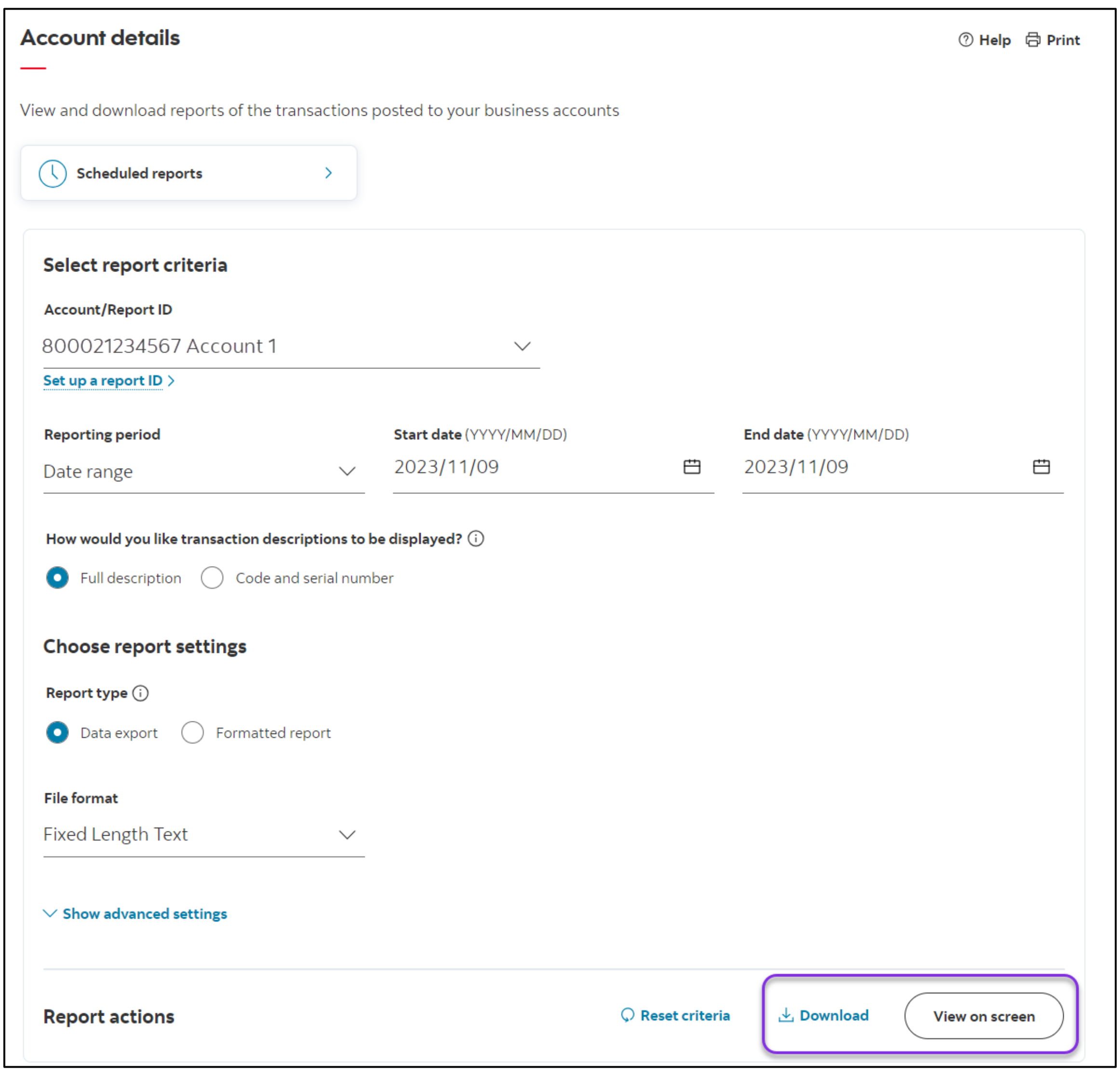
Reporting in ScotiaConnect

Quick Reference Guide

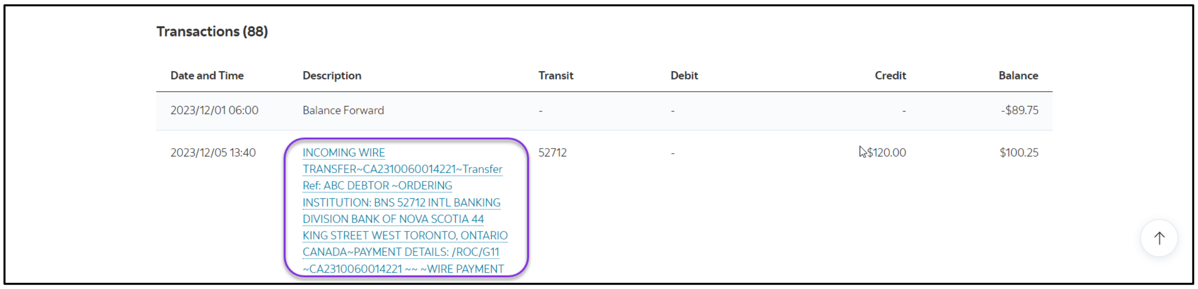
ACCOUNT DETAILS

The Account Details report allows you to view, print and export your transaction information for a specified date range. To start, go to **Reporting** and select **Account details**.

Select your account/report ID, date range and then click **View on Screen** or **Download**. Report Type and File Format determine the layout and format of the downloaded file.



View on screen will allow you to click the transaction description to see more detail.



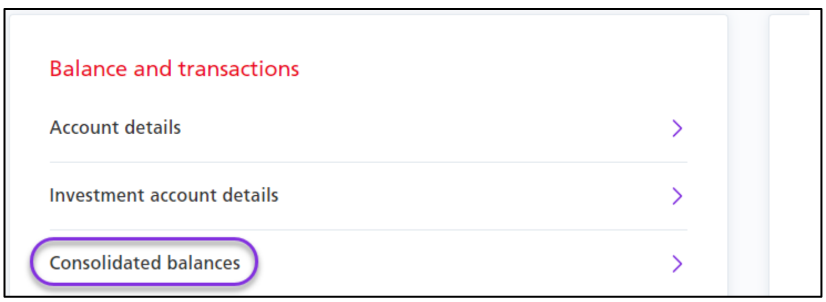
Transactions (88)

Date and Time	Description	Transit	Debit	Credit	Balance
2023/12/01 06:00	Balance Forward	-	-	-	-$89.75
2023/12/05 13:40	INCOMING WIRE TRANSFER~CA2310060014221~Transfer Ref: ABC DEBTOR ~ORDERING INSTITUTION: BNS 52712 INTL BANKING DIVISION BANK OF NOVA SCOTIA 44 KING STREET WEST TORONTO, ONTARIO CANADA~PAYMENT DETAILS: /ROC/G11 ~CA2310060014221 ~~ ~WIRE PAYMENT	52712	-	$120.00	$100.25

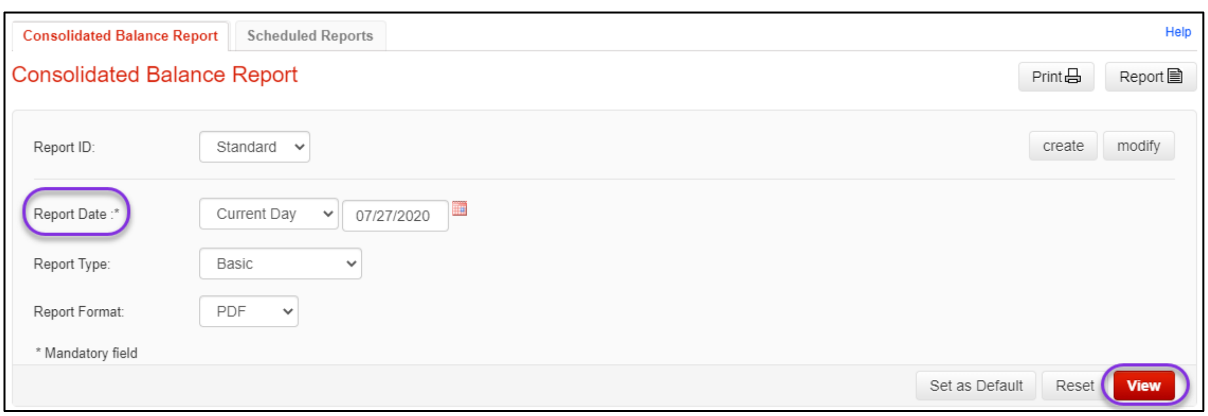
Certain incoming wire and e-transfer transactions may include additional payment information when you view the details. Note: this will depend on what was provided by the sender and not all transactions will show the same level of detail.

CONSOLIDATED BALANCES

The consolidated balance report provides a summary of your account balances. To obtain this report, go to **Reporting** and choose **Consolidated balances**.



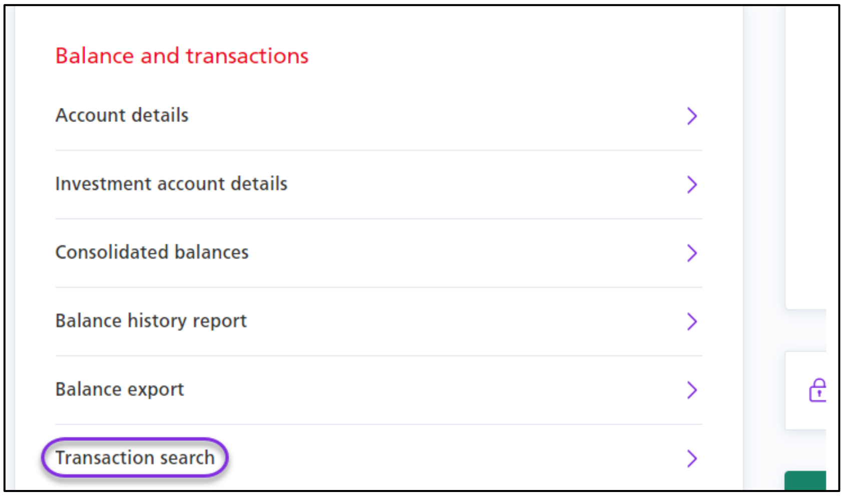
Enter the **Report Date**, which is a mandatory field. To further customize the report, choose from the **Report Type** and **Report Format** drop down menus. Click **View** to see the list of the various accounts with their balances at the bottom of the page.



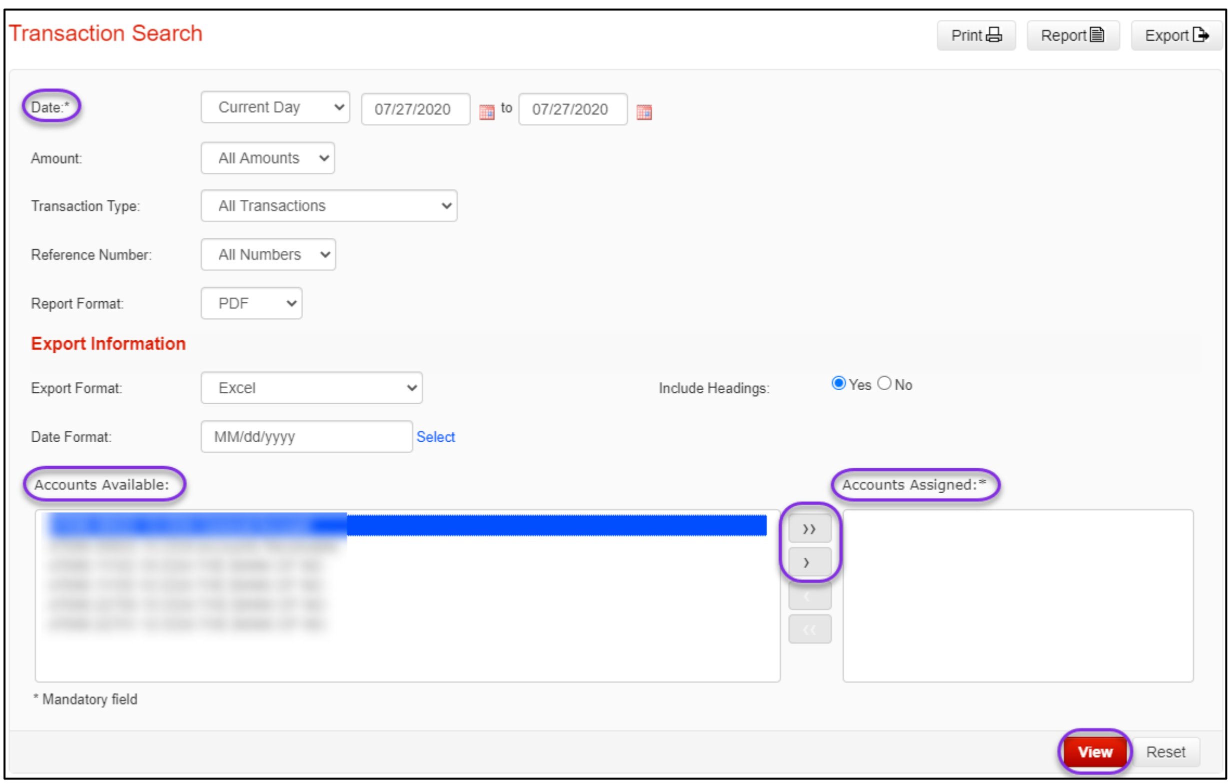
You will see all the accounts you have access to by default, this can be customized by modifying or creating a Report ID.

TRANSACTION SEARCH

Transaction search allows you to make a query on any of your accounts for specific transactions. To begin, click on **Reporting** and choose **Transaction search**.



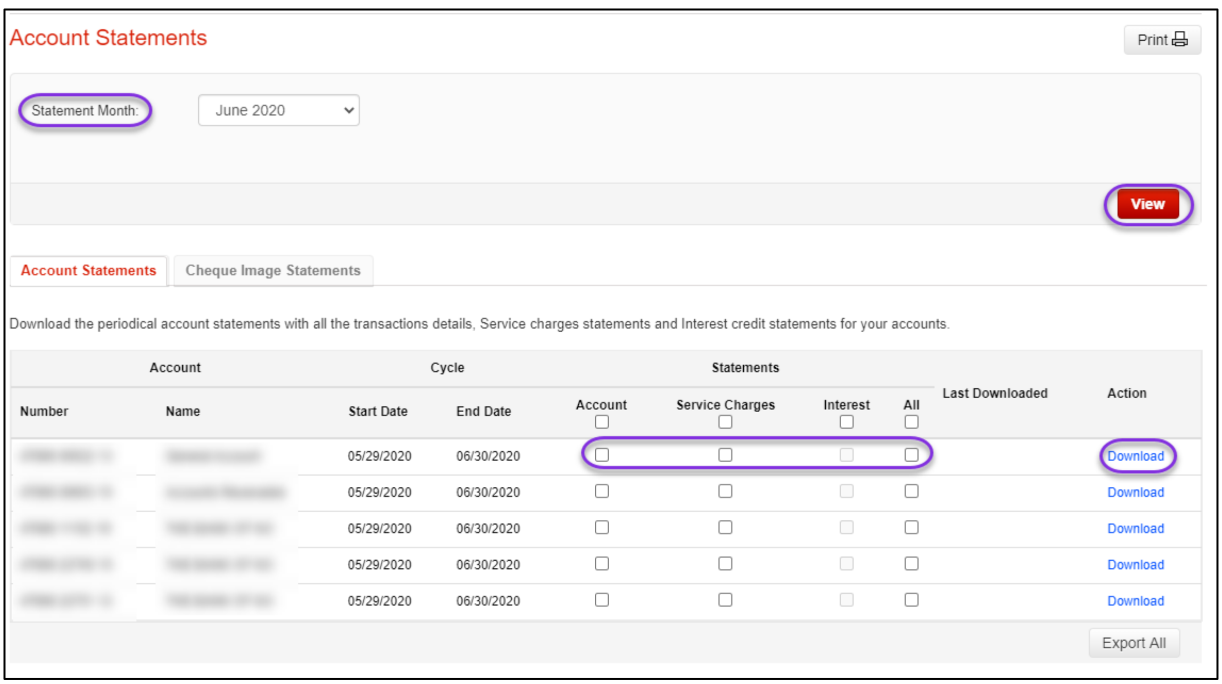
Fill in the **Date** and choose the account(s) you wish to search from, using the arrow icons. You can further refine your search by filling in the optional fields such as **Amount** and **Transaction Type**. Click **View** to see the results for the search.



ACCOUNT STATEMENTS

Account statements allow you to view monthly statements for accounts, services charges, interest and cheque images (if applicable). Go to **Reporting** and choose **Account statements** to start.

Select your desired **Statement Month** and click **View**. A list of your accounts with the available statements will be listed below. Choose the type(s) of statement you wish to view and click **Download**.



FOR FURTHER ASSISTANCE

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.

If you have any questions about the content of this guide email us at:
gbp.training@scotiabank.com