



# Quick Bites

## SeasonClose Out – TroopChecklist

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. Create a virtual Cookie Share order for any missing packages. Orders must be created for any in person with donation, or girl delivery with donation orders. Donation only orders will automatically be created and ship only orders with donation are also automated. You must create these orders for the girl to get credit for the sales and to match financial transactions. *If your council is an order taking council, do not duplicate cookie share packages included in the initial order.*
2. Complete any remaining Troop to Girl transfers. If the Troop has excess inventory at the end of the sale, Troop to girl transfers for BOOTH packages can be created to zero out inventory.
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.
  - b. If your council offers a Troop Reward program, create the troop order (Rewards>Create Recognition Order – select Troop).
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.