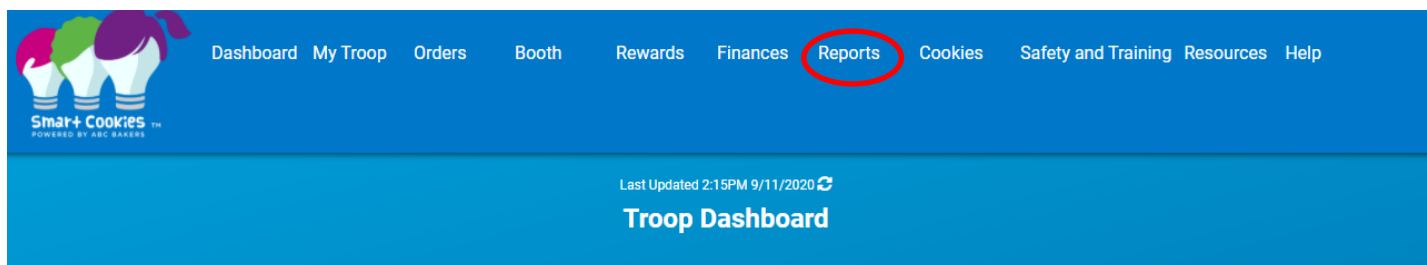


Sales Data Reports

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.

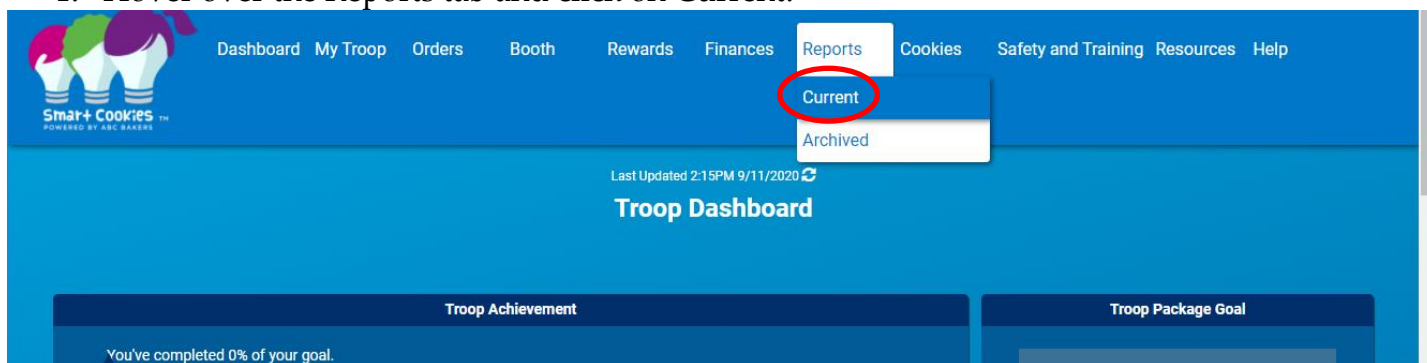
From the Troop Dashboard, hover over the Reports tab and click on Current for the current seasons reporting or click on Archived to choose reports from previous seasons.



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 includes various report titles, with 'Troop Balance Summary' highlighted. At the bottom of the list are buttons for 'Add to Favorites' and 'Go To Report'. To the right, a 'Troop Dashboard' is visible, showing a preview of the 'Troop Balance Summary' report. A callout box with a yellow arrow points to the 'Troop Balance Summary' report in the list, containing the text: 'This report displays total cookie orders by girl.'

- 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 Resel **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 |
| Total Received | 696 |
| 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: | | | | |
| Total Pkgs Sold (not including Gluten Free): | 696 | | Total Cases Sold (not including Gluten Free): | 50 |
| Total Gluten Free Pkgs Sold: | 0 | | Total Gluten Free Cases Sold: | 0 |

| Sales Amounts | Troop \$\$ | Council \$\$ | Total Sales \$\$ |
|---------------|------------|-------------------|------------------|
| | | \$452.40 | |
| | | \$2,331.60 | |
| | | \$2,784.00 | |

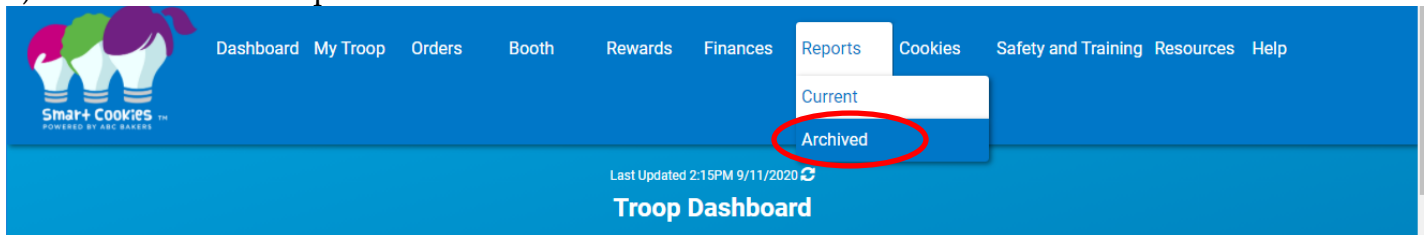
Finances:

| Date | Trans # | Ref # | Bank Name | Type | Amount |
|-----------------|---------|-------|-----------|----------------|------------|
| Total Finances: | | | | | |
| Signature: | | | | Balance | \$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 Carol 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

