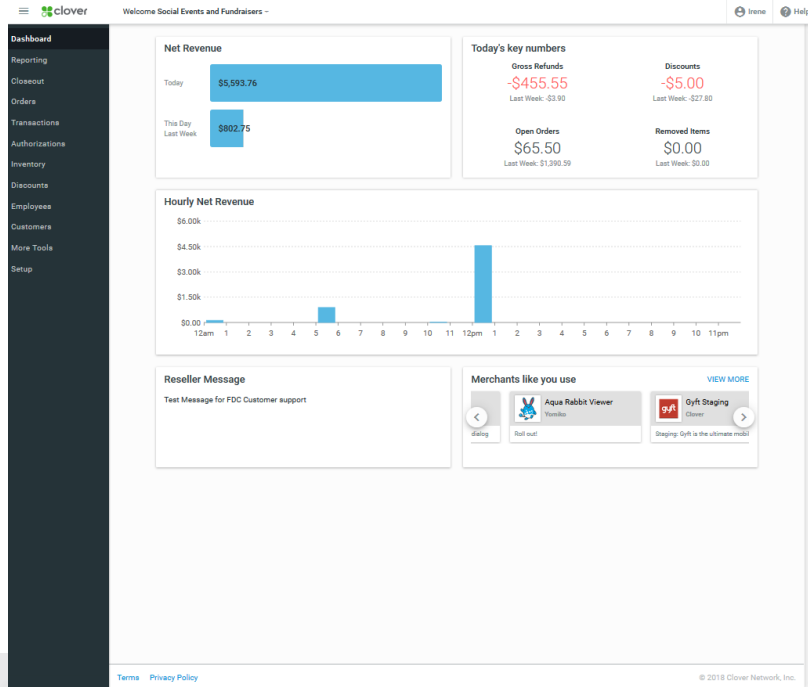




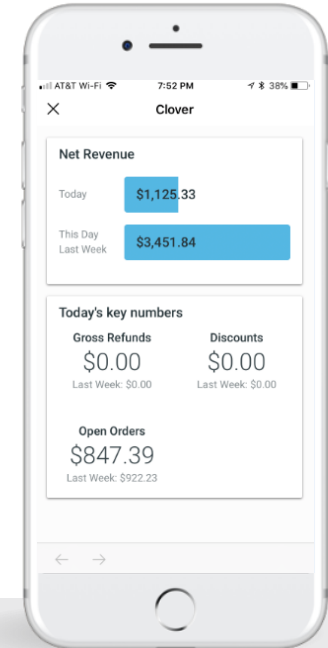
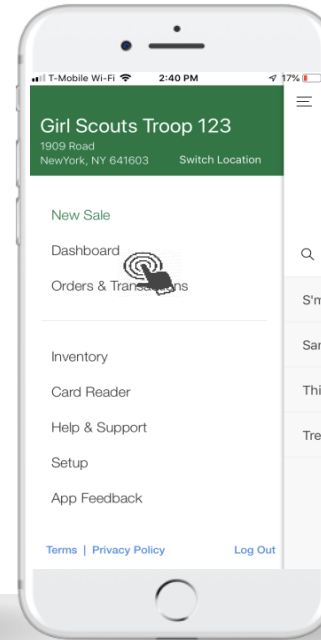
Clover Go Reporting



Access “Key Numbers” screen of the redesigned Dashboard from Clover Go Without Additional Login



Redesigned Clover Web Dashboard



Will only be displayed in the Clover Go app to those that have the Redesigned Clover Web Dashboard as well as the Admin role. We will include changes to support permissions in an upcoming release.

Admins can access Clover reporting on the web

Go to Clover.Com and login with the same username and password combination. Access the “reporting app” to view summary data by tender type, card type, employee/Girl Scout and more! Note: when you put in the date range, you must click “Get Reports”

Social Events & Fundraisers - Irene Help

Dashboard

Reporting

- Payments
- Order Types
- Employees
- Items
- Discounts
- Taxes
- Gift Cards
- Orders
- Cash
- Closeout

Reporting - Payments

Note: This report is for payments made during this time period.

FILTER BY: All Devices

Date Range: Report Request History Default Reporting Time

Today Yesterday Last 7 days Last 30 days Last 3 Months Last 6 Months Last 1 Year

Start: 14-May-2018 12:00 am End: 14-May-2018 11:59 pm Get Reports

Summary [Export reports \(CSV\)](#)

	Total	Revenue	Tax	Tip	Ser...	# o...	Net	De...
Gross Online Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Offline Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Manual Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Non-revenue Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	
Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	

Summary [Sync with Xero](#) [Sync with Quickbooks](#) [Export reports \(CSV\)](#)

	Total	Revenue	Tax	Tip	Service C...	# of Tran...	Net	Details ...
Gross Online Payments	\$16,825.00	\$16,825.00	\$0.00	\$0.00	\$0.00	1758	\$16,825.00	Details
Gross Offline Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Gross Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Gross Manual Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Non-revenue Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	
Net	\$16,825.00	\$16,825.00	\$0.00	\$0.00	\$0.00	—	\$16,825.00	

Tender Stats [...](#)

	Payments Total	Refunds Total	Manual Refunds Total	Net Total
Credit Card	\$11,973.00	\$0.00	\$0.00	\$11,973.00
Debit Card	\$4,852.00	\$0.00	\$0.00	\$4,852.00
Total	\$16,825.00	\$0.00	\$0.00	\$16,825.00

Label Summary [Edit report labels](#)

You currently don't have any labels set up. [Add a new label!](#)

Payments by Card Type [...](#)

	Payments	Tips	Service Charges	Total
Visa	\$11,002.00	\$0.00	\$0.00	\$11,002.00
MasterCard	\$2,926.00	\$0.00	\$0.00	\$2,926.00
American Express	\$2,635.00	\$0.00	\$0.00	\$2,635.00
Discover	\$241.00	\$0.00	\$0.00	\$241.00
Diner's Club	\$16.00	\$0.00	\$0.00	\$16.00
JCB	\$5.00	\$0.00	\$0.00	\$5.00
Total	\$16,825.00	\$0.00	\$0.00	\$16,825.00

Clover reporting on the web: Sales by Inventory Item

To view sales by item, click on the “items” tab

Dashboard

Reporting

Payments

Order Types

Employees

Items

Discounts

Taxes

Gift Cards

Orders

Cash

Closeout

Orders

Transactions

Authorizations

Inventory

Employees

Customers

More Tools

Setup

Cookies

Name	Sold	Refunded	Item Rev...	Modifiers Revenue	Item Discounts	Order Discounts	Total
S'mores	539	0	\$3,234.00	-	-	-	\$3,234.00
Samoas	995	0	\$4,975.00	-	-	-	\$4,975.00
Thin Mint	1414	0	\$7,070.00	-	-	-	\$7,070.00
Trefoils	299	0	\$1,495.00	-	-	-	\$1,495.00
Total	3247	0	\$16,774.00	\$0.00	\$0.00	\$0.00	\$16,774.00

Items With No Category

Name	Sold	Refunded	Item Rev...	Modifiers Revenue	Item Discounts	Order Discounts	Total
Donation (Custom Item)	1	0	\$50.00	-	-	-	\$50.00
Test (Custom Item)	1	0	\$1.00	-	-	-	\$1.00
Total	2	0	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00

Clover reporting on the web: Sales by Girl

To view sales by girl, click on the “employees” tab

Dashboard
Reporting
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Name	Payments		Refunds		Manual Refunds		Service Charge	Tips	
	#	Amount	#	Amount	#	Amount			
Irene S	1	\$1.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 1	283	\$2,467.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 2	173	\$1,624.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 3	277	\$2,748.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 4	185	\$1,788.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 5	156	\$1,618.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details

Clover reporting on the web: Pulling reports into Excel

Use the Transactions app to view transaction details, search on date range, and more!

These reports can be downloaded to Excel using the button on the top left hand of the screen

Social Events & Fundraisers - Irene H

Dashboard
Reporting
Closeout
Orders
Transactions
Payments
Manual Refunds
Refunds
Authorizations
Inventory
Employees
Customers
More Tools
Setup

Transactions - Payments

Export Payments from this page

Note: This list shows payments created during this time period.

Search

Search transactions by ID, transaction number, or last 4 digits on payment card

FILTER BY

All Employees Online and Offline All payment results

All Tenders All card types All Devices

All card transactions

Show payments with totals between: and Update

Date Range Change default reporting times

Today Yesterday Last 7 days Last 30 days

Start: 14-May-2018 12:00 am End: 14-May-2018 11:59 pm Search

50 results per page | Back Next

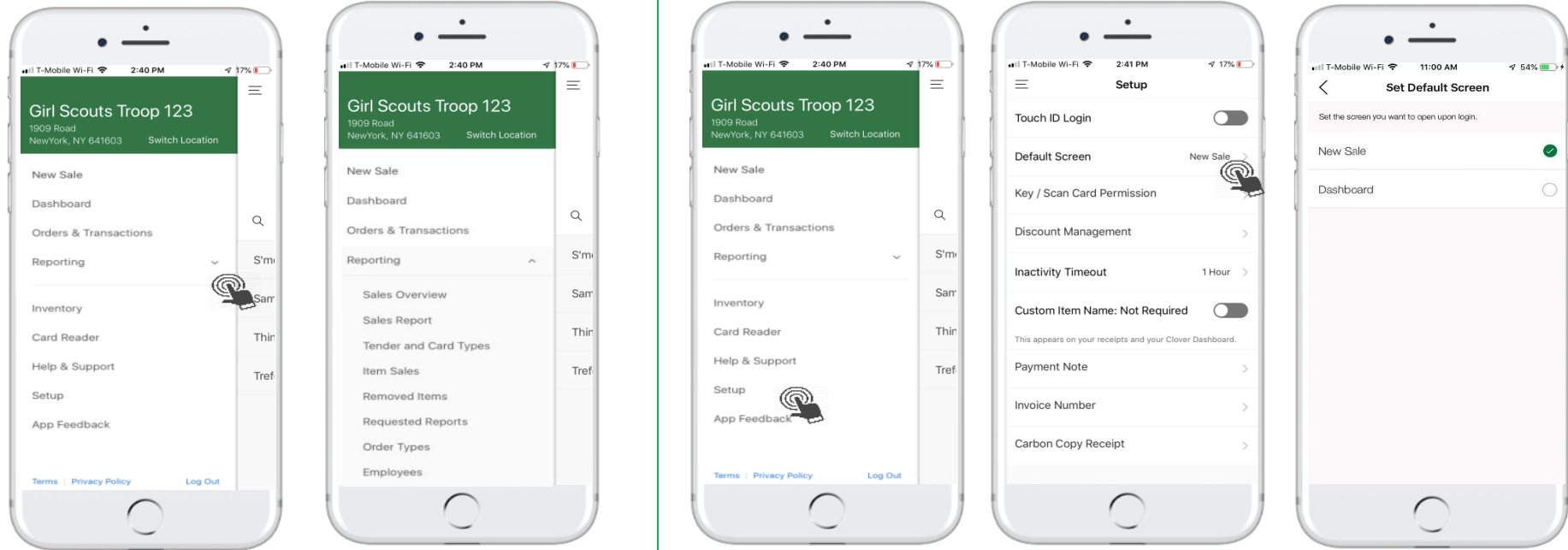
Created	Tra...	Te...	Am...	Tax...	Tip...	Employee	Application	De...
No order data found								

Cookie Booth reporting: Reports in Excel help Cookie Managers identify transactions at booths that need to be credited to multiple girls

- Whenever you need to update eBudde, pull all transactions since your last update
- Report has details by individual User (email address or girl)
- For the Days when there are booths, the Payment Note can be used to identify which sales should be credited to booths
 - When a girl is selling at a booth, she would note "Walmart Booth" for her first sale of the day
 - **NOTE: The preferred way to track booth transactions is to create a unique email address/user for booths. At the booth, make sure the participants log in using credentials associated with that email address/user. Optionally, the Payment Note can be used to document who was participating at the booth.**
- Girls not selling at a booth that day who post transactions would have no Payment Note, so she is selling on her own
- Transactions that occurred at a booth should be credited across the troop or to the girls who participated (as you normally would)

A	F	G	H	I	J	K	L	M	N	O	P	Q	R
Order Date	Employee Name	Note	Currency	Tax	Tip	Service Ch	Discount	Order Tot.	Payments	Payment Note	Refunds T	Manual R	Tender
08-Nov-2017 04:10 PM PST	Learning Cabin 7		USD	0	0		0	10	10		0	0	Credit Card
08-Nov-2017 04:06 PM PST	Ranger Station 21		USD	0	0		0	5	5		0	0	Credit Card
08-Nov-2017 04:05 PM PST	Ranger Station 25		USD	0	0		0	5	5		0	0	Debit Card
08-Nov-2017 04:04 PM PST	Learning Cabin 3		USD	0	0		0	5	5		0	0	Credit Card
08-Nov-2017 04:03 PM PST	Learning Cabin 2		USD	0	0		0	6	6		0	0	Credit Card
08-Nov-2017 04:03 PM PST	Learning Cabin 3		USD	0	0		0	20	20		0	0	Credit Card
08-Nov-2017 04:03 PM PST	Learning Cabin 5		USD	0	0		0	6	6		0	0	Credit Card
08-Nov-2017 04:03 PM PST	Learning Cabin 5		USD	0	0		0	6	0		0	0	
08-Nov-2017 04:02 PM PST	Ranger Station 21		USD	0	0		0	10	10		0	0	Debit Card
08-Nov-2017 04:02 PM PST	Ranger Station 25		USD	0	0		0	5	5		0	0	Debit Card

For on-the-go reporting, you can also access reporting in-app

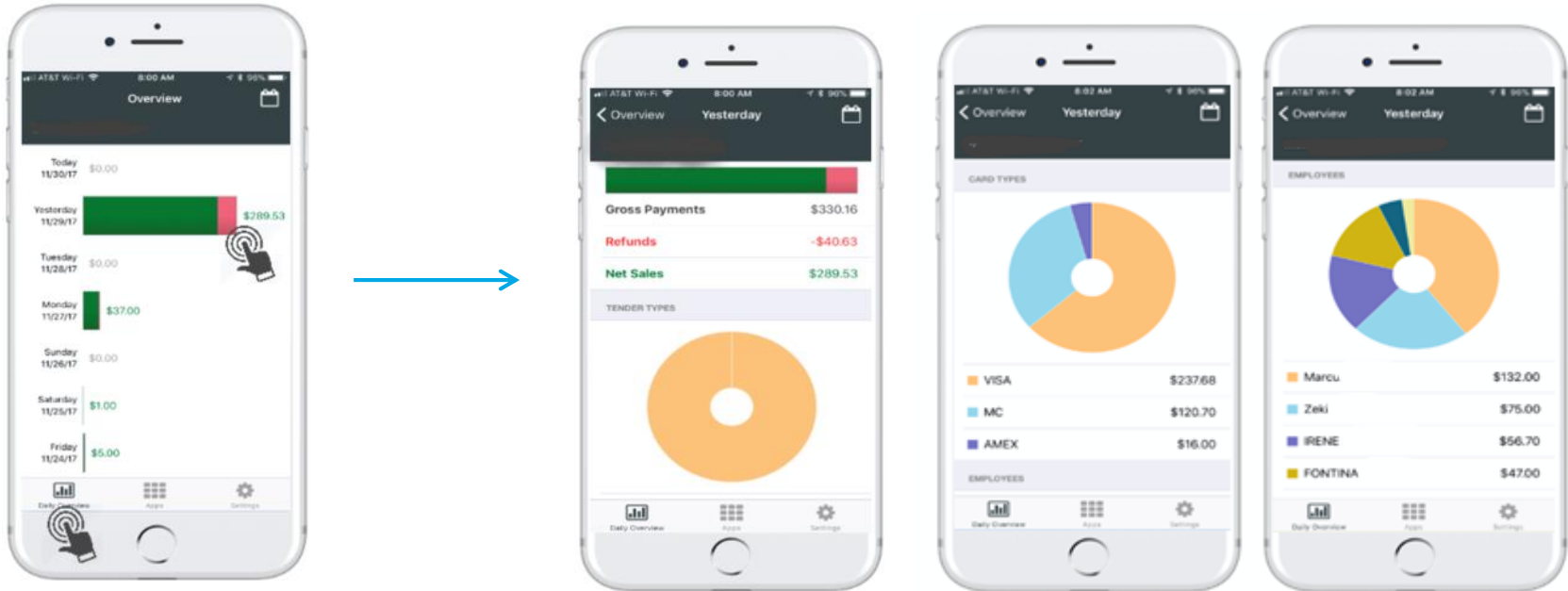


- Access to reports is permission based
- If user does not have access to any of the reports, they will not see the Reporting section within the Side Menu
- If they do have access, they will only see those reports to which they have access

- Admins and users with access can choose their landing page – either New Sale or Dashboard
- Default is New Sale

For on-the-go reporting, you can also download and use the Clover Dashboard app from the App Store or the Google Play Store

- Same email address/password combination that you use to log in to www.clover.com as well as to activate the Clover Go app will be used to log in to this app as well



Daily Overview provides an at-a-glance summary

What if I still have questions?

Additional FAQs can be accessed via <https://help.clover.com/devices/clover-go/>

For questions about technical issues or problems with your Clover Go account or device,
please call [the Clover support team](#) 24/7 at 855-276-5008

For questions on eBudde, Girl Scout policies or procedures,
please contact [the Girl Scouts of Western Ohio Customer Care](#) at 888-350-5090 or customer care@gsw.org