

## **Record Booth Sales & Allocate Booth Cookies**

Troops can record total packages sold at each of their booth shifts. These packages can be distributed among the girls who participated at "Council Sites" and "My Sales" booths.

**NOTE:** Booth cookies can be allocated to girls once troop has submitted their initial order.

## **Booth Sites Tab Allocations**

Step 1:

- Login to eBudde<sup>™</sup> <u>https://ebudde.littlebrownie.com/</u>
- Click **Booth Sites** tab.

Settings	Girts	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sites
							1

- Click drop down arrow (next to Council Sales).
- Click **Record Sales** button. (Booth sites that have recorded sales will appear in gray. Troop Cookie Manager can still open and edit if necessary.)

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sites
Bro	wse and signup fo e drop down for My	or Council Booth S y Sales or the Boo	Sales oth Sale Recorder.	Free Slots	Current Signups	Council Sales My Sales Record Sales		
		C	and the former and the second					

• Click the designated booth site to begin recording sales.

Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits
Below are To view or the drop d	the currently signup for C own.	r defined Boo Council Troop	th Sales sales chose	Council Sale	s in	Recor	d Sales 🖵	
Lowes	Sun, Sep	o 14 @ 10:0	)0am			123 Any St. San Diego, CA	99999	
Safewa	ay Thu, Ja	an 15 @ 12	:00pm			1231 Upas St. San Diego, CA	92103	
Safewa	y Wed, F	eb 25 @ 8:	:00am			1231 Upas St. San Diego, CA	92103	

• Enter the total packages sold by variety. eBudde<sup>™</sup> will calculate the monies collected.

						Tro	op 633	1 Boot	h Sales 🕝				
Settings	Girls	-	nit. Order	Delive	ery	Girl Order	s Boot	th Sites	Transactions	Rev	vards	Deposits	G
Below a To view the drop	re the cu or signu down.	p for Co	defined ouncil Tr	Booth Sa oop sale	ales s chos	e Counc	il Sales in	) ana Blyd	Re	cord Sales	▼ << Ba	ack to Site Li	ist
Lowe	es Mo	n, Oct	5@12	2:00pm			San Diego	, CA 92345		Distribu	ute Sul	bmit Sale	
Sv Sm	Tre	D-S-D	Sam	RRR 1	Tags	TMint	Tot Pkgs	C_GOC	T_GOC	Sold	Rec.	F_GOO	2
4	5	4	5	4	4	5	31	1	0	32	\$128.00	0	
												🗆 (De)seled	t all

eBudde<sup>™</sup> automatically distributes the recorded packages evenly among the girls who have check marks next to their names.

- Remove or add check mark next to each girl's name. Girls that have check marks next to their names will receive credit for allocated cookies.
- Click **Distribute** button.
- Click **Submit Sale** button.

				Troop	6331	Booth	Sales 🕝				
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth	Sites	Transactions	Rewar	ds D	eposits	G
Below ar To view the drop <b>Lowe</b>	e the curren or signup fo down. s Mon, (	ntly defined l r Council Tr Oct 5 @ 12	Booth Sales oop sales cho <b>::00pm</b>	ose Council S 54 St	ales in 18 Morena an Diego, (	a Blvd. CA 92345	Rec	ord Sales	< Back	to Site List	
Sv Sm	Tre D-S	S-D Sam	RRR Tags	TMint Tot	Pkgs	C_GOC	T_GOC	Sold	Rec.	F_GOC	
4	5 4	5	4 4	5	31	1	0	32	\$128.00	0	
Pkgs	C_GOC	T_GOC F_G	OC 🖌 Girl		Pkgs	C_GOC	T_GOC F_	GOC	Girl	🔲 (De)se	lect
8 7	0 1	0 0	✓ Becky ✓ Cindy	Harrigan Wright	8 8	0	0 0	0	Patty Wrig Sydney Co	ht oleman	

- Important: Confirm money (cash, checks, credit card charges) collected at the booth is the same amount listed in eBudde<sup>™</sup>.
- **NOTE:** If utilizing the Record Booth Sites Category Format, Troop Cookie Manager needs to use the Booth Site tab to make changes. Changes are not possible on the Girl Order tab.

Settings Girls	i Init. Order	Delivery	Girl Orders	Booth Sites	Transad	ctions F	Rewards	Deposits GOC	Org Sales Re	port Reports	Help C
Printable Add Trans.	Save Add Payment	Below are	e transaction:	s for Becky	ч <b>Н</b>			Switch to Girl:	Return	Becky H.	View
+	Comment	•Initial	♦C GOC	•Booth	•Other	+T GOC	+Total	+Total Due	+Paid	•Bal. Due	+F GOC
Init. Order *Locked*		0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Lowes, 10/05 @ 12:	00	0	0	8	0	0	8	\$ 32.00	\$ 32.00	\$ 0.00	0
L ORDEI	R TAB A	LLOCA <sup>T</sup>	FIONS								

**Troop Order** – This line shows the cookies the troop has received via initial order and transactions (pick-ups from the cupboard). These packages are ultimately what the troop is responsible to pay for. This line will update throughout the Cookie Program.

**Difference** – This line is the amount that needs to be allocated to girls. The goal is to zero out the Total column of the Difference row by the end of the program. As cookies are assigned to girls, the girl total line will be updated. As transactions are posted to troop (see the transaction tab or sales report for details), the troop order line will be updated.

					'	5				5		
Settings	Girls	Init. Order	Delivery	Girl Orders	Tr	ansactions	Reward	s Booth	Sites Deposits	Sales Report	Reports Help Co	inter
Printabl Record Booth	le Version 1 Sale Export	Below a To view/	re your troop edit a Girl's	o sales broke Transactions	n down b click on t	y Girl. he approp	riate row.	DEMC	DEMO	Package Sales Financials FYI Programs	DEMC	5
		\$ 4.00	\$ 4,00	\$ 4.00	\$ 5,00	\$ 5.00	\$ 5.00					
Uses DOC	▼ Girl	Cookie	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	+Total	Total Due	Paid	+Bal. Due	
Brook	ke T.	247	8	40	89	2	0	386	\$ 1635.00	\$ 122.00	\$ 1513.00	
Cahte	erine B.	0	8	0	0	2	0	10	\$ 42.00	\$ 42.00	\$ 0.00	
Make	nna S.	115	9	0	19	1	0	144	\$ 596.00	\$ 41.00	\$ 555.00	
Maria	i W.	0	9	0	0	1	0	10	\$ 41.00	\$ 41.00	\$ 0.00	
Rebe	cca S.	0	8	0	0	2	0	10	\$ 42.00	\$ 42 00	\$ 0.00	
Girl To Troop O	tals	362	42	40	108	8	0	560 780	\$ 2356.00	\$ 288.00	\$ 2068.00	-

NOTE: The below screen indicates 220 packages of cookies need to be allocated to the girls.

eBudde<sup>™</sup> will only allow the total number of packages ordered and/or picked up from the cupboard(s) be allocated to the girls in the troop. If Troop Cookie Manager tries to over allocate packages, eBudde<sup>™</sup> will give the following message:



• Click on a girl's name listed on the screen; the line will highlight.

Se	ltings	Girls	Init. Order	Delivery	Girl Orde	ns Ti	ransactions	Rewar	ds Booth	Sites Deposits	Sales Report	Reports	Help Center
P	rintable Ver I Booth Sale	rsion Export	Below a To view	are your troop /edit a Girl's	o sales brok Transaction	en down b s click on t	y Girl. the approp	oriate row.	DEM	DEMO	Package Sale Financials FYI Programs	\$0 (	DEMO
			\$ 4,00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00	\$ 5.00					
Uses		▼ Girl	Cookle	Cookie Booth	Cookie Other	Spec	Spec Booth	Spec Other	+Total	Total Due	Paid	+Ba	l. Due
	Brooke T.		247	8	40	89	2	0	386	\$ 1635.00	\$ 122.00		\$ 1513.00
	Cahterine E	8.	0	8	0	0	2	0	10	\$ 42.00	\$ 42.00		\$ 0.00
	Makenna S		115	9	0	19	1	0	144	\$ 596.00	\$ 41.00		\$ 555.00
(	Maria W.		0	9	0	0	i <b>1</b> 6	0	10	\$ 41.00	\$ 41.00		\$ 0.00
	Rebecca S		0	8	0	0	2	0	10	\$ 42.00	\$ 42.00		\$ 0.00

• Click Add Trans.

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acts	Settings	Girls	Init.	Ondor	Delivery	G	in Orders	Transac	tions	Rewards	Booth Sites	Deposits	GOC Org	Sales Repo
Add 1	Printable Save Trans. Add Payme	ent O	Below are	transac	tions for Ange	a W.	DEMO		EMO	0	ENO S	witch to Girl:	EMO	A Return t
1	+Comment		+Cookie Initial	• Toff Initial	Cookie     Booth	+Cookie Other	•Toff Booth	+Toff Other	+T-GOC	+Total	+Total Due	+Paid	+Bal. Due	
Init. Or	der "Locked*		305	0	0	0	0	0	0	305	\$ 1220.00	\$ 0.00	\$ 1220.00	14
booth	sale cookies 2		0	0	500	0	0	0	0	500	\$ 2000.00	\$ 2000.00	\$ 0.00	

- 1. Give the transaction a name (in the box at the bottom of the screen). i.e. Smith's 3-12
- 2. Add total packages that need to be allocated to the girl in the "Cookie Booth" (\$4.00 variety) and/or "Spec Booth" (\$5.00 variety) columns.
- 3. Enter payment amount in "Paid" column (the total dollar amount for all the cookies allocated to girl).
- 4. Click OK.
- 5. Click **Save** button.

Prir Add Tran	ntable Save	Below are transactior	s for Cahte	rine B	OEMO	-	Switc	h to Girl:	NO Ret	Cahterine B.	View BMO
		\$ 4.00	\$ 5.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00			5	
+DOC	+Comment	+Cookie Initial	+Spec Initial	+Cookie Booth	+Cookie Other	+Spec Booth	+Spec Other	+Total	+Total Due	+Paid	+Bal. Due
	Init. Order *Locked*	1	0 0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	Lee's Marketplace, 0		0 0	8	0	2	0	10	\$ 42.00	\$ 42.00	\$ 0.00
		)	0 0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	1					1				_	
	1			ļ		ļ				ļ	
	Smiths 3-12			8		1		9		37.00	OK
			0 0	8	0	2	0	10	\$ 42.00	\$ 42.00	\$ 0.00

6. Click OK.

Girl Transactions			
Girl Orders Updated.			
	c	ж	

To allocate to additional girls:

- Click drop down arrow below "Switch to Girl:"
- Select girl to receive allocated cookies.
- Repeat Steps 1-6.

ebdemo.littlebrownie.com says: You have made changes to the current girl. Abandon your edits? OK Cancel

×

**NOTE:** If Troop Cookie Manager forgets to click Save, the above warning will appear.

Once all cookies have been allocated:

- Click **Girl Orders** tab.
- Review screen to confirm all transactions are correct; make changes if applicable.

Se	ltings	Girls	Init Order	Delivery	Girl Orden	s Tr	ansactions	Rewards	s Booth	Sites Deposits	Sales Report	Reports Help Cent
P	rintable Vers I Booth Sale	sion Export	Below a To view	are your trooj /edit a Girl's	o sales broke Transactions	en down b s click on t	y Girl. he appropi	riate row.	DEM	DEMO	Package Sales	DEMO
-			\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00	\$ 5.00				
Uses		▼ Girl	Cookie	Cookie	Cookie	Spec	Spec	Spec	+Total	Total Due	Paid	+Bal, Due
500	Brooke T.		247	8	40	89	2	0	386	\$ 1635.00	\$ 122.00	\$ 1513.00
	Cahterine B.		0	64	0	0	11	0	75	\$ 311.00	\$ 311.00	\$ 0.00
	Makenna S.		115	18	0	19	15	0	167	\$ 702.00	\$ 82.00	\$ 620.00
	Maria W.		0	72	0	0	8	0	80	\$ 328.00	\$ 328.00	\$ 0.00
	Rebecca S.		0	64	0	0	8	.0	72	\$ 296.00	\$ 336.00	\$ -40.00
	Girl Totals		362	226	40	108	44	0	780	\$ 3272.00	\$ 1179.00	\$ 2093.00
	Troop Order								780			
	Difference								0			

If changes were not saved, eBudde<sup>™</sup> will ask the following question: (Your response reflects what transaction you want performed.)

ebdemo.littlebrownie.com says:		×
You have made an edit without saving.		
Abandon your edits?		
	ОК	Cancel