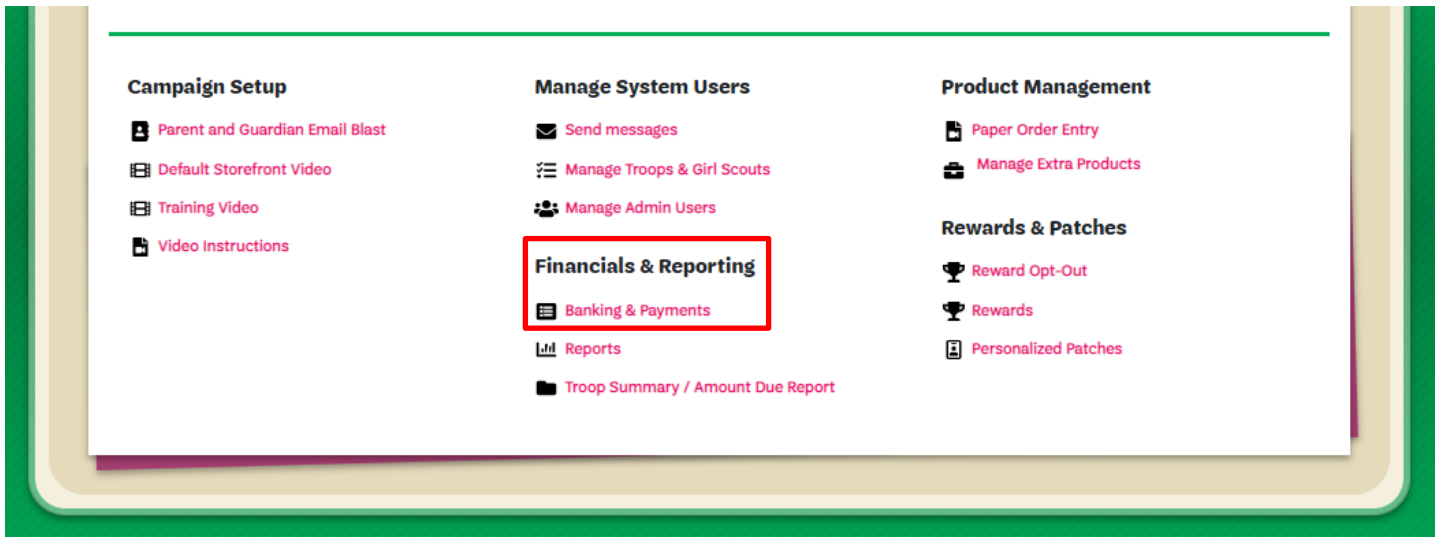


Managing Girl Deposits

The new M2 System makes it easy to manage troop finances and all girl deposits. Simply ensure all their orders are entered correctly into the system, and then enter in the money turned in by the girl to update their balance due.

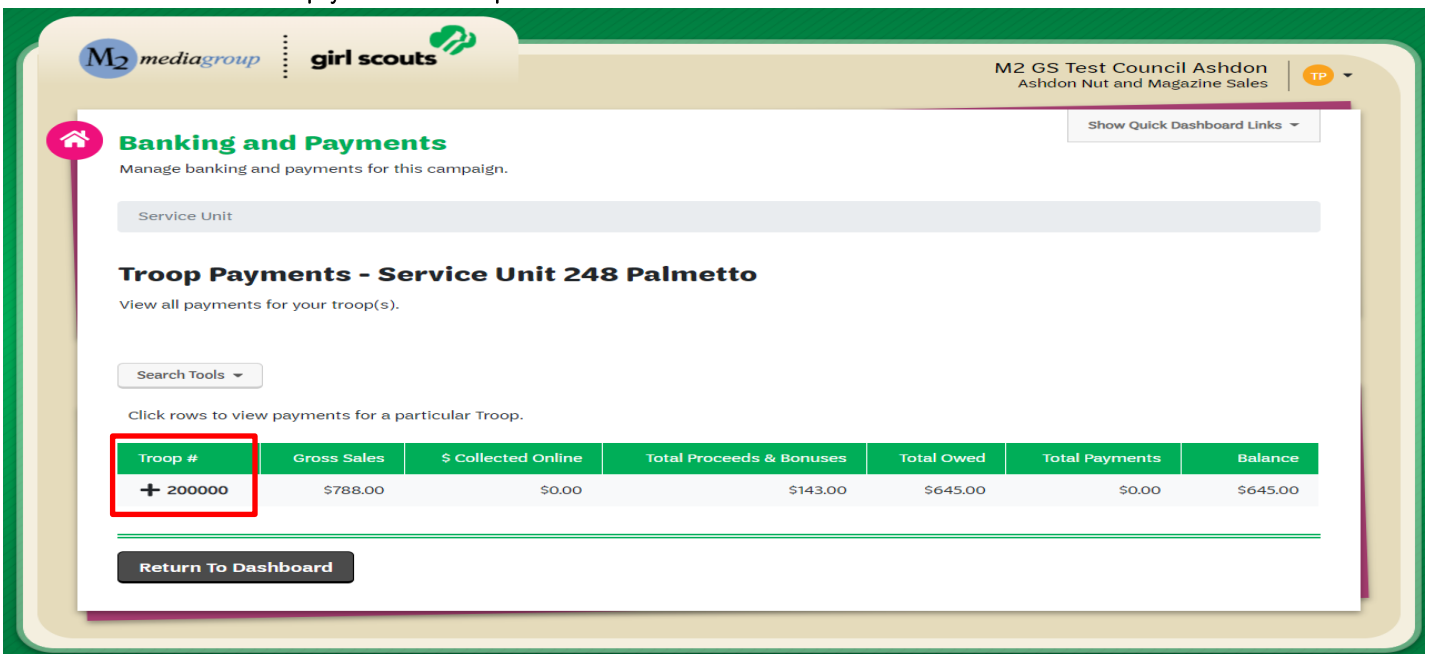
1. Log in to the M2 System (gsnutsandmags.com).
2. Select **Banking & Payments** under the **Financials and Reporting** tab on your dashboard.



The screenshot shows the M2 System dashboard with three main columns of menu items:

- 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** (highlighted with a red box), Reports, Troop Summary / Amount Due Report.
- Product Management:** Paper Order Entry, Manage Extra Products.
- Rewards & Patches:** Reward Opt-Out, Rewards, Personalized Patches.

3. Select the troop you want to update.

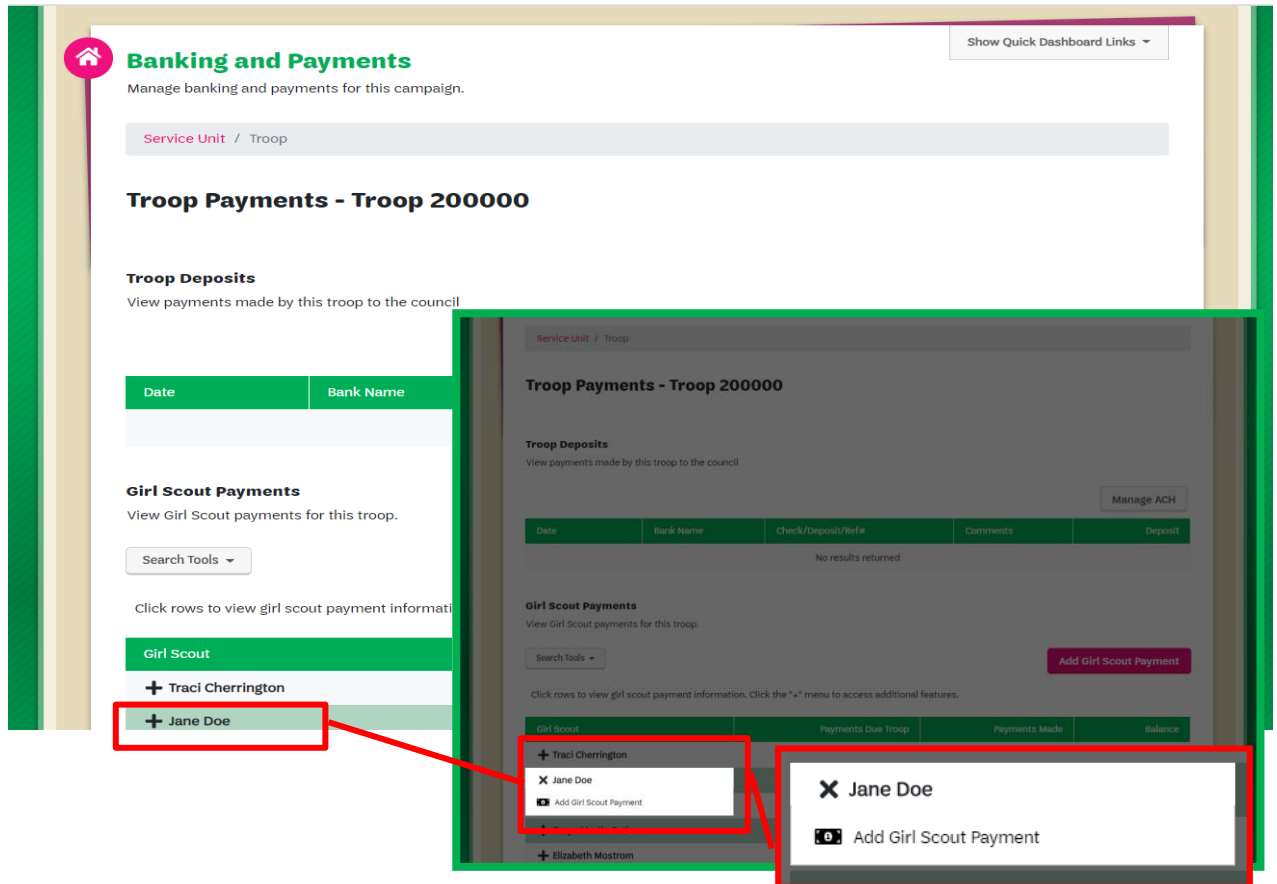


The screenshot shows the 'Banking and Payments' page for Service Unit 248 Palmetto. It includes a search tool and a table of troop payments. The first row of the table is highlighted with a red box.

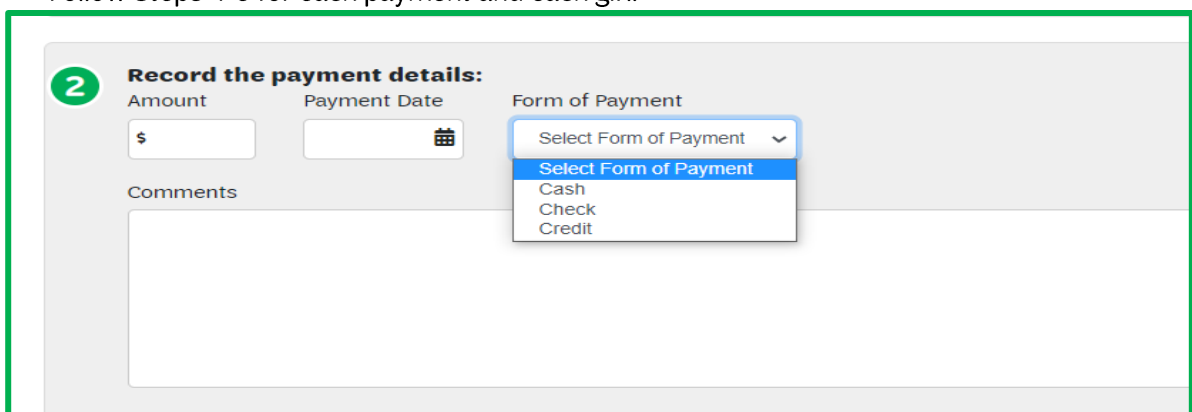
Troop #	Gross Sales	\$ Collected Online	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 200000	\$788.00	\$0.00	\$143.00	\$645.00	\$0.00	\$645.00

Below the table is a 'Return To Dashboard' button.

- To add a payment, select the girls name by clicking the + sign. Then select **Add Girl Scout Payment**.



- Fill out the amount, date and payment method. Then add comments (ex. Payment 1 of 3 or full payment).
- Click **Record Payment** at the bottom of the screen when you are finished adding all information.
 - Follow Steps 4-6 for each payment and each girl.



The screenshot shows the 'Record the payment details' form. It includes fields for Amount, Payment Date, and Form of Payment. The Form of Payment dropdown menu is open, showing options: Select Form of Payment, Select Form of Payment, Cash, Check, and Credit. There is also a Comments text area.