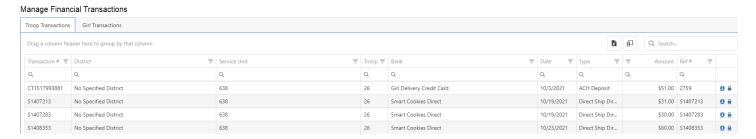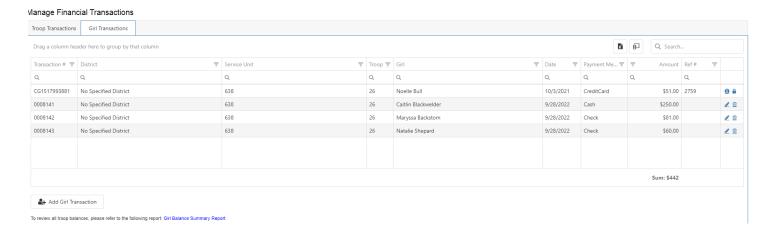# Financial Transactions

Log into Smart Cookies and navigate to Finances>Financial Transactions

There are two tabs for Financial Transactions; Troop and Girl. 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 the council. All of these transactions are locked and cannot be edited.

Manage Financial Transactions

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	

Click on the Girl Transaction Tab to view all girl financial transactions. 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.

Manage Financial Transactions

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 cash and check payments made by girls. It is important to post payments routinely, so the amount due on the troop dashboard is current.

Payments entered by the troop can be edited if needed.

Export financial transactions to excel as needed.

Add Girl Transaction

Girl*   Type*   Payment Method*
(Choose)   Select Transaction Type   None

Transaction Date*   Amount*   Reference

Notes

Save   Close