Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

OK to Pay

Voucher a received order into a bill, read your accounts-payable queue, and mark it paid. Received → Vouchered → Paid.

THE THREE STATES OF A BILL

1

Received

Stock is in, counts are updated, invoice details keyed in.

Voucher button is lit

2

Vouchered

Recorded as an unpaid bill on your books.

Your AP queue

3

Paid

Payment recorded, bill settled, loop closed.

Drops off the list

Do it in 4 steps

1. On the received order, click **Voucher**. It becomes a bill and moves to the **Vouchered** tab.
2. Work your bills at **POS** → **Orders** → **Vouchered**, your one accounts-payable list.
3. Open the order, click **Mark as paid**, pick the **Payment method**, confirm.
4. It lands in the **Paid** tab and your AP balance drops.

Fix a mistake

Revert voucher

Drops the order back to **Received** with details unlocked. Works only while **unpaid**, and never touches stock counts.

QuickBooks syncs overnight. A PO you voucher today shows up in QBO the next morning. Not instant, and that is expected. Still missing after a day? Check **Admin → QuickBooks**.

Paid means frozen. Once a bill is Paid you cannot revert it. Undoing means recording an offsetting payment, so loop in your bookkeeper first.