Booth Sale Recorder: Correcting Recorded Sales and Distributions Quick Sheet

Overview

Use this process when booth sales or booth distributions were recorded incorrectly.

Common Reasons

- Incorrect girls were selected.
- Package quantities were entered incorrectly.
- Payment amounts were entered incorrectly.
- Donation packages were assigned incorrectly.

Correct the Recorded Sale and Distribution

1. Open the affected booth on the **Booth Sales** tab.
2. Select **Record Sale**.
3. Review the recorded sales, donation, and payment information.
4. Update the recorded sales details as needed.
5. Click **Save** and select **Go to Distribute**.
6. Review the participating girls and distribution details.
7. Update participation and package assignments as needed.
8. Redistribute booth packages, payments, and donation credit.
9. Click **Save Distribution**.

Important

- Booth Sale Recorder corrections are made by updating the recorded booth sale and redistribution details.
- Changes made on the **Record Sale** page do not automatically update the distribution. Review and **save** both the recorded sales and distribution details when making corrections.
- **If a girl has moved to another troop or council**, contact your council for assistance before making any changes to the distribution.