Hold and Resume a POS Sale

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Overview

This guide will help you pause an unfinished POS cart and resume the exact held sale later without posting a duplicate invoice.

Muhasib preserves an incomplete sale/cart. Whether it reserves stock or survives register/working-period closure needs verification.

Who can do this

You need access to POS Sale and needed hold/resume/update rights.

Before you start

Confirm customer/cart and organizational rules for held sales, stock reservation, register closure, and shift handover.

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

Where to find it

Open POS sale → Hold; later open Active/Held Sales.

Hold and Resume a POS Sale

Step 1: Review customer, lines, quantities, selections, and current totals

Step 2: Choose Hold and enter a reference/note when available

Step 3: Confirm the cart clears without an invoice/payment

Step 4: Open held/active sales

Step 5: Identify the record by customer, reference, user, time, and total

Step 6: Resume it once, revalidate price/tax/stock, and complete or cancel through

Resume it once, revalidate price/tax/stock, and complete or cancel through the supported path.

Check your work

Confirm no posted sale/payment/GL entry exists while held and exactly one appears after finalization.

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

If something goes wrong

- Do not start a duplicate cart if the held record seems missing; check company/terminal/user filters.

Related guides

- Create a POS Sale
- Close and Reconcile a POS Register

- Review the Temporary Sales Inquiry

What to do next

> **Create a POS Sale**.

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