

Report Highlights

Reports might be intimidating to a new user, but once you know what you're looking for, they can give you a wealth of information about the cookie sale. Below is a list of some of the most commonly used reports and what they can tell you.

Girl Cookie Totals Summary

- Total Cookies that have been transferred to a Girl Scout, including patches sold through Operation Cookie Care Package
- This is the number of packages that will be used to measure rewards eligibility.

Page: 1		ABC Smart Cookies					
Date: 7/5/2019		Girl Cookie Totals Summary					
TRAINING SITE Girl Scouts River Valleys							
Service Unit = Kathryn; Order Type = All Order Types;							
Service Unit: Kathryn							
Girl Name	Grade Level	GSUSAID	Troop Level	Troop No	Total Pkgs	CShare Pkgs	Balance Pkgs
Anne	Fi		Brownie	12323	25	0	25
Elizabeth	Fi		Brownie	12323	59	5	54
					84	5	79

Girl Balance Summary

- This is used to see how much money each Girl Scout owes the Troop for their cookies sold.
- The top section is the girl's information.
- The middle section is where you can see the transfers in and out of the girl's inventory. This girl had 43 cookies given to her (22 non-booth, 21 booth) and she gave 14 back to the Troop.
- You can also see any finance transactions that have already been made. It looks like she paid the Troop \$120 already.
- The bottom section shows the totals. The most important is the bottom line that says **Total Money Owed**. That shows the amount that is still owed to the Troop.

Page: 1		ABC Smart Cookies	
Date: 11/14/2019		Girl Balance Summary	
TRAINING SITE Girl Scouts River Valleys			
Troop = 120:			
Troop Desc 120			
Girl Name	Frances Hesselbein		
Grade Level	Three		
GSUSAID	000001000154		
Cookie Share Sales			9
Cookie Sales	Initial Orders		0
	Smart Cookies Direct Ship		0
Booth Transfers IN			
OrderID	Details	Ref Number	Amount
0000041	To: Frances Hesselbein, FROM: Troop: 120		21
Total			21
Non-Booth Transfers IN			
OrderID	Details	Ref Number	Amount
0000001	To: Frances Hesselbein, FROM: Troop: 120		12
0000019	To: Frances Hesselbein, FROM: Troop: 120		5
0000020	To: Frances Hesselbein, FROM: Troop: 120		5
Total			22
Non-Booth Transfers OUT			
OrderID	Details	Ref Number	Amount
0000035	To: Troop: 120, From: Frances Hesselbein		(14)
Total			-14
Finance Transactions			
OrderID	Details	Ref Number	Amount
0000001	Type: Payment; Payment method: Cash		\$120.00
Total			120
Total Transfers			8
Total Collected			\$120.00
Total Cookies Ordered			17
Total Money Owed			\$85.00

Troop On-Hand Inventory

- Breakdown of cookies that the Troop has on-hand but has not yet distributed to Girl Scouts.
- This report is a great way to see if everything has been tracked correctly in Smart Cookies. If the number of packages of each variety matches what you physically have on-hand, that is a good indicator that everything is accurate in Smart Cookies.

Page: 1		ABC Smart Cookies												Total
Date: 7/5/2019		Troop On Hand Inventory												
CouncilDesc														
Council = TRAINING SITE Girl Scouts River Valleys; District = No Specified District; Service Unit = Kathryn; Troop = 12323;														
Service Unit	Troop No	Transfers Pkgs	CShare Pkgs	TAL Pkgs	SMR Pkgs	LEM Pkgs	SB Pkgs	TM Pkgs	PBP Pkgs	CD Pkgs	PBS Pkgs	GFC Pkgs	Total Pkgs	
Kathryn	12323	0	0	60	48	33	120	240	234	96	56	24	911	
Total :		0	0	60	48	33	120	240	234	96	56	24	911	

Track Cookie Share

- Total packages donated form both donation programs.
- Cookie Share Pkgs column shoes total donations.
- To the right, you can see the sales minus what was sold through donation.
- These totals will be used to calculate donation rewards.

TRAINING SITE Girl Scouts River Valleys

Service Unit	Cookie Share Cs/Pkgs	Total Sales - CookieShare Cs/Pkgs
Aberfeldy		
Troop 10001		
Tammy Test	0/7	0/0
Emily Scout Test	2/11	58/1
Taylor Swift	2/3	39/7
Serena Williams	1/8	9/2
Lizzo Awesome	1/4	51/4
Chloe	2/11	6/4
10001 Totals:	11/8	164/6
Aberfeldy	11/8	164/6
TRAINING SITE Girl Scouts River Valleys	11/8	164/6

