1. Go to the SU Transaction tab
2. Add a transaction
3. Under type, select: Normal
4. Under 2nd party, select: Troop then select or type the troop number where you would like to transfer those cookies
5. Enter the quantities that apply under boxes or cases for each type of cookie
6. Under product movement select: Remove
7. Click on (+) so you can add more transactions
8. After entering all transaction, click on save

To transfer cookies between troops, go to the Troop transactions tab and follow the steps above.