Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Additional Fees (Delivery, Eco, PaintCare)

> Delivery, eco, and PaintCare charges added automatically at checkout.

Step-by-step walkthrough ~4 min read Companion to the 4:54 video

Your customers need things that aren't just what's on the shelf. A delivery. A core charge on a battery. Or a state-mandated environmental fee on a gallon of paint. Those extra charges are easy to forget at the counter, and forgetting them costs you real money over a year. In Rundoo they're called additional fees, and once you set one up it rings itself, every time, so your cashier never has to remember it.

WHERE THEY LIVE

Two names, one feature

You build fees in one place and attach them in another. You build them in **Admin** under the **Product** tab, in the **Additional fees** section at the top of the page. You attach them to a product on that product's **Settings** tab, where the very same feature is labeled **Additional charges**. Same thing, two labels, so don't let that trip you up.

DO THIS

Set up a fee, start to finish

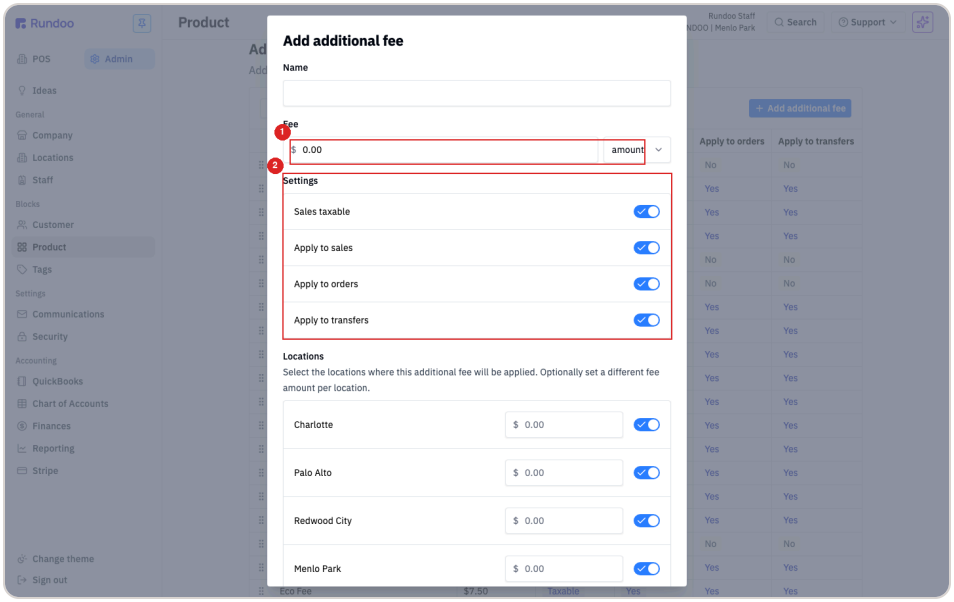
1

Open the Additional fees section

Go to **Admin** and click the **Product** tab. The **Additional fees** section is the first thing on the page, a table of every fee you've built with its amount, its tax status, and where it applies. Click **Add additional fee** at the top right to build a new one.

2 Name it and set the amount

Give it a clear **Name**, because that name prints on the customer's receipt. Keep it short and plain: **Delivery**, **Core Charge**, **Paint Care Fee**. For the **Fee**, type the amount, then use the dropdown next to it to pick **amount** for a flat dollar charge or **percent** for a percent of the subtotal. Pick one and enter the value.



The Add additional fee window: a name, a fee amount with the amount/percent dropdown, a Type, and the Settings toggles.

3 Pick the Type

Set **Type** to **Eco fee** for a state-mandated environmental surcharge like PaintCare. For everything else, delivery, a core charge, a vendor surcharge, installation, leave it on **Other**.

4 Set taxable, and where it applies

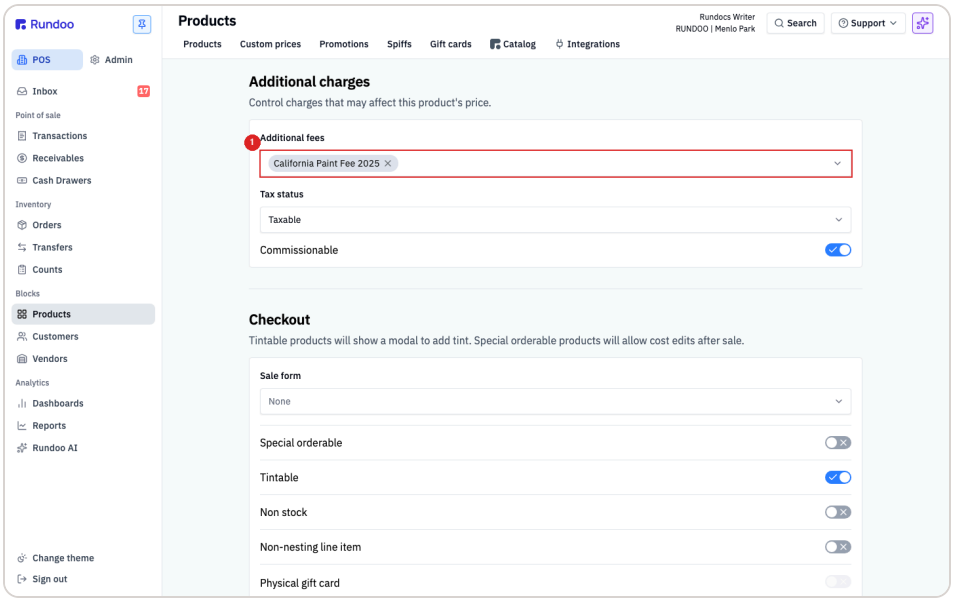
Down in **Settings** there are four toggles. Turn on **Sales taxable** if your state charges sales tax on top of this fee. Service fees like delivery and installation usually are taxable; regulated eco fees usually are not. Turn on **Apply to sales** so it rings at the counter. Leave **Apply to orders** and **Apply to transfers** off unless you also want the fee on purchase orders or inter-location transfers.

5 Save it

The **Locations** rows let you turn the fee on or off per store and charge a different rate at any one of them (leave the override blank to use the amount you set above). Click **Save** and the fee is live on the next qualifying sale. Nothing posts to your books until you tell Rundoo which products carry it, which is the next step.

6 Attach the fee to a product

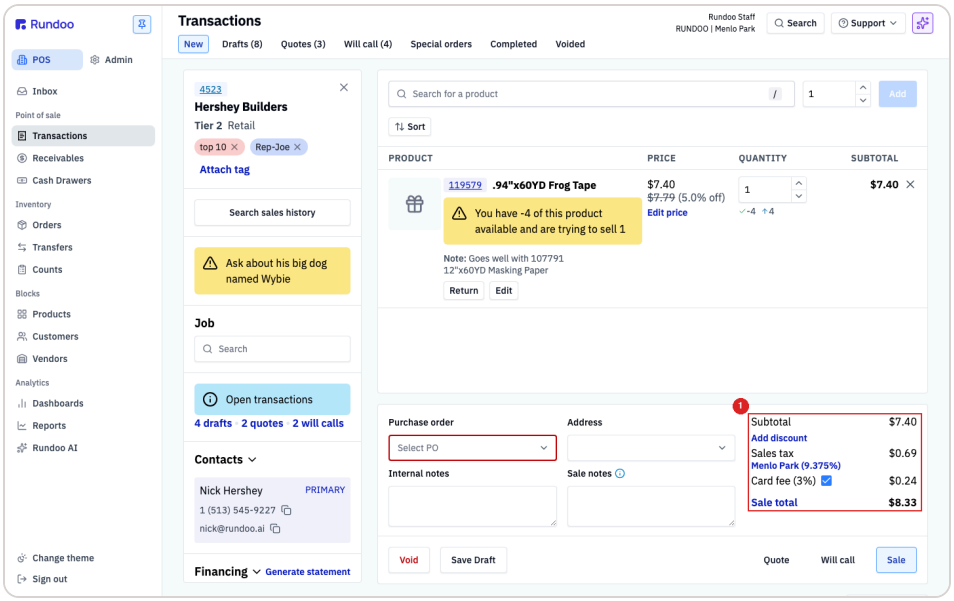
Head to **POS** → **Products**, open the product that should carry the fee (say a gallon of paint), and click the **Settings** sub-tab. Scroll to **Additional charges** and click the **Additional fees** field. Search for the fee by name and click it to add it as a chip. Attach as many as the product genuinely carries, an eco fee plus a delivery fee, for instance. Each one posts to its own line, so the math stays clean. Rundoo saves it to the product on its own, no Save button to hunt for.



On the product's Settings tab, the Additional charges section is where you attach fees to the product.

7 Watch it ring itself at checkout

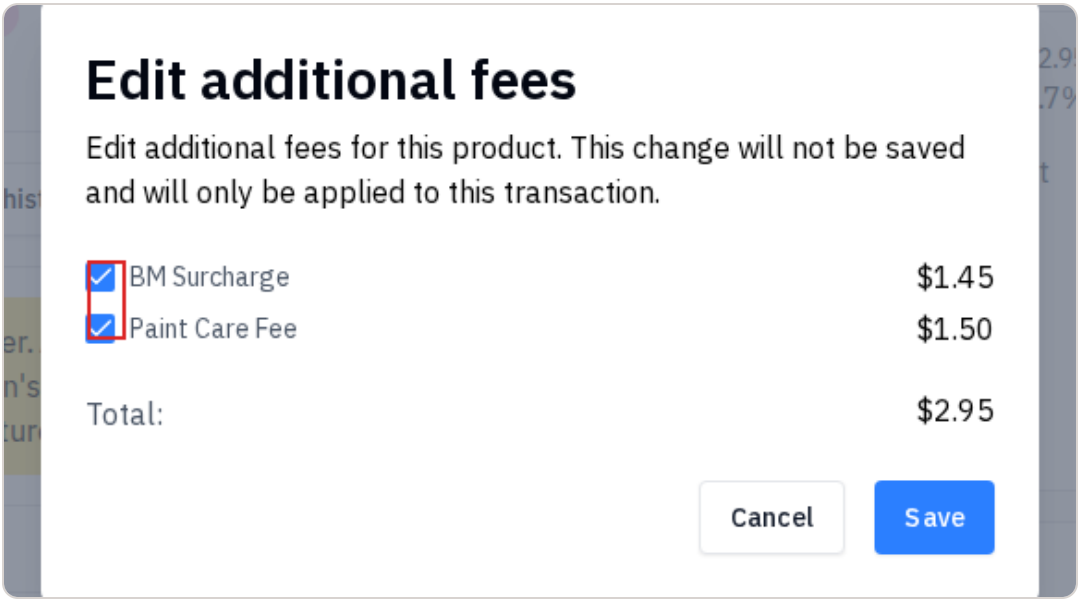
Now ring up that product in **POS** → **Transactions**. The fees appear on their own in the totals panel on the right, each on its own line between **Subtotal** and **Sale total**. Your cashier picks nothing and remembers nothing. The numbers are just correct, and every fee is itemized on the receipt.



At the counter the fee shows up automatically in the totals panel. No cashier action needed.

8 Waive a fee for one sale

Say you're doing a good contractor a favor and waiving delivery this once. On the cart line, the product's fees show as a clickable chip (for example **+ $6.65**). Click it to open the **Edit additional fees** window, which lists every fee on that line with a checkbox. Uncheck the one you're dropping, watch the total recalculate, and click **Save**. It's gone for this sale only. The fee stays attached to the product for the next customer.



Click the fee chip on a cart line to uncheck a fee for this one transaction.

9 Handle PaintCare by container size

PaintCare and other state eco fees are charged per container, and the rate is different for a quart than for a gallon than for a five. So build a separate **Eco fee** for each size, one for quarts, one for gallons, one for fives, and attach the right one to each product. Set **Type** to **Eco fee** and leave **Sales taxable** off, since these are non-taxable in every program state.

10 Check the breakdown at the books

Every fee posts to the general-ledger account you've mapped for it over in **Admin** → **Accounting**, so your fee income lands in the right place without any extra work. When it's time to reconcile, run the **Additional fees** report under **POS** → **Reports** to see the whole breakdown, by fee and by location.

KEEP IT HANDY

Additional fees at a glance

BUILD

Admin → Product → Additional fees

Name, amount or percent, Type, taxable, locations.

ATTACH

POS → Products → Settings

Same feature, labeled Additional charges here.

WAIVE ONCE

Click the fee chip on the cart line

Uncheck, Save. This sale only.

RECONCILE

POS → Reports → Additional fees

Full breakdown by fee and location.

Good to know

- A fee only fires when the product has it attached *and* the fee's toggles include that transaction type. A sales-only fee sits quiet on an order or a transfer.
- A delivery fee attaches to products, not customers. If only some customers should pay it, attach it to a delivery variant of the SKU and use the plain one for pickup.
- Editing a fee changes new sales going forward. It never backfills fees on sales you've already completed.
- For a flat fee, a tax-exempt customer still pays the fee itself; only the sales tax on it is exempt. Percent fees on tax-exempt accounts can vary, so ring a test sale to be sure.