END OF SALE CHECKLIST

☐ FINALIZE TROOP INVENTORY

The eBudde system will automatically calculate the rewards earned by girls —but only if the cookies are transferred from the troop inventory to each girl. To ensure that each girl receives the correct rewards, make sure all cookies have been transferred appropriately.

find your wings. Do WOW things!

Verify Troop's Final Inventory

1. Click on the "Girl Order" tab.
2. Verify the following totals at the bottom of the screen:
   - Girl Totals—This is the total amount entered as sold in each category.
   - Troop Order—This is the troop's actual packages received PLUS any Gift of Caring sales.
   - Difference—A negative number indicates the troop has remaining inventory not assigned to a girl. Any remaining Troop inventory must be assigned either to a girl or to Gift of Caring so that the total zeros out.

☐ SUBMIT TROOP REWARDS

Reminder: eBudde will highlight an item in red if more information is needed (size/catalog selection needed). Once you have submitted the girl's order, eBudde will display the message in green.

You can edit all girl orders at the same time or click each girl individually. To enter reward choices:

1. Click on "Rewards" tab.
2. Click on purple "Fill Out" button next to Final Rewards Order.
3. Click the girl's name OR "Edit ALL".
4. Choose the item choice chosen by girl and/or fill out t-shirt size as necessary.
5. Click the "Submit Girl Order" button. If you do not want to submit, 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.
6. Click the "Submit Final Troop Reward Order" button. The reward orders for girl and troops are now submitted and can only be changed by the service unit.

☐ DEPOSIT TROOP FUNDS

1. Collect remaining payments from girls.
2. Record all payments for each girl in eBudde.
3. Take final deposits to the bank by April 1, 2020.

At the end of the sale, eBudde should show a zero inventory and a zero balance due to Council.