

Credit Card Readers Girl Scouts of Central Texas Product Program

The Girl Scouts of Central Texas will reimburse fees for Troops that sign up for Square Credit Card readers.

Why Square?

- Comparably low fees on each transaction
- Easy instructions for set up and reports
- Comparably cheaper cost per reader
- Responsive customer service



Many councils do not reimburse troops for credit card fees during product sales. GSCTX feels that it is a good learning experience for our girls and volunteers, and that Square is more convenient for our customers.

IMPORTANT TO NOTE:

Troops will only be reimbursed for **fees from product sales that total up to more than \$5** throughout each product sale.

Fees will be **paid UP FRONT** by the troop and will be reimbursed at the end of sale if the **correct paperwork** is filled out. Fees are 2.75% of a sale. Example: A sale is \$8.00 for two boxes of cookies. $\$8.00 \times .0275 = \0.22 .

Fees will not be reimbursed for keyed in transactions. Do not manually enter card numbers.

There is no box minimum for Square sales.

Instructions for applying for your account:

1. Sign up your troop through the link for Google Docs: <https://goo.gl/nUJAOm>
This signup is for those troops NEW to accepting credit cards. If you have filled this out in the past, you do not need to fill it out again.
2. Once you have filled out the form linked above, you will be given the Square link and tax ID # (EID) for our Council. Write it down so that you have it for the next step.
3. Follow the link for Square
4. An online application will open
5. Click on the blue "get started" tab
6. Enter email and create password
7. Enter your information, (You must enter your Social Security Number (SSN)- this will only be used to verify that you are a human being and not a robot)
8. Enter your Troop Bank Account Information
9. Enter in all below information in their correct field:

Type of Business:	Charities, Education, Membership
Business Category:	Charitable Organization
Business Name:	Girl Scouts of Central Texas TroopXXXXX
Employer Identification # (EID):	MUST ENTER NUMBER GIVEN AT THE END OF GOOGLE DOC
Estimated Annual Revenue:	\$0-\$10,000
How do you plan to use Square:	All of my card transactions

Login to your Square Dashboard on a **desktop or laptop** computer:

1. Square Dashboard->
2. Items->
3. Categories ->
 - a. Create the two categories
 - i. "Fall Sale [Year]" (Enter current year in "[Year]")
 - ii. "Cookie Sale [Year]" (Enter current year in "[Year]")
4. Next, navigate to: **Item Library** ->

5. Then click Create an Item->

under name enter **"Fall Sale [Year]"**->

[Create an Item](#)

under each line item enter the below titles and price points->

When you have added all items, click SAVE.

Fall Sale:

- **"Troop 2 Troop Donation" \$5.00**
- **"Nuts and Candy" \$5.00**
- **"Nuts and Candy" \$6.00**
- **"Nuts and Candy" \$7.00**
- **"Decorative Tin" \$9.00**

NOTE:

* With **"Magazines"**

Leave the prices blank to insert them at the time of sale.

Name	Location	Category	Price
Holiday Tin	Sierra Fernandes	Fall Sale 2017	\$8.00
Nuts and Candy	Sierra Fernandes	Fall Sale 2017	\$5.00
Nuts and Candy	Sierra Fernandes	Fall Sale 2017	\$6.00
Nuts and Candy	Sierra Fernandes	Fall Sale 2017	\$7.00
Nuts and Candy	Sierra Fernandes	Fall Sale 2017	\$8.00

6. Then click Create an Item->

under name enter **"Cookie Sale [Year]"**->

[Create an Item](#)

under each line item enter the below titles and price points-> click Save.

Cookie Sale:

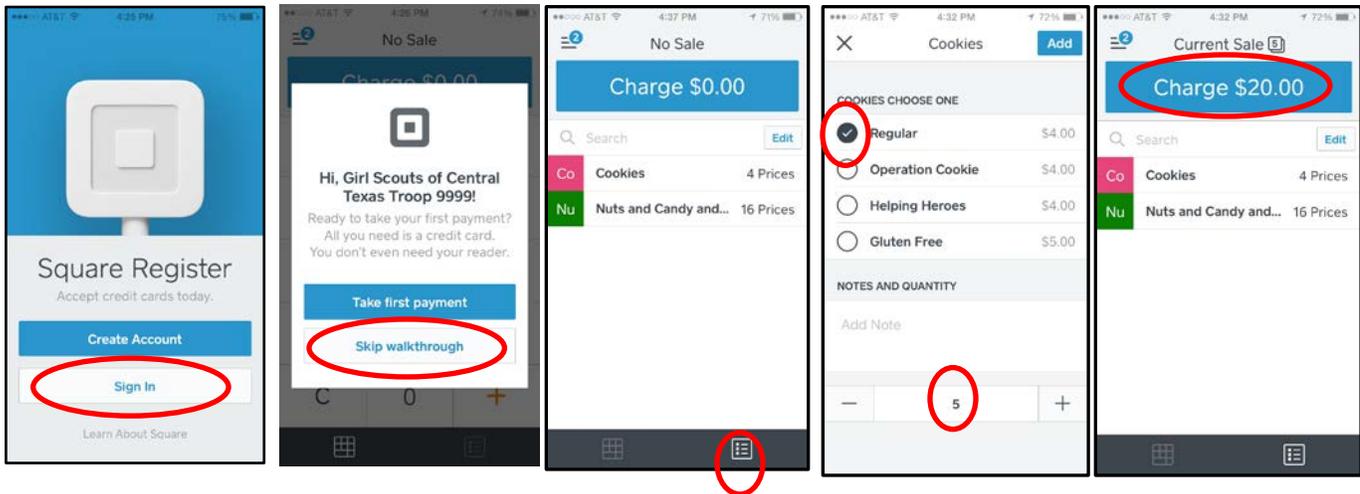
- **"Cookies" \$4.00**
- **"Operation Cookie" \$4.00**
- **"Helping Heroes" \$4.00**
- **"Gluten Free Cookie" \$5.00**

NOTE: Cookies can be sub-categorized by variety to help you keep track of inventory

- Peanut Butter Sandwich
- Thanks-A-Lot
- Caramel deLites
- Lemonades
- Peanut Butter Patties
- Thin Mints
- Shortbread
- Girl Scout S'mores

Name	Location	Category	Price
Caramel deLites	Sierra Fernandes	Cookie Sale 2018	\$4.00
Girl Scout S'mores	Sierra Fernandes	Cookie Sale 2018	\$4.00
Gluten-Free Trios	Sierra Fernandes	Cookie Sale 2018	\$5.00
Lemonades	Sierra Fernandes	Cookie Sale 2018	\$4.00
Operation Cookie/Helping Heroes	Sierra Fernandes	Cookie Sale 2018	Variable
Peanut Butter Patties	Sierra Fernandes	Cookie Sale 2018	\$4.00
Peanut Butter Sandwich	Sierra Fernandes	Cookie Sale 2018	\$4.00
Shortbread	Sierra Fernandes	Cookie Sale 2018	\$4.00
Thanks-A-Lot	Sierra Fernandes	Cookie Sale 2018	\$4.00
Thin Mint	Sierra Fernandes	Cookie Sale 2018	\$4.00

Download the Square Register App for your Smartphone or Tablet



- 1) Sign in
- 2) Skip Walkthrough
- 3) Click bottom right
- 4) Pick item and quantity
- 5) Click 'charge'

How do I sign up multiple users?

Sub accounts cost \$5 per month to maintain.

- GSCTX will not reimburse for the sub account cost.
- If you would like to set up sub accounts, it is advised to set up in January and cancel before the end of the sale so that you will not continue to be charged throughout the year.
- Additional users must be invited by the originator of the Troop Account.
- The sub accounts must use an email address that they have not previously used to set up a square account.
- Troops must pay for additional devices.

All the instructions to add additional users are here:

<https://squareup.com/help/us/en/article/5591>

Deadline Dates for Reimbursement:

Troops must fill out our online [Credit Card Reconciliation Form](#) by the deadline dates to qualify for a reimbursement. GSCTX no longer accepts emailed, faxed, or mailed forms.

What is needed for reimbursement?

- 1 copy of the **Item Sales Report** by sales date range
(Fall Product: October 1, 2019 to October 14, 2019)
(Cookies: January 16, 2019 to February 24, 2019)
- 1 copy of **Payment Method Report** by sales date range (This *must* include a breakdown of fees)
- 1 copy of the GSCTX **Credit Card Reconciliation Form** (fillable online via Formstack)

***Please note that the Item Sales Report and Payment Method Report can only be run on a desktop or laptop computer**

Appendix A. __ Item Sales Report

Log on to your Square dashboard on a computer
(A tablet or smart phone will not generate the correct report)

Correct range of dates
 (For Fall Sale: 10/01/2018 – 10/14/2018)
 (For Cookie Sale: 01/16/2019 – 02/24/2019)

Click “Export” in the upper right hand corner
 Click “Summary CSV”
 You will get an Excel version of the report

Item	Price Point	Category	SKU	Items Sold	Item Sales	Discounts	Refund Cou	Refunds	Net Sales
Item		None		1	\$1.00	\$0.00	0	\$0.00	\$1.00
Cookie Sale	Cookies	None		306	\$1,224.00	\$0.00	0	\$0.00	\$1,224.00
Cookie Sale	Gluten Free	None		20	\$100.00	\$0.00	0	\$0.00	\$100.00

Option 1 – Copy and paste the Excel boxes into a word document

OR

Option 2 – Take a screen shot of the item sales page and paste it into a Word or Pages document. Ensure that screen shot is legible at 100% viewing scale before submission.

Windows users: Use Print Screen button on your keyboard or Snipping Tool found in Windows Start menu

Mac OSX users: Press “Command” + “Shift” + “3” on your keyboard (at the same time) to take a screenshot of your report

Appendix B. ___ Payment Method Report

The screenshot shows the 'Sales' dashboard with the 'Reports' tab active. In the left sidebar, 'Payment Methods' is highlighted. The main content area shows a report for the period 01/17/2018–02/25/2018, filtered by 'All Day' and 'Summary'. An 'Export' dropdown menu is open, with 'Summary CSV' circled in red. Below the report area, there are 'Advanced Options' and a section for 'ACCOUNTING APPS' including 'Connect QuickBooks' and 'Connect Xero'.

Payment Method	Transactions	Total Collected	F
Card - Swiped	49	\$2,920.00	
Card - Tapped (Contactless)	0	\$0.00	
Card - Dipped (Chip)	0	\$0.00	
Card - Keyed	2	\$0.00	
Card on File	0	\$0.00	

Click "Spreadsheet" for an Excel copy of the Payment Method Report

"Card – Keyed" cannot be reimbursed

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Windows users: Use Print Screen button on your keyboard (or press "Fn" + "Print Screen" at the same time) or use Snipping Tool found in Windows Start menu.

Mac OSX users: Press "Command" + "Shift" + "3" on your keyboard (at the same time) to take a screenshot of your report.

Frequently Asked Questions

Check out Square's FAQ's:

For additional questions or training, such as FAQs, screen shots, and videos, visit: <https://squareup.com/register>

- 1. Why are troops first paying for fees and then being reimbursed by GSCTX?** *To ensure that our troops receive the best customer service, we looked at all companies available and found that Square has high ratings and is user friendly. Almost all credit card companies do not separate accounts into two, one for fees and one for retail value. We feel that the easiest process is for fees to come out of the troop account and GSCTX reimburse. Switching to Square also gives troops the freedom to use their card reader in ways outside of Product Sales. Although the troop will be responsible for fees for any activities not related to Fall Product Sale or Cookie Sale, they do have that option. **Please note that you may not pass transactional fees onto the customer.***
- 2. How long will it take for GSCTX to reimburse my fees?** *It will take GSCTX 2-3 weeks from the deadline date for your troop to receive reimbursement via ACH. You will not receive reimbursement upon Final ACH. Please remember that GSCTX will only reimburse fees of **\$5** or more.*
- 3. What if I do not turn in my reconciliation form by the deadline?** *Your troop will not receive reimbursement for fees. You must turn in your form by the deadline so Product Programs staff have enough time to reconcile your account.*
- 4. What if I do not enter the exact item names above?** *You should use the above item labels for GSCTX to reimburse you. If you do not, we cannot verify that the transactions are related to Product Sales.*
- 5. How do I add additional users?** *Please refer to Mobile Staff User information on Square's account support link. Each sub account costs \$5 per month per user.*
- 6. How much are fees?** *Fees are 2.75% which is roughly \$0.03 on every transaction. The easiest way to calculate this is to multiply the total package sales by the transaction fee. (Example: You sell via Square two boxes at \$4.00/ea. $\$8.00 \times 2.75\% = \0.22 in fees. Square will credit your account \$7.78. Your troop will owe \$7.00 to GSCTX for these boxes—keep this in mind when monitoring your transactions so that your troop can cover its ACH draft.) **Please note that you may not pass transactional fees onto the customer.***
- 7. What cards do Square accept?** *American Express, Discover, MasterCard, and Visa*
- 8. What devices are compatible?** *iOS and Android only. Use a desktop/laptop computer to pull all reports.*
- 9. How much are readers?** *When signing up with Square, your first Magstripe reader is free. You can also purchase extra readers at Walgreens, Best Buy and Walmart for around \$10 each. You may also purchase a combination Chip (EMV)/Magstripe reader via Square for \$29.00.*
- 10. Do I need to switch to the new EMV card readers that cost \$29?** *We recommend switching to the EMV readers, but doing so is not required. Not having the EMV reader may limit which cards you are able to accept.*
- 11. Will GSCTX cover the cost of the new reader?** *No.*
- 12. How long will it take to receive my reader?** *Per Square, it will take 7-10 business days after activating your account to receive your reader. For specifics on the timeframe please contact Square.*
- 13. Can I key in a transaction?** *No. GSCTX WILL NOT reimburse fees charged for keyed transaction, due to the higher transaction fee.*
- 14. What if I already have a Square account?** *If you already have a Square account, you will need to setup the above items for Fall Sale and Cookie Sale so GSCTX can reimburse your troop. Your Square account must be attached to your troop account. If it is not, then you will need to set up an account.*
- 15. Can customers pay for Fall and Cookie Sale items via Venmo or PayPal?** *No. Venmo/PayPal's "Friends and Family" payment option will not protect your troop funds in the event of a transactional dispute. GSCTX will only reimburse product sale fees incurred through Square.*