

## Girl Financial Transactions

The cookie manager role includes maintaining accurate records and keeping track of girl deposits made throughout the cookie program.

- All ACH, pre-paid Girl Delivery and Direct Ship payments are automatically entered in to Smart Cookies. Troops can only enter Girl Transactions, not Troop Transactions.
- No financial responsibility is transferred to girls for booth cookies. Booth cookies show in different columns on their dashboard and do not count towards the total money owed by the girl as money is collected by the troop at the booth sale. Please note the Smart Booth Divider is the recommended method for booth cookie distribution but a Transfer Order can also be used.
- Online payments collected in Smart Cookies are deducted from the ACH balance due to council. They are not deposited into troop accounts, unless troops sell exclusively online and are due a refund for their proceeds.
- All cash and checks are deposited into troop accounts. No deposits can be made to GSHCC.
- Financial transactions cannot be entered after the troop deadline of **March 22**. Girl transactions are managed by cookie managers and GSHCC does not review these balances.

### Managing Girl Transactions

1. Log in to [Smart Cookies](http://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **Finances**; click **Financial Transactions**.
3. Click on the **Girl Transactions** tab.

The screenshot shows the Smart Cookies web application interface. The top navigation bar is blue and contains the following items: Dashboard, My Troop, Orders, Booth, Rewards, **Finances**, Reports, Cookies, Safety and Training, Resources, and Help. The **Finances** and **Financial Transactions** items are circled in red. Below the navigation bar, the page title is "Manage Financial Transactions". There are two tabs: "Troop Transactions" and **Girl Transactions**, with the latter circled in red. Below the tabs, there is a search bar and a table with the following columns: Transaction #, District, Service Unit, Troop, Bank, Date, Type, Amount, and Ref #.

4. Click **Add Girl Transaction**. Select the appropriate information from the drop down fields. Click the calendar icon to select the transaction date.
5. Click **Save** when done.

6. To edit a girl transaction, click the pencil icon and modify the necessary information.
7. To delete a girl transaction, click the garbage can icon.

	Amount	Ref #	
Q			
	\$5.00		 

Use the **Girl Balance Summary report** in Smart Cookies to identify girl balances due to the troop. If a family owes money to the troop, please fill out a [Cookie Collection Report](#) no later than **March 27, 2022**. *Do not pay these balances with troop proceeds.* Collection reports can be found at [girlscoutshcc.org/resources](http://girlscoutshcc.org/resources). Once a collection report is submitted, GSHCC will issue a credit on your troop's Smart Cookies account for the amount submitted in the form so your troop has access to all funds and your troop **must not** collect money from families as GSHCC will work with them directly for payment.

**Negative balances:** If girls in your troop show a negative balance (indicated by parenthesis) please verify that all payments have been recorded accurately on your end and that all cookies have been transferred to them correctly. If transactions and

transfers entered at the troop level are accurate, verify that the girl does not have pre-paid Girl Delivery orders that were not delivered to customers. If a girl received Girl Delivery orders that could not be delivered, please ensure the customer is refunded. Please review the **Managing Girl Delivery Orders** Just in Time Training for information on refunding a Girl Delivery order.