GETTING STARTED WITH RUNDOO · ACCOUNTING

Your Books, From Day One

Three settings set your financial foundation: your Chart of Accounts, your account mapping, and your cost method. Set them to match your accountant and Rundoo does the rest.

THE THREE PIECES

1

Chart of Accounts

The list of every account in your books. Pre-seeded, so you can post from day one.

Admin → Chart of Accounts → Accounts

2

Account mapping

Points each transaction type at the right GL account from your list.

Admin → Chart of Accounts → Mapping

3

Cost method

A reporting preference. Leave on Average cost unless told otherwise.

Admin → Company → Cost management

Add an account in 4 taps

1. On the **Accounts** tab, click **Add account**.
2. Enter a **Name** (e.g. Shop supplies).
3. Pick a **Type** and a **Number** (e.g. Expense, 6100).
4. Click **Save**. Then map it before anything posts to it.

Six account types

Asset · Liability · Equity · Income · COGS · Expense

Rundoo uses **Income**, not "Revenue," and keeps **COGS** as its own type so your gross margin stays clean.

Mapping changes look forward only. Editing a mapping affects new transactions, never your past records. To change one, click the row and pick a new **GL account**. Control account and Location stay locked.

Cost method does not drive your books. Your COGS and P&L always use the actual cost on the receipt. Check with your bookkeeper before changing it, and loop in your Rundoo guide with any questions.