

Initial Order

First Time Users

- 1. https://ebudde.littlebrownie.com
- 2. Enter your email address and temporary password: samoas, then click LOGIN
- 3. Change the temporary password, enter contact information, and click SUBMIT
- 4. Will be given access to the system.

Returning Users

1. Same email address and password as last year. Forgotten password? See login page.

Click each TAB to enter each page.

Contacts Tab

Review information. Edit as necessary

Settings Tab

- a. Another service unit contact can be added
- b. You can update your community calendar

Edit Calendar Events

Troops Tab

- a. Check troops to make sure all are entered in eBudde (with list provided to you). If any troops are missing or if there are troops listed that are not on your list, contact Systems Administrator Nate Birr at nate@gsmanitou.org
- b. Un-submit buttons allow you to un-submit cookie and/or incentive orders if incorrectly submitted or needing update by the troop, only before you have submitted community order.

Init. Order Tab

- a. Review Troop orders. Troops with an asterisk (*) have not submitted their orders.
- b. Review the totals at the bottom, if correct Click **SUBMIT ORDER**. Once your community order is submitted, changes cannot be made. Contact Chief Resource Development Officer at <u>paula@gsmanitou.org</u> to make any changes. If council order has not been submitted changes can be made. If necessary additions to community troop/community orders can be made manually.
- c. Do not print copies for use at delivery until a few days before delivery in case any changes are made.

Delivery

There three tabs in blue at top left of screen Council Cupboard Delivery Click on Delivery Settings – Edit Settings –

This is where you can:

update personal information, address, cell phone, etc. or add special instructions like this is a trailer delivery in Delivery Ticket Spec. Instr:
Comments for Service Unit Troops – here you can add a message like be on time or you may lose your time slot or all vehicles for troop pick up must arrive at same time.
Add time slots for trailer delivery
Check that you know the date of delivery
Check that you know the time of delivery
Change the time between troops for trailer delivery (five minutes recommended)
Set a break time if you want 5-10 minutes break at any point in your delivery
For Delivery Station Type select Regular

Incentive Tab

- a. Review recognition orders for each troop.
- b. Make any changes by editing the troop incentive order page.
- c. Update your shipping address.
- d. Click SUBMIT to submit your order. Once you submit the order, you cannot change the order.

Booth Sales Tab

- a. Make sure troop booth orders are in packages NOT case order (for example occasionally troops order 2 meaning two cases instead of 24 packages)
- b. You as community cookie sale manager approve booth sale orders and date, time and locations. Check for duplicate scheduling.
- c. Check that troops ordering cookie booth cookies have five registered girl members.
- d. Make sure all troops requesting booth sales have completed the Add a Location feature so booth sales will be listed on the Cookie Locator on Little Brownie Baker website.
- e. Update troop requests from pending to approved and/or denied.
- f. If you believe that a troop is ordering too many booth cookies, please contact Chief Resource Development Officer at paula@gsmanitou.org.

FINAL

Transaction Tab

a. Council staff will enter any additional cookies by packages that are picked up by a parent or troop cookie sale manager at the Girl Scout Center – these additions will reflect on the Sales Report Tab for the troop. Parents and volunteers very often do not pay for large amounts of additional cookies picked up but pay when paying for girl/troop order. If additional cookies are being used for booth sales this will be reflected on sales report. We will include the girl's name when a parent picks up cookies. If additional cookies were obtained and entered by council staff in the Transaction Tab you will see these additional cookies listed on Sales Report under Packages Received underneath Initial Order with a total for initial order and additional packages received.

Deposits Tab

- a. Troop Cookie Sale Managers will enter amound deposited into the COUNCIL account on the DEPOSIT TAB selecting name of bank, date of deposit, reference number on deposit slip, and amount of deposit.
- b. Community Cookie Sale Manager checks that all troops have entered deposit information.
- c. For troops holding booth sales council CFO will add a "fake" deposit for the number of packages ordered for booth sales x \$2.85 thus reducing the amount to be deposited into the council account on March 3 for girl and troop surplus cookies by the amount owed for booth sales.
- d. March 31 Troop Cookie Sale Manager deposits cookie booth monies into their TROOP account.
- e. April 3 Council CFO will debit troop account for the amount owed for booth cookies at \$2.85 per package.
- f. Deposits entered into e budde will be reflected on the Sales Report for each troop.

March 3 Troop Cookie Sale Managers must provide copy of council bank deposit receipt and troop bank deposit receipt to Community Cookie Sale Manager in order to receive girl rewards and program credit cards.

Report Tab

- a. There are several reports to help you validate information from the initial cookie and girl rewards orders, troop pickup sheets and final financial accounting.
- Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel.