

GETTING STARTED WITH RUNDOD · ACCOUNTING

In and Out of the Bank

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.