

Inventory Management

Keep Troop Inventory Accurate

- **Balance Daily:** Compare your troop's physical cookie inventory with what's listed in eBudde (see the "Difference" row in the GIRL ORDERS tab). This helps catch and fix discrepancies early.
- **Enter Orders Promptly:** Log girl orders using signed receipts and record booth sales in eBudde as soon as possible. This keeps your inventory accurate and makes balancing easier.
- **Assign Cookies as They're Distributed:** Timely assignment helps families track progress, ensures accurate troop inventory, and allows GSGLA to monitor reward levels and order them early.

Reviewing the Transactions Tab

The **TRANSACTIONS** tab holds all of the information about the troop's inventory. You will see your SIO order, cupboard orders, troop-to-troop transfers, and Digital Cookie orders on this page.

- Your troop's *Starting Inventory Order (SIO)* will be listed as Init. del. in the Receipt column.
- *Cupboard* transactions will be marked with a C plus three digits in the 2nd Party column (e.g., C100).
- *Troop-to-troop transfers* are identified with T plus five digits in the 2nd Party column (e.g., T12345).
- *Digital Cookie* shipped orders appear as *DOC Mxxxxxx* from 2nd Party C1000. These are imported from Digital Cookie and cannot be edited. Payment is also automatically applied, so the troop will be credited (in the **PAYMENTS** tab) for these cookies on their ACH debit.
 - These cookies do not affect the troop's physical inventory.
 - Remember that girl-delivered orders are not automatically transferred to eBudde and must be entered by the TCC as cookies are distributed to the Girl Scouts in the troop.

Balancing the Troop Inventory on a Regular Basis

- **Know What You Have:** Regularly check your troop's inventory to decide if you need more cookies or should start troop-to-troop transfers.
- **Balance Early & Often:** Keeping inventory balanced throughout the program makes wrapping up the sale much easier—no last-minute scrambling!
- **Track Unsold Cookies:** Monitor what families still have on hand. Set a deadline for returns (at least two weeks before the program ends) to help with final inventory planning.

If Inventory Doesn't Match eBudde:

- **Recount On-Hand Inventory**
- **Verify Girl Orders & Booth Sales**

- Use signed receipts or booth worksheets
- If cookies were returned, enter a negative number to return them to troop inventory
- To fix errors, click the entry and edit—don't delete, just add a new corrected transaction
- **Check Cupboard Pickups**
 - Review the TRANSACTIONS tab
 - Note: Pending cupboard orders are included in the "Total Order" row on the GIRL ORDERS tab