girl scouts heart of central california

Troop Wrap-Up

Troop cookie managers will need to ensure that financial transactions are accurate and that Troop and Main Recognition Orders are submitted. It is not required to have zero on hand inventory, but it is recommended that you transfer all sold inventory to girls in order to maximize girl rewards earned.

Troop Inventory

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Reports**; click **Current**.
3. Select **Inventory & Delivery** from Report Categories. Select **Troop On Hand Inventory** then click **Go to Report**.
4. Change **Unit of Measure** to **Packages**.
5. Click **View Report**.
6. Verify that all listed quantities and varieties match what your troop physically has left on hand as unsold inventory. It is not required to have zero on hand inventory, but it is recommended that you transfer all sold inventory to girls in order to maximize girl rewards earned.
7. Verify that all Troop Direct Ship Orders received through your troop's cookie link have been distributed to all participants. To do this, go to **Orders -> Troop Direct Ship Orders**. Orders listed as **Pending Distribution** need to be transferred to participants. You will distribute all cookies using the Smart Booth Divider.

What if the Troop On Hand Inventory Report does not match the on hand inventory I have physically? – Verify that all Cupboard to Troop (C2T) orders are correct. If something is not correct, it will need to be corrected by the Cupboard Manager or GSHCC. Receipts will be reviewed for accuracy. Verify that all Troop to Girl (T2G) transfers were done correctly. The **Girl Cookie Totals Summary Report** gives you any easy way to verify their cookie totals match the actual sold packages. Verify all Troop to Troop (T2T) transfers were completed accurately. Only the troop transferring inventory

out should complete a T2T transfer. All transfers can be viewed in the Manage Orders section of Smart Cookies. Review our Managing Orders Tip Sheet for more information.

Girl Financial Transactions

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Reports**; click **Current**.
3. Select **Finance** from Report Categories. Select **Girl Balance Summary** then click **Go to Report**.
4. Click **View Report**.
5. You will be shown a report for each individual girl. The first section shows you each girls total sales assigned to her in the Initial Order and Direct Ship. You will also see a section for non-booth transfers in (troop to girl transfers). The section for transfers out (girl to troop or girl to girl transactions). Verify these are accurate.
6. Verify **Finance Transactions** are accurate. These will include Direct Ship, pre-paid Girl Delivery payments, and any credits you entered as Girl Financial Transactions (review our Tip Sheet for more information).
7. You will see **Total Collected**. This is the total amount listed in the **Finance Transaction** section.
8. **Total Cookies Ordered** is the Initial Order and any transfers a girl received.
9. **Total Money Owed** is the total due for all transfers (not including any payments received).
10. **Packages Credited for Booth Sales** is anything credited in the Smart Booth Divider or as booth packages in a Transfer Order. These are counted separately as booth packages do not transfer financial responsibility to girls since money is collected at booths by the troop.
11. **Total Packages Sold** is the total amount of packages a girl will get credit for towards rewards. This includes Initial Order, transfers, Direct Ship, and booth packages. Please remember all Girl Delivery orders must be assigned to a girl using a Transfer Order.
12. The last line shows a signature line and shows each girl's **Balance**. This is the total amount families still owe after all payments are applied.

What if a girl has a negative balance? - A balance in parenthesis indicates a negative balance. This means a girl has turned in more money or received more online payments then the totals that have been credited to them. Verify all financial transactions entered are correct. Verify that the all inventory for Girl Delivery orders have been transferred to girls. If a customer pre-paid for a Girl Delivery order the girl cannot fulfill, the customer should be refunded.

What if a girl has a balance due? – Verify all transfers are correct and that all money received from families has been recorded in Smart Cookies. Troops cannot enter financial transactions in Smart Cookies after the Main Recognition Order submission deadline. GSHCC does not audit these transactions. If a family has not turned in all funds due, submit a Cookie Collection Report by the deadline. Once a collection report has been submitted, GSHCC will credit your troop account (not girl account) in Smart Cookies so that your troop has access to all funds. Troops must not accept payment from families once this form is filled out as GSHCC will work with families directly for payment. **Do not use troop proceeds to pay girl balances due**. If a troop does not fill out a Cookie Collection Report with supporting documents by the deadline, GSHCC is unable to assist the troop in recovering funds.

Troop Balances

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Reports**; click **Current**.
3. Select **Summary Reports** from Report Categories. Select **Troop Balance Summary** and click **Go to Report**.
4. Change the **Unit of Measure** to **Packages**.
5. Click **View Report**.
6. Verify transactions match ACH withdrawals that have been completed.
7. Verify that your troop does not have any returned ACH payments.

Important Note: Remember to save a copy of your **Troop Balance Summary** Report. Troops will lose access to Smart Cookies after **May 31** and you will not have access to this information until the following cookie program. You will need this report for your end of year Financial Report (if applicable). Review our Troop Balance Summary Report Tip Sheet if you need help understanding the report.

Rewards

Once all cookies are transferred to girls appropriately, review your Main Recognition Order. Ensure no sizes or rewards choices are needed for any girls. Complete your Troop Recognition Order. All troops are required to create a Main and Troop Recognition Order regardless of proceed plan selected.

Important Note: Remember to save a copy of your **Recognition Order Summary by Girl** Report. This will help you distribute rewards when you receive them. Troops will lose access to Smart Cookies after **May 31** and you will not have access to this information until the following cookie program.