

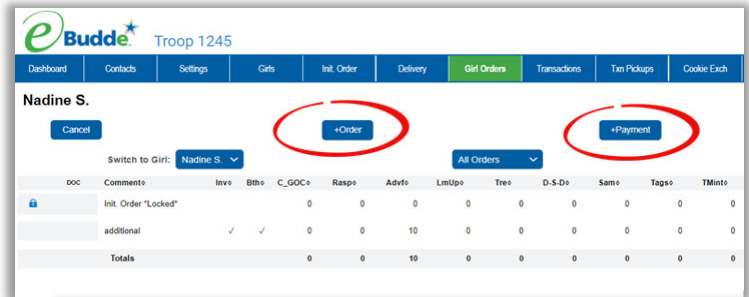
# Logging Additional Cookie Box Credit for Girls

To give girls credit for cookies sold after Initial Order, which includes additional Digital Cookie girl-delivery boxes, extras and sales from a cookie booth, follow these easy steps:

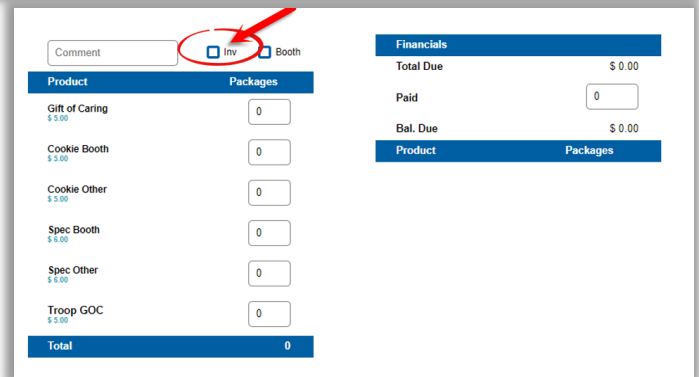
- Click on **GIRL ORDERS** and on the girl's name
- Click **+ORDER** to add boxes sold/distributed to girls and/or corresponding payment

- Check the **INV** box to send entries for physical boxes distributed to girls to Digital Cookie. This gives girls/parents a full account of their inventory received and amount due, adding to their online sales which allows them to see their true total boxes sold

**NEW**



- Use the comment field to log a description of the entry such as the date the cookies were picked up, location of the booth, corresponding Digital Cookie girl-delivery order number, etc.
- Enter boxes (by variety) distributed to girls/parents and click **SAVE**. Repeat for each girl as needed
- To add a payment received from the girl/parent—click **+PAYMENT**, enter comment, check the **INV** box, enter amount, and click **SAVE**



\*\*Remember, each girl using Digital Cookie will have a corresponding payment associated with each customer's order. These payments have automatically been posted for you and paid to council—do not collect these payments from girls/parents or log them in eBudde. Boxes entered on this tab will offset the money collected for the order, balancing the negative amounts due.

**Digital Cookie girl-delivery box credit after initial orders are submitted have to be added to eBudde manually.**

- After the troop submits its initial cookie order, **ONLY** payments will be automated in eBudde for girl-delivery orders. Considering that all initial order cookies should have been distributed to pre-order customers—eBudde does not assume that the troop has sufficient inventory to fulfill these additional orders. **Box credit now needs to be manually updated in eBudde for girl-delivery orders** once cookies are made available from the troop using any extra on-hand inventory or cookies picked up from a cookie cupboard. These box entries will balance out the amount due from the automated payments that continue to post.
- Donated and Shipped orders (box credit and payments) will be reflected in the same manner—no change.



DOC	Comments	Inv	Bth	S4M	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 48098138				0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	-\$30.00
✓	DOC DON 48098138				4	0	0	0	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP 48439903				0	0	0	1	1	1	2	0	0	5	\$25.00	\$25.00	\$0.00
✓					0	1	2	1	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓					0	0	1	5	0	0	0	1	0	7	\$36.00	\$36.00	\$0.00

Boxes **ARE NOT** automated. Manual box entry required. Payments are automated.



## How do you know what varieties are needed for each girl if boxes aren't automated?

Generate the "Girl Delivery—Varieties Only—By Girl" report which is located on your **REPORTS** tab. Here you will see a detailed listing of orders by Girl Scout, in date order showing boxes by variety needed for each payment received.

# Logging Additional Cookie Box Credit for Girls

## Have cookie booths entered in eBudde?

Easily give box credit from the **BOOTH SALES** tab.

- Click **RECORD SALE** after the cookie booth ends
- Enter the total packages sold at the booth. eBudde™ will calculate the money collected
- Click **GO TO DISTRIBUTE**
- eBudde™ assumes all girls attended (checked box next to their name), uncheck the box next to those that did not.
- Let eBudde™ automatically evenly distribute boxes or enter boxes sold for each girl
- Click **DISTRIBUTE**, then click **SUBMIT**. Boxes and the corresponding payment post to the GIRL ORDERS tab
- For edits, revisit the Booth Sales tab



eBudde Troop 10431

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Transact

Booth Sale Recorder

Cancel Revert Go to Distribute

Becky's Pizza Parlour: 2022-07-23 10:00am

Product	Cash Sales	DOC Sales	Total	Program	Cash Sales	DOC Sales	Total
Adventurefuls \$ 5.00	1	0	1	Gift of Caring \$ 5.00	1	0	1
Lemon-Ups \$ 5.00	1	0	1	Troop GOC \$ 5.00	1	0	1
Trefoils \$ 5.00	1	0	1	<b>Total</b>	<b>11</b>	<b>0</b>	<b>11</b>
Do-Si-Dos \$ 5.00	1	0	1	<b>Received</b>	<b>\$57.00</b>	<b>\$0.00</b>	<b>\$57.00</b>