

PART VIII – Troop Payments

To record a troop deposit in E Council, from the troop main menu select Troop Deposits.



1. From the Troop Deposit screen, enter the date of the deposit. Select the bank at which your deposit was made, enter the amount from your deposit slip, and click Add. If you make a mistake, this information can be edited or deleted on the same screen.

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Cookie Sales

Troop Data Entry Reports Admin

Troop 01255 2005 Cookie Sale - Troop Deposits			
Date	Bank	Amount	
<input type="text"/>	-- Select a Bank --	<input type="text"/>	<input type="button" value="Add"/>
Troop Deposit Transactions			
<input type="text" value="03/14/2005"/>	<input type="text" value="US Bank"/>	<input type="text" value="3823.20"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Total Deposits		\$3,823.20	

**Note: Be sure to input each of your deposits separately. Keep blue copy of deposit receipts for your records. The information you enter into E Council must match your bank deposit receipts. **