# Create an Offline POS Sale

## How to Create an Offline POS Sale in Muhasib ERP

## Overview

This guide will help you record a sale while the normal database connection is unavailable and preserve it for synchronization.

The sale is held in the offline data path for later synchronization; central ledgers may remain unchanged meanwhile.

## Who can do this

You need access to Offline POS sales and relevant register, customer, item, price, tax, and payment rights.

## Before you start

Confirm offline mode is authorized, local masters are current, a register is open if required, and you understand duplicate-prevention procedure.

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

## Where to find it

Launch the set up Offline POS workflow.

## Create an Offline POS Sale

### Step 1: Confirm the application indicates offline operation

### Step 2: Select the customer or approved walk-in customer

### Step 3: Add items and validate locally available stock and price information

### Step 4: Confirm discounts, taxes, and payment details

### Step 5: Complete the sale once and retain the offline reference or receipt

### Step 6: Keep the workstation data intact until synchronization is verified

## Check your work

Confirm the offline transaction appears once in the pending/saved list with the expected reference, total, and payment.

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

## If something goes wrong

- Never recreate the same sale centrally without an approved checking decision.
- Do not clear local data or reinstall before pending sales are secured.

## Related guides

- Synchronize Offline POS Sales
- Create a POS Sale
- Close and Reconcile a POS Register

# What to do next

> **Synchronize Offline POS Sales**.

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