GETTING STARTED WITH RUNDOO · GO-LIVE DATA CHECK

Data Check: Sales History & Tax

The last go-live data check. Spot-check recent sales against your paper receipts, confirm your tax rate, and flag any duplicate accounts. Just enough to trust the numbers.

THREE THINGS TO CHECK

1

Recent sales

Match five or six against your paper receipts.

POS → Transactions → Completed

2

Tax rate

One rate per store, applied to the whole sale.

Admin → Locations

3

House accounts

Starting balance right; scan for duplicates.

POS → Customers

On each sale, confirm

1. The **subtotal**, **sales tax**, and **final total** match the paper receipt.
2. How it was paid: **Card**, **Cash**, or **Charge account**.
3. The **PO number** made the trip, if you use them.

Expect low totals

Short history is normal

Only your **recent** data comes over for this review. Low year-to-date totals and short transaction lists are expected, not a problem.

Found a duplicate? Do not merge it yourself, a merge cannot be undone. Type what you see into the **Ask a question** box under the video ("two accounts, same name and phone"). It goes straight to your Rundoo guide to fix before go-live.

Something off? Flag it with the sale ID or customer ID rather than fixing it in bulk. Rundoo corrects it on our side so the fix survives the final overnight sync.