

# Allocating Cookies in eBudde

The **Girl Orders tab** and the **Booth Sales tab** are used to allocate cookie packages from the troop's inventory to each Girl Scout to give them credit for booth sales, Digital Cookie orders, and any other additional orders.

A cookie cupboard order may need to be placed before you can allocate cookies. See [page 18 of the Troop Cookie Guide](#) or watch [this tutorial](#) for instructions on placing pending cupboard orders.

Find a tutorial with the instructions from this tip sheet [here](#).

## Webinars

**Cookie Booths and Cupboards Q&A**  
[Tue., Feb. 20 at 8 p.m.](#)

**Closing Your Cookie Program**  
[Thurs., March 7 at 8 p.m.](#)  
[Tues., March 12 at 8 p.m.](#)



## Recording Booth Sales

Using the **Booth Sale Recorder** will allow for the booth totals, including credit card payments and processed under the Troop Link to be divided appropriately.

1. Click the **Booth Sales** tab.
2. Click **Record Sale**.
3. Enter the total packages of each variety sold.
4. Enter the total number of Operation Salute donations made in the **Operation Salute** box.
5. Enter the total dollar amount of credit card payments received through Digital Cookie in the **Digital Cookie Payment** box.
6. Click **Go to Distribute**.
7. Check the box next to the name of each girl who participated in the booth.
8. Click **Distribute** to divide the packages and payments evenly or use the arrows next to each girl to manually assign each girl's packages sold.
9. Click **Save**. This booth sale record of packages sold and money collected will now appear under each girl on the **Girl Orders** tab and the total Digital Cookie payments entered will be deducted from the Troop Site.

The screenshot shows the 'Booth Sale Recorder' interface for 'Ace McAuliffes: 2023-02-01 12:00pm'. It includes a 'Cancel' button and a 'Go to Distribute' button. The interface is divided into two main sections: 'Product' and 'Program'.

| Product               | Packages  | Program                  | Packages |
|-----------------------|-----------|--------------------------|----------|
| Adventurefuls \$ 5.00 | 5         | Operation Salute \$ 5.00 | 0        |
| Lemon-Ups \$ 5.00     | 2         |                          |          |
| Trefoils \$ 5.00      | 6         |                          |          |
| Do-Si-Dos \$ 5.00     | 7         |                          |          |
| Samoas \$ 5.00        | 2         |                          |          |
| Tagalongs \$ 5.00     | 8         |                          |          |
| Thin Mints \$ 5.00    | 1         |                          |          |
| S'mores \$ 5.00       | 8         |                          |          |
| Toffee-tastic \$ 5.00 | 0         |                          |          |
| <b>Total</b>          | <b>39</b> |                          |          |

Summary statistics:

- Total Packages Sold: 39
- Total Sale Receipts: \$195.00
- Digital Cookie Payment (for orders processed by TroopSite; also included in Total Sale Receipts): 100
- Amount is included in Total Sale Receipts above

## Reconciling the Troop Site

On the **Girl Orders Tab**, click **Troop Site** on the **Girl Orders** tab to see orders that need to be "reconciled." This is needed when an order or payment was placed on the Troop Site instead of a girl's site. Two Options:

- Use **+DOC Payment** to move payments to a specific girl that are from girl-delivered orders or in-hand transactions.
- Use **+Distribution** to allocate packages and payments for shipped or donated orders from the troop site to one or more girls (this will look similar to the Booth Sale Recorder, above).

The screenshot shows the 'Troop Site' reconciliation interface. It includes a dropdown menu for '+DOC Payment' and a '+Distribution' button. There is a checkbox for 'Show Doc Orders' which is currently checked. Below this is a table with columns for 'OpSal', 'Initial', 'Booth', 'Other', 'Total', 'Total Due', 'Paid', and 'Bal. Due'.

|  | OpSal | Initial | Booth | Other | Total | Total Due | Paid      | Bal. Due |
|--|-------|---------|-------|-------|-------|-----------|-----------|----------|
|  | 0     | 0       | 0     | 0     | 0     | \$1855.00 | \$1855.00 | \$0.00   |
|  | 11    | 0       | 0     | 0     | 11    | \$55.00   | \$55.00   | \$0.00   |

## Additional Girl Scout Orders

Use the **Girl Orders Tab** to record:

- Girl Scout payments
- Additional in person orders
- Packages from Digital Cookie Girl Delivered orders
- Totals from walkabouts or cookie booths she participated in on her own.

Only payment information for Girl Delivered Orders and In Hand orders transfers from Digital Cookie during this part of the program. Packages need to be allocated to Girl Scouts manually.

No action is needed for shipped and donated orders.

| Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | Sales Report | Reports | Help Cent |
|-------|-------------|----------|-------------|--------------|-------------|-------------|---------|-------------|----------|--------------|---------|-----------|
|-------|-------------|----------|-------------|--------------|-------------|-------------|---------|-------------|----------|--------------|---------|-----------|

Cancel 4 Save

Comment **1**

| Product                    | Packages                       |
|----------------------------|--------------------------------|
| Operation Salute<br>\$5.00 | <input type="text" value="0"/> |
| Booth<br>\$5.00            | <input type="text" value="0"/> |
| Other<br>\$5.00            | <input type="text" value="0"/> |
| <b>Total</b>               | <b>0</b>                       |

**Financials**

Total Due \$ 0.00

Paid **3**

Bal. Due \$ 0.00

## Girl Orders

On the **Girl Orders** tab, click on the girl's name and **+Order**.

1. Record the date, type of order, and your initials in the **Comment** box. For example:
  - Feb 10 - Additional Orders - MP
  - 3/12/2024 - Digital Cookie - JM
2. Record the total number of packages in the appropriate box.
  - **OpSal** – Packages ordered for Operation Salute.
  - **Booth** – Packages sold at cookie booths and walkabouts.
  - **Other** – Packages from additional orders, Digital Cookie girl delivered orders, etc.
3. Record if any payments were submitted with the girl's order in the **Paid** box.
4. Click **Save**.
5. Use the **Switch to Girl** drop down to view a different girl's record or click **Cancel** to return to the troop summary screen.

## Girl Payments

On the **Girl Orders** tab, click on the girl's name and **+Payment**.

1. Record the date, method of payment, and your initials in the **Comment** box.
2. Record the total amount paid in the **Paid** box.
3. Click **Save**.

## Viewing Girl Delivered Orders in eBudde

To drill down to see the total number of girl delivered packages ordered from a Girl Scout listed by variety:

1. Click on the **Girl Orders** tab.
2. Click on the name you wish to view orders for.
4. Click the **All Orders** dropdown and select **Girl Del. (after IO)** to see the specific packages ordered after the Initial Order was submitted. Each row will display a girl delivered order number and the number of packages by variety.
5. Use the **Switch to Girl** dropdown to switch to another girl or click **Cancel** to return to the **Girl Orders** troop summary screen.

All Orders

All Orders

IO Recap

Girl Delivery

Girl Del. (IO)

Girl Del. (after IO)

**Note:** Use this information to help determine what cookies Girl Scouts need to fill orders — make sure to check with Girl Scout caregivers to ensure they have not already reported these orders to you before placing pending cupboard orders for the cookies or arranging to receive them from another troop.