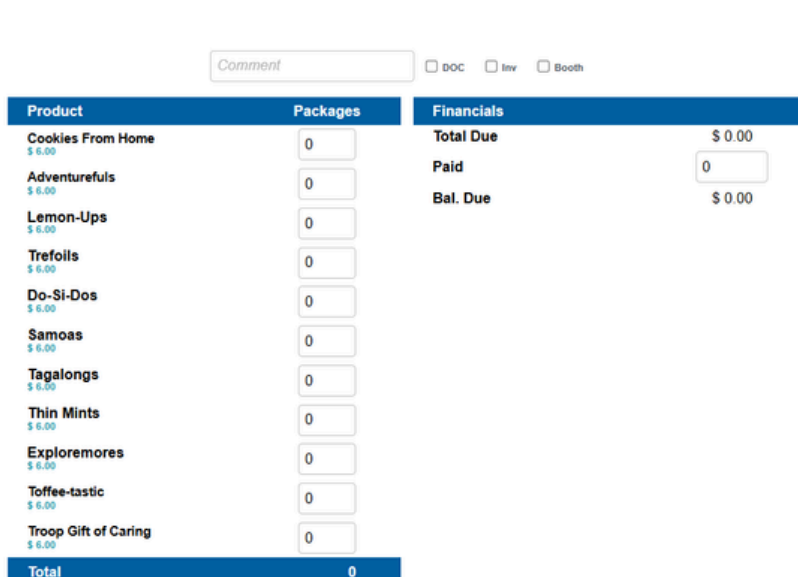


## Crediting Girls with Additional Sales



The Girl Order tab in eBudde is where all girls' sales are totaled and recorded. eBudde uses the information on this tab to calculate rewards. It is important to make sure this tab is accurate. Follow the steps below to credit girls with additional sales or check out this helpful video from our friends at Little Brownie Bakers.

1. Click on the Girl Orders tab in eBudde.
2. Click the “Record Booth Sale” button to distribute cookies sold at a booth sale, or click on each girl’s name to credit them with additional sales not from a booth sale.
3. Click on the girl’s name that sold additional cookies.
4. Click the “+Order” button. The photo below is a snapshot of the screen that will open.
5. Enter the total number of packages by variety.
6. Add a comment and a payment received on the same screen. Note: if you are adding cookies from a Digital Cookie girl delivery order, do not add a payment as that has already been credited to the girl and troop.

A screenshot of the eBudde Girl Order form. At the top right is a blue "Save" button. Below it is a "Comment" text box and three checkboxes labeled "DOC", "Inv", and "Booth". The main form is a table with three columns: "Product", "Packages", and "Financials". The "Product" column lists various cookie varieties with their prices. The "Packages" column has input boxes for each product, all containing the number "0". The "Financials" column shows "Total Due" as \$ 0.00, "Paid" as 0, and "Bal. Due" as \$ 0.00. At the bottom left, a "Total" row shows a package count of 0.

Product	Packages	Financials
Cookies From Home \$ 6.00	0	Total Due \$ 0.00
Adventurefuls \$ 6.00	0	Paid 0
Lemon-Ups \$ 6.00	0	Bal. Due \$ 0.00
Trefoils \$ 6.00	0	
Do-Si-Dos \$ 6.00	0	
Samoas \$ 6.00	0	
Tagalongs \$ 6.00	0	
Thin Mints \$ 6.00	0	
Exploremores \$ 6.00	0	
Toffee-tastic \$ 6.00	0	
Troop Gift of Caring \$ 6.00	0	
<b>Total</b>	<b>0</b>	

All final reward orders are due in eBudde by midnight on April 14, 2026

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	Girls	\$6.00 CFH	\$6.00 Advf	\$6.00 Lmlp	\$6.00 Tre	\$6.00 D-S-D	\$6.00 Sam	\$6.00 Tags	\$6.00 TNet	\$6.00 Exp	\$6.00 Toff	\$6.00 TGOC	Total	Total Due	Paid	Bal. Due
	Test T.	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	\$0.00	\$0.00	\$0.00
	<b>Girl Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	Troop Order (Actual pgs + CFH)	0	0	0	0	0	0	0	0	0	0	0	0			
	Difference	0	0	0	0	0	0	0	0	0	0	0	0			

- Your goal is to get the “difference” line on the Girl Order Tab to zero. All zeros mean that all extra cookie packages have been credited to the girls who sold them.
- A positive number on the “difference” line means you have credited too many packages of that variety to girls. Double-check your calculations to make sure they are correct.
- A negative (-) number means you have this many packages available of that variety to credit to girls.
- Orders placed in the Cookies from Home (CFH) column are part of the council donation program; your troop will not receive these packages.
- The Troop Gift of Caring Column (TGOC) is for donated packages your troop will need to donate these in person.

## Girl Delivery Orders after the Initial Order

Do any of your Girl Scouts have girl delivery orders that came in after the initial order? If so, they need to be credited with the packages on the girl order tab.

1. On the Girl Order tab, a girl with a negative dollar amount due most likely has received a girl delivery order that needs to be filled. Click on her name.
2. Sort her orders using the drop-down menu and “Girl Delivery (after IO).”
3. If you have these cookies on hand, give them to her and add the order as noted on the first page of this tip sheet.
4. If you do not have the cookies on hand, you will need to place a cookie cupboard order for them on the “transactions” tab in eBudde.

Note: Payments for girl delivery orders after the initial order are automatically credited to the girl and troop. However, the cookies are not credited until the Troop Cookie Manager does so on the girl order tab.