Understanding Troop Sales Report and Payments

Your Troop Sales Report contains all details needed to carefully track everything you need regarding your Troops Sales, Troop Sales transactions, and payments throughout the Cookie Program. The Sales Report screen displays all cookie sales data in packages and cases including:
• All Packages received
• All Payments
• Troop Sales and Proceeds
• Council Proceeds and Payments due

To get started click on the 'Sales Report Tab' in the navigation bar. By default, it displays all pending transactions for cookies that are not yet in your possession. Those transactions are denoted by asterisk. If you wish to exclude pending transactions, just click 'exclude pending transactions'.

At the top of the screen you will find additional information about your troop, such as:
• Package Pricing
• Girls Registered
• Girls Selling
• Sales Goal
• Per Girl Average (PGA)

On the left hand side you will see your troop's total sales figures are broken out by:
• Initial Order (I/O)
• All additional transactions
• Digital Order Card (DOC) online orders
• The total dollar value of your sales (Total Troop Sales)
• The amount you keep (Troop Proceeds)
• The total amount due to council

On the right hand side you will see a record of all payments made to council and the amount still due in the payments made box. Amount you owe Council is the amount that will be paid to GSHH. ACH withdrawals will be performed in three separate ACH transactions each for 1/3 of the amount due to council on specified dates.

Please note, Troop Proceeds will be deducted from the amount owed to council; therefore, the actual withdrawal (ACH amount) taken from the Troop bank account will be less than the total troop sales amount. At the bottom of the sales report screen you will see several buttons that let you customize your reports display.

The Expands DOC button expands the details of the DOC transactions in the payments made section. View Report in cases lets you view the report in the number of cases instead of packages (not desirable option since we are not a cases only council).

Print Page and Show as a PDF lets you make a hard copy of the Sales Report.

Troop Payments tab allows you to easily review the payments your troop has made.

The total of all payments made by the troop is on the top center as well as the details of individual payments made and payments processed by DOC. In order to see the details on each DOC payment click expand DOC payments box.