Configure POS Behavior for a Company

How to Configure POS Behavior for a Company in Muhasib ERP

Overview

This guide will help you configure company-wide POS defaults and controls for new sales without assuming they rewrite existing transactions.

Values are stored per company through individual setting writes. A failure can potentially leave only some settings changed. Open POS forms may keep old values.

Who can do this

You need access to Global Configurations plus authorization to change sales, inventory, tax, payment, and commission policy.

Before you start

Back up the database, close POS forms/registers, record current values, and prepare a test customer, item, stock location, payment term/account, service staff member, and tax setup.

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

Where to find it

Back Office → Settings → Application/Global Settings → POS Settings.

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Step 1: Confirm the active company

Step 2: Configure the default customer, payment terms, sale type, and applicable

Configure the default customer, payment terms, sale type, and needed service charges.

Step 3: Configure tax timing and whether temporary sales/quotations exclude tax

Step 4: Configure inventory-location selection and the transaction used for inventory calculation

Step 5: Configure duplicate-item quantity behavior, price adjustment, visible price/discount/barcode/quantity/cost/variant fields, and

Configure duplicate-item quantity behavior, price adjustment, visible price/discount/barcode/quantity/cost/variant fields, and empty-cart restrictions.

Step 6: Configure service-staff assignment/commission and sale-return requirements

Step 7: Configure temporary-sale ledger and edit-limit behavior only after reviewing its

Configure temporary-sale ledger and edit-limit behavior only after reviewing its payment/conversion workflow.

Step 8: Save, then close and reopen POS before testing

Check your work

Use a disposable sale to check item selection, calculations, stock location, customer ledger, payment, commission, receipt, return, and cancellation. Compare and Confirm reports/ledgers, then restore the snapshot.

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

If something goes wrong

- Restore recorded values if totals or stock scope differ unexpectedly.
- Do not combine multiple policy changes in one verification run.

Related guides

- Configure This Workstation's POS Experience
- Configure Purchase and Inventory Behavior
- Configure Receipt and Invoice Content
- Create a POS Sale

What to do next

> **Configure This Workstation's POS Experience**.

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