eBudde Tip Sheet **Allocating Cookies Troop Inventory to Girl Scout**

There are two types of cookies transfers you can complete from your Troop:

- Troop to Girl Scout cookie allocation
- Troop to Troop Transfers (use the "Cookie Exchange" feature on eBudde)

Troop to Girl Scout Cookie Allocation

- 1. Click on the "Girl Order" tab
- 2. Click on the Girl Scout's name you wish to move the cookies to (this will open a new window)
- 3. Click on the "+Order" button, which will open a new screen with their name at the top
- 4. Add any notes for the order in the comment box. e.g. "Cookies out 2/27"
- 5. Check the INV box if these cookies should be posted to the Girl Scout's progress bar in Digital Cookie
- 6. Add the number of packages (by variety) that should be allocated to the Girl Scout
- 7. When finished, click on "save" button at the top
- 8. At this point, you can transfer more cookies by clicking "+Order" or leave the page
- 9. To move to another Girl Scout, click the "Girl Orders" tab again and repeat the process

Documenting Money Turned in by a Girl Scout

- 1. Follow the steps above but instead of "+Order", click "+Payment"
- 2. In the comment box, add notes, e.g. "Money in 2/27" and click "save"





eBudde Tip Sheet **Transferring Cookies Troop to Troop**

Before completing a Troop to Troop transfer here are some things to do:

- Have a receipt book available for both Troops to sign
- Complete the receipt legibly
- Have both parties sign off on a receipt showing the transfer and give a copy to each Troop
- The Troop giving away the cookies needs to complete the transaction in eBudde and indicate this on the receipt
- · Complete the transfer in a timely manner to ensure good inventory tracking

Troop to Troop Transfer (To be completed by the Troop giving cookies)

- 1. Click the "Transactions" tab
- 2. Click on the "+Add" button. This will open a new window to create your Troop to Troop transfer
- 3. Click on the Troop option
- 4. Enter the Troop number that you are transferring to. Ensure you are entering the correct Troop number
- 5. Enter the amount of cookies being transferred in either cases and/or packages by variety
- 6. Select "Remove Product" as cookies are being removed from your Troop's inventory
- 7. Enter any notes for the transaction
- 8. Click "save"

Back in the Transactions tab, both Troops should now see the cookies transferred!

Dashboard Conta	icts	Settings	Girls	Init. Order	Delivery	Girl	Orders	Transactions			Cookie Exch		Txn Pickups		Reward
Transactions										1					+Add
🗹 Exp	Doc Orders					View Inf	D			AI			~		
Receipt	Туре	Date	2nd Party	Pickup	Line	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
🔒 Init. Del.		01/29	-			204	180	120	156	312	216	612	180	108	2088
8 DOC shipped orders	normal	01/28	C8			6	1	2	4	2	3	32	1	2	53
On Hand						210	181	122	160	314	219	644	181	110	2141
Pending (Cupd Orders)						0	0	0	0	0	0	0	0	0	0
After Pending						210	181	122	160	314	219	644	181	110	2141



Important Note:

Placing a pending order for buffer pickups is the same process as Troop to Troop Transfer, except you will select a Cupboard location instead of typing in the Troop number.