

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.

Settings for PMS Connection			
Host	217.6.121.163	Port	5030
Timeout	12	Property ID	1
Enable Cross Posting	<input checked="" type="checkbox"/>	Cross Posting Paymaster ID	9010
Cross Posting Property	Türkei Hotel - MPEHotel 2	Tax Rate	Null (0%)
Commodity Group	Spezial für fremde Umsätze (Crossposting)		

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

The screenshot shows the 'myPOS' software interface. At the top, there is a navigation bar with links like 'Welcome', 'Statistics', 'Print Outs', 'Wi-Fi', 'Cancellation', 'Coupons', 'Items', 'Outlets' (which is highlighted in green), 'Admin', 'User', 'Translations', 'Server', and 'Constants'. On the right side of the header, there is a user status message: 'Ihr Kassen-Verwaltungsbackend' and 'You are logged in as: sadmin (997) at all'. Below the header, there is a search bar with fields for 'all' and 'Start Search', and a button to 'Create a new entry'. The main content area is titled 'Outlet 5'. It contains several configuration fields: 'Name' (1 Restaurant I), 'Short Name' (1 Restaurant I), 'Cashpoint Type' (Both Cashpoint Type), 'Property' (Based on IT GmbH), 'Affiliation' (Own Outlet), 'SPA Outlet' (unchecked), 'Tip Department Code' (865), 'External Outlet ID' (1), 'Number of Guests per Table' (unchecked), 'Deactivated' (unchecked), and 'Allow Invoice Split' (checked). The 'Affiliation' field is highlighted with a red box and has a checked checkbox next to it.

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'.

The screenshot shows the myPOS software interface. At the top, there's a header with the myPOS logo, user information ('Ihr Kassen-Verwaltungsbackend You are logged in as: sadmin (997) at all'), and navigation links (Welcome, Statistics, Print Outs, Wi-Fi, Cancellation, Coupons, Items, Outlets, Admin, User, Translations, Server, Constants). Below the header is a toolbar with icons for info, file, settings, and security. The main area is titled 'Reports on booked revenues'. It includes filters for 'From' (10/26/2017, 05:00), 'To' (10/27/2017, 05:00), 'Card Number' (empty), and 'Payment Method' (dropdown menu open, showing 'Cross Posting' highlighted). There are also 'Outlet-Currency' and 'Semicolon' dropdowns. On the left, there are dropdown menus for 'Property' (Based on IT GmbH), 'Outlet' (1 Restaurant I), 'Employee' (all), 'Specialist' (empty), and 'Cashpoint' (all - Restaurantkasse - Hauptkasse). A 'Category' dropdown menu is also open, showing various payment types like Paid, Clubcard, and Cross Posting. At the bottom right, there's an 'OK' button and several small icons.

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.

The screenshot shows the 'Item Details' screen for item No. 6841. The left side has a tree view of categories: Kategorien und Artikel, 1 Bier und AFG, 2 Speisen, 1 Kl. Karte, 2 Vorspeisen, 3 Hauptgang, 4 Dessert, Buffet, Kinder, 3 Spirituosen und Kaffee, 4 Wein und Sekt, 5 Mix, Auslagen, Events, Golf, Internet, Kiosk, Mountainbike Langer Name um zu Tabak, Tagung, Tennis, Testings, Vouchers, Weinkarte, Wellness Verkauf, Wellness-Anwendungen, and Zusatzinformationen. The right side displays item details: Item Type (Food), Cashp. Name (Rumpsteak 350), Tax Rate (Standard (19,00 %)), Common Kitchen Printer (abstract printer 1), Bar Code/EAN, Commission (0%), and deactivate (checkbox). Under 'Commodity Group Settings', it shows Breakfast, Snack, Dinner, and Night. In the 'Differing Discount' section, it lists Gästekarte Bronze (5%), Gästekarte Silber (10%), Gästekarte Gold (15%), Gästekarte Manager (100%), Expedienten Best Select (0%), and Expedienten Go Best (0%). At the bottom, there are sections for Outlets Affiliation (with a dropdown for 'Sold At' showing 'Bol 1 Restaurant I'), Show Property (dropdown for 'all'), Gross Rate Diff., Tax Diff., Discount Additional (checkboxes for VIP, HH, MAN, AI), and Favorite (checkbox for 'Pink').

Next to the Outlet, where this article is sold, you see a magnifying glass.

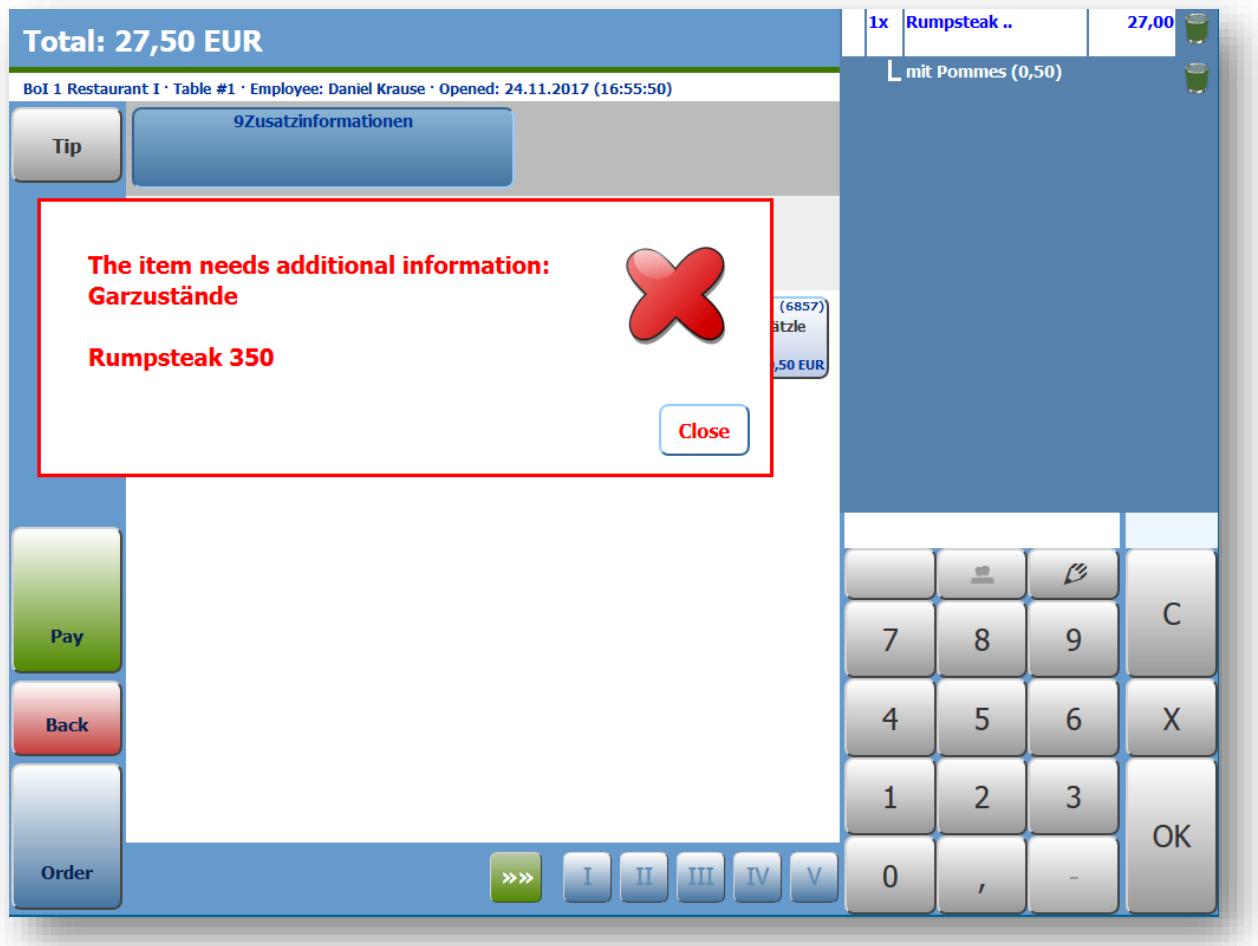
With a click, an item-detail view opens, where the settings for the item in this outlet may be managed. Now you may choose an Additional Information Category as mandatory.

The screenshot shows the 'Edit Item No. 6841' interface. On the left is a tree view of categories: Kategorien und Artikel, 1 Bier und AFG, 2 Speisen, 3 Spirituosen und Kaffee, 4 Wein und Sekt, 5 Mix, Auslagen, Events, and Golf. Under '2 Speisen', there are sub-categories: 1 Kl. Karte, 2 Vorspeisen, 3 Hauptgang, 4 Dessert, Buffet, and Kinder. The main item details are: Outlet: BoI 1 Restaurant I; Item: Rumpsteak 350; Sold At: checked; Gross Price: 27,00 EUR; Tax Rate: 19,00 %; Discount Additional: checked for MAN; Mandatory field: Garzustände (selected). Deviating data of Outlet and Default Item data sections are also visible.

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.

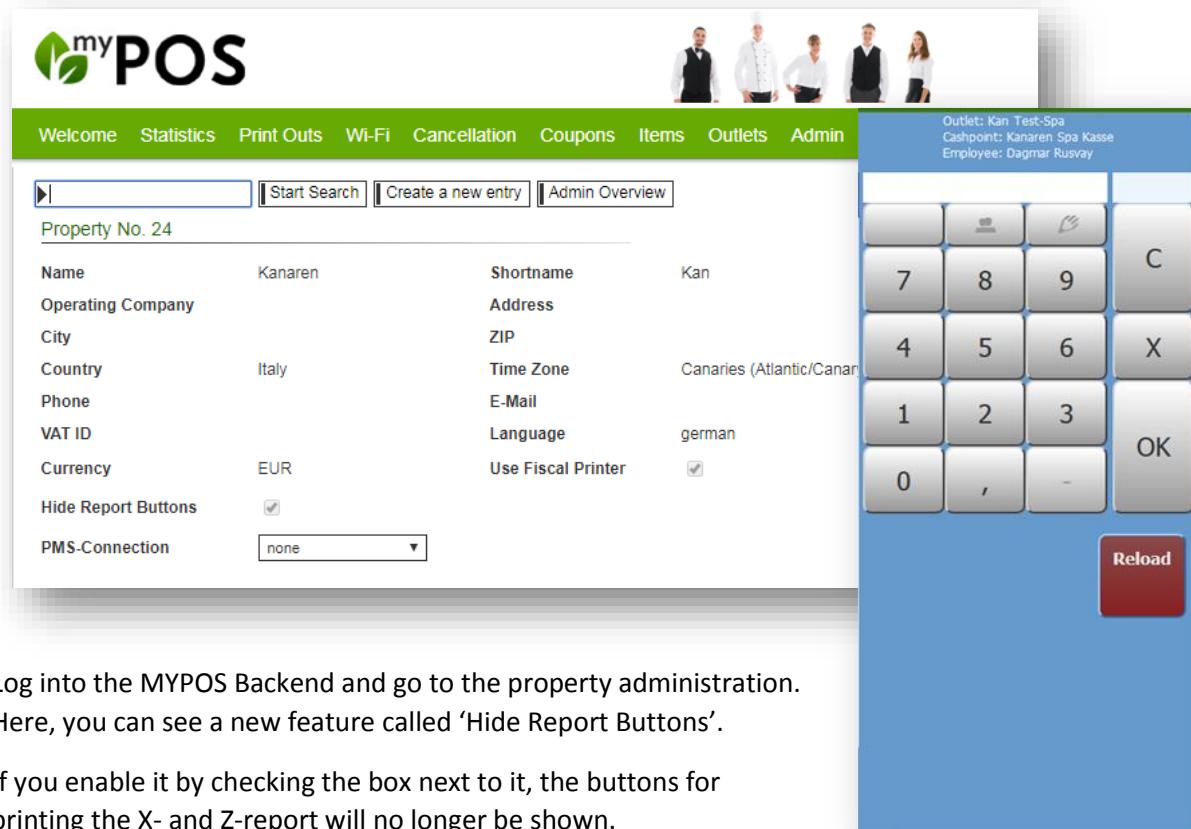
The screenshot shows a POS terminal interface. At the top, it displays 'Total: 27,00 EUR'. Below that is a header: 'BoI 1 Restaurant I · Table #1 · Employee: Daniel Krause · Opened: 24.11.2017 (16:55:50)'. The main area has a 'Tip' button on the left. In the center, there's a section titled '9Zusatzinformationen' with three buttons: '9Garzustände', '9Beilagen', and '9Zusätze'. Below these are four sub-options: 'Medium' (6839), 'Medium Rare' (6851), 'Rare' (6852), and 'Well Done' (6850), each with a price of 0,00 EUR. On the right side, there's a numeric keypad with buttons for 0-9, ., -, C, X, OK, and function keys like I, II, III, IV, V, and a green '»»' button. At the bottom left are buttons for 'Pay', 'Back', and 'Order'.

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.



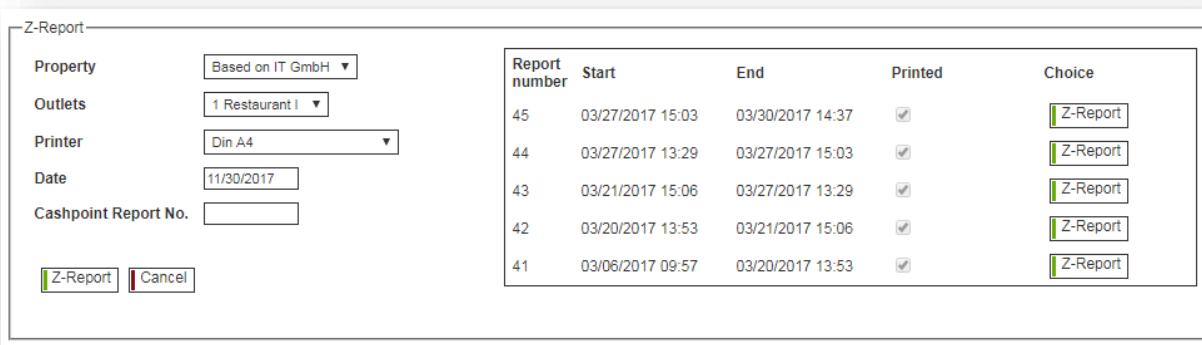
Hide Report Buttons in Cash Point

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.



Report number	Start	End	Printed	Choice
45	03/27/2017 15:03	03/30/2017 14:37	<input checked="" type="checkbox"/>	
44	03/27/2017 13:29	03/27/2017 15:03	<input checked="" type="checkbox"/>	
43	03/21/2017 15:06	03/27/2017 13:29	<input checked="" type="checkbox"/>	
42	03/20/2017 13:53	03/21/2017 15:06	<input checked="" type="checkbox"/>	
41	03/06/2017 09:57	03/20/2017 13:53	<input checked="" type="checkbox"/>	

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).