

Assign Cookies and Payments

Cookies that are sold through a booth “belong” to the troop, not the individual Girl Scouts, and the troop has the common financial responsibility. Cookies taken by each Girl Scout are the financial responsibility of that Girl Scout (parent/caregiver). Girl Scouts 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 to a Girl Scout before the end of the cookie program.

Recording Girl Transactions (Orders) and Payments

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

GSGLA suggests that troops **assign cookies early and often** to help keep track of the troop’s inventory and girl payments, and to track each Girl Scout’s progress towards rewards. This will help you stay on top of additional cookies that the troop has left to sell.

- Click the **GIRL ORDERS** tab.
- Select the Girl Scout by clicking her name.
- Select **+Order** (to add or remove product) or **+Payment** (to track money received from the Girl Scout).
- A new form will open.
 - Enter an optional comment (date the Girl Scout picked up cookies or made a payment) in the Comment box. (*Note: entering something meaningful in the Comment box is a best-practice for later tracking.*)
 - Enter number of cookies by variety or payment in the other fields.
 - To **remove** cookies from a Girl Scout’s inventory or the troop link, simply add a minus sign (-) before the number of packages. The cookies will be put back into the troop’s inventory and can be assigned to another Girl Scout.
- Click **Save** when you are finished.
- Tip: the Difference line at the bottom of the screen should be zero for each type of cookie at the end of the program.
- Note: **Never** remove an order entry from eBudde or zero it out. If you need to make an adjustment to a Girl Scout’s record, enter a new transaction that accounts for the difference and include a note in the Comment box.

Assigning Digital Cookie Girl Delivery Cookies

Troop Cookie Chairs (TCCs) can see girls’ Girl Delivery orders from Digital Cookie on the *Girl Delivery – Varieties Only – By Girl* report. TCCs can use this report as a gauge of how many cookies the family might request. However, **TCCs should not assign cookies to the girls from this report**. TCCs assign only the physical cookies that are given to the Girl Scout by using the signed receipts from parents/caregivers to log the cookies into eBudde.

Unassigning Troop Link Cookies

If the troop’s Digital Cookie link has sales, the cookies and payments must be unassigned from

the Troop Link and assigned to Girl Scouts. Follow the instructions above to remove and assign the cookies and payments to girls in the troop.