Cookie Closeout Instructions
Follow these steps to closeout your community's cookie sales.

1) Prepare eBudde for invoicing.

A. Verify All Service Unit Inventory Is Cleared (Transactions tab)

Ensure all inventory has been transferred from the Service Unit to troops. Any damaged or missing cookies must be transferred to a cookie cupboard. The Service Unit **Transactions** tab should reflect a zero balance.

	Settings	Troops	Init. Order	Delivery	Transactions	Txn Pickups	Payments	Rewards	Booth Sites	

Add a Transaction / Save — Column Filter: None — Low: — High: — Apply Filter — Page: 2025-10-19 - 2026-01-28

◆Receipt	◆Pending	◆Type	▼Date	◆2nd Party	◆Pickup	Line	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
Init. Del.			10/19		--		576	504	192	240	1080	960	1200	480	408	5640
13J000		normal	01/28	TCampFosterGirlScouts	01/28		-576	-504	-192	-240	-1080	-960	-1200	-480	-408	-5640
On Hand							0	0	0	0	0	0	0	0	0	0
Pending (Cup. Orders)							0	0	0	0	0	0	0	0	0	0
After Pending							0	0	0	0	0	0	0	0	0	0

Transactions | Info/Dates

B. Confirm Each Troop Has a Zero Balance Due (Girl Orders tab)

Review the **Balance Due** column for each troop.

- A **negative balance** indicates an order must be entered in eBudde (in-hand or girl delivery) for a Girl Scout. See the eBudde training index to credit girls with sales.
- A **positive balance** indicates a cash payment needs to be recorded for a cash sale made by a Girl Scout.

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	

irl Orders Summary

☐ Show Inactive — Record a Booth Sale

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Uses DOC	Girl◆	CGOC $6.00	TGOC $6.00	Advf $6.00	LmUp $6.00	Tre $6.00	D-S-D $6.00	Sam $6.00	Tags $6.00	TMint $6.00	Exp $6.00	Toff $6.00	Total◆	Total Due	Paid	Bal. Due◆
✓	Adalynn F.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Adalynn K.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Bryleigh M.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Ella B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Emily B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Emmanuelle G.	0	0	7	2	2	3	3	4	1	6	5	33	$198.00	$198.00	$0.00
✓	Gloria B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	JiyomiLyn Blair M.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kamari B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kayleigh C.	0	0	0	0	0	0	1	1	0	0	2	4	$24.00	$24.00	$0.00
✓	Kenzie J.	0	0	1	7	1	2	5	4	3	3	0	26	$156.00	$156.00	$0.00
✓	Kiara J.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kristina G.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Lily K.	24	0	0	4	2	0	2	0	2	0	0	34	$204.00	$204.00	$0.00
	Girl Totals	72	0	13	21	17	14	20	27	26	15	7	226	$1416.00	$1416.00	$0.00

2) **Determine the amount of Digital Cookie Donations you will apply towards inventory (optional).** If requesting to apply Digital Cookie donations to local inventory, complete the steps below for each troop. This information can be found on the **Girl Orders** tab.
   A. **Confirm Total Digital Cookie Donations (CGOC)**
   Review the **CGOC** column to identify the total number of digital donation boxes purchased.
   Example: 72 boxes
   B. **Confirm Remaining Inventory (Difference row)**
   Check the **Difference** row for total remaining inventory. This number will be negative.
   Example: 1,608 boxes remaining.
   - If the Difference is **zero**, no inventory is available, and donations **cannot** be applied.
   C. **Determine the Maximum Number of Donations That Can Be Applied**
   The allowable amount is the **smaller** of:
   - Total Digital Cookie donations (CGOC), and
   - Total remaining inventory (Difference).
   *Example: The troop sold **72 CGOC** and has **1,618 boxes** remaining. They can request to apply **up to 72 boxes** of donations towards inventory. If, instead, the troop sold **72 CGOC** but only had **5 boxes** remaining, they could request to apply **up to 5 boxes** of donations towards inventory.*

Girl Orders Summary

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Uses DOC	Girl	CGOC $6.00	TGOC $6.00	Advf $6.00	LmUp $6.00	Tre $6.00	D-S-D $6.00	Sam $6.00	Tags $6.00	TIAlnt $6.00	Exp $6.00	Toff $6.00	Total	Total Due	Paid	Bal. Due
✓	Adalynn F.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Adalynn K.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Bryleigh M.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Ella B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Emily B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Emmanuelle G.	0	0	7	2	2	3	3	4	1	6	5	33	$198.00	$198.00	$0.00
✓	Gloria B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	JiyomiLyn Blair M.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kamari B.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kayleigh C.	0	0	0	0	0	0	1	1	0	0	2	4	$24.00	$24.00	$0.00
✓	Kenzie J.	0	0	1	7	1	2	5	4	3	3	0	26	$156.00	$156.00	$0.00
✓	Kiara J.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Kristina G.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Lily K.	24	0	0	4	2	0	2	0	2	0	0	34	$204.00	$204.00	$0.00
	Girl Totals	72	0	13	21	17	14	20	27	20	15	7	228	$1416.00	$1416.00	$0.00
	Troop Order (Actual pkgs + CGOC)	72	0	157	117	65	110	380	219	380	255	79	1834			
	Difference	0	0	-144	-96	-48	-96	-360	-192	-360	-240	-72	-1608			

3) **Submit the Community Closeout Form within two weeks of your sales end date.**
   - If requesting to apply digital donations towards local inventory, you MUST record and report the amount by troop. USAGSO will not process requests if the amount is not reported by troop.
   - If the reported amount does not match the boxes in eBudde, USAGSO will only adjust what is available in the system.