



Quick Bites

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 transactions 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

Search...

Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #	
Q	Q	Q	Q	Q	Q	Q	Q	Q	
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	 

To add a troop transaction (not common), click Add Troop Transaction and enter all required information. Financial transactions can be exported to excel.

Add Transaction

Service Unit*

638

Troop*

26

Troop Search

Bank*

Select Bank

Type*

Select Transaction Type

Transaction Date*

Amount*

Reference

Notes

Click on the Girl Transaction Tab. This grid will display all financial transactions for the girls in your Troop including girl credit card payments, direct ship payments and transactions entered by the Troop. Payments imported from Digital Cookie (girl delivery credit card and ship only payments) 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	Girl	Date	Payment Me...	Amount	Ref #	
Q	Q	Q	Q	Q	Q	Q	Q	Q	
CG1517993881	No Specified District	638	26	Noelle Bull	10/3/2021	CreditCard	\$51.00	2759	 
0008141	No Specified District	638	26	Carlton 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 in Digital Cookie.

Add Girl Transaction

Girl*

(Choose)

Type*

Select Transaction Type

Payment Method*

None

Transaction Date*

Amount*

Reference

Notes

Save

Close