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!

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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
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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.