

Allocate Cookies and Payments

Cookies that are sold through a booth “belong” to the troop, not the individual girls, and the troop has the common financial responsibility. Cookies taken by each girl are the financial responsibility of that girl (parent). Girls earn rewards for the number of cookies sold, and they deserve credit for selling troop cookie packages at the troop booths. For this reason, each package of cookies must be assigned/allocated to a girl before the end of the cookie sale.

Recording Girl Transactions (Orders) and Payments

eBudde accounts for each girl’s (parent’s) financial responsibility, and troops should record cookies allocated and girl payments received via the **GIRL ORDERS** tab. Package allocations and payment should be recorded daily to keep the troop’s inventory up to date and to keep the girl information as accurate as possible.

GSGLA suggests that troops allocate early and often to help keep track of the troop’s inventory and girl payments, and to track the girls’ progress towards rewards.

- Click the **GIRL ORDERS** tab
- Select the girl by clicking her name.
- Select **ADD TRANS.** (to add or remove product) or **ADD PAYMENT** (to track money received from the girl).
- Fields will open at the bottom of the screen; enter a note (optional) in the left box and number of cookies or payment in the other fields.
 - To remove cookies from a girl’s inventory, simply add a minus sign (-) before the number of packages. This will reduce the girl’s order and the cookies will be put back into the troop’s inventory.
- Click **OK** to record the data.
- Tip: the Difference line at the bottom of the screen should be zero for each type of cookie.

Printable Save
Switch to Girl:
Return

Below are transactions for Amy B.

+Comment	+Bth	+GOC	+SvSm	+Tre	+D-S-D	+Sam	+Tags	+TMint	+SMr	+Toff	+Total	+Total Due	+Paid	+Bal. Due	+CCE
Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	25	18	6	45	385	160	800	15	6		1460	\$ 7321.00	\$ 6431.00	\$ 890.00	0
	25	18	6	45	385	160	800	15	6		1460	\$ 7321.00	\$ 6431.00	\$ 890.00	0

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0