

View and Manage accounts in RunOnweb

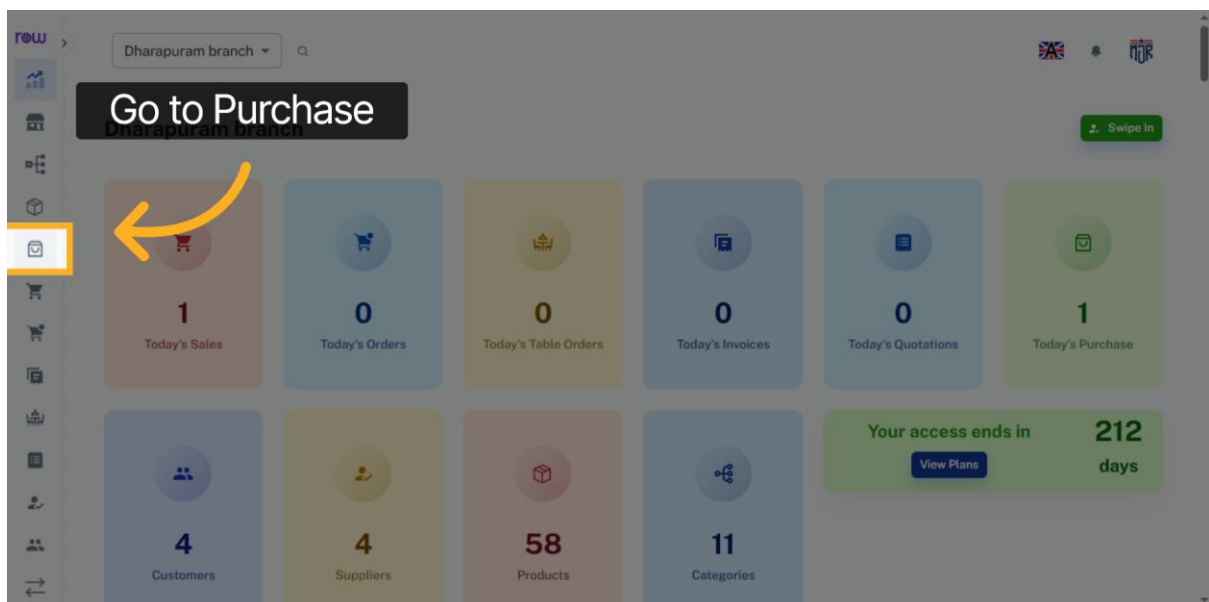
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1. Introduction

In this tutorial, you will learn how to view and manage the accounting.

2. Go to purchase Menu

Go to the Purchase menu.



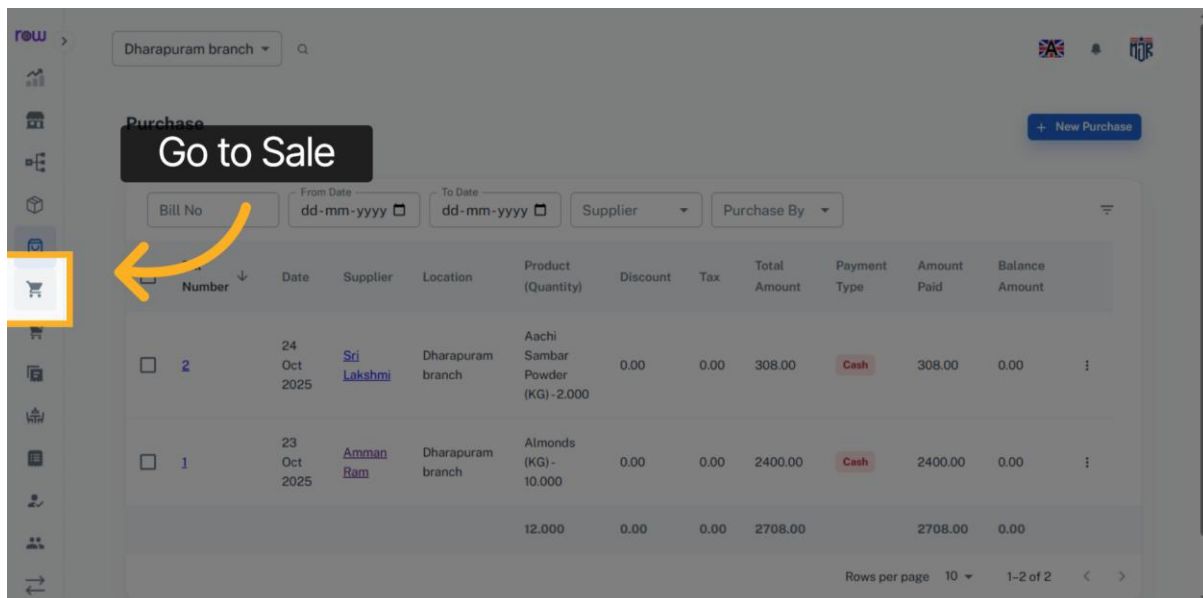
3. Purchase list Screen

You can view the purchases list after the purchase is successfully created.

Bill Number	Date	Supplier	Location	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Paid	Balance Amount
2	24 Oct 2025	Sri Lakshmi	Dharapuram branch	Aachi Sambar Powder (KG) - 2.000	0.00	0.00	308.00	Cash	308.00	0.00
1	23 Oct 2025	Amman Ram	Dharapuram branch	Almonds (KG) - 10.000	0.00	0.00	2400.00	Cash	2400.00	0.00
					12.000	0.00	0.00	2708.00	2708.00	0.00

4. Go to sale Menu

Go to sale menu



5. Sales list Screen

You can view the sales list after the sale is successfully created.

Print	Bill Number	Sale Type	Sale Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	Profit Amount
Print	2	Retail	24 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	434.00	Cash	434.00	0.00	-6.00 (-2.50%)
Print	1	Retail	23 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	234.00	Cash	0.00	234.00	-6.00 (-2.50%)
					2.000	52.00	0.00	668.00		434.00	234.00	

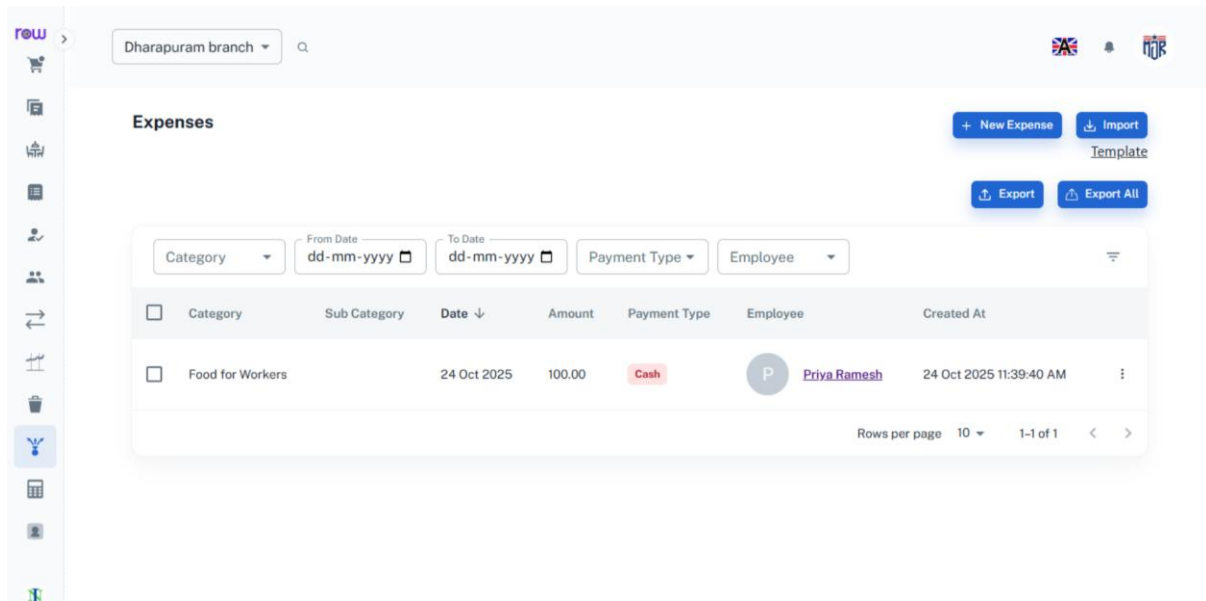
6. Go to Expense Menu

Go to Expense menu

Print	Bill Number	Sale Type	Sale Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	Profit Amount
Print	2	Retail	24 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	434.00	Cash	434.00	0.00	-6.00 (-2.50%)
Print	1	Retail	23 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	234.00	Cash	0.00	234.00	-6.00 (-2.50%)
					2.000	52.00	0.00	668.00		434.00	234.00	

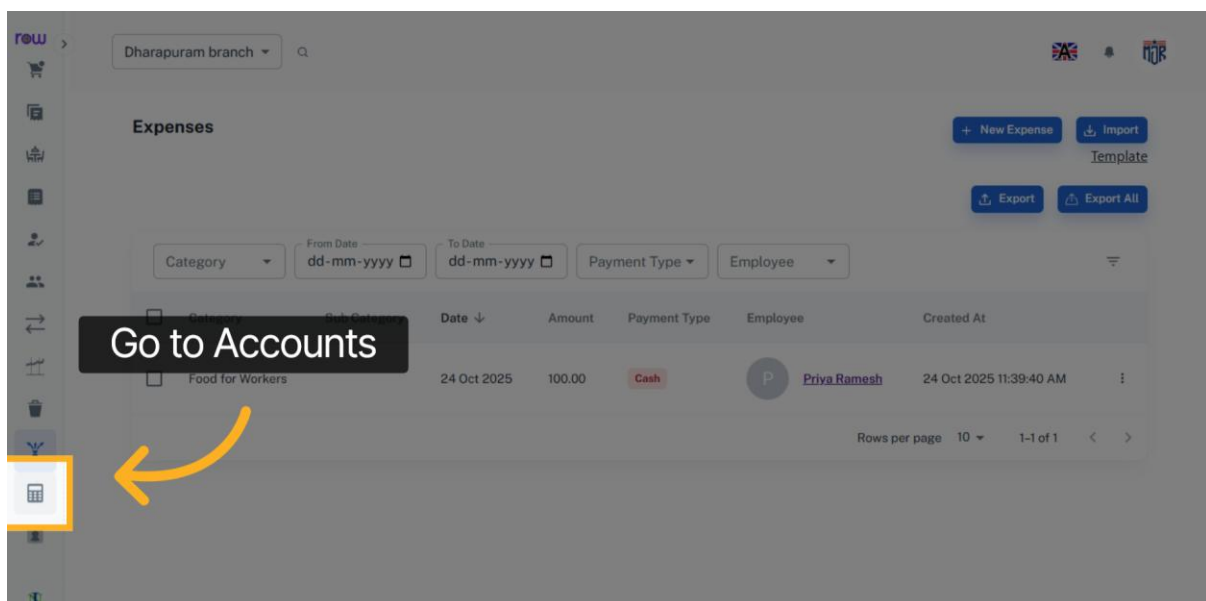
7. Expenses list Screen

You can view the expenses list after the expense is successfully created.



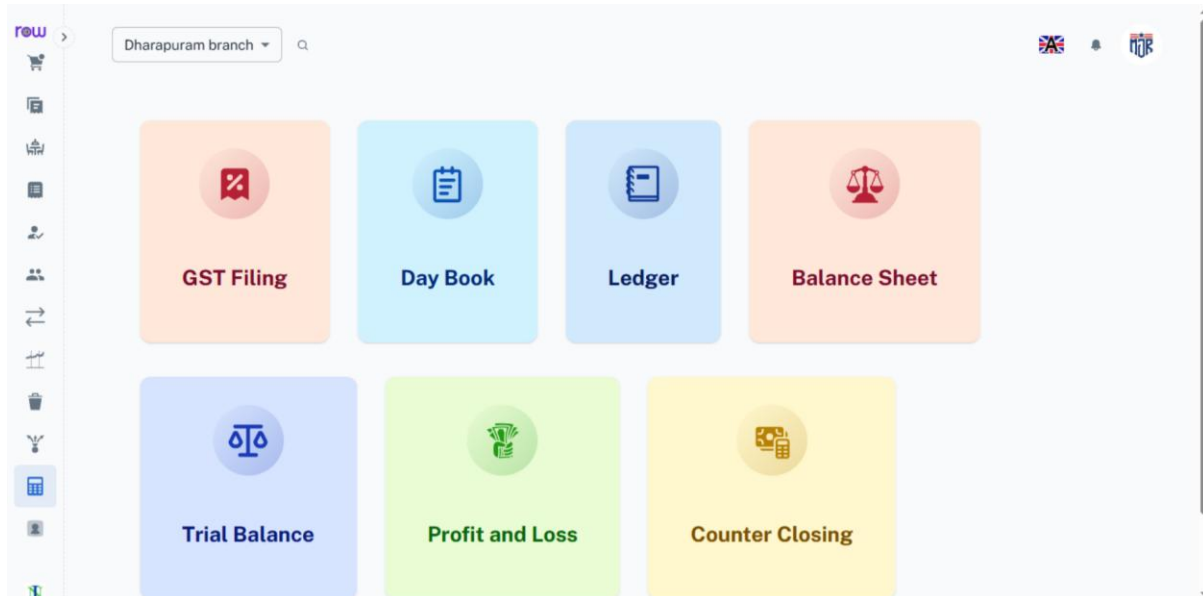
8. Open Accounts menu

Go to the Accounts menu.



9. Accounts Screen

You can view the accounting reports such as Day Book, Ledger, Balance Sheet, Trial Balance, Profit and Loss and all other accounts in the accounts section.



10. Day Book

The created purchases, sales, and expenses are recorded and reflected in the Day Book.

The screenshot shows the 'Day Book' screen for the 'Dharapuram branch'. The title 'Day Book' is centered, with 'Basis: Accrual' and 'From 24 Oct 2025 to 24 Oct 2025' below it. A table lists transactions with columns for Date, Particulars, Debit, and Credit. The transactions include purchases, payments, sales, and expenses for the date 24 Oct 2025. A summary row at the bottom shows a total debit of 842.00 and a total credit of 742.00, with a difference of 100.00 highlighted in red. A note at the bottom states '**Amount is displayed in your base currency INR'.

Date	Particulars	Debit	Credit
24 Oct 2025	Purchase 2 from supplier Sri Lakshmi	0	308.00
24 Oct 2025	Amount paid to supplier Sri Lakshmi for purchase 2	308.00	0
24 Oct 2025	Sale 2 to customer Arul	434.00	0
24 Oct 2025	Amount received from customer Arul for sale 2	0	434.00
24 Oct 2025	Expense for Food for Workers - (Priya Ramesh)	100.00	0
As of 24 Oct 2025		842.00	742.00
		100.00	

11. Ledger

The created purchases, sales, and expenses are recorded and reflected in the Ledger.

row

Dharapuram branch

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Ledger

Basis: Accrual
From 24 Oct 2025 to 24 Oct 2025

Date	Particulars	Reference	Debit	Credit
Purchase				
24 Oct 2025	Purchase 2 from supplier Sri Lakshmi	2	0	308.00
24 Oct 2025	Amount paid to supplier Sri Lakshmi for purchase 2	2	308.00	0
		As of 24 Oct 2025	308.00	308.00
Sales				
24 Oct 2025	Sale 2 to customer Arul	2	434.00	0
24 Oct 2025	Amount received from customer Arul for sale 2	2	0	434.00
		As of 24 Oct 2025	434.00	434.00

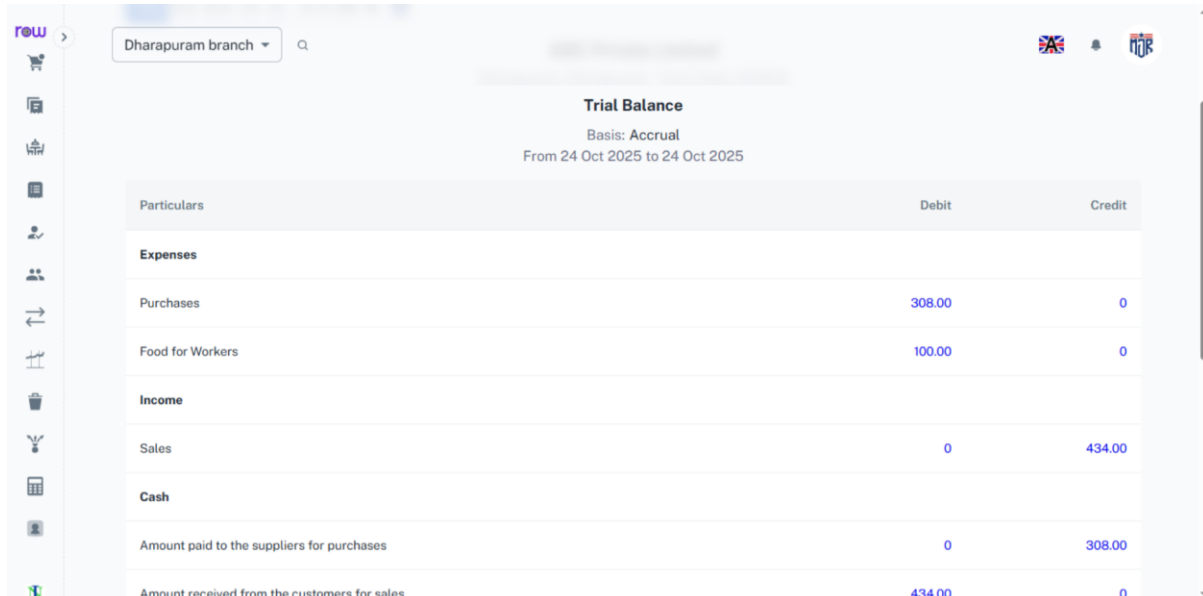
12. Balance Sheet

The created purchases, sales, and expenses are recorded and reflected in the Balance sheet.

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13. Trial Balance

The created purchases, sales, and expenses are recorded and reflected in the Trial balance.

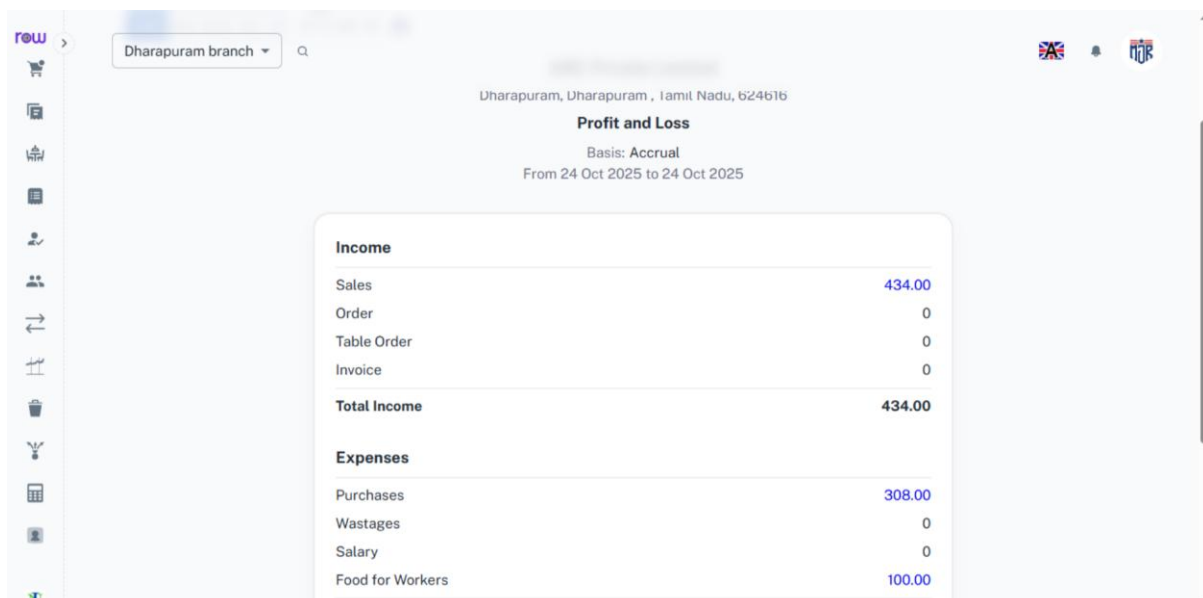


The screenshot shows the 'Trial Balance' report for the 'Dharapuram branch'. The report is based on the 'Accrual' basis for the period from 24 Oct 2025 to 24 Oct 2025. The table lists various accounts with their respective debit and credit balances.

Particulars	Debit	Credit
Expenses		
Purchases	308.00	0
Food for Workers	100.00	0
Income		
Sales	0	434.00
Cash		
Amount paid to the suppliers for purchases	0	308.00
Amount received from the customers for sales	434.00	0

14. Profit and Loss

The created purchases, sales, and expenses are recorded and reflected in the Profit and Loss. Similarly, you can view orders, invoices, quotations, and more in the Accounts. In addition to the Day Book, Ledger, Trial Balance, Balance Sheet, and Profit and Loss, you can access various other accounting reports in the Accounts section.



The screenshot shows the 'Profit and Loss' report for the 'Dharapuram branch'. The report is based on the 'Accrual' basis for the period from 24 Oct 2025 to 24 Oct 2025. The report is divided into 'Income' and 'Expenses' sections.

Income	
Sales	434.00
Order	0
Table Order	0
Invoice	0
Total Income	434.00
Expenses	
Purchases	308.00
Wastages	0
Salary	0
Food for Workers	100.00



Thank You