

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™ - <https://ebudde.littlebrownie.com/>
- Click **Booth Sites** tab.



- 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.)



Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.

Free Slots

Current Signups

Council Sales
My Sales
Record Sales

- Click the designated booth site to begin recording sales.



Below are the currently defined Booth Sales

To view or signup for Council Troop sales chose Council Sales in the drop down.

Record Sales ▾

Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103

- Enter the total packages sold by variety. eBudde™ will calculate the monies collected.



Troop 6331 Booth Sales



Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

Record Sales ▾

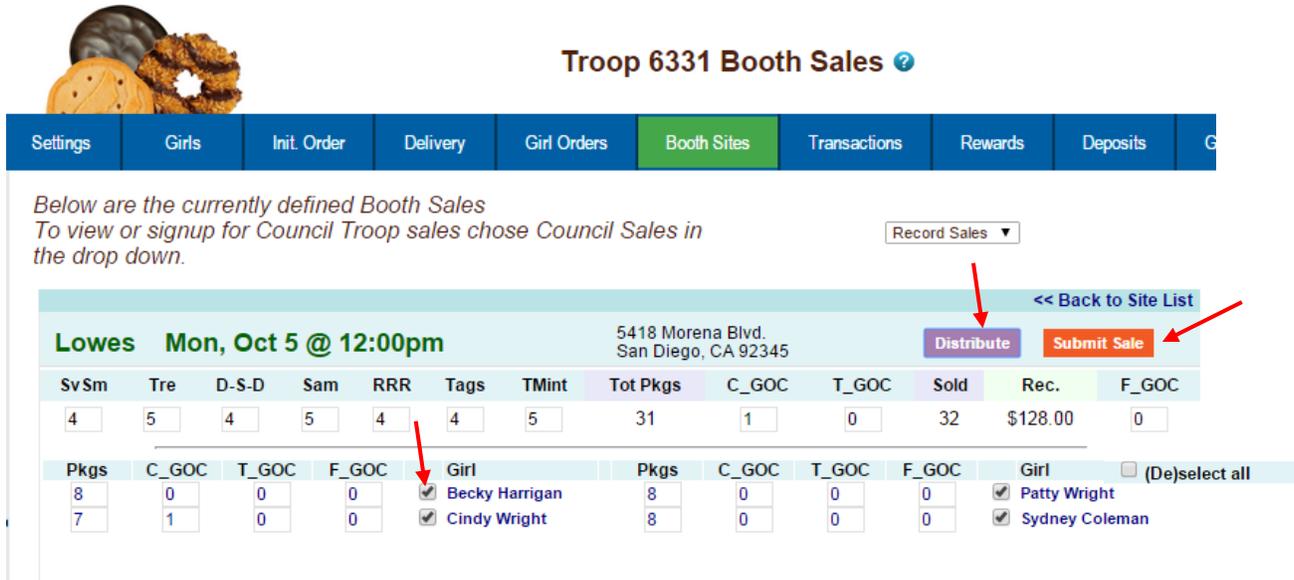
[<< Back to Site List](#)

Lowes	Mon, Oct 5 @ 12:00pm	5418 Morena Blvd. San Diego, CA 92345	Distribute	Submit Sale								
Sv Sm	Tre	D-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

(De)select all

eBudde™ 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 | Rewards | Deposits | G

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

Record Sales ▾

<< Back to Site List

Lowes Mon, Oct 5 @ 12:00pm 5418 Morena Blvd. San Diego, CA 92345 **Distribute** **Submit Sale**

SvSm	Tre	D-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_GOC	Girl	Pkgs	C_GOC	T_GOC	F_GOC	Girl	(De)select all
8	0	0	0	<input checked="" type="checkbox"/> Becky Harrigan	8	0	0	0	<input checked="" type="checkbox"/> Patty Wright	
7	1	0	0	<input checked="" type="checkbox"/> Cindy Wright	8	0	0	0	<input checked="" type="checkbox"/> Sydney Coleman	

Important: Confirm money (cash, checks, credit card charges) collected at the booth is the same amount listed in eBudde™.

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.



Troop 6331 Girl Transactions Little Brownie Bakers® Log Out

Settings | Girls | Init. Order | Delivery | **Girl Orders** | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports | Help Center

Printable Save

Add Trans. Add Payment

Below are transactions for Becky H. Switch to Girl: Becky H. Return to Summary 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

GIRL ORDER TAB ALLOCATIONS

- Complete Step 1.
- Click **Girl Orders** tab.



Settings | Girls | Init. Order | Delivery | **Girl Orders** | Booth Sites | Transactions | Rewards | Deposits

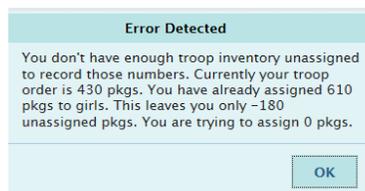
Troop Order – This line shows the cookies the troop has received via initial order and transactions (pick-ups from the cupboard). These packages are ultimately what the troop is responsible to pay for. This line will update throughout the Cookie Program.

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.

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

Uses DOC	Girl	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	+Total	Total Due	Paid	+Bal. Due
Brooke T.		247	8	40	89	2	0	386	\$ 1635.00	\$ 122.00	\$ 1513.00
Cahterine B.		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	1	0	10	\$ 41.00	\$ 41.00	\$ 0.00
Rebecca S.		0	8	0	0	2	0	10	\$ 42.00	\$ 42.00	\$ 0.00
Girl Totals		362	42	40	108	8	0	560	\$ 2356.00	\$ 288.00	\$ 2068.00
Troop Order								780			
Difference								-220			

eBudde™ 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™ will give the following message:



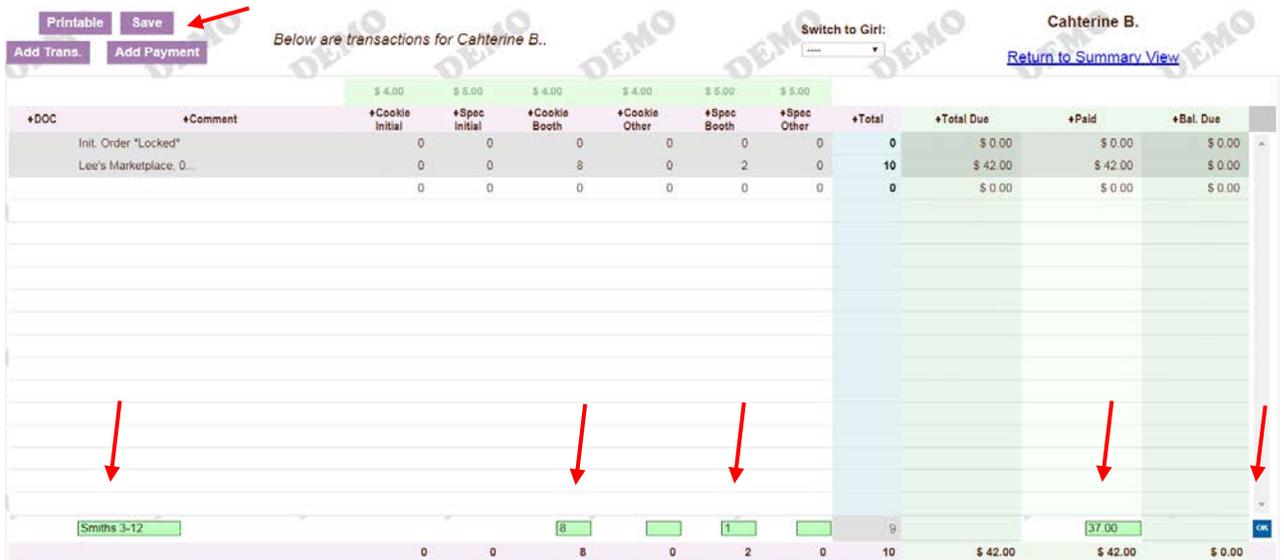
- Click on a girl's name listed on the screen; the line will highlight.

Uses DOC	Girl	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	+Total	Total Due	Paid	+Bal. Due
Brooke T.		247	8	40	89	2	0	386	\$ 1635.00	\$ 122.00	\$ 1513.00
Cahterine B.		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	1	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.**



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.



6. Click **OK**.



To allocate to additional girls:

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



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

