

girl scouts usa girl scouts overseas

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





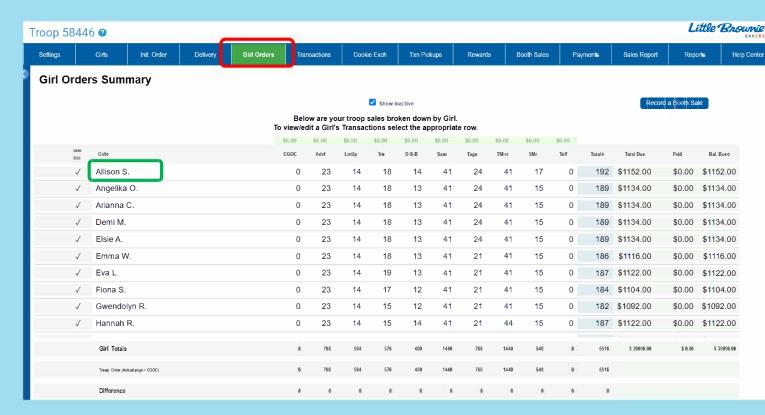
Booth sales can be allocated to an individual girl.

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.

- . Open the "Girl Orders" tab
- 2. Click on a girl

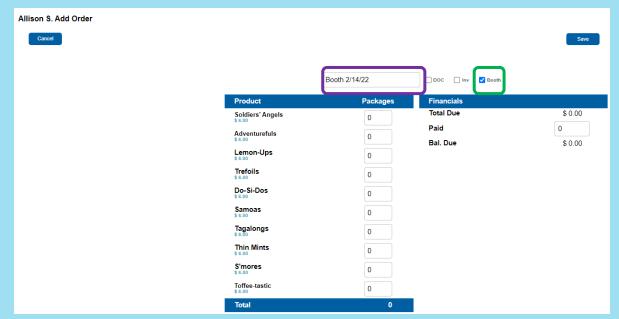


Tracking Booth Sales: Balance Delivery Transactions

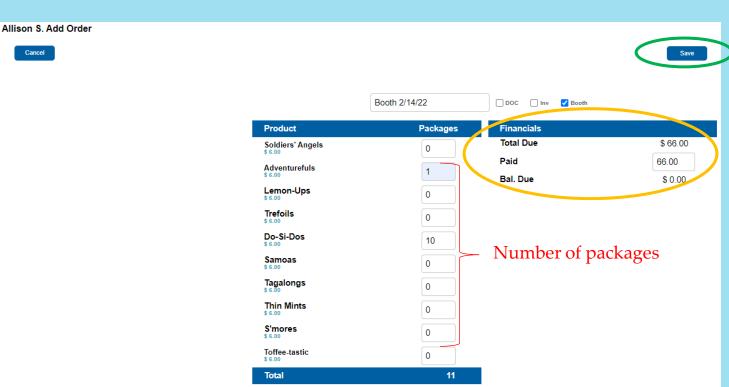
Troop 58446 @ **Girl Orders** Settings Cookie Exch Txn Pickups **Booth Sales** Init. Order Delivery Transactions Rewards Allison S. +DOC Payment Cancel Switch to Girl: Allison S. Total Due Bal. Due¢ Init. Order *Locked* 192 \$1152.00 \$0.00 \$1152.00 Totals \$1152.00 \$0.00 \$1152.00

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



- **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"



Thank you!

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