

Create and Manage Invoices in Runonweb

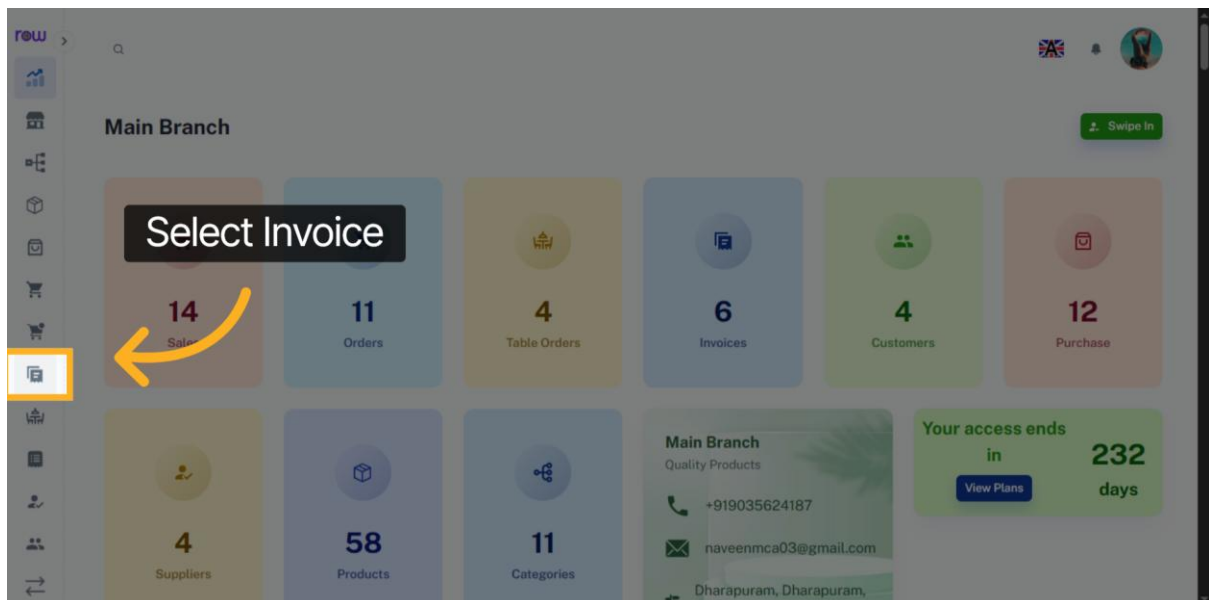
Go to runonweb.com

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.

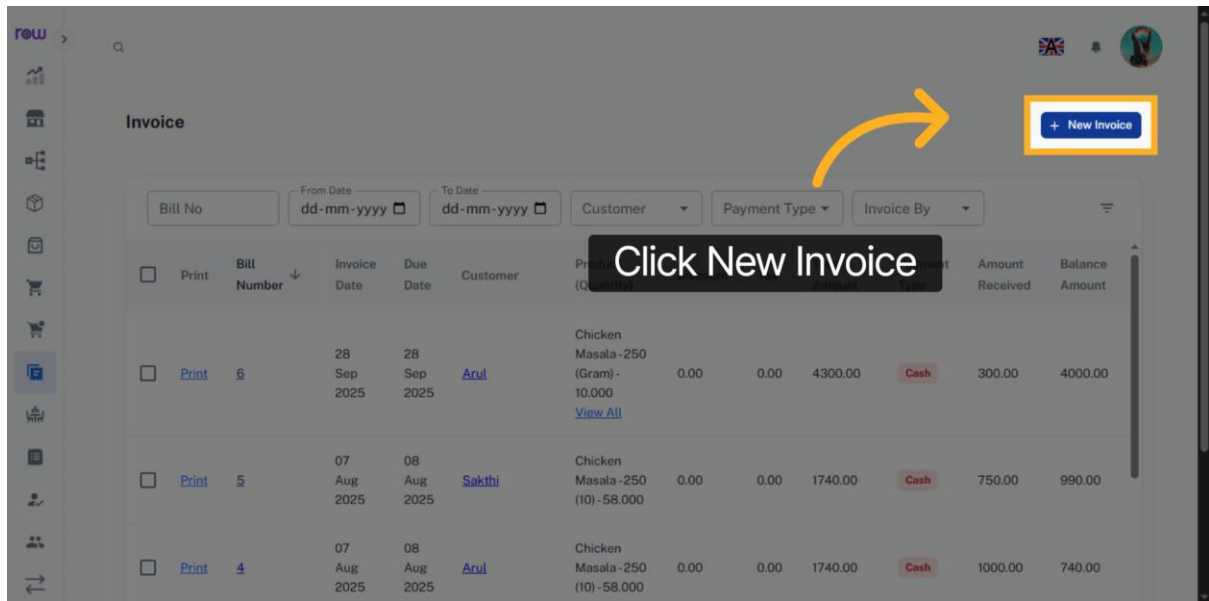
2. Invoice Menu

Select the Invoice menu to open the Invoice list screen.



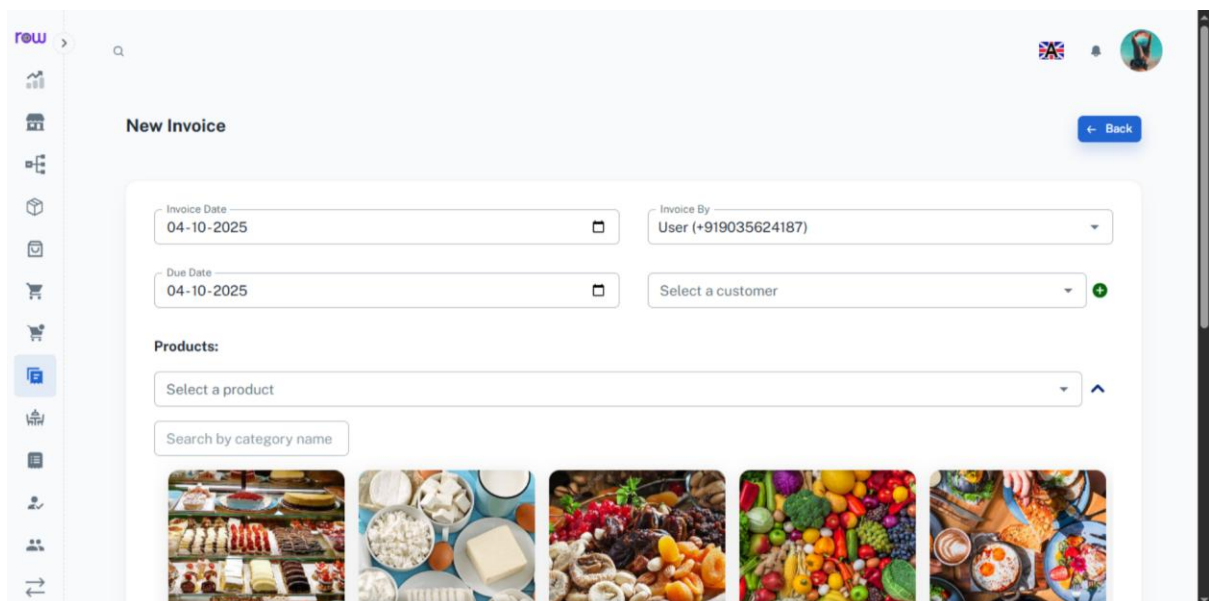
3. New Invoice Button

Click the New Invoice button to start creating an Invoice.



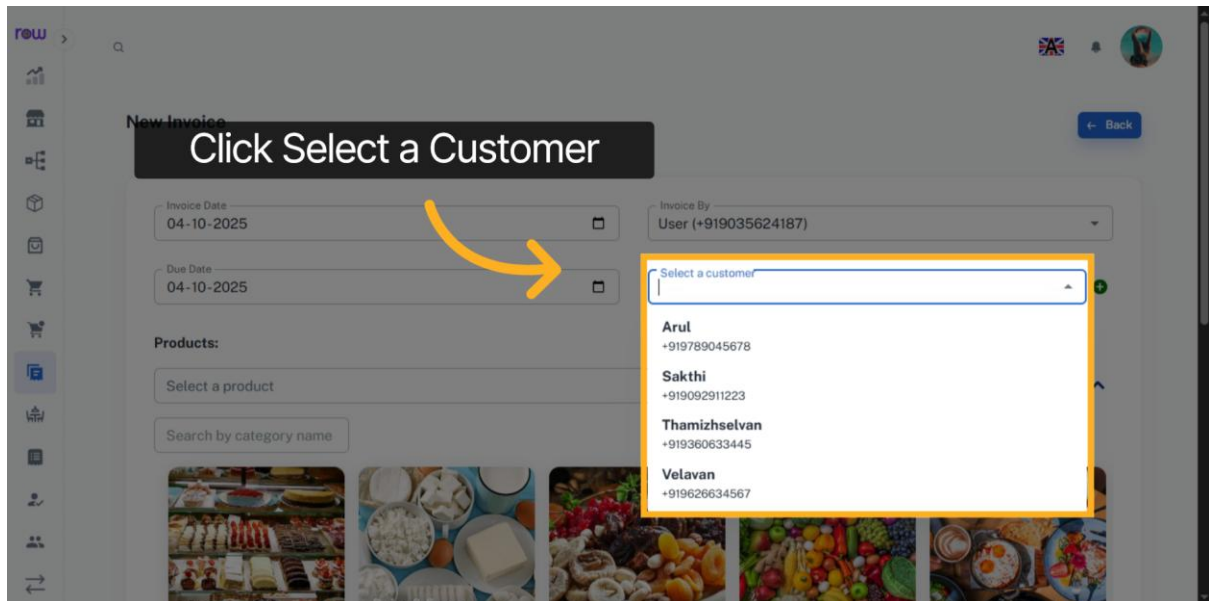
4. New Invoice

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



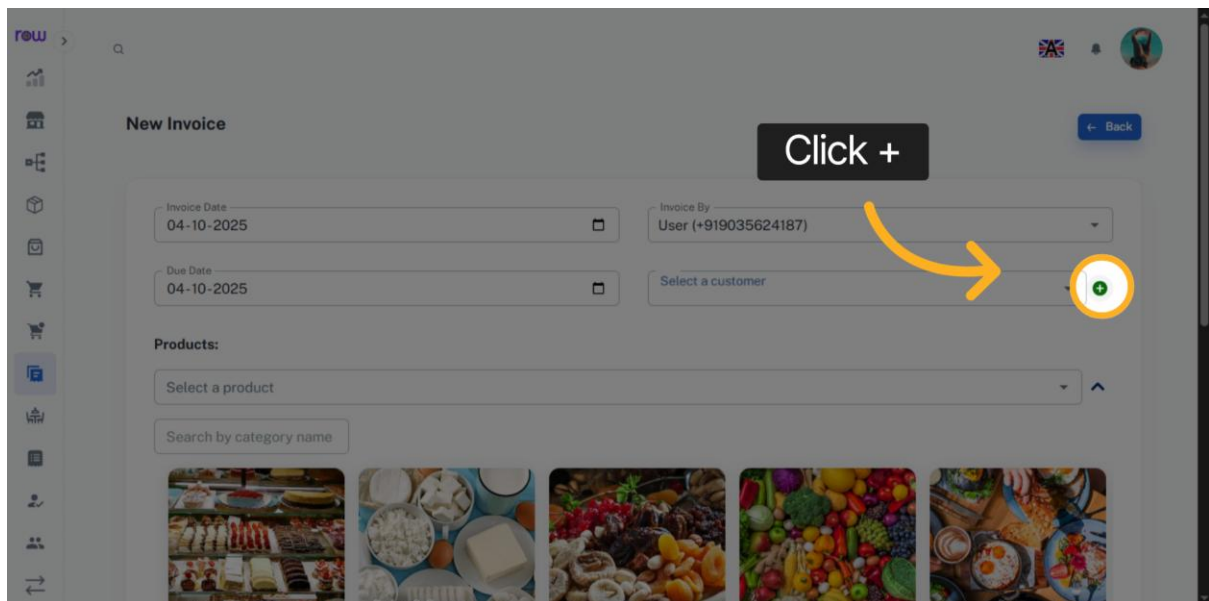
5. Select a customer

Search and select an existing customer.



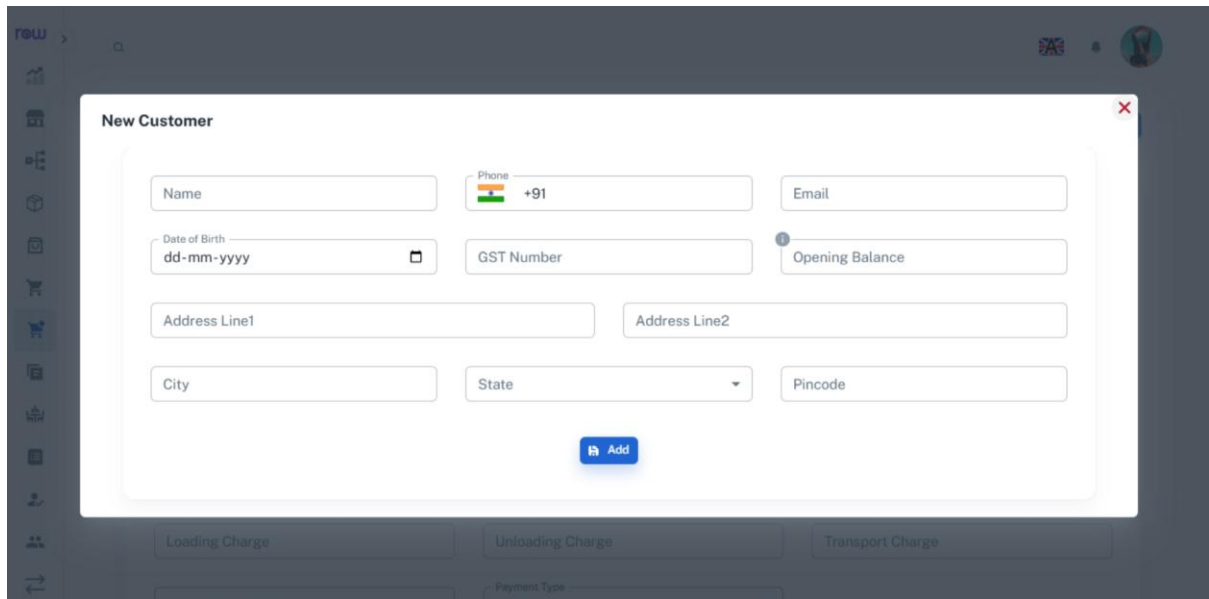
6. Create new customer

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.



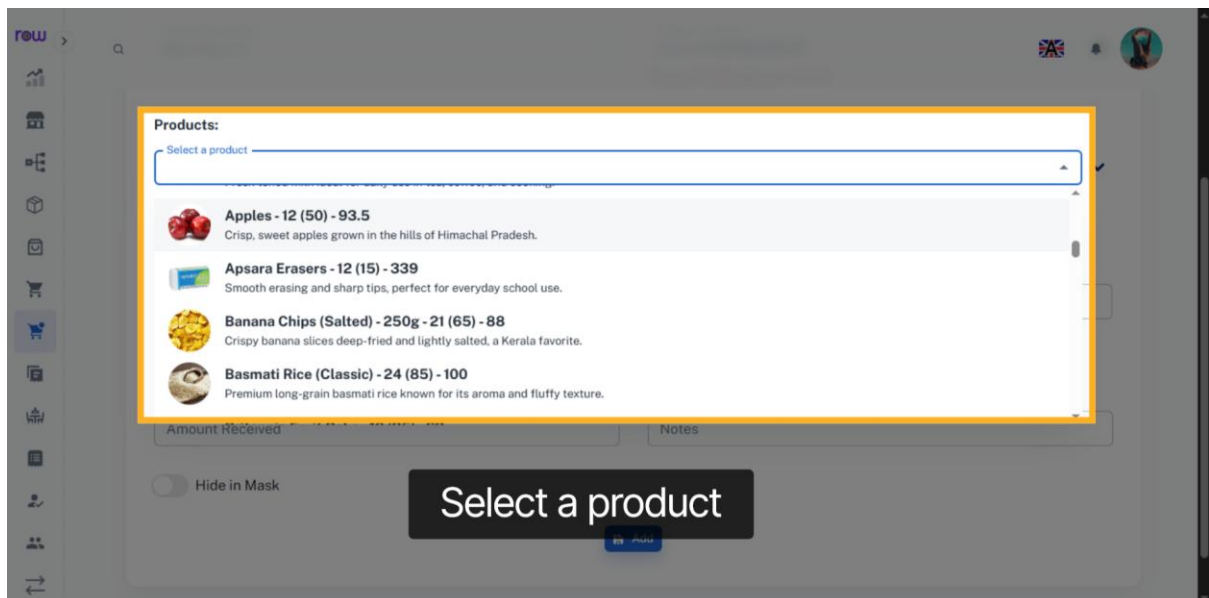
The screenshot shows the 'New Customer' form in the ROW application. The form is titled 'New Customer' and has a close button (X) in the top right corner. It contains the following fields:

- Name
- Phone (with a dropdown for country code, currently showing +91)
- Email
- Date of Birth (with a calendar icon and format dd-mm-yyyy)
- GST Number
- Opening Balance
- Address Line1
- Address Line2
- City
- State (dropdown menu)
- Pincode

At the bottom of the form is a blue button labeled 'Add'.

8. Select a product

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



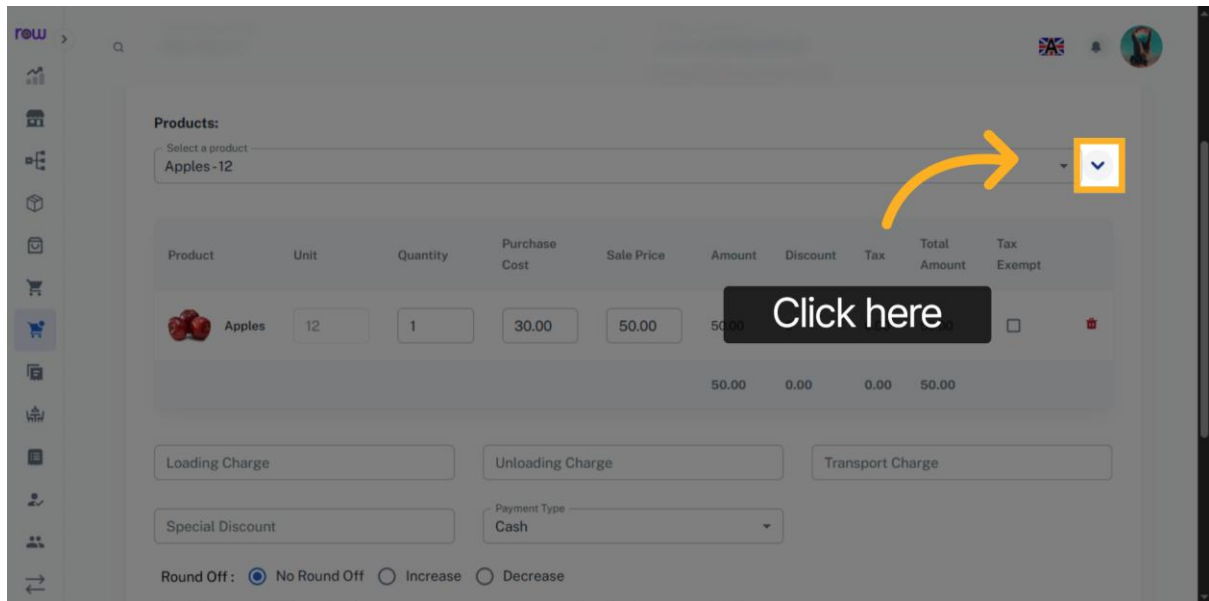
The screenshot shows the 'Select a product' dropdown menu in the ROW application. The dropdown is titled 'Products:' and has a search bar labeled 'Select a product'. Below the search bar, there is a list of products with their respective images, names, and descriptions:

- Apples - 12 (50) - 93.5**
Crisp, sweet apples grown in the hills of Himachal Pradesh.
- Apsara Erasers - 12 (15) - 339**
Smooth erasing and sharp tips, perfect for everyday school use.
- Banana Chips (Salted) - 250g - 21 (65) - 88**
Crispy banana slices deep-fried and lightly salted, a Kerala favorite.
- Basmati Rice (Classic) - 24 (85) - 100**
Premium long-grain basmati rice known for its aroma and fluffy texture.

At the bottom of the dropdown is a blue button labeled 'Add'.

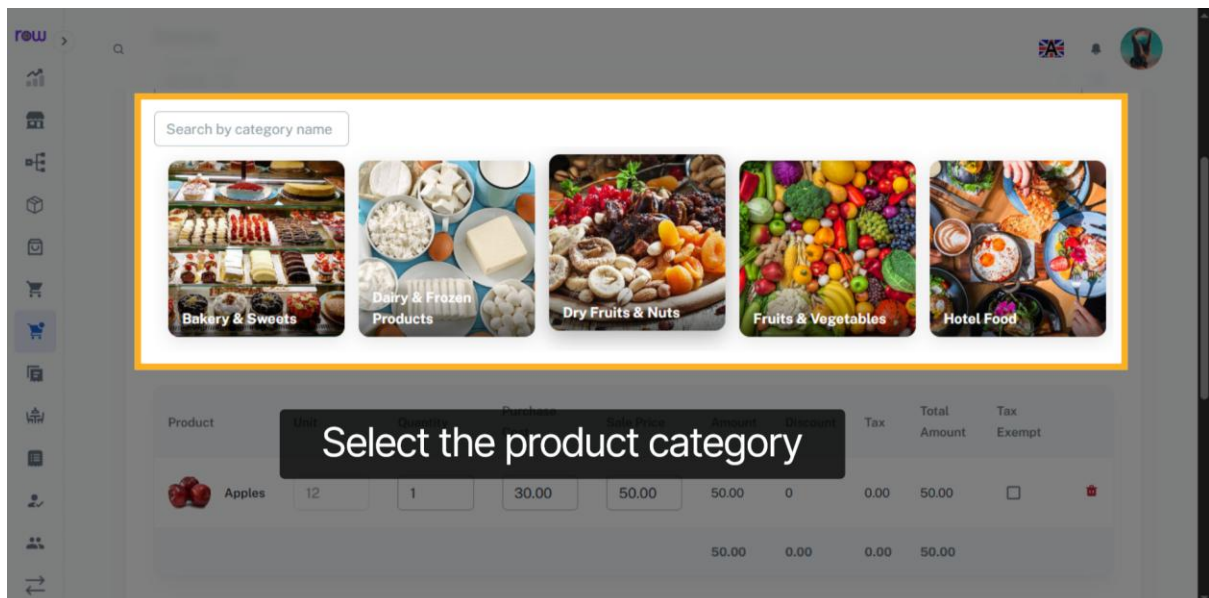
9. Product Selection Dropdown

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



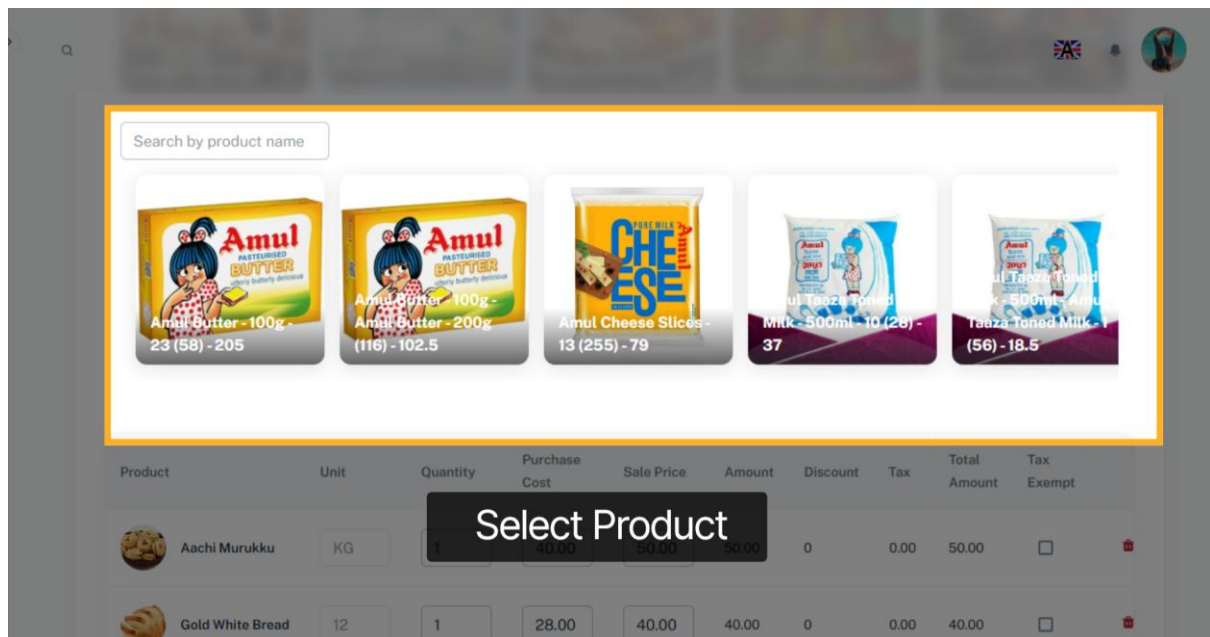
10. Select the product category

select the product by its category



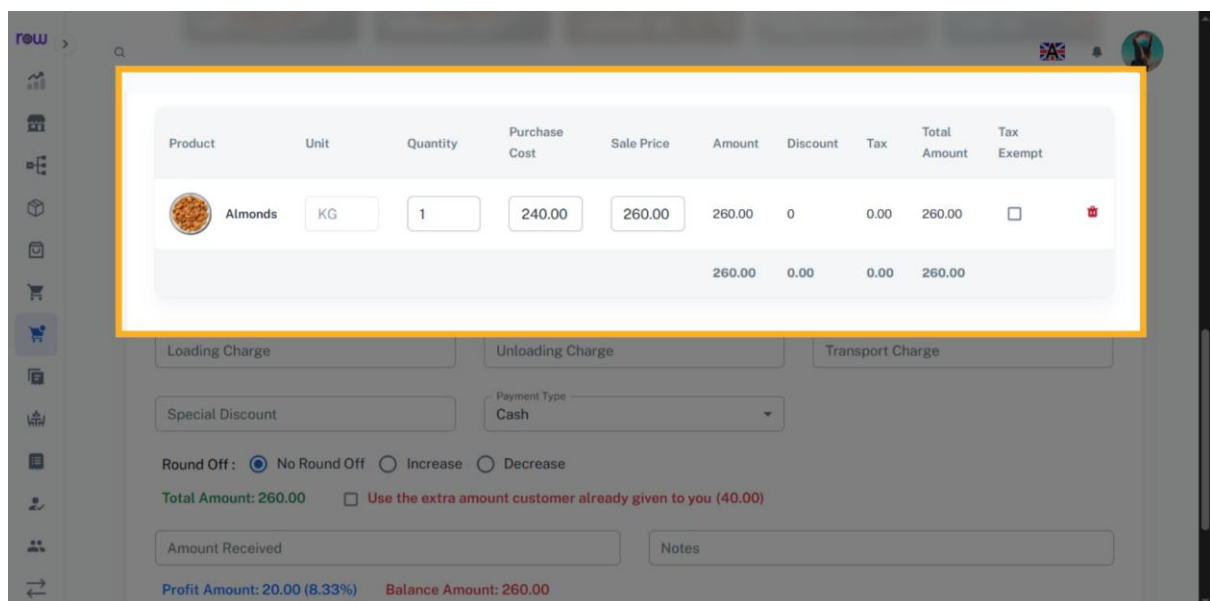
11. Select Product

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.

The screenshot shows the 'Select Here' modal in the ROW app. A table lists products with columns: Product, Unit, Quantity, Purchase Cost, Sale Price, Amount, Discount, Tax, Total Amount, and Tax Exempt. The first row is for 'Almonds' (KG, 1, 240.00, 260.00, 260.00, 0, 0, 260.00). The 'Tax Exempt' column for Almonds has a checkbox that is highlighted with a yellow box. An orange arrow points from the 'Tax' column to this checkbox. Below the table are input fields for 'Loading Charge', 'Unloading Charge', 'Transport Charge', 'Special Discount', and 'Payment Type' (set to 'Cash'). There are also radio buttons for 'Round Off' (No Round Off, Increase, Decrease) and a checkbox for 'Use the extra amount customer already given to you (40.00)'. At the bottom, there are fields for 'Amount Received', 'Notes', and summary values: 'Profit Amount: 20.00 (8.33%)' and 'Balance Amount: 260.00'.

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds	KG	1	240.00	260.00	260.00	0	0	260.00	<input type="checkbox"/>
					260.00	0.00	0.00	260.00	

Loading Charge: Unloading Charge: Transport Charge:

Special Discount: Payment Type: Cash

Round Off: ☒ No Round Off ☐ Increase ☐ Decrease

Total Amount: 260.00 ☐ Use the extra amount customer already given to you (40.00)

Amount Received: Notes:

Profit Amount: 20.00 (8.33%) Balance Amount: 260.00

14. Other Optional Fields

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

The screenshot shows the 'No Products Found' modal in the ROW app. It features a grid of product cards at the top: 'Almonds - KG (260) - 454', 'Almonds - Almonds - 500g (520) - 227', 'Cashew W/320 - 250g - 23 (280) - 40', 'Dates (Seedless) - 500g - 23 (160) - 0', and 'Raisins - 250g - 21 (120) - 40'. Below the cards, the text 'No Products Found!' is displayed. A yellow box highlights the optional fields: 'Loading Charge', 'Unloading Charge', 'Transport Charge', 'Special Discount', and 'Payment Type' (set to 'Cash'). There are also fields for 'Amount Received', 'Notes', and a 'Hide in Mask' toggle. An 'Add' button is at the bottom.

No Products Found!

Loading Charge: Unloading Charge: Transport Charge:

Special Discount: Payment Type: Cash

Amount Received: Notes:

☐ Hide in Mask

Add

15. Round Off

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

The screenshot shows the 'row' app interface. A black callout box with the text 'Select Here' has a yellow arrow pointing to the 'Round Off' section. The 'Round Off' section is highlighted with a yellow border and contains three radio button options: 'No Round Off' (selected), 'Increase', and 'Decrease'. Below this, the 'Amount Received' field is visible, along with 'Profit Amount: 20.00 (8.33%)' and 'Balance Amount: 260.00'. A 'Hide in Mask' toggle is also present. At the bottom right, there is an 'Add' button.

16. Amount Received

Enter the amount received from the customer

The screenshot shows the 'row' app interface. A black callout box with the text 'Enter Amount Received' has a yellow arrow pointing to the 'Amount Received' field. The field is highlighted with a yellow border and contains the placeholder text 'Enter Amount Received for this sale'. Above the field, there are several product cards: 'Almonds - KG (260) - 454', 'Almonds - Almonds - 500g (520) - 227', 'Cashew W320 - 250g - 23 (280) - 40', 'Dates (Seedless) - 500g - 23 (160) - 0', and 'Raisins - 250g - 21 (120) - 40'. Below the field, there is a 'Hide in Mask' toggle. At the bottom right, there is an 'Add' button.

17. Add

Click "Add" to create the Invoice

No Products Found!

Loading Charge Unloading Charge Transport Charge

Special Discount Payment Type Cash

Amount Received Enter Amount Received for this sale Notes

Hide in Mask

Click Add

Add

18. Invoices list

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

Invoice

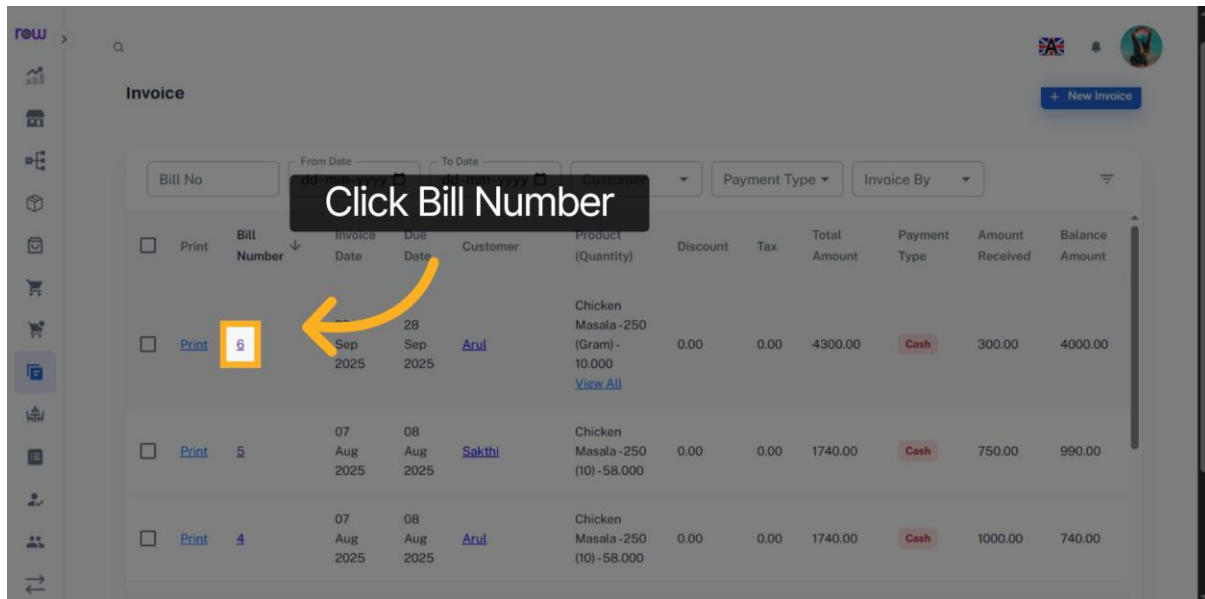
+ New Invoice

Bill No From Date To Date Customer Payment Type Invoice By

Print	Bill Number	Invoice Date	Due Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount
<input type="checkbox"/>	Print 6	28 Sep 2025	28 Sep 2025	Arul	Chicken Masala-250 (Gram) - 10.000 View All	0.00	0.00	4300.00	Cash	300.00	4000.00
<input type="checkbox"/>	Print 5	07 Aug 2025	08 Aug 2025	Sakthi	Chicken Masala-250 (10) -58.000	0.00	0.00	1740.00	Cash	750.00	990.00
<input type="checkbox"/>	Print 4	07 Aug 2025	08 Aug 2025	Arul	Chicken Masala-250 (10) -58.000	0.00	0.00	1740.00	Cash	1000.00	740.00

19. Bill Number

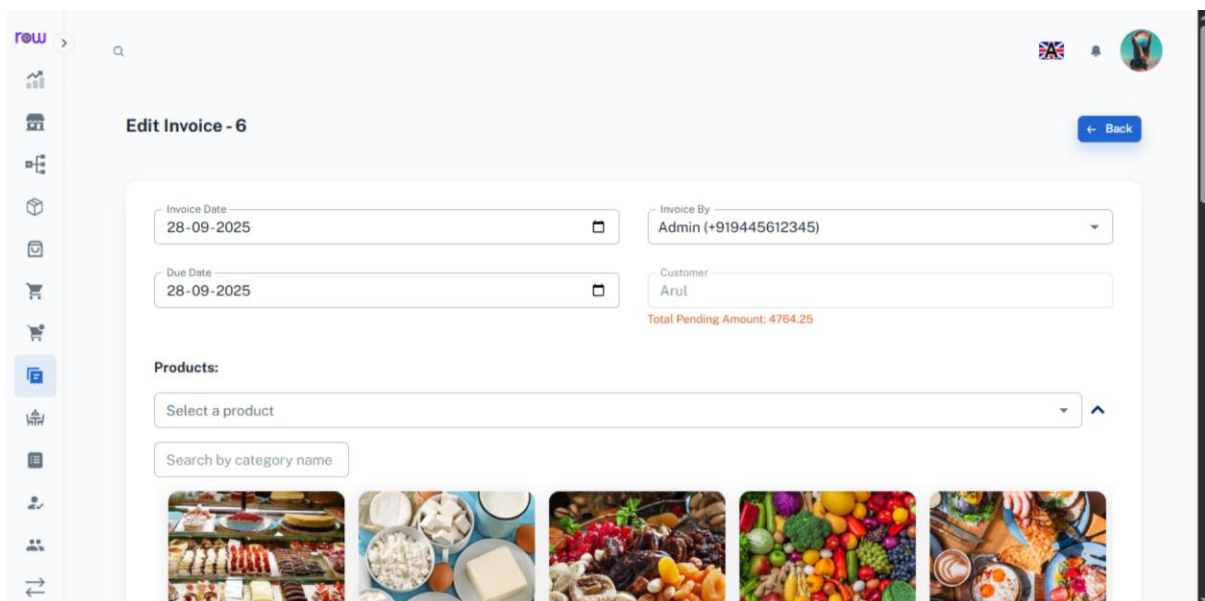
Click the bill number to edit the Invoice



Bill No	Invoice Date	Due Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount
Print 6	28-Sep-2025	28-Sep-2025	Arul	Chicken Masala-250 (Gram) - 10.000 View All	0.00	0.00	4300.00	Cash	300.00	4000.00
Print 5	07-Aug-2025	08-Aug-2025	Sakthi	Chicken Masala-250 (10)-58.000	0.00	0.00	1740.00	Cash	750.00	990.00
Print 4	07-Aug-2025	08-Aug-2025	Arul	Chicken Masala-250 (10)-58.000	0.00	0.00	1740.00	Cash	1000.00	740.00

20. Edit Invoices

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



Edit Invoice - 6

Invoice Date: 28-09-2025

Due Date: 28-09-2025

Invoice By: Admin (+919445612345)


Customer: Arul

Total Pending Amount: 4764.25

Products:

Select a product



Search by category name



21. Add Pending Amount

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

The screenshot shows a web application interface for managing 'Amount Received'. At the top, there's a search bar and user profile icons. Below is a table with the following data:

Received Date ↓	Amount	Action
28 Sep 2025 12:33:59 PM	300.00	 
	300.00	

Below the table, there is an input field containing '100' and a blue button labeled 'Add Amount' with a plus icon, both highlighted with a yellow border. Further down, summary information is displayed: 'Profit Amount: 400.00 (10.53%)', 'Balance Amount: 4000.00', and a checkbox labeled 'Use the extra amount customer already given to you (40.00)'. A 'Hide in Mask' toggle is also present. At the bottom, there are buttons for 'Update', 'Delete Invoice', and 'Generate E-Invoice & E-Way Bill'.

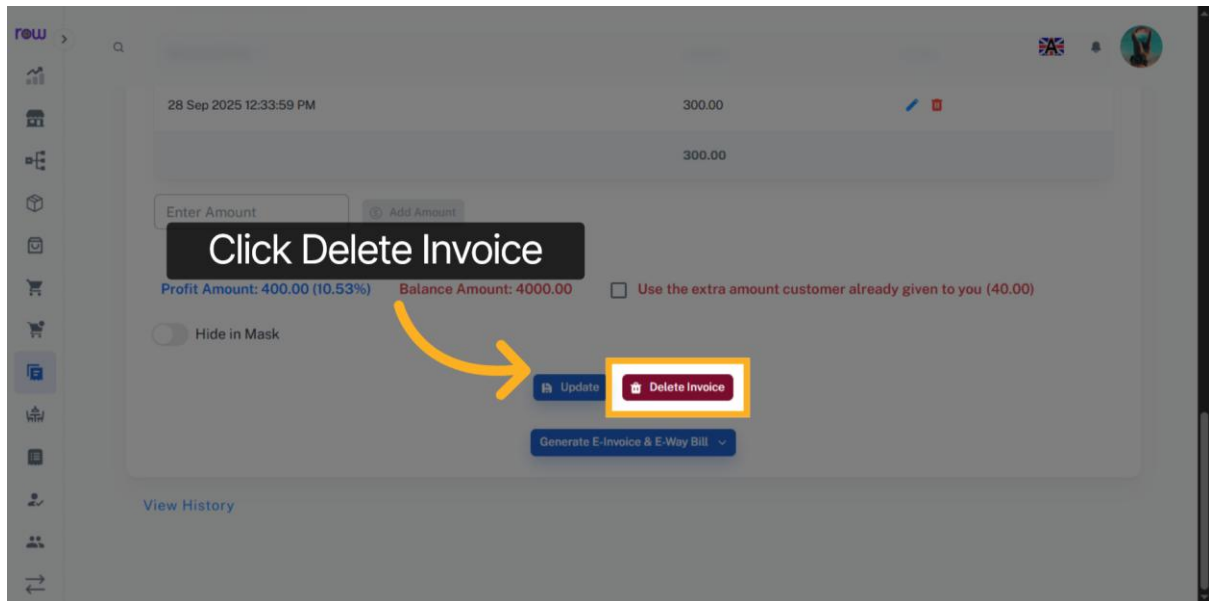
22. Update Invoices

Click Update to save the changes.

This screenshot shows the same 'Amount Received' interface as before. A yellow arrow points from a black text box labeled 'Click Update' to the 'Update' button, which is highlighted with a yellow border. The 'Update' button is located at the bottom of the interface, next to the 'Delete Invoice' button. The rest of the interface, including the table and summary information, remains the same.

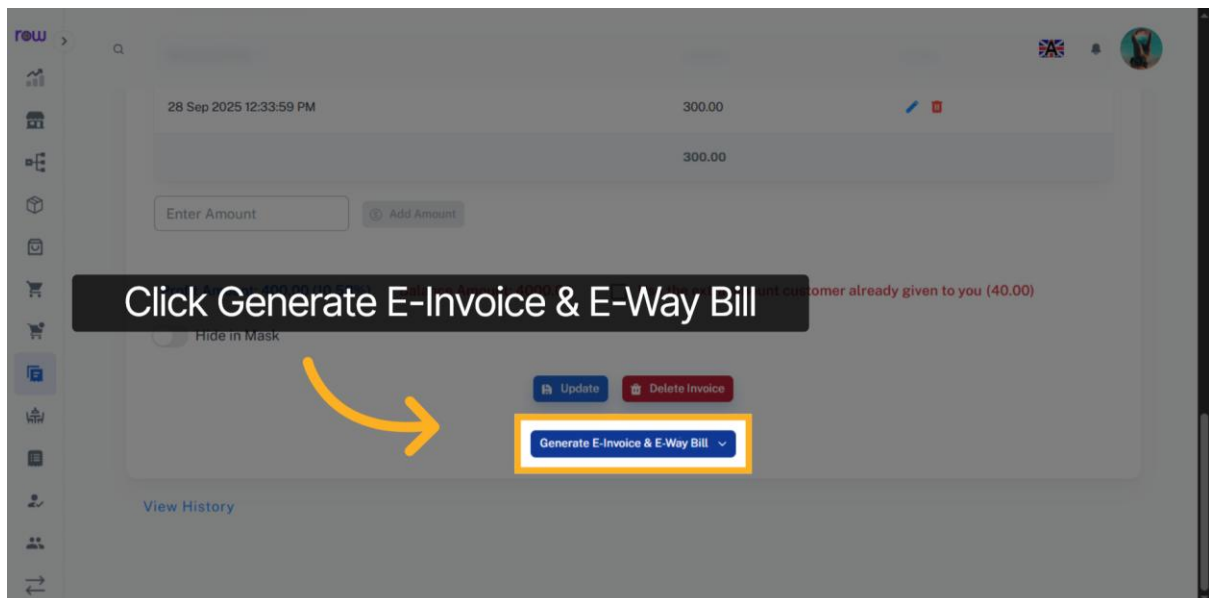
23. Delete Invoice

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.

The screenshot shows a web application interface for generating E-Invoice and E-Way Bill. At the top, there is a header bar with the date and time '08 Aug 2025 12:15:05 AM' on the left, the amount '2000.00' in the center, and edit/delete icons on the right. Below the header, there is a section with a text input field containing '100' and an 'Add Amount' button. Further down, the 'Profit Amount: 2928.00 (32.67%)' and 'Balance Amount: 9890.00' are displayed. A 'Hide in Mask' toggle switch is present. At the bottom, there are three buttons: 'Update', 'Delete Invoice', and 'Generate E-Invoice & E-Way Bill'. The 'Generate E-Invoice & E-Way Bill' button is highlighted with a yellow border, and its dropdown menu is open, showing three options: 'E-Invoice & E-Way Bill', 'E-Invoice', and 'E-Way Bill'. A 'View History' link is located at the bottom left.

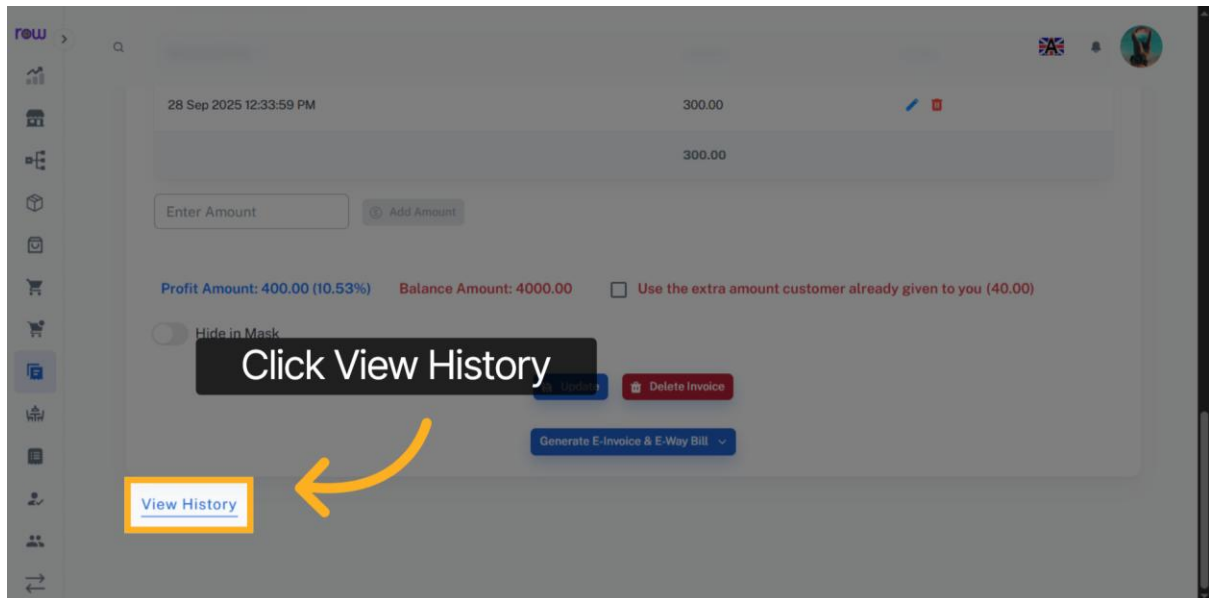
26. E-Way Bill

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

The screenshot shows a 'Transport Details' modal form. The modal has a title bar with a close button (X). The form contains several input fields and dropdown menus: 'Transportation Mode *' (dropdown, value: Road), 'Transporter Id' (text input), 'Transporter Name' (text input), 'Transporter Document Num...' (text input), 'Transporter Document Date' (text input, value: dd-mm-yyyy, with a calendar icon), 'Vehicle Type *' (dropdown, value: Regular), 'Vehicle Number *' (text input), 'Distance' (text input), 'Supply Type *' (dropdown, value: Outward), and 'Sub Supply Type *' (dropdown, value: Supply). At the bottom right of the modal, there are 'Cancel' and 'Generate' buttons. The background shows a blurred view of the main application interface, including a sidebar with various icons and a main content area with a 'Profit Amount: 20.00 (8.33%)' and 'Order Status History' section.

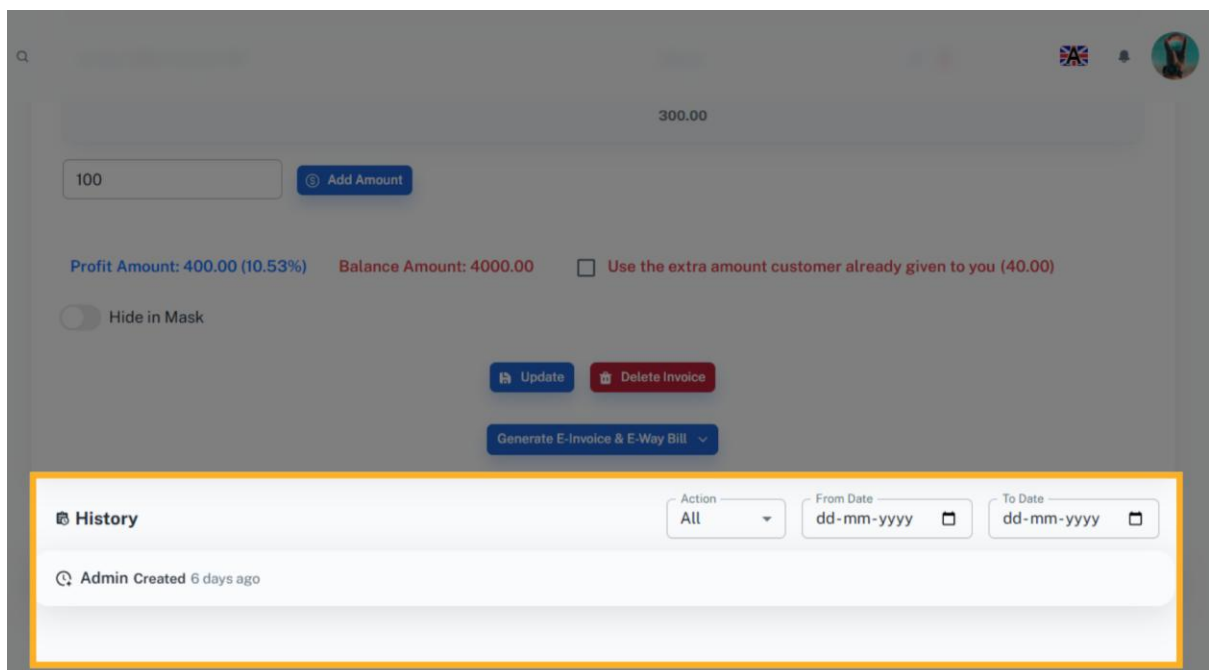
27. View History

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.

Invoice

Bill No. From Date To Date Customer Payment Type Invoice By

Print	Bill Number	Invoice Date	Due Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount
<input type="checkbox"/> Print	6	28 Sep 2025	28 Sep 2025	Arul	Chicken Masala-250 (Gram)-10.000	0.00	0.00	4300.00	Cash	300.00	4000.00
<input type="checkbox"/> Print	5	07 Aug 2025	08 Aug 2025	Sakthi	Chicken Masala-250 (10)-58.000	0.00	0.00	1740.00	Cash	750.00	990.00
<input type="checkbox"/> Print	4	07 Aug 2025	08 Aug 2025	Arul	Chicken Masala-250 (10)-58.000	0.00	0.00	1740.00	Cash	1000.00	740.00

30. Download and Print Bill

You can print and download the bill.

Bill

Invoice

ABC Private Limited

Bill No: 7
Date: 02/10/2025
Bill To: Arul
+919789045678

Item Name	Quantity	Unit	Price	Amount
Almonds	1.000	KG	260.00	260.00

Sub Total: ₹260.00
Total: ₹260.00
Amount Received: 0.00
Balance Amount: 260.00
Previous Pending Amount: ₹4,404.00

Authorized Signatory

Thank You For Business

Dhargapuram, Dhargapuram, Tamil Nadu, 624637
Email: naveenecab@gmail.com | Phone: +919035624187

Cancel Download Print



Thank You