



Quick Bites

Financial Transactions

Log into Smart Cookies and navigate to Finances>Financial Transactions.

There are two tabs for Financial Transactions. Click on the Troop Transaction tab. This will display all financial transactions related to your Troop including girl and booth credit card payments, direct ship payments and any ACH transaction entered by your Council. These transactions are locked and cannot be edited.

Manage Financial Transactions

Troop Transactions											Girl Transactions
Drag a column header here to group by that column											Q Search...
Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #			
CT1517993881	No Specified District	638	26	Girl Delivery Credit Card	10/3/2021	ACH Deposit	\$51.00	2759			
S1407213	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$31.00	S1407213			
S1407283	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$30.00	S1407283			
S1408353	No Specified District	638	26	Smart Cookies Direct	10/23/2021	Direct Ship Dir...	\$60.00	S1408353			

A Council that requires Troops to make deposits or payments will allow Troops to post transactions. Click Add Troop Transaction and enter all required information.

Export financial transactions to Excel as needed.

Click on the Girl Transaction Tab. This grid will display all financial transactions related to the girls in your Troop including girl credit card payments, direct ship payments and transactions entered by the Troop.

Add Transaction

Service Unit* Troop* Troop Search

Bank* Type*

Transaction Date* Amount* Reference

Notes

Manage Financial Transactions

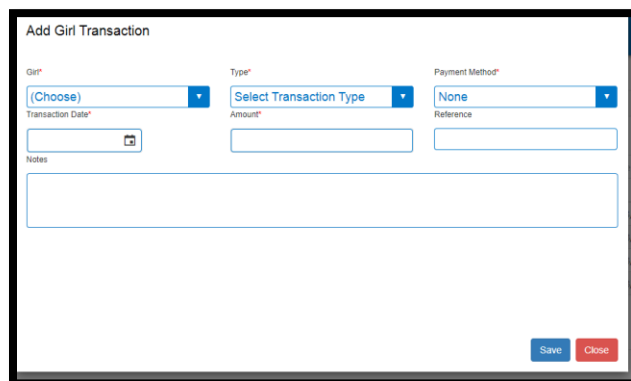
Troop Transactions	Girl Transactions										
Drag a column header here to group by that column											Q Search...
Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #			
CG1517993881	No Specified District	638	26	Noelle Bull	10/3/2021	CreditCard	\$51.00	2759			
0008141	No Specified District	638	26	Caitlin Blackwelder	9/28/2022	Cash	\$250.00				
0008142	No Specified District	638	26	Maryssa Backstom	9/28/2022	Check	\$81.00				
0008143	No Specified District	638	26	Natalie Shepard	9/28/2022	Check	\$60.00				
							Sum: \$442				

+ Add Girl Transaction

To review all troop balances, please refer to the following report: [Girl Balance Summary Report](#)

Click on Add Girl Transaction to add payments made by girls. It is important to post payments routinely, as girls/parents will view amounts paid and balance due on the girl dashboard.

Export financial transactions to Excel as needed.



The screenshot shows a web form titled "Add Girl Transaction". The form contains the following fields and controls:

- Girl***: A dropdown menu with the option "(Choose)".
- Type***: A dropdown menu with the option "Select Transaction Type".
- Payment Method***: A dropdown menu with the option "None".
- Transaction Date***: A text input field with a calendar icon.
- Amount***: A text input field.
- Reference**: A text input field.
- Notes**: A large text area for entering notes.
- Save**: A blue button.
- Close**: A red button.