

This is a short guide to understanding your financial information in the eBudde system. For more information view page 22 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

Where can I verify my Troop Bank Information?

Bank information is imported into eBudde by the Council from the Bank Account Confirmation / ACH Form. This form is required from troops and service units each year, by October 1st. Verify that your troops bank info has been submitted by clicking on the **“Settings”** Tab under the Settings header.

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 \$1.00. The Initial Order can be viewed on the **“Init. Order”** or **“Transactions”** Tab.

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 **“Add Payment”** button.
3. Boxes pop open near bottom of screen. Enter any notes you may have and dollar amount paid to troop.
4. Click the blue **“ok”** button on the right.
5. Click the purple **“Save”** button.

DOC	Comment	Bth	GOC	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	To troop booths		0	0	-3	0	0	0	0	0	0	-3	\$ -12.00	\$ 0.00	\$ -12.00
	Marketplace North Hi...	✓	1	1	1	1	6	5	3	1	0	19	\$ 77.00	\$ 77.00	\$ 0.00
	From Troop		0	0	0	0	6	6	0	0	0	12	\$ 48.00	\$ 0.00	\$ 48.00
	DOC INHAND 21603921		0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 25.00	\$ -25.00
	Cashwise, 02/18 @ 1...	✓	0	2	0	1	14	6	7	4	1	35	\$ 145.00	\$ 145.00	\$ 0.00
			6	11	14	14	79	61	68	25	5	283	\$ 1162.00	\$ 981.00	\$ 181.00

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 that sold them, the **“Transactions”** Tab for the troops totals, **“Deposits”** tab for funds and the **“Sales Report”** Tab. (Pink arrow below for an example in the Girl Orders Tab)

Where do the Booth sales and payments get applied?

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 in the eBudde Help Center under ‘From the Council’ drop down menu. (Green arrow below for an example in the Girl Orders Tab)

Notes:

Digital Cookie and Booth sales funds are credited to the girls/troop automatically!
Deposit all other funds frequently - This is the best step to avoid NSF checks from customers.