

The Digital Cookie troop link has been used in multiple ways this year - active on the Cookie Finder, in the Digital Cookie app at booth sales, for virtual booth parties - to name a few. In order for girls to get credit for the variety of cookie sales made through the link, the transactions have to be divided up and allocated to the girls in eBudde. No cookie sales can remain on the troop link. It must be "zeroed out" before close-out.

Steps to move transactions from troop link and allocate to girls:

- ### Removing orders from troop link (girl):

		\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00					
DOC	Comment	Bth	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"			0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	SHIP M3625915			0	0	0	0	4	0	0	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00
✓	SHIP-b M3625915			0	0	0	0	5	0	0	0	0	5	\$ 25.00	\$ 25.00	\$ 0.00
	Move to Sally 1/31			0	0	0	0	-9	0	0	0	0	-9	\$ -45.00	\$ -45.00	\$ 0.00
☐													0			
				0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00

													♦Total	♦Total Due	♦Paid	♦Bal. Due
DOC	Comment	3rd	DOC	Advt	LnkLn	Tru	USD	Sam	Taxs	TMin	SMr	Tut				
	Init. Order "Locked"	197	6	0	0	0	0	0	0	0	0	0	203	\$ 1021.00	\$ 0.00	\$ 1021.00
✓	DLVR M3558813	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 61.00	\$ -61.00
✓	DLVR M3572678	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 22.00	\$ -22.00
✓	DLVR M3611471	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 15.00	\$ -15.00
✓	SHIP M3622308	0	0	0	0	0	8	0	0	0	0	0	8	\$ 40.00	\$ 40.00	\$ 0.00
	Troop DOC 1/31	0	0	0	0	9	0	0	0	0	0	0	9	\$ 45.00	\$ 45.00	\$ 0.00

****If you are allocating "troop girl" (troop link) sales that happened at a booth, it's required to follow the steps below, in order for girls to get the Booth Sales patch:**

1. In order to give credit to girls for booth sales processed through the troop link, under the GIRL ORDERS tab, click on your "troop girl" and click "ADD TRANS." You will then make a negative (-) transaction (don't forget the money!) Click "ok" and "save."

2. After doing a negative transaction and removing the money from the INHAND sales, **you can allocate the sales to actual girls in your troop easily by using the Booth Recorder.** (Click the "Record Booth Sales" button on the GIRL ORDERS tab page OR Select "recording sales" under dropdown on BOOTH tab.)

Record Sales
Council Sales
My Sales
Record Sales