

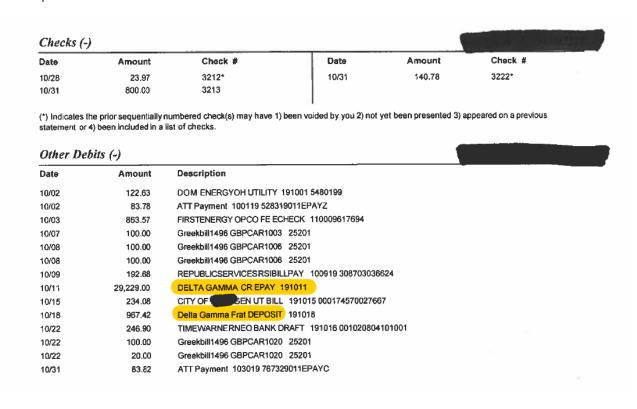
# Housing and Fraternity ACH Guide

Please note that your chapter's particular bank statement may look different than the one represented below.

#### What charges on my bank statement do I have to search for within Anchorbase?

- 1. Housing- "Delta Gamma CR EPAY"
- 2. Fraternity- "Delta Gamma Frat Deposit"

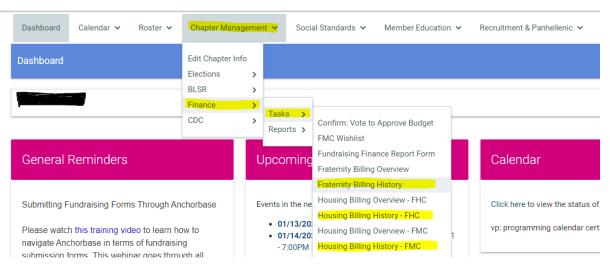
Most Housing and Fraternity payments are listed on your bank statement as either "Delta Gamma CR EPay" or "Delta Gamma Frat Deposit" respectively. For example:



## How do I locate my chapter's Housing and Fraternity withdraws in Anchorbase?

- 1. Log into Anchorbase
- 2. Click on the "Chapter Management" tab
- 3. Hover over "Finance"
- 4. Hover over "Tasks"
- 5. Select Fraternity Billing History or Housing Billing History (FHC or FMC)





Once a history is selected, you will be transferred to a screen like the one depicted below. Do not be concerned if the exact debit amount is not listed verbatim (usually some adding is required on your part).

Date	Reference	Description	Amount Billed	Amount Paid
9/26/2019	395769	Acct # 806 Semi-Annual Chapter Audit Fee	\$959.42	\$959.42
9/26/2019	395769	Acct # 808 Annual Anchora Subscription	\$8.00	+ \$8.00
10/31/2019	397332	Acct # 661A National Panhellenic Conf Fee	\$309.00	\$309.00
10/31/2019	397332	Acct # 785E Member Per Capita	\$8,755.00	\$8,755.00
10/31/2019	397332	Acct # 807 Member Technical Fee	\$2,163.00	\$2,163.00
12/4/2019	399572	Acct # 800 Semi Annual Adviser Training Academy fee	\$805.50	\$805.50

All charges will be automatically withdrawn from the chapter bank account between the 10th through 16th of each month, these charges must be posted in GB based on the month withdrawn from the bank and by the description listed.

If you recall the "Delta Gamma Frat Deposit" listed on this particular bank statement was for the amount \$967.42:

Other De	bits (-)		
Date	Amount	Description	
10/02	122.63	DOM ENERGYOH UTILITY 191001 5480199	
10/02	83.78	ATT Payment 100119 528319011EPAYZ	
10/03	863.57	FIRSTENERGY OPCO FE ECHECK 110009617694	
10/07	100.00	Greekbill1496 GBPCAR1003 25201	
10/08	100.00	Greekbill1496 GBPCAR1006 25201	
10/08	100.00	Greekbill1496 GBPCAR1006 25201	
10/09	192.68	REPUBLICSERVICESRSIBILLPAY 100919 308703036624	
10/11	29,229.00	DELTA GAMMA CR EPAY 191011	
10/15	234.08	CITY OF SEN UT BILL 191015 000174570027667	
10/18	967.42	Delta Gamma Frat DEPOSIT 191018	
10/22	246.90	TIMEWARNERNEO BANK DRAFT 191016 001020804101001	
10/22	100.00	Greekbill1496 GBPCAR1020 25201	
10/22	20.00	Greekbill1496 GBPCAR1020 25201	
10/31	83.82	ATT Payment 103019 767329011EPAYC	

Although the exact amount of \$967.42 was not listed in Anchorbase, I could infer that \$959.42 and \$8.00 combine to the total of \$967.42.

## How do I know what account to code my Housing and Fraternity withdraws to?

Anchorbase clearly depicts the account code next to each amount paid (please see highlighted accounts below):

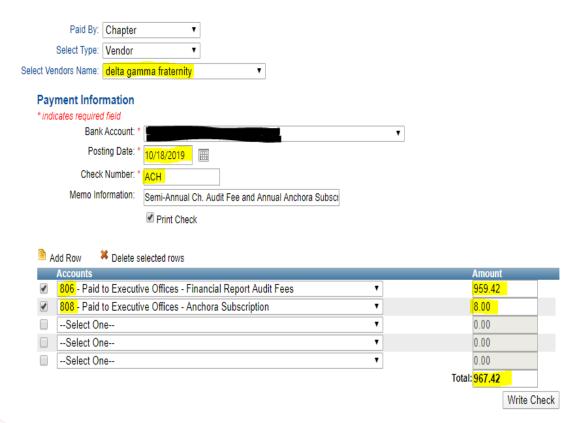
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#### How do I officially post the withdraw in greekbill?

- 1. Log into greekbill
- 2. Go to "write check"
  - a. Vendor= Delta Gamma Fraternity (or Housing)
  - b. Posting Date=date listed on bank statement, **NOT** date listed under billing history in Anchorbase
  - c. Check number="ACH"
  - d. Account(s)= listed under "Description" in Anchorbase
  - e. Amount(s)=listed under "Amount Paid" in Anchorbase

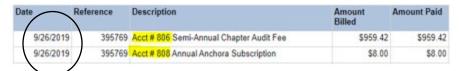
#### Check Example:



# The dates in Anchorbase are not matching up to my bank statement, what do I do?

Anchorbase reflects the date in which the amount paid was <u>pulled</u>. Your bank statement reflects the date that the amount paid was <u>posted</u> to your bank. Therefore, there is almost always a time gap of several days between when the money was pulled from Anchorbase and what the money was posted to your bank account.

For example, the date the money was pulled in Anchorbase was 9/26/19:



However, this individual chapter's bank statement lists the "Delta Gamma Frat Deposit" transaction date as 10/18/19:



Always use the bank statements reference date when coding transactions into greekbill. That being said, in this instance we would use the date 10/18/19.