

Assigning Troop Link Packages in eBudde

Keeping track of your orders that come through your Troop 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).

The first question you may be asking yourself is: What is the Troop Link?

The Troop Link is a specialized web address that your troop can use to accept credit card payments from customers at, for example, a booth sale. It works like a Girl Scout’s Digital Cookie link; however, instead of an individual Girl Scout getting credit, the sale goes to the troop. Later, the packages and associated dollars should be assigned (credited) to the Girl Scouts that were selling at the booth. As we cover in this document, eBudde has a feature that will enable you to assign these packages easily, evenly, and fairly.

The Troop Link can also be used in any approved troop social media posts – maybe you are doing a virtual booth sale. Customers will have the option to have their cookies delivered by a Girl Scout, have them shipped directly to their home, or instead choose the Cookies for the Community donation option.

Your Troop Link also appears on GSUSA’s Cookie Finder, whereby customers can order cookies from a troop and have their order shipped to them directly – the only options a customer has via the Cookie Finder are shipped or donated. See the Cookie Finder tip sheet for more information on how the Cookie Finder works (although the troop need do nothing to take advantage of the Cookie Finder).

Keep in mind what the Troop Link is *not*: it is *not* a means by which you should be accepting payments from parents who owe the troop monies from their Girl Scouts’ sales. Troops are permitted to use Zelle, Venmo and other payment apps to accept payments from parents in the troop when not accepting the cash or checks received from that Girl Scouts’ customer.

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 – the exception is for Girl Delivery orders, which will only show payment (we will discuss those further below).

Here are some steps you should take with these orders:

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

One of the names listed on the **Girl Orders** tab will be “Troop Site.” If you have a large troop, you may need to scroll through the names, which are listed alphabetically by first name.

Select this “girl” and you will see the orders that have come to the Troop Link. It is these orders you’ll need to assign to one or more of the Girl Scouts in your troop.

Troop Site

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site Show Doc Orders

DOC	Comments	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
Totals			0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$60.00	\$60.00	\$0.00

1. If you have something to distribute, you will see the **+Distribution** button in the upper right (it will not appear if there is nothing to distribute/allocate).
2. In the sample below, there are 2 Shipped orders and 1 Girl Delivered order to allocate; click the **+Distribution** button, which opens a screen where you can indicate which Girl Scout(s) is/are to receive packages.
3. All packages from this distribution will be listed at the top of the page in variety order and by quantity.

TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0

Pkgs Sold: 8 (De)select All Girls

Jade C.	2	<input checked="" type="checkbox"/>	Quinci S.	1	<input checked="" type="checkbox"/>
Julia B.	1	<input checked="" type="checkbox"/>	Suzie A.	1	<input checked="" type="checkbox"/>
Kelsey J.	1	<input checked="" type="checkbox"/>	Tori C.	1	<input checked="" type="checkbox"/>
Layla C.	1	<input checked="" type="checkbox"/>			

4. All Girl Scouts will be selected by default. eBudde will assign packages evenly (as near as possible if the amount sold is an odd number) based on the number of Girl Scouts selected. You can see the number of packages distributed to individual Girl Scouts next to their check boxes.

TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0

Pkgs Sold: 8 (De)select All Girls

Jade C.	2	<input checked="" type="checkbox"/>	Quinci S.	1	<input checked="" type="checkbox"/>
Julia B.	1	<input checked="" type="checkbox"/>	Suzie A.	1	<input checked="" type="checkbox"/>
Kelsey J.	1	<input checked="" type="checkbox"/>	Tori C.	1	<input checked="" type="checkbox"/>
Layla C.	1	<input checked="" type="checkbox"/>			

5. If you want to manually edit individual distribution to Girl Scouts, you can uncheck the **(De)select All Girls** box. Then select each Girl Scout for this distribution by checking the box beside their name. Select the drop-down menu for each Girl Scout you are allocating to and add the package varieties you want to give each Girl Scout.

TroopSite Distribute

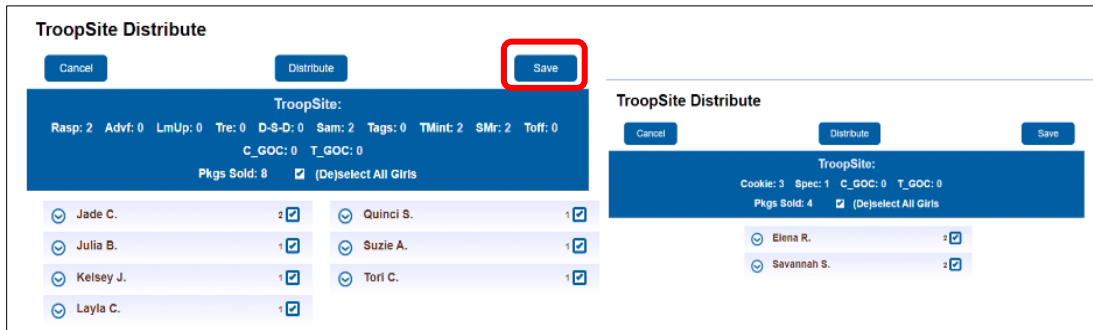
Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0

Pkgs Sold: 8 (De)select All Girls

Jade C.	2	<input checked="" type="checkbox"/>	Quinci S.	1	<input checked="" type="checkbox"/>
Julia B.	1	<input checked="" type="checkbox"/>	Suzie A.	1	<input checked="" type="checkbox"/>
Kelsey J.	1	<input checked="" type="checkbox"/>	Tori C.	1	<input checked="" type="checkbox"/>
Layla C.	1	<input checked="" type="checkbox"/>			

- Once all selections have been made you click **Save** at the top and the packages will be distributed to the Girl Scouts in the quantities selected. Package quantity may not exceed the packages sold amount.



- Once **Save** has been selected, eBudde will create an EDITABLE row for the distribution so you can see that the distribution was completed. You will also see that the **+Distribution** button disappeared. That is because you do not have any more packages to distribute. If you get more DOC Shipped Orders, you will need to do another distribution.

DOC	Comments	Invo	Btho	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	T_Mint	SMr	Toff	T_GOC	Totalo	Total Due	Paid	Bal. Due
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

- Below is the view of the individual Girl Scout to whom you distributed the order.

DOC	Comments	Invo	Btho	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	T_Mint	SMr	Toff	T_GOC	Totalo	Total Due	Paid	Bal. Due
✓	Init Order "Locked"		1	0	8	5	9	4	10	8	25	8	2	0	0	80	\$400.00	\$0.00	\$400.00
✓	Virt Bth Distr		0	1	0	0	0	0	0	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
✓	Becky's Pizza Panour, 08/16 @ 10:03am	✓	0	0	2	1	1	1	1	1	1	2	1	0	0	11	\$55.00	\$55.00	\$0.00
✓	Virt Bth Distr		0	0	0	0	0	0	1	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
	Virt Bth PymtPmt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$10.00	\$-10.00
	commentPmt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$1.00	\$-1.00
Totals			1	1	10	6	10	6	11	9	26	10	3	0	0	93	\$465.00	\$76.00	\$389.00

- Next you will need to balance the payment amount, as there is a balance (monetary entry) for delivered orders. Click the **+DOC Payment** button in the "TroopXXXXX Site" "girl."

DOC	Comments	Invo	Btho	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	T_Mint	SMr	Toff	T_GOC	Totalo	Total Due	Paid	Bal. Due
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

10. You will select either booth site or Girl Scout, as applicable, to assign the payment received for this delivered order. In this example, this allocation of money will be at a **Booth site**.

The screenshot shows the 'Troop Site' interface with a table of orders. A dropdown menu is open, showing a list of names: Jado C, Julia B, Kelsey J, Layla C, Quinci S, Suzie A, and Tori C. The 'Total' row at the bottom of the table is highlighted with a red box, showing a total of \$20.00.

DOC	Comments	Invo	Bth	C_GOC	Rasp	AdFtr	Lmlps	Tre	DSDU	Ilnc	Sltre	Tuff	T_GOC	Total	Total Due	Paid	Est. Due									
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00									
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00									
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	-2	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00									
Total														0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

11. This will take you to the booth site selection tab. Select the booth you will allocate money to. Select **Record Sale**.

The screenshot shows the 'Booth Sales' interface. At the bottom, there is a card for 'Becky's Pizza Parlour' with the date '08/16/22' and time '10:00am 11:00am'. A red box highlights the 'Record Sale' button.

12. The Booth Sale Recorder page will open. Enter the value in the box labeled **Digital Cookie Payment**. Click **Go to Distribute**.

The screenshot shows the 'Booth Sale Recorder' interface. It displays a list of products and their quantities. A red box highlights the 'Digital Cookie Payment' field, which has the value '20' entered. Another red box highlights the 'Go to Distribute' button at the top right.

Product	Packages	Program	Packages
Adventurefuls \$ 5.00	8	Gift of Caring \$ 5.00	0
Lemon-Ups \$ 5.00	8	Troop GOC \$ 5.00	0
Trefoils \$ 5.00	8	Total	72
Do-Si-Dos \$ 5.00	8	Received	\$360.00
Samoas \$ 5.00	8	TroopSite	Amount
Tagalongs \$ 5.00	8	Digital Cookie Payment (+DOC Payment)	20
Thin Mints \$ 5.00	8		
S'mores \$ 5.00	8		
Toffee-tastic \$ 5.00	8		
Total	72		



TIP: When using the Booth Sale Recorder to record any booth sales, only those sales taken through the Troop Link should be recorded in the Digital Cookie Payment field, not all sales taken.

13. Once **Go To Distribute** is selected you will see the below view. Distribute as appropriate and click **Save**. eBudde will create a payment record on the Troop Site “girl” on the **Girl Order** tab.

Jade C. Add DOC Payment

Cancel Save

Comment Inv

Financials

Total Due \$ 10.00

Paid 10.00

Bal. Due \$ 0.00

14. Below is what a payment allocation will look like on the Troop Site “girl.”

Troop Site

Cancel +DOC Payment

Switch to Girl: Troop Site

DOC	Commento	Invo	Btho	C_GOCs	Raapo	Advfo	Lmljpo	Treo	D-S-Ds	Samo	Tagoo	TlMico	SlMro	Toffo	T_GOCs	Totalo	Total Due	Paid	Bal. Dueo
✓	3 Shipped Orders	✓	0	2	0	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00
✓	VBth Dist 1 Ordrs	✓	0	0	0	0	0	0	-1	0	0	0	0	0	0	-1	-\$5.00	-\$5.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-\$20.00	-\$20.00	\$0.00
✓	Pymts: Jade C. Virt Bth Pymt	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-\$10.00	-\$10.00	\$0.00

15. You can also post directly to a Girl Scout from the Girl Scout side of the **Girl Order** tab. There is a **+DOC Payment** button on each Girl Scout’s section of the **Girl Order** tab. You can also see all the distributions made to the Girl Scout from the Troop Site Girl Distributions. Follow steps 13 above to complete the transaction.

Jade C.

Cancel +Pay +DOC Payment

Switch to Girl: Jade C.

DOC	Commento	Invo	Btho	C_GOCs	Raapo	Advfo	Lmljpo	Treo	D-S-Ds	Samo	Tagoo	TlMico	SlMro	Toffo	T_GOCs	Totalo	Total Due	Paid	Bal. Dueo
✓	Init. Order "Locked"	1	0	8	5	9	4	10	8	25	8	2	2	0	0	80	\$400.00	\$0.00	\$400.00
✓	Virt Bth Distr	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
✓	Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	2	1	1	1	1	1	1	2	1	0	0	11	\$55.00	\$55.00	\$0.00
✓	Virt Bth Distr	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
✓	Virt Bth PymtPymt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$10.00	-\$10.00
✓	commentPymt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$1.00	-\$1.00
Totals		1	1	10	6	10	6	10	6	11	9	26	10	3	0	93	\$465.00	\$76.00	\$389.00

16. Once all Digital Cookie orders and payments are completed in the Troop Site “girl,” the totals at the bottom should balance out to all zeros.

Troop Site

Cancel +DOC Payment

Switch to Girl: Troop Site

DOC	Commento	Invo	Btho	C_GOCs	Raapo	Advfo	Lmljpo	Treo	D-S-Ds	Samo	Tagoo	TlMico	SlMro	Toffo	T_GOCs	Totalo	Total Due	Paid	Bal. Dueo
✓	3 Shipped Orders	✓	0	2	0	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00
✓	VBth Dist 1 Ordrs	✓	0	0	0	0	0	0	-1	0	0	0	0	0	0	-1	-\$5.00	-\$5.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-\$20.00	-\$20.00	\$0.00
✓	Pymts: Jade C. Virt Bth Pymt	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-\$10.00	-\$10.00	\$0.00
Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

For each new Digital Cookie Shipped order repeat these steps to keep the “Troop Site” girl balance to zero. All packages and money must be allocated by the end of the sale.