



Girl Balance Summary



Girl Balance Summary Report

The Girl Balance Summary provides a summary of all cookies and monies assigned to a girl in Smart Cookies.

Monies: This reports reflects all credit card transactions for Girl Delivery and Direct Ship orders and all cash/check payments entered by the troop volunteer.

Cookies: This report reflects all cookies assigned to the girl in the initial order, Direct Ship, Cookie Share and any transfers made from the troop to girl by the troop volunteer.

Please be sure that all troop to girl transfers have been entered and all Cookie Share orders assigned before issuing the Girl Balance Summary to a parent/guardian.

Girl Balance Summary Report (order taking council)

GSUSAID 1 [REDACTED] Packages

Cookie Share Sales 7

Cookie Sales Initial Orders 540

Smart Cookies Direct Ship 59

Cookie Share
Initial Order
Direct Ship

Booth Transfers IN

OrderID	Details	Ref Number	Amount
0002832	To: Au [REDACTED]k, FROM: Troop: [REDACTED]		141
Total			141

Booth
Transfer

Transfers OUT

OrderID	Details	Ref Number	Amount
Total			0

Finance Transactions

OrderID	Details	Ref Number	Amount
CG84393033	Type: Payment; Payment method: Credit Card	559616	\$30.00

Types of Payments

Page: 5
Date: 3/7/2024

ABC Smart Cookies Girl Balance Summary

Troop Desc 1473

S103415501	Type: Direct Ship Direct Deposit; Payment method: Credit Card	S103415501	\$48.00
S103526282	Type: Direct Ship Direct Deposit; Payment method: Credit Card	S103526282	\$24.00
CG10469559 7	Type: Payment; Payment method: Credit Card	2667183	\$54.00
S105044463	Type: Direct Ship Direct Deposit; Payment method: Credit Card	S105044463	\$24.00
CG10516760 4	Type: Payment; Payment method: Credit Card	2707274	\$114.00
CG10586814 0	Type: Payment; Payment method: Credit Card	2765177	\$12.00
CG10587772 2	Type: Payment; Payment method: Credit Card	2765972	\$12.00
CG10588076 3	Type: Payment; Payment method: Credit Card	2765974	\$30.00
CG10588672 8	Type: Payment; Payment method: Credit Card	2765977	\$6.00
CG10588875 9	Type: Payment; Payment method: Credit Card	2765978	\$30.00
CG10791877 0	Type: Payment; Payment method: Credit Card	2871253	\$12.00
0000792	Type: Payment; Payment method: Cash		\$1,203.00

Types of Payments

Direct Ship = S +
Order ID

Girl Delivery = CG +
Order ID

Reference Numbers:
you can use these to
search for
transactions in Smart
Cookies under the
Finance tab

Cash payment

How to Read Girl Balance Summary

CG10592447 3	Type: Payment; Payment method: Credit Card	2767627	\$24.00
CG10592665 8	Type: Payment; Payment method: Credit Card	2767629	\$12.00
CG10593773 4	Type: Payment; Payment method: Credit Card	2767633	\$18.00
CG10593990 0	Type: Payment; Payment method: Credit Card	2768566	\$24.00
CG10783183 9	Type: Payment; Payment method: Credit Card	2855926	\$18.00

	Total	\$1,038.00
Total Transfers		0
Total Collected		\$672.00
Total Cookies Ordered		545
Total Money Owed		\$3,270.00
Packages Credited for Booth Sales		141
Total Packages Sold		747
Signature: _____	Balance:	\$2,598.00

Total Payments Collected in Red

Total Girl Delivery Collected (does not include money collected for Direct Ship)

Total Money Owed by girl = all orders except Direct Ship

Balance Due to troop

Total Cookies Ordered = Physical packages and Girl Delivery/Donation Only Cookie Share pkgs (does not include Direct Ship CS)

Total Packages Sold = All packages - Direct Ship, Cookie Share, Booth and Girl Delivery packages

Negative Balance Due

Total 43

Transfers OUT

OrderID	Details	Ref Number	Amount

Total 0

Finance Transactions

OrderID	Details	Ref Number	Amount
S88548104	Type: Direct Ship Direct Deposit; Payment method: Credit Card	S88548104	\$40.00
CG91415230	Type: Payment; Payment method: Credit Card	1635471	\$127.00
CG95499336	Type: Payment; Payment method: Credit Card	2153180	\$191.00
CG10470277 0	Type: Payment; Payment method: Credit Card	2701131	\$30.00

Total \$388.00

Total Transfers 0

Total Collected \$348.00

Total Cookies Ordered 60

Total Money Owed \$302.00

Packages Credited for Booth Sales 43

Total Packages Sold 111

Signature: _____

Balance: (\$46.00)

A negative balance indicates that the girl is credited with more payments than cookies assigned.

Look for unassigned Cookie Share orders or Girl Delivery orders that have not been filled.

Reconcile Cookie Share and DC Orders

Please be sure that all troop to girl transfers have been entered and all Cookie Share orders assigned to the girl before your final reconciliation with parents.

To see any outstanding Cookie Share or Girl Delivery Orders in Digital Cookie, troop volunteers can use the All Orders report in Digital Cookie. In Smart Cookies, the Girl Cookie Order Detail Report and Pending Manual Cookie Share reports are helpful in reconciling.

Girl Order Detail Report shows all Girl Delivery and Direct Ship Orders. It also contains a field titled **INCL in IO** (included in initial order) which displays a **Y** if that order was assigned to the girl in her initial order or a **N** if that order was not assigned in initial order.

In the next example, a girl has a Cookie Share order that was not included in her initial order and needs to be assigned as Virtual Cookie share in Smart Cookies in order for the cookies to balance the monies already received.

Girl Cookie Order Detail report

Page: 3
 Date: 3/6/2024
 11:39:32
 AM

ABC Smart Cookies Girl Cookie Order Details

Girl Scouts of Utah

Su: Council-wide Troop: 5001 Girl Name: ██████████ Grade Level: 6 GSUSAID: ██████████

Order #	Date	Type	INCL in IO	Ref #	CShare Ca/Pkgs	ADV Ca/Pkgs	TY Ca/Pkgs	LEM Ca/Pkgs	TRE Ca/Pkgs	TM Ca/Pkgs	PBP Ca/Pkgs	CD Ca/Pkgs	PBS Ca/Pkgs	GFC Ca/Pkgs	Total Ca/Pkgs
10006528 1	02/18/2024	Girl Delivery	N	100065281	0/0	0/0	0/0	0/0	0/0	0/5	0/1	0/0	0/0	0/2	0/8
10064239 6	02/18/2024	Girl Delivery	N	100642396	0/0	0/1	0/0	0/0	0/0	0/2	0/1	0/1	0/0	0/0	0/5
10078162 6	02/19/2024	Girl Delivery	N	100781626	0/0	0/0	0/0	0/1	0/0	0/1	0/2	0/2	0/0	0/0	0/6
10170011 8	02/22/2024	Girl Delivery	N	101700118	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/2	0/0	0/0	0/2
10471699 2	02/26/2024	Girl Delivery	N	104716992	0/0	0/0	0/0	0/0	0/0	0/5	0/0	0/5	0/0	0/0	0/10
10479610 2	02/26/2024	Girl Delivery	N	104796102	0/1	0/0	0/0	0/2	0/2	0/2	0/2	0/0	0/0	0/0	0/9
10514589 2	02/28/2024	DirectShip		105145892	0/0	0/0	0/0	0/0	0/0	0/2	0/2	0/0	0/0	0/0	0/4

1. Check Type, INCL in IO column and CShare

Pending Manual Cookie Share report

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

A negative Balance means that there are outstanding cookie share packages that must be entered while a positive balance would indicate cookie share orders entered that were paid outside of Digital Cookie.

A zero balance means all Cookie Share paid by credit card in Digital Cookie has packages entered to balance payment in Smart Cookies.

A positive balance indicates that the girls has more cookie share assigned in Smart Cookies than paid for by credit card in Digital Cookie (this could be because of cash Cookie Share orders).