Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Check In the Truck

The truck's here. Open the order, log what arrived, and record the vendor's invoice, all from Orders → Ordered.

PICK YOUR PATH WHEN YOU COMMIT

1

Full delivery

Everything on the PO showed up.

Receive and close

2

Partial delivery

Some came in, more is on the way.

Receive and backorder

3

Then the bill

Record the invoice on the received PO.

Voucher lights up

Check in an order in 4 steps

1. Click **Orders**, then the **Ordered** tab, and open the PO that arrived.
2. Set each line's **QUANTITY** to what actually came in.
3. Click **Receive and close** (full) or **Receive and backorder** (partial).
4. Open it from **Received** and fill the **Invoice** panel.

The four invoice fields

Date · Due · Number · Pay to

All four unlock the **Voucher** button. Pay to already shows your vendor.

Count before you click. Receiving updates on-hand the instant you commit, and the received quantity locks. Fix a miscount with a correcting receipt later, not by editing this one.

Stop at the lit-up Voucher. This card ends the moment the bill is ready. Actually vouchering it into your books is the next video, OK to Pay.