

# Delivering Payments on Time.



Reduce costs and simplify payment disbursements with Scotia® Comprehensive Payables.

Ideal for managing a mix of payment types, currencies and vendor requirements, use our single payables service for all your trade payments and disbursement needs, from EFT, EDI, ACH (U.S. version of EFT) and cheques in either Canadian or US dollars.

## An easy-to-use single payables service

The Scotia Comprehensive Payables solution simplifies administration, saving you money and freeing your staff for revenue-generating activities. Take full advantage of trade discounts and avoid late payment charges. Simply transmit your payment instructions to Scotiabank and we'll look after:

- Processing your EFT, EDI and ACH payments on the due dates
- Printing and mailing your cheque payments
- Faxing remittance information to your suppliers, whom you have paid by EFT
- Handling both your Canadian dollar and US dollar payment needs
- Warehousing future-dated payments with due dates up to 30 days in advance

## Stay informed and in control

Get all the information you need to effectively manage your payment disbursements. Our Cheque Status Enquiry facility can be searched by serial number, cheque amount, outstanding (issued but not yet cashed) and matched (issued and cashed) cheques, providing you with the power to:

- Make a stop payment on a cheque
- Determine the status of cheque payments online
- Request a copy of a paid cheque (fax or the original)
- Review up to two years of issued and paid cheque information online

## Payment file options

Choose the file option to meet your needs:

- Scotiabank's proprietary file format
- Scotia Payment WorkStation to create and transmit files
- ANSI X.12 format for clients who have invested in EDI translators
- Using in-house programming, export files generated by many accounts payables systems



Contact your Scotiabank Relationship Manager for more information.

Tel: 1-800-265-5613

e-mail: [cashmanagement@scotiabank.com](mailto:cashmanagement@scotiabank.com)

[www.scotiabank.com](http://www.scotiabank.com)

### Simple payment instruction transmission

Simply transmit your instructions from your PC or mainframe via modem or the Internet using Scotiabank's proprietary communication programs or other commercially available communication programs.

Scotiabank supports a number of secure communication methods for transferring files including our proprietary program Scotia Talk for Windows, Secure Shell, HTTPS/SSL, FTP with Security and Message Authentication Codes.

Payments can also be restricted to pre-determined entities, providing an extra control mechanism.

### Comprehensive reports available

Standard reports, available in hard copy or electronically, give you the tools you need for control and customer service.

- **Acknowledgement Report (ACK)** – Confirms the Bank has received your payment file. It also indicates whether the file is acceptable or unacceptable for further processing.
- **Input Validation Report (IVR)** – Provides the results of detailed editing that has been performed as your file was processed. Detailed information is provided so that you can take action on items that have been rejected.
- **Returned Item Notification Report (RIN)** – Provides details of EFT payments returned by the recipient's financial institution for reasons such as account closures.

### The power of two makes data entry a snap

Receive added features by combining Scotia Comprehensive Payables with Scotia Payment WorkStation® (SPW) software to access a choice of data-entry methods, manual entry with convenient templates, and automatic input payments from accounts payable systems. Together, the services provide dramatic cost savings, payment control and simplified administration.

SPW is an award-winning software package that interfaces between your accounting system and the Scotia Comprehensive Payables service. Payment instructions can be entered into SPW directly using simple templates. The program memorizes recurring payments and regular supplier information to reduce keyboarding time. Full control of user passwords and privileges are retained by the user. SPW is also flexible enough to involve two individuals for entering and approving payments, and adding users.

(09/06)