



Quick Bites

Smart Cookies Reports

Log into Smart Cookies and navigate to Reports>Current or Archived. Choose a report category, then choose the report to view and click **Go To Report**.

You can also choose **Add To Favorites** to move a specific report to your 10 Favorite Reports list making it easier to access specific reports quickly.

Reports have filters to assist in refining. Most reports are viewed easiest as View Type-PDF, but can also be downloaded as View Type-Excel for more flexibility.

Report Criteria

Girl Cookie Order Detail Summary

Council	<input type="text" value="Anne's Training Site"/>	<input type="button" value="v"/>
District	<input type="text" value="All"/>	<input type="button" value="v"/>
ServiceUnit	<input type="text" value="All"/>	<input type="button" value="v"/>
Troop	<input type="text" value="-Pick a ServiceUnit-"/>	<input type="button" value="v"/>
Delivery Station	<input type="text" value="All"/>	<input type="button" value="v"/>
Troop Level	<input type="text" value="All"/>	<input type="button" value="v"/>
Girl Name	<input type="text"/>	
Order Type	<input type="text" value="All"/>	<input type="button" value="v"/>
Begin Date	<input type="text"/>	<input type="button" value="calendar"/>
End Date	<input type="text"/>	<input type="button" value="calendar"/>
Unit Of Measure	<input type="text" value="Cases/Packages"/>	<input type="button" value="v"/>
Select View Type	<input type="text" value="PDF"/>	<input type="button" value="v"/>

Troop Search:

Popular Reports

CATEGORY	SUB CATEGORY	REPORT NAME	DESCRIPTION
Orders	Other	Troop Initial Order	Report of initial Order for troop. Total will include Cookie Share cookies but Virtual Cookie Share cookies are not delivered to troop.
Booth	Export	Booth Sales Credit Card Transactions Export	Exports to excel all booth credit card transactions with information on location, time, user, transaction number and variety
Booth	Export	Smart Booth Divider Export	Exports information on all booth sales reported in the Smart Booth Divider. Includes locations, times, troop number, varieties sold
Finance	Summary	Girl Balance Summary	Reports Individual Girl sales including initial orders, transfers (booth and non-booth), ship only, cookie share and financial transactions
Finance	Summary	Troop Balance Summary	Reports Troop information including proceed and recognition plans, girls registered and selling. Initial orders, transfers, Ship only and cookie share orders. Reports troop proceeds and amounts due Council and all financial transactions. Useful as a final report.
Finance	Summary	Troop Balance Summary Snapshot	Reports Troop information including proceed and recognition plans, girls registered and selling. Initial orders, transfers, Ship only and cookie share orders. Reports troop proceeds and amounts due Council and summary financial transactions. Useful as a final report.
Orders		Pending Manual Cookie Share Orders	Reports Girl Delivery with donation orders, Total Cookie Share that has been manually entered and the balance of Cookie Share which needs to be entered on each girl.
Rewards	Summary	Recognition Order Summary by Girl	Service Unit Summary of recognition order by girl - helpful in sorting orders once recognitions received
Rewards	Summary	Recognition Order Summary by Troop	Summary of recognition orders for each troop. Can be used as a packing list