

**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 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 the appropriate rewards for cookies sold, complete all transfers prior to the end of the program.

Verifying your troop's final inventory in eBudde:

1. Click the "**Girl Orders**" 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 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 Link Cookies to other Girl Scouts—use this [Just in Time](#)



Printable Version
Record Booth Sale Export

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

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
2	Girl Totals	0	2	0	0	0	0	90	360	1	453
	Troop Order (Actual pkgs+GOC)	0	2	0	0	0	0	90	360	1	453
	Difference	0	0	0	0	0	0	0	0	0	0

Balanced!

Girl Totals	0	21	14	36	68	54	60	52	3	308
Troop Order (Actual pkgs+GOC)	0	32	24	48	144	108	120	108	16	600
Difference	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 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 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 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.
5. Click the green “**Submit Girl Order**” to save each girl’s order.



Troop Rewards Order Forms

Initial Rewards Order View Girl Rpt

Final Rewards Order View 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)