

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													
<input checked="" type="checkbox"/> Show Inactive													
Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions select the appropriate row.													
Uses poc	Girl	ARCA	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total
✓	Dallas C.	9	10	12	28	15	37	31	37	69	6	5	259
✓	NY G.	0	15	13	14	13	16	16	19	18	13	0	137
✓	Philadelphia E.	18	24	11	31	45	65	40	64	47	13	0	358
	Washington C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Troop Site	5	0	0	0	0	1	0	0	0	0	0	6
Girl Totals		32	49	36	73	73	119	87	120	134	32	5	760
Troop Order (Actual pigs + ARCA)		35	181	156	151	215	230	200	252	278	156		1894
Difference		-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.													
<input type="button" value="Cancel"/> <input type="button" value="+Order"/> <input type="button" value="+Pay"/> <input type="button" value="+DOC Payment"/>													
Switch to Girl: <div> <input type="text" value="Elena G."/> <input type="button" value="IO Recap"/> </div>													
poc	stat	Comments	Inv	Bths	ARCA	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp
✓	✓	DOC DLVR 12345-4			0	0	0	0	0	0	0	0	0
✓	✓	DOC SHIP 12345-5			0	0	0	0	0	0	0	1	3
✓	✓	DOC DLVR 98765-1			0	0	0	0	0	0	0	0	0
✓	✓	DOC DON 98765-1			1	0	0	0	0	0	0	0	0
✓	✓	DOC SHIP+ 98765-8			5	0	0	0	0	0	5	0	0
		Init. Order *Locked*			0	1	2	0	0	0	0	0	0
Totals					6	1	2	0	0	0	5	1	3

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

☐ DOC ☐ Inv ☐ Booth

Product	Packages	Financials
American Red Cross Alaska \$ 6.00	<input type="text" value="0"/>	Total Due \$ 0.00
Adventurefuls \$ 6.00	<input type="text" value="0"/>	Paid <input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	Bal. Due \$ 0.00
Trefoils \$ 6.00	<input type="text" value="0"/>	
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>	
Samoas \$ 6.00	<input type="text" value="0"/>	
Tagalongs \$ 6.00	<input type="text" value="0"/>	
Thin Mints \$ 6.00	<input type="text" value="0"/>	
Exploremores \$ 6.00	<input type="text" value="0"/>	
Toffee-tastic \$ 7.00	<input type="text" value="0"/>	
Troop Gift of Caring \$ 6.00	<input type="text" value="0"/>	
Total	0	

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

☐ DOC ☐ Inv

Financials	
Overall Total Due	\$ 1265.00
Paid	<input type="text" value="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 													
<input checked="" type="checkbox"/> Show Inactive													
Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions select the appropriate row.													
		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00	\$6.00	
Uses Doc	Girl	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	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

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site ☐ Show Doc Orders

Doc	Dist	Comments	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	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

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:
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

☒ Dallas C. 4 ☒
☒ NY G. 4 ☒
☒ Philadelphia E. 3 ☒
☒ Washington C. 3 ☒

☒ Dallas C. 4 ☒
 Adv: 1 LmUp: 0 Tre: 0 D-S-D: 0
 Sam: 1 Tags: 0 TMint: 0 Exp: 0
 Toff: 0 ARCA: 2 TGOC: 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 


Cancel +DOC Payment ▼

Switch to Girl: Troop Site ☐ Show Doc Orders

DOC	Dis	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. 

Cancel +Order +Play +DOC Payment

Switch to Girl: Dallas C. All Orders 

DOC	Dis	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	\$0.00	\$0.00	\$0.00
✓		Virt Bth Distr			0	1	0	0	0	1	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

Cancel Distribute Distr. w/o Char. Save

TroopSite:

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 ☒ (De)select All Girls No Charity Dist 

