

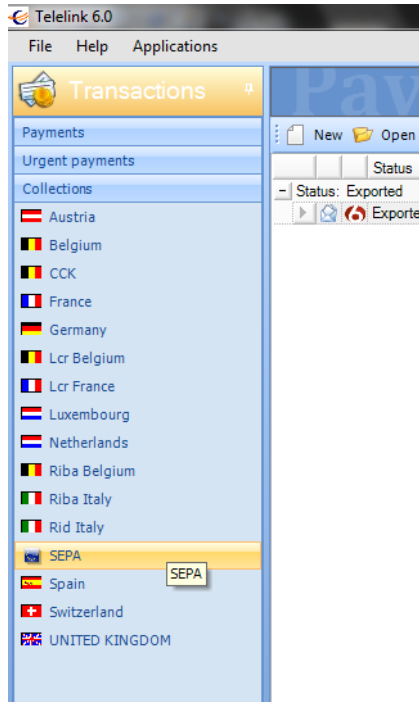
Telelink 6 - Quick Reference Guide

Entering a European collection (ex-SDD)

This Quick Reference Guide provides information on entering a European collection in Telelink 6. The screens may differ slightly according to the language you have selected.

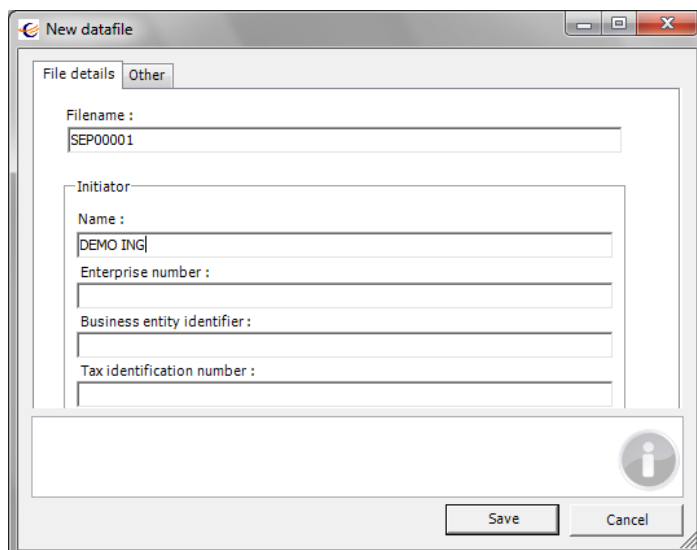
Start Telelink 6.

Select the module in the Transactions > Collection > SEPA tab.



Click on 'New' to create a new file.

You will first need to provide a name and the name of the principal, and fill in some other fields.

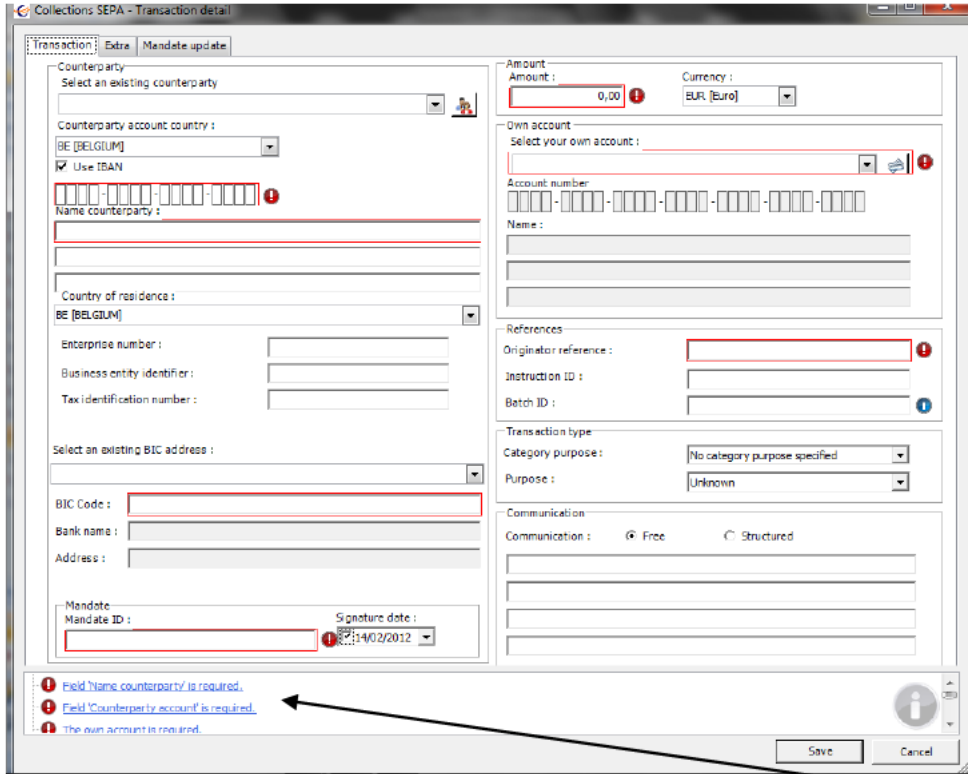


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Click on 'Save' and you will go to a new screen where you can enter the details.

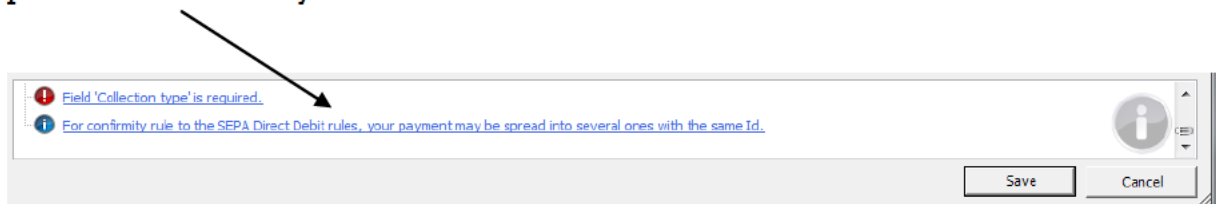
There are three tabs on this screen: Transaction – Extra – Update mandate.
You must fill in all the (red) compulsory fields in the Transaction tab.



You will be told below if there are still problems. You must resolve these problems before you can click on 'Save'.

Worth remembering

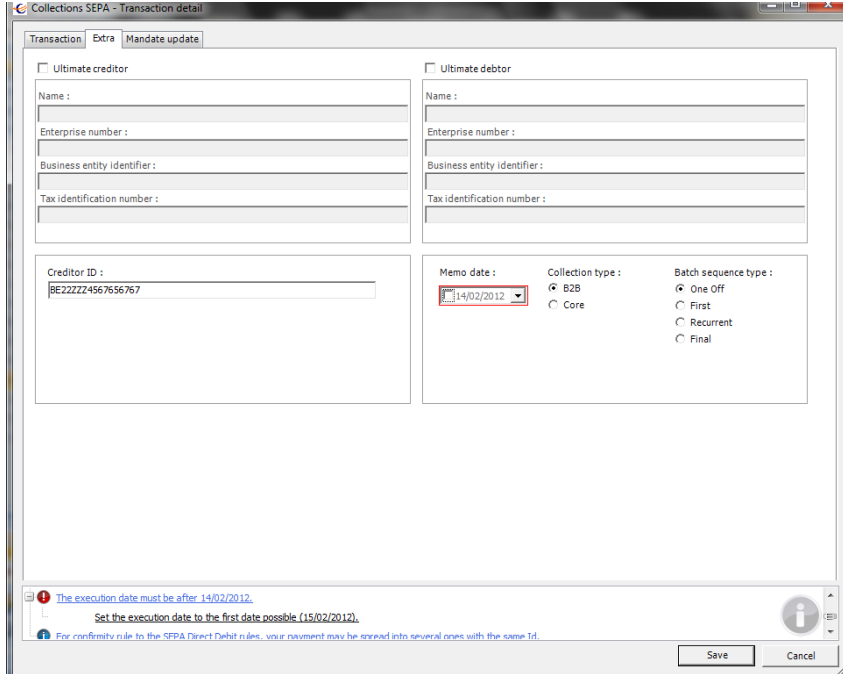
If you receive messages at the bottom, you can sometimes click on them to solve the problem automatically.



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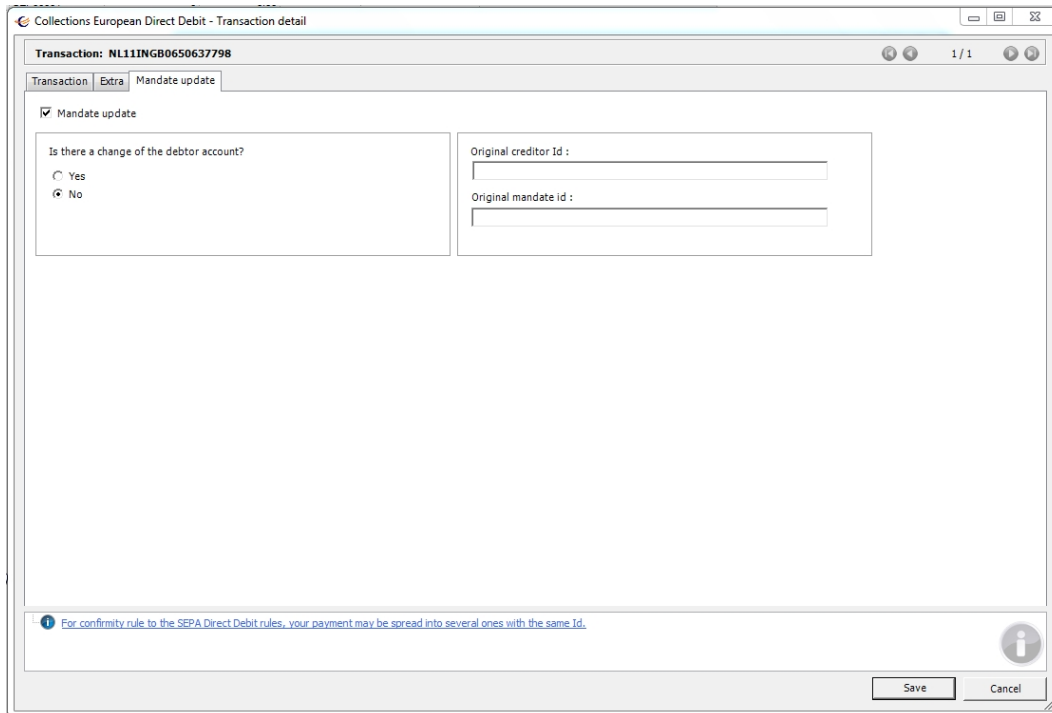
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In the 'Extra' tab, you can enter further details, such as the creditor, debtor, memo date, type of collection and batch type.



Click on 'Save' to continue.

You can migrate your DOM80 mandates in the 'Update mandate' tab.

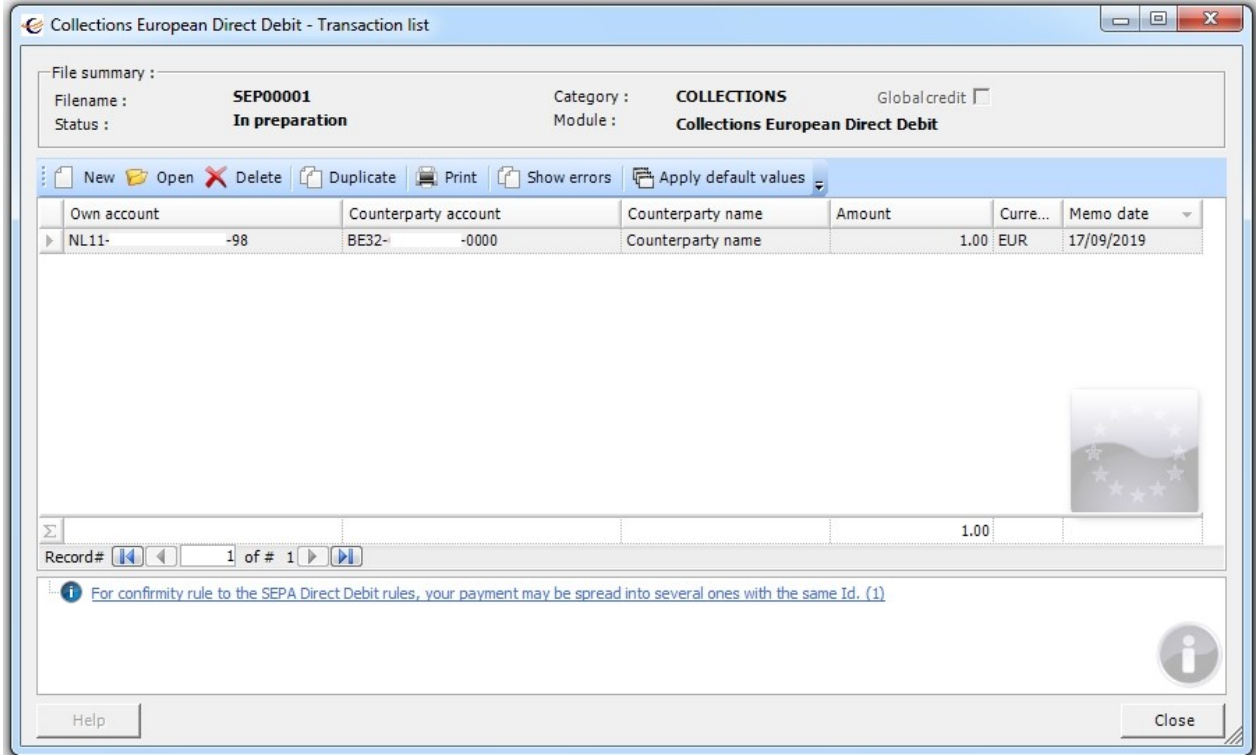


Click on 'Save' to continue.

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The next screen gives a summary of your file. Here you can add, amend or delete a transaction.



Click on 'Close' and your file will have 'In preparation' status, which means it is ready to be exported to Isabel.

