

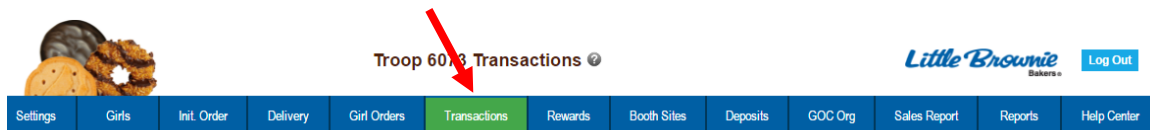
Create Troop-to-Troop Transfers

In order to help with inventory control, troops can transfer product to another troop via eBudde's™ Transaction Tab. Troops will want to make sure they have each party sign a receipt.

Note: Only the troop “giving away” product should enter the transaction – not both troops. Transactions should be entered right away.

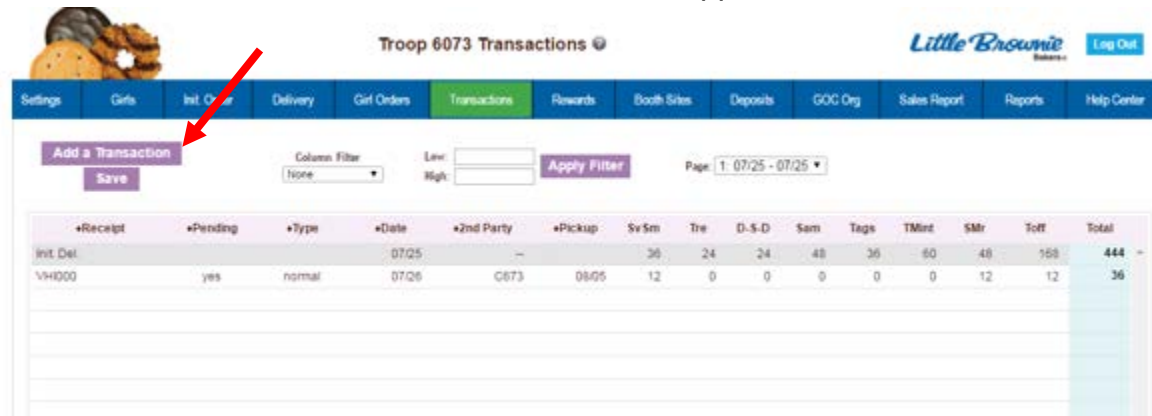
Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>
- Click **Transactions** tab



Step 2:

- Click **Add a Transaction**. A new window appears.



Step 3:

Complete the required steps on the Cookie Transaction form:

- **Pickup:**
 - Enter preferred pickup date and time
- **Type:**
 - Click the drop down arrow
 - Select **Normal** (*Transaction has no specific destination. Adjustment, Return, and Reorder types are not utilized by Girl Scouts of Utah.*)

- **2nd Party:**
 - Click the drop down arrow
 - Select **Troop**
 - Click the drop down arrow in the box immediately to the right
 - Enter the number or the troop you are giving product to
- **Product Movement:**
 - Click the drop down arrow
 - Select **Remove Product**
- **Variety:**
 - Enter the desired quantities of cookies in **cases or packages**

Cookie Transaction

Date: Pickup: Receipt:

Type: 2nd Party: Troop #:

Variety	Cases	Pkgs
Savannah Smiles	<input type="text" value="1"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="3"/>
Samoas	<input type="text" value="1"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="5"/>
Toffee-tastic	<input type="text" value="0"/> = 2	<input type="text" value="0"/> = 8

Product Movement

Contact Info

Michelle Roberts
mroberts@gsutah.org
445 E 4500 S, Ste 125
Salt Lake City, UT 84107

Step 4:

- Review order, make any changes (*Even though eBudde™ totals the information, verify for accuracy.*)
- Click one of the following:
 - **Okay** button to submit the transaction without printing a receipt
 - **Cancel** button to leave the form without saving
 - **Save/Print** button to submit the transaction and print a receipt

NOTE: Must save entered transaction(s). If not, eBudde™ will warn you that form will not be saved.

Step 5:

- Both troops sign receipt. Cut receipt at bottom and each troop keeps a copy for their records.

NOTE: There must be a signed receipt from both parties as a record of the troop-to-troop transfer. If there is not a receipt and there is a discrepancy with the transfer, the troop who transferred the cookies will be financially responsible for them and they will be transferred back to the troop.