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 |

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.

Uses DOC	Girl⬦	GOC $7.00	Initial $7.00	Booth $7.00	Other $7.00	Total⬦	Total Due	Paid	Bal. Due⬦
✓	Olivia C.	1	55	58	0	114	$798.00	$413.00	$385.00
✓	Denise B.	1	120	58	0	179	$1253.00	$413.00	$840.00
✓	Sarah R.	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Emma H.	1	55	58	127	241	$1687.00	$1491.00	$196.00
✓	Troop Site	5	0	0	515	520	$3556.00	$3556.00	$0.00
	Girl Totals	8	230	174	642	1054	$ 7294.00	$ 5073.00	$ 1421.00
	Troop Order (Actual page + GOC)					1274			
	Difference					-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:
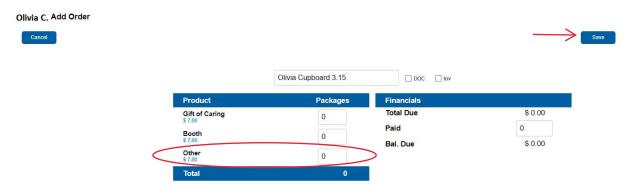
Hit the +Order button

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

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

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	0	Total Due	$ 0.00
Booth $7.00	0	Paid	0
Other $7.00	0	Bal. Due	$ 0.00
Total	0		

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