Rundoo

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

OK to Pay

> Voucher a received order into a bill, then mark it paid.

Step-by-step walkthrough ~3 min read Companion to the 3:04 video

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The truck came in, the stock is on the shelf, and you have keyed in the vendor's invoice details. Now it is time to handle the bill. Vouchering is the handoff from the warehouse side of your shop (what showed up) to the accounting side (what you owe). This guide picks up right where receiving left off, with the `Voucher` button lit and ready, and walks the order all the way to paid.

BEFORE YOU START

Pick up at the lit Voucher button

Checking in the truck and entering the four invoice fields (invoice date, due date, invoice number, and pay-to vendor) is its own video, "Check In the Truck." Once those are filled in on a received order, the `Voucher` button at the bottom right turns blue. That is your starting line here.

DO THIS

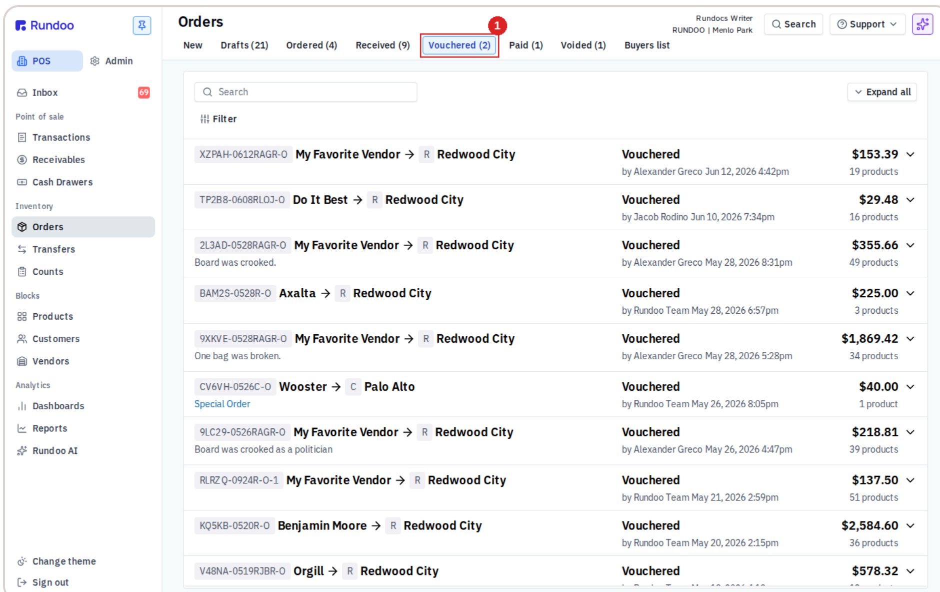
Voucher to paid, step by step

1. **Click Voucher to record the bill**

   With the invoice details in, click `Voucher`. That one click tells Rundoo this is now an official bill that needs to be paid. The order leaves the `Received` tab and moves over to the `Vouchered` tab. Nothing about your stock counts changes. You are only recording the paperwork.

2 Read the Vouchered tab as your what-do-I-owe list

Open **POS** → **Orders** → the **Vouchered** top tab. Every row here is an unpaid bill, so this is the single place to see everything you owe your vendors right now. There is no separate accounts-payable list anywhere else in Rundoo. Each row shows the order number and vendor, the location it was received to, who vouchered it and when, a **Vouchered** status pill, and the invoice total on the far right. The tab label carries a live count, like **Vouchered (2)**, so you can tell at a glance how many bills are in flight. Use **Filter** to narrow to one vendor when you are cutting a batch of checks.



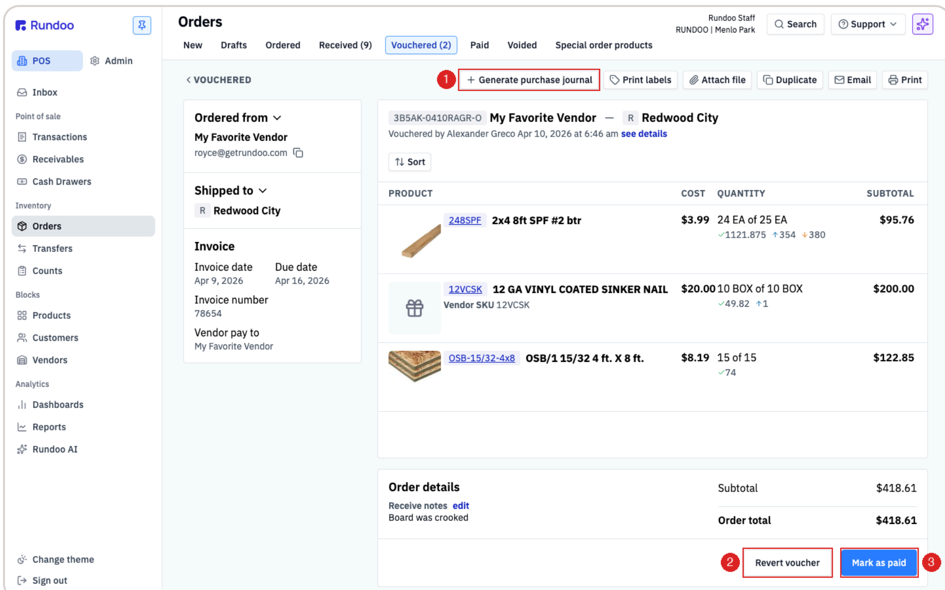
The Vouchered tab is your accounts-payable queue. The tab label shows a live count of bills waiting to be paid.

3 Know that QuickBooks syncs overnight

If you use the QuickBooks integration, vouchering is the step that sends the bill over. It is not instant. A purchase order you voucher today shows up in QuickBooks the next morning, as a purchase-journal entry that debits Inventory and credits Accounts Payable. So do not worry if you do not see it right away. That is expected. If a PO has been vouchered for more than a day and still is not there, check the sync status under **Admin** → **QuickBooks**.

4 Spot a typo? Use Revert voucher

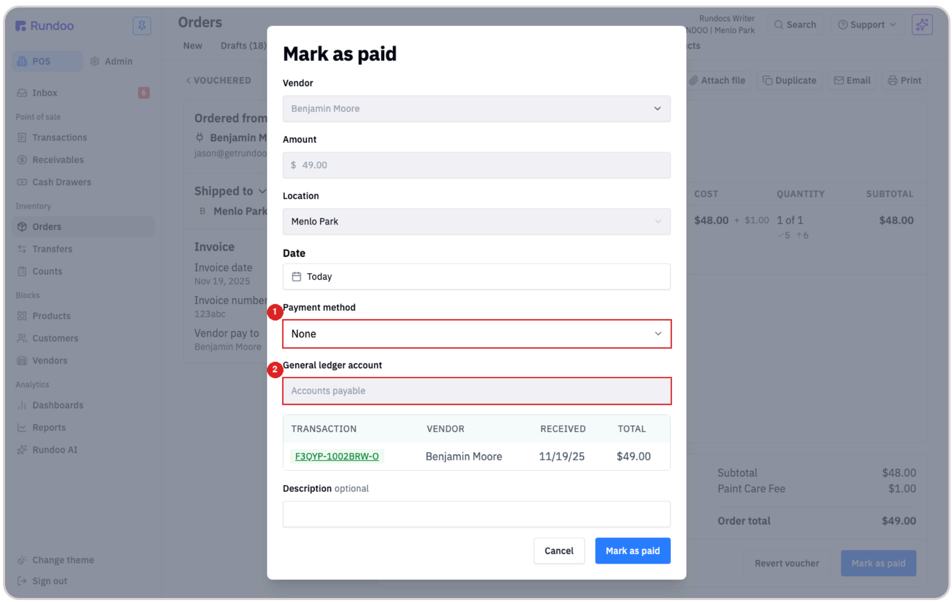
Say you catch a wrong invoice number after vouchering. No problem. Click the order to open it from the **Vouchered** tab. The invoice panel on the left is now read-only, and the buttons at the bottom right have changed to **Revert voucher** and **Mark as paid**. Click **Revert voucher** and the order drops right back to **Received** with the invoice details unlocked so you can fix them. It reverses the journal entry cleanly and does not touch your stock counts at all. Fix the detail, then click **Voucher** again. Reverting only works while the bill is unpaid, and since you are in your practice store, go ahead and try it without worrying about your real books.



On an open vouchered order the invoice panel is read-only. Revert voucher and Mark as paid sit at the bottom right.

5 Mark it paid when the money has moved

Once you have cut the check or sent the payment, open the order and click **Mark as paid**. A window opens with the vendor, amount, and location already filled in, the date set to today, and the general ledger account set to **Accounts payable**. The one decision that matters is **Payment method**: pick how the money actually moved (**Card**, **Cash**, **Check**, or **Bank transfer**). Choosing **Check** reveals a print check link if you use pre-printed check stock. Add a check or confirmation number in **Description** if you like, then click **Mark as paid** at the bottom.



The Mark as paid window pre-fills vendor, amount, location, date, and GL account. Choose the payment method, then confirm.

6 Watch it land in Paid

Marking it paid is the only way an order leaves the **Vouchered** tab. In the same click it moves to the **Paid** tab (the sibling tab immediately to the right), your accounts-payable balance drops by the payment amount, and Rundoo posts a second journal entry: debit Accounts Payable, credit whatever you paid from. That settles the bill and closes the loop.

KEEP IT HANDY

Vouchering at a glance

THE LIFECYCLE **Received → Vouchered → Paid** One order, one path, three tabs.	WHERE AP LIVES **POS → Orders → Vouchered** Every unpaid bill, in one list.
FIX A MISTAKE **Revert voucher** Works only while the bill is unpaid.	QUICKBOOKS **Syncs overnight** Voucher today, see it in QBO tomorrow.

Good to know

- Reverting a voucher only touches the paperwork. Your received stock counts stay exactly as they were.
- Once an order is marked Paid the bill is frozen. Undoing a paid bill means recording an offsetting payment, not reverting, so talk to your bookkeeper before you touch it.
- Marking paid is one order at a time through the modal. There is no bulk mark-paid and no separate clear action.
- If a vendor invoice needs freight, fees, or an early-pay discount trued up first, that is the next video, "Square Up the Invoice."