girl scouts heart of central california

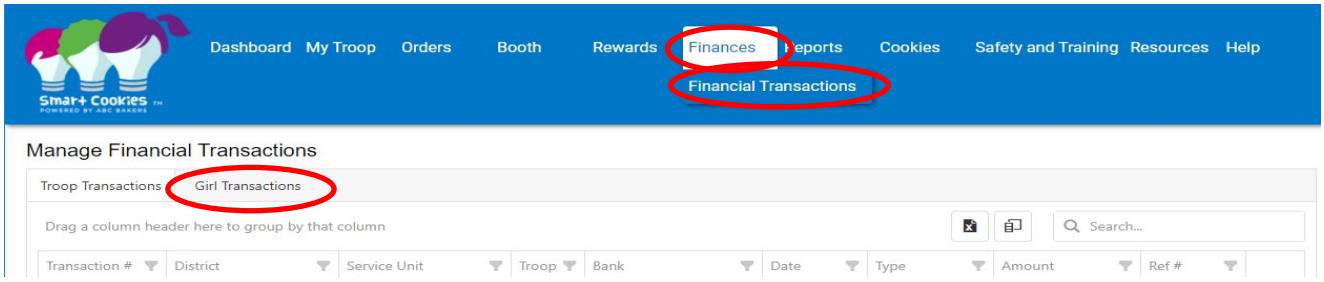
Girl Financial Transactions

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

- All ACH transactions, 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:** Smart Booth Divider is the recommended method for booth cookie distribution, but a Transfer Order can also be used.
- Online payments 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 Main Recognition Order deadline. Girl transactions are managed by cookie managers and GSHCC does not review these balances.

Managing Girl Transactions

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

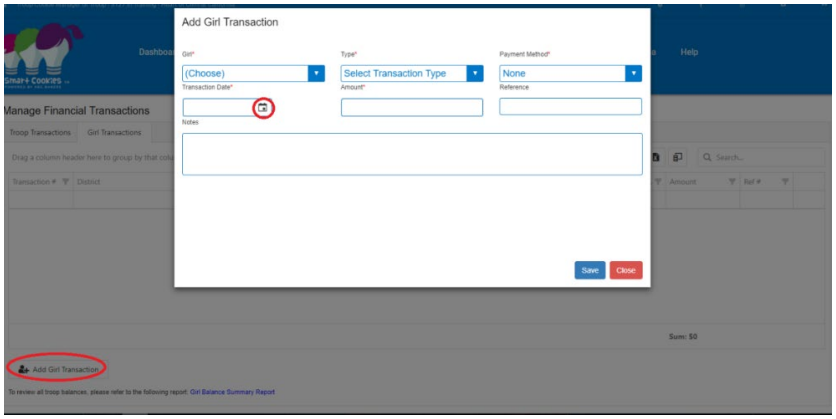


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4. Click **Add Girl Transaction**. Select the appropriate information from the drop down fields. Click the calendar icon to select the transaction date.
5. Click **Save** when done.



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



Use the **Girl Balance Summary report** in Smart Cookies to identify girl balances due to the troop. If you are having difficulty collection funds by the end of the program, please fill out a **Cookie Collection Report** by the deadline. ***Do not*** *pay these balances with troop proceeds.* Collection reports can be found at www.girlscoutshcc.org/resources. Once a collection report is submitted, GSHCC will issue 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 Troop Refunding Orders Tip Sheet for information on refunding a Girl Delivery order.