

This is a short guide on how to prepare for the Final ACH in the eBudde system. For full details on money management, view page 22 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

Getting Ready

- Collect and deposit all funds from parents
- Review bank account information in eBudde (shown below)
- Submit any forms necessary by **March 29**
 - [Bank Account Confirmation / ACH Authorization](#)
 - [Non-Sufficient Funds](#)
 - [Outstanding Balance Form](#)
- Verify your troops' final amount due to council and ensure these funds are available prior to **April 12, 2019**

How to review bank information in eBudde:

1. Click the “**Settings**” Tab
2. View the Bank Name, Bank Routing No. and Bank Account No.
3. Missing information? Please submit the Bank Account Confirmation / ACH Authorization form immediately. *linked above,*
4. If this information is correct (you will only see the last 4 digits) your troop is ready!

Settings

Number: 10008 #Girls Registered: 1

#Girls Selling: 0 Troop Goal (pkgs):

Level: Cadette Opt out of rewards for additional proceeds: no
You will receive rewards.

Bank Name: Bank Routing No.

Bank Account No.

DOC Troop?: yes DOC Sync Completed?: yes [Resync](#)

Active Seller: yes

How to review final amount due to council:

1. Click the “**Sales Report**” Tab
2. “Amount You Owe Council” is amount to be withdrawn on **April 12, 2019**.

Dashboard

Little Brownie Bakers Log Out

Transactions Rewards Booth Sales Deposits Sales Report Reports Help Center

Council Dakota Horizons, Troop [redacted] Sales Report

Bank Name:
Routing No.: Acct No.:

Pkgs Received				Deposits Made		
Date	Initial Order	Amount	Amount	Date	Reference	Amount
01/18	Initial Order	2424		2018-03-02	Initial ACH	\$ 2,424.00
02/06	T10186	99K000 -204				
02/13	T10020	79K000 -12				
02/13	T10020	G9K000 24				
02/21	T10020	50M000 -157				
02/21	T10020	80M000 34				
	GOC pkgs.	0				
	Total Pkgs Received	2109				
	Total DOC Pkgs Received	0				
	Total DOC Charity Pkgs Received	0				
	Total Troop Sales	\$ 8,846.00		Council Proceeds		\$ 7,791.50
	Troop Proceeds	-\$ 1,054.50		Deposits Made		-\$ 2,424.00
	Council Proceeds	\$ 7,791.50		Amount You Owe Council		\$ 5,387.50

Signature: _____

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