

Fall ACH Sweep Process

Balance Due, Bonus Proceeds & ACH Adjustments

How to view balance due in M2?

The screenshot shows the M2 dashboard menu with four main sections: Campaign Setup, Manage System Users, Product Management, and Financials & Reporting. The 'Banking & Payments' option under Financials & Reporting is circled in green. A callout box points to this option with the text: '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 'Search Tools' link. Below the instructions, there is a table with the following data:

Troop #	Gross Sales	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 12345	\$2,051.00	\$369.18	\$735.35	\$0.00	\$735.35

Three callout boxes provide explanations for the circled values in the table:

- Troop total sales – including online** (points to \$2,051.00)
- Troop proceeds (18%)** (points to \$369.18)
- Total amount owed to council**
This amount already considers all payments made online. (points to \$735.35)

How are bonus proceeds listed in M2?

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

Product Management

- Delivery Tickets
- Paper Order Entry

Rewards & Patches

- Rewards
- Personalized Patches

Financials & Reporting

- Banking & Payments** (circled in green)
- Reports

To see troop bonus proceeds, click [HERE](#) on your M2 dashboard.

Service Unit

Troop Payments - Service Unit Council

View all payments for your troop(s). Service Unit: Council

[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	\$369.18	\$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. 9, 2023

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. 8 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. 6

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 council's 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:

Link to form is in notification email to be sent Thurs., Nov. 2.
Form also available under FORMS at girlscouts-swtx.org/FallProductProgram.

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. 9.

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

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.