

How To Get What Scout Shop Needs out of Scoutbook.com

These tasks listed can be achieved by Unit Admins or Advancement Chair with at Least Edit Advancement Connections to all Scouts

PLEASE CHECK WITH YOUR LOCAL SCOUT SHOP OR COUNCIL TO SEE WHICH REPORT THEY WOULD PREFER

First go to your Units page and click reports

- You will want to first make sure what you need to buy is APPROVED in Needs Approval Report
- Once that is done you can go to Needs Purchasing Report

- Send Message
- Quick Entry
- Troop Reports
- Export / Backup
- Needs Approval Report
- Needs Purchasing Report
- Needs Awarding Report
- Payment Logs Report

Needs Purchasing Report

This report shows everything that is approved and not purchased or awarded.

Select all the awards you want to purchase then press Create Purchase Order.

After creating the purchase order all awards will be placed into Purchased status. You will be able to customize, sort, group and print the purchase order in the format you want.

Total: 32

Approved Items

Select Unit:

In Needs Purchasing Report

- Select the correct unit
- Then select the items to purchase
- Then Click either
 - > Create Purchase Order or
 - > Add to Open PO
- It asks if you are sure - click Yes

Add to Open PO

It takes you to your purchase order screen

Troop 497 B Purchase Order #245080 Apr 2, 2019
Status: Open

QTY	SKU	Item Name	Unit Price	Price
3	415	Scout Rank Emblem Jack M, Xander S, Trenton H	\$1.99	\$5.97
1	10304	Citizenship in the Nation MB Emblem James C	\$2.79	\$2.79
1	10525	Cooking MB Emblem James S	\$2.79	\$2.79
4	8597	Totin' Chip Emblem Jack M, Xander S, Trenton H, Grayson M	\$1.79	\$7.16
1	10606	Wilderness Survival MB Emblem	\$2.79	\$2.79

At the bottom of this screen you will see 5 choices > the Scout Shop needs the 4th (Advancement Report) > Download this and fill it out as needed and turn it in to receive your Scouts' earned awards.

Save / Update

Close Purchase Order

Delete Purchase Order

Advancement Report

ScoutNET File

ADVANCEMENT REPORT
Troop: 497 B Unit: 497 B Date: 4/2/19

1. Advancement awarded

Needs: Use Unit Advancement Reports, the BSA's approved advancement reports, for this advancement report.

Needs Report: All BSA Troop and Unit Advancement Reports are approved advancement reports. The advancement report for this unit is the only one that is approved. The advancement report for this unit is the only one that is approved. The advancement report for this unit is the only one that is approved.

2. ScoutNET File

3. ScoutNET File

4. ScoutNET File

5. ScoutNET File

NOTE: DO NOT MARK THE ADVANCEMENTS AS AWARDED UNTIL YOU PHYSICALLY GIVE THEM TO THE SCOUT (use the Needs Awarding Report at that time.) Marking them as Awarded will cause those awards to not appear on the Needs Purchasing, Purchase Order, or Advancement Reports. The Advancement Report is the report that is needed by the Scout shops when purchasing restricted advancement items (ranks, merit badges, etc.).