Create a POS Sale

How to Create a POS Sale in Muhasib ERP

Overview

This guide will help you create a completed POS sale with the correct customer, items, quantities, prices, taxes, stock, and payment.

Muhasib can reduce stock, post customer/payment/tax/commission/loyalty/General Ledger (GL) records, update register totals, and submit/schedule integrations.

Who can do this

You need access to POS Sale and POS Sale Add plus nested permissions used by the transaction.

Before you start

Complete daily-sales preparation and open the register. Make sure customer/items/stock/payment accounts/tax are ready.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Create Sale.

Create a POS Sale

Step 1: Confirm company, terminal, register, and sale type

Step 2: Select the customer or approved default/walk-in customer

Step 3: Scan/search and add each item

Step 4: Select variant, batch, serial, add-on, unit, and inventory location when

Select variant, batch, serial, add-on, unit, and inventory location when required.

Step 5: Review quantity, unit price, discount, tax, staff/commission, and line total

Step 6: Review subtotal, charges, tax, discount, payment due, and customer credit/loyalty

Step 7: Open checkout and enter the approved payment(s)

Step 8: Finalize once and wait for sale/invoice confirmation

Step 9: Print/send only through approved outputs

Check your work

Compare and Confirm Sale Inquiry/receipt, stock ledger, customer ledger, payment account, tax, loyalty, commission, register summary, and GL.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not retry after an unknown finalization result until Sale Inquiry is checked.
- Return/correct through supported workflows; do not delete the sale casually.

Related guides

- Select or Change the Sale Customer
- Find and Add an Item to a Sale
- Check Out a Sale with One Payment Type
- Return a Sale

What to do next

> **Select or Change the Sale Customer**.

Revision #0
Created 2026-09-04 09:21:03 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed