

GETTING STARTED WITH RUND00 · ACCOUNTING

Clear Your Payables

Settle vendor bills from one list, pick how the money actually moved, and fix what went in wrong.

THREE MOVES THAT CLEAR THE BOOKS

1

Pay a bill

A vouchered vendor bill is due.

POS → Orders → Vouchered
→ **Mark as paid**

2

Log a non-PO bill

Rent, utilities, insurance.

Admin → Finances →
External

3

Undo a mistake

Wrong sale or a paid bill.

Void · Refund · Revert
voucher

Mark a bill paid in 4 steps

- ① Open a row in **Vouchered**.
- ② Click **Mark as paid** at the bottom.
- ③ Pick the **Payment method** (how the money moved).
- ④ Add a reference, then **Mark as paid**. Done.

Payment methods

Card · Cash · Check · Bank transfer

Choosing **Check** reveals a **print check** link for pre-printed check stock.

Only charge-account sales can be voided. Card, cash, and check sales are locked once finalized, so reverse those with a Refund or Return instead.

Bill already paid? It's frozen to protect the audit trail. Correct it with an offsetting entry (run it past your bookkeeper). Not paid yet? Just **Revert voucher**.