Convert an E-Commerce Order into a POS Sale

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Overview

This guide will help you convert one validated e-commerce order into one Muhasib POS sale.

Muhasib creates a POS sale through the set up POS type; source and provider status behavior requires verification.

Who can do this

You need access to E-Commerce Orders, PosSale, and PosSaleAdd; all referenced customer/item/payment permissions also apply.

Before you start

Confirm external ID is not already converted, mappings/totals are correct, stock is available, register/period is ready, and payment/delivery policy is approved.

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

Where to find it

E-Commerce Orders → open validated order → POS/conversion action.

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Step 1: Search Muhasib for the external order ID

Step 2: Open the validated order and recheck customer, lines, totals, tax,

Open the validated order and recheck customer, lines, totals, tax, shipping, and payment.

Step 3: Start the POS conversion once

Step 4: Complete any required POS fields

Step 5: Confirm once and retain Muhasib sale number plus external ID

Step 6: Review source order status and provider acknowledgement

Check your work

Match one external ID to one sale and compare and confirm stock, customer, payment, tax, delivery, receipt, and provider state.

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

If something goes wrong

- The source separately demands PosSale and PosSaleAdd access.
- Never use the source-visible delete action to fix a duplicate without clear approval.

Related guides

- Map and Validate an E-Commerce Order
- Reconcile E-Commerce Orders and Muhasib Sales
- Correct or Reverse a Customer or Agent Transaction

What to do next

> **Map and Validate an E-Commerce Order**.

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