

Balancing credit cards from Booth Basics

Utilize our Booth Tracking Sheet at your booth to ease your booth 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 \$6.
- Fill in the “Total Collected” box.
- Total sold at \$6. Take the total sold amount, multiply by \$6, 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 caregiver level:

- NEW THIS YEAR! Allocating credit cards run at the troop level is easier than ever with the 'record sale' feature on the booths tab in eBudde.
- Click the 'record sale' button on the booth site you want to record credit card payments.
- In the box labeled "Digital cookie payment" record the TOTAL amount of credit cards taken at the booth.
- Click "Go to Distribute" in the top right hand corner. eBudde will create a payment record for the troop site girl order tab.
- On the 'booths' tab in eBudde navigate to the correct booth slot and click the blue 'record sale' button and take the following steps:

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.

Pro tip: 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.*



girl scouts 
of central indiana