

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	
✓ 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	1654	\$7294.00	\$5873.00	\$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:

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Hit the +Order button

Girl Scout 1

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

Switch to Girl: [dropdown] All Orders [dropdown]

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	0	8	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 74392720	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	0	4	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP 75402279	0	0	0	0	5	0	0	0	5	\$25.00	\$25.00	\$0.00
✓	DOC SHIP 75466568	0	0	0	0	4	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	0	5	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	0	27	3	0	3	104	\$626.00	\$626.00	\$0.00

Enter the transaction details in the first box (for example "Cupboard Order 2/10")

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
Total	0	

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

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
Total	0	

Enter the packages you want to allocate in the “Other” box. Enter the payment, if any was received for the cookies at the time of the transaction, in the box provided, 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	

For girl delivered cookie orders placed after the initial order period, follow the steps above to allocate the cookies to the Girl Scout. **You do not need to add a payment for those cookies because the money is pre-recorded** (as shown in the red box below).

DOC	Dist	Comments	Inv	GOC	Initial	Booth	Other	Total	Total Due	Paid	Bal. Due
		Init. Order *Locked*		0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓		DOC SHIP 147669630		0	0	0	6	6	\$42.00	\$42.00	\$0.00
✓		DOC DLVR 147883301		0	0	0	0	0	\$0.00	\$21.00	-\$21.00

The system will not allow you to allocate more cookies than what you have assigned to your troop in eBudde. The Difference line on the Girl Order tab should be zero if all cookies have been allocated . If the numbers on the Difference line are negative (-), then you have not allocated all cookies to Girl Scouts.

Repeat this process until your troop's "Difference" number is 0.