



Troop Cookie Volunteer eBudde Instructions

Goal Getter and Booth Sale Period

These instructions will guide you through the Goal Getter and booth sale period of the cookie program.

These instructions will cover:

- Choosing a troop proceeds option
- Assigning Goal Getter and booth sale cookies to girls
- Entering a booth site for approval and signing up for council booth sites
- Checking the Transaction tab
- Filling out the final rewards order
- Reviewing the Troop Sales Report

Choose a troop proceeds option

Junior level and older troops can choose to take additional proceeds (10 cents more per package) instead of individual girl rewards. Daisy and Brownie troops must take the girl reward option, which is the default. All troops should check to ensure the correct proceed option is selected.

To select the additional proceeds options, troops must do the following:

From the troop dashboard, select *Settings*

Click the Edit button in the upper right hand corner of the page.

Check the box *Opt out of rewards for add. Proceeds* located under the Global ID box. Once done it should now say You will receive additional proceeds. Click the Save button in the upper right hand corner of the page. Note -you must click the Save button, or the selection will not be saved.

Girl Orders Tab

The **Girl Orders** tab is where the majority of steps need to be taken during the goal getters/booth sales portion of the program. The **Girl Orders** tab is where the troop can:

- Allocate Goal Getter packages, booth sale packages AND Cookies for Heroes (CFH) packages to individual girls.

- View the total number of packages, including packages sold on the Initial Order AND online via Digital Cookie that each girl has sold.
- View the total amount due from each girl/family. There are two views within the **Girl Orders** tab – the Girls Order Summary view and the Girl Detail view. The system defaults to the Girls Order Summary view. The Girl Detail view can be accessed by double clicking on the girls name.

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

Girl	CFH	Adv'l	Lmtp	Trs	D-S-D	Sam	Tega	Tblst	Bkr	Tuff	Totals	Total Due	Paid	Bal. Due
Alaina B.	2	11	11	7	19	58	29	61	20	11	229	\$1374.00	\$282.00	\$1092.00
Ava M.	0	2	3	3	3	5	10	8	3	4	41	\$246.00	\$72.00	\$174.00
Aven G.	0	4	1	4	7	9	7	9	3	0	44	\$264.00	\$0.00	\$264.00
Kylie P.	1	15	9	14	8	46	18	40	15	7	173	\$1038.00	\$138.00	\$900.00
Lucy G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Molly G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Nadya D.	0	1	1	1	0	3	3	2	0	0	11	\$66.00	\$0.00	\$66.00
Peighton D.	0	9	5	7	6	20	12	12	3	1	75	\$450.00	\$270.00	\$180.00
Riley N.	0	4	0	5	2	18	11	22	1	5	68	\$408.00	\$336.00	\$72.00
Summer G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Troop Site	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Girl Totals	3	45	33	41	45	139	89	154	45	28	641	\$3849.00	\$1908.00	\$2748.00
Troop Order (Manual ship + CFH)	3	98	64	72	121	428	219	424	78	52	1827			
Difference	0	-53	-31	-31	-76	-289	-130	-270	-33	-24	-1186			

Troops can view total sales for each Girl Scout from the Girls Order Summary view. Cookie orders are listed in columns by variety.

CFH- These cookies were sold by girls in support of the council's Cookies for Heroes Program. These are 'virtual' packages that the troop does not handle; they are distributed by council. Only donated packages for the Cookies for Heroes Program are recorded under this column. The CFH column includes Cookies for Heroes packages that were sold as part of the Initial Order AND is also where any Cookies for Heroes packages sold during Goal Getters/booth sales are recorded. Any CFH packages sold via Digital Cookie are automatically added to this column.

Cookie Varieties -The number of packages in the columns for each variety and the total includes:

- all orders entered on a girl's Initial Order paper order card,
- those Digital Cookie orders for girl delivery during the Initial Order Taking Period (excluding Cookies for Heroes packages),
- Digital Cookie direct shipped orders during the Initial Order or post-Initial Order Taking Period, AND
- any cookies allocated to a girl for goal getters and booth sale cookies (other than Cookies for Heroes packages – they are found under the CFH heading) and those packages ordered for girl delivery through Digital Cookie after the Initial Order was submitted.

The following are the types of Digital Cookie orders that will be recorded automatically on eBudde and credited both to the troop and the Girl Scout who sold them. No further action is needed by the troop:

- sold through Digital Cookie for direct ship (during both the Initial Order Taking Period and post-Initial Order);

- sold through Digital Cookie for donation (during both Initial Order Taking Period and post-Initial Order); and
- sold through Digital Cookie for girl delivery during the Initial Order Taking Period.

Cookies sold through Digital Cookie for girl delivery during the post-Initial Order Taking Period do not automatically record on the **Girl Orders** tab; however, the money paid by the customer is credited to both the Girl Scout and the troop. Cookies sold for girl delivery during the post-Initial Order period need to be obtained at a cupboard or from the troop's inventory and need to be allocated to the Girl Scouts who sold them.

Total– The total number of packages sold by the girl through the Initial Order, Goal Getter sales, booth sales, and Digital Cookie.

Total Due– This amount is calculated by taking the total cookie packages sold and multiplying by \$6.00. NOTE: Only girl/family payments to the troop are calculated on this tab. Troop proceeds and amounts due to council can be viewed on the **Sales Report** tab.

Paid– This column will display all payments made via credit card for cookies ordered through Digital Cookie and any in-person order payments that you have received and recorded in eBudde. Troop cookie managers must enter payments for any in-person orders that are accepted by parents and given to the troop volunteer for this calculation to be correct. Any credit card payments received through Digital Cookie are included in the calculation of the amount due and do not need to be added manually by the troop cookie manager.

Bal Due– This is the balance that is due from the girl/family. NOTE: For this calculation to be correct, all packages needed to fill girl orders MUST be added to her record, including packages needed for Digital Cookie girl delivery orders that were placed AFTER the Initial Order Taking Period. If a Girl Scout has orders for girl delivery that were placed after the Initial Order was submitted and the cookies have not yet been allocated to the Girl Scout by the troop, the balance due will be lower than the amount she actually owes. This is because the online payments for girl delivery orders were credited to the Girl Scout, but the packages are NOT automatically recorded for orders received AFTER the Initial Order Taking Period. Once the packages needed for the additional girl delivery orders have been added, the balance due will match up with the number of packages sold and payments received.

Troop volunteers can see if there are any girl delivery orders that have not been added to the Initial Order by going to the **Reports** tab and running the report titled “Girl Delivery – Varieties only – By Girl”. You will select the Order Detail tab and then look under the “IO Added” column. If the value in that column is “no”, then the order was not added to the Initial Order and the cookies will have to be manually allocated to the Girl Scout's record on the **Girl Orders** tab. The Girl Scout's caregiver will also have that information on her/his Girl Scout's Digital Cookie site.

Allocating Cookies to Girls

The troop volunteer uses the **Girl Orders** tab to allocate the following types of cookies to Girl Scouts in her/his troop:

- cookies sold at a booth sale (both Cookies for Heroes and physical packages),

- cookies sold in person as goal getter orders (both Cookies for Heroes and physical packages), and
- cookies sold on Digital Cookie for girl delivery after the Initial Order was placed (NOT Cookies for Heroes or cookies shipped directly to the customer). **Note:** Girl Scouts can continue to use their Digital Cookie sites through April 13 for girl delivery and April 27 for shipped/donated orders!

The troop needs to provide cookies to girls who sell goal getter packages or have orders on Digital Cookie for girl delivery that came in after the Initial Order was submitted. This can be done through:

- cookies that the troop received as “extras” on the Initial Order,
- cookies ordered on the Initial Order on the booth sale line
- cookies picked up for a goal getter or booth sale order from a cookie cupboard

The troop volunteer can look at the Difference line in the Troop Summary view of the **Girl Orders** tab to determine whether the troop has the cookies required in its inventory, or if they need to be obtained at a cookie cupboard.

Girl	C/PK	Adv'd	Lnk'd	The	D-S-D	Num	Age	Tblst	Blr	Tuff	Totals	Total Due	Paid	Bal Due
Alaina B.	2	11	11	7	19	58	29	61	20	11	229	\$1374.00	\$282.00	\$1092.00
Ava M.	0	2	3	3	3	5	10	8	3	4	41	\$246.00	\$72.00	\$174.00
Aven G.	0	4	1	4	7	9	7	9	3	0	44	\$264.00	\$0.00	\$264.00
Kylie P.	1	15	9	14	8	46	18	40	15	7	173	\$1038.00	\$138.00	\$900.00
Lucy G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Molly G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Nadya D.	0	1	1	1	0	3	3	2	0	0	11	\$66.00	\$0.00	\$66.00
Peighton D.	0	9	5	7	6	20	12	12	3	1	75	\$450.00	\$270.00	\$180.00
Riley N.	0	4	0	5	2	18	11	22	1	5	68	\$408.00	\$336.00	\$72.00
Summer G.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Troop Site	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Girl Totals	3	45	33	41	45	139	80	154	45	28	941	\$3645.00	\$1980.00	\$1745.00
Troop Order (Manual Input * C/PK)	3	198	64	72	121	428	219	424	78	52	1837			
Difference	3	155	-54	31	78	206	-129	275	-21	24	1014			

If the troop does not have sufficient inventory and needs to pick up additional cookies from a cookie cupboard, the troop volunteer will need to wait until after the cookies are picked up and the cupboard manager has entered the transaction moving the cookies into the troop’s eBudde record BEFORE attempting to allocate packages to a Girl Scout. Once the transaction has been entered by the cupboard manager, the troop volunteer can assign needed packages to girls. Cupboard transactions can be viewed on the troop’s **Transactions** tab as well as on the Troop **Sales Report**. The inventory picked up from the cupboard will be added to the troop’s inventory on the Difference line in the **Girl Orders** tab.

Once the cookies are in the troop’s inventory, follow the steps below to add packages to a Girl Scout’s record. The packages assigned to a Girl Scout on the **Girl Orders** tab is the number used to calculate her rewards, so it is imperative that ALL the packages the Girl Scout sold are allocated to her in eBudde.

- From the Girls Order view, click on the name of the girl to whom you want to add packages. This will bring up her Girl Detail view.

- From her Girl Detail view, click the +Order button.

Alaina B.

Cancel +Order +Pay +DOC Payment

Switch to Girl: Alaina B. All Orders

Doc	Comments	Inv	Bth	CFH	Adv	LmUp	Tre	D-S-D	Samo	Taga	Thin	S'mo	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC SHIP 86619183	0	0	0	0	0	0	2	2	0	0	0	0	4	\$24.00	\$24.00	\$0.00
✓	DOC DLVR 86659182	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	-\$24.00
✓	DOC DLVR 87387368	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	-\$24.00
✓	DOC DLVR 87510272	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	-\$30.00
✓	DOC SHIP 94575658	0	0	1	0	0	0	0	0	1	1	1	1	4	\$24.00	\$24.00	\$0.00
✓	DOC SHIP 94716833	0	2	0	0	0	0	2	0	0	3	0	0	7	\$42.00	\$42.00	\$0.00
✓	DOC DLVR 94983756	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	-\$24.00
✓	DOC SHIP 97089604	0	1	0	0	0	0	1	0	0	2	3	0	7	\$42.00	\$42.00	\$0.00
✓	DOC DLVR 97151850	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$24.00	-\$24.00
✓	DOC DON 97151850	2	0	0	0	0	0	0	0	0	0	0	0	2	\$12.00	\$12.00	\$0.00
✓	DOC DLVR 101434957	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$12.00	-\$12.00
	Init. Order *Locked*	0	8	10	7	19	53	27	60	14	7	205	\$1230.00	\$0.00	\$1230.00		
Totals		2	11	11	7	19	58	29	81	20	11	229	\$1374.00	\$282.00	\$1092.00		

- A form where you can add the transaction will pop up.

Alaina B. Add Order

Cancel Save

Comment Inv Booth

Product	Packages	Financials
Cookies For Heroes \$ 6.00	<input type="text" value="0"/>	Total Due \$ 0.00
Adventurefuls \$ 6.00	<input type="text" value="0"/>	Paid <input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	Bal. Due \$
Trefoils \$ 6.00	<input type="text" value="0"/>	
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>	
Samoas \$ 6.00	<input type="text" value="0"/>	
Tagalongs \$ 6.00	<input type="text" value="0"/>	
Thin Mints \$ 6.00	<input type="text" value="0"/>	
S'mores \$ 6.00	<input type="text" value="0"/>	
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	
Total	0	

- The row above the entry for the various varieties includes an area for comments. You can add whatever you think would identify the transaction, such as “goal getters, 4/1”.
- Next to the Comment field, there is a check box marked BTH. The BTH box can be checked if the cookies are allocated to a girl from a booth sale. This will make it easier to see at a glance, when looking at a girl’s record, which cookies were sold at booths.
- Enter in the correct column the number of packages for each type of cookie that need to be allocated. Be sure to click the Save button. Packages sold for the council’s Cookies for

Heroes Program **in-person** (NOT through Digital Cookie) after the Initial Order Taking Period should be recorded in the “CFH” box.

- **Payments:** If adding packages for Digital Cookie girl delivery orders, DO NOT add payment in the Paid field since payment has already been recorded in the original transaction that flowed over from Digital Cookie. If payment is due from the Girl Scout’s family and has already been received, enter the amount in the Paid field. If the troop is assigning booth sale cookies to girls, be sure to include the amount received for the number of packages assigned in the Paid field. If the payment is received without cookies to be assigned, use the +Pay button from the Troop Summary view to add that payment into the girl’s record.
- Click the Save button to save the entry.
- Repeat for each girl that needs packages allocated. To switch girls, use the drop down option labeled Switch To Girl: .
- To edit an entry, click on the girl’s name, select the entry and make the needed changes.
- Click Save.

Moving packages from the troop link to Girl Scouts in the troop

If the troop has sales that have accrued to the troop’s Digital Cookie link, the troop volunteer will want to move these cookies to Girl Scouts in the troop. Moving the cookies from the troop girl will help girls earn more rewards.

- Find the Troop Site on your troop’s **Girl Orders** tab and click on it.

2023/24 Sales Season Quick Links You are Henry Jump2 user:is

eBudde Troop 10617

Dashboard Contacts Settings Girls Init. Order Delivery **Girl Orders** Transactions Troop Pickups Rewards

Girl Orders Summary

Show Inactive Record a Booth Sale

Below are your troop sales broken down by Girl.
To viewedit a Girl's Transactions select the appropriate row.

Girl	CFH	Ad-f	Lmkp	Tre	D-S-D	Sam	Taga	TMini	SBir	Toff	Totals	Total Due	Paid	Bal. Due
✓ Christina C.	10	3	6	3	5	13	18	20	3	1	82	\$492.00	\$540.00	\$-48.00
✓ Riley C.	3	2	8	4	7	9	10	25	1	1	70	\$420.00	\$420.00	\$0.00
✓ Troop Site	2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00
Girl Totals	15	7	17	20	15	40	39	60	4	2	219	\$1314.00	\$1362.00	\$-48.00
Troop Order (Actual plus + CFH)	15	41	38	51	45	130	111	165	13	13	620			
Difference	0	-34	-19	-31	-30	-90	-72	-105	-9	-11	-401			

- Click on the “+Distribution” button.

Inv#	Bth#	CFH#	Adv#	LmUp#	Tre#	D-S-D#	Sam#	Tags#	TMint#	SMr#	Toff#	Total#	Total Due	Paid	Bal. Due#	
✓			2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00
Totals			2	2	3	13	3	18	11	15	0	0	67	\$402.00	\$402.00	\$0.00

The system will automatically distribute the packages to the girls in the troop. You can override the suggested distribution by unclicking the boxes and putting in your own numbers. When you are satisfied with your distribution, click on the “Distribute” button.

TroopSite Distribute

Cancel **Distribute** Save

TroopSite:
 Advf: 2 LmUp: 3 Tre: 13 D-S-D: 3 Sam: 18 Tags: 11 TMint: 15 SMr: 0
 Toff: 0 CFH: 2
 Pkgs Sold: 67 Business All Stars

☺ Christina C.	34	<input checked="" type="checkbox"/>
☺ Riley C.	33	<input checked="" type="checkbox"/>

The Girl Order tab at the end of the Cookie Program

Girl Orders Summary

Show Inactive Record a Booth Sale

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

USER DOC	Girl#	CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total#	Total Due	Paid	Bal. Due#
✓	Cecelia R.	8	25	15	27	26	79	37	72	26	12	327	\$1962.00	\$540.00	\$1422.00
	Tiana K.	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Troop Site	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	Girl Totals	8	25	15	27	26	79	37	72	26	12	327	\$1962.00	\$540.00	\$1422.00
	Troop Order (Actual pkg# + CFH)	8	25	15	27	26	79	37	72	26	12	327			
	Difference	0	0	0	0	0	0	0	0	0	0	0			

Girl totals—These are the total packages sold by each girl. All packages sold, regardless of if they were sold online, in-person, at a booth sale, as Goal Getters, during the Initial Order Taking Period, or for Cookies for Heroes, are included in this total. This is the total that will be used to calculate girl rewards. At the end of the Cookie Program, the Girl Totals and the Troop Order

totals at the bottom of the page should be the same. When this is the case, all packages received by the troop have been allocated to girls.

Troop Order—These are the total packages assigned to the troop and include ALL packages the troop is financially responsible for, including all packages ordered for girl Initial Orders, surplus packages from the troop’s Initial Order, Cookies for Heroes packages, packages transferred from another troop, packages picked up (but not returned) from a cookie cupboard; all direct ship Digital Cookie packages, including those sold via the troop’s Digital Cookie link. This number will match the total packages listed on the Troop Sales Report.

Difference line—A negative number means these packages are part of the troop’s inventory but have not been sold and/or assigned to a girl. Usually, these are surplus packages from the Initial Order or packages picked up at a cupboard. To check for cupboard transactions, go to the Transactions tab. Please contact the cupboard manager where you picked up the cookies to report missing or incorrect transactions. The goal is to sell all the packages, assign them to the girls in your troop, and have a zero in the Difference line. NOTE: All cookies and payments must be assigned to the girls by May 2, 2025 at 11:59 pm. See the video- *Understanding the Difference Line* found at gsofct.org under Cookie Resources for Volunteers.

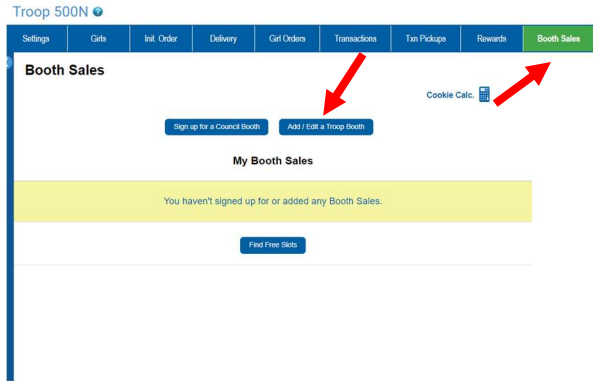
Booth Sites

Booth sites need to be added to eBudde. Adding the booth site to eBudde serves as the Troop’s Trip Application and ensures the troop’s booth sale is listed in the GSUSA Cookie Finder. Once entered into eBudde on the Booth Sites tab, the service unit will need to approve the booth sale.

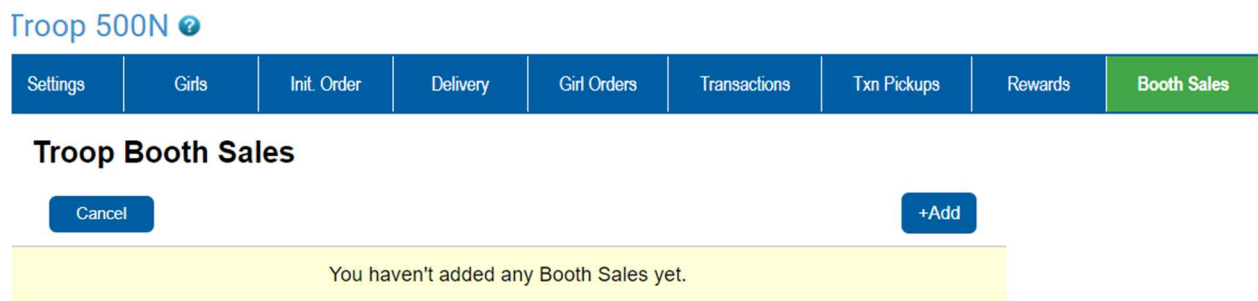
Council Sales- The council offers some booth sale sites that are managed by the Product Sales Team. Troops can choose a council booth site by clicking the town the booth is in and selecting the available date. The booths in green are available, while the ones in blue are already taken.

Troop Booth Sites - For booth sites arranged by the service unit for troops in a specific service unit, these sites will need to be entered into eBudde. Check with the service unit cookie manager to see if she/he will be entering the booth sites or if each troop is responsible for entering its own booth site. If the troop is responsible for entering the booth site, follow the steps below:

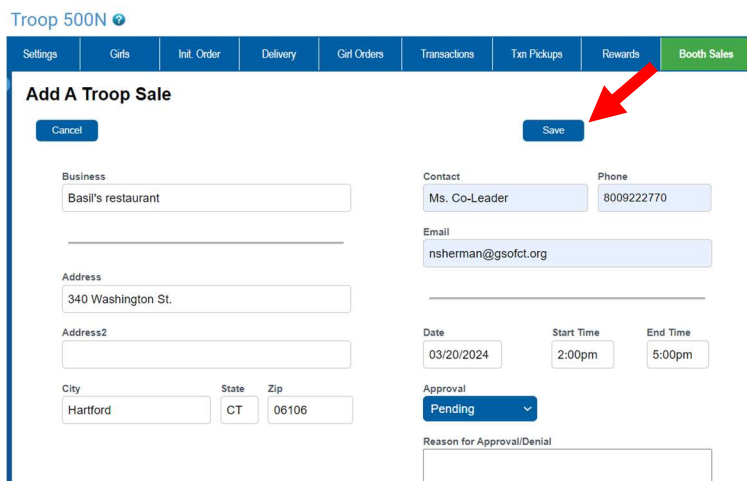
- From the **Booth Sales** tab, click on Add/Edit a Troop Booth.



Then click on “+Add” to add a booth sale.



- Fill in the fields with the booth site information. Make sure you enter complete and accurate information. Do not abbreviate the business name as it can cause an error resulting in the booth to not be listed in the Cookie Finder app.
- Click “Save”.



Once the troop adds its booth(s), the booths will show as pending until the service unit approves it/them. On the troop’s dashboard, the upcoming approved booths will be listed in the Calendar section.

Troop Booth Sales

Cancel

+Add

Below are your currently defined Booth Sales.

 **Basil's restaurant** Edit

Date: 03/20/24 Time: 2:00pm 5:00pm

340 Washington St.,

Hartford, CT, 06106

Approval: pending Delete

Allocating packages to girls from booth sales

You can allocate packages to girls on the **Girl Orders** tab. You can do this the same way as outlined in the **Allocating Packages to Girls** instructions.

You can also allocate sales by using the “Record a Booth Sale” button on the **Girl Orders** tab.

Girl Orders Summary

Show Inactive

Record a Booth Sale

Below are your troop sales broken down by Girl.
To viewedit a Girl's Transactions select the appropriate row.

Girl	CFM	Adv	Lmip	Tre	D-S-D	Sam	Tags	Thin	S'mr	Toff	Total	Total Due	Paid	Bal. Due
Saffron N.	0	0	140	0	0	0	0	0	0	0	140	\$840.00	\$0.00	\$840.00
Sage M.	0	0	200	0	0	0	0	0	0	0	200	\$1200.00	\$0.00	\$1200.00
Samantha J.	0	0	145	0	0	0	0	0	0	0	145	\$870.00	\$0.00	\$870.00
Troop Site	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Girl Totals	0	0	485	0	0	0	0	0	0	0	485	\$2910.00	\$0.00	\$2910.00
Troop Order (actual page + OHS)	0	0	492	0	0	0	0	0	0	0	492			
Difference	0	0	-7	0	0	0	0	0	0	0	-7			

Click on the "Record Sale" button next to the booth sale for which you want to distribute the cookies.

Booth Sales

Cookie Calc.

Sign up for a Council Booth | Add / Edit a Troop Booth

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

Email Signups | Find Free Slots

Basil's Restaurant
 Date: 03/07/24 Time: 2:00pm 5:00pm
 340 Washington St.
 Hartford, CT, 06106

Record Sale

Enter in the total number of packages sold at the booth sale.

Booth Sale Recorder

Cancel

Go to Distribute

Basil's Restaurant: 2024-03-07 2:00pm

Product	Packages	Program	Packages
Adventurefuls \$ 6.00	12	Cookies For Heroes \$ 6.00	25
Lemon-Ups \$ 6.00	12	Total Packages Sold	278
Trefoils \$ 6.00	24	Total Sale Receipts	\$1688.00
Do-Si-Dos \$ 6.00	34	TroopSite	Amount
Samoas \$ 6.00	50	Digital Cookie Payment <small>(For orders processed by TroopSite, also included in Total Sale Receipts)</small>	360.00
Tagalongs \$ 6.00	32	Amount is included in Total Sale Receipts above	
Thin Mints \$ 6.00	65		
S'mores \$ 6.00	12		
Toffee-tastic \$ 6.00	12		
Total	253		

Click on “Go to Distribute”

The screenshot shows the 'Booth Sale Recorder' interface for Troop 500N. A red arrow points to the 'Go to Distribute' button. A success message states: 'Your Booth Sale package counts were saved.' Below this is a table of products and their counts:

Product	Packages
Adventurefuls \$ 6.00	12
Lemon-Ups \$ 6.00	12
Trefoils \$ 6.00	24
Do-Si-Dos \$ 6.00	34
Samoas \$ 6.00	50
Tagalongs \$ 6.00	32
Thin Mints \$ 6.00	65
S'mores \$ 6.00	12
Toffee-tastic \$ 6.00	12
Total	253

Summary statistics shown:

- Total Package: Cookies For H \$ 6.00
- Total Sale Receipts: \$1668.00
- Digital Cookie Payment (for orders processed by TroopSite, also included in Total Sale Receipts): 360.00
- Amount is included in Total Sale Receipts above

Click on the “Distribute” button and it will evenly distribute the cookies to the Girl Scouts in the troop.

The screenshot shows the 'Booth Sale Recorder' interface with a red arrow pointing to the 'Distribute' button. Below the button, a summary of sales is shown:

Basil's Restaurant: 2024-03-07 2:00pm
Advf: 12 LmUp: 12 Tre: 24 D-S-D: 34 Sam: 50 Tags: 32 TMint: 65 SMr: 12
Toff: 12 CFH: 25
Pkgs Sold: 278 (De)select All Girls

A list of Girl Scouts is shown with their names and counts:

Saffron N.	92	<input checked="" type="checkbox"/>
Samantha J.	93	<input checked="" type="checkbox"/>
Sage M.	93	<input checked="" type="checkbox"/>

You can also allocate packages using the eBudde App.

Transaction tab

The **Transactions** tab is where the troop can:

- View the troop’s Initial Order,
- View or add a pending cupboard transaction and/or transfer of cookie packages between troops.

Rewards tab

The **Rewards** tab is where the troop can:

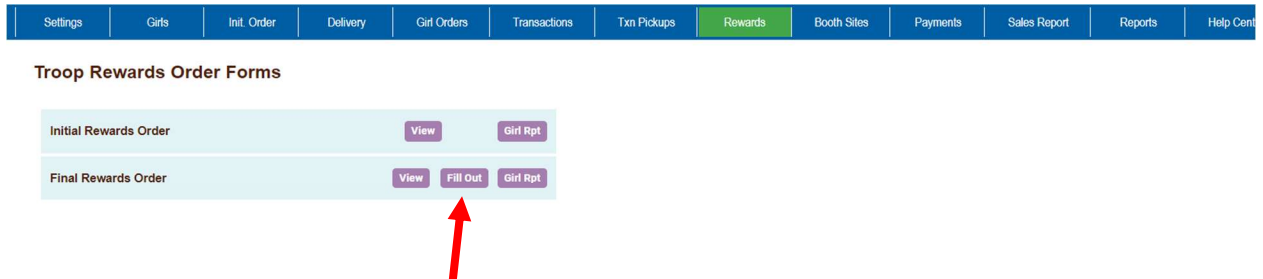
- Enter T-shirt sizes for those girls who earned this reward and also make a selection for those levels at which the girl gets a choice between two rewards, and
- Double check and submit the rewards that each girl has earned.

NOTE: If your troop is selecting additional proceeds in lieu of girl rewards (Junior level and older), make sure the **Opt out of rewards for additional proceeds** box is checked under the **Settings** tab before you finalize any girl rewards on the **Rewards** tab.

Troops may only submit the Final Rewards Order once. This is done after you have finalized all orders on the Girl Orders tab. The deadline for submitting Final Rewards is May 2, 2025 at 11:59 p.m. Submitting the troop's final rewards

To finalize individual girl reward selections:

- Click on the Rewards tab from the troop dashboard.
- Click Final Rewards Orders—Fill Out



- Click on each girl's name to view and make any necessary reward choices. If a reward choice is needed, you will see (size/catalog selection needed) in red next to the girl's name.

Click on the girl's name and make the selections needed.

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Cen
----------	-------	-------------	----------	-------------	--------------	-------------	---------	-------------	----------	--------------	---------	----------

Boxes sold: 181
 DOC Boxes sold: 176
 DOC Charity: 4
 DOC Unique Emails: 32
 Shirt size: AS

Box Level	Selected	Reward
DOC Em1 18	<input checked="" type="checkbox"/>	Cookie Techie Patch (18 doc unique emails)
DOC 75	<input checked="" type="checkbox"/>	Samoas Bracelet and Super Patch Super Patch Bracelet, Samoas
DOC 110	<input checked="" type="checkbox"/>	Clip-on Koala
30	<input checked="" type="checkbox"/>	Theme Patch
65	<input checked="" type="checkbox"/>	Leaf Pouch
100	<input checked="" type="checkbox"/>	Koala Bracelet/Shoe that Grows (pick 1) <input type="checkbox"/> Bracelet, Koala <input type="checkbox"/> Shoe That Grows 100
145	<input checked="" type="checkbox"/>	Koala Plush/Shoe that Grows (pick 1) <input type="checkbox"/> Koala Plush <input type="checkbox"/> Shoe That Grows 145
175	<input checked="" type="checkbox"/>	Koala t-shirt



Note- the 2025 Rewards are different than the ones pictured here. eBudde will show this year's reward selections.

After you have make the selections for each girl click the **Submit Rewards Order** at the bottom of the page.

Payments tab

The **Payments** tab is where you view the payments received by council. All Digital Cookie payments and the ACH payments to council are recorded on the Payments tab. The Booth Sale bonus (if earned) is also recorded on the **Payments** tab. Payments made by the council for booth sale bonuses, credit card payments from customers for Digital Cookie orders, and electronic payments (ACH) made from your account into the Product Sales account will be listed here. Troops do not record any deposits on the **Payments** tab. All deposits will be uploaded by the Product Sales team.

Sales Report tab

The Sales Report summarizes all of the information listed on the **Contacts, Settings, Girl Orders, Transactions, and Deposits** tabs. It is the SINGLE best source of information about the troop's cookie sale. The Troop Sales Report is where you can see the troop's per girl selling average. The per girl selling average is what determines the troop's per package proceeds. For information about troop proceeds, please see the Cookie Program Troop Guide posted at gsocfct.org under Cookie Resources for Volunteers

Troop Sales Report 04/03/2025

Girls Selling: 15
 Girls Reg'd: 15
 Init. Girls Sellg: 15
 Level: OTHER
 SU Name: Handen
 SU Number: 680
 Sales Goal: 0
 PGA Selling: 293.00
 PGA Reg'd: 293.00
 Initial PGA: 177.53

Cookies
 Pig price: 6.00 Case price: 72.00 Pigs Sold: 4404
 Trip Proceeds Rate: 1.000 No Reward Proceeds: 0.000
 Tiered Rate: 0.100 Tiered Proceeds: 440.40
 Generic Proceeds 1 (TOP Troop): 0.0 no
 Generic Proceeds 2 (Treats & Rewards Bonus Proceeds): 0.00 no
 Girl Init. Pigs: 1054
 Booth Init. Pigs: 720
 Init. Charity Pigs: 3
 DOC Init. Girl Del. Pigs: 734

Bank Name:
 Routing No.: Acct No.:

Pigs Received				Payments Made		
Date	Reference	Amount	Date	Reference	Amount	
03/04	Initial Order	2450				
03/18	C212 R Rogerson	360	03/31	208 DOC Orders	\$ 7020.00	
03/24	C212 R Rogerson	228				
03/29	C212 Robin R	288				
03/30	C2 28 DOC shipped orders	158				
03/30	C212 R Rogerson	804				
	CFH	105				
Total Pigs Received			Total Payments			
4404			\$ 7020.00			
Total DOC Pigs Received			Total DOC Payments			
261			\$ 7020.00			
Total DOC Charity Pigs Received						
103						

Total Troop Sales	\$ 26424.00	Council Proceeds	\$ 21579.60
Troop Proceeds	- \$ 4844.40	Payments Made	- \$ 7020.00
Council Proceeds	\$ 21579.60	Amount You Owe Council	\$ 14559.60

Signature: _____

Troop proceeds level.

Troop proceeds (does not include booth bonus)

PGA Selling is what is used to calculate the troops proceeds level.

All payments made as well as the booth bonus (if earned) will be reflected here.

The amount that is owed council after payments.