girl scouts
heart of central
california

Transfer Orders

Whether you need to transfer cookies to a girl for individual sales, transfer package credits to girls for booth sales or you transfer cookies to another troop, you will need to know how to transfer cookies in Smart Cookies. All transfers are done in **PACKAGES**. There are three (3) types of transfers available for troops in Smart Cookies:

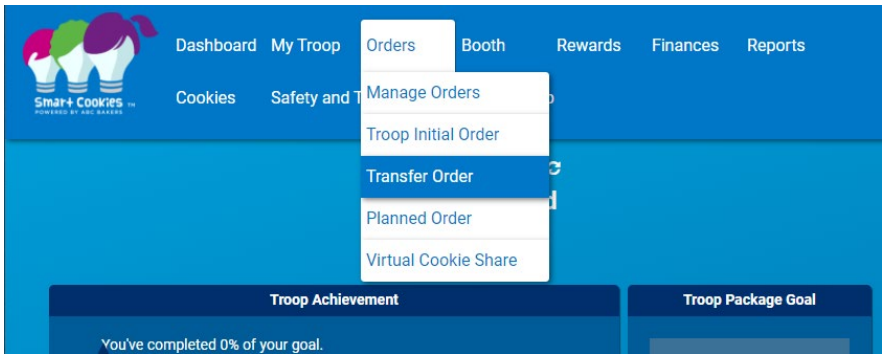
- **Troop to Girl (T2G)** – Transfer packages with financial responsibility (girl will need to turn in collected money to the troop) or Transfer packages without financial responsibility (money was collected at a booth).
- **Troop to Troop (T2T)** – transfer packages with financial responsibility to a troop that has requested additional cookies.
- **Girl to Troop (G2T)** – transfer packages from a girl back to the troop. The troop leader/troop cookie manager can choose to accept or decline excess inventory from a girl in the event of canceled sales.

Please note: Orders entered in your troop's Initial Order do not need to be transferred as they are transferred to girls upon submission of the Initial Order.

Smart Cookies Creating a Troop to Girl Transfer Video

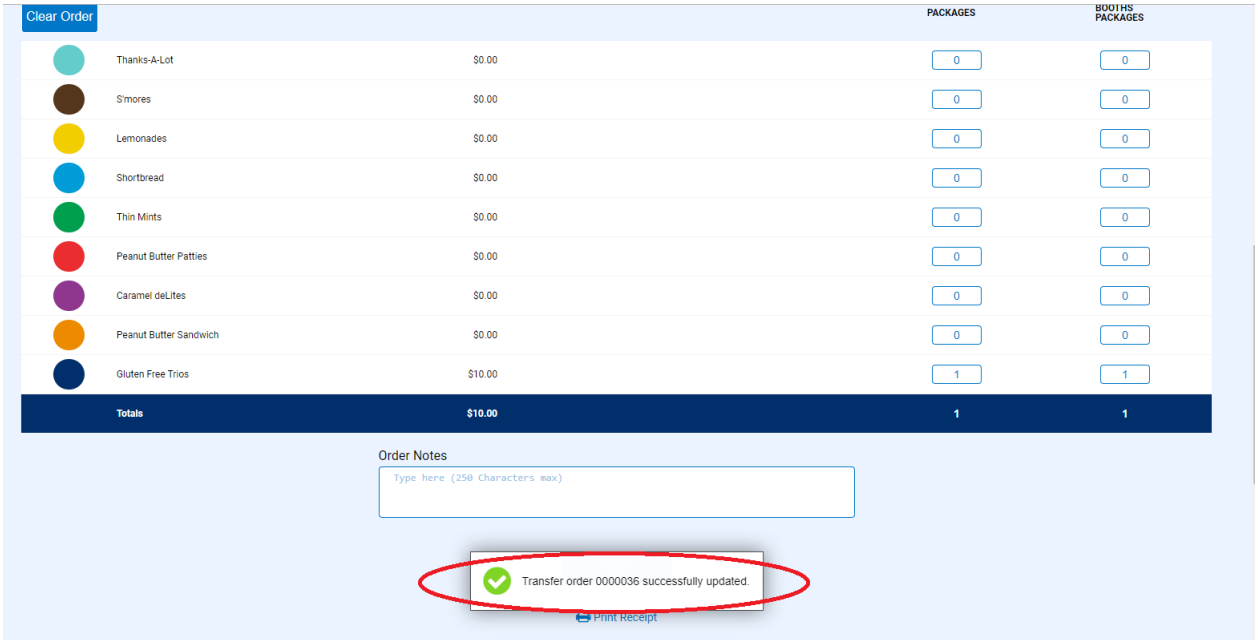
Entering a Transfer:

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Orders**; click **Transfer Order**.



For Troop to Girl Transfers (T2G):

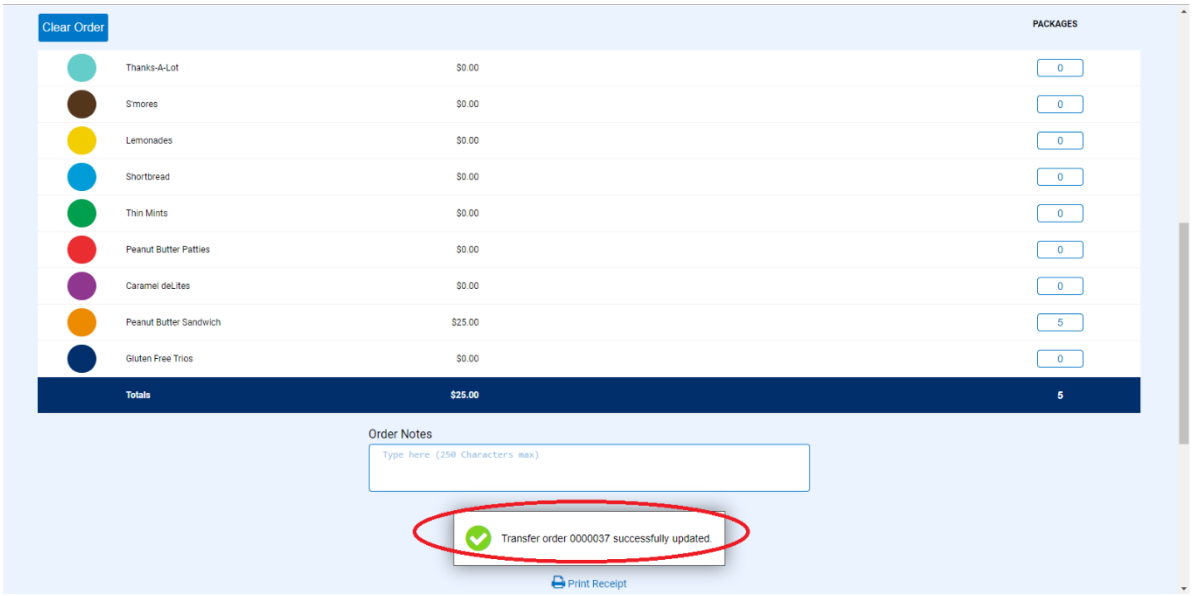
1. Follow Steps 1-2 above.
2. Select the girl's name from drop down menu.
3. Enter the amount of packages by variety being transferred.
    - Transfer **WITH** financial responsibility under the **PACKAGES** column (on the left). This transfer adds to the amount the girl would owe the troop because money will be collected by the girl and turned into the troop.
    - Transfer **WITHOUT** financial responsibility under the **BOOTH PACKAGES** column (on the right). This transfer does **not** add to the money the girl would owe the troop because the money was collected at the booth sale. GSHCC recommends using the **Smart Booth Divider** instead of entering booth packages in this column. This will help reduce errors and will help your troop track sale trends at booth locations.
    - All packages transferred will count towards the girl rewards level.
4. Click **Save** when complete. A confirmation will appear at the bottom of the page with the order number.



Troop to Troop Transfers (T2T):

The troop **releasing** the cookies will be responsible for processing the transfer in Smart Cookies.

1. Follow Steps 1-2 above.
2. Select the troop you are transferring to under the **To** drop down menu and click **Apply**. Your troop will automatically populate in the **From** menu once that is done.
3. Enter the amount of packages being transferred. If you are transferring full cases, remember that all cases are in increments of 12 packages.
4. Click **Save** when complete. A confirmation message will appear at the bottom of the page.



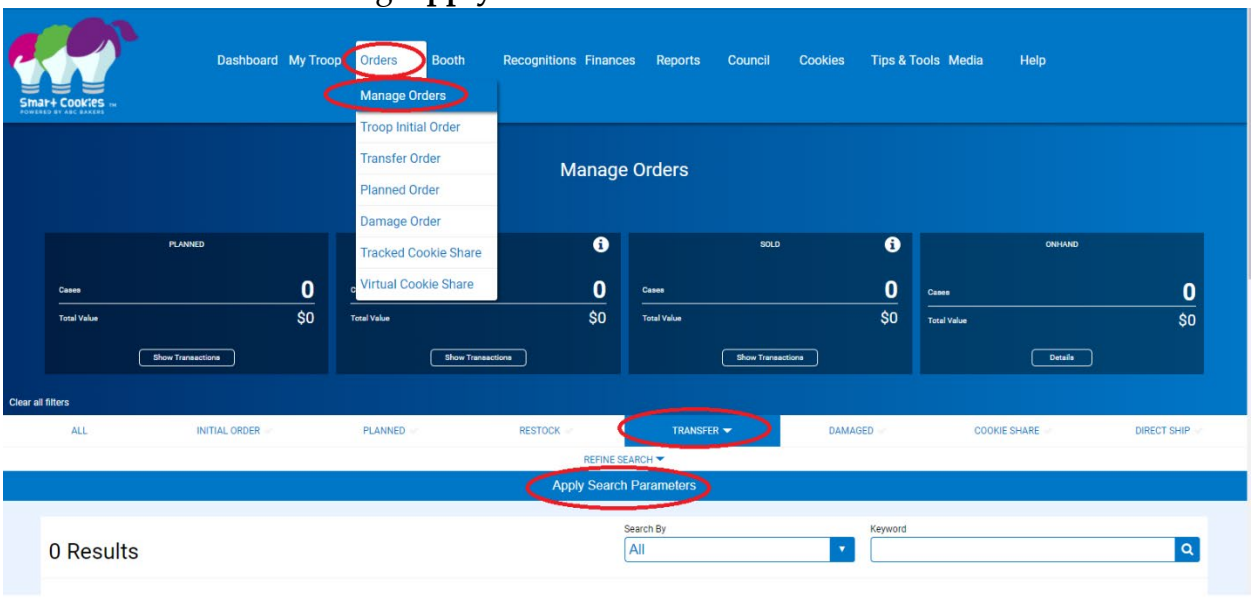
For Girl to Troop Transfers (G2T):

Caregivers assume financial responsibility for all packages requested. Accepting unsold packages from a girl is at the discretion of each troop.

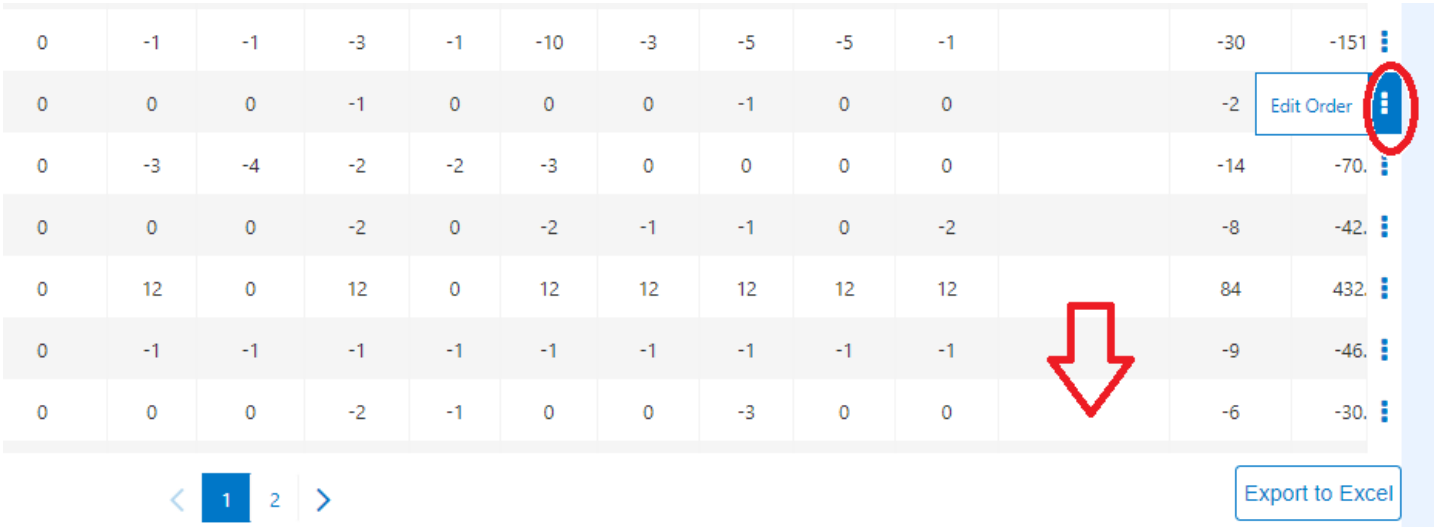
1. Follow Steps 1-2.
2. Select girl name from the drop down menu and click apply.
3. Use the **PACKAGES** field (on the left) to transfer cookies and financial responsibility back to the troop.
4. Use the **BOOTHS PACKAGES** field (on the right) to transfer cookies back to the troop if the girl did not attend a booth sale and received credit for it incorrectly.

5. Click **Save**. A confirmation message will appear at the bottom of the screen.

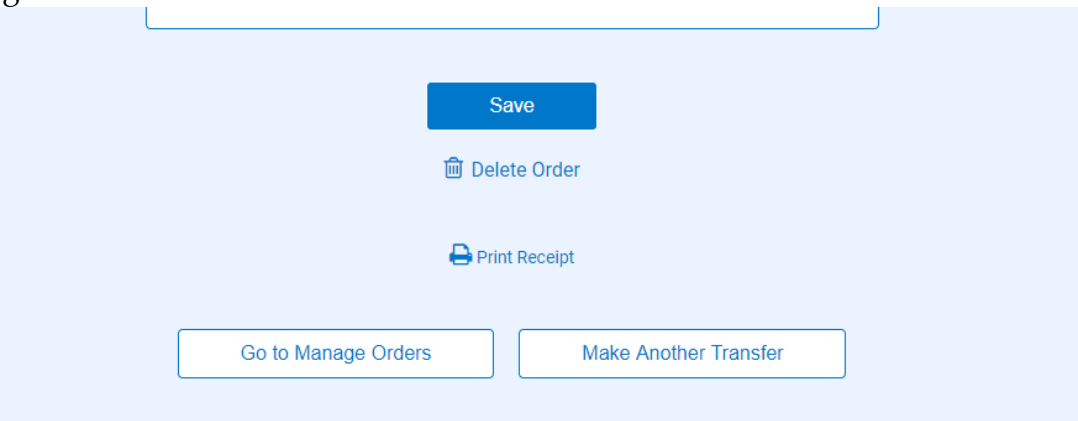
From the **Manage Orders** screen, you can view all your troop transfers by selecting **Transfers** and then clicking **Apply Search Parameters.**



Use the gray bar below your orders to scroll all the way to the right-hand side and click the three dots to edit the order.



A receipt is emailed to the troop or girl receiving cookies, but a receipt can be printed by clicking the edit order option. You will see a **Print Receipt** option at the bottom of the page.



Note: Run the **Troop On Hand Inventory** report to verify that all sold packages have been transferred to girls to maximize their rewards. Troops with a negative on-hand inventory must correct these errors as it means they transferred more inventory than was transferred to the troop. For negative inventory, verify all transfer orders to the troop were processed and that transfers to girls do not exceed total packages. Negative inventory not fixed by troops will be corrected by GSHCC by through girl to troop transfers which could affect girl rewards earned.