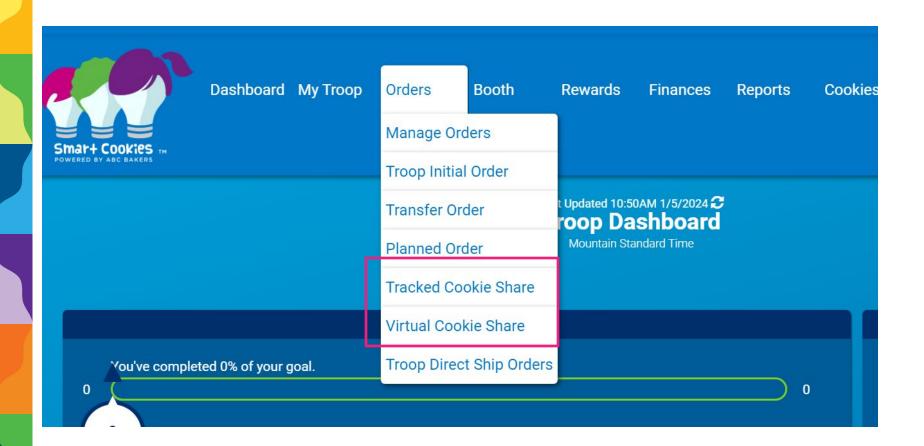




## **Cookie Share Recording:**

## Council Virtual and Troop Tracked

## Virtual Cookie Share = Council donates Tracked Cookie Share = Troop donates





## **Virtual Cookie Share**

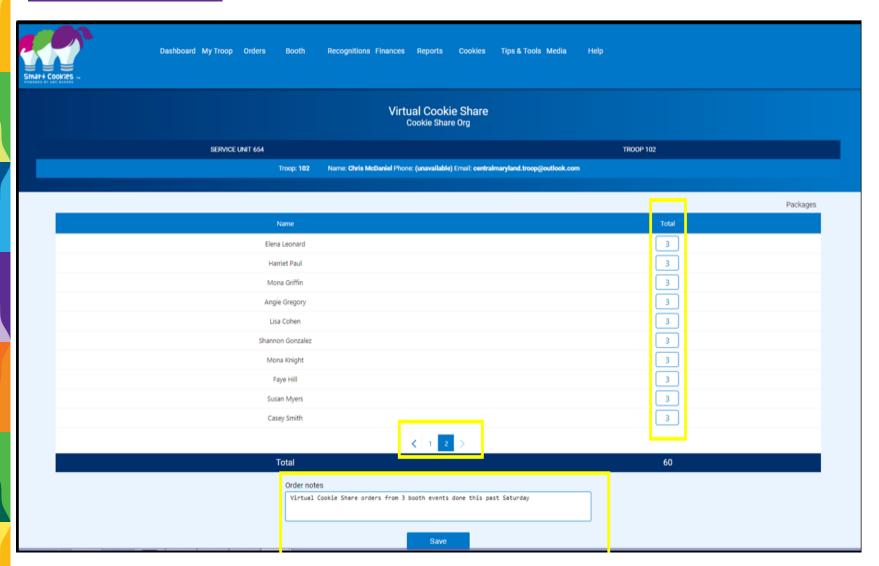
### NO TROOP PHYSICAL INVENTORY!

All initial order Cookie Share is designated as Council cookie share and cannot be used as troop cookie share.

- After Initial Orders, troops allocate Girl-Delivery Cookie Share by going to Orders, then Virtual Cookie Share tab.
- Girl Delivery orders paid by cc can be viewed on the Girl Cookie Order Detail report in Smart Cookies.
- Booth Cookie Share is viewed on the Booth Credit Card Export report and allocated through the Smart Booth Divider.
- Cash Cookie Share orders at booths can be reported through the Smart Booth divider. For individual girls, a girl financial transaction should be recorded and Virtual Cookie Share Order created.
- Council donates the cookies at the end of the cookie season.



## Enter package quantity, by Girl, click Save at the bottom





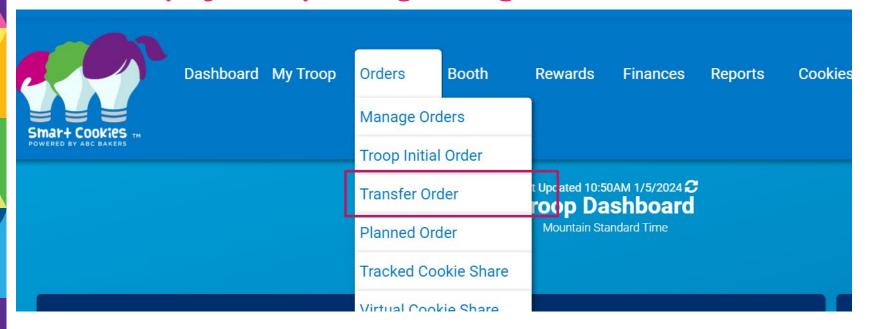
## **Tracked Cookie Share**

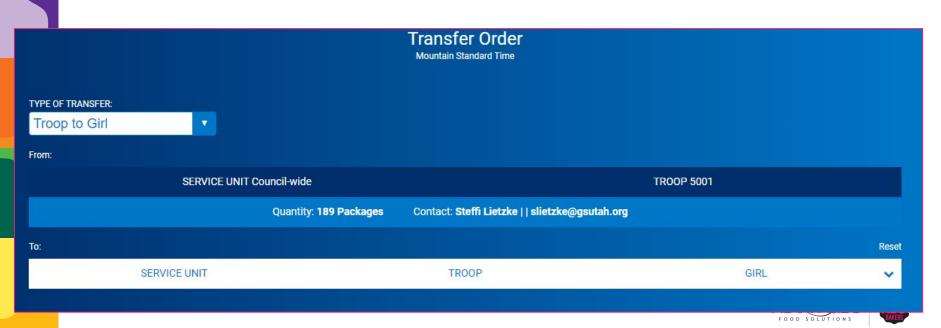
- Comes out of Troop physical inventory.
- Step 1: assign by flavor to girl as a regular Troop to Girl transfer.
- Step 2: record who your donation went to for council under the Orders > Tracked Cookie Share
- Troops collect and deposit money for Cookie Share donations into their Troop bank account.
- The troop donates the cookies at the end of the cookie season



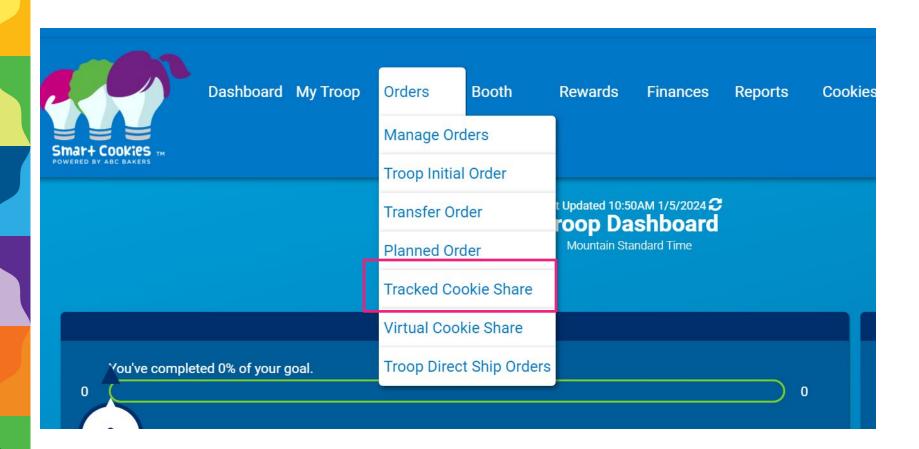


## Transfer physical packages to girl >Transfer Order



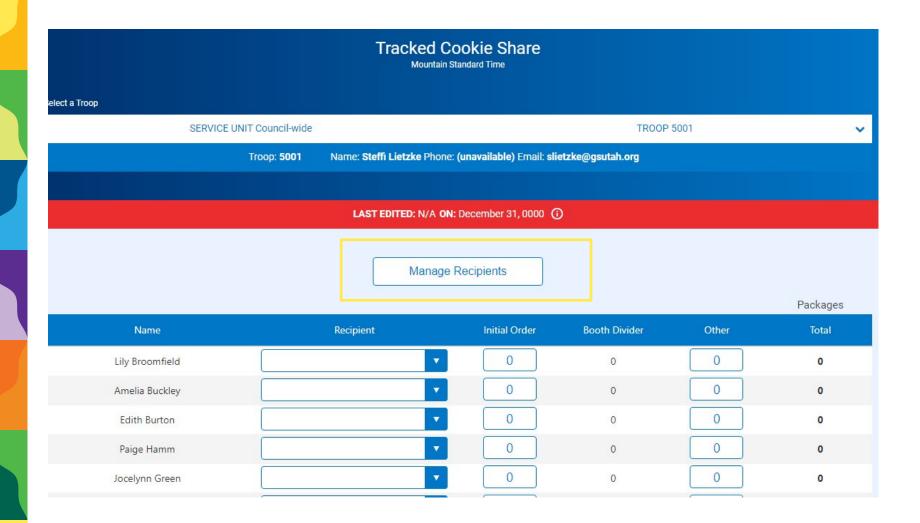


## **Tracked Cookie Share = Troop donates**



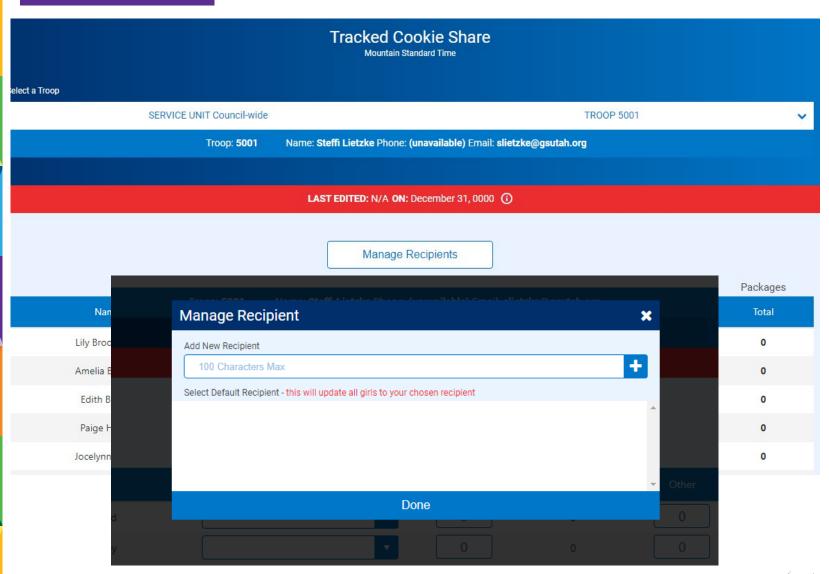


## **Manage Recipients**

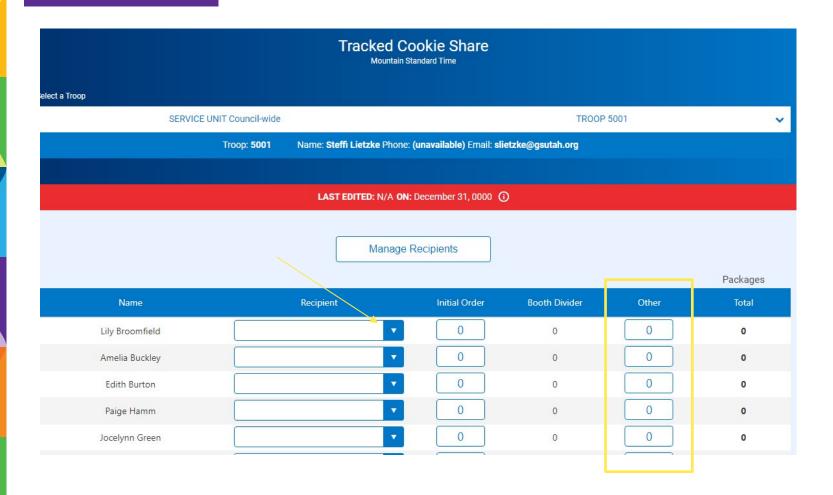




## **Manage Recipients**

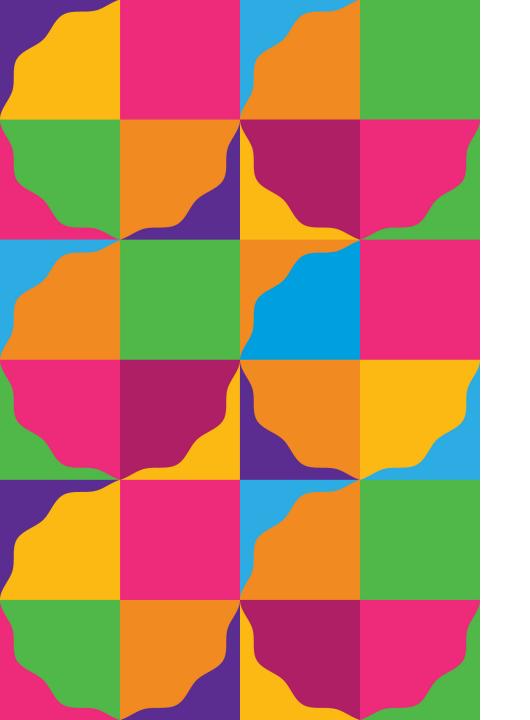


## **Recording Tracked Cookie Share**



Choose recipient, then enter Tracked Cookie Share in the "Other" Column

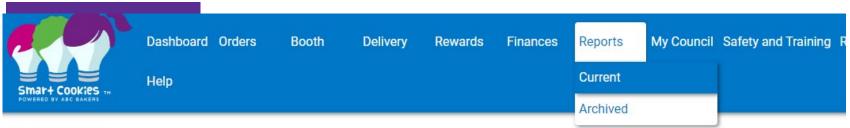






# Reports

## **Girl Balance Summary**



#### Report Criteria

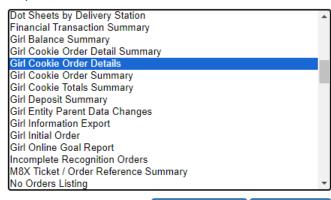
#### Popular Reports



#### Report Categories

# Booths Finance Entity Orders Inventory & Delivery Rewards

#### Reports



Preview It

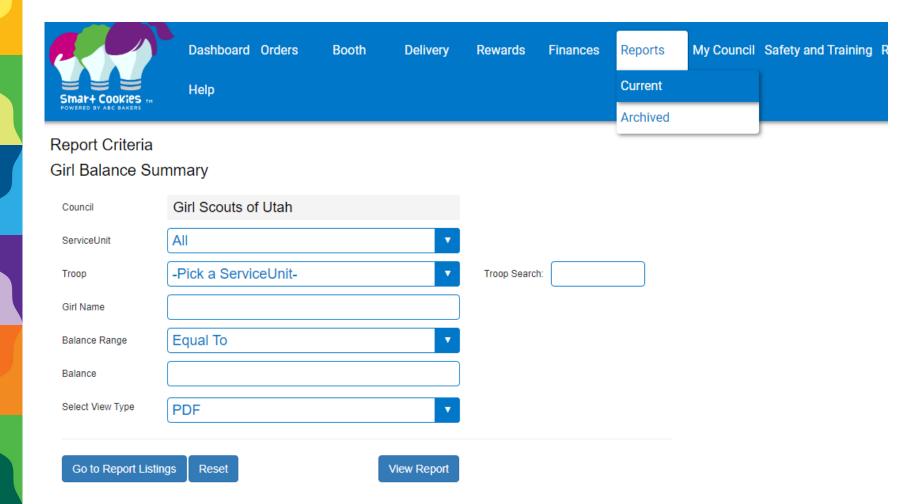
Report Info

Add to Favorites Go To Report





## **Girl Balance Summary**



## **Reports**

**Smart Cookies = Girl Cookie Order Details** 

Digital Cookie = All Orders Report

Page: 3 Date: 3/6/ 11:3 AM	39:32				ABC Sr I Cookid										
Girl Scouts of Utah															
Su: Cound wide	cil- <b>Troo</b>	op: 5001 Girl Name:					Grade Level: 6			<b>GSUSAID:</b> 108574440					
Order#	Date	Туре	INCL in IO	Ref#	CShare Cs/Pkgs	ADV a/Pkgs	TY Cs/Pkgs	LEM Cs/Pkgs	TRE Cs/Pkgs	TM Cs/Pkgs	PBP Cs/Pkgs	CD Cs/Pkgs	PBS Cs/Pkgs	GFC Cs/Pkgs	Total Cs/Pkgs
10006528 1	02/18/2024	Girl Delive	ry N	100065281	0/0	0/0	0/0	0/0	0/0	0/5	0/1	0/0	0/0	0/2	0/8
10064239 6	02/18/2024	Girl Delive	ry N	100642396	0/0	0/1	0/0	0/0	0/0	0/2	0/1	0/1	0/0	0/0	0/5
10078162 6	02/19/2024	Girl Delive	ry N	100781626	0/0	0/0	0/0	0/1	0/0	0/1	0/2	0/2	0/0	0/0	0/6
10170011 8	02/22/2024	Girl Delive	ry N	101700118	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/2	0/0	0/0	0/2
10471699 2	02/26/2024	Girl Delive	<del>ny</del> N	104716002	0/0	0/0	0/0	0/0	0/0	0/5	0/0	0/5	0/0	0/0	0/10
10479610 2	02/26/2024	Girl Delive	ry N	104796102	0/1	0/0	0/0	0/2	0/2	0/2	0/2	0/0	0/0	0/0	0/9
10514589 2	02/28/2024	DirectShip		105145892	0/0	0/0	0/0	0/0	0/0	0/2	0/2	0/0	0/0	0/0	0/4

1. Check Type, INCL in IO column and CShare



## **Girl Balance Summary report - Smart Cookies**

IC. JIIIZUZA	Gir	l Balance Summary	
roop Desc	5001		
Girl Name			
Grade Lev	<b>/el</b> Eleven		
GSUSAID	103377105		Packages
Cookie Sh	are Sales		2
Cookie Sa	ales Initial Orders		60
	Smart Cookies Direct Sh	nip	6
ooth Transfe	ers IN		
OrderID	Details	Ref Number	Amount
0000720	To: Amelia, FROM: 1	Troop: 5001	43
		Total	43
ransfers OU	Т		
OrderID	Details	Ref Number	Amount
		Total	0
	castions		
inance Trans	sactions		

## **Girl Balance Summary**

Total	43

#### **Transfers OUT**

OrderID	Details	Ref Number	Amount

Total

#### **Finance Transactions**

OrderID	Details	Ref Number	Amount
S88548104	Type: Direct Ship Direct Deposit; Payment method: Credit Card	S88548104	\$40.00
CG91415230	Type: Payment; Payment method: Credit Card	1635471	\$127.00
CG95499336	Type: Payment; Payment method: Credit Card	2153180	\$191.00
CG10470277	Type: Payment; Payment method: Credit Card	2701131	\$30.00

	Total	\$388.00
Total Transfers		0
Total Collected		\$348.00
Total Cookies Ordered		60
Total Money Owed		\$302.00
Packages Credited for Booth Sales		43
Total Packages Sold		111
Signature:	Balance:	(\$46.00)

A negative balance indicates that the girl has taken more payments than cookies assigned. Look for unassigned Donation orders or Girl Delivery orders that have not been filled.





## Thank you!