

Inventory Management

Regular balancing of your inventory of cookies on hand is critical because when you compare troop inventory in eBudde to the physical packages held by the troop, it makes it easy to make sure your counts are correct and reconcile discrepancies. Count the number of packages/cases on hand in the troop inventory daily and compare that to the number of packages/cases that eBudde says the troop should have in inventory. The troop's inventory is listed in the Difference row at the bottom of the **GIRL ORDERS** tab.

Timely entry of the girl orders (**based on the signed receipts**) in the **GIRL ORDERS** tab, and entry of the booth sales, will make balancing much easier. It is imperative to assign cookies to the Girl Scouts as they receive them in order to stay on top of the troop's inventory on hand, so families know where their Girl Scouts are in sales, and so that GSGLA can proactively monitor rewards levels to order them as early as possible.

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+ three digits in the 2nd Party column.
- *Troop-to-troop transfers* are identified with T+ five digits in the 2nd Party column.
- *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 girls.

Balancing the Troop Inventory on a Regular Basis

- The troop will need to know how many cookies are in inventory (to determine if more cookies are needed or the troop has too many and needs to start troop to troop transfers).
- Wrapping up the sale will be so much easier if the troop keeps the inventory balanced throughout the program (no scrambling at the end of the sale to fix a problem).
- Keep track of what families have in unsold cookies to see what the troop has available as a whole.
 - Set a deadline for families to return unsold cookies (no later than two weeks before the end of the program).

If there is a difference, double check the following:

- Recount your actual on-hand inventory.
- Verify that all girl orders and booth packages sold have been entered according to the signed receipts or boothing worksheets.
 - If a Girl Scout has returned cookies, you can add a "-" (minus sign) in a girl's transaction to take cookies away from a Girl Scout. This will put them back into the

- troop's inventory.
- You can also make corrections to an entry by clicking on that line and entering your edits. Never delete a line item; add a new transaction with adjustments as needed.
 - Confirm cupboard pickups and review the ***TRANSACTIONS*** tab (Note: if there is a pending cupboard order, that order will be included in the Total Order row on the ***GIRL ORDERS*** tab).