Use POS Quick Pay

How to Use POS Quick Pay in Muhasib ERP

Overview

This guide will help you finalize an allowed POS sale using the workstation's set up Quick Pay method.

Muhasib uses workstation defaults to reduce checkout steps and posts the sale/payment to the selected account.

Who can do this

You need access to POS Sale Add and access to the set up payment type/accounts.

Before you start

Check the local default Payment Type, Cash Payment Account, and Card Payment Account; review sale total and tender.

> 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 → Quick Pay action.

Use POS Quick Pay

Step 1: Confirm customer, cart, total, tax, discount, and register

Step 2: Select the intended Quick Pay action/payment category

Step 3: Confirm the displayed default payment type/account

Step 4: Enter tender/reference if requested

Step 5: Finalize once and wait for confirmation

Check your work

Compare and Confirm receipt, Sale Inquiry, register summary, Payment Account Activity, payment-channel report, 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 use Quick Pay when the shown account/type is wrong.
- Correct defaults before further sales.

Related guides

- Configure This Workstation's POS Experience
- Check Out a Sale with One Payment Type
- Create a Payment Type

What to do next

Configure This Workstation's POS Experience.

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