

Managing Your Scotiabank Visa Business Card (SVBC) Balance

CentreSuite allows SVBC Coordinators to monitor outstanding balances, set up alerts and use multiple methods to make outstanding balance payments.



Monitoring Your Balance

All real-time posted transactions can be found under the **Statements** tab > Account Activity.

Pending transactions can be found under the **Accounts** tab > View Authorization Request.

Summary **Transactions**

Activity Since Last Statement

Current balance:	\$0.00
Available to spend:	\$1,000.00
Credit limit:	\$1,000.00

[EXPAND DETAILS \[+\]](#)

The current balance amount includes last payment received and cash advances.

Receiving Email Alerts

The alerts feature sends email alerts to SVBC coordinators when a defined limit is reached. You can create these alerts on the **Manage Alerts** page. The two types of alerts are:

- **Current Balance Approaching Credit Limit:** This alert notifies you when cardholders or your corporate account are nearing a specified limit.
- **Transaction equal to or above amount:** You will receive this alert when a single transaction exceeds a defined amount.

View and define alert settings for selected accounts [?]

Current Balance Approaching Credit Limit [?]

Calculate by:

Amount within [?]

Percent within [?]

Transaction equal to or above amount [?]

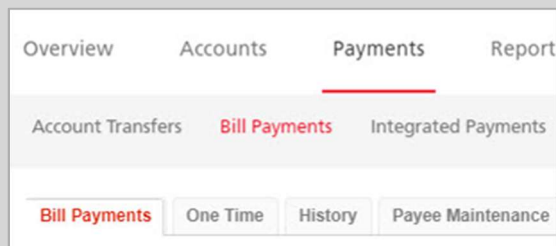
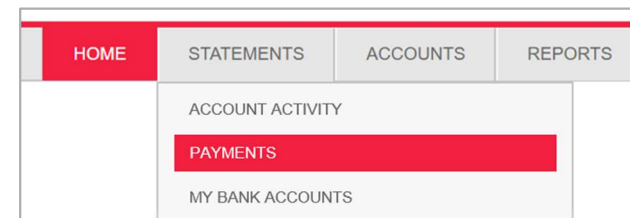
Making Payments

You can use CentreSuite's Quick Remit feature, ScotiaConnect, Scotia Online and other Canadian online banking platforms to make SVBC payments from Scotiabank or non-Scotiabank accounts.

CentreSuite - Quick Remit

Processing time: Submitted before 5:00pm → Next business day; Submitted after 5:00pm → Two business days

To use this payment method, add a bank account in CentreSuite and then you can make payments using the **Payments** option under the **Statements** tab.



ScotiaConnect

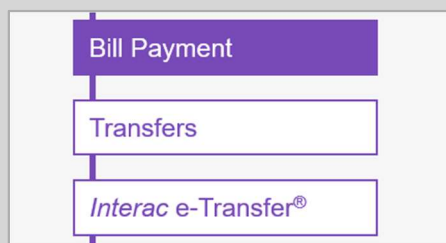
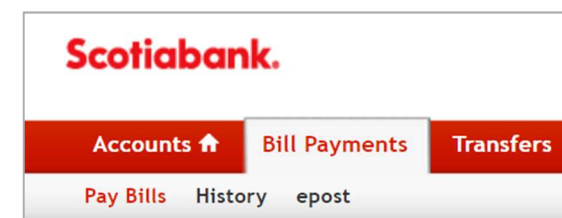
Processing time: Submitted before 5:00pm → Next business day; Submitted after 5:00pm → Two business days

To make payments through ScotiaConnect, use the **Bill Payments** option, search for the **Scotiabank Visa Business Card** payee and then enter payment details.

Scotia Online

Processing time: Submitted before 5:00pm → Next business day; Submitted after 5:00pm → Two business days

To make payments through Scotia Online, add **Scotiabank Visa Business Card** as a payee on the **Bill Payments** tab and then enter the payment details.



Other Canadian Online Banking Platforms

Processing time: 2–3 business days—depending on the other financial institution's payment cut-off schedule

On all common online banking platforms in Canada, you can make payments by adding **Scotiabank Visa Business Card** as a payee in the **Bill Payment** section.

The screenshot on the left is for illustration purposes only.

Note: While making payments, ensure that you use a CAD debit account for making payments to your SVBC CAD account and use a USD debit account for making payments to your SVBC USD account.