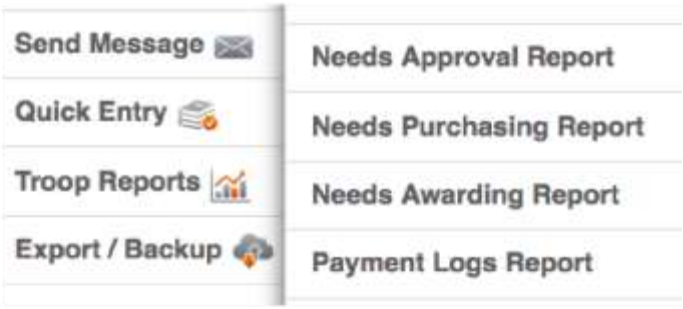
How To Get What Scout Shop Needs out of Scoutbook.com

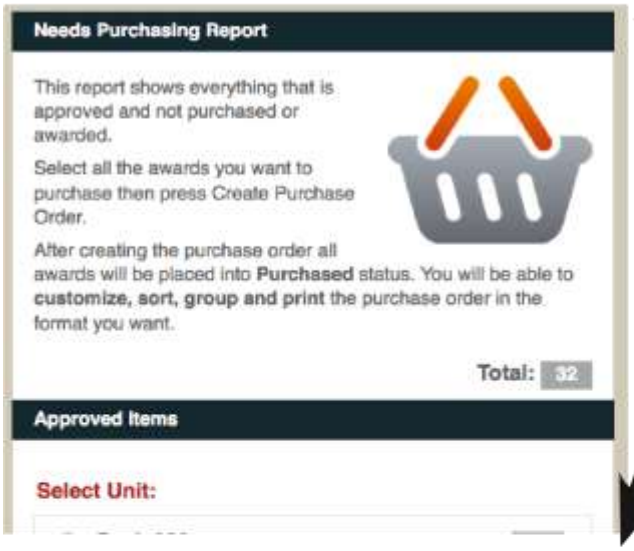
These tasks listed can be achieved by Unit Admins or Advancement Chair with at Least Edit Advancement Connections to all Scouts

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**





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**

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 N	$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 N, 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.

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.).