

Transferring Cookies

This is a short guide on how to transfer cookies in the eBudde system. For full details view page 18 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

There are two types of cookie transfers you can complete from your troop:

- 1.) Troop to Girl Transfers (also Girl to Troop)
- 2.) Troop to Troop Transfers

All transfers are done to and from the Troops inventory for good record-keeping practices. There are no Girl to Girl transfers as all cookies should pass through the troop.

Troop to Girl Transfer

1. Click the “**Girl Order**” Tab
2. Click on the **Girls Name** you wish to move cookies to (this will open a new window)
3. Click on the “**Add Trans.**” box, which will open the small boxes across the bottom
4. Add any notes for the transfer in the longer box.
5. Add the number of packages that should be moved to the girl. *Special note: the first box is the GOC column which stands for Gift of Caring. For more on Gift of Caring visit page 8 in the Volunteer Cookie Manual.*
6. When finished, click on the small blue “**OK**” button at the end.
7. At this point you can add another transfer or to complete click the “**Save**” button on the top right.
8. To move to another girl, click the “**Return to Summary View**”

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

Uses DOC	Girl	GOC	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Cassandr	0	0	0	0	0	0	216	0	0	216
✓	Gracie N.	0	0	0	0	180	24	12	0	0	216

Below are transactions for Cassandra H.

DOC	Comment	Bth	GOC	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
Init. Order	*Locked*		0	0	0	0	0	0	216	0	0	216	\$ 864.00	\$ 0.00	\$ 864.00
			0	5	10	3	14	9	11	0	0	41			
			0	0	0	0	0	0	216	0	0	216	\$ 864.00	\$ 0.00	\$ 864.00

Girl to Troop Transfer

When you are moving cookies from a Girl to the Troop use the same process as above, only entering **negative** numbers as you are removing cookies from that girl. These cookies will return to the troops inventory.

0	24	12	-15	-2	60	60	60	12	24	288
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