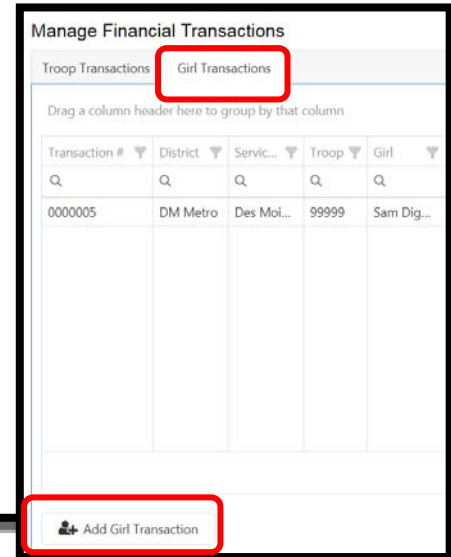


## Tracking Finances – Smart Cookies Guide

### Girl Transactions

After you have given out the Initial Order, girls should be turning in money before they get more cookies. You can track these payments in Smart Cookies.

1. To add a payment received from a girl/family, log into Smart Cookies, go to the *Finances* tab, and select *Financial Transactions* from the dropdown.
2. Click on the *Girl Transactions* tab.
3. Click on *Add Girl Transaction*.
4. Select the desired girl, *Type*, and *Payment Method*.
5. Enter in the *Transaction Date* and *Amount*.
6. Use the *Reference* field as you see fit.
7. The *Notes* section can be useful to remind yourself where you collected the money and who gave it to you.
8. Click *Save*.
9. You will receive a notification at the bottom the screen that your financial transaction was successfully created.



### Troop Transactions

Only the council has access to enter financial transactions for payments made by the troop. You will see these under the *Troop Transactions* tab under *Financial Transactions*. You'll most often see two transactions: *ACH Deposits*, indicating money received by the council from the auto-withdrawals, and *Direct Ship Direct Deposit*, from online sales through Smart Cookie Direct Ship.

Troop	No.	Transaction	Bank	Date	Amount
55555	7,796	ACH Deposit	GS Greater Iowa	03/01/2016	\$227.20
55555	7,797	Credit/Refund to Tr COCODirect		03/28/2016	\$-24.00
<b>Total:</b>					<b>\$203.20</b>

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