



girl scouts 
usa girl scouts
overseas

Cookie Bite: e-Budde Tracking
Booth Sales
AND
Distributing Cookies to Individual
Girls



Booth sales can be allocated to an individual girl.

To track booth sales, we recommend using the Booth Tracking template spreadsheet in the additional references of this training before allocating cookies to girls in e Budde.

Volunteers are encouraged to split total cookies sold evenly throughout the sale based on hours.

If you decide to use this tool, please watch the short *Cookie Booth Tracking Tool Walkthrough* training module.



Tracking Booth Sales: Balance Delivery Transactions

Troop 58446

Settings

Girls

Init Order

Delivery

Girl Orders

Transactions

Cookie Exch

Txn Pickups

Rewards

Booth Sales

Payments

Sales Report

Reports

Help Center

Girl Orders Summary

☒ 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.

	Girl	CGOC	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMInt	SMr	Tell	Total	Total Due	Paid	Bal. Due
✓	Allison S.	0	23	14	18	14	41	24	41	17	0	192	\$1152.00	\$0.00	\$1152.00
✓	Angelika O.	0	23	14	18	13	41	24	41	15	0	189	\$1134.00	\$0.00	\$1134.00
✓	Arianna C.	0	23	14	18	13	41	24	41	15	0	189	\$1134.00	\$0.00	\$1134.00
✓	Demi M.	0	23	14	18	13	41	24	41	15	0	189	\$1134.00	\$0.00	\$1134.00
✓	Elsie A.	0	23	14	18	13	41	24	41	15	0	189	\$1134.00	\$0.00	\$1134.00
✓	Emma W.	0	23	14	18	13	41	21	41	15	0	186	\$1116.00	\$0.00	\$1116.00
✓	Eva L.	0	23	14	19	13	41	21	41	15	0	187	\$1122.00	\$0.00	\$1122.00
✓	Fiona S.	0	23	14	17	12	41	21	41	15	0	184	\$1104.00	\$0.00	\$1104.00
✓	Gwendolyn R.	0	23	14	15	12	41	21	41	15	0	182	\$1092.00	\$0.00	\$1092.00
✓	Hannah R.	0	23	14	15	14	41	21	44	15	0	187	\$1122.00	\$0.00	\$1122.00
	Girl Totals	0	768	584	576	480	1440	768	1440	540	0	6516	\$39096.00	\$0.00	\$39096.00
	Troop Order (Actual plus - CGOC)	0	768	584	576	480	1440	768	1440	540	0	6516			
	Difference	0	0	0	0	0	0	0	0	0	0	0			

Tracking Booth Sales: Balance Delivery Transactions

Troop 58446

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

Allison S.

Cancel **+Order** +Pay +DOC Payment

Switch to Girl:

Allison S.

	DOC	Comments	Inv	Bth	COOC	Adv	LmUp	Tre	D-S-D	Samo	Tag	Thin	S'mre	Toffee	Total	Total Due	Paid	Bal. Due
		Init. Order *Locked*			0	23	14	18	14	41	24	41	17	0	192	\$1152.00	\$0.00	\$1152.00
Totals					0	23	14	18	14	41	24	41	17	0	192	\$1152.00	\$0.00	\$1152.00

3. Click the “+ Order” Button

4. In the **comments** field enter “BOOTH” and the date. For example: BOOTH 2/14/22

5. Check **BOOTH** box

Allison S. Add Order

Cancel

Save

Booth 2/14/22

☐ DOC

☐ Inv

☒ Booth

Product	Packages	Financials
Soldiers' Angels \$ 6.00	0	Total Due \$ 0.00
Adventurefuls \$ 6.00	0	Paid 0
Lemon-Ups \$ 6.00	0	Bal. Due \$ 0.00
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	0	

6. Enter the number of packages sold in each flavor column.

Note: Do NOT enter number of packages in the first row designated for Digital Cookie donations to the chosen organization by USAGSO.

7. In the **Financials column**, Make sure the balance due is \$0.00. The total due should equal the amount paid.

9. Click “Save”

Allison S. Add Order

Cancel

Save

Booth 2/14/22

☐ DOC

☐ Inv

☒ Booth

Product	Packages	Financials
Soldiers' Angels \$ 6.00	0	Total Due \$ 66.00
Adventurefuls \$ 6.00	1	Paid 66.00
Lemon-Ups \$ 6.00	0	Bal. Due \$ 0.00
Trefoils \$ 6.00	0	
Do-Si-Dos \$ 6.00	10	
Samoas \$ 6.00	0	
Tagalongs \$ 6.00	0	
Thin Mints \$ 6.00	0	
S'mores \$ 6.00	0	
Toffee-tastic \$ 6.00	0	
Total	11	

Number of packages

Thank you!

overseascustomer care@girlscouts.org

