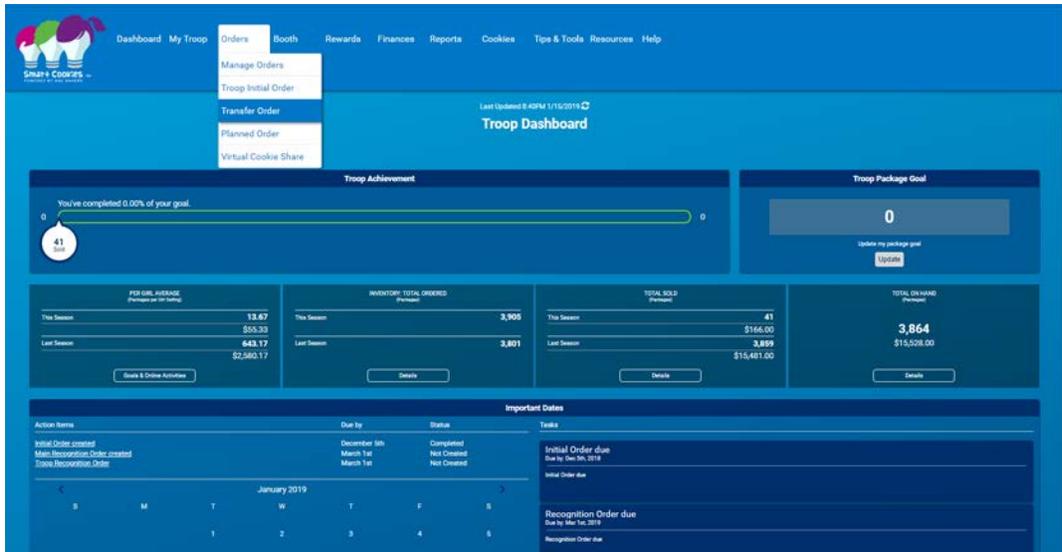Troop to Girl / Girl to Troop Transfers

Once you have given cookies to a scout or a scout has returned cookies to you and you have filled out and signed your receipts you need to enter the information into Smart Cookies.
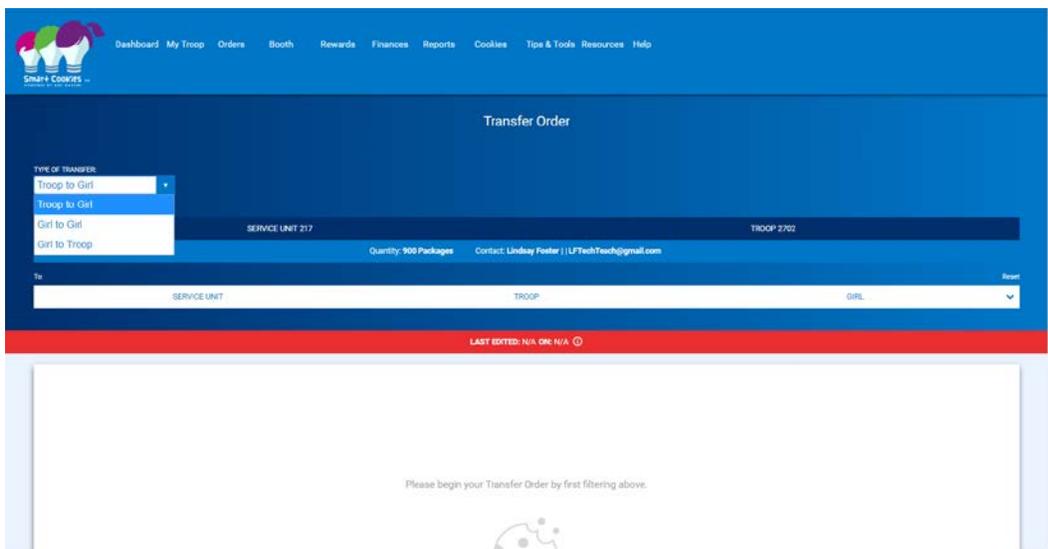
Go to Orders and Transfer Order

If you are giving cookies to the scout it is a Troop to Girl Transfer.

If the scout is returning cookies to your cupboard it is a Girl to Troop Transfer.

You may also transfer cookies from one scout to another within your troop (for example if you have sisters that need to be balanced out; remember this affects the financials for each girl)

Once you select the type of transfer, you must choose who the cookies are being given from and to. If it is From Troop to Girl, the From will automatically fill in with the Troop information and under the To you must select the Girl's name from the drop down menu. The Service Unit and Troop are automatically filled in.

If the transfer is from Girl to Troop, under from you will select the Girl from the drop down list and the the information under To is already filled in with your troop information.

Select Apply.

The cookie line-up then populates below.   Use the column on the LEFT for "PACKAGES" that are being transferred to the girl for which she will need to turn in money.

(If you want to enter packages sold at a booth for which money was already collected and the family is not financially obligated, you can use the Booth Packages column.)

You MUST enter the transfer in PACKAGES for each flavor.   The Order Notes field is optional, but a good place if you want to make notes regarding specific purposes for large orders.

Select Save.

A confirmation number will pop up.

Suggestion: write the confirmation number on your copy of the receipt so that you know it was entered into Smart Cookies and can be helpful if you need to audit to find a possible error down the road.
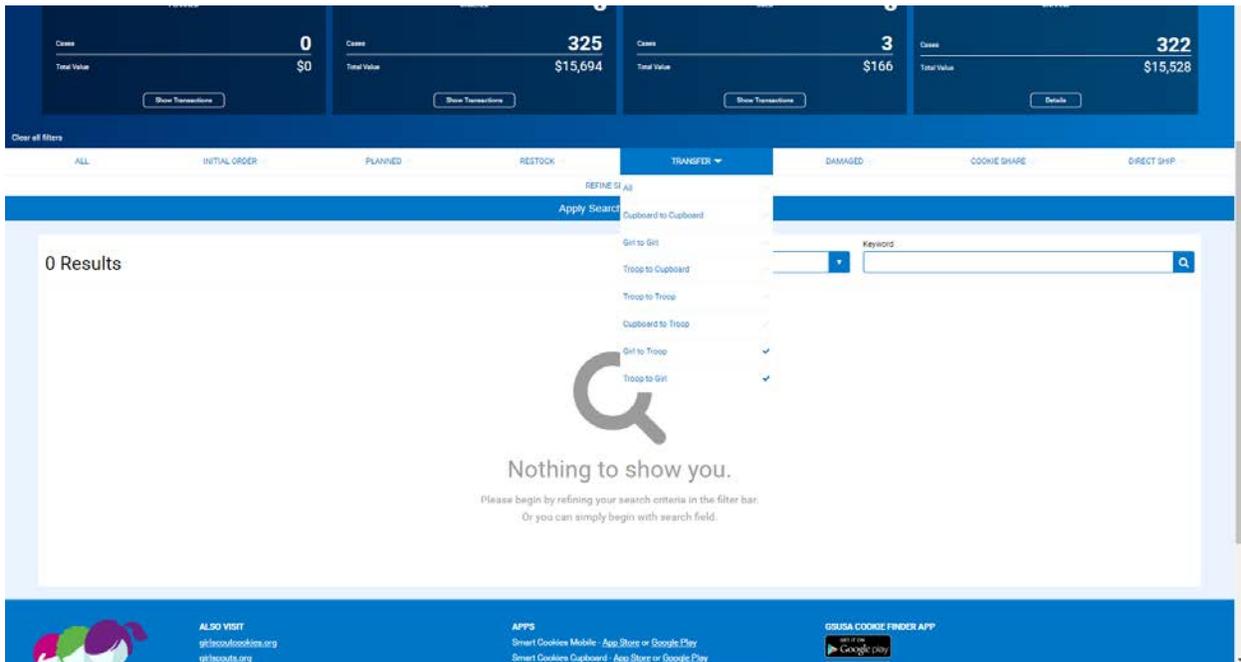

If you see you have made a mistake, you can simply edit and re-save while you are still on this screen. The confirmation number will remain the same.

If you need to go back later to look at orders, go to Orders and Manage Orders.
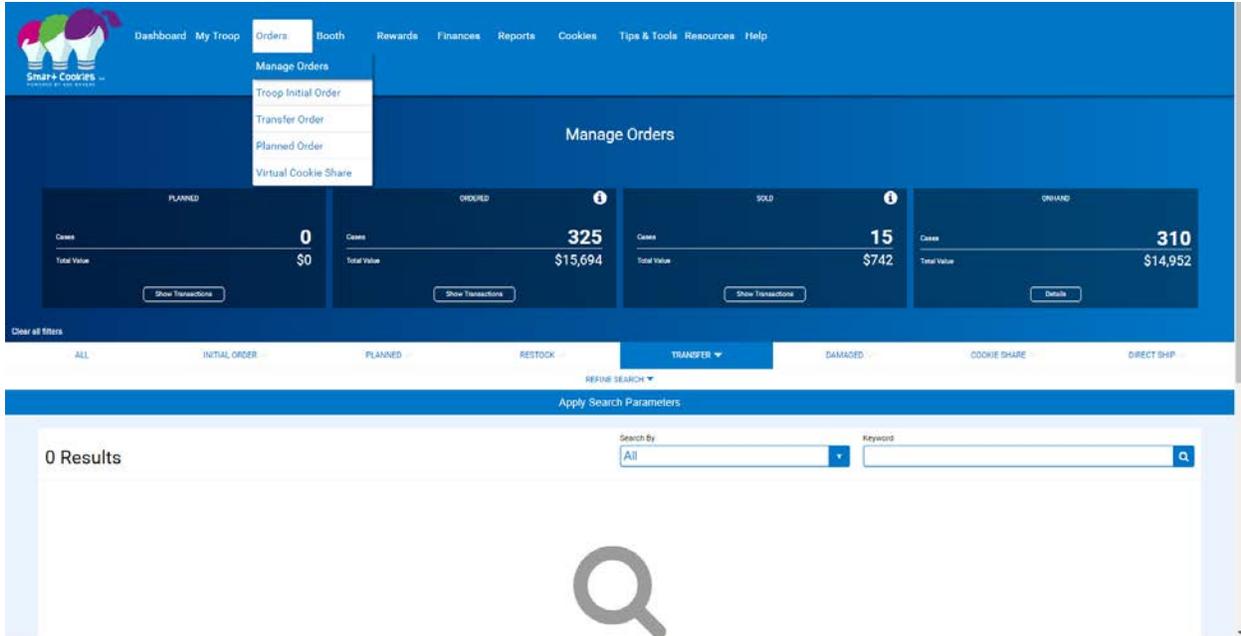
You can filter by order type and search for specific confirmation numbers.

Once you find the order you are looking for, you can edit the transfer by clicking on the hamburger menu on the far right and selecting Edit Order.

It will appear on the same screen as the original entry and you can edit and Save. The confirmation number will remain the same.