

ScotiaConnect® Electronic Banking

Remote Deposit Quick Reference Guide

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Creating Deposits

Please note that this document assumes that you have successfully installed your cheque scanner. If you have not installed the scanner, please do so before proceeding. For more information on installing the scanner, please see the reference document that was included with your scanner.

To create a new deposit, click the “Create Deposit” icon on the left side of the page:

The screenshot shows the ScotiaConnect Remote Deposit interface. On the left sidebar, the 'Create Deposit' button is highlighted with a red arrow. The main content area has a red header with 'Remote Deposit'. Below the header, there are tabs for 'View Deposits', 'View Items', and 'Reports'. A search bar is present with a 'Search' button. Below the search bar is a table with columns: Deposit ID, Account #, Account Name, Deposit Type, Processing Date, Status, and Deposit Total (\$). The 'Create Deposit' button is located in the left sidebar, and a red arrow points to it.

You will then be prompted to enter the details of the deposit. The Deposit amount and account fields are mandatory, the other fields are optional. Once you have filled in the details click continue to proceed.

The screenshot shows the 'Create Deposit' form. It has several input fields: 'Deposit Amount*' with the value '3000.00', 'Select Account*' with a dropdown menu showing 'DUAL', 'Serial Number', 'CCP Customer', and 'Deposit Descriptor'. A red box highlights the 'Travels with the Payment' checkbox, and a red arrow points to it. At the bottom, there are 'Continue' and 'Cancel' buttons.

Ensure that the cheques have been loaded into the scanner before clicking the scan button on the next screen.

The screenshot shows the ScotiaConnect Remote Deposit interface. The left sidebar shows the 'Scan' button highlighted with a red arrow. The main content area displays a table with columns: Item #, Cheque #, Error, Amount, and Actions. Below the table, there are buttons for 'Fix Errors' and 'Save Deposit'. The 'Scan' button is located in the left sidebar, and a red arrow points to it.

Depending on the type of scanner you have, you will need to either scan the items one at a time, or if your scanner supports multifeed, it will scan all the items in the tray automatically.

After the scan is complete, the items will be listed on the page. If there are any errors displayed, you will need to correct them or the item(s) will need to be removed from the deposit. You cannot submit a deposit if one or more items contains an error.



Remote Deposit

Home

Deposit ID: Account No.: Account Name: DUAL

[More Details](#) [Deposit User Fields](#)

Training

News

Item #	Cheque #	Error	Amount	Actions
3000216206	000074		1,000.00	<input type="button" value=""/>
3000216207	000073		1,000.00	<input type="button" value=""/>

If there are any errors a yield symbol will show here.

No of Items: 2 Error: 0 Deposit Total: \$3,000.00 Difference: \$1,000.00 Cheques Total: \$2,000.00

☒ Detect Double-Feed

Note: If there are errors the button in the bottom right will show Fix Errors instead of Submit Deposit.

If the deposit amount does not match the item total (either due to a calculation error or the need to remove items that could not be corrected) it will need to be corrected before the deposit can be finalized. Update the total to the correct amount and then finalize the submission.

Verify Balance

Deposit Data

Deposit Total: Cheque Total: \$2,000.00 Difference: \$1,000.00

Item Count: Items In Deposit: 2

If there is a difference it will need to be corrected before you can continue.

Add Memo (Optional)

256/256

Once you have submitted your deposit you will be able to see the status of it on the "View Deposits" tab.

View Items

The “View Items” tab will let you search for specific items that have been included in deposits. To access the search criteria, click the down arrow icon.

View Deposits View Items Reports

Rows per page: 10

Search

No Items

You can specify a date and an amount range then click search to find all the items that match your criteria. Alternatively, you can click the “Advanced Search” link to view more search criteria.

Search

From Date*: 08-Mar-2016 To Date*: 08-Mar-2016 From Amount: To Amount:

Advanced Search Search Clear

Once the results are displayed, you can click the View Item icon to load the image and details of the selected item.

Search

From Date*: 04-Mar-2016 To Date*: 08-Mar-2016 From Amount: 500.00 To Amount: 1000.00

Advanced Search Search Clear

Deposit ID	Item #	Transit	Account	Cheque	Amount	Actions
100000012229	3000216207				1,000.00	
100000012229	3000216206				1,000.00	

Item # 3000216206 Cheque # 000074 Error

Front Back

DDA - BASIC BUSINESS VOID SAMPLE 000074

DATE 2016-03-04
Y Y Y Y M M D D

PAY to the order of ABC CORPORATION \$ 1,000.00

ONE THOUSAND DOLLARS

THE BANK OF NOVA SCOTIA
www.scotiabank.com 1-800-4-SCOTIA
702 - 3RD AVENUE SOUTH
LETHBRIDGE, ALBERTA T1J 0H5

00059

DDA - BASIC BUSINESS VOID SAMPLE

PER

10000074

Reporting

There are two reports available under the “Reports” tab. Select the report you would like to export using the radio buttons at the top of the report screen.



Remote Deposit

The “Deposit Summary Report” will show a summary of the deposit(s) your search retrieves. The “Deposit Detail Report” will show the details of the deposit(s) your search retrieves with the option of including the images for those items.

To generate a “Deposit Summary Report” you will need to include one or more deposits in your search. Open the search menu and set a date and amount range. You can also use “Advanced Search” to narrow your search results with additional criteria. Once you have set the parameters, click the “Generate Report” button to create the report.

You have the option to click the “Export As” icon to generate the report in several formats.

Note: Detail Reports for All Batches will generate a Deposit Detail Report without the cheque images for each deposit.

Here is an example of the “Deposit Summary Report” generated in PDF format:

Deposit Report

Deposits by ID													
Site ID	Location ID	Deposit ID	Batch ID	Work Type ID	Processing Date	Last Updated Time	Last Updated By	Status	Credit Total	Debit Total	Deposit Diff	Account Name	Account #
1111	1111	10000001 2502	145746317	31	08-Mar-2016	08-Mar-2016 13:52	001	SUSPENDED	N/A	N/A	N/A	10000001 2502	10000001 2502
1111	1111	10000001 2363	145738734	31	07-Mar-2016	07-Mar-2016 16:49	001	DELIVERED	\$60.00	\$60.00	\$0.00	10000001 2363	10000001 2363
1111	1111	10000001 2362	145738718	31	07-Mar-2016	07-Mar-2016 16:47	001	CAPTURE COMPLETE	N/A	N/A	N/A	10000001 2362	10000001 2362

To generate a “Deposit Detail Report” select the radio button then click the down arrow to open the search window.

View Deposits View Items Reports

☐ Deposit Summary Report ☒ Deposit Detail Report Rows per page: 10

Search

Set your search criteria then click the “Generate Report” icon. You can also click “Advanced Search” to display more search criteria.

Search

From Date*: 04-Mar-2016 To Date*: 09-Mar-2016 From Amount: 0.00 To Amount: 10000.00

Advanced Search Generate Report Reset

Items matching your criteria will display in a list, you can view their details on the screen or click ‘Export As’ to generate a report in one of the listed formats.

Generate Report Reset

Export As

- PDF
- CSV
- PDF with Images
- Extract Images

Here is a sample of a “PDF with Images” Deposit Detail Report:

Deposit Detail for Deposit ID: 100000012229

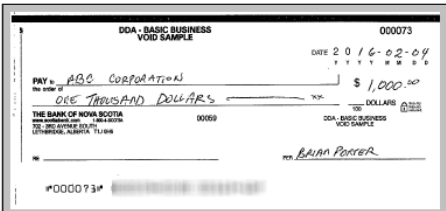
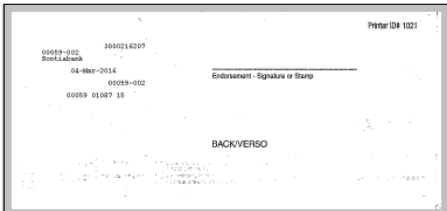
Site ID: 1111 Deposit Report: POSTING REJECTED
 Batch ID: 145712122 Processing Date: 04-Mar-2016
 Customer Name: PC Wires Customer6 Company ID: 008009
 Worktype: 31 - Business RDC - CAD Submit Date/Time:
 Deposit Name: Account Name: DUAL
 Location ID: 1111

Transaction Detail for Transaction ID: 100000012229001

Type: ELECTRONIC

Deposit Account: 00000012229001

Serial	Transit	Account	Cheque	Amount	Item Type	Item Status
000073				\$1,000.00	On-UsCAD_DEBIT	

Note: To use the PDF with Images report type you must search with a specific deposit ID.

Deposit Statuses

The following is a list of statuses for deposits submitted in Remote Deposit:

Batch Status	Message Code	Message Text	What to do
In Use	N/A	You or another user has the batch open.	Nothing to do. If you are trying to access the batch but you can't. It is because another user has it open in another ScotiaConnect Session. You will have to contact that user and ask them to close the batch.
Submitted	0005	Your transaction was posted successfully. Standard 5 day hold applies.	<p>Nothing to do. Your transaction was posted successfully!</p> <p>But remember: Access to funds is subject to Scotiabank Canada's hold policy and limits. Standard Hold times for your settlement accounts are:</p> <ul style="list-style-type: none"> · 5 days for CAD accounts domiciled in Canada. · 10 days for US accounts domiciled in Canada. · 20 days for US accounts domiciled in the US.
	0010	Your transaction was posted successfully. Standard 10 day hold applies.	
	0020	Your transaction was posted successfully. Standard 20 day hold applies.	
	0099	Your transaction was posted successfully. Standard holds apply.	
	0000	Thank-you for your deposit!	
Hold for Posting	3000	Thank you for your deposit! Your transaction will be posted next business day. For information, contact Customer Support at 1-800-265-5613 or hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.	<p>If you submitted your Deposit after the standard cut-off time of 8:00 p.m. E.T., Monday to Friday or anytime on Saturday or Sunday or on a bank holiday, your deposit will be held till 8:00 a.m. ET on the morning of the next business day.</p> <p>If after 8:00 p.m. on the next business day, your transaction is still in Hold for Posting status please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
Posting Rejected	1001	We are unable to complete your transaction. Please select another account or contact Customer Support at 1-800-265-5613 or hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.	<p>There may be a slowdown on the system. Please wait for 10 or 15 minutes and check the status of the batch.</p> <p>If the status has not changed from "Posting Failed" please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
	1002	'A valid CCP Customer Number is required. Please enter your 13-digit CCP Customer Number and resubmit.'	<p>The account you are trying to deposit to is setup for Location Reporting (CCP) and you did not key a CCP Customer Number in the CCP Customer Number field.</p> <p>If you don't know your CCP Customer numbers you can look them up on your last CCP Activity report.</p> <p>If you still can't find your CCP Customer Number listing please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>

1003	'Your CCP Customer Number is not required. Please remove and resubmit.'	<p>You are not setup for CCP Activity Reporting (Location Activity Reporting) you do not need to key a 13 digit CCP customer number.</p> <p>If you think you should be setup for CCP please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
1004	'Invalid CCP Customer Number. Please re-enter your 13-digit CCP Customer Number and resubmit.'	<p>You most likely miss keyed your 13 digit CCP Customer Number or your CCP Customer Number is not setup properly.</p> <p>If you think your CCP customer number is correct but your batch is still Rejecting, please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
1005	'Your CCP profile is set up for mandatory Serial Number reporting. Please enter your Serial Number and resubmit.'	<p>You did not key anything into the Serial Number field. The account you are trying to deposit to is associated to a Consolidated Cash Plan (CCP) that is configured for Mandatory Serial Number Reporting.</p> <p>Please refer to your CCP Setup notes to determine the required CCP Edit Rule Serial Number format.</p> <p>If you still have problems please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
1006	'The Serial Number you entered is invalid. Please re-enter your Serial Number and resubmit.'	<p>You most likely miss keyed your 8 digit Serial Number. The account you are trying to deposit to is associated to a Consolidated Cash Plan (CCP) that is configured for Mandatory Serial Number Reporting. If you rekey your serial number and you still get this error.</p> <p>Please refer to your CCP Setup notes or you last CCP Activity Report to determine the required CCP Edit Rule Serial Number format.</p> <p>If you rekey it again and you still get this error, please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>
1007	'Cheque(s) included in this deposit have the same account number as the deposit account. Please change your deposit account or remove the cheque(s) and resubmit.'	<p>You cannot deposit a cheque into the same account it was issued on. You will need to delete the batch of cheques, then rescan the batch without the cheque or change the deposit account to another account.</p> <p>If you still are having difficulty please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>

Posting Failed	9999	System error. Please contact Customer Support at 1- 800-265-5613 or hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.	<p>We are having a technical problem. Please wait for 10 or 15 minutes and check to see if the status of the batch has changed to Submitted or Suspended.</p> <p>If batch status changes to “Suspended” you can edit the batch and then re-submit. You can also just re-submit the batch with-out editing it.</p> <p>If the status stays in “Posting Failed” status for more than 15 minutes please contact Customer Support at 1- 800-265-5613 or via email at hd.ccebs@scotiabank.com during business hours, 8:00 a.m. to 8:00 p.m. EST, Monday to Friday.</p>

For Further Assistance

Need Help?

On ScotiaConnect, you may use the ‘Need Help?’ in order to obtain information about the specific menu.

[Need Help?](#)

Online Customer Support

- You may select the Help option at the top right corner of your browser and select “Online Customer Support” – a new window will be displayed and you may type your question.



[Messages](#) | [Tutorial Videos](#) | [Help](#) | [Sign Off](#)

ScotiaConnect® Electronic Banking

Technical Support Help Desk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 416-288-4600 - Local Toronto area customers
- 416-701-7351 - Fax
- (800) 463-7777 - pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to gtbgics.training@scotiabank.com