



Delta Gamma

1873

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:

Checks (-)

Date	Amount	Check #	Date	Amount	Check #
10/28	23.97	3212*	10/31	140.78	3222*
10/31	800.00	3213			

(* Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Other Debits (-)

Date	Amount	Description
10/02	122.63	DOM ENERGYOH UTILITY 191001 5480199
10/02	83.78	ATT Payment 100119 528319011EPAYZ
10/03	853.57	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 ██████ GEN 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

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 Debits (-)

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):

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.

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:

Paid By:

Select Type:

Select Vendors Name:

Payment Information

** indicates required field*

Bank Account: *

Posting Date: *

Check Number: *

Memo Information:

Print Check

 Add Row  Delete selected rows

Accounts		Amount
<input checked="" type="checkbox"/>	806 - Paid to Executive Offices - Financial Report Audit Fees	959.42
<input checked="" type="checkbox"/>	808 - Paid to Executive Offices - Anchora Subscription	8.00
<input type="checkbox"/>	--Select One--	0.00
<input type="checkbox"/>	--Select One--	0.00
<input type="checkbox"/>	--Select One--	0.00
Total:		967.42

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 pulled. Your bank statement reflects the date that the amount paid was posted 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:

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

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

10/18	967.42	Delta Gamma Frat DEPOSIT	191018
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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.

