

Troop Balance Summary Report

Reviewing your Troop Balance Summary report is an important step, especially when it comes to wrapping up the cookie program. Use this guide to ensure you understand how to navigate this important report. Please remember to save a copy for your end of year Financial Report.

1. Log in to [Smart Cookies](http://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **Reports**; click **Current**.
3. Select **Summary Reports** from Report Categories. Select **Troop Balance Summary** and click **Go to Report**.
4. You can change **Unit of Measure** to show you the report in packages or a mix of cases/packages (for example, 12/5 would indicate 12 full cases + 5 additional packages). Click **View Report**.
5. We will separate the report in to different sections shown below.

Section 1: Contact Information

Contact 1 Information

Contact Full Name:

Address:

Contact Day Phone:

Contact Email:

Contact 2 Information

Contact Full Name:

Address:

Contact Day Phone:

Contact Email:

This section shows you the cookie manager information uploaded in Smart Cookies. If there are two cookie managers uploaded, contact 1 will be the person who receives Troop Treasure, if earned. Verify Contact 1's information is correct if your troop has earned Troop Treasure.

Section 2: Troop Information

Troop No:	Daisy	Proceed Plan:	Main Proceed Plan
Service Unit:			Girls Selling: 3
Avg. Packages Sold Per Girl Selling:	242.67		Girls Reg: 3
Avg. Packages Sold Per Girl Registered:	242.67	Early Plan:	Early Recognition Plan
		Main Plan:	Main Recognition Plan

This section shows your troop number, troop level, service unit, proceed plan, per girl average (PGA), girls selling, girls registered, and recognition plan. Remember that Troop Treasure is calculated on the PGA for girls **selling** and is earned starting at a PGA of 250+. Review our **Troop Recognition Order** Just in Time training for more information.

Section 3: Inventory

<u>Received:</u>			<u>Cs/Pkgs</u>
Initial Order Received			20/0
Damages			0/0
Total Received			20/0
CookieShare			0/2
Smart Cookies Direct Ship			29/6

<u>Transfers In:</u>	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred From</u>	<u>Cs/Pkgs</u>
				Cupboard: GSHCC Sacramento Cupboard	7/0
				Cupboard: GSHCC Sacramento Cupboard	1/0
				Cupboard: GSHCC Sacramento Cupboard	3/0
Total Transfers In:					11/0

<u>Transfers Out:</u>	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred To</u>	<u>Cs/Pkgs</u>
Total Transfers Out:					

Received (1): This section shows your Initial Order, Cookie Share donations, and Direct Ship orders. This will also show which unit of measurement you pulled the report in.

Transfers In (2): This section will show any inventory received at Cupboards (Cupboard to troop transfers) or from other troops (troop to troop transfers).

Transfers Out: This section will show any inventory your troop transferred to other troops.

Total Transfers Out:	
Total Pkgs Sold (not including Gluten Free):	690
Total Cases Sold (not including Gluten Free):	58
Total Gluten Free Pkgs Sold:	38
Total Gluten Free Cases Sold:	3

You will also see a section that totals your inventory. Since gluten free cookies are priced differently, they are separated in this section. You will see total cases and packages. Remember that there are 12 package in every case. If you had partial cases from Troop to Troop transfers, partial cases were transferred out, or from Direct Ship, the cases will be rounded up. In this example, total cases equal 61 which would equal 732 packages. You will see this troop only sold 728 packages. This is due to rounding and financials are based on the package section.

Example: 20 cases Initial Order + 11 cases Cupboard transfers + 29 cases Direct Ship = 60 cases x 12 packages per case = 720 packages + 6 extra Direct Ship packages + 2 Cookie Share donations = 728 total packages. This is equal to the 690 total packages sold + 38 gluten free packages sold.

Section 4: Sales Amounts

<u>Sales Amounts</u>	Troop \$\$	\$655.20
	Council \$\$	\$3,022.80
	Total Sales \$\$	\$3,678.00

This shows your Troop proceeds, amount due to council, and your total sales. This will balance with your inventory from section 3.

Example: Troop above sold 38 gluten free packages and 690 packages in all other varieties. $38 \times \$6 = \228 , $690 \times \$5 = \$3,450$, $\$3,450 + \$228 = \$3,678$ total sales. This troop is on the Main Proceed Plan shown in section two so they earn the standard $\$0.90/\text{package}$. $728 \text{ total packages sold} \times \$0.90 = \$655.20$ in troop proceeds.

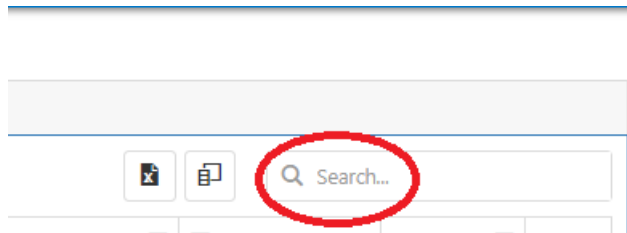
Section 5: Finances

<u>Finances:</u>					
<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
			Girl Delivery Credit Card	ACH Deposit	\$5.00
			Smart Cookies Direct	Direct Ship Direct Deposit	\$35.00
2021-01-28			Pre-Authorization	ACH Deposit	(\$0.01)
2021-02-03			ACH Returned Payment	ACH Deposit	\$0.01
2021-03-04			ACH Withdrawal	ACH Deposit	\$31.78

This section shows all payments. You will see different transaction types listed as **Bank Name**.

Girl Delivery Credit Card: Payments for pre-paid Girl Delivery. Work with families to ensure all pre-paid Girl Delivery orders were delivered and that the inventory was transferred to girls.

Tip: You can search by Ref # under **Girl Transactions** if you are unsure which girl took the order.



Smart Cookies Direct: Direct Ship orders. No action needed for these. Orders were paid for by customers and shipped by ABC.

Tip: You can search by Ref# under **Manage Orders** if you are unsure which girl took the order.

The screenshot shows a search interface with several filters at the top: TRANSFER, DAMAGED, COOKIE SHARE, and DIRECT SHIP (which is circled in red). Below the filters is a 'REFINE SEARCH' dropdown and a 'Search Parameters' section. In the 'Search Parameters' section, there are two input fields: 'Search By' with a dropdown menu set to 'Order Number' (circled in red), and 'keyword' with the text 's12000' (circled in red). A search button with a magnifying glass icon is also circled in red.

Pre-Authorization: GSHCC’s pre-authorization to verify banking information submitted. One cent was deposited to your account. Deposits are indicated as negative balances in parenthesis.

ACH Returned Payment: Your ACH was returned. These will be indicated as negative balances in parenthesis. If your pre-authorization was returned, it will be a positive balance as GSHCC was not able to deposit the amount.

ACH Withdrawal: Your balance withdrawn via ACH.

ACH Refund: If your troop sold primarily online and is due a refund, GSHCC will deposit your funds on the final ACH withdrawal date. These deposits will be indicated in parenthesis.

Collections: If your troop submits a Cookie Collection Report, your troop will be credited in the amount submitted. GSHCC will work with caregivers to receive payment directly. This ensures your troop has access to all proceeds while GSHCC works to collect funds.

Section 6: Troop Balance Due

Total Finances:						<u>\$3,579.99</u>
Uncollected Debts:						
<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>	
Total Uncollected Debts:						
Signature: _____						Balance (\$557.19)

The bottom of the Troop Balance Summar will show your troop’s balance due.

Total Finances: This shows all money collected online and via ACH.

Balance: This is your balance due. Negative balances will be shown in parenthesis. This means GSHCC will issue you a refund via ACH.

Example 1: The troop in section 4 owed \$3,022.80. They collected \$3,579.99 online (shown above). This means GSHCC owes them a refund of \$557.19. The refund will be issued on the final scheduled ACH date.

Example 2: The example below shows a troop who owes a balance. This amount will be withdrawn from their troop account via ACH.

Total Uncollected Debts:

Signature: _____

Balance \$133.63

After the final ACH withdrawal, ensure your troop balance shows zero. This means all funds have been allocated appropriately to/from your troop. Save a copy for your records. Troops lose access to Smart Cookies after the cookie program wraps up and you will no longer be able to access this information until the following year.

If your troop has a balance due, GSHCC will follow collection steps with the cookie manager. Cookie managers in troop's with a balance due and are sent to collections will be removed from their role and will not be able to hold financial roles for one year after their balance has been cleared. Please note this is only for outstanding balances at the troop level, and not collections submitted from individual families.