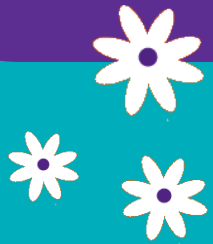
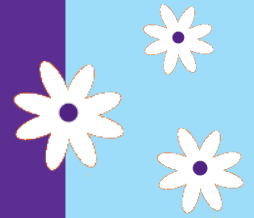


2024 GIRL SCOUT COOKIE PROGRAM

SmartCookies Reference Guide



SmartCookies Overview

SmartCookies is the Cookie Program online portal where volunteers can manage every aspect of their cookie business from a computer, tablet, or smartphone. Note – Girl Scouts will use the Digital Cookie platform to manage their cookie business. Go to www.abcsmartcookies.com to access the online portal. SmartCookies supports Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari; it does not support Internet Explorer.

This reference guide includes detailed instructions on the following SmartCookies topics:

[Set Up an Account](#)

[Create a Planned Order](#)

[Use the Smart Booth Divider to Distribute Cookies](#)

[Manage Troop Information](#)

[Create a Troop-to-Girl \(T2G\) Transfer](#)

[Troop Direct Ship Orders \(Imported from DC Cloud\)](#)

[Set Troop Goals](#)

[Create a Reward Order](#)

[Financial Transactions](#)

[Navigate the Troop Dashboard](#)

[Request a Council-Scheduled FCFS Cookie Booth](#)

[Helpful SmartCookies Reports](#)

[Create an Initial Troop Order](#)

[Request a Troop-Secured Cookie Booth](#)

⚠ **Note:** Video tutorials describing these processes and more, are also available online at www.abcsmartcookies.com

Set Up an Account

Troop information is loaded into SmartCookies (and Digital Cookie) beginning the week of **December 4, 2023**. One account is created per troop. You will receive two emails: one from noreply@abcsmartcookies.com and another one from email@email.girlscouts.org to set up your accounts. If you (TCM) are responsible for more than one troop, separate emails (and accounts) for each troop are sent.

1. Click the link in each email. When the website opens, basic troop information is pre-populated.
 - Note: If you have more than one troop, there is a second screen in *SmartCookies* where you can select which troop you are logging in for – you can switch between troops without logging out. In *Digital Cookie*, there is a “role selector” screen where you can switch between accounts.
2. Enter any missing troop information in the required fields, as indicated by an asterisk (*).
3. Confirm your troop **Level**.
4. Create a **Password**.
 - If you volunteered last year, you can use the same password.
 - If you have more than one troop, use the same password for every troop.
5. Click **Submit** to complete the process. A confirmation message appears at the top of the screen. You will also receive an email confirmation with your **Username** (email address) and **Password**.

⚠ **Note:** If you have issues setting up your account (e.g., you have not received the initial email from noreply@abcsmartcookies.com), contact the **Product Program Manager**. Find PPM contact information in the TCM Handbook.

Welcome!
A few steps to complete your profile...

Required fields indicated by *

Troop Info

Position
Troop Leader

Girl Level
Unassigned

Troop Number
102

Council
Girl Scouts of Central Maryland

Contact Info

Home Address *
112234 Oak Lane

Suite/Apt. #
City *
Richmond

State *
Virginia

Zip Code *
23235

Fax (Optional)

Phone Number *
(804) 999-1234

Profile Info

First Name *
Catherine

Last Name *
Smith

Email *
ccas1371@gmail.com

Upload your picture here

4 Create your password that you will use to sign in Smartcookies and manage your Service Unit!

Enter Password *

Re-enter Password *

5 Submit

Manage Troop Information

Review general troop information in the **My Troop > Troop Information** tab. Contact the Council if any pre-populated information is incorrect.

The Council will load registered Girl Scouts into the appropriate troops in *Digital Cookie* beginning **January 8, 2024**, and weekly from there. You will receive an email when this upload is complete. Once the Council finalizes data input, confirm your troop information.

⚠️ Opt-Out Troops: If your troop chooses to opt-out of rewards, make sure you go to the **My Troop > Troop Information** tab and update your **Proceed Plan** and **Main Recognition Plan** to the **Opt Out Plan** option.

777777 Group

Proceed Plan*
Standard Plan

Main Recognition Plan
Standard Plan with Recognitions

Troop Recognition Plan
No Recognition Plan

Expand these dropdown menus and select **Opt Out Plan**.

Set Troop Goals

From the **My Troop > Goals & Online Activities** tab, you can update the troop package goal, provide a description of the troop's goal, send messages to the whole troop at once or to individual Girl Scouts, view all of the participants' progress within the troop, and more.

The screenshot shows the 'Goals & Online Activities' dashboard for a troop. Key features are highlighted with callouts:

- Troop Achievement:** A progress bar showing 92.49% completion towards a goal of 3500. The current amount is 3237.
- Troop Package Goal:** A box showing the goal amount of 3500 and an 'Update' button.
- Troop Goal Description:** A text area containing the description: 'Package goal reached earns a trip to the Water Park'.
- Message to Troop Girls:** A form with fields for 'Subject' and 'Message'.
- My Troop:** A list of troop members with their names, photos, and 'Send a cheer...' buttons.

Navigate the Troop Dashboard

The table below shows the images and describes each section of the Troop Dashboard.

The screenshot shows the 'Troop Dashboard' with six numbered callouts:

- 1:** Troop Achievement progress bar.
- 2:** Financial summary table.
- 3:** Inventory summary table.
- 4:** Total Sold summary table.
- 5:** Total On Hand summary table.
- 6:** Calendar and tasks section.

	236.40
This Season	236.40
Last Season	0.00
	\$0.00

	4,728
This Season	4,728
Last Season	0

	3,237
This Season	3,237
Last Season	\$13,265.00
	\$0.00

	1,491
This Season	1,491
Last Season	\$5,883.00

Items	Due by	Status
Initial Order created	September 14th	Completed
Early Recognition Order created	September 6th	Need to review
Main Recognition Order created	September 21st	Not Completed

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Tasks
Early Recognition Order due Due by: Sep 6th, 2017
Initial Order due Due by: Sep 14th, 2017
Initial Order due Due by: Sep 20th, 2017
Recognition Order due Due by: Oct 14th, 2017

Stats 7

	Girl Registered		Girl Selling		Online Sales Participation	
This Season	20	100.0%	20	100.0%	5	25.0%
Last Season	N/A	100.0%	N/A	N/A	N/A	N/A

Financial Summary 8

Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due
\$19,148.00	\$3,356.80	\$15,791.20	\$0.00	\$0.00	\$0.00	\$0.00	\$15,791.20

Sold by Cookies 9

Cases Packages Cases/Packages

Girl Name	Total #	Total \$	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT
Angel Byrd	88	360	16	8	8	8	8	8	8	8	8	8
Dianne Jackson	88	360	11	8	8	8	13	8	8	8	8	8
Phyllis Dennis	83	340	11	8	8	8	8	8	8	8	8	8
Tricia Christensen	83	340	11	8	8	8	8	8	8	8	8	8
Ida Caldwell	88	360	11	8	8	8	8	8	8	8	13	8
Yvette Swanson	83	340	11	8	8	8	8	8	8	8	8	8
Shari Phillips	83	340	11	8	8	8	8	8	8	8	8	8
Joan Morales	88	365	11	8	8	8	8	8	8	8	8	13
Krista Brock	83	340	11	8	8	8	8	8	8	8	8	8
Christina Boone	88	360	11	8	8	13	8	8	8	8	8	8

10

TOTAL #	TOTAL \$	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT
3870	15860	446	384	380	380	380	380	380	380	380	380

#	Description
1	As the season progresses, the Troop Achievement sliding scale updates as sales data is entered into SmartCookies. The order data boxes below the scale also update throughout the season.
2	Per Girl Average shows last year's PGA (in packages), and updates with the current year's PGA throughout the season. Click Goals & Online Activities to send messages to the whole troop or individual Girl Scouts.
3	Inventory: Total Ordered shows last year's order amount (in packages), and updates with the current year's order total throughout the season. Click Details to view the total order broken down by variety (in packages) and the % of each variety sold.
4	Total Sold shows how much the troop sold last year, and updates with the current year's volume sold throughout the season. Click Details to view the total sold broken down by variety (in packages) and the % of each variety sold.
5	Total on Hand shows how much inventory the troop has left to sell. Click Details to view the current remaining inventory broken down by variety (in packages) and the % of each variety left.
6	The Calendar and Tasks sections at the bottom of the Dashboard list the important due dates throughout the program.
7	Stats shows a comparison of last year's values to this year's values with respect to registered participants, participants selling, and online sales.
8	Click on the i in the Financial Summary section to see a definition of each financial term.
9	Sold by Cookies shows how many packages each Girl Scout in the troop has sold. View in cases, packages, or case/packages.
10	The troop's total sales amount is listed at the bottom of the grid.

Create an Initial Troop Order

Place an Initial Troop Order if the troop decides they want cookies on hand before they start selling. You must create the Initial Order no later than **January 12, 2024**. Troops are not required to place an initial order.

1. Click **Orders > Troop Initial Order**. The **Initial Order** screen appears.

The screenshot shows the 'Initial Order' screen for Troop 123. The top navigation bar includes: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The main content area displays four summary cards:

- TOTAL SOLD LAST SEASON:** No Data
- PER GIRL AVERAGE:** This Season: 156.00, Last Season: 0
- TROOP INITIAL ORDER PACKAGES:** This Season: 780, Last Season: 0
- TROOP INITIAL ORDER VALUE:** This Season: \$3,120.00, Last Season: \$0.00

At the bottom, a red bar indicates the 'Troop Order Deadline: October 11, 2017 @ 11:59 PM', 'LAST EDITED: CC - Smith ON: October 11, 2017', and a 'READY FOR REVIEW' toggle switch.

2. Verify that **Build Order By: Cookies** and **Measure By: Cases** are selected.
3. In the **Troop Order** column, enter the number of **CASES** of each cookie variety that you want to order. Press **Tab** to move from box to box.
 - ⚠️ **Note:** The Initial Order is the only time you will order cookies by the case.
4. Enter **Order Notes**, as desired. For example, enter the pick-up person's name and phone number.
5. Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Delivery Station** options are shown below the order.

The screenshot shows the 'Troop Order' entry screen. It features a table of cookie varieties with columns for 'Troop Order' and 'Cases'. The 'Troop Order' column contains input boxes with values: 60, 82, 97, 48, 192, 87, 115, 85, 49. The 'Cases' column shows corresponding values: 0, 2, 11, 0, 9, 9, 5, 11, 9. The total order value is \$3,120.00 and the total case count is 68. Annotations include:

- 2:** Points to the 'Build Order By' dropdown set to 'Cookies'.
- 3:** Points to the 'Troop Order' input boxes.
- 4:** Points to the 'Order Notes' text area containing 'Initial order for all 5 girls'.
- 5:** Points to the 'Save' button.

Additional callouts include: 'Once your order is finalized and ready to submit to the Council, click Ready to Review.' and 'The order can be edited until the Troop Order Deadline. Remember to Save if you make any changes.'

6. Select a pickup Location from the pre-populated location(s) assigned by the Council. There may be one or more options available to choose from.
7. If the location has a pickup schedule, select from the pre-populated dates and times assigned by the Council. If the scheduling feature does not appear, your PPM will notify you how to sign up for a pickup time.
8. Click **Save**. A confirmation message appears, along with the **Delivery Appointment Details**.

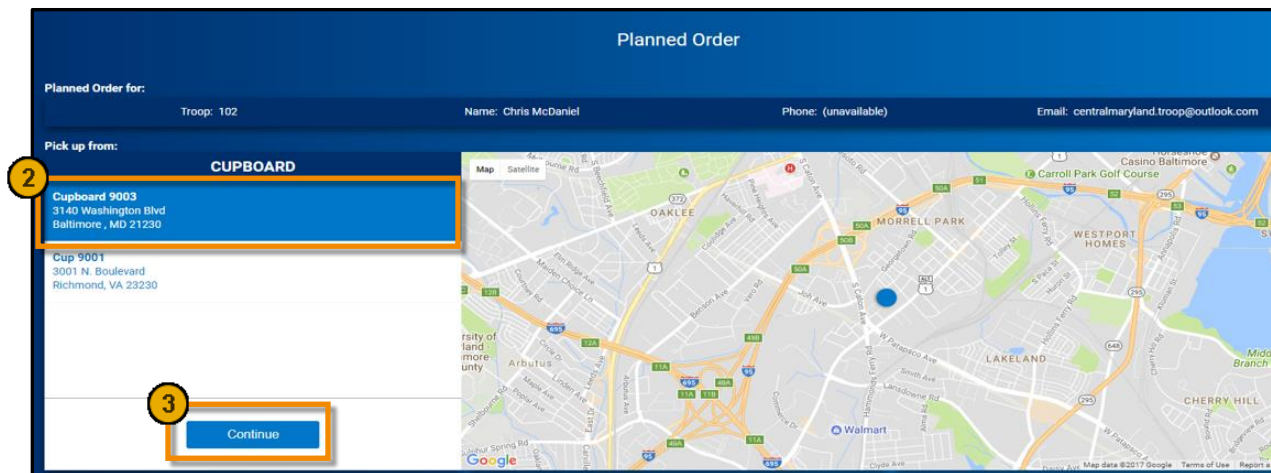


Create a Planned Order

Placing a Planned Order in SmartCookies is the only way for troops to pick up cookies at a Cookie Cupboard throughout the program. Once the Planned Order is picked up from the Cookie Cupboard, it's converted into a *Cupboard-to-Troop Transfer*. You can view this on the **Orders > Manage Orders > Transfers** tab.

⚠ Important: Troops are allowed one Planned Order per week. You must submit your order for the upcoming week in SmartCookies before 11:30 PM MST on Sunday.

1. Click **Orders > Planned Order**. The **Planned Order** screen appears.
2. Select the **Cupboard** where you want to pick up your cookie order. A clickable Google map on the right provides more location details.
3. Click **Continue**.



4. Select a pickup **Date**, and then click **Continue**. Only the dates that the Cupboard is open appear.
5. Select a pickup **Time**, and then click **Save**. Only the times that the Cupboard is open appear.
6. In the **Packages** column, enter the number of **PACKAGES** of each cookie variety that you want to order.
7. Enter **Order Notes**, as desired. For example, enter the pick-up person's name and phone number.

- Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Planned Order #** is shown at the top of the screen.

⚠ Important: You must contact the Cookie Cupboard Manager to confirm the pickup date/time. This selection does not guarantee an appointment!

Click **Edit** to pick a different Cupboard location.

The order can be edited until the Council designated deadline of 11:30 PM MST on Sunday night. Remember to **Save** if you make any changes.

Create a Troop-to-Girl (T2G) Transfer

Troop-to-Girl Transfer is used to transfer troop cookie inventory to a Girl Scout's inventory. By completing this process, the participant assumes financial responsibility for these packages and receives credit toward her reward calculation. Create a T2G Transfer each time you distribute cookies to a Girl Scout.

⚠ Note: Wait until the end of the Cookie Program to transfer *Gift of Sharing* cookies to the individual Girl Scouts' inventories. These cookies will be taken either from the troop inventory or a final cupboard order.

- Click **Orders > Transfer Order**. The **Transfer Order** screen appears.
- In the **Type of Transfer** dropdown, select **Troop to Girl**.
- Service Unit/Troop information is pre-populated in the **From** row. In the **To** row, select the **Girl** receiving the transfer order.
- Click **Apply**.

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654 TROOP 102

Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.troop@outlook.com

To: SERVICE UNIT TROOP GIRL

Search results for GIRL: Krista Brock, Lisa Cohen, Mona Griffin, Mona Knight, Phyllis Dennis, Shannon Gonzalez, Shari Phillips, Susan Myers, Tricia Christensen

Apply

- Enter the number of **Packages**, by cookie variety, being transferred to the Girl Scout's inventory.
 - ⚠️ Note the difference between the columns:
 - Packages** = Use this option to transfer packages to Girl Scouts with the financial responsibility of the actual number of packages.
 - Booths Packages** = Use this option to give credit to Girl Scouts for packages already sold at a cookie booth; no financial responsibility changes in this transfer because the money has already been collected.
- Enter **Order Notes**, as desired.
- Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Transfer Order #** is shown at the top of the screen.

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654 TROOP 102

Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.troop@outlook.com

To: SERVICE UNIT 654 TROOP 102 GIRL Shannon Gonzalez

Quantity: 500 Packages Contact: Catherine Smith | (804) 614-9999 | ccs1371@gmail.com

		PACKAGES	BOOTHS PACKAGES
Thank-A-Lot	\$40.00	5	5
S'mores	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel Delites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Trios	\$50.00	5	5
Totals	\$270.00	45	45

Order Notes: "Packages" are for Shannon's Door to Door sales. The "Booth Packages" are for her Booth event this Saturday.

Save

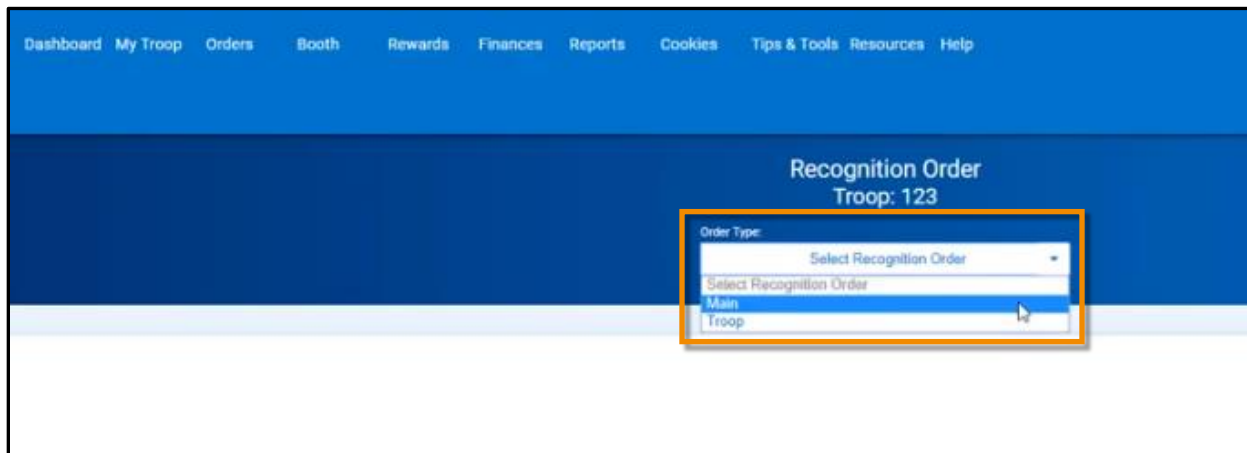
To enter booth sales and credit Girl Scouts accordingly, use either the **Smart Booth Divider** (which is the recommended approach) or manually enter the distribution in this column.

Create a Reward Order

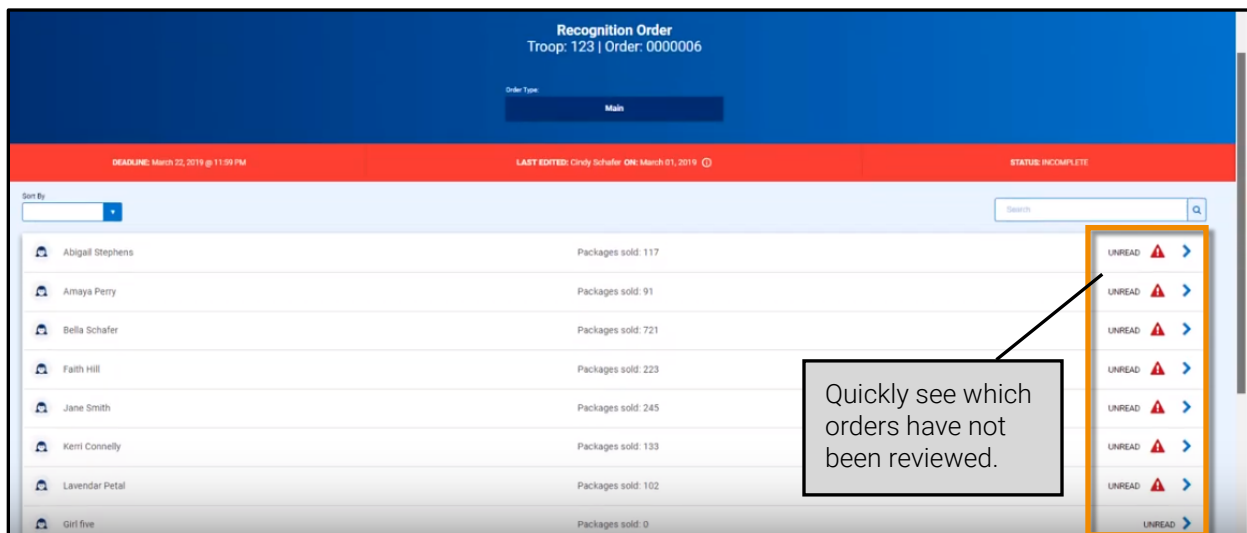
All troops must create a Reward Order at the end of the Cookie Program. Even troops that choose to opt-out of rewards must submit an order for specialty patches (as applicable). If you do not create a Reward Order, Girl Scouts will not receive the rewards they worked hard to earn. You may place your Reward Order beginning March 4, 2024. Make sure to submit the order before the deadline!

⚠ Important: Create a Reward Order after all packages the troop purchased have been allocated to the Girl Scouts in SmartCookies, via T2G Transfers. Creating a Reward Order is a one-time process. Once an order is created, as explained in the process below, you will use the **Rewards > Manage Recognition Orders** tab to review and/or modify rewards orders.

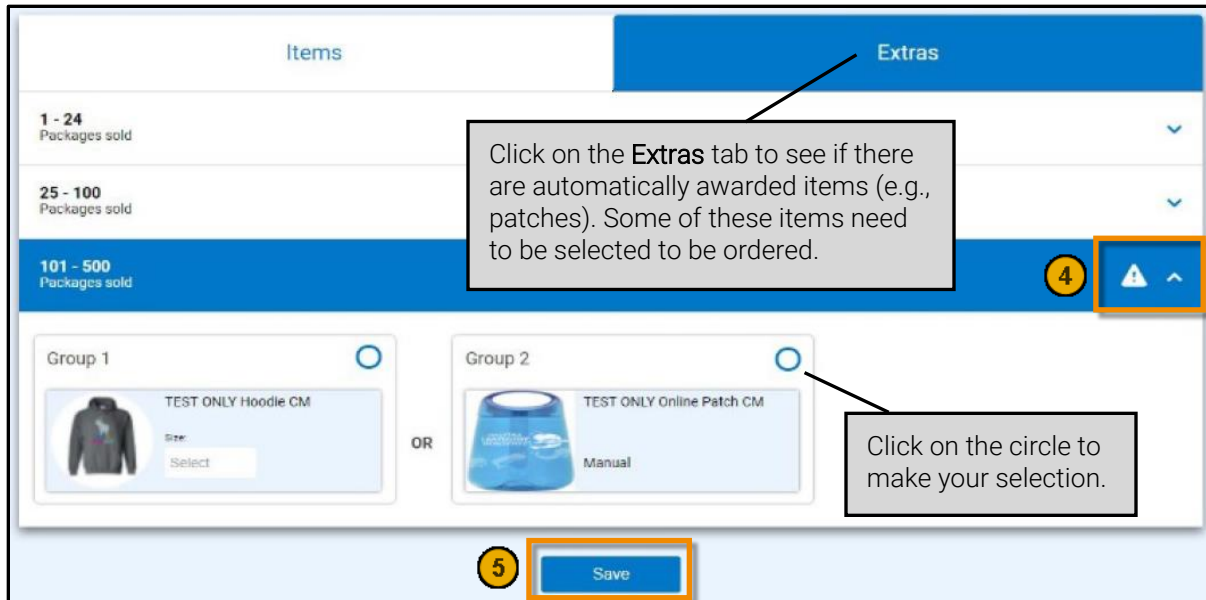
1. Click **Rewards > Create Recognition Order**.
2. In the **Order Type** dropdown, select **Main**. The list of Girl Scouts appears.



3. Click the arrow on the right to review each participant's reward summary. The **⚠** icon indicates an action must be completed for that participant.

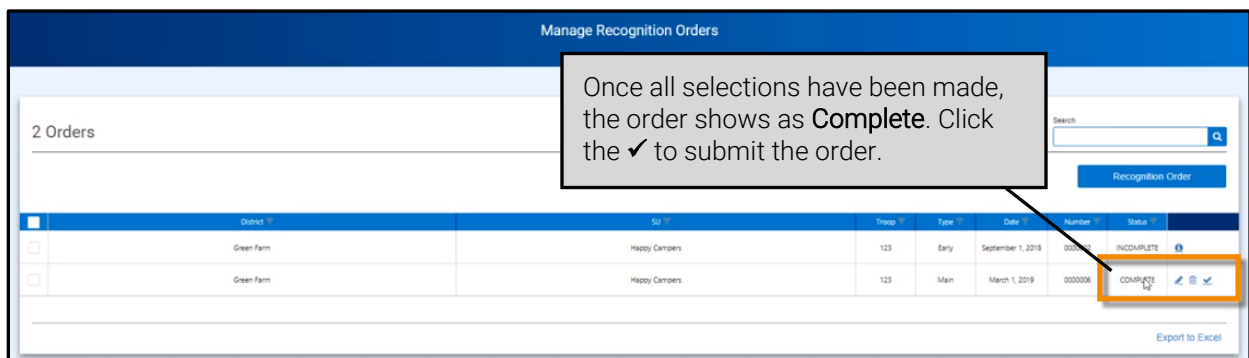


4. Click the **⚠** icon(s) to select rewards at each level, as necessary.
5. Re-check the order for accuracy, and then click **Save** to return to the level page.
6. Click **Save** again to finalize the participant's rewards.
7. Click **Recognition Order** to return to the Girl Scout listing.



8. Once all selections have been made within the Reward Order, click **Rewards > Manage Recognition Orders**.
9. As long as all selections are final, click the ✓ on the right side to submit the order.
10. Click **Submit Order**.

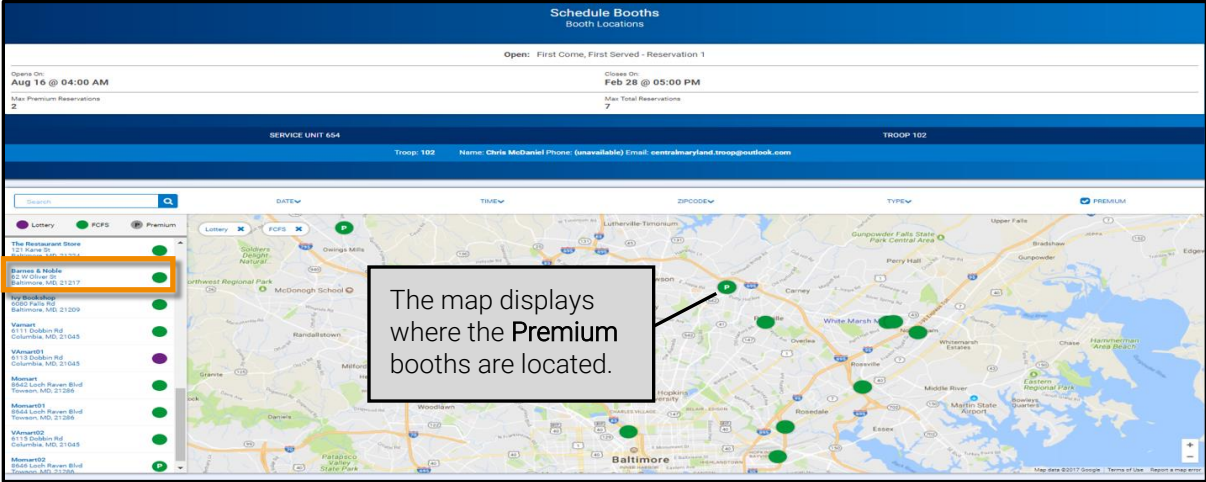
⚠ Important: Do not click **Submit Order** until you are absolutely sure the order is complete. Once you click **Submit Order**, you cannot make any more entries in the system. If further modifications are needed, you must contact your PSC.



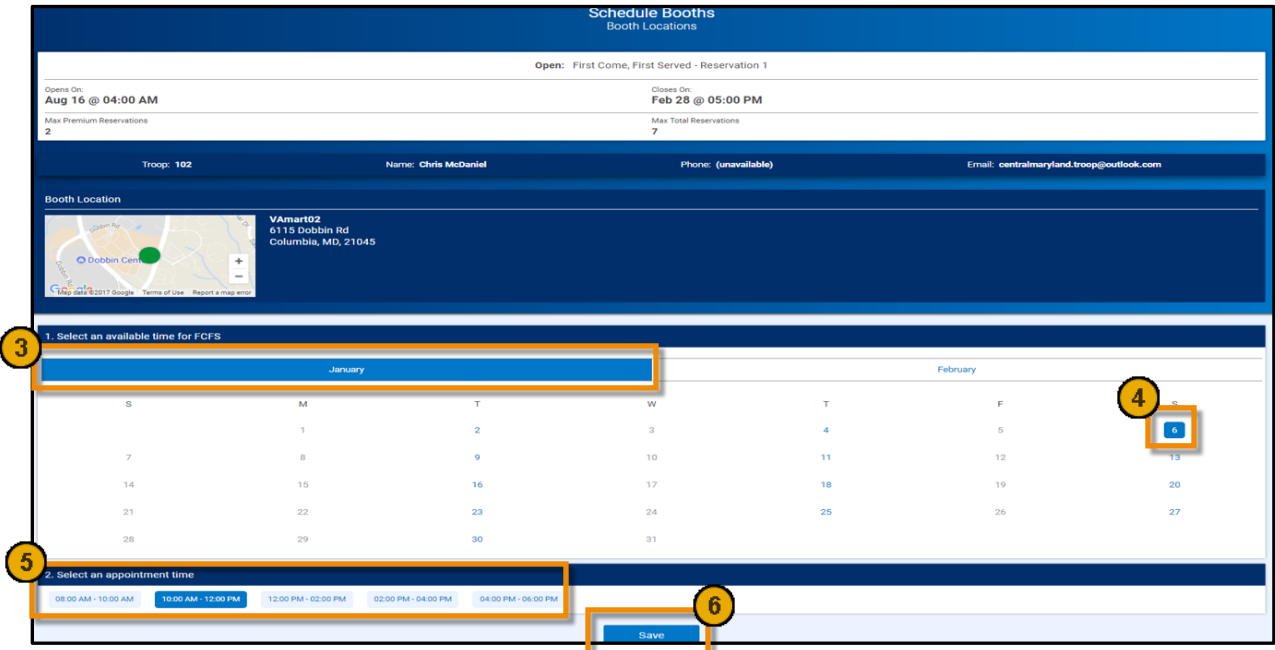
Request a Council-Scheduled First Come–First Served (FCFS) Cookie Booth

Troops may begin submitting requests for Council-scheduled cookie booths in SmartCookies beginning **January 19, 2024** at **06:00 AM CST**. These booths are available on a first-come-first-serve basis.

1. Click **Booth > Schedule Booths**.
2. Select the desired **Booth** location. A clickable Google map on the right provides more location details.



3. Select a **Month**. Available dates are highlighted.
4. Select an available **Date**. Appointment time slots appear below.
5. Select an **Appointment Time**.
6. Click **Save**. The following confirmation message appears: **You have successfully requested this FCFS Booth**.



Go to the **Booth > My Reservations** tab to view all booth details or delete a booth reservation, if necessary. If you cancel a booth shift, notify your PPM at least **two days in advance** of your scheduled shift.

This section shows how many FCFS booth reservations your troop has made.

To cancel a booth reservation: Click the **Hamburger** icon > Click **Remove Reservation** > Click **Delete Forever**.

Request a Troop-Secured Cookie Booth

When troops make their own cookie booth arrangements, they must enter their troop-secured booth details in SmartCookies. This ensures inventory is available at the Cookie Cupboards, allows for credit card payments through *Digital Cookie*, and promotes the booth on the Booth Locator (www.GirlScoutsNebraska.org).

1. Click **Booth > Troop Secured Booths**.
2. Enter **Booth Information** in the **Address** section.
3. Check the **Booth Permission** box to give the Council permission to assign another troop to this location in the event that the requesting troop is unable to attend the booth.
4. Provide any additional information for the Council to review in the **Booth Notes** field.
5. Click **Save**.

Troop Contact information defaults to the system user who is entering the information.

Location Contact information is optional.

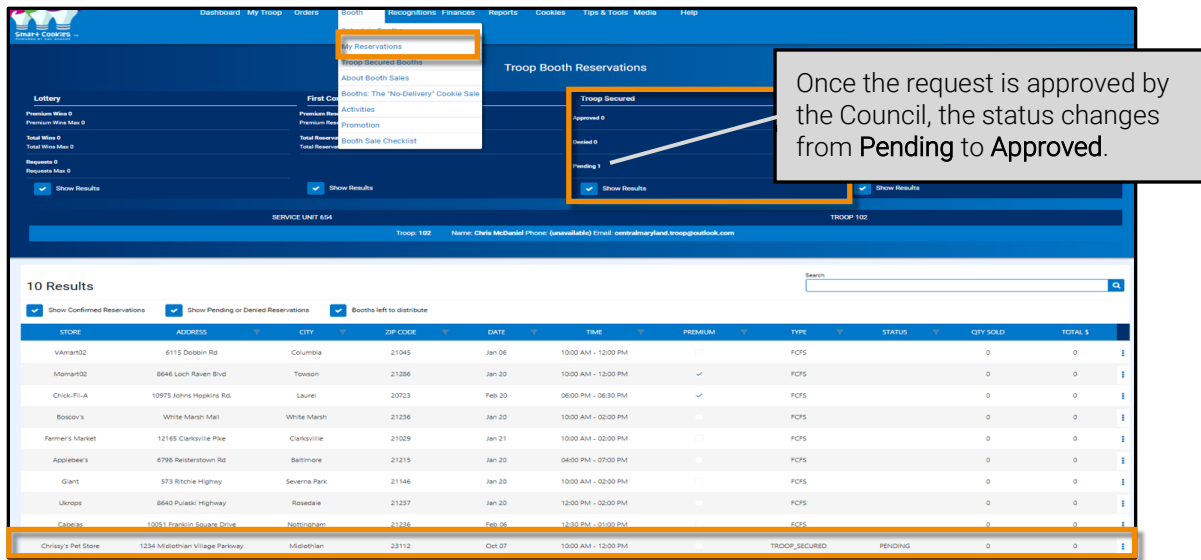
- Click **Request Appointment Time**.

- Select the **Date**, **Start Time**, and **End Time** of the booth.
- Click **Save**.

- Click **Request Troop Secured Booth** to request multiple dates and timeslots (repeat steps 6 – 8), if needed, after each appointment is saved.
- Click **Go to Troop Reservations** to view and confirm requests.

DATE	TIME	BOOKING STATUS	ACTIONS
2017-10-07	10:00 AM - 12:00 PM	PENDING	Edit Delete
2017-10-07	12:00 PM - 2:00 PM	PENDING	Edit Delete

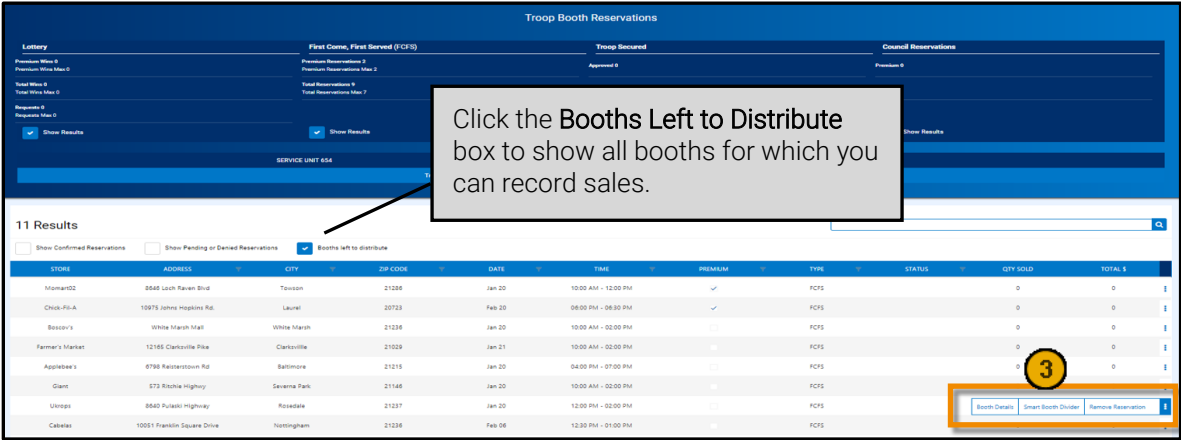
All cookie booth requests are reviewed by your PPM within 2 business days. An acknowledgement is emailed to the troop contact entered in SmartCookies. If a cookie booth is declined for any reason, you will be contacted by the PPM. Remember, if you cancel a booth shift, notify your PPM at least two days in advance of your scheduled shift.



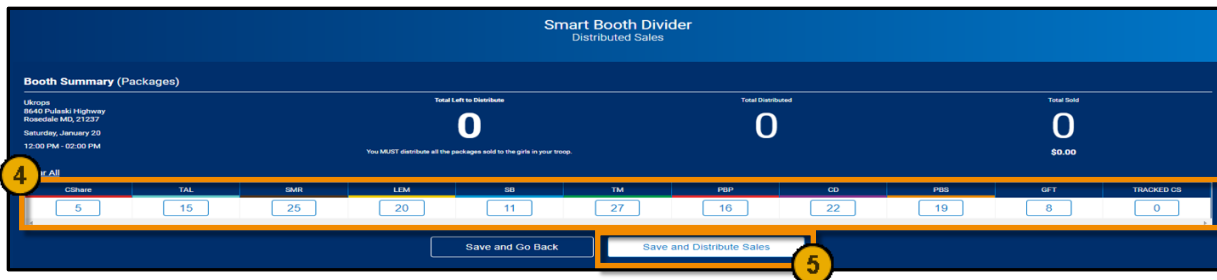
Use the Smart Booth Divider to Distribute Cookies

Troops can use the Smart Booth Divider to enter booth sales/distribute cookies quickly and easily to multiple Girl Scouts. Complete this process after each cookie booth.

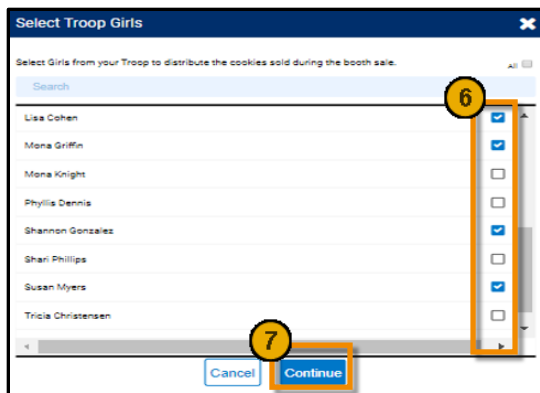
1. Click **Booth > My Reservations**. All booths assigned to the troop appear.
2. Find the appropriate booth in the list and click the icon.
3. Click **Smart Booth Divider**.



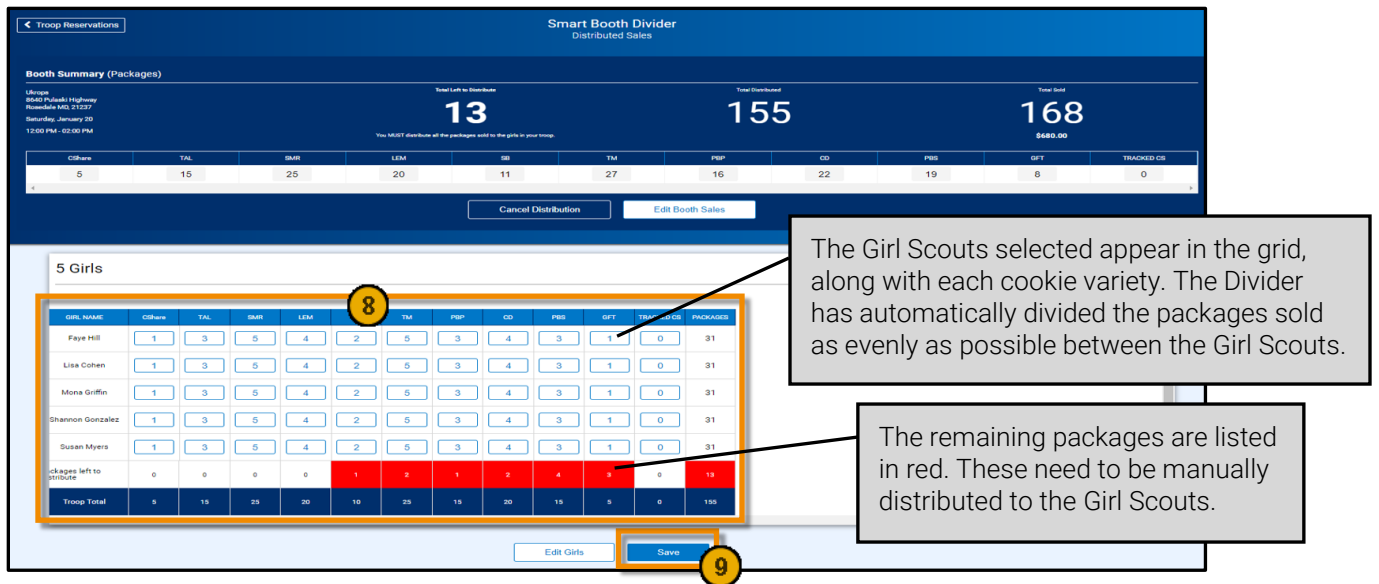
4. Enter the number of **Packages** sold, by variety, during the booth sale.
 - Note: In this grid, **CShare** is used for Gift of Sharing donations for cookies to be donated by the Council (not the troop), **GFT** is the Gluten Free Caramel Choc Chip Cookie, and **Tracked CS** is used to give the participants GOS credit towards the Cookie Share patch but does not give them credit for the actual packages donated. For the Tracked CS, packages donated can either be included in the total packages distributed in this grid or can be done as a T2G transfer at the end of the Cookie Program using leftover troop inventory.
5. Click **Save and Distribute Sales**. The **Select Troop Girls** box appears.



6. Click the box to the right of each **Girl Scout** who attended the booth sale.
7. Once all Girl Scouts are selected, click **Continue**. A grid appears below.



8. Click individual cells to manually distribute the remaining packages (**Packages Left to Distribute**) to the Girl Scouts. When all leftover packages have been distributed, the red indicator disappears and shows a zero (0) balance.
9. Click **Save**. The following confirmation message appears: **You have successfully distributed the packages sold to troop girls; T2G, Virtual Cookie Share transactions were created, and Tracked Cookie Share.**



In the instance that you mistakenly selected someone from the list of Girl Scouts or distributed the packages incorrectly, you can edit a booth that has already been distributed and saved.

To edit the Girl Scouts:

1. Click **Booth > My Reservations**. All booths assigned to the troop appear.
2. Find the appropriate booth in the list and click the icon.
3. Click **Smart Booth Divider**.
4. Click **Edit Girls**. The **Select Troop Girls** box appears.

5. Check/uncheck Girl Scouts as necessary.
6. Click **Continue**.

Smart Booth Divider
Distributed Sales

Booth Summary (Packages)

Location: ROAD PAVEMENT Highway, Roseville, MO, 65757
Saturday, January 20, 12:00 PM - 02:00 PM

Total Left to Distribute: **0** | Total Distributed: **168** | Total Sold: **168**
\$680.00

COUCH	TAL	SMR	LEM	SB	TM	PSP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Buttons: **Cancel Distribution** | **Edit Booth Sales**

5 Girls

GIRL NAME	COUCH	TAL	SMR	LEM	SB	TM	PSP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	3	5	3	5	3	2	0	34
Lisa Cohen	1	3	5	4	2	6	3	4	4	2	0	34
Mona Griffin	1	3	5	4	2	6	3	4	4	2	0	34
Shannon Gonzalez	1	3	5	4	2	5	4	4	4	1	0	33
Susan Myers	1	3	5	4	2	5	3	5	4	1	0	33
Packages left to distribute	0	0	0	0	0	0	0	0	0	0	0	0
Troop Total	5	15	25	20	11	27	16	22	19	8	0	168

Buttons: **Edit Girls** | **Save**

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold during the booth sale.

Search: []

- Krista Brock
- Lisa Cohen
- Mona Griffin
- Mona Knight
- Phyllis Dennis
- Shannon Gonzalez
- Shari Phillips
- Susan Myers
- Tricia Christensen

Buttons: **Cancel** | **Continue**

7. Manually re-distribute the remaining packages that could not be evenly distributed.
8. Click **Save**. A confirmation message appears.

Smart Booth Divider
Distributed Sales

Booth Summary (Packages)

Location: ROAD PAVEMENT Highway, Roseville, MO, 65757
Saturday, January 20, 12:00 PM - 02:00 PM

Total Left to Distribute: **13** | Total Distributed: **155** | Total Sold: **168**
\$680.00

COUCH	TAL	SMR	LEM	SB	TM	PSP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Buttons: **Cancel Distribution** | **Edit Booth Sales**

5 Girls

GIRL NAME	COUCH	TAL	SMR	LEM	SB	TM	PSP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	2	5	3	4	3	1	0	31
Lisa Cohen	1	3	5	4	2	5	3	4	3	1	0	31
Mona Knight	1	3	5	4	2	5	3	4	3	1	0	31
Shannon Gonzalez	1	3	5	4	2	5	3	4	3	1	0	31
Susan Myers	1	3	5	4	2	5	3	4	3	1	0	31
Packages left to distribute	0	0	0	1	2	1	0	4	0	0	0	13
Troop Total	5	15	25	20	10	25	15	20	15	5	0	155

Buttons: **Edit Girls** | **Save**

To edit the package quantities:

1. Click **Booth > My Reservations**. All booths assigned to the troop appear.
2. Find the appropriate booth in the list and click the icon.
3. Click **Smart Booth Divider**.
4. Click **Edit Booth Sales**.

Smart Booth Divider
Distributed Sales

Booth Summary (Packages)

Location: ROAD PAVEMENT Highway, Roseville, MO, 65757
Saturday, January 20, 12:00 PM - 02:00 PM

Total Left to Distribute: **0** | Total Distributed: **168** | Total Sold: **168**
\$680.00

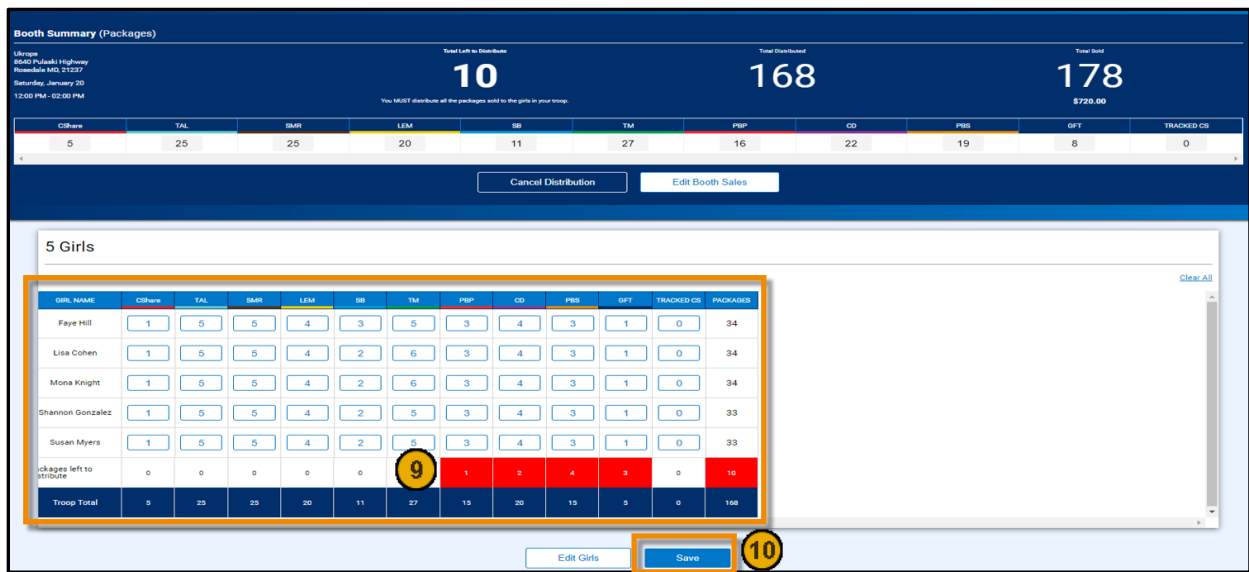
COUCH	TAL	SMR	LEM	SB	TM	PSP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Buttons: **Cancel Distribution** | **Edit Booth Sales**

- Change the number of **Packages** sold, by variety, as needed.
- Click **Save and Distribute Sales**. The **Select Troop Girls** box appears.



- Click the boxes of the same **Girl Scouts** who attended the booth sale. Add or delete Girl Scouts as needed.
- Click **Continue**. A grid appears below.
- Manually distribute the remaining packages that could not be evenly distributed.
- Click **Save**. A confirmation message appears.



Troop Direct Ship Orders (Imported from DC Cloud)

All orders from the 'Troop Ship Only' link will appear under this section. It is recommended that you check in periodically to make sure there are no orders that are *Pending Distribution*.

DATE	ORDER #	Customer Name	Customer Address	Status
12/9/2020	669737			Pending distribution
12/9/2020	669726			Pending distribution
12/9/2020	669723			Pending distribution

- Navigate to **Orders > Troop Ship Orders**.
- Orders shown as **Pending Distribution** will be totaled at the bottom of the screen.

- Click **Distribute orders to girls**.

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES	TOTAL \$
0	11	5	8	2	18	15	19	7	3	88	440.00

Distribute orders to girls

- Select the **Girl Scouts** to allocate packages.
- Click **Continue** to display the allocation grid.

Select Troop Girls ✕

Select Girls from your Troop to distribute the cookies sold. All

Search

Alexis H	<input checked="" type="checkbox"/>
Amelia B	<input type="checkbox"/>
Amy T	<input checked="" type="checkbox"/>
Brooke L	<input checked="" type="checkbox"/>
Elaina C	<input type="checkbox"/>
Elizabeth	<input type="checkbox"/>

- Adjust each participants' totals by variety to clear any red boxes shown.
- Click **Save**.
- Troop Ship Orders will now display as distributed. Ensure all orders are distributed before the end date of the sale.

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Alexis	0	3	1	2	0	6	5	6	2	1	26
Amy	0	3	1	2	0	6	5	6	2	1	26
Brooke	0	3	1	2	0	6	5	6	2	1	26
Packages left to Distribute	0	2	2	2	2	0	0	1	1	0	10
Troop Total	0	9	3	6	0	18	15	18	6	3	78

Financial Transactions

The Financial Transactions page has two tabs:

- **Troop Transactions** – Shows all payments for troops that have been received by Council, such as ACH payments, ship only payments, girl delivery, and booth credit card payments.
- **Girl Transactions** – Shows all payments credited to each Girl Scout including payments posted by the troop (cash and checks turned in), girl delivery credit card payments, and ship only payments.

Troop Transactions: All troop financial transactions are locked and may not be edited by troops or SU volunteers. See the Troop Transactions Table below.

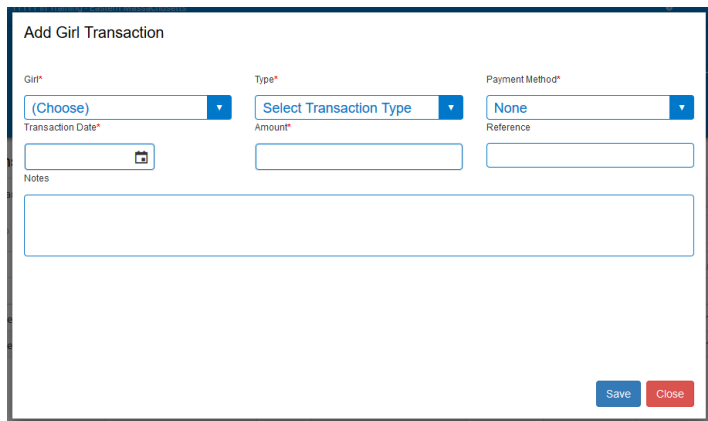
Manage Financial Transactions												
Troop Transactions						Girl Transactions						
Drag a column header here to group by that column											<input type="text" value="Search..."/>	
Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #				
0000002	No Specified District	Abington	11111	Test Bank	10/26/2017	ACH Deposit	\$1,000.00	ACH				
							Sum: \$1,000					

Girl Transactions: Follow your Council recommendations on posting Girl Transactions. Posting the payments turned in by Girl Scouts will not affect the amount owed to the Council by the troop but will populate the Girl Balance Summary report. Girl Delivery and Ship Only credit card payments will automatically flow into SmartCookies for each Girl Scout. See the Girl Transactions Table below.

Manage Financial Transactions												
Troop Transactions						Girl Transactions						
Drag a column header here to group by that column											<input type="text" value="Search..."/>	
Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #				
0000001	No Specified District	Abington	11111	Test Girl	10/26/2017	Check	\$100.00					
0000003	No Specified District	Abington	11111	Sample Girl	11/1/2017	Check	\$100.00					
							Sum: \$200					
<input type="button" value="Add Girl Transaction"/>												
<small>To review all troop balances, please refer to the following report: Girl Balance Summary Report</small>												

Add a Girl Scout Payment:

1. Click **Add Girl Transaction**. The following window appears.



2. Select a Girl Scout from the **Girl** drop-down.
3. Select the **Type – Payment**.
4. Select the **Payment Method – Cash, Check, or Credit Card**.
 - Note – Credit card payments are troop or Council managed cards. Payments from DC Cloud will automatically post to each girl.
5. Enter the **Transaction**.
6. Enter the **Amount**.
7. Enter a **Reference** (optional).
8. Enter **Notes** (optional).
9. Click **Save**.

Helpful SmartCookies Reports

SmartCookies offers a large quantity of reports to assist troops with the 2024 Cookie Program. Here are examples of the most popular community run reports. Go to the **Reports > Current** tab to view the current season's reports.

- **Girl Balance Summary** - Reports individual Girl Scout Sales, including breakdown of transfers (booth and non-booth), direct ship sales, cookie share sales, and financial transactions.
- **Girl Cookie Detail Summary** - Reports all Girl Scout cookie orders by variety.
- **Mobile and E-card Summary** - Summary of all orders received by Girl Scouts using *Digital Cookie* social media outlets.
- **Recognition Order Summary by Girl** - Summary of reward order by Girl Scout; helpful in sorting orders once rewards are received.
- **Recognition Order Summary by Troop** - Summary of total reward orders for your troop.
- **Total Sales Summary** - Shows summary of all cookie orders by your troop.
- **Transfer Order Summary** - Summary of transfer orders criteria include type of transfer order such as cupboard to troop (C2T), troop to girl (T2G).
- **Troop Balance Summary** - Reports Troop sales summary, including Troop information on level, proceeds plan, registered participants and selling. Orders include initial orders, transfers in and out, direct ship sales and cookie share orders. Reports troop proceeds and amounts due Council and Financial Transactions. Useful as a final report.
- **Troop On hand Inventory** - Summary of inventory not yet assigned to Girl Scouts in SmartCookies. May reflect unsold products that troop still has on hand.