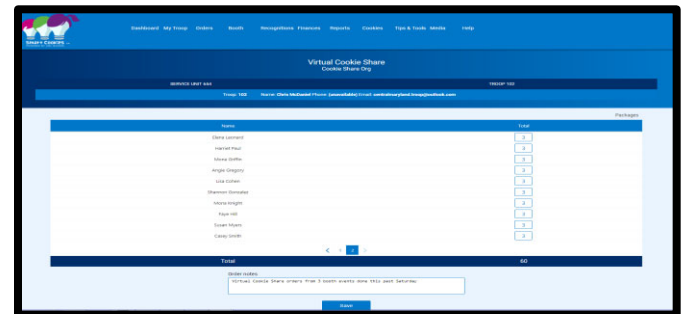
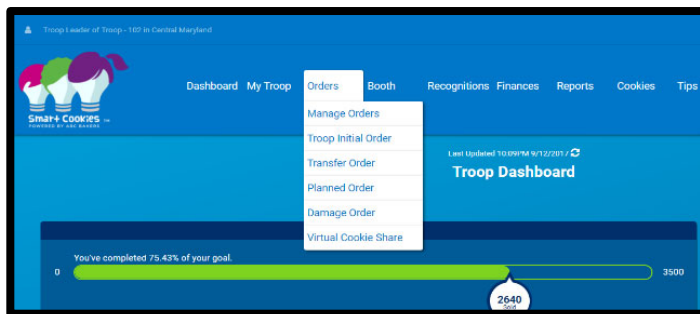




# Quick Bites

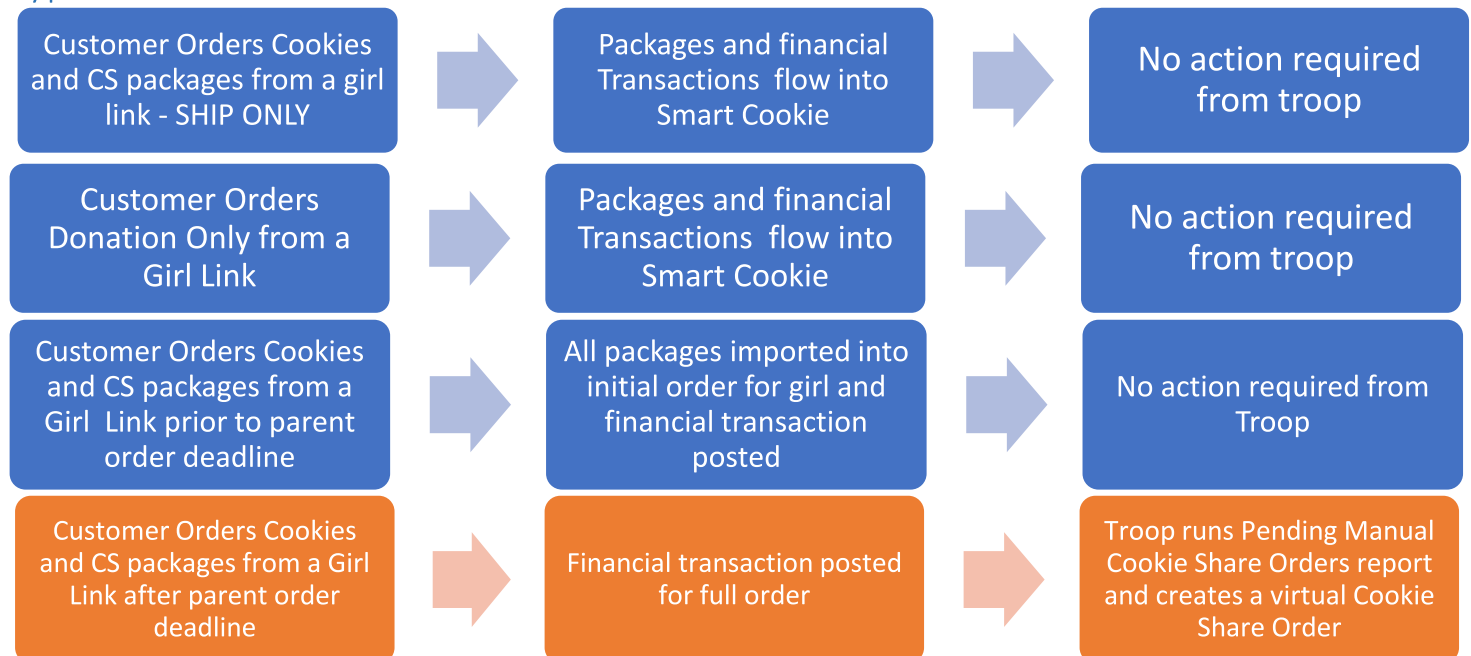
## Cookie Share Orders – Girl Links for Order Taking Sale councils

There are a number of orders through digital cookie as well as non-credit card sales that should be reconciled during the cookie season to give girls credit for cookie share sales. These sales add to total packages sold for rewards. To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share- Order Taking YouTube](#) or follow the steps below: Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Orders can be placed each time an order with cookie share packages is received or a total order at the end of the sale. If cookie share package are not correctly entered in Smart Cookies, the total packages sold by a girl will not be correct (affects rewards) and financial records are impacted.

## Types of Girl Link Orders with Cookie Share and Actions



## Locating Cookie Share Orders and Reporting

To easily locate orders with Cookie Share sales that must be entered complete the following steps.

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

Council	ServiceUnit			Total CS from Girl Delivery w/ Donation	Total CS not part of IO	Total Cookie Share Manually Entered	
Desc	Desc	Troop	Girl				Balance
UAT - ABC OM	Appomattox	400	Anisa Thornt	0	0	15	15
UAT - ABC OM	Appomattox	400	Idra Nichols	0	0	15	15
UAT - ABC OM	Appomattox	400	Orlaith Hobb	65	30	28	-2

2. Review the line for each girl. For Order taking sales the total number of packages will display as well as the number of packages NOT including in the initial order. All of these packages must be entered.
3. A negative balance indicates additional cookie share packages need to be entered for the girl. In this example one girl has 65 total packages and 30 were NOT on the initial order. Orders have been entered for 28 packages and the balance still to enter is 2 packages.
4. Total Cookie Share manually entered will be ONLY Virtual Cookie Share orders – it will not include any booth packages allocated to a girl.
5. In this example, two girls have positive number balance. This represents cookie share orders entered by the troop and paid outside of Digital Cookie (cash, check).
6. To verify numbers if desired, run the Girl Cookie Order Detail Report and filter for Girl Delivery with Donation.

Promising Practice: It is a good idea to review the reports weekly during the sale to ensure that all orders are up to date during the sale. 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.