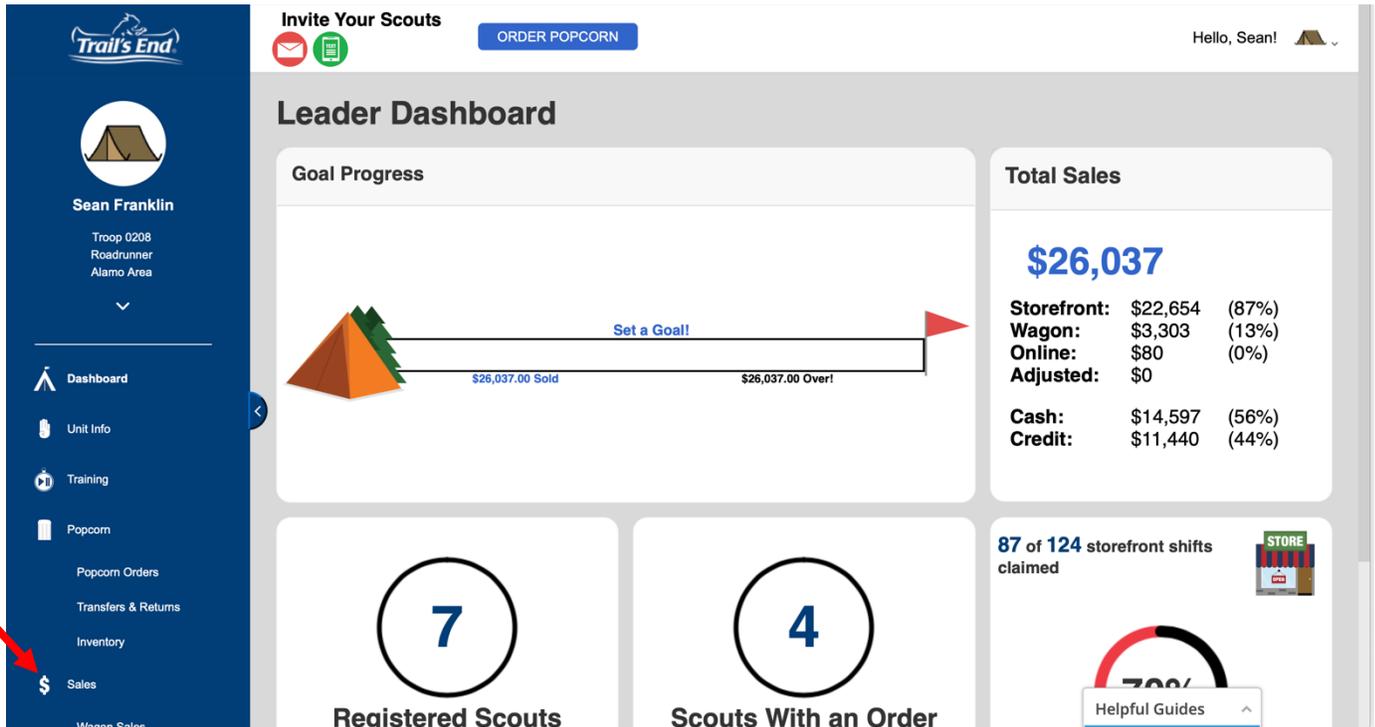


Reconciling your account in preparation for the end of the sale and submitting your Take Order.

From the Trail's End Unit Leader portal: Look at your (1) Total Sales and your (2) Unit Invoice to make a (3) comparison to determine what you need to order in your Take Order.

1. Total Sales:

A. Select 

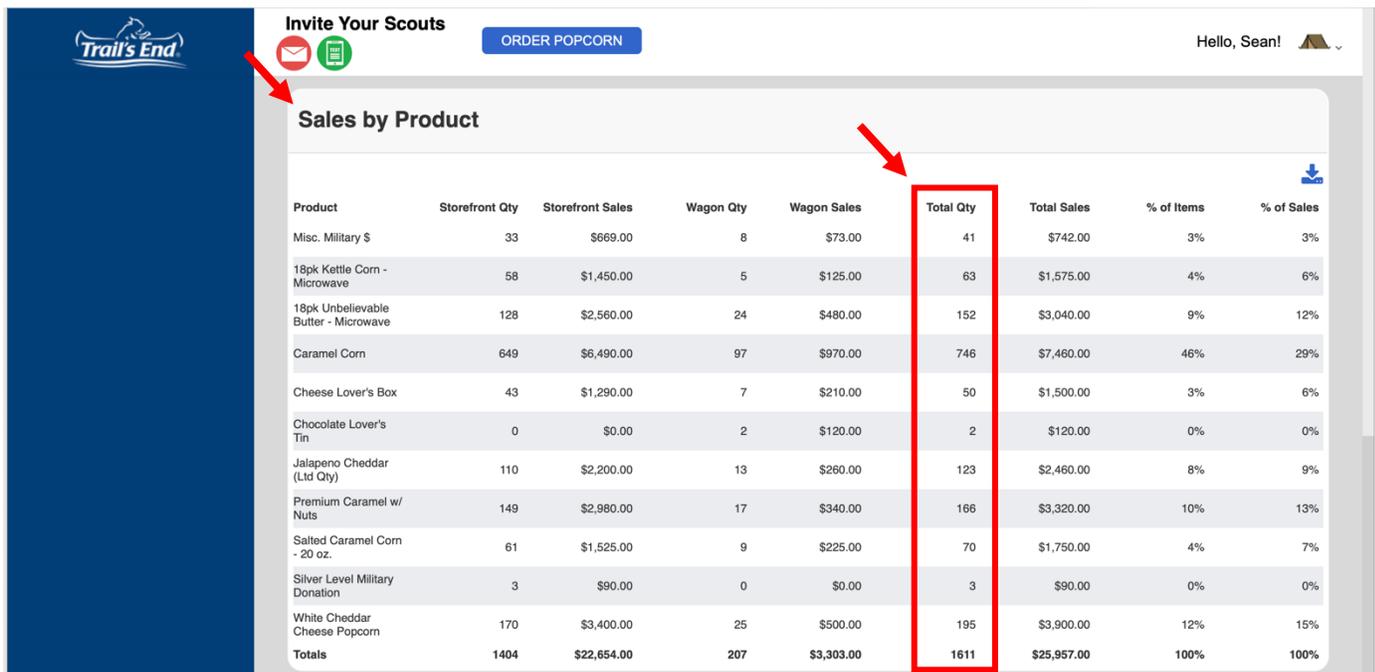


The screenshot shows the Trail's End Leader Dashboard for Sean Franklin. The 'Total Sales' section displays a total of \$26,037. A goal progress bar shows that the goal has been met, with \$26,037.00 sold and \$26,037.00 over. The dashboard also shows 7 Registered Scouts and 4 Scouts With an Order.

Category	Amount	Percentage
Storefront	\$22,654	(87%)
Wagon	\$3,303	(13%)
Online	\$80	(0%)
Adjusted	\$0	
Cash	\$14,597	(56%)
Credit	\$11,440	(44%)

B. Scroll to the bottom of the \$ Sales page to see the Sales by Product.

C. Look at the values under "Total Qty".



The screenshot shows the 'Sales by Product' page. A red box highlights the 'Total Qty' column in the table below.

Product	Storefront Qty	Storefront Sales	Wagon Qty	Wagon Sales	Total Qty	Total Sales	% of Items	% of Sales
Misc. Military \$	33	\$669.00	8	\$73.00	41	\$742.00	3%	3%
18pk Kettle Corn - Microwave	58	\$1,450.00	5	\$125.00	63	\$1,575.00	4%	6%
18pk Unbelievable Butter - Microwave	128	\$2,560.00	24	\$480.00	152	\$3,040.00	9%	12%
Caramel Corn	649	\$6,490.00	97	\$970.00	746	\$7,460.00	46%	29%
Cheese Lover's Box	43	\$1,290.00	7	\$210.00	50	\$1,500.00	3%	6%
Chocolate Lover's Tin	0	\$0.00	2	\$120.00	2	\$120.00	0%	0%
Jalapeno Cheddar (Ltd Qty)	110	\$2,200.00	13	\$260.00	123	\$2,460.00	8%	9%
Premium Caramel w/ Nuts	149	\$2,980.00	17	\$340.00	166	\$3,320.00	10%	13%
Salted Caramel Corn - 20 oz.	61	\$1,525.00	9	\$225.00	70	\$1,750.00	4%	7%
Silver Level Military Donation	3	\$90.00	0	\$0.00	3	\$90.00	0%	0%
White Cheddar Cheese Popcorn	170	\$3,400.00	25	\$500.00	195	\$3,900.00	12%	15%
Totals	1404	\$22,654.00	207	\$3,303.00	1611	\$25,957.00	100%	100%

2. Unit Invoice:

A. Select "Popcorn Orders"

The screenshot shows the 'Leader Dashboard' for Sean Franklin, Troop 0208. The dashboard includes a 'Goal Progress' section with a bar chart showing '\$26,037.00 Sold' and '\$26,037.00 Over!'. A 'Total Sales' summary shows a total of \$26,037, broken down by Storefront (\$22,654, 87%), Wagon (\$3,303, 13%), and Online (\$80, 0%). A 'Cash' total of \$14,597 (56%) and 'Credit' total of \$11,440 (44%) are also shown. Below the sales summary, there are two circular statistics: '7 Registered Scouts' and '4 Scouts With an Order'. A 'Helpful Guides' section shows '87 of 124 storefront shifts claimed'.

B. Select "Invoice Statement."

The screenshot shows the 'Popcorn Orders' page for the 2019 Selling Campaign. A red arrow points to the 'INVOICE STATEMENT' button. Below the buttons is a table of orders with columns for Date, Order Name, Retail, Status, and Actions. The table lists several replenishment orders and a 'Show N Sell' order, all with a status of 'APPROVED'.

Date	Order Name	Retail	Status	Actions
10/05/2019	Replenish Wk 9/30 10/09/2019	\$1,800.00	APPROVED	VIEW
09/25/2019	Replenish Wk 9/23 10/02/2019	\$4,090.00	APPROVED	VIEW
09/16/2019	Replenish Wk 8/26 09/05/2019	\$0.00	APPROVED	VIEW
09/03/2019	Replenish Wk 9/2 09/11/2019	\$12,400.00	APPROVED	VIEW
08/06/2019	Show N Sell 08/20/2019	\$12,410.00	APPROVED	VIEW
Totals		\$30,700.00		

This screenshot shows the same 'Popcorn Orders' page as above, but with a white popup dialog box in the foreground. The popup contains the text: 'Your invoice statement PDF is downloading. Please check your downloads folder for the file.' and an 'OK' button.

NOTE: You will probably get a popup stating the invoice PDF is downloading.

C. Open your Unit Invoice and review the “Order Qty”

Troop 0208			Roadrunner				
Sean Franklin			Pilar Colon				
7442 Slippery Elm St			2102967611				
San Antonio TX 78240							
2105425043							
Item No.	Description	Orig Qty	Adj Qty	Order Qty	Retail	Commission	Due Council
Date				(in			
2019-08-20		Containers)					
108240	Cheese Lover's Box	15	0	15	\$450.00	(\$166.50)	\$283.50
108366A	Salted Caramel Corn - 20 oz.	60	0	60	\$1500.00	(\$555.00)	\$945.00
108014	18pk Kettle Corn - Microwave	36	0	36	\$900.00	(\$333.00)	\$567.00
108010	18pk Unbelievable Butter - Microwave	60	36	96	\$1920.00	(\$710.40)	\$1209.60
108222	Premium Caramel w/ Nuts	120	0	120	\$2400.00	(\$888.00)	\$1512.00
108264C	Jalapeno Cheddar (Ltd Qty)	40	-8	32	\$640.00	(\$236.80)	\$403.20
108308B	White Cheddar Cheese Popcorn	80	0	80	\$1600.00	(\$592.00)	\$1008.00
108220	Caramel Corn	300	0	300	\$3000.00	(\$1110.00)	\$1890.00
Total		711	28	739	\$12410.00	(\$4591.70)	\$7818.30
Due Council							\$7818.30
Item No.	Description	Orig Qty	Adj Qty	Order Qty	Retail	Commission	Due Council
Date				(in			
2019-09-11		Containers)					
108240	Cheese Lover's Box	20	0	20	\$600.00	(\$222.00)	\$378.00
108366A	Salted Caramel Corn - 20 oz.	60	0	60	\$1500.00	(\$555.00)	\$945.00
108014	18pk Kettle Corn - Microwave	36	0	36	\$900.00	(\$333.00)	\$567.00
108010	18pk Unbelievable Butter - Microwave	90	0	90	\$1800.00	(\$666.00)	\$1134.00
108222	Premium Caramel w/ Nuts	60	0	60	\$1200.00	(\$444.00)	\$756.00
108264C	Jalapeno Cheddar (Ltd Qty)	120	0	120	\$2400.00	(\$888.00)	\$1512.00
108308B	White Cheddar Cheese Popcorn	80	0	80	\$1600.00	(\$592.00)	\$1008.00
108220	Caramel Corn	240	0	240	\$2400.00	(\$888.00)	\$1512.00
Total		706	0	706	\$12400.00	(\$4588.00)	\$7812.00
Due Council							\$7812.00

NOTE: If you had any replenishment orders, you will need to add the multiple values for a complete picture of how much of each product you checked out. Use can use the 2019 Inventory Reconciliation Excel document to help you with this task. (Found on the popcorn webpage.)

3. Compare what you’ve ordered (Unit Invoice) against what you have already sold (Sales by Product) to determine what you need to include in your Take Order.

NOTE: All military donations logged through the Trail’s End app should be included in your Take Order. If your Unit has more donations than you have inventory on hand, those donations should also be included in the Take Order.