

SU eBudde Reports Tab – Explanation of Reports

Initial Cookie Order Reports

1. Initial Order Report
All troop Initial Cookie Orders by variety. The report can be pulled in cases or packages. GSCB suggests using cases for the Initial Order report.
2. Girl Order Tab
Prints each troop's girl order tab in detail. It will list all the transactions per girl, per troop.
3. Girl Order Tab Summary
Prints each troop girl order tab in summary view. It will list each girl and her total orders.
4. Booth Sale Report
Lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.
5. Troop Pickup Sheets
Can be pulled two ways. If you check the "Pre-Printed Form" box, it will print quantities of cookies by case for each troop's IO without details like variety. (GSCB suggests NOT using the Pre-Printed Form box.) If you leave the "pre-printed" box unchecked, you will receive Bubble sheets for each troop's IO and the system will provide the entire form in color for easy printing for the IO delivery.
GSCB suggests printing two copies of each troop's order form – one to use as a receipt to be signed by the pickup person and the other as the pickup person's receipt.
6. Troop Delivery Assignments
Lists all the troops and their delivery station selection including the site, time, and line (if applicable and entered by the SUCC for the troops to pick in eBudde).
7. Blank Troop Pickup Sheet (Bubble Form)
This will print blank pickup sheets (like those in the Troop Pickup Sheets) just blank for you to add the orders by hand – GSCB suggests you use the version in #5 above without the "pre-printed" box checked to have fewer errors and the system will provide you with troop IO orders that were submitted in eBudde.

Initial Order Delivery Reports

1. Troop Delivery Confirmation
Prints the delivery confirmation form in mass that is available on the troop Delivery tab.

DOC Reports

1. DOC Orders by Type by Girl
Prints the troop orders that are coming from the Digital Cookie platform to eBudde. You can see all orders for every girl, or filter by date, type of order etc.

2. DOC Financial Report by Girl
Pulls the troop order monies collected by the Digital Cookie platform of all orders sent to eBudde from Digital Cookie.

Reward Reports

1. Troop Rewards Summary
Allows you to print an Excel XLSX reward summary for either the IO rewards or Final rewards orders.
2. Girl Rewards Summary
Prints the reward summary showing every girl in the troop and the troop totals.
3. Troop Rewards HTML
Prints the troop reward order in HTML portrait orientation and can print on multiple pages if rewards has a lot of items by troop.
You will likely need to print two copies of each troop's orders to separate their rewards when they arrive for both IO and Final rewards arrivals for the SU. Use one as a copy the troop signs when they pickup to keep for SU records, use the other copy as a receipt for the troop who is picking up.

Booth Scheduling Reports

1. Troop Signup Detail
Shows the troops in the SU that have signed up for council booth sites. This report can be filtered for the Troops in a certain SU, a specific business (name must match what was entered into eBudde), a specific troop, a certain city, a date range and sorted. This report must be regenerated each time it is filtered differently.
2. Troop Signup Recap
Lists all the troops in the SU and their total number of booth signups in eBudde.
3. Troop Booth Requests
Shows the requests that troops have made for booth sites not on the council site list. GSCB does NOT use this option in eBudde.
4. Available Booth Slots
Shows all the booth slots that have not been taken.

Banking Reports

1. Troop Payments
Lists all payments in the SU. Can be filtered by date, a range of dates, troop # etc. to pull all, click "Run Report" button and leave filters blank.

Recap Reports

1. Troop Proceeds Summary
Details all troop payments, PGA, Totals, proceeds, balances. Can be viewed in packages or cases by clicking appropriate buttons and regenerating.

2. Troop Sales Summary
Similar to Proceeds Summary. Includes all items from the previous report but also breaks down the troop proceeds into categories if applicable. Can be viewed in packages or cases by clicking appropriate buttons and regenerating.
3. Troop Sales Summary (by age level)
Includes all the columns found in Troop Sales Summary report, but it subtotals by the troop's program age level. I.e. Daisy, Brownie etc.
4. Troop Site Summary Report
Lists total cookie varieties sold by troop from Digital Cookie for any troops who sold with their Troop Site account if it was setup. These sales would need to be distributed to girls who sold cookies using the Booth Sale Recorder, Digital Cookie Troop Site Shipped distribution or manually distributing cookie sales/payments to girls who sold prior to the Troop Final Rewards submission date.
5. IO Breakout
Statistics of the troop's initial orders. Will be able to see what part of the order are girl orders, booth orders, extras due to rounding to total cases. Allows for analysis of Initial Orders.
6. Troop Variety Summary
Lists each troop's total varieties ordered throughout the season.
7. Cookie Exchanges
Lists the troops who have listed cookies for exchange using their Cookie Exchange tab. This is a good report to use if the SU has reported any struggles finding a certain cookie for order fulfillment but is only as good as the troops who have updated their available exchanges cookies.
8. Troop Sales Reports
Prints all troop sales reports in the SU. Format is like the Troop Sales Report tab at the troop level. Troop banking info is hashed out for security except the last four digits.
9. Service Unit Recap
Shows cookie activity for the SU – not usually needed.
10. Troop GOC Org Tab
Prints all the Gift of Caring organizations if entered – GSCB only has one "GOC."

Inventory Reports

1. All Transactions
Lists all cupboard transactions the SU created by troop including any troop to troop transactions and Digital Cookie transactions associated to the troop (like direct ship/donations).

Roster and Contact Lists Reports

1. Troop Roster

Prints details of the troop settings tab for all troops in the SU. No bank information will be on this report.

2. Troop Contacts

Shows a list of all troop contacts names, addresses, and phone numbers for each troop in the SU with active users.

3. Cupboard List

Lists all available cookie cupboards and their hours of operation as entered by the Cupboard Champion.

4. Delivery List

Lists available delivery sites for the SU with location information.

5. Volunteer Form Agreements – GSCB does NOT use this option. The SU User can assume that if a user was added to eBudde, it was a requirement to first complete the council role and responsibilities agreement first. Pull a “Troop Contacts” report shown above to know who has completed these forms in your SU.