Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Square Up the Invoice

Add freight, fees, and discounts so a received order's total matches the vendor's bill before you voucher.

WHICH TOOL FOR THE JOB

1

Line cost is off

Vendor billed a different price on one item.

COST column → edit

2

Freight or surcharge

A charge on the whole invoice, not one line.

Order details → Add fee or discount

3

Vendor discount

Money off the whole invoice.

Add fee or discount, negative amount

Add a whole-invoice charge in 4 steps

1. Open the received order, find **Order details** at the bottom right.
2. Click **Add fee or discount**.
3. Pick the **GL account**, name it, enter the **Amount**.
4. Click **Add fee**. The order total updates.

Fee or discount?

Fee = positive
Discount = negative

Freight usually posts to Cost of Goods Sold.

The one gotcha: a fee posts as a single line to your books. Rundoo does not spread freight across each item. If you need freight inside a specific item's unit cost, work out the share yourself and edit that line's COST.

Two different effects: editing a line's COST moves that item's cost history. Add fee or discount only moves the order total. Pick the one that matches what you're adjusting.