

Simplify Your Business Life



Speak to your Relationship Manager or call 1-800-265-5613 to find out more.

Outsource your payables and receivables with Scotia Payment WorkStation®, our one-of-a-kind, all-in-one solution for initiating and transmitting your company's Canadian and US payables and receivables for processing. It's an easy-to-use Windows based interface between your company's accounting system and Scotiabank's powerful payment systems. That means greater efficiency, more accuracy and best of all, incredible time savings for your company.

Improve your productivity, profitability, and your cash flow

Scotia Payment WorkStation provides access to Scotiabank's [Scotia Direct®](#) Service and [Scotia® Comprehensive Payables](#), giving you all the tools you need to manage your accounts payables and accounts receivables.

Experience the advantages of Scotia Payment WorkStation:

- Prepare and transmit any combination of transactions in a single session (EFT, EDI, ACH and cheque payments).
- Supported by easy-to-use drop down menus, help systems and comprehensive narrated video tutorials.
- Choice of communication via Internet access or modem dial-up.
- Avoid duplication of effort – Scotia Payment WorkStation interfaces with your A/P and A/R systems.
- Reduce transaction costs and bank service fees.
- Maximize trade discounts and avoid late payment charges.
- Reduce the costs associated with processing cheques – preparation, storage, handling and reconciliation.
- Accelerate receivables – save interest on carrying charges.
- Pre-schedule recurring payments.



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Useful product features benefit all aspects of your business

Master Table. All your customer and vendor background information is stored here as one central table, including account information and preferred payment method.

An 'import' feature lets you easily load files from your existing A/R and A/P systems, so you can be up and running in no time. All you do for each session is import the particular data for that payment cycle.

Batches. You can group your transactions (e.g. by value date or by cycle date) to best suit your business. A batch can contain both receivables and payables, and you can include multiple batches in a single transmission to Scotiabank.

Payment Scheduler. Set the frequency of recurring payments and avoid missed payments or collections. Users are prompted with reminders as transactions come due.

Payments Query. Find current payments, even past payments, quickly and easily. It uses your search criteria to find specifically what you are looking for, anywhere in the system.

Reports. You can generate, store and retrieve a variety of reports that include details of payments, verification of transmissions and audit trails.

Back-ups. Safeguard your data and maintain the integrity of your payment information with this simple-to-use option in the Utilities menu.

Maintain complete and secure control over your cashflow

Security should be your utmost concern when managing your payables and receivables. Scotia Payment WorkStation provides extremely tight controls and procedures. Security is a crucial element of its design.

- You define the IDs and passwords that control access to payment creation, authorization and transmission. Comprehensive management and transaction reports provide a full audit trail. Company-wide dollar limits ensure that the appropriate approvals are given before payments are sent.
- You determine which employees can use the system, and you set your own limits for individual users. A two-tiered password system means you don't have to compromise on security. Each user needs a logon password to access Scotia Payment WorkStation. Then, to send payment instructions, another unique transmission logon password is also required.
- Your files are securely transferred to and from Scotiabank over the Internet or by direct modem dial-up. Scotia Payment WorkStation supports the industry standard 128-bit cipher strength SSL encryption for protecting online transactions over the Internet and file compression for 28,800 bps or faster modems.
- An audit trail is supplied so you can track all transactions by date, time and amount – as well as any changes to your master files – by user.

