

Create and Manage Purchase entries in Runonweb

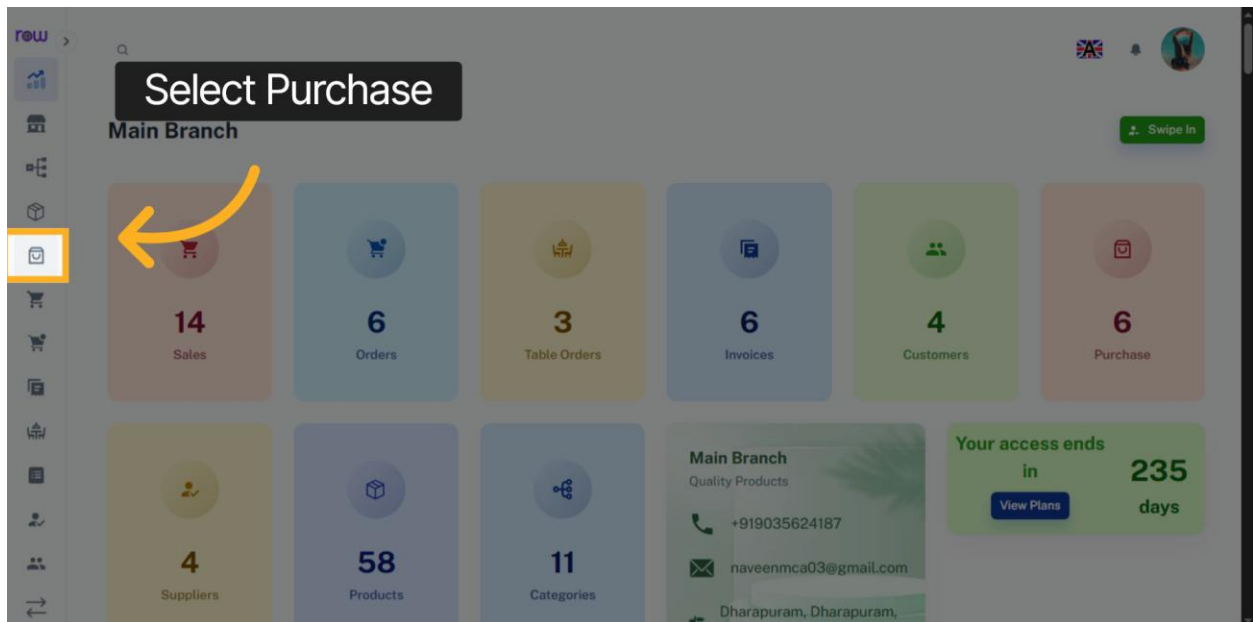
Go to runonweb.com

1. Introduction

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

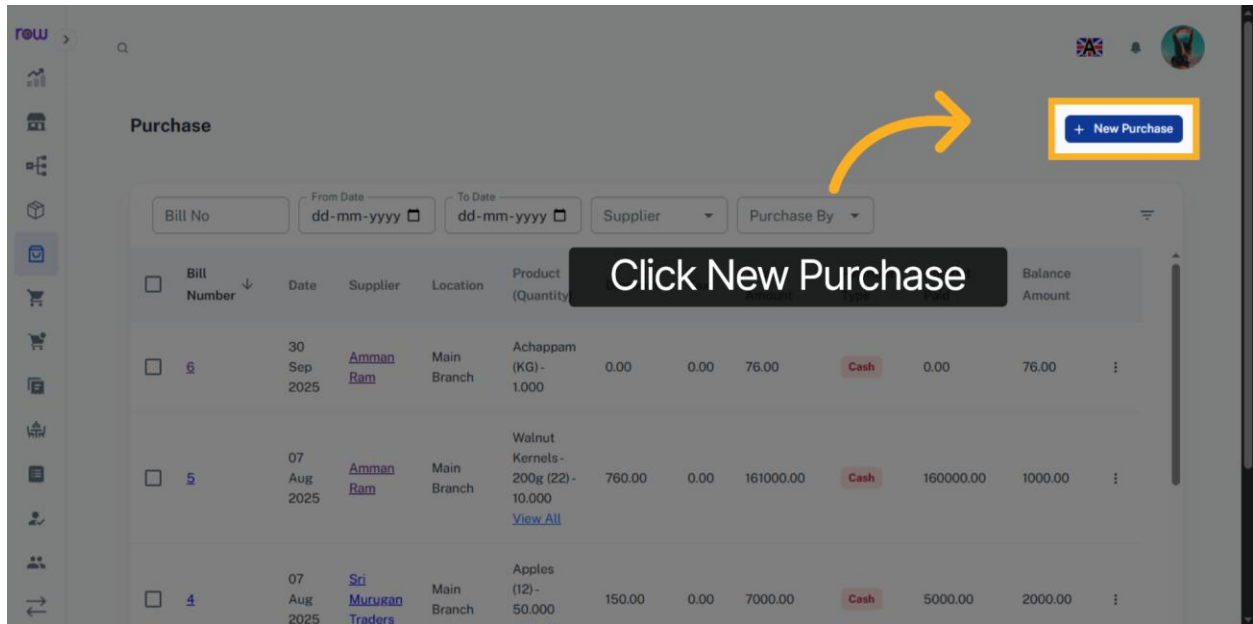
2. Purchase Menu

Select the Purchase menu to open the Purchase list screen.



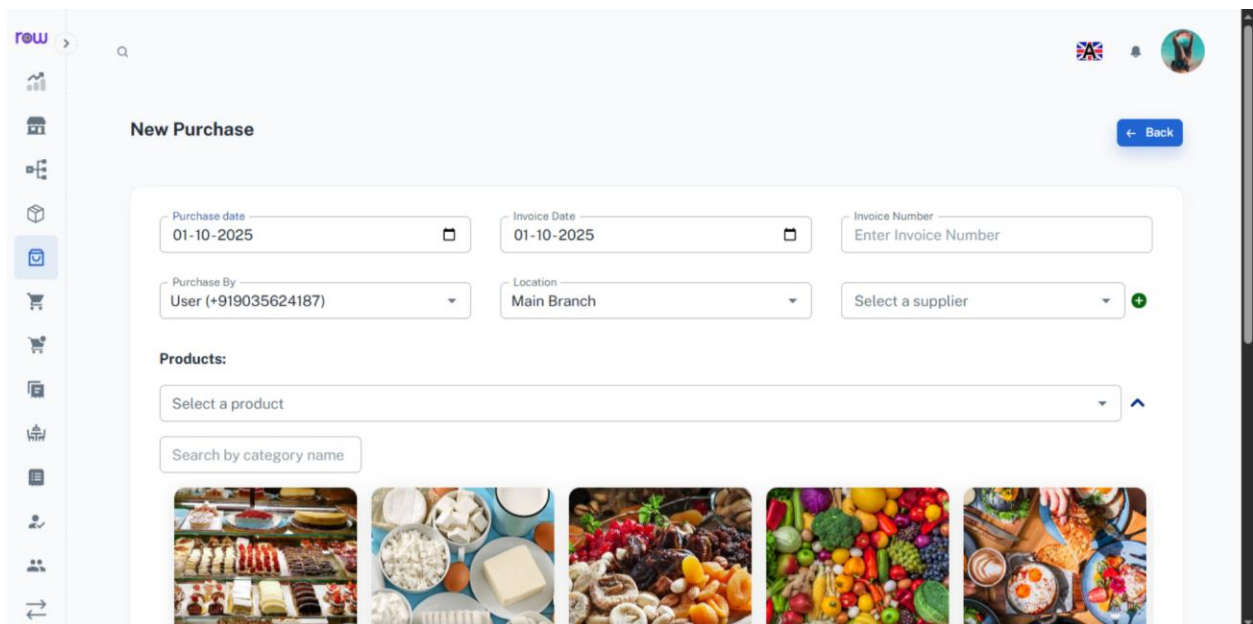
3. New Purchase Button

Click the New Purchase button to start creating a purchase.



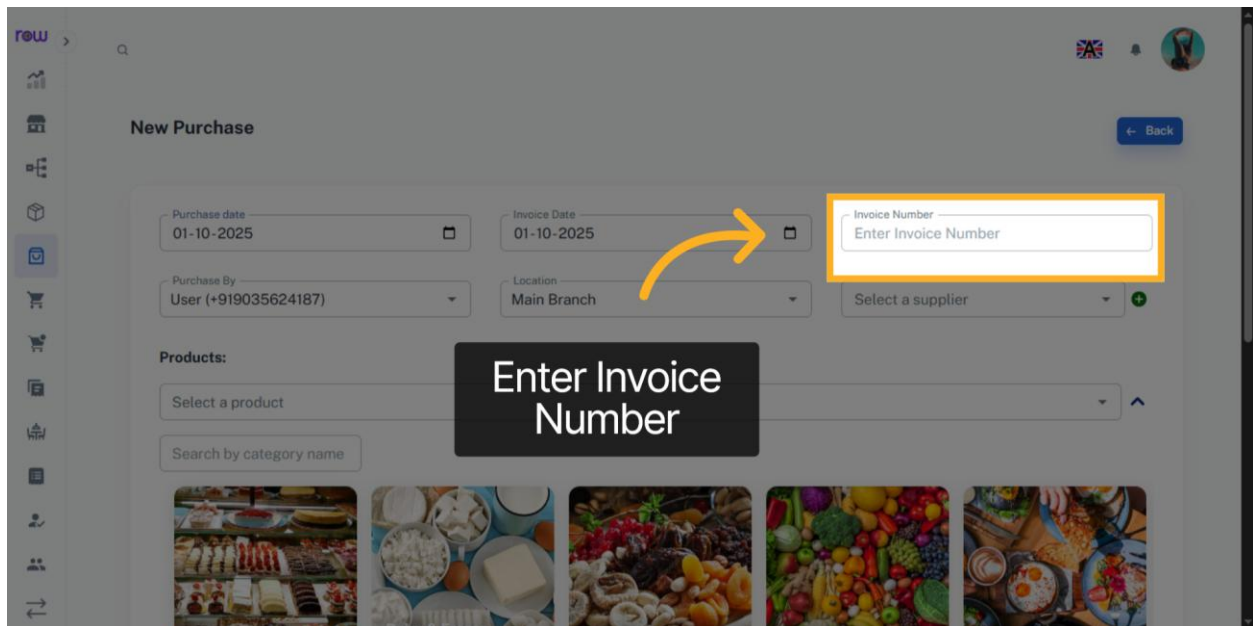
4. New Purchase

Purchase date, Invoice date, Purchase by and Location are already filled in. You can update them if needed.



5. Invoice Number

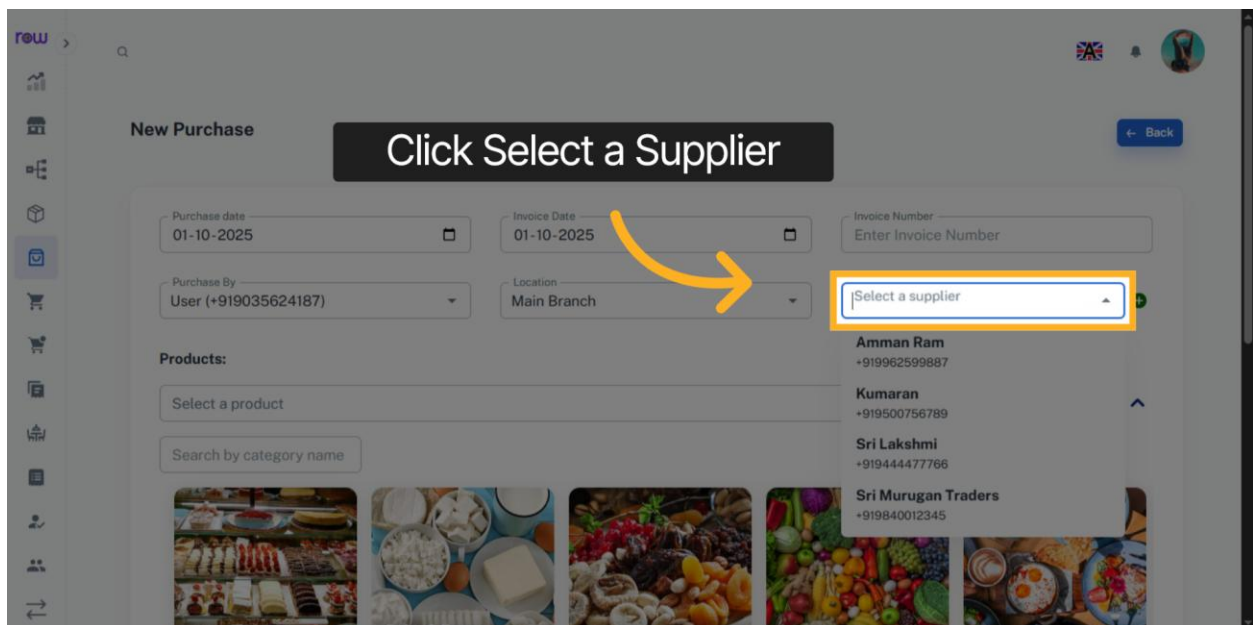
Enter Invoice Number If available



The screenshot shows the 'New Purchase' form in the ROW application. The form includes fields for 'Purchase date' (01-10-2025), 'Invoice Date' (01-10-2025), 'Purchase By' (User (+919035624187)), and 'Location' (Main Branch). The 'Invoice Number' field is highlighted with a yellow border and contains the placeholder text 'Enter Invoice Number'. A yellow arrow points from the 'Invoice Date' field to the 'Invoice Number' field. A black box with the text 'Enter Invoice Number' is overlaid on the 'Products' section. The 'Products' section includes a search bar and a grid of product images.

6. Select Supplier

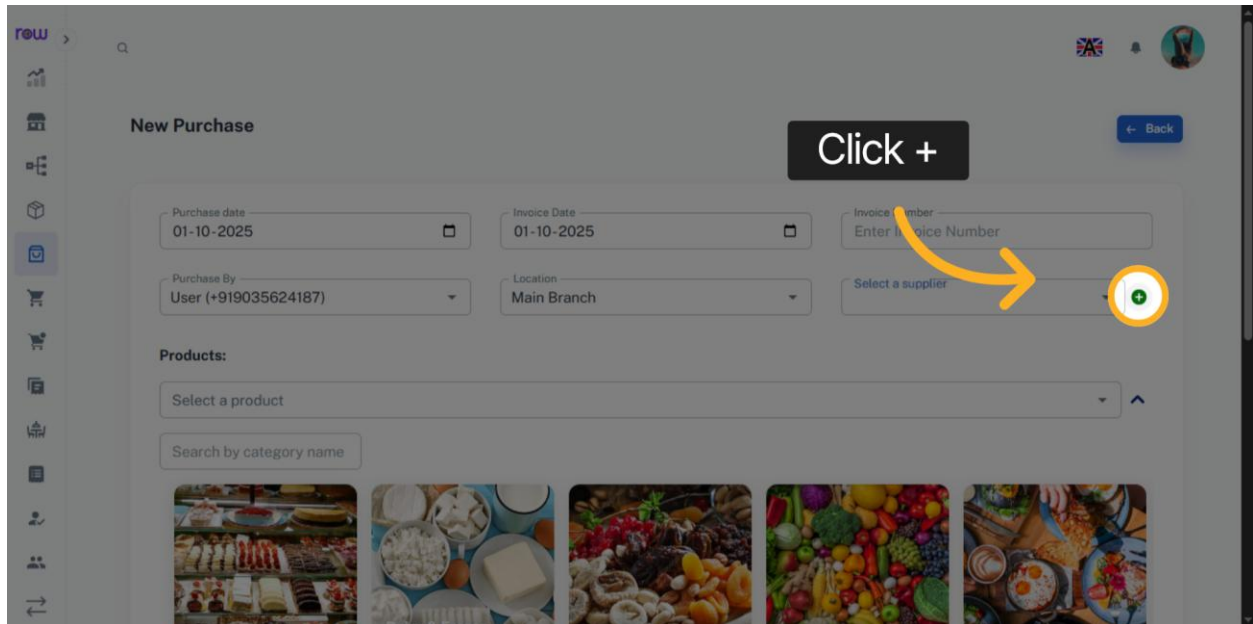
Search and select an existing Supplier.



The screenshot shows the 'New Purchase' form in the ROW application. The form includes fields for 'Purchase date' (01-10-2025), 'Invoice Date' (01-10-2025), 'Purchase By' (User (+919035624187)), and 'Location' (Main Branch). The 'Select a supplier' dropdown is highlighted with a yellow border. A yellow arrow points from the 'Invoice Date' field to the 'Select a supplier' dropdown. A black box with the text 'Click Select a Supplier' is overlaid on the form. The 'Products' section includes a search bar and a grid of product images. A list of suppliers is visible on the right side of the form, including Amman Ram, Kumaran, Sri Lakshmi, and Sri Murugan Traders.

7. Create new Supplier

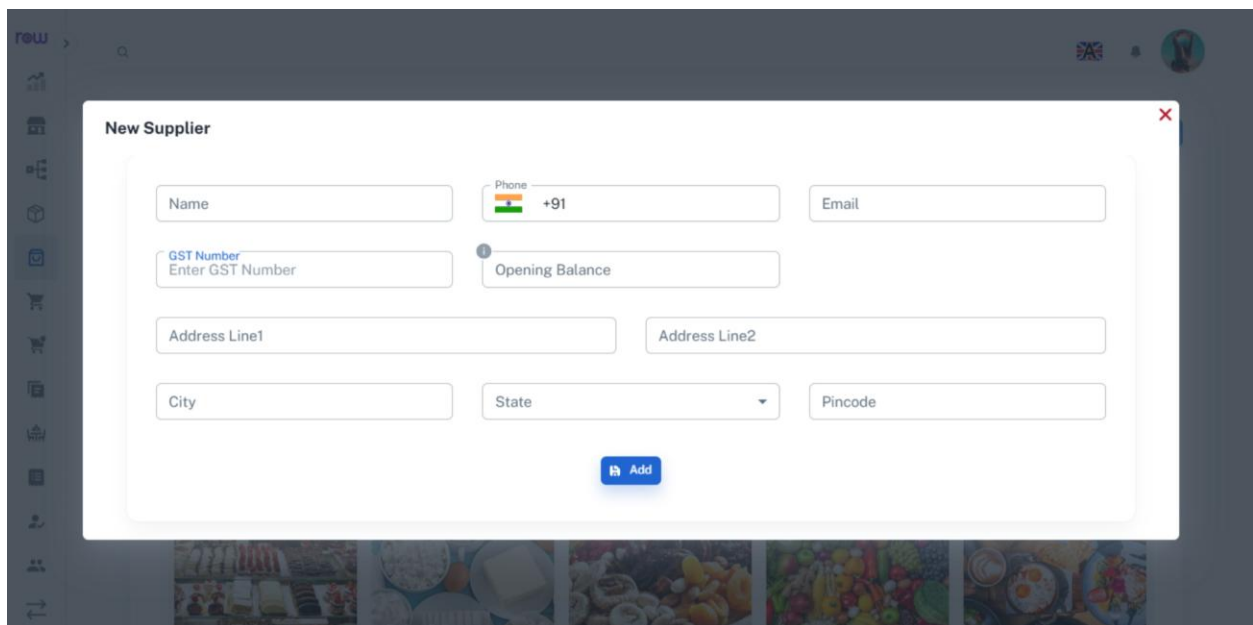
Click + icon to add a new Supplier



The screenshot shows the 'New Purchase' form in a web application. A dark grey callout box with the text 'Click +' is positioned over the 'Select a supplier' dropdown menu. An orange arrow points from the callout to the dropdown. A circular icon with a green plus sign is also visible on the right side of the dropdown menu. The form includes fields for 'Purchase date' (01-10-2025), 'Invoice Date' (01-10-2025), 'Invoice Number' (Enter Invoice Number), 'Purchase By' (User (+919035624187)), and 'Location' (Main Branch). Below these fields is a 'Products' section with a search bar and a grid of product images.

8. New Supplier Page

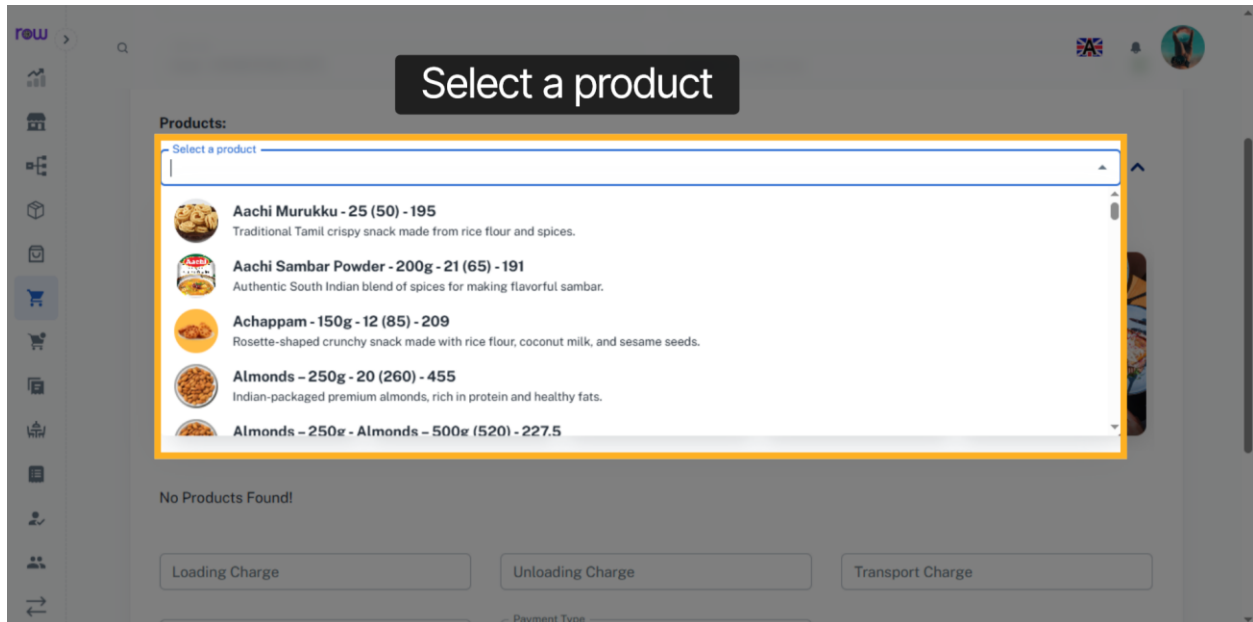
Enter the new Supplier details and click Add to save and select the Supplier.



The screenshot shows the 'New Supplier' form in a web application. The form is titled 'New Supplier' and includes a close button (X) in the top right corner. It contains several input fields: 'Name', 'Phone' (with a dropdown for country code, currently showing +91), 'Email', 'GST Number' (with a dropdown for GST type, currently showing Enter GST Number), 'Opening Balance', 'Address Line1', 'Address Line2', 'City', 'State' (with a dropdown), and 'Pincode'. A blue 'Add' button is located at the bottom of the form.

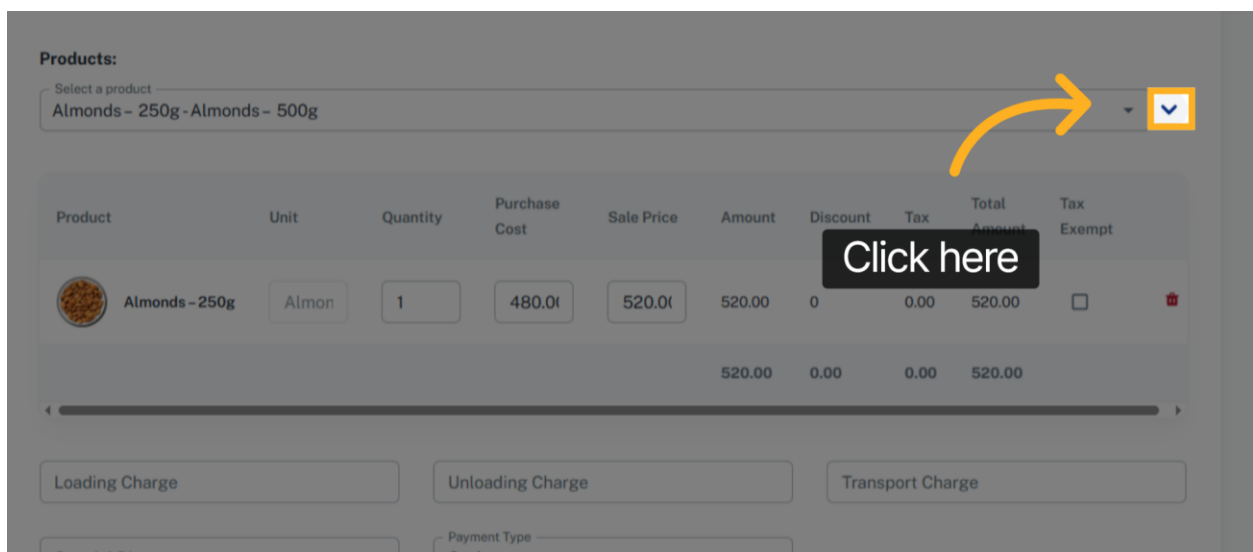
9. Select a product

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



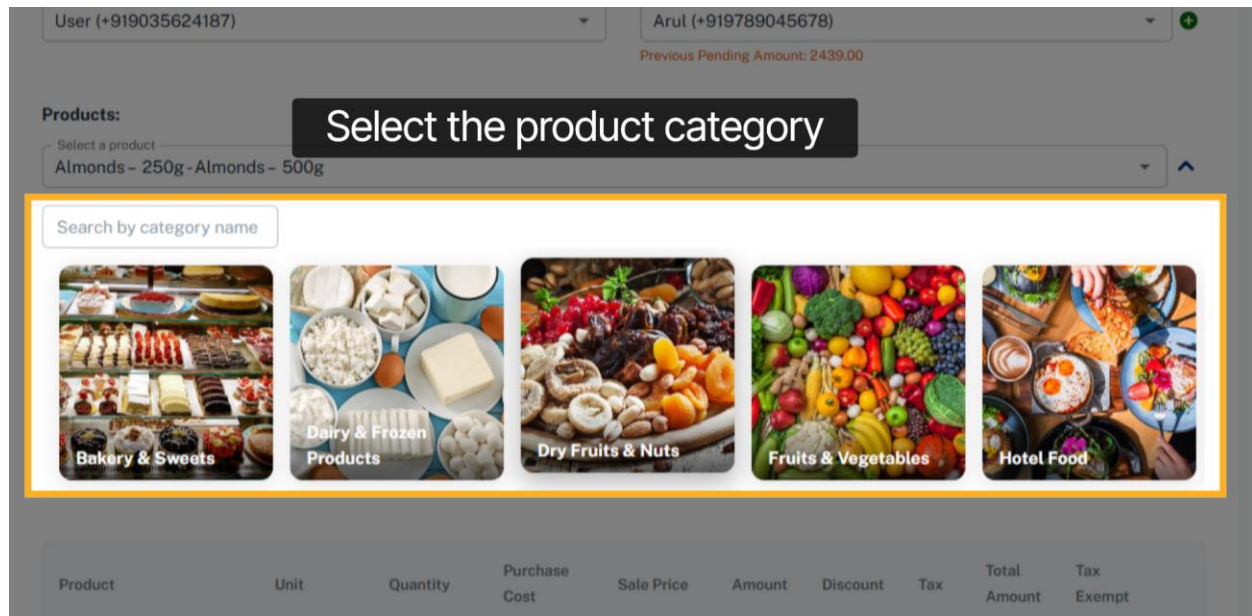
10. Product Selection Dropdown

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



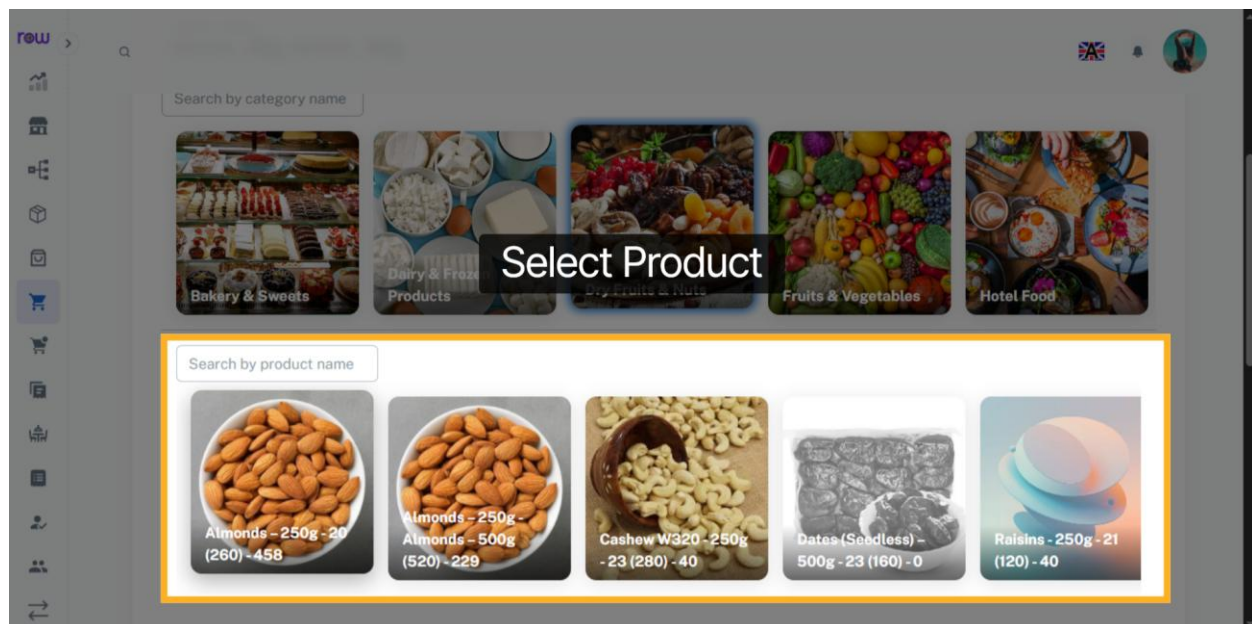
11. Select the product category

Select the product by its category



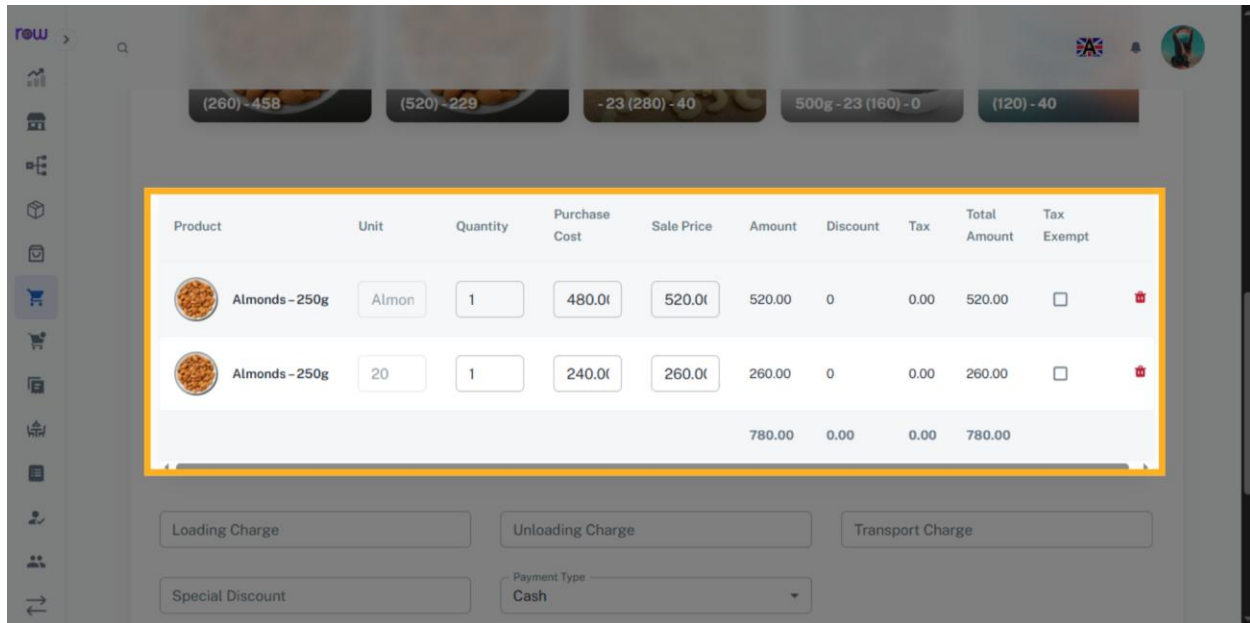
12. Select Product

Select product.



13. Selected Product List

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



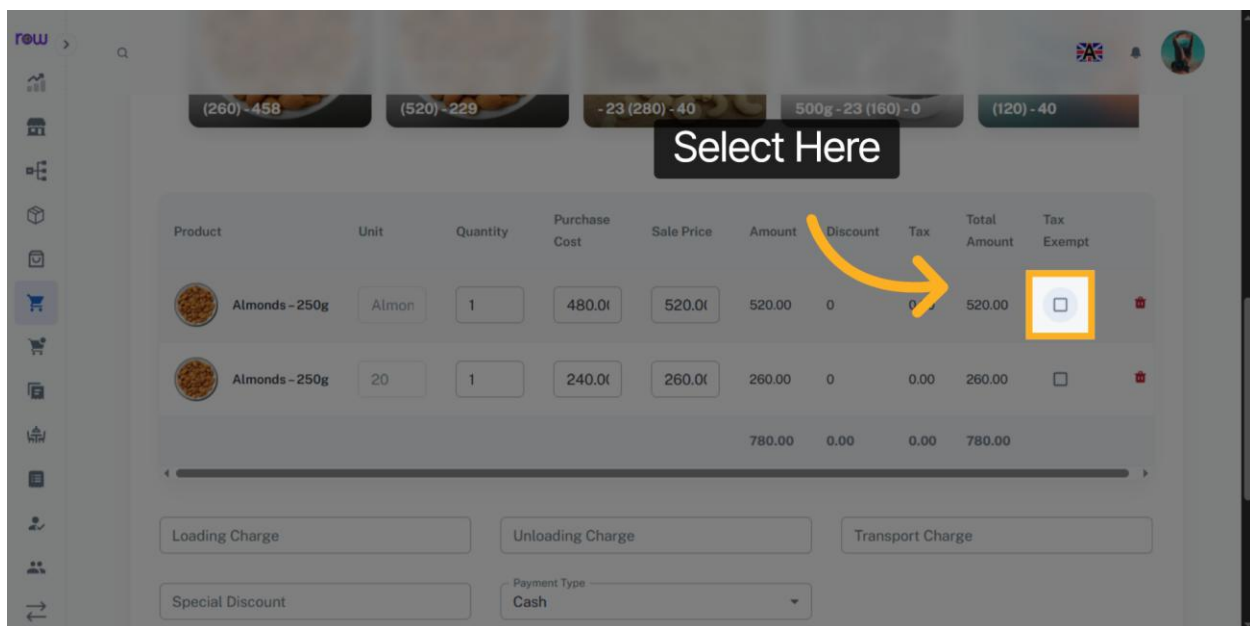
Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds - 250g	Almon	1	480.00	520.00	520.00	0	0.00	520.00	☐
Almonds - 250g	20	1	240.00	260.00	260.00	0	0.00	260.00	☐
					780.00	0.00	0.00	780.00	

Loading Charge: Unloading Charge: Transport Charge:

Special Discount: Payment Type:

14. Tax Exempt Checkbox

Select the checkbox to exempt the tax for a product.



Select Here

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds - 250g	Almon	1	480.00	520.00	520.00	0	0.00	520.00	☐
Almonds - 250g	20	1	240.00	260.00	260.00	0	0.00	260.00	☐
					780.00	0.00	0.00	780.00	

Loading Charge: Unloading Charge: Transport Charge:

Special Discount: Payment Type:

15. Other Optional Fields

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

The screenshot shows a purchase form with a table of items and a section for optional charges. The table has columns for Product, Unit, Quantity, Purchase Cost, Sale Price, Amount, Discount, Tax, Total Amount, and Tax Exempt. Two items are listed: 'Almonds - 250g' with a unit of 'Almon' and quantity '1', and another 'Almonds - 250g' with a unit of '20' and quantity '1'. Below the table, there are input fields for 'Loading Charge', 'Unloading Charge', 'Transport Charge', and 'Special Discount'. A 'Payment Type' dropdown menu is set to 'Cash'.

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds - 250g	Almon	1	480.00	520.00	520.00	0	0.00	520.00	
Almonds - 250g	20	1	240.00	260.00	260.00	0	0.00	260.00	
					780.00	0.00	0.00	780.00	

Optional Fields:

- Loading Charge:
- Unloading Charge:
- Transport Charge:
- Special Discount:
- Payment Type:

16. Round Off

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

The screenshot shows the 'Round Off' section of the purchase form. A black box with the text 'Select Here' and a yellow arrow points to the 'Round Off' section. The 'Round Off' section has three radio buttons: 'No Round Off' (selected), 'Increase', and 'Decrease'. Below this, the 'Total Amount' is 480.00, and there is a checkbox for 'Use the extra amount you already given to supplier (2.00)'. The 'Amount Paid' field is empty, and the 'Balance Amount' is 480.00. There is also a 'Notes' field and a 'Hide in Mask' toggle.

Optional Fields:

- Loading Charge:
- Unloading Charge:
- Transport Charge:
- Special Discount:
- Payment Type:

Round Off: ☒ No Round Off ☐ Increase ☐ Decrease

Total Amount: 480.00 ☐ Use the extra amount you already given to supplier (2.00)

Amount Paid:

Balance Amount: 480.00

☐ Hide in Mask

17. Amount Paid

Enter the amount Paid to the Supplier.

This screenshot shows a purchase form with various input fields. A yellow box highlights the 'Amount Paid' field, which contains the placeholder text 'Enter Amount Paid for this purchase'. A black callout box with the text 'Click Amount Paid' and a yellow arrow points to this field. Other visible fields include 'Loading Charge', 'Unloading Charge', 'Transport Charge', 'Special Discount', 'Payment Type' (set to 'Cash'), 'Round Off' (set to 'No Round Off'), 'Total Amount: 480.00', 'Use the extra amount you already given to supplier (2.00)', 'Balance Amount: 480.00', and a 'Hide in Mask' toggle. A blue 'Add' button is located at the bottom right of the form.

18. Add

Click "Add" to create the Purchase.

This screenshot shows the same purchase form as in the previous image, but with additional fields filled out. The 'Amount Received' field is set to '780'. The 'Total Amount' is now '780.00'. The 'Profit Amount' is '60.00 (8.33%)' and the 'Balance Amount' is '0.00'. A black callout box with the text 'Click Add' and a yellow arrow points to the blue 'Add' button at the bottom right of the form. The 'Add' button is also highlighted with a yellow box.

19. Purchase List

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

Bill Number	Date	Supplier	Location	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Paid	Balance Amount
7	01 Oct 2025	Amman Ram	Main Branch	Aachi Sambar Powder (KG) - 1.000	0.00	0.00	54.00	Cash	0.00	54.00
6	30 Sep 2025	Amman Ram	Main Branch	Achappam (KG) - 1.000	0.00	0.00	76.00	Cash	0.00	76.00
5	07 Aug	Amman	Main	Walnut Kernels - 200g (Walnut)	760.00	0.00	161000.00	Cash	160000.00	1000.00
					3692.000	1550.00	0.00	313330.00	309000.00	4330.00

20. Bill Number

Click the bill number to edit the Purchase.

Bill Number	Date	Supplier	Location	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Paid	Balance Amount
7	01 Oct 2025	Amman Ram	Main Branch	Aachi Sambar Powder (KG) - 1.000	0.00	0.00	54.00	Cash	0.00	54.00
6	30 Sep 2025	Amman Ram	Main Branch	Achappam (KG) - 1.000	0.00	0.00	76.00	Cash	0.00	76.00
5	07 Aug	Amman	Main	Walnut Kernels - 200g (Walnut)	760.00	0.00	161000.00	Cash	160000.00	1000.00
					3692.000	1550.00	0.00	313330.00	309000.00	4330.00

21. Edit Purchase

You can change all the fields except the Supplier, Location and products.

Edit Purchase - 7

Purchase date: 01-10-2025 | Invoice Date: 01-10-2025 | Invoice Number: Enter Invoice Number

Purchase By: User (+919035624187) | Location: Main Branch | Supplier: Amman Ram

Total Pending Amount: 1130.00

Product	Unit	Quantity	Purchase Cost	Amount	Tax	Total Amount	Tax Exempt
Aachi Sambar Powder	KG	1.000	54.00	54.00	0.00	54.00	No
				54.00	0.00	54.00	

22. Return a Product

Click the Return button if wants to return a product.

Products

Click Return

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds - 250g	20	1.000	240.00	260.00	260.00	0.00	0.00	260.00	No
Almonds - 250g	Almonds - 500g	1.000	480.00	520.00	520.00	0.00	0.00	520.00	Yes
					780.00	0.00	0.00	780.00	

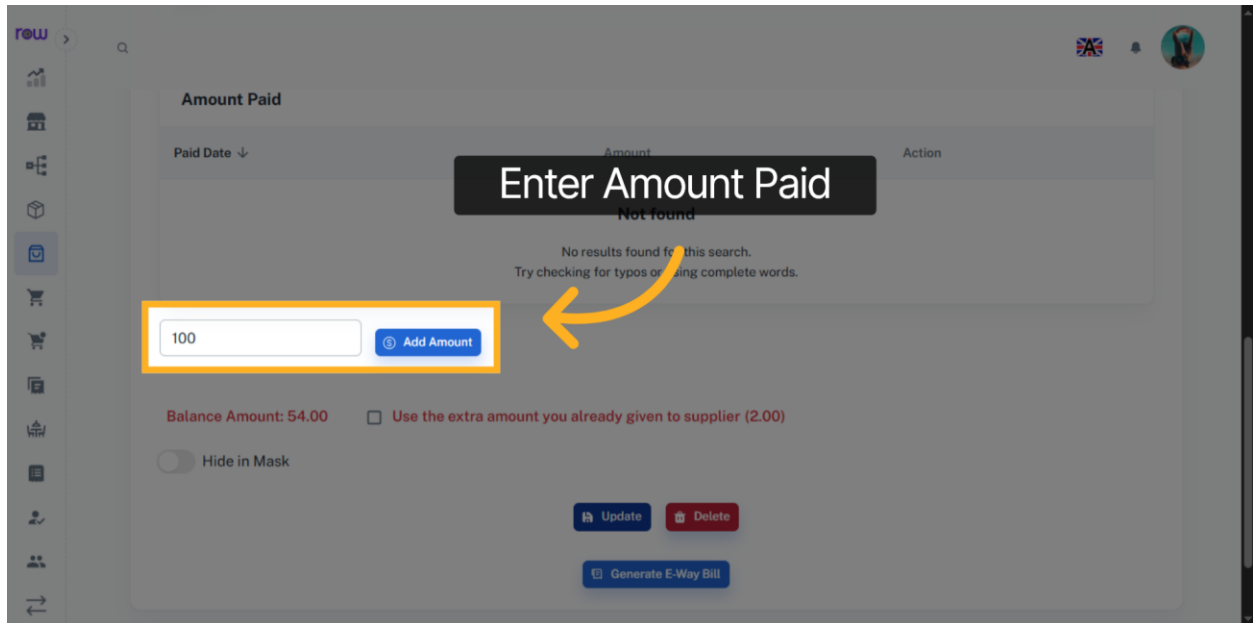
Loading Charge: 0.00 | Unloading Charge: 0.00 | Transport Charge: 0.00

Special Discount: 0.00 | Payment Type: Cash

Round Off: ☒ No Round Off ☐ Increase ☐ Decrease

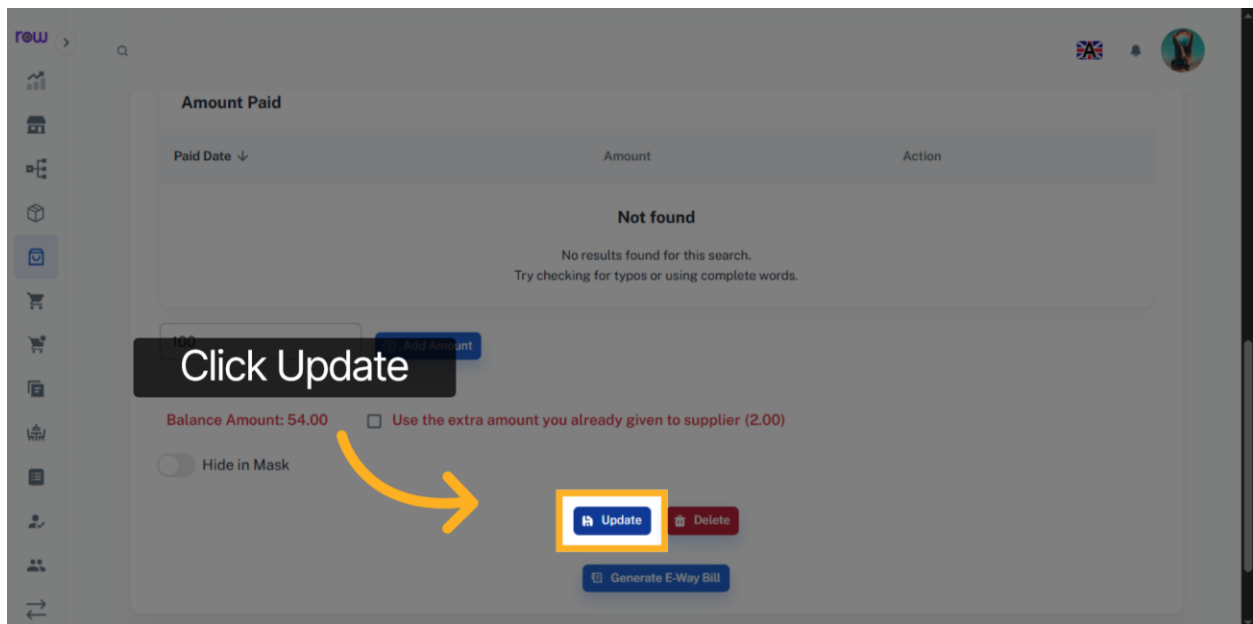
23. Add Pending Amount

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



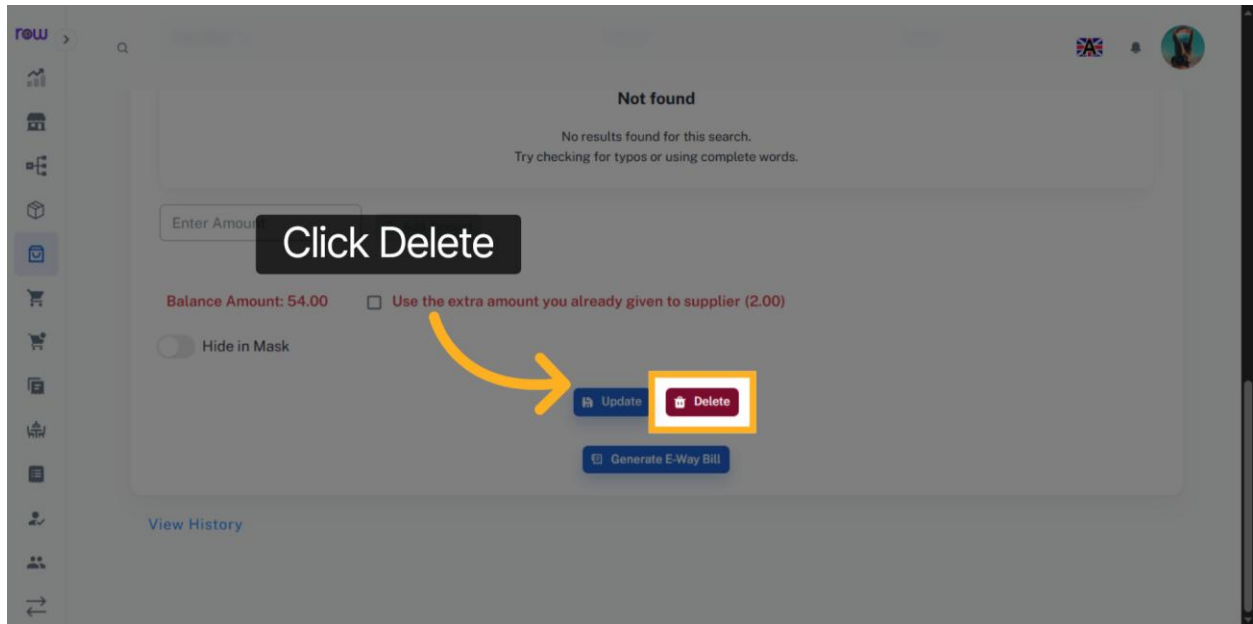
24. Update Purchase

Click Update to save the changes.



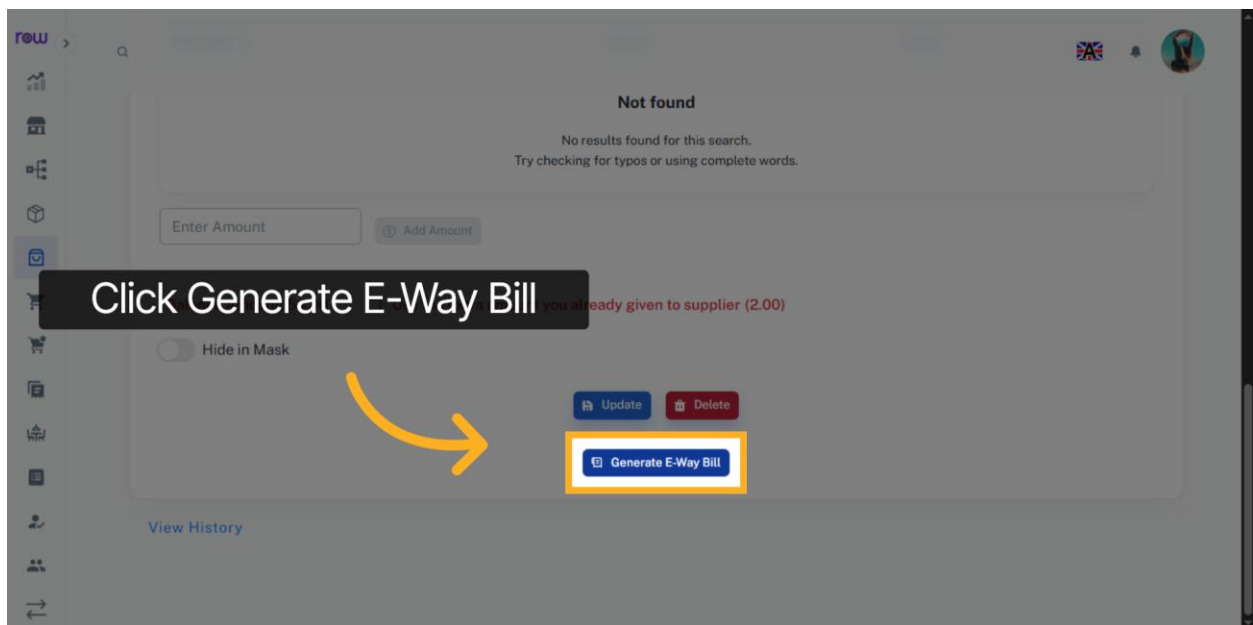
25. Delete Purchase

Click the Delete button to cancel the Purchase.



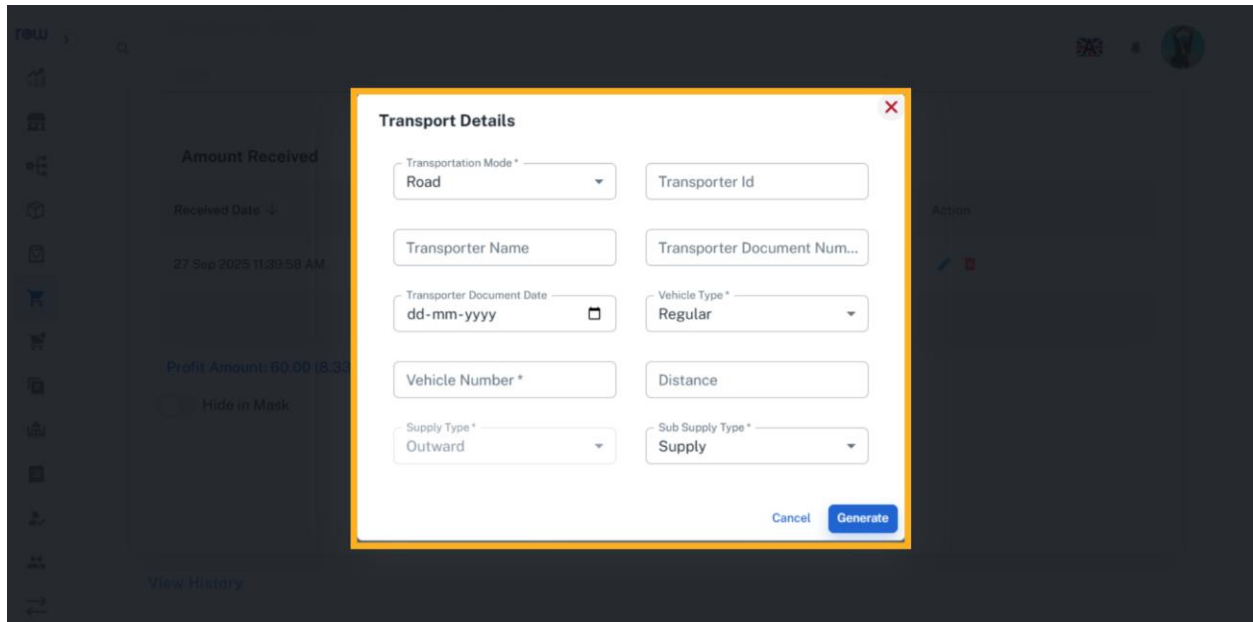
26. Generate E-way Bill

Click this button to Generate E-Way Bill.



27. E-Way Bill

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



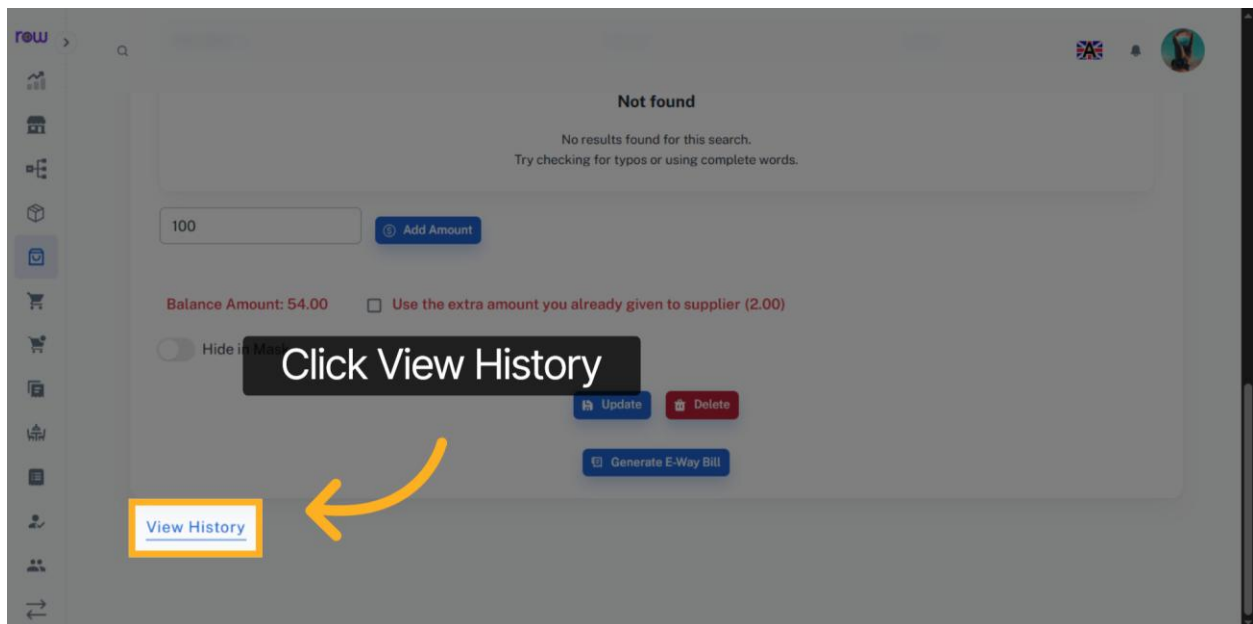
The screenshot shows a 'Transport Details' modal form with the following fields:

- Transportation Mode * (Dropdown menu, currently set to 'Road')
- Transporter Id (Text input field)
- Transporter Name (Text input field)
- Transporter Document Num... (Text input field)
- Transporter Document Date (Text input field, format dd-mm-yyyy, with a calendar icon)
- Vehicle Type * (Dropdown menu, currently set to 'Regular')
- Vehicle Number * (Text input field)
- Distance (Text input field)
- Supply Type * (Dropdown menu, currently set to 'Outward')
- Sub Supply Type * (Dropdown menu, currently set to 'Supply')

At the bottom right of the modal are 'Cancel' and 'Generate' buttons.

28. View History

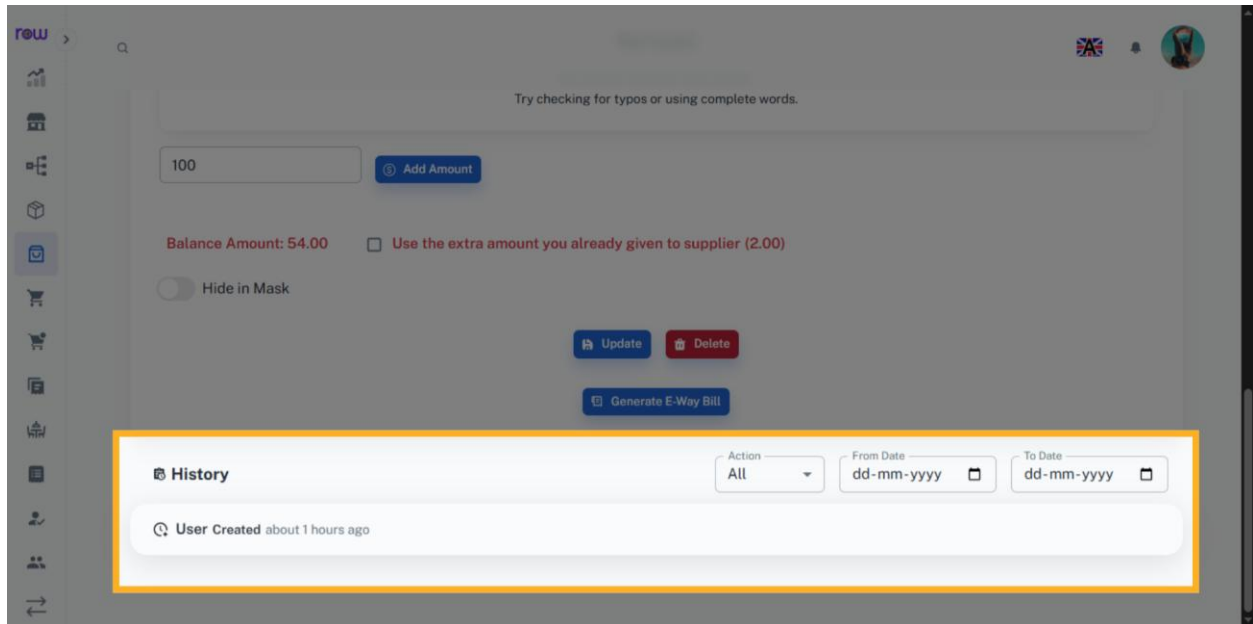
Click the View History link to see the work history of this Purchase performed by the employees.



The screenshot shows a 'Not found' error page with the message: 'No results found for this search. Try checking for typos or using complete words.' Below this is a search bar containing '100' and an 'Add Amount' button. Further down, there is a 'Balance Amount: 54.00' and a checkbox labeled 'Use the extra amount you already given to supplier (2.00)'. At the bottom, there are 'Update', 'Delete', and 'Generate E-Way Bill' buttons. A 'View History' link is highlighted with a yellow box, and a yellow arrow points to it from a black box containing the text 'Click View History'.

29. History

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



Thank You