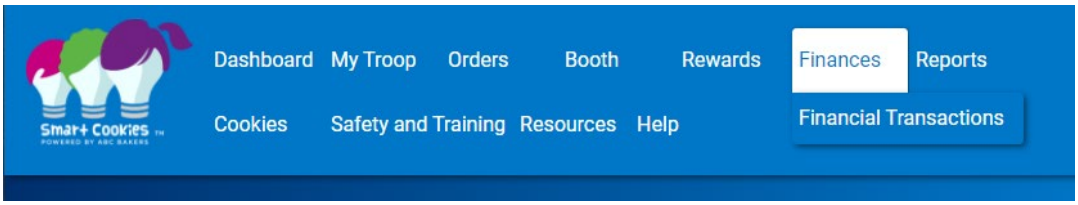
girl scouts heart of central california

Troop Financial Transactions

Keeping track of your troop's finances is an important responsibility of the troop cookie manager. Your role includes maintaining accurate records and keeping track of girl deposits made throughout the cookie program.

- All ACH and payments collected in Digital Cookie are automatically entered in to Smart Cookies and are deducted from the balance due to GSHCC. They do not override scheduled ACH withdrawals.
- Troops can only enter Girl Transactions, not Troop Transactions.
- No financial responsibility is transferred to girls for booth sales. 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.
- All money collected in person is deposited into troop accounts. No deposits can be made to GSHCC.

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Finances**; click **Financial Transactions**.



3. All Digital Cookie payments and ACH transactions will be shown in the **Troop Transactions** tab. The "Type" column will specify the transaction type. These transactions cannot be modified. They are entered automatically.

Use the **Troop Balance Summary report** in Smart Cookies to identify which balances are still due to council. ACH reminders will be emailed to the troop cookie manager prior to the withdrawal date. Withdrawal amounts are calculated based on your troop's remaining balance due, after all online payments have been applied.