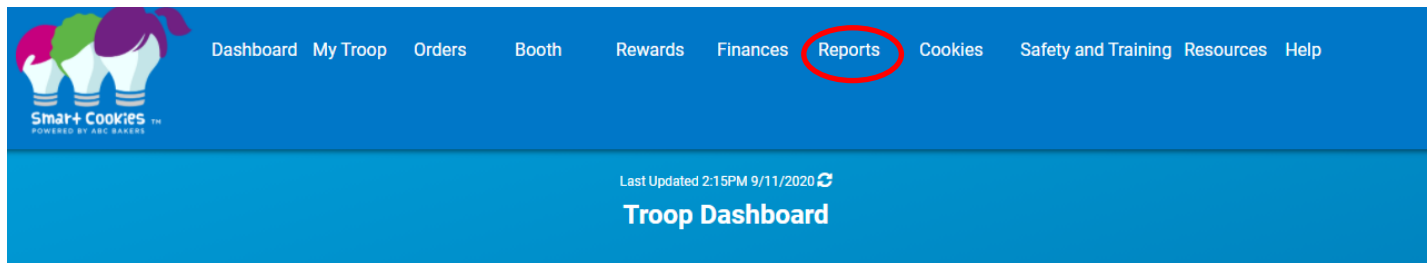


## Sales Data Reports

Reports are available in Smart Cookies to provide all sales information in easy to understand formats. You will have access to reports you need to have a successful sale. Log onto [Smart Cookies](#) to get started.

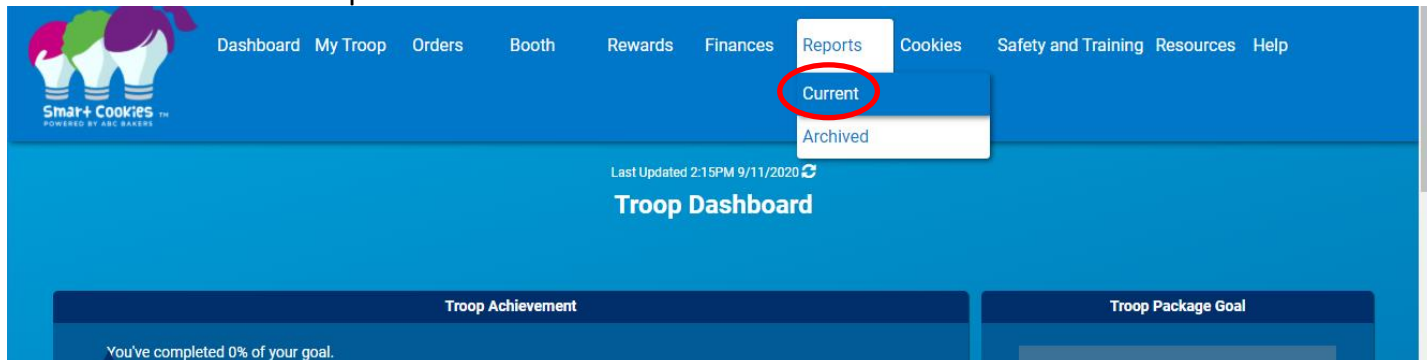
From the Troop Dashboard, hover over the Reports tab and click on Current for the current seasons reporting or click on Archived to choose reports from previous seasons.



### Current Season:

For obtaining reports in the Current season,

1. Hover over the Reports tab and click on Current.



2. Click on which Report Category to find the report needed.
3. Then click on the specific Report within that category.

\*For frequently used reports, click on the Add to Favorites option and that

report will be saved in the top left of the screen under “My 10 Favorite Reports”. Check the red x to remove it if necessary.

\*Click the “Preview It” option to have a quick look at the format of the report before viewing the actual report

\*Click the “Report Info” option and a brief description of what the report entails will appear

#### 4. Once report is chosen, click Go To Report

The screenshot shows the 'Reports' section of a software interface. On the left, there is a 'My 10 Favorite Reports' list with four items: 'Girl Cookie Order Summary', 'Planned Order Report', 'Total Sales Summary', and 'Troop Balance Summary'. Below this is a 'Report Categories' sidebar with options like 'Charts/Graphs', 'Export Reports', 'List Reports', 'Order Reports', and 'Summary Reports'. The main 'Reports' list contains various report titles, with 'Troop Balance Summary' highlighted. At the bottom of the list are 'Add to Favorites' and 'Go To Report' buttons. To the right, a 'Troop Dashboard' preview is shown, featuring a 'Troop Balance Summary' report. A yellow arrow points from the 'Troop Balance Summary' in the list to the preview. Below the preview, a text box states: 'This report displays total cookie orders by girl.' Two buttons, 'Preview It' and 'Report Info', are located below the preview, with arrows pointing to them from the text box.

- The Report Criteria will appear with the name of the Report at the top
- Fields in grey will not be able to be edited
  - 1) Fill in all information in the available dropdown fields
  - 2) Click on “Reset” if the information entered needs editing
  - 3) Click “View Report” and the system will populate the report where it can be downloaded or printed.
- For troop users, the suggested format for the report is in PDF, while SU users may wish to utilize the Text-Excel format for more data sorting options.

**Report Criteria**  
**Troop Balance Summary**

Council: Catherine Smith Training Site

District: Midlothian District

ServiceUnit: Shortbread SU

Troop: 456

Proceed Plan: Main Proceed Plan - All Troops

Troop Level: All

Unit Of Measure: Packages

Select View Type: PDF

Go to Report Listings    Reset    **View Report**

Page: 1  
Date: 10/13/2017

**ABC Smart Cookies**  
**Troop Balance Summary**

**Catherine Smith Training Site**  
Council = Catherine Smith Training Site; District = Midlothian District ; Service Unit = Shortbread SU ; Troop = 456; Proceed Plan = Main Proceed Plan - All Troops;

**Contact 1 Information**  
Contact Full Name: CC - Smith  
Address: Midlothian

**Contact 2 Information**  
Contact Full Name:  
Contact Day Phone:  
Contact Email:

Contact Day Phone: (804)- 614-8700  
Contact Email: catherine.smith@interbake.com

Troop No: 456    Brownie    Proceed Plan: Main Proceed Plan - All Troops  
Service Unit: Shortbread SU    Girls Selling: 0  
Avg. Packages Sold Per Girl Selling:    Girls Reg: 5  
Avg. Packages Sold Per Girl Registered: 139.20    Early Plan: None selected  
Main Plan: Main Recognition Plan - All Troops

Received:	Pkgs
Initial Order Received	696
Damages	0
<b>Total Received</b>	<b>696</b>
CookieShare	0
Smart Cookies Direct Ship	0

Transfers In:	Date	Trans #	Ref #	Transferred From
Total Transfers In:				

Transfers Out:	Date	Trans #	Ref #	Transferred To
Total Transfers Out:				
<b>Total Pkgs Sold (not including Gluten Free):</b>	696		<b>Total Cases Sold (not including Gluten Free):</b>	50
<b>Total Gluten Free Pkgs Sold:</b>	0		<b>Total Gluten Free Cases Sold:</b>	0

Sales Amounts	Troop \$\$	Council \$\$	Total Sales \$\$
		\$452.40	
		\$2,331.60	
		<b>\$2,784.00</b>	

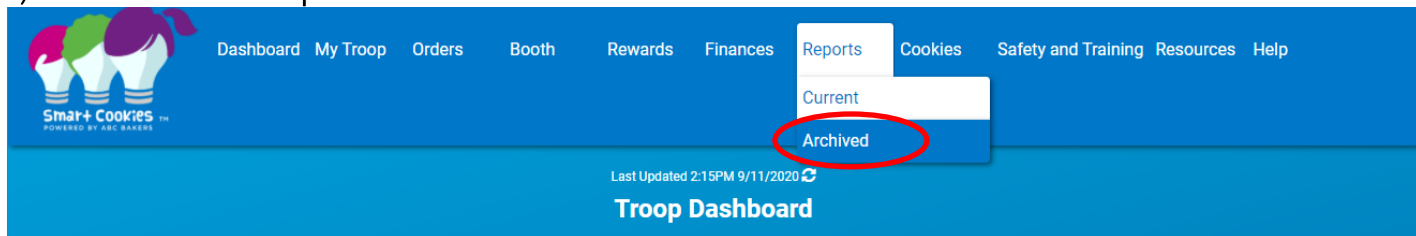
**Finances:**

Date	Trans #	Ref #	Bank Name	Type	Amount
Total Finances:					
Signature:				<b>Balance</b>	\$2,331.60

### Archived Reports:

For obtaining Archive Reports from the previous seasons,

1) Hover over the Reports tab and click on Archived



2) Select which season year from the dropdown menu you want to view the report.

3) Click Next

4) Click on which Report Category to find the report needed

5) Click on the specific Report within that category

6) Click Go To Report.

The Report will populate where it can be downloaded or printed.

### Archive Reports

Select Season

2015-2016

Next

### Archive Reports

#### Report Categories

- Charts/Graphs
- Export Reports
- List Reports
- Order Reports
- Summary Reports

#### Reports

- Woolie and Carlo Summary
- Planned Order Report
- Planned Order Report w/Signature
- Recognition Order Summary By Girl
- Recognition Order Summary By Troop
- Total Sales Summary
- Total Troop Sales & Finances By Troop - View 1
- Track Cookie Share
- Troop Balance Summary**
- Troop Initial Recognition Order Summary
- Troop On Hand Inventory
- Troop Order Summary
- Troop Proceeds Summary
- Troop Recognition Reorder Summary
- Year to Year - Sales and Girls Registered Selling - 2 Year
- Year to Year - Sales and Girls Registered Selling - 3 Year

Go To Report

