



Smart+ Cookies™  
POWERED BY ABC BAKERS

## Types of Transfers

Any time you distribute or trade cookies, a 'transfer' in Smart Cookies must be made by the Troop Cookie Coordinator. There are 4 types of transfers.

### 1. Troop to Girl Transfer (most common)

Any time you distribute or trade cookies among your families/troop (including your initial and planned orders), a Troop to Girl Transfer must be made. This ensures girls receive correct credit when creating their rewards order as well as accurately figures the troop's per-girl selling average (which is directly related to your troop proceeds).

### 2. Girl to Girl Transfer

If one girl in the troop is in need of cookies and another girl has the inventory to spare, they can swap cookies. The Troop Cookie Coordinator would need to input a Girl-to-Girl Transfer.

### 3. Girl to Troop Transfer

If a girl has excess cookies she will not be able to sell, they can be transferred back to the troop's inventory.

### 4. Troop to Troop Transfer

If you give cookies to another troop (whether locally or through the Badgerland Cookie Swap site) you must make a Troop to Troop transfer. No funds are exchanged when cookies are given to another troop. The troop giving away the cookies will make the transfer in Smart Cookies.

## How To Transfer Cookies

### How to Do A Troop to Girl Transfer

- Click “Orders” then “Transfer Order.”
- Your troop will auto default to the ‘From’ field and your available inventory quantity will display.
- Select the girl you are transferring to. Click “Apply.”
- Enter quantities to be transferred. Pay close attention to the Unit of Measure so that your transfer amounts are correct.
- Click “Save.” A pop-up will appear from the bottom of the screen indicating your transfer order was successfully saved.
- To view all orders go to “Orders” then “Manage Orders” and use the filters to customize your order view.

### How to Do A Girl To Girl Transfer

- Click “Orders” then “Transfer Order.”
- Select the ‘From’ girl’s name from the girl list. Select the ‘To’ girl’s name from the girl list. Click “Apply.” You’ll be prompted to enter the number of boxes to be transferred.
- Click “Save.”

### How to Do A Girl To Troop Transfer

- Click “Orders” then “Transfer Order.”
- Select the ‘From’ girl’s name from the girl list. In the 'Type' box, choose "Girl To Troop". Click “Apply.” You’ll be prompted to enter the number of boxes to be transferred.
- Click “Save.”

### How to Do A Troop To Girl Transfer

- Select “Troop to Troop” in the Type box.
- Click on your troop in the ‘From’ box.
- Enter the number of boxes you are transferring to the other troop.  
*Note: If you are transferring to a troop in a different Service Unit select the proper name of the Service Unit.*
- Select the troop in the ‘To’ box. Click “Save.” A pop up will appear from the bottom of the screen indicating your transfer order successfully saved.
- To view all orders go to “Orders” then “Manage Orders,” and use the filters to customize your order view.



## How To Transfer Booth Sale Cookies Using the Smart Booth Divider

You may divide up cookies to girls from any booth that you've scheduled in Smart Cookies. This will help maintain your proper on-hand inventory as exact boxes are transferred to girls through this process. You may choose to distribute the cookies individually for each booth or distribute all booth cookies equally to all girls.

- Click “Booths > My Reservations” then select the booth you want to record the packages sold.
- Click the icon with three dots located at the far right, choose Smart Booth Divider and enter the number of packages sold by variety.
- *To distribute the cookies immediately* click “Save and Distribute.” Select the girls that participated and click “Continue.” The system will distribute the cookies as evenly as possible. Any remaining boxes to distribute will be indicated at the top. You may edit the girls totals to include these remaining boxes, then click “SAVE.”
- *To distribute the cookies for ALL your booths at the same time* click “Save and Go Back.” After you have entered the sales from your final cookie booth, click on “Distribute Total Booth Sales.” The boxes will immediately be removed from your Troops "on hand" inventory. **If you wait to "Distribute Total Booth Sales", the cookies will remain in your "on hand" inventory until you click the "Distribute Total Booth Sales".**



## How To Give Girls Credit for Booth Sales Without the Smart Booth Divider

To give a girl credit for boxes sold at a Booth Sale without using the Smart Booth Divider, simply complete a Troop to Girl Transfer and enter the number of cookies for each variety in the Booth Box until it equals her credit for that booth when completing a Troop to Girl Transfer. The girl is NOT financially responsible for these cookies - these are troop cookies. They simply help her achieve more rewards!