

NCB File Converter



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The National Commercial Bank

File Converter User Manual

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1. Overview

The National Commercial Bank provides a sophisticated File Converter solution to streamline the conversion process of the client's files from CSV format to the accepted format by NCB. Using NCB Converter Tool will minimize the time and errors experienced with traditional payroll converters. File converter supports NCB file formats including Payroll, WPS, Bulk Payments and Direct Debit.

2. Installing The Converter

This section describes system requirements and installation procedure for the Converter.

System Requirements

- ❖ Supported operating system
 - * Windows XP Service Pack 3 (Professional/Home Edition)
 - * Windows Vista
 - * Windows 7
- ❖ Minimum hardware requirements
 - * Processor GHz
 - * RAM 512MB
 - * Disk space 25 MB
 - The converter needs Microsoft dot net framework 4 (Client Profile) installed on your computer. If the dot net framework is not already installed on your computer minimum 1 GB in 32 bit operating system and 2 GB in 64 bit operating systems is required to install the dot net framework.
- ❖ Additional softwares required to install the converter

Below is the list of additional softwares needed to install the Converter. The Converter setup will check for these softwares before starting the installation . If these softwares are not installed on your computer then the setup will download them automatically from Microsoft® Website and install it on your computer.

 - * Internet Explorer 6.0 or later
 - * Windows Installer 3.1 or later
 - * Dot Net Framework 4 (Client Profile)
- ❖ Internet connection is required to download the additional softwares listed above, if they are not installed on your computer.
- ❖ User Access Rights
 - * The user should have sufficient privileges to install software (Administrator Privilege is recommended)

Installation Steps

Please follow below steps to install the Converter.

Note

Before installing, any previous installation of the Converter should be removed. Please refer “Uninstalling The Converter” section below to remove the Converter completely from your computer.

Step 1. Open the deployment package and run the “setup.exe” (refer Figure 1)

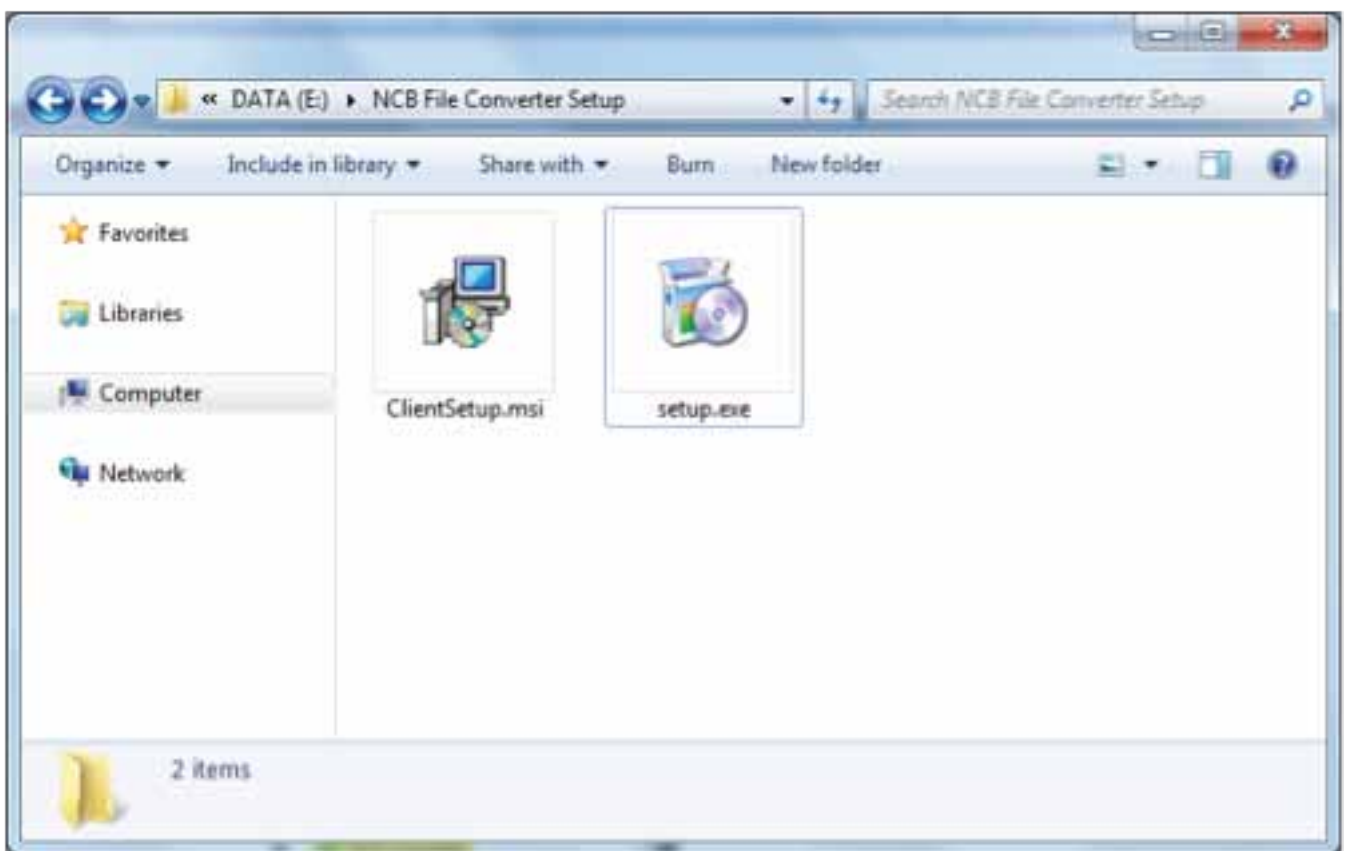


Figure 1: Deployment Package

- * If you are installing the converter for the first time and your computer does not have dot net framework 4 (Client Profile) installed on it, then “**Microsoft .NET Framework 4 Client Profile (x86 and x64)**” setup dialog box appears (refer Figure 2)

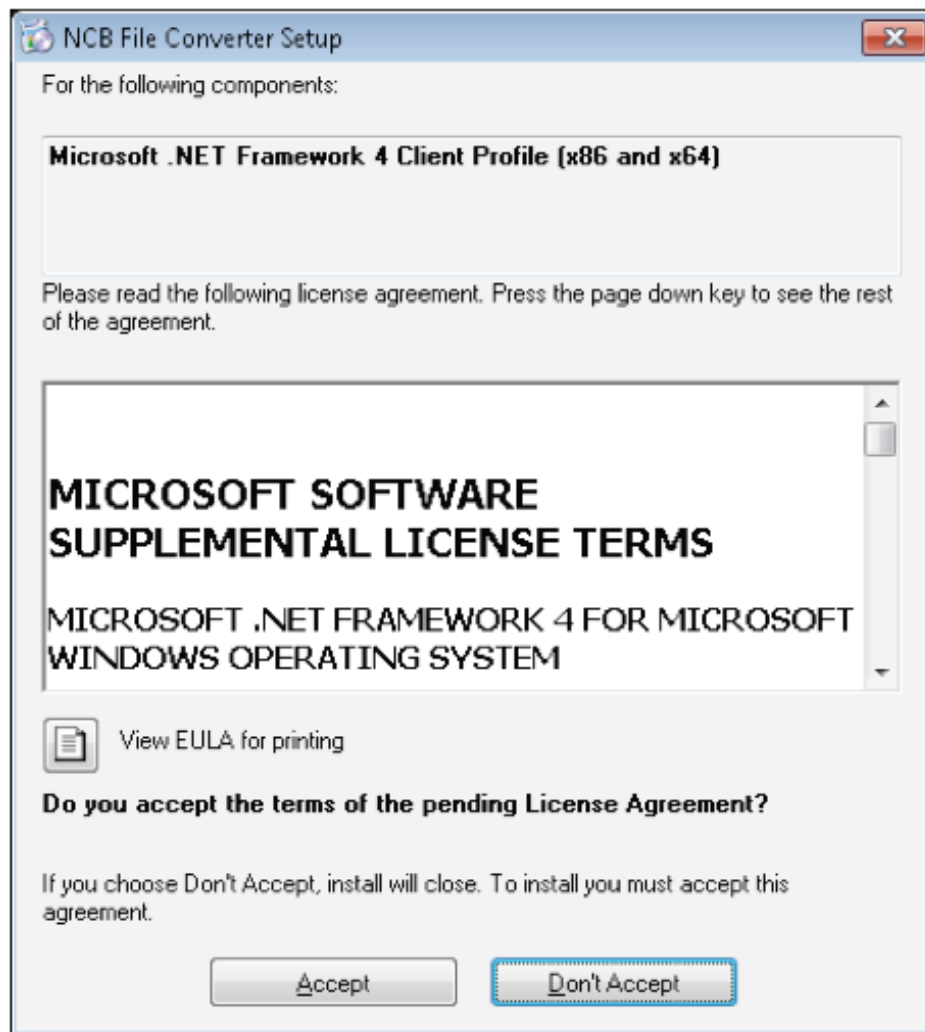


Figure 2: Microsoft.NET Framework 4 Client Profile (x86 and x64) Installation

- * Click **“Accept”**
- * Setup will start download required files (refer Figure 3)

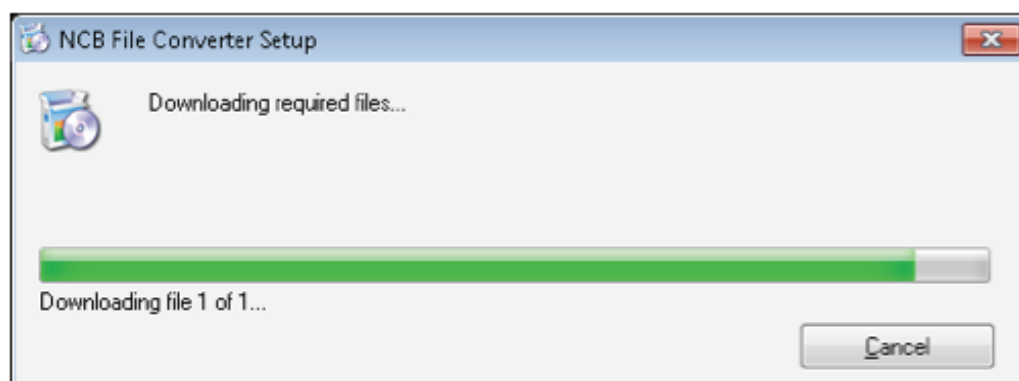


Figure 3 : Downloading Required Files

* Setup will install Dot Net Framework Client Profile

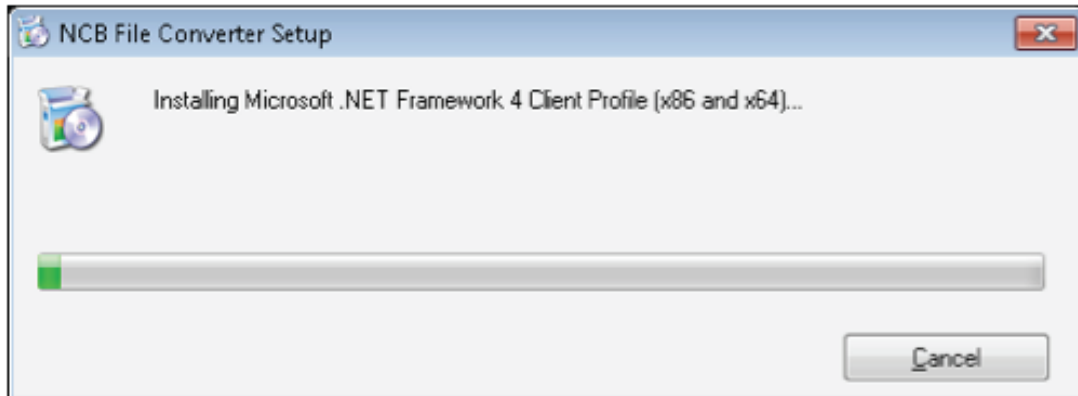


Figure 4: Installing Dot Net Framework Client Profile

Step 2. A welcome screen appears, Click “**Next >**” (refer Figure 5)

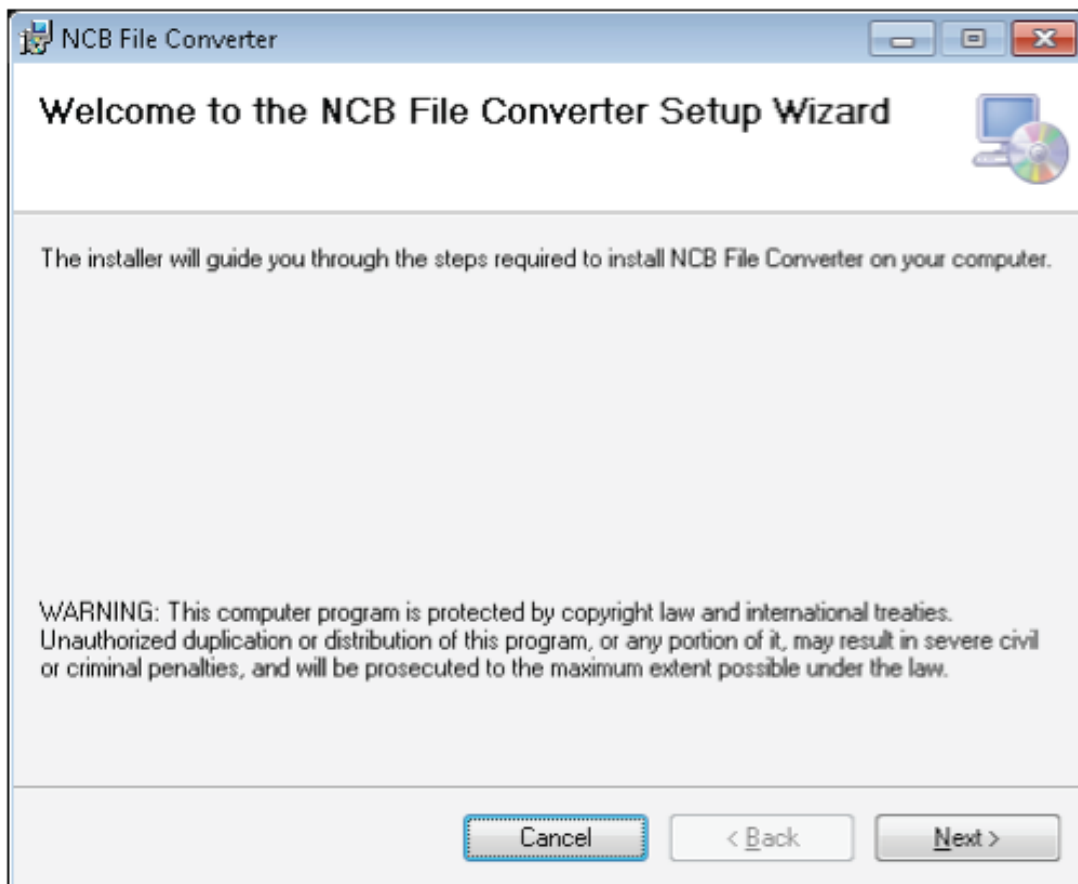


Figure 5: Welcome Screen

Step 3. Select the path where you wish to install the application. It is **NOT** recommended to change the default location. Click “**Next >**” (refer Figure 6)

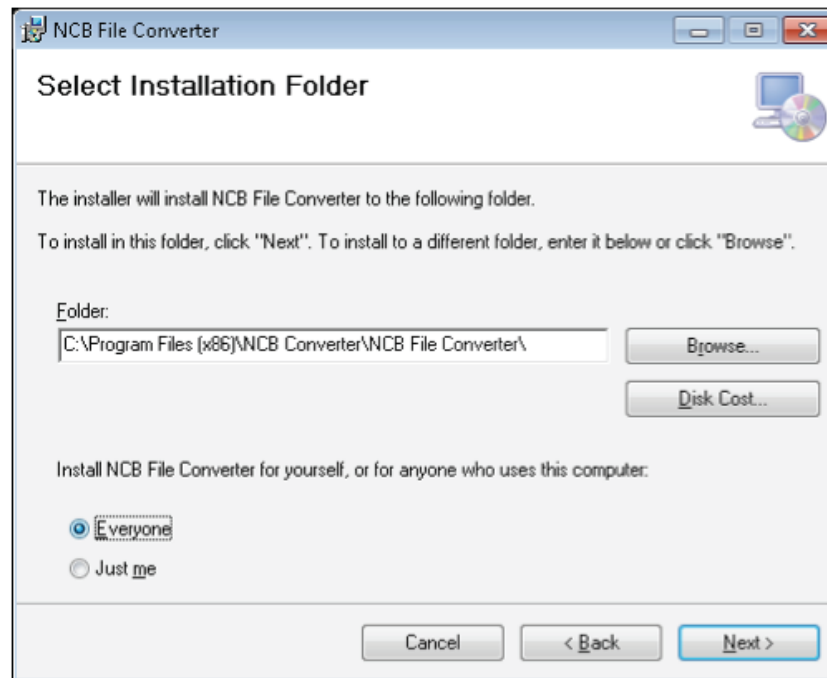


Figure 6: Select Installation Folder

Step 4. Click “**Next>**” to confirm the installation (refer Figure 7)

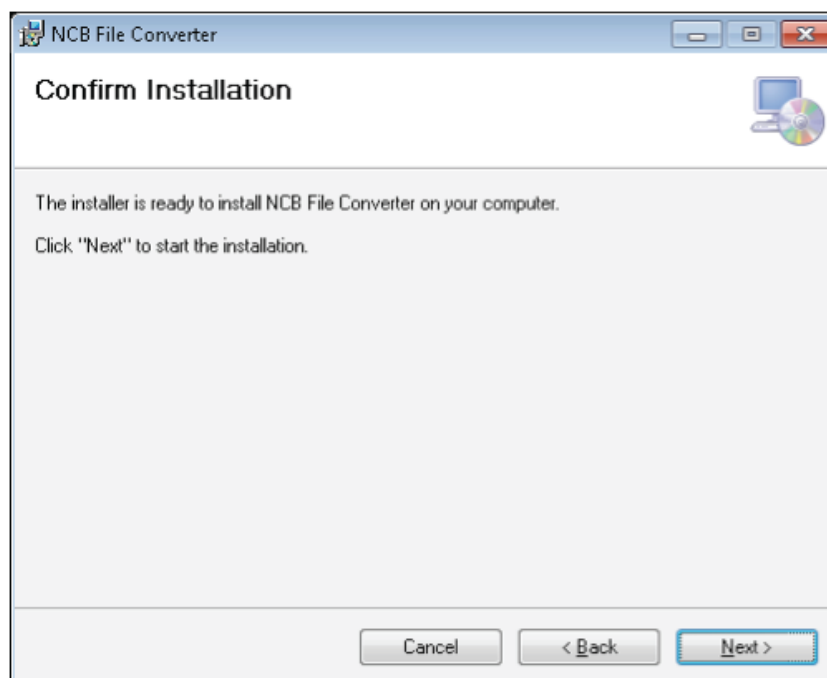


Figure 7: Confirm Installation

Step 5. Please wait until the installer completes the setup (refer Figure 8)

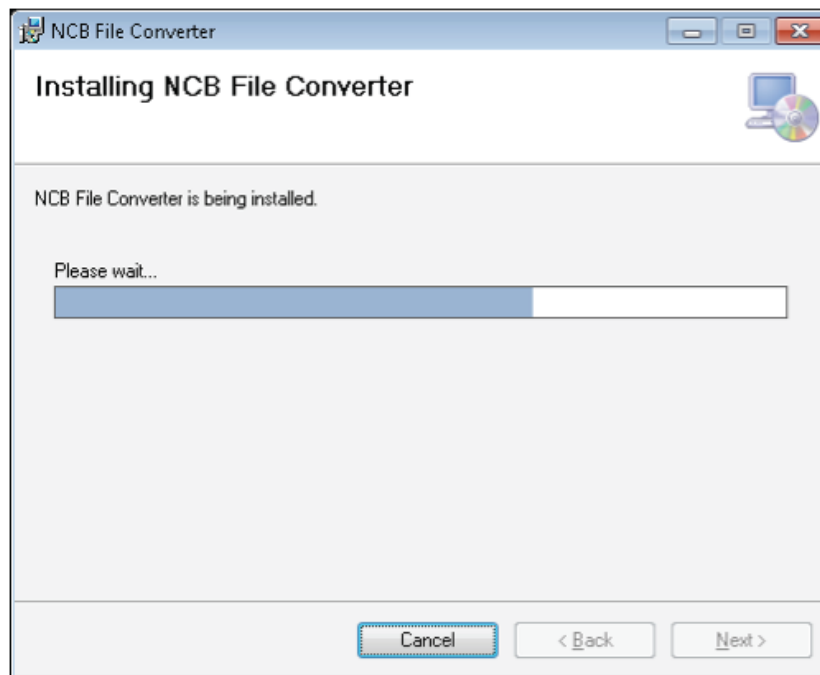


Figure 8: Installig The Converter

Step 6. Click “**Close**” to exit the application (refer Figure 9).

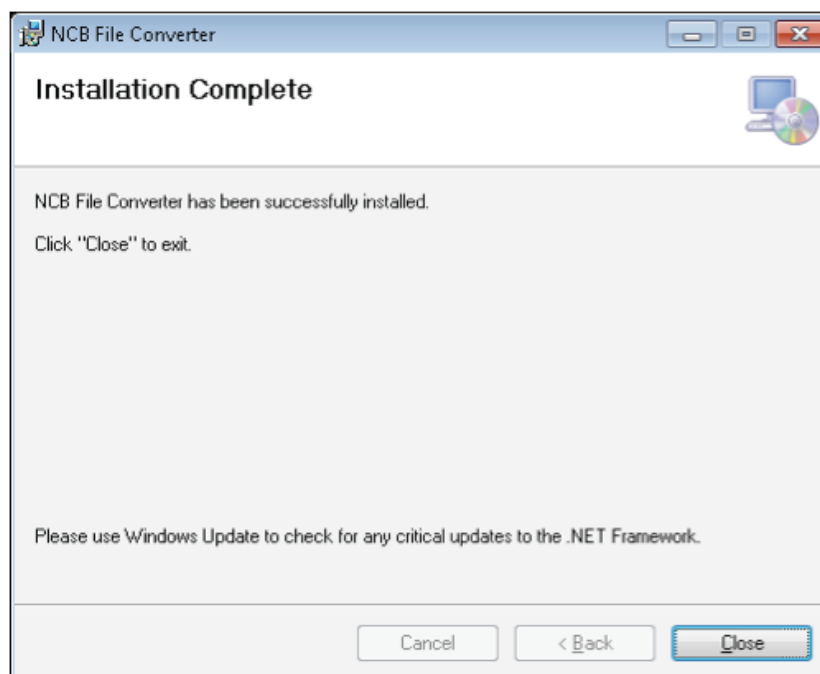




Figure 9: Installation Complete

Congratulations, you have now successfully installed the NCB File Converter

Uninstalling The Converter

In case you want to remove the Converter completely from your computer, please follow below steps.

In Windows7 and Vista

1. Open Programs and Features by clicking the **Start** button , clicking **Control Panel**, clicking **Programs**, and then clicking **Programs and Features**.
2. Select “**NCB File Converter**” from the list of programs (refer Figure), and click “**Uninstall**”.  If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

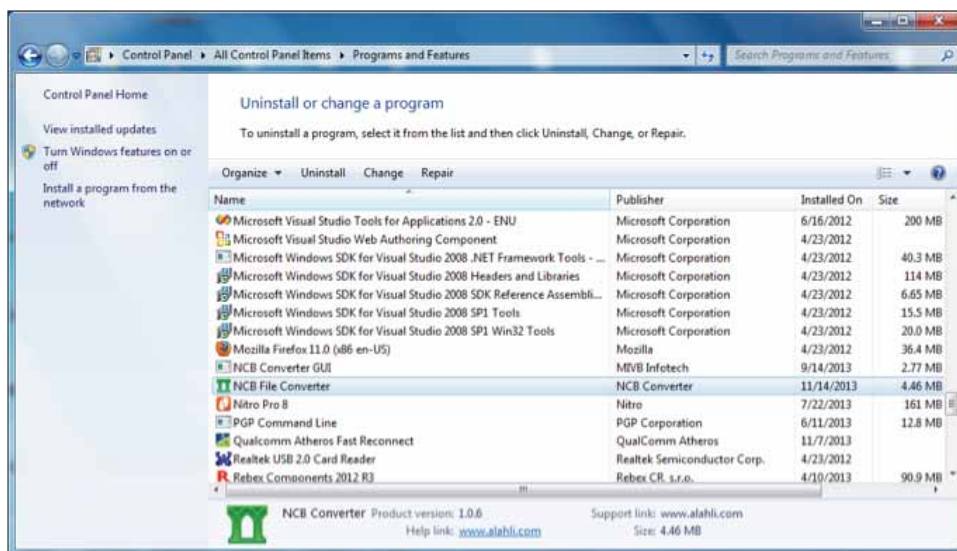


Figure : Uninstall or Change Program

3. Wait until the process complete

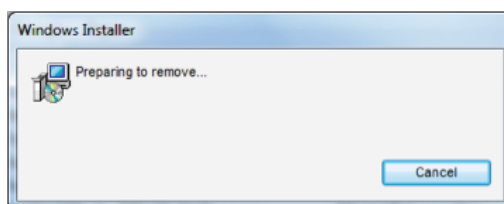


Figure 10 : Removing the Converter

In Windows XP

1. Click **Start**, click **Control Panel**, and then double-click **Add or Remove Programs**.
2. In the **Currently installed programs** box, click “**NCB Converter**” then click “**Remove**” (refer Figure 11)

3. Provide confirmation and wait until the process complete

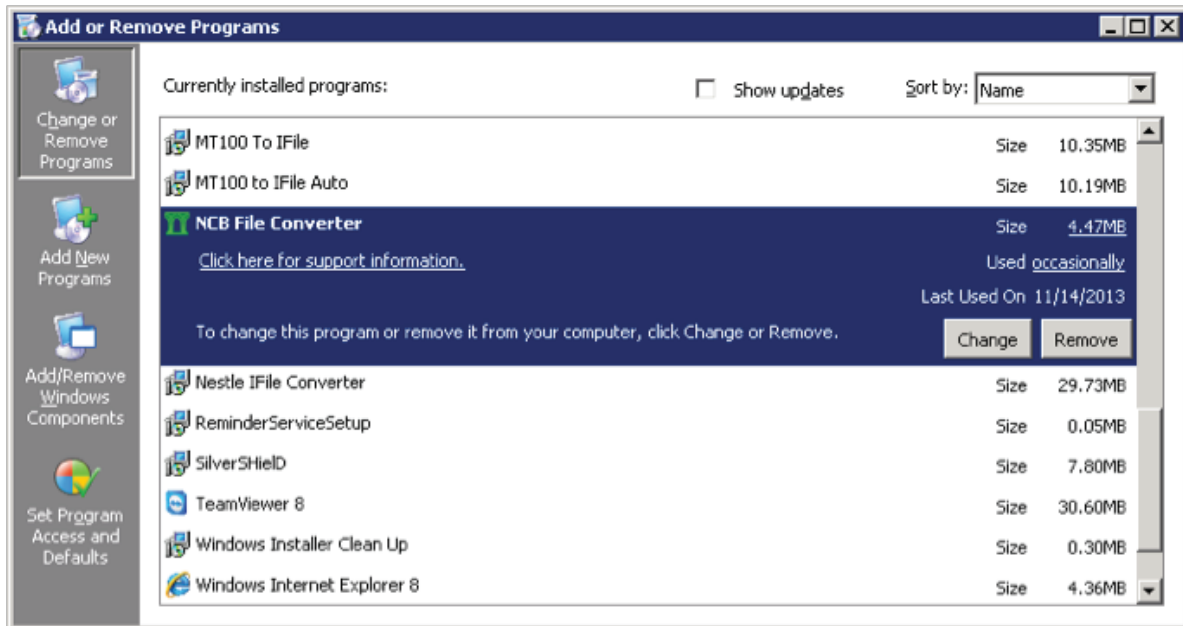


Figure 11 : Add or Remove Programs (Windows XP)

3. Getting Started

To open the File Converter

❖ Do one of the following

- * Click **Start >> All Programs >> NCB Converter >> NCB Converter** (Refer Figure 12)

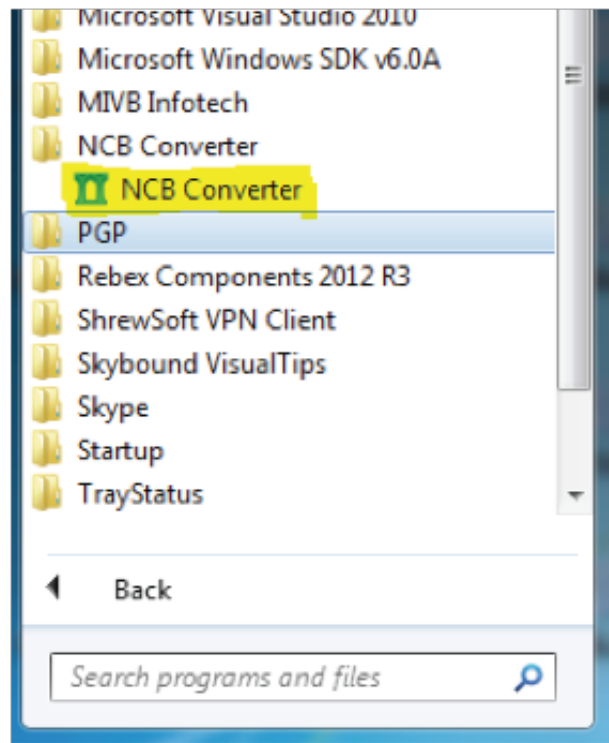


Figure 12 : Opening The Converter From Start Menu

- * Double click the desktop shortcut “NCB Converter” (Refer Figure 13)



Figure 13 : Desktop Icon of the Converter

4. Change Language To Arabic

You can change the interface language to Arabic by clicking the link [العربية](#)

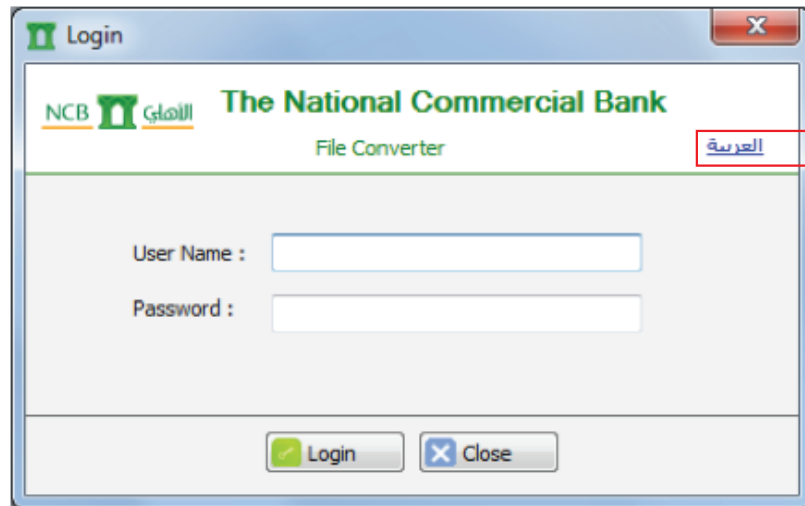


Figure 14 : Change Language

5. Login

Once you open the application a login page as shown below will be displayed

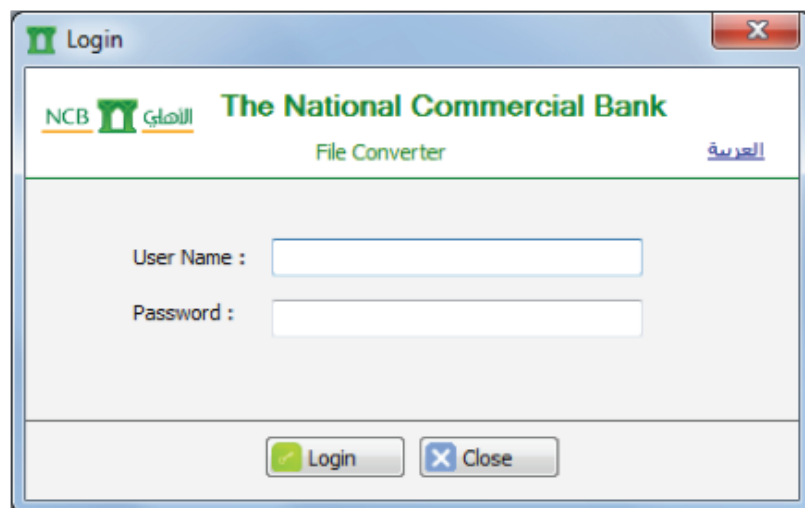


Figure 15: Login Form

- * Login to the Converter using the default password and username provided
 - The default username is Admin and password is Admin@123
 - The password is case sensitive
 - You can change this default username and password after login.

- * If the username and password is correct then the Converter will navigate you to the main window otherwise a message box will be displayed as shown below.

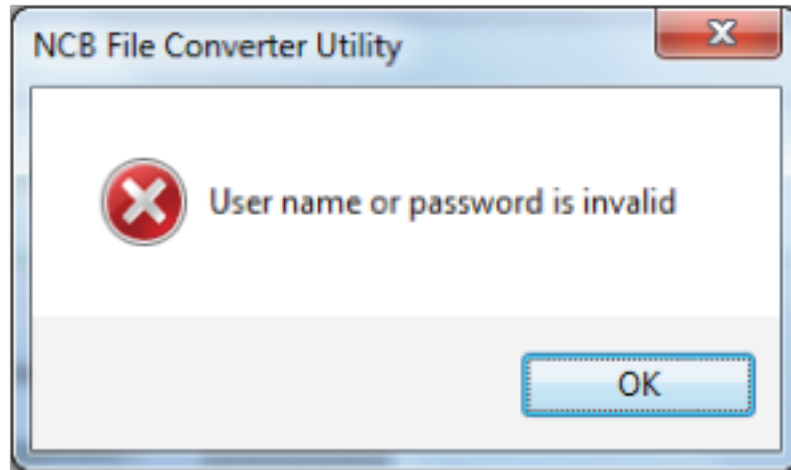


Figure 16: Invalid User or Password

6. The main window

When you open the converter, the main window provides access to all menus, options, Help, and Support.

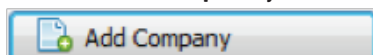


Figure 17 : Main Navigation Window

7. Adding Company Details

To start converting files, you have to enter your company details like Company Name, File Identification Code, MoL Establishment ID and debit account number.

- * To add company details click “**Add Company**”



- * Company entry form will be displayed as shown below

 The screenshot shows a software window titled "The National Commercial Bank - File Converter Utility". The window has a header with the NCB logo and the text "File Converter Utility from The National Commercial Bank". Below the header, there is a section titled "Add Company". On the left side of the window, there is a vertical menu with several buttons: "Add Company", "Edit Company", "File Conversion", "View Reports", "Reset File Counter", "Change Password", "Bank Code List", "User Manual", "Need Support?", and "Close Application". The main area of the window contains a form with the following fields:

- Company Name : Test Company (dropdown menu)
- File Identification Code : TEST (text input)
- Corporate Commercial Reg. No. : 123456 (text input)
- MoL Establishment ID : 12-8975461 (text input)
- Payment Channel : Alahli eCorp (dropdown menu)
- Account Number : 12345678901234 (text input)

 At the bottom of the form, there are two buttons: "Save" and "Close".

Figure 18: Add Company

Enter the following details:

1. Company Name: Name of your company, this field should not be more than 14 characters.
2. File Identification Code : Four character company identification code (institution code) provided by NCB.
3. Corporate Commercial Reg. No. (CR): This is the commercial registration number of the company.
4. MoL Establishment ID: The MoL assigned id of the corporation. The corporate can get this number from MoL.


The format of MOL Establishment is: One or two digits then hyphen then minimum 1 and maximum 15 digits. A sample of such code could be:

- 1-2
- 11-2
- 11-1234
- 1-1234
- 12-123456789012345

5. Payment Chanel: Here you can select one of two payment options

- **Alahli eCorp** - The output file from the Converter would not be encrypted, you can upload the files to Alahli eCorp portal.
- **Manual CD** - The output from the Converter would be encrypted and need to send manually to NCB.

6. Account Number: Here you can enter the list of 14 digit account numbers of your company, from which the amount would be deducted.

- * After entering all details click on “Save”  to save your company details.
- * A confirmation message box will be displayed as shown below.

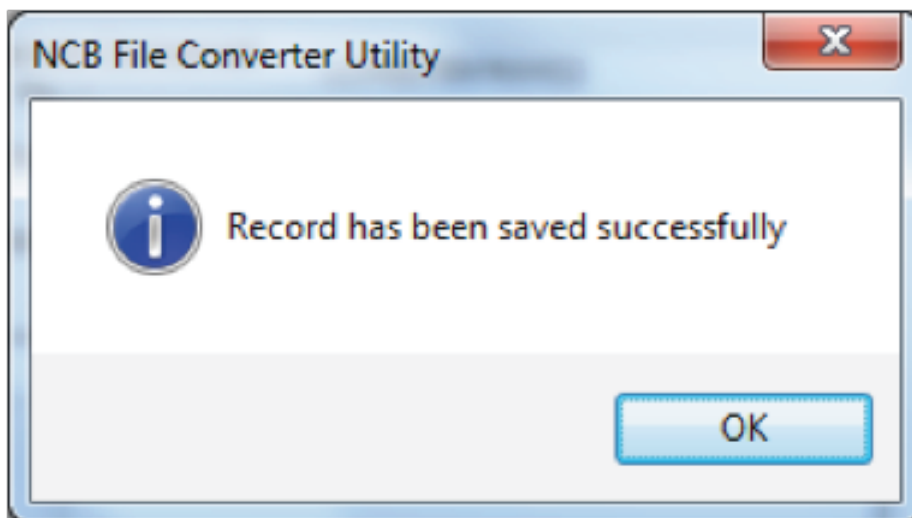


Figure 19: Confirm Save

Note

You can enter multiple companies to the Converter and multiple debit account numbers for each company.

8. Changing Company Details

You can change any of your company details, from the menu “Edit Company”.

❖ To change company details

- * Open the Converter
- * Click on “**Edit Company**”
 - If you have entered multiple companies, select the company name from the list

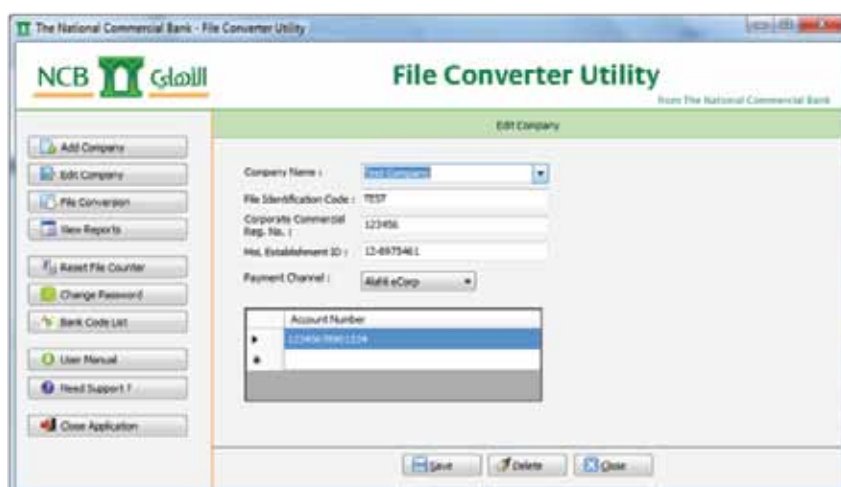


Figure 20 : Edit Company

- * Change the details you want and save it.

❖ To delete any account number

- * Select the account number by clicking the row heading as shown in below figure



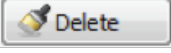
Figure 21: Select Account Number To Delete

- * Press the delete key on your keyboard



9. Delete Company

❖ To delete a company

- * Select the company as same way, described in “Changing Company Details” section
- * Click on “Delete”  button.
- * A confirmation box appears, click “Yes” to confirm.


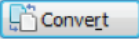
10. Convert File

❖ To convert file

- * Open the Converter and click “File Conversion” menu
- * File Conversion form will be displayed as shown below

Figure 22: File Conversion

❖ To convert file

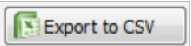
1. Select company name
2. Account numbers for the selected company will be listed in the Account Number drop down, select the account from which you want to deduct the amount.
3. Select payment type
4. Select file type
5. Select date format, Gregorian or Hijri
6. Select value date, this is the date on which you want the payment has to be credited to the beneficiaries account.
7. Enter the input file path, you can click on browse  button or directly enter the file path.
 - a. To view sample input file click the “Download Sample File” [Download Sample File](#) button.
 - b. Refer “Preparing Input File” Page 40 for more details on CSV file formats.
8. Select payment channel.
9. Click on “Convert”  button
10. Now, your input file will be validated by the Converter for any data entry errors, and a dialog will be displayed if any error is there, as shown below.

The screenshot shows a window titled "File Conversion Process" with two data grids. The top grid, "Records in the input file", contains three rows of data. The bottom grid, "Records having errors", contains two rows of error messages. An "Export to CSV" button is located to the right of the error grid.

Records in the input file							
	Row Number	Bank	Account Number	Amount	Transaction Reference	Beneficiary Name	Address
▶	2	NCBK	SA69100001845678954...	5000	123456789	Test Name 1	Test Add
	3	NCBK	SA69100002	6000	123459790	Test Name 2	Test Add
	4	NCBK	SA69100003	7000	123459791	Test Name 3	Test Add

Records having errors							
	Row Number	Bank	Account Number	Amount	Transaction Reference	Beneficiary Name	Address 1
▶	3	-	Invalid length	-	-	-	-
	4	-	Invalid length	-	-	-	-

Figure 23: Validation Errors

- This form has two grids,
 1. Records in the input file: which contains all records in the input file
 2. Records having errors: which contains row number and description of errors.
You can click on any row in this grid to view its original input record.
- You can export this to a CSV file by clicking Export to CSV  button.
- 11. You have to fix all this errors in your input file and upload again, to continue.
- 12. If there are no errors, a folder browser will be displayed, as shown below

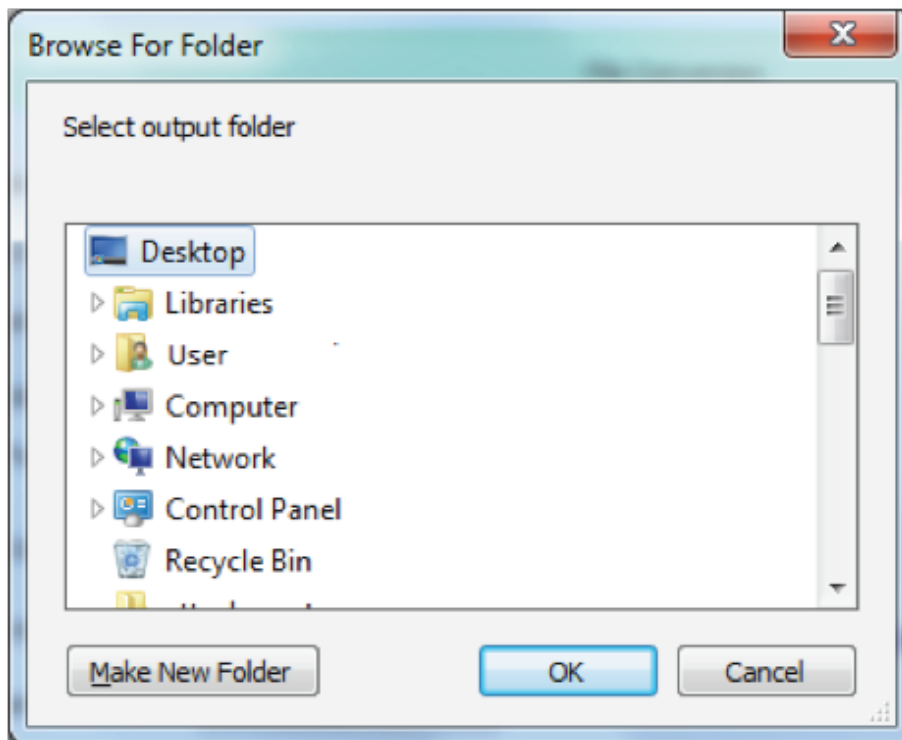


Figure 24: Browse output folder

13. You have to fix all this errors in your input file and upload again, to continue.
14. If there are no errors, a folder browser will be displayed, as shown below

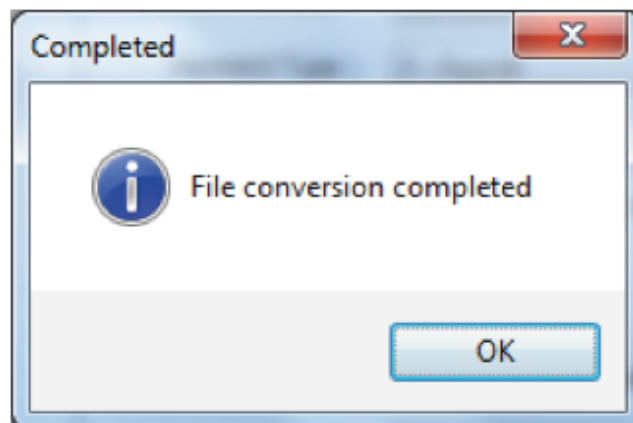


Figure 25: Conversion Completed

Duplicate File Warning

If any file with same debit account number, month and year, total number of records and amount has already been processed then a dialog will be displayed as shown below

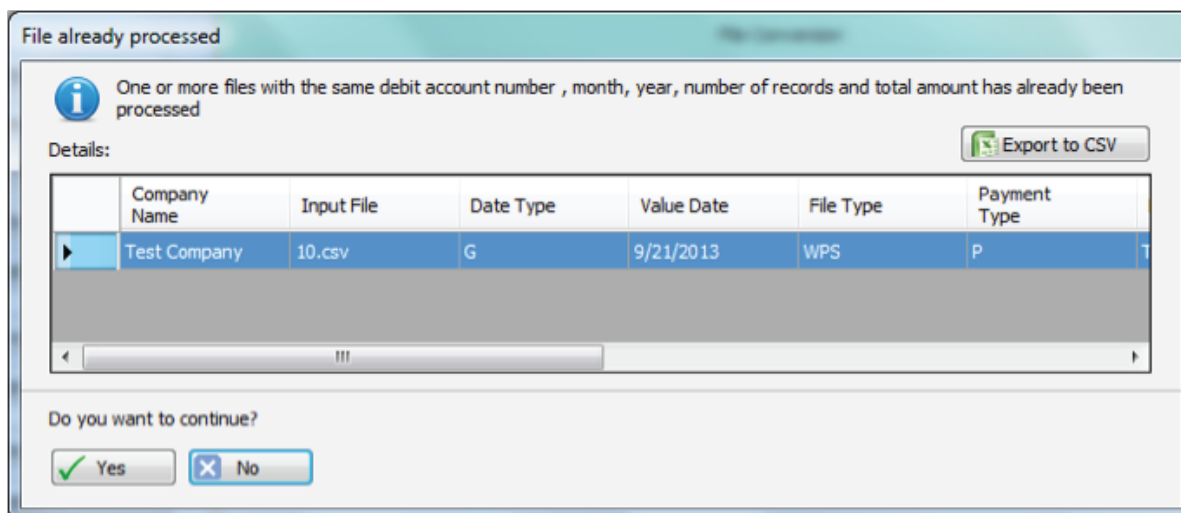


Figure 26: Duplicate File Warning Dialog

You can check the details of previous files shown in the grid and decide to proceed or not.

Duplicate Records Warning

If Same account number and Same beneficiary name and Same Beneficiary ID number and Same Amount and Same Bank Code been duplicated in the file, then a dialog box will be displayed highlighting the duplicate records, you have to remove the duplicate rows from the input file in order to continue.

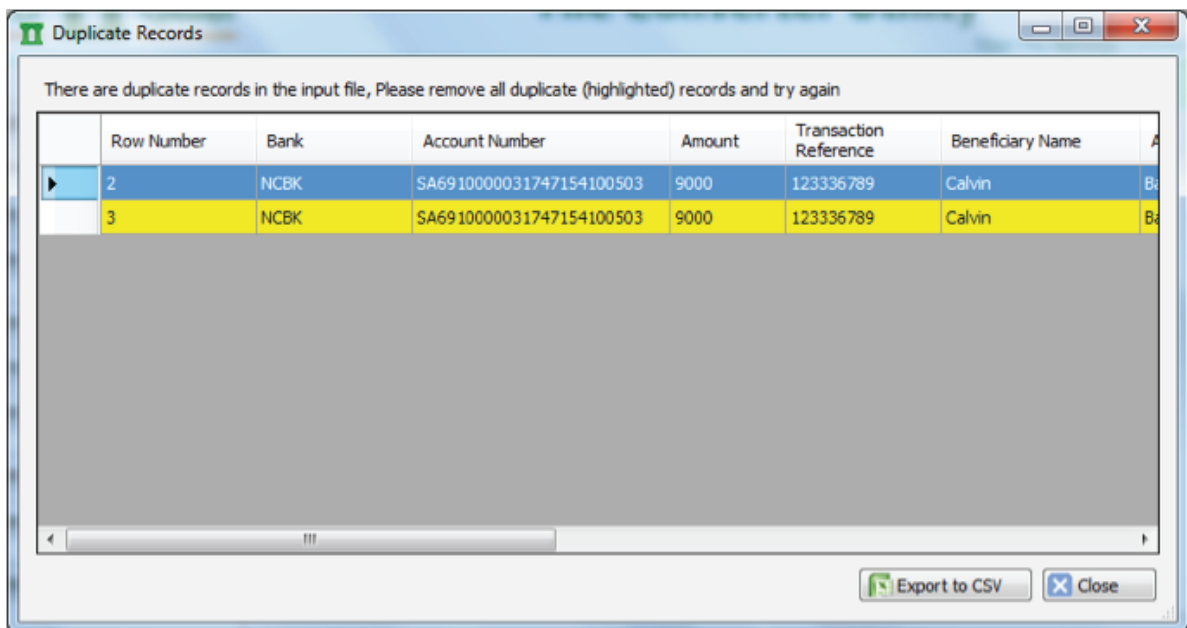
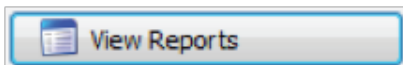


Figure 27: Duplicate Record Highlighting

You can check the details of previous files shown in the grid and decide to proceed or not.

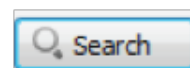
11. View Report

You can view the details of processed files from the menu “**View Reports**”



❖ To load the records,

* enter the search conditions and click “**Search**” Button



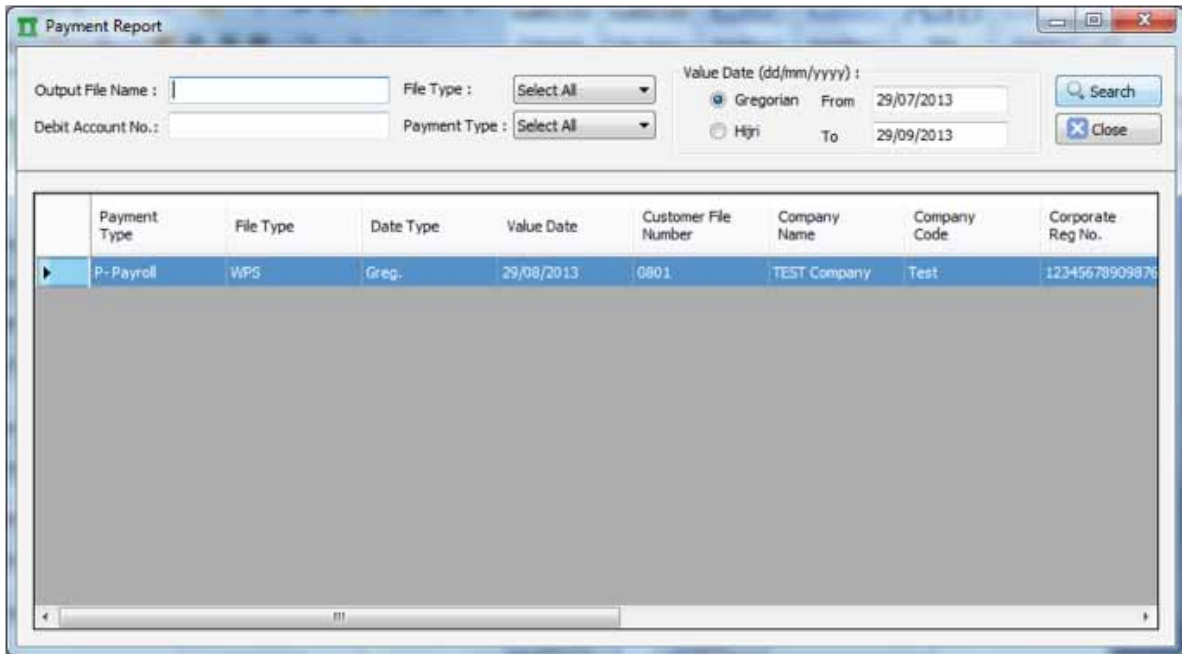


Figure 28: Payment Report

12. Reset File Counter

The output files generated by the Converter contains a sequence number, which is unique for the month. You can reset this number from the menu “Reset File Counter” .



You should not reset this number unless and until you want to regenerate an output file with the same filename.

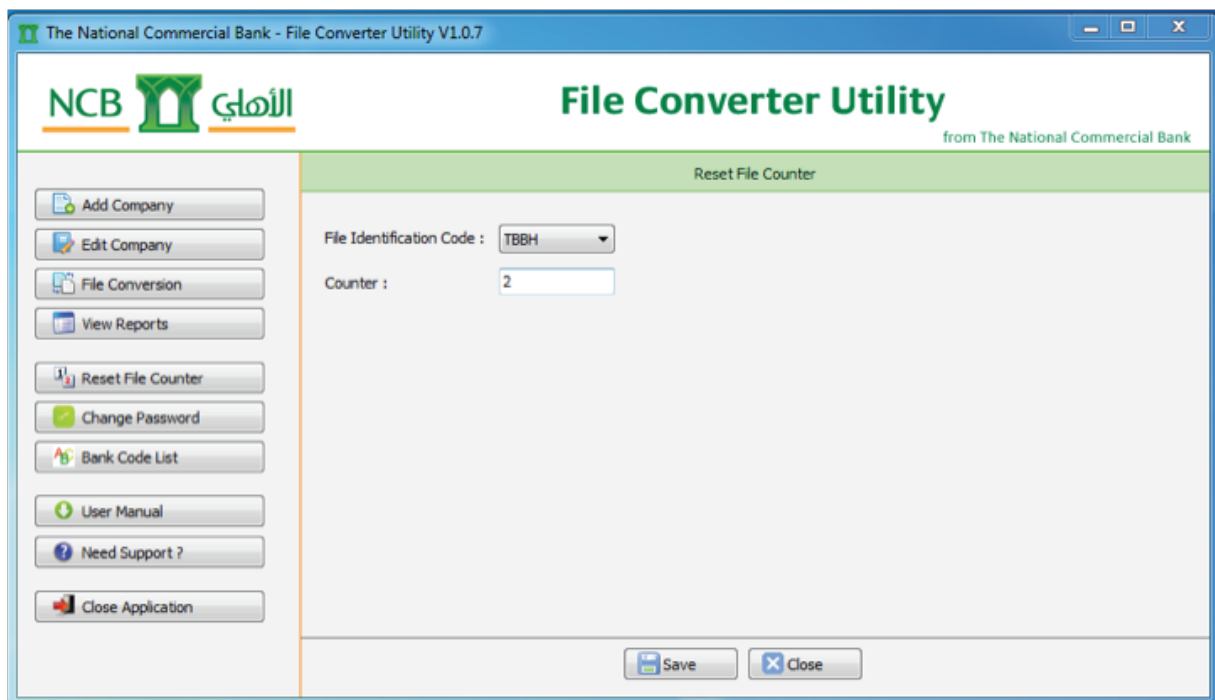
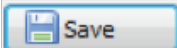


Figure 29 : Reset File Counter

❖ To reset the counter

- Select the file identification code
- Current counter will be displayed in the “**Counter**” textbox. Delete this number and enter the number you want to set.
- Click “**Save**” to save 
- A confirmation box will be displayed, click “**Yes**” to confirm.

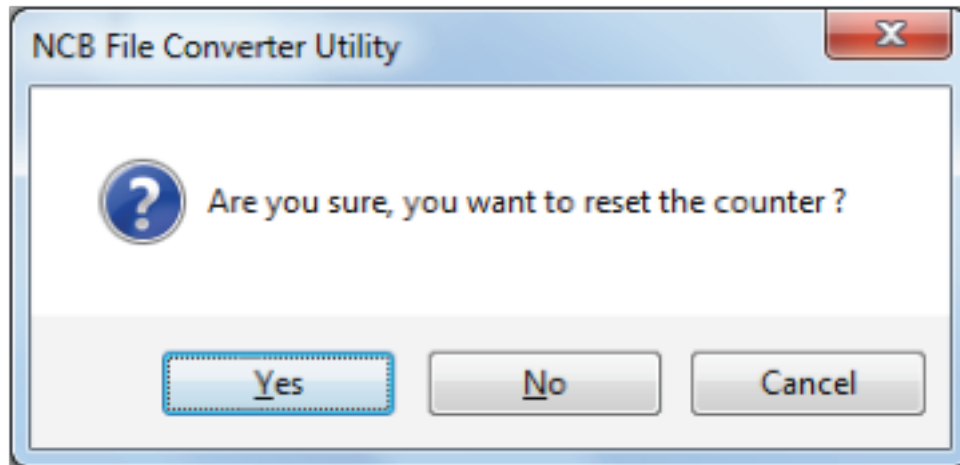
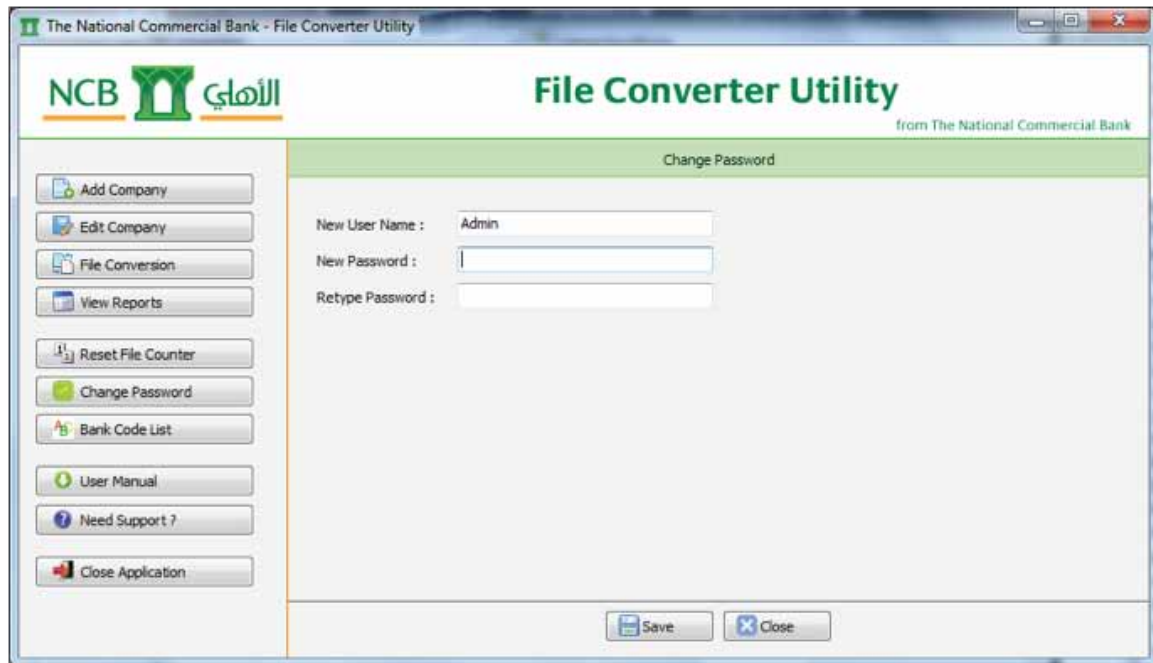


Figure 30: File Counter Reset Confirmation Dialog

13. Change Username and Password

❖ To Change the username and or password

- Open the Converter
- Click on “**Change Password**”, change password form will be opened as shown below



The screenshot shows a web application window titled "The National Commercial Bank - File Converter Utility". The main heading is "File Converter Utility" with the NCB logo and Arabic text "الأهلي" on the left. Below the heading, it says "from The National Commercial Bank". The main content area is titled "Change Password" and contains three text input fields: "New User Name : Admin", "New Password :", and "Retype Password :". At the bottom of the form are "Save" and "Close" buttons. On the left side of the window, there is a vertical menu with buttons for "Add Company", "Edit Company", "File Conversion", "View Reports", "Reset File Counter", "Change Password", "Bank Code List", "User Manual", "Need Support?", and "Close Application".

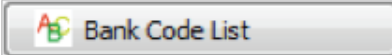
Figure 31: Change Username And Password

- Current username will be displayed in the “**New User Name**” textbox, change it to the new username if you want to change username
- Enter your new password in the “**New Password**” and “**Retype Password**” textboxes
- Click “**Save**”.

14. Bank Code List

The Converter is loaded with a set of predefined SARIE bank codes, you can add bank codes if needed from the menu “Bank Code List”.

❖ To add or edit bank code

- * Open the Converter
- * Click **“Bank Code List”** , bank code list form will be opened as shown below

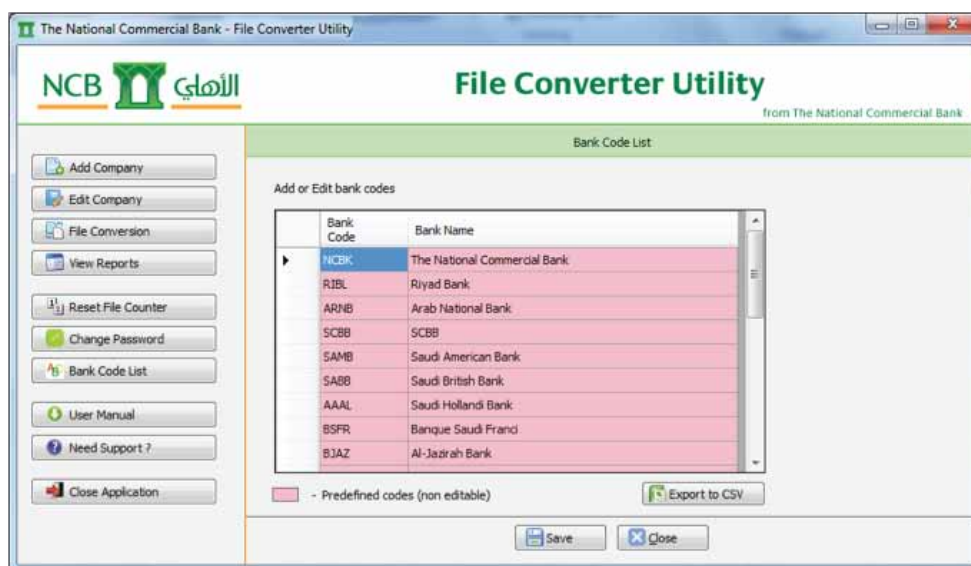
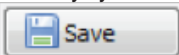


Figure 32: Bank Code List

Add New Bank Codes

❖ To add new bank code

- * Scroll down the grid and add the bank code and bank name in the last row
 - In the same way you can add more bank codes.
- * Click **“Save”**  button to save your changes.

Edit Bank Codes


❖ To edit a bank code

- * Select the bank code you want to change
- * Edit it by typing the new bank code in the same cell.
- * Click **“Save”** to save your changes

Delete Bank Codes

- ❖ To delete a bank code,
 - * Select the row you want to delete by clicking the row heading.
 - * Delete the row using your keyboard Delete button.

Note

You cannot edit or delete the predefined bank codes which are shown in pin  color.

15. Exit Application

❖ To exit application

- * Click **“Close Application”**



16. Preparing Input Files

CSV Format

the row you want to delete by clicking the row heading.
the row using your keyboard Delete button.

To convert a file you need to have Input file in CSV format, A CSV (Comma Separated Values) file is any file containing text that is separated with a comma, but can also be a file separated with any other character.

To create a CSV is as simple as creating any text file and can be created in any text editor, however, is often created in a spreadsheet program such as Microsoft Excel or Open Office Calc. Below are the steps on how to create a CSV file using a text editor such as Notepad and Microsoft Excel.

Creating CSV file using Notepad (or any text editor)

❖ To create a CSV file in a text editor

* Open a new text editor program, such as Notepad. Once open write the text data you wish the file to contain and separate each field or column of data with a comma and each row with a new line (refer Figure 33).

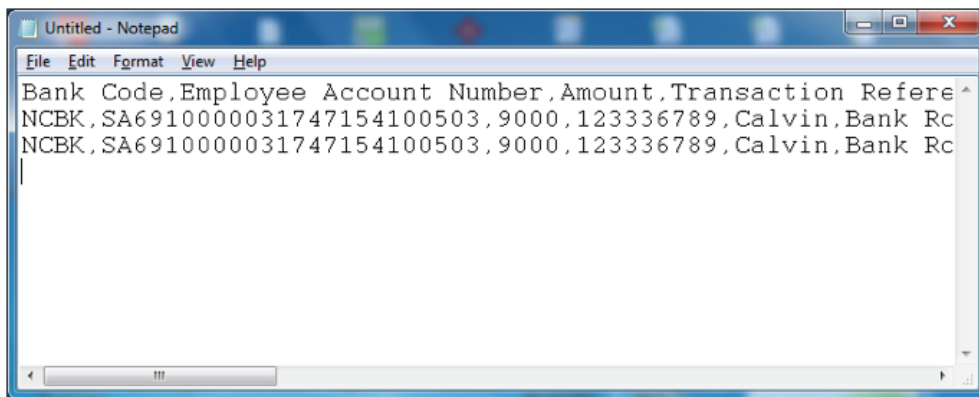


Figure 33: Create CSV file in Notepad

* From the menu click **“Save”**

The Save dialog box appears.

* In the save dialog box browse the location where you want to save the file and select the file type **“All Files”**

- * Enter the file name with extension “.csv” (refer Figure 34)
- * Click “Save”

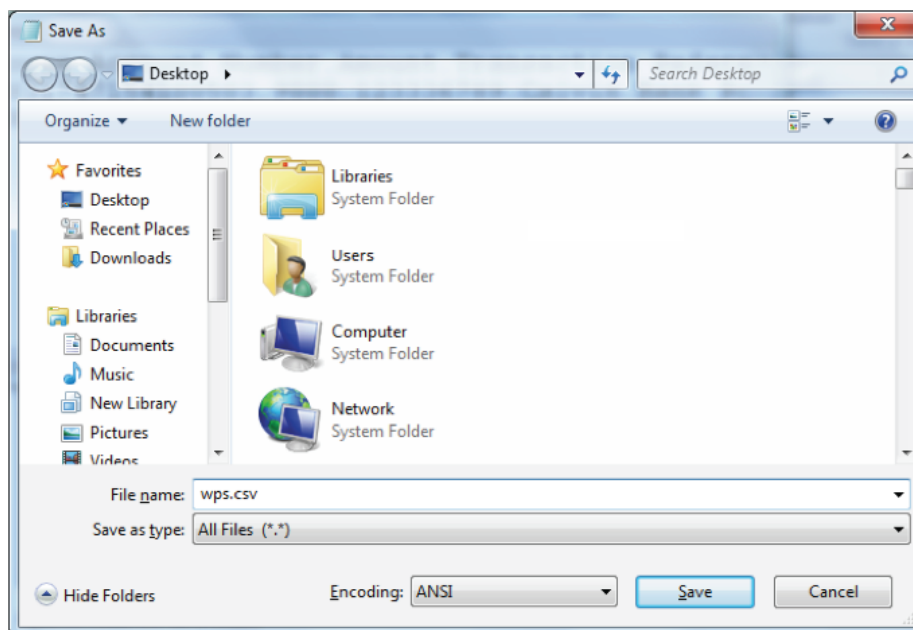


Figure 34: Save file in CSV Format (Notepad)


Note

The Converter uses the “List separator” character as CSV column separator (delimiter) which is defined in the Regional and Language settings of your computer. So you have to use the same character as column separator while creating the CSV file in text editors such as Notepad.

To view the current "List Separator" follow step 1 to 3 of "Change the separator in all .csv text files" section

Creating Files CSV Files using Microsoft Excel

❖ To create a CSV file using Microsoft Excel


- * Open Excel
- * Type the data you want the file to contain.
- * Click the Microsoft Office Button,  and then click Save. The Save dialog box appears.
- * In the Save as type box, choose the **CSV (Comma delimited)** file format for the worksheet.
- * Browse to the location where you want to save the new CSV file, and then click “Save”

- * A dialog box appears; reminding you that only the current worksheet will be saved to the new file, click **“OK”**. If you have multiple worksheets in the same excel file, you can save other worksheets as separate text files by repeating this procedure for each worksheet.
- * A second dialog box appears, reminding you that your worksheet may contain features that are not supported by text file formats. Click **“Yes”**.

16. Converting Excel File to CSV Format

You can convert an Excel worksheet to a text file by using the **Save As** command.

❖ Converting Excel File to CSV Format

- * Open the file you want to convert.
- * Click the Microsoft Office Button , and then click **Save As**.

The save dialog box appears

- * In the Save as type box, choose the or **CSV (Comma delimited)** file format for the worksheet.
- * Browse to the location where you want to save the new CSV file, and then click **Save**.
- * A dialog box appears, reminding you that only the current worksheet will be saved to the new file. If you are certain that the current worksheet is the one that you want to save as a CSV file, click OK. You can save other worksheets as separate text files by repeating this procedure for each worksheet.
- * A second dialog box appears, reminding you that your worksheet may contain features that are not supported by CSV file formats. If you are interested only in saving the worksheet data into the new CSV file, click Yes. If you are unsure and would like to know more about which Excel features are not supported by text file formats, click Help for more information.

Change the separator in all .csv text files

❖ Converting Excel File to CSV Format

- * In Microsoft Windows, click the Start button, and then click **Control Panel**.
- * Open the **Regional and Language Options** dialog box.
- * Do one of the following:
 - In Windows Vista, click the **Formats tab**, and then click **Customize this format**.
 - In Windows XP, click the **Regional Options tab**, and then click **Customize**.
 - In Windows 7, click the **Formats tab**, and then click **Additional Settings**
- * Type a new separator in the **List separator box**.
- * Click OK twice.

Note

After you change the list separator character for your computer, all programs use the new character as a list separator. You can change the character back to the default character by following the same procedure.

Entering Arabic Text In CSV File

To prepare a CSV file in Arabic, Arabic language must be installed on your computer and the system locale must be set to Arabic. Otherwise Arabic texts will not display properly in the CSV files.

The system locale determines the default character set (letters, symbols, and numbers) and font that you use to enter information and that are used to display information in programs that do not use Unicode. This allows non-Unicode programs to run on your computer using the specified language. You might need to change the default system locale when you install additional display languages on your computer. Selecting a different language for the system locale does not affect the language in menus and dialog boxes for Windows or other programs that do use Unicode.

Warning !

Changing system locale will affect other non-unicode programs installed on your computer.

You need to restart your computer after changing system locale.

❖ To change system locale to Arabic

In Windows XP

- * Click **“Start”** and click **“Control Panel”**, click **“Regional And Language Options”**
- * Select **“Advanced”** tab
- * In **“Language for non-Unicode programs”**, select **“Arabic (Saudi Arabia)”** (refer Figure 35)
- * Click **“OK”**, the system will ask you to restart your computer, click **“Restart now”**.

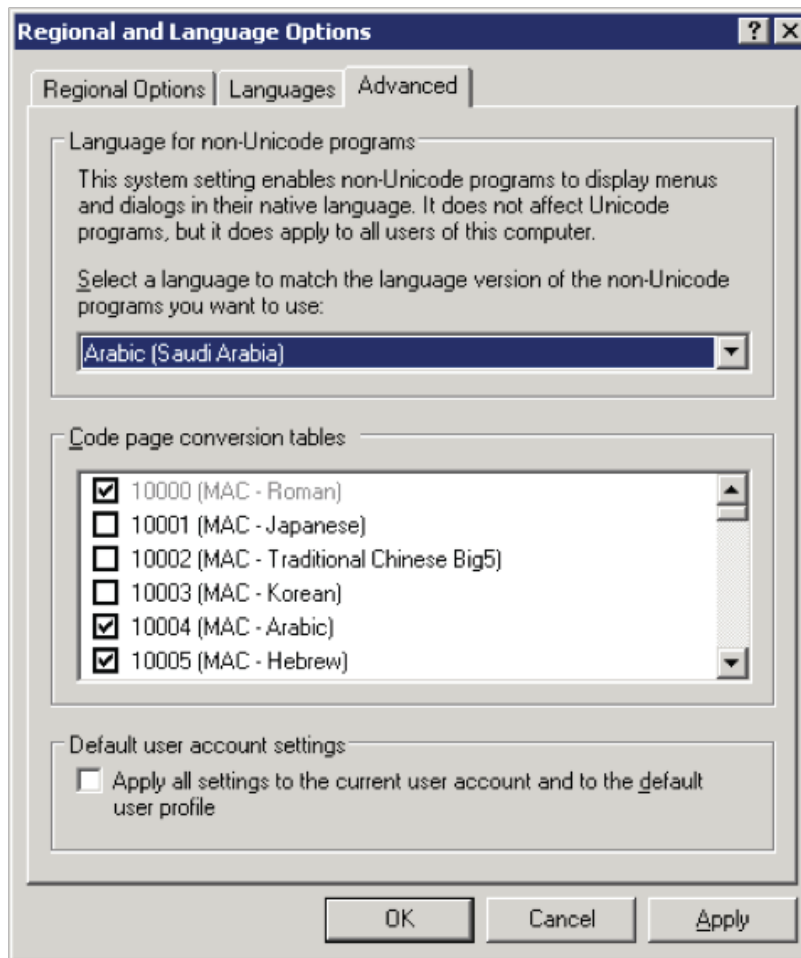




Figure 35 : Change System Locale (XP)

In Windows Vista and Windows 7

- * Open Regional and Language Options by clicking the **“Start”** button , clicking **“Control Panel”**, clicking **“Clock, Language, and Region”**, and then clicking **“Regional and Language Options”** (refer Figure 36)
- * Click the **“Administrative”** tab, and then, under **“Language for non-Unicode programs (System Locale)”**, click **“Change system locale”**.  If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
- * Select the language **“Arabic (Saudi Arabia)”**, and then click **“OK”** (refer Figure 37).
 - To restart your computer, click **“Restart now”**.

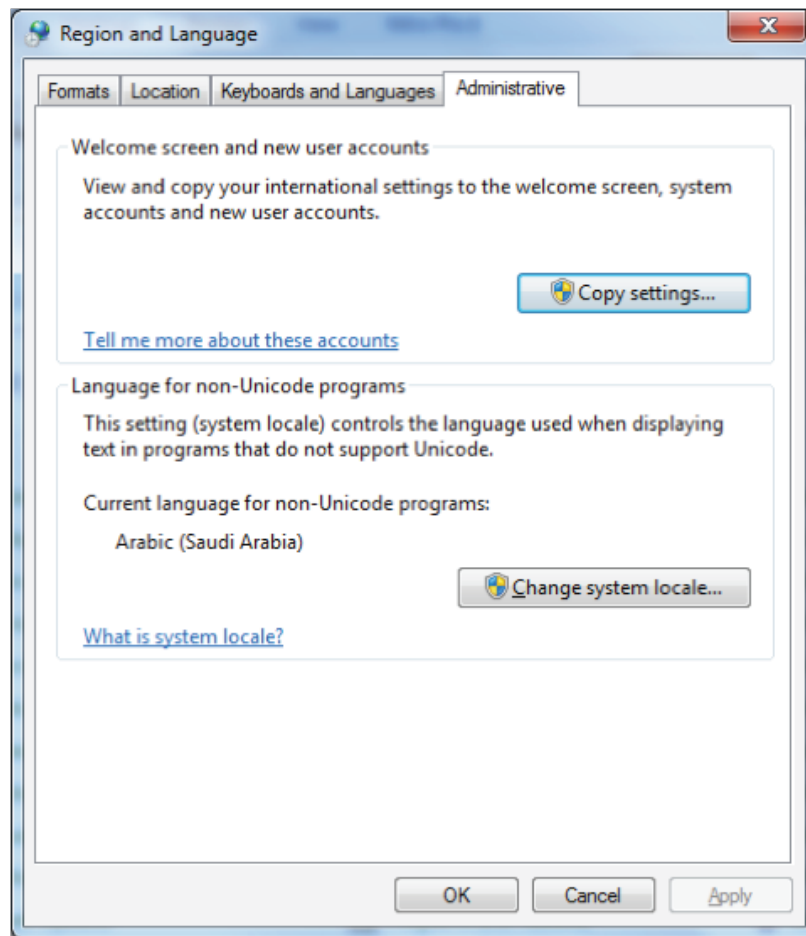


Figure 36: Regional And Language(Windows 7)

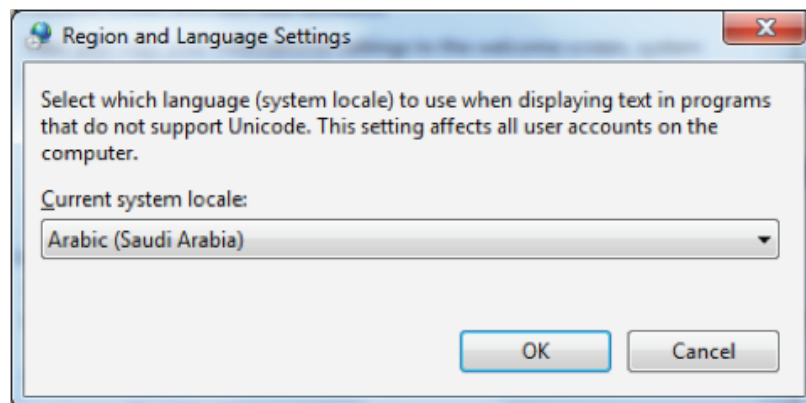


Figure 37: Change System Locale

Input File Templates

You have to prepare the input files in CSV format. You can view sample template for input files by clicking [Download Sample File](#) button on the file conversion screen

CSV format for DCI (IBAN), DCR (BBAN) and DDI (Direct Debit) file formats:

A	B	C	D	E	F	G	H
Bank Code	Employee/ Payee's Account Number	Amount	Transaction Reference	Employee/Payee's Name	Employee/Payee's Address1	Employee/Payee 's Address2	Employee/Payee's Address3
NCBK	SA6910000C	5000	123456789	Test Name	Test Address 1	Test Address 2	Test Address 3

Figure 38: DCI, DCR and DDI Input file format

The first line (row) contains the heading

Columns in the file.

1. Bank Code:

❖ Format - 4 English upper case characters

- For **NCB Classic Payroll Card** – Bank code should be **CARD**.
- For **IBAN** - Bank code should be a valid **SARIE bank code**
- For NCB **BBAN** – Bank code should be **NCBK**

2. Employee/Payee's Account Number:

This is the Employee/Payee's account number. This represents the employee's account where he/she wants his payroll to be deposited. This account must be valid and at the same bank provided in Field 2 "Bank". The account number must be provided in full with no special characters such as dashes, back strokes and commas. Great care must be taken in the preparation of account numbers for each payment. Wrong or invalid account numbers will result in the rejection of these payments by receiving banks.

3. Amount:

Transaction amount. This is the actual amount deposited in the payee's/employee's account. This should be a valid decimal number.

4. Transaction reference:

Employer's reference to identify the transaction, such as employee's payroll number. This reference is for the use of the employer. This should contain only **Arabic or English alphanumeric** maximum 16 characters.

5. Employee/Payee's Name:

Employee's name. This is the name of the Employee which this transaction (payroll) belongs. This should contain only **English or Arabic Alphabets** maximum 35 characters

6. Employee/Payee's Address 1 :

The Employee address can be entered here, English or Arabic Alphabets maximum 35 characters

7. Employee/Payee's Address 2 :

The Employee address can be entered here, English or Arabic Alphabets maximum 35 characters

8. Employee/Payee's Address 3:

The Employee address can be entered here, English or Arabic Alphabets maximum 35 characters

WPS Template

Bank Code	Employee Account Number	Amount	Transaction Reference	Employee Name	Employee Address1	Employee Address2	Employee Address3	Beneficiary ID (National/Iqama ID)	Basic Salary	Housing Allowance	Other Earnings	Deductions
NCBK	SA69100000	5000	123456789	Test Name	Test Address1	Test Address2	Test Address3	123123412	4400	500	300	200

Figure 39 : WPS Input File Format

The first line (row) contains the heading . In addition to above described columns, WPS template contains 5 additional columns

Columns in the file.

1. Bank Code:

❖ Format - 4 English upper case characters

- * For **NCB Classic Payroll Card** – Bank code should be **CARD**.
- * For **IBAN** - Bank code should be a valid **SARIE bank code**
- * For NCB **BBAN** – Bank code should be **NCBK**

2. Employee/Payee's Account Number:

This is the Employee/Payee's account number. This represents the employee's account where he/she wants his payroll to be deposited. This account must be valid and at the same bank provided in Field 2 "Bank". The account number must be provided in full with no special characters such as dashes, back strokes and commas. Great care must be taken in the preparation of account numbers for each payment. Wrong or invalid account numbers will result in the rejection of these payments by receiving banks.

3. Amount:

Transaction amount. This is the actual amount deposited in the payee's/employee's account. This should be a valid decimal number.

4. Transaction reference:

Employer's reference to identify the transaction, such as employee's payroll number. This reference is for the use of the employer. This should contain only **Arabic or English alphanumerics** maximum 16 characters.

5. Employee/Payee's Name:

Employee's name. This is the name of the Employee which this transaction (payroll) belongs. This should contain only **English or Arabic Alphabets** maximum 35 characters

6. Employee/Payee's Address 1:

The Employee address can be entered here, **English or Arabic Alphabets** maximum 35 characters

7. Employee/Payee's Address 2:

The Employee address can be entered here, **English or Arabic Alphabets** maximum 35 characters

8. Employee/Payee's Address 3:

The Employee address can be entered here, **English or Arabic Alphabets** maximum 35 characters

9. Beneficiary ID (National/Iqama ID):

This field should contain the national ID or Iqama ID of the beneficiary.

10. Basic Salary:

Employee Basic Salary, enter 0 if not applicable

11. Housing Allowance:

Employee Housing Allowance, enter 0 if not applicable

12. Other Earnings:

Employee Other Earnings, enter 0 if not applicable

13. Deductions:

Employee Salary Deductions, enter 0 if not applicable, negative values not acceptable.

Note

The above salary details (Basic salary, Housing allowance, Earning and deduction) are for reporting only. NCB will credit beneficiary account with the amount mentioned in column Amount.