Rundoo

GETTING STARTED WITH RUNDOO · PURCHASE ORDERS

Square Up the Invoice

> Add freight, fees, and discounts so your order total matches the bill.

Step-by-step walkthrough ~3 min read Companion to the 3:10 video

You've checked in the truck, the stock is on your shelves, and now you're holding the vendor's paper invoice. Sometimes the total on that paper doesn't quite match the total on your screen. Maybe a price crept up since you placed the order, or there's a freight charge that was never on the PO. That's a normal last step. Before this order goes to your books, let's get the two totals to match to the penny.

TWO WAYS TO TRUE UP A TOTAL

Line cost vs. an invoice-level charge

Rundoo gives you two separate tools, and it helps to know which does what before you start. Editing a line's **COST** changes the price of that specific item and flows into its cost history. **Add fee or discount** lays a charge across the whole invoice, like freight, without touching any single line. Most reconciliations use one or the other, and some use both.

Open the order you need to square up. Received orders live under the **Received** top tab in **Orders**, and a received order you're still working on will show its line items on the right and an **Order details** panel at the bottom.

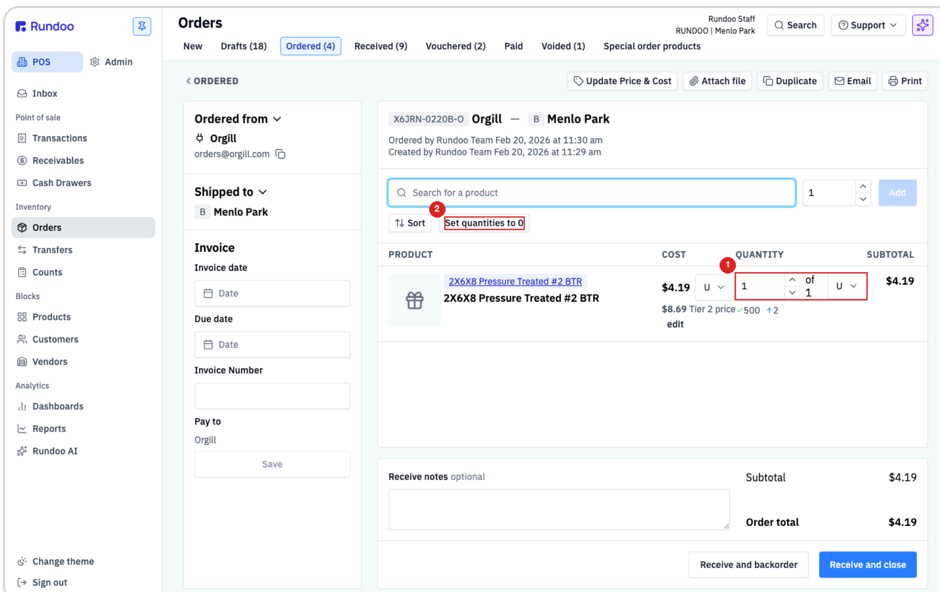
DO THIS

Match the total, step by step

1 Correct a line cost the vendor billed higher

Start with the cost of the items themselves. Say a box of deck screws went up a few cents since you ordered it, and the invoice bills a little more per box. Find that item on the order, and right in the `COST` column click `edit`. Type in the correct unit cost from the invoice. Rundoo recalculates the line subtotal and the order total for you.

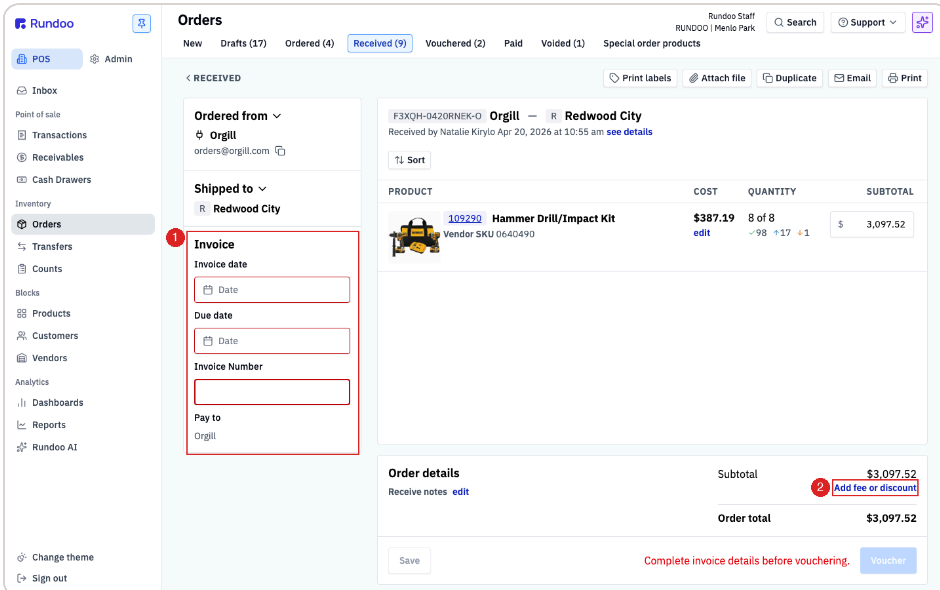
This is how you handle any per-item price change, and the corrected cost flows straight into that item's cost history.



Click **edit** under the **COST** cell to set the unit cost the vendor actually billed. The subtotal and order total recompute on their own.

2 Open Add fee or discount for whole-invoice charges

Now for charges that apply to the whole invoice, like freight or a handling surcharge. Say the invoice carries a freight charge that isn't on the order yet. Head to the **Order details** panel at the bottom right, and click **Add fee or discount**.



Add fee or discount sits in the **Order details** panel, bottom right, just above the order total.

3 Name the charge and enter the amount

First, tell Rundoo where the charge belongs in your books by picking a **GL account**. Most stores post freight to **Cost of Goods Sold**. Give it a clear name, like Freight, and enter the **Amount**. A fee is a positive number. If you were adding a vendor discount instead, you'd enter it as a negative number.

Click **Add fee**. The charge appears as its own line above the total, and the order total updates. Check it against your paper invoice, and it should now match exactly.

4 You're squared up and ready to voucher

That's it. The total on your screen matches the total in your hand. With the invoice details filled in, this order is ready to voucher and hand off to your books. You've now walked a purchase order all the way through, from a draft, to an order, to receiving it, to an invoice that lines up to the penny.

KEEP IT HANDY

The two tools at a glance

FIX A LINE COST **COST column → edit** Changes that item's unit cost and its cost history.	WHOLE-INVOICE CHARGE **Order details → Add fee or discount** Freight, surcharges, or vendor discounts.
FEE OR DISCOUNT **Positive = fee · Negative = discount** Enter the amount right in the modal.	WHERE IT POSTS **The GL account you pick** Most stores use Cost of Goods Sold for freight.

Good to know

- A fee posts as one line to your books. Rundoo does not spread that freight across each individual box on the order.
- If you truly need freight baked into a specific item's unit cost, work out the per-unit share yourself and edit that line's **COST**, just like in step one.
- Editing a line's **COST** moves that item's cost history. **Add fee or discount** only moves the order total. Pick the tool that matches what you're really adjusting.