

Just -in- Time

Troops Transferring Cookies in eBudde

All cookie transfers within eBudde are done at the troop level. If you need to transfer cookies from one girl to another girl, they must first go through the troop. Complete transfers in the system frequently (ideally immediately following the physical transfer of cookies) to ensure that your troop inventory and girl totals are current and accurate. Do not wait until the end of the program to move all cookies!

Two Types of Cookie Transfers:

- A. Troop-to-Troop Transfer** **B. Troop-to-Girl Transfer (also Girl-to-Troop Transfer)**

While completing the physical transfer of Troop-to-Troop cookies, make sure to:

- Write out a complete receipt that documents the transfer.
- Decide who will be completing the transfer in eBudde, and indicate this on the receipt.
- Have both parties sign off on a receipt showing the transfer. Include your contact info on the receipt.
- Each troop gets a copy of the receipt.
- Document the transfer within eBudde immediately to ensure proper inventory tracking.

A. Troop-to-Troop Transfer

1. Click the “**Transactions**” Tab
2. Click on the “**+Add**” box. This will open a new window titled ‘Add Transaction’
3. In the Time & Place box, select Normal and then Troop.
4. Enter the troop number that you are transferring to/from. Ensure you are entering the correct troop number. You do not want to transfer to the wrong troop!
5. You may edit the Contact Info box to enter any notes for the transaction.
6. In the Cookie Order box, you have two options: Add Product or Remove Product.
 - If cookies are being added to your troop, click “**Add Product**”.
 - If cookies are being removed from your troop, click “**Remove Product**”.
7. Enter the amount of cookies being transferred in either cases and/or packages by variety.
8. Click “**Save**” button.

The screenshot shows the eBudde interface with the 'Transactions' tab selected. The 'Add Transaction' form is open, showing the 'Time & Place' and 'Cookie Order' sections. Numbered callouts 1 through 8 are placed over the interface to indicate the steps for adding a transaction.

1 Transactions Tab

2 +Add Button

3 Troop Selection

4 Troop Number Input

5 Contact Info

6 Add Product Radio Button

7 Cookie Amount Input

8 Save Button

Product	Quantity	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0

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Troops

Transferring Cookies *continued...*

B. Troop-to-Girl Transfer

1. Click the “**Girl Orders**” Tab.
2. Click on the **Girls Name** you wish to move cookies to (this will open a new window).
3. Click on the “**+Order**” box, which will open a new window.
4. Add any notes for the transfer in the Comment box.
5. Add the number of packages to be moved **to** the girl.
6. Optional: You may also add payments the girl made for the cookies on this same screen (instead of doing a separate entry on the “**+Pay**” button)
7. Complete the transaction by clicking the “**Save**” button.



Girl Orders Summary



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

Uses DOC	Girl	HOH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	P	Bal. Due
✓	...R.	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00				
✓	...ina Y.														



Cancel
+Order **3**
+Pay
+DOC Payment

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

Product	Packages
Heros on the Horizon \$ 5.00	0
Adventurefuls \$ 5.00	5
Lemon-Ups \$ 5.00	0
Trefoils \$ 5.00	0
Do-Si-Dos \$ 5.00	0

Cancel
Inv
Booth

Financials
 Total Due \$ 0.00
 Paid **6** 0
 Bal. Due \$ 0.00

Save **7**

Girl-to-Troop Transfer

When you are moving cookies from a girl back to the troop, use the same process as above, only entering **NEGATIVE** numbers instead—as you are **removing cookies** from that girl.

These cookies will return to the troops inventory on the Transactions Tab in eBudde.

Packages