

DIGITAL COOKIE Troop Link

The new 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 troop 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.

Once the transactions are allocated to the girls, they will count towards girl rewards - **except for Digital Cookie rewards* - and doing so will ensure that total sales for per girl average (PGA) are accurate.

(*There is currently no way for you to mark cookies that you allocate from the troop link to other girls as DOC sales. Therefore, they will not count towards DOC rewards.)

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

- Any sales that are acquired from your troop Digital Cookie link will be credited in eBudde to your "troop girl" (or faux girl) which will appear on your GIRL tab and GIRL ORDER tab. It will be listed on your GIRL ORDER tab as "TroopXXXXX S."
- **TCMs will need to make multiple transactions to move the sales. 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." Next, you will go to the girl that will be receiving the credit and "ADD TRANS" for the money and/or cookies that you are moving from the "troop girl."
- Adding comments as descriptions of each transaction when moving cookies and/or money is recommended. It will help you to keep track as you balance your sales. For example, when subtracting from "Troop Girl," label the transaction as "Move to *Girl Name*Date." When adding transaction to an actual girl in your troop, label it "Troop DOC*Date."

Removing orders from troop link (girl):

		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$4.00					
DOC	Comment	Bth	GOC	LmUp	Tre	DSD	Sam	Tags	TMint	SMr	Toff	HTH	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"		0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	SHIP M3625915		0	0	0	0	0	4	0	0	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00
✓	SHIP-b M3625915		0	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	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

Adding troop link orders to girl in troop:

		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$4.00					
DOC	Comment	Bth	GOC	LmUp	Tre	DSD	Sam	Tags	TMint	SMr	Toff	HTH	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"		197	6	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	\$ 0.00	\$ 61.00	\$ -61.00
✓	DLVR M3572678		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	\$ 0.00	\$ 15.00	\$ -15.00
✓	SHIP M3622308		0	0	0	0	0	8	0	0	0	0	8	\$ 40.00	\$ 40.00	\$ 0.00
	Troop DOC 1/31		0	0	0	0	0	9	0	0	0	0	9	\$ 45.00	\$ 45.00	\$ 0.00

Digital Cookie Orders What to Allocate

DON - Money and Cookies

SHIP - Money and Cookies

DLVR - Money

INHAND - Money

****If you are allocating "troop girl" (troop link) sales that happened at a booth, it's highly recommended that you follow the steps below:**

1. In order to give credit to girls for booth sales processed through the troop link, under the GIRL ORDER 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** (Select "recording sales" under drop down on "BOOTH" tab.)

