

Glossary of Frequently Used Reports 2026

For additional support, reach out to your Service Unit Product Program Manager or GSWNY Customer Care.

Smart Cookies Commonly Used Reports

(filtering available for each. Can download most reports as excel or pdf)

Name of Report	Information it gives	Suggested Uses
Girl Cookie Order Details	All orders taken in Digital Cookie that have moved over to Smart Cookies. Report includes order number, date, and total packages. It can be filtered by type of order, girl, and date. Orders that were included in the initial order will have a 'Y' listed in the "IO" column.	> Verify Digital Cookie Orders that have come into Smart Cookies. > Check if an order was already included in the Initial Order. > Filter by date and type of Order to view Girl Delivery Orders taken online after the Initial Order period.
Pending Manual Cookie Share Orders	Total Cookie Share from Girl Delivery with Donation (ALL CS sold) Total Cookie Share NOT part of the Initial Order (IO) > <i>These are NOT automatically sent to council</i> > <i>The financials for these pkgs will be on the Girl Balance Summary</i> > <i>Package credit must be assigned manually either by T2G transfer, Virtual Cookie Share Order, or Smart Booth Divider</i> Total Cookie Share manually entered > <i>This is the number of CS packages the girl has already received package credit for. No further action needed</i> Balance of Cookie Share > Number of packages they have received package credit for	> See what Cookie Share package credit still needs to be distributed to girls. NOTE: If the Balance is negative, the Girl Scout has sold cookie share packages but the package credit has not been assigned to her. Troops will need to manually assign package credit.
Girl Balance Summary	Lists package credit assigned to Girl Scout. Lists all financial transactions (taken via Digital Cookie and posted by Troop Volunteer) assigned to the Girl Scout. Shows balance due to troop.	> Provide to caregiver when they pick up product to keep them informed of their balance due. (Many troops provide a copy of this report to caregivers at Initial Order pick up so they know what is due to the troop.) > Helps Troop Volunteers track payments due > If Girl Scout has a negative balance due, they likely have packages sold that have not been transferred to them.
Recognition Order Summary by Girl	Lists what each girl has coming to her from all recognition orders.	> Use when sorting and distributing recognitions. > Filter by type of recognition order: Initial or Main
Girl Initial Order	Delivery tickets that list each girl's total Initial Order by variety and include a line for caregivers to sign off on at pick up. Can be filtered to run as full cases, cases/packages, or packages.	> Print when Initial Order arrives to help your troop sort. > Have caregiver verify what they are receiving and sign off upon receiving Initial Order. > Directly connected to the Initial Order. If it is not listed on this report, it was not ordered in the Initial Order and must be handled as a Keep Goaling order.
Troop Balance Summary	Lists primary and secondary Troop Cookie Managers. Lists all package credit assigned to the Troop as a whole. This includes the Initial Order, all transfers in and out of the troop, and any Cookie Share. Lists all financial transactions taken in Digital Cookie from either the Troop account (booths, troop link) or Girl Scout account. Lists troop proceeds and troop PGA (both from girls selling and all girls in troop). Lists all processed payments to council.	> One way to verify transfers to and from the troop > Financial transaction numbers will include the Digital Cookie order number for verification purposes. > See what the troop has earned in proceeds and what balance is due to council (or refund). > Track your troop PGA for Troop Reward.
Troop OnHand Inventory	Shows what cookies are in the Troop's Inventory. Include Troop Booth & Extra cookies ordered in the Initial Order and all cookies transferred to the troop from the Cookie Cupboard (via a Planned Order) or another troop.	> Verify troop inventory regularly to find any errors. > Run before and after a cookie booth or performing any Troop to Girl transfers to ensure accuracy. > Run at End of Program Wrap Up to ensure all cookies have been transferred to Girl Scouts.

Digital Cookie Reports

(all reports download as excel files)

Name of Report	Information it gives	Information it gives
All Order Data	An accurate view of every order that was placed in Digital Cookies, listed by Girl Scout. Includes customer name, address, and contact.	> Use to assist caregivers or, if needed, verify orders.
Initial Order	Shows any Offline Initial Orders from girls' order cards that caregivers have entered** into Digital Cookie. **Shows entries regardless if they have submitted them to the leader or not.	> Check when reviewing your Initial Order to see if you are missing offline Initial Orders in Smart Cookies. > If a caregiver enters Offline Initial Orders in DC but does NOT hit submit to the leader, they will show on this report but not in Smart Cookies.
Cookie Badges	Girl Scouts have the ability to record steps they have completed towards Cookie Entrepreneurship Badges and Pins via their Digital Cookie account. This report shows those submissions.	> Run at end of program to see what badgework was completed.
Reward Selection	Shows recognition selections/entries made by the Girl Scouts in your troop via their Digital Cookie account.	> Run before finalizing your recognition order in Smart Cookies in order to verify information accuracy.