

Week of February 6th

Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2024 cookie program. This is the fifth edition. You will get an email from the Product Program Team throughout the cookie program each Tuesday. This email is sent to Troop Cookie Chairs and Service Unit Cookie Chairs with cookie information only. You are encouraged to share the information with others in your troop as needed.

Upcoming Important Dates

Thursday, February 8th – Albuquerque at Buehler Moving of Albuquerque. Information was emailed on Friday, February 2nd .

Friday, February 9th – Albuquerque at Buehler Moving of Albuquerque. Information was emailed on Friday, February 2nd .

Monday, February 12th – Cupboard orders are due by midnight.

Wednesday, February 14th – Cupboards open in the certain locations. Information was emailed on Friday, February 2nd .

Thursday, February 15th – Albuquerque Cupboard opens.

Friday, February 16th – Booth Sales begin.

Important Updates

Cookie Cupboard and Initial Pick-Up Help Needed

Thank you to everyone who has helped with initial order delivery so far, whether it be at the service unit or troop level. The help of volunteers is essential to the cookie

program, and we don't know what we would do without you. We hope you will consider helping during your local cookie cupboard.

If you have the time or know someone who would like to help with the cupboard for the Albuquerque area, please sign-up using our Sign-Up Genius website: <https://www.signupgenius.com/go/10C0E4CACAD22A3F8C07-47419082-cookie> . If you are interested in helping with one of the regional area cupboards, please reach out to your Service Unit Cookie Chair or local membership staff member and they will let you know how you can help.

Cookie Rookie: Smart Cookies Training recordings available

If you were unable to attend the Cookie Rookie sessions on Smart Cookies, you can watch the Zoom session or review for a refresher. Because there was a chance for volunteers to ask questions, the sessions did differ from one another at the end during the Q&A. If you need more info on planned orders: [Click here for the Wednesday Evening Session](#). If you need more info on adding Girl Scout payments and reports: [Click here for the Saturday Morning Session](#). The passcode to watch either session is **Smart2024!** The first 30 minutes cover the same material so watch either session for what you would like to learn more about or help watch the end of session. You can fast forward the session. Volunteers also asked for a copy of the presentation. We have attached the PDF from the presentation.

Smith's and Walgreens booth letters

The required letters for troops selling cookies at all Smith's and Walgreens locations are attached. You will also be able to find the letters on the [Cookie Central](#) website under "Troop Resources" by the end of the week. Please print a copy of the appropriate letter and have it on hand for all Smith's or Walgreens booths.

Smart Cookies Reminders

How to Place a Cupboard Order

We will have all cupboards up in Smart Cookies by Saturday morning and you can start placing cupboard orders. If you need help placing a cupboard order in Smart

Cookies, please see the attached Quick Sheet for Placing Planned Orders. It will walk you through the steps. All cupboard orders must be placed by Mondays at 11:59 to be filled that week.

Enter Girl Scout Cookie Pick-ups Regularly

Just as a friendly reminder, please make sure you are entering your cookie-pick up and payment receipts into Smart Cookies on a regular basis. This information shows on a Girl Scout's Digital Cookie webpage, so families can track their Girl Scout's sales and how much money is due. We have attached two Quick Sheets to help you with these steps.

Releasing Cookie Booths

Please make sure your troop is releasing cookie booths in Smart Cookies if your troop is unable to attend. This allows other troops to pick up the slot. It also tells customers where Girl Scout cookie booths will be through the cookie finder locator on our website.

To remove your troop from a booth slot, go to the "Booth" option and select "My Reservations". Go to the far right (you may need to use the slider bar) to the 3 vertical dots. Click on the dots and select "Remove Reservation."

Updating online Cookie Share orders

Troop volunteers will need to manually input into Smart Cookies all Digital Cookie "Cookie Share" or Cookie Donation orders that are not attached to a shipped order. We will be sending an email on the best way to do this next week.

Smart Cookies Dashboard

As troops begin transferring cookies to Girl Scouts and collecting payment, you may notice that the Smart Cookies dashboard might not show the information you expect. The dashboard takes some time to update. For the most up to date data, use the reports found in the "Reports" tab.

Digital Cookie Reminders

Remind Families to Approve Girl Delivery Orders

Girl Scout caregivers have 5 days to approve Girl Delivery orders if not the order will be cancelled or changed to a Hometown Hero donation. We have received calls from new families who do not realize they can approve orders without having cookies in hand so please remind your families. We don't want a Girl Scout and your troop to miss out on a sale.

Mobile App for In-Hand Sales Now Available

Families can use the mobile app for customers to make a payment with in-person sales. If you login in and do not see the option the record sales for the troop, you will need to be sure your troop site is set up correctly. You will want to do this before booth sales begin next weekend.

Resource Highlight

Virtual Office Hours

Virtual Office Hours are now available on Monday evenings from 6:30 pm to 8:30 pm and Wednesdays during the lunch hour from 11:30 am to 1 pm. Please use the Zoom meeting information below. All virtual office hours will use the same link and passcode.

Join Zoom Meeting

<https://us06web.zoom.us/j/84876605237?pwd=wMjCPU6HsF237bJ9O4dMs8WY1JfTBY.1>

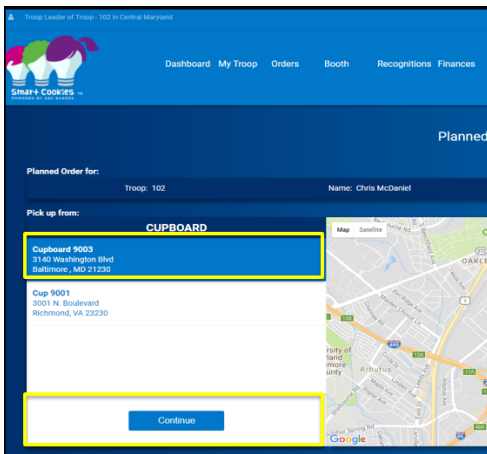
Meeting ID: 848 7660 5237

Passcode: Cookie2024

Have questions? We are here to help! Contact us at customercare@nmgirlscouts.org or 505-343-1040.

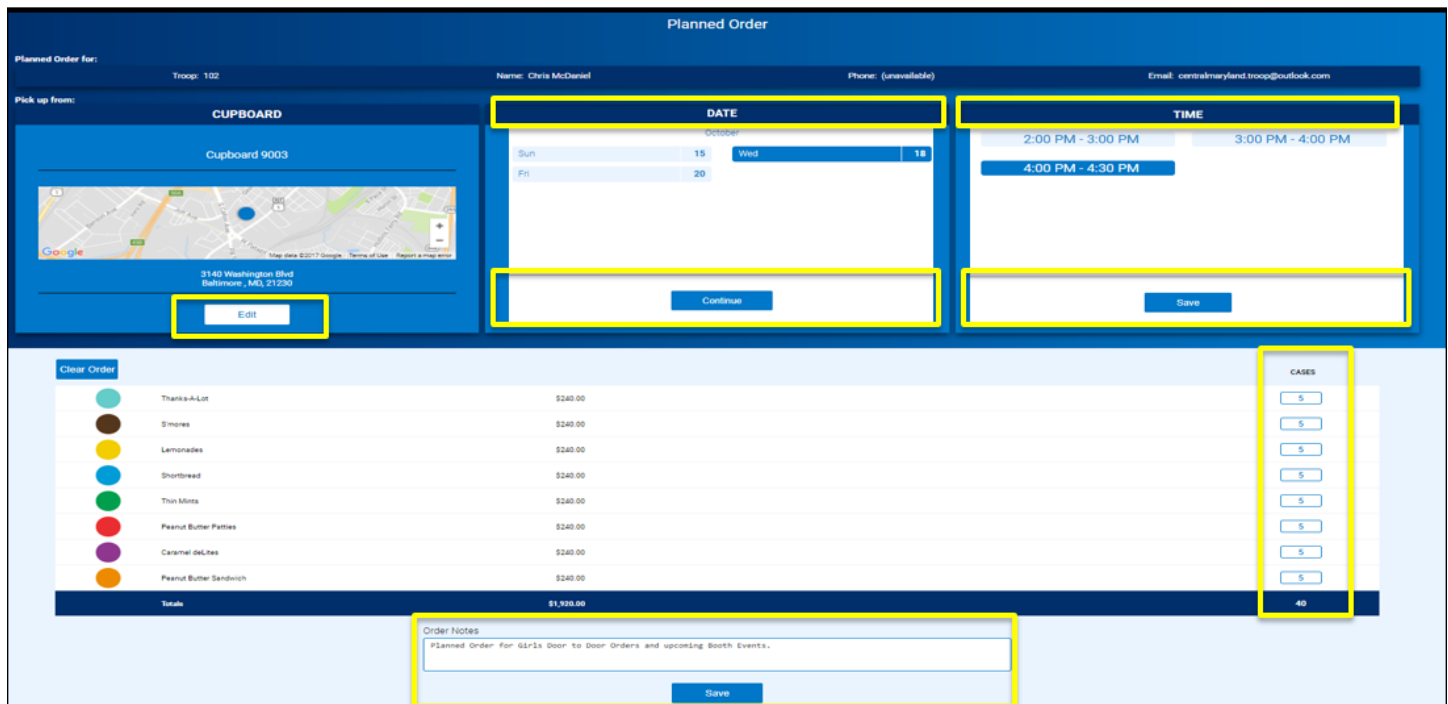
Creating a Planned Order

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.

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

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

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

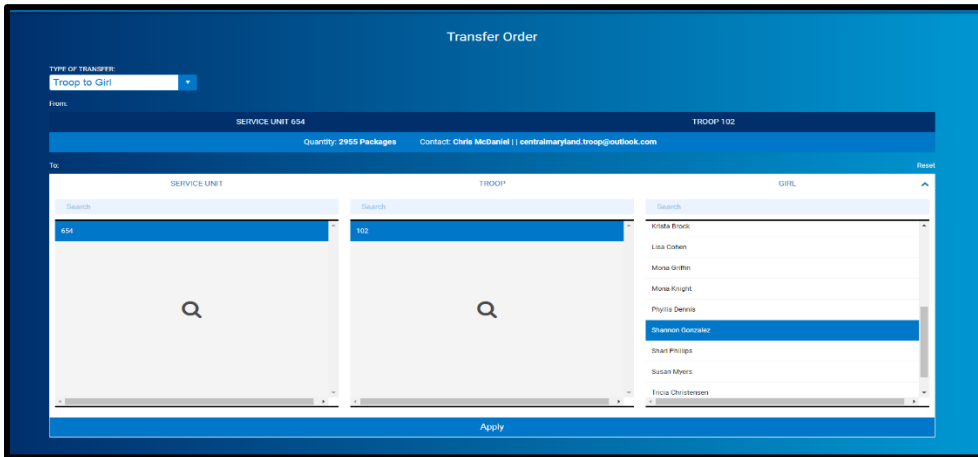
[Save](#) [Close](#)

Transfers:

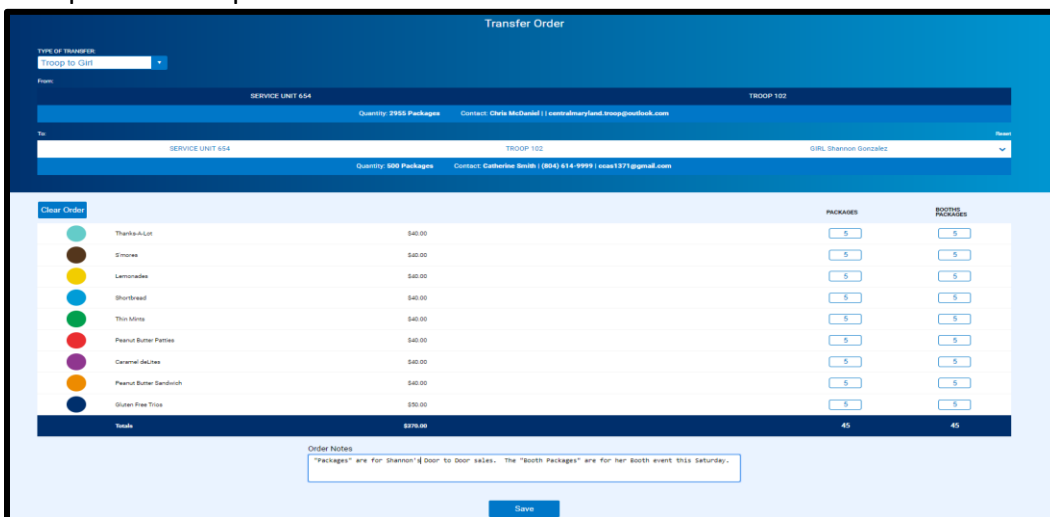
View this video: <https://www.youtube.com/watch?v=ASkgT1qer9g> (troop to girl) or follow the instructions below:

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.



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.



2024 Cookie Program Training



January 31, 2024

Today's Smart Cookies Training Agenda

- Smart Booth Divider: allocating cookies to Girl Scouts
- Booth Reporting
- Troop to Girl Transfers
- Troop to Troop Transfers
- Manage Orders screen
- Cookie Share
 - Virtual Cookie Share – Council Donations
 - Tracked Cookie Share – Troop Inventory Donations
 - Tracked or Virtual using Smart Booth Divider
- Financial Transactions



SMART BOOTH DIVIDER



Smart Booth Divider Feature

- Packages sold at booth sales can be easily divided using the Smart Booth Divider feature
- Select Booth > My Reservations to view your Booth Dashboard
- Select the 3 dots at the far right of the booth sale you wish to divide
- Select “Smart Booth Divider”
- NOTE: be sure to hover over the gray slider bar under your booth reservation grid to access all columns

1 Results

Share Booth Locations

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

CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
little rock	12121	Saturday, Feb 10	09:00 AM - 11:00 AM		FCFS	Booth Details	Smart Booth Divider	Remove Reservation

Booth Sale Summary

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	0	0	0	0	0	0	0	0	0

TOTAL BOOTH SALES: \$0.00

TOTAL PACKAGES SOLD: 0

Smart Booth Divider: Start with packages sold, by variety

- Enter packages sold by variety
- NOTE: Cshare is virtual cookie share packages, or Council inventory. This is not troop physical inventory
- Once finished with package entry, select “Save and Distribute Sales” from the bottom

← Troop Reservations Booth Divider

Booth Summary (Packages)

TEST
1000 test street
little rock AR, 12121
Saturday, February 10
09:00 AM - 11:00 AM

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	0	0	0	0	0	0	0	0	0

Save and Go Back Save and Distribute Sales

Smart Booth Divider: Select Girl Scout participation

- Place a check mark next to the Girl Scout(s) who participated in the booth sale
- Select Continue

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold. All

Search

Emily Thomas

Peyton Hyman

Sally Ellis

Cancel Continue

Smart Booth Divider: Allocating remaining packages

- Smart Cookies evenly divides packages among the selected Girl Scouts
- Remaining packages appear in **RED** at the bottom of the grid to be manually allocated to Girl Scouts, at the Troop's discretion

Booth Summary (Packages)

TEST 1000 test street little rock AR, 12121 Saturday, February 10 09:00 AM - 11:00 AM	<small>Total Left to Distribute</small> 7	<small>Total Distributed</small> 204	<small>Total Sold</small> 211 \$1,266.00						
<small>You MUST distribute all the packages sold to the girls in your troop.</small>									
CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	10	15	20	22	33	30	40	24	17

Cancel Distribution

Edit Booth Sales

3 Girls

[Clear All](#)

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Emily Thomas	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="13"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	68
Peyton Hyman	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="13"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	68
Sally Ellis	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="13"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	68
Packages left to Distribute	0	1	0	2	1	0	0	1	0	2	7
Troop Total	0	9	15	18	21	33	30	39	24	15	204

Smart Booth Divider: Saving final booth sale division

- Once you have manually assigned leftover packages by editing individual Girl Scout quantities, a Save button will appear at the bottom of the grid.
- An option to “Edit Girls” also exists (remove or add Troop Girl Scouts to the booth sale participation)
- Select Save to preserve your booth sale package division

3 Girls Clear All

GIRL_NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Emily Thomas	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="13"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	68
Peyton Hyman	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="13"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	68
Sally Ellis	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="14"/>	<input type="text" value="8"/>	<input type="text" value="7"/>	75
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0
Troop Total	0	10	15	20	22	33	30	40	24	17	211

Smart Booth Divider: Saving final booth sale division

- After selecting Save, Smart Cookies will display a successful message, advising that Transfer Orders have been created.
- Your work is done dividing and assigning packages for this booth sale.
- You are able to make edits to the existing division if needed. Navigate to Booths > My Reservations to select Smart Booth Divider



Booth Sale Reporting

- Navigate to Reports > Current > Booth Category

Reports

Report Categories

- Booths
- Inventory & Delivery
- Finance
- Orders
- Entity
- Rewards

Reports

- Available Booth Sale Summary
- Booked Booth Sales Summary
- Booth Extras
- Booth Sale Location
- Booth Sales Credit Card Transactions Export
- Pending Booths Export
- Smart Booth Divider Sales Export
- Troop Secured Booth Info Export

Add to Favorites

Go To Report

Best Booth Reports

- Available Booth Summary: Excel; shows booths that are available for reservations
- Booked Booth Summary: Excel; shows booths booked by your Troop
- Booth Extras: ordered on Troop initial order
- Credit Card Transaction Export: shows credit card transactions processed at a reserved booth (also available through Financial Transactions)
- Pending Booth Export: shows Troop Secured pending Council approval/denial
- Smart Booth Divider Sales Export: Excel; shows summary of all booth activity
- Troop Secured Booth Info Export: shows Troop Secured booth sale details

Reports

Report Categories

- Booths
- Inventory & Delivery
- Finance
- Orders
- Entity
- Rewards

Reports

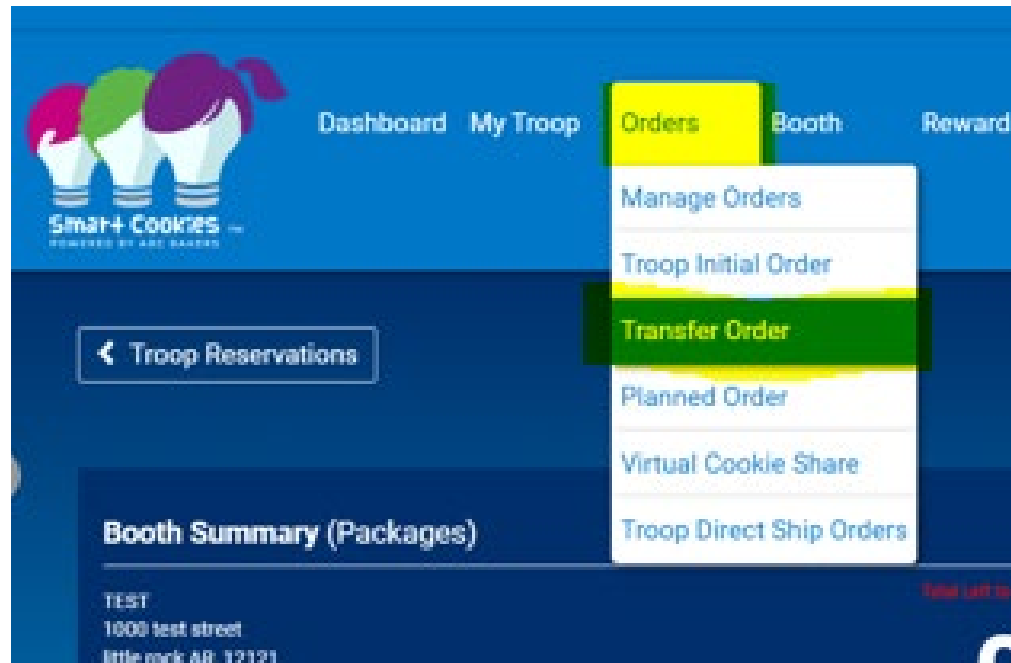
- Available Booth Sale Summary
- Booked Booth Sales Summary
- Booth Extras
- Booth Sale Location
- Booth Sales Credit Card Transactions Export
- Pending Booths Export
- Smart Booth Divider Sales Export
- Troop Secured Booth Info Export

Add to Favorites

Go To Report

Troop to Girl Transfers (T2G): Navigation

- The action of allocating cookies down to Girl Scouts in Smart Cookies is called a Transfer Order
- Navigate to Orders > Transfer Order to get started



Troop to Girl Transfers (T2G): criteria selection

- From the top left drop down menu, select the Troop to Girl option. Other transfer types will appear, based on council permissions
- As a Troop User, your SU and Troop number will auto-populate
Select the Girl Scout that will receive the packages or search by name
- Click Apply to display package transfer details

Transfer Order
Central Standard Time

TYPE OF TRANSFER:
Troop to Girl

From: SERVICE UNIT CA Chipato TROOP 6045

Quantity: 34 Packages Contact: Page Hyman | (501) 733-4270 | phyman@hearthsidefoods.com

To: SERVICE UNIT TROOP GIRL

Search CA Chipato

Search 6045

Search

CA Chipato

6045

Addy McArthur
Amelia Bishop
Anna McArthur
Ariana Funes
Autumn Huss
Avery Bookout
Brailey Bookout
Breena Holloway

Apply

Troop to Girl Transfers (T2G): Packages Vs. Booth Packages










- Package column: used for traditional door to door sales. The Girl Scout has both financial responsibility for the transferred packages and earns rewards.
- Booth column: Girl Scout receives package credit towards rewards ONLY.
- Enter any relevant "Order Notes" (optional)
- Click Save to finalize your transfer

To: SERVICE UNIT CA Chipato TROOP 6045 GIRL Autumn Huss

Quantity: 2550 Packages Contact: | |

LAST EDITED: N/A ON: N/A ⓘ

Clear Quantities

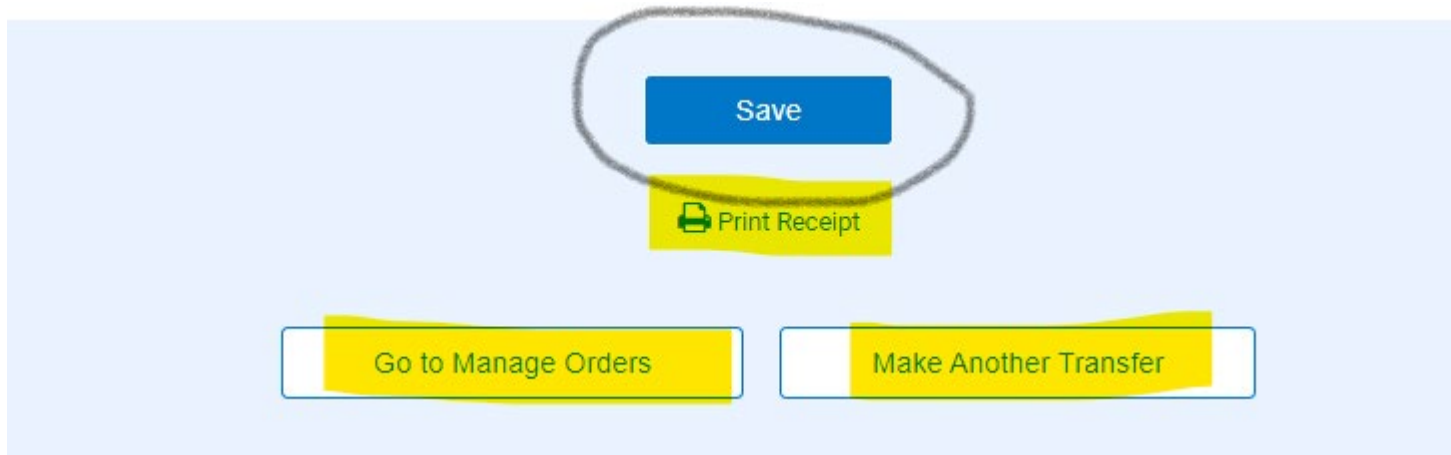
			PACKAGES	BOOTHS PACKAGES
	Adventurefuls	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Toast-Yay	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Trefoil	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals		\$0.00	0	0

Order Notes

Type here (250 Characters max)

Troop to Girl Transfers (T2G): additional transfer options

- After selecting Save, the following options are available:
 - Select Print Receipt to view a print-friendly confirmation page
 - Select “Go To Manage Orders” to view all orders
 - Select “Make Another Transfer” to continue transferring more cookies
- Physical and financial inventory is moved from the Troop to the Girl Scout
- Troop to Girl Scout transfers can be viewed on the Manage Orders page as order type T2G



Troop to Girl Transfers (T2G): receipt view

- Printable receipt / confirmation page contains the following information:
 - Date and Time of Transfer
 - Type of Transfer
 - “From” and “To” transfer details
 - Product amount by variety
- Troop to Girl transfers can be viewed on the Manage Orders page listed as order type T2G



ORDER TRANSFER RECEIPT

TRANSFER ORDER #: 0000014
 RECEIPT NUMBER:
 ORDER DATE: January 29, 2024 @ 8:44 AM
 TYPE OF TRANSFER: T2G
 ORDER NOTES:

FROM	QUANTITY: 34 PACKAGES	CONTACT: Page Hyman 5017334270 phyman@hearthsidefoods.com
SERVICE UNIT: CA Chipato TROOP: 6045		

TO	QUANTITY: 2550 PACKAGES	CONTACT:
SERVICE UNIT: CA Chipato TROOP: 6045 GIRL: Autumn Huss		

		PACKAGES	BOOTH PACKAGES
Adventurefuls	\$60.00	10	0
Toast-Yay	\$0.00	0	0
Lemonades	\$0.00	0	0
Trefoil	\$0.00	0	0
Thin Mints	\$0.00	0	0
Peanut Butter Patties	\$0.00	0	0
Caramel deLites	\$0.00	0	0
Peanut Butter Sandwich	\$0.00	0	0
Caramel Chocolate Chip	\$0.00	0	0
TOTAL	\$60.00	10	0

Signature

Troop to Troop Transfers (T2T): Criteria selection

- From the top left drop down menu, select the Troop to Troop option. Other transfer types will appear, based on council permissions
- Select the From and To SU and Troop details
- Click Apply to display package transfer details

Transfer Order
Mountain Standard Time

TYPE OF TRANSFER:
Troop to Troop

From: Reset

To: Reset

Quantity: 576 Packages Contact: Kelly Latone | | latone_kj12@yahoo.com

LAST EDITED: N/A ON: N/A ⓘ

Troop to Troop Transfers (T2T): Enter Transfer Packages

- Enter transfer packages by variety
- Click Save at the bottom to create the T2T Transfer

Clear Quantities			PACKAGES
	Adventurefuls	\$0.00	<input type="text" value="0"/>
	Toast-Yay	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>
	Trefoil	\$0.00	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>
Totals		\$0.00	0

Order Notes

Type here (250 Characters max)

Save

Manage Orders view of Transfers

- Navigate to Orders > Manage Orders to view all orders for your Troop
- Step 1: Select Filter: Transfer, Troop to Girl Scout
- Step 2: Click Apply Search Parameters OR use Refine Search to select additional criteria
- Step 3: Utilize additional grid filters in the search results grid including:
 - UOM selections – Cases, Packages, Cases/Packages
 - Gray filter button in Type
 - Keyword search field to search by Girl Scout name, etc.

The screenshot displays the 'Manage Orders' interface. At the top, there are four summary cards for different order statuses: PLANNED (0 Cases, \$0 Total Value), ORDERED (350 Cases, \$25,224 Total Value), SOLD (349 Cases, \$25,140 Total Value), and ONHAND (1 Case, \$84 Total Value). Below these cards is a filter bar with various options: ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER (highlighted with a green box), DAMAGED, COOKIE SHARE, DIRECT SHIP, and CS DONATION. Under the TRANSFER filter, there are 'REFINE SEARCH' and 'Apply Search Parameters' buttons. A search bar is visible with 'Search By' set to 'All' and a 'Keyword' field. Below the search bar, there are radio buttons for 'Cases', 'Packages', and 'Cases/Packages', with 'Cases/Packages' selected. The main table shows 2 results. The first row is for order #14, dated 1/29/2024, with a 'TYPE' filter button highlighted in gray. The second row is for order #16, dated 1/29/2024, with a 'TYPE' filter button highlighted in gray. The table columns include DATE, ORDER #, TYPE, TO, FROM, CShare, ADV, TY, LEM, TRE, TM, PBP, CD, PBS, GFC, STATUS, TOTAL, and TOTAL \$.

Manage Orders
Central Standard Time

PLANNED
Cases: 0
Total Value: \$0
Show Transactions

ORDERED
Cases: 350
Total Value: \$25,224
Show Transactions

SOLD
Cases: 349
Total Value: \$25,140
Show Transactions

ONHAND
Cases: 1
Total Value: \$84
Details

Clear all filters

ALL INITIAL ORDER PLANNED RESTOCK TRANSFER DAMAGED COOKIE SHARE DIRECT SHIP CS DONATION

REFINE SEARCH
Apply Search Parameters

Search By: All Keyword: [Yellow Box]

From: [] To: [] Apply

Cases Packages Cases/Packages

Action: Select Apply

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
1/29/2024	14	T2G	Autumn Huss	6045	0	-10	0	0	0	0	0	0	0	0		-10	-60.00
1/29/2024	16	T2G	Amelia Bishop	6045	0	-10	0	0	0	0	0	0	0	0		-10	-60.00



COOKIE SHARE: Virtual Tracked

<https://www.youtube.com/watch?v=LXTiKg7Blpk>



Virtual Cookie Share Vs. Tracked Cookie Share

- **Virtual Cookie Share**

- No physical inventory for Troops or Girls; considered council inventory to be donated at the end of the program
- All orders prepaid with credit card or shipped direct to customers will be virtual cookie share
- Troops must create the Virtual Cookie Share transaction in Smart Cookies for girls to receive reward credit
- Check All Order Data Report on the Digital Cookie dashboard to view all cookie share orders that need to be entered for a Girl in Smart Cookies

- **Tracked Cookie Share**

- Physical Troop inventory used to make donations at the end of the program
- Booth sales or in person/door to door sales can be used as tracked cookie share
- Troops should create the Tracked Cookie Share transaction in Smart Cookies to keep track of which girls received credit
- Troops must create a transfer to the Girl for tracked cookie share donations, unless using the Smart Booth divider for donations received at a booth sale
- Check All Order Data Report on the Digital Cookie dashboard to view all cookie share orders that need to be entered for a Girl in Smart Cookies

Virtual Cookie Share (Council Donations)

- Navigate to Orders > Virtual Cookie Share

Virtual Cookie Share
Mountain Standard Time
Hometown Heroes

SERVICE UNIT SU174 TROOP 11815

Troop: 11815 Name: Kelly Latone Phone: (unavailable) Email: latone_kj12@yahoo.com

LAST EDITED: N/A ON: N/A ⓘ

Name	Total
Jayda Latone	0
Lorelai Telles	0
Total	0

Order notes

Type here (258 Characters max)

Save

Tracked Cookie Share (Troop Inventory)

- Navigate to Orders > Tracked Cookie Share

Tracked Cookie Share
Mountain Standard Time

SERVICE UNIT SU174 TROOP 11815

Troop: **11815** Name: **Kelly Latone** Phone: **(unavailable)** Email: **latone_kj12@yahoo.com**

LAST EDITED: N/A ON: December 31, 0000 ⓘ

[Manage Recipients](#)

Name	Recipient	Initial Order	Booth Divider	Other	Total
Jayda Latone	<input type="text" value=""/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
Lorelai Telles	<input type="text" value=""/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0

Troop Totals

INITIAL ORDER	0	BOOTH	0	OTHER	0	TOTAL PACKAGES	0
---------------	---	-------	---	-------	---	----------------	---

[Save](#)

Cookie Share through Smart Booth Divider

- When using the Smart Booth Divider, Troops have the choice to select Tracked or Virtual donations
- Package division through the Smart Booth Divider will automatically create the Cookie Share transactions for the Troop. No further action is required.

← Troop Reservations

Booth Divider

Booth Summary (Packages)

Albertsons
2910 Juan Tabo NE
Albuquerque NM, 87112
Friday, February 16
04:00 PM - 06:00 PM

Total Left to Distribute 0

Total Distributed 0

Total Sold 0
\$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	Tracked CS
0	0	0	0	0	0	0	0	0	0	0

Save and Go Back Save and Distribute Sales

View of Troop and Girl Scout Financial Transactions

- Navigate to Finances > Financial Transactions
- Note separate tabs for Troop vs. Girl Scout transactions
- Use search field or gray filter buttons to narrow results
- NOTE 3 dots at the far right of any order row to do more (Troop and Girl transactions cannot be edited or deleted by Troop or SU; only Council)

Smart Cookies
POWERED BY ASC BAKERS

Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Manage Financial Transactions

Troop Transactions Girl Transactions

Drag a column header here to group by that column

Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #	
CT90333091	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/28/2024	ACH Deposit	\$12.00	1503783	⋮
CT89901978	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/27/2024	ACH Deposit	\$18.00	1450055	⋮
S89692650	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/27/2024	Direct Ship Dir...	\$42.00	S89692650	⋮
CT89631824	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/27/2024	ACH Deposit	\$60.00	1444535	⋮
CT89577839	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/27/2024	ACH Deposit	\$30.00	1389253	⋮
S89509954	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/27/2024	Direct Ship Dir...	\$30.00	S89509954	⋮
S89683211	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/27/2024	Direct Ship Dir...	\$24.00	S89683211	⋮
CT89466919	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/27/2024	ACH Deposit	\$12.00	1363896	⋮
CT89119256	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/26/2024	ACH Deposit	\$30.00	1368904	⋮
CT88799310	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/26/2024	ACH Deposit	\$18.00	1243602	⋮
S89024784	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/26/2024	Direct Ship Dir...	\$48.00	S89024784	⋮
S88772227	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/26/2024	Direct Ship Dir...	\$24.00	S88772227	⋮
CT88810122	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/26/2024	ACH Deposit	\$12.00	1249306	⋮
CT88711870	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/26/2024	ACH Deposit	\$54.00	1205642	⋮
CT88731901	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/26/2024	ACH Deposit	\$12.00	1458313	⋮
CT88716002	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/25/2024	ACH Deposit	\$12.00	1204816	⋮
CT88594274	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/25/2024	ACH Deposit	\$12.00	1189392	⋮
S88548614	199 Southeast	SEA Sunshine Forest	1011	Smart Cookies Direct	1/25/2024	Direct Ship Dir...	\$30.00	S88548614	⋮
CT88282020	199 Southeast	SEA Sunshine Forest	1011	Girl Delivery Credit Card	1/25/2024	ACH Deposit	\$36.00	1147292	⋮

Troop Financial Transaction Detail

Edit Transaction

Service Unit	Troop	Locked
643	999	Yes
Bank	Type	
Girl Delivery Credit Card	ACH Deposit	
Transaction Date	Amount	Reference
8/10/2020	8.00	550209
Notes		
Credit Card Payment upload		

[Close](#)

Girl Transaction Detail

Edit Girl Transaction

Service Unit	Troop	Locked
CA Rambling Heights	6009	Yes
Girl	Type	Payment Method
Cora Jane Beck		Credit Card
Transaction Date	Amount	Reference
1/29/2024	18.00	1502237
Notes		
Credit Card Payment upload		

Close

Available Troop and Girl Financial Reports

Report Criteria
Troop Balance Summary

Council	Girl Scouts of Central Maryland
District	[Unassigned]
ServiceUnit	654
Troop	102
Proceed Plan	Main - Proceed Plan - Default Plan
Troop Level	All
Unit Of Measure	Cases/Packages
Select View Type	PDF

[Go to Report Listings](#) [Reset](#) [View Report](#)

Report Criteria
Girl Balance Summary

Council	Girl Scouts of Central Maryland
ServiceUnit	654
Troop	102
Girl Name	Mona Griffin
Balance Range	Equal To
Balance	
Select View Type	PDF

[Go to Report Listings](#) [Reset](#) [View Report](#)

Available Troop and Girl Financial Reports

Page: 1
 Date: 1/31/2024
 2:43:04
 PM

ABC Smart Cookies Girl Cookie Order Detail Summary

Girl Scouts of New Mexico Trails

Su: SU174 Troop: 11815 Girl Name: Lorelai Telles Grade Level: 8 GSUSAID: 104932842

Order #	Date	Type	Sub Type Ref #	CShare Pkgs	ADV Pkgs	TY Pkgs	LEM Pkgs	TRE Pkgs	TM Pkgs	PBP Pkgs	CD Pkgs	PBS Pkgs	GFC Pkgs	Total Pkgs
S8996180 8	01/27/2024	Direct Ship	89961808	0	0	0	0	0	8	2	0	0	0	10
Troop Total				0	0	0	0	0	8	2	0	0	0	10
Girl Total				0	0	0	0	0	8	2	0	0	0	10



Thank you!



November 13, 2023

Ms. Katie Otero
Girl Scouts of New Mexico

RE: Girl Scout Cookie Sales

Dear Katie:

This letter confirms that your organization has been approved to use store space at Smith's on these specific dates and times: You *must* take a copy of this letter with you to all stores on all days of your fundraiser.

Store Location(s):

ALL Smith's Food & Drug locations in New Mexico

Dates & Times:

February 17, 18, 24, 25 and March 2, 3, 9, 10, 16, 17, 2024

We place a high value on our customers' accessibility for the benefit of your group, so we ask that your members honor our guidelines. You will provide any tables, chairs or other supplies you may require. All signage must be neat and we require that attendees wear clean, appropriate attire. All representatives of your organization must remain at your table and not approach Smith's customers in any way for contributions. Please plan on being outside of our store unless invited in by store management.

An important part of Smith's community reporting includes the amount of money we helped you raise as a result of being located at our store(s). **Please complete and return the attached report to me by April 24, 2024. Compliance is a requirement for any future consideration of similar requests.**

While we do not anticipate having to revise this commitment to you, we reserve the right to cancel or reschedule your event if necessary. Approval of this request does not imply that future requests will be approved.

Please feel free to contact me at tina.murray@sfdc.com any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Tina Murray".

Tina Murray
Corporate Affairs



GIRLSCOUT SELLING SCHEDULE - 2024

ALBUQUERQUE WEST, DISTRICT 291 - ANGIE DE JONG

10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-8pm

Store #	MGR:	Address	City	St	Zip	02/17/24	02/18/24	02/24/24	03/02/24	03/09/24	03/16/24
2053	LEONARDO BASQUEZ	6565 PARADISE BLVD. NW	ALBUQUERQUE	NM	87114						
4187	JOSIAH CHAVEZ	1941 SOUTHERN BLVD. NE	RIO RANCHO	NM	87124	X	X	X	X	X	X
4510	DUNCAN MCNEILL	4221 E. MAIN ST.	FARMINGTON	NM	87402	X	X	X	X	X	X
4651	DANIEL BOMAN	10236 COORS BYPASS	ALBUQUERQUE	NM	87114	X	X	X	X	X	X
4911	PHIL MAESTAS	6000 COORS BLVD. NW	ALBUQUERQUE	NM	87120	X	X	X	X	X	X
5158	KRYSTA MARTINEZ	4051 SOUTHERN BLVD. SE	RIO RANCHO	NM	87124	X	X	X	X	X	X
5731	DION VIGIL	9500 GOLF COURSE RD. NW	ALBUQUERQUE	NM	87114	X	X	X	X	X	X
9007	RUBY WOOD	1870 E. HISTORIC HIGHWAY 66	GALLUP	NM	87301	X	X	X	X	X	X
9067	CURTIS MOSELEY	701 E. 20TH ST.	FARMINGTON	NM	87401	X	X	X	X	X	X
12270	RIGOVERTO POLANCO	2101 NORTHERN BLVD. NE	RIO RANCHO	NM	87124	X	X	X	X	X	X
12407	KATHY GOODWIN	10800 UNSER BLVD. NW	ALBUQUERQUE	NM	87114	X	X	X	X	X	X
15607	JULIE RODRIGUEZ	1509 E. SANTA FE AVE.	GRANTS	NM	87020	X	X	X	X	X	X

ALBUQUERQUE SOUTH, DISTRICT 292 - MATT MURILLO

10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-8pm

Store #	MGR:	Address	City	St	Zip	02/18/23	02/19/23	02/25/23	03/04/23	03/11/23	03/18/23
1279	CANDIE SANDOVAL	2950 CENTRAL AVE., SE	ALBUQUERQUE	NM	87106						
2050	JOSHUA DUTCHER	315 N. MAIN ST.	BELEN	NM	87002						
3366	VERONICA BLAN	3400 COORS BLVD. NW	ALBUQUERQUE	NM	87120	X	X	X	X	X	X
3997	ANTHONY GROVER	2105 CENTRAL NW	ALBUQUERQUE	NM	87104						
4047	ROMAINE GARCIA	101 COORS BLVD. NW	ALBUQUERQUE	NM	87121	X	X	X	X	X	X
6610	ROBERT MORA	2500 MAIN ST. NE	LOS LUNAS	NM	87031	X	X	X	X	X	X
7351	SANTANA CORDOVA	4700 4TH ST. NW	ALBUQUERQUE	NM	87107	X	X	X	X	X	X
7442	ELIZABETH PEREZ	1201 UNSER BLVD. SW	ALBUQUERQUE	NM	87121	X	X	X	X	X	X
7735	DESIREA ROMERO	6605 4TH ST. NW	ALBUQUERQUE	NM	87107	X	X	X	X	X	X
9336	DAVID HUGABOOM	2011 12TH ST. NW	ALBUQUERQUE	NM	87104	X	X	X	X	X	X
9715	OSCAR MADRID	2200 UNSER BLVD. NW	ALBUQUERQUE	NM	87120	X	X	X	X	X	X
11361	DORIAN SANCHEZ	1861 MAIN ST. NW	LOS LUNAS	NM	87031	X	X	X	X	X	X
13164	SARA CRUZ	9601 GIBSON BLVD. SW	ALBUQUERQUE	NM	87121	X	X	X	X	X	X
15033	BRIAN GILMORE	3401 ISLETA BLVD. SW	ALBUQUERQUE	NM	87105	X	X	X	X	X	X

ALBUQUERQUE NORTHEAST, DISTRICT 293 - SEAN MACLAUGHLIN

10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-8pm

Store #	MGR:	Address	City	St	Zip	02/18/23	02/19/23	02/25/23	03/04/23	03/11/23	03/18/23
2026	ZACH HARKNESS	100 E. HIGHWAY 550	BERNALILLO	NM	87004	X	X	X	X	X	X
2425	MICHELLE ORTEGA	620 MILLS AVE.	LAS VEGAS	NM	87701	X	X	X	X	X	X
2900	MONIQUE MARTINEZ	1096 S. ST. FRANCIS DR.	SANTA FE	NM	87505						
3367	LEONORA STARK	8011 HARPER NE	ALBUQUERQUE	NM	87111	X	X	X	X	X	X
3934	RODERICK RODRIGUEZ	3298 CERRILLOS RD.	SANTA FE	NM	87507						
5157	ALLYSSA CORDOVA	1115 N. RIVERSIDE DR.	ESPANOLA	NM	87532						
5732	JOSHUA PEREZ	7850 ENCHANTED HILLS BLVD. NE	RIO RANCHO	NM	87144						
6346	OMAR ENRIQUEZ-MARTINEZ	525 W. ZIA RD.	SANTA FE	NM	87505						
9608	ROSS CONDE	6250 PASEO DEL NORTE NE	ALBUQUERQUE	NM	87113	X	X	X	X	X	X
12004	CORY ARCHULETA	8011 VENTURA ST. NE	ALBUQUERQUE	NM	87109	X	X	X	X	X	X
12005	AQUAN SEWELL	5721 AIRPORT RD.	SANTA FE	NM	87507						
12751	SUZANNE ARCHULETA	811 PASEO DEL PUEBLO SUR	TAOS	NM	87571						

ALBUQUERQUE CENTRAL, DISTRICT 294 - RAY ST JOHN

10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-6pm 10am-8pm

Store #	MGR:	Address	City	St	Zip	02/18/23	02/19/23	02/25/23	03/04/23	03/11/23	03/18/23
23	SARAH-JEAN GEOFFRION	5001 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87109	N/A	N/A	N/A	N/A	N/A	N/A
4649	JAVIER SALAZAR-ALMANZA	3501 LOMAS BLVD. NE	ALBUQUERQUE	NM	87106	X	X	X	X	X	X
5923	ISIDRO ANAYA	13000 INDIAN SCHOOL RD. NE	ALBUQUERQUE	NM	87112	X	X	X	X	X	X
5997	OPEN	2625 SAN PEDRO DR. NE	ALBUQUERQUE	NM	87110	X	X	X	X	X	X
6121	NATHAN MARTINEZ	8400 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87111	X	X	X	X	X	X
6587	ALANNAH BACA	9700 MENAUL BLVD. NE	ALBUQUERQUE	NM	87112	X	X	X	X	X	X
7438	TINA TORRES	5850 EUBANK NE, SUITE A01	ALBUQUERQUE	NM	87111	X	X	X	X	X	X
7881	LIS HULL	5 WALKER ROAD	EDGEWOOD	NM	87015	X	X	X	X	X	X
9213	ADRIANNA QUINTANA	1900 WYOMING BLVD. NE	ALBUQUERQUE	NM	87112	X	X	X	X	X	X
9773	KYLE BROWN	10300 CENTRAL AVE. SE	ALBUQUERQUE	NM	87123						
11360	ERIC MCINTYRE	11200 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87111	X	X	X	X	X	X
11958	ANDREA SANCHEZ	3632 MENAUL BLVD. NE	ALBUQUERQUE	NM	87110	X	X	X	X	X	X