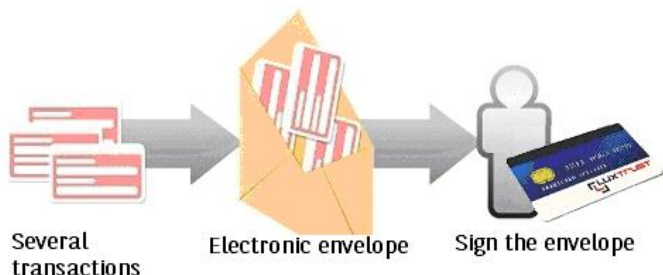


# MULTILINE

## Envelopes to ease consolidation of your payments

Now, the new MultiLine version lets you work with **electronic envelopes**.

One envelope may contain several transactions.



### 1/ Assign payments to an envelope

- You can use the filter [1]
- Select transactions to be assigned to an envelope [2]
- Click on the button [3]
- Select to choose an existing envelope or to create a new one [4]

Now, you have defined a virtual payments envelope.

Account Info Transactions Sent Transactions

Filter: Transactions not assigned to an envelope

Action	Description	Nbr.	Total	Bank
<input checked="" type="checkbox"/>	Payment from Compte 1 0000 0000 0000 0000 to FR eronne	1	10 000,00 EUR	
<input checked="" type="checkbox"/>	Payment from Compte 1 0000 0000 0000 0000 to Compte 1 0000 0000 0000 0000	1	13,00 EUR	
<input type="checkbox"/>	Payment from Compte 1 0000 0000 0000 0000 to Compte 1 0000 0000 0000 0000	1	10,00 EUR	

Assign selected transactions to

- fournisseur
- paiements juillet
- rejet
- salaire

Create a new envelope

Create envelope

## 2/ How to manage the envelopes

To open or close the envelope, simply click on the sign +/- [1]. This allows you to see the transactions contained in the envelope.

You can easily select a banking file to be added to [2] or to be deleted [3] from an envelope.

Note : If an envelope is empty, it is automatically deleted.

The screenshot shows the TILINE software interface with the 'Transactions' tab selected. The table below represents the data visible in the interface:

Action	Description	Nbr.	Total	Bank	Execution date	Creation time
	fournisseur	1	2,00 EUR		15/07/11	
	paiements juillet	1	4,00 EUR		18/05/11	
	salaire	2	98,00 EUR		15/07/11	
<input checked="" type="checkbox"/>	Payment from Compte errone I	1	89,00 EUR		15/07/11	15/07/11 15:37
<input checked="" type="checkbox"/>	Payment from Compte	1	9,00 EUR		15/07/11	15/07/11 15:35
<input checked="" type="checkbox"/>	Remove from envelope					
<input type="checkbox"/>	Payment from Compte	1	13,00 EUR		18/07/11	18/07/11 08:45
<input type="checkbox"/>	Payment from Compte	1	10,00 EUR		18/07/11	18/07/11 08:44
<input type="checkbox"/>	Payment from cpt errone	1	7,00 EUR		15/07/11	15/07/11 15:37

## 3/ Status of the envelopes

The color of an envelope depends on the status of transactions contained:

	All transactions are sufficiently signed
	All transactions are insufficiently signed
	All transactions are ready to be signed
	All transactions are in the « to be completed » status
	All transactions are in the ERROR status
	All transactions have different statuses

#### 4/ Signature of the envelopes

The signature of an envelope will be successively executed in groups of 20 transactions.

Note: Once the envelope is sent, it is automatically deleted.



More information is available in the online help, by clicking the icon

