

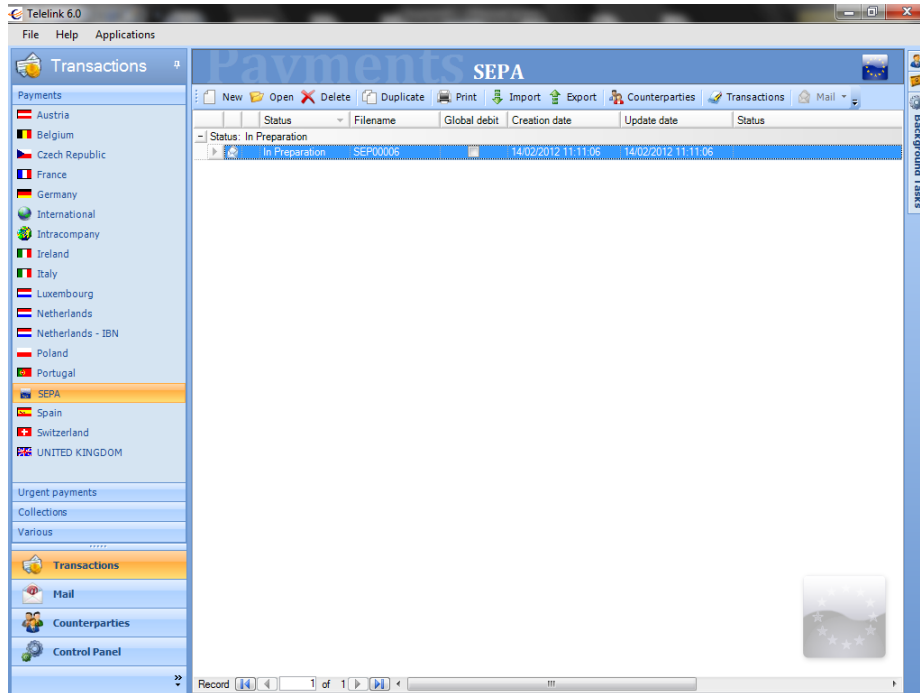
Telelink 6 – Quick Reference Guide

Exporting a SEPA transaction

This Quick Reference Guide provides information on exporting a file with transactions (European payments) to ING via Isabel or to your local hard drive or network.

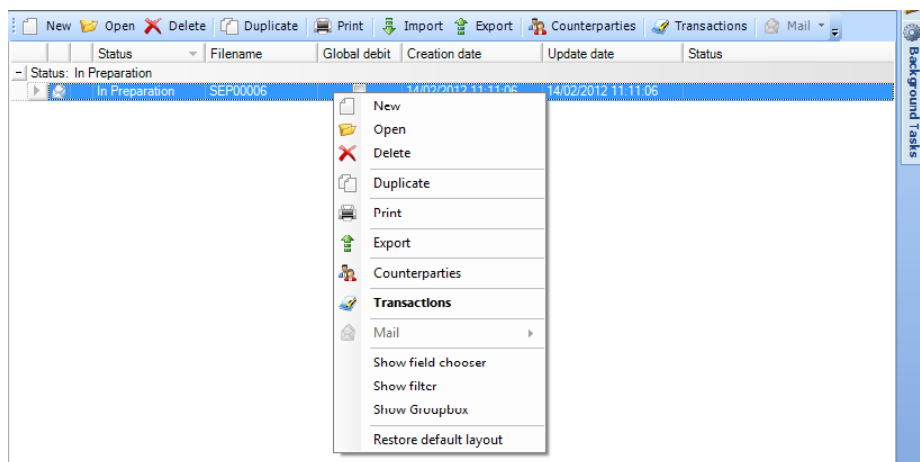
We assume that you have entered or imported a file with European payments in Telelink 6.

Select the module in the Transactions > Payments > SEPA tab



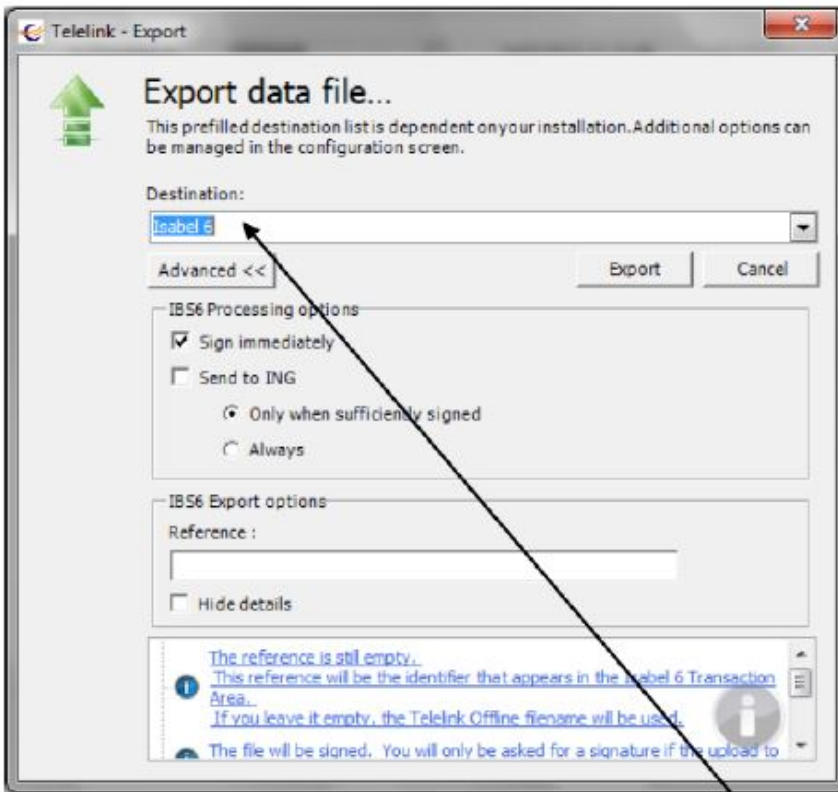
In the module, you select a file with European transactions.

To export these, right-click on the file and select 'Export', or select the 'Export' the menu bar above.



Telelink 6 – Quick Reference Guide

Exporting a SEPA transaction



In the above example, the file will be exported to Isabel 6.

There are various options for signing your file.

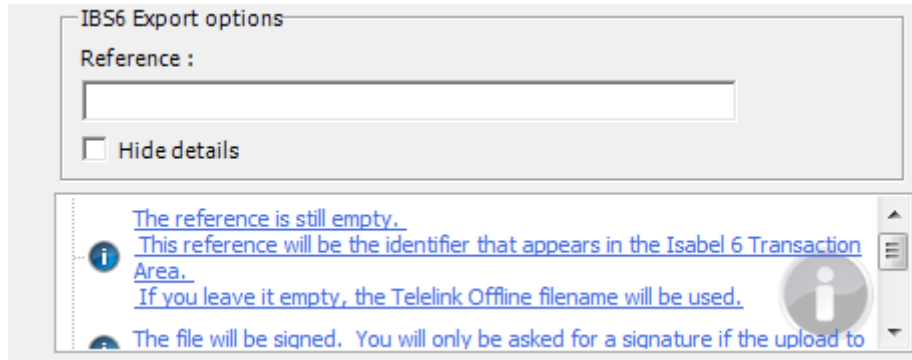


- 'Sign immediately' means that your file will be signed and will immediately appear in your Isabel 6 environment (Transactions). You still have to select these in Isabel and send them to ING.
- If you **also** click on 'Send to ING', your file will be signed **and** sent to ING. It then appears in Isabel 6 under the 'Sent' tab. There are two options:
 - a) only when duly signed
 - b) 'Always': this means that your file is sent to ING even if additional signatures are still required.

Telelink 6 – Quick Reference Guide

Exporting a SEPA transaction

You can also add a reference to your file and tick the 'Hide details' option so that only the total amount is shown, rather than all details of your file.



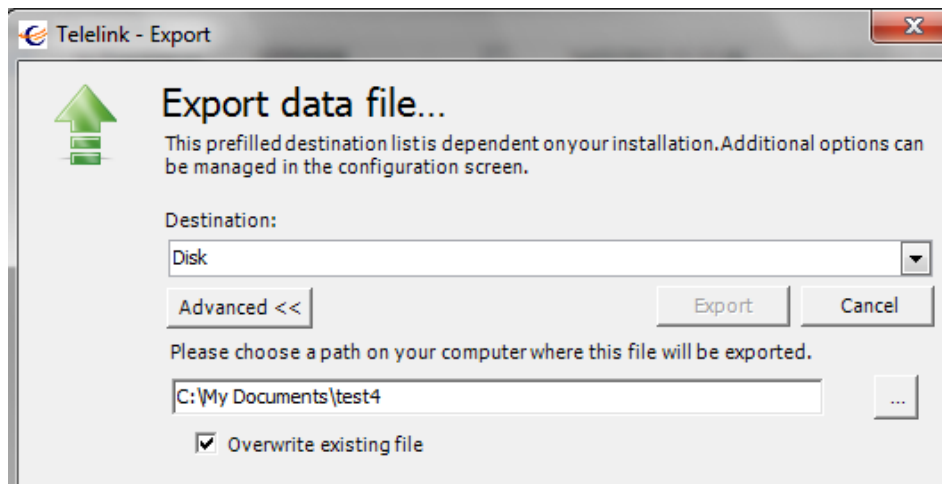
IBS6 Export options

Reference :

Hide details

[The reference is still empty.](#)
[This reference will be the identifier that appears in the Isabel 6 Transaction Area.](#)
[If you leave it empty, the Telelink Offline filename will be used.](#)
[The file will be signed. You will only be asked for a signature if the upload to](#)

You can also export your file to a local disk or your local computer network. The principle is exactly the same, but you select 'Disk' as the destination and indicate where the file should be stored.



Telelink - Export

Export data file...

This pre-filled destination list is dependent on your installation. Additional options can be managed in the configuration screen.

Destination:

Disk

Advanced << Export Cancel

Please choose a path on your computer where this file will be exported.

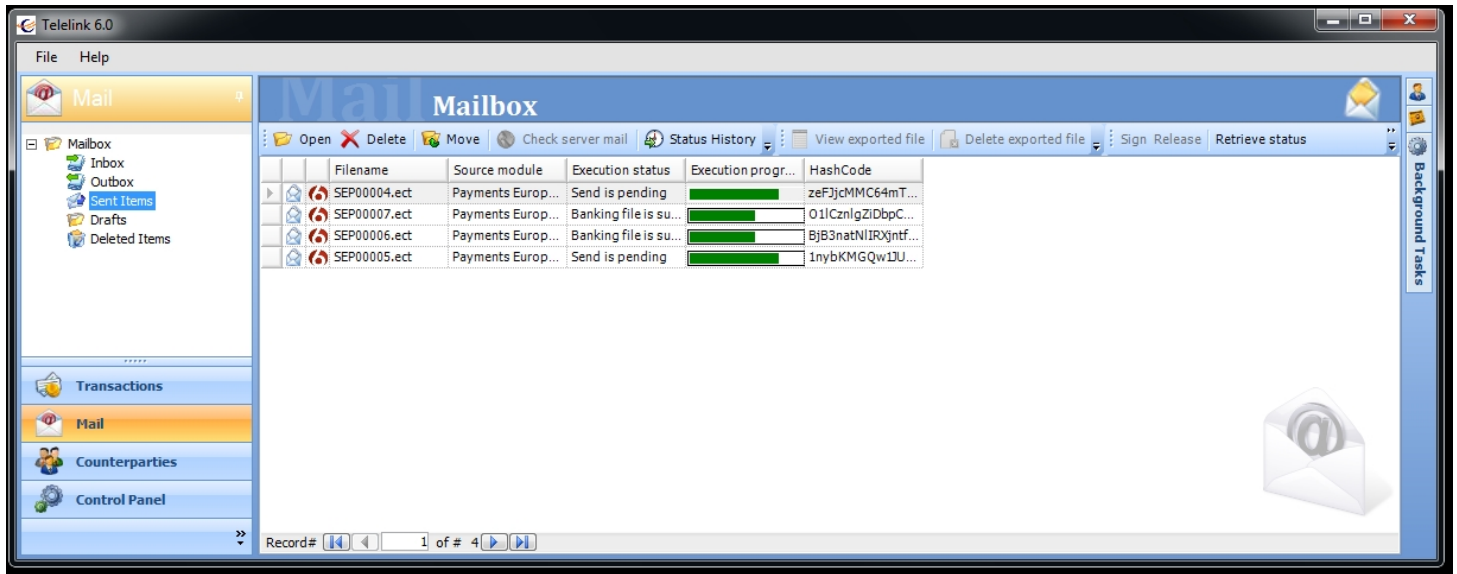
C:\My Documents\test4

Overwrite existing file

When your file has been exported, you can check the file status in the option > Mailbox > Sent items, and you can check the destination of your export (Isabel or disk) and progress in the processing of your file.

Telelink 6 – Quick Reference Guide

Exporting a SEPA transaction



The outbox option shows files that could not be sent, along with the possible reasons.