

End of Cookie Program Quick Reference Guide

Troop Direct Ship Orders:

We allow customers to use troops' direct ship links, and your troop might have Troop Direct Ship Orders. You will find these under Orders, then Troop Direct Ship Orders. If you have any of these orders, distribute them to your girls. You don't want to leave any cookies at the troop level.

Financial Transactions in Smart Cookies:

Putting the financial transactions into Smart Cookies helps us keep accurate numbers and correct the Balance Summaries (Troop and Girl Balance Summary). If a girl turns in payment to her troop, please put her transaction into Smart Cookies and write a receipt in your receipt book. The parent will get the yellow copy of the receipt. The white copy will stay with the troop.

- You can put both Troop Transactions and Girl Transactions. For the troop transactions, only put in the ones that were put into the GSSI Cookie Account. Do not put the transactions that were done into your troop account.
- You will put in a Troop Transaction for any deposits to the GSSI Cookie Account. In Smart Cookies, go to Finances, Financial Transactions. Under Manage Financial Transactions, you will see Troop Transactions and Girl Transactions. Make sure you are on the Troop one. Scroll down and hit Troop Transaction. Enter the following information: Service Unit, Troop Number, Bank, Type (Use Troop Bank Deposit), and Date. You can add any notes you would like at the bottom. Hit Save. This will input the transaction into your Troop Balance Summary so you have current numbers.
- You will put in a Girl Transaction for any girl payments made to the troop. Select Girl Transactions. Hit Add Girl Transaction. Enter the following information: Girl's Name, Type (Payment), Payment Method, and Transaction Date. You can include any notes at the bottom. Hit Save. This will input the transaction into the Girl Balance Summary for that girl and give her the correct numbers on what she has paid and what is owed.
- You can print off the Troop Balance Summary and Girl Balance Summary to see what is owed.
- Direct Ship payments would have gone through automatically and already be accounted for on those summaries and the Financial Transaction pages.

Bank Deposits:

You should have received bank deposit slips from your Service Unit Cookie Chair. You will use these to turn money into the GSSI Cookie Account.

Please make sure to:

- Put your troop number on the bank deposit ticket.
- Ask for TWO bank deposit receipts and write your troop number on them. One will be turned in to the council with your final paperwork (bank deposit tickets and troop balance summary); the other is for your records.

- Make sure to deposit checks into the GSSI Cookie Account, not your troop account. We will take care of the bad checks deposited into the GSSI account. We cannot help the troop if a bad check is deposited into their troop account.
- To see what is owed to the council from the Cookie Program, you can pull your Troop Balance Summary. (In Smart Cookies, go to Reports, Current, Troop Balance Summary) This will show what the troop has earned and what is due to the council.

Final Paperwork:

Please submit all final paperwork to your Service Unit Cookie Chair by **Saturday, March 11**. Final paperwork should include the following:

- Any GSSI Bank Deposits done from the troop into the GSSI Cookie Account. Please make sure to have your troop number on these.
- Troop Balance Summary with a zero balance and a signature. See the above information to put your deposits into Smart Cookies to zero out your balance.
- Delinquent Girl Paperwork if applicable. Do not hold your troop up if you have a girl who does not turn in money by the deadline. Turn in your troop's final paperwork and print off a delinquent girl form from the GSSI website. Please include a copy of the girl's cookie permission form and a copy of any cookie and money transactions.

How To Enter Main Recognitions

- Log on to www.abcsmartcookies.com
- Before creating your Main Recognition, ensure all transfers have been credited to your girls in Smart Cookies.
- Once all transfers have been entered, go to My Troop and select Troop Roster.
- Click on the pencil for each girl in your troop to make the selection of recognitions or cookie dough.
- If the girl wants cookie dough, select “cookie dough only” from the drop-down menu and save.
- If the girl wants recognitions, select “recognitions only” from the drop-down menu and save. Make sure the apparel size has been chosen. This will automatically populate if the girl has earned the t-shirt/hoodie.

Once you have made the recognition choices for girls, you can create your Main Recognition Plan.

- Click Rewards; from the drop-down menu, click Recognition Order. Click on the down arrow and select Main.
- The Main Recognition Order has been created upon selecting Main. The Recognition Order Number is listed at the top with your troop number. This screen will show each girl in your troop and her total sales.
- The girl's order is incomplete if a red triangle appears for any girl. Click on the > to open a girl's order. The red triangle appears at each package level where a choice needs to be selected.

- Click on the down arrow to correct. It may show that the T-shirt/hoodie size has not been selected. Click on the down arrow and choose the size and hit save.
- Once all the red triangle(s) have been removed, her order is complete.
- Clicking on the Extras tab will show you what achievement bar the girl has earned.
- The Cookie Techie patch will appear if a girl has 18-99 packages sold through Direct Ship sales. The Dolphin Clip Plush will appear for 100-149 packages sold, and with 150+ packages sold, the Sport Bag will appear. Smart Cookies will automatically calculate all recognition choices or cookie dough.
- Once you have made all the selections for the girls, click save, and you will return to your troop's main recognition order screen.
- You can submit your recognition order when your troop's main recognition screen shows no red triangles. You are ready to submit your recognition order when you see "Complete" next to Status.
- Click Submit, and you are finished.

To view your troop's recognition order

- Go to Reports, select Current
- In the Reports Categories, select Rewards
- You will have two options, Recognition Order Summary by Troop or Recognition Order Summary by Girl.
- To pull the Recognition Plan Type from the drop-down Menu, select Main, and click View Report.
- The Recognition Order Summary by Troop will give your troop's totals for each recognition earned by your girls. You will receive these items from your SUCC.
- The Recognition Order Summary by Girl will show each girl what they have earned. This is a great tool to have once you receive your awards from your SUCC to be able to sort by each girl.