Transferring Cookies
Troop to Girl

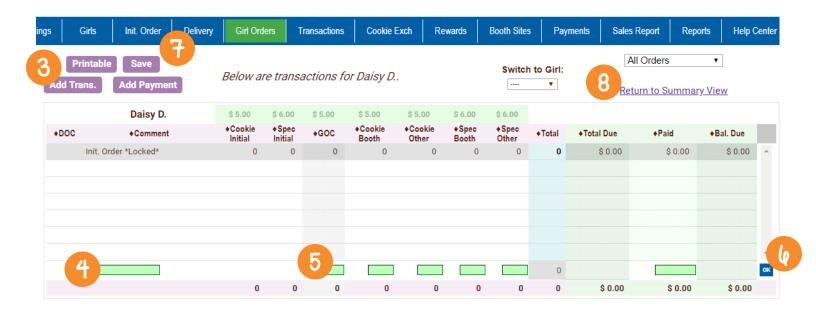**There are two types of cookie transfers you can complete from your troop:**
- Troop to Girl Transfers
- Troop to Troop Transfers (use the **"Cookie Exchange"** feature on eBudde!)

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.
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**" or or use the **"Switch to Girl"** Dropdown

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. 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 Troop giving cookies)
1. Click the "**Transactions**" Tab
2. Click on the "**Add Transaction**" box. This will open a blue 'Cookie Transaction' pop up box.
3. Click on the "**2nd party**" drop down and select "**Troop**"
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. In the "**Product Movement Drop Down**" select **"Remove Product"** as cookies are being removed from your Troop's inventory.
7. Enter any notes for the transaction.
8. Click "**Save/Print or Okay**". Clicking "Okay" will also save the transaction.

Back in the Transactions tab (#1) both troops should now see the cookies transferred!