



## Girl Scouts of Connecticut 2023-2024 Troop Cookie Volunteer eBudde Instructions Allocating Goal Getter, Booth Sale and Troop Link Cookies to Girl Scouts

The troop volunteer uses the **Girl Orders** tab to allocate the following types of cookies to Girl Scouts in her/his troop:

- Cookies sold at a booth sale (both Cookies for Heroes and physical packages),
- Cookies sold in person as goal getter orders (both Cookies for Heroes and physical packages)
- Cookies sold on Digital Cookie for girl delivery after the Initial Order was placed (NOT Cookies for Heroes or cookies shipped directly to the customer).
- Cookies sold through the Troop Link

The troop needs to provide physical packages of cookies to girls who sell goal getter packages or have orders on Digital Cookie for girl delivery that came in after the Initial Order was submitted. These cookies can come from:

- Cookies that the troop received as “extras” on the Initial Order,
- Cookies ordered on the Initial Order on the booth sale line
- Cookies picked up for a goal getter or booth sale order from a cookie cupboard

If the troop does not have sufficient inventory, they will need to make arrangements to pick up additional cookies from a cookie cupboard. Once the cupboard pickup transaction has been entered by the cupboard manager, the troop volunteer can assign needed packages to girls. Cupboard transactions can be viewed on the troop’s **Transactions** tab as well as on the Troop **Sales Report**.

### Allocating Goal Getter packages to girls

Once the cookies are in the troop’s inventory, follow the steps below to add packages to a Girl Scout’s record. The packages assigned to a Girl Scout on the **Girl Orders** tab is the number used to calculate her rewards, so it is imperative that ALL the packages the Girl Scout sold are allocated to her in eBudde.

From the Troop Summary view, click on the name of the girl to whom you want to add packages. This will bring up her Girl Detail view.

From her Girl Detail view, click the +Order button.

Doc#	Inv	Bk	Dtl	Adm	Lndpt	Tot	D-SD	Bsn	Tgpt	Tlbr	Mbr	Tlfr	Totln	Total Due	Paid	Bal Due
✓ DOC SHIP 86619183	0	0	0	0	0	0	0	2	2	0	0	0	4	\$24.00	\$24.00	\$0.00
✓ DOC DLVR 86659182	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	\$-24.00
✓ DOC DLVR 87387368	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	\$-24.00

- A form where you can add the transaction will pop up.

**Gabiella D. Add Order**

Cancel Save

Comment  DOC  Inv  Booth

Product	Packages	Financials
Cookies For Heroes \$ 6.00	<input type="text" value="0"/>	<b>Total Due</b> \$ 0.00
Adventurefuls \$ 6.00	<input type="text" value="0"/>	<b>Paid</b> <input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	<b>Bal. Due</b> \$ 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"/>	
S'mores \$ 6.00	<input type="text" value="0"/>	
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	
<b>Total</b>	<b>0</b>	

- The row above the entry for the various varieties includes an area for comments. You can add whatever you think would identify the transaction, such as “Goal Getters, 4/1”.
- Next to the Comment field, there are 3 check boxes – INV, DOC, and BTH.
- The DOC box should be checked when you give cookies to a Girl Scout to fill their DOC Girl Delivery orders that came in after the Initial Order.
- The INV box is a way of sending information about a girl’s offline sales to Digital Cookie. This box should be checked for cookies that were sold in person, whether it be at a booth sale or on a paper order card. It should not be checked for cookies sold on Digital Cookie for girl delivery. Digital Cookie packages are already reflected on Digital Cookie, so they should not be added again.
- The BTH box can be checked if the cookies are allocated to a girl from a booth sale. This will make it easier to see at a glance, when looking at a girl’s record, which cookies were sold at booths.
- Enter the number of packages for each type of cookie that need to be allocated. Be sure to click the Save button. Packages sold for the council’s Cookies for Heroes Program in-person (NOT through Digital Cookie) after the Initial Order Taking Period should be recorded in the “CFH” column.
- **Payments:** If adding packages for Digital Cookie girl delivery orders, DO NOT add payment in the Paid field since payment has already been recorded in the original transaction that flowed over from Digital Cookie. If payment is due from the Girl Scout’s family and has already been received, enter the amount in the Paid field. If the troop is assigning booth sale cookies to girls, be sure to include a payment for those packages as the troop has received the payment.
- If the payment is received without cookies to be assigned, use the +Pay button from the Troop Summary view to add that payment into the girl’s record.
- Click the Save button to save the entry.

# Allocating packages from the Troop Link Girl Scouts in the troop

If the troop has sales that have accrued to the troop's Digital Cookie link, the troop volunteer will want to move these cookies to Girl Scouts in the troop. Moving the cookies from the troop girl will help girls reach higher reward levels.

**Girl Orders Summary**

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

Use Doc	Girls	CFH	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	Christina C.	10	3	6	3	5	13	18	20	3	1	82	\$492.00	\$540.00	\$-48.00
✓	Riley C.	3	2	8	4	7	9	10	25	1	1	70	\$420.00	\$420.00	\$0.00
✓	Troop Site	2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00
<b>Girl Totals</b>		15	7	17	20	15	40	39	60	4	2	219	\$1314.00	\$1382.00	\$-68.00
Troop Order (Actual plus +CFH)		15	41	36	51	45	130	111	185	13	13	620			
Difference		0	-34	-19	-31	-30	-90	-72	-105	9	-11	-401			

- You will see the "+Distribution" button if you have Troop link shipped orders that have not yet been distributed. Click on the button to get started.

**Troop Site**

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site Show Doc Orders

Doc	Comments	Invo	Bth	CFHs	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	11 Shipped Orders		✓	2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00
<b>Totals</b>				2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00

**TroopSite Distribute**

Cancel Distribute Save

TroopSite:  
 Adv: 2 LmUp: 3 Tre: 13 D-S-D: 3 Sam: 18 Tags: 11 TMint: 15 SMr: 0  
 Toff: 0 CFH: 2  
 Pkgs Sold: 67

Christina C.	34	<input checked="" type="checkbox"/>
Riley C.	33	<input checked="" type="checkbox"/>

- eBudde will distribute the packages between the girls- keeping the distribute as equal as possible.
- You can all select or deselect girls to include in the distribution by clicking on the (De)Select button. You can override the suggested distribution by unclicking the boxes and putting in your own numbers.
- When you are satisfied with your distribution, click on the Save button.

## Allocating On-Hand/Girl Delivery orders from a Troop Link to a Girl Scout

If the Troop Link has On-Hand or Girl Delivery orders that are from a booth sale, skip to the next page.

If the Troop Link has On-Hand/Girl delivery Order not associated with a booth sale, follow the steps below .

Girl Orders Summary

Below are your tro  
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Units	Girls	CFH	Adv	Ln
✓	Christina C.	10	3	
	Riley C.	3	2	
✓	Troop Site	2	2	

Click on the Troop Site

From the Troop Site you will be allocating to Girl Scouts the payments received from the Girl Delivery/On-Hand orders. You will notice there are no packages are associated with these orders.

Troop Site

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site  Show Doc Orders

doc	Comments	Inv	Bth	CFH	Adv	LnUp	Tro	D-S-D	Sam	Tag	TMin	SM	Toff	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders		✓	0	2	1	3	0	6	3	6	1	0	22	\$132.00	\$132.00	\$0.00
✓	11 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	\$234.00	\$234.00	\$0.00
<b>Totals</b>					2	1	3	0	6	3	6	1	0	22	\$366.00	\$366.00	\$0.00

Use the DOC Payment drop down to select a Girl Scout you will be distributing payment from the Troop Site to.

+DOC Payment

- +DOC Payment
- Booth Site
- Ava H.
- Bailey L.
- Elle G.
- Maggie B.
- Zoey L.

Comment  DOC  Inv

**Financials**

Overall Total Due \$ 366.00

Paid

Bal. Due \$ 366.00

Save

- In the comment field type Troop Site and the date.
- In the paid column type in how much money should be allocated to the Girl Scout. As an example if you will be assigning them two packages you should type in \$12 in the paid field.
- Once done, click save.

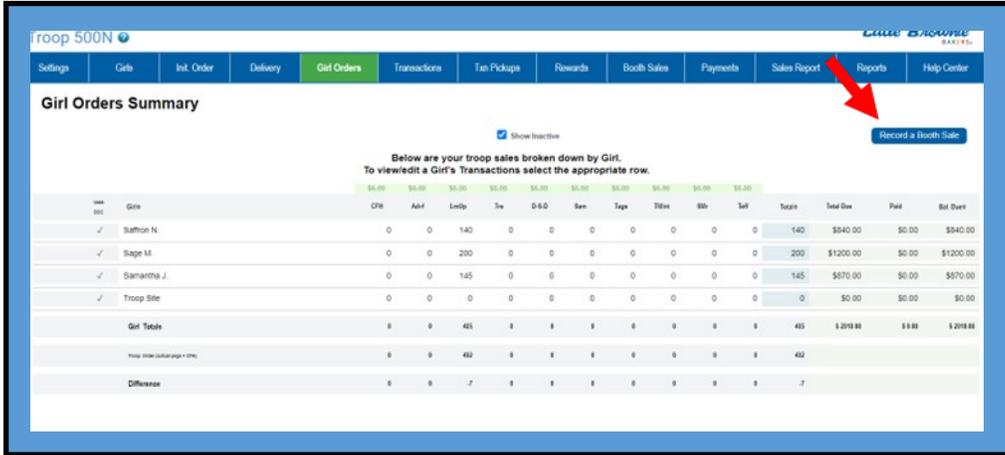
After allocating payment, the next step is to assign packages associated with the Troop Link Girl Delivery/ On Hand orders to Girl Scouts. You would do this by clicking on a Girl Scout on the Girl Order Tab. Same as the process on page one.

# Allocating packages to girls from booth sales

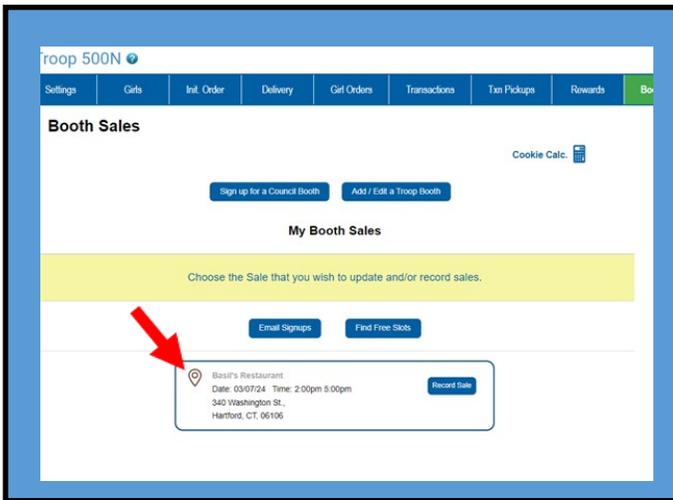
For the most flexibility, we recommend manually allocating packages to girls as outlined at the start of these instructions.

You can also use the “Record a Booth Sale” feature to distribute booth cookies to girls.

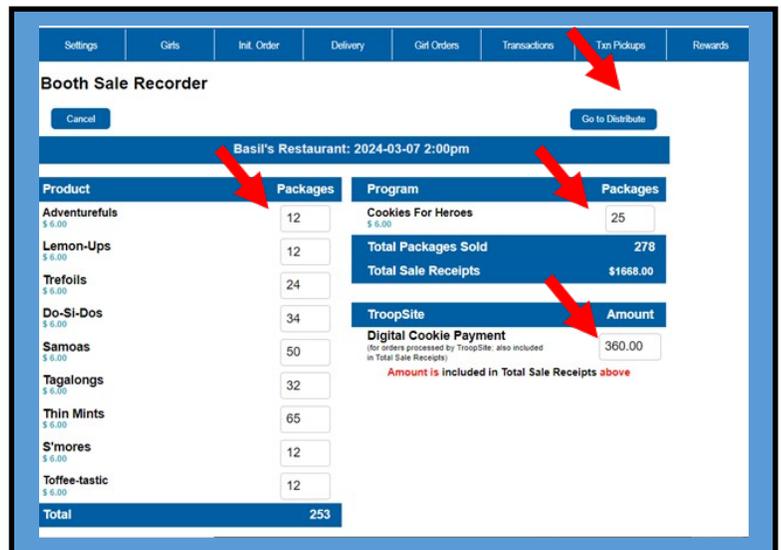
To use this feature click the “Record a Booth Sale” button on the **Girl Orders** tab.



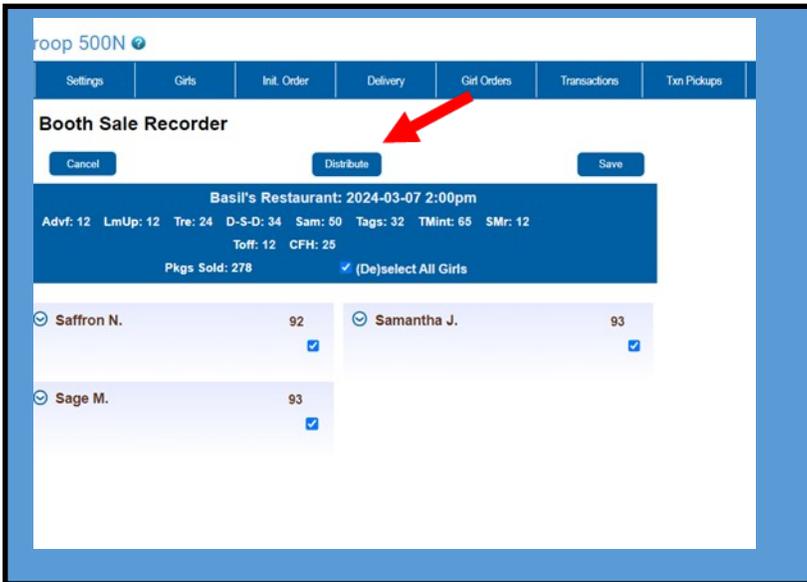
Click on the “Record Site” button next to the booth sale for which you want to distribute the cookies.



- Enter in the number of packages sold at the booth sale including the number of Cookies For Heroes packages.
- If you used the Troop Link on-hand feature to take credit card payments at a booth, enter in the amount collected.
- Click on “Go to Distribute”



Click on the “Distribute” button and it will evenly distribute the cookies to the Girl Scouts in the troop.



You can also Deselect or select girls to be included in the distribution.

If you want to change the number of packages assigned to a girl, click on the arrow next to the girls name and adjust the number of packages that you want to assign to her.

When you are done, click the Save button.