



SUCM Cookie Closeout Mini-Guide

Important Dates

March 13 – Cookie Program Ends

March 13-16 – Cookie Program closeout

- Schedule check-ins with TCMs 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 March 15, 8 p.m. TCMs will be locked out of eBudde. Remind them that they can still see all information in eBudde after "lock-out."

- Verify that all cookies have been allocated to girls in eBudde, including all troop link cookie transactions. Troop link and other transactions under girl order tab needs to balance to zero.
- Verify that all troops have selected and submitted all girl rewards in eBudde.
- Submit service unit girl reward order in eBudde.

SUCM closeout deadline is March 16, 8 p.m.

March 18 - Money Problem Report deadline - submit by 8 p.m.

March 24 - ACH Debit - ACH debit occurs for total amount owed to council.

April 30 - Cookie Credits applied to GSCO camp.

May - Rewards ship to service units

May - Cookie credits mailed out

May 31 - Deadline for SUCMs to report reward issues to Product Program team

As an SUCM, if you have any concerns about a troop or Juliette caregiver, notify your volunteer support specialist and/or product program specialist right away.

Tell TCM's if a parent/caregiver does reach out with an issue, to contact you for support. You should then contact the PPS/VSS to make them aware of the issue and seek assistance.

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. To review guidelines on handling money, outstanding balances, final troop debit, and unsold cookies, see pages 38-40 in the 2022 TCM Guide.

Click here to access [Money Problem Report](#)

Troop eBudde Closeout Checklist

eBudde must be cleaned up and ready for submission by troops by March 15, 2022 at 8 p.m. It is best practice to keep eBudde updated throughout the program.

SUCMs will have until March 16, 2022 at 8 p.m. to help troops get all information entered into eBudde.

Please assist TCMs in your service unit with the following close out in eBudde:

On the Transactions Tab:

- ☐ 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.

On the Girl Order Tab:

- ☐ Verify packages have been allocated to the girls correctly, including all transactions on troop link.*
- ☐ Verify that 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.
- ☐ 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 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.
- ☐ Request that a copy of the troop sales report is printed and signed, if preferred.
- ☐ GSCO will debit the troop account for the amount reflected on the sales report. This debit will occur on March 24, 2022.

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 Girl Rewards Report on the Rewards Tab.

SUCM Pro Tips:

- Check-in with new TCMs/troops and Juliette caregivers *ahead of closeout* and offer your assistance.
- If a troop submits their troop rewards and needs to make a change, go to the Troops Tab and click un-submit final rewards next to troop number needing to fix reward and make the requested changes.
- When ready to distribute rewards, SUCM download/print Troop Rewards Summary Report.

*** For more information about allocating troop link transactions, see Digital Cookie Troop Link tip sheet next page. No transactions can remain on troop link after closeout.**

The Digital Cookie troop link has been used in multiple ways this year - active on the Cookie Finder, in the Digital Cookie app at booth sales, for virtual booth parties - to name a few. 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 link. It must be "zeroed out" before close-out.

Steps to move transactions from troop link and allocate to girls:

- ### Removing orders from troop link (girl):

		\$ 5.00 \$ 5.00 \$ 5.00 \$ 5.00 \$ 5.00 \$ 5.00 \$ 5.00 \$ 5.00 \$ 6.00 \$ 6.00														
DOC	Comment	Bth	GOC	Advf	LmUp	Tre	D-S-D	Sam	Taes	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"			0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	SHIP M3625915			0	0	0	0	4	0	0	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00
✓	SHIP-b M3625915			0	0	0	0	5	0	0	0	0	5	\$ 25.00	\$ 25.00	\$ 0.00
	Move to Sally 1/31			0	0	0	0	-9	0	0	0	0	-9	\$ -45.00	\$ -45.00	\$ 0.00
☐													0			
				0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00

		\$ 6.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00					
+DOC	+Comment	+Bd	+DOC	+Advt	+LndLo	+Tre	+USD	+Sam	+Taxe	+TMinr	+SMr	+Tnt	+Total	+Total Due	+Paid	+Bal. Due
	Init. Order "Locked"	197	6	0	0	0	0	0	0	0	0	0	203	\$ 1021.00	\$ 0.00	\$ 1021.00
✓	DLVR M3558813	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 61.00	\$ -61.00
✓	DLVR M3572678	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 22.00	\$ -22.00
✓	DLVR M3611471	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 15.00	\$ -15.00
✓	SHIP M3622308	0	0	0	0	0	8	0	0	0	0	0	8	\$ 40.00	\$ 40.00	\$ 0.00
	Troop DOC 1/31	0	0	0	0	9	0	0	0	0	0	0	9	\$ 45.00	\$ 45.00	\$ 0.00

****If you are allocating "troop girl" (troop link) sales that happened at a booth, it's required to follow the steps below, in order for girls to get the Booth Sales patch:**

1. In order to give credit to girls for booth sales processed through the troop link, under the GIRL ORDERS tab, click on your "troop girl" and click "ADD TRANS." You will then make a negative (-) transaction (don't forget the money!) Click "ok" and "save."

2. After doing a negative transaction and removing the money from the INHAND sales, **you can allocate the sales to actual girls in your troop easily by using the Booth Recorder.** (Click the "Record Booth Sales" button on the GIRL ORDERS tab page OR Select "recording sales" under dropdown on BOOTH tab.)

- Record Sales
- Council Sales
- My Sales
- Record Sales

Hometown Heroes

Hometown Hero Cookies (HTH) - Unlike in previous years, there is no guarantee cupboards will have inventory available to fulfill HTH donations.

Instead, GSCO recommended that the quantity of HTH cookies needed either be pulled from troop cookie inventory or picked up through the Cookie Exchange in eBudde or through area/service unit Facebook "cookie exchange" pages.

- 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, 2022.

Gift of Caring

If troops only have some cookies to fulfill HTH donations, but not all, the designation of donations can 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.

- Enter all GOC cookie orders in the GOC column of eBudde under each girl who sold them and record the money collected for these packages in the same line.
- No need to order from a cupboard to account for these "virtual" packages. eBudde allows this to be automatically calculated.



Troop 6073 GOC Organizations

Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits **GOC Org**

GOC Organizations

NOTE: All fields are required EXCEPT for Email.

Organization	Contact	Sales
Name: <input type="text"/>	Name: <input type="text"/>	Pkgs Donated: <input type="text"/>
Addr: <input type="text"/>	Phone: <input type="text"/>	
City: <input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>	Email: <input type="text"/>	<input type="button" value="Add"/>

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 patch.

See girl rewards in the **TCM guide**. 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.



Pro Tip: Ask girls to complete the reward selection form and return the form to you prior to closeout.

Service Unit Quick Sheet for eBudde

Troops Tab

1. Un-submit buttons – allow you to un-submit cookie, and/or incentive/reward orders if incorrectly submitted or needing updating by the troop.

Initial Order Tab

1. Review Troop orders; Troops with an asterisk (*) have not submitted their orders.
2. Make sure the **OTHER** line is the only one with a total. If amounts have been entered on any of the **GIRL** lines, please add those amounts together (be sure all cookie variety amounts remain the same when combining any amounts) and enter them on the **OTHER** line instead.
3. Review the totals at the bottom if correct click **SUBMIT** order. Once the order is submitted, changes cannot be made.

Transactions Tab

1. Enter cookie disbursement transactions (if applicable).
2. Enter pending order to the cupboards (if applicable).
3. Click **Save** to save your information.

Rewards Tab

1. Review reward orders for each troop.
2. Make any changes by editing the troops' reward order page.
3. Update shipping address.
4. Click **SUBMIT** to submit your order. Once you submit the order, changes cannot be made.

Booth Sites Tab

1. Booth Request Approval
 - a) Update troop requests from pending to approved and/or denied.
 - b) Enter in reason for denial or comments in notes section.

Reports Tab

1. There are several reports to help you validate information from the initial cookie and reward orders, and troop pickup sheets.
 - a) Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel.