2026 Troop Cookie Manager
eBudde Checklist

By 11:59 p.m. on Sun., Jan. 11:
- Submit **initial order**—review paper orders submitted through Digital Cookie, enter any paper orders from parents and a conservative booth order
- Review and submit **initial rewards**
- **Select pick-up** location/date/time

At 8 p.m. on Thurs., Jan. 8-Mon., Jan. 12 AND 8 p.m. on Thurs., Jan. 22:
Council-sponsored booth open for sign-up in eBudde

On/after Fri., Jan. 16:
- Delivery assignments confirmed in eBudde—**print or screenshot after this date**
- Delivery confirmation will also include your troop's special text code for pick-up

Wed., Jan. 28-Sat., Jan. 31:
- Initial order pick-up—make sure you have your delivery info confirmed and review all order info
- Independent Booths—troops can enter them at any time and council will review throughout the program

Tues., Feb. 3-Sun., Mar. 1:
Cookie warehouse/pick-up sites open, troops can place pickup orders in eBudde starting Jan. 6

Throughout the program:
Add cookie and payment entries in the Girl Order tab as receipts are completed and signed

Each Sweep:
Calculate your troop's current payment percentage with the Sweep Formula and sales report in eBudde the Monday before each sweep to determine if your troop will be swept to reach the required payment %. Sweeps are set to occur on:
- Thurs., Feb. 12—40% due
- Thurs., Feb. 26—75% due
- Thurs., Mar. 19—100% due

By 11:59 p.m. on Fri., Mar. 13:
eBudde End-of-Program Process:
1. Enter all booth sales
2. Allocate all cookies—difference at bottom of Girl Orders tab should be ZERO
3. Select final rewards and enter # of free patches
4. Save PDF of Sales Report for troop records

TCM Guide to eBudde

TCMs are responsible for keeping girl's records, parent payments and troop-to-troop transfers updated in eBudde throughout program.

NOTE: Screenshots of eBudde in this section are for reference only and may not depict latest appearance.

Starting eBudde & App

Once completed all TCM/troop requirements, you will receive access to eBudde *via email from eBudde with link.*

How to log into eBudde first time?
Locate email from eBudde with link (ACTIVE for 12 hours):
- Follow link
- Create unique password
- Enter/review name, address, and phone numbers
- Click LOGIN

What if I didn't receive an email and/or eBudde isn't allowing me to login?
- Visit cookieportal.littlebrownie.com (**save to Favorites**)
- Login: email address provided on TCM Agreement
- Click Forgot your password and follow instructions to reset password

If you DID NOT receive either registration or password reset emails, check the following:
- Verify your membership is current AND background check expires AFTER April 1, 2026
- Check with troop money managers for bank account status and June/Dec. finance reports
- *AND then* contact your Community Cookie Manager

Important First Steps
1. Get familiar with eBudde—Use eBudde Overview Tour on the next page to guide through top tabs.
2. In **Girls** tab, verify girl information
- Verify all girls participating with troop are listed in eBudde. **If girl is missing:**
  - Verify she is registered in your troop
  - Check that her membership is current/active (have co-leader check MyGS account)
  - Confirm with parent/guardian they submitted girl permission slip
  - *AND then* contact customercare@girlscouts-swtx.org.
3. In **Contacts** tab, add "Troops Cookie Pickup Only Users"
4. Download eBudde App—Available free in Google Play or Apple App store!

Download the eBudde App

- View registered girls
  - Edit/add initial order
  - View Digital Cookie orders/payments
- View/edit troop initial order
  - Choose delivery station
  - See all Digital Cookie orders
  - Submit/confirm pending order
- View all troop's booths
  - Sign up for council-sponsored booth or create independent booth
- View/submit initial and final rewards
- View troop sales report
  - View troop payments (sweeps or deposits)

eBudde Overview Tour
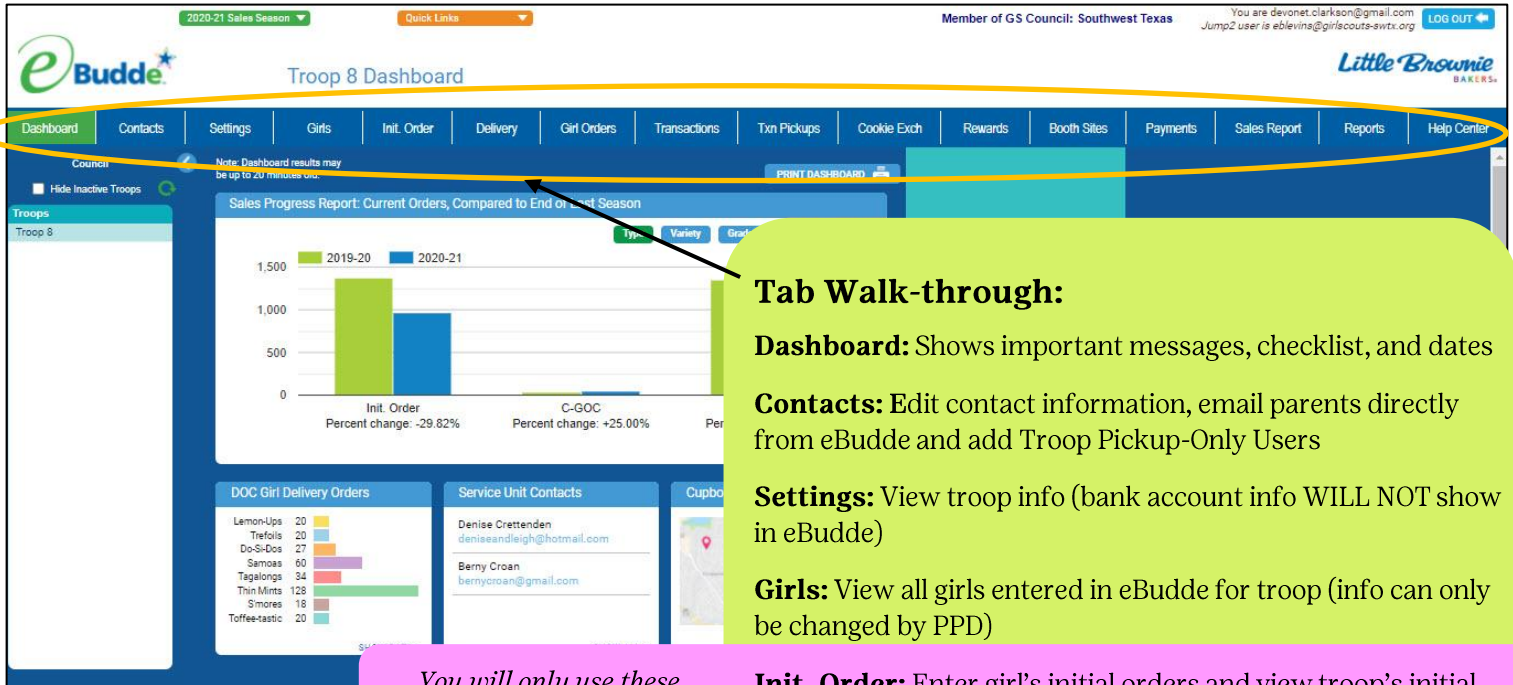
Tab Walk-through:

Dashboard: Shows important messages, checklist, and dates

Contacts: Edit contact information, email parents directly from eBudde and add Troop Pickup-Only Users

Settings: View troop info (bank account info WILL NOT show in eBudde)

Girls: View all girls entered in eBudde for troop (info can only be changed by PPD)

Init. Order: Enter girl's initial orders and view troop's initial order total

Delivery: Select delivery site and after Fri., Jan. 16 print troop's cookie order, delivery site and pick-up date/time

Girl Orders: Track girl initial, booth and addtl. orders and payments

Transactions: List all cookie transactions—initial order, Digital Cookie orders, cookie pick-ups, and troop-to-troop transfers

Txn Pickups: View and confirm pending cookie pick-ups

Cookie Exch: Post available cookies and see what is available from others

Rewards: Submit and view initial and final rewards

Booth Sites: Sign-up for council-sponsored booths, submit independent booth requests and record booth sales

Payments: List of all troop payments—Sweeps, council deposits, and Digital Cookie shipped and donated orders

Sales Report: Recap of all troop cookies and payments

Reports: Includes reports for reward sorting, Digital Cookie totals, booths and more

Help Center: Provide additional guides and info on eBudde

You will only use these tabs for your troop's initial order—after Jan. 28-31 you will no longer use these tabs!

Tips & Tricks for eBudde:
- Get familiar with site by clicking around and exploring
- Check girl's info in Girl tab and ensure all girls are listed with correct grade level and parent/guardian email BEFORE program begins
  - If incorrect email customercare@girlscouts-swtx.org
- Note CCM's contact info listed on eBudde Dashboard
- Utilize reports tab to pull Digital Cookie orders, rewards and more
- Check out eBudde Troop User Manual included in eBudde Help Center—step by step guide for everything eBudde

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Parent/Guardian Emails

Girls tab includes parent/guardian email address. Uploaded by PPD (just like girl name, grade, etc.)—if email address incorrect, email customercare@girlscouts-swtx.org with correct one.

Note about Digital Cookie access: Parent/girl will use their MyGS Primary Caregiver Email to access Digital Cookie. *That email may be different than what is listed on eBudde based on what was listed on their permission slip.*

TCMs send emails to parent/guardians through eBudde:

- Click Contacts tab
- Click E-mail Caregivers

- In Return-to Address line, enter your email
- In Subject line and Message box, enter text accordingly (to format message, choose Html Email)
- In Send Email To, select emails or Select All
- Include Attachments if any
- Click Send email

Use this feature to remind parents/guardians of program expectations, and upcoming deadlines!

Initial Cookie Order Process

Three steps you **MUST** do to complete initial order in eBudde:
1. Initial cookie order submission—Girl, Booth, and Total Order Info
2. Initial reward order submission
3. Initial delivery selection

1. Initial cookie order submission

NOTE: Parents have until Fri., Jan. 9 to enter paper orders in Digital Cookie (different than a customer placing an order for girl-delivery) for that info to flow into eBudde to be added to their initial orders.

- TCMs can still enter paper orders and will be expected to review all orders that flow from Digital Cookie
- Digital Cookie girl-delivery orders and paper orders will show on different lines in eBudde
- Digital Cookie girl-delivered orders WILL automatically be added to girl's initial order in eBudde UNTIL TCM submits initial order! You can verify that all orders transferred by looking at "DOC Orders by Girl" report.

A. *Girl Initial Cookie Order*—each girl's in-person/paper orders
- Click Initial Order tab
- Click on girl name in list, page to enter pkgs will open
    1. Review any orders submitted by parents from Digital Cookie—does it match what they said
    2. Enter any paper orders or edit orders already entered
- When order is entered, click Enter or OK

Girls	Init. Order	Deliver
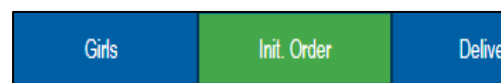
Uses DOC	Girl		C-GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	
🔒 ✓	Alexis M.	Order Card	0	24	3	3	24	24	24	48	12	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	
		Total Order	0	24	3	3	24	24	24	48	12	
🔒 ✓	Berklee C.	Order Card	0	3	2	1	1	4	1	1	3	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	
		Total Order	0	3	2	1	1	4	1	1	3	
🔒 ✓	Brooklyn H.	Order Card	0	21	12	24	12	48	24	72	12	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	
		Total Order	0	21	12	24	12	48	24	72	12	
🔒 ✓	Carlynn S.	Order Card	0	36	36	24	36	72	48	96	12	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	
		Total Order	0	36	36	24	36	72	48	96	12	
🔒 ✓	Hadley A.	Order Card	0	12	12	12	12	12	12	12	12	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	
		Total Order	0	12	12	12	12	12	12	12	12	
	Pkgs. Ordered		1	276	120	144	216	396	288	540	120	
	Cases To Order			23	10	12	18	33	24	45	10	
	Other+Extras-Charity		0	0	0	0	0	0	0	0	0	

April A. Initial Order

Cancel / Save

If awaiting a parent submission please Cancel above. If you know a parent will not be submitting feel free to enter values from the girl's order card and chose 'Save'.

Product	Order Card	Girl Delivery	Total
Council Gift of … $5.00	010	0	10
Adventurefuls $5.00	0	0	0
Lemon-Ups $5.00	010	0	10
Trefoils $5.00	0	0	0
Do-Si-Dos $5.00	0	0	0
Samoas $5.00	0	0	0
Tagalongs $5.00	0	0	0
Thin Mints $5.00	0	0	0
S'mores $5.00	0	0	0
Toffee-tastic $5.00	0	0	0
Total	**20**	**0**	**20**

B. *Booth Initial Cookie Order*—Troop/IRGs may also order *conservative* cookie order for **first booth**
- Click BOOTH at bottom of screen (under girl names), page to enter pkgs will open
- Enter package quantities for each variety
- Verify totals and press **OK** button. Numbers will show in BOOTH line.

Booth		48	10	10	33	51	36	63	20	8	279
Last Year (Booth)		0	0	0	0	0	0	0	0	0	0

C. *Total Troop/Group Order*
- Enter all cookies quantities (for girl AND booths) in packages. ==eBudde will automatically round up initial order to cases== (12 packages per case).
    o Top Line: Number of individual packages ⟶ Pkgs. Ordered
    o Center Line: Conversion from pkgs to cases ⟶ Cases To Order
    o Bottom Line: Shows extras—pkgs you will ⟶ Other+Extras-Charity
    have extra *after* fill all orders. Adjust your **booth** initial cookie order if this seems too high.

Once initial order is SUBMITTED, Digital Cookie orders will STOP flowing into eBudde—troops may need to pick-up additional cookies for Digital Cookie orders when pick-up sites open Tues., Feb. 3!

2. Initial reward order submission

All initial order rewards will be automatically tallied—*but* **MUST** be reviewed and **SUBMITED** to receive.

- Click Rewards tab

Transactions	Rewards

- Click Fill Out for Initial Rewards and review that rewards are correct—TCMs may need to enter quantities or sizes based on what your troop receives.

View	Fill Out	Girl Rpt

- If correct, scroll down and click SUBMIT Reward Order. If incorrect, go back and check girl's order to verify she met requirements to earn rewards.
  NOTE: Once you SUBMIT, you cannot make changes and will need to contact your CCM ASAP—*you will not be able to order these later.*

Submit Reward Order
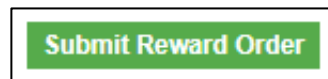
3. Initial delivery selection—*Location, Date AND Time*

AFTER submitting your initial order, you will select specific time, but that time is **not guaranteed.** The council and delivery agent may need to adjust delivery time to ensure the delivery agent is using their time efficiently. AND we typically will not adjust the entire location or date—**please ensure you or another adult available during full delivery station time frame before selecting** (i.e., 9 a.m.-11 a.m.).

- Click Delivery tab

Init. Order	Delivery	Girl

- Choose your Delivery Station/Date—ensure it is a good location AND date for you

Helpful Tip
At initial order pick-up, TCM/adult picking-up cookies will be required to confirm initial order by texting a special code provided on the delivery confirmation page in eBudde (also available from staff/ volunteer at pick-up site).

- Select your delviery time—box must be empty and there must be enough time for your order; eBudde will tell you how many times blocks needed.
- Click Submit My Info.
- On/after Fri., Jan. 16, print confirmation page as it will have troop delivery date, time and special text code—see above note in purple

Once delivery location and time are assigned by council, it *CANNOT be changed.*
If you or another adult are unable to pick up order at scheduled time, *you MUST pick up initial cookie order at Ward North American from 9-11 a.m. on Sat., Jan. 31.*
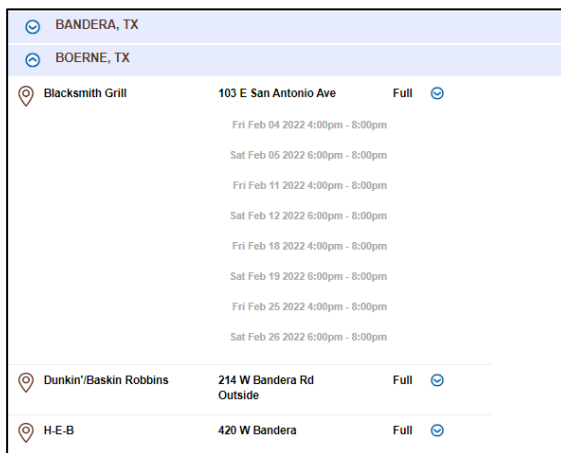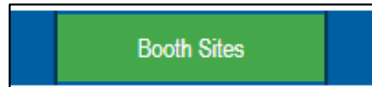
Cookie Booths
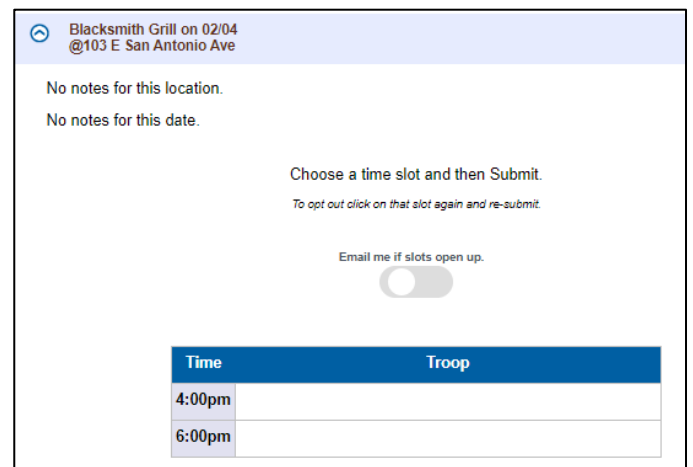
1. Council-sponsored booth sign-up
2. Independent booth approval process
3. Booth Sale Recorder

1. Council-sponsored booth sign-up
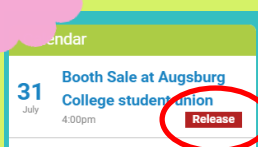
Booth Sites

Sign up for a Council Booth

- Click Booth Sites tab
- Glick Sign up for a Council Booth
- Click arrow next to a city
- Choose store and location by clicking arrow beside it
- Click date and time range you are interested in

BANDERA, TX			
BOERNE, TX			
Blacksmith Grill	103 E San Antonio Ave	Full	
	Fri Feb 04 2022 4:00pm - 8:00pm		
	Sat Feb 05 2022 6:00pm - 8:00pm		
	Fri Feb 11 2022 4:00pm - 8:00pm		
	Sat Feb 12 2022 6:00pm - 8:00pm		
	Fri Feb 18 2022 4:00pm - 8:00pm		
	Sat Feb 19 2022 6:00pm - 8:00pm		
	Fri Feb 25 2022 4:00pm - 8:00pm		
	Sat Feb 26 2022 6:00pm - 8:00pm		
Dunkin'/Baskin Robbins	214 W Bandera Rd Outside	Full	
H-E-B	420 W Bandera	Full	

- Pop-up window will show available time frames
- Select time-period by clicking space to right of time
  - To unclaim it, just click space again
- Once selected (or deselected), click **Submit** button— you will see message that time is reserved.
- Click OK on message window to proceed.
- To check booth locations at any time, you will see all council-sponsored and independent booths listed when you first go to the Booth Sales tab

Blacksmith Grill on 02/04 @103 E San Antonio Ave

No notes for this location.

No notes for this date.

Choose a time slot and then Submit.
To opt out click on that slot again and re-submit.

Email me if slots open up.

Time	Troop
4:00pm	
6:00pm	

Found on dashboard!

Calendar

31 July Booth Sale at Augsburg College student union
4:00pm   Release

If troop has change of plans and cannot attend booth, ensure to RELEASE booth AT LEAST 24 HOURS IN ADVANCE—your troop's council-sponsored and independent booths will list on calendar located on main dashboard landing page. You can "Release" booth any time from dashboard by clicking "Release."

2. Independent booth approval process

First, use and follow all instructions on Independent Booth Agreement form to obtain site approval. You must keep agreement on file and make it available to council *if they request to see it* before providing approval.

- In Booth Sales tab select Add/Edit a Troop Booth
- Click Add a Location. Page will open where you can enter required information.
  - Enter all information correctly—complete address, zip, dates. **This information will be in Cookie Finder for customers—enter correctly so customers can find booth!**
- Click **Save** once all information entered.
- **Request will be in pending status until reviewed and approved by authorized council-designated person.**
  - **Independent booth approval will begin early Janurary.**
- Approval or denial reasons will be listed at the bottom

Note for independent booths at girl or volunteer House (i.e. set-up in front yard or sidewalk):
Enter in eBudde with "Household" in Business Name—this will allow for liability insurance coverage but will NOT be listed address on GSUSA Cookie Finder.

3. Booth Sale Recorder

Use Booth Sale recorder after booth to distribute cookies quickly and evenly to girls who participated—also available on eBudde App!

- Click Booth Sites tab
- Next to your most recent booth, select Record Sales
- Enter number of packages sold of each variety
- Click Save
- On next page, uncheck any girl who did *not* participate
- Click Distribute to evenly distribute booth packages to all participating (checked off) girls
    - *If total pkgs do not distribute evenly, eBudde will lower girls distributed pkgs randomly.*
    - *TCMs also can edit number of packages distributed to each girl.*
- Once booths' orders are entered and distributed— click Save on top right, to record booth
- Packages will post to selected girls in Girl Orders tab; it will be locked to editing and will credit girl for both entered **packages** and equivalent **money**

What if girl or troop Digital Cookie site was used to accept credit cards?
- **For GIRL Digital Cookie site,** these PAYMENTS will already be listed under girl in eBudde AND will be reflected in balance owed. **TO FIX THIS**, add NEGATIVE payment for any credit cards payments under girl in the Girls Order tab to balance her out (i.e. accepted $100 total on Digital Cookie, enter as "-100" in payment column). This is because payments from Digital Cookie are automatically listed as well as payments calculated from the Booth Sale Recorder.
- **For TROOP Digital Cookie site,** these PAYMENTS will be listed under troop and eBudde will allow you to account for the amount of payments taken on the troop Digital Cookie site in the Booth Sale Recorder.

What if I need to edit after submitting?
Edits to booth recorder can be made by going to Booth Sites tab and selecting the booth in Record Sales.

1. Adding pickup only user
2. Submitting pending orders
3. Confirming order after pickup

1. Adding pickup only user

TCMs are able to **ADD "Troop Cooke Pickup Only User"** to troop in eBudde—this is someone who is able to pick up and confirm pending-order-cookies from Sally Cheever Cookie Warehouse location.

- Click Contacts Tab
- Click +Add
- In dropdown select Troop Cookie Pickup Only Users
- Enter email, first and last name of designated person(s)
- You may add more than one user in this role in eBudde
- Once you have assigned and updated eBudde settings, users will receive email from eBudde telling them to enter info
- **DO NOT add a TCM as a Pickup Only User—this will restrict access and TCM are already authorized to pick-up.**
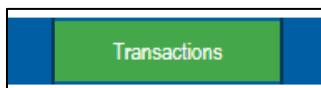
2. Submitting pending orders

Pending orders are <u>required</u> at most cookie pick-up sites—Sally Cheever (SC), Ward North American (Ward), West Side (WS), New Braunfels (NB) and ALL outlying area (Bandera, Castroville, Del Rio, Eagle Pass, etc.) sites. Pending orders MUST be submitted 48 hours in advance to ensure trailers are stocked accordingly.

- Click Transactions Tab in eBudde
- Click Add a Transaction
- Enter appropriate information in all boxes
  - **Select Location:** This will then provide the available notes, dates and times
  - **Date:** Select **date** you will **picking-up**
  - **Time:** Select **time** you will **picking-up**
  Optional:
  - **Receipt:** Auto populated number OR enter your own
  - **Take note of hours of operation section for additional information!**
  - Input how many **cases** you would like to order— packages available **ONLY** at **SC Warehouse**
  - When selected all information correctly and entered in cookies, select **Save**

3. Confirming order after pickup

Once pending order has been picked up by TCM or pickup user it MUST be confirmed in eBudde site or App!

- **For website:**
  - Go to Txn Pickups
  - Click Confirm (OR look for order on Dashboard messages).
- **For app:**
  - Click Cookies at bottom
  - Click Troop Transactions/Pending Orders
  - Click green left arrow to go to Ready for Pickup
  - Click order to confirming and select CONFIRM PICKUP in top right
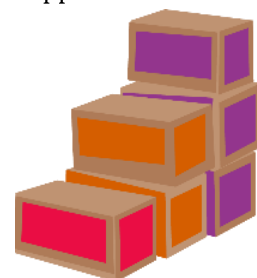
Cookie Exchange & Troop-to-troop Transfers

Cookie Exchange

Cookie Exchange is great resource to find, swap or transfer cookies with other troops.

- Click Cookie Exchange tab
- Enter cookies (packages) to transfer out of troop
- Click Update Pkgs to Exchange
- Ensure to check email for inquires

Reminders:
- Ensure to update available cookies.
- Check here first before visiting pick-up sites!
- If you have transferred OUT cookies, complete troop-to-troop transfer receipt, and follow instructions to enter transaction in eBudde.

Troop-to-Troop Transfers

Transfers **MUST** be entered within **12-24 hours** of transaction as it will affect troops' balances due to council and any ACH sweep amount for **BOTH** troops. Do **NOT** wait until end of program to enter troop-to-troop transfers!

Only troop transferring cookies OUT will input information in eBudde:
- Click Transactions tab
- Click Add a Transaction
- Enter appropriate information in all boxes
  - **Date:** Date entering transaction
  - **Receipt:** Receipt # at top of troop-to-troop transfer receipt
  - Ensure **Normal** and **Troop** are selected
  - **Troop #:** Troop # cookies are being **transferred TO**
  - On right side, select **Remove Product**
  - Enter cases **and/or** packages
  - Enter/update Contact Info as necessary
- Click Save

Transfer receipts can be picked up from CCM or Sally Cheever Warehouse

1. Assigning cookies/payments
2. Assigning Gift of Caring
3. Reallocating Troop Digital Cookie Site cookies/payments

1. Assigning cookies/payments to a girl

All cookies given to a parents and payments deposited MUST have a receipt completed AND MUST be entered into eBudde—even if cookies were for a Digital Cookie Order. *See p. 10 for enter cookies sold at a booth!*

- o Orders at **SC site ONLY** available for in eBudde immediately after pickup.
- o Other sites and walk-in orders available in eBudde 24-48 hours after pickup.

- Click Girl Orders tab

- Click girl's name to add sales

Uses DOC	Girls	C-GOC	Initial	Booth	Other	Totals	Total Due	Paid	Bal. Dues
✓	Ava D.	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Bella C.	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Dawn P.	3	108	0	6	117	$468.00	$468.00	$0.00
✓	Esmeralda C.	8	528	149	1337	2022	$8088.00	$8088.00	$0.00

- Click Order+ at top of the page In boxes, key in a meaningful comment such as "**2/21/25 – Pickup**" and enter number of packages in C-GOC, Booth or Other; or you can also enter <u>payment</u> from parents
  - o **C-GOC:** Council Gift of Caring and should only be MONETARY donations ($5 = 1 pkg)
  - o **Booth:** Booth sales that aren't entered under the booth sale recorder
  - o **Other:** Any other cookie (the booth and other line pull from the same inventory #)
- Click enter or OK to complete data entry

2. Adding Gift of Caring to a girl

Council Gift of Caring (C-GOC)—To participate in Council Gift of Caring, girls will ONLY collect monetary donations, and TCM will input them as packages ($5=1 pkg) in eBudde. **NOTE:** Pkgs added to **C-GOC** column in eBudde **WILL BE** added to troop's total packages #.

- Same process as allocating cookies above
- Enter # of GOC pkgs—$15 = 3 GOC pkgs (1 GOC pkg = $5)
- Enter matching payment

Ensure to ONLY enter in-person donations in C-GOC line ($5 = 1 GOC)—NOT for Digital Cookie orders or Digital Cookie donations! Entering pkgs here makes money due!

3. Reallocating Troop Digital Cookie Site cookies/payments

All shipped, donated and girl-delivered orders placed through troop site MUST be reallocated to girl, so she receives credit for sales.

Uses DOC	▼ Girl	C-GOC	Initial	Booth	Other	◆Total
✓	Girl C.	0	0	0	0	0
✓	Troop0000gs S.	0	0	0	15	15

- Go to Girl Orders tab
- Click troop site "girl" to view all orders—eBudde will now lump together orders by type so that you see totals
- Select either "+DOC Payment" for payment transfers - OR - "+DOC Order" for cookie transfers
- Select the Girl Scout or Booth Site

- **For Girl Scouts**—You will enter a receipt # or comment, and the amount that needs to be transferred from the troop site to the girl

- **For Booth Sale Payments**—
  - Select Record Sale next to the correct booth location
  - Enter the # of packages that were sold at the booth
  - Enter Gift of Caring (every $5 = 1 pkg)
  - Enter the total $ collected from the Troop Digital Cookie site—this will subtract from the overall total as eBudde assumes that remainder was collected in cash

Suggestions:
- Use a booth sale recorder form at booths to track sales and make entering this info easy
- Have girls/parents track the # of packages paid for on Digital Cookie with the troop site
- If needed, complete paper receipt with yourself for tracking

Digital Cookie in eBudde

Digital Cookie and eBudde are platforms of different companies; however, they work together regarding program information. **There are some instances where TCMs must work with parents and manually input Digital Cookie information into eBudde.**

How do <u>girl-delivered orders</u> in Digital Cookie work?
- When customers choose 'girl-delivered' on Digital Cookie platform, parents **MUST** approve order in Digital Cookie to be reflected in eBudde.
- Once order is <u>approved</u>, **payment** from customer will show under girl's name in eBudde (under Girl Order Tab); cookies WILL NOT show, as those will be assigned via initial order or TCM via a receipt.
  - Digital Cookie girl-delivered orders placed **before** submit troop's Initial Order **WILL** automatically populate in eBudde as part of girl's initial order.
  - Digital Cookie girl-delivered orders placed **after** Initial Order is submitted **WILL NOT** automatically be populated in eBudde as the TCM is expected to assign packages to girls as receipts are completed.
- TCMs should direct parents on how to pick-up additional cookies as a pickup user or from TCM

♦DOC	♦Comment	♦Other	♦Total	♦Total Due	♦Paid
✓ DOC DLVR 19034045		0	0	$ 0.00	$ 24.00
DOC DLVR 19156260		0	0	$ 0.00	$ 16.00
✓ DOC DLVR 19433266		0	0	$ 0.00	$ 20.00
✓ DOC SHIP 19468715		5	5	$ 20.00	$ 20.00
DOC SHIP 19478940		8	8	$ 32.00	$ 32.00

How do <u>direct shipping orders</u> in Digital Cookie work?
- When customers choose direct shipping in Digital Cookie, <u>cookies</u> and <u>payment</u> will automatically appear under girl's name in eBudde under Digital Cookie column of Girl Order tab.
- Order will be locked; TCM not able to make edits to orders.

How do <u>donation orders</u> in Digital Cookie work?
- When customers choose to donate cookies in Digital Cookie to GSSWT's Gift of Caring, the online order and payment will automatically appear under girl's name under C-GOC column of Girl Order tab.
- Order will be locked; TCM not able to make edits to orders.
- Orders will count toward girl's Council Gift of Caring packages.

♦DOC	♦Comment	♦Initial	♦ GOC	♦Total	♦Total Due	♦Paid
✓ DOC DON 19101057		0	12	12	$ 48.00	$ 48.00

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Sales Report

Sales report reflects all transactions for troop in eBudde. Includes: Initial order, any additional orders (including Digital Cookie), payments (including Digital Cookie payments)/deposits/sweeps and calculation for troop proceeds, council proceeds and amount owed. Gift of Caring cookies will populate on sales report from girl order tab.

Sales report of troop *with* council-approved troop bank account:

Cookie
Pkg price: 5.00   Case price: 60.00   Pkgs sold: 5288
Trp Proceeds Rate: 0.750   No Reward Proceeds: 0.000
Generic Proceeds 1 (Trp bank acct issue or IRG) : -0.75 no
Generic Proceeds 2 (NO rewards, NO proceeds) : -0.05 no
Generic Proceeds 3 (Opt-Out Rewards) : 0.05 no
Girl Init. Pkgs: 570
Booth Init. Pkgs: 4200
DOC Init. Girl Del. Pkgs: 0
Init. Charity Pkgs: 0

Bank Name:
Routing No.:   Acct No.:

Pkgs Received			
12/11	Initial Order	---	4800
12/10	C2	1II000	* 240
12/11	TAnne	6II000	-120
12/11	C2	Mark M 1	* 368
C-GOC pkgs.			0
Total Pkgs Received			5288

Payments Made		
Date	Reference	Amount
2024-12-10	DOC Orders	$ 2,500.00
Total Payments		$ 2,500.00

Total Troop Sales	$ 26,440.00
Troop Proceeds	- $ 3,966.00
Council Proceeds	$ 22,474.00

Council Proceeds	$ 22,474.00
Payments Made	- $ 2,500.00
Amount You Owe Council	$ 19,974.00

Signature: _____

[View report in CASES] [Print Page] [Show as PDF]

Payment %/Sweep Formula:
= ("Council Proceeds" x Sweep %) – "Total Payments"

1st Sweep = 40% due
2nd Sweep = 75% due
3rd Sweep = 100% due

"Council Proceeds" and "Total Payments" will be listed on your eBudde Sales Report

Example:

1st sweep (Feb. 13; 40% due):
Council Proceeds = $22,474
Sweep % = 40% or .4
"Total Payments" = $2,500

($22,474 x .4) = $8,989.60

8,989.60 - $2,500 = **$6489.60 will be swept so that the troop reaches at least 40% paid**

NEW Cookie Sweep Calculator
- Go to your eBudde "Sales Report" tab to find your "Council Proceeds" and "Total Payments"
- Enter these amounts and select the sweep—1st, 2nd or 3rd
- This calculator will give you a positive or negative amount based on IF your troop needs to be sweep to meet the payment %
  - o Positive = Your troop WILL be swept that amount
  - o Negative = Your troop WILL NOT be swept

Cookie Sweep Calculator
Troop will calculate their sweep amount with the numbers listed on eBudde Sales Report and this formula = ("council proceeds" x %) - "Total Payments"

From your eBudde Sales Report	Select Sweep (click below cell to select from dropdown)	
Council Proceeds		1st
Total Payments		40%
Amount to be swept from your troop account		$0.00

End-of-Program Process

1. **Submitting final rewards**
2. **Pulling eBudde Reports**

1. Submitting final rewards

Take your time to ensure you fill out girl rewards order **correctly and completely.**

- Click Rewards tab
- Click Fill Out for Final Rewards
- Click Edit All Below or click girl's name, and make selections for each girl's final rewards
  - o *NOTE: Girls with <u>1600+</u> pkg, MUST select <u>reward ITEMS</u> for 15-1000 lvls—NOT COOKIE CREDITS.*

    GIRL ORDERS:

    Edit All Below
    Adannya A.   receives 1 reward

- Once you have made selections for **EACH** girl, click *Submit All Girl Orders*

    Cancel   **Submit All Girl Orders**

- The following patches should be entered **by you** on final **troop rewards summary page** as total for troop <u>BEFORE click submit</u>.
  - o **Super Sister Patch**—*Sisters selling combined total of 300+ pkgs*
  - o **Cookie Rookie**—*For girls who participated in their FIRST cookie program*
  - o **Booth Sales Patch**— *Participating in two or more booths*
- Once all girl final rewards are updated, review troop/group order total
- Submit Final Reward Order
- *Once submit order you may not make any changes—contact CCM if need assistance.*
  - o Submit order by CCMs deadline, but no later than *Fri., Mar. 7* to ensure girls receive items they chose. Girl rewards **MUST** be ordered at this time; late orders will not be processed.

2. Pulling eBudde Reports

TCMs should pull reward and sale reports shortly after cookie program ends as eBudde will close to TCMs and CCMs for summer updates.

Recommended reports: Girl Rewards HTML FINAL, Troop Rewards HTML FINAL, All DOC Orders and Sales Report

- Click on Reports tab
- Locate report to pull (for rewards, also select final)
- Click View (for PDFs) or XLSX (for Excel spreadsheet)

For Sale Report:
- Click Sales Report tab
- Select Print Page at bottom—this is helpful for June/December Finance reports