

Create and Manage Sales in RunOnWeb

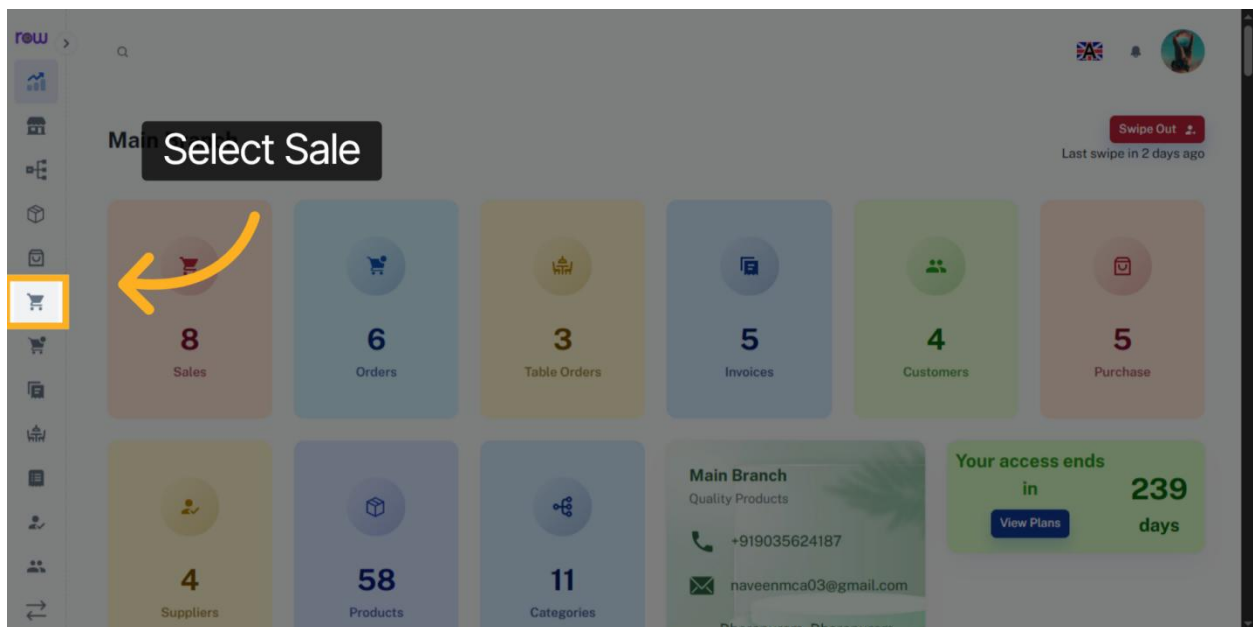
Go to runonweb.com

1. Introduction

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

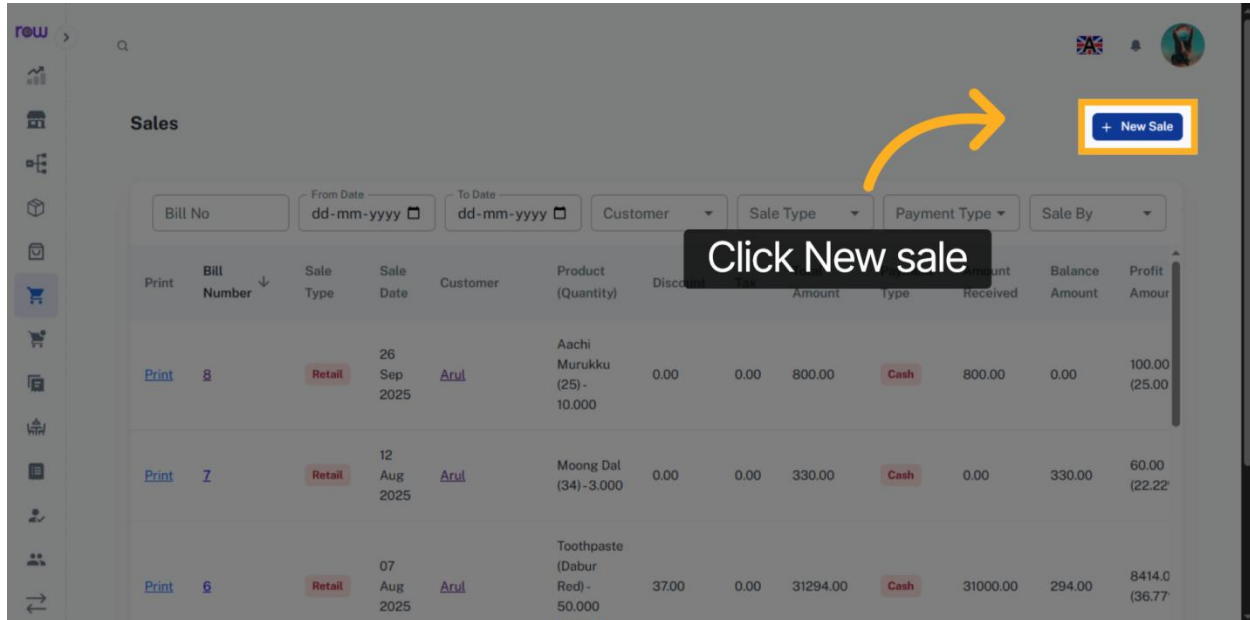
2. Sales Menu

Select the Sale menu to open the sales list screen.



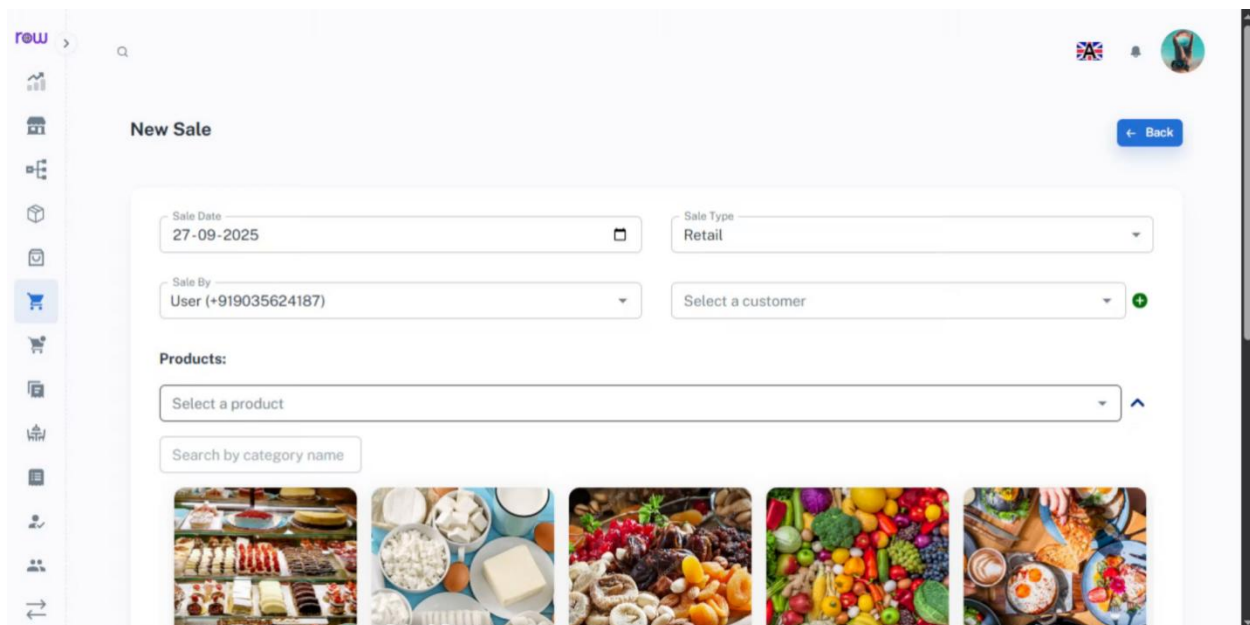
3. New Sale Button

Click the New Sale button to start creating a sale.



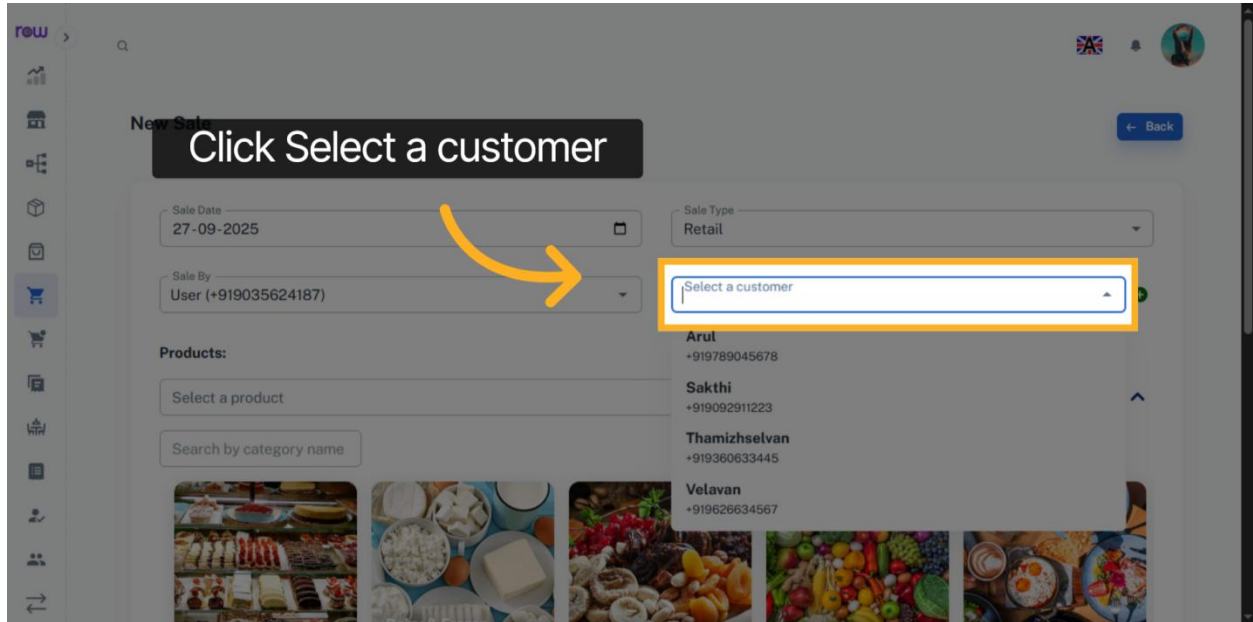
4. New Sale

sale date, sale type, and sale done by are already filled in. You can update them if needed.



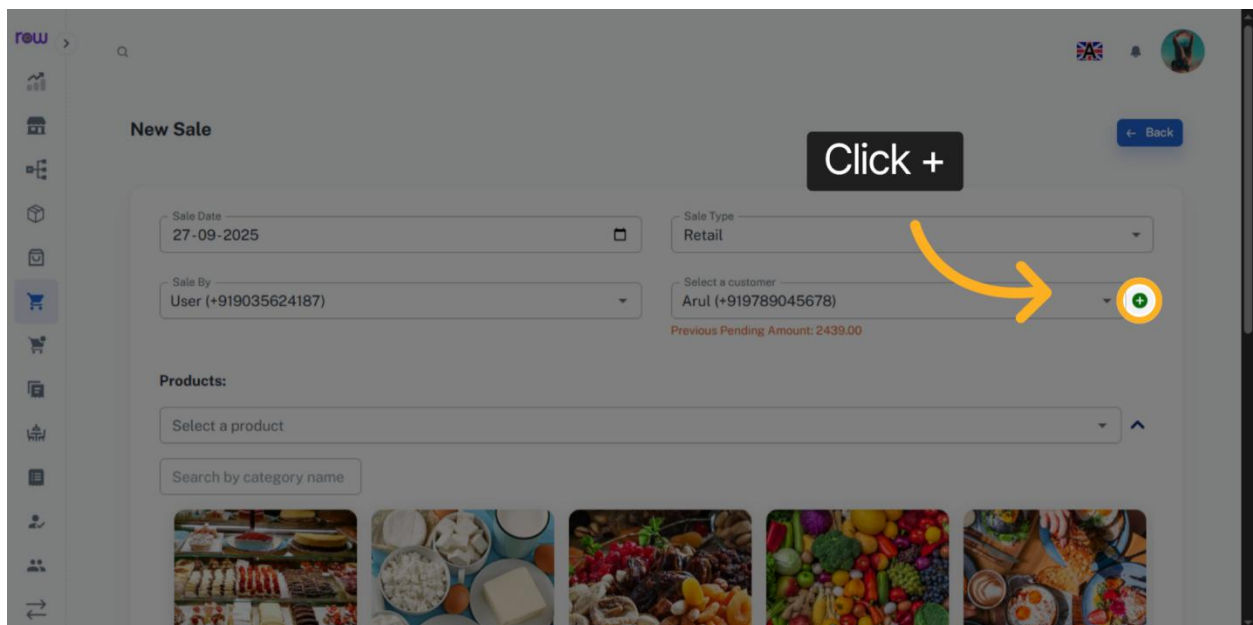
5. Select a customer

Search and select an existing customer.



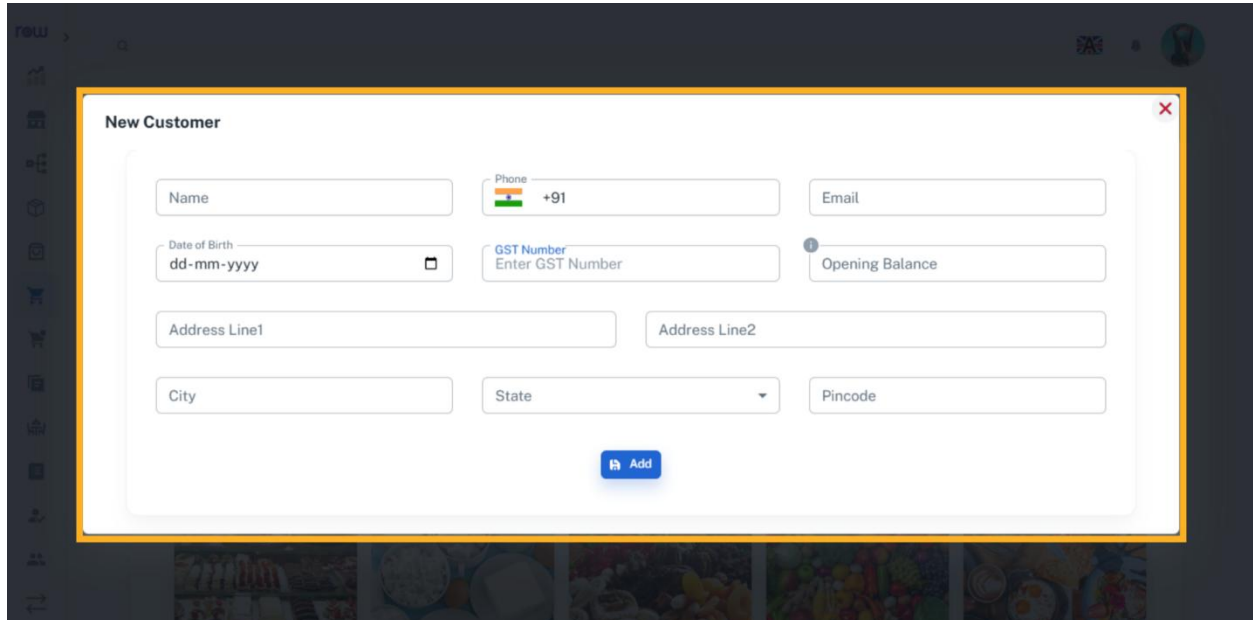
6. Create new customer

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.



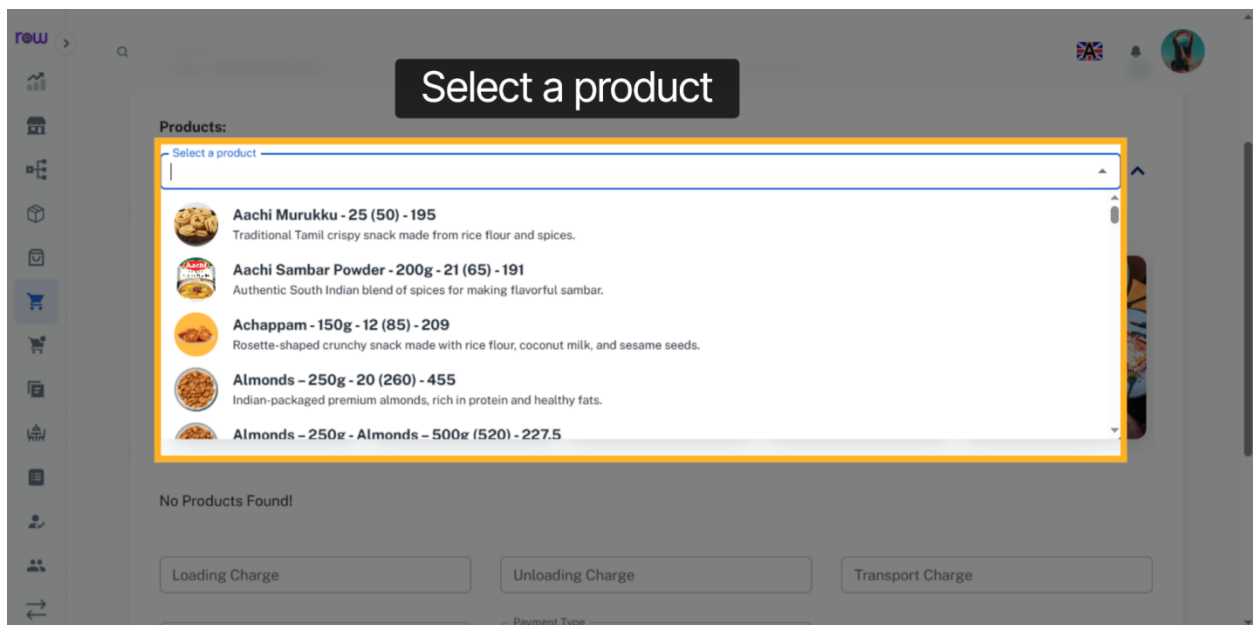
The screenshot shows a 'New Customer' form with the following fields:

- Name
- Phone: +91
- Email
- Date of Birth: dd-mm-yyyy
- GST Number: Enter GST Number
- Opening Balance
- Address Line1
- Address Line2
- City
- State
- Pincode

An 'Add' button is located at the bottom of the form.

8. Select a product

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



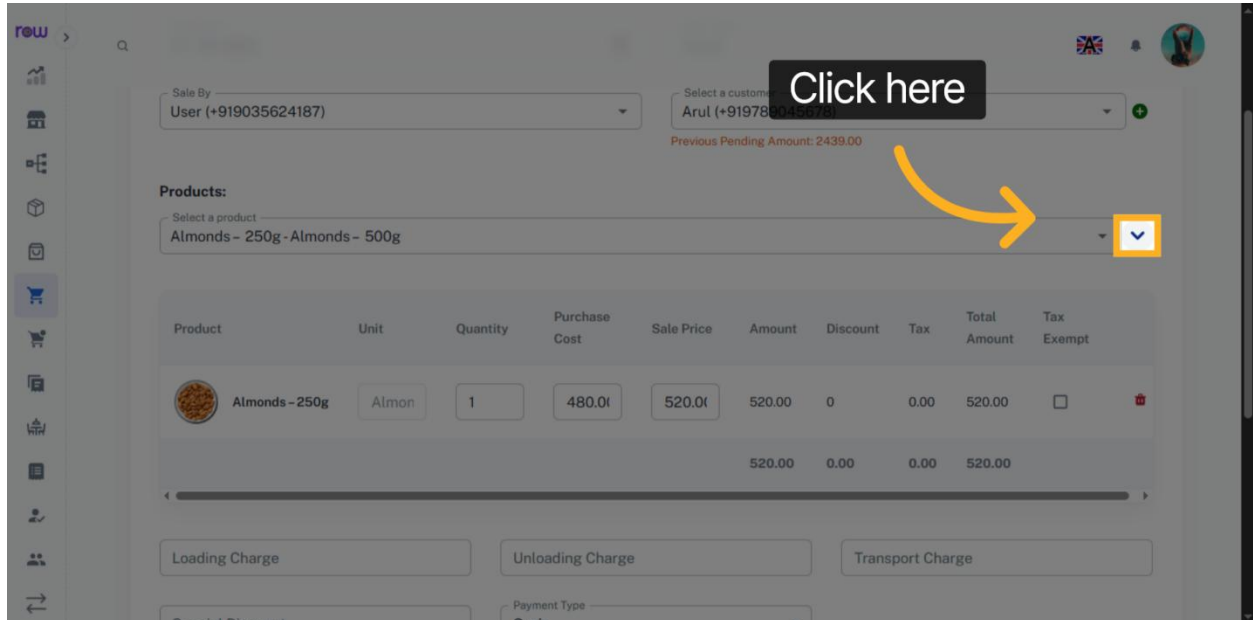
The screenshot shows a 'Select a product' dropdown menu with the following products listed:

- Aachi Murukku - 25 (50) - 195**
Traditional Tamil crispy snack made from rice flour and spices.
- Aachi Sambar Powder - 200g - 21 (65) - 191**
Authentic South Indian blend of spices for making flavorful sambar.
- Achappam - 150g - 12 (85) - 209**
Rosette-shaped crunchy snack made with rice flour, coconut milk, and sesame seeds.
- Almonds - 250g - 20 (260) - 455**
Indian-packaged premium almonds, rich in protein and healthy fats.
- Almonds - 250g - Almonds - 500g (520) - 227.5**

The dropdown menu is highlighted with an orange border. Below the dropdown, there is a 'No Products Found!' message and input fields for 'Loading Charge', 'Unloading Charge', 'Transport Charge', and 'Payment Type'.

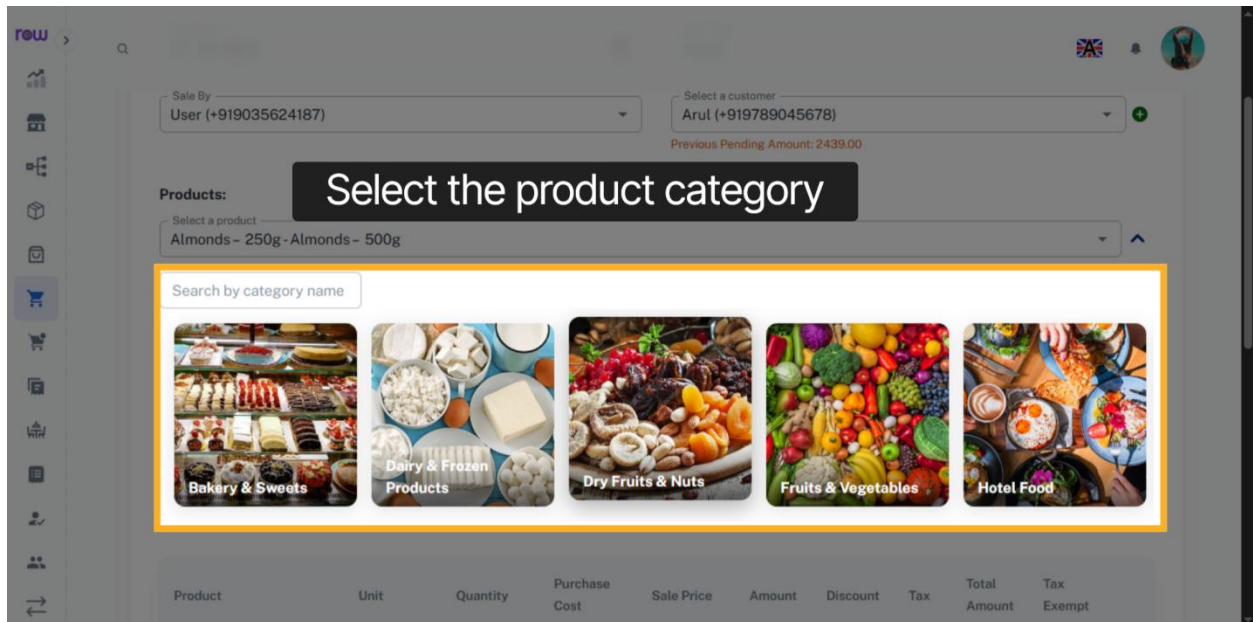
9. Product Selection Dropdown

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



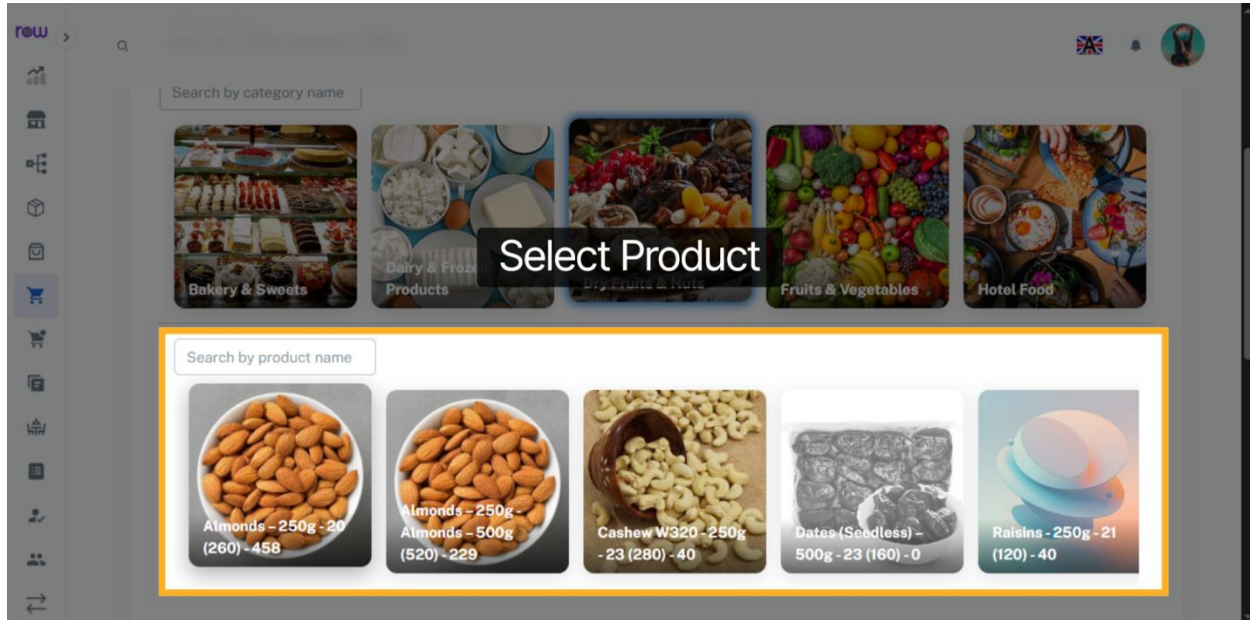
10. Select the product category

select the product by its category



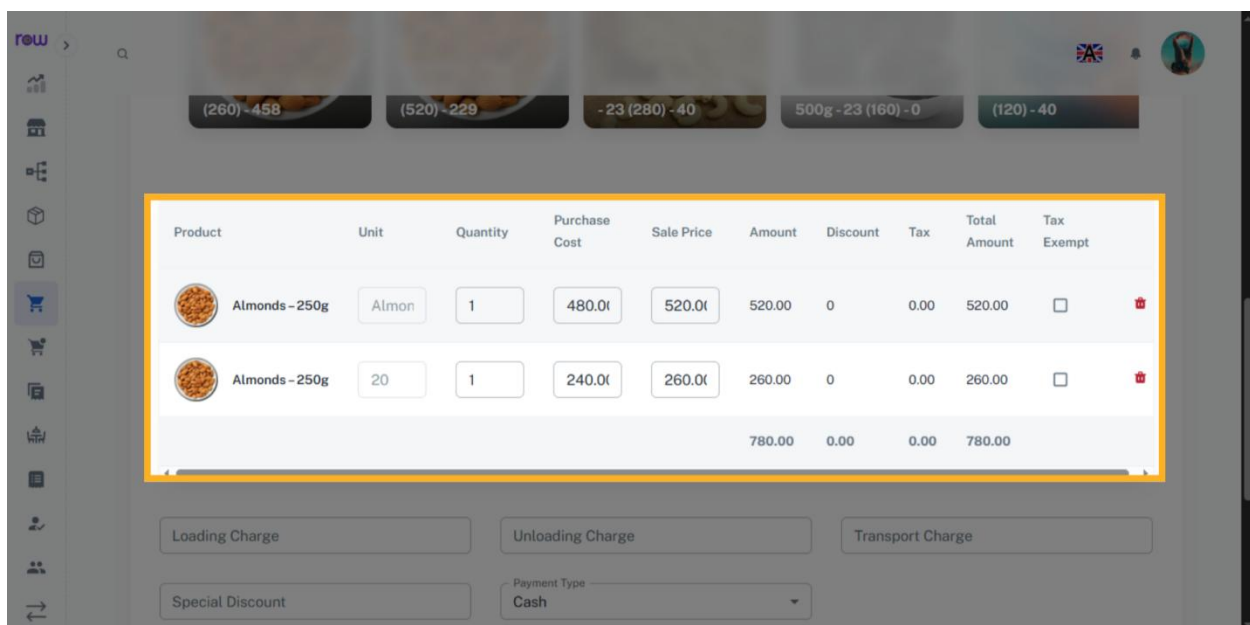
11. Select Product

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 exemp the tax for a product.

The screenshot shows the ROW app interface. At the top, there are five product selection buttons: (260) - 458, (520) - 229, - 23 (280) - 40, 500g - 23 (160) - 0, and (120) - 40. Below these is a table with columns: Product, Unit, Quantity, Purchase Cost, Sale Price, Amount, Discount, Tax, Total Amount, and Tax Exempt. The first row shows 'Almonds - 250g' with a unit of 'Almon', quantity of 1, purchase cost of 480.0€, sale price of 520.0€, amount of 520.00, discount of 0, tax of 0.00, and total amount of 520.00. The 'Tax Exempt' checkbox for this row is highlighted with a yellow box and a callout 'Select Here' with an arrow. The second row shows 'Almonds - 250g' with a unit of '20', quantity of 1, purchase cost of 240.0€, sale price of 260.0€, amount of 260.00, discount of 0, tax of 0.00, and total amount of 260.00. The 'Tax Exempt' checkbox for this row is also present. At the bottom, there are input fields for 'Loading Charge', 'Unloading Charge', 'Transport Charge', and 'Special Discount', and a 'Payment Type' dropdown menu set to 'Cash'.

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds - 250g	Almon	1	480.0€	520.0€	520.00	0	0.00	520.00	☐
Almonds - 250g	20	1	240.0€	260.0€	260.00	0	0.00	260.00	☐
					780.00	0.00	0.00	780.00	

14. Other Optional Fields

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

This screenshot is identical to the one above, but with a yellow box highlighting the bottom section of the interface. This section contains input fields for 'Loading Charge', 'Unloading Charge', 'Transport Charge', and 'Special Discount', along with a 'Payment Type' dropdown menu currently set to 'Cash'.

15. Round Off

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

The screenshot shows the ROW app interface. At the top, there are four numerical fields: 780.00, 0.00, 0.00, and 780.00. Below these are input fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge'. A 'Special Discount' field is also present. The 'Payment Type' is set to 'Cash'. A callout box labeled 'Select Here' points to the 'Payment Type' dropdown. Below this, there are three radio buttons for 'Round Off': 'No Round Off' (selected), 'Increase', and 'Decrease'. Below the radio buttons, it says 'Total Amount: 780.00'. There is an 'Amount Received' field and a 'Notes' field. At the bottom, it shows 'Profit Amount: 60.00 (8.33%)' and 'Balance Amount: 780.00'. There is a 'Hide in Mask' toggle and an 'Add' button.

16. Amount Received

Enter the amount received from the customer

The screenshot shows the ROW app interface. At the top, there are four numerical fields: 780.00, 0.00, 0.00, and 780.00. Below these are input fields for 'Loading Charge', 'Unloading Charge', and 'Transport Charge'. A 'Special Discount' field is also present. The 'Payment Type' is set to 'Cash'. Below this, there are three radio buttons for 'Round Off': 'No Round Off' (selected), 'Increase', and 'Decrease'. Below the radio buttons, it says 'Total Amount: 780.00'. There is an 'Amount Received' field with a placeholder text 'Enter Amount Received for this sale'. A callout box labeled 'Enter Amount Received' points to this field. There is a 'Notes' field. At the bottom, it shows 'Profit Amount: 60.00 (8.33%)' and 'Balance Amount: 780.00'. There is a 'Hide in Mask' toggle and an 'Add' button.

17. Add

Click "Add" to create the sale

Click Add

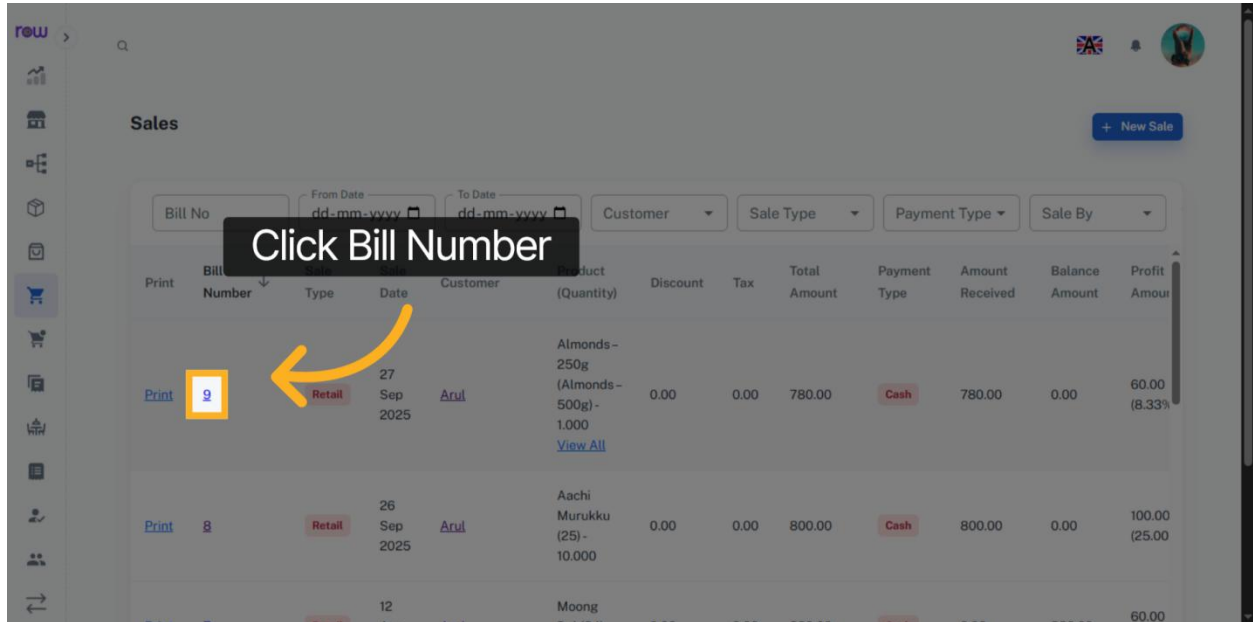
18. Sales List

You will be redirected to the sales list screen 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	9	Retail	27 Sep 2025	Arul	Almonds - 250g (Almonds - 500g) - 1.000 View All	0.00	0.00	780.00	Cash	780.00	0.00	60.00 (8.33%)
Print	8	Retail	26 Sep 2025	Arul	Aachi Murukku (25) - 10.000	0.00	0.00	800.00	Cash	800.00	0.00	100.00 (25.00)
Print	7	Retail	12 Sep 2025	Arul	Moong Dal (25) - 10.000	0.00	0.00	800.00	Cash	800.00	0.00	60.00 (7.50%)

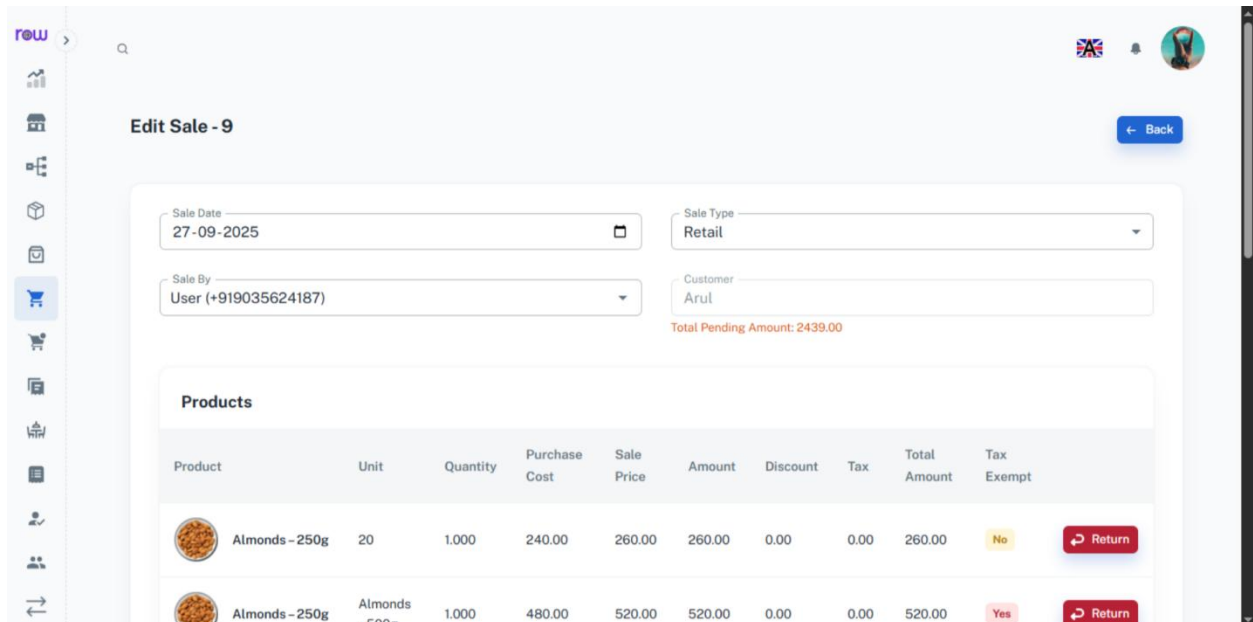
19. Bill Number

Click the bill number to edit the sale.



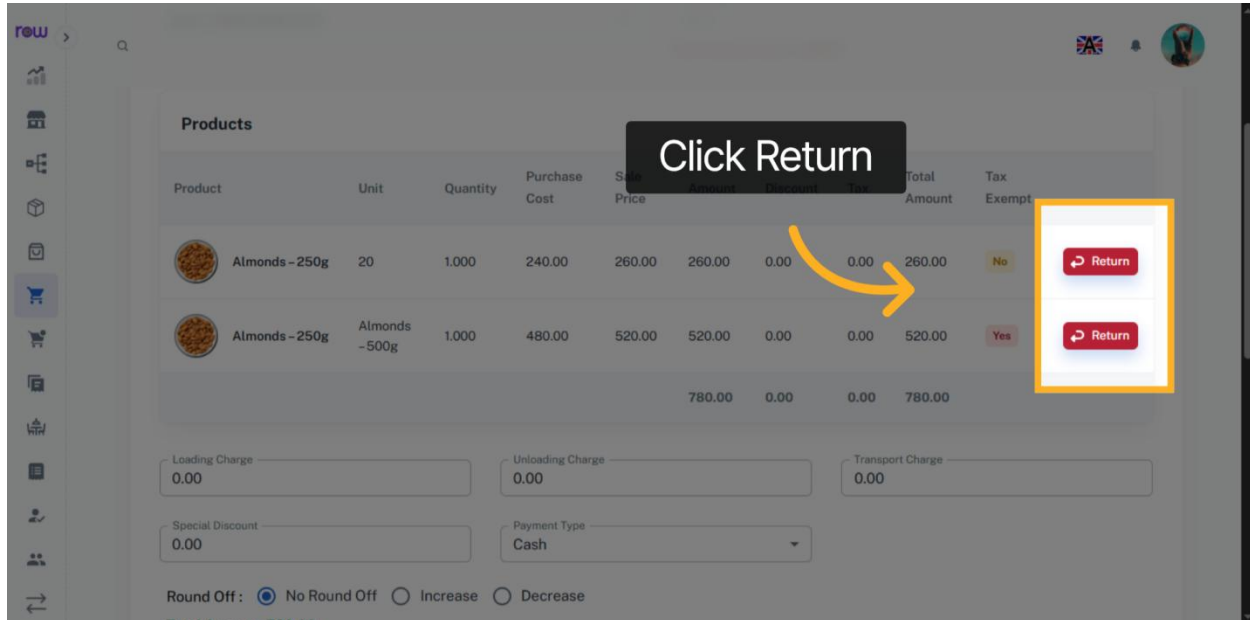
20. Edit Sales

You can change all the fields except the customer and products.



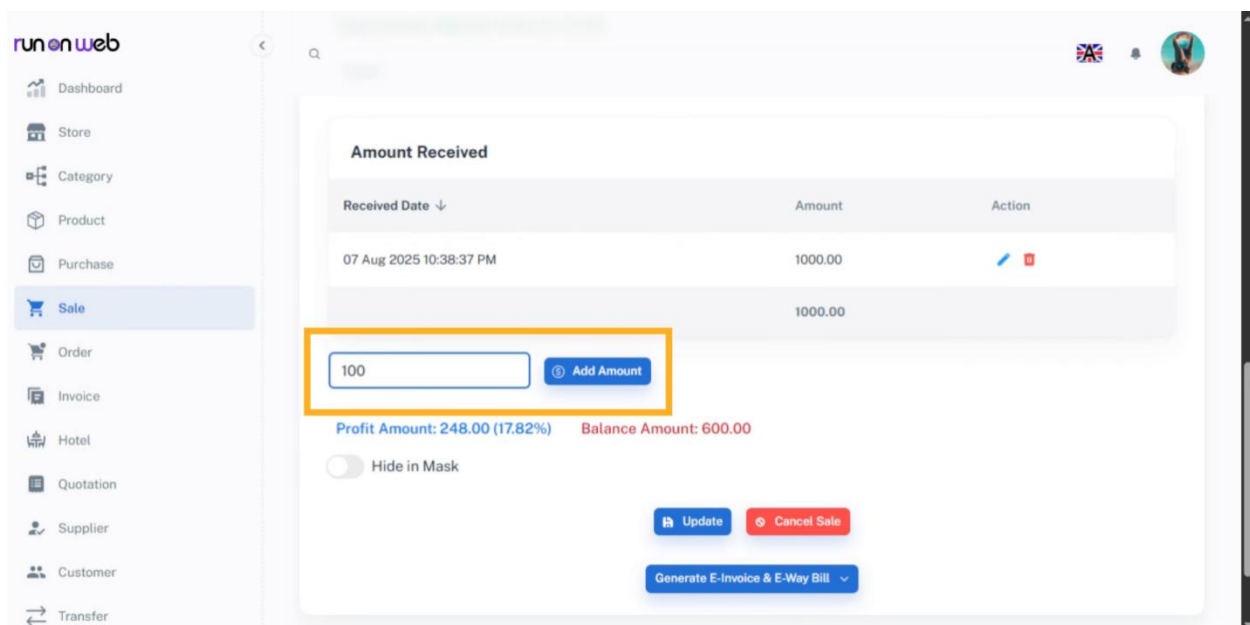
21. Return a Product

Click the Return button if the customer wants to return a product.



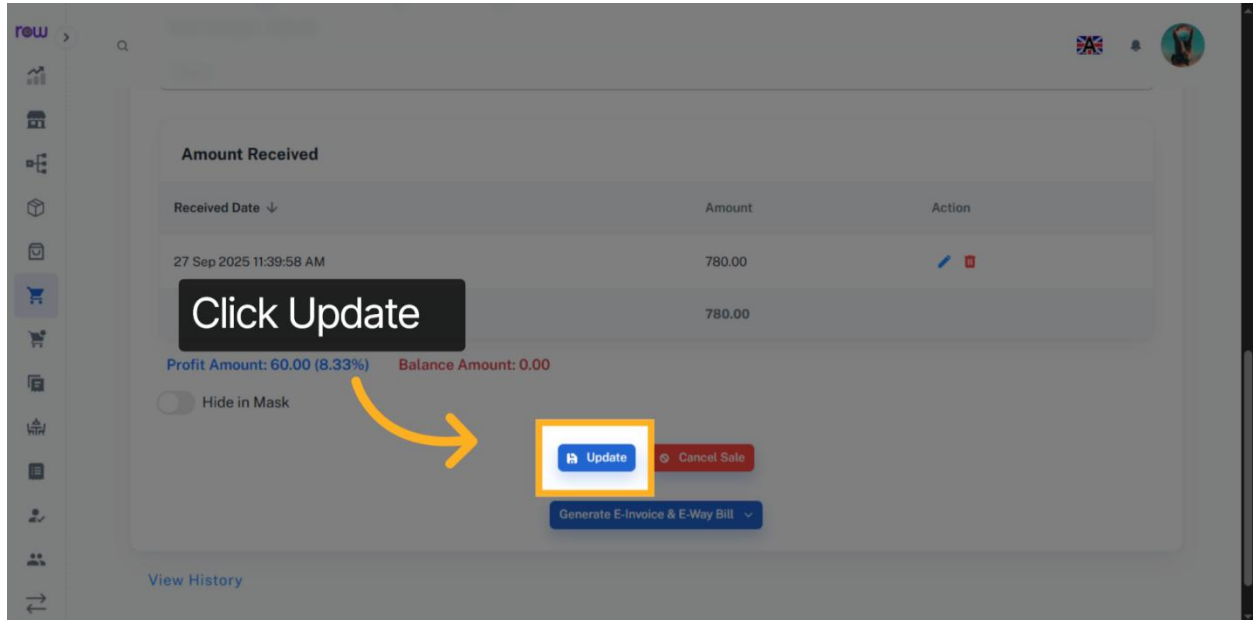
22. Add Pending Amount

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



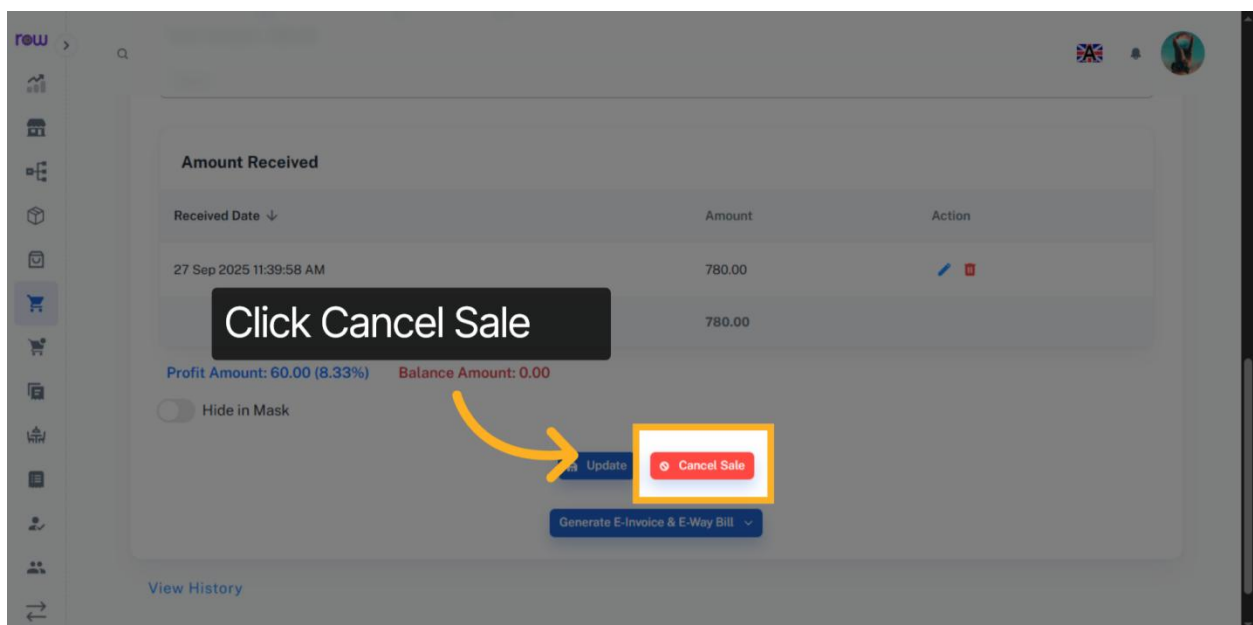
23. Update Sale

Click Update to save the changes.



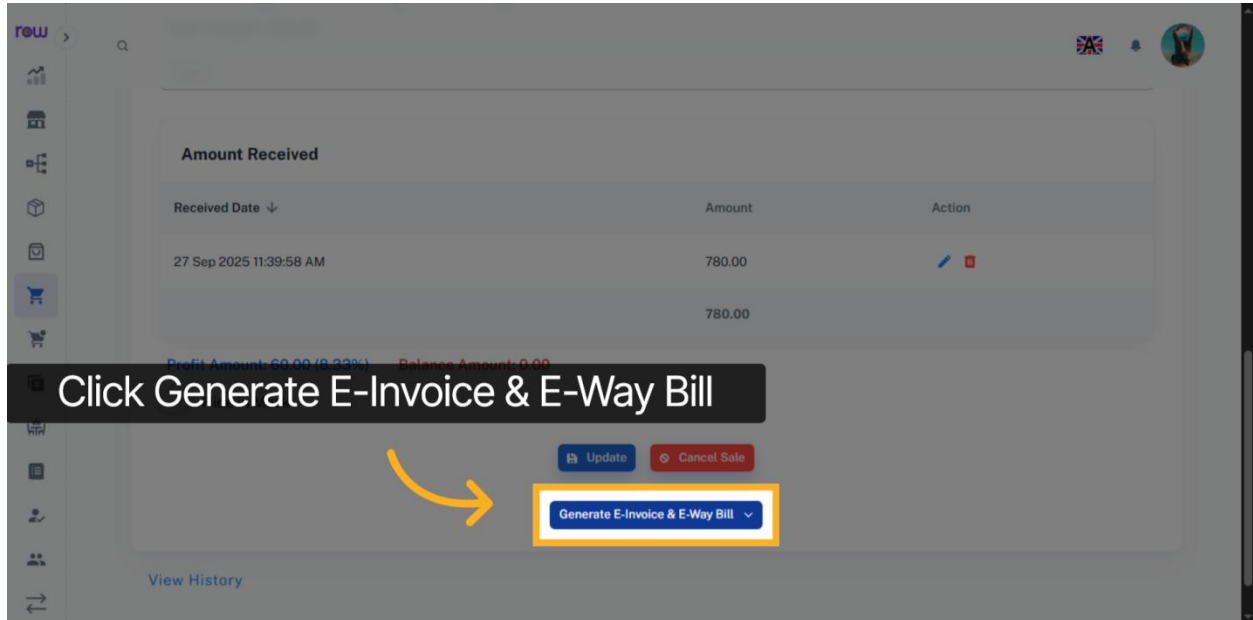
24. Cancel sale

Click the Cancel Sale button to cancel the sale. If canceled, the product quantities will be updated in stock.



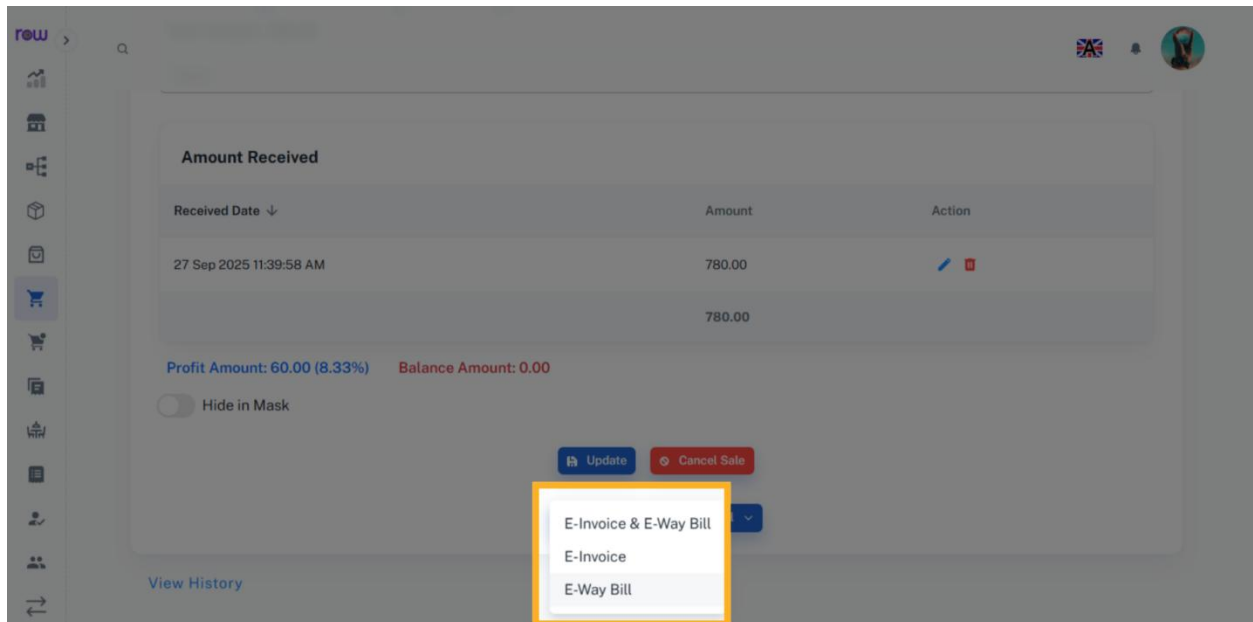
25. Generate E-Invoice & E-Way Bill

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



26. E-Invoice & E-Way Bill Options

Select the options according to your requirements.



27. E-Way Bill

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

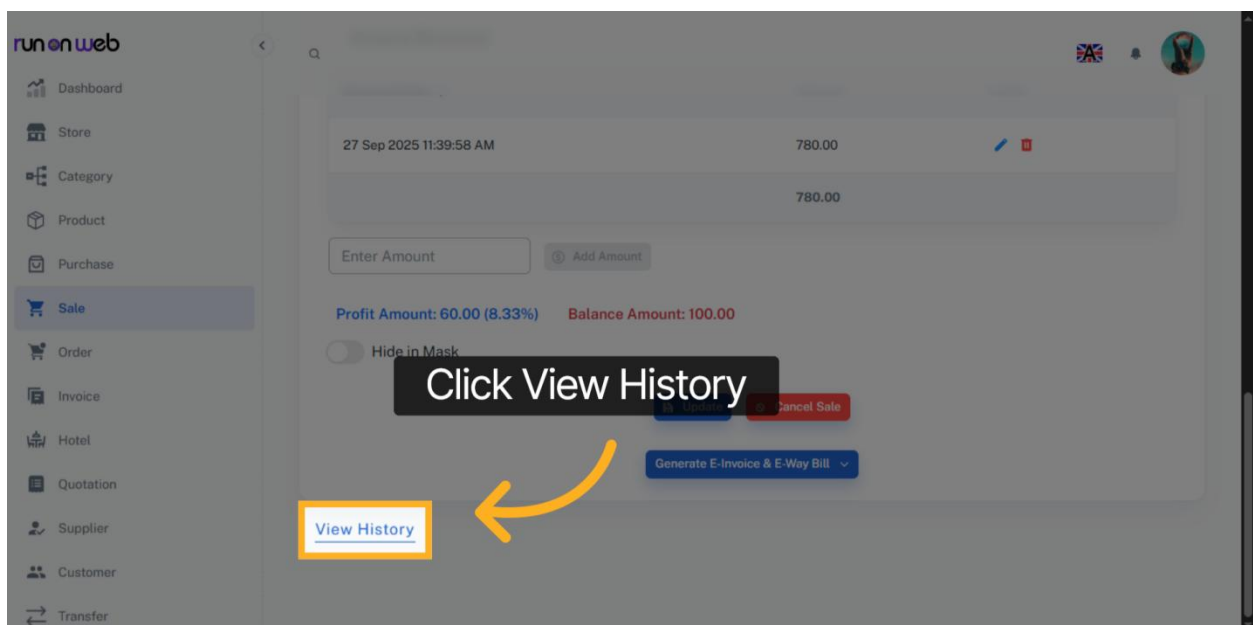
The screenshot shows a 'Transport Details' modal form with the following fields:

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

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

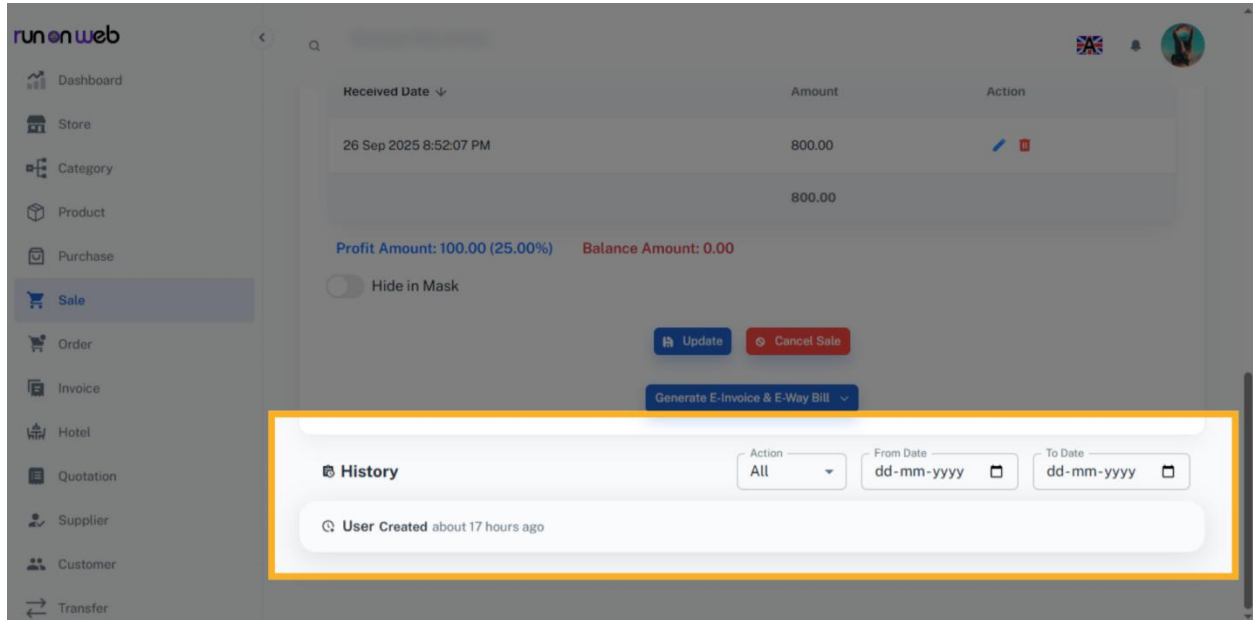
28. View History

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



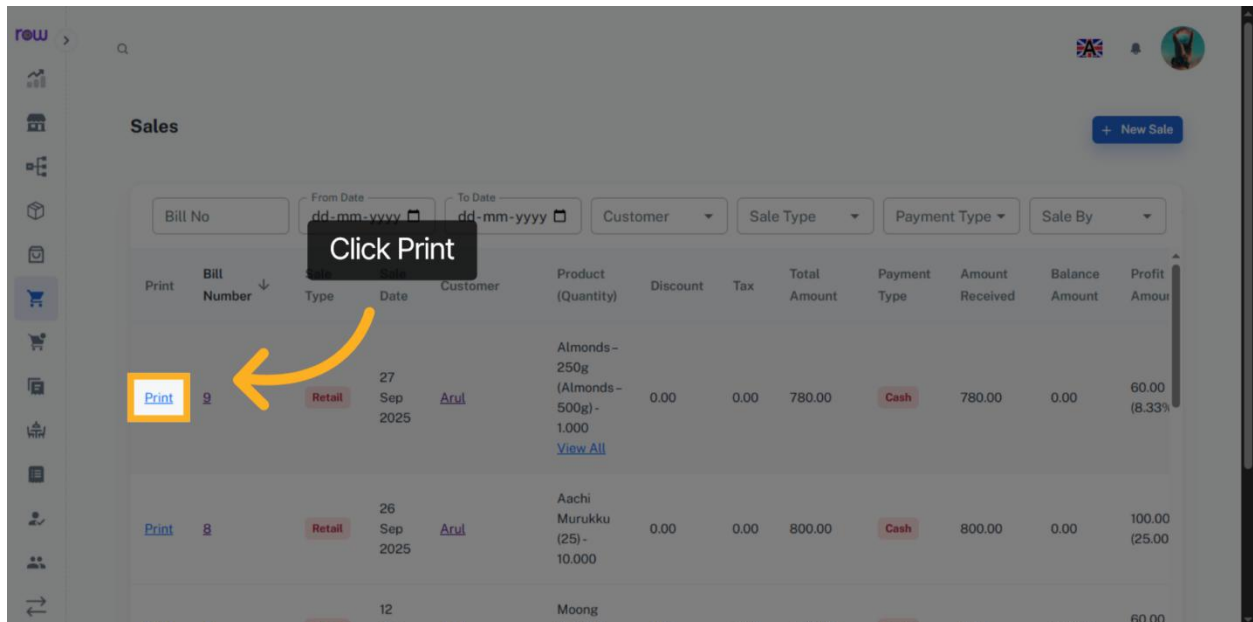
29. History

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



30. Print Bill

Click Print to generate and view, the bill.



31. Download and Print Bill

You can print and download the bill.

row

Sales

Bill No

From Date

dd-mm-yyyy

To Date

dd-mm-yyyy

Print

Bill Number

Sale Type

Sale Date

Customer

Print

10

Retail

Sep 27 2025

Arul

Print

2

Retail

Sep 27 2025

Arul

Print

8

Retail

Sep 26 2025

Arul

+ New Sale

Payment Type

Sale By

Total Amount

Payment Type

Amount Received

Balance Amount

Profit Amount

415.00

Cash

0.00

415.00

4700 (12.77)

880.00

Cash

780.00

100.00

60.00 (8.33)

800.00

Cash

800.00

0.00

100.00 (25.00)

Bill

ABC Private Limited

Dharapuram, Dharapuram, Tamil Nadu, 624617

Email: naveencaab@gmail.com | Phone: +919835624187

GSTIN: 8765432

Bill No: 10

Bill To: Arul

Date: 27/09/2025

+919789045678

Item Name	Quantity	Unit	Price	Amount
Almonds	1.000	KG	260.00	260.00
Butterscotch Ice Cream	1.000	KG	40.00	40.00
Aachi Murukku	1.000	KG	50.00	50.00
Aachi Sambar Powder	1.000	KG	65.00	65.00
Total Amount			415.00	
Amount Paid			0.00	
Balance Amount			415.00	
Previous Pending Amount			2954.00	

Thank You

Authorized Signatory

Cancel

Download

Print

Thank You