

**Just  
-in-  
Time**



# Troops End of Program Checklist

## End of Program Checklist Summary

- 1. Finalize Troop Inventory:** make sure all transfers to girls are complete.
  - 2. Record Girl Payments:** record any remaining payments you've collected from the families.
  - 3. Submit Troop's Final Rewards Order:** make sure to collect girls choices before they are due!
- 💰 Don't forget to take all remaining funds to the bank for the final ACH!

## 1. Finalize Troop Inventory

Do this to make sure the Girl Scouts get their hard-earned rewards! The eBudde system automatically calculates the rewards earned by girls —but only if the cookies are transferred from the troop inventory to each girl. To make sure they get accurate rewards for cookies sold, complete all transfers prior to troops losing access to these types of entries—3/28/24.

### In eBudde:

1. Click the **"Girl Orders"** Tab
2. View and transfer cookies as needed to balance. How to balance:
  - **Girl Totals:** this is the total amount entered as sold by each girl in each cookie variety
  - **Troop Order:** this is the troops actual packages received, plus any HOH 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.
3. Move Troop Site Cookies to other Girl Scouts. These are likely booth credit card transactions that were not recorded using the Booth Recorder—use the **Just in Time: Transferring Cookies in eBudde**.

Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders <b>1</b>	Transactions	Rewa
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Uses DOC	Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	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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**Balanced!**

<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

**Not Balanced!**  
292 cookies are still located with the troop and not moved to girls.

# Just -in- Time



## Troops

# End of Program Checklist ...continued

**2. Record Girl Payments:** see the JIT: Money Management FAQ

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

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

- Have the girls chosen their reward options?
- Do you have any necessary sizes?

The eBudde 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 choice and size, if necessary.

### Steps to Placing your Reward Order

1. Click the **"Rewards"** Tab
2. Click the **"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:** only earned rewards will be displayed.
5. Click the **"Submit Girl Order"** to save each girl's order.
6. Move to the next girl and repeat steps 4 and 5.
7. When you've entered all girl orders, click the **"Submit Reward Order"** for the troop.



### Troop Rewards Order Forms

Initial Rewards Order View Fill Out Girl Rpt

Final Rewards Order Fill Out Girl Rpt

**GIRL ORDERS:**

Alana J.	receives 9 reward(s) (size/catalog selection done)
Amelia F.	receives 9 reward(s) (size/catalog selection done)
Brinley C.	receives 9 reward(s) (size/catalog selection done)
Caitlyn S.	receives 17 reward(s) (size/catalog selection done)
Ella C.	receives 9 reward(s) (size/catalog selection done)
Kaelyn B.	receives 9 reward(s) (size/catalog selection done)
Kaylea L.	receives 9 reward(s) (size/catalog selection done)
Kennedy M.	receives 25 reward(s) (size/catalog selection done)
Maddie P.	receives 21 reward(s) (size/catalog selection done)
Madi M.	receives 7 reward(s) (size/catalog selection done)
Madisyn E.	receives 0 reward(s)
Stella V.	receives 5 reward(s) (size/catalog selection done)

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

Cancel Submit Girl Order

2500	0	2500+ Level (pick 1) 0 Outdoor Movie Package Outdoor Movie Set \$45 Dakota Dough 0 \$125 Dakota Dough
HOH 10	<input checked="" type="checkbox"/>	Gift of Caring Patch (10 HOH pkgs)
Bth 1	0	Booth Sale Patch (1 booth pkgs)
DOC 20	1	Cookie Techie Patch

Cancel Submit Reward Order

### Patches will automatically calculate:

- HOH = Heroes on the Horizon Program
- Bth = Booth Sale
- DOC = Digital Order Card (Digital Cookie)

