

Financial Transactions

Log into Smart Cookies and navigate to Finances>Financial Transactions

There are two tabs for Financial Transactions. Click on the Troop Transaction tab. This will display all financial transactions related to your troop including girl and booth credit card payments, direct ship payments and any ACH transaction entered by the council. All of these transactions are locked and cannot be edited.

Manage Financial Transactions

Troop Transactions										
Drag a column header here to group by that column										
Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #		
CT1517993881	No Specified District	638	26	Girl Delivery Credit Card	10/3/2021	ACH Deposit	\$51.00	2759		
S1407213	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$31.00	S1407213		
S1407283	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$30.00	S1407283		
S1408353	No Specified District	638	26	Smart Cookies Direct	10/23/2021	Direct Ship Dir...	\$60.00	S1408353		

A council that requires troops to make deposits or payments will allow troops to post troop transactions. Click Add Troop Transaction and enter all required information.

Export financial transactions to excel as needed.

Click on the Girl Transaction Tab to view all girl financial transactions. This grid will display all financial transactions related to the girls in your troop including girl credit card payments, direct ship payments and transactions entered by the troop.

Manage Financial Transactions

Troop Transactions										
Drag a column header here to group by that column										
Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #		
CG1517993881	No Specified District	638	26	Noelle Bull	10/3/2021	CreditCard	\$51.00	2759		
0008141	No Specified District	638	26	Caitlin Blackwelder	9/28/2022	Cash	\$250.00			
0008142	No Specified District	638	26	Maryssa Backstom	9/28/2022	Check	\$81.00			
0008143	No Specified District	638	26	Natalie Shepard	9/28/2022	Check	\$60.00			
							Sum: \$442			

[Add Girl Transaction](#)

To review all troop balances, please refer to the following report: [Girl Balance Summary Report](#)

Click on Add Girl Transaction to add payments made by girls. It is important to post payments routinely, as girls/parents will view amounts paid and balance due on the girl dashboard.

Export financial transactions to excel as needed.

Add Transaction

Service Unit* Troop* Troop Search

Bank* Type*

Transaction Date* Amount* Reference

Notes

Add Girl Transaction

Girl* Type* Payment Method*

Transaction Date* Amount* Reference

Notes

[Save](#) [Close](#)

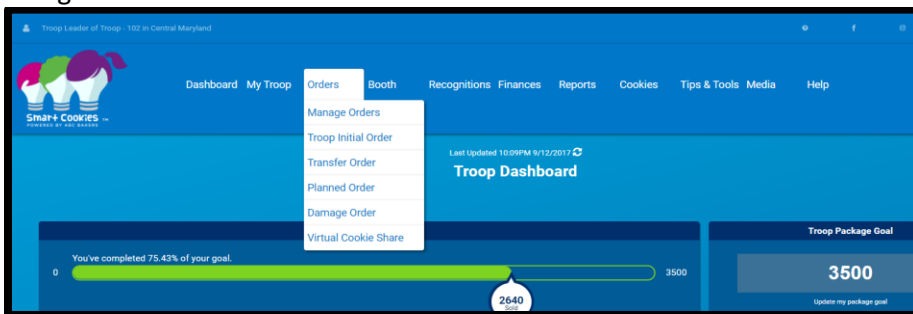
Just In Time – Girl Delivery Cookie Share Orders

When girls receive cookie share orders via Digital Cookie for girl delivery or from in person sales, the troop level volunteer must create the transaction in Smart Cookies for the girl to receive credit for the sales. NOTE FOR ORDER TAKING COUNCILS – any Cookie Share orders received during the initial order period will post to the troop initial order. Follow these steps for orders after the initial order.

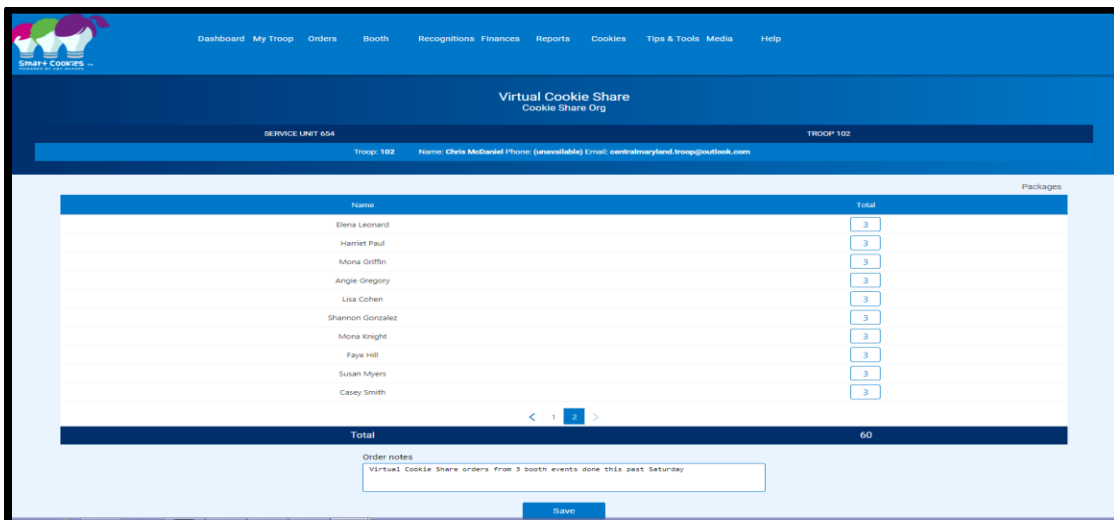
Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. For cash orders, be sure to collect the payment and post in Smart Cookies.

To enter a Cookie Share sale for the girl, watch this video <https://www.youtube.com/watch?v=LXTiKg7Blpk> or follow the steps below:

Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Cookie Share cookies will display on the Girl Dashboard and financial responsibility for these packages will be assigned to the girls.



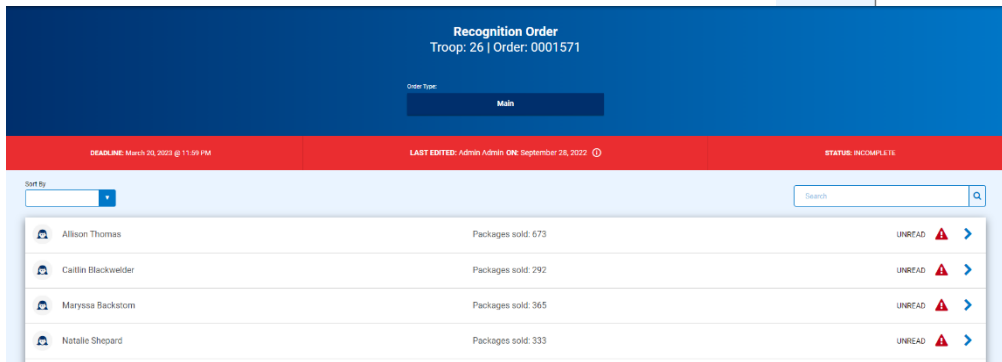
NO ACTION IS NEEDED FOR ANY SHIP ONLY COOKIE SHARE COOKIES OR COOKIE SHARE COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.

Pro Tip – encourage girls to enter any Cookie Share only orders using their Digital Cookie Mobile App and select the ship only option. This will automatically import these orders into Smart Cookies.

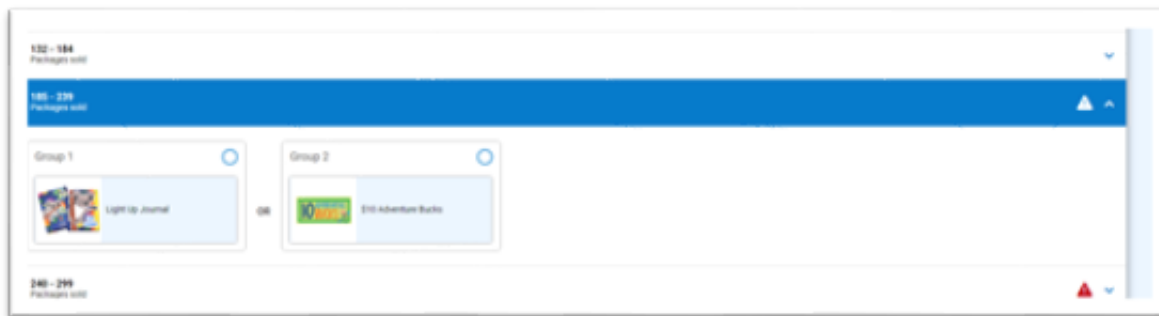
Creating a Recognition order – Early, Troop and Main

View this video: <https://www.youtube.com/watch?v=iaFQyj-2wsc&t=62s> or follow the instructions below:

Log into Smart Cookies and navigate to Rewards>Recognition Order
Select the Recognition Order to create – Early, Main or Troop. Each type is managed by due dates. Order will generate automatically once selected



Once the order has generated, open any line with a red triangle symbol to make recognition choices or size selections. Click on the extrastab. Most extra items generate automatically, but there may be manual selections. Repeat for each girl. When finished save order and go to Rewards>Manage Orders. Confirm your order is COMPLETE.



1 Orders

District	SU	Troop	Type	Date	Number	Status	
No Specified District	638	26	Main	December 16, 2021	0001571	COMPLETE	

Managing Troop Direct Ship Orders

Follow the instructions below to distribute any orders the troop receives from their Troop Ship Only link. Log into Smart Cookies and navigate to Orders>Troop Direct Ship

3 Results

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	TY	SMR	LEM	SB	TM	PPP	CD	PBS	GFC	TOTAL
12/6/2020	1867	chippy elf	[REDACTED] Jersey, United States, 08836	Pending distribution	1	1	8	8	2	12	8	1	1	11	53
12/6/2020	1866	chippy elf	[REDACTED] Jersey, United States, 08836	Pending distribution	0	3	3	3	3	3	3	0	0	3	21
12/6/2020	1865	chippy elf	[REDACTED] United States, 08836	Pending distribution	0	0	2	0	2	3	3	0	0	4	14

Any orders that have not been distributed will be shown in red as Pending Distribution. Scroll to the bottom of the page and click Distribute button. This will open a grid of all girls in the troop. Select the girls who will receive credit.

Troop Direct Ship Orders Summary (Packages)

Total Left to Distribute: **6** Total Distributed: **82** Total Sold: **88** (\$458.00)

You MUST distribute all the packages sold to the girls in your troop.

	CShare	TY	SMR	LEM	SB	TM	PPP	CD	PBS	GFC
	1	4	13	11	7	18	14	1	1	18

2 Girls

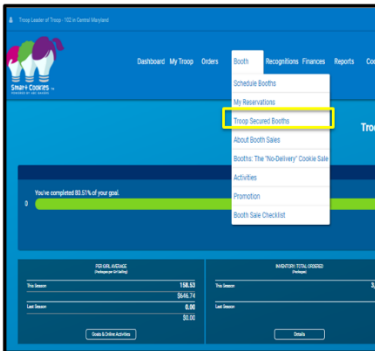
GIRL NAME	CShare	TY	SMR	LEM	SB	TM	PPP	CD	PBS	GFC	PACKAGES SOLD
Cindy Regression	0	2	6	5	3	9	7	0	0	9	41
Regression Girl	0	2	6	5	3	9	7	0	0	9	41
Packages left to Distribute	1	0	1	1	1	0	0	1	1	0	6
Troop Total	0	4	12	10	6	18	14	0	0	18	82

Edit Girls Save

Each variety will be evenly distributed between selected girls – edit any remaining packages until all cookies are distributed. Click Save. Be sure ALL troop direct ship orders have been distributed to girls prior to creating your main recognition order.

Troop Secured Booths

View this video: <https://www.youtube.com/watch?v=eOui7Dd6Z2A> or follow the instructions below:



Log into Smart Cookies and navigate to Booth>Troop Secured Booth.

Fill out all the required information on the Booth Information Tab. All fields marked with an asterisk are required fields. The troop contact field will default to the user creating the entry.

The Booth Permission box will allow the council permission to assign another troop to the location in the event the requesting troop cannot attend the booth. If the box is not checked, other troops cannot be assigned to the location.

After all information is complete, click on the Request Appointment Time tab.

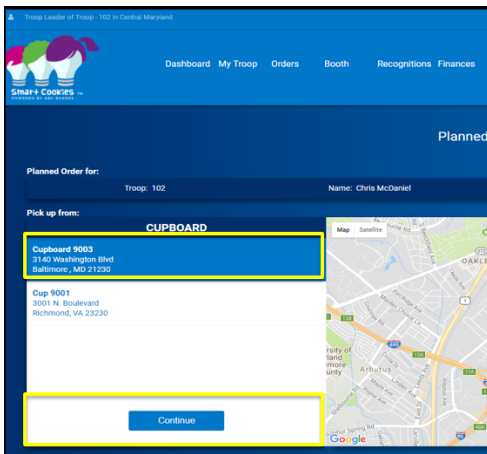
Click Request Appointment Time

Select the date and time for the booth request. If multiple dates and times are desired, click save after each date and time is entered and repeat for each additional day and/or time.

Requested booths will appear on the Booth>My Reservations tab in Smart Cookies. Status will display as requested, approved or denied. Troop contact will receive an email when the requested booth is approved or denied.

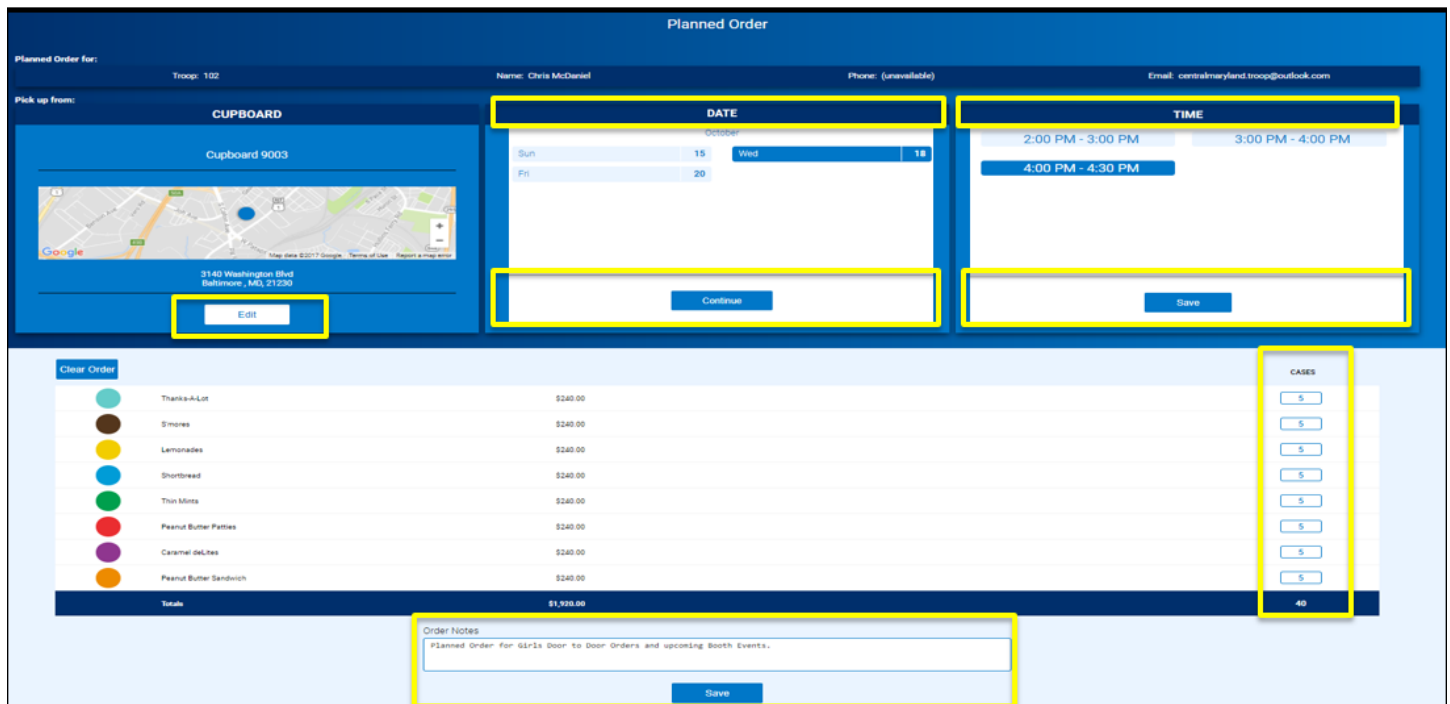
Creating a Planned Order

View this video: <https://www.youtube.com/watch?v=50QnEwMrqLw> or follow the instructions below:



Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your council.

Select the cupboard for pick up. Then select the date and time for pickup. Enter the order in cases or packages as determined by your council. Unit of measure will display just about the boxes for quantity. Enter any notes in the notes field and click save.

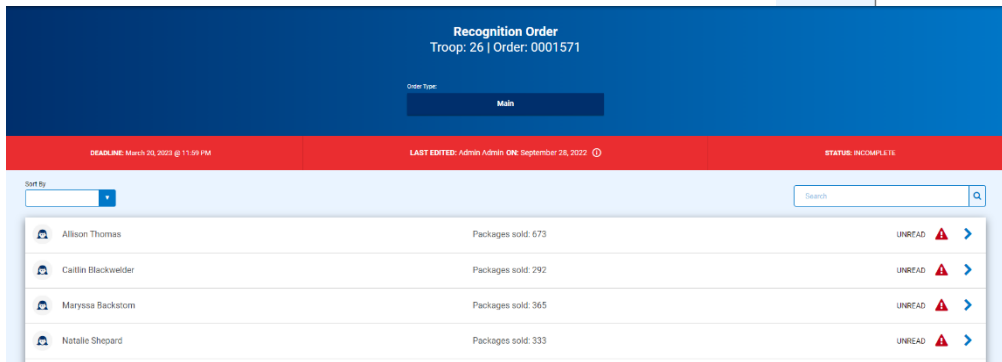
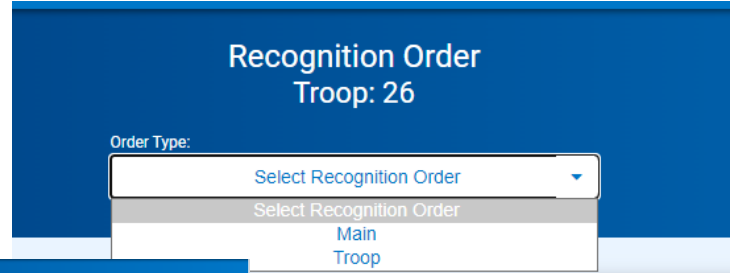


After Pick-up: After your troop has picked up the cookies from the cupboard the cupboard manager will approve and the order will be converted to a transfer and the troop volunteer will receive an email receipt.

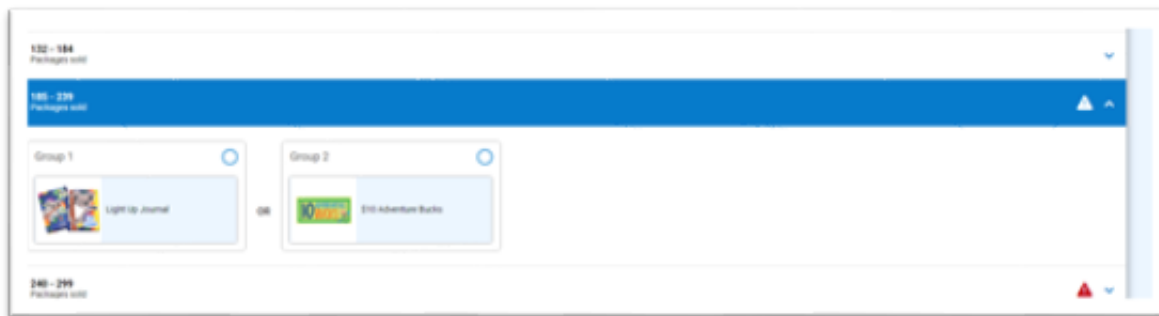
Creating a Recognition order – Early, Troop and Main

View this video: <https://www.youtube.com/watch?v=iaFQyj-2wsc&t=62s> or follow the instructions below:

Log into Smart Cookies and navigate to Rewards>Recognition Order
Select the Recognition Order to create – Early, Main or Troop. Each type is managed by due dates. Order will generate automatically once selected



Once the order has generated, open any line with a red triangle symbol to make recognition choices or size selections. Click on the extrastab. Most extra items generate automatically, but there may be manual selections. Repeat for each girl. When finished save order and go to Rewards>Manage Orders. Confirm your order is COMPLETE.



1 Orders

District	SU	Troop	Type	Date	Number	Status	
No Specified District	638	26	Main	December 16, 2021	0001571	COMPLETE	

Scheduling Booths – First Come First Service (FCFS) Selections

View this video: <https://www.youtube.com/watch?v=v4yqIzfx0ZA> or follow the steps below

Log into Smart Cookies and navigate to Booths>Schedule a Booth

When FCFS is open, this bar will display which includes information on open and close dates, max number of premium reservations that can be scheduled and max number of total reservations that can be made.

Open: First Come, First Served - Reservation 1

Opens On: Sep 28 @ 06:00 AM	Closes On: Mar 31 @ 11:00 PM
Max Premium Reservations 5	Max Total Reservations 60

- Lottery
 - FCFS
 - Premium
- Dollar Tree**
1641 Crofton Center
Crofton, MD, 21114

IHOP
889 MD 3 N
Gambrills, MD, 21054

Shoppers
1649 Crofton Center
Crofton, MD, 21114

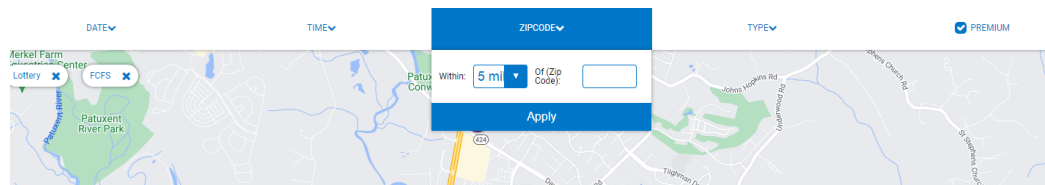
Sunoco
1025 RT 3 N
Gambrills, MD, 21054

Mt Airy Reception Hall
1008 Twin Arch Rd
Mt Airy, MD, 21771

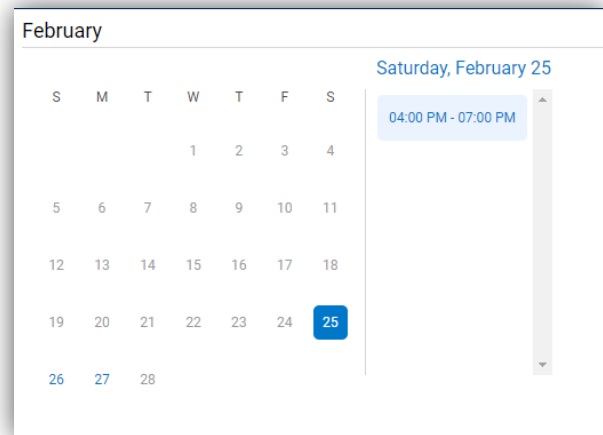
Family Bike
1286 MD 3
Crofton, MD, 21114

Giant
1161 MD 3 N
Gambrills, MD, 21054

A list of available locations will display on a grid on the right. A location with a “P” indicates it is a premium booth. You can search for locations by name, zip code or city to narrow your search. There are also a number of filters to find available locations by a specific date, time, distance from a zip code and more.



Click on a location to open a calendar. Available dates appear in blue. Click on the date to open up available timeslots. Click on the time slot desired and save. Your troop will immediately be assigned to the booth. Return to Booths>My Reservations to see a list of all booths scheduled.



3 Results

Share Booth Locations f t g

Show Confirmed Reservations
 Show Pending or Denied Reservations
 Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE
Royal Farms	1114 Rt 3 N	Gambrills	21054	Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS
Michael's Pizza	16952 York Rd	Monkton	21111	Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS
Giant	1161 MD 3 N	Gambrills	21054	Sunday, Feb 26	10:00 AM - 02:00 PM	<input checked="" type="checkbox"/>	FCFS

Booth Sale Summary

Reviewing and Submitting Orders – Service Unit

On the Dashboard, under Action Items, locate the link for troops with no initial orders. Export data and contact any troops who missed the order deadline. You can enter orders for them as instructed by your council prior to your SU deadline

Action Items	Numbers
Troops with no Initial Order	446
Troops with no Early Recognition Orders	1012

Insure all troops are assigned to a delivery station. Go to Reports> Entity> Troops with No Assigned Delivery Station. Go to Orders>Manage orders and filter for initial orders. Select the troop order with missing delivery station and click the dots to open the order. Scroll to the bottom and save order and the delivery station will appear. Select delivery station and appointment day/time as needed.

9 Results

Search By: All Keyword:

From: To:

Cases Packages Cases/Packages

Action: Select

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	STA	TOTAL	TOTAL \$
1/28/2018	763	INITIAL	4089	4089	0	12	12	12	0	24	24	24	0	0	T	100	3400.00
1/28/2018	680	INITIAL	4087	4087	0	12	24	36	12	216	72	144	24	0	T	540	2700.00
1/29/2018	1142	INITIAL	1726	1726	0	72	144	96	72	264	120	216	84	0	SAVED	1068	5340.00
1/25/2018	136	INITIAL	1557	1557	4	48	96	120	60	240	120	216	60	0	T	964	4820.00

Once all troops are assigned to a delivery station, go back to Orders>Manage Orders and filter for initial orders. Under action, select submit all and then click apply. You will receive a message that the job was submitted for processing. It may take a few minutes to insure that all orders are submitted. The status on all troops will now say “S” – all orders are now ready for review at the council level.

Go to the Dashboard and click the link for troops with no early recognition orders (if applicable). Export information and create orders for any troops missing the deadline.

Once all recognition orders have been created to go Rewards>Manage Recognition orders. Filter for orders needing review (R). Click Review All. Once all orders are reviewed, go back to Rewards>Manage orders, filter for Early orders and select all orders (select by clicking the box on the far left) click submit all and all recognition orders will be submitted and status will change to “S”.

Manage Recognition Orders

Drag a column header here to group by that column

<input type="checkbox"/>	District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Cost \$	Status
<input type="checkbox"/>	Q	Q						
<input type="checkbox"/>	No Specified District	SU101	1764	Early	1/28/2018	9389	\$312	U
<input type="checkbox"/>	No Specified District	SU101	3806	Early	1/28/2018	9387	\$195	R
<input type="checkbox"/>	No Specified District	SU101	4134	Early	1/28/2018	9385	\$234	U

Total Cost : \$7...

QUICK BITES



Smart Booth Divider – Single Booth

Watch this video: <https://www.youtube.com/watch?v=ISAJ-byrjsY> or follow the steps below

Log into Smart Cookies and navigate to Booths>My Reservations

Locate the booth you will divide and click the three dots to open the menu. Click Smart Booth Divider

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS	Booth Details Smart Booth Divider Remove Reservation		
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0

Enter the number of packages sold by variety and click Save and Distribute Sales

Booth Summary (Packages)

Royal Farms
1114 Rt 3 N
Gambrills MD, 21054
Saturday, February 04
03:00 PM - 06:00 PM

Total Left to Distribute: **0**
Total Distributed: **0**
Total Sold: **\$0.00**

You MUST distribute all the packages sold to the girls in your troop.

Clear All

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	16	6	12	8	45	36	12	1	2

Save and Go Back | Save and Distribute Sales

Select the girls who will receive booth credit and click Continue. The packages are evenly divided by variety for each girl. Distribute any leftovers as desired between girls and click save.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold.

Search

- Allison Thomas
- Autumn Cook
- Caitlin Blackwelder
- Maryssa Backstrom
- Moiri Healy
- Natalie Shepard

Cancel | Continue

4 Girls

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Allison Thomas	0	4	1	3	2	11	9	3	0	0	33
Autumn Cook	0	4	1	3	2	11	9	3	0	0	33
Caitlin Blackwelder	0	4	1	3	2	11	9	3	0	0	33
Maryssa Backstrom	0	4	1	3	2	11	9	3	0	0	33
Packages left to Distribute	0	0	2	0	0	1	0	0	1	2	6
Troop Total	0	16	4	12	8	44	36	12	0	0	132

Cookies allocated to girls using the Smart Booth Divider will be shown on the girl dashboard under Booth and will not add financial responsibility for the girl. Cookie share packages reported on the Smart Booth divider will be credit to girls as cookie share sales and a virtual cookie share order will be created for the troop. No additional steps are required.

Smart Cookies User Registration – Volunteers

- Video: <https://www.youtube.com/watch?v=erXCM9gyt5I>

Registration emails are sent from noreply@abcsmartcookies.com

HINT: Add noreply@abcsmartcookies.com to your safe sender list to insure you get all emails in season.

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

<https://www.abcsmartcookies.com/#/registration?token=5b014270-317c-46c9-9aa4-b94694160f73>

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your account, and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

SAMPLE

Click on the link in the email and complete all required information. You will select your own password. Once you click save, you will receive a confirmation email containing your login credentials. You can also reset your password by clicking on the “Forgot Password” link on the log-in page.



The screenshot shows a registration form for Anne Lauzier. At the top, it displays the user's profile: a circular profile picture with the name 'Anne Lauzier', 'Council: Anne's Training Site', and 'Service Unit: Coastal One'. Below this is the 'Service Unit Info' section, which contains several input fields: 'Username' (filled with 'alauzier@interbake.com'), 'Password' (with a strength indicator), 'The Other Password' (with a strength indicator), 'Email' (filled with 'alauzier@interbake.com'), 'Home Address' (filled with '2381 N Ventura Ave'), 'Suite/Apt. #', 'City' (filled with 'Ventura'), 'State' (filled with 'California'), 'Phone' (filled with '(805) 804-7185'), 'Fax', 'Mobile', and 'Zip Code' (filled with '93001').

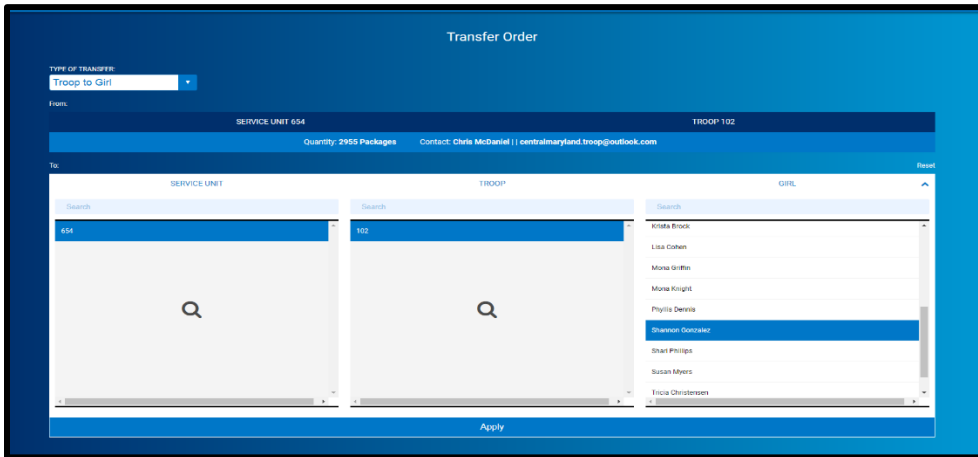
NOTE: Completing your registration in Smart Cookies does not flow into Digital Cookie. You will receive an email from Digital Cookie based on your council settings to set up your account in that system. Contact your council if you do not receive the Digital Cookie email.

Transfers:

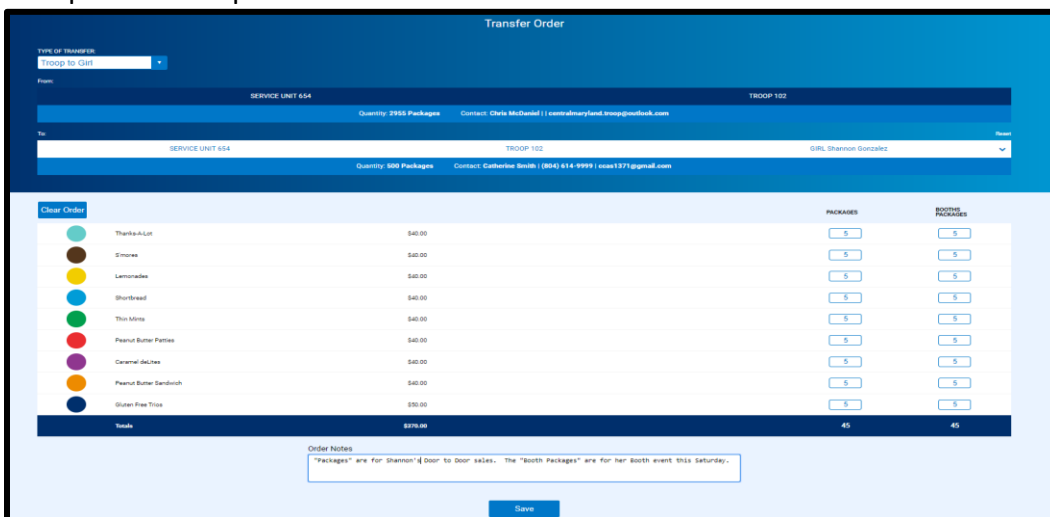
View this video: <https://www.youtube.com/watch?v=ASkgT1qer9g> (troop to girl) or follow the instructions below:

Log into Smart Cookies and navigate to Orders>Transfer Order

Your service unit and troop will automatically be selected as the “From” Troop. Click on the arrow next to “Girl”, highlight the girl receiving cookies, and hit Apply.



Enter the number of packages for the girl. Entries in the “Packages” column will transfer financial responsibility to the girl. Entries in the booth column will give girl credit for recognitions but not assign financial responsibility. It is strongly recommended to use the Smart Booth Divider to allocate booth packages. Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.



Item	Price	PACKAGES	BOOTH PACKAGES
Think-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 Delices	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Treats	\$36.00	5	5
Total	\$276.00	45	45

NOTE: Other transfer types available to troop users include girl to troop, girl to girl and troop to troop (depending on council preferences). Basic function remains the same. Select the type of transfer and the appropriate entity. For troop-to-troop transfers, only the receiving troop can initiate the transfer. In this case your troop will automatically populate as the “TO” troop and you will be able to select the troop that transferred the product to you. Use receipts or council required paperwork to back up troop-to-troop transactions.

Creating an initial order – Order Taking Sale

View related video on the ABC YouTube Channel or follow the instructions below:

- Log into Smart Cookies and navigate to Orders>Troop Initial Order
- Click on a girl name to display all cookie varieties
- For order taking sales, during the initial order period, your troop initial order will populate with information from Digital Cookie. The first column (Inv) may contain packages entered by the parent from the paper order card. These numbers may be edited. The second column (pre-paid) will total all girl delivery pre-paid packages ordered from customers and is not editable. Enter any packages needed in the first column or edit if desired.
- On the booth row at the bottom of the page, enter additional packages for your troop to use at booth sales. The extra line will round all varieties up to full cases (not cookie share). Extras line is not editable. Click Save when order complete.

The screenshot shows the 'Order Taking' interface. At the top, there are four summary cards: 'TOTAL SOLD LAST SEASON' (No Data), 'PER GIRL AVERAGE' (This Season: 0.00, Last Season: 0), 'TROOP INITIAL ORDER PACKAGES' (This Season: 0.00, Last Season: 0), and 'TROOP INITIAL ORDER VALUE' (This Season: \$0.00, Last Season: \$0.00). Below these is a red bar with 'Troop Order Deadline: September 30, 2023 @ 11:59 PM', 'LAST EDITED: N/A ON: N/A', and a 'READY FOR REVIEW' toggle. The main area has a 'Clear Order' button, 'Build Order By' (Cookies, Packages), and 'Measure By' (Cases, Packages). A table lists items: Charleigh Green, Cookie Share, Adventurefuls, Toast-Yay, Lemonades, and Trefoil. Each item has columns for 'Inv. Pkgs', 'Pre Sale Pkgs', and 'Total Pkgs'. Below the table are 'Booth' and 'Extra' sections, and a 'Total' row showing \$0.00. At the bottom, there are 'TOTAL ORDER VALUE: \$0.00' and 'TOTAL CASES: 0' indicators, and an 'Order Notes' text area.

After you have saved your troop order, your delivery location(s) will display. Click on the name of the location for cookie pick up (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. Save the delivery location. If you make changes to your troop order, you must select the delivery station again. Once your initial order is complete, you can click ready for review to notify the SU that your order is complete.

The 'Select Delivery Station' dialog box has three steps: '1. Choose a Location', '2. Pick A Date', and '3. Make An Appointment'. It features a Google Map showing a location in Chico, CA. A blue pin is placed on the map, and a text box below it reads 'Chico Delivery Drop, 123 Main Street, Chico, CA, 95298'. A message on the right says 'The selected delivery station does not require an appointment. Press save to continue.'