

RTGS File Creation Manual

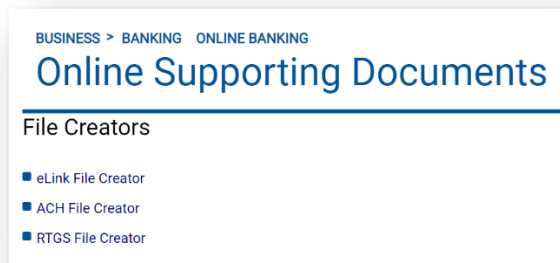


RTGS File Creation Manual

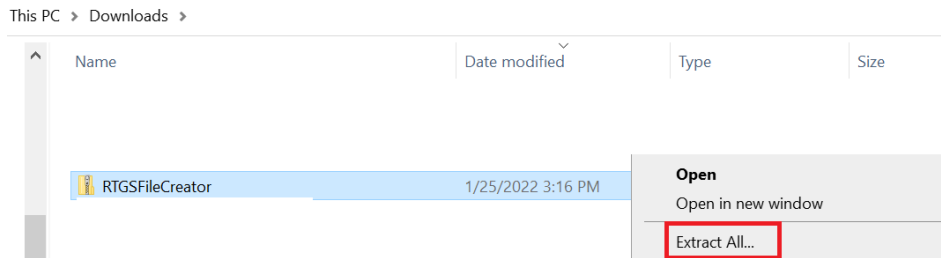
RTGS File Upload allows you to transfer funds to other commercial banks and financial institutions via the Real Time Gross Settlement [RTGS] Network. RTGS facilitates the transfer of funds [**credit only**] in the **Jamaican Dollar Currency** to RTGS Participants such as: the BOJ, Local Commercial Banks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

RTGS File Preparation

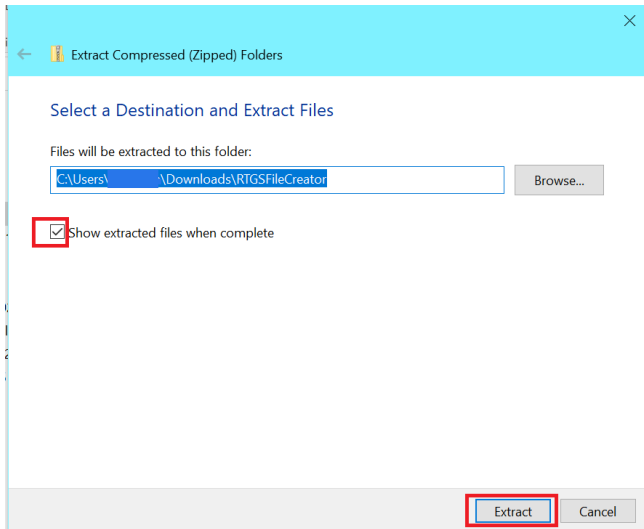
- RTGS File Creator can be downloaded from the www.JNCB.com website → Business Online Banking → Enroll Now → Supporting Documents →



- Once downloaded you will be required to right click and select **“Extract All”** from folder.

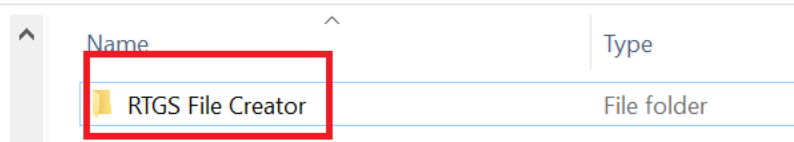


- Check the checkbox “” and select **“Extract”**

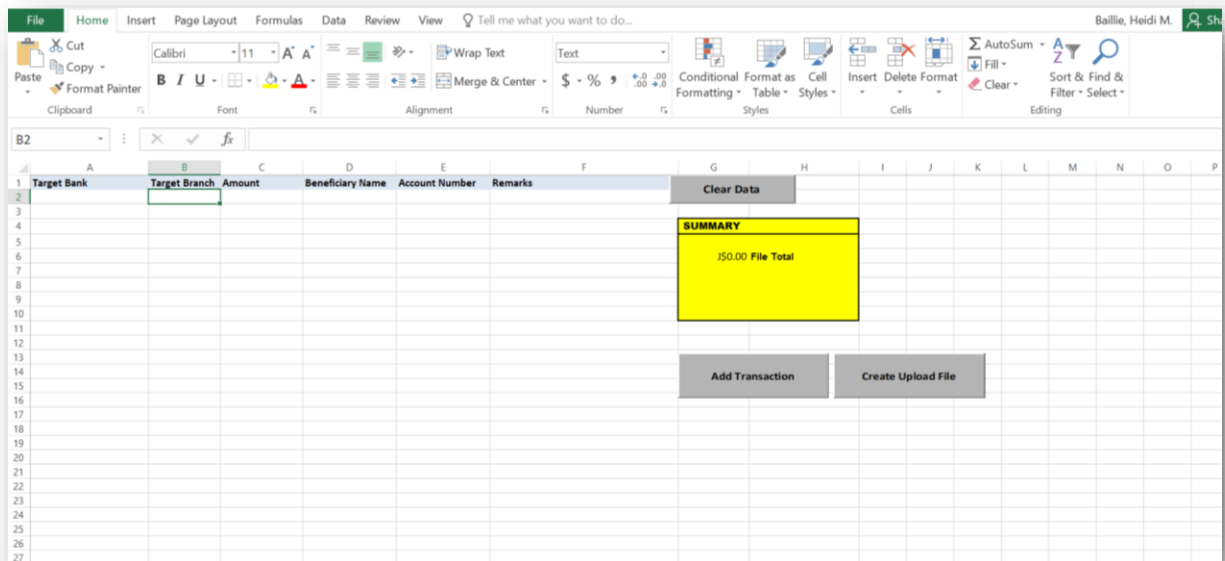


- Open Folder titled **“RTGS File Creator”**

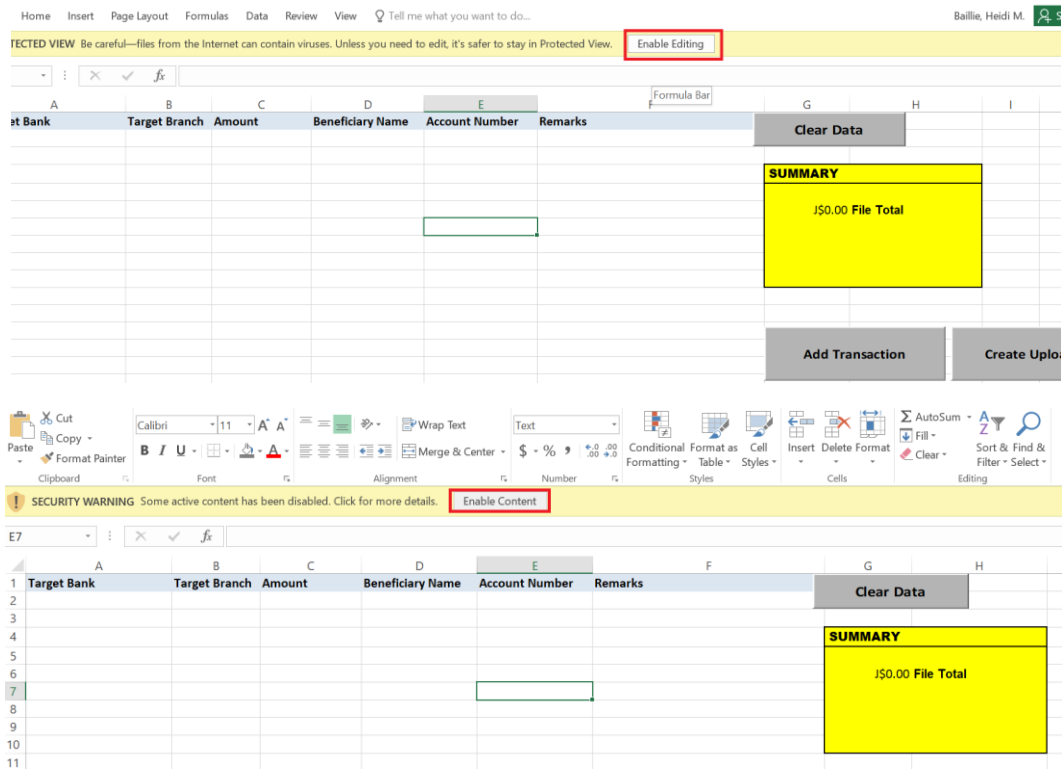
This PC > Downloads > RTGSFileCreator >



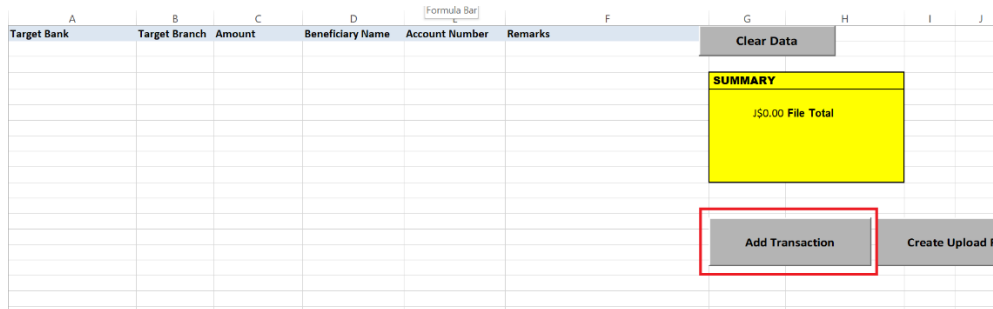
RTGS File Creator



- Select “Enabling Editing”, after which select “Enable Content”



- Select “Add Transaction”



- Select “Target Bank” & “Target Branch” from the drop down options

Target Bank : Intended Beneficiary Bank

Target Branch: Branch for the intended Beneficiary Bank

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

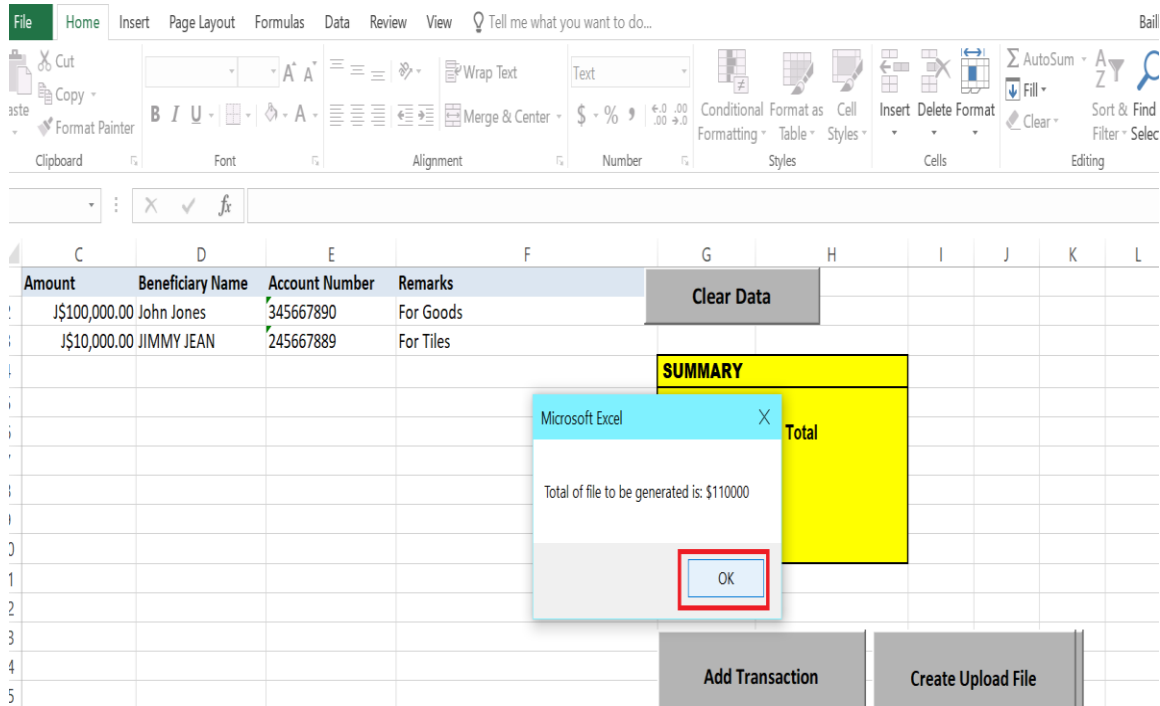
- Click “Create Upload File”, the File amount will be displayed , Select “OK”.

Amount	Beneficiary Name	Account Number	Remarks
\$100,000.00	John Jones	345667890	For Goods
\$10,000.00	JIMMY JEAN	245667889	For Tiles

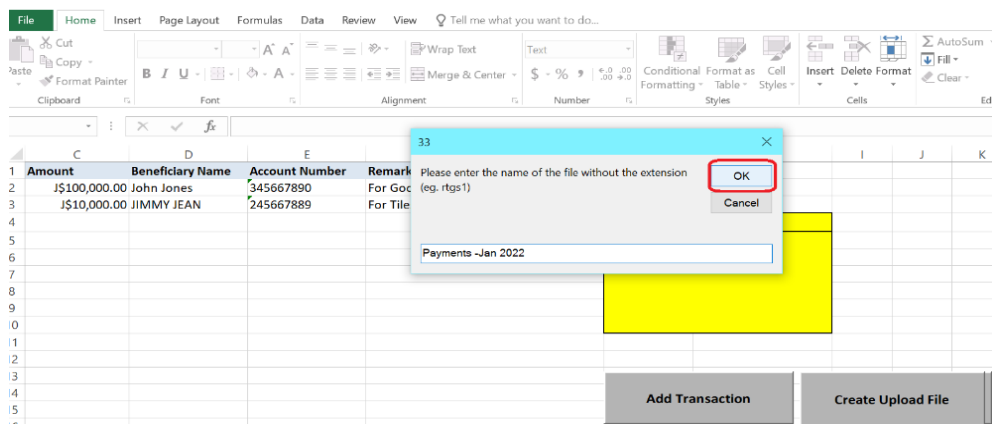
SUMMARY

J\$110,000.00 File Total

Add Transaction
Create Upload 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 **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