



How to Allocate Cookies to from your troop link to your girls....

Troop Site

Cancel +DOC Payment

Switch to Girl: Troop Site Show Doc Orders

doc	Comments	lev	Bth	VOOC	Ad-fo	LmUps	Tre	D-S-Do	Samo	Tags	TMints	SM	Toffe	TOOC	Total	Total Due	Paid	Bal. Due
✓	77 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$1374.00	\$1374.00	\$0.00
✓	Pymts: JoAnn, 03/01 @ 9:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	-\$114.00	-\$114.00	\$0.00
✓	Pymts: JoAnn, 03/02 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	-\$138.00	-\$138.00	\$0.00
✓	Pymts: Palmer Lane Maple, 02/15 @ 10:00am		✓	0	0	0	0	0	0	0	0	0	0	0	0	-\$312.00	-\$312.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	\$810.00	\$810.00	\$0.00

In this example, there is \$810 remaining on the troop site. This means that there is a booth sale that has not had their cookies allocated to the girls. If you are unsure of which booth those cookies need to be assigned to, go to your reports tab at the troop level. Click on the .xlsx version of the All DOC orders report. The last column will show which booth/booths the remaining cookies need to be allocated for.

Click the +DOC Payment button, select booth site from the drop down. This will open the booth sites. Click record a sale next to the booth that you have determined from the All DOC orders report. Enter the total number of packages sold at the booth. Enter any Gift of Caring packages. Enter any digital cookie payments from the report. Click Distribute, pick the girls that participated and click distribute and save.

Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Cookie Exch | Txn Pickups | Rewards | Bo

Booth Sale Recorder

Cancel Go to Distribute

Shaws: 2025-03-09 10:00am

Product	Packages	Program	Packages
Adventurefuls \$ 6.00	<input type="text" value="0"/>	Virtual Gift of Caring \$ 6.00	<input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	Troop Gift of Caring \$ 6.00	<input type="text" value="0"/>
Trefoils \$ 6.00	<input type="text" value="0"/>	Total Packages Sold	0
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>	Total Sale Receipts	\$0.00
Samoas \$ 6.00	<input type="text" value="0"/>	TroopSite	Amount
Tagalongs \$ 6.00	<input type="text" value="0"/>	Digital Cookie Payment <small>(for orders processed by TroopSite; also included in Total Sale Receipts)</small>	<input type="text" value="0"/>
Thin Mints \$ 6.00	<input type="text" value="0"/>	Amount is included in Total Sale Receipts above	
S'mores \$ 6.00	<input type="text" value="0"/>		
Toffee-tastic \$ 6.00	<input type="text" value="0"/>		
Total	0		

If my screen looks like this, what does this mean....

Cancel +DOC Payment ▾

Switch to Girl: Troop Site ▾ Show Doc Orders

doc	Comments	Inv	Bo	VGOC	Adv	LmUp	Tr	D-S-D	Sam	Tag	TMint	SMr	Toff	TGOC	Total	Total Due	Paid	Bal. Due
✓	8 Shipped Orders		✓	0	3	3	10	3	7	9	29	5	1	0	70	\$420.00	\$420.00	\$0.00
✓	415 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$6126.00	\$6126.00	\$0.00
✓	1 Donated Order		✓	4	0	0	0	0	0	0	0	0	0	0	4	\$24.00	\$24.00	\$0.00
✓	VBth Dist		✓	-4	-3	-3	-10	-3	-7	-9	-29	-5	-1	0	-74	\$-444.00	\$-444.00	\$0.00
✓	Pymts: University Mall, 02/23 @ 10:00amPymt		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$-414.00	\$-414.00	\$0.00
✓	Pymts: Tractor Supply Company, 02/22 @ 1:00pmPymt		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$-72.00	\$-72.00	\$0.00
✓	Pymts: Walmart, 02/21 @ 3:00pmPymt		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$-246.00	\$-246.00	\$0.00
✓	Pymts: University of Vermont Davis Center, 02/19 @ 3:30pmPymt		✓	0	0	0	0	0	0	0	0	0	0	0	0	\$-2202.00	\$-2202.00	\$0.00
Totals				0	0	0	0	0	0	0	0	0	0	0	0	\$-1283.00	\$-1283.00	\$0.00

If you are on your troop link and you have a negative number in the Totals row, you have overallocated cookies at a booth site. You will need review each payment distribution for each booth location. You can use your All DOC report to ensure your entries on the booth sale recorder match the actual amount collected in in-hand payments at each location.