

eBudde Tutorials

Updating Girl Delivery (DLVR)/Inhand (INHAND) Orders



When a transaction is made for girl delivery or in hand purchases, the quantities and flavors must be added as a transaction in eBudde. Follow the steps below to add quantities and flavors of cookies purchased with girl delivery or through the mobile cookie app.

1. Open the "Girl Orders" tab. DLVR/INHAND orders will show a negative balance due. This is because the payment has been recorded, but the cookies have not been entered and charged in eBudde.
2. Find a Girl Scout with a negative balance due and click her name.

Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments
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☒ Show Inactive
 Record a Booth Sale

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

	CGOC	Adri	LmUp	Tre	D-S-D	Sam	Tage	Tlmt	SMr	Toff	Total	Total Due	Paid	Bal. Due
	0	13	12	4	14	28	15	21	13	14	134	\$804.00	\$192.00	\$612.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
GirlScout Name	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$294.00	-\$294.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$738.00	-\$738.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	0	0	0	1	0	3	1	2	3	0	10	\$60.00	\$210.00	-\$150.00

3. Find the DLVR or INHAND transaction and copy the number.
4. Open digital cookie and search for the corresponding transaction number. Here you will see the flavors and quantities of cookies ordered. Note: do not include cookies purchased for donation. Donated cookies, even if part of a DLVR or INHAND order, will show up as a separate DON transaction.
5. In eBudde, click the "+Order" Button

Cancel	+Order	+Pay	+DOC Payment
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Switch to Girl:

Ayrabelle D.

DOC	Comments	Invo	Bth	CGOC	Adri	LmUp	Tre	D-S-D	Sam	Tage	Tlmt	SMr	Toff	Total	Total Due	Paid	Bal. Due
Init. Order "Locked"				0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	DOC INHAND 92106426			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$6.00	-\$6.00
✓	DOC INHAND 92108353			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	-\$24.00
✓	DOC INHAND 92108379			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$6.00	-\$6.00

6. Add a note and include the transaction number, if possible, so you know which order this completes.
7. Enter the number of boxes sold in each flavor column.
8. Leave the "paid" field blank. Remember, the original transaction already shows the amount paid by the customer.
9. Click "Save"
10. Once the quantities and flavors for all DLVR and INHAND purchases have been added, the total balance due on the Girl Orders tab should be \$0.00.

Init. Order
Delivery
Girl Orders
Transactions
Cookie Exch
Txn Pickups
Rewards
Booth Sales
Payments

Save

INHAND 92106425

☐ DOC
☐ Inv
☐ Booth

Product	Packages	Financials
Soldiers' Angels \$ 6.00	0	Total Due \$ 6.00
Adventurefuls \$ 6.00	0	Paid <div>0</div>
Lemon-Ups \$ 6.00	1	Bal. Due \$ 6.00
Trefoils \$ 6.00	0	
Do-Si-Dos \$ 6.00	0	
Samoas \$ 6.00	0	
Tagalongs \$ 6.00	0	
Thin Mints \$ 6.00	0	
S'mores \$ 6.00	0	
Toffee-tastic \$ 6.00	0	
Total	1	