



Quick Bites

girlscouts
of the sierra nevada

Season Close Out – Troop Checklist

View the Troop Dashboard to see the remaining troop inventory. Total troop inventory should never be a negative number. Assign troop inventory to girls using the following steps:

1. Run the Pending Manual Cookie Share Report.
 - a. Create a virtual Cookie Share order for any girls showing a negative Balance. You must create these orders for the girl to get credit for the sales and to match financial transactions. [Video](#)
2. Post all girl cash/check payments turned in to the Troop. Finances>Financial Transaction>Girl Transactions – Scroll down, then choose Add Girl Transaction.
3. Post all packages sold at booths in each booth reservation. Use the Smart Booth Divider to allocate to girls.
4. Complete any remaining Troop to Girl transfers. (You can view all girl transactions by running the Girl Balance Summary report or by going to the Orders tab, then Manage Orders, and choosing Refine Search to view All Girls.) [Video](#)
5. If the Troop has excess inventory at the end of the sale, Girl to Troop transfers for BOOTH packages can be created to zero out inventory.
6. Review Troop Ship only orders (Orders>Troop Direct Ship Orders) and allocate packages to troop girls. [Video](#)
7. Review the Virtual Booth reservation under Booths>My Reservations. Allocate packages to girls using the Smart Booth Divider. These are orders generated via the troop delivery link. These cookies will pull from the on-hand inventory when distributed. Part of the video linked above.
8. Run the Girl Cookie Totals Summary reports to ensure that all girl quantities sold are correct. Run the Girl Balance Summary and review it for any money owed or inconsistencies.
9. Run the Troop Balance Summary Report and check the cupboard transfers and any troop-to-troop transfers.
10. 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.
11. 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)
12. Report any outstanding debt using the Slow Pay form.