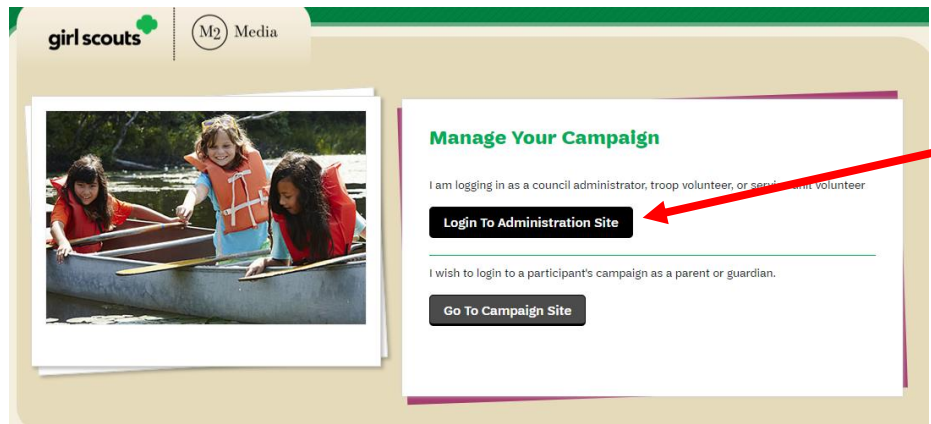


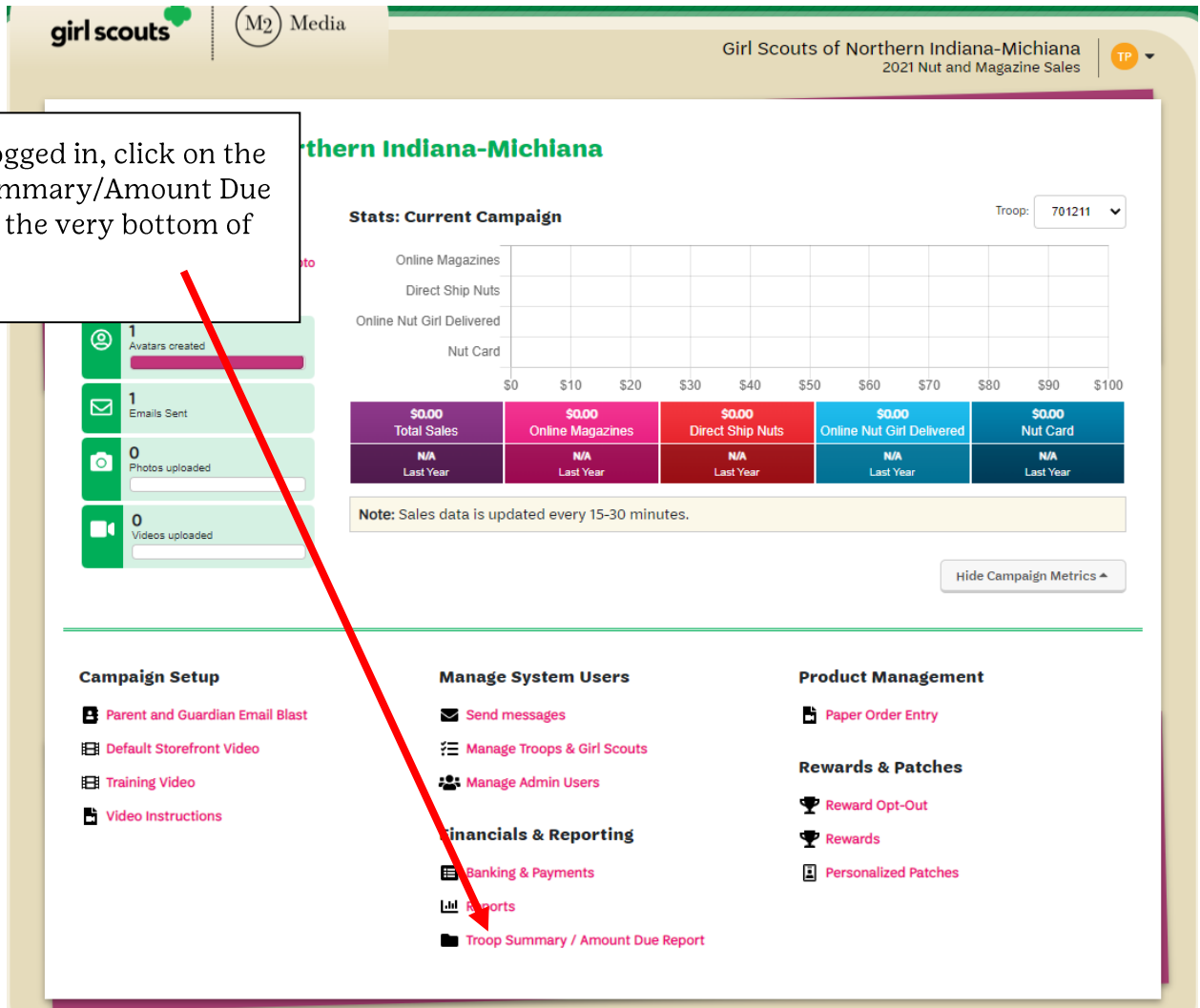


# Fall Product: Preparing to Deposit Money to Council

1. At the end of the program, you will need to log in to your Administration Account (Troop Leader account)



2. Once logged in, click on the Troop Summary/Amount Due Report at the very bottom of the page.





## Fall Product: Preparing to Deposit Money to Council

3. You will need to check the section for Total Sales, then the row for Balance Due Council.

This is the amount that you will need to deposit into the bank account for the council.

The rest of the money needs to be deposited into the bank account for the troop.

Total Sales		Campaign Stats	
Total \$ Sold	\$909.00	Girls Selling	5
Collected Online	\$582.00	Avatars Created	5
Collected from Customers	\$327.00	Photos Uploaded	1
Troop Proceeds and Bonuses	\$99.99	Voice Recordings	5
Amount Due Council	\$227.01	Total Personalized Patches Earned	1
Payment Made to Council	\$0.00	Number Emails Sent	67
<b>Balance Due Council</b>	<b>\$227.01</b>	Per-Girl-Average Units	22
<b>Online Magazine Sales</b>		Per-Girl-Average Dollars	\$181.80
Magazine Units	4	Reward Opt Out	No
Total Sales Collected Online	\$92.00		
Proceeds And Bonuses			
<b>Direct Shipped Sales</b>			
Direct Shipped Units			
Total Sales Collected Online			

If your Balance Due Council is a negative number, then you will receive a refund from the council for your troop proceeds. If your negative balance is less than \$10, you will receive a credit towards cookies sales for your troop.

4. To make a deposit to the council, you will need to take the money owed to one of the banks where the council has an account. The banks to choose from are:

- 1<sup>st</sup> Source
- Lake City Bank
- PNC
- Fifth Third Bank

If you need council account numbers for these banks, please contact [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org) or call 800-283-4812.

**MOST IMPORTANTLY:** Write your troop number directly on the deposit slip. If you do not include the troop number, we have no way of knowing who gave us the money!