



# SUCM Cookie Closeout Mini-Guide

## Important Dates

**March 16** – Cookie Program ends

**March 17-18** – Cookie Program closeout (TCMs)

- 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 18, 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 19, 8 p.m.**

**March 21** - Money Problem Report deadline - submit by 8 p.m.

**March 27 - 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 (*Please open/check rewards right away and report any reward issues to PPS.*)

**May** - Cookie credits mailed out

**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 TCMs 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 Money Problem Report, along with receipts and/or other documentation. To review guidelines on handling money, outstanding balances, final troop debit, and unsold cookies, see money management pages in the 2025 TCM Guide.

### Money Problem Report:

[https://girlscoutsofcolorado.formstack.com/forms/money\\_problem\\_report\\_24\\_25](https://girlscoutsofcolorado.formstack.com/forms/money_problem_report_24_25)

# eBudde Final Closeout

SUCMs will have until March 19, 2025 at 8 p.m. to help troops get all information entered into eBudde.

*Summary of closeout overview:*

- **How to help troops/Juliette caregivers reach zero for total under Girl Order Tab.**
- Troop final reward orders
- How to un-submit if troop needs to make change.
- How to know if SU is ready to be closed out.
- How to submit SU final rewards
- **Checking address to where SU rewards will be shipped.**  
**No P.O. Boxes!**

## 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 should download/print Troop Rewards Summary Report. **PLEASE contact PPS when rewards arrive and check rewards for missing/damaged/correct/extra within three days of receiving.** Contact TCMs as soon as you can to coordinate reward pick-up.

## Allocating Troop Site Link Transactions

In order for girls to get credit for the variety of cookie sales made through the "troop site" link, the transactions have to be divided up and allocated to the girls in eBudde. **No cookie sales can remain on the troop site (link).** 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 allocation will ensure that total sales per girl numbers are accurate.

**Remind TCMs to read the TCM closeout guide.** The guide includes a closeout checklist, instructions and screenshots, including steps to allocate troop site (link) cookie sales, and links to relevant eBudde "how to" videos, the TCM guide and Cookie Resources page.

### Allocating Troop Site link sales

- In order to give credit to girls for DOC DON, SHIP, DLVR, INHAND 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**.

# Hometown Heroes

HTH cookies needed can either be picked up through the Cookie Exchange in eBudde or through area/service unit Facebook "cookie exchange" pages, picked up from a cupboard, or taken from remaining cookies in troop inventory (if any.)

- 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, 2025.

# 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 GOC 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.

SettingsGirlsInit. OrderDeliveryGirl OrdersTransactionsCookie ExchTin PickupsRewardsBooth SalesPaymentsGOC OrgSales Report

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"/>
Address: <input type="text"/>	Phone: <input type="text"/>	
City: <input type="text"/>	State: <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 charm.

See girl rewards in the TCM Guide page 23. 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.



# TROOP EBUDDE CLOSEOUT CHECKLIST

**Information in Budde must be finalized and ready for submission by March 18, 2025, at 8 p.m.**

**If you have questions or need support, contact your service unit cookie manager. SUCMs will have until March 19, 2025 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 Thursday, March 27, 2025.
- ☐ 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. No transactions can remain on troop link at closeout!**

# Service Unit Quick Guide 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 your 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. Microsoft Excel reports are easier to download and read.