

Tracking Sheet #1 Instructions

Tab 1 - Unit Totals - Enter scout names and dens here...feeds to other 2 tabs. The totals feed back from the Scout Sales tab for each scout. I also use this for prize tracking for each kiddo - and it makes it a ton easier to order my prizes.

Tab 2 - Scout Sales - Enter the sales from the scout's sheet when they return with their orders. The \$ amount will calculate and prefill on the yellow column - AK - and give you a running total at the bottom of both product and \$ totals. I use this for balancing their sheet to the product taken/returned.

Tab 3 - Scout Take and Return - I use the first columns to enter what each scout took in early Sept at the start of the sale. I make them sign it all out. The second set of columns is used for any product they return to me throughout the sale. Again...they sign it in. The totals all calculate. The orange columns on the far right I find handy as I like to collect checks throughout the sale to avoid any that might bounce if they sit too long. I enter the totals here and it subtracts from what they owe me back.

Tips -

Enter rows in the same place on all 3 sheets to fill your den's needs. Inserting rows within those provided will keep the total formulas working.

Copy a blank row and then enter the scout's name on the first tab...copying a row will keep the calculations intact.