

Keeping track of your orders that come through your Troop Cookie Link is critical not only from a customer service perspective – your customers want their cookies – but also for your troop’s finances (see also the [Digital Cookie – Troop Links](#) tip sheet).

There are two versions of the Troop Link – one includes the Shipped, Donated, Girl Delivery and Troop Pickup options; the other is for Shipped and Donated only.

In Digital Cookie and eBudde, orders that are placed to the Troop Link will show both the product ordered and payment received from the Customer. Here are some steps you should take with these orders:

1. Determine which girls will receive credit.
2. Log into eBudde
3. Select the **Girl Orders** tab

One of the girls listed with your troop will have the name “TroopXXXXX Site” (where the Xs are the digits of your troop number). If you have a large troop, you may need to scroll through the names, which are listed alphabetically by first name (see below).



Uses DOC	Girl	C4C	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	*Total	Total Due	Paid	*Bal. Due
✓	Alana M.	0	408	2	0	0	0	0	0	0	0	410	\$ 2050.00	\$ 0.00	\$ 2050.00
✓	Britney D.	0	0	400	0	0	0	0	0	0	0	400	\$ 2000.00	\$ 0.00	\$ 2000.00
✓	Montana L.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	Rebecca Q.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	Sarasvati S.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	Troop99993 S.	0	6	2	0	0	3	0	9	3	1	24	\$ 124.00	\$ 124.00	\$ 0.00

Select this “girl” and you will see the orders that have come to the Troop Link. These we need to move back into troop inventory before we start allocating them to girls.

1. Click **Add Trans.**
2. You will see **an entry field row open** at the bottom where you can enter a note/comment that is meaningful to you to identify this entry later.
3. You will enter in each variety field a negative number that matches each variety in the Shipped order (or orders). This puts the product back into the troop inventory so it can be allocated to a girl.
  - a. In the example below, we see the Shipped order has 6 Adventurefuls. In the ADVF field we’d enter “-6” (without the quotes); the Lemon-Ups (LMUp), we’d enter “-2”; and so forth...
4. Once you have entered a negative entry for each item being moved, enter the total dollar amount as a negative, in this case “-124.00” (without the quotes).
5. Next click the **OK** button.
6. Then click **Save**. You will want to make sure you always click Save.

Troop 99993 Girl Trans.

Settings Girls Init. Order Delivery Girl Orders Transactions Tsn Pickups Cookie Exch Rewards Booth Sites Payments Sales Report

Printable Save Add Trans. Add Payment

Below are transactions for Troop99993 S.

Switch to Girl: All Orders Return to S

Troop99993 S.													\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00			
*DOC	*Comment	*Bth	*C4C	*Advf	*LmtUp	*Tre	*D-S-D	*Sam	*Tags	*Tmint	*SMr	*Toff	*Total	*Total Due	*Paid	*Bal. Due								
	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00								
	SHIP 3400549	0	6	2	0	0	0	3	0	9	3	1	24	\$ 124.00	\$ 124.00	\$ 0.00								
	DLVR 3402123	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 20.00	\$ -20.00								

Allocation to Alana

0 6 2 0 0 0 3 0 9 3 1 24 124.00 144.00 20.00

The next step is adding those packages to the girl(s) being credited, either by selecting her via **Switch to Girl** or via **Return to Summary View**.

1. Select the girl
2. Click **Add Trans.**
3. You will see **an entry field row open** at the bottom where you can enter a note – in this case we put “Allocate to Alana.”
4. You will enter in each variety field an amount (some part of what we “unallocated” from the Troop Link “girl”).
  - a. In the example below, we would enter “6” in the ADVF field as had removed 6 from the Troop Link “girl” (without the quotes).
5. Once you have entered an entry for each item being assigned to the girl, enter the total dollar amount, in this case “124.00” (without the quotes).
6. Next click the **OK** button and Click **Save**
- a. If you were moving only part of the product to a girl, and more to another girl (or girls), repeat steps 1-6.

Troop 99993 Girl Trans.

Settings Girls Init. Order Delivery Girl Orders Transactions Tsn Pickups Cookie Exch Rewards Booth Sites Payments Sales Report

Printable Save Add Trans. Add Payment

Below are transactions for Alana M.

Switch to Girl: All Orders Return to S

Alana M.													\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00			
*DOC	*Comment	*Bth	*C4C	*Advf	*LmtUp	*Tre	*D-S-D	*Sam	*Tags	*Tmint	*SMr	*Toff	*Total	*Total Due	*Paid	*Bal. Due								
	pick up 1	0	400	0	0	0	0	0	0	0	0	0	400	\$ 2000.00	\$ 0.00	\$ 2000.00								
	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00								
	12/20/21 - for DC order	0	8	2	0	0	0	0	0	0	0	0	10	\$ 50.00	\$ 0.00	\$ 50.00								

Allocation to Alana

0 6 2 0 0 0 3 0 9 3 1 24 2050.00 124.00 2050.00