

Quick Tip: Sales Report Tab

To access the Sales Report tab:

1. Login to your troop campaign
2. Click the Sales Report tab

In the Sales Report tab, you'll see:

- An overview of all your troop transactions, including DOC, payments, and cookies.
- A line on the right-hand side showing your PGA (per-girl average).
 - This is the number used to calculate your Troop Proceeds
- The Cookie/Specialty Section.
 - this gives you a breakdown of cookies. There is a **Tiered Rate** that shows the additional amount you have earned above your troop process of 80¢.
- **Opt-out troops** will show in No Reward Proceeds.
- The date of the next ACH pull and the amount.
 - ACH pulls funds directly from your bank account.
- A line item of all transactions by date (middle section).
- Total sales, your troop proceeds, total owed to council on one side and payments made on the other (bottom section).
 - If no troop proceeds are showing, no cookies have been allocated
 - DOC payments are automatically placed on your report and deducted from your amount owed.