# RTGS File Creation Manual



Business Online Banking

## **RTGS File Creation Manual**

RTGS File Upload allows you to transfer funds to other commercial banks and financial institutions via the Real Time Gross Settlement [RTGS] Network. RTGS facilitates the transfer of funds [**credit only**] in the **Jamaican Dollar Currency** to RTGS Participants such as: the BOJ, Local Commercial Banks and Financial Institutions.

#### **RTGS File Preparation**

 RTGS File Creator can be downloaded form the <u>www.JNCB.com</u> website → Business Online Banking → Enroll Now → Supporting Documents →

BUSINESS > BANKING ONLINE BANKING Online Supporting Documents
File Creators
eLink File Creator     ACH File Creator
RTGS File Creator

Once downloaded you will be required to right click and select "Extract All" from folder.
 This PC > Downloads >

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• Check the checkbox " " and select "Extract"

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	Show extracted files when complete	
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#### • Open Folder titled "RTGS File Creator"

This PC > Downloads > RTGSFileCreator >

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#### **RTGS File Creator**

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• Select "Target Bank" & "Target Branch" from the drop down options

Target Bank : Intended Beneficiary Bank Target Branch: Branch for the intended Beneficary Bank

Enter ; Amount, Beneficiary Name, Account # and Remarks ,Afterwhich select "Save"

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#### • Click "Create Upload File", the File amount will be displayed , Select "OK".

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

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A message will then be displayed that RTGS Payment File was successfully generated, Click "OK".
 RTGS File is now converted to a text file and ready for upload.RTGS Text File will be saved in the RTGS Folder previously saved.

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