GETTING STARTED WITH RUNDOO · ACCOUNTING

# Paying Vendor Bills

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**.