

Wrapping Up!

Final paperwork and payments are due to your service unit's Product Program Coordinator by Tuesday, October 28. Please coordinate with your PPC to make your final payments and turn in your troop's orders.

Check off the items you've completed at the end of the program!

- ☐ Collect all order cards. Enter or verify all orders in M2 under Paper Order Entry. GSSNE orders the exact number of items that troops enter into M2, so it is important that orders are entered accurately. Please note, any online (girl delivered or direct ship) orders are included automatically in individual and troop totals, they do not need to be manually added.
- ☐ Collect cash and checks from Girl Scouts and deposit into troop bank account.
- ☐ Confirm the reward items that everyone will be receiving. Please note that if a Girl Scout sells 60+ nut/candy items, they earn a t-shirt and you'll need to enter the size.
- ☐ **Print your troop's *Summary/Amount Due Report*.**
 1. **To prevent overpaying what is owed by your troop, please wait until online sales end at 11:59 pm on October 26th to pull this report for your final payment.** Even if your troop stops taking in-person orders before this date, online sales can still come in until October 26. Additional online sales will increase your proceeds and the amount of money your troop has deposited, and will change the final amount due to council.
 2. To find this report, go to M2's *Financials & Reports* section on the dashboard then click the *Troop Summary/Amount Due Report* option.
 3. **The report titled *Troop Summary/Amount Due Report* will show you a summary of everything from the sale, including what your troop owes to council.** This amount will already have your troop's proceeds (including proceeds from online sales) and any payments that have been made through online sales (or earlier in the sale) subtracted from it.
 4. Pay the exact amount listed in the *Amount Due Report* to council. Payment can be made through our ePayment system, by making a deposit directly into GSSNE's bank account, or by cash/check to your PPC. They may have specific guidance about payment methods, so make sure to check with them
- ☐ Turn in all payments and a copy of your final Amount Due Report to your Product Program Coordinator by October 28th.

