

All eBudde cookie transfers are done at the troop level. Complete transfers immediately following the physical transfer of cookies to maintain accurate girl totals and troop inventory. Do not wait long to move all cookies!

## **PHYSICAL transfer of Troop-to-Troop:**

- Decide who will be completing the transfer in eBudde.
- Write out a complete receipt that documents the transfer—date, amount etc. Both troops sign and keep a copy.
- Document the transfer within eBudde immediately to ensure proper inventory tracking.

## **TWO TYPES OF TRANSFERS (in eBudde):**

A. TROOP-to-TROOP

**B. TROOP-to-GIRL / GIRL-to-TROOP** 

## A. TROOP-to-TROOP

- 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.
- 5. Edit the "Contact Info" box to enter detailed 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 cookies.

8. Click "Save" button.			Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	Sales Report	Reports	Help Cer
									(	2	+Add
	Time & Place		Coo	kie Order	6				Savo		
	Date Receipt			Add Pro	oduct O Remove Product			8	Save		
2	02/14/2024 HPi000	#		Product	Cases	Packag	jes				
5	● Normal ○ Booth ○ Adjustment	ent OReturn	m Adv	venturefuls	0	0					
	● Troop ○ Service Unit ○ C	upboard	Ler	non-Ups	0	0					
	4		Tre	Trefoils 0							
	Pickup		Do	-Si-Dos	0	0					
	Date: Time:		Sa	noas	0	0					
	-		Τας	jalongs	0	0					
	Contact Info		Thi	n Mints	0	0					
			S'n	nores	0	0					



## **B. TROOP-to-GIRL**

- 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 from the girl instead of doing a separate entry on the "+Pay" button.
- 7. Complete the transaction by clicking the "Save" button.

\$	Girls	Init. Order	1	Girl Orders	Transactions	Cookie Exch	ı Txn	Txn Pickups		ards	Booth Sales		Payments	Sales Report		Reports	Help Cen
	Girl Ord	ers Sumr	mary		+Ord Below To view/edit	der <b>3</b> vare your tro t a Girl's Trar	oop sale: isaction	s proken s select	i down the app	by Giri. propriat	e row.				+Pay	+DOC	Payment
	2 v v	Girl  Hannah R. Keyonna Y.		Cancel	\$5.00 HOH Comment Product Heros on the \$ 5.00 Adventureful \$ 5.00 Lemon-Ups \$ 5.00 Trefoils \$ 5.00 Do-Si-Dos	\$5.00 \$5.00 Advf LmUp Horizon	\$5.00 Tre	\$5.00 D-S-D Inv	\$5.00 Sam	\$5.00 Taga	\$5.00 TMint Financial Total Due Paid Bal. Due	\$6.00 SMr	\$6.00 Toff	Totalo	\$ 0.0 0 \$ 0.0	<b>7</b>	Bal. Dueo Save
lf y the nu the Th Tr	<b>GIRL</b> - you are same mbers at girl. ese coo ansact	<b>to-TRO</b> e taking o process instead- okies will ions Tab	DOP cookie as abc —as yo l retur o in eB	s from a g ove, only e ou are <b>rei</b> rn to the t udde.	girl back entering i <b>moving</b> roops int	to the ti <b>NEGAI</b> cookie	roop, <b>TVE</b> <b>s</b> fro on th	use m ne		Prod Heroe \$ 5.00 Adver \$ 5.00 Lemc \$ 5.00 Trefo \$ 5.00 Do-Si \$ 5.00 Samc \$ 5.00 Tagal \$ 5.00	uct is on the aturefuls on-Ups ils i-Dos oas ongs	e Horit s	zon			Pack 0 0 -4 0 0 0 0 0 0 0 0	ages