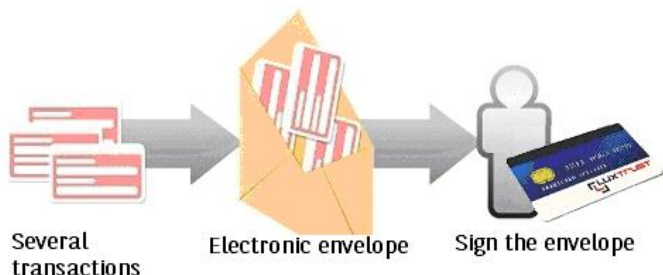# MULTILINE

Envelopes to ease consolidation of your payments

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

One envelope may contain several transactions.

Several transactions   Electronic envelope   Sign the envelope

1/ Assign payments to an envelope

- You can use the filter **[1]**   Filter [Transactions not assigned to an envelope ▼]
- Select transactions to be assigned to an envelope **[2]**
- Click on the button **[3]**   [📁 Assign to envelope ▼]
- Select to choose an existing envelope or to create a new one **[4]**

Now, you have defined a virtual payments 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.

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.

23 transactions are ready to be signed. The system will propose to enter a signature every 20 transactions.

Signing transactions 1 to 20 of 23

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

TILINE   Account Info   **Transactions**   Sent Transactions