

MANAGING DONATED BOOTH COOKIES

To account for your booth sales correctly for all donations, follow these steps:

Use the Smart Booth Divider to enter the donations for the booth. Enter the donations based on the which option of the Cookie Care Program the troop is participating in:

- Cshare: These are donations made from council inventory (Virtual Cookie Share)
- Tracked CS: These are donations made from troop inventory (Tracked Cookie Share)

USER NAME	CShare	ADV	TV	CCM	TK	TM	PPF	CS	PS	STL	Tracked CS	PACKAGES SOLD
Emily Donald Text	2	6	6	11	4	10	10	10	0	0	3	77
Lizzo Aveson	2	6	6	11	4	10	10	10	0	0	3	77
Genese Williams	2	8	8	13	4	10	10	10	0	0	4	89

For donations made from council inventory, no further action is required after you enter the # of packages in the CShare field and distribute between the Girl Scouts that participated in the cookie booth. The credit will be given automatically to the Girl Scout. Since you are using the Smart Booth Divider, Smart Cookies assumes you collected the \$5/package at the booth, no further financial transaction is needed.

For donations made from troop inventory, you must also transfer the cookies that are being donated from troop inventory to the Girl Scout to give credit towards packages sold. You can choose to wait until the end of the sale to make these transfers when you have a better grasp on your leftover inventory. Follow these steps after you enter the # of packages in the Tracked CS Share field in the Smart Booth Divider and distribute between the Girl Scouts that participated in the cookie booth:

1. Go To Orders>Transfer Order then select the Troop to Girl as the type of transfer.
2. Select the Girl Scout to transfer the cookies to
3. Enter the total by variety in the Booths Packages column. For example, if the Girl Scout has credit for 15 Tracked CS donations, you will transfer a total of 15 packages using the Booths Packages column.

Clear Quantities		PACKAGES	BOOTHS PACKAGES
Adventurals	\$10.00	0	10
Tooth Fry	\$25.00	0	5
Lemonades	\$0.00	0	0
Tofut	\$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
Totals	\$75.00	0	15

By using the Booths Packages column, this will increase the total # of packages sold for the Girl Scout, but it will not increase the financial responsibility for the packages.