

# GIRL ORDERS TAB (GOT)

## Overview

The **Girl Orders Tab** is the hub for managing all girl-level transactions after the Initial Order. Use it to record additional cookie orders, allocate booth sales to girls, track payments, and distribute cookies from troop inventory. This tab ensures accurate tracking of each girl's sales and financial responsibility throughout the season.

## Key Features

**Girl Orders Summary View:** Displays totals for each girl, including initial, booth, and additional orders, payments, and balances.

**Girl Detail View:** Shows individual transactions for each girl, including comments and distribution history.

**Troop Site Record:** Holds Digital Cookie troop-level orders for distribution to girls. **Note:** This record does **not** affect Per Girl Average (PGA).

## Column Guide

### Summary View Columns

**Uses DOC:** Indicates if the girl is synced with Digital Cookie.

**Council Gift of Caring:** Tracks council donation program (*column before varieties*).

**Troop Gift of Caring:** Tracks troop donation program (*column after varieties*).

**Total:** Combined total of all cookies sold by the girl.

**Total Due:** Calculated by multiplying total cookies sold by the selling price.

**Paid:** Displays payments made by the girl.

**Balance Due:** Remaining amount owed by the girl.

### Detail View Columns

**Lock:** Transaction is locked and cannot be edited.

**DOC:** Indicates Digital Cookie order.

**DIST:** User may click to add a check when cookies have been distributed (DOC DLVR only).

**INV:** Updates Digital Cookie "My Cookies" details.

**BTH:** Booth sale-related transaction.



**Girl Orders Summary** 

Show Inactive

Below are your troop sales broken down by Girl.  
To view/edit a Girl's Transactions, select the appropriate row.

**Record a Booth Sale**

Units	Doc	Girl	ARCA	Adv'l	LmUp	Tre	D-S-D	Same	Tags#	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
✓	Dallas C.		9	10	12	28	15	37	31	37	69	6	5	259	\$1560.00	\$295.00	\$1265.00
✓	NY G.		0	15	13	14	13	16	16	19	18	13	0	137	\$835.00	\$175.00	\$660.00
✓	Philadelphia E.		18	24	11	31	45	65	40	64	47	13	0	358	\$2161.00	\$174.00	\$1987.00
	Washington C.		0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Troop Site		5	0	0	0	0	1	0	0	0	0	0	6	\$24.00	\$24.00	\$0.00
<b>Girl Totals</b>			32	49	30	73	73	119	87	120	134	32	5	760	\$4580.00	\$668.00	\$3912.00
<b>Troop Order (Actual pugs + ARCA)</b>			35	181	156	151	215	230	200	252	278	156		1894			
<b>Difference</b>			-3	-132	-120	-118	-142	-111	-113	-132	-144	-124		-1134			

## Actions You Can Take

### 1. Record a Booth Sale:

Located in the Girl Summary View.

Review the Booth Sales Tab section of this manual for **Recording Booth Sales**.

### 2. Use the Order Type Dropdown:

Select one of the following options:

- All Orders:** Displays all orders and payments.
- IO Recap:** Shows orders included in the Initial Order only.
- Inventory Items:** Displays transactions with the INV box checked.
- Girl Delivery:** Lists all girl delivery orders (includes delivered, in hand, and pick-up).
- Girl Del (IO):** Girl delivery orders included in the Initial Order.
- Girl Del (after IO):** Girl delivery orders placed after the Initial Order.

**Elena G.** 

**+Order**

**Switch to Girl:**  

**+Pay** **+DOC Payment**

DOC	Doc	Comments	Inv#	Bths	ARCA#	Adv'l	LmUp	Tre	D-S-D	Same	Tags#	TMint	Exp	Toff	TGOC#	Total	Total Due	Paid	Bal. Due
✓	✓	DOC DLVR 12345-4		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$12.00	\$-12.00
✓	✓	DOC SHIP 12345-5		0	0	0	0	0	0	0	1	3	0	0	4	\$24.00	\$24.00	\$0.00	
✓	✓	DOC DLVR 98765-1		0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$6.00	\$-6.00	
✓	✓	DOC DON 98765-1		1	0	0	0	0	0	0	0	0	0	0	1	\$6.00	\$6.00	\$0.00	
✓	✓	DOC SHIP+ 98765-8		5	0	0	0	0	0	0	5	0	0	0	10	\$60.00	\$60.00	\$0.00	
		Init. Order *Locked*		0	1	2	0	0	0	0	0	0	0	0	3	\$18.00	\$0.00	\$18.00	
<b>Totals</b>			6	1	2	0	0	0	0	5	1	3	0	0	18	\$108.00	\$108.00	\$0.00	

### 3. Add an Order (+ Order):

- Open **Girl Detail View** by clicking the girl's name.
- Click **+ Order**
- Enter:
  - **Comment** (optional): Add notes like date or contact info.
  - Check **DOC, INV** and **Booth** boxes if applicable (see *Column Guide*).
  - **Package fields**: Enter quantities.
  - **Paid field** (optional): Enter amount.
- Click **Save**.

Elena G. Add Order

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>																																		
<input type="text" value="Comment"/> <input type="checkbox" value="DOC"/> <input type="checkbox" value="Inv"/> <input type="checkbox" value="Booth"/>																																			
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### 4. Add a Payment (+ Payment):

- Click **+ Payment** in Girl Detail View.
- Enter:
  - **Comment** (optional): Add notes like date or contact info.
  - Check **DOC** and **INV** boxes if applicable (see *Column Guide*).
  - **Paid field**: Enter amount.
- Click **Save**.

Dallas C. Add Payment

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>								
<input type="text" value="Comment"/> <input type="checkbox" value="DOC"/> <input type="checkbox" value="Inv"/>									
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Paid	0								
Bal. Due	\$ 1265.00								

##### 5. Add a Digital Cookie Payment (+ DOC Payment):

- Click **+ DOC Payment** in Girl Detail View.
- Enter:
  - **Comment** (optional): Add notes like date or contact info.
  - Check **DOC** and **INV** boxes if applicable (see *Column Guide*).
  - **Paid field**: Enter amount.
- Click **Save**. **Important:** This **entry updates** both the girl record and the **Troop Site** record.

Philadelphia E. Add DOC Payment

Cancel
Save

Oct 1 - Mom

 DOC
  Inv

Financials	
Overall Total Due	\$ 30.00
Paid	12
Bal. Due	\$ 18.00

#### Tips

**Allocate cookies promptly:** Distribute inventory to girls as soon as possible.

**Inactive girls:** Cannot receive distributions or payments.



# TROOP SITE ORDERS – GIRL ORDER TAB (GOT)

## Overview

Troop Site orders are Digital Cookie troop-level sales made through the Troop Site link. These orders appear under the **Troop Site “girl” record** on the GOT and must be distributed to participating girls before the program ends.

**Important:** Troop Site orders do **not** affect Per Girl Average (PGA).

## Actions You Can Take

### 1. Distribute Troop Site Orders:

- Locate the **Troop Site row** on the GOT.
- Click **+ Distribution** to open the distribution window.
- Choose:
  - **Distribute:** Includes all packages and donations.
  - **Distribute Without Charity:** Excludes donation packages.
- Select participating girls or use **(De)select All**.
- Decide whether to distribute evenly or enter quantities manually.
- Click **Save** to complete the distribution.

## Example: Distributing Troop Site Orders

**Scenario:** Your troop sold cookies through the Digital Cookie Troop Site link. It's time to distribute packages and payments to the girls.

### Step 1: Open the Distribution Window

Click the **Troop Site row** on the GOT

Girl Orders Summary		Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions select the appropriate row.												
Uses DOC	Girl#	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	\$6.00	TGOC	Total
✓	Dallas C.	9	8	11	26	13	34	27	31	64	5	5	233	
✓	NY G.	0	13	12	12	12	13	12	12	12	12	0	110	
✓	Philadelphia E.	18	22	11	30	44	62	36	55	41	13	0	332	
✓	Washington C.	0	0	0	0	0	1	0	0	0	0	0	1	
✓	Troop Site	5	0	0	0	0	0	0	0	0	0	0	5	



Troop Site														+DOC Payment				+Distribution			
Switch to Girl:														Show Doc Orders							
Doc	Out	Comment	Inv#	Bth#	ARCA#	Adv#	LmUp#	Tre#	D-S-D#	Sam#	Tags#	TMint#	Exp#	Toff#	TGOC#	Total#	Total Due	Paid	Bal. Due#		
✓		4 Delivered / Inhand Orders				✓	0	0	0	0	0	0	0	0	0	0	0	\$102.00	\$102.00	\$0.00	
✓		4 Donated Orders				✓	8	0	0	0	0	0	0	0	0	0	8	\$48.00	\$48.00	\$0.00	

## Step 2: Choose Distribution Options

Click **+ Distribution** to open the **Troop Site Distribute** window.

Choose:

- **Distribute:** Includes all packages and donations.
- **Distribute Without Charity:** Excludes donation packages.

Select participating girls or use **(De)select All**.

Decide whether to distribute evenly or enter quantities manually.

**TroopSite Distribute**

Cancel Distribute Distr. w/o Char. Save

TroopSite: (De)select All Girls

Advf: 2 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 4 Tags: 0 TMint: 0 Exp: 0 Toff: 0  
 ARCA: 8 TGOC: 0  
 Pkgs Sold: 14

<input checked="" type="checkbox"/> Dallas C. 4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Washington C. 3 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> NY G. 4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Dallas C. 4 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Philadelphia E. 3 <input checked="" type="checkbox"/>	Advf: LmUp: Tre: D-S-D: 1 0 0 0 Sam: Tags: TMint: Exp: 1 0 0 0 Toff: ARCA: TGOC: 0 2 0

## Step 3: Save and Review

Click **Save**.

## After the Save

Each girl record will have a corresponding **VBth Dist** entry.

The **+ Distribution** button **disappears** when all distributable orders are assigned.

**Troop Site** 

Switch to Girl:

DOC	Due	Comments	Inv#	Bth#	ARCA#	Adv#	LmUp#	Tre#	D-S-D#	Sam#	Tags#	TMint#	Exp#	Toff#	TGOC#	Total#	Total Due	Paid	Bal. Due#
	✓	0 Shipped Orders		✓	0	2	0	0	0	4	0	0	0	0	0	6	\$36.00	\$36.00	\$0.00
✓		4 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$102.00	\$102.00	\$0.00
✓		4 Donated Orders		✓	8	0	0	0	0	0	0	0	0	0	0	8	\$48.00	\$48.00	\$0.00
	✓	VBth Dist		✓	-8	-2	0	0	0	-4	0	0	0	0	0	-14	\$-84.00	\$-84.00	\$0.00

**Dallas C.** 

Switch to Girl:

DOC	Due	Comments	Inv#	Bth#	ARCA#	Adv#	LmUp#	Tre#	D-S-D#	Sam#	Tags#	TMint#	Exp#	Toff#	TGOC#	Total#	Total Due	Paid	Bal. Due#
		Init. Order *Locked*		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	✓	Virt Bth Distr		0	1	0	0	0	1	0	0	0	0	0	0	2	\$12.00	\$12.00	\$0.00

## Adjusting & Remaining Donations

Click the **Troop Site** row on the GOT.

Click the **VBth Dist** line.

**Repeat** the distribution process.

After saving, eBudde updates the records.

**Note:** If donation packages were **not distributed**, eBudde displays **"No Charity Dist"** in orange on the **Troop Site Distribute** window.

**TroopSite Distribute**

**TroopSite:**

Adv# 2 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 4 Tags: 0 TMint: 0 Exp: 0 Toff: 0

ARCA: 8 TGOC: 0

Pkgs Sold: 14  (De)select All Girls No Charity Dist