

Troop Cookie Manager – eBUDDE Access

In The Beginning:

OBTAINING ACCESS - Your Service Unit Cookie Manager (SUCM) will activate your access to eBUDDE. Once activated, you will receive an email providing a link to the eBUDDE site:

- ◆ **DEMO** site, used for practice ONLY: <http://ebdemo.littlebrownie.com>.
- ◆ **Live** site, for entering sale details: <https://ebudde.littlebrownie.com>.

Do This First:

LOGGING ON – enter your complete email address and the initial password you received in the eBUDDE email (usually eBUDDE). Click the **LOG ON** button.

Note: When logging on for the first time, eBUDDE will direct you to a contact information screen. Here, you will enter a new, memorable password for yourself, then eBUDDE will redirect you back to the Log On screen for you to log in with your new password. Be sure to enter your complete contact information.

Study These for Help:

- ◆ **TOP TOOL BAR (BLUE)** – the upper horizontal blue tool bar provides access to the following:
- ◆ **Help** – select the “Troop Management” category.
- ◆ **eLearning** – Audio tutorial for Troop Cookie Managers (TCMs).
- ◆ **Manuals** – Access to the “Troop User” manual provided by Little Brownie Bakers. It can be printed for reference.
- ◆ **LittleBrownie.com** – direct link to the Little Brownie Bakers Web site for: helpful cookie information, clip art, recipes, activities, etc.

Before the Sale - Set up your troop in eBUDDE:

TABBED TOOL BAR (GREY) – the lower tabbed tool bar is used for inputting troop specific information. The following provides a quick overview of each:

- ◆ **Dashboard** – Shows any important messages from council or your SUCM and upcoming dates.
- ◆ **Contacts** – Lists Troop Cookie Manager’s (TCM) contact information. To update, choose **EDIT**, make changes, then click **SUBMIT**.
- ◆ **Settings** – Shows troop detail and TCM email address. To make changes, click on **EDIT SETTINGS**, make changes, then **UPDATE** for system acceptance.

If your troop is a Girl Scout Cadette, Senior, or Ambassador Troop and you have received approval to receive a higher proceed instead of recognitions, click on the **proceeds no incentives box**. **NOTE: Girl Scout Daisy, Brownie, and Junior Troops DO NOT have this option.**

- ◆ **Girls** – Add girls names, First and Last along with a check box for registration status. There are optional fields for tracking the GSUSA ID, Cookie Club Login (first name + troop number) and individual sales goals. To add girls or update information, place the cursor in the text box and type in the information – click **UPDATE**.



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Now it's selling time. Once your troop is set up in eBUDDE, you can take a "breather" while your troop sells cookies. Be ready when the orders come in because that's where you come in again. Be proud of yourself for volunteering and making a difference.

Entering the Initial Order:

- ◆ **Initial Order** – Entry page for the initial troop cookie order.
 - To enter the initial order, click on a girl's name. This will create an active highlighted field of entry at the bottom of the screen – tab through each cookie type, inputting packages (not cases) sold for each girl, click **ENTER** or **OK**. This will move the order into the body of the worksheet.
 - Continue adding sales for each Girl Scout clicking **OK** or **ENTER** after each girl. It is important that you click **SAVE** occasionally.
 - Package, Case and Surplus totals are automatically calculated at the bottom of the worksheet. The surplus numbers represent packages that are left over from the required whole case order – this number can be helpful when calculating and entering the booth sale order.
 - To edit already keyed information click on the line to be corrected, using the entry fields at the bottom of the screen, type over incorrect numbers - then **ENTER** or **OK**. **Always SAVE before ending the entry session otherwise, data will be lost.**

When the order is complete and correct, it can be submitted to your SUCM at the appropriate time by clicking the **SUBMIT** button. Note: Submitting the order sends it to your SUCM. You will not be able to make cookie order entries or adjustments after you submit it to your SUCM. **CAUTION - You can only SUBMIT once and this must be done on or before the specified due date.**

*** Report Tip: Printable versions of the Initial Order are available from this tab – use the print out to complete the REQUIRED T-2A form (use the CASE TOTAL), which should be turned into your SUCM by the specified due date.*

- ◆ **Incentives** – Here, the TCM will verify and complete the Initial and Final troop incentive orders.

INITIAL INCENTIVE ORDER:

- The Initial order is for the Special Recognition patch, awarded to Girl Scouts whose initial order is for 175 or more packages.
- To complete the Initial order select **FILL OUT** each Girl Scout will be listed with "receives 0 incentives".
- Click on each name to review their sale total, then click **SUBMIT GIRL ORDER**. eBUDDE will calculate if she has earned the patch. If so, eBUDDE will automatically change the Initial Order to read "receives 1 incentive".
- When the initial order is complete and correct, submit it on the appropriate date to your SUCM by clicking on the **SUBMIT INCENTIVE ORDER** button.

*** Report Tip: Use eBUDDE to aid in completion of the REQUIRED Special Recognition form, which should be given to your SUCM with the T-2A on the specified due date.*

- ◆ **Delivery** – Your SUCM has arranged a date and location for the delivery of the entire Service Unit's cookie order, the initial details are listed here. Your SUCM may allow you, the TCM, to schedule your cookie pick-up time in eBUDDE using this tab. In some cases, your SUCM will schedule pick-up times outside of eBUDDE, please be patient and cooperative with the SUCM.



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Delivery of thousands of cases of cookies requires lots of coordination. Your job is to be there at the designated time with the right vehicle(s) and helpers (if needed).

Now We're Rolling:

Cookies are delivered and sold, now we account for them.

- ◆ **Girl Orders** – This screen provides an automated/printable version of the large T-1A worksheet, which is used for tracking payments and additional cookies sold by each Girl Scout. It is pre-filled with each Girl Scout's initial order and provides blank lines for adding additional transactions, by Girl Scout. Additionally, a running subtotal of cookies sold and amounts due/paid is provided for each girl.
 - To enter additional cookies sold or subtract any transferred to another girl in the troop, select a blank line of entry under the appropriate name - this creates an active highlighted field of entry at the bottom (**do not alter the initial order numbers**).
 - Enter cookies added with positive numbers; cookies removed from one girl's total can be entered as negative numbers. **CAUTION** – the same amount entered as a negative number must be entered as a positive number for another girl.
 - Amounts paid by the Girl Scout are entered in the same fashion – under the "Paid" column.
 - After entering information, click **ENTER** or **OK** then **SAVE** – eBUDDE will always provide a new "blank" line for entry under each Girl Scout.
 - To change or correct already entered data, click on the line needing adjustments and type over amounts in the highlighted fields at the bottom of the screen – then click **ENTER** or **OK** and **SAVE**.

The "Difference" total shows cookies that have not been credited to a Girl Scout for incentives. These are generally cookies that are sold at a booth or via extended orders. Work to allocate these to the girls. Ultimately, the "Difference" should be zero, but not negative. **This screen supplies the cookie totals used by eBUDDE to calculate each girl's incentives.** Make sure your information is correct.

- ◆ **Transactions** - This screen can be used by the TCM to view any transactions made to the troop cookie balance after the Initial Order. Examples are transfers and warehouse orders - these will be input by the SUCM.

Almost Over...

- ◆ **Incentives** – Here, the TCM will verify and complete the Initial and Final troop incentive orders.

FINAL INCENTIVE ORDER:

- The Final Incentive Order is for incentives earned at various sale levels such as T Shirts and Patches. **Note:** the girl's cookie total, available for incentives, is based on the amounts in the Girl Orders screen (see above).
- To complete the Final Incentive Order, click **FILL OUT**. Review earned incentives by clicking on a name – eBUDDE will give a boxes sold total and provide the number of incentives earned. Check off items the Girl Scout has earned, indicating size when necessary – then click **SUBMIT GIRL ORDER**.
- Once submitted, the girl total on the report list will correctly indicate the amount of incentives she has earned. (*Continued on next page.*)



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- Complete this process for each girl then, verify the totals and submit the order to the SUCM by selecting **SUBMIT INCENTIVE ORDER**. **Note:** The **FILL OUT** button will no longer be available once the order has been submitted.

*** Report Tip: Make sure the Camperships are clearly detailed on the REQUIRED Troop Cookie Sale Recognitions Order Report and Cookie Campership Roster Form. Complete each form with all incentive information and girls' addresses. Turn both forms into your SUCM on the designated due date.*

Money, Money, Money:

Manage it like it's yours.

- ♦ **Deposits** – This tab is used by the TCM to enter detail for deposits made into the council's bank account.
 - Using the **validated** bank receipt, add a deposit by selecting **ADD DEPOSIT**. This creates a highlighted entry field at the bottom of the screen.
 - Moving from left to right, use the pull down arrow to select the bank name. Next, enter the date and the transaction number found on the computer generated validation line.
 - Enter the amount in dollars and cents then, click **ENTER** (use the **+** if you have multiple deposits to enter) and **SAVE**.

*** Report Tip: 3 copies of each Validated deposit slip will be collected by your SUCM, staple them to the completed Troop Cookie Sale Report and Recognitions Order, turn it in on the specified due date.*

The End:

- ♦ **Sales Report** – Provides a detailed “snap-shot” of the troop's sale summary, including cookies ordered and amounts paid. Our council uses the “Case” format for reports. Select the “CASES” preference and, click the **PRINT PAGE** button to print this report. Your SUCM may ask that you include a copy of the Sales Report when you turn in all final reports.

