



# Cookie Foundations: Planned Orders

Bite-sized tidbits for making the most of the Girl Scout Cookie sale.

**Planned orders** are key to managing your cookie inventory, ensuring the stock you need is ready for pick up. Without a planned order, availability may be limited. **Place orders by noon two days before your desired pick up date.**

## Selecting a Cookie Cupboard

Volunteers can pick up cookies from any cupboard! If you'd like to use a cupboard not listed as an option in Smart Cookies, contact us, and we'll help coordinate it for you.

## Planning Your Inventory

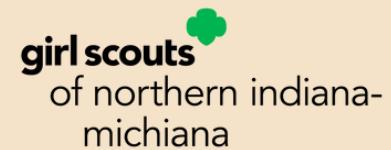
- Gauge Girl Scout and caregiver participation. Girl Scouts succeed when caregivers get involved. Have honest conversations about troop goals and plan orders based on demand and involvement within your troop.
- Your cupboard manager can assist with selecting the right variety for your troop's needs.
- Girl Scouts should never owe for more than 40 packages at a time. However, plan extra inventory for any booths and restocks.

## Average Distribution Statistics



## Staying Organized

The Notes field on the planned order page is perfect for jotting down reminders for yourself.



## Creating a Planned Order in Smart Cookies

View this training video from ABC Bakers to master creating a planned order in Smart Cookies.



## Adjusting Orders

We get it, plans change. Use Smart Cookies to adjust planned orders by noon two days before your desired pick up date. If changes are needed after the deadline, contact your cookie cupboard manager directly for their specific procedures.

South Bend Cupboard	0	12	12	12	36	48	36	<span style="border: 1px solid blue; padding: 2px;">Edit Order</span>	<span style="border: 1px solid blue; padding: 2px;">Delete Order</span>	<span style="border: 1px solid blue; padding: 2px;">...</span>
Cathy's Cupboard	0	1	1	1	1	1	1	<span style="border: 1px solid blue; padding: 2px;">1</span>	<span style="border: 1px solid blue; padding: 2px;">1</span>	<span style="border: 1px solid blue; padding: 2px;">0</span>

**Pro Tip:** Manage planned orders on your phone by switching to **landscape mode**. Tap the three dots to access order management options.

**Gluten Free Pick Up**



### NEW ExploreMORES™

History shows new cookies sell 8-13% the first year

## No need to include in your planned orders!

Troops may take up to 3 cases during their first order. Troops who completed their preorder for four or more cases must collect all preordered cases with first order.

## Need more?

After all first planned orders are filled, additional Gluten Free Cookies may be available. Check with your cupboard for inventory.

## Consignment

See Cookie Foundations: Ending Successfully for consignment dates and explanation.

2026 Cookie Sale  
**January 30 - March 16**



# Cookie Foundations: Reporting Made Simple

Bite-sized tidbits for making the most of the Girl Scout Cookie sale.

Last Updated 3:10PM 12/9/2025  
**Council Dashboard**

Eastern Standard Time

**Pro Tip:** Refresh your Dashboard here!



## Saving Reports

Favorite any reports you find useful for quick access. Reminder: To keep reports accurate, maintain timely records and update Smart Cookies regularly.

The screenshot shows the Smart Cookies dashboard with a navigation bar at the top: Dashboard, My Troop, Orders, Booth, Rewards, Finances, Reports, and Cookies. The 'Reports' tab is selected. Below the navigation, a yellow button says 'My 10 Favorite Reports' with a list of report categories: Booked Booth Sales Summary, Booth Sales Credit Card Transactions Export, Girl Balance Summary, Girl Cookie Order Detail Summary, Girl Information Export, Recognition Order Summary By Girl, Recognition Order Summary By Troop, Total Sales Summary, Troop Balance Summary, Troop Balance Summary Snapshot, and Troop On Hand Inventory. At the bottom, there are sections for 'Report Categories' (Booths, Orders, Finance, Entity) and 'Reports' (Available Booth Sale Summary, Booked Booth Sales Summary, Booth Extras, Booth Sale Location).

## Dashboard

- General overview of troop goals, key dates, girl stats, and financial summaries.
- Check for messages from your cupboard.

## Girl Balance Summary

- Cookie transfers from troop to girl
- Payments from girl to troop
- Allocation of booth sale cookies to girls

## Troop Balance Summary

- Real-time, detailed financial information
- Per-girl selling average
- transfers, total cookies sold, troop proceeds
- Balance owed to GSNI-M

## Troop On-Hand Inventory

- Tracks your troop's inventory. Ensure this matches your physical stock at all times.

## Leveraging Archived Reports

Archived reports provide valuable historical data on your troop's cookie program performance, including:

- Individual Girl Scout sales
- Troop PGA (Per Girl Average)
- Bestselling cookies

## How to Use

- Review archived reports to help create your first planned order.
- If your troop remains largely unchanged (e.g., no significant roster changes), consider ordering 50% of the previous year's total sales as a starting point for your first planned order.

**Pro Tip:** Use the Troop Balance Summary for accurate, up-to-date information, and rely on the Dashboard for a quick snapshot.



800.853.3730

[ABCSmartCookieTech@heartsidetech.com](mailto:ABCSmartCookieTech@heartsidetech.com)

girl scouts  
of northern indiana-  
michiana