

PART V – Extra Sales

1. If, after initial orders, a girl checks out more than she initially sold, you must enter the information on the Individual Girl Sales screen. From the troop main menu screen, click Individual Girl Sales.

Cookie Sales

Troop Data Entry Reports Admin

COOKIE TROOP DATA ENTRY

- [Initial Troop Order](#)
- [Individual Girl Sales](#)
- [Troop Inventory](#)
- [Troop Deposits](#)
- [Girl Awards](#)
- [Girl Cookie Credits](#)



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2. Enter any additional boxes checked out in the Extra Sales column. E Council will automatically update the Total Boxes and Balance Owed amount.



Cookie Sales

Troop Data Entry Reports Admin

Total boxes in inventory: 1296
 Total boxes assigned: 1296
 Balance: 0

Troop 01255 2005 Cookie Sale - Individual Girl Sales Record										
Memberid	Grade	Name	Initial Troop Order	Extra Sales	Returned Boxes	Site Sales	Total Boxes	Balance Owed	Total Armt Paid	
LH00741	04	Holden, Lindsay	50	1	0	12	63	\$ 0.00	178.50	Payments
ML00909	04	Lee, Megan	157	17	0	26	200	\$ 0.00	609.00	Payments
MM01803	04	Matney, Michelle	53	1	0	9	63	\$ 0.00	189.00	Payments
MM01804	04	Messick, Madisen	52	0	0	8	60	\$ 0.00	182.00	Payments
MP00746	04	Parker, Michelle	763	6	0	31	800	\$ 0.00	2691.50	Payments
MS01520	04	Sarracino, Michelle	97	3	0	10	110	\$ 0.00	350.00	Payments
Totals this sales record			1172	28	0	96	1296	\$ 0.00	4200.00	

Date: 08/09/2005


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- In addition to auto-filling the girls initial order and providing a column to enter additional boxes for the girl, the Individual Girl Sales screen also allows you to enter any returned boxes, see how much the girl owes, and enter girl payments.

** Note: Orders listed on a girl's "mini order" card would be considered extra sales. **

PART VI - Site Sales

- From the Individual Girl Sales data entry screen, enter the number of boxes that should be allotted to each girl. Additions of site sales will be reflected in the girls Total Boxes column. These boxes will not increase the dollar amount in the balance owed column.



Cookie Sales

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Total boxes in inventory: 1296

Total boxes assigned: 1296

Balance: 0

Troop 01255 2005 Cookie Sale - Individual Girl Sales Record										
Memberid	Grade	Name	Initial Troop Order	Extra Sales	Returned Boxes	Site Sales	Total Boxes	Balance Owed	Total Armt Paid	
LH00741	04	Holden, Lindsay	50	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	63	\$ 0.00	Payments	178.50
ML00909	04	Lee, Megan	157	<input type="text" value="17"/>	<input type="text" value="0"/>	<input type="text" value="26"/>	200	\$ 0.00	Payments	609.00
MM01803	04	Matney, Michelle	53	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="9"/>	63	\$ 0.00	Payments	189.00
MM01804	04	Messick, Madisen	52	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	60	\$ 0.00	Payments	182.00
MP00746	04	Parker, Michelle	763	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="31"/>	800	\$ 0.00	Payments	2691.50
MS01520	04	Sarracino, Michelle	97	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	110	\$ 0.00	Payments	350.00
Totals this sales record			1172	28	0	96	1296	\$ 0.00		4200.00

Date:

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You will also notice that as you enter information and submit your changes, the Total Boxes in Inventory will automatically update. The numbers listed in the Total Boxes column will indicate what incentive level and cookie credit amount each girl has earned.

Be sure that you have assigned all of the boxes in your inventory. The balance of boxes in your inventory **must** be zero. If your troop has cookies left over, please assign them to the girls.

** Hint: Use the Site Sales column to manipulate sales numbers for your girls to move them up to the next level for incentives. **