

Generate, Download and Print bill in RunOnweb

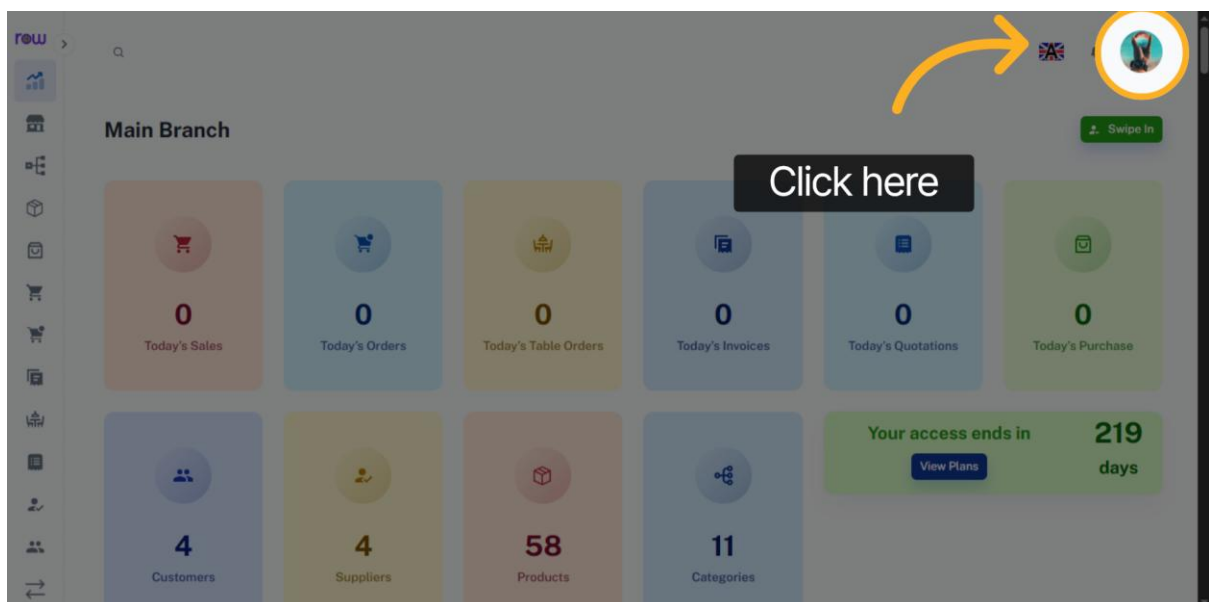
Go to runonweb.com

1. Introduction

In this tutorial, you will learn how to print a bill and how to change a template of the bill.

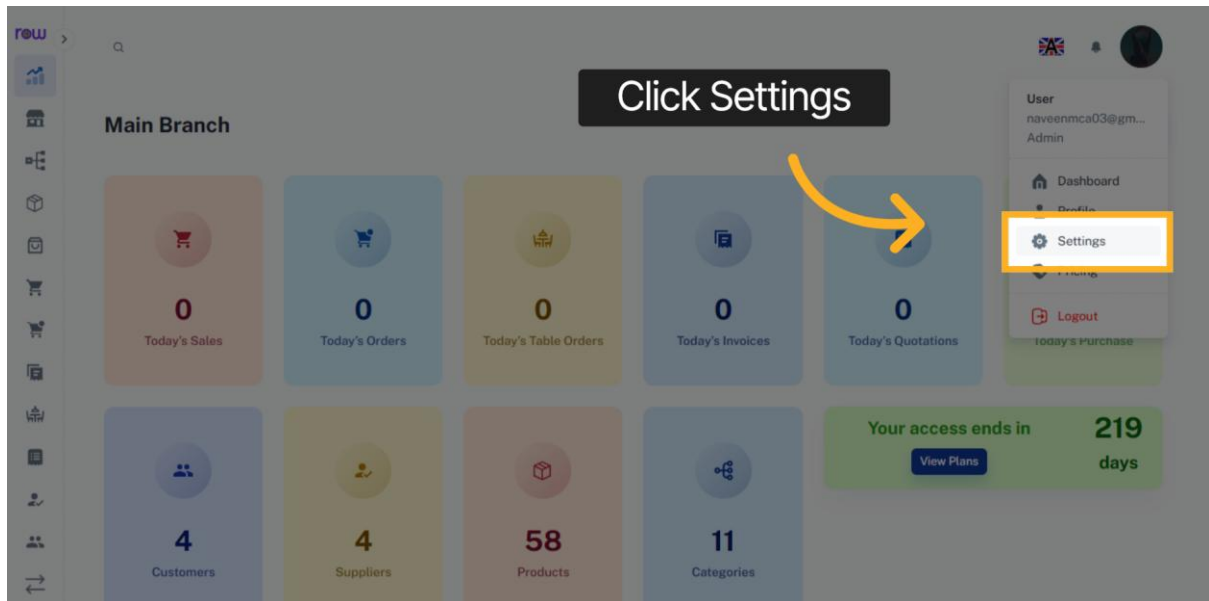
2. Profile Menu

Click the profile to view the options.



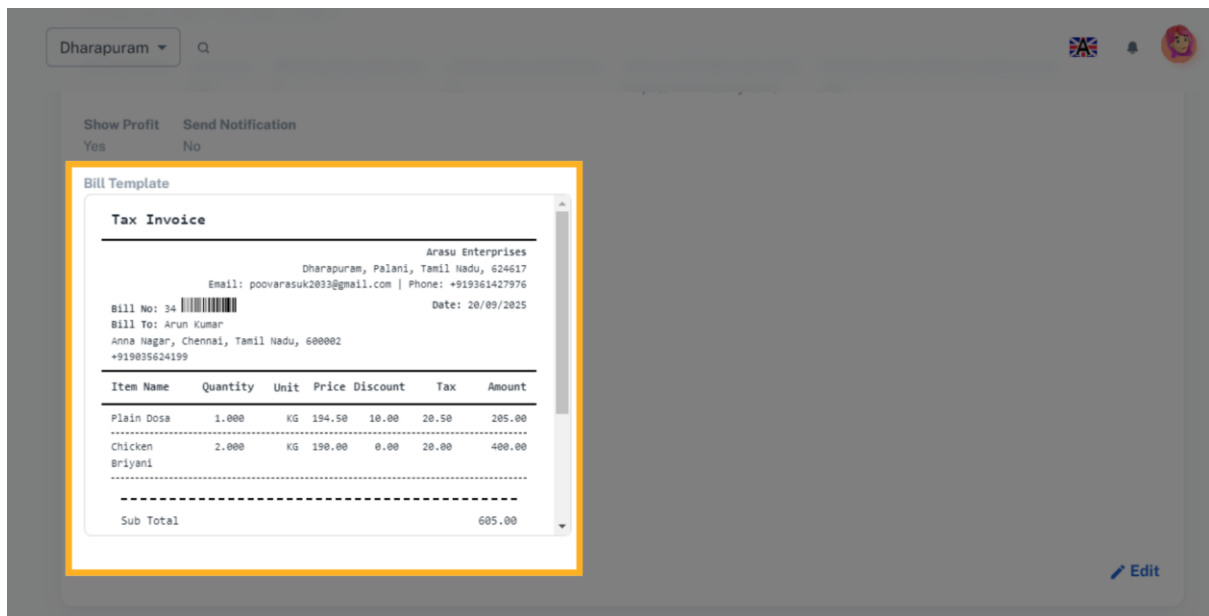
3. Settings Menu

Click the settings menu to open the settings.



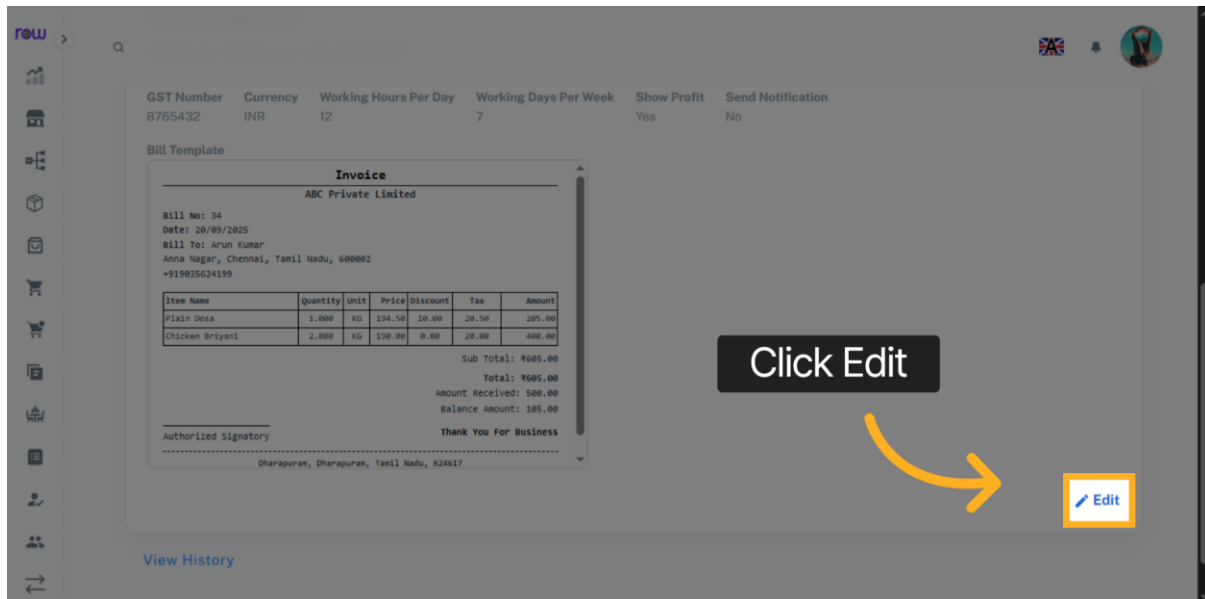
4. Bill Template

You can view the bill template that is currently applied.



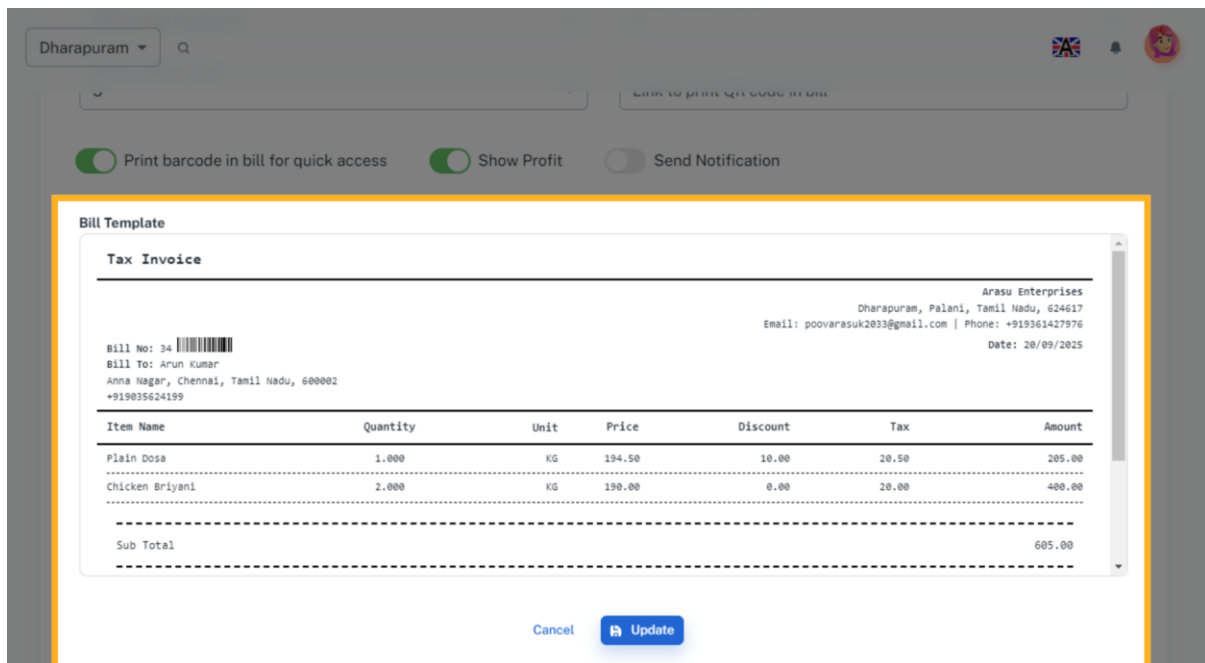
5. Edit

Click the Edit button to edit the bill template.



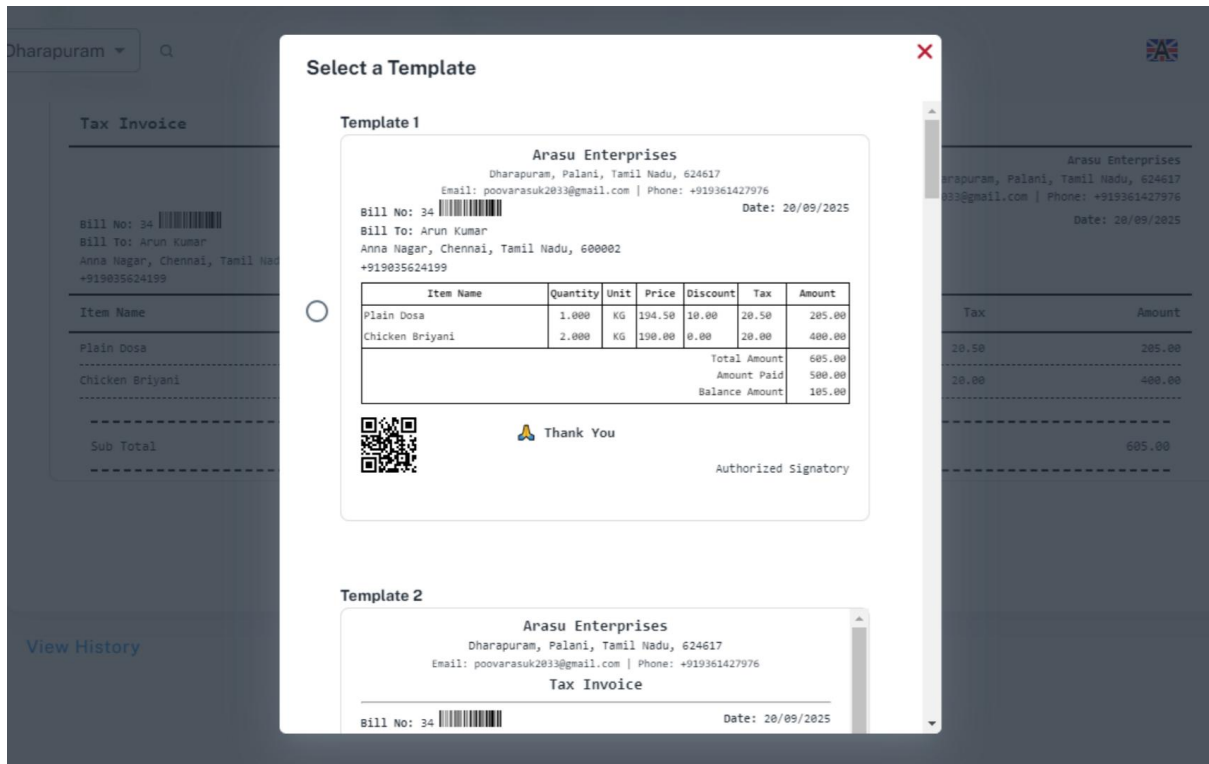
6. Template

Click the Bill Template to change it.



7. Template Selection

You can view 10 templates in different styles and choose the one that best suits your needs.



8. QR code Link

Please enter the link to print the QR code in the bill. otherwise, the QR code will not be displayed.

Dharapuram

Dharapuram
Address Line2

City
Palani
State
Tamil Nadu
Pincode
624617

Select Currency *
INR (Indian Rupee) ₹
Working Hours Per Day *
7

Working Days Per Week *
5
Link to print QR code in bill

☒ Print Bill Number as barcode in bill for quick access
☒ Show Profit
☐ Send Notification

Bill Template

Tax Invoice

Bill No: 34

Bill To: Arun Kumar
Anna Nagar, Chennai, Tamil Nadu, 600002
+919035624199

Arasu Enterprises
Dharapuram, Palani, Tamil Nadu, 624617
Email: poovarasuk203@gmail.com | Phone: +919361427976
Date: 20/09/2025

Item Name	Quantity	Unit	Price	Discount	Tax	Amount
Plain Dosa	1.000	KG	194.50	10.00	20.50	205.00

9. Barcode Printing

In Settings, enable this option to display the bill number as barcode in the bill for quick access.

Dharapuram

Dharapuram
Address Line2

City
Palani
State
Tamil Nadu
Pincode
624617

Select Currency *
INR (Indian Rupee) ₹
Working Hours Per Day *
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Working Days Per Week *
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Link to print QR code in bill

☒ Print Bill Number as barcode in bill for quick access
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Bill Template

Tax Invoice

Bill No: 34

Bill To: Arun Kumar
Anna Nagar, Chennai, Tamil Nadu, 600002
+919035624199

Arasu Enterprises
Dharapuram, Palani, Tamil Nadu, 624617
Email: poovarasuk203@gmail.com | Phone: +919361427976
Date: 20/09/2025

Item Name	Quantity	Unit	Price	Discount	Tax	Amount
Plain Dosa	1.000	KG	194.50	10.00	20.50	205.00

10. Update Template

Click the Update button to save the changes.

Bill No: 34
Date: 28/09/2025
Bill To: Arun Kumar
Anna Nagar, Chennai, Tamil Nadu, 600002
+919035624159

Item Name	Quantity	Unit	Price	Discount	Tax	Amount
Plain Dosa	1.000	KG	194.50	10.00	20.50	205.00
Chicken Briyani	2.000	KG	190.00	0.00	20.00	400.00

Sub Total: ₹605.00
Total: ₹605.00
Amount Received: 500.00
Balance Amount: 105.00
Thank You For Business

Authorized Signatory

Dharapuram, Dharapuram, Tamil Nadu, 624617
Email: naveenca@gmail.com | Phone: +919035624187

Cancel **Update**

[View History](#)

11. View History

Click View History to see the history of the templates.

Bill No: 34
Date: 28/09/2025
Bill To: Arun Kumar
Anna Nagar, Chennai, Tamil Nadu, 600002
+919035624159

Item Name	Quantity	Unit	Price	Discount	Tax	Amount
Plain Dosa	1.000	KG	194.50	10.00	20.50	205.00
Chicken Briyani	2.000	KG	190.00	0.00	20.00	400.00

Sub Total: ₹605.00
Total: ₹605.00
Amount Received: 500.00
Balance Amount: 105.00
Thank You For Business

Authorized Signatory

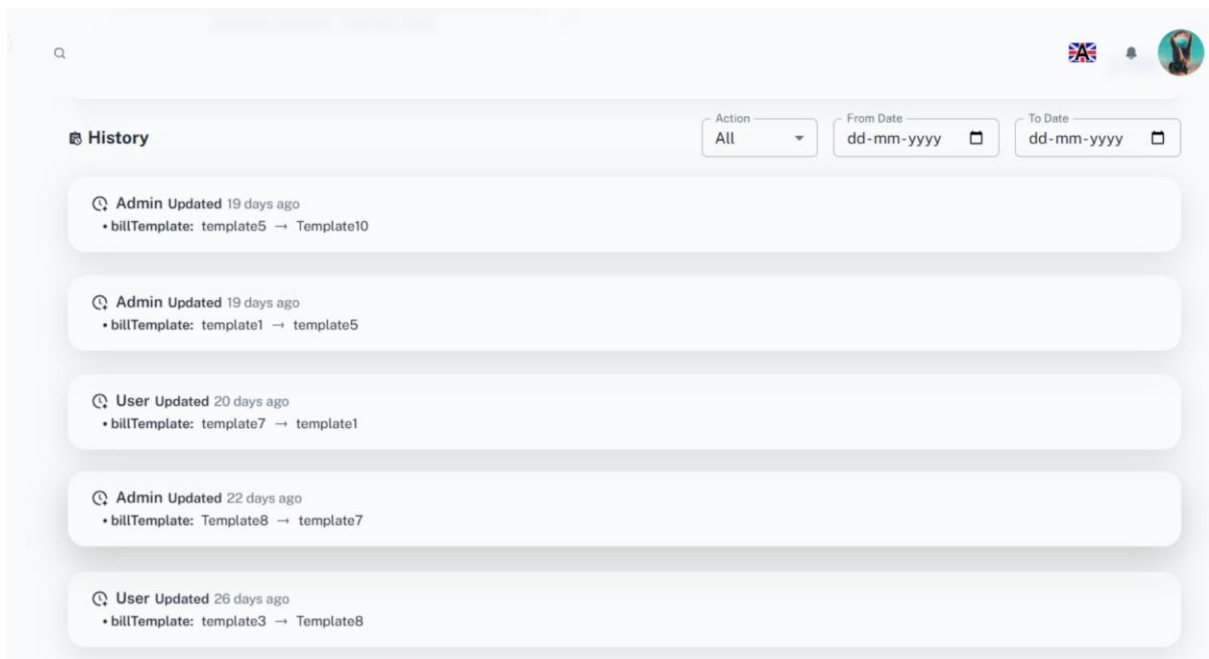
Dharapuram, Dharapuram, Tamil Nadu, 624617
Email: naveenca@gmail.com | Phone: +919035624187

Cancel **Update**

View History

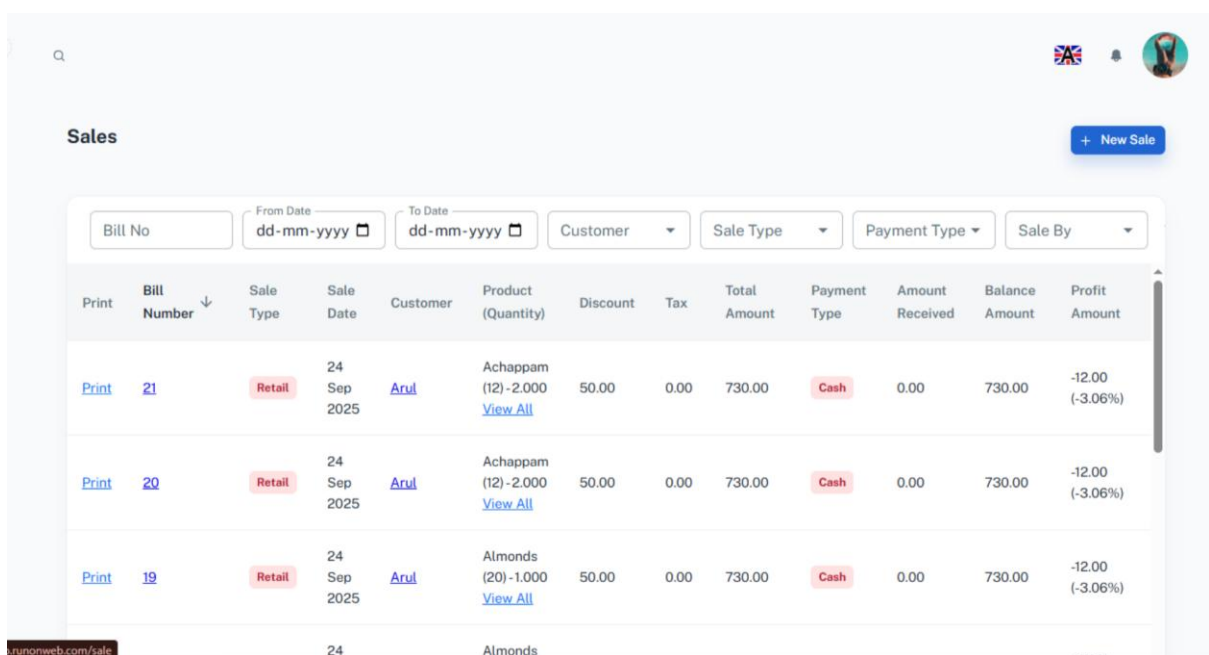
12. History

You can view the template history [here](#).



13. Sales list Screen

Go to the Sales List screen. You can view the sales list here.



14. Print

Click Print to generate and view the bill.

Click Print

Print	Bill Number	Sale Type	Sale Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	Profit Amount
Print	21	Retail	24 Sep 2025	Arul	Achappam (12) - 2.000 View All	50.00	0.00	730.00	Cash	0.00	730.00	-12.00 (-3.06%)
Print	20	Retail	24 Sep 2025	Arul	Achappam (12) - 2.000 View All	50.00	0.00	730.00	Cash	0.00	730.00	-12.00 (-3.06%)
Print	19	Retail	24 Sep 2025	Arul	Almonds (20) - 1.000 View All	50.00	0.00	730.00	Cash	0.00	730.00	-12.00 (-3.06%)

15. Print Section

You can view, download, and print the bill here. Likewise, you can generate a bill for an order, quotation, or invoice.

Bill

Tax Invoice

Arasu Enterprises
Dharapuram, Palani, Tamil Nadu, 624617
Email: poovarasuk2033@gmail.com | Phone: +919361427976

Bill No: 1
Bill To: Appoorva
2/3, North Street, Dharapuram, Dharapuram, Tamil Nadu, 689425
+918324574255

Date: 22/10/2025

Item Name	Quantity	Unit	Price	Amount
Chat Items	1.000	KG	45.00	45.00
Sub Total				45.00
Total				45.00
Amount Received				0.00
Balance Amount				45.00
Previous Pending Amount				45.00

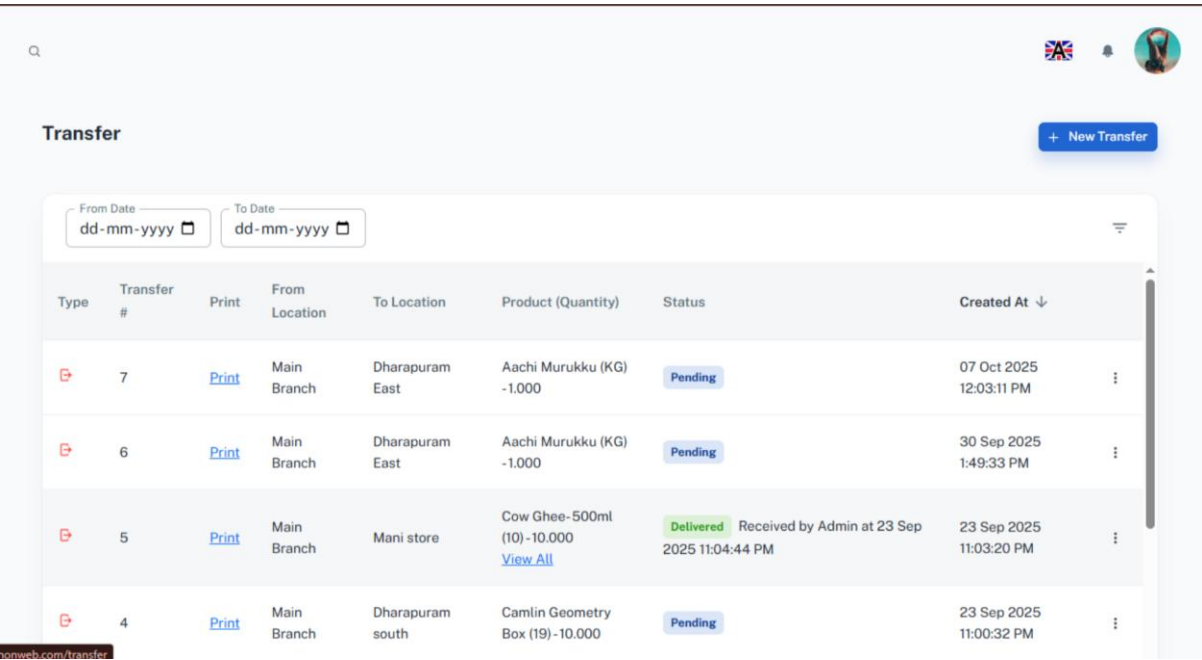
*** Thank You ***

Authorized Signatory

Cancel Download Print

16. Transfer Bill

Go to the Transfer List screen. You can view the Transfers list here.

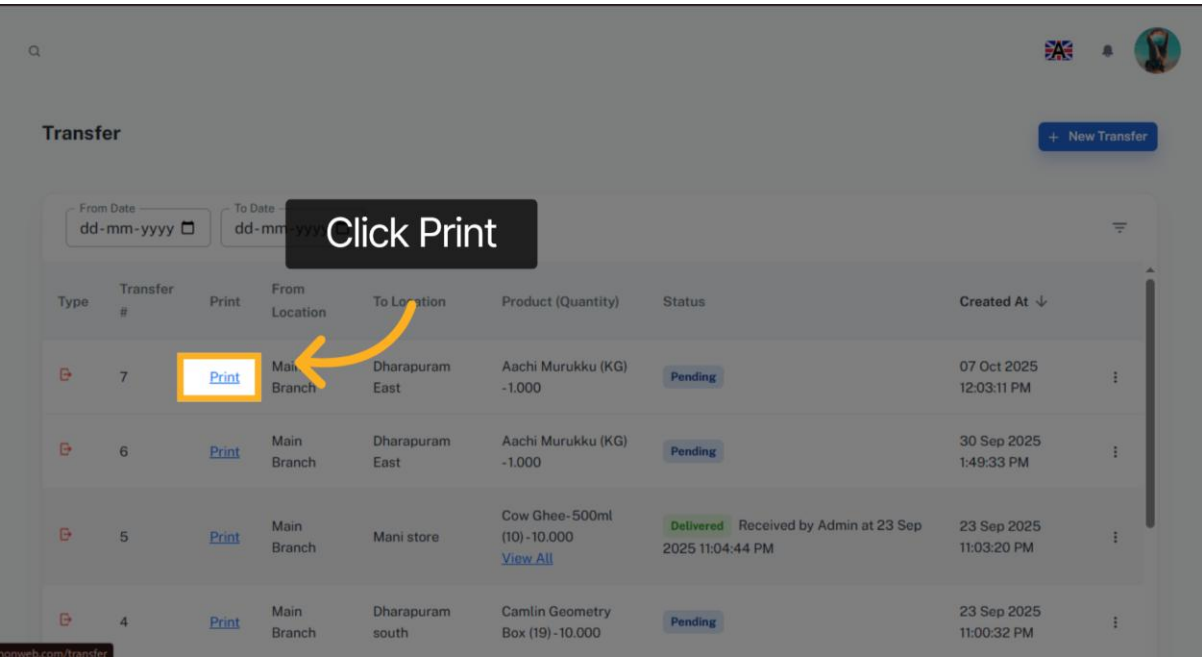


The screenshot shows the 'Transfer' screen with a table of transfers. The table has columns: Type, Transfer #, Print, From Location, To Location, Product (Quantity), Status, and Created At. There are four transfers listed. The first transfer (ID 7) is 'Pending' and is highlighted by a yellow callout box with the text 'Click Print' pointing to its 'Print' link.

Type	Transfer #	Print	From Location	To Location	Product (Quantity)	Status	Created At
📦	7	Print	Main Branch	Dharapuram East	Aachi Murukku (KG) -1.000	Pending	07 Oct 2025 12:03:11 PM
📦	6	Print	Main Branch	Dharapuram East	Aachi Murukku (KG) -1.000	Pending	30 Sep 2025 1:49:33 PM
📦	5	Print	Main Branch	Mani store	Cow Ghee-500ml (10) -10.000 View All	Delivered Received by Admin at 23 Sep 2025 11:04:44 PM	23 Sep 2025 11:03:20 PM
📦	4	Print	Main Branch	Dharapuram south	Camlin Geometry Box (19) -10.000	Pending	23 Sep 2025 11:00:32 PM

17. Print

Click Print to generate and view the bill.

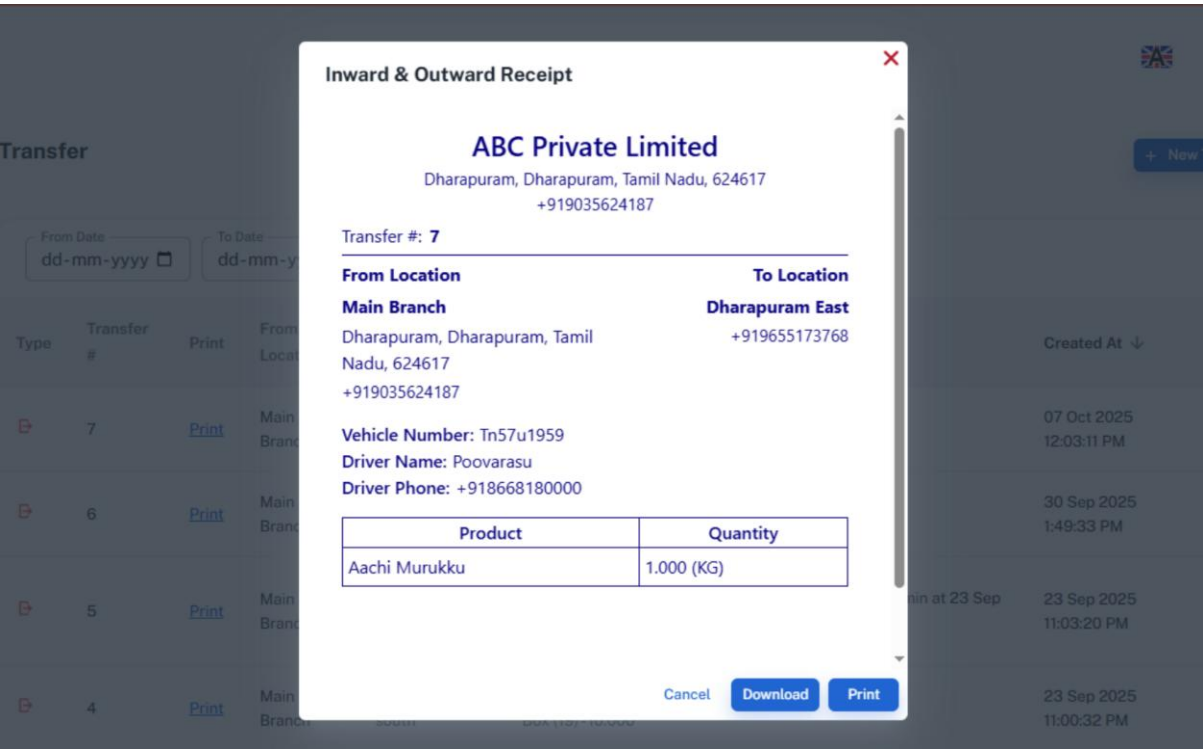


This screenshot is identical to the one above, but with a yellow callout box containing the text 'Click Print' and an arrow pointing to the 'Print' link for Transfer #7.

Type	Transfer #	Print	From Location	To Location	Product (Quantity)	Status	Created At
📦	7	Print	Main Branch	Dharapuram East	Aachi Murukku (KG) -1.000	Pending	07 Oct 2025 12:03:11 PM
📦	6	Print	Main Branch	Dharapuram East	Aachi Murukku (KG) -1.000	Pending	30 Sep 2025 1:49:33 PM
📦	5	Print	Main Branch	Mani store	Cow Ghee-500ml (10) -10.000 View All	Delivered Received by Admin at 23 Sep 2025 11:04:44 PM	23 Sep 2025 11:03:20 PM
📦	4	Print	Main Branch	Dharapuram south	Camlin Geometry Box (19) -10.000	Pending	23 Sep 2025 11:00:32 PM

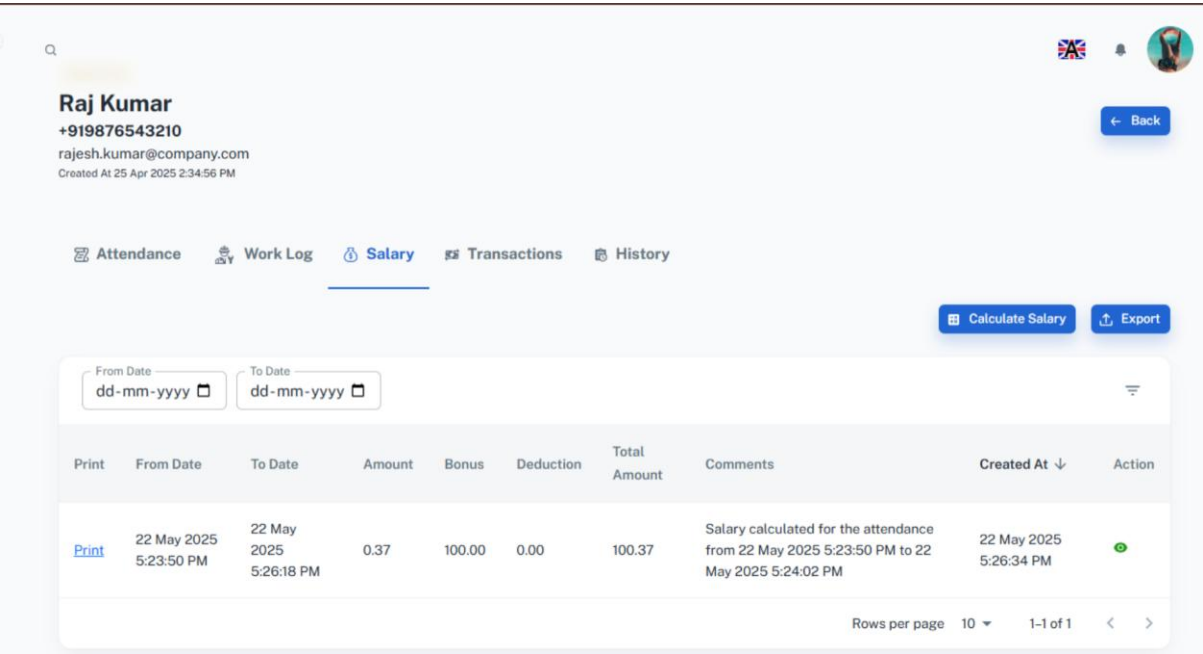
18. Transfer Bill

You can view, download, and print the transfer bill here.



19. Employee salary Screen

Go to the Employee Salary screen. You can view the employee salary list here.



20. Salary Bill

Click print to generate and view the bill

The screenshot shows a user profile for Raj Kumar with contact details and a navigation bar. Below the navigation bar, there are buttons for 'Calculate Salary' and 'Export'. A date range selector is visible. A table displays salary calculation data for May 22, 2025. A callout box with the text 'Click Print' and an arrow points to the 'Print' button in the table's first column.

Print	From Date	To Date	Amount	Bonus	Deduction	Total Amount	Comments	Created At	Action
Print	22 May 2025 5:23:50 PM	22 May 2025 5:26:18 PM	0.37	100.00	0.00	100.37	Salary calculated for the attendance from 22 May 2025 5:23:50 PM to 22 May 2025 5:24:02 PM	22 May 2025 5:26:34 PM	

21. Bill

You can view, download, and print the salary bill here.

The screenshot shows a 'Payslip' modal window. It contains employee details, contact information, and a payment slip for the period of May 22, 2025. Below this, there is a table titled 'Based on Attendance' showing entry and exit times, rest, work, and amount. At the bottom, there is a summary table with columns for Amount, Bonus, Deduction, and Total Amount. Buttons for 'Cancel', 'Download', and 'Print' are at the bottom right.

Payslip

Cell: +919035624187

run on web
Main Branch
Dharapuram, Dharapuram, Tamil Nadu, 624617

Payment slip from 22 May 2025 5:23:50 PM to 22 May 2025 5:26:18 PM

Name: Raj Kumar Email: rajesh.kumar@company.com
Phone: +919876543210 Address:
Designation: Supervisor

Based on Attendance

Date	Entry Time	Exit Time	Rest	Work	Amount
22 May 2025	5:23:50 PM	5:24:02 PM	-	00:00:12	0.37
Total			-	00:00:12	0.37

Amount	Bonus	Deduction	Total Amount
0.37	100.00	0.00	100.37

Cancel Download Print



Thank You