Rundoo

GETTING STARTED WITH RUNDOO · INVENTORY

The Mistint Shelf

> Ring up store-use inventory at zero dollars, and hand your accountant a clean list.

Step-by-step walkthrough ~3 min read Companion to the 2:52 video

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It happens in every paint store. A customer asks for one color, you end up with a can of something else, and now that mistint is just sitting there. The trouble is bigger than the lost sale: that can is still counted as on-hand stock, and come tax time you need a clean way to write it off. Rundoo handles this with a store-use account, a special customer that represents your own store, so you can ring the can up at zero dollars, keep your counts honest, and leave your accountant a tidy paper trail.

WHAT IT IS

A customer account that is really your store

A store-use account is a normal customer record you turn into a charge account. You ring up mistints, colorant, break-room supplies, and anything else the store consumes internally against this account instead of a real customer. Every store-use sale does two things: it removes the product from your inventory the same way a retail sale does, and it posts a clean, zero-dollar invoice you can pull as a report later. There is no "charge account" checkbox to flip. What makes it a charge account is a statement-based `Finance term`, which you set in a moment.

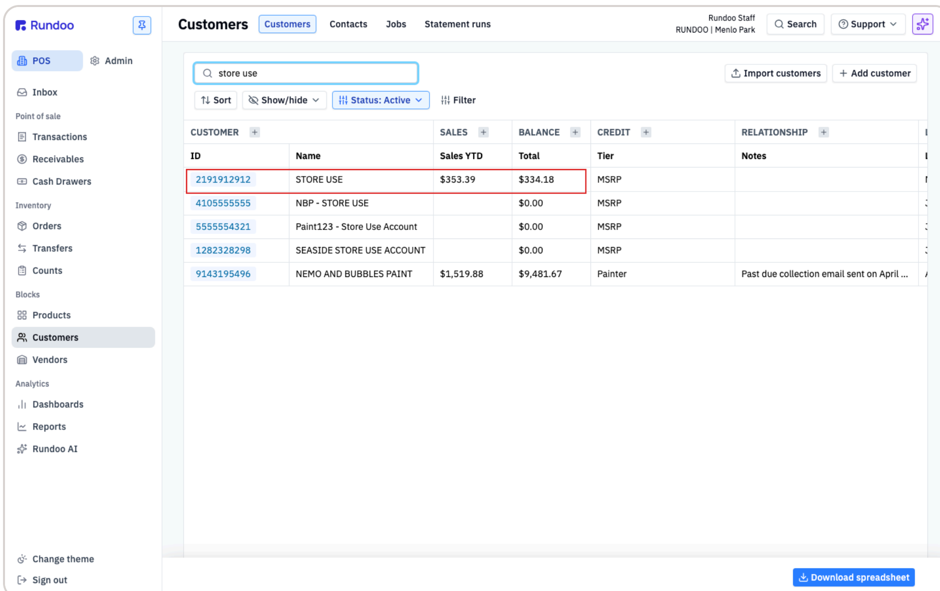
DO THIS

From mistint to write-off, step by step

1

Create the store-use account

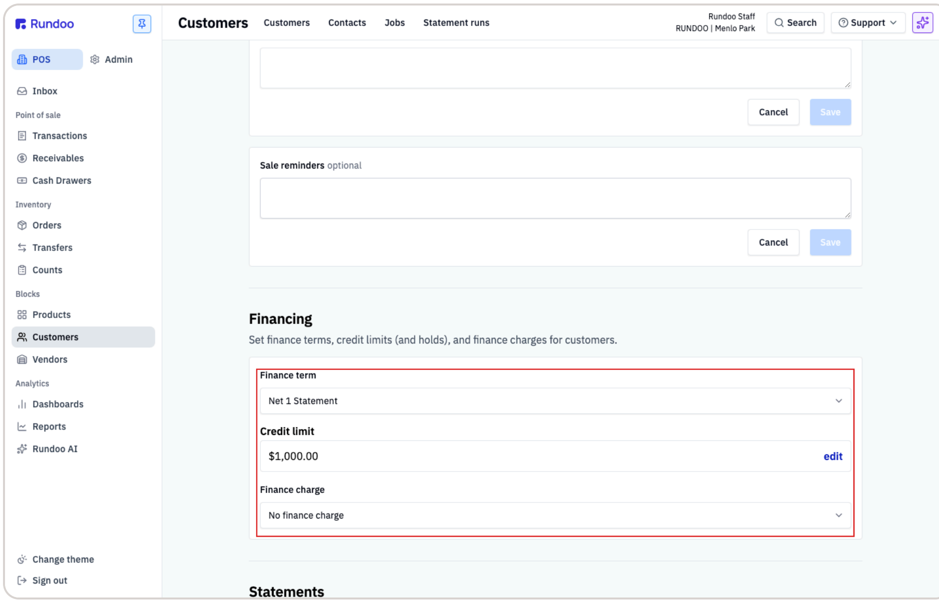
In **POS** mode, open **Customers** in the left sidebar and click **Add customer**. Give it a name your staff will spot fast, like your store name followed by "Store Use". Add any store phone number and your store's email (no one will actually call or write it), and leave the **Pricing tier** on its default. Click **Save**.



Name it so staff find it instantly at the counter. One account per category (mistints, colorant, cleaning) stays cleaner than one catch-all.

2 Turn it into a charge account

This is the step that makes the whole thing work. Open the new account, click the **Settings** tab, and scroll to **Financing**. Set the **Finance term** to **Net 1 Statement**, which tells Rundoo to treat this as a charge account that settles up each month. Give it a modest **Credit limit** (a thousand dollars is typical) and leave **Finance charge** on **No finance charge**. You are not paying yourself interest.



Without a statement-based finance term, the Charge account tender never unlocks at the register. This is the switch.

3 Add the store-use account to a new sale

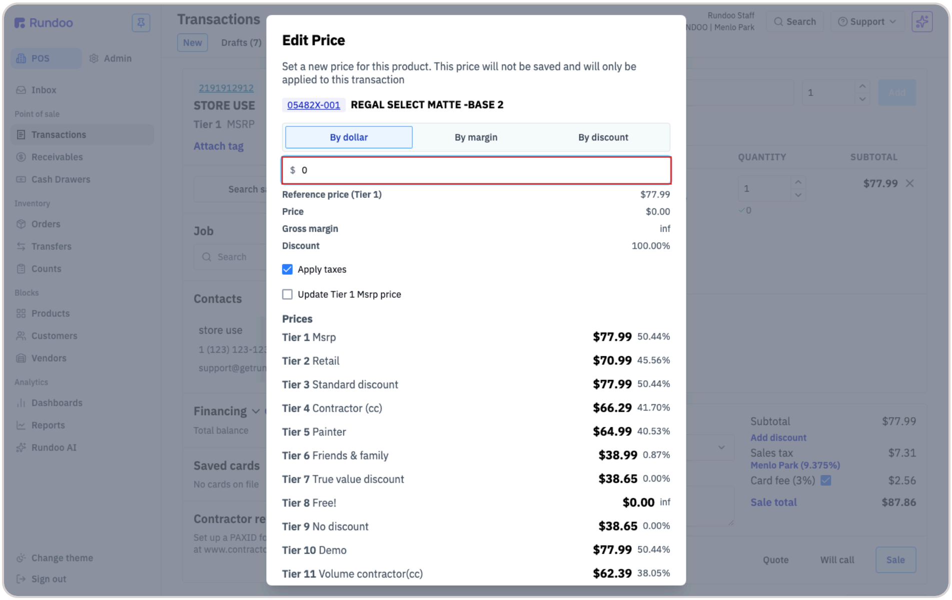
Open **Transactions** in the left sidebar and start a sale on the **New** tab. In the left panel, search accounts and attach your store-use account, exactly the way you would attach a regular customer.

4 Add the product and the color it was mistinted to

Add the exact product that was mistinted, for example a gallon of Regal Select. In the tint modal, pick the color the can actually ended up as, not the color the customer wanted, so your records match the can on the shelf. A red inventory banner may appear if stock is already low; that is fine, more on it below.

5 Edit the price down to zero

On the line item, click **Edit price**, keep it on **By dollar**, and set the price to **$0.00**. Hit **Save**. The line now reads **$0.00 non-taxable** and the cart total collapses to zero.



Set the line to $0.00. If you do this a lot, a "Store Use" pricing tier can zero every line automatically (see the tip below).

6 Complete the sale, and let the charge account settle it

Drop an optional note in **Internal notes** so the reason is filterable later ("mistint, wanted OC-117, got 2143-70"), then click **Complete sale**. Because you set that finance term, the tender defaults to **Charge account**, and Rundoo settles the zero-dollar invoice automatically. No card, no cash. Your inventory is now corrected.

7 Pull the year-end list for your accountant

Come tax time, open **Transactions › Completed** and search the store-use account by name. If you run more than one store, set the location pill to **All locations** so every store's usage lands in one view. Click **Download** top-right, pick a range like **Last year**, and Rundoo exports a CSV with the product, cost, date, and note on every row. Hand it straight to your accountant.

KEEP IT HANDY

At a glance

WHAT IT IS **A store-use account** A charge-account customer that stands in for your store.	THE SWITCH **Net 1 Statement** A statement finance term is what makes it a charge account.
RING IT UP **Edit price → $0.00** Tender defaults to Charge account and settles itself.	YEAR-END **Completed → Download** A CSV of every write-off, ready for the accountant.

Good to know

- A **You have 0 of this product available** banner is expected when you are writing off a can you still physically have. You can complete the sale and let inventory go negative. The paint is on the shelf, marked unsellable.
- Doing this often? Build a **Store Use** pricing tier that prices everything at $0.00 and assign it to the account. Products then drop in at zero with no per-line edit.
- Store-use is for stock you are removing from the books. If a mistint is salvageable and someone will buy it at half price, skip the store-use account and ring it up to that real customer at the lower price.