

# Allocating additional in-person cookie sales

Go to the Girl Orders tab.

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	Sales Report	Reports
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**Girl Orders Summary**

Show Inactive Record a Booth Sale

Below are your troop sales broken down by Girl.  
To view/edit a Girl's Transactions select the appropriate row.

Girl's	GOC	Initial	Booth	Other	Total	Total Due	Paid	Bal. Due	
✓ <b>Olivia C.</b>	1	55	58	0	114	\$798.00	\$413.00	\$385.00	
✓ <b>Denise B.</b>	1	120	58	0	179	\$1253.00	\$413.00	\$840.00	
✓ <b>Sarah R.</b>	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
✓ <b>Emma H.</b>	1	55	58	127	241	\$1687.00	\$1491.00	\$196.00	
✓ Troop Site	5	0	0	515	520	\$3556.00	\$3556.00	\$0.00	
<b>Girl Totals</b>	8	230	174	642	1054	\$7294.00	\$5873.00	\$1421.00	
Troop Order (Actual page + GOC)						1274			
<b>Difference</b>									-220

If the "Difference" number is negative, that's how many packages you still need to allocate. The Difference number is inclusive of booth, other, extras from your Initial Order, and cupboard transactions. If the number is 0, you don't need to do anything.

Click on the name of a Girl Scout you want to allocate some, or all, of these packages to:

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## Hit the +Order button

Girl Scout 1

Cancel **+Order** +Pay +DOC Payment

Switch to Girl:  All Orders

DOC	Comment	Inv	DOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 74267213	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	\$-30.00
✓	DOC SHIP 74343708	0	0	0	0	3	0	0	1	4	\$21.00	\$21.00	\$0.00
✓	DOC SHIP 74357048	0	0	0	8	0	0	0	0	8	\$40.00	\$40.00	\$0.00
✓	DOC DLVR 74374082	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓	DOC DLVR 74352720	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓	DOC DLVR 74394121	0	0	0	0	0	0	0	0	0	\$0.00	\$22.00	\$-22.00
✓	DOC DON 74411799	3	0	0	0	0	0	0	0	3	\$15.00	\$15.00	\$0.00
✓	DOC DLVR 74395940	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓	DOC SHIP 74343576	0	0	0	4	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP 75402279	0	0	0	5	0	0	0	0	5	\$25.00	\$25.00	\$0.00
✓	DOC SHIP 75466558	0	0	0	4	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC DLVR 75482139	0	0	0	0	0	0	0	0	0	\$0.00	\$21.00	\$-21.00
✓	DOC SHIP 75861867	0	0	0	5	0	0	0	0	5	\$25.00	\$25.00	\$0.00
✓	DOC DLVR 75897660	0	0	0	0	0	0	0	0	0	\$0.00	\$65.00	\$-65.00
✓	DOC DON 75897660	2	0	0	0	0	0	0	0	2	\$10.00	\$10.00	\$0.00
Totals		5	36	0	57	3	0	3	3	104	\$626.00	\$626.00	\$0.00

You can enter a description of what these cookies are from in the first box (for example "Olivia Cupboard 3.15")

Olivia C. Add Order

Cancel Save

DOC  Inv

Product	Packages	Financials
Gift of Caring \$ 7.00	<input type="text" value="0"/>	Total Due \$ 0.00
Booth \$ 7.00	<input type="text" value="0"/>	Paid <input type="text" value="0"/>
Other \$ 7.00	<input type="text" value="0"/>	Bal. Due \$ 0.00
<b>Total</b>	<b>0</b>	

You can enter any additional Gift of Caring (donation) packages the Girl Scout has sold here.

Olivia C. Add Order

Cancel Save

DOC  Inv

Product	Packages	Financials
Gift of Caring \$ 7.00	<input type="text" value="0"/>	Total Due \$ 0.00
Booth \$ 7.00	<input type="text" value="0"/>	Paid <input type="text" value="0"/>
Other \$ 7.00	<input type="text" value="0"/>	Bal. Due \$ 0.00
<b>Total</b>	<b>0</b>	

Enter the packages you want to allocate in the "Other" box. Enter the payment information in the box provided, if you're keeping track of that here. Then hit Save and then Okay.

Olivia C. Add Order

Cancel

Save

Olivia Cupboard 3.15  DOC  Inv

Product	Packages	Financials
Gift of Caring \$ 7.00	<input type="text" value="0"/>	Total Due \$ 0.00
Booth \$ 7.00	<input type="text" value="0"/>	Paid <input type="text" value="0"/>
Other \$ 7.00	<input type="text" value="0"/>	Bal. Due \$ 0.00
<b>Total</b>	<b>0</b>	

Repeat this process until your troop's "Difference" number is 0. At that point, you will have allocated all cookies sold.