



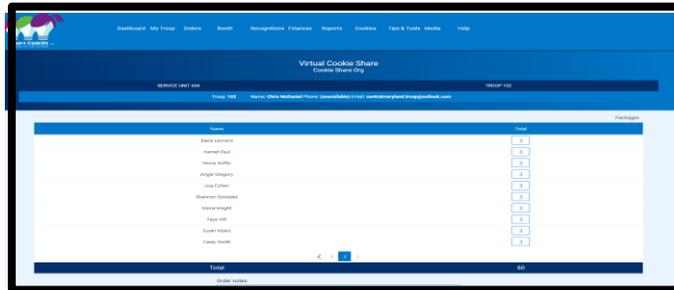
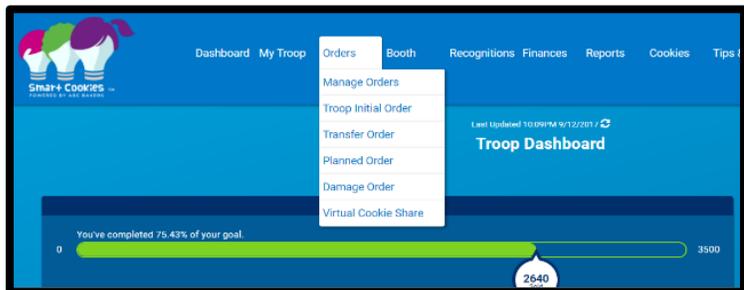
Quick Bites

Cookie Share Orders – Girl Links for Direct Sale councils

There are a number of orders through Digital Cookie, as well as cash sales, that should be reconciled during the cookie season to give girls credit for Cookie Share. These sales add to total packages sold for rewards.

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.



Quantities can be updated 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.

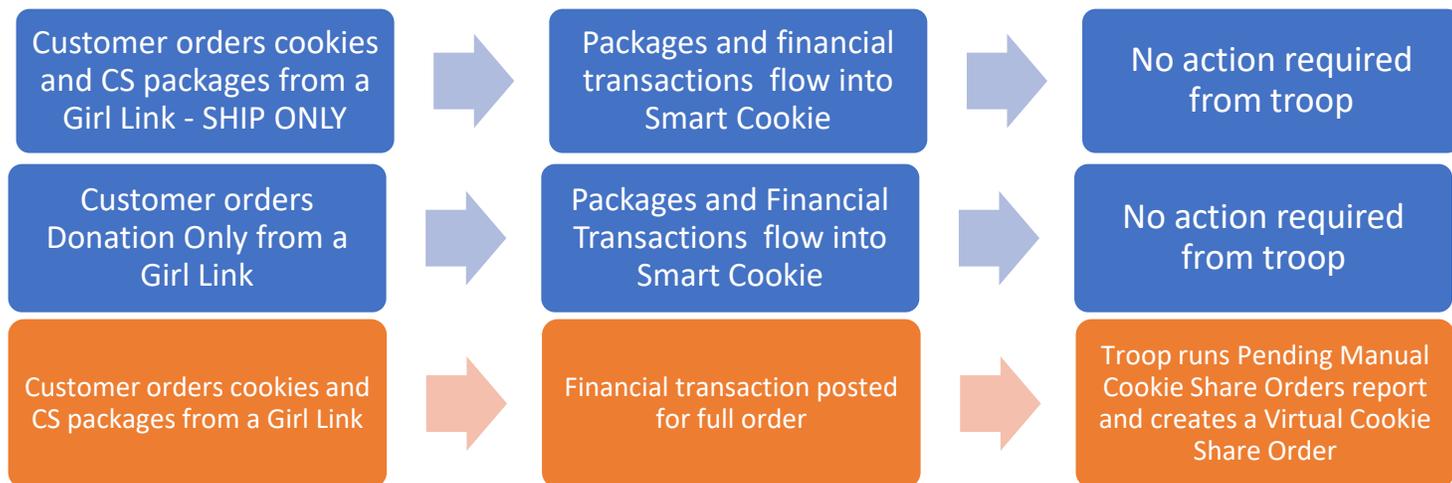
Types of Orders with Cookie Share and Actions

The information in the **blue** rectangles is for all Cookie Share.

Follow the information in the **orange** rectangles only if your troop is participating in the council's virtual Cookie Share.

Troops that submitted the Intent to Donate form by January 6 to participate in the Troop's Own Cookie Share program must use the Troop-to-Girl Transfer feature to allocate Cookie Share sales credit to girls as needed.

Orders Generated from Girl Links



Locating Cookie Share Orders and Reporting

To easily locate Girl Delivery orders with Cookie Share sales, complete the following steps.

1. Run the NEW Pending Manual Cookie Share Report for your troop.

Council Desc	Service UnitDesc	Troop	Girl	Total CS from Girl Delivery w/ Donation	Total CS not part of IO	Total Cookie Share Manually Entered	Balance
UAT - ABC	Atlantic Sh	1503	Anisa Hansen	0	0	15	15
UAT - ABC	Atlantic Sh	1503	Ivy Nichols	10	10	10	0
UAT - ABC	Atlantic Sh	1503	Olive Smith	65	65	28	-37
UAT - ABC	Atlantic Sh	1503	Lisa Jones	5	5	0	-5
UAT - ABC	Atlantic Sh	1503	Amy Wagoner	10	10	22	12

2. Review the line for each girl. (The Total CS from Girl Delivery w/Donation will always be equal to the Total Cookie Share not part of Initial Order.)
3. Balance is equal to Total Cookie Share Manually Entered minus Total CS from Girl Delivery w/Donation.
4. Packages in the Total CS from Girl Delivery w/Donation indicate CC payments for Cookie Share orders and require a Virtual Cookie Share order entered in Smart Cookies in order to reconcile finances.
5. A negative Balance indicates additional Cookie Share packages must be entered in Smart Cookies in order for the girl finances to reconcile.
6. A positive balance indicates that the girl has additional credit for Cookie Share paid by cash/check or the girl has an overallotment of Cookie Share assigned.
7. The Total Cookie Share Manually Entered column **only** displays Virtual Cookie Share orders manually entered in Smart Cookies by the volunteer for the girl – it will not include any CS packages allocated to a girl through the Smart Booth Divider.
8. In the report above, Anisa has a positive 15 packages of CS and zero CS credit card payments taken as Girl Delivery. This represents cookie share orders entered manually by the troop and paid outside of Digital Cookie (cash, check).
9. Ivy has 10 Girl Delivery w/donation and 10 Total Cookie Share Manually Entered. If she has no cash donation to submit, then she is balanced.
10. Olive has 65 Cookie Share orders recorded by Digital Cookie, but only 28 entered manually in Smart Cookies. Therefore, the troop volunteer needs to create a Virtual Cookie Share order for 37 packages in order to reconcile Olive's finances. She has payments for 65, but only package credit for 28.
11. Lisa has 5 CS packages paid for in Digital Cookie, 0 entered in Smart Cookies. Lisa has a negative balance so the volunteer needs to create a virtual cookie order for 5 packages.
12. In the final example, Amy has recorded 10 Girl Delivery CS packages in Digital Cookie. The volunteer has entered 22 Cookie Share orders for this girl. This gives Amy a Balance of 12 and indicates that she has been given credit for additional CS packages above what was paid for in Digital Cookie.
13. You may also run the Girl Cookie Order Detail Report and filter for Girl Delivery with Donation to see all orders in detail.

Promising Practice: It is a good idea to review the Pending Manual Cookie Share report weekly during the sale to ensure that all orders are up to date. 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.