



Cookie Shares

There are two very important things to understand about Cookie Shares in ABC.

1. Cookie shares do not appear correctly on girl's accounts until you follow the following steps. Until you enter the cookie shares, the Girl Balance Summary Report will also not correctly show their balances.
2. We have learned that the cookie shares DO appear correctly and immediately when they are put in as a Direct Ship order. We encourage customers to enter the donations this way whenever possible.

Please follow these steps when you are ready to enter cookie shares for your troop:

Go to your Current Reports.

The screenshot shows the Troop Dashboard with the following data:

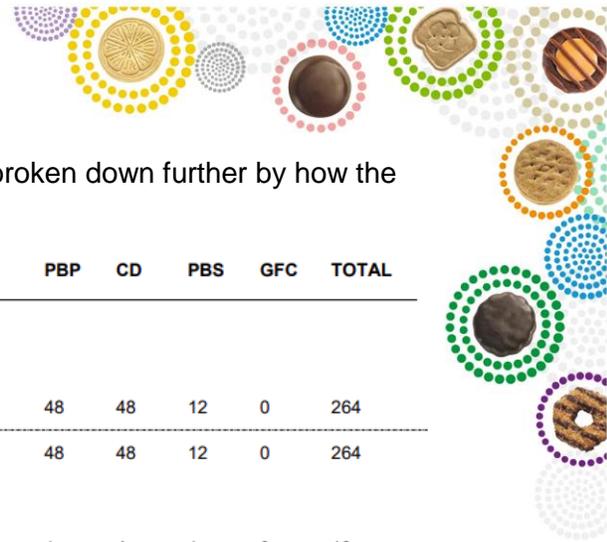
| Troop Achievement | | Troop Package Goal | |
|---------------------------------------|--|--------------------|--|
| You've completed 77.18% of your goal. | | 7777 | |
| 0 | | 6002 Goal | |

| PER GIRL AVERAGE (Packages per Girl Selling) | INVENTORY TOTAL ORDERED (Packages) | TOTAL SOLD (Packages) | TOTAL ON HAND (Packages) |
|--|------------------------------------|--------------------------|--------------------------|
| This Season: 461.69 | This Season: 7,539 | This Season: 6,002 | This Season: 1,537 |
| Last Season: 740.56 | Last Season: 5,492 | Last Season: 6,117 | Last Season: \$7,761.00 |
| Last Season: \$2,973.56 | | Last Season: \$24,570.00 | |

| Important Dates | | | |
|--------------------------------|---------------|-------------|------------------------|
| Action Items | Due by | Status | Tasks |
| Initial Order created | December 14th | | Initial Order due |
| Main Recognition Order created | March 18th | Not Created | Due by: Dec 14th, 2021 |
| Troop Recognition Order | March 18th | Not Created | Initial Order due |

Select Mobile & Ecard Summary. Run the report for the entire troop.





You will see a breakdown of each cookie variety sold by girl, broken down further by how the orders were entered.

| Name | Grade Level | # Invites | # Orders | CShare | ADV | TY | LEM | SB | TM | PBP | CD | PBS | GFC | TOTAL |
|-------------------------------|-------------|-----------|----------|--------|-----|----|-----|----|-----|-----|----|-----|-----|-------|
| Girl A | Two | | | | | | | | | | | | | |
| Keyed - Girl Delivery | | 0 | 2 | 0 | 24 | 12 | 48 | 12 | 60 | 48 | 48 | 12 | 0 | 264 |
| Girl Total | | 0 | 2 | 0 | 24 | 12 | 48 | 12 | 60 | 48 | 48 | 12 | 0 | 264 |
| Girl B | Three | | | | | | | | | | | | | |
| Keyed - Girl Delivery | | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 5 | 1 | 4 | 1 | 0 | 13 |
| Social - Girl Delivery | | 0 | 20 | 3 | 10 | 0 | 6 | 3 | 25 | 14 | 14 | 3 | 0 | 78 |
| Girl Total | | 0 | 23 | 3 | 11 | 0 | 6 | 4 | 30 | 15 | 18 | 4 | 0 | 91 |
| Girl C | Two | | | | | | | | | | | | | |
| Keyed - Girl Delivery | | 0 | 4 | 0 | 4 | 0 | 2 | 0 | 10 | 10 | 8 | 0 | 0 | 34 |
| Social - Direct Ship | | 0 | 33 | 36 | 21 | 9 | 20 | 11 | 50 | 45 | 28 | 12 | 14 | 246 |
| Social - Girl Delivery | | 0 | 50 | 25 | 34 | 8 | 28 | 37 | 73 | 75 | 57 | 18 | 3 | 358 |
| Girl Total | | 0 | 87 | 61 | 59 | 17 | 50 | 48 | 133 | 130 | 93 | 30 | 17 | 638 |
| Girl D | K | | | | | | | | | | | | | |
| Social - Direct Ship | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 2 | 0 | 0 | 6 |
| Social - Girl Delivery | | 0 | 13 | 0 | 7 | 4 | 7 | 4 | 16 | 7 | 10 | 4 | 1 | 60 |
| Girl Total | | 0 | 14 | 0 | 7 | 4 | 7 | 4 | 18 | 9 | 12 | 4 | 1 | 66 |

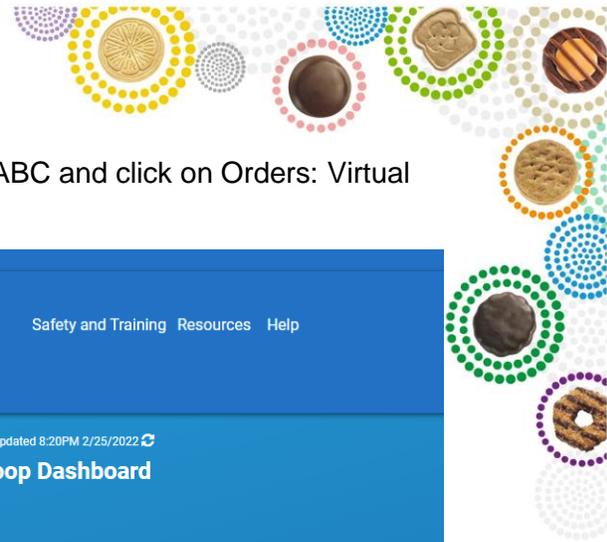
You will need to look at the column for CShare (Cookie Shares).

If the category says Social-Direct Ship, then you do not need to do anything further with those Cookie Shares.

If the category says Keyed-Girl Delivery or Social-Girl Delivery, then you will need to record this information.

In the example above, only Girl B and Girl C have CShare orders that will need to be allocated. Girl B will need to have 3 Cookie Shares added to her account, and Girl C will need to have 25 Cookie Shares. Girl C does **not** need the 36 Direct Ship Cookie Shares allocated to her.





Once you have this information recorded, you will go back to ABC and click on Orders: Virtual Cookie Share.

On the next screen, you will have a list of each girl in the troop.

LAST EDITED: N/A ON: N/A ⓘ

| Name | Packages |
|--------|--------------------------------|
| | Total |
| Girl A | <input type="text" value="0"/> |
| Girl B | <input type="text" value="0"/> |
| Girl C | <input type="text" value="0"/> |
| Girl D | <input type="text" value="0"/> |

Next to the girl's name, you will enter in the number of Cookie Shares that you recorded from the other report. From the example listed, next to Girl B you would enter 3 and next to Girl C you would enter 25. Girls A and D will remain at zero.

There is a section at the bottom of this page where you can enter notes to yourself about this. For example, you may enter the date that you ran the report, or make a note of which girls you entered shares for. Don't forget to click Save when you are done entering these!

Once you enter the Cookie Shares, the girl's summary and balance due reports will run correctly. However, the cookie shares are NOT removed from the Mobile and Ecard Summary report, so you have to monitor this closely for changes throughout the season. We strongly encourage troop leaders to wait until the end of all sales before entering their troop's cookie shares. You will have to let the parents know if you are doing this though, as their balance due will not be correct until the cookie shares are entered.

Still have questions? Please contact us to help! frondesk@gsnim.org or 800-283-4812 option 2.

