



How To: Record Payments from Families & Allocate Cookies to Girl Scouts

How Do Troop Cookie Managers Process Payments from Families?

When a family makes a payment to a designated Troop Volunteer to be applied towards their Girl Scout's cookie balance, it's important to follow the process of receipting the funds and recording the payment in eBudde promptly.

It is up to the Troop Leader and Troop Cookie Manager to convey cookie payment deadlines well in advance of due dates, clearly explaining how the process will work and what types of payments will be accepted. Be mindful of when the troop's bank is open, how long it will take for funds to clear and be available depending on the type of deposit, etc. For example, a cash deposit may be available immediately or the following business day, depending on the bank, while a check deposit may take 10 business days for the funds to be available. If the troop opts to accept checks, the Troop Leader and Troop Cookie Manager should also set parameters on who they will accept checks from, i.e. checks drawn on accounts from families of the troop only and/or customers unrelated to the troop. Additionally, if checks are accepted, make clear who is responsible for returned check fees in the event a check is rejected from the bank.

Receiving a Cookie Payment From A Family

1. Write A Receipt

Using the Cookie Receipt books provided by GSNETX to each troop, write a receipt for the check/cash/money order/etc., showing the date, payment amount, etc. If receiving cash, make sure to count the funds in the presence of the payee, to make sure the family and the Troop Volunteer agree on the amount of the payment being made.

2. Enter The Payment In eBudde

1. Log into [eBudde](#).
2. From the troop dashboard, select the "Girl Orders" tab.

3. Click on the name of the girl who the payment is being made on behalf of.
Girl Orders Summary

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	Girl	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	Molly M.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Nancy N.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Tabitha T.	0	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	\$0.00	\$0.00	\$0.00
Girl Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Troop Order (Actual pgs + CC-O)		0	0	0	120	120	120	120	240	120	240	60	12	1152			
Difference		0	0	0	-120	-120	-120	-120	-240	-120	-240	-60	-12	-1152			

4. Click “+Pay”.
Tabitha T.

Cancel +Order **+Pay** +DOC Payment

Switch to Girl: **Tabitha T.**

DOC	Comment	Bth	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

5. Make sure to enter meaningful information under the “Comment” like the date of the payment and payment method and then enter the payment made to the troop by the family. Then click “Save”.

Tabitha T. Add Payment

Cancel Save

Comment

Financials

Total Due \$ 0.00

Paid

Bal. Due \$ 0.00

The payment transaction will appear in the girl’s transaction list.

Tabitha T.

Cancel +Order **+Pay** +DOC Payment

Switch to Girl: **Tabitha T.**

DOC	Comment	Bth	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	1/18 Check Payment Mom ⁵	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$100.00	-\$100.00
	1/16 PU @ Home	0	0	0	10	10	10	10	15	12	18	5	0	90	\$455.00	\$0.00	\$455.00	
Totals		0	0	0	10	10	10	10	15	12	18	5	0	90	\$455.00	\$100.00	\$355.00	

6. To edit a payment, simply click on the white transaction line and repeat the process of editing, clicking “Save” when done. To delete a payment, click on the white transaction line and then click “Delete”.

Note: Payment transactions on the Girl Orders tab cannot be entered until the first day of the Cookie Program.

How Do Troop Cookie Managers Allocate Cookies To Girls?

When a girl/family picks up cookies from the troop, the Troop Cookie Manager must follow the process of receipting the cookies distributed to the family and record the allocation in eBudde promptly.

Allocate Troop Cookie Inventory to a Girl

1. Write A Receipt

Using the Cookie Receipt books provided by GSNETX to each troop, write a receipt for the cookies that are being distributed to the family showing the date, number of packages of cookies, etc. The receipt must be signed by both the TCM and the parent/caregiver to make sure the family and the Troop Volunteer agree on the amount of the number of cookies being received.

2. Enter The Payment In eBudde

1. Log into [eBudde](#).
2. From the troop dashboard, select the “Girl Orders” tab.



3. Click on the name of the girl who the cookies are being allocated to.

Girl Orders Summary

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	Girl	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal Due
✓	Molly M.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Nancy M.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Tabitha T.	0	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	\$0.00	\$0.00	\$0.00
Girl Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Troop Order (Actual pkg * CC-O)		0	0	0	120	120	120	120	240	120	240	60	12	1152			
Difference		0	0	0	-120	-120	-120	-120	-240	-120	-240	-60	-12	-1152			

4. Click “+Order”.

Tabitha T.

Switch to Girl: Tabitha T.

DOC	Comments	Bth	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal Due
🔒	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	1/18 Check Payment Mom ⁵	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$100.00	-\$100.00
	1/16 PU @ Home	0	0	0	10	10	10	10	15	12	18	5	0	90	\$455.00	\$0.00	\$455.00	
Totals		0	0	0	10	10	10	10	15	12	18	5	0	90	\$455.00	\$100.00	\$355.00	

- Enter a meaningful description in the “Comment” field that matches the receipt. Enter the number of cookies by package and then click “Save”.

Tabitha T. Edit Order

Cancel
Delete
Save

1/16 PU @ Home

Booth

Product	Packages
CC FR+EP <small>\$ 5.00</small>	0
CC Military <small>\$ 5.00</small>	0
Raspberry Rally <small>\$ 5.00</small>	0
Adventurefuls <small>\$ 5.00</small>	10
Lemon-Ups <small>\$ 5.00</small>	10
Trefoils <small>\$ 5.00</small>	10
Do-Si-Dos <small>\$ 5.00</small>	10
Samoas <small>\$ 5.00</small>	15
Tagalongs <small>\$ 5.00</small>	12
Thin Mints <small>\$ 5.00</small>	18
S'mores <small>\$ 5.00</small>	5
Toffee-tastic <small>\$ 5.00</small>	0
Total	90

Financials	
Total Due	\$ 455.00
Paid	0
Bal. Due	\$ 455.00

- The transaction will appear in the transaction list. Based on the number of cookies allocated, eBudde will automatically update the girl’s balance due to the troop.

Tabitha T.

Cancel
+Order
+Pay
+DOC Payment

Switch to Girl: Tabitha T.

DOC	Comments	Bth	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toffo	Total	Total Due	Paid	Bal. Due
	Init. Order *Locked*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	1/18 Check Payment Mom ⁵	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$100.00	\$-100.00
	1/16 PU @ Home	0	0	0	10	10	10	10	10	15	12	18	5	0	90	\$455.00	\$0.00	\$455.00
Totals		0	0	0	10	10	10	10	10	15	12	18	5	0	90	\$455.00	\$100.00	\$355.00

- To edit an allocation, simply click on the white transaction line and repeat the process of editing, clicking “Save” when done. To delete an allocation, click on the white transaction line and click the “Delete” button.

Note: Allocation transactions on the Girl Orders tab cannot be entered until the first day of the Cookie Program.