



A REPAY COMPANY

RAB ACH REPORTING RESOURCE GUIDE 1.0

Welcome to REPAY's ACH Reporting Portal, RAB!

RAB is an ACH reporting tool that provides information on all transactions, returns and settlement disbursements.

Access to the RAB system begins by navigating to: <https://admin.rab.repay.net/>. Once you have logged in, you will see the Summary page on the home screen. This provides a high-level overview of the system as it relates to Settlement and Returns. For more details, navigate to the menu on the left where you can find further reporting. There are three primary areas where you can access data; **Receiver Transactions, Originator Disbursements and Returned Transactions.**

The screenshot displays the RAB Summary page. On the left is a navigation menu with the following items: Processing (dropdown), Settlement Activity (dropdown), Summary (selected), Receiver Transactions, Originator Disbursements, Returned Transactions, and Administration (dropdown). The main content area is titled 'SUMMARY' and contains the following elements:

- Client: # Test Client 4 (9900000638) (dropdown)
- View In Timezone: Central Standard Time (dropdown)
- Date Range: Today (dropdown)
- Search button
- Settlement Summary section with the text 'No Settlements'
- Return Summary section with the text 'No Returns'

Receiver Transactions:

This is a transaction research tool that allows you to investigate specific transactions that have been originated. The report can be used to:

- Pull a range of transactions across multiple date options
- Pull all transactions that were returned
- Pull all transactions that were returned due to a specific Return code, such as R01 – Insufficient Funds

RECEIVER TRANSACTIONS

Client: # Test Client 4 (9900000638)

Batch #:

Individual Name:

Customer Ref:

Transit #:

DDA #:

Amount:

Repay Ref #:

Transaction Type: All

Return Status: All transactions

Disburse Status: All Statuses

View In Timezone: Central Standard Time

Date Type: Processed Effective Settled

Date Range: Today

Show Full Account Number

Return Disburse Status: All

Add Returns For Same Range

Originator Disbursements:

This is a reconciliation tool that allows you to investigate your batch funding deposits. This report can be used to:

- Provide a clear view of how each bank deposit (debit and credit) is compiled
- View additional reconciliation details

The screenshot shows a web application interface for configuring a report. On the left is a navigation menu with the following items: Processing (with a dropdown arrow), Settlement Activity (with a dropdown arrow), Summary, Receiver Transactions, Originator Disbursements (highlighted with a red rectangle), Returned Transactions, and Administration (with a left-pointing arrow). The main content area is titled 'ORIGINATOR DISBURSEMENTS' and contains the following configuration options: Client (dropdown menu showing '# Test Client 4 (9900000638)'), View In Timezone (dropdown menu showing 'Central Standard Time'), Date Range (dropdown menu showing 'Today'), Offset Settlement Option (radio buttons for 'Don't Show', 'Show', 'Only Show Offsets', and 'Only Show Offsets w/Pending Returns'), Disbursement Type (dropdown menu with a dark overlay showing 'ALL', 'DEPOSIT DISBURSEMENTS', and 'RETURN DISBURSEMENTS'), and Entry Description (text input field). A blue 'Search' button is located below the Entry Description field.

Returned Transactions:

This tool grants access to return data such as:

- Returns within a specific date range
- Returns by status
- Reporting for other items including unauthorized returns and NOCs

The screenshot shows a web application interface. On the left is a navigation sidebar with 'Settlement Activity' and 'Administration' sections. 'Returned Transactions' is highlighted in a red box. The main area contains a search form with the following fields:

- Client: # Test Client 4 (9900000638)
- Individual Name: [Empty]
- Batch #: [Empty]
- Customer Ref #: [Empty]
- Transit #: [Empty]
- DDA #: [Empty]
- Amount: [Empty]
- View In Timezone: Central Standard Time
- Date Range: Today

Below the search form, there are two dropdown menus:

- Returned Transactions: A dropdown menu is open, showing options: All (checked), Returns Only, NOCs Only, Prenote Returns and NOCs, Non-Prenote Returns and NOCs, and Unauthorized Returns.
- Disburse Status: [Empty]

A blue 'Search' button is located at the bottom of the form.

Notification of Change:

Notification of change, or NOC's are updates from the consumer's bank indicating there is a piece of data that is incorrect and needs to be adjusted for future transactions. These items are paid and serve as a "heads up" courtesy from the receiving bank. If you do not update your records with the new information provided, you run the risk of future transactions being returned and fines being assessed.

Click 'view,' for full details of the NOCs. If the account information is stored, the data needs to be updated accordingly before submitting the next transaction.

Returned Transactions

NOCs Only

Disburse Status

All

Show REPAY Generated Returns

Show REPAY Manual Returns

Search

Client Name	Return Date	Upload Date	Check Amount	Return Code	Return Reason	Orig Trace #	Return Trace #	Disburse Status	Actions
	2/11/2022	1/21/2022	\$0.00	CD2	Incorrect Routing Number	00000096015	09601693367		View
	2/11/2022	2/3/2022	\$0.00	CD2	Incorrect Routing Number	0000009644C	09601693388		View
	2/11/2022	2/4/2022	\$0.00	CD2	Incorrect Routing Number	00000096490	09601693389		View

User Management and Support

RAB offers the option to automatically email any report in a CSV output format. Reports can be emailed daily and set to release at a specific time. Reach out to Client Services for more information

All users are created by REPAY's client services team. The system sends an email to each user as soon as their login is created. If you have not received your login credentials, need additional users or have questions contact our Client Services Team by email at support@mybillingtree.com or telephone at 877-424-5587.