Rundoo

GETTING STARTED WITH RUNDOO · ACCOUNTING

Banking & Deposits

> Pay vendors, pull funds in, and record every deposit.

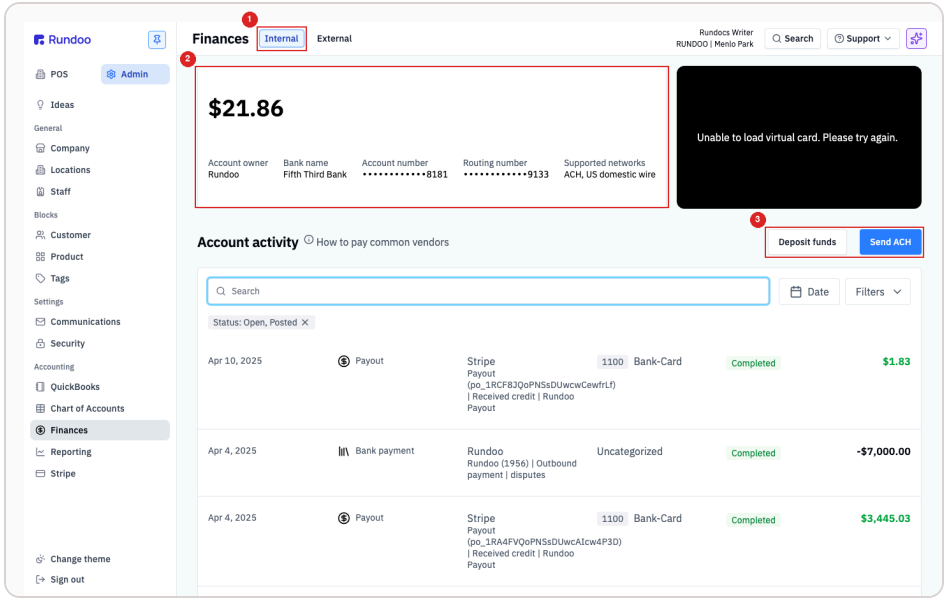
Step-by-step walkthrough ~4 min read Companion to the 4:15 video

Every store owner asks the same three money questions. Where did my sales money go? How do I pay my vendors? And how do I keep the books straight? In Rundoo, the answers all live in one place. Open **Admin** mode, click **Finances** in the left sidebar, and everything below happens right there.

GET THIS ONE IDEA STRAIGHT FIRST

Two tabs: Internal vs. External

At the top of the **Finances** page you'll see two tabs, and once this clicks the rest is easy. The **Internal** tab is your Rundoo-managed bank account. It's a real account (held at Fifth Third Bank), where your card sales land and where you pay vendors from. The **External** tab is not a bank account at all. It's your record book for the cash and checks you carry to your own local bank, so those still land on your books.



The Internal tab: your balance, the account details, the Account activity ledger, and the action buttons (Deposit funds and Send ACH) at the top-right.

DO THIS

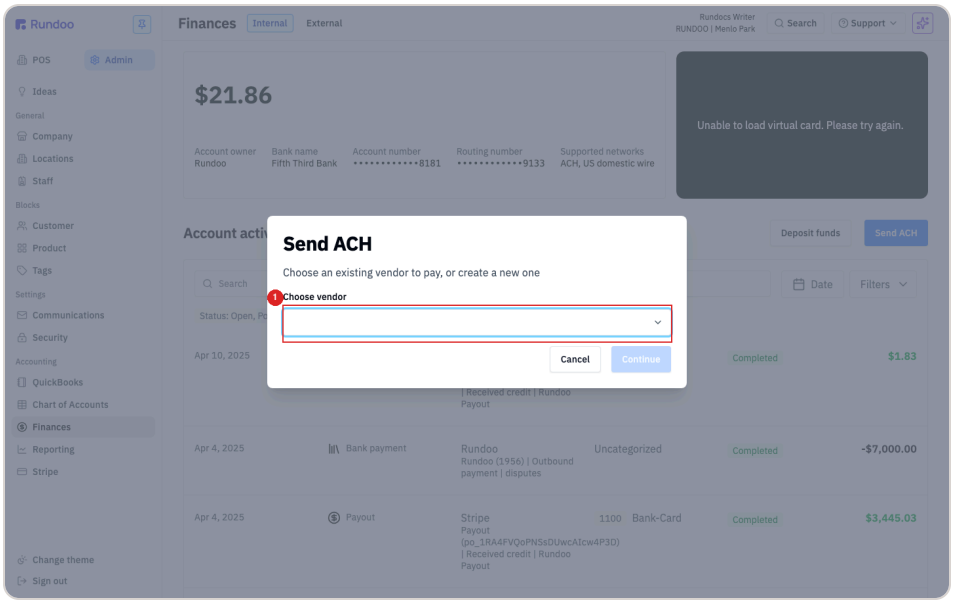
How money moves, step by step

1 Know where your card sales land (Internal tab)

Start with the easy part, because there's nothing to do. When a customer pays by card or ACH, that money flows through Stripe and lands in your **Internal** account, usually in a day or two. It shows up in the **Account activity** table as a **Payout** row. You don't record it, and you don't chase it. Rundoo posts it to your books automatically.

2 Pay a vendor with Send ACH (Internal tab)

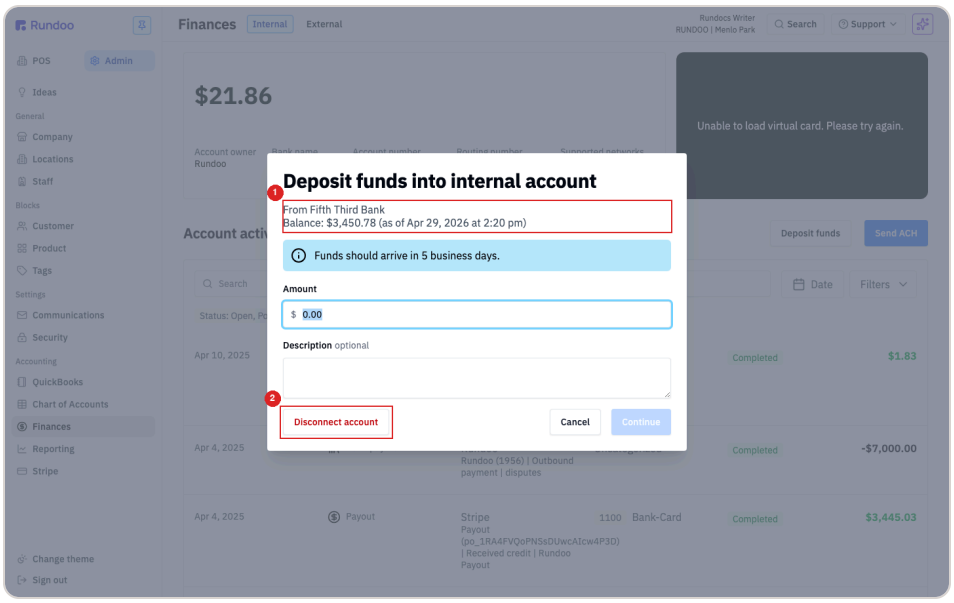
To pay a bill straight from your Rundoo balance, click **Send ACH** at the top-right of the Internal tab. Open the **Choose vendor** dropdown and pick any vendor that has bank details on file (say your paint distributor). Click **Continue**, enter the amount and an optional memo, and review the confirmation screen before you send. There's no fee to send an ACH out, and the full amount leaves your account.



Send ACH: pick the vendor, continue, then enter the amount and memo. If your payee isn't in the list, add them as a vendor with their bank details first.

3 Add money to your account (Internal tab)

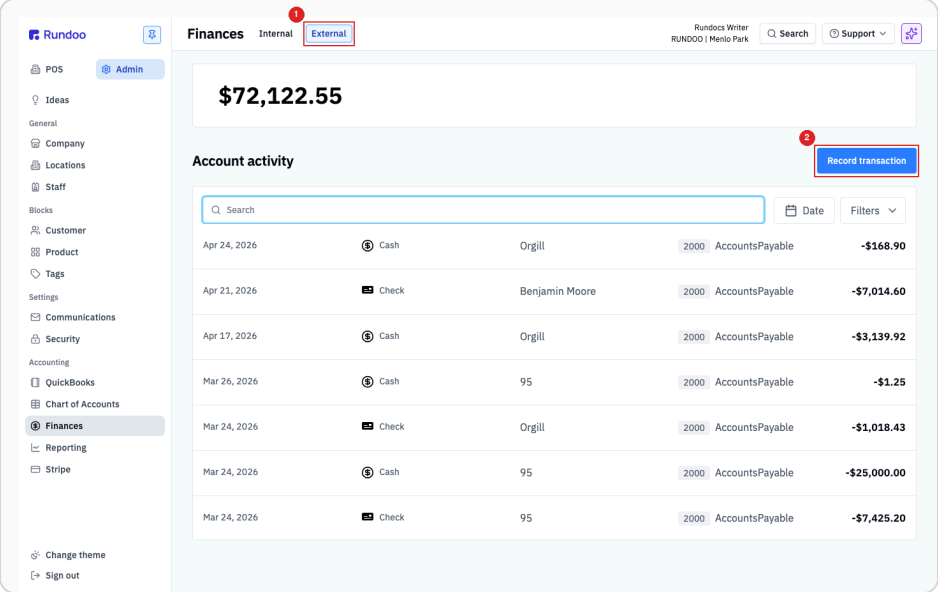
Need to top up your Rundoo balance, maybe to cover a big vendor payment? You can pull money in from your main business bank. The first time, you'll do a one-time link with **Connect account** (Rundoo opens Stripe, you sign in to your bank, and confirm a code). After that, the button reads **Deposit funds**: click it, enter an amount, and hit **Continue**. Just know these pull-ins take about five business days to land, so they're not for last-minute cash. Your Internal account also comes with a **virtual card** for online purchases; that one is set up by Rundoo Support, so reach out to your guide to turn it on.



Deposit funds pulls money in from your linked outside bank. The modal shows which bank is connected and its current balance.

4 Record the cash and checks (External tab)

End of the day, you've got cash and checks to run to your own bank. You never deposit physical cash *into* Rundoo. You just record the deposit on the **External** tab so your books stay right. Click **Record transaction** and the modal opens on the **Deposit** toggle. For your checks, enter the amount and (this is the load-bearing part) choose the General ledger account **11300 Check deposits**. If cash is on the same slip, click **add another** and record it to **11200 Cash deposits**. Add a description, then click **Record deposit**.



The External tab: a running record of the cash and checks you deposit at your own bank, with Record transaction at the top-right.

KEEP IT HANDY

Internal vs. External at a glance

INTERNAL TAB **Your Rundoo bank account** Card sales land here. Pay vendors with Send ACH.	EXTERNAL TAB **Your record book** Log the cash and checks you take to your own bank.
SEND ACH (OUT) **No fee, no undo** Settles in 1 to 2 business days once sent.	DEPOSIT FUNDS (IN) **Pull from your linked bank** Takes about 5 business days to land.

Good to know

- Your drawer cash is already handled. Closing out the cash drawer moves that day's cash into **11200 Cash deposits** for you, so don't re-enter it and double-count.
- Route deposits carefully: checks to **11300 Check deposits**, extra cash to **11200 Cash deposits**. Never post checks to **11500 ACH deposits**, that bucket is only for Stripe customer ACH and mixing them breaks your reconciliation.
- Once a Send ACH is on its way, it can't be canceled. Double-check the vendor and amount on the confirmation screen first.
- To change your payout bank or cadence, or to set up a virtual card, call Rundoo Support at (650) 334-3205. Those aren't self-served.