

Just -in- Time

Troops Money Management in eBudde

Where can I verify my Troop Bank Information?

Bank information is imported into eBudde by the Council from the Bank Account Confirmation / ACH Form submissions. This form is required from troops and service units. Verify that your troops bank info has been submitted by clicking on the “**Settings**” Tab and it’s within the last section.

How much will be deducted on the first ACH on March 8?

The Initial ACH on **March 8** is calculated by multiplying the number of boxes in the troop’s Initial Order by \$1.25 MINUS any credit card payments council has received from Digital Cookie. The Initial Order can be viewed on the “**Init. Order**” Tab. To get the amount to be deducted, refer to the “**Sales Report**” Tab under “**Overall**” (Initial Order ACH).

Can I keep track of girls’ payments in eBudde?

Yes! eBudde makes it easy to keep track of the amount owed to the troop from each girl.

1. Click on the “**Girl Orders**” Tab and the girl’s name you wish to view.
2. Click on the “**+Pay**” button.
3. Enter the amount paid to the troop. Add a comment! This will allow anyone viewing to know the details later in the sale.
4. Click the blue “**Save**” button on the right.

The image shows two screenshots of the eBudde interface. The top screenshot shows the 'Girl Orders Summary' page with a table listing girls: Antonella C. and Carmen V. A red circle with the number '1' highlights the 'Girl Orders' tab in the navigation bar. The bottom screenshot shows the 'Antonella C.' page with a table of items and a '+Pay' button. A red circle with the number '2' highlights the '+Pay' button. A red circle with the number '3' highlights the 'Total Due' field in the payment form, and a red circle with the number '4' highlights the 'Save' button.

Where do the Digital Cookie sales and payments show up?

Digital Cookie orders will appear in several areas: “**Girl Orders**” Tab under the girl that sold them, the “**Transactions**” Tab for the troops totals, and the “**Sales Report**” Tab.

Where do the Booth sales and payments show up?

Funds from cookies booths will show up in the “**Girl Orders**” Tab under the girls that participated in the booth. For a ‘how-to’ enter booth sales, see the Just In Time: Booth Recorder located on our website.

Notes:

Digital Cookie and Booth sales funds are credited to the girls/troop automatically in eBudde. Please deposit all other funds collected from girls weekly - This is the best step to avoid NSF checks from customers.