

2011 Fall Product Program GreenBeans Troop Manual

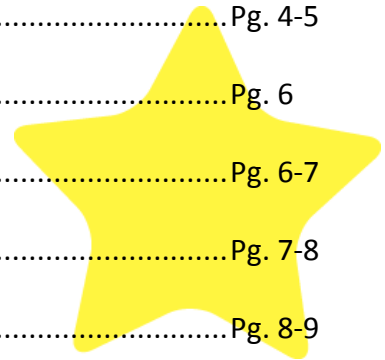




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Receiving the Invitation/Logging in to GreenBeans

You will be receiving an email to the address you provided on your *Troop Fall Product Chair Description and Agreement* form, which will be your invitation to join GreenBeans. This email may come from support@dovetailassociates.com or notify@quickbase.com. Open the email and click on the button to join GreenBeans.

If this is your *first time* using GreenBeans, it will prompt you to enter in your first name, last name, etc. If you are a *returning* GreenBeans user, your information will be stored from the last time and you will just have to enter your previous password from the last product program. In either case, you will then be logged in.

Remember to record your user name and password as neither your Service Unit Chair nor the Council Product Sales Manager has access to this information.

QuickBase Invitation

Stephany Blevins has granted you access to the QuickBase application [2010 GreenBeans for GSGLA Nut/Magazines 2010](#) and also sends you this personal message:

[2010 GreenBeans for GSGLA Nut/Magazines 2010](#) is an application I created with QuickBase.

[2010 GreenBeans for GSGLA Nut/Magazines 2010 >>>](#)

This application invitation is generated by Intuit QuickBase -- the easy, flexible, and affordable way to share information over the web.

Note: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser:
<https://www.quickbase.com/db/bfd89q9a3>

Getting to Know Your Dashboard

The Dashboard is your main home page once you've logged in to GreenBeans. You will first see an update section. It is recommended that you check back here often to receive important information. For example, when direct debit dates occur. In this section, you will also find the "Create New Screen Name" link, which is located near the bottom right of the update section. This link is only for those volunteers who have multiple roles. For example, if you are a Troop Chair as well as a Service Unit Chair, you will need to create a screen name for your roles. If you are the Troop Chair for multiple Troops, you will also have to create screen names. To create your screen names, click on the link and follow the prompts. Then contact your Product Sales Manager so that your screen names can be given access to GreenBeans so you can log in.



Your Troop Dashboard

Updated Tuesday, November 24

This section will be updated throughout the program with important updates here.

GreenBeans will be shut off to Troops for data entry TODAY, 11/24 at 5PM. PLEASE be sure to get your girl allocations, QSP Magazine Sales, & Gift of Caring Sales entered before the system is revoked. Refer to your Troop Manual for instructions on completing your Troop's data. (You may still go in to Authorize your 2nd Debit at a later date.)

Nov 23 - End of Sale - Congratulations on completing GSGLA's first Fall product program. We hope your troop enjoyed the sale, and learned or sharpened their marketing abilities. We are tabulating results, but we have seen some impressive results. Troops should now focus on completing their data in GreenBeans, such as entering last minute troop-to-troop transfers, adding Gift of Caring results, and allocating cans to girls.

In addition, it is now time to report magazine subscription sales. Please enter the girls' direct sales, their online results (the girl needs to print this), and the address booklet.

We strongly recommend that all bank deposits are made as soon as possible, before the holiday.

Please refer to your Troop Manual for the details. The holiday may divert your ability to stay focused and finalize your sale, as there are due dates next week. Please let us know if and how we can be of assistance. Thank you for all you do. **Have a wonderful Thanksgiving weekend.**

Nov 20 - Last Day for Cupboard Pick-ups - Please make sure you check the cupboard dates and times as some cupboards may not be open over this last weekend of the program. Be careful - If the cupboard you wish to pick up from is not open, please be prepared to pick up product today (Friday) or choose a cupboard location that is open over the weekend. You may also choose to contact your Service Unit Chair and ask them to get in touch with Troops who may have extra product that they can transfer to your Troop.

Bank Account - If you closed your troop bank account (to correct to GSGLA's Tax ID #) since submitting your voided check for the ACH Debit, please turn in a replacement voided check ASAP, and update the bank account information in GreenBeans. If you have not yet set up your new account (but need to), please wait until after the last debit date of 12/3/09, but before Cookie Kick-Off (1/16/10) when we will need another check for 2010 Cookies. This will help assure that ACH debits work properly. *Please Note: Troops in the Central Region are exempt.*

Click here if you have multiple roles. Please contact your Product Sales Mgr. so they can walk you through the steps of setting up multiple screen names.

[Create New Screen name](#)

Setting up Your Troop

The first thing you want to do in GreenBeans is set up your Troop and Banking Information. To do this, click on the **Set Up My Troop** link located below the update section of the dashboard.

Set Up Your Troop

Enter your troop information including your troop level and banking information, as well as if you are an older girl troop opting-out of some incentives.

Also enter your contacts, such as the Troop Fall Product Chair. Only authorized persons entered as contacts can pick up from the cupboards.

[Set Up My Troop](#)

Fill in the form (see next page) completely including your Troop Number, your Service Unit Chair, Troop Level, banking information, and contacts. Please note the format for entering in your Troop Number should be 5 digits long using preceding zeros if necessary (e.g., 123 would enter 00123). Click the **I agree** box to ensure the funds will be deposited and ready for the Direct Debits.



Troop Information | **Add Record**

SAVE SAVE & ADD ANOTHER CANCEL

Troop Summary

Troop # must be five digits only. Add leading 0 if necessary. Example: # 123 should be entered as 00123. Do not enter an

Troop #

Service Unit Fall Product Chair *

Region Service Center

Troop Level *

Select your troop's program age level from the drop down menu (e.g., Daisy, Junior...)

Troop Banking Information

Bank Name * Account Type
 Checking

Troop Number (exactly as it appears on check) *

Routing * Account *

Sample Check

Joe Smith 1234
 1234 Anystreet Court
 Anycity, AA 12345

Pay to the order of _____
 _____ Dollars

Bank Anywhere
 | 123456789 | 123456789123 | 1234

Routing Number Account Number Check Number

Direct Debit Agreement

As the Troop Fall Product Chair, I agree to ensure that funds are ready for Direct Debit from the Troop Account according to the GSGLA Troop Fall Product Chair Program Guide.

I agree

Record not saved
 DD Authorized is equal to false
 You cannot proceed to participate in the fall product sales program if you do not agree to Direct Debit. / Troop # must be 5 numbers in length.
 OK

SAVE SAVE & ADD ANOTHER CANCEL

You will not click Save until after you have entered your contacts. See next section on entering contacts.

Enter your troop number including legacy number. Use preceding zeros if your troop number is fewer than five digits (e.g. 1234 would be 01234, 123 would be 00123, etc).

Troop # must be five digits only. Add leading 0 if necessary. Example: # 123 should be entered as 00123. Do not enter an

Select the name of your Service Unit from the drop down menu. The Region and Service Center will automatically fill in for you.

Select your troop's program age level from the drop down menu (e.g., Daisy, Junior...)

In this section you will need to enter all of your Troop Banking Information including Bank Name, Routing Number, and Account Number. Please have a troop check ready and review the sample check below for reference in finding your routing and account numbers. Your troop number will auto-fill using the data you entered above.

You must select "I agree" before proceeding. If you do not, you will receive this message.

Once you click I agree, you will be prompted to add your contacts (described in the next section). You will not be able to save your nor enter your girls until you have entered contacts.



Entering Your Contacts

To enter in your contacts, first click on the **OK** button that appears with the prompt message. You will see the **Contacts** section appear; now you can add your contacts. You **MUST** enter yourself; any additional contacts are optional but you may want to include an additional person who can be contacted in the event you cannot be reached if an urgent matter arises.

Please Note: You will not be able to EDIT or DELETE contacts after they have been entered, so be sure you have entered all of your contacts. You can ADD additional contacts (click Edit and then scroll to your contacts section).

All you have to do to enter in your contacts is fill out each box under the headings: role, name, address, city, zip, home phone, work phone, cell phone, and email (region and service until will auto-fill). Once you are done, check the box that says **Finished Contacts**. You will also want to click the **Save** button at this point to save your work. You can simply click the **Edit** button to return back into edit mode; however, for most areas you will not need to be in edit mode.

Contacts

Please enter at least one contact before continuing to enter your troop information.

New Contact		Actions		0 Contacts						
TCI Troop - Region	Service Unit	Role	Name *	Address *	City *	Zip *	Home phone *	Work phone	Cell phone	Email address

Finished Contacts

Managing Your Troop

At anytime you decide to log out and log back in, you will be brought to your Dashboard. And now you will see an area called **Manage Your Troop**. To continue entering and reviewing your Troop/Girl Information, click on the **Manage My Troop** link. Anytime you are on your main Dashboard, you will click this link to manage data for your Troop.

Manage Your Troop

Your troop has already been setup. Just click on the Manage My Troop button to continue entering and reviewing your troop information.

[Manage My Troop](#)



You should see all the Troop Information you previously entered. Anytime you log into GreenBeans and want to add new information you will click the **Manage My Troop** button and then, for some functions, click the **Edit** button.

Adding Girls and Entering your Troop’s Initial Orders

To Add Girls and their Initial Orders, click the **Add Girl** button. A form should appear -- fill out the form completely for each girl including: her Name (first and last); Parent email; Program Age Level (Daisy, Brownie, etc.); Initial Product Order; Initial Direct Order Magazine sales (the paper orders); Initial Gift of Caring order (if applicable). Click **Save** and repeat for each girl.

*Note: **DO NOT** use the Save and Add Another button. If after adding your first girl you do not return to the Troop Information page, click the black button in the upper left to return to your **Dashboard** then click **Manage My Troop**.*

Girls | **Add Girl**

SAVE SAVE & ADD ANOTHER CANCEL

Girl Scout Initial Orders

If you are ordering extra product for

First Name * Last Name *

Parent Email

* Girl level

Nuts: Please enter the Initial Order in cans.

BT Peanuts	<input type="text"/>
Cajun Mix	<input type="text"/>
Fruit Slices	<input type="text"/>
Trail Mix	<input type="text"/>
Dk Choc Cashews	<input type="text"/>
Select Mix	<input type="text"/>
Choc Raisins	<input type="text"/>
Choc Almonds	<input type="text"/>
Cashews	<input type="text"/>
Peppermint Bark	<input type="text"/>
Peanut Brittle	<input type="text"/>
Mint Trefoils	<input type="text"/>

Total Initial Order Cans Total Initial Order Cans \$

Magazine Sales (Direct Sales Only)

Magazine Orders # (Direct Sales Only)

Magazine Orders \$ (Direct Sales Only)

Magazine Sales Number Total 0 Magazine Sales Dollar Total \$0.00

Please enter the initial Gift of Caring order in cans.

Initial GOC \$5

Total Initial GOC Cans 0 Total Value \$0.00

SAVE SAVE & ADD ANOTHER CANCEL

* required fields

You will be able order additional nuts by checking here.

Be sure to enter each girl’s order in terms of cans. GreenBeans will tell you how many total cans each girl ordered and how much she owes in dollars for her Initial Order.

Enter all direct (paper) magazine orders here when entering the girl’s Initial Order of nuts. Enter the number of orders and the total dollar amount. DO NOT include any online magazine sales at this time. Wait until the close of program per the timeline.

Don’t forget to include how many Initial Gift of Caring cans each girl sells. Remember, all Gift of Caring cans are worth \$5.00



To look up girls and their Initial Order totals at any given time, go back to the **Manage My Troop** screen and scroll to the **Nut Sales** section.

Nuts Sales

		FULL REPORT EMAIL PRINT OTHER															Results 1 to 2 (out of 2)	
	First Name	Last Name	Service Unit	BT Peanuts	Cajun Mix	Fruit Slices	Trail Mix	Dk Choc Cashews	Select Mix	Choc Raisins	Choc Almonds	Cashews	Peppermint Bark	Peanut Brittle	Mint Trefoils	Total Cans - Initial Gift of Caring	Total Initial Order Cans	
30003																	2 Girls	
NEW EDIT VIEW	Almond	Joy	2011 Test Service Unit	1	1	1	1	1	1	1	1	11	1	1	1	0	22	
NEW EDIT VIEW	Hazel	Nutt	2011 Test Service Unit	1	2	3	4	5	6	7	8	9	1	2	3	1	52	
TOT				2	3	4	5	6	7	8	9	20	2	3	4	1	74	

To view each girl’s Initial Order magazine sales, scroll to the **QSP Orders** section. Online Magazine orders will be entered at the very end of the program (see page 15).

QSP Orders

		FULL REPORT GRID EDIT EMAIL PRINT OTHER					Results 1 to 2 (out of 2)	
	First Name	Last Name	Add Online Magazine Sale	Magazine Orders (Number)	Magazine Orders (Dollars)	Magazine Online Orders (Number)	Magazine Online Orders (Dollars)	
NEW EDIT VIEW	Almond	Joy	Add/Edit Online Mag Sales					
NEW EDIT VIEW	Hazel	Nutt	Add/Edit Online Mag Sales	2	\$40.00			
TOT				2	\$40.00	0	\$0.00	

Once your Initial Order is complete, and no further changes are going to be made to any girl’s order, you are done until it’s time to pick up your Initial Order.

Initial Order Troop Pick-up Information

To review where, when, and what you’re going to pick up on delivery day click the **Display Troop Pickup Info** button.

Girls

[Add Girl](#)

[Manage My Allocations](#)

[Display Troop Pickup Info](#)

This screen will tell you where you’ll be picking up your Initial Order, on what date, at what time, and how many cases of each variety you’ll be picking up. Your Service Unit Chair will enter in the information for the delivery site, date, and time, so if this information is blank, it’s because your Service Unit Chair has not entered the information yet.



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Print out this form by clicking the print button towards the top left of the report and bring it with you (or give it to the person picking up the product) on Initial Order delivery day to verify your Troop’s Initial Order.

Troop Information | Troop Cookie Pickup Summary

GRID EDIT | EMAIL | **PRINT** | OTHER

Troop User is the user 'Stephanie Sollow' Results 1 to 1 (out of 1)

Initial order Not Fall Cases	Troop #	Troop Pickup - Related Site	Troop Pickup - Date	Troop Pickup - Start Time	Troop Pickup - End Time	Cases Peanuts	Cases Cajun Mix	Cases Fruit Slices	Cases Trail Mix	Cases Dk Choc	Cases Select Mix	Cases Choc Raisins	Cases Choc Almonds	Cases Cashews	Cases Peppermint Bark	Cases Peanut Brittle	Cases Mint Trefoils	Total Cases	
	30003	Mapbase Alpha	11-05-2011	9:00 am	9:15 am	0	0	0	0	0	0	0	0	0	0	0	0	1	
TOT																			1

Troop Pickup - Date	Number of Records	Cases Peanuts	Cases BT	Cases Cajun Mix	Cases Fruit Slices	Cases Trail Mix	Cases Dk Choc	Cases Select Mix	Cases Choc Raisins	Cases Choc Almonds	Cases Cashews	Cases Peppermint Bark	Cases Peanut Brittle	Cases Mint Trefoils	Total Cases
11-05-2011	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TOTALS (1group)															

The delivery site your Troop will picking up from is a link. If you click on this link, it will display the address as well as give you the option to click a button to get driving directions by opening up Google Maps.

Entering/Reviewing Troop to Troop Transfers

To enter or review Troop to Troop Transfers, simply go to your **Manage My Troop** page and scroll down to the Troop to Troop transfers section. You will see two reports, one for the transfers going out from your Troop and another for the troop transfers coming into your Troop. **REMINDER: Only the Troop giving away the product enters the Troop Transfer. Both Troops should retain receipts for the transaction. GreenBeans will automatically enter the other side of the transfer for the Troop receiving the product.**

Troop Transfers

Click this button to create a transfer from your troop to another troop:



The following transactions represent transfers FROM your troop to another troop. These items are deducted from your totals.

To...	From...	BT...	Cajun...	Fruit...	Trail...	Dk...	Select...	Choc...	Choc...	Cashews	Peppermint...	Peanut...	Mint...	Value...	Note
No transfers found															

The following transactions represent transfers TO your troop from another troop. These items are added to your totals.

To...	From...	BT...	Cajun...	Fruit...	Trail...	Dk...	Select...	Choc...	Choc...	Cashews	Peppermint...	Peanut...	Mint...	Value...	Note
No transfers found															

To enter a Troop to Troop Transfer, click the **Add Transfer** button and a form will appear. Fill out the form completely. To pick the Troop that you are transferring to, click the drop down menu and choose the **“browse choices”** option and search for the Troop you’re looking for. Remember if a troop number has fewer than 5 digits you will need to zero fill the number (123 would be 00123). Once you have found the troop, click the circle next to the number and then click **OK**.



NOTE: If when attempting to select a troop, nothing happens, check to make sure your browser is not blocking “pop-ups.” If so, on your browser’s top menu click Tools then choose Pop-up Blocker and select Pop-up Settings. Enter www.quickbase.com as an approved site, click Add, and then close (if you are not using Microsoft’s Internet Explorer, the steps might be different, but equivalent).

Then simply add how many cans of each variety are being transferred and click **Save**. **Again, remember that only the Troop giving away the product enters the transfer. Both Troops should retain the receipt in the event that there is a discrepancy.**

The image shows two overlapping windows from a web browser. The left window is titled "Troop Transfers | Add Transfer" and contains a form with a "Transfer to Troop" dropdown menu and several input fields for product types: BT Peanuts, Cajun Mix, Fruit Slices, Trail Mix, Dk Choc Cashews, Select Mix, Choc Raisins, Choc Almonds, Cashews, Peppermint Bark, Peanut Brittle, and Mint Trefoils. There is also a "Value of transfer" field set to "\$0" and a "Related Troop To (ref) - Service Unit" field. The right window is a "Select a Record" dialog box with a search bar containing "30002" and a list of radio buttons next to troop numbers from 00012 to 00113. The dialog also has "OK", "Add a new Record", and "next >>>" buttons.

Reviewing What is Due to Council/Authorizing Direct Debits

There will be two Direct Debits throughout the course of the Product Program: one for 50% of your Initial Nut Order (does not include any magazine orders) and the final one for the balance (including magazine orders, excluding online magazine orders). Please make sure that you deposit funds into your account and authorize the direct debit two days prior to the actual debit date (see timeline in your Troop Guide).

What you will see is your **Money Due to Council** information. This is a breakdown of your quantity, dollars owed, troop proceeds, and due to council for nuts and magazines. This will help you understand how the Grand Total of what is due to council is calculated.

Below the **Money Due To Council** information you will see your **Direct Debit Authorization** information.



Money Due to Council

Nuts	Quantity:	Dollars:	Troop Proceeds:	Due to Council:
Initial Order (incl. GOC):	<u>74</u>	<u>\$421.00</u>	\$105.25	\$315.75
Addtl GOC:	<u>0</u>	<u>\$0.00</u>	\$0.00	\$0.00
Net transfers:	-10	-\$84.00	-\$21.00	-\$63.00
Total Nut Sales:	64	\$337.00	\$84.25	\$252.75
Magazines	***	***	***	***
Orders:	<u>2</u>	<u>\$40.00</u>	\$8.00	\$32.00
Online:	<u>0</u>	<u>\$0.00</u>	\$0.00	\$0.00
Email Lists:	<u>0</u>	X	x	x
Troop Grand Total:	X	X	<u>\$92.25</u>	<u>\$284.75</u>

The breakdown of quantity, dollars owed, troop proceeds and money due to council for nuts (not shown here, any extra product p/u from your SU which will show as Cupboard)

The breakdown of quantity, dollars owed, troop proceeds and money due to council for magazines

Grand total of your Troop Proceeds (left) and grand total balance of what's due to council.

Direct Debit Authorization

Due for Initial Order	\$315.75
Due to Council Grand Total	\$284.75
Payments by Direct Debit	
Total Outstanding	\$284.75

Click Direct Debit button to continue...

To authorize a direct debit, click on the **Direct Debit** button. This will open a new window that looks like the one on the next page.

Note: GreenBeans does not automatically debit Troop accounts. It allows the Finance Department to run a report of authorized debits to send to the banks, and the banks will do the debiting. Should a debit be sent back as rejected for whatever reason, the debit will be taken out of the Money Due Summary.

On this page, it will show you the amount you are authorizing as well as you the opportunity to authorize more or less than the amount shown (by making a notation in the Notes field). Enter your name at the bottom and click **Save**. The debit is not authorized until you click the **Save** button. GreenBeans automatically calculates the amount due for both Direct Debits.



Direct Debit | Add Debit

SAVE SAVE & ADD ANOTHER CANCEL

Troop Authorization for Direct Debit

By clicking the Save button at the top or bottom of this form, Product Sales Chair, I authorize Girl Scouts of Greater Los Angeles to debit the following amount from the Troop Account.

Debit Amount
284.75

Troop #
30003

Troop User
trooptest2

Name on Check
30003

ABA
123456789

Account
999912345678

Notes

Please enter your name *

Please enter the date *

SAVE SAVE & ADD ANOTHER CANCEL

In the event that your troop does not have available the full amount due to council on the scheduled debit date, you must use the notes section to let council know why and how much can be safely debited. Be specific, but concise. Conversely, you can also make a note if you would like more than what is due debited (e.g., instead of the 50% for initial order, debiting the full amount).

Allocating Product to Girls for Recognitions

In this section you will allocate to your girls any additional sales (including additional Gift of Caring) or transferred cans so the girls may earn recognitions. To do this, click the **Manage My Allocations** button.

Girls

Add Girl **Manage My Allocations** Display Troop Pickup Info



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This is your allocations screen (see below). The first row of numbers is your total cans by variety for your Initial Order. The second row is your Total Net Troop Transfers, the third row* is anything extra you picked up from your Service Unit, and the fourth row is your Troop Order Totals, which is basically the first three rows added together.

Then you have your allocation table which lists all the girls in your Troop and their net allocations so far. Initially this shows the girls' initial orders, which are already allocated by default. You will only need to allocate *additional* cans.

Below the table is your remaining to be allocated. These numbers let you know how many cans you have left to allocate to your girls for recognitions. These cans are basically your inventory of cans that do not belong to any girl in your Troop. Your goal is to get your "remaining to be allocated" numbers to zero. Once they are all at zero you know you've allocated correctly and your girls are earning the highest incentive level possible. If you see negative numbers here, you may have transferred cans that were part of her initial order. These numbers will need to be adjusted, and may require contacting the Product Sales Manager for your region.

Troop Information | Record #2450

EDIT | EMAIL | DELETE | PRINT

Troop Summary

Enter troop #
30003

Troop Initial Order

BT Peanuts	Cajun Mix	Fruit Slices	Total Trail Mix	Dk Choc Cashews	Select Mix	Total Choc Raisins	Choc Almonds	Cashews	Peppermint Bark	Peanut Brittle	Mint Trefoils
2	3	4	5	6	7	8	9	20	2	3	4

Troop Net Transfers

-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
----	----	----	----	----	----	----	----	----	----	----	----

Troop Order Totals

1	2	3	4	5	6	7	8	19	1	2	3
---	---	---	---	---	---	---	---	----	---	---	---

Allocations

FULL REPORT | GRID EDIT | EMAIL | PRINT | OTHER

Full Name	Total Girl BT Peanuts	Total Girl Cajun Mix	Total Girl Fruit Slices	Total Girl Trail Mix	Total Girl Dk Choc Cashews	Total Girl Select Mix	Total Girl Choc Raisins	Total Girl Choc Almonds	Total Girl Cashews	Total Girl Peppermint Bark	Total Girl Peanut Brittle	Total Girl Mint Trefoils	Total Cans - Initial Gift of Caring	Total Sale Cans	Allocation GOC \$5	Add Allocation	Allocations	Add GOC Allocation
NEW! Hazel Nutt	1	2	3	4	5	6	7	8	9	1	2	3	1	52		Add Allocation	Allocations	Add GOC Allocation
NEW! Almond Joy	1	1	1	1	1	1	1	1	11	1	1	1	0	22		Add Allocation	Allocations	Add GOC Allocation
TOT	2	3	4	5	6	7	8	9	20	2	3	4	1	74	0			

Remaining to be allocated

BT Peanuts	Cajun Mix	Fruit Slices	Trail Mix	Dk Choc Cashews	Select Mix	Choc Raisins	Choc Almonds	Cashews	Peppermint Bark	Peanut Brittle	Mint Trefoils	Remaining to be allocated
-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-10

Owner: [trooptest2](#)
Created: JUL-18-2011 3:28 PM (PDT)
Last Modified: JUL-19-2011 9:54 AM (PDT) by [StaphTest](#)

EDIT | EMAIL | DELETE | PRINT | ADD SIMILAR

You can allocate cans/boxes of product throughout the Product Program. To do this, choose the girl in your Troop you would like to allocate (give product) to. Click on the **Add Allocations** button next to her name (near the right end of her "row").

You can also allocate Gift of Caring product by clicking on the new **Add GOC Allocation** button next to each girl (at the right end of her "row").

*updates to GreenBeans precluded having a complete screen shot available for this manual



Allocations | Add Allocation

SAVE SAVE & ADD ANOTHER CANCEL

Allocations

Name Hazel Nutt

Use this form to allocate to girls. You must enter the quantity of each product, indicate if this is a Gift of Caring allocation, and who has payment responsibility. If the girl has sold the product herself and will be collecting funds herself then it is considered Girl Responsibility. If the troop has sold the product at a booth sale then it is considered troop responsibility as the individual girl is not collecting the funds on her own.

Remaining	BT Peanuts	
11	<input type="text"/>	
11	Cajun Mix	<input type="text"/>
11	Fruit Slices	<input type="text"/>
11	Trail Mix	<input type="text"/>
11	Dk Choc Cashews	<input type="text"/>
11	Select Mix	<input type="text"/>
11	Choc Raisins	<input type="text"/>
11	Choc Almonds	<input type="text"/>
11	Cashews	<input type="text"/>
11	Peppermint Bark	<input type="text"/>
11	Peanut Brittle	<input type="text"/>
11	Mint Trefoils	<input type="text"/>
Total	Total \$	\$0.00
0		

The left column shows how many of each variety you have remaining (a combination of any transfers to your troop and any extras you ordered with Initial Order). Input how many of each variety you are allocating to the girl.

Date nuts given to girl

Payment Responsibility Troop

Notes:

SAVE SAVE & ADD ANOTHER CANCEL



You will notice that your remaining to be allocated numbers have changed reflecting what you just allocated to your girl(s). Again, you know you’ve allocated all product to your girls correctly, when the remaining to be allocated numbers are all at zero. At any time during the program, you can come to this screen and click on the “Allocations” link next to a particular girl’s name. This link will give you a running list of what you’ve allocated to this particular girl so far.

Entering Online QSP Orders

In this section you will enter all online QSP orders. Please make sure to have the Detailed Order Report from each girl who sold online magazines before you begin. To enter in the online orders, scroll down to the QSP Orders section. You will see a list of all your girls and their QSP totals so far.

QSP Orders

FULL REPORT		GRID EDIT		EMAIL		PRINT		OTHER		Results 1 to 2 (out of 2)	
	First Name	Last Name	Add Online Magazine Sale	Magazine Orders (Number)	Magazine Orders (Dollars)	Magazine Online Orders (Number)	Magazine Online Orders (Dollars)				
NEW! EDIT VIEW	Almond	Joy	Add/Edit Online Mag Sales								
NEW! EDIT VIEW	Hazel	Nutt	Add/Edit Online Mag Sales	2	\$40.00						
TOT				2	\$40.00	0	\$0.00				

The first two columns labeled **Magazine Orders (Number)** and **Magazine Orders (Dollars)** are the numbers of the direct magazines and total dollars that you entered during the Initial Order phase of the program. The second two columns are any online orders that you are going to enter. To enter an online magazine subscription(s) for a girl simply click the **Add/Edit Online Mag Sales** button next to the appropriate girl. You will then be brought to the following screen. Simply enter in the number of online orders and the total dollars. Then click **Save**.

Girls | [Edit Girl #31324](#)

[SAVE](#) [CANCEL](#)

Add Online Magazine Order

Full Name Almond Joy

Magazine Online Orders (Number)

Magazine Online Orders (Dollars)

Owner: [trooptest2](#)
Created: JUL-18-2011 4:42 PM (PDT)
Last Modified: JUL-18-2011 4:42 PM (PDT) by [trooptest2](#)

[SAVE](#) [CANCEL](#)

You will see the number of online orders and dollars has filtered into the appropriate columns.



Entering/Reviewing Girl Payments

Throughout the course of the Product Program, you can add a payment to a girl when she gives you money towards the product she is responsible for. To do this, scroll down to the **Girl Payment Summary** section.

Girl Payment Summary

FULL REPORT GRID EDIT EMAIL PRINT OTHER													Results 1 to 2 (out of 2)	
	First Name	Last Name	Total Cans - Initial Gift of Caring	Total Initial Order Cans	Girl Amount Due for Initial Order	Total Allocations	Total Allocations Girl Resp. \$	Magazine Orders (Number)	Magazine Orders (Dollars)	Total Girl Amount Due	Amount Paid by Girl	Amount Outstanding from girl	Total Sale Cans	Add Payment
NEW! VIEW	Almond	Joy	0	22	\$154.00					\$154.00		\$154.00	22	Add Payment
NEW! VIEW	Hazel	Nutt	1	52	\$362.00			2	\$40.00	\$402.00		\$402.00	52	Add Payment
TOT			1	74	\$516.00	0	\$0.00	2	\$40.00	\$556.00	\$0.00	\$556.00	74	

Girl Payments | [Add Payment](#)

SAVE | SAVE & ADD ANOTHER | CANCEL

Girl's Name:

Amount:

Date:

Notes:

SAVE | SAVE & ADD ANOTHER | CANCEL

Viewing Troop Recognitions

In GreenBeans, to view your Troop's recognitions simply scroll down to the Troop Recognitions section.

Troop Recognitions

FULL REPORT GRID EDIT EMAIL PRINT OTHER													Results 1 to 2 (out of 2)	
	Total Sale Cans	Full Name	2011 Incentive Units	2011 Participation Patch (10+ Units)	2011 25+ Patch (25+ Units)	2011 50+ Patch (50+ Units)	2011 75+ Patch (75+ Units)	2011 100+ Patch (100+ Units)	2011 14" Custom T-shirt Bear (100+ Units)	2011 Crystal Connector Bracelets & Star Shoelaces (50+ Units)	2011 Movie Tickets - pga 50+	2011 GOC Rocker Patch (6+ GOC)		
NEW! VIEW	22	Almond Joy	22	✓										
NEW! VIEW	52	Hazel Nutt	56	✓		✓				✓				
TOT	74		78	2	0	1	0	0	0	1	0	0		

of Girl Movie Tickets
0

Total # movie tickets
0

You can Print this summary (as with other sections) by clicking the Print link (as indicated above).

Your Regional Product Sales Manager will be working directly with your Service Unit Fall Chair to resolve any Troop issues with GreenBeans. Please make sure contact your Service Unit Fall Chair with any questions.