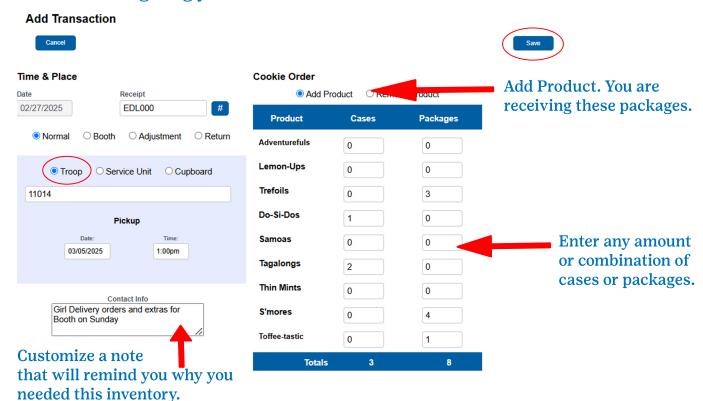
## girl scouts

## Troop to Troop Transfers in eBudde

Cookies may be moved from troop to troop when one troops has some surplus and another troop may need more for either booths or filling additional orders. Do this through eBudde so the inventory can then be applied to Girl Scouts appropriately.

To begin, this transaction is completed by the **receiving troop**. They are adding to their troop inventory.

- Click the Transactions tab click +Add, just like you do for a cupboard.
- Instead of Cupboard, choose Troop. Enter the troop number in the blank field who is giving you cookies.



• When done, click Save.

One thing to note - the giving troop should have these packages available in their Difference row. Once complete, the giving troop's Difference row will be reduced and packages are reduced on their Sales Report. The receiving troop will now have these packages added to their Difference row and will see these extra packages on their Sales Report.

As always, if you need additional help, contact customercare@girlscoutsgwm.org.