

- If a girl has returned cookies, you can add a “-“ (minus sign) in a girl’s transaction to take cookies away from a girl and put them back into the troop’s inventory.
- You can also make corrections to an entry by clicking on that line and entering your edits.

Confirm cupboard pickups using the signed receipts and review the **TRANSACTIONS** tab (Note: if there is a pending cupboard order, that order will be included in the Total Order row on the **GIRL ORDERS** tab). Some cupboards use the Cupboard Keeper app, which means there are no signed receipts, but they do receive an email upon digitally signing for the product.