



eBudde is our web-based online site where all cookie and incentive orders are placed and tracked. Each troop is responsible for entering the orders and incentives for each girl in the troop. The Troop Cookie Manager must have access to the internet.

Getting Started

Obtaining Access: Your Service Unit Cookie Manager (SUCM) will give you access to the eBudde system. You will receive an email message providing a link to the eBudde Web site. Be sure to check you spam blocker to make sure you are able to receive email from the eBudde system.

Do This First

- Log on to <https://ebudde.littlebrownie.com>
- If this is your first time using eBudde, enter your email address and use **samoas** as your temporary password.
- Click the **LOG ON** button. You will be prompted to change your password to something you will remember.
- Returning users should use the same email address and password as last year. If you don't remember your password, scroll to the bottom of the log in screen for instructions on getting your password.

Where to Find Help

After you have logged into eBudde, locate the blue tool bar that is above your troop number on the first screen. This is the “**Dashboard**” screen. This tool bar provides access to the following information:

Help – select the “Troop Management” category.

eLearning – audio tutorial for Troop Cookie Manager (TCMs).

Manuals – access to the “Troop User” manual provided by Little Brownie Bakers.

LittleBrownie.com – direct link to the Little Brownie Bakers’ Web site for helpful information, clip art, recipes, activities, and more.

Cookie Club – links to the online Cookie Club where girls can send email to family and friends.

Before The Sale – Setting Up Your Troop in eBudde

Become familiar with the grey, tabbed tool bar that is found below your troop number. You will need to enter information in these sections. eBudde will always start on the Dashboard screen. This is where you will find important messages from your SUCM.

Contacts – lists contact information for the TCM. To update, choose EDIT, enter information or make changes, then click SUBMIT.

Settings – shows troop details and TCM email address. To make changes, click on EDIT SETTINGS; make changes, then UPDATE to accept all changes.

Girl Scout Cadette, Senior and Ambassador Troops may choose to “OPT OUT” of receiving incentives in lieu of proceeds only. Here is where you will make this selection. (See your SUCM for more details and the appropriate form needed for approval.)

Girls – You MUST add girls’ names into the eBudde system. This information is essential to process the incentives properly. Check the box for each girl’s registration status. GSUSA ID and Cookie Club boxes are optional. To add girls or update information, place the cursor in the text box and type in the information. Click UPDATE.

Now that your troop is set up in eBudde, you can take a break while the girls take orders. Use this time to learn more about eBudde and explore the both our council’s and Little Brownie Bakers’ Web site. www.girlscouts-gateway.org and www.littlebrownie.com.

Entering the Initial Order

Initial Order – Entry page for the initial cookie order for the troop.

To enter the initial order, click on a girl’s name. This will create an active highlighted entry field at the bottom of the screen – tab through each cookie type, inputting packages (NOT CASES) sold for each girl. Click OK. This will move the order into the body of the worksheet

Continue adding orders for each girl – click OK after each girl. It is important that you click SAVE often.

Package, Case and Surplus totals are automatically calculated at the bottom of the worksheet. The “Surplus” number represents packages that are left over from the required whole case order. The number of surplus packages will be helpful when determining how many additional cases you will need for booth sales.

Need to edit an order? Click on the line to be corrected, using the entry fields at the bottom of the screen, type over the incorrect number – then click OK. **Always SAVE before ending the entry session. If you don’t, your data will be lost.**

When the order is complete and correct, it must be submitted to your SUCM by the deadline for your service unit. **You must click the SUBMIT button.**

Incentives – Girls who turn in an initial order of 132 or more packages of cookies by January 22, are eligible to receive an initial incentive. This year, girls are eligible to earn two Initial Incentive items.

- Peace Sign Wall Decoration for selling 132 packages
- 100th Anniversary Commemorative T-shirt for selling 175 packages.

Girls selling 175 packages during the initial order portion of the cookie sale are eligible for both items.

To complete the Initial Incentive Order, select FILL OUT next to “**Initial Incentive Order.**”

Click on each girl’s name to review her sales. Click, “SUBMIT GIRL ORDER.” eBudde will calculate if she has earned the incentives. If she has, eBudde will automatically change the Initial Order to read, “receives incentives.”

When the initial order is complete and correct for your troop, submit the incentive order to your SUCM by clicking the SUBMIT INCENTIVE ORDER button.

Delivery – Your SUCM has the date, time and location for the delivery of cookies for all troops in your service unit. The delivery details are listed in this section of eBudde. Review and enter information as instructed by your SUCM.

Delivery of the cookies for your service unit requires a lot of coordination. To help this process run smoothly, please be at the designated location on time and bring help if you need it. Make sure your vehicle will hold the number of cases you've ordered. See the Vehicle Loading Suggestions on Page 13 of the Volunteer Guide Book.

After The Cookies Arrive

The cookies have been delivered to the girls and their customers, now we account for them.

Girl Orders – The “Girl Orders” section is pre-filled with each girl's initial order. Do Not make changes to a girl's initial order. There are blank lines under the initial order section for adding additional orders for each girl. A running sub-total of cookies sold and amounts due and paid is listed for girl.

To enter additional cookies sold, select a blank line under the appropriate girl's name. This creates an active highlighted area at the bottom of the screen. Enter the additional cookies sold by the girl in the highlighted area.

Amounts paid by each girl are entered under the “Paid” column. After entering information, click OK, then SAVE. eBudde will always provide a new blank line for additional entries for each girl.

To change or correct information, click on the line needing adjustments and type over amounts in the highlighted area at the bottom of the screen. Click OK and SAVE.

The “Difference” line at the bottom of the “Girl Orders” screen shows cookies that have not been credited to a girl for incentives. These are generally cookies that are sold at a booth sale or used to fill orders taken after the initial ordering taking period. Work to allocate these to the girls. Ultimately, the “Difference” should be zero, but not a negative number.

Information in the “Girl Orders” section supplies the totals used by eBudde to calculate each girl's incentives. Make sure this information is correct.

<p><u>Transactions</u> – This screen allows the TCM to view any transactions made to the cookie balance after the initial order. Example: additional cookies picked up from the warehouse or cookies transferred to another troop. Transactions for cookies picked up at a warehouse are usually entered by the warehouse staff within 24 hrs. of the pick up.</p>

It's Almost Over

Final Incentive Order – found under the “Incentives” tab. You will need to confirm the information is correct for each girl’s final incentives. Remember, the incentives will be calculated in eBudde, according to the number of packages listed on the “Girl Orders” screen. Make sure this information is correct for each girl.

To complete the Final Incentive Order, click FILL OUT. Review earned incentives by clicking on each girl’s name. eBudde will give a total of packages sold and provide the number of incentives earned.

Check for items that require a choice. You will need to indicate what was chosen by the girl. Example: Some girls may sell at a level where they can choose to receive the items or Cookie Dough. You will need to indicate what was chosen. Click SUBMIT GIRL ORDER for each girl after you have verified her incentives are correct.

After each girl’s final incentive order is entered and correct, you must submit the order to your SUCM. Click SUBMIT INCENTIVE ORDER. Note: the FILL OUT button will no longer be available.

Money, Money, Money

Manage the money carefully and make bank deposits often. The Troop Cookie Manager is ultimately responsible for making sure all money is collected and deposited. Troop Cookie Managers are required to make a deposit for the amount equal to 50% of the initial cookie order by March 9 and the remaining balance for all cookies is due by March 23.

CAUTION: Deposit only the amount that is due to council. Do not deposit the amount of troop proceeds. Check the Troop Sales Report to get the correct amount that is due to the council.

Deposits – This tab is used to enter deposits made into the council’s bank account. The council’s Product Sales Team at the Jacksonville Service Center will enter all deposits in the eBudde system.

Only use the bank deposit tickets provided for your troop. The bank deposit tickets show your troop number and are encoded with special features that identify your troop. If you use another troop’s deposit ticket, that troop will get credit for the deposit.

DO NOT use any bank deposit tickets with the First Union Bank logo. If you have First Union Bank deposit tickets, please destroy them immediately. First Union Bank deposit tickets will not be accepted at any Wells Fargo Bank.

Make sure the bank teller validates each copy of your deposit tickets. This proves the money was deposited.

You're At the End

Sales Report – This screen provides a detailed picture of the troop's sales summary, including cookies ordered and amounts paid. Check the report to make sure all deposits have been entered. Print a copy of this page to turn in with all the final reports that are due to your SUCM.