



# **POSITIVE PAY**

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Version 7 - Release Information

(Exact/TMS™)

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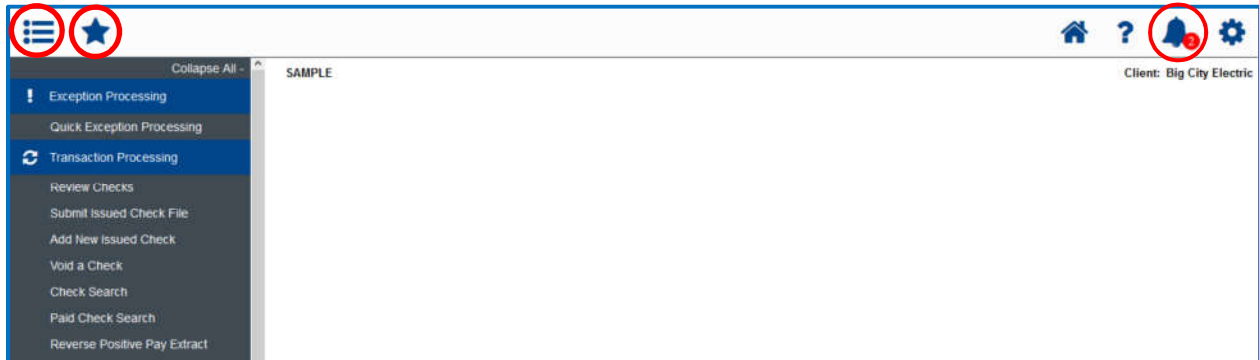
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## Version 7 Overview

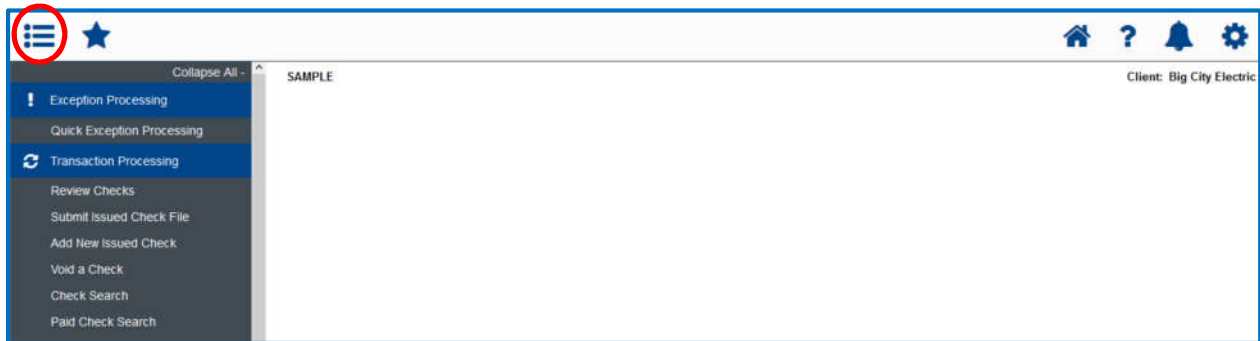
This section provides a detailed list of enhancements that have been added to the system as part of the version 7 release. Every page within the application has been updated to provide an updated look and to improve the user experience. Additionally, many functional enhancements have been added to the system. This documentation details all functional enhancements included in this release update.

There are some very exciting changes to our user interface, which includes a collapsible left hand menu to give users more usable space when viewing information within the application. A new notifications icon has been added in the top right area of the main toolbar for users to alert users of any actionable notifications while in the application. The version 7 release also includes a favorite's icon in the top left portion of the main toolbar which allows users to mark their most used actions as favorites for quick access.



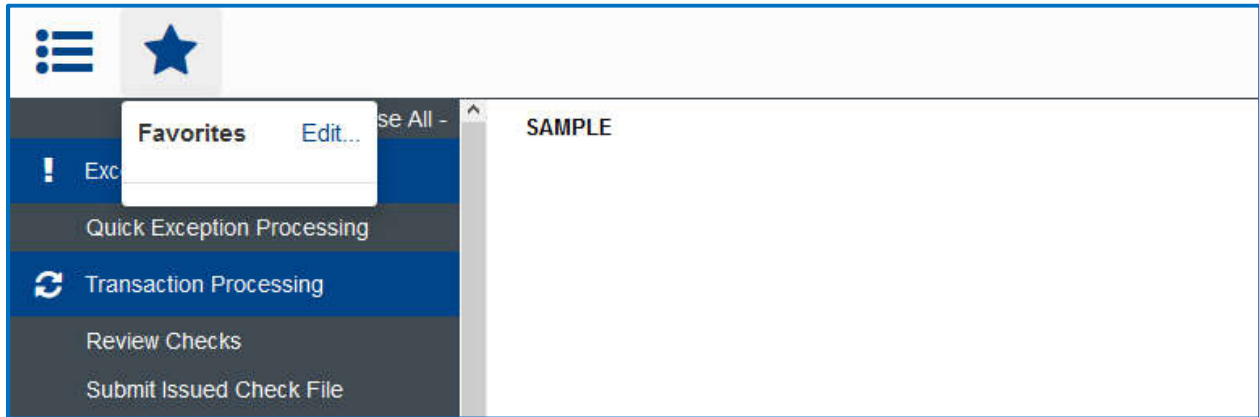
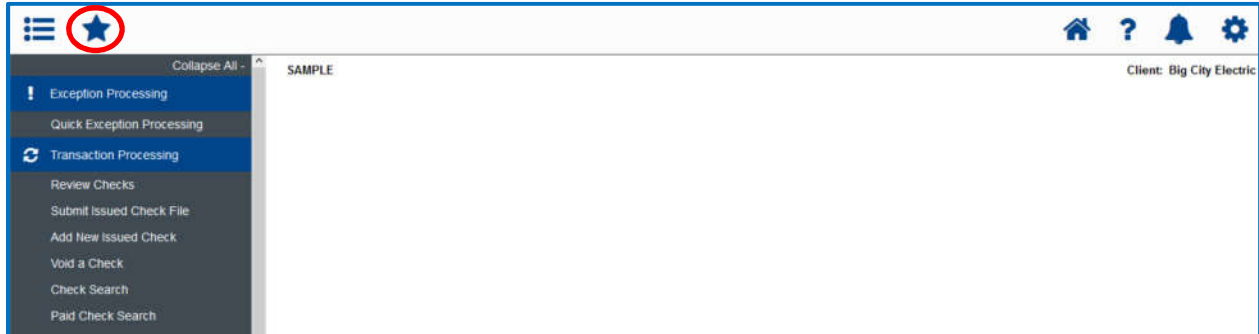
## Collapsing/Expanding the Left Hand Menu

In order to collapse/expand the left hand menu, click on the icon circled in red below. Hovering over the icons in the collapsed menu will expand the menu and allow the user to click on one of their assigned menu options.



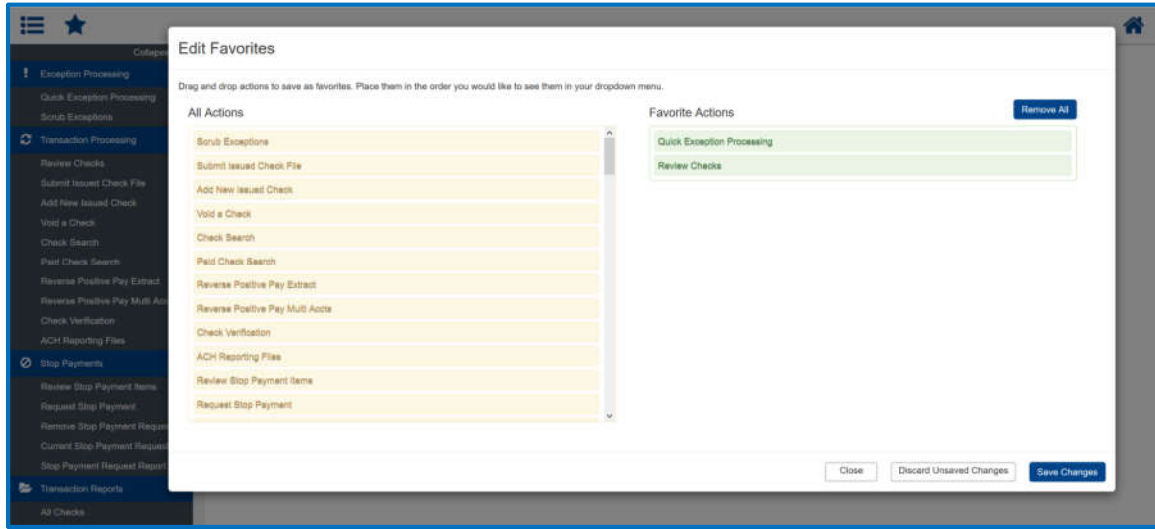
## Adding/Removing Favorites

Menu favorites can be managed in several ways. Favorites can be added and removed by clicking on the Favorite icon and then clicking edit.

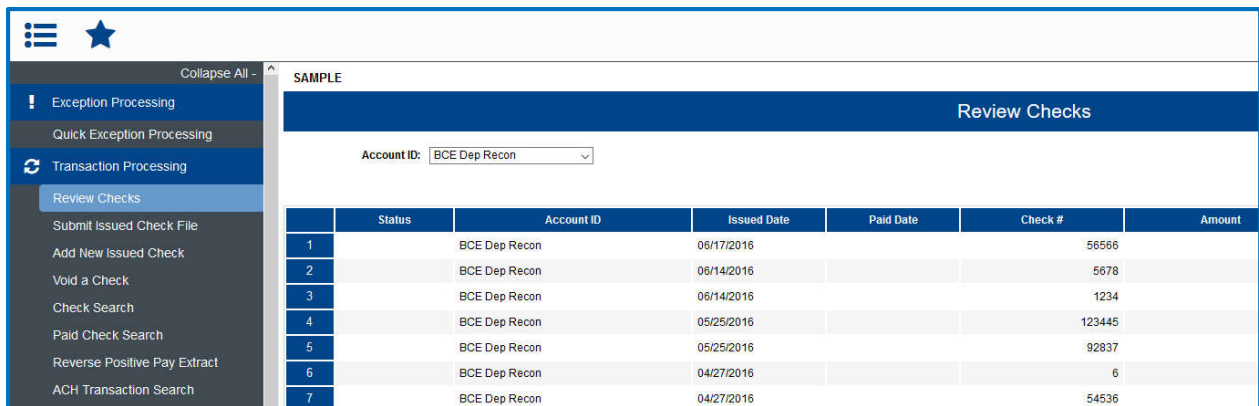


Once Edit is clicked, menu items can be dragged and dropped from the “All Actions” section into the “Favorite Actions” section. In order to remove the selected actions under the “Favorite Actions” section, click the menu item and drag the item back within the “All Actions” section. The “Remove All” button can be used to remove all current favorite items.

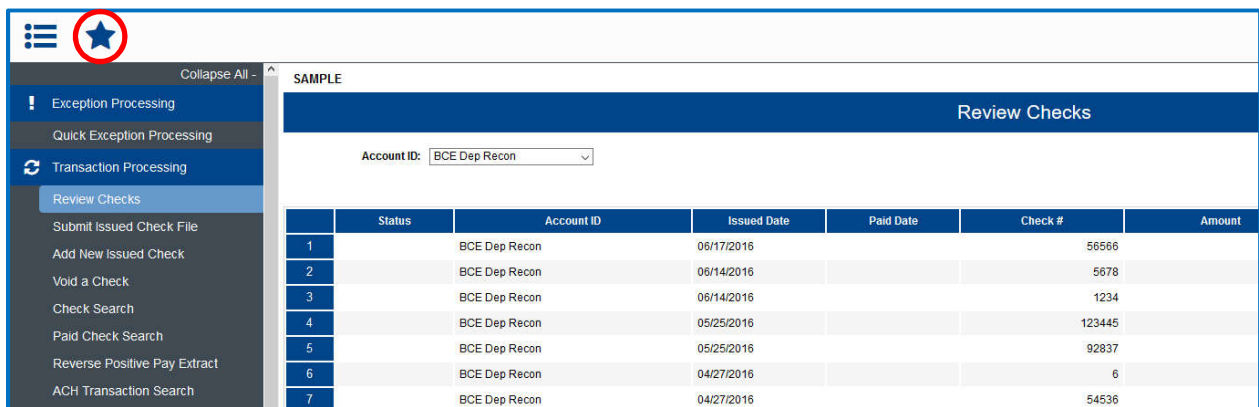
*Adding/Removing Favorites (Continued)*



Favorites can also be added after a menu item is selected.



Once the menu item has been selected, click on the Favorites icon on the toolbar.



*Adding/Removing Favorites (Continued)*

Choose “Favorite Current Page” to add the current page to the favorites list. If the current page is already a favorite, click “Unfavorite Current Page” to remove the page from the favorite list.

The screenshot shows the BAC Positive Pay interface. On the left is a navigation menu with options like 'Transaction Processing', 'Review Checks', 'Submit Issued Check File', 'Add New Issued Check', 'Void a Check', 'Check Search', and 'Paid Check Search'. The 'Favorites' menu is open, and the 'Favorite Current Page' option is highlighted with a red box. The main area displays a table for 'SAMPLE' with columns for Status, Account ID, Issued Date, and Paid Date. The table contains five rows of data for 'BCE Dep Recon' checks.

	Status	Account ID	Issued Date	Paid Date
1		BCE Dep Recon	06/17/2016	
2		BCE Dep Recon	06/14/2016	
3		BCE Dep Recon	06/14/2016	
4		BCE Dep Recon	05/25/2016	
5		BCE Dep Recon	05/25/2016	

The screenshot shows the BAC Positive Pay interface. The 'Favorites' menu is open, and the 'Unfavorite Current Page' option is highlighted with a red box. The main area displays the same table for 'SAMPLE' as in the previous screenshot.

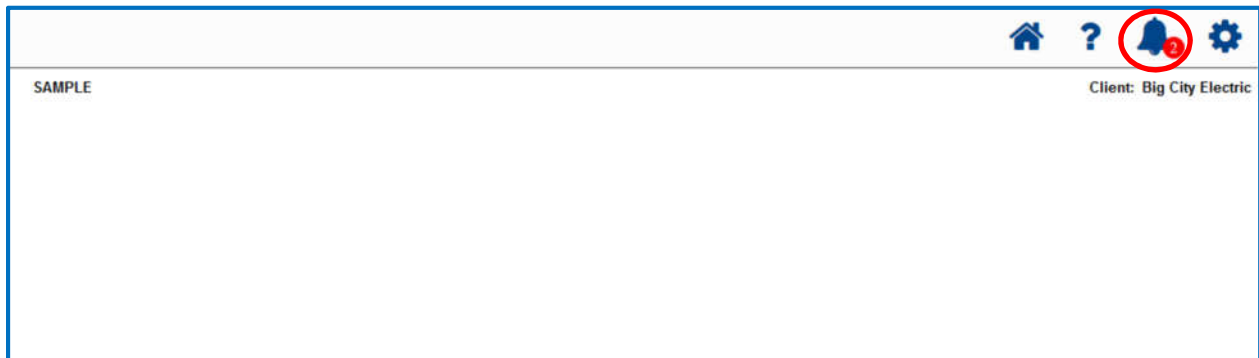
	Status	Account ID	Issued Date	Paid Date
1		BCE Dep Recon	06/17/2016	
2		BCE Dep Recon	06/14/2016	
3		BCE Dep Recon	06/14/2016	
4		BCE Dep Recon	05/25/2016	
5		BCE Dep Recon	05/25/2016	

## Notifications Icon

A new notifications icon alerts users of actionable alerts while in the application. Alerts that may appear within the Notifications Icon are listed below. Users only receive notifications within the system if the user also receives email alerts from the corresponding item in the list below.



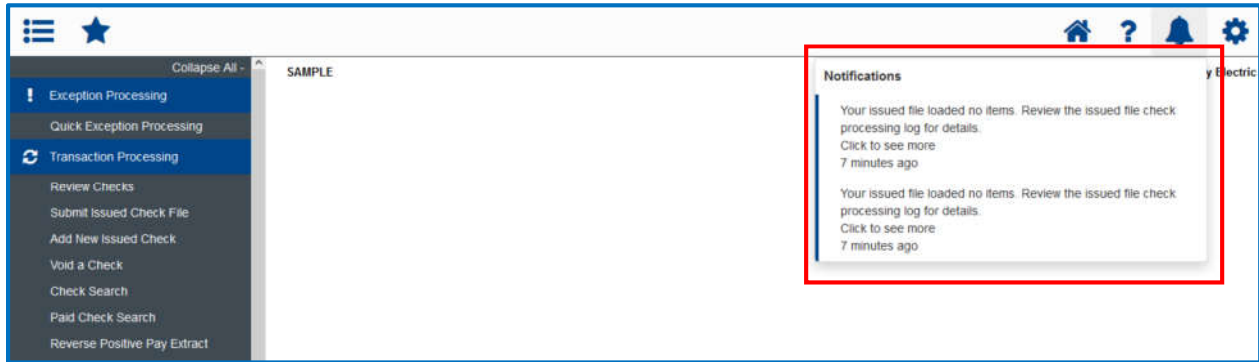
- New ACH Authorization Rule Added
- Exceptions have been created
- Reminder to Process Exceptions
- Issued File Loaded Successfully
- Issued File Partially Loaded
- Issued File Rejected
- Issued File Processing Loaded No Items
- New Transaction Filter / Block Added



When new notifications are available, the user will see a badge on the Notifications icon. The badge includes the number of new notifications. To view new notifications, click on the Notifications icon. Once all new notifications have been viewed, the badge will not long appear on the notification icon.



*Notifications Icon (Continued)*



### Add New Issued Check – Ability to Add Notes

A new feature has been added within the Add New Issued Check screen that gives client users the ability to add notes. In order to enable this new feature for client users you can turn this on for them within the Client Setup screen by choosing “Yes” from the Display Notes drop down.

The screenshot shows the 'Add New Issued Check' form. The form has a blue header with the title 'Add New Issued Check'. Below the header, there are several input fields: 'Account ID' with a dropdown menu showing '<Not Selected>', 'Check Number' with a text box, 'Amount' with a text box, 'Issued Date' with a date picker showing '09/14/2016', and 'Issued Payee' with a text box. A 'Notes' field is highlighted with a red border; it is a large text area with the label 'Notes:' and a character count of '512 characters left'. Below the 'Notes' field is a checkbox labeled 'Auto-Increment Check Number'. At the bottom center of the form is a blue button labeled 'Add Check'.

## **Exact/TMS™ - Positive Pay Supported Browsers**

The Exact/TMS™ system is designed to be browser-independent. The system does not require a specific browser. Centrix tests the system using the most popular browsers. The following browsers and versions have been tested and are supported by Centrix as of September, 2016.

- Microsoft Internet Explorer version 11
- Microsoft Edge version 25 thru 37
- Mozilla Firefox version 30 thru 41
- Google Chrome version 30 thru 45

The Exact/TMS™ system typically does not require any system upgrades as newer versions of these supported browsers are released.