

E-Link File Creation Manual



E-link File Creation Manual

Elink is a payment platform that facilitates transfers of funds within **NCB Accounts ONLY**. Creating an Elink file enables payment to multiple beneficiaries at once.

E-Link File Preparation

- E-link File Creator can be downloaded from the www.JNCB.com website → Business Online Banking → Enroll Now → Supporting Documents →



NB. Before creating an E-Link File, it is of utmost importance to create a folder within your desktop/laptops "C:Drive" titled "Salary" , once file is converted from E-Link creator it will automatically be saved within the folder titled "Salary".



Recovery	2/1/2021 1:02 PM
Salary	10/29/2021 4:17 PM
Solidcore	4/9/2021 11:03 AM

E-link File Creator

- Enter Details of **all** Beneficiaries (*Account/Card #, Transaction Type, Amount etc*), After which, enter Company details for the debit entry. The debit entry **MUST** be the last entry within the file and TXN Type must be “D”.
- **NB. “Branch Code” MUST** be 3 digits Eg. a **New Kingston** account should have branch code ‘035’ and the bank code should be ‘077’ for all entries.

Account / Card Number	Txn Type (D / C)	Amount	First Name	Last Name
064462876	C	10000	Heather	Lee
364670345	C	20000	Frank	Gray
211543009	D	30000	Testing	Limited

Contd...

Branch Code				J	K
1	Currency (JMD)	Branch Code	Bank Code (077 - NCB)	SUMMARY	
2	JMD	006	077	30000.00 Credit Total	
3	JMD	036	077	30000.00 Debit Total	
4	JMD	021	077	2 Total Credits Entered	
5				1 Total Debits Entered	
6					
7					
8					
9					
10				Create PAYROLL Text File	
11					
12					

- Click **Create PAYROLL Text File**, the File amount will be displayed , Select **“OK”**.

Branch Code				J	K
1	Currency (JMD)	Branch Code	Bank Code (077 - NCB)	SUMMARY	
2	JMD	006	077	30000.00 Credit Total	
3	JMD	036	077	30000.00 Debit Total	
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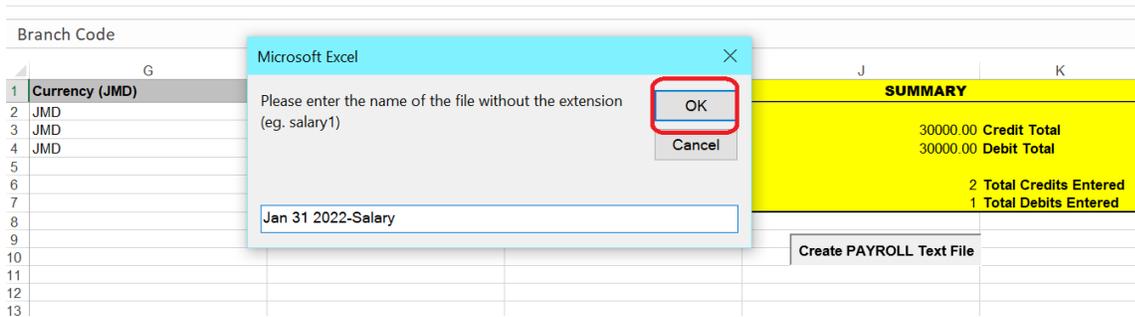
Microsoft Excel

30000|30000

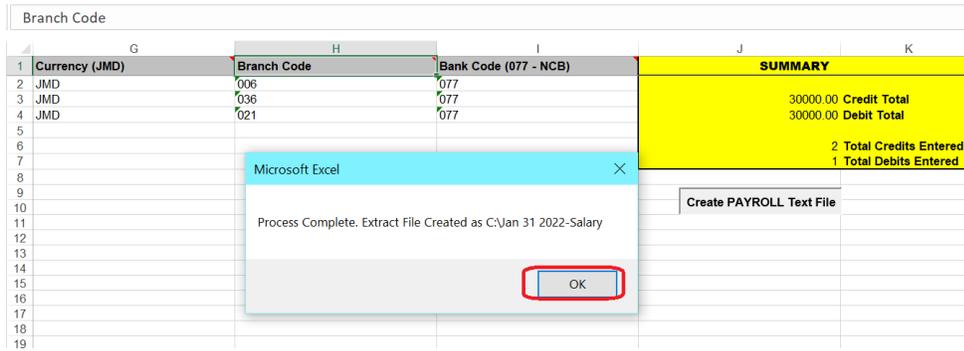
OK

Create PAYROLL Text File

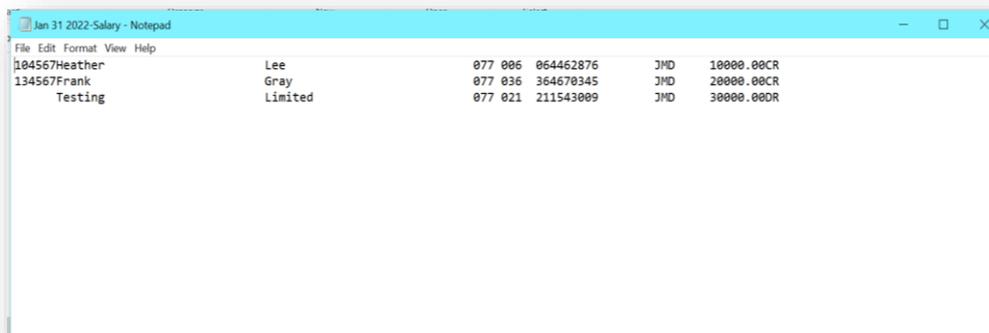
- You will now be prompted to create a file name, Enter File Name after which Click “OK”.



- A message will then be displayed that E-Link Payment File was successfully generated, Click “OK”.
E-link File is now converted to a text file and ready for upload.
E-link Text File is saved on the “C” Drive in the folder created named “Salary”.



- Example of E-link Test File**



If you experience challenges, feel free to contact us at our Customer Care Centre via phone or by sending us an email at “EDS@jncb.com”

1-888-NCB-FIRST (622-3477) from Jamaica
 1-866-NCB-FIRST (622-3477) from the United States of America, Canada and the English Speaking Caribbean
 0-800-032-2973 from the United Kingdom