

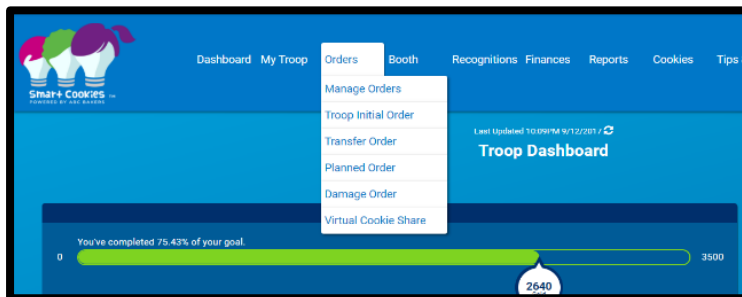
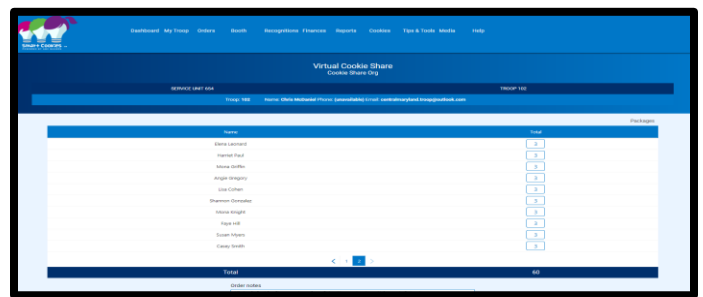


Quick Bites

Cookie Share Orders – Girl Links for Direct Sale councils

To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share- Direct Sale YouTube](#) or follow the steps below:

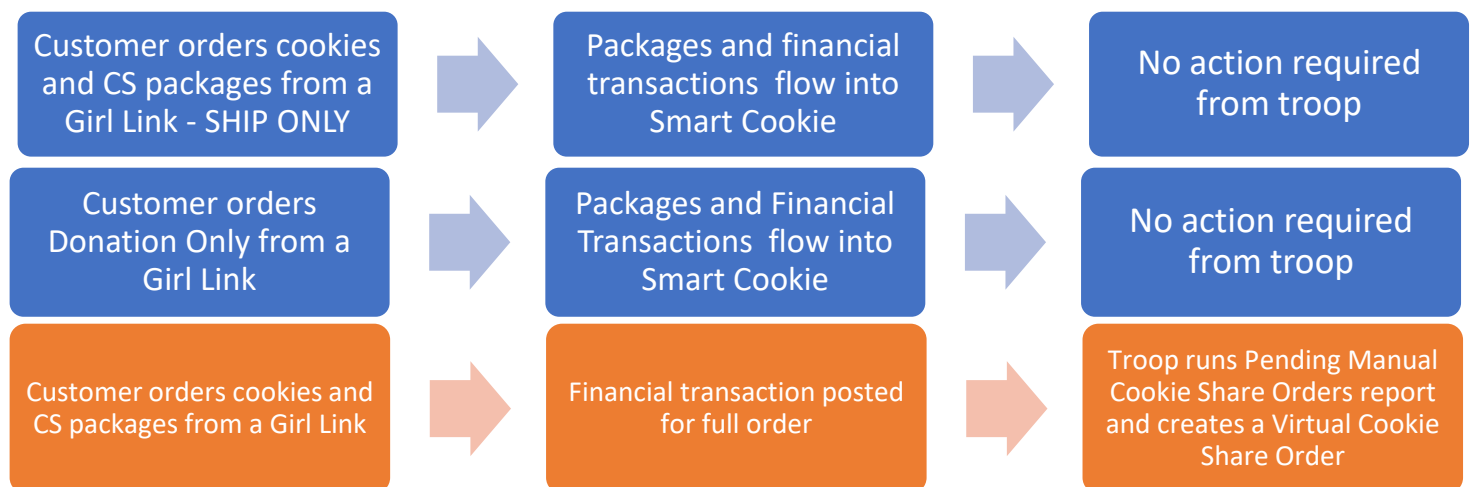
- Navigate to **Orders>Virtual Cookie Share**.
- Enter the number of packages of Cookie Share sold by each girl.
- Click Save.



NOTES: Orders can be entered each time an order with Cookie Share packages is received or one total order can be entered at the end of the sale. If Cookie Share packages are not correctly entered in Smart Cookies, the total packages sold by a girl will not be correct which will affect girl rewards and girl financial reports. Cookie Share cookies will display on the Girl Dashboard in Digital Cookie and financial responsibility for these packages will be assigned to the girl.

Types of Orders with Cookie Share and Actions

Orders Generated from Girl Links



Locating Cookie Share Orders and Reporting

- Run the Pending Manual Cookie Share Report for your troop.

CouncilDesc	ServiceUnit Desc	Troop	Girl	Total CS from Girl Delivery w/ Donation	Total CS not part of IO	Total Cookie Share Manually Entered	Balance
UAT - ABC OF	Appomattox	400	Anisa Thornt	0	0	15	15
UAT - ABC OF	Appomattox	400	Idra Nichols	0	0	15	15
UAT - ABC OF	Appomattox	400	Orlaith Hobb	65	65	28	-37

- Review the line for each girl. For Direct Sales, the Total CS from Girl Delivery with Donation will always be equal to the Total Cookie Share not part of Initial Order.
- Totals in the Total CS from Girl Delivery w/Donation require a Virtual Cookie Share order entered in Smart Cookies in order to reconcile that girl's Cookie Share.
- A negative balance indicates additional Cookie Share packages need to be entered in Smart Cookies for the girl.
- The Total Cookie Share Manually Entered column **only** displays Virtual Cookie Share orders already entered to the girl – it will not include any booth CS packages allocated to a girl.
- In this example, two girls have positive number balance. This represents cookie share orders entered by the troop and paid outside of Digital Cookie (cash, check).
- The third girl in the example has 65 Cookie Share orders recorded by Digital Cookie, but only 28 entered manually in Smart Cookies to date. Therefore, the troop volunteer needs to create a Virtual Cookie Share order for 37 packages in order to reconcile the girl's Cookie Share.
- To verify numbers, run the Girl Cookie Order Detail Report and filter for Girl Delivery with Donation.

Promising Practice:

Review reports weekly during the sale to ensure that all orders are up to date during the sale. Totals from Smart Cookies display on the Girl Dashboard in Digital Cookie and if cookie share packages are not up to date, this can cause questions from caregivers.