GETTING STARTED WITH RUNDOO · ACCOUNTING

Banking & Deposits

All money in and out lives in **Admin → Finances**. The Internal tab is your Rundoo bank account. The External tab is your record book for cash and checks.

THE FOUR MONEY MOVES

1

Card sales in

Nothing to do. They arrive on their own.

Internal → Payout row

2

Pay a vendor

Straight from your Rundoo balance, no fee.

Internal → Send ACH

3

Add money in

Pull from your linked bank when you're low.

Internal → Deposit funds

Record cash & checks (End of day)

1. Go to **External** tab, click **Record transaction**.
2. Checks → amount, GL account **11300 Check deposits**.
3. Cash on same slip? **add another** → **11200 Cash deposits**.
4. Add a description, click **Record deposit**.

Timing to expect

Send ACH: 1 to 2 days

Deposit funds pull-in: about **5 business days**. Card payouts land in a day or two.

Drawer cash is automatic: closing the cash drawer already posts that day's cash to 11200 Cash deposits, so don't re-enter it. You only record checks and any extra cash.

No undo on Send ACH. Once it's sent it can't be canceled, so double-check the vendor and amount on the confirmation screen. And never post checks to 11500 ACH deposits, that bucket is only for Stripe customer ACH.