

Make It Behave

Set how a product is taxed, categorized, and rung up at the counter.

Step-by-step walkthrough ~3 min read Companion to the [2:41 video](#)

When you first add a product, you get the basics in: a name, an ID, a price. But you know every item in your store has its own story. Is it taxable? Does it carry a paint care fee? Should it flash a reminder for your team at the counter? The **Settings** tab is where you tell Rundoo how each product should behave. Set it once, and every sale of that item just does the right thing.

WHERE IT LIVES

Find the Settings tab

In **POS**, open **Products** from the left sidebar and click any product row to open its detail page. It lands on **History** by default. Along the top of the record sit six tabs: History, Inventory, Pricing, Costs, Catalog, and **Settings**. Everything below is on that last one.

The screenshot shows the Rundoo POS interface. On the left is a sidebar with navigation options: POS, Admin, Point of sale, Transactions, Receivables, Cash Drawers, Inventory, Orders, Transfers, Counts, Blocks, Products (highlighted), Customers, Vendors, Analytics, Dashboards, Reports, and Rundoo AI. The main content area is titled 'Products' and shows details for a specific product: '05482X-001 REGAL SELECT MATTE -BASE 2' by Benjamin Moore. Above the product name are buttons for 'Print label', 'View mobile label', 'Attach file', 'Duplicate', and 'Deactivate'. Below the product name is a tabbed interface with 'History', 'Inventory', 'Pricing', 'Costs', 'Catalog', and 'Settings' (highlighted). The 'Settings' tab shows various product metrics: 0 Units sold YTD, 0% Margin YTD, 0.8 Monthly turns, 5 12 months, 0 3 months, and 0 1 month. Below these metrics is a search bar and a table of transactions.

Transaction	Date	Location	Staff	Unit Cost	Avg Cost	On Hand
Shipment XSL52-0304R-Q	Mar 4, 2026 10:29am	R Redwood City	Rundoo Team	\$38.65	\$38.65	6 (+6)
Order XSL52-0304R-Q	Mar 4, 2026 10:29am	R Redwood City	Rundoo Team	\$38.65	\$38.65	0
Order XSL52-0304R-Q	Mar 4, 2026 10:28am	R Redwood City	Rundoo Team	\$38.65	\$38.65	0
Shipment JMW6R-0223H-Q	Feb 23, 2026 11:51...	H Charlotte	Rundoo Team	\$38.65	\$38.65	0 (+5)

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Open a product from the Products list, then click the Settings tab up top.

Each section saves on its own

The Settings tab is split into sections, and every section has its own **Cancel** and **Save**. Saving one does not commit changes in another, so click Save in each section you touch before you move on.

DO THIS

Walk the sections, top to bottom

1 Product Information: names and IDs

Up top you'll see **Primary ID** (what a cashier scans or types), **Product name**, and **Additional IDs**. Add as many extra IDs as you need, like a vendor code or the 12-digit UPC your barcode scanner reads. Type one in and click **Add**. Every ID here will also find the product at the counter.

The screenshot shows the Rundo POS interface. On the left is a sidebar with navigation options: POS, Admin, Point of sale, Transactions, Receivables, Cash Drawers, Inventory, Orders, Transfers, Counts, Blocks, Products (highlighted), Customers, Vendors, Analytics, Dashboards, Reports, and Rundo AI. At the bottom of the sidebar are 'Change theme' and 'Sign out' options. The main content area is titled 'Products' and has tabs for 'Products', 'Custom prices', 'Promotions', 'Spiffs', 'Gift cards', 'Catalog', and 'Integrations'. Below these tabs are buttons for 'Print label', 'View mobile label', 'Attach file', 'Duplicate', and 'Deactivate'. The product being viewed is 'REGAL SELECT MATTE -BASE 2' with a primary ID of '05482X-001' and a vendor code 'Benjamin Moore • 023906053536'. Below the product name is an 'Attach tag' button. A 'Settings' tab is highlighted with a red box. Under the 'Settings' tab, the 'Product Information' section is highlighted with a red box. It contains fields for 'Primary ID' (05482X-001), 'Product name' (REGAL SELECT MATTE -BASE 2), and 'Additional IDs optional' (023906053536). There is an 'Add' button next to the additional IDs field and 'Cancel' and 'Save' buttons at the bottom right of the section. Below the 'Product Information' section is a 'Categorization' section.

The Settings tab opens on Product Information. Scroll down and the rest of the sections follow.

2 Categorization: Department, Class, and Fineline

This is where you assign the product's **Department**, **Class**, and **Fineline**. It's the only place Class and Fineline can be set. You can't create new ones here, that's done in your Admin settings, but assigning them here is what powers clean reporting and any rule-based pricing or promotions you set up later. The more of your catalog that's classified, the more rules you can write once and let run.

3

Additional charges: per-product fees

If an item carries its own surcharge, like a paint care fee, a core charge, or a bottle deposit, add it here from the list you've already built in Admin. It rings as its own line at the counter, so the fee shows up plainly on the receipt.

4

Tax status: how it's taxed

Most items are simply **Taxable** or **Non-taxable**. The special case is **Single-use non-taxable**, for goods a contractor uses up on a job (paint, primer, caulk) rather than keeps. For the tax to actually come off, both the product and the customer need the single-use exemption set. One without the other still rings full tax.

5

Checkout: how it acts at the counter

These flags tell Rundoo to take an extra step when the item hits the cart. **Tintable** is the big one for paint: flip it on for any base that needs a color picked at the register, and Rundoo opens the tint picker every time it's rung. **Non-stock** is for service fees and one-off items. Heads up: when Non-stock is on, Rundoo won't pull a cost, so set the cost by hand on the sale or your margins will read wrong.

6

Notes: messages for your team

The **Notes** section works just like it does on a customer. **Internal notes** are a quiet, staff-only message on the record. **Sale reminders** are a pop-up that takes over the screen when the item hits the cart and has to be dismissed before the sale continues, great for a protocol-critical nudge. A sale product template note auto-adds a pre-written line to the ticket when you sell the item, which the cashier can then edit.

KEEP IT HANDY

The Settings tab at a glance

PRODUCT INFORMATION IDs & name Add a UPC or vendor code under Additional IDs.	CATEGORIZATION Department / Class / Fineline The only place to set Class and Fineline.
ADDITIONAL CHARGES Per-product fees Paint care, core charges, deposits. A separate line.	TAX STATUS Taxable / Single-use / Non-taxable Single-use needs the customer flag too.
CHECKOUT Tintable, Non-stock, and more Non-stock pulls no cost. Set it by hand.	NOTES Internal notes & reminders Sale reminders pop up and block the sale.

Good to know

- Non-stock does not populate a cost. If you leave it on, set the cost manually on the sale or your margins will be off.
- Single-use tax takes two flags: the product marked single-use taxable and the customer's single-use exemption. Both, or full tax rings.
- Departments, classes, finelines, and fees are created in Admin. On the Settings tab you assign them, you don't build them.
- Promotions and Units of measure each have their own video. The best way to get comfortable here is to open your practice store, pick a product, and flip the switches. It's all practice data, so nothing there is your real stock.