

Click on the girl orders tab

Dashboard Contacts	Settings Girls	nit. Order D	elivery		a Transi	ections C	ookie Exch	Reward	ts Booth Sites	Payments GO	C Org Sales Report	Reports Help	Cent
Council Coptoard Celvery 🔇	Printable Version Record Booth Sale Export		ow are j view/ed	your troop lit a Girl's 1	sales brok ransaction	en down b s click on	y Girl. the appropri	iate row	ι.		Package Sales		
reas		\$ 4.00		\$ 4.00	5 4.00	5.4.00	\$ 4.00						
incinnati (1)	T Girl	CFAC •		Initial	Booth	Other	TGOC 🥹		Total	Total Due	Paid	+Bal. Due	
	Daisy M.		GOC	86	0	0		0	86	\$ 344.00	\$ 0.00	\$ 344.00)
	Elizabeth N.		UUC	0	0	0		0	0	\$ 0.00	\$ 0.00	\$ 0.00	ř
	Natalie N		0	80	0	0		0	80	\$ 320.00	\$ 0.00	\$ 320.00	į.
	Susie S.		0	452	0	0		0	452	\$ 1808.00	\$ 0.00	\$ 1808.00	ě
: Units													
tterworth (735)													
Happy Camp (734)													
efoils (123)													
ops													
op 12345													
	Girl Totals		0	618	0	0		0	618	\$ 2472.00	\$ 0.00	\$ 2472.00	0
op 54321	Troop Order												

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

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	Settings	GIB	Int. Other	Demery	Gri Olders	Transactions	Coole Exch	Rewarus	BOOD SIES	Payments GOU	viti oalea keport	Nepona nep	o Cent
uncil Cupters Delvery C Hide Inscher Troos C monstration Council sunci Admin	Printab Add Trans.	Add Pay		Below are tr	ansactions fo	or Daisy M		Switch to Girl: Return to Summary View					
		Daisy N	L	\$4.00	\$ 4.00	3-4.00	\$ 4.00	3.4.00					
ncinnati (1)		+Commer	e	+Initial	+CFAC	+Beath	+Other	+TGOC	+Total	+Total Due	+Paid	+Bal. Due	i P
Contrast (c)	Init. Order *Loc	:ked*		86	0	0	0	0	85	\$ 344.00	\$0.00	\$ 344.00	£Ľ
Umras							GOC						
erworth (735)													
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op 44556 00 54321	-							_					
op 77777	cookie order						500		500				
oup 85231				86	0	0	0	0	86	\$ 344.00	\$ 0.00	\$ 344.0	0

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.