



## Reassigning Troop Site credit to girls

Transferring package credit from your Troop Site to your actual Girl Scouts is a two-step process:

### Step 1 – Reassign packages from the Troop Site record to the troop totals

### Step 2 – Credit packages from your troop total to specific girls

#### 1. Reassign packages from Troop Site record to the troop totals

- Navigate to the “Girl Orders” tab in eBudde
- Click on the Troop Site record
- Click “Add Trans.”
  - In the “Comment” box, label the transaction as “Troop Site TRF”
  - Enter the negative equivalent in each column the Troop Site received orders for
    - *Total packages should equal zero*
  - Enter the negative monetary amount in the "Paid" column
    - Balance Due should equal zero
- Click Ok
- Click Save

#### 2. Credit packages from troop different to your actively selling Girl Scouts

- Zeroing out the Troop Site’s packages, means those packages will now be showing in the “Difference” row on the Girl Order tab at the bottom of the screen.
- Add a transaction to a specific girl's record based on how many packages she is being credited from the Troop Site sales. As you add transactions for each girl, you’ll see the packages amounts in the “Difference” row decrease. This means you are correctly reassigning credit from the troop site packages to your actual Girl Scouts.
- Be sure to credit girls with the exact amount of packages that were in each column for the Troop Site. For example, if the Troop Site received 5 GOC packages, then you will want to credit 5 GOC packages among your Girl Scouts.
- Enter in total amount so the transaction shows as paid.
- When crediting a girl with Digital Cookie packages, be sure to check the box to the left of the description to mark the transaction as a DOC order. This will update the girls DOC rewards in eBudde.