

Balance Due, Bonus Proceeds, & ACH Adjustments

Viewing Balance Due

The screenshot shows the M2 dashboard menu with three main sections: Campaign Setup, Manage System Users, and Product Management. Under Manage System Users, the 'Financials & Reporting' section is expanded, and 'Banking & Payments' is circled in red. A red arrow points from a text box to this circled item.

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 'Service Unit' dropdown set to 'Council' and a table with the following data:

Troop #	Gross Sales	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 12345	\$2,051.00	\$307.65	\$735.35	\$0.00	\$735.35

Red circles highlight the values \$2,051.00, \$307.65, and \$735.35. Red arrows point from these circles to explanatory text boxes below.

Troop total sales – including online

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

Troop Payments - Service Unit Council

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 Swept on Thurs., Nov. 11, 2021

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. 9 of the TNM Comp.), 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., Mon., Nov. 8



Link to form is in notification email to be sent Thurs., Nov. 4.
Form also available at girlscouts-swtx.org/FallProductProgram
under **FORMS** menu.

2021 Fall: 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. 11, 2021
This Form DUE: 5 p.m., Mon., Nov. 8, 2021

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., Mon., Nov. 8 MAY NOT BE PROCESSED in time to prevent the full balance sweep.

NOTE: 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 *

Amount council CAN sweep on Thurs., Nov. 11, 2021 *

\$.

Dollars Cents

Reason for adjustment *

- Parent(s) missed troop deadline
 Other

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

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

This amount **MUST** be the total amount that council **CAN SWEEP** from the troop bank account on Thurs., Nov. 11.

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

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.

Name

First Last

Phone Number

 - -

####

Amount owed

\$.

Dollars Cents

Name

First Last

Phone Number

 - -

####

Amount owed

\$.

Dollars Cents

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.

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

I agree that I have made my best attempt to contact the above listed people to collect money and that I have made deposits to the council-approved troop bank account at least twice-weekly when I received payments from all parents and that I issued payment receipts to all parents.

I understand that typing my name in the boxes below constitutes a legal signature confirming that I acknowledge and agree to all of the above information.

Name *

First Last

Girl Scout Volunteer Position Title *

Date *

 / /

MM DD YYYY

Submit