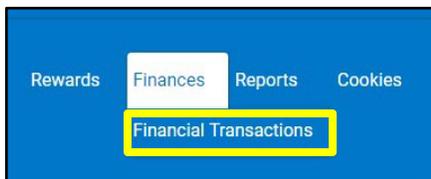


Tracking Girl Finances

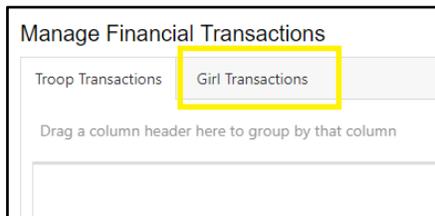
As Girl Scout's collect cookie money, they will deposit it back to the Troop. We recommend that those deposits are added in Smart Cookies to keep track of the girls' balance owed. Financial transactions added for girls will be applied to the Girl Balance Summary report. The Girl Balance Summary Report shows you how many cookies each Girl Scout has sold at booths and individually, and you can see how much money she owes the Troop. No action is needed to credit girls with credit card payments. The credit card payments will automatically be credited to the girl when using Digital Cookie for online orders and any in-person credit card sales.

To track girl deposits:

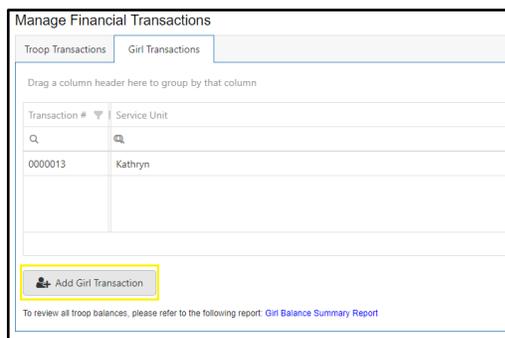
1. On the Finances tab, click Financial Transactions



2. Select the Girl Transactions tab. **Note: The Troop Transactions tab will display your ACH transactions, and girl credit card. Cash/check deposits you make into the Troop account are not visible in Smart Cookies.**



3. Click Add Girl Transaction in the bottom left corner



4. Enter in the required information: **Girl, Type, Payment Method, Transaction Date,** and **Amount.** If you have any additional information, you may add it in the notes as well. Press **Save**

Add Girl Transaction

Girl* Type* Payment Method*

Transaction Date* Amount* Reference

Notes

5. For each deposit a Girl Scout makes, you should see a line item listed. You can edit or delete any transaction on in the right column.

Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #	
0000002	No Specified District	Aberfeldy	10001	Chloe	3/2/2023	Check	\$25.00	Check1002	edit delete
0000003	No Specified District	Aberfeldy	10001	Chloe	3/2/2023	Cash	\$50.00		edit delete
0000001	No Specified District	Aberfeldy	10001	Emily Scout Test	12/9/2022	Check	\$100.00		edit delete