

PART XI – Reports

1. Click on the Reports heading on the blue bar on the top of the screen. This will take you to the reports main menu. There are several different reports listed. This manual includes instructions for the reports that you will be using the most.

2. Cookie Reports – The Service Unit Sales Report will show a snapshot of a troop’s information. The Balance Due and Unpaid Girls columns should be \$0. To determine how much a troop needs to deposit into the Council account, take the Amount Due and subtract the troop proceeds OR take the Total Boxes and multiply by \$3.40.

Cookie Sales

Troop Data Entry Reports

2005 Test Service Unit Sales Report

[Download to Excel](#)

▲	▼	Initial Troop Order	Transferred In	Transferred Out	Total Boxes	Amount Due	Troop Proceeds	Amount Received From Girls	Amount Deposited	Balance Due	Unpaid Girls Amount
SU	Troop ID										
152	00796	1032	0	12	1020	\$3,570.00	\$561.00	\$3,062.50	\$3,009.00	\$0.00	\$0.00

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