MYPOS 3.71 – New in this Version

Cross Posting

The new feature Cross Posting allows to post a bill on the guest's hotel account, staying in another hotel.

In the first step, the transaction is sent to the guest's hotel account, and in a second step, also to a transfer account of the performing hotel, to which the outlet is assigned. This allows the correct balancing between the two hotels – one received the payment, the other performed the service. To enable the feature, check the Cross Posting function in the MY POS backend settings of the property – in the PMS Setting Section. Enter the transfer account (Cross Posting Paymaster ID) and the other hotel (Cross Posting Property).

A second approval must be configured in the outlet's settings.

In the cashpoint, the waitress/ waiter simply enters the guest's room number or room card as usual. The posting will only be possible, if the guest is checked in and the transfer account is available. If one does not apply, the transaction will stay open and an error message is shown.

You may find all cross posting transaction in the statistics by choosing the Paymethod ‚Cross Posting'.
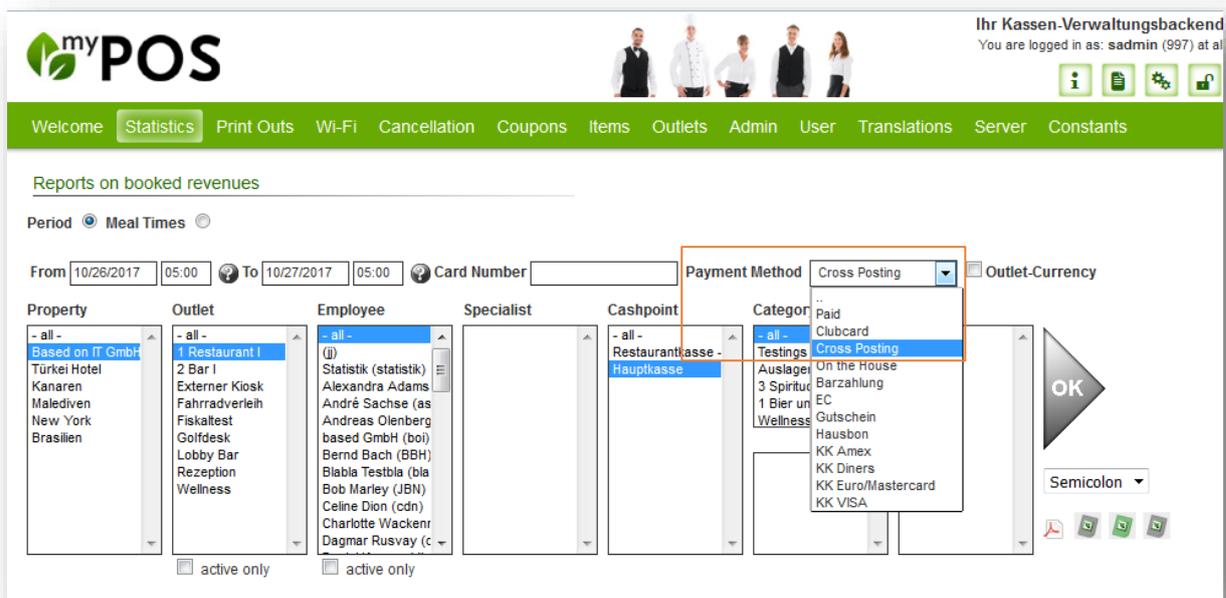
Please note: a cross posting to a guest's hotel account staying in another hotel can only be done by paying the total sum. The combination of posting on guest account and other payment types like voucher is not possible and will lead to an error message.

Payment Splitting

This function allows paying a bill by more than one Payment Type. Each paymenttype may settled with a variable amount.

Should your guests wish to settle their bill partially with two or more payment types and e.g. redeem a voucher, a new function allows to manage this: ‚Allow Paymethod Split'. Please note: Payment Splitting may not be combined with Cross Posting on other hotel accounts! If you wish to accept a voucher, it should be credited when the guest settles his hotel invoice.

First, please go to the MY POS Backend and enable in the Outlet's Settings at Payment Methods the function 'Allow Paymethod Split'.

With that done, you will find new features in this outlet's MY POS Cash Point Touchscreen, when closing a transaction: enter your first payment type and a suitable amount for the first part of the payment, for instance 25,- to be paid by voucher.
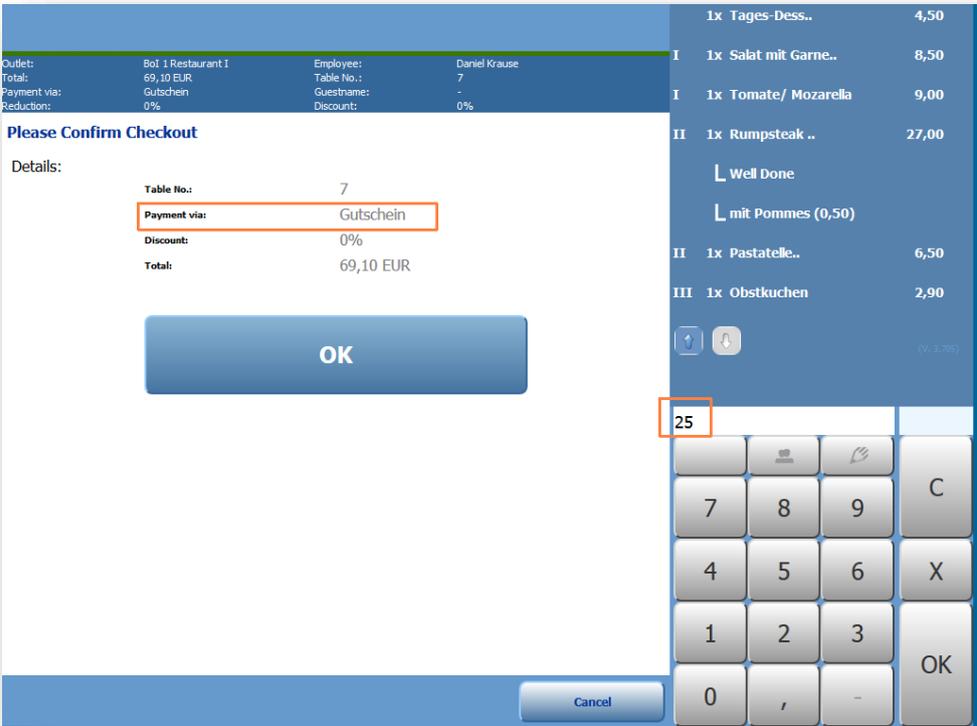
Confirm your choice by clicking ,OK'. You will see the outstanding amount in the screen.
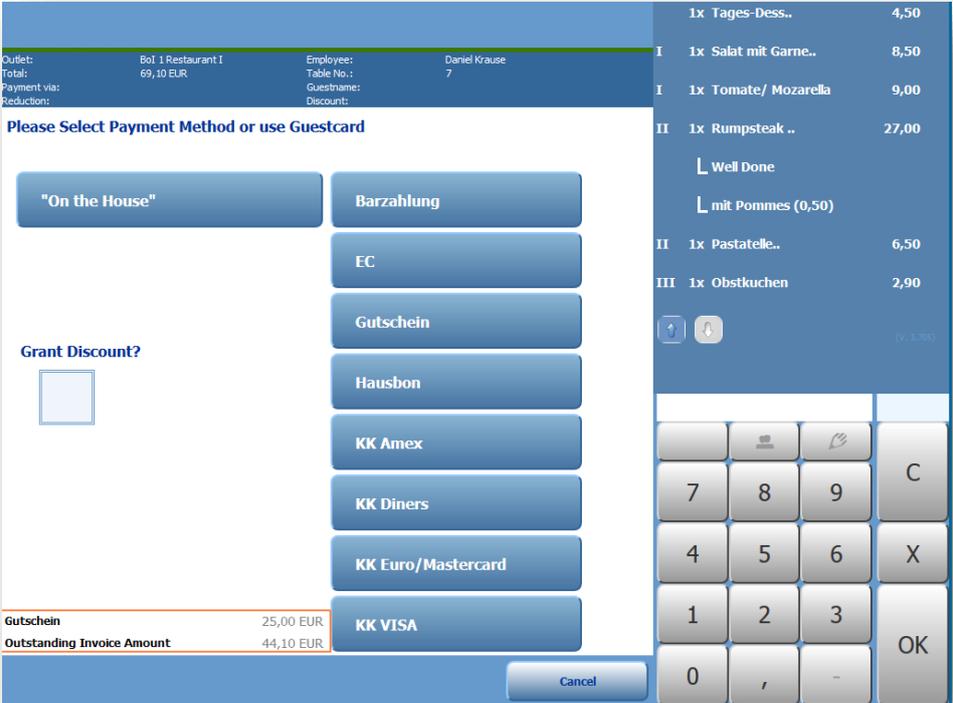
Now choose a second payment type, e.g. enter his room number to book the outstanding amount on his hotel account. Either enter a new amount for this new payment type or confirm with OK to post the complete outstanding amount. The number of payment types you wish to use is not limited.
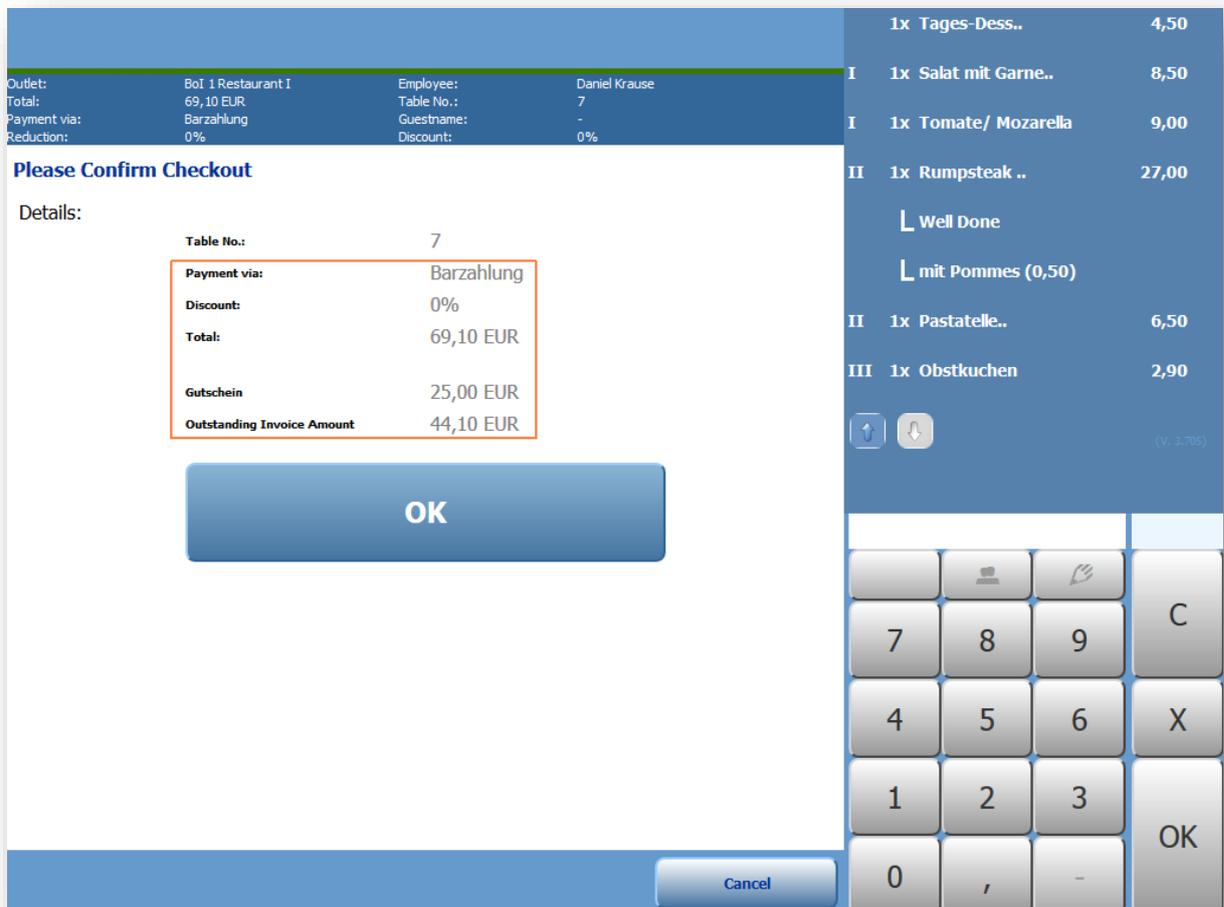
Please note: Properties, which are liable to use Fiscal Printers according to tax law, may not mix external and internal payment types for payment splitting!
In the MY POS Backend, each payment type is shown seperately in the transaction, the daily closings, the reports and will be used for cancellations.

Settings for Property- and Outlet ID

From this version on, the external Property ID will no longer be edited in the Outlet Management Tab. It is done once for all outlets of one property, as part of the PMS Connection Settings:

In the Outlet Management, you may now enter a external Outlet ID to match the communication between your hotel system and MY POS.