

Unit to Unit Transfer

What to do if your unit provided cases to or received cases from another unit.

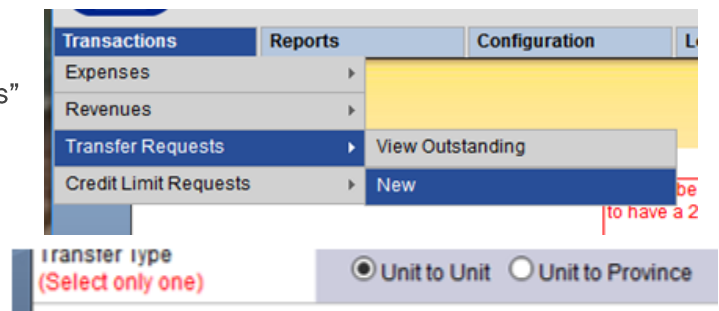
- Both units fill out the [Unit-to-Unit Cookie Exchange form](#) (and keep a copy) while exchanging cookies.
 - Include the # of Cases, your unit name & iMIS #, other unit's name & iMIS #
- After the provincial invoice date, the unit who gave the cookies, will confirm their payment portion details and unit banking ID number (if not already provided) to the unit receiving the cookies.
 - Payment Portion per case = Total Case Amount (\$60) – Unit Allocation per case (\$11 - \$13.25)
 - See [Tiered Cookie Sales Incentive program FAQ](#) for details
- The unit who received the cases, will use the [Unit Banking website](#) to complete the transfer. *see quick tip 17*
- If the transfer is not completed by the unit which received the cases by five days prior to the cookie payment, please send a copy of the [Unit-to-Unit Cookie Exchange form](#) to finance.compliance@guidesontario.org.

Note [Unit-to-Unit transfers DO NOT effect unit tiers.](#)

Completing the transfer:

This is done by the unit which received cookies

- Sign in to the [Unit Banking website](#).
- Hover your cursor over the heading "Transactions" in the top left corner of the screen:
 - Select → "Transfer Requests"
 - Select → "New"
- On the Transfer Request Form:
 - Select Radio Button → "Unit to Unit"





GIRL GUIDE COOKIES

It's amazing what a cookie can do!

4. In the “Unit-to-Unit” Section:

- Select Radio Button → “Shared Expense”
- Select Description → “Expense – Spring Cookie Purchase” OR “Expense – Fall Cookie Purchase”
- Enter Unit User ID → “XXXXXX”
– 6 digit Unit Banking ID of other unit (check that the unit name is correct)
- Enter Transfer Amount → “\$XXX” (Payment Portion per case x # of cases)
- Select → “Save”

Transfer Type (Select only one)	<input checked="" type="radio"/> Unit to Unit <input type="radio"/> Unit to Province	
Unit - to - Unit		
Type	<input type="radio"/> Shared Revenue <input checked="" type="radio"/> Shared Expense <input type="radio"/> Other	
Funds From	Unit User ID 001463	Description Expense - Spring Cookie purchases
Funds To	Unit User ID 001192 3rd Unionville Brownie Unit	Description Expense - Spring Cookie purchases
Transfer Amount	\$ 242.50	
Detailed Comments	transfer of 5 cases at \$48.50	

Transfer Example:

Unit A took 5 cases from Unit B

Unit B was invoiced at the 2nd tier level making the payment portion of the cases \$48.50 per case.

Unit A needs to complete a unit-to-unit transfer so that \$48.50 per case x 5 cases is returned to Unit B's account

Unit B needs to provide Unit A with their banking ID number and tier level so that the transfer can be completed.

Are you having trouble?

For questions about the transfer amount, payment portion or the other Unit's banking # please contact cookie.admin@guidesontario.org for help.

For questions about how to do a unit-to-unit transfer, review the Unit Banking [quick tip 17 – Making a unit-to-unit transfer for Cookies](#) or contact your Unit Banking Clerk.