MYPOS 3.72 – New in this Version

Cross Posting (altered version)

The 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 a transfer account of the performing hotel, to which the outlet is assigned, and in a second step the total sum without VAT is sent to the guest's hotel account of the hotel, where the guest resides. 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). You also need to enter the Commodity Group and Tax Rate for all bookings of external guests.

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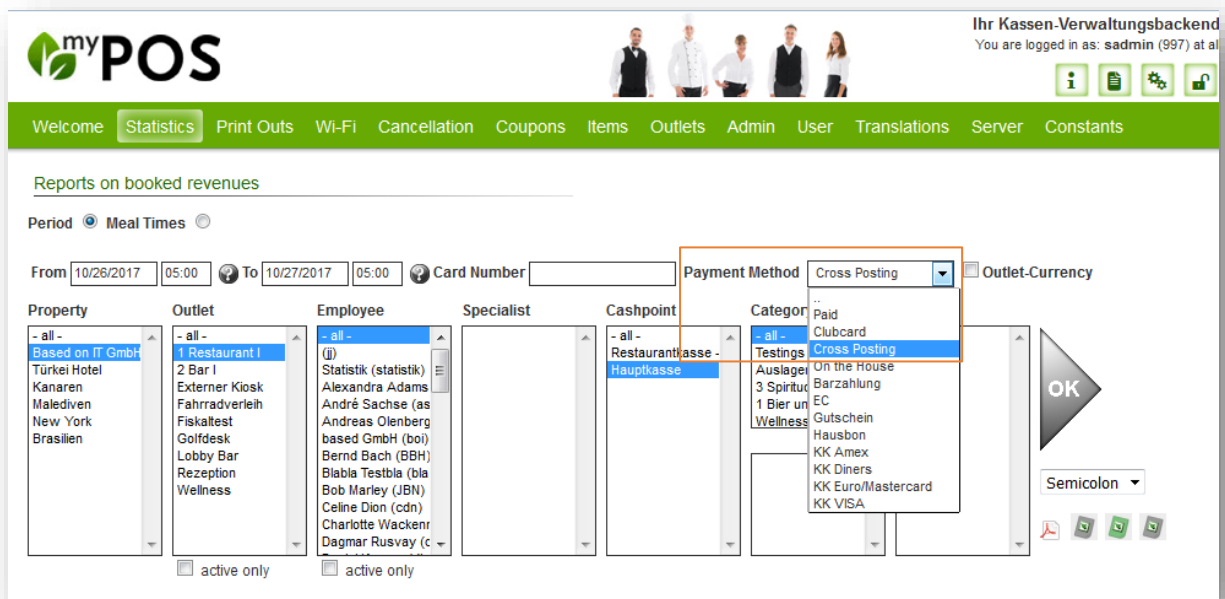
Please note: a cross posting to a guest's hotel account staying in another hotel can only be done by paying the total sum. The combination of posting on guest account and other payment types like voucher is not possible and will lead to an error message.

Mandatory Additional Information for Items

Certain Categories of Additional Information, like desired meat consistency, may be chosen as required specification during the booking process. Open an item category and choose an item.
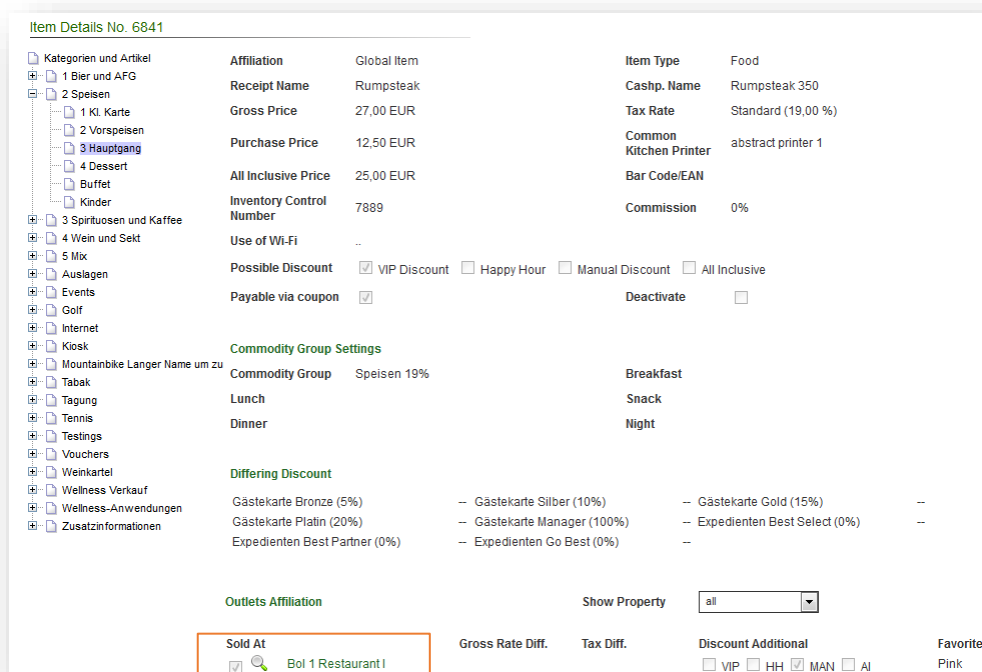
Next to the Outlet, where this article is sold, you see a magnifying glass.

🔍 With a click, an item-detail view opens, where the settings for the item in this outlet may be managed. Now you may choose an Additional Information Category as mandatory.

With this done, whenever the staff member books this item, he or she will be lead to the chosen category of Additional Information. Without choosing one, it is not possible to close the booking.
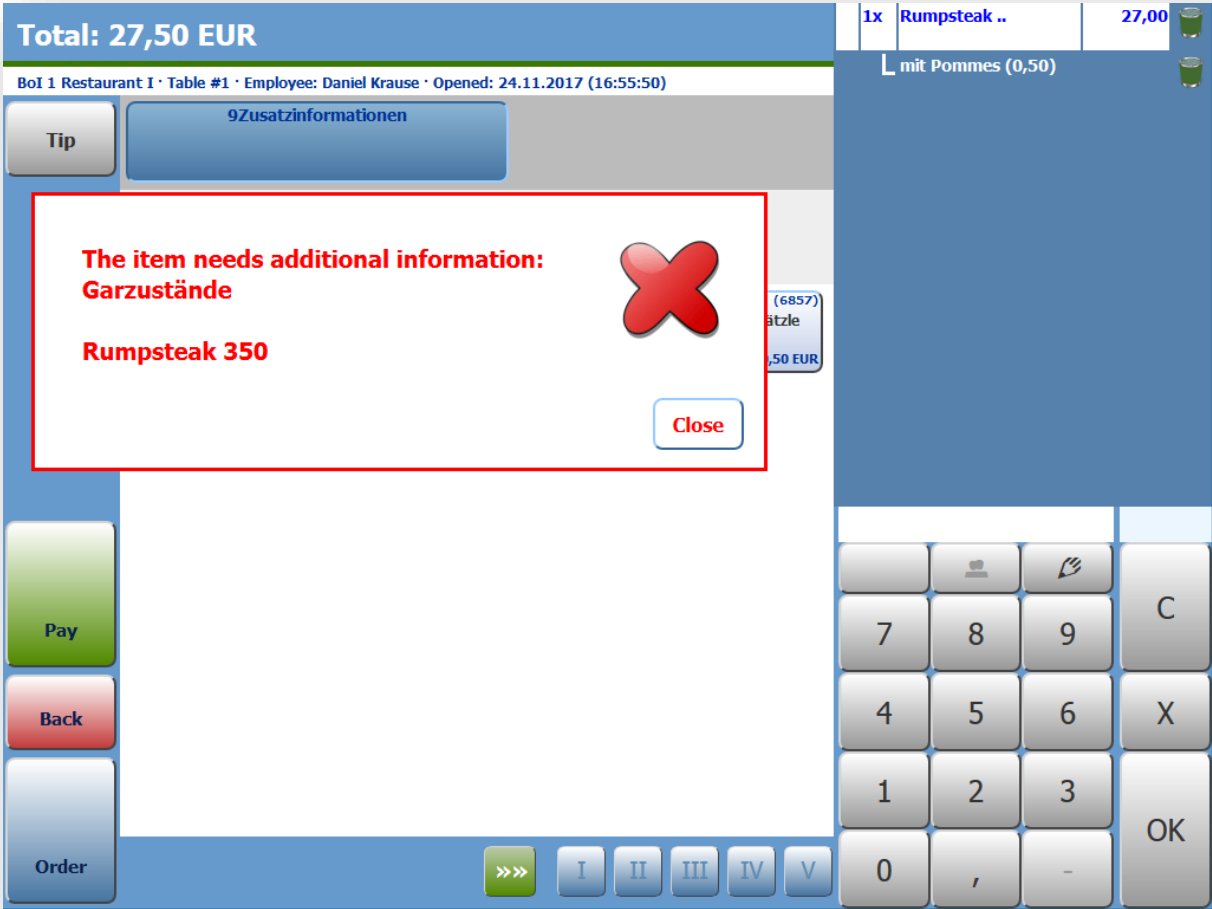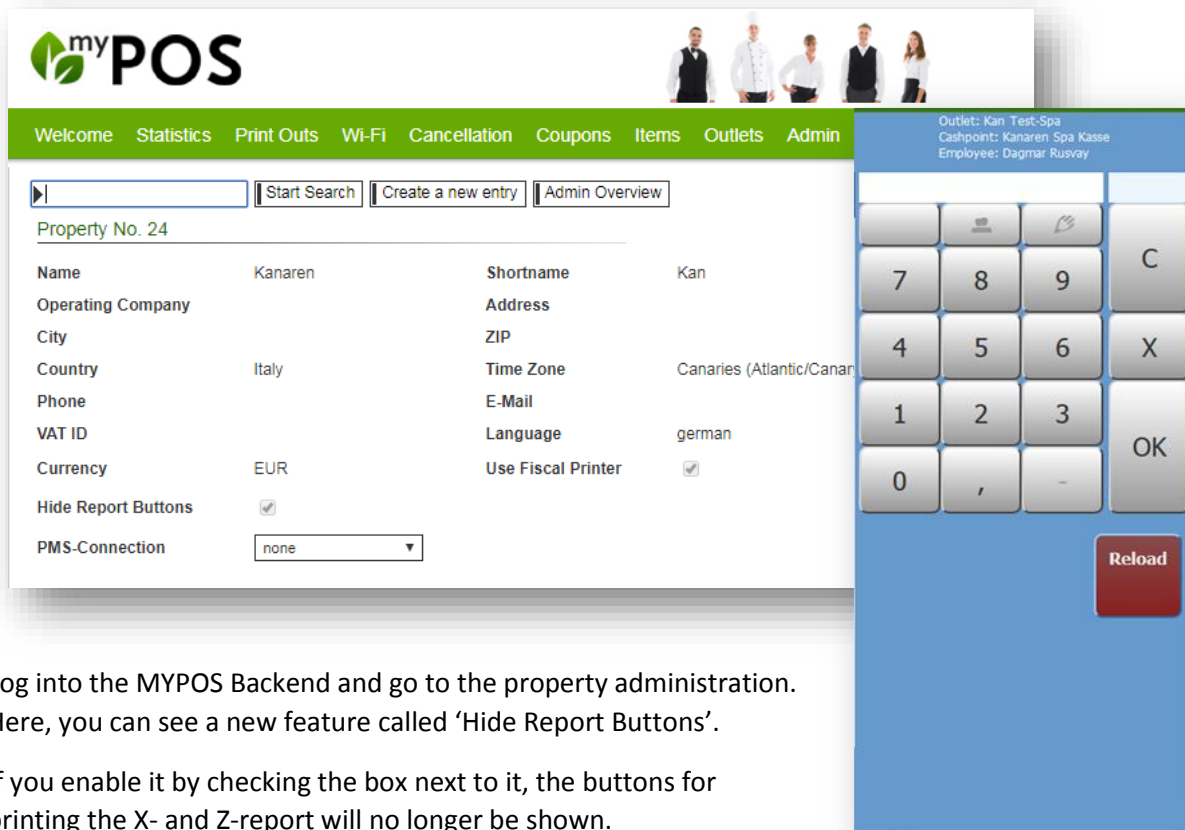
It is possible, to enter Additional information of another kind, not being mandatory information, but nevertheless there will be an error message, until the required specification is entered.

Hide Report Buttons in Cash Point

If you don't want your service staff to be able to access and print the sales results, this new feature will allow that by hiding the buttons for the X- and Z-reports in the cash point.
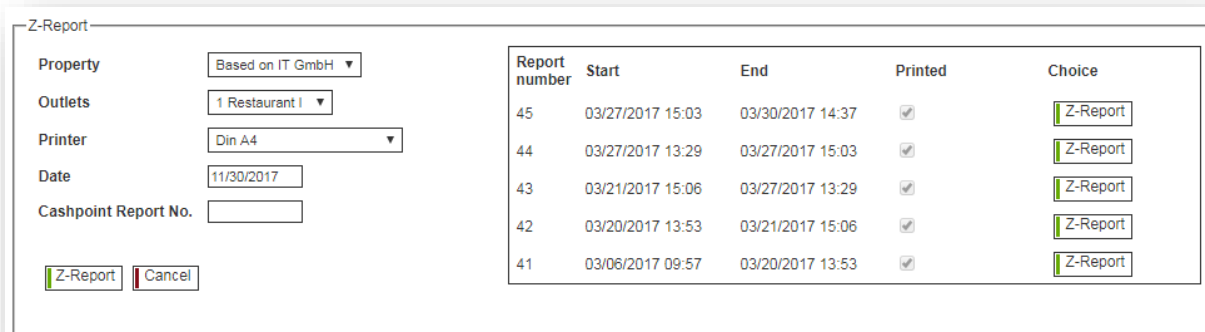

Log into the MYPOS Backend and go to the property administration. Here, you can see a new feature called 'Hide Report Buttons'.

If you enable it by checking the box next to it, the buttons for printing the X- and Z-report will no longer be shown.

Nonetheless you will now be able to print all the reports in the MYPOS Backend. Go to the 'Reports' tab and at the bottom you will see a new overview of the latest Z-reports and information about the printing status.

Please note: Because of the legal necessity of printing daily cash point reports, it is important that you inform us before enabling this feature of hiding the report buttons, so we can set up the automatic generation of the Z-report for you on the server (Cronjob).