Troop:
Create a Cupboard Transaction

When your troop needs more cookies, be it for a booth sale or to fill additional girl delivery orders, you can obtain more inventory from a cupboard. These are locations across the council, often at a volunteer's home, that you will place a cupboard transaction with.

From your eBudde dashboard, click the Transactions tab.

Click +Add to open the entry form. Fill out the following fields:

Date – Defaults to today.
Receipt – will autofill with a unique number.
Type – Choose: Normal for most transactions
Cupboard – Will default to this option. Choose from Select Location dropdown

Pickup – Select preferred date/time within cupboard hours of operation.

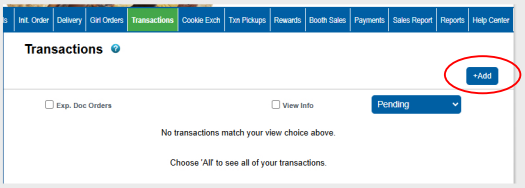
Schedule Notes – View cupboard availability and any special instructions.

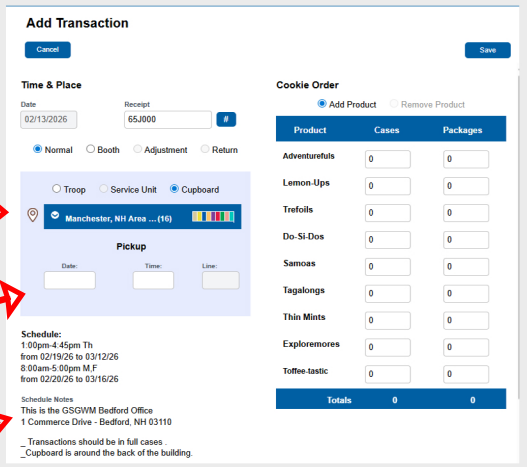
Contact Info – Auto-filled with your contact details.

Product Movement – Will always be Add Product

Quantities – Order by the case. In the first two weeks, cupboards issue full cases, same flavor. In the last two weeks, a mixed case of 12 is permitted to help fill final orders.

Note – If a variety is unavailable, its entry box will be greyed out.



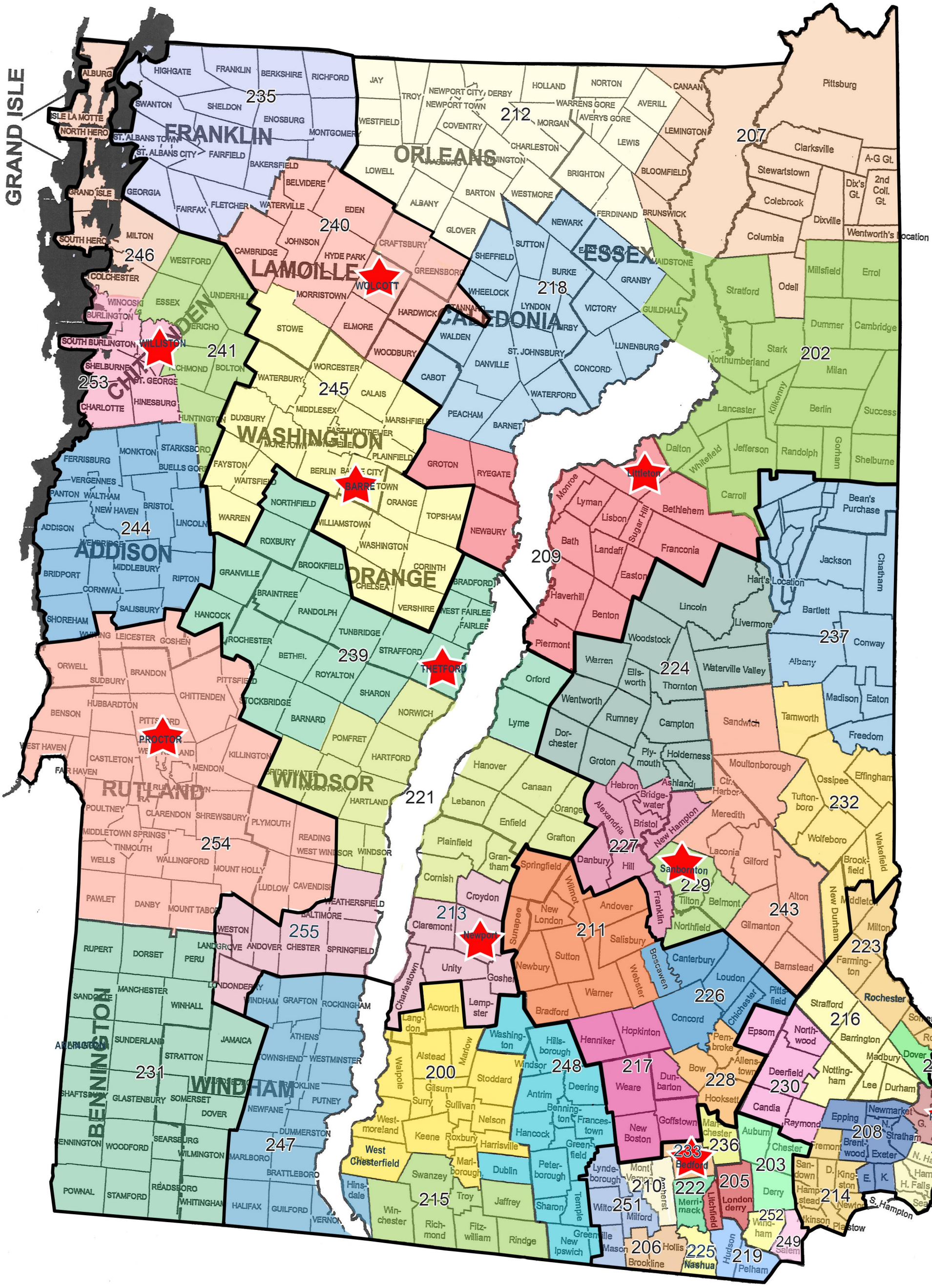


Limited returns only on next business day:

Up to 25% of a cupboard transaction may be returned **only** on the next cupboard business day.

Returns must be in full, same-flavor cases. (no mixed cases)

Returns are only for cupboard transsactions - Initial Order inventory may not be returned.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