

Little Brownie[®] BAKERS



Troop User Manual
Modified for Girl Scouts of Eastern Oklahoma
January 2012

<https://ebudde.littlebrownie.com>

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Computer Specifications Information



The eBudde system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 7.0 and higher, Firefox 3.0 and higher.

Macintosh – Safari 2.0.4 and higher, Camino 1.5.4 and higher, and Firefox 3.0 and higher.

Approved computer specifications:

FireFox	Internet Explorer
Recommended Minimums: 700 MHz Pentium 3 512MB RAM	1.0 GHz Pentium 3 512MB RAM
Recommended Systems: 1.0 GHz Pentium 4 1024MB RAM	1.5 GHz Pentium 4 1024MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at <http://www.mozilla.com>.

The eBudde system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>

To download Adobe Acrobat, use the following web address:

<http://get.adobe.com/reader/>

Navigating the System

Add More - The “add more” button allows you to enter in additional rows on deposits and additional cookie transactions. You can activate this button by pressing the spacebar or clicking on it.



Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, Service Units see the Service Unit tabs, troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.



Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

The eBudde system sends every new user an email with the following information:

- Web Address - <https://ebudde.littlebrownie.com>
- Email Address
- Temporary Password

We recommend you click the link in the email sent to you from the eBudde system and then in your browser, add this web address to your **Favorites** for easier access.

Welcome to eBudde 4.4 with new features and functions to make the 2011-2012 Cookie Sale Season a success.

eBudde[★] Member Log In

eMail Address:

Password:

Log On

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde. You may also view our [Privacy Policy](#).

The Log In screen consists of four parts:

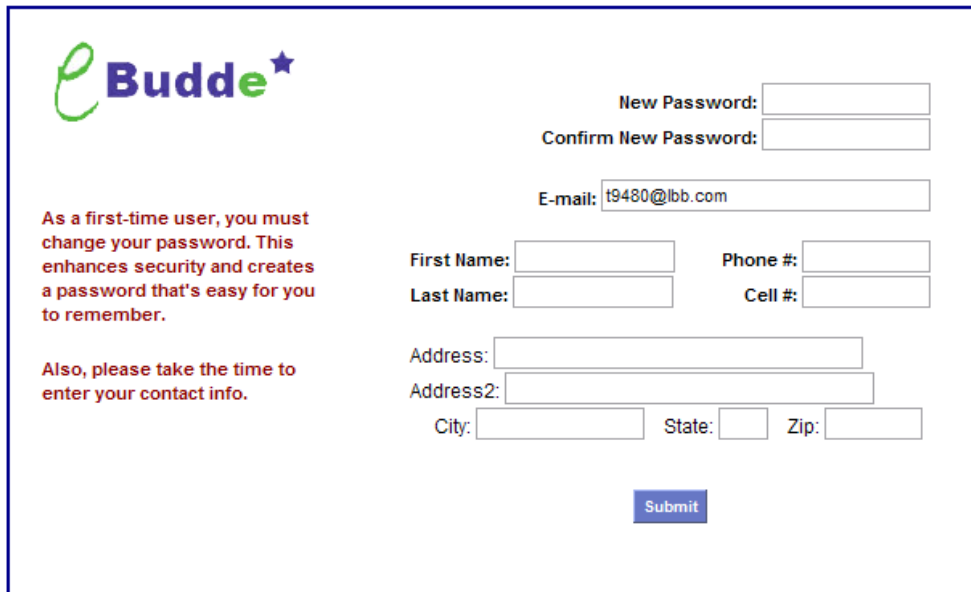
- Log In information
- Updating contact information
- Forgotten password
- End User License

Log In Information

Returning users will enter in their email address (used last year) and the reset temporary password, *samoas*. Click the **Log On** button, change your password and update all contact information.

New users will enter in their email address and **temporary** password sent to you in the email from the system. Click the **Log On** button to complete your Log In information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page click **Submit**. The system will then log you in. .

Contact Information Page



eBudde★

New Password:

Confirm New Password:

E-mail:

First Name: Phone #:

Last Name: Cell #:

Address:

Address2:

City: State: Zip:

As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.

Also, please take the time to enter your contact info.

Current users – This form is available to make changes to your password, email address and personal information. To access this page click on the link provided on the Log In page.

New users – You will be required to fill out this form the first time you try to access the eBudde system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter**. You will then enter the eBudde system.

Forgotten Password

A forgotten password does not require a phone call!

All users have the ability to get their password. If you forget your password, key in your email address and press the **Click Here** link on the Log In page. The system will verify that it has sent your password to your email address. Click the **Close Window** button and you will be returned to the Log In page. You will then receive an email from the system with your password.

Menu Bar



The Menu Bar provides additional support for you in eBudde.

Home - Returns you to the dashboard page.

Help - Help provides you detailed information on all screens. It is set up in categories and gives you additional information for inputting data in the different screens.

eLearning – These are audio/visual 15-minute training modules on each of the tabs for troops.

Manuals – This provides a manual or a customized council manual in Adobe Acrobat PDF format.

LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.

Cookie Club – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.

Log Out – This allows you to log out of the system.

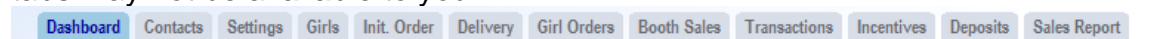


The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen to the left with the one below.

July 2011						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Pick up paperwork packet	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Troop Tabs

eBudde provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBudde to meet your needs. In addition, some tabs may not be available to you.



Dashboard – Default screen that shows important messages, calendar, checklist and dates.

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address, or email and access rights. That must be done from the Log In screen.

Settings – This allows you to change the program age level, incentives option, banking information as specified by your council. You can also add additional troop contacts.

Girls – This contains girl names, grade, ID and goal information. Girls will be imported by the council. After that time, contact Council to add new girls.

Init. Order – This option is for entering your troop initial cookie order.

Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, pick-up time (if applicable).

Girl Orders - Track girl initial, booth and additional orders and payments.

Booth Sales –This option allows you to select council booth sale sites and/or request a troop booth sale site.

Transactions – List all cookie transactions, initial order, cupboard pickups, troop-to-troop transactions.

Incentives – Troop incentive ordering.

Deposits – Troop deposit recording.

Sales Report – Recap of all troop information-- Initial order, additional cookies, troop proceeds, and deposits. Print and submit this report to your Service Unit Cookie Coordinator with original bank receipts stapled to the back. Troop leader name and address are required to process refunds.

Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBudde. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your Service Unit. It also shows you your starting dates and deadline dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system.

On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde items and council-specific items. Some of the items will be checked off and some items are recommended activity. The checklist may vary depending on your council setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), incentive initial order (if applicable), incentive final order.

Contacts Tab

The Contacts tab allows you to change contact information.

► Show Navigation Troop 6073 Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Transactions Incentives Deposits Sales Report

Contacts

Juliette Low 1223 Any Street San Diego, CA 92105	Troop Leader t6073@lbb.com
	Phone: 555-555-5555 Cell: 555-555-5555
	Gets email Active Edit

To edit your contact information, click **Edit** below your name.

► Show Navigation Troop 6073 Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Transactions Incentives Deposits Sales Report

Juliette Low
Contact Information

First Name: Juliette	Phone #: 555-555-5555 (opt)
Last Name: Low	Cell #: 555-555-5555 (opt)
Address: 1223 Any Street	Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/>
Address2:	Log in: t6073@lbb.com
City: San Diego State: CA Zip: 92105	

You can change all information displayed except for your email address. You can change your email by logging out and at the Log In screen click the link to update your information. Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the Service Unit. However, at the time of setup, information may not be available such as incentive option, banking, etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab. **Add troop leader name and address here for printing on Troop Sales Report.**

Click the **Edit Settings** button to make any of the following changes.

Girls Registered – Will be automatically filled in by number of girls registered on the Girls tab.

Girls Selling - Will be automatically filled in by number of girls selling 1 box or more on the Girl Orders tab.

Troop Goal (pkgs) – Enter the troop goal in packages (boxes).

Level – Select the appropriate program age level.

No incentives/additional Proceeds – Mark the box if a Cadette/Senior/Ambassador troop has selected to receive additional monetary troop proceeds in lieu of incentives.

Bank Name – Troop enters name of bank where troop has its account.

Bank Routing No. – Troop enters bank routing number where troop has its account.

Bank Acct No. – Troop enters bank account number.

Data Points from the Previous Year - Information from last year's sales if available.

Contact information – You can add three different types of troop level users.

Leaders, Cookie Chairs and View Only. You can also delete troop users.

Remove? – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**

Email: – Enter the email address of a new troop contact under the appropriate header.

Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.

First name: (Optional) – You can enter in the contact’s first name. The contact person once they log in can enter it as well..

Last name: (Optional) – You can enter in the contact’s last name. The contact person once they log in can enter it as well..

Receives email – If you enter a new troop contact, mark if you want this user to receive email from you and/or council and the order confirmation emails.

Add to all seasons? – Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Girls Tab

Girls will be imported by the council in January; after that, new girls must be entered by Council as they register – GSUSA ID is required.

Girls **cannot be deleted** after the troop has submitted their initial cookie order.

Add Girl Information – if allowed by Council

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.

First Name – Enter the girl’s first name.

Last Name – Enter the girl’s last name.

GSUSA ID - (Required) Enter the girl’s 12-digit GSUSA ID number.

Grade – Enter the girl’s grade K – 12.

Cookie Club Log In – (Optional) Enter the girl’s cookie club Log In.

Reg’d? – If the girl is registered, check the box – this is required to sell.

Sales Goal – Enter the girl sales goal in boxes.

Click the **Update** button to save the information.

Edit Girl Information

Change the girl information. All boxes are changeable. Click the **Update** button to save the information.

Delete Girl from Troop

Click the box under the column labeled **Delete?** next to the name of the girl you want to delete. A girl **CANNOT** be deleted after the troop has submitted their initial order.



See Appendix A for instructions for Cookie Club/ eBudde Import and Export

Init. Order Tab

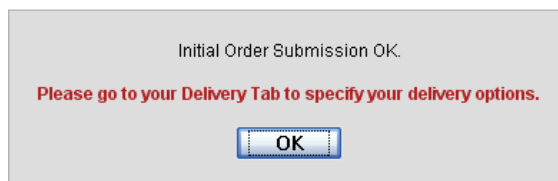
The Init. Order tab is used to enter the troop initial cookie order.

Click on the Initial Order tab.

To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the Service Unit. You must still click this button for the Service Unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your Service Unit Cookie Coordinator.



Delivery Tab

The delivery tab allows you to select your cookie delivery time and also view your delivery information.

Troop 2000 Delivery Sheet

Dashboard Contacts Settings Girls Init. Order **Delivery** Girl Orders Booth Sites Transactions Incentives Deposits Sales Report

Submit My Info Print

SvSm	Tre	D-S-D	Sam	Tags	TMint	Troop Total	Pickup Total
Cases	5	5	5	5	5	30	30

Who is picking up your cookies? Someone from my Troop Some other troop (or my SU)

Will you be picking up for more than one troop? yes no # #

Please choose your Delivery Station:
Firestation #67 (67) : 02/09/2012 : 8:00am - 4:30pm

Time	Line #1
8:00am	
8:10am	
8:20am	
8:30am	
8:40am	T2000
8:50am	
9:00am	

Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

A delivery confirmation page will be available after your Service Unit has verified your order. Click the view confirmation button.

View Confirmation

Girl Orders Tab – **NEW FORMAT**

This tab allows you to enter by girl the additional cookie orders, booth sales boxes sold and payments. You can add a comment on each row. There are two views of the girl

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

In the boxes below key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the Plus button to add additional transactions. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Payments – Be sure to enter all girl payments here.

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Trans** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the Plus button to add additional transactions. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Printing, Exporting, Saving

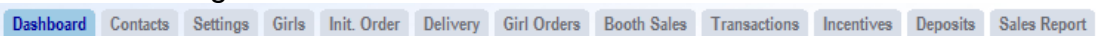
Printable Version – click this button to have the system provide you a screen to print your worksheet. This button is available on the Troop summary screen and on the Girl Sales detail screen.

Export – click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

SAVE – You must click this button to save the information you keyed in this screen. The system will display a screen as it is saving your data. Once this box goes away, your data is saved. This button is found on the girl sales detail screen.

Booth Sales

A troop can sign up for council-designated booth sales and/or request a troop booth sale site following council instructions.



Click the Booth Sales tab to use the Booth Sale system.

Free Slots - New

Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:

Business Name:

City:

State: (ex: NY) Zip:

Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.

Starting Date:

Ending Date:

Start Time after:

Start Time before:

[Get Report](#)

[Back](#)

The system will report back any available slots according to your criteria.

Becky Testing Council Available Booth Sites								
Jul 6, 2011 at 02:42PM								
Business	Address	City	State	Zip	Date	Time	End Time	
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM	
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM	

Current Signups - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations. This report will show council sponsored booth sites and approved troop requested sites.

Council Sponsored Booth Sales (Council Sales)

Council sponsored booth sales are sites that are scheduled by council and open to all troops. There may be rules to how many and when these sites can be selected, as set by the council.

To begin selection of your Council Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames.

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed.

Big Save Eleele 4416 Waiolo Rd
Eleele, HI 96705

Store Requires notice if you cannot make it..

Choose a time slot and then

To opt out click on that slot again and re-submit".

Time	Troop
9:00am	Claimed
1:00pm	
5:00pm	

To check on your troop's booth sale locations at any time, click on the Current Signups button. A separate window will pop up to show you your locations. **Print this sheet and take it with you to all your booth sales.**

Troop Booth Signup Request

Troops may request personal booth sites through eBudde. eBudde has a process for approving/denying requests and you can see the status of your request once submitted.

Troop 6073 Booth Sales

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | **Booth Sales** | Transactions | Incentives | Deposits | Sales Report

Below are the currently defined Booth Sales
To view or signup for Council Troop sales click the Council Sales control to the right.

Council Sales My Sales

Troop 6073 Sales Green=Approved Orange=Denied

[\[-\] My Booth Sales](#) [add a Location](#)

Becky's Pizza Parlor 123 parlor dri...

-Tue Oct 25, 11 5:00pm -- 8:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr: **Addr2:**

City: **ST:** **Zip:**

Contact: **Phone:**

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date: **Start:** **Approval**

End: Pending

Reason for approval/denial:

Click the radial button to the left of My Sales Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.

On the left, the color-coding helps identify the status of the request.

Blue location indicates that the request is pending

Green location indicates that the request has been approved

Orange location indicates that the request has been denied

You can also look over to the right and view the status in the box labeled **Approval**.

You also can view any messaging on approval/denial process.

Troop Transactions

Initial Order Transaction

The initial order transaction will show up once you submit your order to the Service Unit. It will have a receipt # of (Init. Del.)

Troop transactions for Other Sources

The transactions tab will also list cookie transactions from any other source that the council has available.

Pending troop orders

Troops can place pending cookie orders to Service Units and/or cupboards. The status of the order will display in the **Pending** column

Inventory Balances

The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

Navigating the Transaction Form

↕ Receipt #	↕ Pending	↕ Type	▼ Date	↕ 2nd Party	↕ SvSm	↕ Tre	↕ D-S-D	↕ Sam	↕ Tags	↕ TMint	↕ Total
-------------	-----------	--------	--------	-------------	--------	-------	---------	-------	--------	---------	---------

The columns listed from left to right are as follows:

Receipt # - This is the receipt code of the transaction

Pending – This shows if the order is pending.

Type – A reference for your council

Date – This is the date of the transaction

2nd Party – This is whom the cookies are going to or coming from

SvSm– Savannah Smiles

Tre – Trefoils

D-S-D – Do-Si-Dos

Sam – Samoas

Tag – Tagalongs

TM – Thin Mints

Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date.

Clicking on the sign will activate, deactivate or change the sort type

▼ Sort from smaller or earliest to larger or latest

▲ Sort from larger or latest to smaller or earliest

► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and **hit tab** after entering the information in the High box.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.

eBudde provides you with a Receipt # but if your council allows it you may type your own.

Date: 2011-10-31 Type: Normal Receipt #: PHI000 #

Second Party: Troop # Remove Product

Product	Cases	Packages
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0 = 0	0 = 0

+ Save/Print Okay Cancel

Date – enter the date of the transaction. The system will default to the current date or the previously keyed date

Type – Select type of transaction Normal.

Receipt #: - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. eBudde will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde create a receipt number for you. Once you save the transaction the receipt number will be locked. Put this number on the receipt.**

Second Party: - this refers to the other party that is getting the cookies. Is the transaction you wish to enter with a cupboard, another troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, cupboard number.

Drop down: Troop to Troop transfers are entered by the troop giving the cookies.

Select Remove Product for cookies being removed from your troop.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

+ The add more button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab by following these steps:

Second Party: Cupboard is selected and a cupboard number is entered

Add/Remove Drop Down: Add is selected

When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

Your cupboard will lock the transaction appropriately according to council's process.

Incentives Tab

Incentive orders are entered and submitted at the girl level.

Individual Girl Incentive Order

The eBudde system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.

If you need to enter information for a girl order, the system will tell you. eBudde will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde will display the message in green. (size/catalog selection done).

Click the girl's name.

Box Level	Incentive
150	Beanie Cap
400	Doodle Pad Photo Frame
200	bar patch (pick 1) <input checked="" type="checkbox"/> 200+ Bar Patch <input type="checkbox"/> 400+ Bar Patch <input type="checkbox"/> Global Splash Fashion Tee <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> AS <input type="radio"/> AM
	Cookie Dough
300	Hair/Bath Towel Set for Small Panda

The girl screen will vary based on your council incentive program. There may be more/less levels. There may be choices to pick one item over another. See your council for specifics on your incentive program.

Enter the size for the t-shirt. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

Once all the girl incentive orders have been updated, review your troop order total. Enter number and sizes of troop goal t-shirts if earned (185 PGA). Click the **Submit Incentive Order** button to submit your order to your Service Unit.

Cancel – this button returns you to the screen where you can view or fill out.

Submit Incentive Order – This button submits the troop incentive order to the Service Unit. Once you click this button, the incentive orders for girl and troops cannot be changed by troops only by a Service Unit user.

Deposits

The Deposits tab is used to enter the deposits that you have made into the Council products sales account. Do not record deposits into your troop account for troop proceeds.

Bank	Date	Ref. Number	Verified	Troop	Amount
Bank of America	2008-02-02	reference		6073	0.00
Bank of America	2009-02-02	flat rate		6073	-50.00
Wells Fargo	2009-02-04	optional	✓	6073	500.00
Bank of America	2009-03-03		✓	6073	100.00

As you enter deposits they will be displayed on the screen. You can Add, Edit or Delete deposits. You can also selectively search to display only specific deposits.

Adding Deposits – Add each council deposit. These will print on your final report. Click the **Add Deposit** button.

Select the bank, enter date, reference number (optional - branch or routing number) and amount. Use the Tab key to move across the page. Press Enter to complete the line entry OR use the Add More button to key additional deposits. You can activate this button by pressing the spacebar.

Date – You must enter in the format mm/dd/yy. Each deposit must have a date.

Reference Number – Used to annotate the deposit. This entry is optional. Possible uses for this box are to comment on the deposit, to specify the branch where the deposit was made, or to enter an encoding or routing number.

Troop – Automatic.

Amount – The amount can be a positive or a negative (e.g., bank debit notices that may be entered by Council). You do not have to enter in the cents if zero.

Add each deposit separately. Be sure to save your entry.

Navigating the Deposit Information Page

Scrolling - Deposits are displayed in the order keyed by default. You can scroll through the deposit pages by using the scroll bar located to the right of the deposit page.

Sorting

You can sort the deposits in an order that will show you the information in the order that you want.

- ▼ Sort from smaller or earliest to larger or latest
- ▲ Sort from larger or latest to smaller or earliest
- ▶ Not sorted by this column

Search and Filter

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page.

Exporting the Deposits

Click the **Export** button to export the deposits. The system will display a screen and instruct you to click File, Save As to save the deposits.

Sales Report

The Sales Report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop proceeds, council proceeds and balance due.

Troop 6073 Sales Report																												
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Incentives	Deposits																		
Council Becky Testing Council, Troop 6073 Sales Report																												
zz aa email: zz@aa.com Phone: Cell:				Girls Selling: 2 Girls Reg.: 3 Init. Girls Sellg: 2 Level: DAISY SU Name: Becky SU Number: 99999 Sales Goal: 500 PGA Selling: 164.5000 PGA Registered: 109.8667 Initial PGA: 158.5000 F_GOC Pkgs: 0 T_GOC Pkgs: 13																								
----- xx y email: xx@y.com Phone: Cell:																												
----- <i>Contact #3's info has not been updated.</i> email: bsurv@bb.com Phone: Cell:																												
----- Pkg price: 3.50 Case price: 42.00 Trp Proceeds Rate: 0.550 No Incv Proceeds: 0.000 Tiered Rate: 0.050 Tiered Proceeds: 16.45																												
Bank Name: Routing No.: Acct No.:																												
Pkgs Received				Deposits Made																								
<table border="0"> <tr> <td>Initial Order</td> <td>---</td> <td>300</td> </tr> <tr> <td>07/06 C707</td> <td>12345</td> <td>12</td> </tr> <tr> <td>C_GOC pkgs.</td> <td></td> <td>17</td> </tr> <tr> <td>Total Pkgs Received</td> <td></td> <td>329</td> </tr> </table>				Initial Order	---	300	07/06 C707	12345	12	C_GOC pkgs.		17	Total Pkgs Received		329	<table border="0"> <tr> <td>Date</td> <td>Reference</td> <td>Amount</td> </tr> <tr> <td colspan="2">Total Deposits</td> <td>\$ 0.00</td> </tr> </table>							Date	Reference	Amount	Total Deposits		\$ 0.00
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<table border="0"> <tr> <td>Total Troop Sales</td> <td>\$ 1,151.50</td> </tr> <tr> <td>Troop Proceeds</td> <td>- \$ 197.40</td> </tr> <tr> <td>Council Proceeds</td> <td>\$ 954.10</td> </tr> </table>				Total Troop Sales	\$ 1,151.50	Troop Proceeds	- \$ 197.40	Council Proceeds	\$ 954.10	<table border="0"> <tr> <td>Council Proceeds</td> <td>\$ 954.10</td> </tr> <tr> <td>Deposits Made</td> <td>- \$ 0.00</td> </tr> <tr> <td>Amount You Owe Council</td> <td>\$ 954.10</td> </tr> </table>							Council Proceeds	\$ 954.10	Deposits Made	- \$ 0.00	Amount You Owe Council	\$ 954.10						
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Council Proceeds	\$ 954.10																											
Deposits Made	- \$ 0.00																											
Amount You Owe Council	\$ 954.10																											
Signature: _____																												

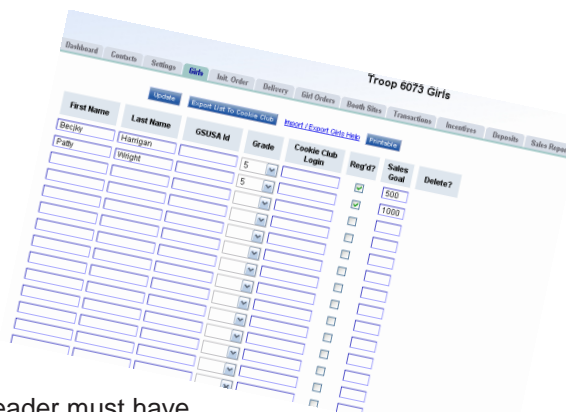
Print this report and staple your original bank-stamped deposit receipts to the back. Submit this to your Service Unit Cookie Coordinator.

Troop leader name and address must be on this form (see Settings) to process refunds. A store credit will be issued for refunds of \$15 or less.

Appendix A – Cookie Club Registration

Pushing data from eBudde into the Cookie Club

If you are already an eBudde user and would like to automatically sign up your troop for the Cookie Club, you can do so within eBudde rather than keying in each girl's information in the Cookie Club.



The screenshot shows a web interface for 'Troop 6073 Girls'. At the top, there are navigation tabs: Dashboard, Contacts, Settings, Add, Bulk Order, Delivery, Girl Orders, Book Sites, Transactions, Invoices, Reports, and Sales Report. Below this is a table with columns: First Name, Last Name, GSUSA ID, Grade, Cookie Club Log In, RegID, Sales Goal, and Delete?. The first row contains the name 'Becky Hamigan' and 'Bright', with a GSUSA ID field, a grade dropdown set to '5', and checkboxes for 'Cookie Club Log In' and 'RegID'. There are also input fields for 'Sales Goal' (with a value of 500) and a 'Delete?' checkbox.

Setup:

The troop must be set up in Cookie Club first. This means a troop leader must have registered and selected their Council from the pull-down menu, and recorded basic data so the troop exists in Cookie Club. The troop leader cannot record names, ages, and passwords for each girl in the troop or a push from eBudde will not work. Therefore, the troop must exist in Cookie Club but carry no girl data; this blank troop must have the same troop number and same Council as the eBudde troop before a push of the girls will work.

Here's how to upload a group of girls from eBudde into the Cookie Club:

1. Start in eBudde, logged in at the Troop Level.
2. Click on the GIRLS tab (grey tabs at the top of the page, next to Settings).
3. To "push" information to the Cookie Club, starting from scratch, you only need to record names for the girls. GSUSA IDs and sales goals are optional.
4. Click the Update button.
5. Once you receive "Update to Girls List was successful" then,
6. Click the button: Export List to Cookie.
7. Log into Cookie Club as the troop leader and you can see you girls there. Note that a default password, cClub, is created for each girl. You can edit these at any time, simply be sure to Submit (save) so the data change is recorded. While you're logged in as the troop leader, you should record ages for each girl so they are served the correct version of the Cookie Club. Also, edit the sample sales goals if you need to by recording the total number of girls selling cookies and the box goal for the whole group.

Background Information of note:

1. The Cookie Club asks a troop leader to create a password and the system automatically generates the User ID for a girl. If an eBudde user is initiating from eBudde instead, the system actually creates the userID and a default password for her.
2. eBudde does have a field titled "Cookie Club Log In." This field helps us keep the data clean. If by chance a girl (or a few of them) has been manually set up in Cookie Club already, this is an opportunity for the eBudde user to note that so the system can sync and won't mistakenly create a second userID and password for that one girl. So, eBudde to Cookie Club "push" simply needs names and ages, then the Cookie Club creates Girl IDs and passwords automatically (the default password cClub, which the troop leader can view and change within the Cookie Club at any time). That extra Cookie Club Log In field in eBudde is simply to avoid duplicates.
3. You will be able to export and import girls from/to eBudde to/from Cookie Club. However, it's eBudde-centric... that is, you must initiate the transfer from eBudde. There is no tool in the Cookie Club to "push" information into eBudde.
4. Exporting girls from eBudde to Cookie Club will create the Log Ins and passwords; all passwords will be "cClub". The troop leader can change these passwords at any point in the Cookie Club.
5. Importing girls from Cookie Club into eBudde will grab all appropriate fields (name, gsusa id, cc Log In, etc).
6. Importing into eBudde is disallowed if any girls already exist in eBudde, or if the troop has submitted their initial order (you will not even see the button).
7. Exporting to Cookie Club is disallowed if any girls already exist in Cookie Club (you will see the button, but get an error message upon pressing it). Therefore, import/export can only be done once, unless all girls are manually deleted before doing it again.