

How to Allocate Product to Girls in eBudde





* When you sign in you will automatically be brought to this screen.

* Click on the Transactions tab to make sure Council has added in your Booth Sale or released your Catch-up order



	a las			Troop	6073 Transa	ctions @						Litt	le Br	Bakers -	Log
ings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sit	les	Deposits	GOO	Org	Sales Rep	ort	Reports	Help Ce
Add a	Transaction Save		Column	Filter L	ow:	Apply Filter		Page: 1	: 07/25 - 0	7/25 🔻					
•Re	eceipt	+Pending	•Type	•Date	+2nd Party	•Pickup	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
nit. Del.				07/25	-		36	24	24	48	36	60	48	168	444
n Hand ending (Cl	up. Orders)						36 12	24 0	24 0	48 0	36 0	60 0	48	168	444

You will see a list of the transactions for your troop. Make sure you have confirmed your Catch-Up Order transactions after they have been released in the Cupboard.

	Ce:				Tro	oop 60	57	ales	0					Little	Brownie Bakerse	Log	Dut
Settings	Girls	Init. Order	Delivery		Girl Order	s	Transaction	s R	ewards	Booth	Sites	Deposits	GOC Org	Sales Report	Reports	Help Ce	nte
Print Record Bo	able Version oth Sale Expe	ort	Below To vie	are ye w/edit	our troo a Girl's	p sales Transa	broken actions c	down by lick on ti	Girl. Girl.	opriate r	ow.			Package Si Financials	ales ns		
		\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 6.00	\$ 5.00	\$ 4.00						
	▼ Girl	C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC	
Becky H.		42	49	33	27	46	45	44	85	44	6	421	\$ 1898.00	\$ 618.00	\$ 1280.00	10	
Cindy C.		5	5	5	5	5	5	55	55	5	5	150	\$ 715.00	\$ 0.00	\$ 715.00	5	
Cindy W.		5	5	5	5	5	5	242	5	5	5	287	\$ 1163.00	\$ 0.00	\$ 1163.00	5	
Olivia H.		6	6	6	6	6	6	6	6	6	6	60	\$ 258.00	\$ 0.00	\$ 258.00	6	
Patty W. (389	098920989)	5	15	10	10	25	15	35	15	155	5	290	\$ 1345.00	\$ 0.00	\$ 1345.00	5	
Patty W. (879	092389022)	1	1	1	1	1	1	1	1	1	1	10	\$ 43.00	\$ 0.00	\$ 43.00	1	
Sydney C.		0	1	1	1	1	1	1	1	1	1	9	\$ 39.00	\$ 0.00	\$ 39.00	1	
Girl Totals		64	82	61	55	89	78	384	168	217	29	1227	\$ 5461.00	\$ 618.00	\$ 4843.00	33	
Troop Order (Actual pkgs+C_G	OC)	64	72	50	48	78	48	132	276	204		972				23	
Difference		0	10	11	7	11	30	252	-108	13		255				10	

* Click on the Girl Orders tab.

The Difference row shows what was sold at your booth sale or what was ordered through the cupboard. This is what you will be allocating to the girls. (Keep in mind if you did not round down or have extras from Digital Cookie, the number of boxes will combine here.

* Click on a girl's name to continue.

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

	C.C.					Troop 6	Little	Log Out										
ettings	Girls	Init. Orde	r De	livery	Girl C	Irders	Transa	ctions	Reward	s	Booth Site	s De	posits	GOC Org	Sales Report	Reports	Help C	2en
Pri Add Trar	ntable Sa ns. Add F	ve Payment	0	Below a	are tra	nsactior	ns for B	ecky H.				Sw -	vitch to G	iirl: •	Bee Return to S	c <mark>ky H.</mark> Summary Vie	W	
	Comment	•Bth	+C GOC	LmUp	+Tre	+D-S-D	• Sam	•Tags	•TMint	• SMr	•Toff	+T GOC	•Total	•Total Due	+ Paid	•Bal. Due	+F GOC	
Init. Order	*Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0	
Orders			0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0	
		_																
Orders		-	, C	lick h	nere	if it	was	a bo	oth s	sale			35		145.00			
Laurence and the second s																		

In the comment section type catch up or booth sale with location and date to differentiate what type of transaction it was.

-	Per-				h	Troop 6	6073 G	irl Tra	ns.						Little	Brownie	Log	Out		
Settings	Girls	Init. Orde	r De	livery	Girl O	rders	Transad	ctions	Rewards	5	Booth Site	s De	eposits	GOC Org	Sales Report	Reports	Help C	ienter		
Pri Add Tra	intable ns. Ad	Save d Payment		Below are transactions for Becky H												Becky H. Return to Summary View				
	+Comment	•Bth	•C GOC	LmUp	+Tre	+D-S-D	• Sam	•Tags	•TMint	+ SMr	•Toff	•T GOC	•Total	•Total Due	+ Paid	•Bal. Due	+F GOC			
Init. Orde	r*Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0			
Orders			0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0			
																		+		
Orders				5	5	5	5	5	5	5		8	35		145.00			ок		
			5	15	10	10	20	10	25	25	5	0	125	\$ 510.00	\$ 145.00	\$ 365.00	0	-		

If it was a Booth Sale, divide up the cookies sold by the girls and put the cookie boxes allocated for the girl in the boxes at the bottom of the screen. Enter the deposit amount that matches the number of cookies allocated to this girl. (One deposit is still made for the entire troop. Individual deposits are not necessary)

						Troop 6	Little	Log Out										
tings	Girls	Init. Orde	r De	livery	Girl C	Orders	Transac	tions	Reward	5	Booth Site	s De	posits	GOC Org	Sales Report	Reports	Help C	enter
Printable Save Add Trans. Add Payment													vitch to G	iirl: •	Bed Return to S	<u>w</u>	1	
	Comment	♦Bth	+C GOC	LmUp	•Tre	+D-S-D	•Sam	•Tags	•TMint	+ SMr	•Toff	•T GOC	•Total	•Total Due	+Paid	•Bal. Due	+F GOC	
Init. Order	*Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0	*
Orders			0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0	
																		+
Orders			5	5	5	5	5	5	5	5		8	35		145.00			ок
			5	15	10	10	20	10	25	25	5	0	125	\$ 510.00	\$ 145.00	\$ 365.00	0	

Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the SAVE button to save the transaction(s). Click Return to Summary View to choose the next girl