

# Making Sense of Your Popcorn Invoice

The top part of your invoice shows your **Show and Deliver** popcorn. This includes all popcorn your unit has checked out from the council from the beginning of the sale up until you place your Take Order at the end of the sale. This does NOT include Online Direct sales that are sent directly to the customer.

Item No.	Description	Orig Qty	Adj Qty	Order Qty	Retail	Commission	Due Council
<b>Date</b>	Show and Deliver Order Due						
2021-09-11	8/26			(In Containers)			
108266	Sweet & Savory Collection Box	8	4	12	\$420.00	( \$147.00)	\$273.00
108356	12oz Chocolatey Pretzels	0	2	2	\$40.00	( \$14.00)	\$26.00
108366B	Salted Caramel Popcorn Bag (20oz, 9.5 cups)	36	0	36	\$720.00	( \$252.00)	\$468.00
108006	Unbelievable Butter Popcorn (12pk Microwave)	36	4	40	\$800.00	( \$280.00)	\$520.00
108308B	White Cheddar Cheese Popcorn Bag (9oz, 18 cups)	24	17	41	\$820.00	( \$287.00)	\$533.00
108389	6oz Kettle Corn Bag	36	2	38	\$760.00	( \$266.00)	\$494.00
108200A	Popping Corn Jar (28oz)	27	0	27	\$405.00	( \$141.75)	\$263.25
108220A	Caramel Corn Bag (9oz, 4.5 cups)	48	-18	30	\$450.00	( \$157.50)	\$292.50
<b>Total</b>		<b>215</b>	<b>11</b>	<b>226</b>	<b>\$4415.00</b>	<b>( \$1545.25)</b>	<b>\$2869.75</b>
					<b>Due Council</b>	<b>\$2869.75</b>	<b>35%</b>

**Retail - Commission = \$ Due**

This is the amount you owe for Show & Deliver popcorn only, after keeping your commission amount. Do not pay this amount! Scroll down...

The next section is basically the same as the first, but it shows your sales for your Fall Take Order. This is the order you placed at the end of the sale. It should include your Hometown Heroes donation money.

**Your Fall Take Order**

Any adjustments made after the order

Final numbers after the adjustments

Amount of money to collect for Take Order popcorn

Amount of money your unit earned from Fall Take Order popcorn

Item No.	Description	Orig Qty	Adj Qty	Order Qty	Retail	Commission	Due Council
<b>Date</b> 2021-11-17	Fall Take Order			(In Containers)			
111137	Gold Level American Heroes Donation	4	0	4	\$200.00	( \$70.00)	\$130.00
111136	Silver Level American Heroes Donation	3	0	3	\$90.00	( \$31.50)	\$58.50
108266	Sweet & Savory Collection Box	22	0	22	\$770.00	( \$269.50)	\$500.50
108356	12oz Chocolatey Pretzels	24	0	24	\$480.00	( \$168.00)	\$312.00
108366B	Salted Caramel Popcorn Bag (20oz, 9.5 cups)	36	0	36	\$720.00	( \$252.00)	\$468.00
108006	Unbelievable Butter Popcorn (12pk Microwave)	18	0	18	\$360.00	( \$126.00)	\$234.00
108308B	White Cheddar Cheese Popcorn Bag (9oz, 18 cups)	2	0	2	\$40.00	( \$14.00)	\$26.00
108389	6oz Kettle Corn Bag	2	0	2	\$40.00	( \$14.00)	\$26.00
108200A	Popping Corn Jar (28oz)	26	0	26	\$390.00	( \$136.50)	\$253.50
111162	\$1 American Heroes Donation	125	0	125	\$125.00	( \$43.75)	\$81.25
<b>Total</b>		<b>262</b>	<b>0</b>	<b>262</b>	<b>\$3215.00</b>	<b>(\$1125.25)</b>	<b>\$2089.75</b>

**Due Council** **\$2089.75** 35%

**Retail - Commission = \$ Due**

This is the amount you owe for Fall Take Order popcorn only, after keeping your commission amount. Do not pay this amount either! Just keep scrolling...

Next we have the Grand Totals. This shows your final retail and commission amounts from Show and Deliver + Fall Take Order, showing the total amounts you sold and earned through the sale. This still does not include Online Direct sales.

### Grand Totals

	Retail	Commission
	\$7630.00	\$2670.50
<b>Total Due Council</b>		<b>\$4959.50</b>
<b>Total Commission Rate</b>		<b>35%</b>

This is the total amount you owe for popcorn you physically took from the council during the sale, after keeping your commission amount. This is still **not** the amount you should pay!

In the final section, system credits are applied to the total amount you owe. This is where your credit card payments show up. For Wagon and Storefront credit card sales you receive 100% of the sales amount. Your commission from these sales has already been factored in above. For Online Direct sales (website) you receive your 35% commission percentage amount.

You can see a detailed breakdown of these transactions in the Acct. Summary section of your Leader Portal by clicking on Unit Payout Available (see the next page for details).

### Transactions

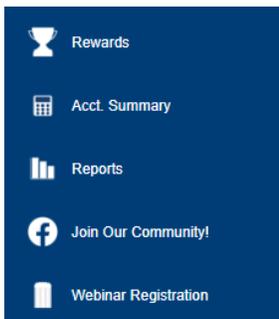
Date	Type	Description	Amount
	CREDIT-SYS	System credit applied	(\$4776.15)
		<b>Balance Due Council</b>	<b>\$183.35</b>

This is (finally!) the total amount that your unit owes the council. If your number is in parenthesis then Trail's End owes you.

# System Credits

At the bottom of your invoice there's a paragraph that you've probably never bothered to read that tells you where to find a breakdown of your credits:

CREDIT-SYS and DEBIT-SYS include app credit sales, online commissions and parent payments. Details of these transactions can be found at Trails-End.com on the Account Summary page by clicking Unit Payout Available.



In your Leader Portal, click on Acct Summary on the left side

## OPEN BALANCES

[How are these calculated?](#) [Invoice Statement](#)

Due to Council: \$0.00 ⓘ

Unit Payout Available: \$0.00

Unit Credit Pending: \$0.00

Next Available Payout Date: Not Available

[Request Payout](#) [Payout History](#)

**Unit Payout Available:** If the amount you take in via credit cards is more than the amount you owe the council, your payout is listed here. Clicking on "Unit Payout Available" will give you a breakdown of the transactions included in this amount. Click the red "Request Payout" button to request that payout.

**Unit Credit Pending:** Credit cards will take two business days to process. They will show up here while they're still pending, and then move to reduce the amount you owe. Clicking "Unit Credit Pending" will show a breakdown of these transactions.

**Make sure there are no pending payments before paying your invoice!**

## OPEN BALANCES

How are these calculated?

Invoice Statement

Clicking on “how are these calculated?” gives you a breakdown of everything used to calculate your payments.

## UNIT PAYOUT AVAILABLE

Prior Year Balance Forward	\$0.00																																			
System Credits																																				
Online Sales Commissions	\$1,639.36 >																																			
App Credit Card Sales	\$13,206.00 >																																			
Scout Moves/Reassociated Orders	\$190.67 >																																			
Parent Pay Now Payments	\$1,072.00 ▾																																			
<table><thead><tr><th>Transaction</th><th>Order Date</th><th>Order Amount</th><th>Process Date</th><th>Credit Amount</th></tr></thead><tbody><tr><td>Bradley A Parent Credit Payment</td><td>10/18/2021</td><td>\$0.00</td><td>10/20/2021</td><td>\$30.00</td></tr><tr><td>Anders D Parent Credit Payment</td><td>10/19/2021</td><td>\$0.00</td><td>10/21/2021</td><td>\$135.00</td></tr><tr><td>Thatcher A Parent Credit Payment</td><td>10/25/2021</td><td>\$0.00</td><td>10/27/2021</td><td>\$90.00</td></tr><tr><td>Jacob S Parent Credit Payment</td><td>11/01/2021</td><td>\$0.00</td><td>11/03/2021</td><td>\$219.00</td></tr><tr><td>Nikhil T Parent Credit Payment</td><td>11/01/2021</td><td>\$0.00</td><td>11/03/2021</td><td>\$283.00</td></tr><tr><td>Brian F Parent Credit Payment</td><td>11/01/2021</td><td>\$0.00</td><td>11/03/2021</td><td>\$225.00</td></tr></tbody></table>		Transaction	Order Date	Order Amount	Process Date	Credit Amount	Bradley A Parent Credit Payment	10/18/2021	\$0.00	10/20/2021	\$30.00	Anders D Parent Credit Payment	10/19/2021	\$0.00	10/21/2021	\$135.00	Thatcher A Parent Credit Payment	10/25/2021	\$0.00	10/27/2021	\$90.00	Jacob S Parent Credit Payment	11/01/2021	\$0.00	11/03/2021	\$219.00	Nikhil T Parent Credit Payment	11/01/2021	\$0.00	11/03/2021	\$283.00	Brian F Parent Credit Payment	11/01/2021	\$0.00	11/03/2021	\$225.00
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System Credits Applied to Prior Year Council Invoice	\$0.00																																			
Requested Payout	\$0.00 >																																			
Current Available Payout	\$0.00																																			

Clicking the blue arrow at the end of lines will give you a list of that type of payment. The most useful is probably the Parent Pay Now Payments line, which will show you which parents have turned in money using their credit card.

Click on the blue “Invoice Statement” button to download your invoice. This is what you’ll want to send to your treasurer, once everything is finalized. You might also want to share this guide.

Please make sure there are no payments pending before paying your bill.