2022 TCM eBudde Closeout Mini Guide

IMPORTANT DATES

March 13 – Cookie Program Ends
March 13-15 – Cookie Program closeout

- □ Schedule check-ins 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 March 15, 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.
- 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 occurs for total amount owed to council.

April 30 - Cookie Credits applied to GSCO camp registrations.

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. (See info and link 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

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**.**

If you have questions or need support, contact your service unit cookie manager. **SUCMs will have until March 16, 2022 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 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.
- 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 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.

*** For more information about allocating troop link transactions, see Troop Link eBudde tip sheet, page 5.**

No transactions can remain on troop link after closeout.

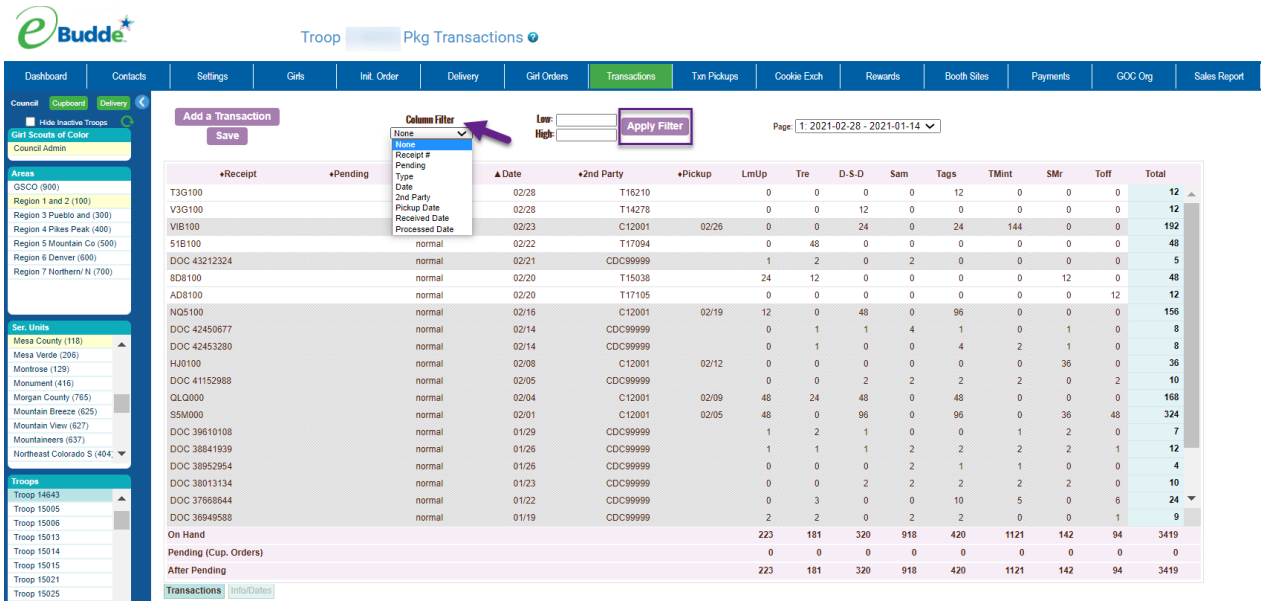
Managing Troop Inventory

Balancing the troop inventory helps the troop to know how many cookies the troop has, to determine if more cookies are needed or if the troop has too many and needs to schedule more booths or post cookies to the Cookie Exchange and do troop-to-troop transfers. It also makes closing out easier.

Reviewing the Transactions Tab

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, go to "Column Filter, select a filter option (to drill down to more detailed information) and click "Apply Filter."



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

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.
- If there is a discrepancy, double-check the following: recount on-hand inventory, check cookies allocated to girls against receipts/booth records (see GIRLS ORDER 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 <u>troop receiving the cookies</u> will enter the transaction in eBudde

- Click Add a Transaction button
- Choose your pickup date and time
- Choose the following information from the dropdown boxes:
  - Type = normal
  - 2nd Party = Troop
  - Troop # = 5-digit troop number of the troop giving cookies
  - Movement = Add product
- Fill in correct number of packages/cases by variety
- Click save/print for transaction receipt
- Verify the transaction was saved

Allocate Cookies and Payments

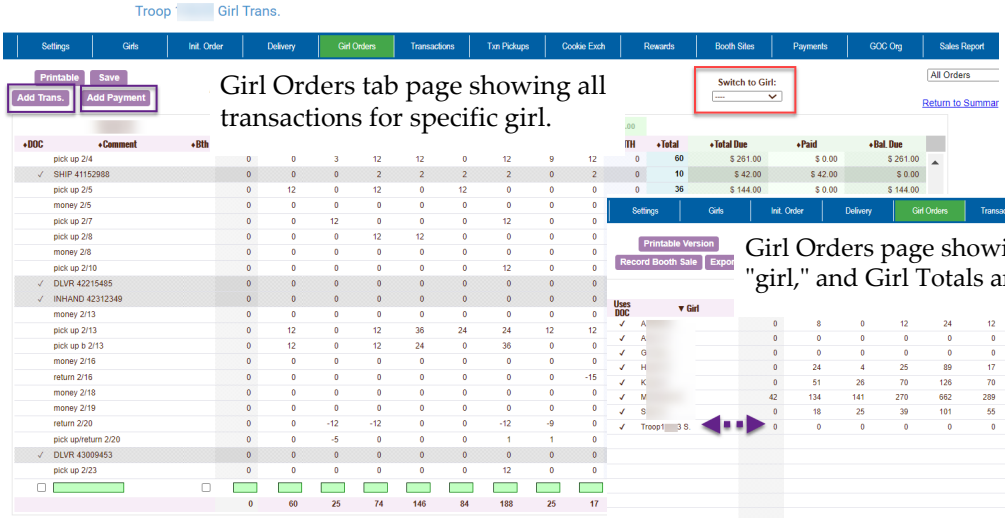
Initial Order (IO) cookies and cookies picked up at cupboards "belong" to the troop, not the individual girls, and the troop has the common financial responsibility. Cookies taken by each girl are the financial responsibility of that girl (parent). Girls earn rewards for the number of cookies they sell. For this reason, each package of cookies sold must be allocated(assigned) to girls before the end of the cookie program.

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

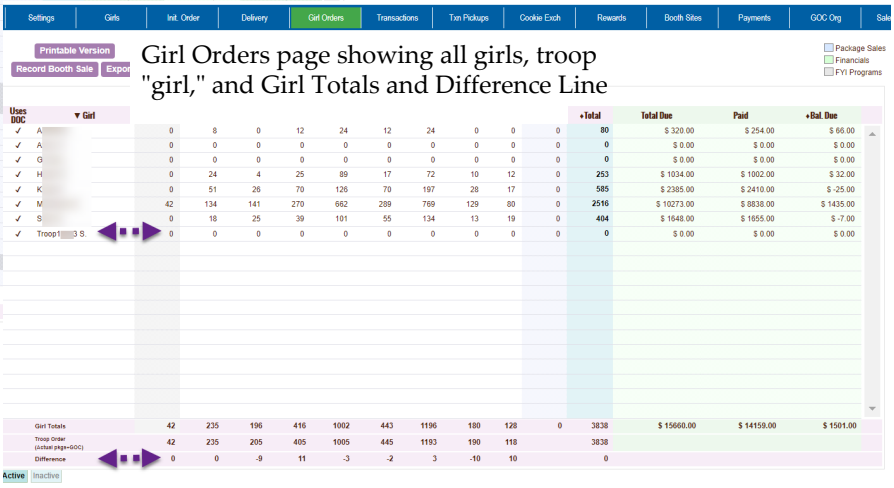
GSCO suggests that troops allocate early and often to help keep track of the troop's inventory and girl payments, and to track the girls' progress towards rewards.

Add Transactions and Payments

- Click the ***GIRL ORDERS*** **tab**
- Select the girl by clicking her name.
- Select **ADD TRANS**. (to add or remove product) or **ADD PAYMENT** (to track money received from the girl).
- Fields will open at the bottom of the screen; enter a note (recommended) in the box on the left and number of cookies or payment in the other fields.
  - 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 **OK** to record the data.



Girl Orders tab page showing all transactions for specific girl.



Girl Orders page showing all girls, troop "girl," and 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 All Troop Link Transactions

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.

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.

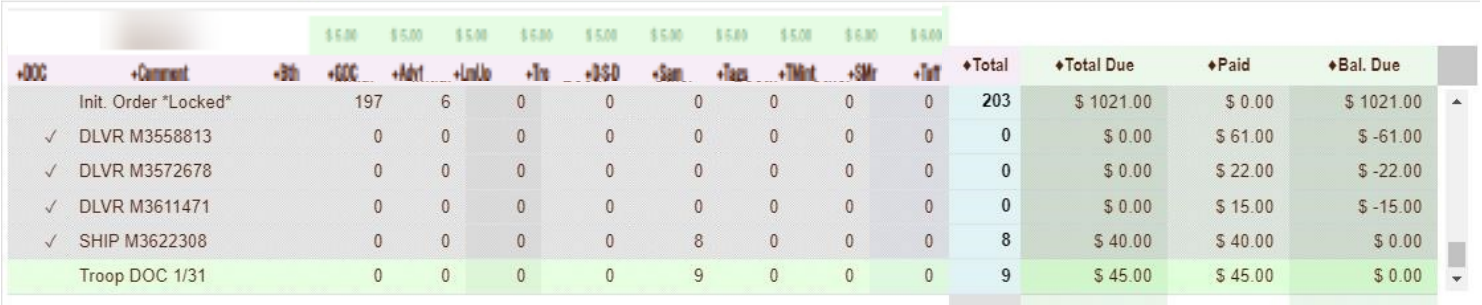
Steps to move transactions from troop link and allocate to girls:

- Any sales that are acquired from your troop Digital Cookie link will be credited in eBudde to your "troop girl" which will appear on your GIRL tab and GIRL ORDER tab. It will be listed on your GIRL ORDER tab as "TroopXXXXX S."
- TCMs will need to make multiple transactions to move the sales.** 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." Next, you will go to the girl that will be receiving the credit for the sale, and "ADD TRANS" for the money and/or cookies that you are moving from the "troop girl."
- Adding comments as descriptions of each transaction when moving cookies and/or money is recommended. It will help you to keep track as you balance your sales. For example, when subtracting from "Troop Girl," label the transaction as "Move to *Girl Name*Date." When adding transaction to an actual girl in your troop, label it "Troop DOC*Date."

Removing orders from troop link (girl):

♦DOC	♦Comment	♦Bth	♦GOC	♦Advf	♦LmUp	♦Tre	♦D-S-D	♦Sam	♦Taes	♦TMint	♦SMr	♦Toff	♦Total	♦Total Due	♦Paid	♦Bal. Due
			$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00				
	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			OK
				0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00

Adding troop link orders to girl in troop:



♦DOC	♦Comment	♦Bth	♦GOC	♦Advf	♦LmUp	♦Tre	♦D-S-D	♦Sam	♦Taes	♦TMint	♦SMr	♦Toff	♦Total	♦Total Due	♦Paid	♦Bal. Due
	Init. Order *Locked*		197	6	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	$ 0.00	$ 61.00	$ -61.00
✓	DLVR M3572678		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	$ 0.00	$ 15.00	$ -15.00
✓	SHIP M3622308		0	0	0	0	0	8	0	0	0	0	8	$ 40.00	$ 40.00	$ 0.00
	Troop DOC 1/31		0	0	0	0	0	9	0	0	0	0	9	$ 45.00	$ 45.00	$ 0.00

Digital Cookie Orders What to Allocate

DON - Money and Cookies

SHIP - Money and Cookies

DLVR - Money

INHAND - Money

****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 BOOTHS tab.)

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.

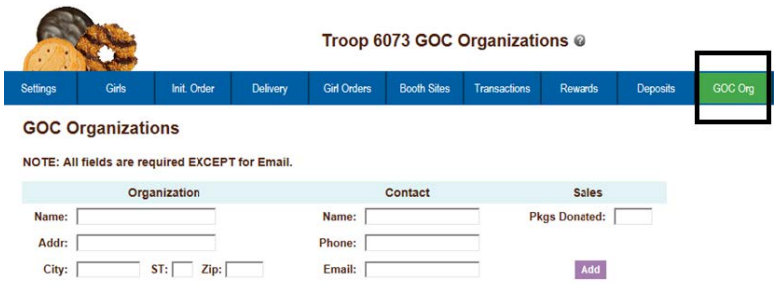
- Enter all HTH cookie orders in the HTH column in eBudde under each girl who sold them and record the money collected for these packages in the same line.
- All arrangements for selection, delivery, and shipment of HTH cookies are the troops' responsibility.
- Last day to deliver HTH cookies is June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



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 0n the **reward selection form**. Go to the Cookie Resources page to access.

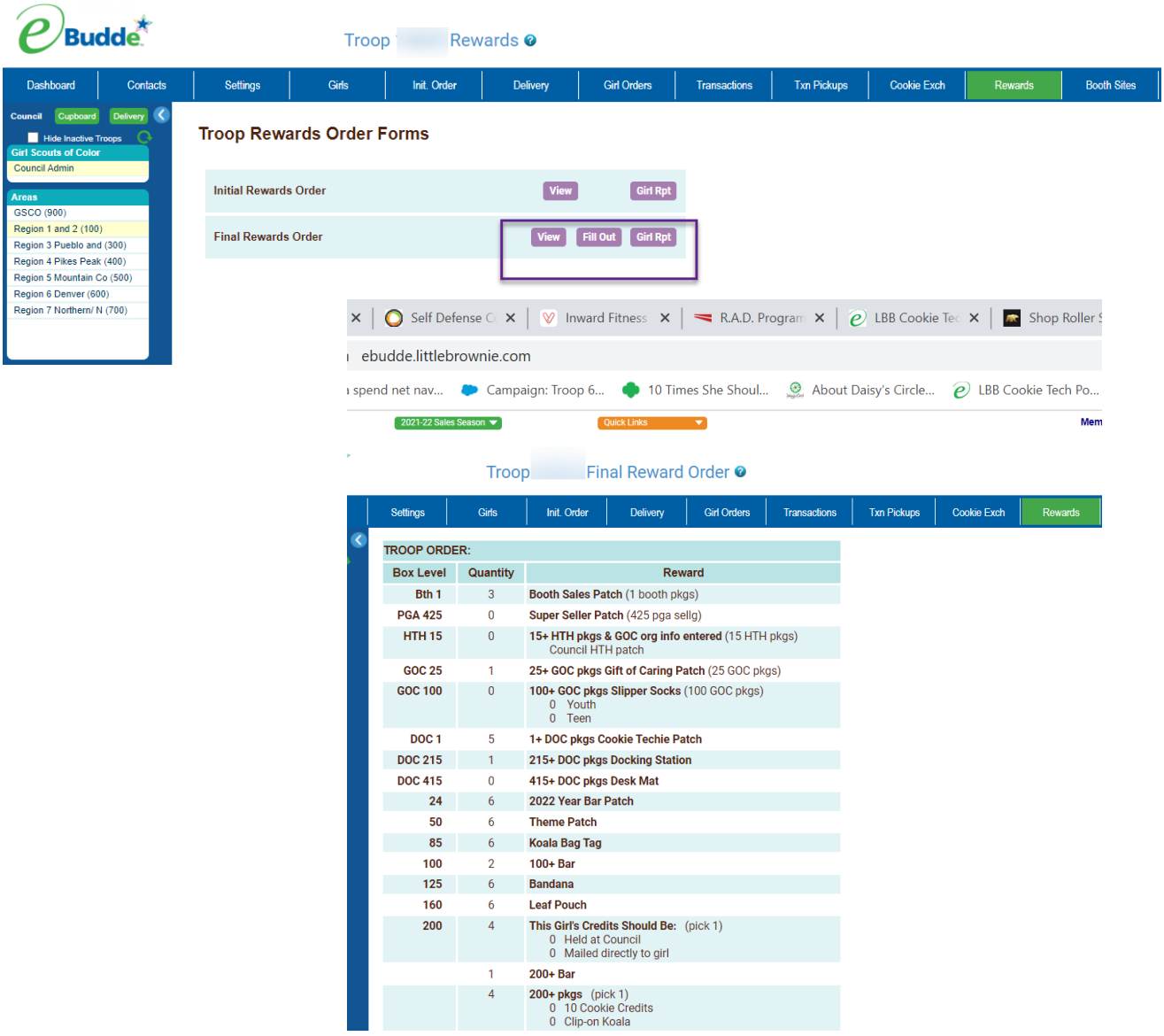
Pro Tip: Ask girls to complete the reward selection form and return the form to you prior to closeout.

Submit Final Rewards

eBudde automatically calculates rewards for girls based on the number of packages allocated to each girl at the close of the sale. TCMs must enter choices 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:

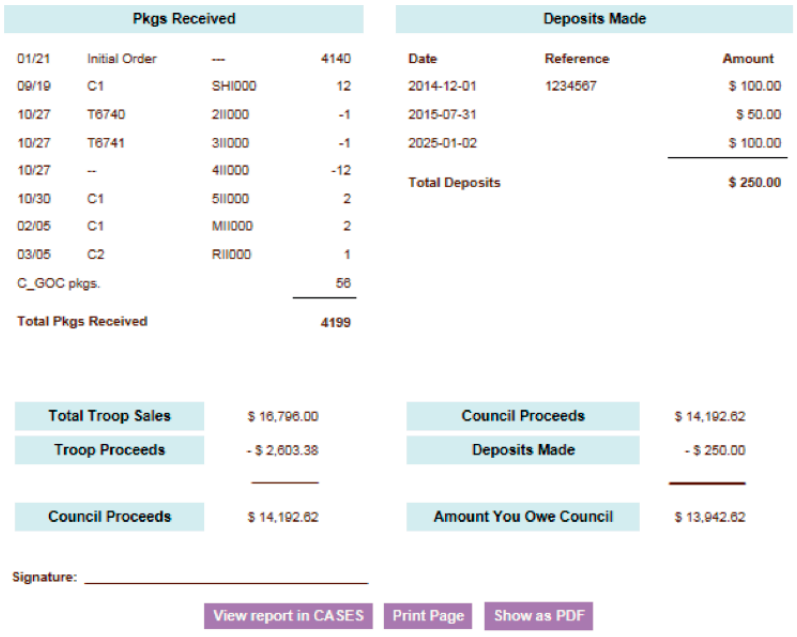
- Click the ***REWARDS*** tab
- Select **FILL OUT** on the Final Rewards Order line. A new screen will appear that will list all of the girls' rewards.
- If a size or selection is needed, it will be noted in red next to a girl's name (see the Rewards Selection document distributed to each troop).
- Click on a girl's name to see her rewards.
- Select the girl's size and/or choice(s).
- Click SUBMIT GIRL ORDER.
- Click SUBMIT REWARD ORDER.



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 March 24, 2022.



Pkgs Received

01/21	Initial Order	---	4140
09/19	C1	SHI000	12
10/27	T6740	2II000	-1
10/27	T6741	3II000	-1
10/27	--	4II000	-12
10/30	C1	5II000	2
02/05	C1	MII000	2
03/05	C2	RII000	1
C_GOC pkgs.			56
Total Pkgs Received			**4199**

Deposits Made

Date	Reference	Amount
2014-12-01	1234567	$ 100.00
2015-07-31		$ 50.00
2025-01-02		$ 100.00
Total Deposits		**$ 250.00**

Total Troop Sales	$ 16,796.00	**Council Proceeds**	$ 14,192.62
Troop Proceeds	- $ 2,603.38	**Deposits Made**	- $ 250.00
Council Proceeds	$ 14,192.62	**Amount You Owe Council**	$ 13,942.62

Signature: _____

View report in CASES | Print Page | Show as PDF

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 and exportable format in Microsoft Excel.

MONEY MANAGEMENT

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