Create and Manage Invoices in Runonweb

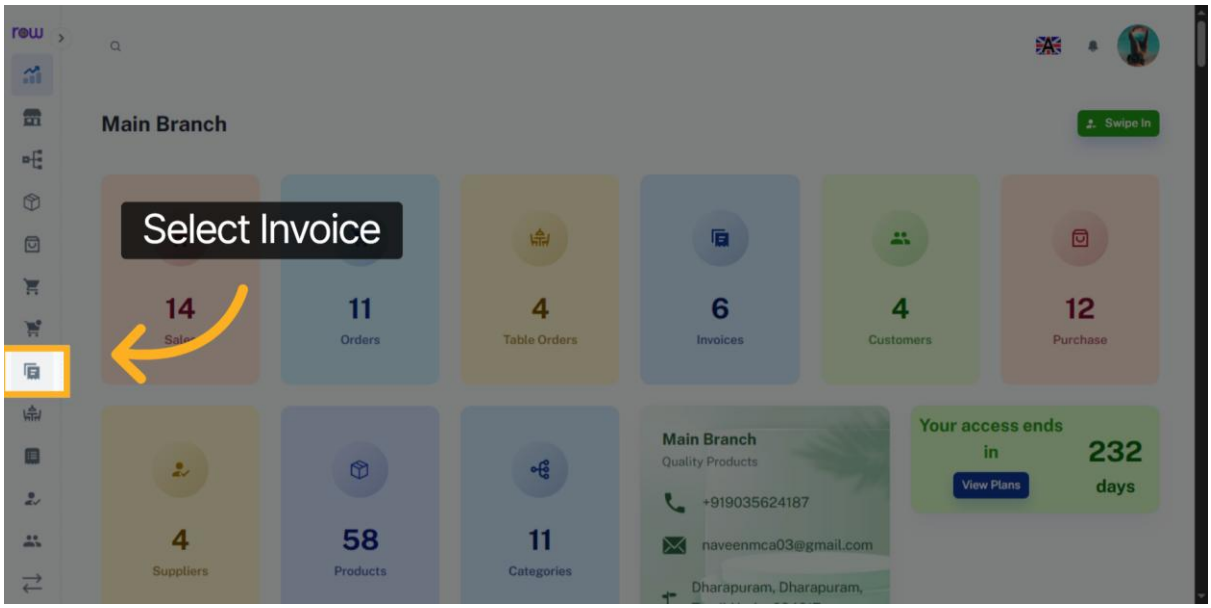
Go to runonweb.com

1. Introduction

In this tutorial, you will learn how to create, update, and cancel an Invoice, as well as generate an e-invoice and an e-way bill for the Invoice.

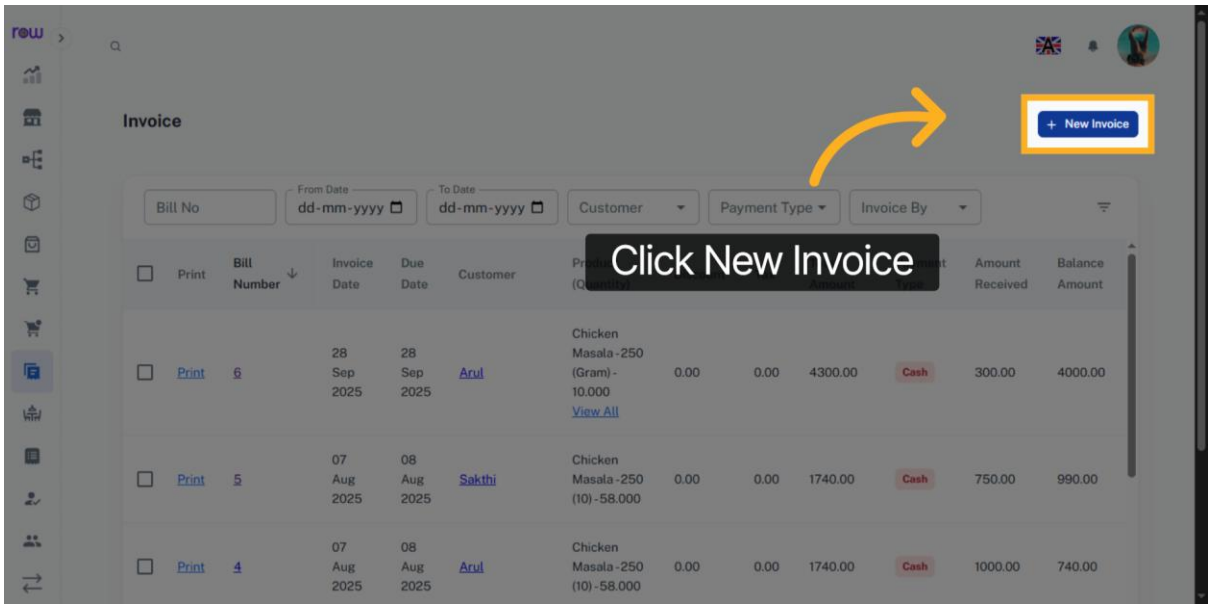
2. Invoice Menu

Select the Invoice menu to open the Invoice list screen.



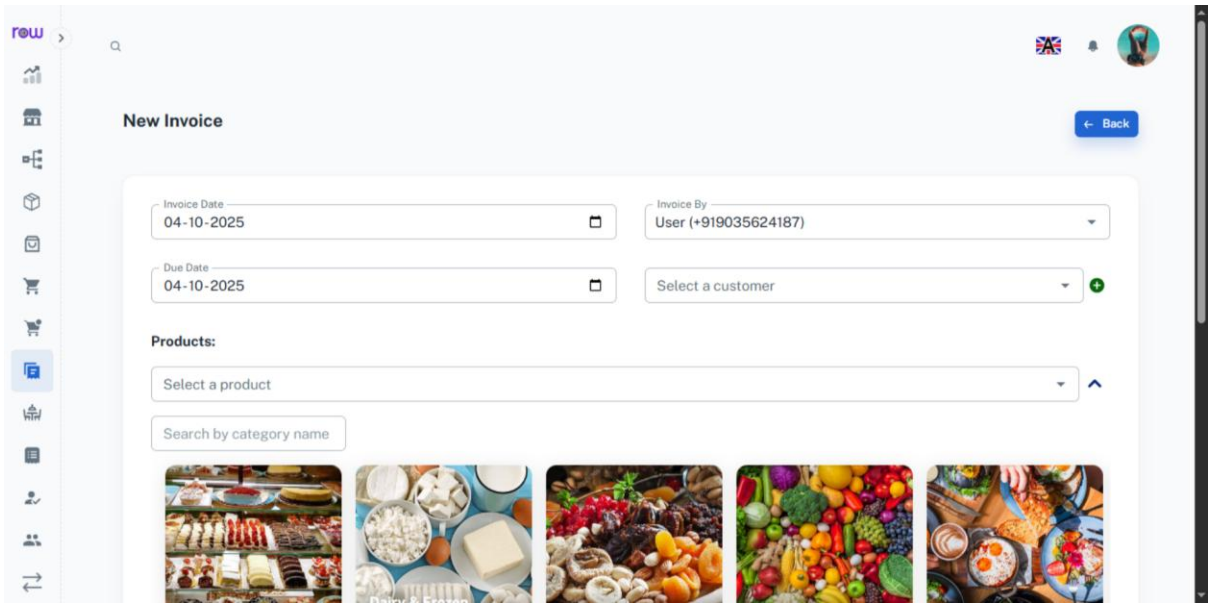
3. New Invoice Button

Click the New Invoice button to start creating an Invoice.



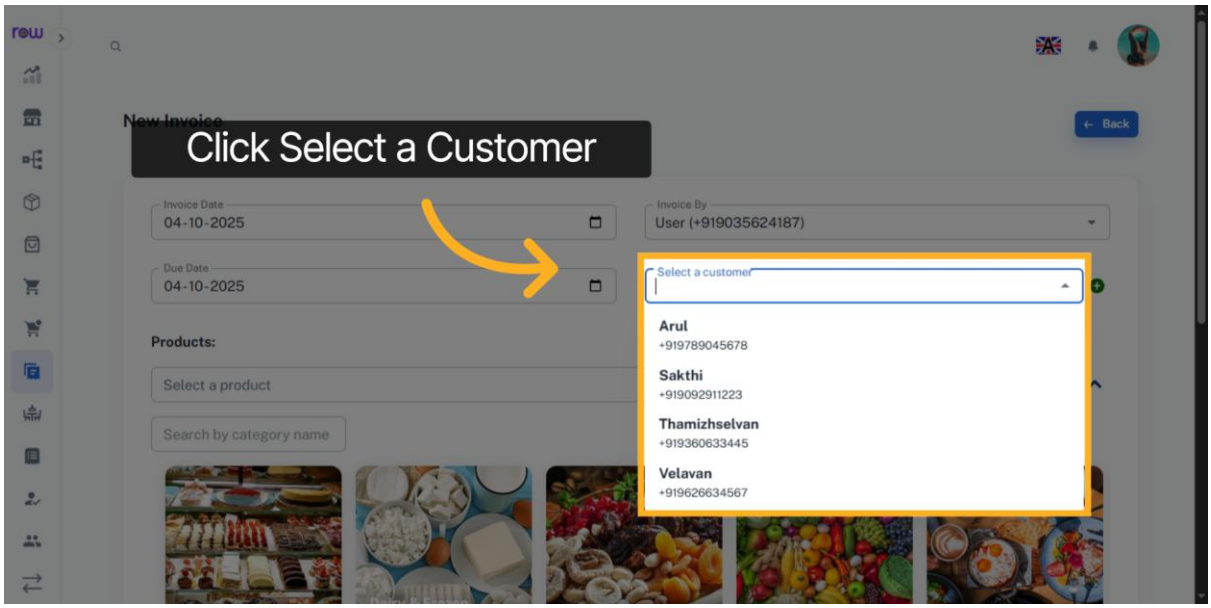
4. New Invoice

Invoice date, Invoice by ,Due date are already filled in. You can update them if needed.



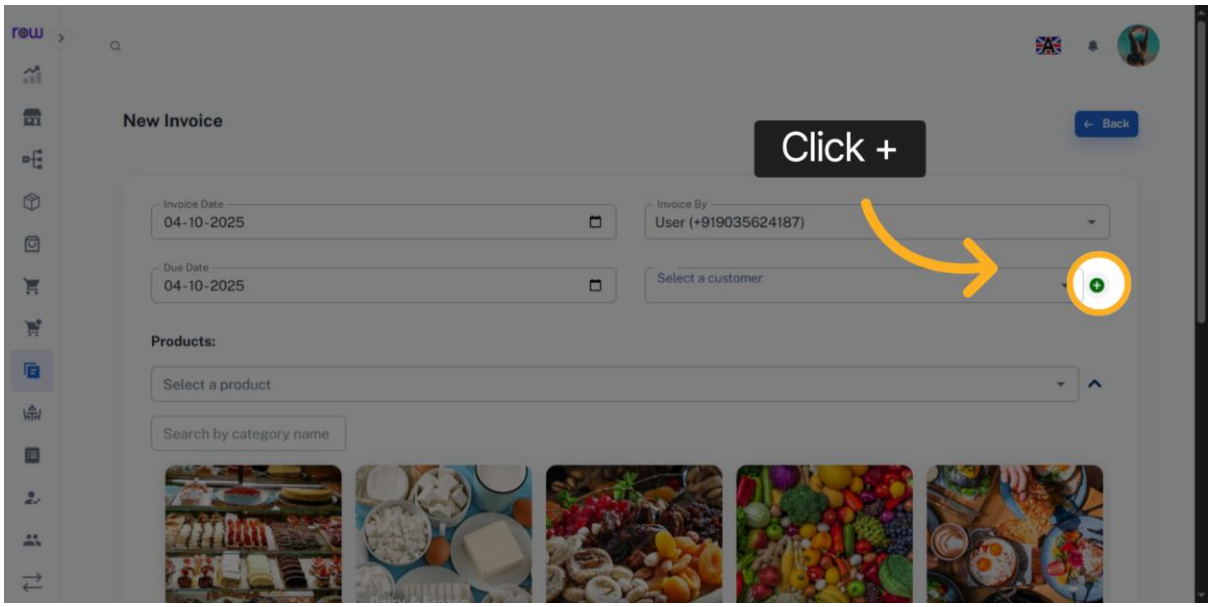
5. Select a customer

Search and select an existing customer.



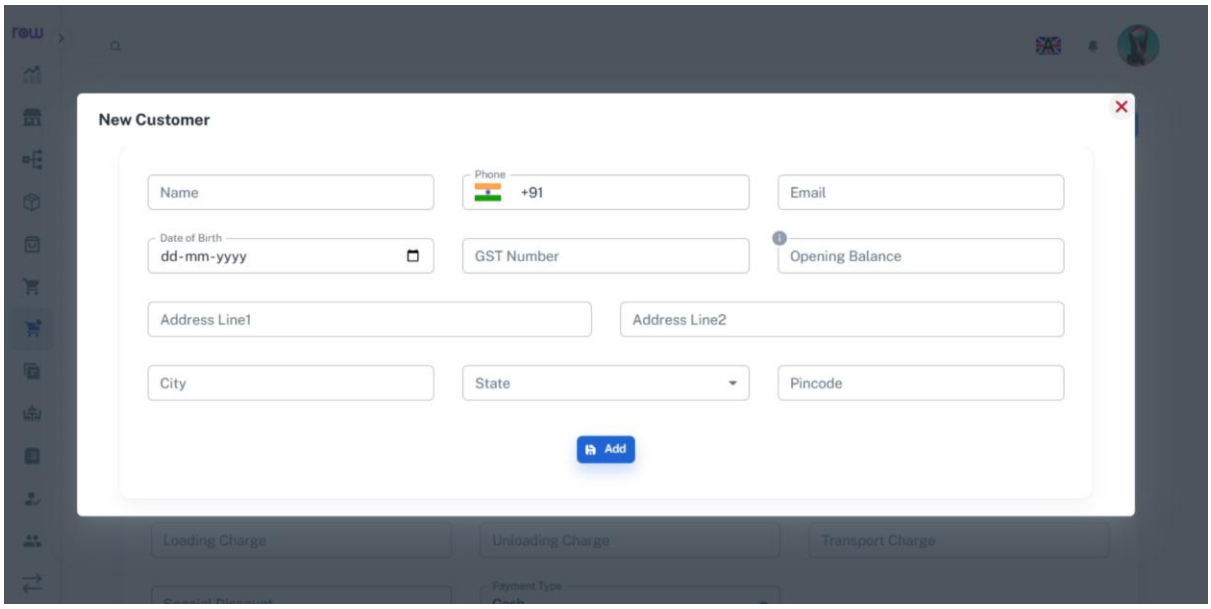
6. Create new customer

Click + icon to add a new customer



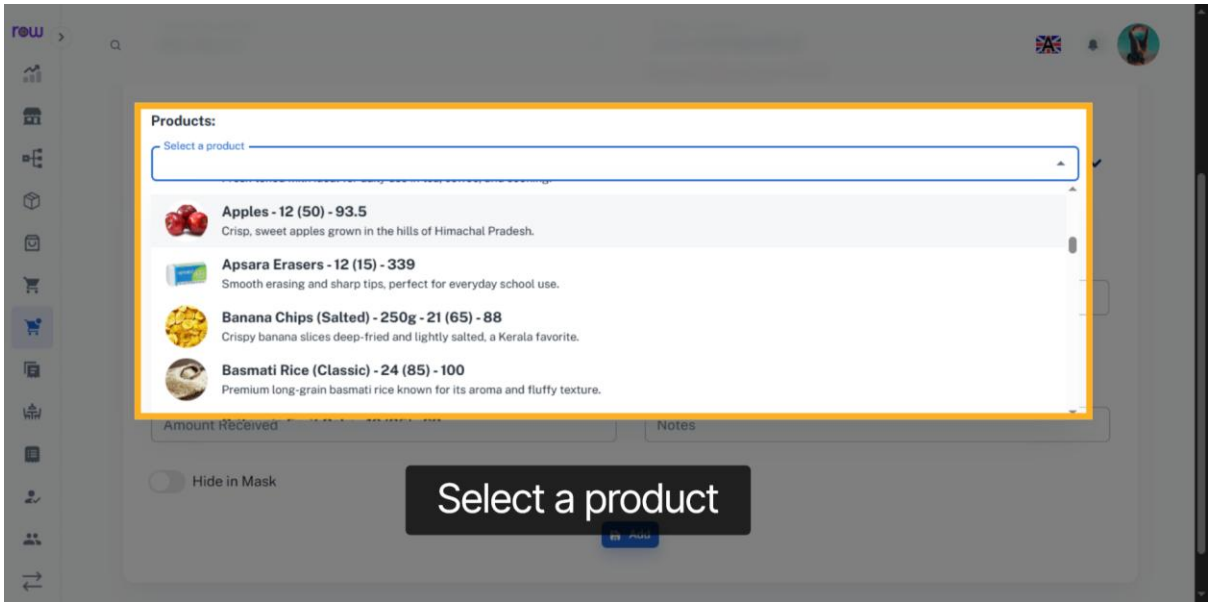
7. New Customer Page

Enter the new customer details and click Add to save and select the customer.



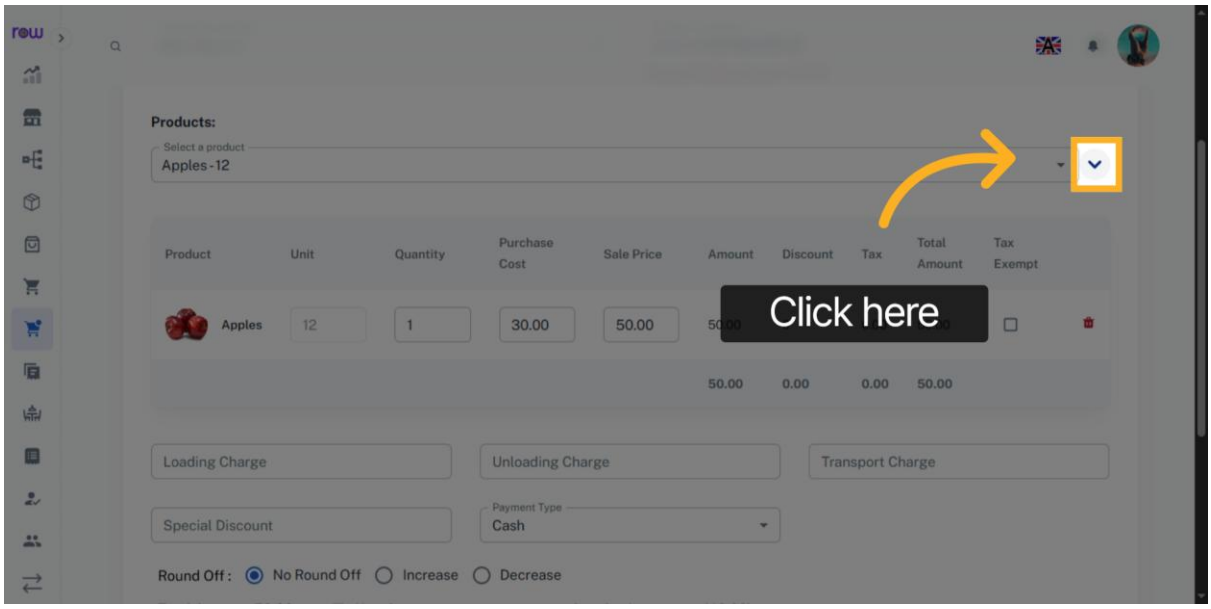
8. Select a product

Select a product from the dropdown. You can search by product name or code.



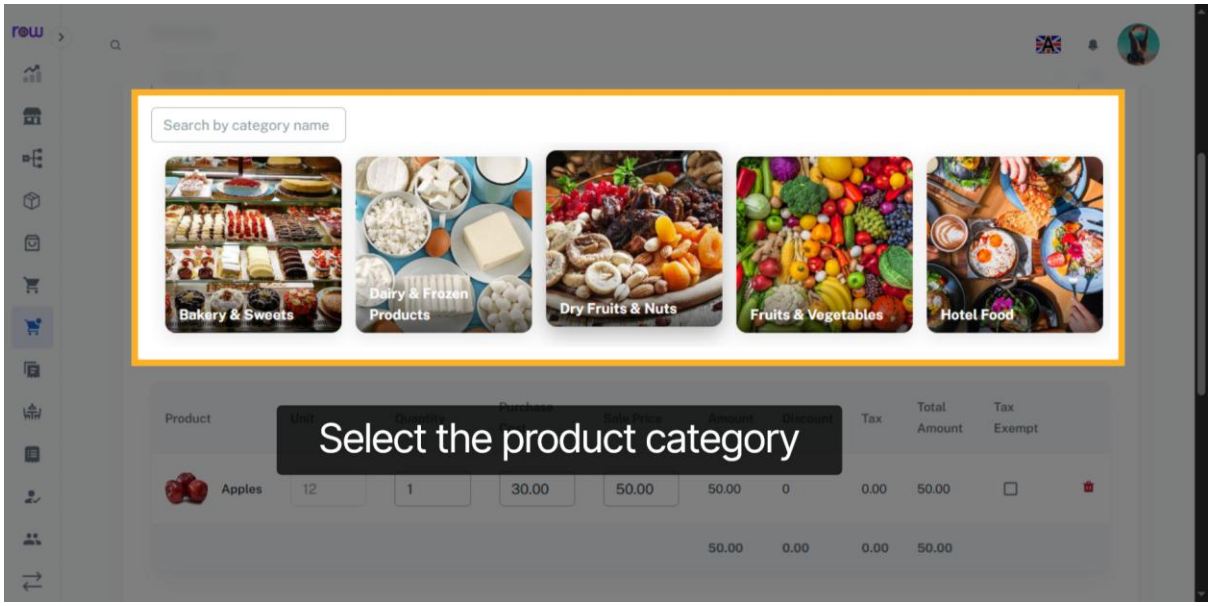
9. Product Selection Dropdown

Or click the arrow to find a product by its category.



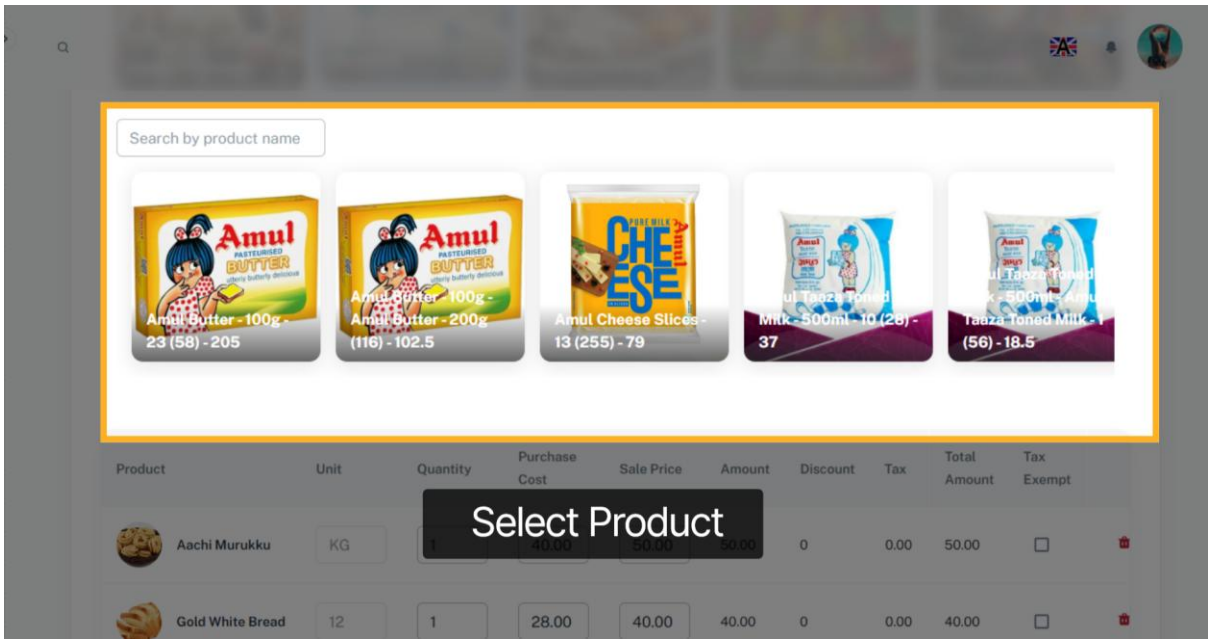
10. Select the product category

select the product by its category



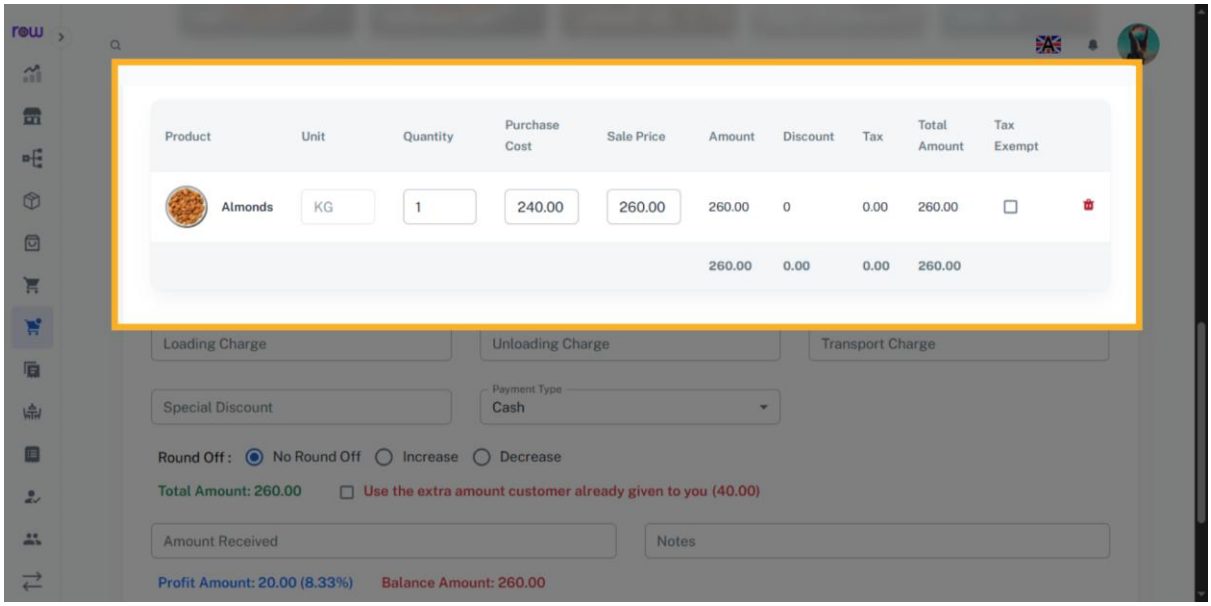
11. Select Product

Select Product



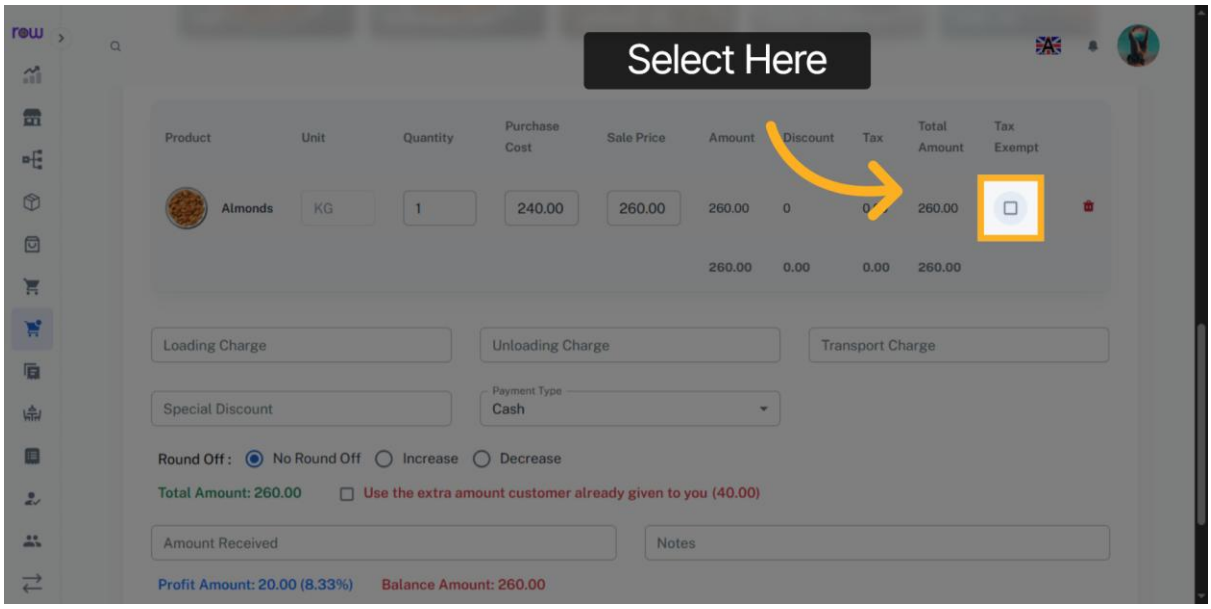
12. Selected Product List

After product selection you can update the quantity, Purchase cost and Sale price of the products.



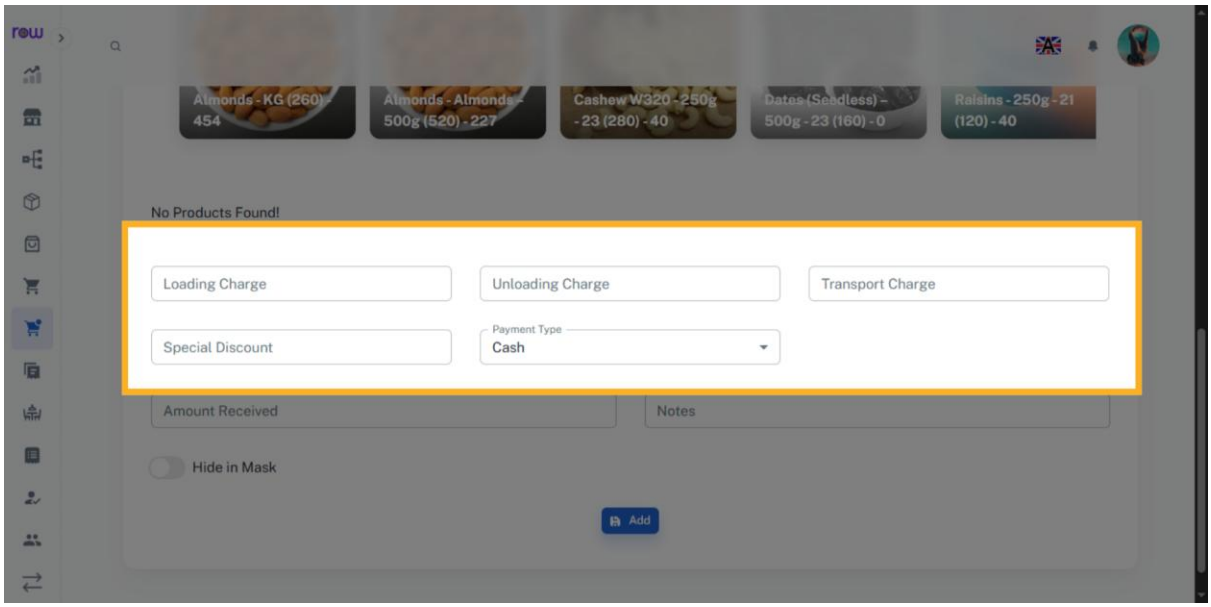
13. Tax Exempt Checkbox

Select the checkbox to exempt the tax for a product.



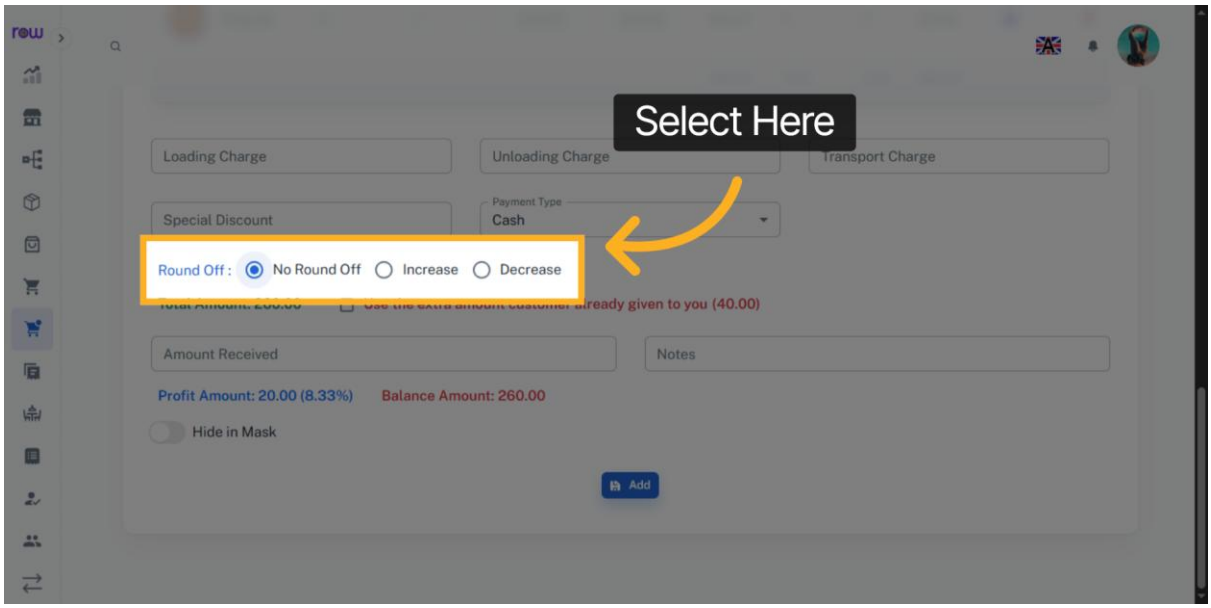
14. Other Optional Fields

Enter loading charge, unloading charge, transport charge and Special discount if applicable.



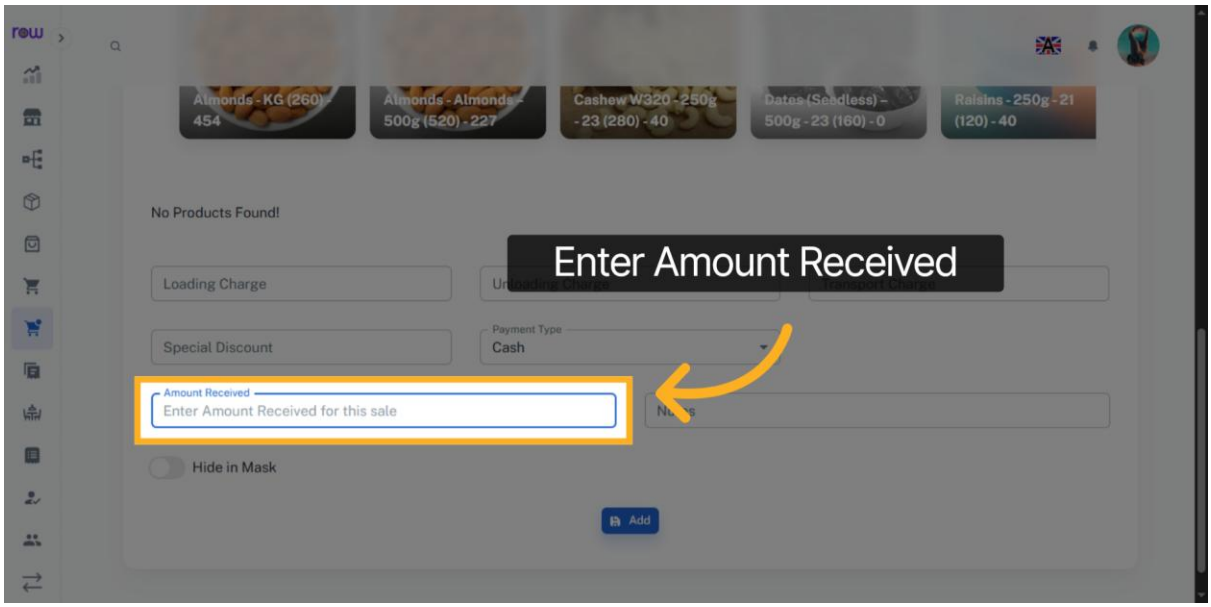
15. Round Off

If the total value has decimal points, you can round it off.



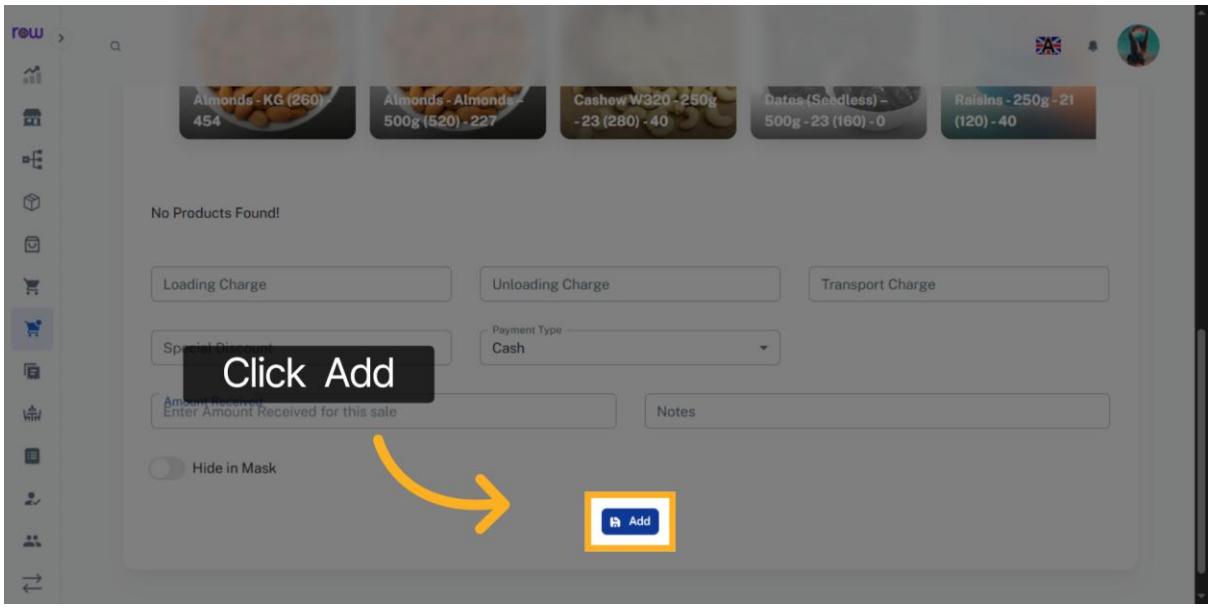
16. Amount Received

Enter the amount received from the customer



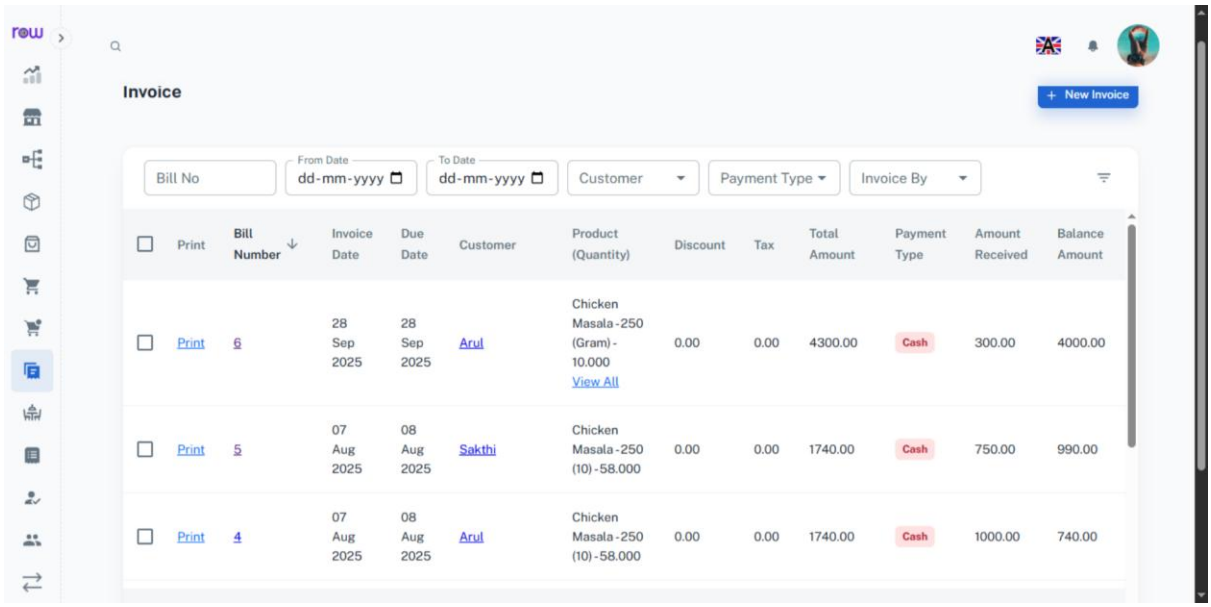
17. Add

Click "Add" to create the Invoice



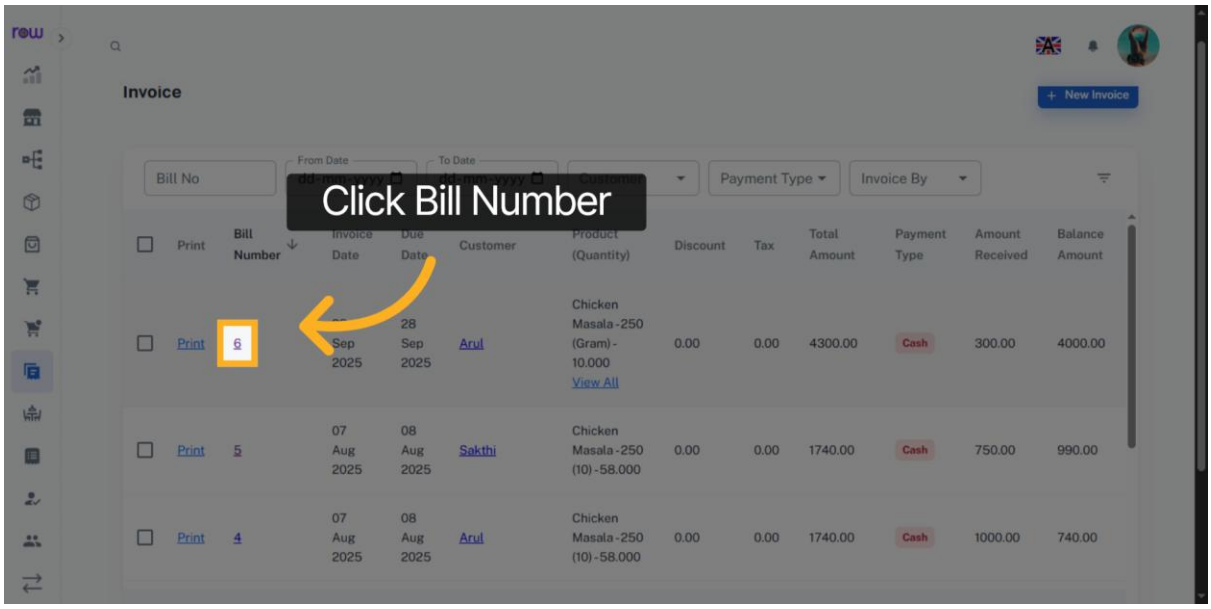
18. Invoices list

You will be redirected to the Invoices list screen after the Invoice is successfully created.



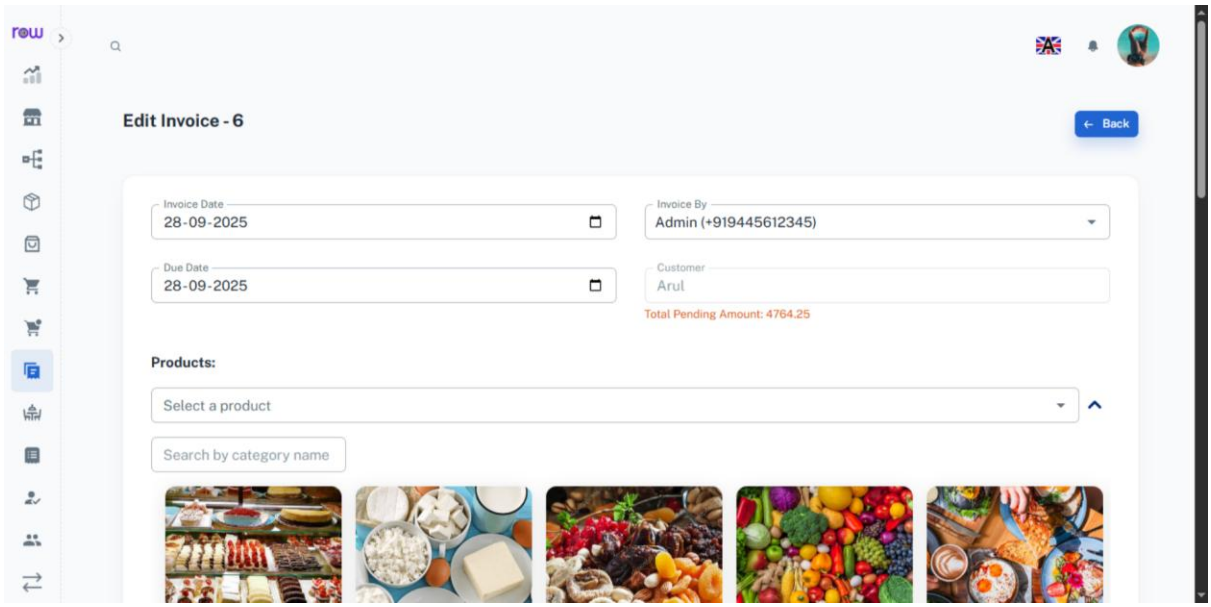
19. Bill Number

Click the bill number to edit the Invoice



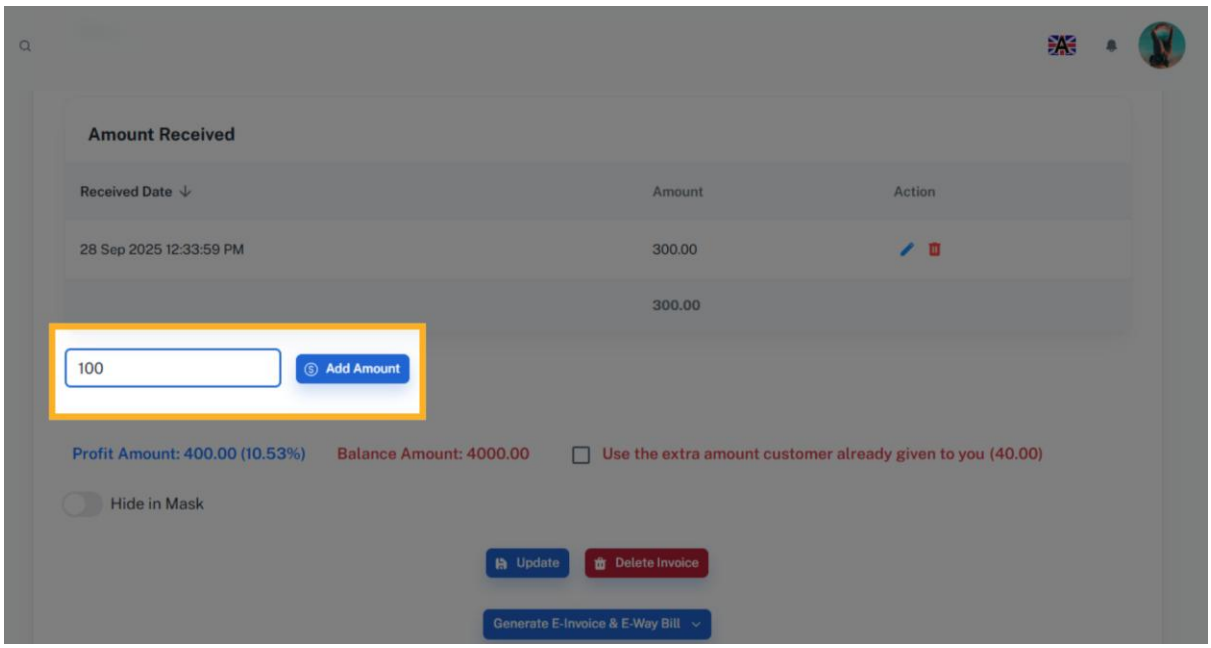
20. Edit Invoices

You may modify all fields except the customer. Additionally, you can add,Update or remove the products during the update process.



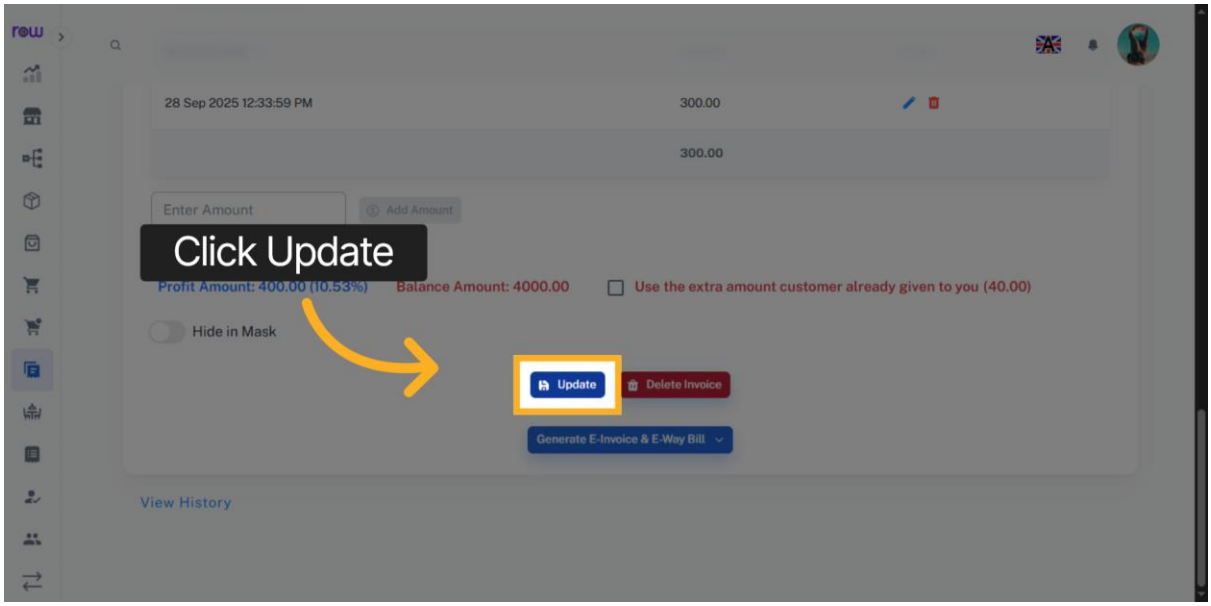
21. Add Pending Amount

Enter the pending amount received from the customer and click add amount button to update the amount received



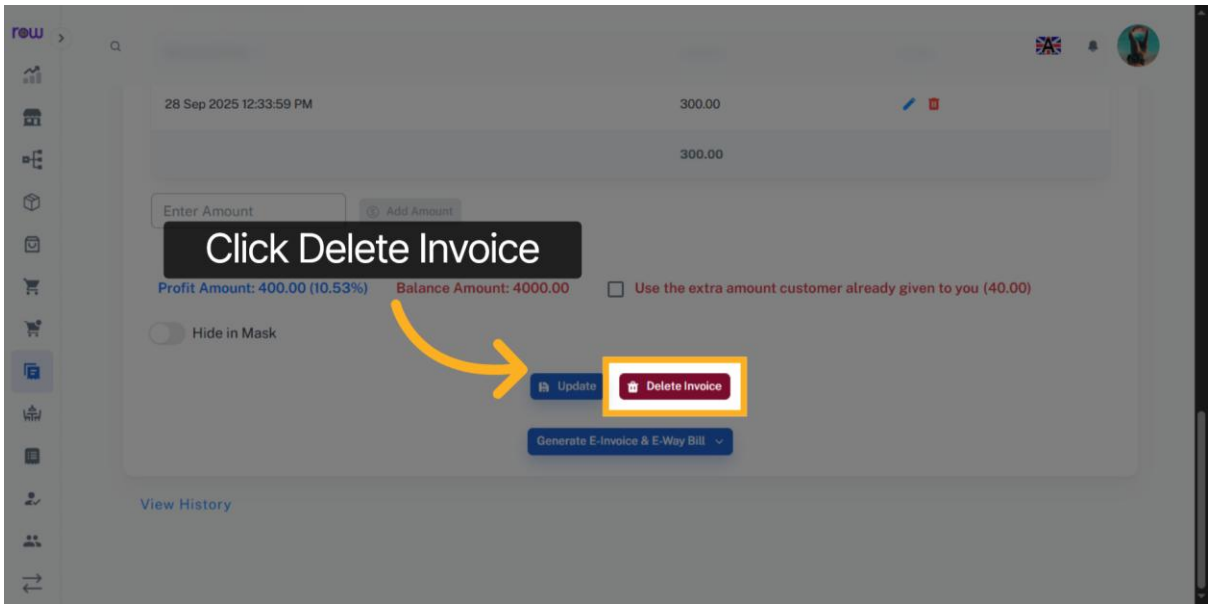
22. Update Invoices

Click Update to save the changes.



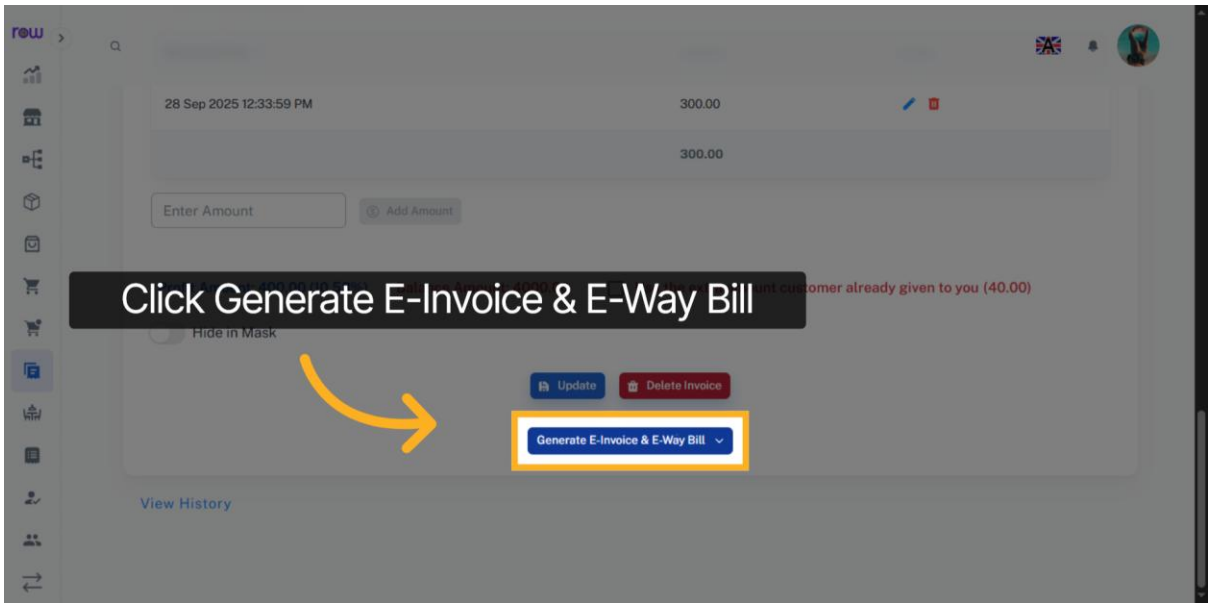
23. Delete Invoice

Click the Delete Invoice button to Delete the Invoice.



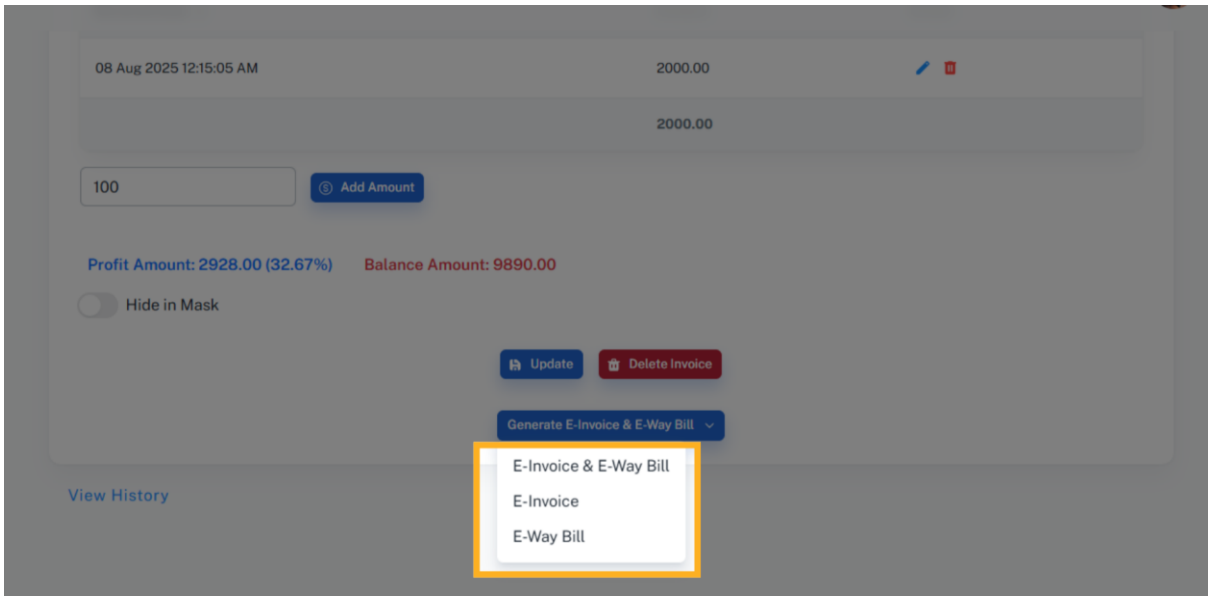
24. Generate E-Invoice & E-Way Bill

Click this button to Generate E-Invoice & E-Way Bill.



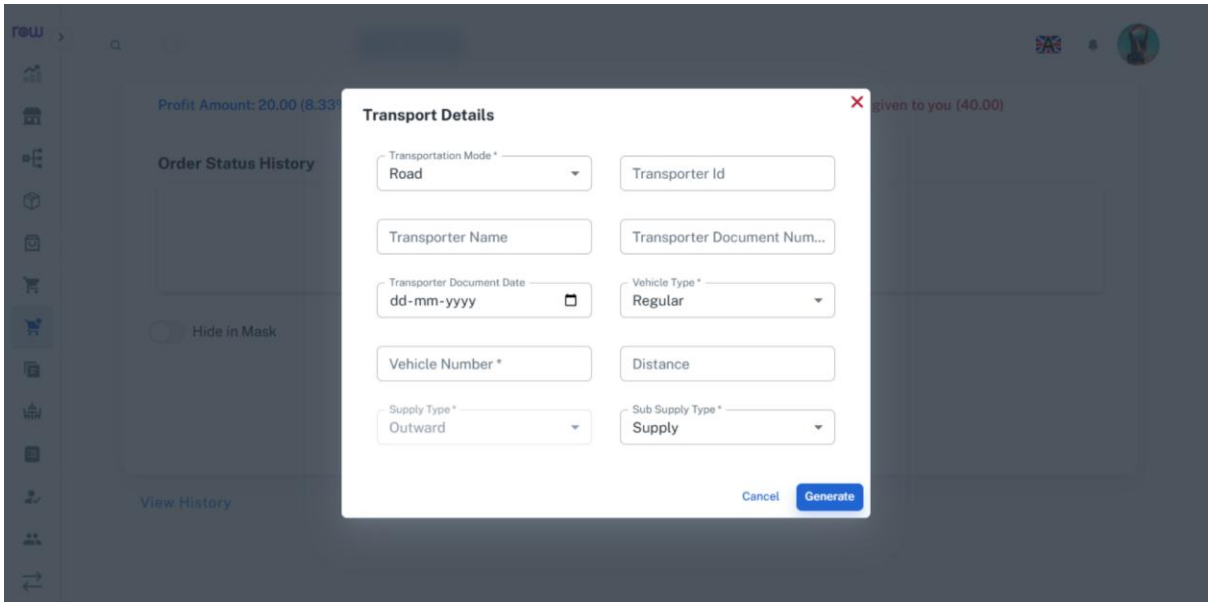
25. E-Invoice & E-Way Bill Options

Select the options according to your requirements.



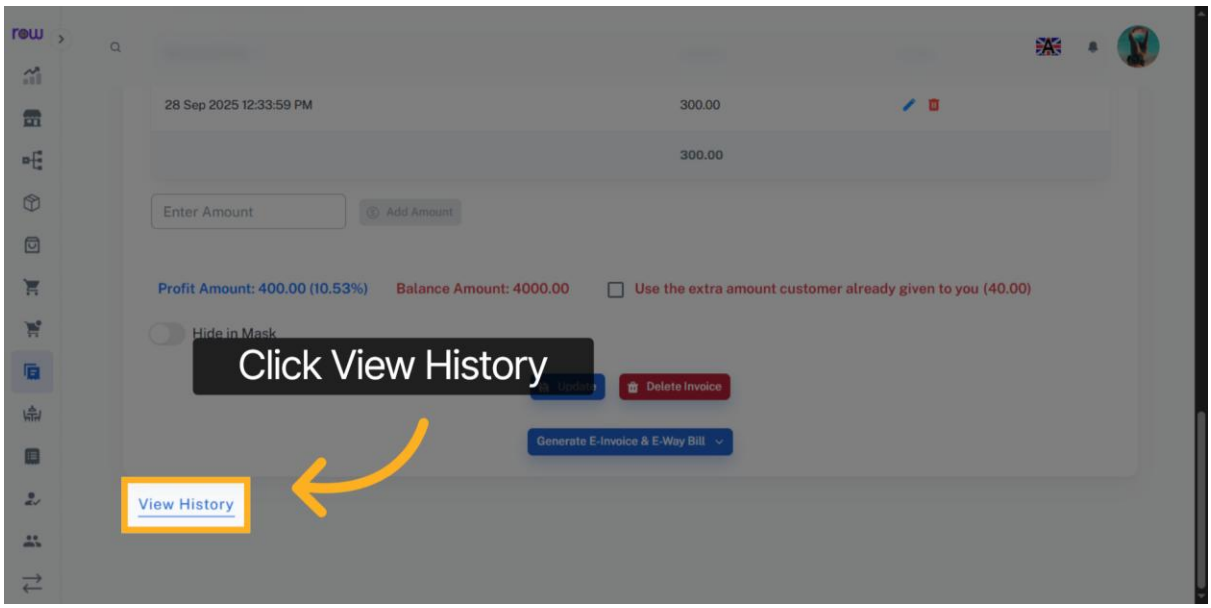
26. E-Way Bill

Please enter the transportation details if you have selected an e-way bill.



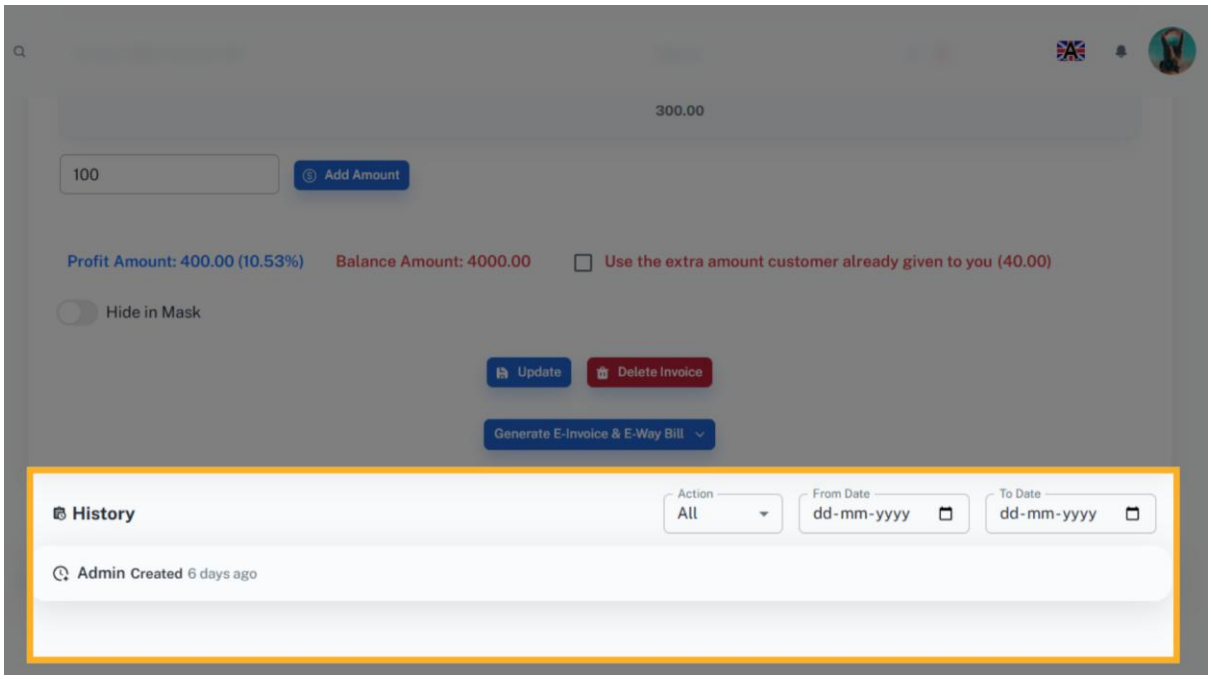
27. View History

Click the View History link to see the work history of this Invoice performed by the employees.



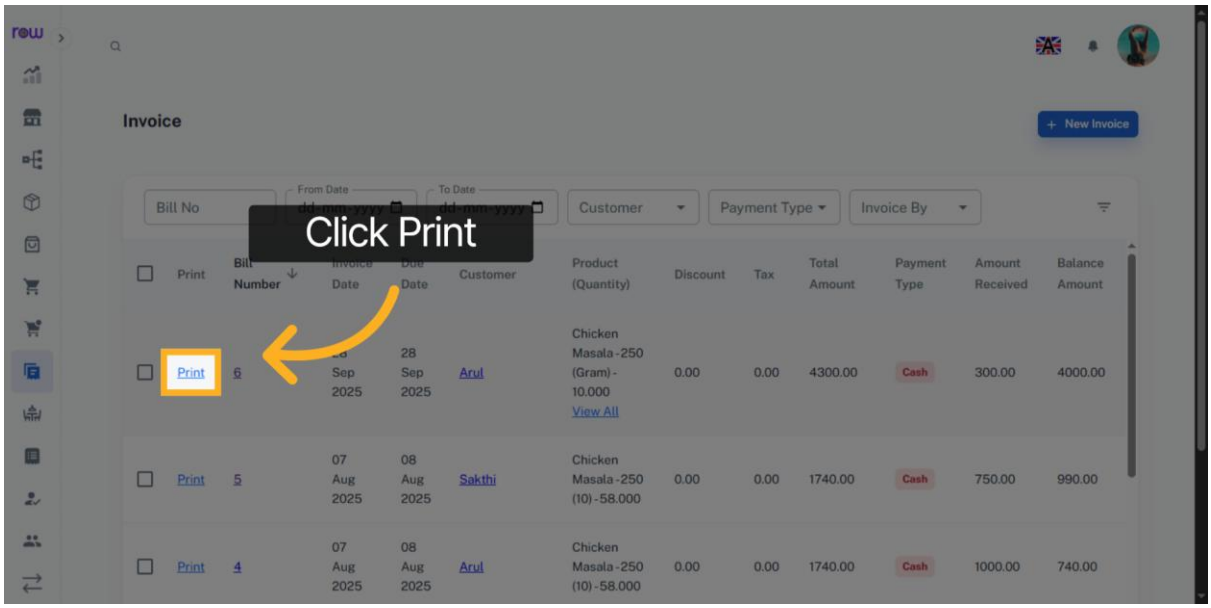
28. History

You can see who performed which actions and when in the history.



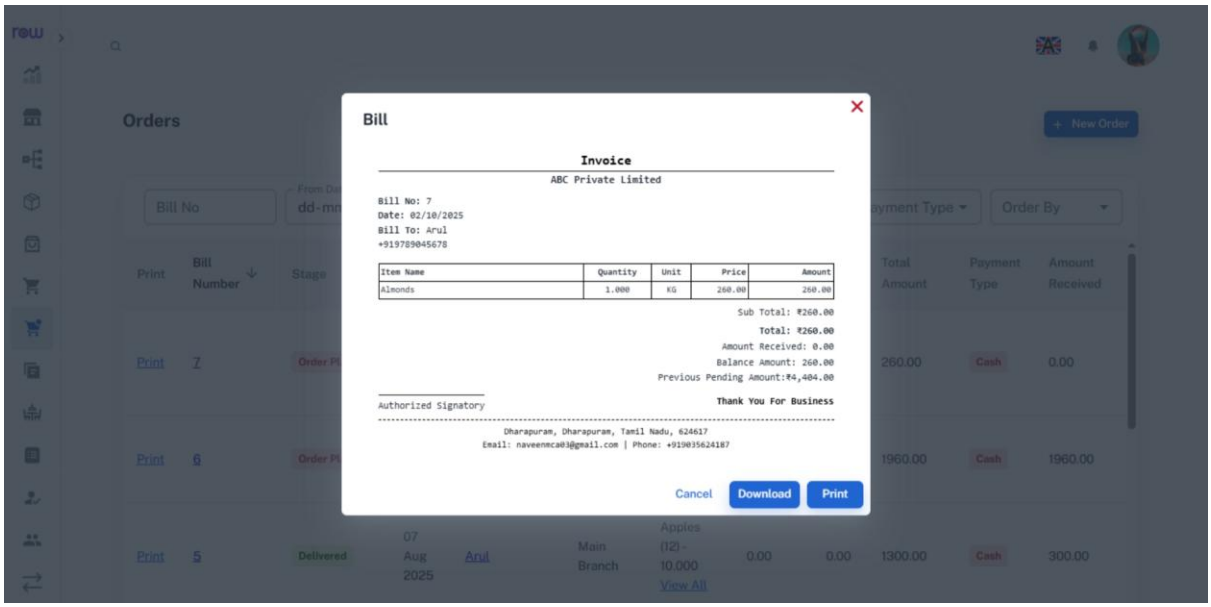
29. Print

Click Print to generate and view the bill.



30. Download and Print Bill

You can print and download the bill.



Thank You