

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 <u>Smart Cookies</u> (www.abcsmartcookies.com) 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.

Smart Cookies TH POWERED BY ALC BALKER	Dashboard My Troop	Orders	Booth	Rewards	Finances Reports Cookies	Safety and Training Resources Help
				Last Updated	2:15PM 9/11/2020 ≎ Dashboard	

Current Season:

For obtaining reports in the Current season,

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

Smart-Cookies In	Dashboard My Troop	Orders	Booth	Rewards	Finances	Reports Current Archived	Cookies	Safety and Training Resources Help	
				Last Updated	2:15PM 9/11/202 Dashboa	∞ <i>≎</i> rd			
		Troop A	Achievement					Troop Package Goal	
You've comple	ted 0% of your goal.								

- 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

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Sacramento Regional Program Center and STEM Center + MakerSpace 6601 Elvas Avenue Sacramento, CA 95819 t 800.322.4475 • f 916.452.9182 **Modesto Regional Program Center and STEM Center + MakerSpace** 3330 Oakdale Road Modesto, CA 95355 t 209.545.3620 • f 209.545.3621 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

Reports					T	roop	Dashboard		
My 10 Favorite Repo	orts				-				
						1	Deer 10112017 Troop	Smart Cookies Balance Summary	3
Girl Cookie Order Sun	mary						Catherine Smith Training Sile Council + Catherine Smith Training Sile, Daniel 450, Proceed Plan + Main Proceed Plan - All Train	• Miduthian District ; Ser	vice Unit + Shartbread BU / Troop +
 Planned Order Report Total Sales Summary 							Context Linformation Sostext Linformation Context Full Name CC - Smith Cantext Full Name Address Moletteen Context Energy Marine Context Energy		
C Troop Balance Summi	ary						Contact Day Phone (806)-814-8750 Contact Timal: safetime and gintersame con		
Report Categories	-	Reports					Trop No: 430 Bitsette Benne Unit: Ehrettered SU Arg. Packages Solt Per Cat Seling Arg. Packages Solt Per Cat Registered: 138:28	Early Plan Main Plan	Main Proceed Plan - All Troops Grits Selling: 0 Grits Reg 5 None extended Main Recognition Plan - All Troops
Charts/Graphs Export Reports List Reports Order Reports Summary Reports	*	Mobile and Ecard Summary Mobile and Ecard Summary Planned Order Report Planned Order Report w/S Recognition Order Summary Total Troop Sales & Finan Track Cookie Share Troop Sales & Finan Troop Initial Recognition Q Troop Order Summary Troop Order Summary Troop Creceds Summary Troop Recognition Recode Vear to Vear. Sales and C	ry signature ary By Girl ary By Toop ces By Troop - View 1 order Summary ar Summary for Summary		Preview It		Handhai Karolow Konzel Martinia Karolow	Des Insubmit finn Ensubmit fin Ander Cases from Ensue finnte Cases from Cases from	
	*	Troop Recognition Reorde	Add to Favorites	Go To Report	Report Info	Th by	is report displays girl.	total co	okie or

- 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.

Poport Critoria		Page: 1 Date: 10/13/2017 Tr	ABC Smart Cookies oop Balance Summary	
Troop Balance	Summary	Catherine Smith Training Site Council = Catherine Smith Training Site; D 456; Proceed Plan = Main Proceed Plan - J	District = Midlothian District ; Serv All Troops;	ice Unit = Shortbread SU ; Troop
neep buildinee	Cullinday	Contact 1 Information Contact Full Name: CC - Smith	Contact 2 Informa Contact Full Name	tion
Council	Catherine Smith Training Site	Address: Midlothian	Contact Day Phone Contact Email:	
District	Nidlethias District	Contact Day Phone: (804)- 614-8700 Contact Email: catherine.smith@interb	ake.com	
District	Midiothian District	Troop No: 456 Brownie Service Unit: Shortbread SU	Proceed Plan:	Main Proceed Plan - All Troops Girts Selling: 0
ServiceUnit	Shortbread SU	Avg. Packages Sold Per Girl Selling: Avg. Packages Sold Per Girl Registered: 130	20 Early Plan: Main Plan:	Girls Reg: 5 None selected Main Recognition Plan - All Troops
Troop	456	Received: Initial Order Received Damages	Pkgs	696 0
		Total Received CookieShare Smart Cookies Direct Ship		0
Proceed Plan	Main Proceed Plan - All Troops	Transfers in: Date Trans # Re Total Transfers in:	Transferred From	
Troop Level	All	Transfers Out: Date Trans # Re Total Transfers Out:	Transferred To	
		Total Pkgs Sold (not including Gluten Free):	Total Cases Sold (not including Gluten Free):	58
Unit Of Measure	Packages	Total Gluten Free Pkgs 0	Total Gluten Free	0
Select View Type	PDF	Sales Amounts Troop \$5	cases only	\$452.40
		Total Sales \$5		\$2,784.00
		Finances: Date Trans # Ref #	Bank Name Type	Amount
	Go to Report Listings Reset View Report	Signature:	Bala	DC0 \$2,331.60

Archived Reports:

For obtaining Archive Reports from the previous seasons,

1) Hover over the Reports tab and click on Archived

	Dashboard My Troop	Orders	Booth	Rewards	Finances	Reports	Cookies	Safety and Training Resources He	elp
Smar+ Cookies						Current			
Last Updated 2:15PM 9/11/2020 <i>C</i> Troop Dashboard									

- 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	Troop Dashboard							
Select Season 2015-2016	Archive Reports							
Next	Charts/Graphs Export Reports List Reports Order Reports Summary Reports	DOTIS one and Ecaro Summary nned Order Report nned Order Report sognition Order Summary By Girl sognition Order Summary By Troop al Sales Summary al Troop Sales & Finances By Troop - View 1 & Cookie Share op Balance Summary op Initial Recognition Order Summary op On Hand Inventory op Order Summary op Recognition Reorder Summary op Rec						