

# Balance Due, Bonus Proceeds, & ACH Adjustments

## Viewing Balance Due

The screenshot shows the M2 dashboard menu with four main categories: Campaign Setup, Manage System Users, Product Management, and Financials & Reporting. The 'Banking & Payments' option under Financials & Reporting is circled in red. A red arrow points from a text box to this option.

To see **balance due** to council, click **HERE** on your M2 dashboard.

The screenshot shows the 'Troop Payments - Service Unit Council' page. It includes a search tool and a table of payment data. The table has columns for Troop #, Gross Sales, Total Proceeds & Bonuses, Total Owed, Total Payments, and Balance. The row for Troop # 12345 shows values of \$2,051.00, \$307.65, and \$735.35, which are circled in red. Red arrows point from these values to explanatory text boxes below.

Troop total sales – including online orders.

Troop proceeds (15%)

Total amount owed to council. This amount already considers all payments made online.

# Bonus Proceeds

**Campaign Setup**

- Parent and Guardian Email Blast
- Default Storefront Video
- Training Video
- Video Instructions

**Manage System Users**

- Send messages
- Manage Troops & Girl Scouts
- Manage Admin Users

**Financials & Reporting**

- Banking & Payments**
- Reports

**Product Management**

- Delivery Tickets
- Paper Order Entry

**Rewards & Patches**

- Rewards
- Personalized Patches

To see **troop bonus proceeds**, click **HERE** on your M2 dashboard.

**Banking & Payments**

Service Unit: Council

## Troop Payments - Service Unit Council

View all payments for your troop(s).

[Search Tools](#)

Click rows to view payments for a particular Troop.

Troop #	Gross Sales	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 12345	\$2,051.00	\$307.65	\$735.35	\$143.57	\$591.78

**7% bonus proceeds** listed here in the "Total Payments" column.

**15% troop proceeds**

**Total balance due to council**—amount to be ACH'd on Thurs., Nov. 15.

## Troop Deposits

View payments made by this troop to the council

**Clicking on your account summary will open a list of payments—this is where you will see the 7% bonus proceeds transaction.**

Date	Bank Name	Reference ID	Memo	Deposit
10/31/2018	Bonus Proceeds	7%		\$36.40

**IF** your troop earned 22% proceeds (by meeting all of the requirements listed on pg. 15 of the TNM Companion), you will see the additional 7% bonus proceeds listed here with a credit in the deposit column.

# ACH Adjustment Form

**DUE NO LATER THAN 5 p.m., Thurs., Nov. 8**



Link to form is in notification email to be sent Thurs., Nov. 1.  
Form also available at [girlscouts-swtx.org/FallProductProgram](http://girlscouts-swtx.org/FallProductProgram)  
under **FORMS** menu.

## Fall Product Program: 2018 ACH Adjustment Form

100% of council proceeds will be swept in one Automatic Clearing House (ACH) sweep for the Fall Product Program

Sweep Date: Thurs., Nov. 15, 2018

This Form DUE: 5 p.m., Thurs., Nov. 8, 2018

ACH Adjustment Form DUE  
**BEFORE 5 p.m., Thurs., Nov. 8**

This form can be completed by the Community Nut Manager, Troop Nut Manager, Troop Leader or Troop Money Manager.

Requests received after 5 p.m., Thurs., Nov. 8 MAY NOT BE PROCESSED in time to prevent the full balance sweep.

Troops will be charged a service fee by GSSWT's bank if there are not sufficient funds (not enough money to cover the council's portion) in their troop bank account at the time of the sweep if the troop did not submit this form by the due date.

Name \*

First

Last

Phone Number \*

 -  - 

###

###

####

Email \*

Community \*

Troop # \*

Troop Nut Manager Name \*

Troop Leader Name \*

If you are the Troop Nut Manager AND Troop Leader, you can write your name in both fields.

Amount council CAN sweep on Thurs., Nov. 15 \*

\$  -

Dollars

Cents

This amount **MUST** be the total amount that council **CAN SWEEP** from the troop bank account on Thurs., Nov. 15.

Reason for adjustment \*

- Parent(s) missed troop deadline
- Other

If you choose "Other" as the explanation for the adjustment, you **MUST** provide details here.

If you chose "Other" as the reason, please explain:

If the reason for the adjustment is "Parent missed troop deadline," parent information **MUST** be entered below.

*If you need to submit more than three parent names, please complete a second form after submitting this one.*

If you need to submit **more than three** parents' information, please complete this form **AGAIN** with the remaining names and information.

Name

 

First

Last

Phone Number

 -  -   
###    ###    ####

Amount owed

\$  -

Dollars                      Cents

If you choose "Parent missed troop deadline" as the explanation for the adjustment, you **MUST** provide all details here, including the amount owed by each parent.

Name

 

First

Last

Phone Number

 -  -   
###    ###    ####

Amount owed

\$  -

Dollars                      Cents