2024 TCM eBudde Closeout Mini Guide

IMPORTANT DATES

Sunday, March 10 – Cookie Program Ends

Monday/Tuesday March 11-12 – Cookie Program closeout

- ☐ Schedule a call or check-in with SUCMs during the week leading up to closeout, to go over wrapping up the cookie program.
- ☐ Verify all troop data is entered in eBudde.

TCM closeout deadline is Tuesday, March 12, 8 p.m. TCMs will be locked out of eBudde at this time. You can still see all information in eBudde after "lock-out."

- ☐ Verify all cookies have been allocated to girls in eBudde, including all troop link cookie transactions. Troop link and girl order tab needs to balance to zero.
- ☐ Select and submit all girl rewards in eBudde.
- ☐ Ask caregivers to turn in cookie order money collected, deposit in troop account before ACH debit.

SUCM closeout deadline is Wednesday, March 13, 8 p.m.

Friday, March 15 - Money Problem Report deadline - submit by 8 p.m.

Tuesday, March 26 - ACH debit occurs for total amount owed to council.

Cookie Credits held at council are applied to GSCO camp registrations by April 30

May - Rewards ship to service units.
May - Cookie credits mailed out.

TCMs - If there is an issue with a parent/caregiver in your troop, or any other issue that you need help with, contact your SUCM. If there is an issue involving cookie program money, you may need to complete a money problem report. Review TCM guide pages 36-38 (Link to form below.)

Money Problem Reports

Permission slips MUST be completed and collected from all girls/caregivers who participate in Girl Scout Cookie Program. If there is a troop or caregiver money issue, the permission slip has to be submitted with the MPR, along with receipts and/or other documentation.

Click to access Money Problem Report.

TROOP EBUDDE CLOSEOUT CHECKLIST

Information in Budde must be finalized and ready for submission by March 12, 2024, at 8 p.m.

If you have questions or need support, contact your service unit cookie manager. **SUCMs will have until March 13, 2024, at 8 p.m. to help troops get all information entered into eBudde.**

However, remember that SUCMs are working with other troops/Juliette caregivers as well. Your flexibility and respect for their time will be appreciated.

On the Transactions Tab:

- ☐ Verify all transactions and troop-to-troop transfers on the Transactions Tab are accurate and complete.
- ☐ Compare all receipts to the transactions for all cookies received and traded.

On the Girl Orders Tab:

- ☐ Verify packages have been allocated to the girls correctly, including all transactions on troop site (link).
- ☐ Verify that the amounts due and paid amounts on the girl totals line match.
- ☐ Verify the amount listed in the difference line under the total column is zero. Don't worry if the other difference line items do not equal zero, the total difference is the only one that matters.
- ☐ If there is a negative number, the troop has cookies left in its inventory. Assign all of the packages to the girls who sold them/will sell them.
- ☐ If there is a positive number, the troop has over allocated cookies to girls. Remove the over allocated cookies from each girl who did not sell that many. If troop has money to cover packages, they might need to pick up more cookies.

On the Payments Tab:

- ☐ Check DOC payments summary or click on EXPAND DOC PAYMENTS to see detailed view.

On the GOC (Gift of Caring) tab:

- ☐ Even though this is called the GOC tab, this is where you enter the name of your Hometown Hero and numbers of packages going to them. You can add more than one HTH too.

On the Rewards Tab:

- ☐ Click the FILL OUT button for the final rewards order. The system will display all the rewards available for selection. Enter in quantities for the troop reward order.
- ☐ If information for a girl order is needed, the system will display in RED that a selection is needed. If there are choices or T-shirt sizes, selections will need to be made before submission.
- ☐ Click SUBMIT GIRL ORDER.
- ☐ Click SUBMIT REWARD ORDER.

On the Sales Report Tab:

- ☐ Verify that all information on sales report tab is accurate.
- ☐ SUCMs will review sales report with TCMs as part of closeout review.
- ☐ GSCO will debit the troop account for the amount reflected on the sales report. This debit will occur on Tuesday, March 26, 2024.
- ☐ Save/Print and keep a copy of the Sales Report on the Sales Report Tab. This information will be necessary to complete your troop's end-of-year financial reports.

On the Reports Tab:

- ☐ Choose from multiple filters to view specific reports. Save/print and keep a copy of the final
- ☐ Sales report and the Girl Reward report.

*** For more information about allocating troop site (link) transactions, see allocate troop site link transactions, TCM closeout guide, page 4. *No transactions* can remain on troop link at closeout!**

Allocate Cookies and Payments

Initial Order (IO) cookies and cookies picked up at cupboards belong to the troop, not the individual girls, and the troop is financiall responsible for those cookies. Cookies distributed to each Girl Scout are the financial responsibility of that girl (caregiver). Girls earn rewards for the number of cookies they sell. For this reason, each package of cookies sold must be allocated (assigned) in eBudde to girls before the end of the cookie program.

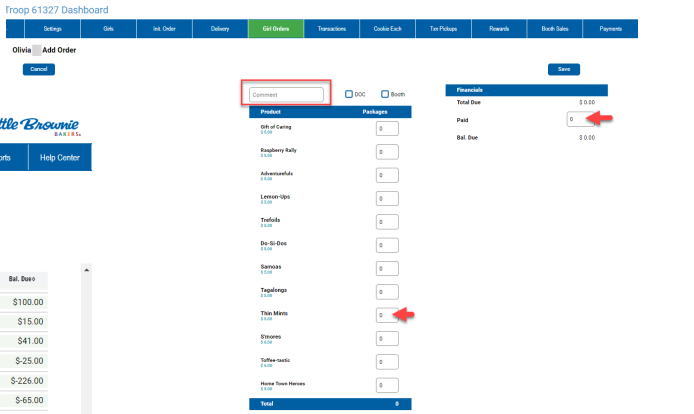
eBudde accounts for each girl's (caregiver's) financial responsibility, and troops should record cookies allocated to girls and payments received under the **GIRL ORDERS** tab. Package allocations and payments should be recorded often to keep the troop's inventory up-to-date and to keep the girl information as accurate as possible.

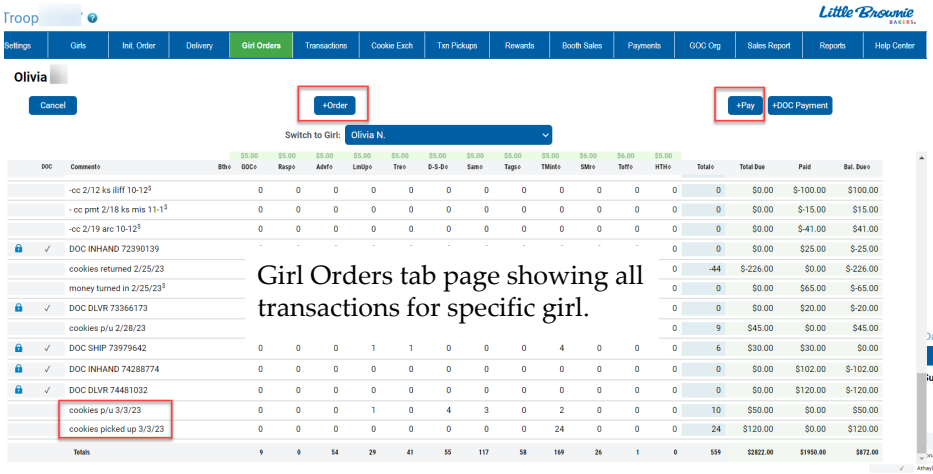
GSCO suggests that troops allocate early and often to help keep track of the troop's inventory and girl payments, and to track the girls' progress towards rewards.

Watch these videos! Click links to access.
[eBudde transactions]
[eBudde payments]
[eBudde girl orders]

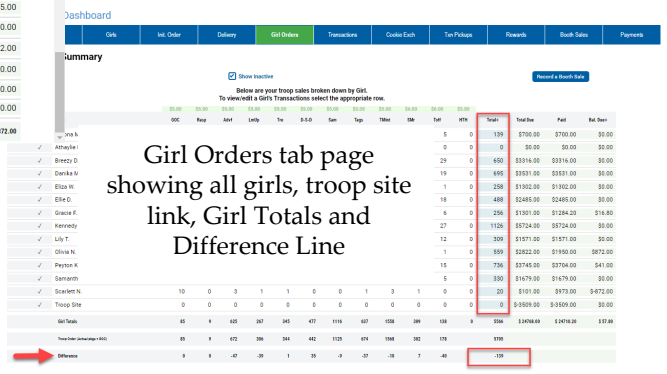
Add Transactions and Payments

- Click the **GIRL ORDERS tab**
- Select the girl by clicking her name.
- Select **+ADD** button (to add or remove product) or **+PAY button** (to track money received from the girl.
- The screen will come up to enter +/- quantity of cookies by variety and payment; enter a note in the comment box too (receipt number, date, other relevant info).
    - If a girl has returned cookies, you can add a "-" (minus sign) in a girl's transaction to take cookies away from a girl and put them back into the troop's inventory.
    - You can also make corrections to an entry by clicking on that line and entering your edits.
- Click **SAVE** and **Okay** to record the data.





Girl Orders tab page showing all transactions for specific girl.



Girl Orders tab page showing all girls, troop site link, Girl Totals and Difference Line

Closeout on the GIRL ORDERS tab:

- Verify packages have been allocated to the girls correctly.
- Verify the due and paid amounts on the girl totals line match.
- **Verify the amount listed in the difference line under the total column is zero. Don't worry if the other difference line items do not equal zero, the total difference is the only one that matters. This must be done before rewards are submitted.**
    - If there is a negative number, the troop has cookies left in its inventory. Assign all the packages to the girls who sold them/will sell them.
    - If there is a positive number, the troop has over allocated cookies to girls. Remove the over allocated cookies from each girl who did not sell that many.

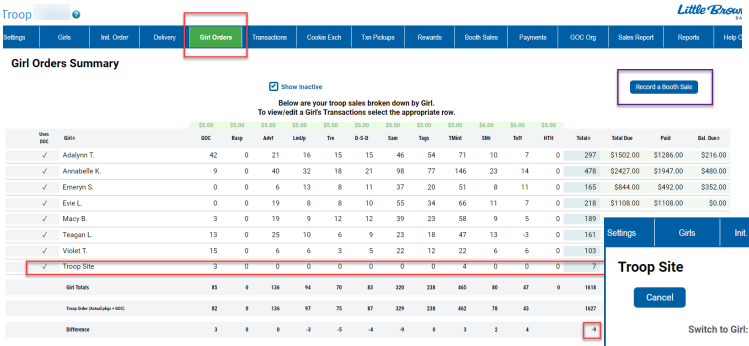
Allocate Troop Site Link Transactions

In order for girls to get credit for the variety of cookie sales made through the link, the transactions have to be divided up and allocated to the girls in eBudde. No cookie sales can remain on the "troop site." It must be "zeroed out" before closeout.

Once the transactions are allocated to the girls, they will count towards girl rewards - *except for Digital Cookie rewards* - and doing so will ensure that total sales for per girl average (PGA) is accurate.

Steps to allocate transactions from troop site link to girls:

- Any sales that are acquired from your troop Digital Cookie site link will be credited in eBudde to your "troop site" which will appear under the GIRL ORDERS tab. The order will be listed as "TroopXXXXX S."
- TCMs will need to record multiple transactions to move the sales.*

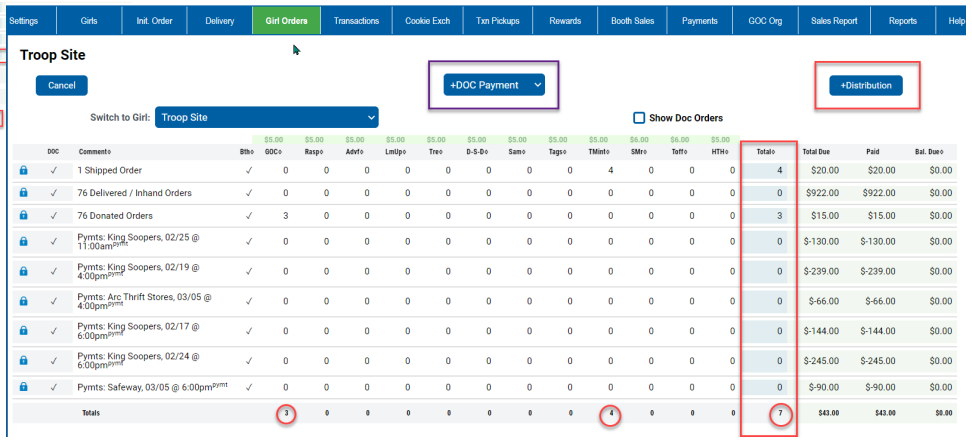


Watch these videos! Click links to access.

[Managing and Balancing Troop Site DOC payments]

[How to Distribute Troop Site Shipped Orders]

[eBudde girl orders]



Digital Cookie Troop Site link orders

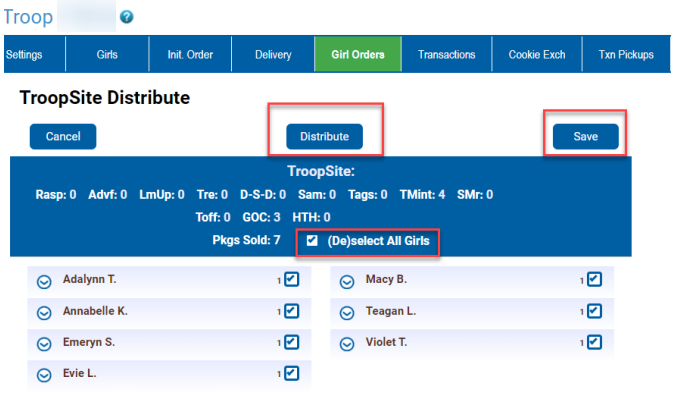
What is Allocated

DON - Money and Cookies

SHIP - Money and Cookies

DLVR - Money

INHAND - Money

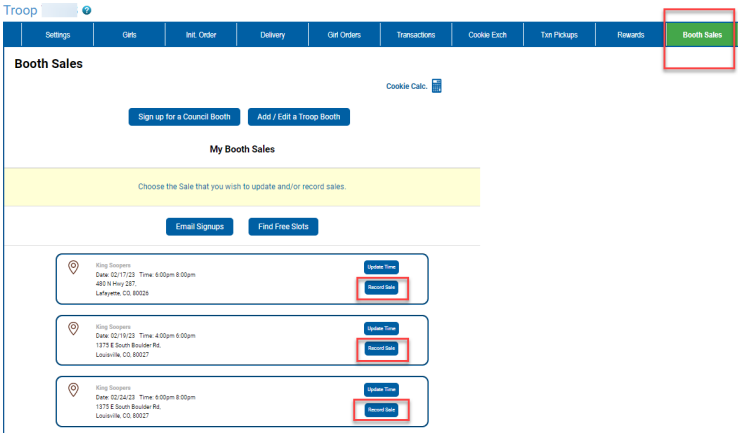


- To give credit to Girl Scouts for DOC DON, SHIP, DLVR, INHAND orders processed through the "troop site" link, under the GIRL ORDERS tab, click on your "troop site" and click on the **+DISTRIBUTION** button.
- The **+DISTRIBUTION** page shows number of cookie packages and defaults to selecting all girls in troop.
- You can either evenly distribute troop link sales to girls or you can deselect all girls, and then check the box to the right of each girl's name, to distribute to only selected girls but not all. Click **Save** and **Okay.**

Recording Booth Sales
***If you are allocating "troop site" sales that happened at a booth, TCMs MUST use the booth sale recorder in order for girls to get the Booth Sales charm:**

- Under the **GIRL ORDERS** tab you can allocate "troop site" link booth sales to the girls in your troop by using the booth recorder.
- Click on the **BOOTH SALES** tab (or the "Record Booth Sales" button under the **GIRL ORDERS** tab,) and then select "Record Sales" for the booth you're allocating cookies to girls. Click **Save** and **Okay**.

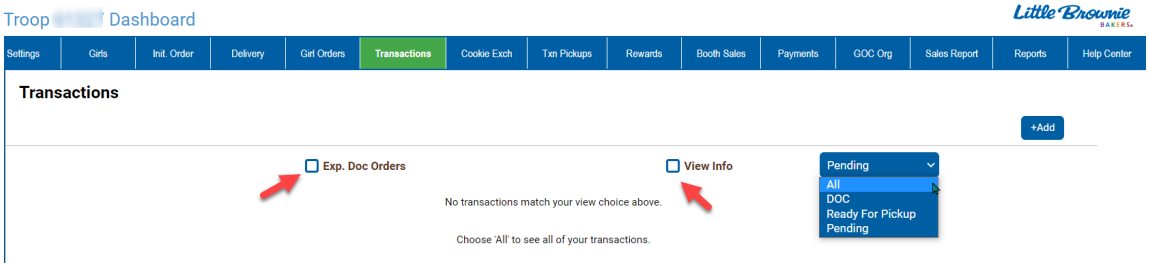
Watch how to use [booth recorder video!]

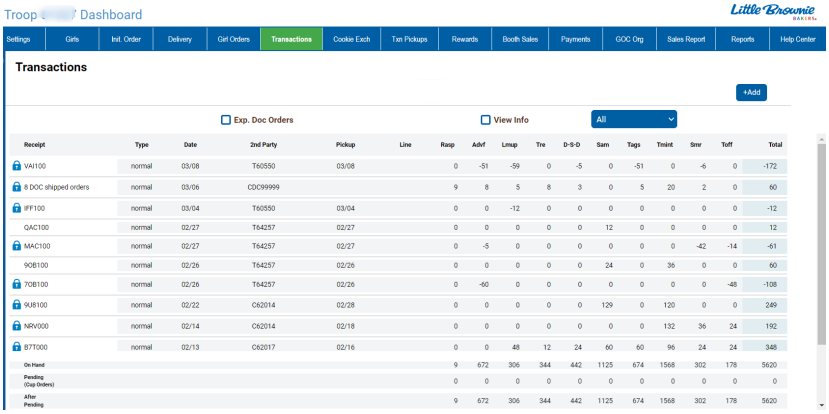


Transactions Tab - Review Transactions

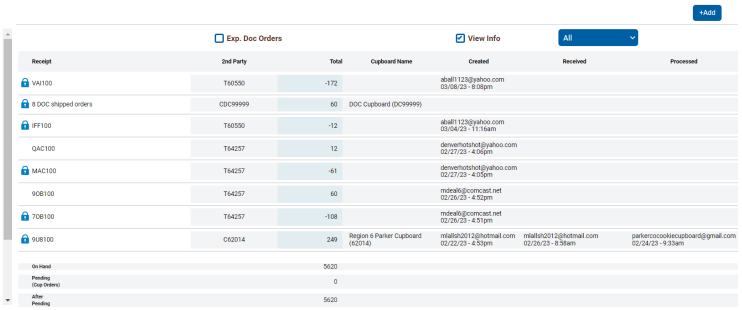
The **TRANSACTIONS** tab holds all of the information about the troop's inventory. You will see your IO order, cupboard orders, troop-to-troop transfers, and Digital Cookie orders listed on this page; on hand, pending, and after pending troop inventory will show at the bottom of the page.

- On the **TRANSACTIONS** tab page, the page defaults to showing pending orders. Go to the drop down menu and select "ALL" to see all transactions. To further expand view, click on *Exp. DOC Orders* and *View Info*.





Watch the [eBudde transactions video!]



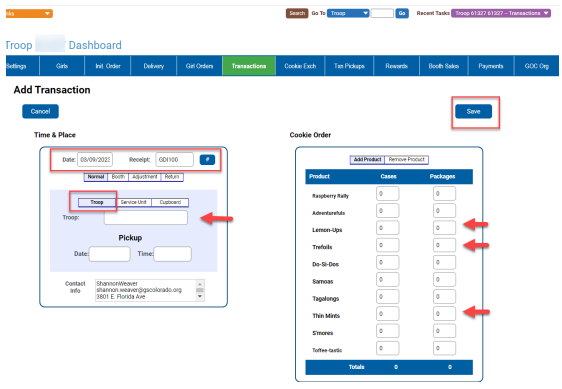
- Digital Cookie orders appear as DOC xxxxxxx from 2nd Party CDC99999. These are imported from Digital Cookie and cannot be edited. Payment is also automatically applied, so the troop will be credited (in the **PAYMENTS** tab) for these cookies on their final ACH debit.

TRANSACTIONS Tab Review:

- Verify all transactions and troop-to-troop transfers on the **TRANSACTIONS** Tab are accurate.
- Compare all receipts to the transactions for all cookies received and traded.
- If there is a discrepancy, double-check the following: recount on-hand inventory, check cookies allocated to girls against receipts/booth records (see **GIRL ORDERS** tab), review booth sales, review cupboard orders and any troop-to-troop transfers (offered and accepted.)
- Contact your service unit cookie manager (SUCM) for additional assistance if needed.

How to Enter Troop-to-Troop Transfers - The ***troop receiving the cookies*** will enter the transaction in eBudde

- Click **+ADD** button to add a transaction
- Select Troop
- Enter the following information:
  - Troop # = 5-digit troop number of the troop giving cookies
  - Pickup date and time
  - Fill in correct number of cases/packages by variety
- Click **Save** and **Okay.**
- Verify the transaction was saved

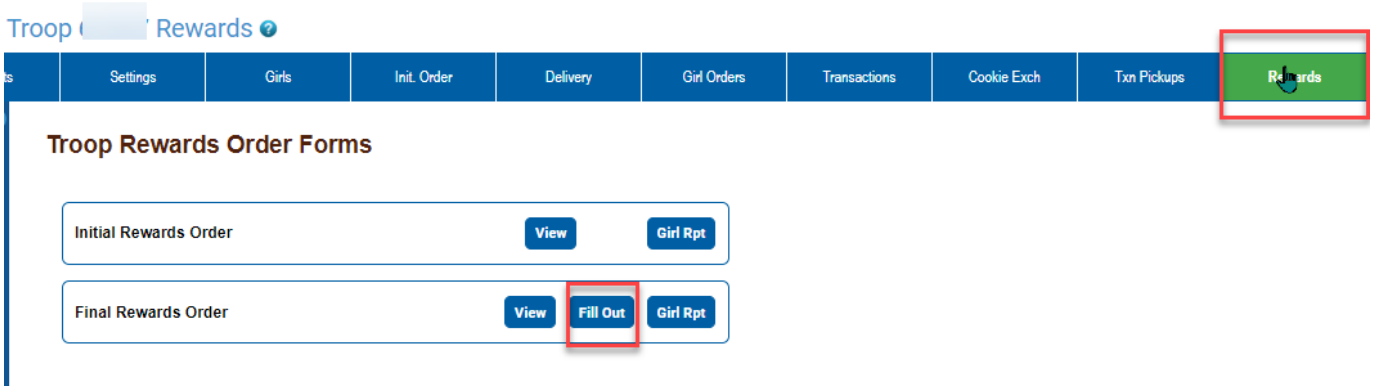


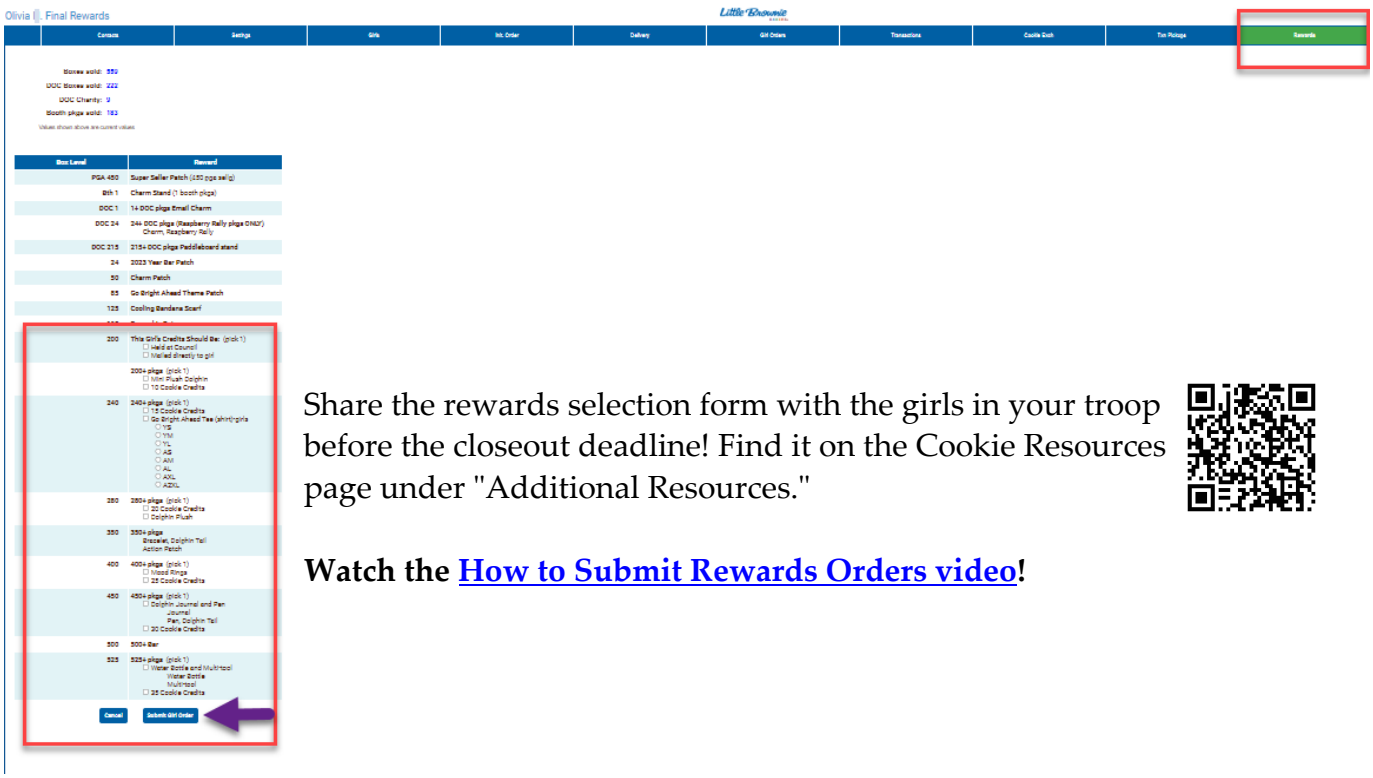
Submit Final Rewards

eBudde automatically calculates rewards for girls based on the number of packages allocated to each girl at the close of the Cookie Program. TCMs must enter reward choices and/or sizes for some of the rewards based on what the girl has selected if known, or if not known, make your best guess. Always choose the item or event over Cookie Credits. If you find out later the girl would rather have Cookie Credits, GSCO can make the change.

ON THE REWARDS Tab:

- Select **Fill Out** on the Final Rewards Order line. A new screen will appear that will list all of the girls' rewards.
- If a size or reward choice selection is needed, it will be noted in red next to a girl's name (see the Rewards Selection document distributed to each troop).
- Click on a girl's name to see her rewards.
- Select the girl's size and/or reward choice(s).
- Click **Submit Girl Order**.
- Once you have entered all rewards selections for girls, click **Submit Final Reward Order**.





Share the rewards selection form with the girls in your troop before the closeout deadline! Find it on the Cookie Resources page under "Additional Resources."

Watch the How to Submit Rewards Orders video!

Hometown Heroes

Hometown Hero Cookies (HTH) - If you need additional cookies to fulfill your HTH donation, you can pick them up from the cookie exchange before the program closeout or from a cupboard.

If you have excess troop cookie inventory, you can fulfill the quantity of HTH cookies needed by taking them from troop cookie inventory and making note in eBudde.

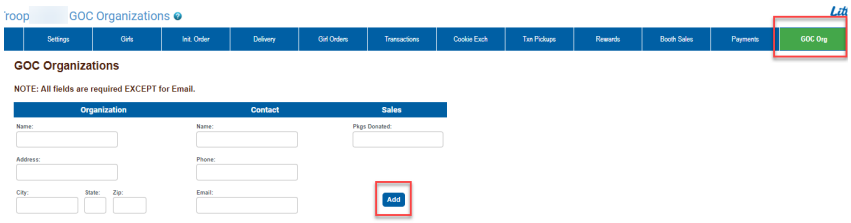
- Enter all HTH cookie orders in the HTH column in eBudde under each girl who sold them and record the money collected for these packages in the same line.
- All arrangements for selection, delivery, and shipment of HTH cookies are the troops' responsibility.
- Last day to deliver HTH cookies is June 30, 2024.

Gift of Caring

If troops only have some cookies to fulfill HTH donations, but not all, the designation of donations can also be split between HTH and GOC in eBudde.

Girls ask customers to buy cookies from their troop to be donated. The girls collect the money, but do not physically take possession of the cookies; GOC cookies are not part of your physical troop inventory.

- On the **GIRL ORDERS** tab, click on a girl name, then click on the **+ADD** button, and enter GOC cookie order and record payment. Then click on **Save** and **Okay**. Repeat these steps under each girl who collected donation money for GOC cookies.
- No need to order from a cupboard to account for these "virtual" packages. eBudde allows this to be automatically calculated.



Don't forget! **If your troop is participating in the Hometown Hero program, you must fill out the GOC Org tab with the HTH organization information.**

This must be done for girl to earn their HTH charm!

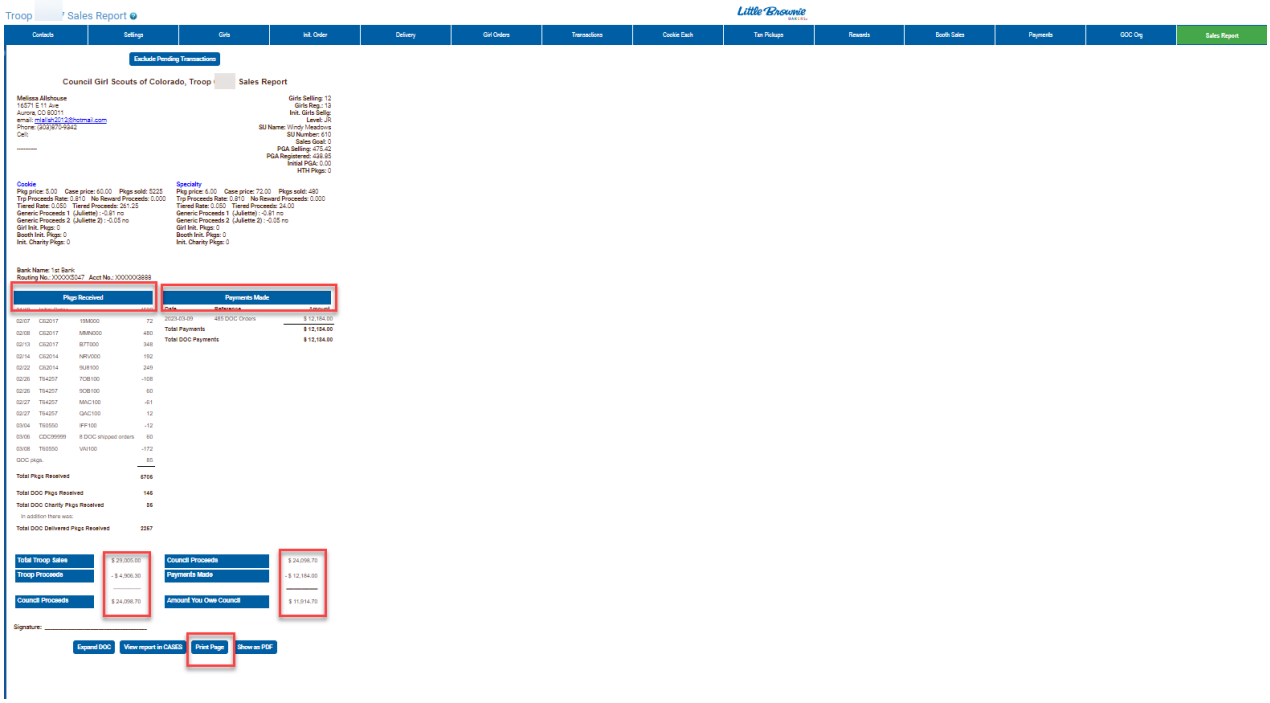
See list of girl rewards in the **TCM guide**, page 19. You can also see all the rewards on the girl order card and listed on the **reward selection form**. Go to the Cookie Resources page to access.

Closeout Reports

ON THE SALES REPORT TAB:

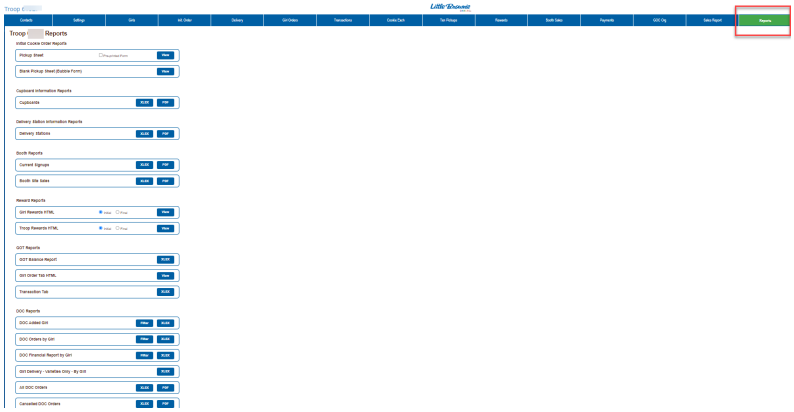
- Verify that all information on **SALES REPORT** tab is accurate.
- SUCMs will review sales report with TCMs as part of closeout review.
- Keep a copy of Sales Report for Annual Troop Report.
- GSCO will debit the troop account for the amount reflected on the sales report. This debit will occur on Tuesday, March 26, 2024.

For more information watch the Sales Report video!



ON THE REPORTS TAB:

- Choose from multiple filters to view specific reports.
- View reports, save and/or print for records.
- Reports open in Microsoft Excel and/or PDF format. Microsoft Excel is recommended for exports.



MONEY MANAGEMENT

To review guidelines on handling money, outstanding balances, final troop debit, and unsold cookies see pages 36-38 in the TCM Guide.