Reporting

Getting Started Guide

GETTING STARTED

This guide will get you started with using the following reports:

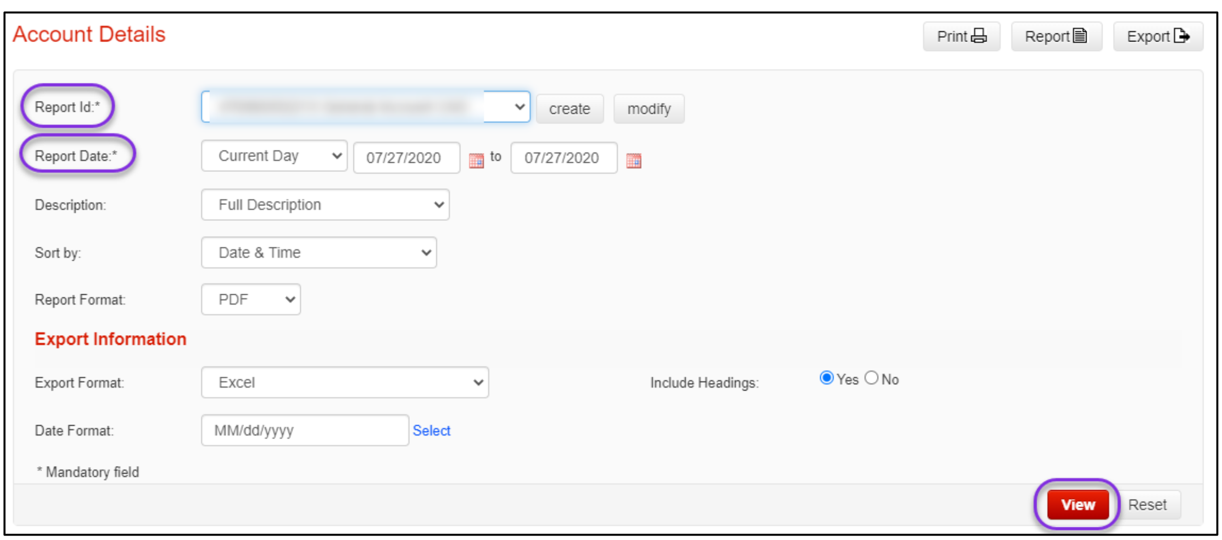
1. Account details
2. Consolidated balance report
3. Transaction search
4. Account Statements

If you are unable to access any of these functions, talk to your Super User to make sure your access has been set up correctly. Additional resources that provide more details about Reports are highlighted in the 'For Further Assistance' section at the end of this document.

ACCOUNT DETAILS

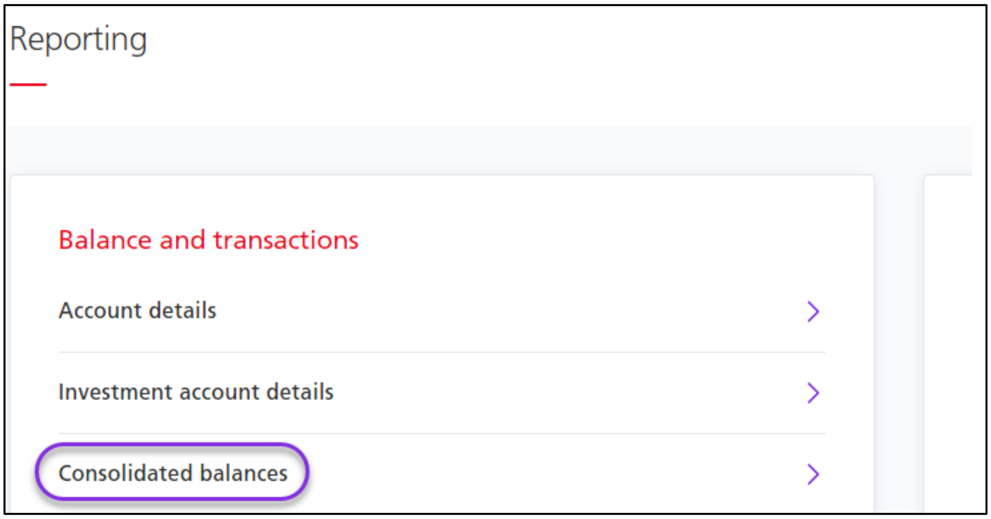
The Account Details report allows you to view, print and export your transaction information for a specified date range. To start, go to **Reporting** and select **Account details**.

Choose the account number under **Report Id** and specify the date range under **Report Date**. You can further customize the report by the choosing from optional fields such as **Description**, **Sort by** and **Report Format**. Click **View** to see the list of transactions at the bottom of the page.

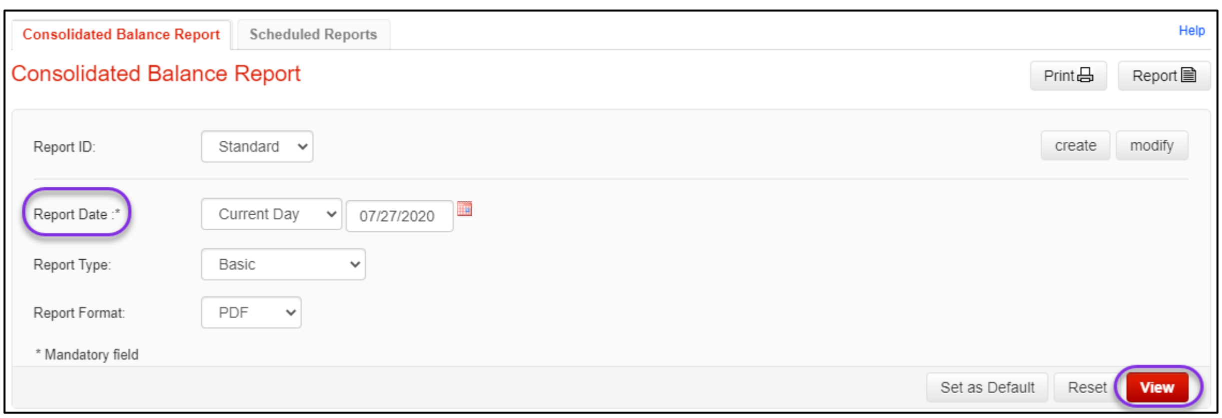


CONSOLIDATED BALANCES

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



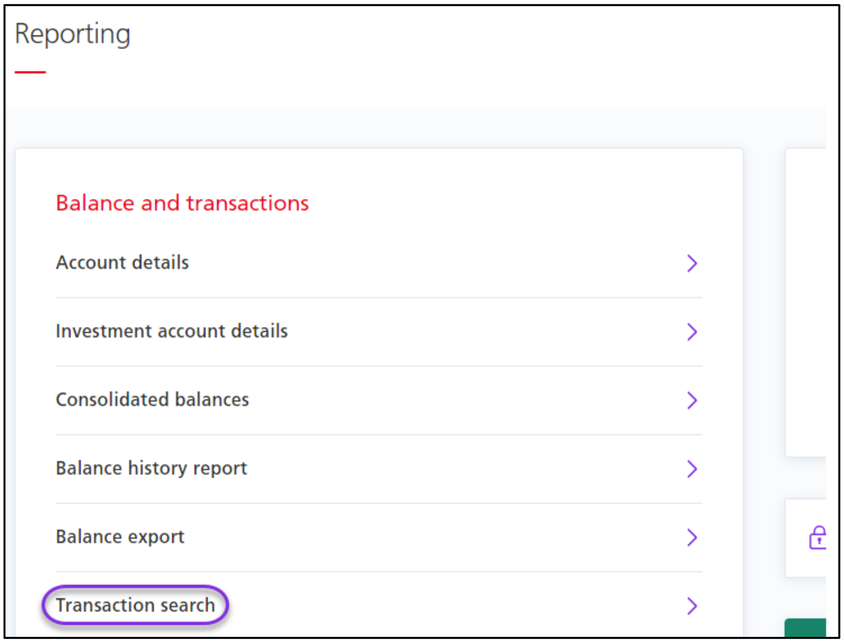
Enter the **Report Date**, which is a mandatory field. To further customize the report, choose from the **Report Type** and **Report Format** drop down menus. Click **View** to see the list of the various accounts with their balances at the bottom of the page.



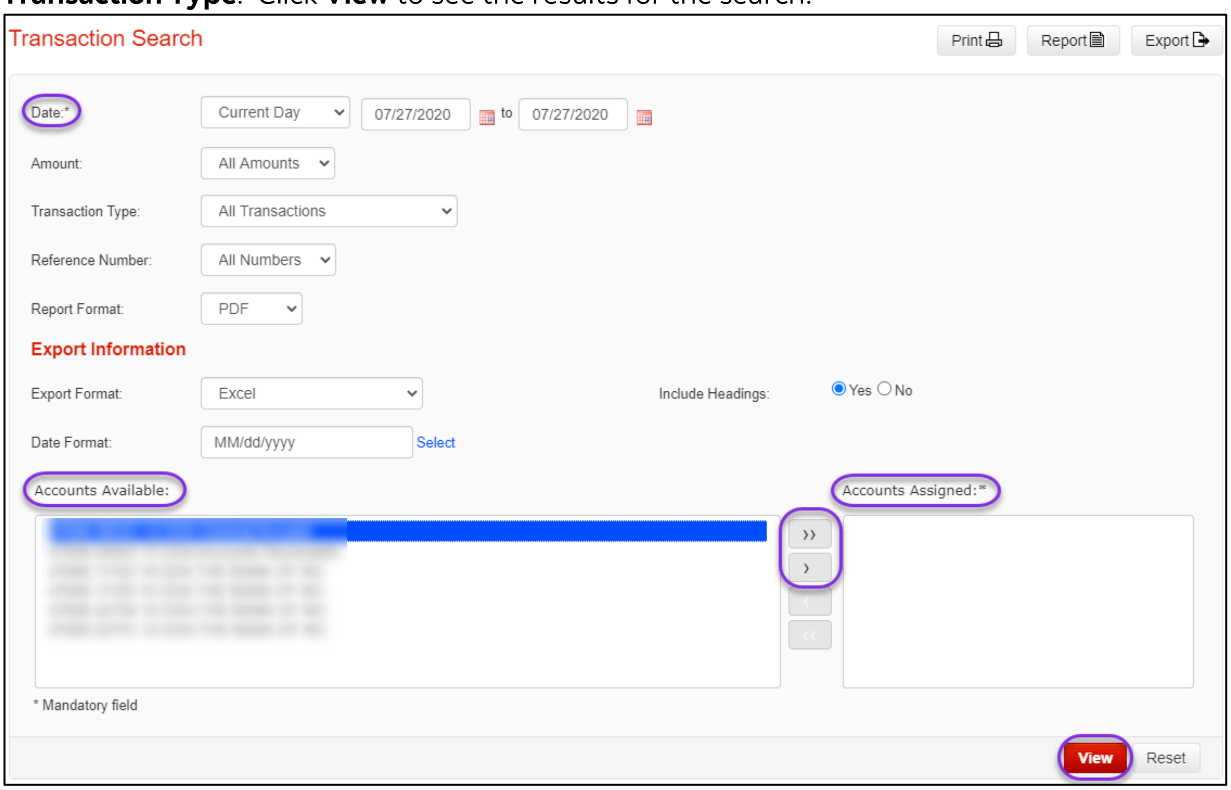
You will see all the accounts you have access to by default, this can be customized by modifying or creating a Report ID.

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**.



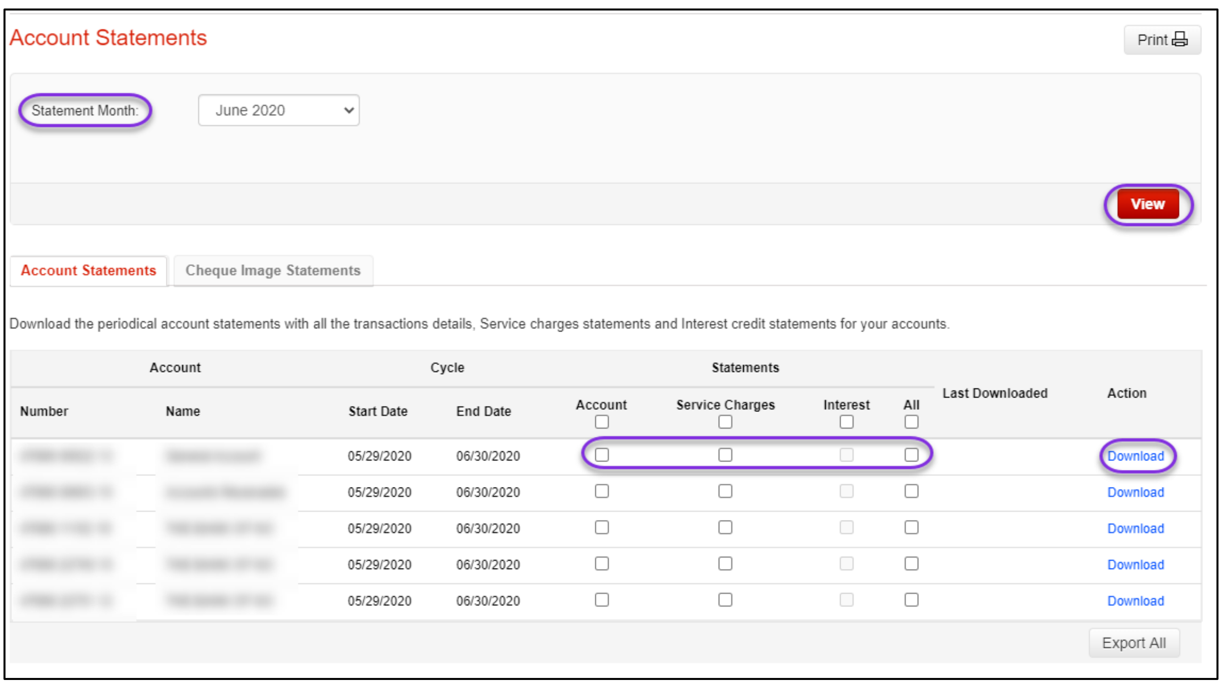
Fill in the **Date** and choose the account(s) you wish to search from, using the arrow icons. You can further refine your search by filling in the optional fields such as **Amount** and **Transaction Type**. Click **View** to see the results for the search.



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

Need more information about Reporting? Our ScotiaConnect Overview Quick Reference Guide and Guided Tutorial provide more details on Reporting.

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**