

# End of Sale Checklist

This is a short guide on how to finalize your Troop's cookie sale in the eBudde system. For full details view page 24 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

## End of Sale Checklist Summary

1. Finalize Troop Inventory: make sure all transfers to girls are complete.
2. Record any remaining girl payments in eBudde.
3. Submit the Troop's final reward order.
4. Take final deposits to the bank for the final ACH.
5. Celebrate and hand out rewards!



## 1. Finalize Troop Inventory

### Why do I need to finalize my troop's inventory?

To make sure the Girl Scouts get their hard-earned rewards! The eBudde system will automatically calculate the rewards earned by girls—but only if the cookies are transferred from the troop inventory to each girl. To ensure that each girl will receive the appropriate rewards for her cookies sold, make sure all transfers are complete at the end of sale.

### Verifying your troop's final inventory in eBudde:

1. Click the "Girl Order" Tab
2. View and transfer cookies as needed to balance. How to balance:
  - **Girl Totals:** is the total amount entered as sold by each girl in each cookie variety
  - **Troop Order:** is the troops actual packages received, plus any Gift of Caring sales
  - **Difference:** is the amount of cookies remaining in the 'Troop' inventory.
    - A negative number indicates cookies that are remaining in the troop inventory.
    - A positive number indicates you've transferred more cookies to girls, than your troop owns.
    - Once the sale has ended—the "Difference" should be at zero, meaning your troop is balanced, if all your troops cookies have been sold.

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*Below are your troop sales broken down by Girl.*

*To view/edit a Girl's Transactions click on the appropriate row.*

Uses DOC	▼ Girl	\$ 4.00 GOC	\$ 4.00 SvSm	\$ 4.00 Tre	\$ 4.00 D-S-D	\$ 4.00 Sam	\$ 4.00 Tags	\$ 4.00 TMint	\$ 5.00 SMr	\$ 5.00 Toff	♦Total
✓	Adelaine T.	0	2	0	0	0	0	48	180	1	231
✓	Keyrah B.	0	0	0	0	0	0	42	180	0	222
	<b>Girl Totals</b>	0	2	0	0	0	0	90	360	1	453
	<b>Troop Order (Actual pkgs+GOC)</b>	0	2	0	0	0	0	90	360	1	453
	<b>Difference</b>	0	0	0	0	0	0	0	0	0	0

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<b>Girl Totals</b>	0	21	14	36	68	54	60	52	3	308
<b>Troop Order (Actual pkgs+GOC)</b>	0	32	24	48	144	108	120	108	16	600
<b>Difference</b>	0	-11	-10	-12	-76	-54	-60	-56	-13	-292

Balanced!

292 cookies are still located with the troop and not sold by girls.

**2. Record Girl Payments:** see the JIT: Finances in eBuddle

### 3. Submit the Troop's Final Reward Order

#### Things to consider before submitting your reward order:

- Have the girls chosen their reward options?
- Do you have their t-shirt sizes?

The eBuddle system will automatically calculate the girl reward levels earned based on their packages sold under the **"Girl Orders"** tab. For each girl you will select the desired reward and t-shirt size if appropriate.

#### Steps to Placing your Reward Order

1. Click the **"Rewards"** Tab
2. Click the purple **"Fill Out"** button under the Final Rewards Order box.
3. Select the girl you wish to enter rewards for.
4. Select which rewards the girl wants by clicking the box next to either the reward or the Dakota Dough. **Note:** it will only show you the rewards she earned. For more details on rewards and Dakota Dough, view page 16 of the Volunteer Cookie Manual.
5. Click the green **"Submit Girl Order"** to save each girl's order.
6. Move to the next girl and repeat steps 3 to 5.
7. When you've entered all girl orders, click the green **"Submit Reward Order"** for the troop.



#### Troop Rewards Order Forms

Initial Rewards Order View **2** Girl Rpt

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Final Rewards Order View Fill Out Girl Rpt

Box Level	Reward
25	Theme Patch and \$3 Dough \$3 Dakota Dough Theme Patch
65	<b>65+ Level (pick 1)</b> <input type="checkbox"/> How We Roll Package <input type="checkbox"/> Ear Bud Pouch <input type="checkbox"/> Bracelets <input type="checkbox"/> \$5 Dakota Dough <input type="checkbox"/> \$8 Dakota Dough
DOC 20	Cookie Techie Patch

1000	0	<b>1000+ Level (pick 1)</b> <input type="checkbox"/> Mermaid Blanket & Art Package <input type="checkbox"/> Blanket Mermaid <input type="checkbox"/> Artist Roll <input type="checkbox"/> Journal <input type="checkbox"/> Flashlight <input type="checkbox"/> Pillow Case <input type="checkbox"/> \$28 Dakota Dough <input type="checkbox"/> \$40 Dakota Dough
1500	0	<b>1500+ Level (pick 1)</b> <input type="checkbox"/> American Girl Doll Package <input type="checkbox"/> American Girl Doll <input type="checkbox"/> \$30 Dakota Dough <input type="checkbox"/> Drone Package <input type="checkbox"/> Drone <input type="checkbox"/> \$30 Dakota Dough <input type="checkbox"/> \$75 Dakota Dough
2000	0	<b>2000+ Level (pick 1)</b> <input type="checkbox"/> Kayak Package <input type="checkbox"/> Kayak w/Paddle <input type="checkbox"/> \$38 Dakota Dough <input type="checkbox"/> \$100 Dakota Dough
2500	0	<b>2500+ Level (pick 1)</b> <input type="checkbox"/> Outdoor Movie Package <input type="checkbox"/> Outdoor Movie Set <input type="checkbox"/> \$45 Dakota Dough <input type="checkbox"/> \$125 Dakota Dough
GOC 6	1	Gift of Caring Patch (6 GOC pkgs)
Bth 1	0	Booth Sale Patch (1 booth pkgs)
DOC 20	1	Cookie Techie Patch

Cancel **5** Submit Girl Order

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Cancel **7** Submit Reward Order

**Patches will automatically calculate:**

- GOC = Gift of Caring
- Bth = Booth Sale
- DOC = Digital Order Card (Digital Cookie)