

# Troop-to-Troop Transfers

In order to help with troop inventory control, troops can transfer product to another troop via eBudde's Transactions tab. Troops will want to make sure they also 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.

- Click the **TRANSACTIONS** tab
- Select **ADD A TRANSACTION**. A new window appears.
- Change the option in **SECOND PARTY** to Troop.
- Enter the 5-digit number of the troop you are giving product to.
- Product movement should be **REMOVE PRODUCT**.
- Enter the cases and packages, as applicable.
- Click **OKAY**.
- Click **SAVE**.

**Cookie Transaction**

Date: 2016-10-11 Pickup: 2017-02-17 12:00am Receipt: QHI000 #

Type: Normal 2nd Party: Troop Troop #: 00345

Variety	Cases	Pkgs
Savannah Smiles	0	5
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	8
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0 = 0	0 = 13

Product Movement  
Remove Product

Contact Info  
Alisa Abrenica  
aabrenica@girlscoutsla.org  
20931 Burbank Blvd. Ste. A  
Woodland Hills

+ Save/Print Okay Cancel