GETTING STARTED WITH RUNDOO · TRANSACTIONS

Taking Payment (Cash, Card, Check, Charge)

Build the cart, hit Sale, and pick a tender. Every payment finishes from one panel.

FOUR WAYS TO GET PAID

1

Card

Selected by default. In-person or phone order.

Choose a reader, or Enter card manually

2

Cash

Type the amount handed over.

Rundoo figures the change + pops the drawer

3

Check

Enter the check number and amount.

Logged so the drawer reconciles at close

4

Charge account

For regulars with a house account.

Posts to their balance instead of taking payment

Ring up any sale in 5 steps

1. In **POS**, open **Transactions** and stay on the **New** tab.
2. Click **Search for a product** to type or scan items into the cart.
3. House account or custom pricing? **Search accounts** to attach a customer.
4. Click the blue **Sale** button, bottom right.
5. Pick a tender, enter the amount, and hit **Charge**. Done.

Where it lives

POS → Transactions → New

Adjust a line with **Edit price**. Reprint any receipt from the **Completed** tab.

No Charge account option? That almost always means no charge customer is on the ticket. Back up to the cart and attach the right customer first.

Practice freely: ring a cash sale, then attach a contractor account and watch Charge account appear. Nothing in your practice store touches your real inventory or books.