



Quick Bites

Season Close Out – Troop Check list

Use these steps to close out your Cookie Program season.

1. Run the Girl Cookie Order Detail Report filtered for girl delivery.
 - a. Ensure that you have given each girl enough inventory to cover orders paid through Digital Cookie.
 - b. Review the total of all Cookie Share packages for each girl. If you want the council to fill the donations, create a Virtual Cookie Share order for any missing amounts. If you want to use your troop inventory to fill the donation orders, create a Tracked Cookie Share AND make sure the packages have been credited to a Girl Scout via a Troop-to-Girl Transfer. You must create these orders for the girl to get credit for the sales, the Share patch and to match financial transactions.
2. Complete any remaining Troop to Girl transfers. If the Troop has an excess inventory at the end of the sale, Troop to Girl transfers for BOOTH packages can be created to zero out inventory without assigning financial responsibility to the Girl Scout.
3. Post all girl payments turned into the Troop.
4. Post all packages sold at booths in each booth reservation. Use the Smart Booth Divider to allocate to girls.
5. Review Troop Ship only orders (Orders>Troop Direct Ship Orders) and allocate packages to troop girls.
6. Review the Virtual Booth reservation under Booths>My Reservations. Allocate packages to girls using the Smart Booth Divider. These are orders that were generated using the troop delivery link.
7. Run the Girl Cookie Totals Summary reports to ensure that all girl total sold quantities are correct.
8. Create Recognition Orders
 - a. Create the main order (Rewards>Create Recognition Order -select Main).
 - i. Review the order and ensure that all choices are complete.
9. Run the following reports for Troop records.
 - a. Troop Balance Summary (or Troop Balance Summary Snapshot)
 - b. Girl Balance Summary for each girl
 - c. Recognition Order Summary by girl (to use to distribute rewards)
10. Report any outstanding debt or issues to your Council as directed.