



# MYPOS 3.8 – New in this Version

## Combine Items to a Bundle

The new function ‚Article Packages‘ allows to freely choose articles from your list and combine them to a new package, which is sold in one property. Mixing items is possible throughout one properties‘ outlets, but only if they are internal ones.

Some fiscal laws require to show the package item’s VAT separately on the receipts. Therefore each package item is posted to guest and revenue accounts with their individual VATs.

## Create a Package

Go to the MY POS Administration Backend and choose ‘Items’. Select the desired category and sub-category for your package. Klick on the new button ‚Create Package‘ and choose the property, to which the package shall be assigned. Enter names for receipt and cashpoint.

The screenshot shows the myPOS Administration Backend interface. The top navigation bar includes 'Welcome', 'Statistics', 'Print Outs', 'Wi-Fi', 'Cancellation', 'Coupons', 'Items', 'Outlets', 'Admin', and 'User'. The 'Items' section is active, showing a search bar with 'all' selected, and buttons for 'Item Search', 'Extended Search', 'Export', 'Create Item', and 'Create Package'. A 'Create a new entry' button is also visible. The main content area displays a table of items with columns for ID, Receipt Name, Categories, Gross Price, Tax Rate, and Possible Discount. The table contains three items:

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
6948	Birthday-Special	Sonstige	38,00	20,00 %	<input checked="" type="checkbox"/> Trans.
6947	Blumenbouquet	Sonstige	25,00	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6946	Geburtstagsspecial	Sonstige	35,00	20,00 %	<input checked="" type="checkbox"/> Trans.

Reductions are only possible for the whole transaction, price changes may not be entered manually via touchscreen. This is due to the fact that an absolute reduction of the whole price cannot be converted for the package articles.

Choose items for your listed articles by entering the name or item ID. Confirm your choice by clicking on the  symbol.



**Package Components**

Package Item  Enter the item name, which you would like to add to the package.

ID	Name	Price
5302	Prosecco 0,75	29,00

Add more items until you have completed your bundle. Now please correct the single item prices until they match the package price.

Gross Price  EUR **44 EUR** ⚠

**Package Components**

5302	Prosecco 0,75	<input type="text" value="19,00"/>	EUR	⊖
6435	Backmassage	<input type="text" value="25,00"/>	EUR	⊖

Gross Price  EUR **38 EUR** ✓

**Package Components**

5302	Prosecco 0,75	<input type="text" value="13,00"/>	EUR	⊖
6435	Backmassage	<input type="text" value="25,00"/>	EUR	⊖

Now assign the package as usual to the properties' outlets and save your changes.

 Packages are shown with a new symbol in the item list.

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
 6948	Birthday-Special	Sonstige	38,00	20,00 %	<input checked="" type="checkbox"/> Trans.



## Sell a Package

In the Cash-Points Touchscreen you will find the package as an item, but when posting it, it will be divided in its parts and, if applicable, orders will be sent to the kitchen/ bar.



During the payment process, the bundle is mentioned on the receipt, but its parts are listed and the different VATs per article displayed.

To the PMS accounts the individual package components are sent. On the receipt, the package name with its items are shown.

In the MY POS Administration statistics, bundle revenues are counted to the individual bundle items' categories. But in the transaction details you will see the package with its items:

Vollständige oder teilweise Stornierung von Vorgängen

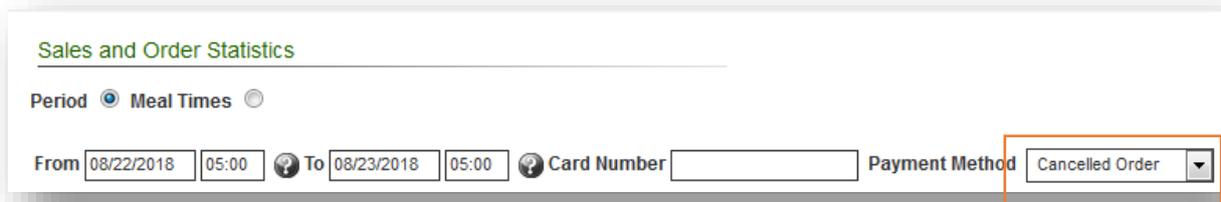
Vorgangsdaten

Vorgangsnummer	2702	Service	Dagmar Rusvay (dry)	
Zeitpunkt	20.08.2018 (10:32:11)	Gastname		
Kartennummer	---	Zimmernummer	9900	
Betrieb	Based on IT GmbH - MPEHotel 1	Verkaufsstelle	Rezeption	
Zahlungsart	Barzahlung	Kasse	Rezeption links	
Artikel	Bruttopreis	Menge	Storno	Gesamtbrutto
Geburtstagspecial	35,00 EUR	1		35,00 EUR
- Kosm. G-Massage 30	25,00 EUR	1		
- Prosecco 0,75	10,00 EUR	1		
				<b>35,00 EUR</b>
Zahlung per	Betrag			
Barzahlung	35,00 EUR			



## Sales and Order Statistics – Cancelled Orders

The display of cancelled order positions in open tables has been separated from open tables/ transactions that have not yet been billed. In addition to the selection of payment methods and transactions marked as "Open", "Cancelled Order" marks items that were deleted in the transaction after the order was posted but before payment. It is possible to select these items in the payment methods by choosing the filter 'Cancelled order'. Please note: 'Cancelled Orders' are not cancellations or partial cancellations of already paid transactions!



The screenshot shows a web interface for 'Sales and Order Statistics'. At the top, there is a title 'Sales and Order Statistics' in green. Below it, there is a 'Period' section with two radio buttons: 'Meal Times' (selected) and another unselected one. Below the radio buttons, there is a 'From' field with a date '08/22/2018' and a time '05:00', followed by a 'To' field with a date '08/23/2018' and a time '05:00'. To the right of these fields is a 'Card Number' field and a 'Payment Method' dropdown menu. The 'Payment Method' dropdown menu is highlighted with an orange border and shows 'Cancelled Order' as the selected option.

## Bugfix

Booking of positions on an opened table, which was in the meantime deleted by another employee or the same employee on another device, is no longer possible.

