service group access to enable payments that have been disabled.
- ★ **Disable Payments.** This gives users in this service group access to disable payments that are pending but not yet submitted. Disabling a payment puts it on an indefinite hold preventing anyone from modifying or submitting it. You must enable the payment to do anything with it.
- ★ **Use New Recipient.** If your company subscribes to payment recipients this entitlement allows the users to add any recipients from payments created in ScotiaConnect to the recipient list. The recipient database for wire payments is

separate from the database kept for EFT, EDI and IAT payments. Note that recipient entitlements are set in the “Integrated Payments” service function from the user groups menu.

- ★ **Query Memo.** This function allows users to create and access query memos (for wire traces).
- ★ **Freeform Memo.** This gives access to create and access freeform memos.
- ★ **Recall Memo.** This entitlement gives access to all the functions related to recall memos (for requesting wire recalls).
- ★ **Search Recall Memo.** This allows users to search for unsubmitted recall memos.
- ★ **Create Recall Memo.** This allows users to create new recall memos.
- ★ **Modify Recall Memo.** This allows users to modify any existing recall memos.
- ★ **Delete Recall Memo.** With this function users will be able to delete recall memos that have not been submitted.
- ★ **Approve Recall Memo.** A second user must approve a recall memo. This entitlement gives approval authority to any users with access to this service group.
- ★ **Submit Recall Memo.** This allows users to submit recall memos after they have been approved.

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. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to gbp.training@scotiabank.com