Rundoo

GETTING STARTED WITH RUNDOO · ACCOUNTING

Clear Your Payables

> Settle your vendor bills, print a check, and fix a mistake.

Step-by-step walkthrough ~4 min read Companion to the 6:06 video

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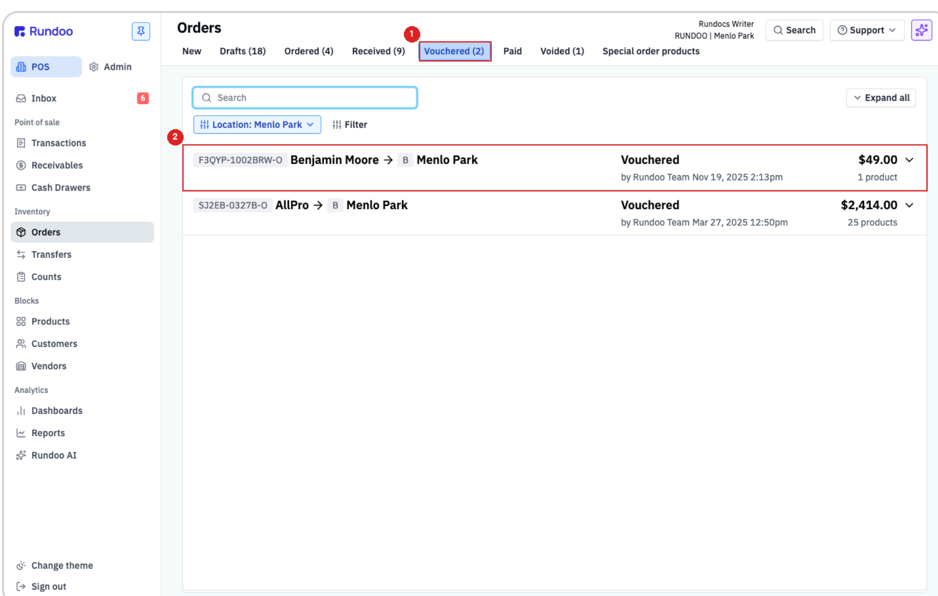
It’s the end of the week and you've got a stack of vendor invoices to settle. Once you've vouchered a bill, confirming that what showed up on the truck matches what you were billed for, it lands in one to-pay list in Rundoo. This is where you clear what you owe your vendors, one bill at a time, and it’s also where you go to fix things when a payment or a sale went in wrong.

START HERE

Where your bills to pay live

In **Point of Sale**, open the **Orders** left tab, then the **Vouchered** top tab. That’s your accounts-payable queue: every row is an unpaid vendor bill, sorted by when it was vouchered, showing the vendor, the location, the invoice total, and the count of products on the order. There’s no separate payables list anywhere else in Rundoo, so this one tab is the whole picture of what you owe right now.



POS → Orders → Vouchered: your live list of unpaid vendor bills.

DO THIS

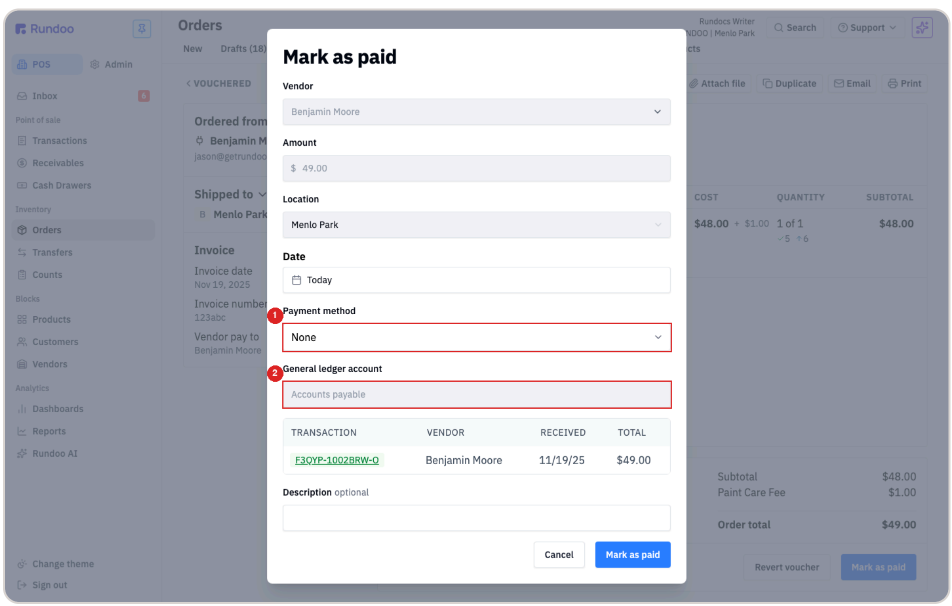
Working the bills, step by step

1 Open a bill and mark it paid

Click any row in **Vouchered** to open the bill. The invoice panel sits on the left, the line items on the right. Down at the bottom, click **Mark as paid**. Rundoo fills in the vendor, amount, and location for you, and defaults the date to today (change it if you're back-dating a payment your bookkeeper already cut).

2 Pick how the money actually moved

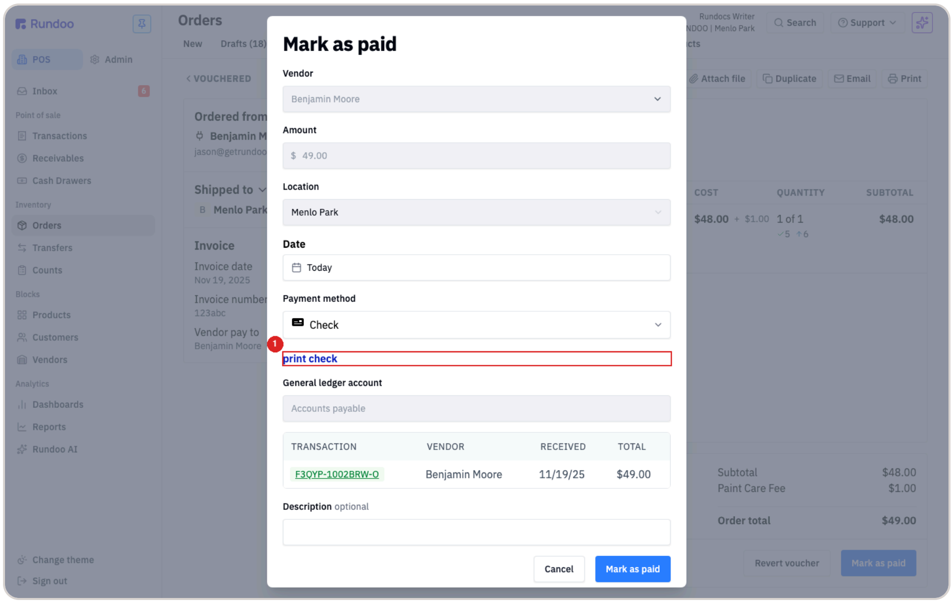
Your one real decision is **Payment method**. Pick the way the money left: **Card**, **Cash**, **Check**, or **Bank transfer** (any ACH or wire). Drop a reference like an ACH confirmation or check number in the **Description** field for your books. Leave the **General ledger account** on **Accounts payable** unless your chart of accounts routes vendor payments somewhere else. Click **Mark as paid** and the bill moves to the **Paid** tab, your AP balance drops, and Rundoo posts the journal entry.



The Mark as paid modal: amount is pre-filled, so your job is choosing the payment method.

3 Print a check if you need one

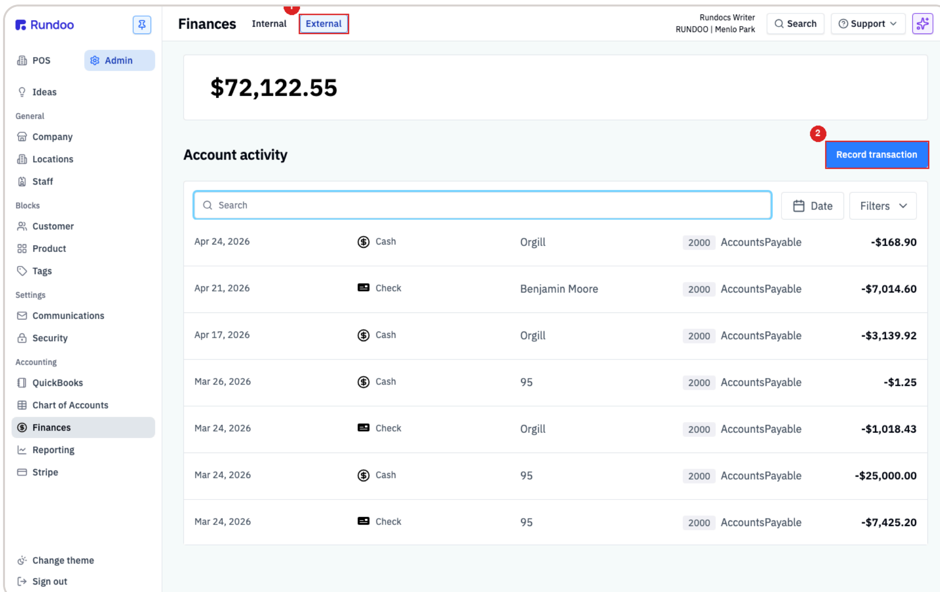
If you're cutting a paper check, choose **Check** as the payment method and a blue **print check** link appears. Click it to generate a PDF that prints the payee and amount onto standard pre-printed 8½×11" check stock (the kind with your account and routing numbers already on it). Order that stock from any check vendor. If you hand-wrote the check instead, just skip the link, record the check number in the description, and click **Mark as paid**.



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

4 Log a bill that never had a PO

Not every bill comes from a purchase order. For rent, utilities, insurance, or any non-inventory invoice, switch to **Admin** mode, open the **Finances** left tab, then the **External** top tab. Think of it as your checkbook register. Click **Record transaction**, toggle to **Payment**, and fill in the vendor, amount, date, and method. Here's the key part: set the **General ledger account** to the right expense account, like **Utilities** or **Rent**, not **Accounts payable**, so it stays separate from the bills tied to your inventory.



Admin → Finances → External: the register for bills that didn't come from a PO.

5 Void a sale rung to the wrong account

While you're squaring up, say a sale got charged to the wrong customer's account. In **POS → Transactions → Completed**, find the sale (only rows whose method reads **Charged to account** can be voided) and open it. Click **Void** in the top action cluster. Rundoo asks whether to return the items to stock: leave it on **Yes** for a genuine mix-up, or pick **No** if the goods already walked out. Confirm, and the charge comes off the customer's balance. If **Void** is greyed out, hover it for the reason.

6

Fix a bill you already paid

Once a bill is on the **Paid** tab it's frozen, which is what protects your audit trail, so there's no delete or edit button. To correct it you record a second, offsetting entry rather than unwinding the original: an extra payment for a shortfall, or a deposit on the **External** register for an overpayment, wrong vendor, or a vendor credit memo. Run this one past your bookkeeper first so the correction posts in the same accounting period as the original.

7

Not paid yet? Just revert the voucher

If the bill is still in **Vouchered** and no money has moved, you don't need any of that. Open the bill and click **Revert voucher** to drop it back to **Received**. That reverses the voucher's journal entry cleanly and leaves your stock counts alone, so you can fix the invoice details and re-voucher.

KEEP IT HANDY

Clearing payables at a glance

WHERE THEY LIVE **POS → Orders → Vouchered** Your one list of unpaid vendor bills.	PAY A BILL **Open it → Mark as paid** Pick the payment method, then commit.
NO PO? (RENT, UTILITIES) **Admin → Finances → External** Record transaction, to an expense account.	NOT PAID YET? **Revert voucher** Back to Received to fix and re-voucher.

Good to know

- Mark as paid always pays the bill in full (the amount is read-only). To pay off only part of a bill, record the partial payment on the **External** register against **Accounts payable** instead.
- Only **Charged to account** sales can be voided. Card, cash, and check sales are locked once finalized, so reverse those with a Refund or Return.
- Journal entries sync to QuickBooks overnight, not in real time, so a bill you pay today shows up in QBO the next morning.