



Troop Cookie Link

**View and Procedures
in eBudde**

Girl Tab



- Dashboard
- Contacts
- Settings
- Girls**
- Init. Order
- Delivery
- Girl Orders
- Transactions
- Cookie Exch

Girls

Show Inactive

Jade Compton

Edit

Sales Goal: 0

Grade: 10

Caregiver:

Registered: **yes**

Inactive: **no**

DOC Emails:

DOC Eligible: **yes**

GSUSA ID: 106953028

Julia Biggers

Edit

Sales Goal: 100

Grade: 9

Caregiver:

Registered: **yes**

Inactive: **no**

DOC Emails:

DOC Eligible: **yes**

GSUSA ID: 106958124

Kelsey Jennings

Edit

Sales Goal: 0

Grade: 10

Caregiver:

Registered: **yes**

Inactive: **no**

DOC Emails:

DOC Eligible: **yes**

GSUSA ID: 106954377

The "troop girl" will NO LONGER show up on the Girl Tab.

Girl Order Tab - Summary



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.

Uses DOC	Girl	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	reisey J.	0	0	1	2	1	1	2	1	1	2	1	0	12	\$60.00	\$60.00	\$0.00
✓	Layla C.	0	0	1	2	1	1	2	1	1	2	1	0	12	\$60.00	\$60.00	\$0.00
✓	Quinci S.	0	0	1	1	2	1	1	2	1	1	2	0	12	\$60.00	\$60.00	\$0.00
✓	Suzie A.	0	0	1	1	2	1	1	2	1	1	2	0	12	\$60.00	\$60.00	\$0.00
✓	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Troop Site	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	Girl Totals	1	0	16	13	17	12	18	16	33	16	10	0	152	\$760.00	\$360.00	\$400.00
	Troop Order (Actual pkgs+C_GOC)	1	0	60	12	12	12	12	12	36	12	12		181			
	Difference	0	0	-44	1	5	0	6	4	-3	4	-2		-29			

The "troop girl" will show up on the Girl Order Tab labeled Troop Site.

Troop Site Girl – Things To Know



- You cannot update the Troop Site Girl until you have orders in eBudde from Digital Cookie
- You will see the +Distribution button only if there are orders to be distributed
- You can distribute multiple times or all at once and make changes to your distribution throughout the sale

Girl Order Tab – Troop Site View Only



Member of GS Council: Becky Demo Doc
Little Brownie
BAKERS

- Dashboard
- Contacts
- Settings
- Girls
- Init. Order
- Delivery
- Girl Orders**
- Transactions
- Cookie Exch
- Txn Pickups
- Rewards
- Booth Sales
- Payments
- GOC Org
- Sales Report
- Reports
- Help Center

Troop Site

Cancel

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	0	\$0.00	\$0.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

- As orders are posted they will recap on the Girl Order tab until distributed.
- You can distribute as many times as you want.
- You can record DOC payment for Digital Cookie girl delivery orders to a booth site or a Girl Scout.

Troop Site Girl with DOC Orders to Distribute



Troop Site

Cancel

+DOC Payment

+Distribution

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
Totals				0	2	0	0	0	0	2	0	2	2	0	0	8	\$60.00	\$60.00	\$0.00

A button labeled +Distribution ONLY shows up when there are orders to distribute. In this example, there are 2 shipped orders to be distributed and 1 girl delivered order for payment.

Troop Site Girl with DOC Orders to Distribute



Troop Site

Cancel

+DOC Payment

+Distribution

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C	GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders		✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
Totals				0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$60.00	\$60.00	\$0.00

To distribute the shipped orders, click the +Distribution button

Troop Site Girl with DOC Orders to Distribute



TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0
Pkgs Sold: 8 (De)select All Girls

<input checked="" type="checkbox"/> Jade C.	2 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Quinci S.	1 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Julia B.	1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Suzie A.	1 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Kelsey J.	1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Tori C.	1 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Layla C.	1 <input checked="" type="checkbox"/>		

TroopSite Distribute

Cancel Distribute Save

TroopSite:
Cookie: 3 Spec: 1 C_GOC: 0 T_GOC: 0
Pkgs Sold: 4 (De)select All Girls

<input checked="" type="checkbox"/> Elena R.	2 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Savannah S.	2 <input checked="" type="checkbox"/>

To distribute the shipped orders, click the +Distribute button. You will see the distribution screen. The total pkgs sold = 8 which is the total on the DOC Shipped order row on the summary page. This screen allows you to choose how you will distribute the packages to the Girl Scouts in the troop. You can manually update each Girl Scout or let eBudde do the work for you.

Troop Site Girl with DOC Orders to Distribute



TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0
Pkgs Sold: 8 (De)select All Girls

<input type="button" value="⬇"/>	Maide C.	2	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Quinci S.	1	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Suzie A.	1	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Tori C.	1	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Julia B.	1	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Kelsey J.	1	<input checked="" type="checkbox"/>
<input type="button" value="⬇"/>	Layla C.	1	<input checked="" type="checkbox"/>

Advf: 0 LmUp: 0
Tre: 0 D-S-D: 0 Sam: 0
Tags: 0 TMint: 0 SMr: 1
Toff: 0 C_GOC: 0 T_GOC: 0

To manually distribute click the down arrow button and key in the numbers. Be sure that you do not over or under allocate. eBudde will not save until all packages have been allocated. You can also deselect and select all girls if needed to make data entry easy.

(De)select All Girls

Troop Site Girl with DOC Orders to Distribute



TroopSite Distribute

Cancel

Distribute

Save

TroopSite:

Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0

C_GOC: 0 T_GOC: 0

Pkgs Sold: 8 (De)select All Girls

Jade C.

1

Julia B.

1

Kelsey J.

1

Layla C.

2

Quinci S.

1

Suzie A.

1

Tori C.

1

You can click distribute and eBudde will distribute it evenly for you. You will know that the distribution is done because you will see the numbers next to each Girl Scout. Once you have the numbers you want, click Save. You will get a confirmation – click Okay.

Success

Your Booth Sale Distribution has been saved.

Okay

Troop Site Girl with DOC Orders to Distribute



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders		✓	0	2	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
✓	VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

eBudde will create and EDITABLE row for the distribution so you can see that the distribution was completed. You will also see that the +Distribution button disappeared. That is because you do not have any more packages to distribute. You can edit to change the distribution but not the total quantity. If you get more DOC Shipped Orders you will need to do another distribution.

Troop Site Girl with DOC Orders to Distribute – Girl Posting



Jade C.

Cancel

+Order

+Pay

+DOC Payment

Switch to Girl: Jade C.

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00				
🔒	Init. Order *Locked*			1	0	8	5	9	4	10	8	25	8	2	0	80	\$400.00	\$0.00	\$400.00
🔒	Virt Bth Distr			0	1	0	0	0	0	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
🔒	Becky's Pizza Parlour, 08/16 @ 10:00am		✓	0	0	2	1	1	1	1	1	1	2	1	0	11	\$55.00	\$55.00	\$0.00
🔒	Virt Bth Distr			0	0	0	0	0	1	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
	Virt Bth Pymt ^{pymt}			0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$10.00	\$-10.00
	comment ^{pymt}			0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$1.00	\$-1.00
	Totals			1	1	10	6	10	6	11	9	26	10	3	0	93	\$465.00	\$76.00	\$389.00

This is the view for a Girl Scout on the Girl Orders tab after shipped orders have been distributed.

Troop Site Girl with DOC Orders to Distribute



Troop Site

Cancel

+DOC Payment ▾

Switch to Girl:

Troop Site ▾

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00	
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00	
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00	
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

Next balance the payment amount as there is \$20.00 posted for girl delivered orders. Click the +DOC Payment button

Troop Site Girl with DOC Orders to Record Payments



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

+DOC Payment

Booth Site

Jade C.

Julia B.

Kelsey J.

Layla C.

Quinci S.

Suzie A.

Tori C.

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Mint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders		✓	0	2	0	0	0	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order		✓	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
✓	VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00

Next balance the payment amount as there is \$20.00 posted for girl delivered orders. Click the +DOC Payment button. We will post this payment to a specific booth site. Select Booth Site.

Troop Site Booth Payment



Booth Sales

Cookie Calc. 

[Sign up for a Council Booth](#)

[Add / Edit a Troop Booth](#)

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

[Email Signups](#)

[Find Free Slots](#)



Becky's Pizza Parlour

Date: 08/16/22 Time: 10:00am 11:00am

3 Cookie Lane, Louisville, KY, 40216

[Record Sale](#)

Click the Record Sale on the Booth Site you want to post the \$20.00

Troop Site Girl Payment

- Enter the \$20.00 in the box labeled Digital Cookie Payment.
- Click Go to Distribute blue button. Distribute all packages sold at the booth as appropriate and click Save. eBudde will create a payment record on the Troop Site “girl” on the Girl Orders Tab.
- Use the Booth Sale Recorder to distribute all packages to Girl Scouts at the booth.

Booth Sale Recorder

Cancel Go to Distribute

Becky's Pizza Parlour: 2022-08-16 10:00am

Product	Packages	Program	Packages
Adventurefuls \$ 5.00	<input type="text" value="8"/>	Gift of Caring \$ 5.00	<input type="text" value="0"/>
Lemon-Ups \$ 5.00	<input type="text" value="8"/>	Troop GOC \$ 5.00	<input type="text" value="0"/>
Trefoils \$ 5.00	<input type="text" value="8"/>	Total	72
Do-Si-Dos \$ 5.00	<input type="text" value="8"/>	Received	\$360.00
Samoas \$ 5.00	<input type="text" value="8"/>	Troop Site	Amount
Tagalongs \$ 5.00	<input type="text" value="8"/>	Digital Cookie Payment (+DOC Payment)	<input type="text" value="20"/>
Thin Mints \$ 5.00	<input type="text" value="8"/>		
S'mores \$ 5.00	<input type="text" value="8"/>		
Toffee-tastic \$ 5.00	<input type="text" value="8"/>		
Total	72		

Troop Site Girl with Distribution and Payments Completed



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00				
✓	2 Shipped Orders	✓	0	2	0	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

Package and Cookie Distribution are completed shown with all zeros in the total line.

Troop Site Girl with Additional Orders and Girl Payment



Troop Site

Cancel
+DOC Payment
+Distribution

Switch to Girl: Troop Site
 Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders		✓	0	2	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
Totals				0	0	0	0	0	1	0	0	0	0	0	0	1	\$15.00	\$15.00	\$0.00

There have been additional orders. 1 shipped for 1 package and 1 girl delivered for \$10.00

Troop Site Girl with Additional Orders and Girl Payment



Troop Site

Cancel
+DOC Payment
+Distribution

Switch to Girl: Troop Site
 Show Doc Orders

DOC	Comments	Invo	Rth	C. GOCs	Paano	Adfo	Lmllo	Troo	D.S.Ds	Sam	Tans	T.Mint	SMr	Toff	T. GOCs	Totals	Total Due	Paid	Bal. Due
	✓ 3 Shipped Orders		✓	0	2	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
	✓ 2 Delivered Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
	✓ VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
	✓ Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
Totals				0	0	0	0	0	1	0	0	0	0	0	0	1	\$15.00	\$15.00	\$0.00

Click the +Distribution button to distribute the new shipped order.

Troop Site Girl with DOC Orders to Distribute



TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 0 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 1 Sam: 0 Tags: 0 TMint: 0 SMr: 0 Toff: 0
C_GOC: 0 T_GOC: 0
Pkgs Sold: 1 (De)select All Girls

<input type="checkbox"/> Jade C.	1 <input checked="" type="checkbox"/>	<input type="checkbox"/> Quinci S.	0 <input type="checkbox"/>
<input type="checkbox"/> Julia B.	0 <input type="checkbox"/>	<input type="checkbox"/> Suzie A.	0 <input type="checkbox"/>
<input type="checkbox"/> Kelsey J.	0 <input type="checkbox"/>	<input type="checkbox"/> Tori C.	0 <input type="checkbox"/>
<input type="checkbox"/> Layla C.	0 <input type="checkbox"/>		

eBudde knows that you have already done one distribution of packages so this distribution is only including the additional order received which had only 1 package. Click Distribute and Save to save this distribution from the Troop Site “girl”.

Troop Site Girl with DOC Orders to Distribute



Troop Site

Cancel

+DOC Payment ▾

Switch to Girl: Troop Site ▾

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	
✓	3 Shipped Orders		✓	0	2	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00	
✓	2 Delivered Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00	
✓	VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00	
✓	VBth Dist 1 Ordrs		✓	0	0	0	0	0	-1	0	0	0	0	0	0	-1	\$-5.00	\$-5.00	\$0.00	
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00	
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$10.00	\$10.00	\$0.00

You will now see two distribution for packages. The +Distribution button disappears.

Troop Site Girl with DOC Orders to Record Payment



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SM	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders	✓	0	2	0	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
✓	VBth Dist 1 Ordrs	✓	0	0	0	0	0	0	-1	0	0	0	0	0	0	-1	\$-5.00	\$-5.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$10.00	\$10.00	\$0.00

You now need to post a payment. We will now choose to post directly to a girl.

Troop Site Girl with DOC Orders to Record Payment



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

- +DOC Payment
- Booth Site
- Jade C.
- Julia B.
- Kelsey J.
- Layla C.
- Quinci S.
- Suzie A.
- Tori C.

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Mint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders		✓	0	2	0	0	0	1	5.00	5.00	5.00	5.00	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders		✓	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs		✓	0	-2	0	0	0	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
✓	VBth Dist 1 Ordrs		✓	0	0	0	0	0	-1	0	0	0	0	-1	\$-5.00	\$-5.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	\$10.00	\$10.00	\$0.00

We will post the payment to Jade C. Click on her name and you will go to the entry screen.

Troop Site Girl with DOC Orders to Record Payment



Jade C. Add DOC Payment

Cancel

Save

Comment

Inv

Financials

Total Due	\$ 10.00
Paid	<input type="text" value="10.00"/>
Bal. Due	\$ 0.00

We will post the payment for the girl delivery order to Jade C. Click on her name and you will go to the entry screen. Enter the amount and click Save.

Troop Site Girl with DOC Orders to Record Payment



Troop Site

Cancel

+DOC Payment

Switch to Girl: Troop Site

Show Doc Orders

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LnUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders	✓	0	2	0	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	0	-2	0	-2	-2	0	0	-8	\$-40.00	\$-40.00	\$0.00
✓	VBth Dist 1 Ordrs	✓	0	0	0	0	0	0	-1	0	0	0	0	0	0	-1	\$-5.00	\$-5.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-20.00	\$-20.00	\$0.00
✓	Pymts: Jade C. Virt Bth Pymt	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$-10.00	\$-10.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

You will see that a payment posted from troop site “girl” to Jade C. brought the totals to zero.

Troop Site Girl with DOC Orders to Record Payment – Girl Posting



Jade C.

Cancel
+Order
+Pay
+DOC Payment

Switch to Girl: Jade C.

DOC	Comment	Inv	Bth	\$5.00 C_GOC	\$5.00 Rasp	\$5.00 Advf	\$5.00 LmUp	\$5.00 Tre	\$5.00 D-S-D	\$5.00 Sam	\$5.00 Tags	\$5.00 TMint	\$5.00 SMr	\$5.00 Toff	\$5.00 T_GOC	Total	Total Due	Paid	Bal. Due
🔒	Init. Order *Locked*			1	0	8	5	9	4	10	8	25	8	2	0	80	\$400.00	\$0.00	\$400.00
🔒	Virt Bth Distr			0	1	0	0	0	0	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
🔒	Becky's Pizza Parlour, 08/16 @ 10:00am	✓		0	0	2	1	1	1	1	1	1	2	1	0	11	\$55.00	\$55.00	\$0.00
🔒	Virt Bth Distr			0	0	0	0	0	1	0	0	0	0	0	0	1	\$5.00	\$5.00	\$0.00
	Virt Bth Pymt ^{pymt}			0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$10.00	\$-10.00
	comment ^{pymt}			0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$1.00	\$-1.00
Totals				1	1	10	6	10	6	11	9	26	10	3	0	93	\$465.00	\$76.00	\$389.00

You can also post directly to a girl from the Girl Scout side of the girl order tab. There is a +DOC Payment button on each girl's Girl Orders tab entry in the troop. You can also see all the distributions attributed to the girl from the Troop Site "girl" Distributions. **Like and girl delivery order, the packages for these orders need to be added in a separate transaction to the Girl Scout now that the payment is there, so she receives credit for the packages and the Balance Due is correct.**