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**: *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**: *this 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—These are likely booth credit card sales that were not recorded using the Booth Recorder—see Just in Time: Transferring Cookies in eBudde.

ntacts	Settings	Girls	Init. Order	Delivery	**1** Girl Orders	Transactions	Rewa

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 $5.00	LmUp $5.00	Tre $5.00	D-S-D $5.00	Sam $5.00	Tags $5.00	TMint $5.00	SMr $6.00	Toff $6.00	◆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!**

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

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 you entered all of the girls transactions?*
- *Have the girls chosen their reward options?*
- *Are there any size options needed?*

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 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.*
6. *Move to the next girl and repeat steps 4 and 5.*
7. *When you've entered all girl orders, click the green "Submit Reward Order" for the troop.*

acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards

①

Troop Rewards Order Forms

Box Level	Reward
25	**Theme Patch and $3 Dough** $3 Dakota Dough Theme Patch
65	**65+ Level** (pick 1) ☐ How We Roll Package Ear Bud Pouch Bracelets $5 Dakota Dough ☐ $8 Dakota Dough
DOC 20	**Cookie Techie Patch**

Initial Rewards Order		View	Girl Rpt
Final Rewards Order	②	View Fill Out	Girl Rpt

Cancel **Submit Girl Order** ⑤

GIRL ORDERS: ③

Alana J.	receives 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 reward(s) (size/catalog selection done)
Kaelyn B.	receives reward(s) (size/catalog selection done)
Kaylea L.	receives 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)

⑥

	0	$100 Dakota Dough
2500	0	**2500+ Level** (pick 1) 0 Outdoor Movie Package Outdoor Movie Set $45 Dakota Dough 0 $125 Dakota Dough
HOH 10	☑	**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** ⑦

Patches will automatically calculate:
- *HOH = Heroes on the Horizon Program*
- *Bth = Booth Sale*
- *DOC = Digital Order Card (Digital Cookie)*