



Troop to Troop Transfers in eBudde

Cookies may be moved from troop to troop when one troop 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.

Add Transaction

The screenshot shows the 'Add Transaction' form in eBudde. At the top, there are 'Cancel' and 'Save' buttons. The 'Time & Place' section includes a 'Date' field (02/27/2025), a 'Receipt' field (EDL000), and a 'Pickup' section with 'Date' (03/05/2025) and 'Time' (1:00pm). The 'Cookie Order' section has radio buttons for 'Add Product' (selected) and 'Remove Product'. Below this is a table with columns 'Product', 'Cases', and 'Packages'. The table lists various cookie products: Adventurefuls, Lemon-Ups, Trefoils, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic. The 'Totals' row shows 3 cases and 8 packages. Annotations include a red circle around the 'Troop' radio button, a red arrow pointing to the 'Add Product' radio button, a red arrow pointing to the 'Samoas' package field, and a red arrow pointing to the 'Contact Info' text area.

Annotations:

- **Save** button (circled in red)
- **Add Product. You are receiving these packages.** (points to 'Add Product' radio button)
- **Enter any amount or combination of cases or packages.** (points to 'Samoas' package field)
- **Customize a note that will remind you why you needed this inventory.** (points to 'Contact Info' text area)

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	3
Do-Si-Dos	1	0
Samoas	0	0
Tagalongs	2	0
Thin Mints	0	0
S'mores	0	4
Toffee-tastic	0	1
Totals	3	8

- 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.