E-Link File Creation Manual



Business Online Banking

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 mutiple beneficiaries at once.

E-Link File Preparation

• E-link File Creator can be downloaded form the <u>www.JNCB.com</u> website \rightarrow Business Online

Banking→Enroll Now→Supporting Documents→

Online Support	ing Documents
File Creators	
eLink File Creator	
ACH File Creator	
RTGS File Creator	

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
ſ	Salary		10/29/2021 4:17 PM
ļ	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	С		10000	Heather		Lee
364670345	С		20000	Frank		Gray
211543009	D		30000	Testing		Limited

Contd...

Branch Code

	G			J	К
1	Currency (JMD)	Branch Code	Bank Code (077 - NCB)	SUMMARY	
2	JMD	006	0//		
3	JMD	036	077	30000.00	Credit Total
4	JMD	021	077	30000.00	Debit Total
5					
6				2	Total Credits Entered
7				1	Total Debits Entered
8					
9				Create BAXBOLL Test File	1
10				Create PAYROLL Text File	
11					
12					

• Click Create PAYROLL Text File", the File amount will be displayed , Select "OK".

Branch Code	e					
	G	Н		I	J	К
1 Currency (J	JMD) B	Branch Code	Bank Code (077 -	NCB)	SUMMARY	
2 JMD	0	06	077			
3 JMD	00	36	077		30000.00	Credit Total
4 JMD	0	21	077		30000.00	Debit Total
5						
6					2	Total Credits Entered
7		Microsoft	Event X		1	Total Debits Entered
8		MICrosoft	Excel A			
9					Create DAVDOLL Taxt File	
10					Create PATROLL Text File	
11		30000 300	000			
12						
13						
14						
15			OK			
16						

• You will now be prompted to create a file name, Enter File Name after which Click "OK".

В	ranch Code				
	G	Microsoft Excel	×	J	К
1	Currency (JMD)	Please enter the name of the file without the extension		SUMMARY	
2	JMD		ок		
3	JMD	(eg. salary1)		30000.00	Credit Total
4	JMD		Cancel	30000.00	Debit Total
5					
6				2	Total Credits Entered
7				1	Total Debits Entered
8		Jan 31 2022-Salary			
9					
10				Create PAYROLL Text File	
11					
12					
13					

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".

В	ranch Code				
	G	Н	I	J	К
1	Currency (JMD)	Branch Code	Bank Code (077 - NCB)	SUMMARY	
2	JMD	006	077		
3	JMD	036	077	30000.00	Credit Total
4	JMD	021	077	30000.00	Debit Total
5					
6				2	Total Credits Entered
7		Microsoft Excel	×	1	Total Debits Entered
8		Dame Code Dame Code (0/7 - NCB) SUMM 006 077 33 036 '077 33 021 '077 33 Microsoft Excel × Create PAYROLL To Process Complete. Extract File Created as C:\Jan 31 2022-Salary Create PAYROLL To			
9		H I J K Branch Code Bank Code (077 - NCB) SUMMARY 006 077 30000.00 Credit Total 021 077 30000.00 Debit Total 021 077 30000.00 Debit Total 021 077 30000.00 Debit Total 021 077 Create PAYROLL Text File Process Complete. Extract File Created as C:\Jan 31 2022-Salary Create PAYROLL Text File			
10					
11		Process Complete. Extract File Ci	eated as C:\Jan 31 2022-Salary		
12		-			
13					
14					
15		-	OK		
16		-			
17					
18					
19					

• Example of E-link Test File

e Edit Format View Help						
¥4567Heather 44567Frank Testing	Lee Gray Limited	077 006 0644 077 036 3646 077 021 2115	2276 JMD 19345 JMD 33669 JMD	10000.00CR 20000.00CR 30000.00DR		^
					_	1

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