

## Smart Cookies – Troop to Girl (T2G) Transfer

- \* Transferring cookies to girls in Smart Cookies is essential for:
  - ≈ Keeping accurate records of how many cookies girls have sold
  - ≈ Knowing how much money girls owe the troop for cookies they have obtained from the troop
  - ≈ Ordering correct incentives that the girl has earned through sales
- \* **All transfers will need to be completed before the incentive order deadline**

Log onto [ABC Smart Cookies](#)

To enter a T2G transfer:

- ⇒ Hover over the “Orders” tab and click on “Transfer Order”
- ⇒ Under the “Type of Transfer” tab, select the “Troop to Girl” option from the drop down menu. The menu also shows these options: Girl to Girl, Girl to Troop, Troop to Troop
- ⇒ A list of troop girls will populate on the right
- ⇒ Click on which girl in the troop will receive the transfer or you can search by the girl’s name in the girl search field
- ⇒ Click the “Reset” arrow on the far right to reset your filters if necessary
- ⇒ Once filters are set, click “Apply”
- ⇒ Two types of transfers can be entered on this page: “Packages” and “Booth Packages”

NOTE: we strongly recommend that you use the **Smart Booth Divider** (see Smart Booth Divider Tidbit for assistance) to enter all booth sale data and credit girls accordingly

- ⇒ In the “Package” column, enter the number of packages, not cases, being transferred to the girl
- ⇒ Enter any “Order Notes” if needed
- ⇒ Click “Save”
- \* Note that the numbers of packages of each variety that you have transferred to the girl have been removed from the troop inventory and credited to the girl’s inventory
- \* Financial responsibility of the non-booth packages transferred is now credited to the girl (see the “Girl Balance Summary” report)
- \* Troop to Girl transfers are indicated on the “Manage Orders” page with the order type of T2G.