girl scouts
of western new york

Smart Cookies Commonly Used Reports	
(filtering available for each. Can download most reports as excel or pdf)	
Name of Report	**Information it gives and suggested uses**
Girl Cookie Order Details	> Verify Digital Cookie Orders that have come into Smart Cookies. > Orders that are included in the Initial Order will be noted in the Incl in IO column. > Filter by date and type of Order to view Girl Delivery Orders taken online after the Initial Order period.
Girl Balance Summary	>Shows all cookies transferred to the girl. > Shows all cc payments taken by girl and any payments you receive & post. >Great to give to parents when they pick up cookies
Recognition Order Summary by Girl	> Lists what each girl has coming to her from the either recognition order. > Great for when you go to distrubute recognitions.
Girl Initial Order	> Delivery tickets that list each girl's total Initial Order by variety. > Print when Initial Order arrives and have parents sign off on their Girl's page to verify what they receive at distribution.
Troop Balance Summary	> Shows all cookies that have been transferred in/out of the troop. > Shows all cc payments taken by the troop and girls. > Shows troop proceeds, total due to council, and current PGA.
Troop OnHand Inventory	>Shows how much of each type of cookie is in Troop Stock (meaning no transfer to girl has been created for it). >Great for managing your inventory and verifying you performed transfers correctly.

Digital Cookie Reports	
(all reports download as excel files)	
Name of Report	**Information it gives**
All Order Data	>An accurate view of every order that was placed in Digital Cookies, listed by Girl Scout. > Can use for verifying orders that are in Digital Cookie.
Initial Order	Any Initial Orders that caregivers have entered in Digital Cookie.
Cookie Badges	Entries your girl scouts have made under the "Badges" tab.
Reward Selection	Reward selections made by the girls in your troop in Digital Cookie