

Cookie Transfers

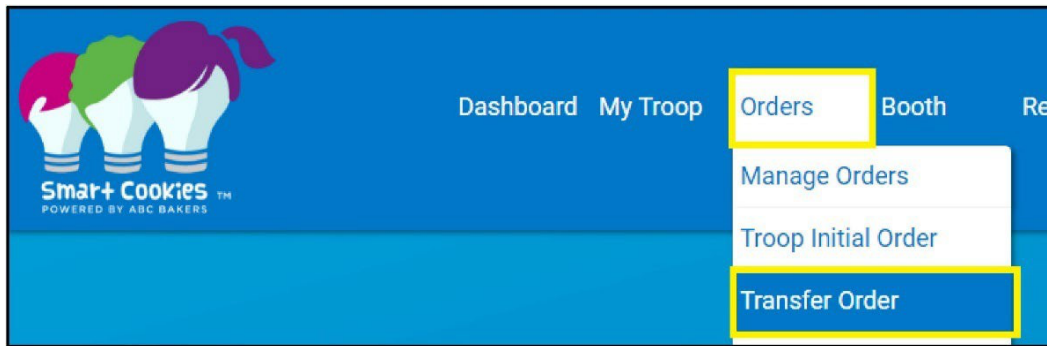
Troops can do Troop to Girl (T2G), Girl to Troop (G2T), Girl to Girl (G2G) and Troop to Troop (T2T) cookie transfers in Smart Cookies. All other transfers are done at the council level.

All cookie transfers done in Smart Cookies should also have a corresponding paper receipt. This will help with Troop financial security and tracking of any inventory discrepancies.

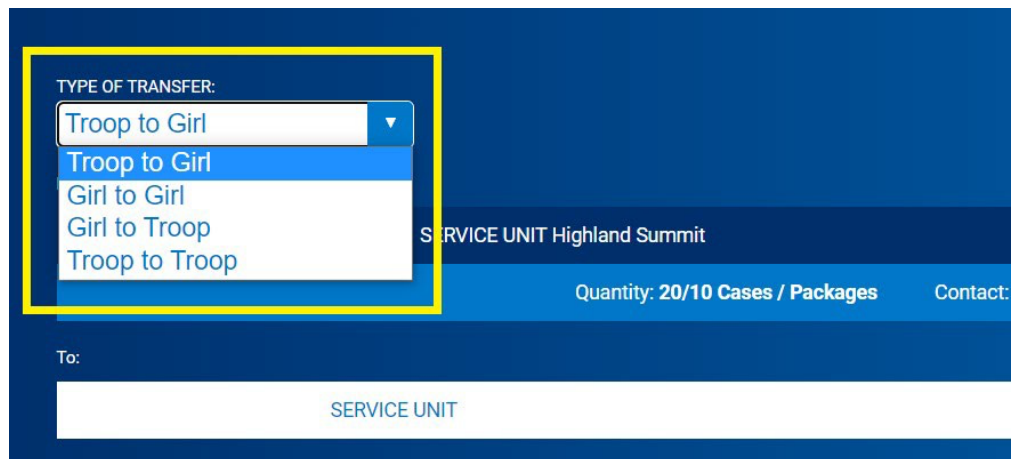
Troop to Girl Transfer

Transferring cookies from the Troop to the girl is called a "Troop to girl" (T2G) transfer. This is the way Girl Scouts get credit for their sales and must be done for girls and Troops to earn rewards. This transfer is commonly referred to as "allocating packages to girls."

1. Log into Smart Cookies, go to the Orders tab, and select Transfer Order



2. In the Type of Transfer dropdown, select **Troop to Girl**



- The Troop will auto populate in the **From:** line. In the **To:** line, select the Girl Scout receiving the cookies by clicking the down arrow on the far-right side.

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT Aberfeldy TROOP 10001

Quantity: 5990 Packages Contact: Tammy Freese | (800) 845-0787 | tammy@gsrv.org

To: SERVICE UNIT TROOP GIRL

Reset

- Select the girl name and click **Apply**

From: SERVICE UNIT Aberfeldy TROOP 10001

Quantity: 5990 Packages Contact: Tammy Freese | (800) 845-0787 | tammy@gsrv.org

To: SERVICE UNIT TROOP GIRL

Search Aberfeldy 10001

Chloe Senjem
Emily Scout Test
Lizzo Awesome
Serena Williams
Tammy Test
Taylor Swift

Apply

- Use the Cases/Packages column to enter the cookie amounts to transfer

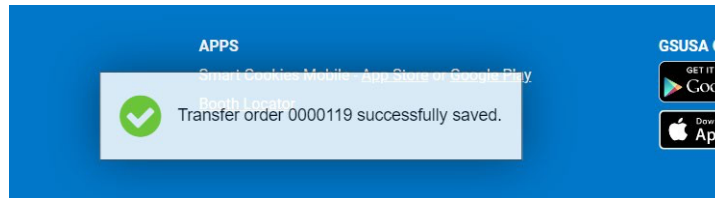
			CASES / PACKAGES	BOOTHS CASES / PACKAGES
Adventurefuls	\$10.00		0 / 2	0 / 0
Toast'Yay	\$15.00		0 / 3	0 / 0
Lemonades	\$5.00		0 / 1	0 / 0
Trefoil	\$20.00		0 / 4	0 / 0
Thin Mints	\$45.00		0 / 9	0 / 0
Peanut Butter Patties	\$20.00		0 / 4	0 / 0
Caramel deLites	\$15.00		0 / 3	0 / 0
Peanut Butter Sandwich	\$0.00		0 / 0	0 / 0
Caramel Chocolate Chip	\$0.00		0 / 0	0 / 0
Totals	\$130.00		2 / 2	0 / 0

Order Notes
Type here (250 Characters max)

Save

Note: For booth sales, it is best to use the Smart Booth Divider to record booth sales, rather than entering them as Booths Packages on the Transfer Order page.

6. Click Save
7. A confirmation box with a green check should appear saying the transfer order was successfully saved.



8. You can then print receipt for your or the girl's records.
9. See the Transferring Orders section to learn how to view this transfer on the Manage Orders screen.

Girl to Troop Transfer

These transfers are used when Girl Scouts return packages to the Troop. This process is almost the same as Troop-to-Girl transfers (above).

1. Log into Smart Cookies, go to the Orders tab, and select Transfer Order
2. In the Type of Transfer dropdown, select Girl to Troop
3. Select the Girl Scout returning the cookies to the Troop by clicking the down arrow by Girl in the **From:** bar
4. Select the girl name and click **Apply**
5. Use the **Cases/Packages** column to enter the transfer.
6. Click **Save**

Girl-to-Girl Transfer

Before doing a Girl-to-Girl transfer, it is important to note that these transfers do **not** automatically appear on the Manage Orders screen. See the Reviewing Troop Orders section for info. To transfer cookies from one Girl Scout to another, there are two options:

1. Complete a G2G transfer, following steps similar to above.
 - a. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
 - b. In the **Type of Transfer** dropdown, select **Girl to Girl**
 - c. Select the girl giving cookies for the **From:** line, and the Girl Scout receiving cookies in the **To:** line.
 - d. Select the Girl Scout's name and click **Apply**
 - e. Use the **Cases/Packages** column to enter the transfer
 - f. Click **Save**

2. If you want to see all of the transfers by default on the Manage Orders page, pass the cookies through the Troop inventory, rather than a G2G direct transfer.
 1. For example: If Sally gives Jane 1 package of Shortbreads, you would have 2 transfers:
 1. Sally to Troop: 1 package Shortbread
 2. Troop to Jane: 1 package ShortbreadEntering them as two transfers will allow you to see the movement of these packages from a Troop perspective.

Troop to Troop Transfer

These transfers are used when cookies are transferred between two Troops.

Note: It is recommended the receiving Troop completes this transfer as they are the ones assuming financial responsibility for the cookies. Be sure to communicate with the other Troop about who will be completing the transfer.

Pro Tip: If you have a Smart Phone, complete the transfer in the Smart Cookies while both Troops are present to ensure accuracy.

1. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
2. In the Type of Transfer dropdown, select **Troop to Troop**
3. Select the Service Unit and Troop Number of the Troop you are receiving cookies from
4. Your Service Unit and Troop number will automatically populate in the **TO:** bar.
5. Use the **Cases/Packages** column to enter the transfer.
6. Click **Save**