

GETTING STARTED WITH RUND00 · SETUP

Send the Whole Month

Rundoo builds every charge-account statement overnight on your statement day. When you sit down, all that's left is to review and send.

THE TWO DELIVERY TRACKS

1

Email

Goes to every contact with an email on file.

[Click Send statements](#)

2

Mail

One PDF packet to print, stuff, and mail.

[Click Download statements](#)

3

Finish

Marks the run done and logs it in history.

[Click Complete](#)**Run it in 5 steps**

- 1 Open **Customers** → **Statement** runs in POS.
- 2 Spot the ready-to-send banner, click **View details**.
- 3 Click **Preview** and scroll the batch.
- 4 Click **Send statements**, then **Download statements**.
- 5 Print and mail the paper copies, then click **Complete**.

When it's ready**Overnight, on your statement day**

Set in [Admin](#) → [Communications](#), defaults to the 20th. The banner on Statement runs is your cue.

The one to remember: the run generates on its own, but it does not send on its own. Nothing reaches a customer until you press send.

No email on file? A customer with no contact email is skipped from the email count. Send them a downloaded copy instead.