ScotiaConnect® Electronic Banking
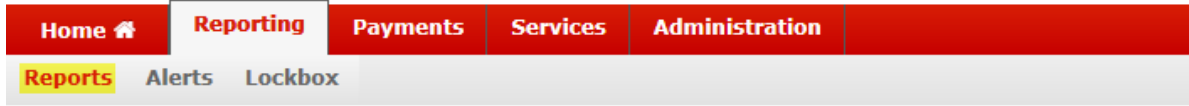
ScotiaConnect Basic Service Functions Quick Reference Guide

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Version 1.3

Scotiabank®

Generating Reports

Click the Reporting tab.

Home 🏠	**Reporting**	**Payments**	**Services**	**Administration**	
Reports Alerts Lockbox					

You will be given a list of all the available reports based on your user group's entitlements. The two most popular reports for transactions and balances are the Account Details report and the Consolidated Balances report.

Available Reports   Print 🖨

Name ▲	Description	# of Scheduled Reports
Account Details	Provides transaction details and history	78
Account Statements	Provides cycle and current account statements	-
ACH Payment	Domestic US ACH Origination report (ACK, RIN, VAL, NOC)	-
Balance History Report	Displays balance history for selected accounts	40
Balances - From Template	Displays balance history for selected accounts - from template	-
Balances - One Time	Displays balance history for selected accounts - single report	-
CCP	Details CCP deposits by agent and list non-depositing agents	-
Consolidated Balances	Consolidated view of various account balances	53
eCheque Monthly Volume	Report of ECS volumes by account	-

The **Account Details** report will let you choose your account, date range, report format and level of detail.

Account Details   Print 🖨   Report 📄   Export ▶

Report Id:*	abc001 ▼	create modify
Report Date:*	Current Day ▼ 06/07/2016 📅 to 06/07/2016 📅	
Description:	Full Description ▼	
Sort by:	Date & Time ▼	
Report Format:	PDF ▼	

Export Information

Export Format:	Excel ▼	Include Headings:	◉ Yes ○ No
Date Format:	MM/dd/yyyy Select		

* Mandatory field

View   Reset

Once you've set your report criteria you can either click Export, Report, Print or View.
Export: Will let you export the information into a file based on your export format selection
Report: Creates the report in a separate window based on your report format
Print: Prints the report based on the details you've selected
View: Will show the information on the webpage directly

The **Consolidated Balance Report** will let you to set very similar criteria except that it will not allow you to run an export and will not allow you to choose a date range as it is only available for a single day (defaults to today).

It will not allow you to select specific accounts from the Report ID drop down, you will need to create a Report ID that contains at least one account, by default the Standard report ID will show you all the accounts you have access to.

Creating a Report ID

Both the Account Details and Consolidated Balance reports use Report IDs to setup default accounts when running the reports. You can create your own Report IDs to customize which account(s) to be included in the Account Details and Consolidated Balance reports.

Next to the Report ID drop down menu there is a create link, click that link and it will take you to the Create report ID page.

You will need to give the report ID a name and select the accounts by moving them from the Available Accounts to the Assigned Accounts box. Once you have made your selections you can save the report ID

The Consolidated Balance Report's Report IDs sub divide accounts into groups so you will need to click on a group then assign the accounts in each group before you save the Report ID.

When you create a Report ID you also have the option of setting it as a Scheduled Report.

Schedule Report:	☑				
Schedule*:	Starting	04/12/2016	Everyday ▾	At 08:00 ▾	EST

By doing so you can set a frequency that your report defined by the Report ID will generate automatically. To view reports created by your schedule click on 'Scheduled Reports'

Reports Alerts Lockbox

Account Details **Scheduled Reports** Set Default

Account Details

You will see all of your Report Schedules listed with a drop down that says 'Generated Reports' on the right, choose your report from the dropdown and click view to open it.

Scheduled Reports   Print 🖶

Report ID	Schedule	Status	Generated Reports
Amit	Everyday Starting 03/04/2016 at 08:30	Active	05/15/2013 ▾ View
Acct-April17-09:00	Everyday Starting 04/17/2013 at 09:00	Active	Reports Not Available
Acct-April17-09:30	Everyday Starting 04/17/2013 at 09:30	Active	Reports Not Available
Acct-April17-10:00	Everyday Starting 04/17/2013 at 10:00	Active	Reports Not Available
Acct-April17-10:30	Everyday Starting 04/17/2013 at 10:30	Active	Reports Not Available

Transaction Searches

To search for transactions you will need to go to the 'Reporting' tab then 'Reports'.

Home 🏠	**Reporting**	Payments	Services	Administration

Reports Alerts Lockbox

ScotiaConnect Billing Statement	Monthly Statement of fees (Wires, ScotiaConnect, ECS)
Transactions - From Template	Transaction query on any account - From template
Transactions - One Time	Transaction query on any account - single report
Transactions Search	Query any of your accounts for specific transactions

You will then be able to click on the 'Transactions Search' from the list of available reports.

From the Transaction Search screen you will be able to indicate the search criteria to refine your search, you can use date ranges, transaction type, and amount as criteria. At the bottom of the page you will need to select at least one account to search.

Transaction Search   Print 🖨   Report 📄   Export 🡒

Date:*	Current Day ⌄ 06/07/2016 📅 to 06/07/2016 📅
Amount:	All Amounts ⌄
Transaction Type:	All Transactions ⌄
Reference Number:	All Numbers ⌄
Report Format:	PDF ⌄

Export Information

Export Format:	Excel ⌄	Include Headings:	◉ Yes ○ No
Date Format:	MM/dd/yyyy Select		

Accounts Available: Accounts Assigned:*

* Mandatory field

                                                      View   Reset

You have all the same options related to the format of the results as you do with Account Details, you can view, print, export and generate a report with the transaction search.

Stop Payments

Stop Payments are accessed from the Services tab then the 'Stop Payment' menu.

Home 🏠	Reporting	Payments	Services	Administration	
Remote Deposit	EFT Trace	EFT Recall	File Delivery	GICs	Stop Payments

To request a stop payment, select the 'Stop Payment Request' tab from the sub menu.

| Stop Payment History | **Stop Payment Request** | Remove Stop Payments | | Need Help? |

Stop Payments

⚠ WARNING: Stop payment requests can only be honoured up to the stale date of a cheque. After a cheque has become stale dated, stop payments can neither be applied nor honoured. 6 months from issue date of cheque.

Account *	Please select an accoun ☑		Cheque Date: *	🗓
Serial Number *	Equal ☑		Cheque Amount: *	
Payee Name: *				

* Mandatory field

Save

Pending Stop Payments

	Enter Date	Cheque Date	Account Number	Stop Criteria	Status
☐	06/07/2016	04/12/2016	▬▬▬ ▬▬▬ ▬	Cheque 19 stopped for $51.00	Pending

◄ Previous   **1**   Next ►   Items: 1 - 1 of 1

Select Action ☑ **Go**

When you request a stop you must select the account, the serial number for a specific cheque or a range of cheques (maximum 12), the date, amount and payee name. Then click the 'Save' button on the right. Once it is saved you need to select 'Submit' from the action menu near the bottom right of the screen then click 'Go' to proceed.

| Select Action |
| Approve |
| Delete |
| **Submit** |

| Submit ☑ | **Go** |

Remove Stop Payments will allow you to delete a stop you've placed in order to allow the cheque to be processed. Start by selecting 'Remove Stop Payments' from the 'Stop Payments' menu. Next select the account to proceed.

| Stop Payment History | Stop Payment Request | **Remove Stop Payments** | | Need Help? |

Remove Stop Payments

| Account * | Please select an account ☑ |
| * Mandatory field | |

Select

Select the stop payments you would like to remove then click the 'Submit' button to proceed.

Remove Stop Payments

Account *	[blurred dropdown] ⌄
* Mandatory field	

Select

Stop Payments for Removal

Select	Enter Date	Cheque Date	Account Number	Stop Criteria	Status
☐	06/07/2016	04/12/2016	[blurred]	Cheque19 stopped for $18.90	Accepted
☐	06/07/2016	04/12/2016	[blurred]	Cheque10 stopped for $16.50	Accepted
☐	06/07/2016	04/11/2016	[blurred]	Cheque15 stopped for $12.30	Accepted

◄ Previous 1 Next ►   Items: 1 - 3 of 3

Submit

Stop Payment History will allow you to view the historical activity related to stop payments as far back as your ScotiaConnect history retention.

Stop Payment History	Stop Payment Request	Remove Stop Payments	Need Help?

Stop Payment History   Report 🗎

Account *	All Stop Payment Accounts ⌄
Report Date *	Date Range ⌄ 📅 03/07/2016 📅 06/07/2016
* Mandatory field	

View

Search results

Enter Date	Cheque Date	Account Number	Stop Criteria	Status	Entered By
06/07/2016		[blurred]	Cheque 10 - 20 stopped	Rejected	user 4
06/07/2016	04/11/2016	[blurred]	Cheque 15 stopped for $12.30	Accepted	user 4

Bill Payments

Bill payments are accessed under the payments tab

Home 🏠	Reporting	**Payments**	Services	Administration	[blurred]
Account Transfers	**Bill Payments**	Business Taxes	Integrated Payments	Requests For Transfer	Bank Search

There are two methods for creating Bill Payments; One-Time where you will put all the information in and submit it or you can save the Bill Payment Company and then re-use it every time you need to make a payment to that company. This is ideal for recurring bill payments.

First you must setup the Bill Payment company, under the bill payments menu select 'Payee Maintenance'

All your existing bill payment companies will be listed, to add a new one click the 'Add Payment Account' button on the right.

You will then be given a search window to find the company

When you are searching you can use the '%' symbol as a wild card before or after a word to broaden your search parameters otherwise it will search specifically only what you entered.

Eg. Typing 'Scotia' will only show companies that start with the word Scotia. Typing %Scotia% will show you every company with Scotia anywhere in their name.

Once you've found the company you're looking for you can click the link on the right that says 'select' then you will be able to enter the payment account provided by that company. Once you've entered the payment account you can click the 'Add' button to save the company.

Add Payment Account

Print 🖨

Details

|	
Payment Company:	
Company Short Name:*	
Payment Account:*	1234567
Additional Information:	My Bill Payment

* Mandatory field

Add   Cancel

To create a bill payment using an existing company, select the 'Bill Payment' menu option.

Home 🏠	Reporting	**Payments**	Services	Administration		Last sign in: Apr 12, 2016 08:01 AM EDT	

Account Transfers	**Bill Payments**	Business Taxes	Integrated Payments	Requests For Transfer	Bank Search

Bill Payments	One Time	History	Payee Maintenance	Bill Payment Import	Need Help?

Bill Payments

Print 🖨

Details

Payment Account:*	-- Please select an account. -- ▾			
From Account:*	▾			
Amount:*		Payment Date:*	06/07/2016 📅	
Comments:				

* Mandatory field

Save

From this page you can select your Payment Account, your debit account, the amount and the payment date for the item. Once you've filled in all the details you can save the payment by clicking save on the right.

Once you've successfully saved the payments you will need to click the 'Submit All' button in order to actually send them to Scotiabank for processing. The bill payment must be in 'Ready' status. If it is in 'Pending' status, another user will need to approve it first.

Note: if the system appears to respond a little slower than expected, do not click 'Submit All' again. Wait until the system is finished processing the payments.

You can use the Bill Payment History to view details related to bill payments that have been submitted. This will provide you with the status of the bill payment.

Account Transfers

To access account transfers click on 'Payments' then 'Account Transfers'

Home 🏠	Reporting	**Payments**	Services	Administration	

Account Transfers	Bill Payments	Business Taxes	Integrated Payments	Requests For Transfer	Bank Search

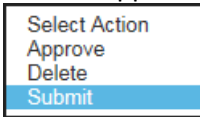| **Same Currency Account Transfers**	Cross Currency Account Transfers	Transfer History

There are two types of transfers, same currency and cross currency. For both types you will select the From Account and To Account the amount and the date.

| Same Currency Account Transfers | Cross Currency Account Transfers | Transfer History | | Need Help? |

Same Currency Account Transfers

From Account *	[_____] ▼	To Account *	[_____] ▼
Amount *	1.00	Transfer Date *	📅 06/07/2016
Reference	1231221		

The reference number can be used by your business as a method of tracking your transfers.

* Mandatory field

Save

You will then need to click 'Save' to create the transfer. Once you are ready to submit the transfer(s), select the items and choose 'Submit' from the action menu. Click 'Go' to complete. Note that only transfers in 'Ready' status can be submitted. If the transfer is in 'Pending' status, another user will need to approve it from the action menu at the bottom right corner of the screen.

Select Action
Approve
Delete
Submit

Pending Same Currency Transfers

☐	Transfer Date	From Account	Currency	From Amount	To Account	Currency	To Amount	Status
☐	06/07/2016		CAD	$1.23		CAD	$1.23	Pending
☐	06/07/2016		CAD	$1.02		CAD	$1.02	Ready
☐	06/07/2016		CAD	$1.25		CAD	$1.25	Pending
☐	06/07/2016		CAD	$1.25		CAD	$1.25	Ready

◀ Previous **1** Next ▶ Items: 1 - 4 of 4

Submit ▼ **Go**

You can use the Transfer History to view a record of your previously created transfers.

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.

Scotiabank

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**

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