girl scouts of central illinois

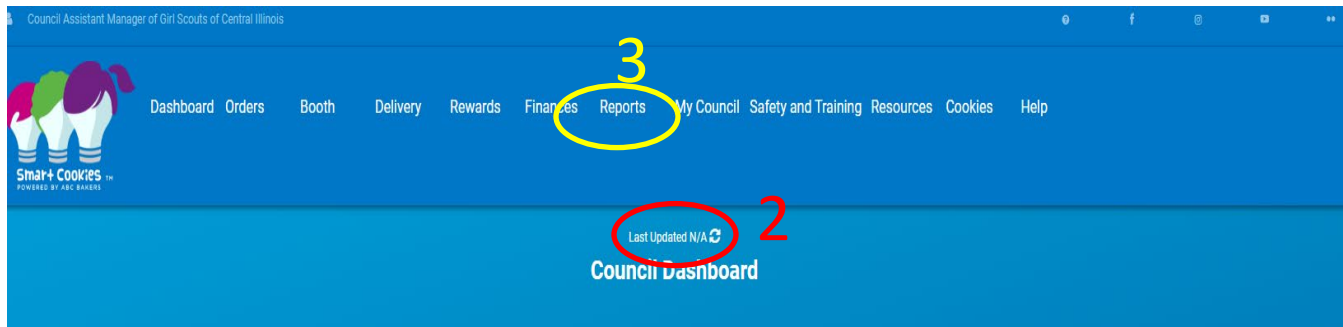**Calculating ACH for Cookie Sales**

1. Log into ABC Smart Cookies website:

Sign In

Email or Username

@girlscouts-gsci.org

Password
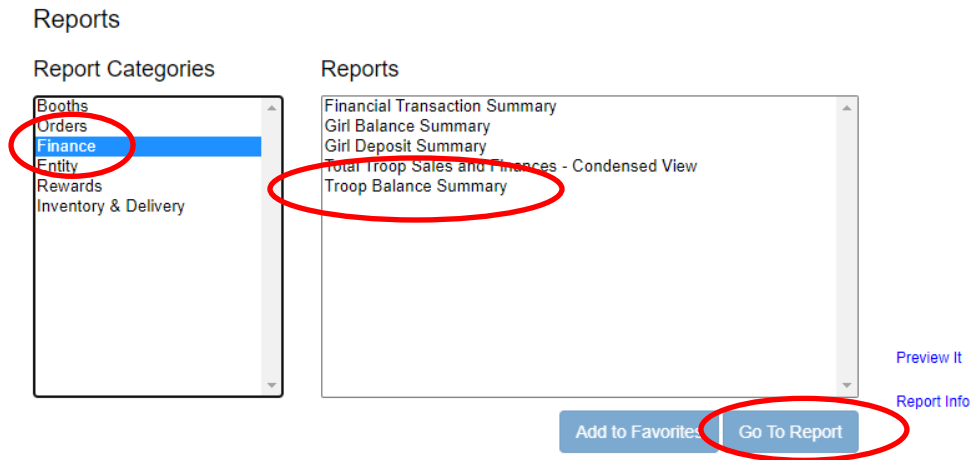
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Forgot your username or password?

Sign In

2. After signing in you will come to the home page which will look like the image below. Always click on the last update button to refresh so that the data that you're looking out is the most recent.

3. Next Step is to click on Report button and select current.

4. Below is a picture of what you will see. Under report categories, select finance. Then, under reports select Troop Balance Summary Report. Then click go to report.

5. Your screen will then look like the image below. Click view report. This report will give you all the totals you need to figure out the balance that will be ACH.

6. The first ACH is on March 4 for 1/3 of the initial order minus the troop profit and online payments that has been received. To calculate this ACH payment, first find the amount of the initial order. You can find this on the Troop Summary report. Look for the box shown below on your troop's report to find the amount of the initial order.

On the report below the initial order of cookies are 75 cases.

Use this calculation:

75 cases x 12 boxes in a case = 900 boxes for the initial order
900 boxes x $6.00 per box = $5,400.00 is the total amount
900 boxes x $.65 or $.90 opt out troops per box = $585 or $810 is the Troop profit
$5,400.00 total amount –$585.00/$810.00 troop profit = $4,815.00/$4,590.00 is the total amount owed to council for the initial order.

7. To figure out how much will be ACH'd on March 4, take the total owed to council minus the troop profit then multiply by .33% then minus any girl delivery payments plus any payment made through the council. To find the payments that have come through the ABC website, scroll to the bottom of the troop balance summary report. It will be the number next to Total Finances. This is found directly after the last financial transaction. For this troop, the payments through the ABC website total $705.00.

   $4,815.00– Multiply this by .33 to get the amount
   =$1,588.95
   -$705.00 -payments that have come through the ABC website.
   =$883.95 – This is the total amount of the 1st ACH on March 4

8. The steps for the ACH for March 18 are similar. Follow steps 1-5 above the exact same way you did for the first ACH. **Take the # of boxes you have received from council as of March 1.** Multiply this number by $6.00. Subtract out Troop Profit ($.60/$.85 for opt out troops x boxes received from council as of 2/28/25). Multiply this amount by (X0.33) and then subtract out all payments made for your troop through March 14th (including the initial ACH).

Page: 3 Date: 1/12/2022	ABC Smart Cookies Troop Balance Summary	
	Balance	**$3,510.20**

The Final ACH Sweep is April 8th and that will be the remainder amount. Follow steps 1-5 above. On the troop balance summary report, scroll to the bottom and find the balance. That is what is owed to the council on April 8th.

*IMPORTANT TO NOTE: These steps will help you to determine the amount owed for each ACH as close as possible. There might be a little difference depending on when the Finance Team runs the report compared to when each Troop leader runs report. Finance department will have to run reports a couple of days before to be able to get the ACH spreadsheet ready to download to bank.