



Quick Bites

Reconciling Reporting in Digital Cookie and Smart Cookies – Troops

Digital Cookie provides a detailed report outlining all sales made through the digital platform for both girl and Troop linked sales. Smart Cookies provides much of the same information in both Excel and PDF format. Listed below are reports and locations to find the same data in each system.

Ship Only Sales:

Digital Cookie	Smart Cookies
All Orders Report filtered for Shipped and Shipped with Donation. Will show orders from Troop and girl links.	Direct Ship Orders Report Will show orders from Troop and girl links.

Girl Delivery Sales

Digital Cookie	Smart Cookies
All Orders Report filtered for girl names only (delete any order with last name "Site"). Filter for all order types except Shipped and Shipped with Donation.	Girl Cookie Order Detail Report filtered for Girl Delivery. Will show all orders and will subtotal by variety and girl as well as Troop total.

Cookie Share Sales

Digital Cookie	Smart Cookies
All Orders Report filtered for girl names only (delete any order with last name "Site"). Filter for In Person Delivery with Donation, Cookies in Hand with Donation and Donation.	Girl Cookie Order Detail Report filtered for Girl Delivery. Will show all orders and will subtotal by variety and girl as well as Troop total. Any In Person with Donation orders or Cookies In Hand with donation orders will need to have the Cookie share package orders created.

Troop Site Sales - Delivery

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for In Person Delivery, In Person Delivery with Donation and Donation.	Navigate to Booths>My reservation. All orders during the sale will post in the Virtual Booth reservation. Distribute packages to girls using the Smart Booth Divider.

Troop Site Sales – Pick Up

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for Pick Up.	Run the Booth Credit Card Payment Export Report. Add all packages sold via pick up to the totals sold at the walk-up booth location and allocate via Smart Booth Divider.

Troop Site Sales - Shipped

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for Shipped and Shipped with Donation.	Navigate to Orders>Troop Ship Orders. Be sure to distribute all packages to girls before the end of the sale.