



How to Allocate Cookies to your girls....

Click on the girl orders tab

Printable Version Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

Girl	CFAC	Initial	Booth	Other	TGOC	*Total	Total Due	Paid	*Bal. Due
Dairy M		86	0	0	0	86	\$ 344.00	\$ 0.00	\$ 344.00
Elizabeth N		0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Natalie N		80	0	0	0	80	\$ 320.00	\$ 0.00	\$ 320.00
Susie S.		452	0	0	0	452	\$ 1808.00	\$ 0.00	\$ 1808.00
Girl Totals	0	618	0	0	0	618	\$ 2472.00	\$ 0.00	\$ 2472.00
Troop Order (Actual pgs+CFAC)						7872			
Difference						-7254			

This troop has 7254 packages of cookies to allocate.

Click on the girl that you would like to allocate cookies to

Click Add a Transaction

Enter information about the transaction in the comments at the bottom.

Allocate based on category.

GOC=Gift of Caring (virtual donation)

Booth=Cookies sold at a booth sale

Other=Cookies or Extra Cookies given to the girl

TGOC=Troop Gift of Caring-cookies donated to a specific location from the troop.

Click Ok, Click Save

Printable Save Below are transactions for Daisy M. Switch to Girl: Return to Summary View

Comment	*Initial	*CFAC	*Booth	*Other	*TGOC	*Total	*Total Due	*Paid	*Bal. Due
Init. Order "locked"	86	0	0	0	0	86	\$ 344.00	\$ 0.00	\$ 344.00
GOC									
Cookie order	86	0	0	500	0	500	\$ 344.00	\$ 0.00	\$ 344.00

You can also add a payment through this same process. Payment made goes under the paid column. You can return to the summary view or change/switch to another girl for an additional transaction.