GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Check In the Truck

> Receive what arrived and log the vendor's invoice.

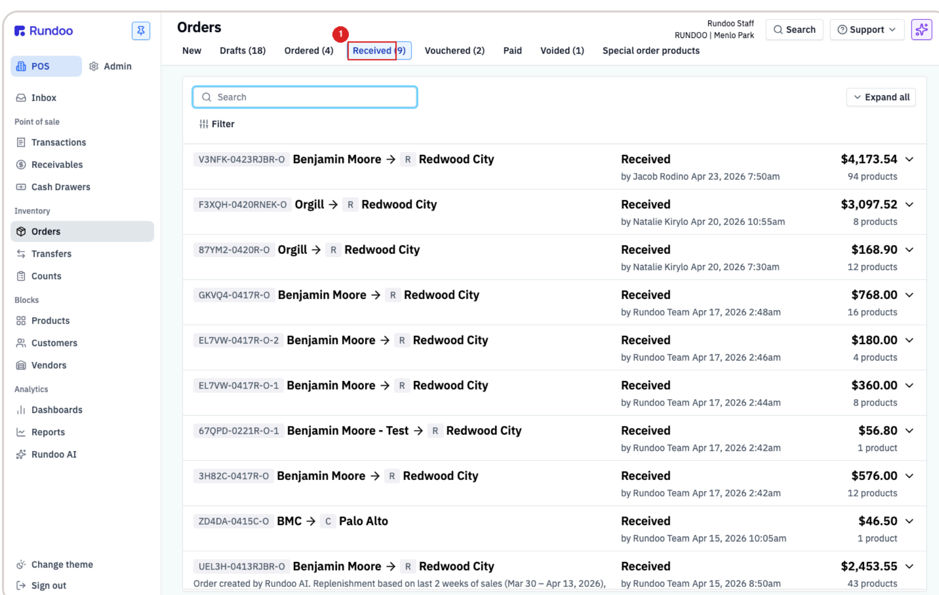
Step-by-step walkthrough **~3 min read** **Companion to the 3:11 video**

The delivery truck has pulled up and the boxes from your vendor are stacked on the counter. Getting that stock checked in and onto your shelves is the next step, and in Rundoo it starts in your purchase orders. Receiving does two jobs at once: it puts the new stock into your on-hand count, and it lines the order up to record the bill. Here is the whole routine, start to finish.

WHERE RECEIVING LIVES

The Orders screen and its tabs

In **POS** mode, click **Orders** in the left navigation. Across the top you'll see the lifecycle of every order: **Ordered**, **Received**, **Vouchered**, then **Paid**. A purchase order marches left to right as it goes from "stock is on the truck" to "bill is settled." Everything you're still waiting on sits in **Ordered**, and that's where a receive begins.



The top-tab strip on Orders is the lifecycle: Ordered, then Received, then Vouchered, then Paid.

DO THIS

Check in an order, step by step

1

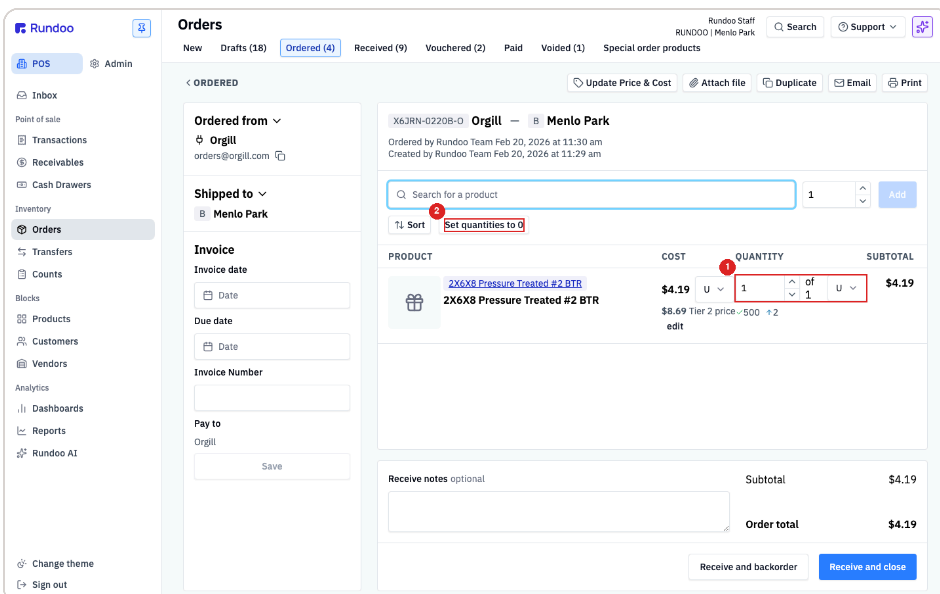
Open the order that just arrived

From **Orders**, click into the **Ordered** tab. This is the list of everything you're waiting on. Find the purchase order that matches the shipment on your counter, and click to open it.

2

Rundoo drops you into receiving mode

Opening an ordered PO puts it right into receiving mode. Next to each line you'll see a **QUANTITY** stepper, already filled in with what you originally ordered. If every box on the truck matches, you don't have to touch a thing. Where a count is off, step the number up or down, and Rundoo shows the difference below the line so you can see at a glance what's short or over. In a hurry? **Set quantities to 0** at the top clears every line so you can key in what actually came in.

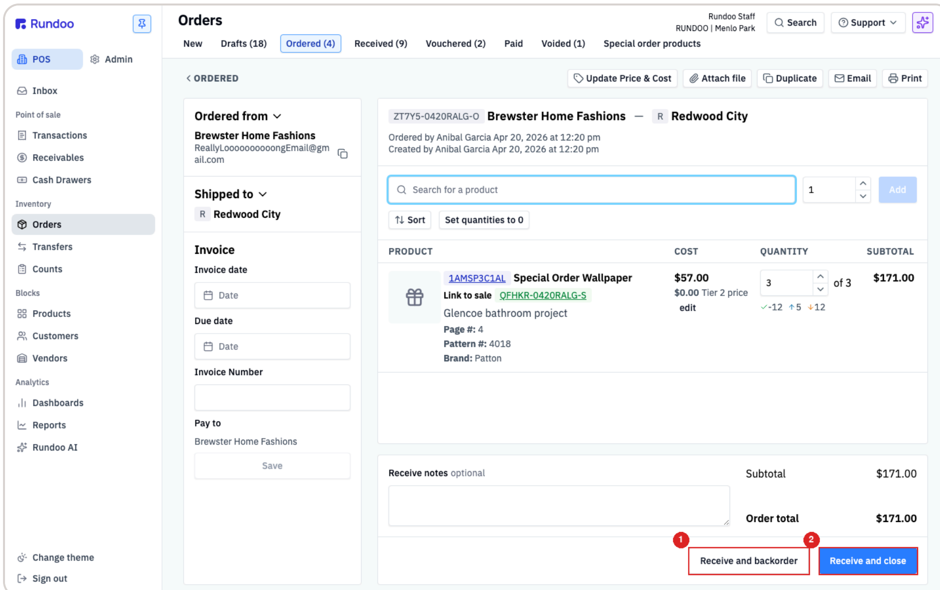


Each line carries a QUANTITY stepper pre-filled with what you ordered. Adjust only the lines that came in different.

3

Everything showed up? Receive and close

When the whole shipment is in, come down to the bottom right and click **Receive and close**. That does two things at once: it moves the order into the **Received** tab, and it updates your on-hand counts right away, so a sale you ring a minute later can pull from that new stock.



The two buttons at the bottom right are your decision point: Receive and backorder, or Receive and close.

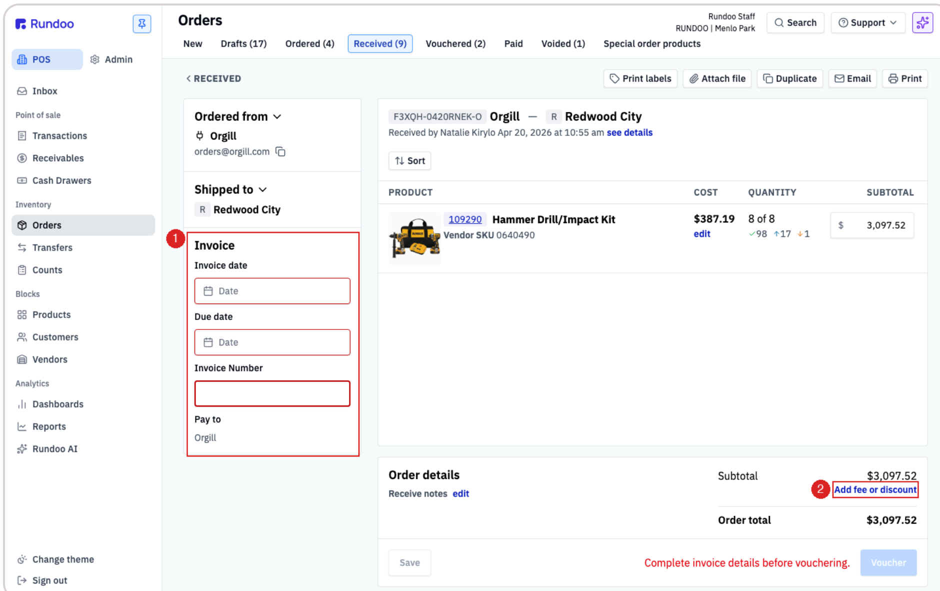
4

Only part of it came? Receive and backorder

Say you ordered three boxes of deck screws and only two came in. Step that line down to two, and Rundoo shows the one that's still short. Instead of closing, click **Receive and backorder**. That puts the two boxes into your inventory today and keeps the order open, holding the last box on backorder until it lands on the next truck. The PO stays in **Ordered** until the rest arrives, then rolls into **Received** on its own.

5 Record the vendor's invoice

With the stock on the shelf, the last thing to do is record the vendor's bill. Open the order from the **Received** tab, and over on the left you'll find the **Invoice** panel. Copy four things straight off the paper invoice: the **Invoice date**, the **Due date**, the **Invoice Number**, and **Pay to**, which already shows your vendor, so most days you leave it alone.



The Invoice panel holds the four fields. Until all four are filled, the Voucher button stays greyed and reads "Complete invoice details before vouchering."

6 Watch the Voucher button light up

The moment all four fields are in, the **Voucher** button switches from grey to active. That is Rundoo telling you the bill is ready to pay. You can stop right here; the order is received and the invoice is on record. Actually clicking **Voucher** to send the bill over to your books is the next video, OK to Pay.

KEEP IT HANDY

Receiving at a glance

START HERE **Orders → Ordered** Open the PO that matches the shipment.	FULL DELIVERY **Receive and close** Moves the PO to the Received tab.
PARTIAL DELIVERY **Receive and backorder** Keeps the rest open on the same PO.	INVOICE FIELDS **Date, Due, Number, Pay to** All four unlock the Voucher button.

Good to know

- Receiving updates on-hand inventory the instant you commit, so don't click Receive and close until the stock is physically on the shelf.
- Once you commit a receipt, the received quantity locks. If you miscount, you fix it with a correcting receipt later, not by editing this one, so count before you click.
- The COST column is editable while you receive, but truing up costs and adding freight, fees, or discounts is its own video. Here, just log what came in and record the invoice.