girl scouts of southwest texas

2027 Troop Cookie Manager eBudde Checklist



- [ ] **By 11:59 p.m. on Sun., Jan. 10:**
  - 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. 7-Mon., Jan. 11 AND 8 p.m. on Thurs., Jan. 21:**
  Council-sponsored booth open for sign-up in eBudde

- [ ] **On/after Fri., Jan. 15:**
  - 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. 27-Sat., Jan. 30:**
  - 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. 2-Thurs., Mar. 4:**
  Cookie warehouse/pick-up sites open, troops can place pickup orders in eBudde starting Jan. 5

- [ ] **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. 11—40% due
  - Thurs., Feb. 25—75% due
  - Thurs., Mar. 18—100% due

- [ ] **By 11:59 p.m. on Mon., Mar. 15:**
  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

Keep an eye out for updates in weekly eBudde emails!

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

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

Starting eBudde & App

Once all TCM/troop requirements have been completed, Troop Cookie Managers (TCMs) 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)
- Click link in email
- eBudde will prompt you to create a 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 with the email address provided on TCM Agreement
- Click "Forgot your password" and follow instructions to reset password

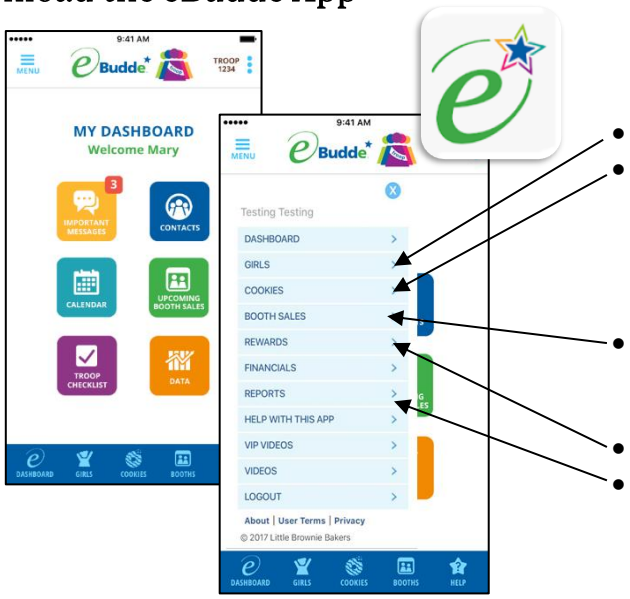
If you DID NOT receive either registration or password reset emails, check the following:

- Verify your membership is current AND that your background check expires AFTER April 1, 2027 through your MyGS account
- Check with troop money managers for bank account status and June/Dec. finance reports
- *AND then* contact your Community Cookie Manager

Important First Steps

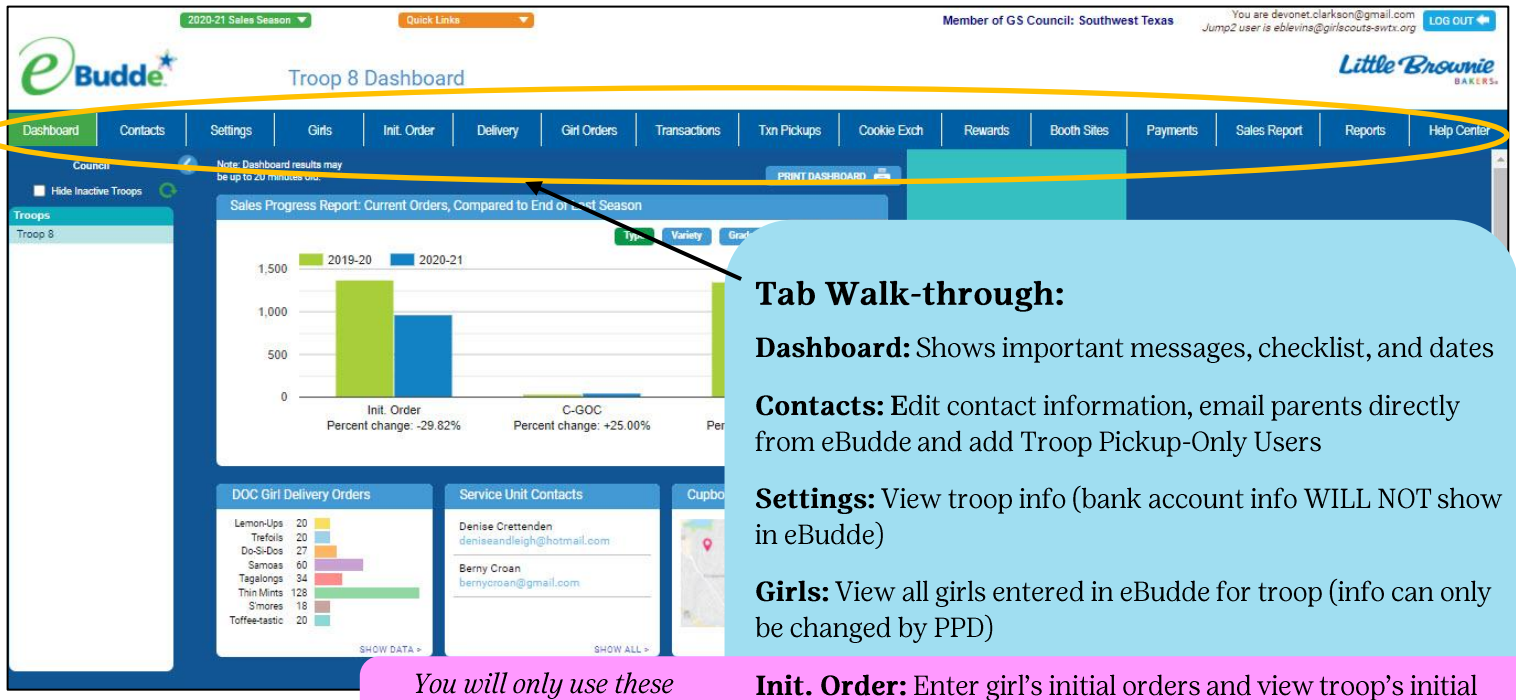
1. Get familiar with eBudde—Use eBudde Overview Tour on the next page to guide through top tabs.
2. In **Girls** tab, verify girl information
   - Verify all girls participating with troop are listed in eBudde. **If girl is missing:**
     - Verify she is registered in your troop AND check that her membership is current/active—co-leaders can review the troop roster in MyGS
     - 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 girls with completed permission slips/membership
- View all cookie order info
  - Edit/add initial order
  - Choose delivery station
  - View Digital Cookie orders/payments
  - 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



You will only use these tabs for your troop's initial order—after Jan. 27-30 you will no longer use these tabs!

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. 15 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

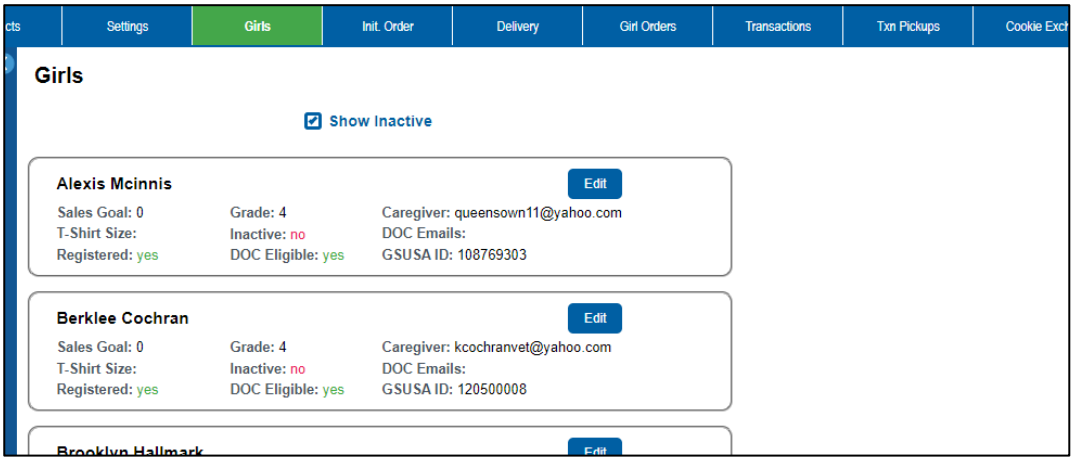
Tips & Tricks for eBudde:

- 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

Parent/Guardian Emails

Girls tab includes parent/guardian email address. Uploaded by the Product Program department (girl name, grade, etc.)—if any info is incorrect, email customercare@girlscouts-swtx.org with correct info.

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



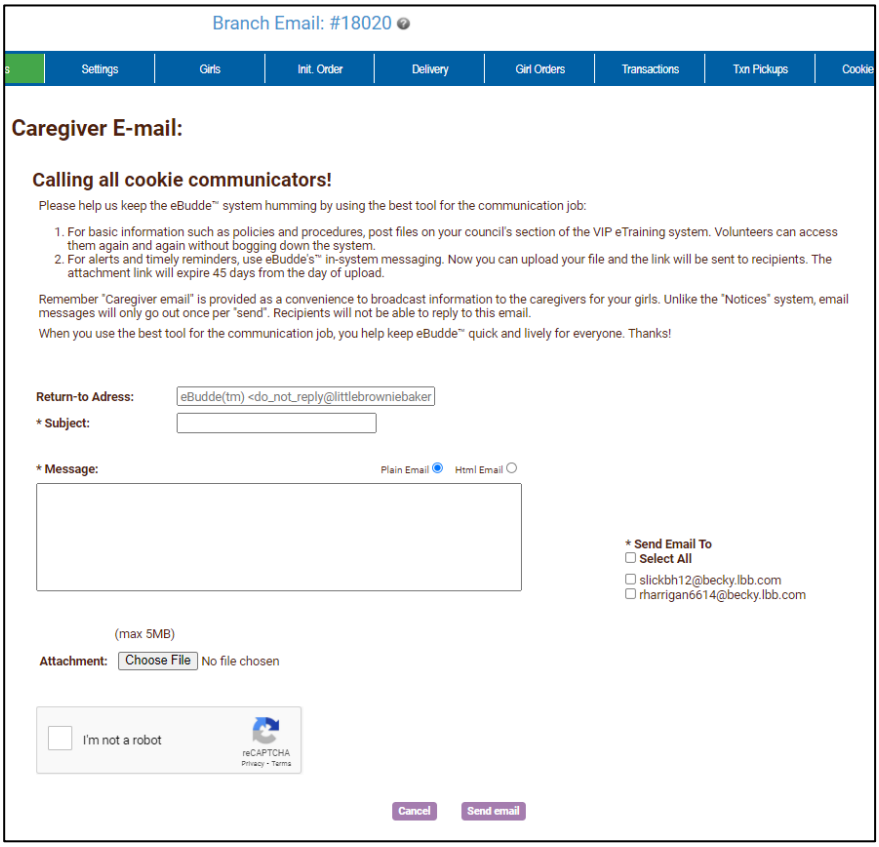
TCMs send emails to parent/guardians through eBudde:

- Click “Contacts” tab
- Click “E-mail Caregivers”



- In Return-to Address line, enter your email—so replies go to you
- 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

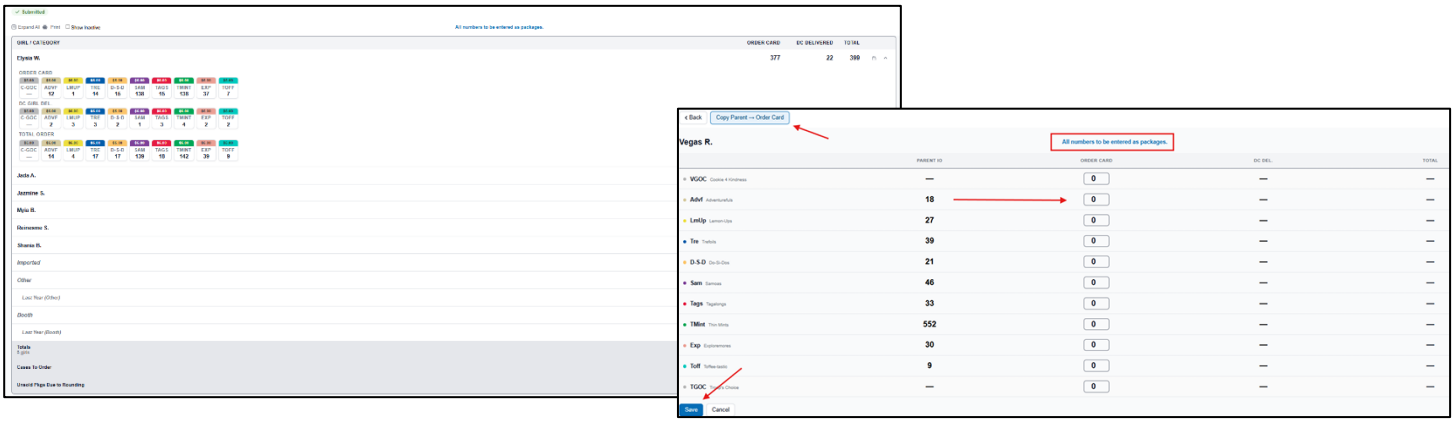
NOTE: Parents have until Fri., Jan. 8 to enter paper orders in Digital Cookie (different than a customer placing an order for girl-delivery) for that info to flow into eBudde to be added to their initial orders.

- TCMs can still enter paper orders for parents as needed, and expected to review all orders that were entered in Digital Cookie by parent/girls
- 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
- Identify girls with "Needs Review"
- To edit click on the pencil icon
- Review any orders submitted by parents from Digital Cookie listed in the "Parent IO" column
- If correct, click "Copy Parent ⟶ Order Card"—this will mark the Digital Cookie entry as reviewed
- Adjust quantities if needed
- When order is entered, click "Save"
- Repeat for each girl

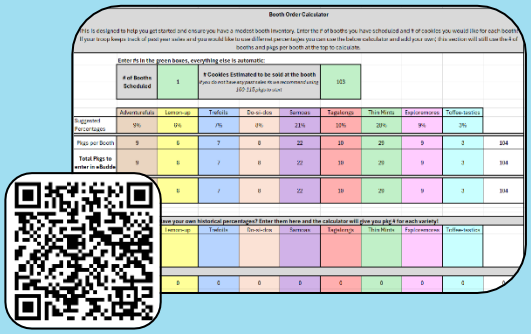


B. ***Booth Initial Cookie Order***—Troop/IRGs may also order ***conservative*** cookie order for **first cookie booths**

- Click pencil icon next to Booth/Other at bottom of screen
- Enter package quantities for each variety
- Verify totals and click "Save." Numbers will show in BOOTH line.

Need help determining a conservative booth order?

- Scan the QR code to download the Initial Order Calculator
- Enter the # of booths you have scheduled, and the # of packages estimates to be sold at the booth (we recommend 100-115 pkgs)
- Use the suggested percentages or enter your own troop percentages
- This calculator will give you the total packages to enter in eBudde for your booth order



C. ***Totals and Round-ups***

- All cookies quantities are entered in packages. **eBudde will round up to cases** (12 pkgs per case).
  - Top Line: Total pkgs ordered
  - Center Line: Rounding from pkgs to cases
  - Bottom Line: Unsold pkgs due to rounding. 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. 2!

2. Initial reward order submission

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

- Click "Rewards" tab



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



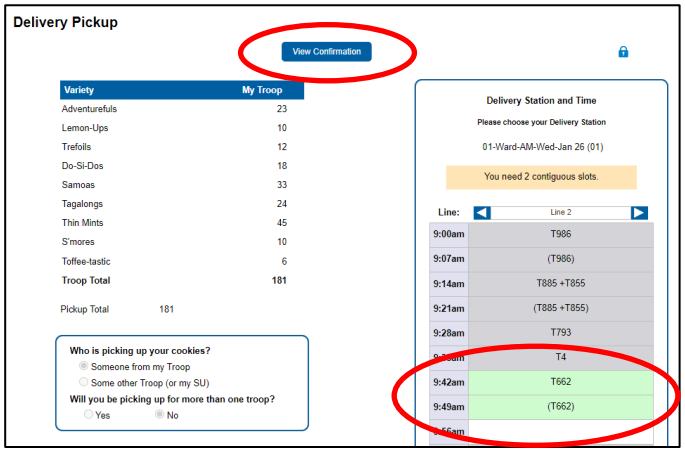
3. Initial delivery selection—*Location, Date AND Time*

AFTER submitting your initial order, you will select specific location/date/time to pick-up your Initial Order. However, please note council and our delivery agent may need to adjust delivery time to ensure there are no large gaps in the schedule.

- Click "Delivery" tab



- 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. 15, 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.*
Do your best to find another adult(s) to pick them up at the scheduled date/time—ask parents and co-leaders. We will handle any missed pick-ups on a case-by-case scenario to help you and your troop get your initial cookie order.

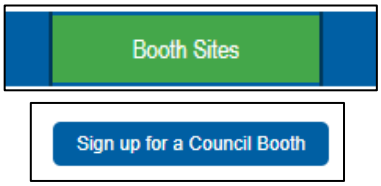
Cookie Booths

IMPORTANT

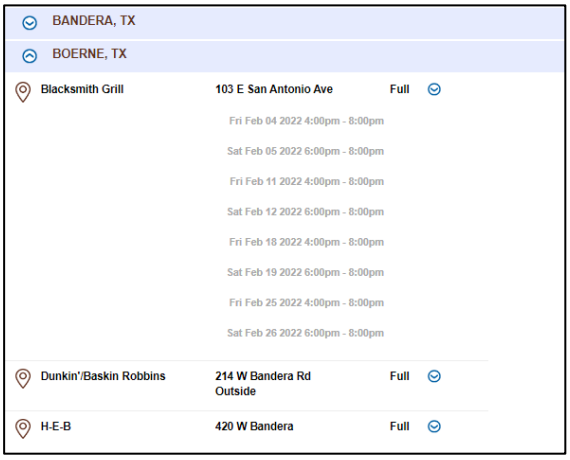
Most updated information cookie booths will be SENT in weekly eBudde emails—PLEASE READ!

1. Council-sponsored booth sign-up
2. Independent booth approval process
3. Booth Sale Recorder

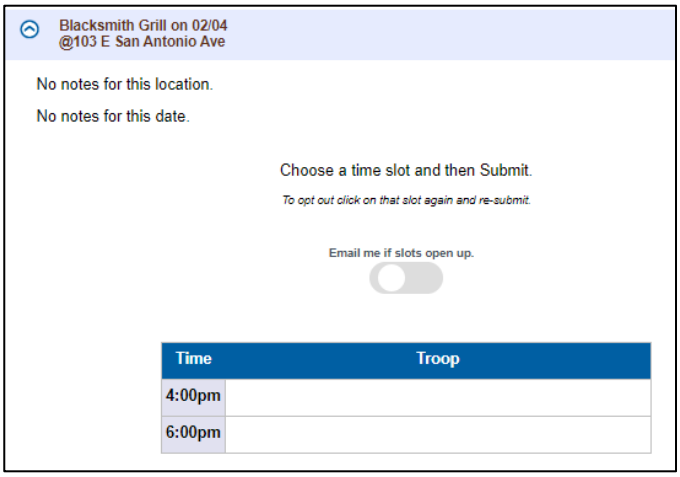
1. Council-sponsored booth sign-up



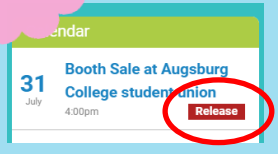
- Click "Booth Sites" tab
- Click "Sign up for a Council Booth"
- Click arrow next to a city
- Choose store and location by clicking arrow beside it
- Click date and time range you are interested in



- 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 "Okay" 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



Found on dashboard!



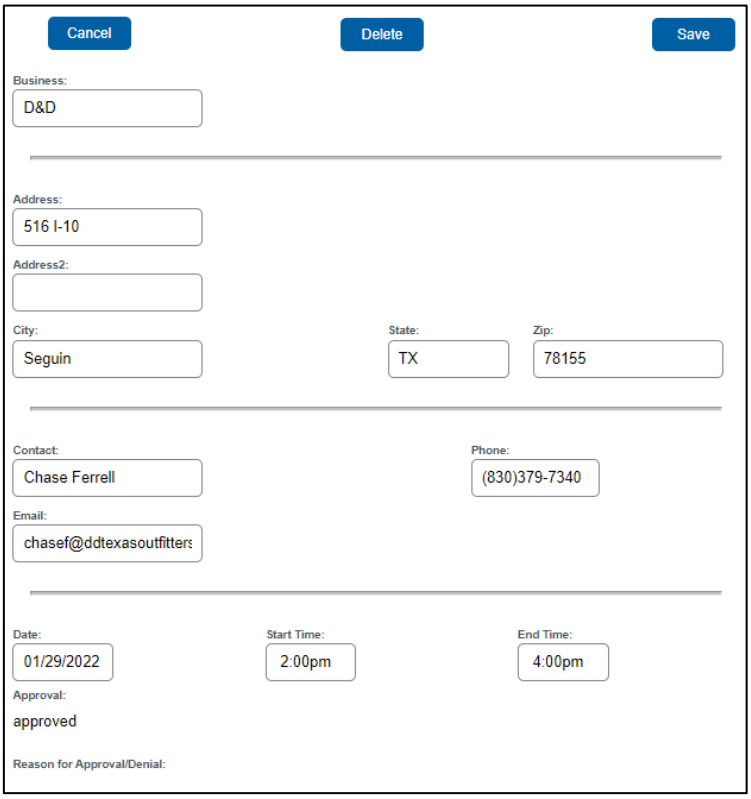
If troop has change of plans and cannot attend booth, ensure to RELEASE booth AT LEAST 24 HOURS IN ADVANCE—your troop's council-sponsored and independent booths will list on calendar located on main dashboard landing page. You can "Release" booth any time from dashboard by clicking "Release."

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+"
    - 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

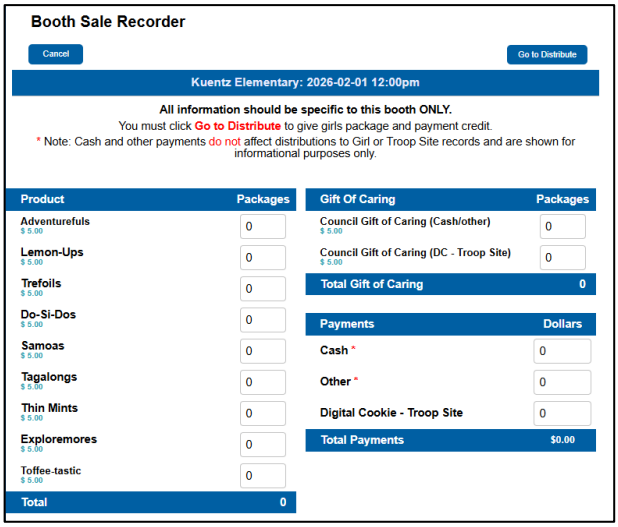


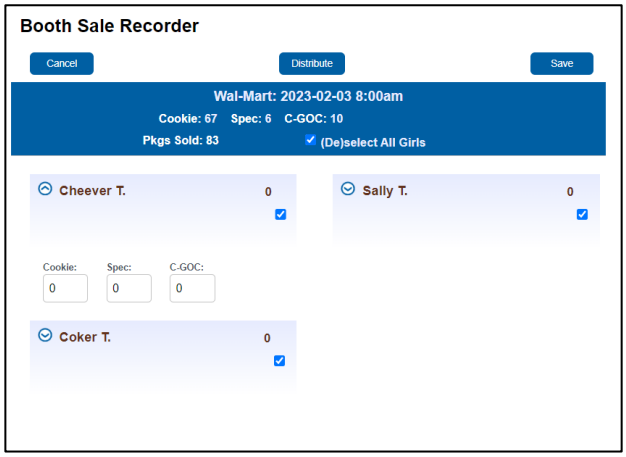


Note for independent booths at girl or volunteer House (i.e. set-up in front yard or sidewalk):
Enter in eBudde with "Household" in Business Name—this will allow for liability insurance coverage but will NOT be listed address on GSUSA Cookie Finder.

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!





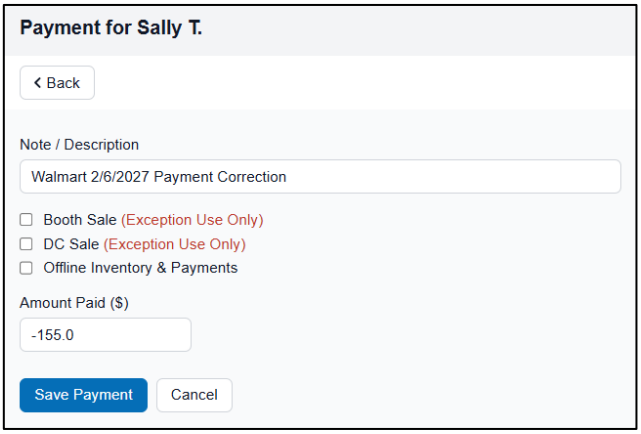
- Click "Booth Sites" tab
- Next to your most recent booth, select "Record Sales"
- Enter number of packages each variety and payments
  - "Cash" = Cash Payments
  - "Other" = CheddarUp
  - "Digital Cookie – Troop Site" = Digital Cookie Troop Site ONLY (NO personal girl site payments*)
- Click "Go to Distribute"
- 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 a girl used her personal Digital Cookie site to accept credit cards while at a booth?**

For GIRL Digital Cookie sites, these PAYMENTS will already be listed under girl in eBudde AND will be reflected in balance owed. Additionally, any cash, other or troop Digital Cookie payments are allocated to a girl when recorded in eBudde. Due to this we must add a negative payment to cancel out one of the duplicate payments.

TO FIX THIS duplicated entry:

- Follow the directions above BUT for payment enter total payments collected in the "Other" box (i.e. Girl Scout collected $155 using her Digital Cookie site so "$155" will be listed in the "Other" box)
- After entering the booth sales, go to the "Girl Orders" tab
- Locate the Girl Scout
- Click the pen icon
- Click "+ Payment"
- Add payment note, such as "Walmart 2/6/2027 Payment Correction"
- Don't check any of the boxes listed
- Add a NEGATIVE payment for the total payments accepted under girl's Digital Cookie site
- Click "Save Payment"
- Now the girl's payments will only be counted once



Cookie Pick-up Process
(a.k.a. Pending Orders)

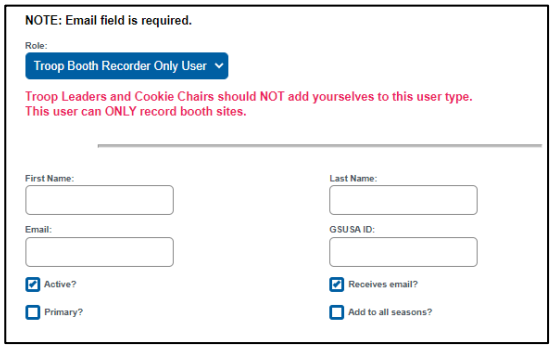
1. Adding pickup only user
2. Submitting pending orders
3. Confirming order after pickup

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)

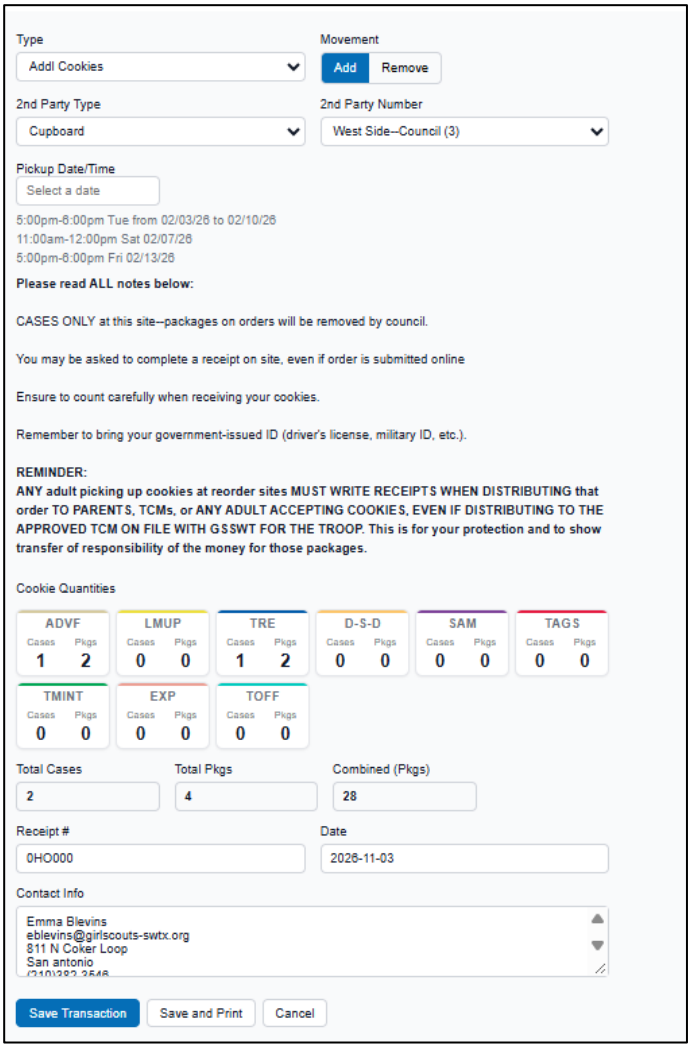
- You may add more than one user in this role in eBudde
- Once you have assigned and updated eBudde settings, users will receive email from eBudde telling them to enter info
- **DO NOT add a TCM as a Pickup Only User—this will restrict access and TCM are already authorized to pick-up.**



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, etc.) sites. Pending orders MUST be submitted 24 hours in advance (i.e., 4 P.M. Monday for a site that opens at 4 P.M. Tuesday) to ensure trailers are stocked.

- Click "Transactions" Tab in eBudde
- Click "Add Transaction"
- At the top:
  - **2nd Party Type:** Cupboard
  - **Movement:** Add
  - **2nd Party Number:** Pick-up Locations
  - **Pick-up Date/Time:** Select **date and time**
- Read the location notes and reminders
- Enter how many cases you would like to order—***packages available ONLY at SC Warehouse***
- **Optional:**
  - **Receipt:** Auto populated number OR enter your own
  - **Contact Info:** This will list the info of the person entering the order; you can then change if needed
- When selected all information correctly and entered in cookies, select "Save Transaction"



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 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

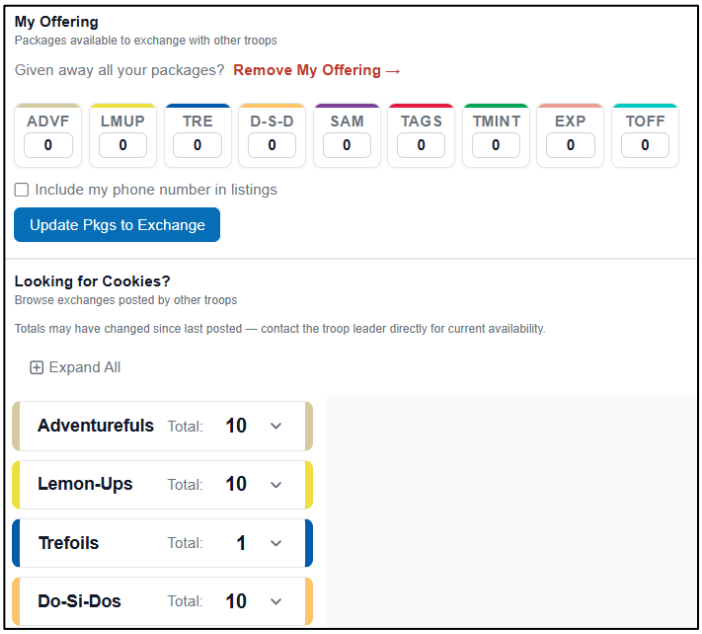
Cookie Exchange

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

- Click “Cookie Exch” tab
- Enter packages you are interested in transfering
- Check to include your phone number
- 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 below.

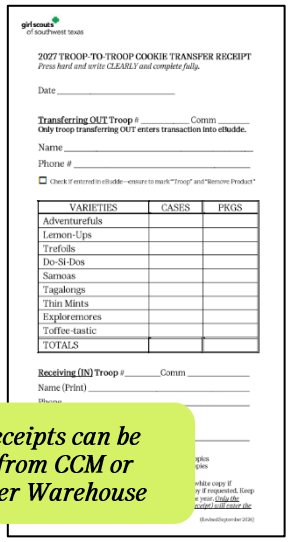


Troop-to-Troop Transfers

Transfers **MUST** be entered within **12-24 hours** of transaction as it will affect troops’ balances due to council and any 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 Transaction”
- At the top:
  - **2nd Party Type:** “Troop”
  - **Movement:** Remove
  - **2nd Party Number:** Select troop that you gave cookies to
- Enter cookie quantities in cases and packages
- Enter receipt # from top of transfer receipt
- Enter date that transfer occurred
- Add any notes in the “Contact Info” box, including the name of the volunteer that you transferred product with
- Click “Save Transaction”


2027 TROOP-TO-TROOP COOKIE TRANSFER RECEIPT

Press hard and write CLEARLY and complete fully.

Date _____

Transferring OUT Troop # _____ Comm _____
Only troop transferring OUT enters transaction into eBudde.

Name _____

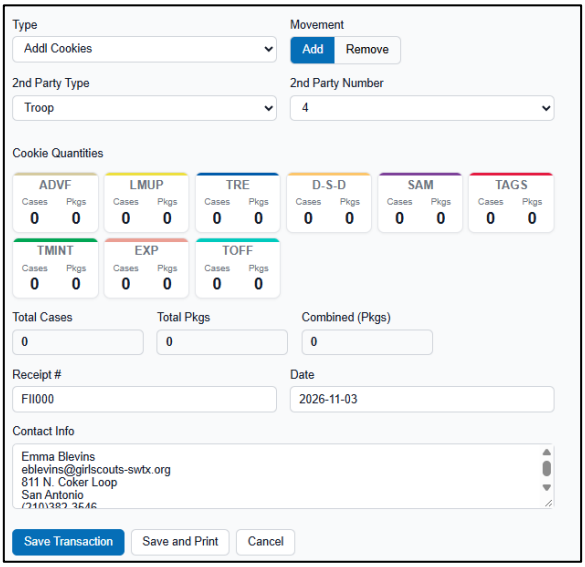
Phone # _____

☐ Check if entered in eBudde—ensure to mark "Troop" and "Remove Product"

VARIETIES	CASES	PKGS
Adventurefuls		
Lemon-Ups		
Trefoils		
Do-Si-Dos		
Samoas		
Tagalongs		
Thin Mints		
Exploremores		
Toffee-tastic		
TOTALS		

Receiving (IN) Troop #_____Comm _____

Name (Print) _____



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

Allocating Cookie to Girls

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

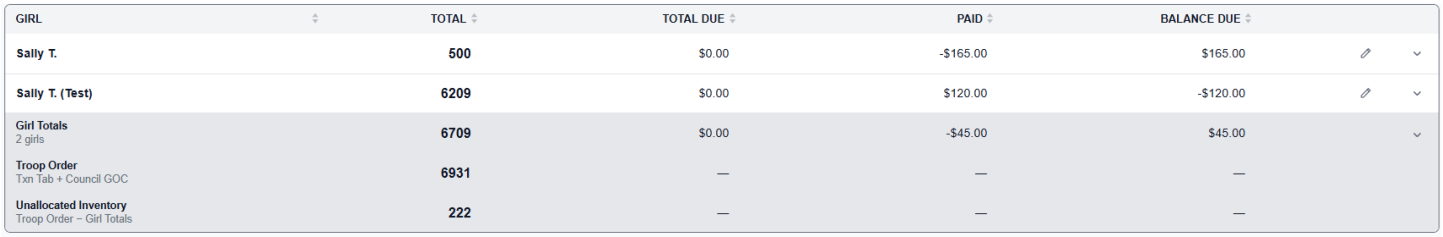
1. Assigning cookies/payments to a girl

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!*

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

- Click "Girl Orders" tab 

- To edit, click on the pencil icon



GIRL	TOTAL	TOTAL DUE	PAID	BALANCE DUE	
Sally T.	500	$0.00	-$165.00	$165.00	
Sally T. (Test)	6209	$0.00	$120.00	-$120.00	
Girl Totals 2 girls	6709	$0.00	-$45.00	$45.00	
Troop Order Txn Tab + Council GOC	6931	—	—	—	
Unallocated Inventory Troop Order − Girl Totals	222	—	—	—	

- Click "Order+" at top of the page
- Enter a meaningful comment, such as "2/6/2027 Pick-up" or assign receipt #s
- Optional check boxes:
  - **Booth Sale (Exception Use Only):** To indicate pkgs that go toward booth rewards—this is a feature used by other councils as we don't have booth rewards
  - **DC Sale (Exception Use Only):** To indicate pkgs that go toward Digital Cookie rewards
  - **Offline Inventory & Payments:** Updates the Additional Inventory on the Girl Scout's "Inventory & Financials" tab in Digital Cookie. DO NOT use for Girl Delivered or In-hand Orders
- Enter number of packages in Booth, Other or C-GOC
  - **Booth:** Booth sales—troops SHOULD use Booth Sale Recorder for all booth sales, *instructions on p. 10*
  - **Other:** Use this for all cookies given to the Girl Scout
  - **C-GOC:** Council Gift of Caring and should only be MONETARY donations ($5 = 1 pkg)
- Enter payment if the parent turned in money
- Click "Save Order"

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 #.

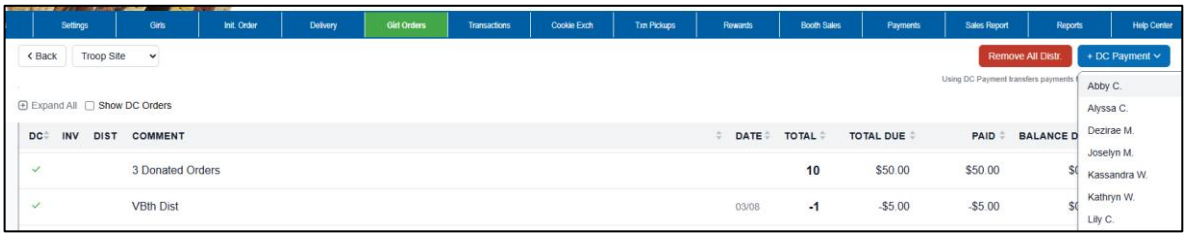
Ensure to ONLY enter in-person donations in C-GOC line ($5 = 1 GOC)—NOT for Digital Cookie orders or Digital Cookie donations! *Entering pkgs here makes money due!*

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

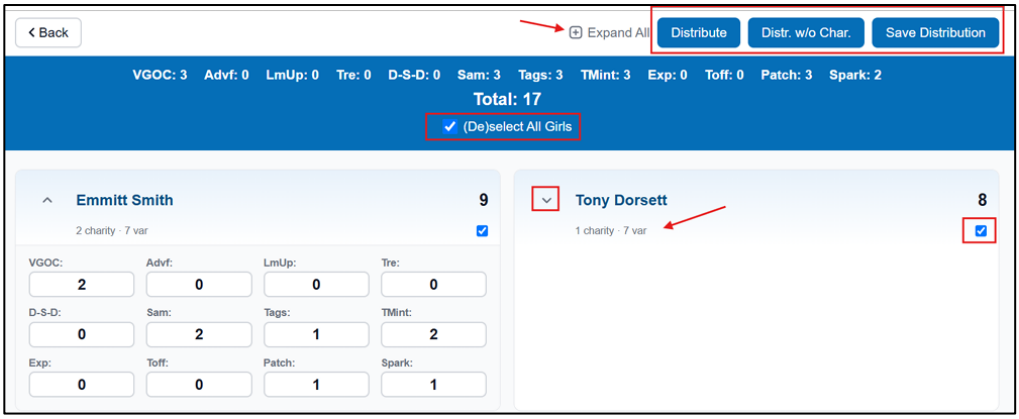
3. Reallocating Troop Digital Cookie Site cookies/payments

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

- Go to "Girl Orders" tab
- To edit, click the pencil icon next to the "troop site" to view all orders—eBudde will lump together orders by type and/or booth so that you see totals
- Select either "+DC Payment" for payment transfers - OR - "+Distribution" for cookie transfers
- **For +DC Payment:**
  - Select the Girl Scout that needs to receive payment credit
  - Enter a receipt # or comment
  - Enter payment amount that needs to be transferred from the troop site to the girl
  - Do not check any of the boxes



- **For +Distribution:**
  - Open a new distribution page
  - By default, all girls will be selected and available packages will be distributed among the selected girls
  - Adjust selected girls and package assignments as needed
  - Once correct, click "Save Distribution"



Suggestions for troop site allocations:

- ALL cookie packages and payments MUST be allocated by the end of the program
- Use a booth sales sheet and eBudde's Booth Sale Recorder at booths to track # of packages paid for on the troop Digital Cookie site—as you enter sales in eBudde this will reduce the payments listed for the troop site
- Check the troop site throughout the program AND at the end to ensure all packages and payments have been distributed to girls properly
- If needed, complete paper receipt with yourself for tracking

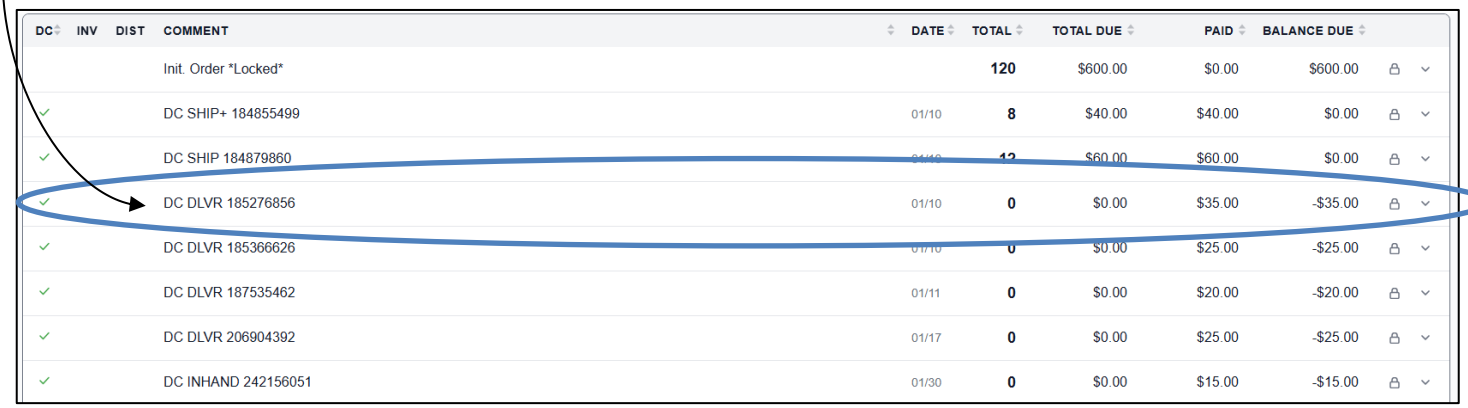


Digital Cookie in eBudde

Digital Cookie and eBudde are different website BUT work together to track program payments and packages sold. **There are some instances where TCMs must work with parents and manually input Digital Cookie information into eBudde.**

How do **girl-delivered orders** in Digital Cookie work?

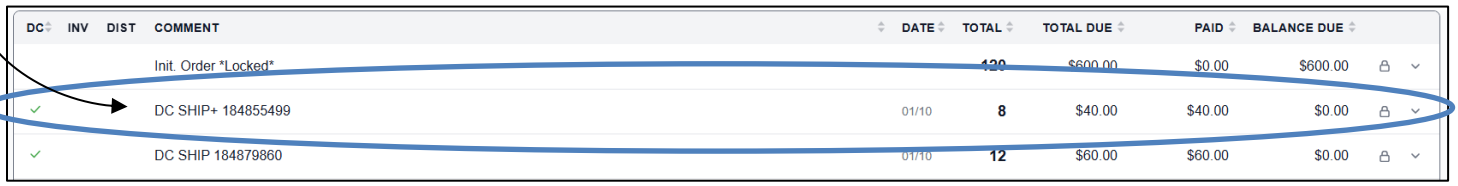
- When customers choose 'girl-delivered' on Digital Cookie platform, parents **MUST** approve order in Digital Cookie to be reflected in eBudde.
- Once order is approved, **payment** from customer will show under girl's name in "Girl Order"; cookies **WILL NOT** show, as those will be assigned via initial 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



DC	INV	DIST	COMMENT	DATE	TOTAL	TOTAL DUE	PAID	BALANCE DUE
			Init. Order *Locked*		120	$600.00	$0.00	$600.00
✓			DC SHIP+ 184855499	01/10	8	$40.00	$40.00	$0.00
✓			DC SHIP 184879860		12	$60.00	$60.00	$0.00
✓			DC DLVR 185276856	01/10	0	$0.00	$35.00	-$35.00
✓			DC DLVR 185366626		0	$0.00	$25.00	-$25.00
✓			DC DLVR 187535462	01/11	0	$0.00	$20.00	-$20.00
✓			DC DLVR 206904392	01/17	0	$0.00	$25.00	-$25.00
✓			DC INHAND 242156051	01/30	0	$0.00	$15.00	-$15.00

How do **direct shipping orders** in Digital Cookie work?

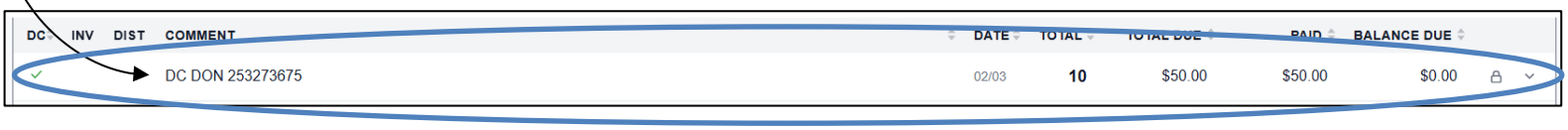
- When customers choose direct shipping in Digital Cookie, cookies and payment will automatically appear under girl's name in eBudde under Digital Cookie column of Girl Order tab.
- Order will be locked; TCM not able to make edits to orders.



DC	INV	DIST	COMMENT	DATE	TOTAL	TOTAL DUE	PAID	BALANCE DUE
			Init. Order *Locked*		120	$600.00	$0.00	$600.00
✓			DC SHIP+ 184855499	01/10	8	$40.00	$40.00	$0.00
✓			DC SHIP 184879860	01/10	12	$60.00	$60.00	$0.00

How do **donation orders** 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.



DC	INV	DIST	COMMENT	DATE	TOTAL	TOTAL DUE	PAID	BALANCE DUE
✓			DC DON 253273675	02/03	10	$50.00	$50.00	$0.00

Sales Report

Sales report reflects all transactions for troop in eBudde. Includes: Initial order, any additional orders, shipped Digital Cookie orders, Digital Cookie payments, deposits and sweeps and ongoing calculation for troop proceeds and amount owed.

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

Council Southwest Texas, Troop Sales Report

TCM Name and Info

Girls Selling: 9
Girls Reg.: 10
Init. Girls Sellg: 6
Level: GRP
SU Name: Comm N
SU Number: 1N
Sales Goal: 0
PGA Selling: 223.11
PGA Registered: 200.80
Initial PGA: 280.33

Cookie

Pkg price: $5.00
Base Proceed Rate: $0.750
Pkgs sold: 2008
Base Amount: $1506.00
Cookie Total: $1506.00

Bank Name:
Routing No.: **Acct No.:**

Pkgs Received			
01/13	Initial Order	---	1668
01/31	C2	U3J000	132
02/14	C2	AML000	24
02/19	C2	IDM000	96
02/25	C2	H6N000	48
03/04	C900	3 DC shipped orders	17
C-GOC pkgs.			23
Total Pkgs Received			**2008**
Total DC Pkgs Received			**40**
Total DC Charity Pkgs Received			**23**
In addition there was:			
Total DC Delivered Pkgs Received			**202**

Payments Made		
Date	Reference	Amount
2026-03-19	3rd Sweep	$ 2,196.56
2026-03-08	43 DC Orders	$ 1,210.00
2026-02-26	2nd Sweep	$ 2,809.94
2026-02-12	1st Sweep	$ 2,317.50
Total Payments		**$ 8,534.00**
Total DC Payments		**$ 1,210.00**

Total Troop Sales	$ 10,040.00	**Council Proceeds**	$ 8,534.00
Troop Proceeds	- $ 1,506.00	**Payments Made**	- $ 8,534.00
Council Proceeds	$ 8,534.00	**Amount You Owe Council**	$ 0.00

Signature: _____

Expand DC | 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:

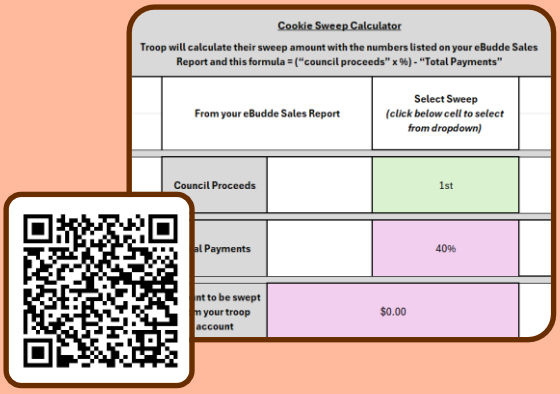
1st sweep (Feb. 11; 40% due):

"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**

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 %
  - Positive = Your troop WILL be swept that amount
  - Negative = Your troop WILL NOT be swept



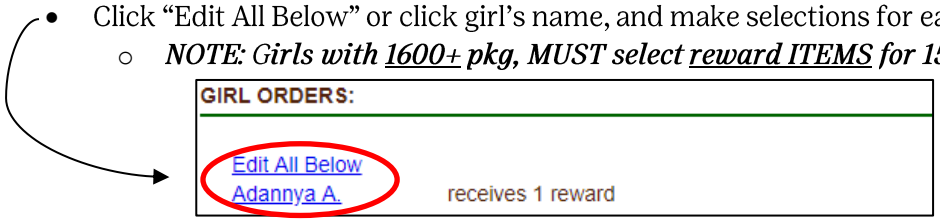
End-of-Program Process

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



- Once you have made selections for **EACH** girl, click "Save All Girl Rewards"
- The following patches should be entered **by you** on final **troop rewards summary page** as total for troop BEFORE click submit.
  - **Super Sister Patch**—*Sisters selling combined total of 300+ pkgs*
  - **Cookie Rookie**—*For girls who participated in their FIRST cookie program*
  - **Booth Sales Patch**— *Participating in two or more booths*
- Once all girl final rewards are updated, review troop/group order total
- If everything looks correct, click "Submit Reward Order"
- You can make changes and save as many times as you need, *BUT once you click "Submit Reward Order" or the deadline of Mon., Mar. 15 passes you cannot make any changes—contact CCM if need assistance.*

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 May/November Finance reports