

# Balancing credit cards from Booth Basics

Utilize our Booth Tracking Sheet at your booth to ease your booth total tracking and ensure a smooth receipt process for the cookies and money box.

## At the end of the booth:



### 1. Count down the cookies and the cash box.

### 2. Fill in the following spaces on the Booth Tracking Sheet:

- “End Total” (by variety) then calculate the total sold on the line below.
- “End Cash” – total cash, including startup funds, at the end of the booth. Figure the total cash collected on the line below titled “Difference.”
- Fill in the applicable credit card totals.
- Total Cookies for a Cause amount collected – this is all the cash or credit donations received at the booth and is not always divisible by \$5.
- Fill in the “Total Collected” box.
- Total sold at \$5. Take the total sold amount, multiply by \$5, and fill in this line.
- Now, subtract “Total Sold” from “Total Collected” and place this amount in the “Difference” box. This should balance to \$0, if it does not, do a recount. Still need help? Give us a call!

### 3. If credit cards were run through the troop, log in to Digital Cookie for the troop pseudo girl parent level:

- Navigate to the “Orders” tab.
- If there are few credit card transactions, cross check them against the credit card tracking sheet on the back of the Booth Tracking Sheet.
- If there are several, check the ones that were run during the date and time of the booth and then use the “Export” drop down menu to click “Cookie in hand app”, then “Export,” and sum the total in the export file.
- Once you have balanced the booth you will need to transfer money for the booth from the troop pseudo girl to the girl(s) receiving credit. Do this on the “Girl Orders” tab.
  - Click on the troop pseudo girl.
  - Click “Add a payment.”
  - Label the payment as desired.
  - Use negative numbers to subtract the money from this “girl” (i.e. -\$50).
  - Click “Save.”
  - Navigate to the girl receiving credit for the booth money.
  - Click “Add a payment.”
  - Label the payment as desired.
  - Use positive numbers to credit the girl for the money being moved (i.e. \$50).
  - Click “Save.”

### 4. If credit cards were run through the girl, log in to Digital Cookie to the troop level dashboard:

- Navigate to “Orders.”
- Search for the girl who ran credit cards under her name.
- If there are few credit card transactions, cross check them against the credit card tracking sheet on the back of the Booth Tracking Sheet.
- If there are several, export her orders by clicking, “Export to Excel.”
- Delete those that are not either:
  - Cookies in hand.
  - From the correct date and time of the booth.
- Total the orders.

**5. If everything balances utilize eBudde to log the booth sales. You can do this from the “Girl Orders” tab OR the “Booths” tab (record sales):**

- a. You can use the eBudde app to perform these functions.
- b. For the best up to date tip sheets see the “eBudde Help Center” tab and click on the “Managing your sales section.”

**Pro tip: Have caregivers track their credit card sales on the back of the Booth Tracking Sheet for quick balancing!**

*Need help balancing? Contact customer care at 317.924.6800  
or [customercare@girlscoutsindiana.org](mailto:customercare@girlscoutsindiana.org).*

