

MY POS 5.4 - New in This Version

Content

Further Fiscalization Interface EFSTA.....	1
Quick Steps at the Table.....	1
Split Table/ Bill.....	2
Delete transaction with all positions.....	4
Change Table Number.....	5
Print Positions.....	5
Search Transactions.....	6
Integrated MY POS ERP System.....	8

Further Fiscalisation Interface EFSTA

In addition to Fiskaltrust, direct communication with the EPSON printers and server TSEs, we have now connected EFSTA as a further partner for fiscalisation.



Quick Steps at the Table

You will now find some frequently used functions directly in the screen for the service staff.

Click on the button ... to use further table functions without leaving the table.

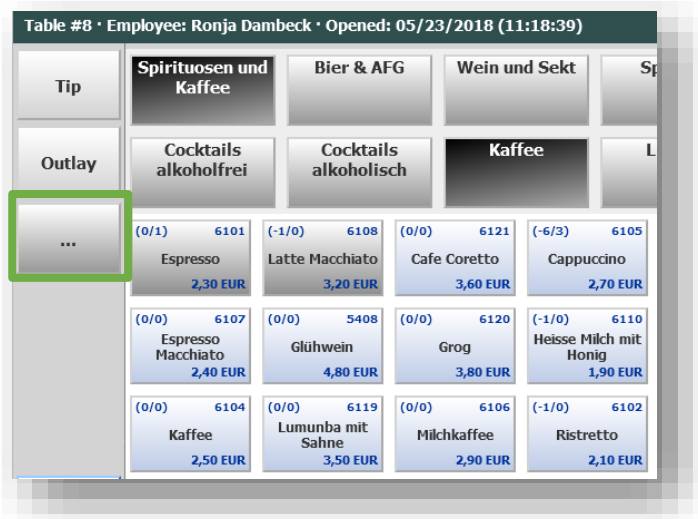


Table #8 · Employee: Ronja Dambeck · Op

Tip	Split
Outlay	Delete
...	Change Table No.
	Print Positions

Split Table/ Bill

Click on ... and 'Split' to open options to settle individual items of a transaction separately or to split a table to add further bookings separately.

In the overview of booked items, click on the right on the items that you now want to settle or separate as a new table.

Table #2 · Employee: Franz Schätzing · Opened: 10/10/2023 (14:21:50)

Please select items for a partial invoice. 'Book' opens a new transaction, 'Pay' takes you to the settlement.

Tip		Order	
Outlay		1x Cola light 0,4l	2,10
...		1x Tonic Water 0,2l	2,60
		Course: I	
		1x Rumpsteak 350	37,00
		Medium	0,00
		1x Rumpsteak 350	37,00
		Zwiebeln	2,00
		Medium	0,00
		Course: II	
		1x Schoko Brownies	2,00
		1x MÖ. Vanilla	2,00

10/10/2023 14:25 Lobby

Pay

Back

Order

10/10/2023 14:25 Lobby Kasse 1 Franz Schätzing

43,80 EUR

46,00 EUR

The sum of all items is shown at the bottom of the screen.

Now choose whether you want to transfer the items removed from the transaction to a new transaction by clicking on 'Book', or whether you want to settle them separately by clicking on 'Pay'.

In both cases you will be asked for a new table number (optional) and, depending on the settings in your sales point, for the number of guests for this part of the process.

Table #2 · Employee: Franz Schätzing · Opened: 10/10/2023 (14:21:50)

Tip

Outlay

...

Pay

Back

Order

**You can assign a separate table number if you wish.
Then please click on "OK".**

Table No:

2

Order

1x	Cola light 0,4l	2,10
Course: I		
1x	Rumpsteak 350	37,00
	Medium	0,00
Course: II		
1x	Schoko Brownies	2,00
Course: III		
1x	Cappuccino	2,70

↑ ↓ ↻ **43,80 EUR**

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

Pay Cancel

10/10/2023 14:26 Lobby Kasse 1 Franz Schätzing

A click on the OK or the selected option "Pay" leads to the settlement screen. Only the unpaid items remain on the original table, which you can settle directly or later.

Table #8 · Employee: Ronja Dambeck · Op

Tip	Split
Outlay	Delete
...	Change Table No.
	Print Positions

Delete transaction with all positions

You can delete a transaction with all booked positions, after a confirmation prompt that you confirm. If the items are produced in the kitchen, a cancellation of the order is also carried out – shown on the kitchen monitor or printed on the order printer.

Franzi Schätzing · Opened: 10/10/2023 (14:21:50)

Split	& AFG	Wein und Sekt	Speisen
Outlay	Drinks Spezial	Kaffee	Liköre
...	5819 (-16/3) 6255 EUR	(-7/2) 6257 4,80 EUR	(-1/0) 6254 5,00 EUR
	Change Table No.	Print Positions	

Do you really want to cancel the full table?

Order	
1x Cola light 0,4l	2,10
1x Tonic Water 0,2l	2,60
Course: I	
1x Rumpsteak 350	37,00
Medium	0,00
1x Rumpsteak 350	37,00
Zwiebeln	2,00
Medium	0,00
Brownies	2,00
la	2,00
89,80 EUR	

Pay

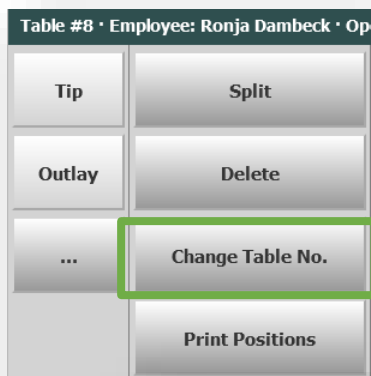
Back

Order

>>>	I	II	III	IV	V
-----	---	----	-----	----	---

7	8	9	C
4	5	6	X
1	2	3	
0	,	-	OK

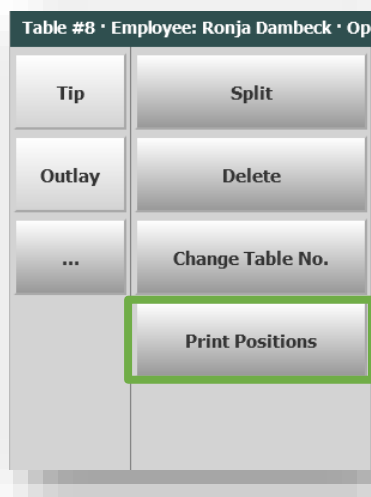
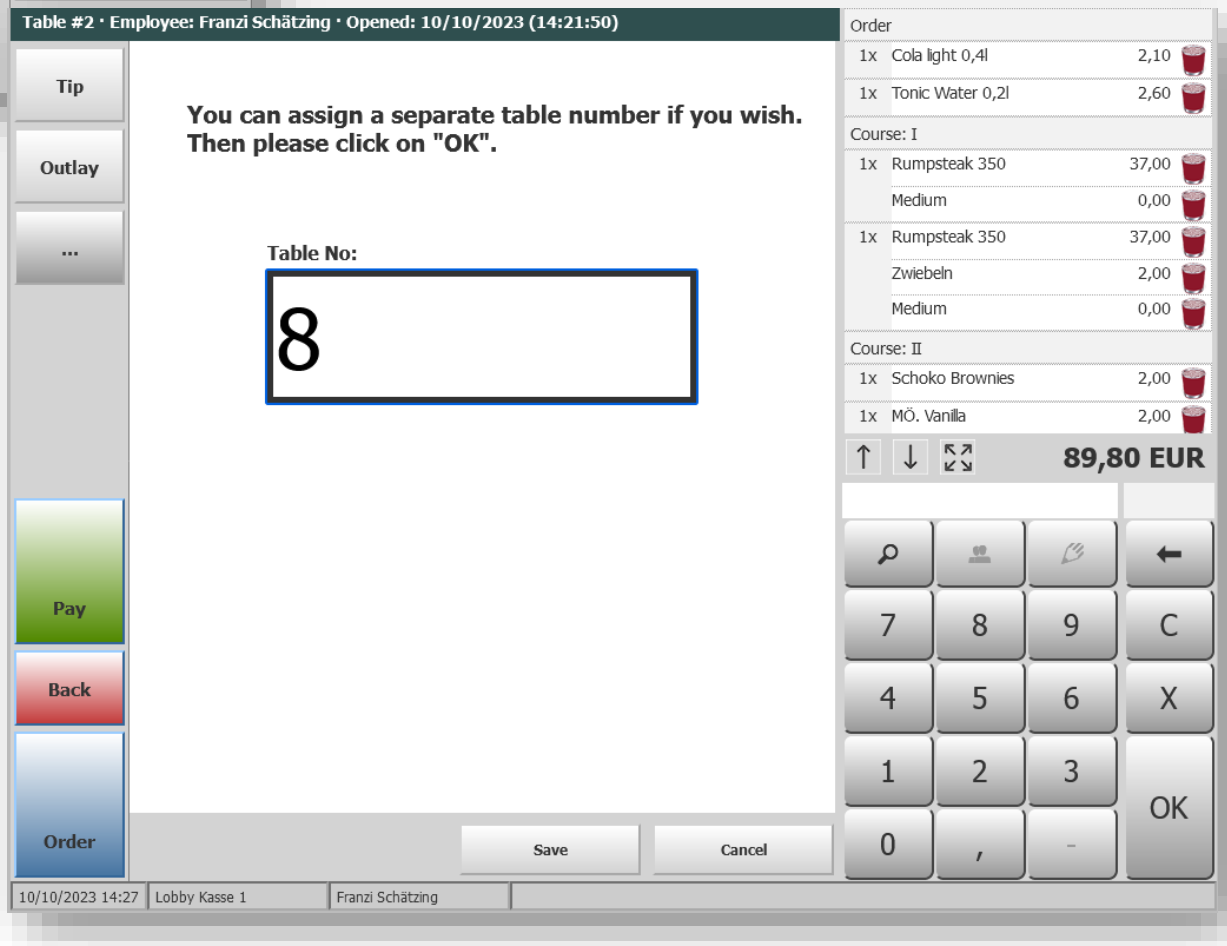
10/10/2023 14:27 Lobby Kasse 1 Franzi Schätzing



Change Table Number

You can change the table number if, for example, the guests change their seat.

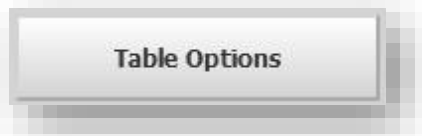
Enter the new table number and click on Save or OK.



Print Positions

For an overview of the entire invoice, you can trigger the printout of an interim invoice directly in the transaction.

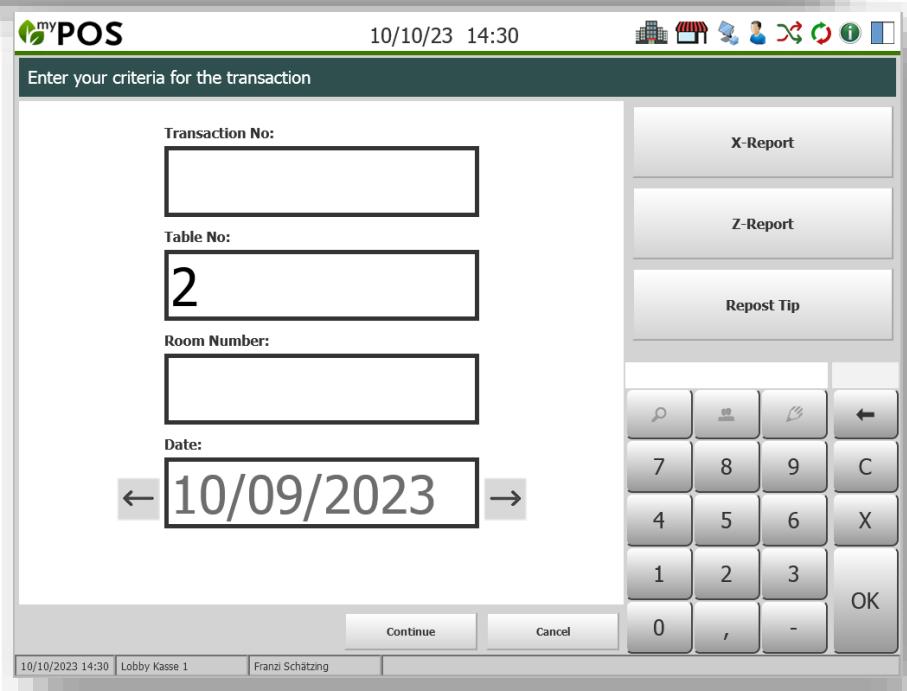
Search Transactions



In the overview of the open transactions or tables, you will find the button Table functions at the bottom in the middle. The process search has been redesigned here:



A screen with search criteria opens. Enter what you know about the transaction. This can be the transaction number, but also the table or the room number if it was booked on the hotel bill. The date search suggests the current day, but you can also extend the search into the past.



The list of results can be expanded by clicking on the line of the transaction you are looking for, and by clicking on the respective icon you can cancel the transaction completely, print out the invoice again or, in the case of the payment method hotel invoice, post a tip.

The screenshot displays the myPOS software interface. At the top, the logo 'myPOS' is on the left, the date and time '10/10/23 14:32' are in the center, and a row of icons (building, storefront, printer, person, refresh, info, window) is on the right. Below the header is a dark green bar with the text 'Please click on the transaction, you will then find options.'.

The main area contains a table with the following data:

Transaction	Table No.	Date	Time	Total	Payment
3350	2	10/10/2023	14:31	89,80 EUR	Guest Account 815
2669	4	10/09/2023	16:38	9,10 EUR	Guest Account 815
3347	2	10/09/2023	15:51	17,45 EUR	EC
3348	2	10/09/2023	15:49	13,65 EUR	Barzahlung

To the right of the table are three buttons: 'X-Report', 'Z-Report', and 'Repost Tip'. A hand cursor icon is pointing at the first row of the table.

The bottom screenshot shows a detailed view of transaction 3350. The table is expanded to include:

- Service: Ronja Dambeck (with icons for coins, a red 'X', and a printer)
- Transaction 3347: 2, 10/09/2023, 15:51, 17,45 EUR, EC
- Transaction 3348: 2, 10/09/2023, 15:49, 13,65 EUR, Barzahlung

 The right side of the interface features a numeric keypad with buttons for search, user, hand, back, numbers 0-9, comma, dash, C, X, and OK. At the bottom, there are up/down arrow buttons, a 'Cancel' button, and a status bar showing '10/10/2023 14:32', 'Lobby Kasse 1', and 'Franzi Schätzing'.

Integrated MY POS ERP System

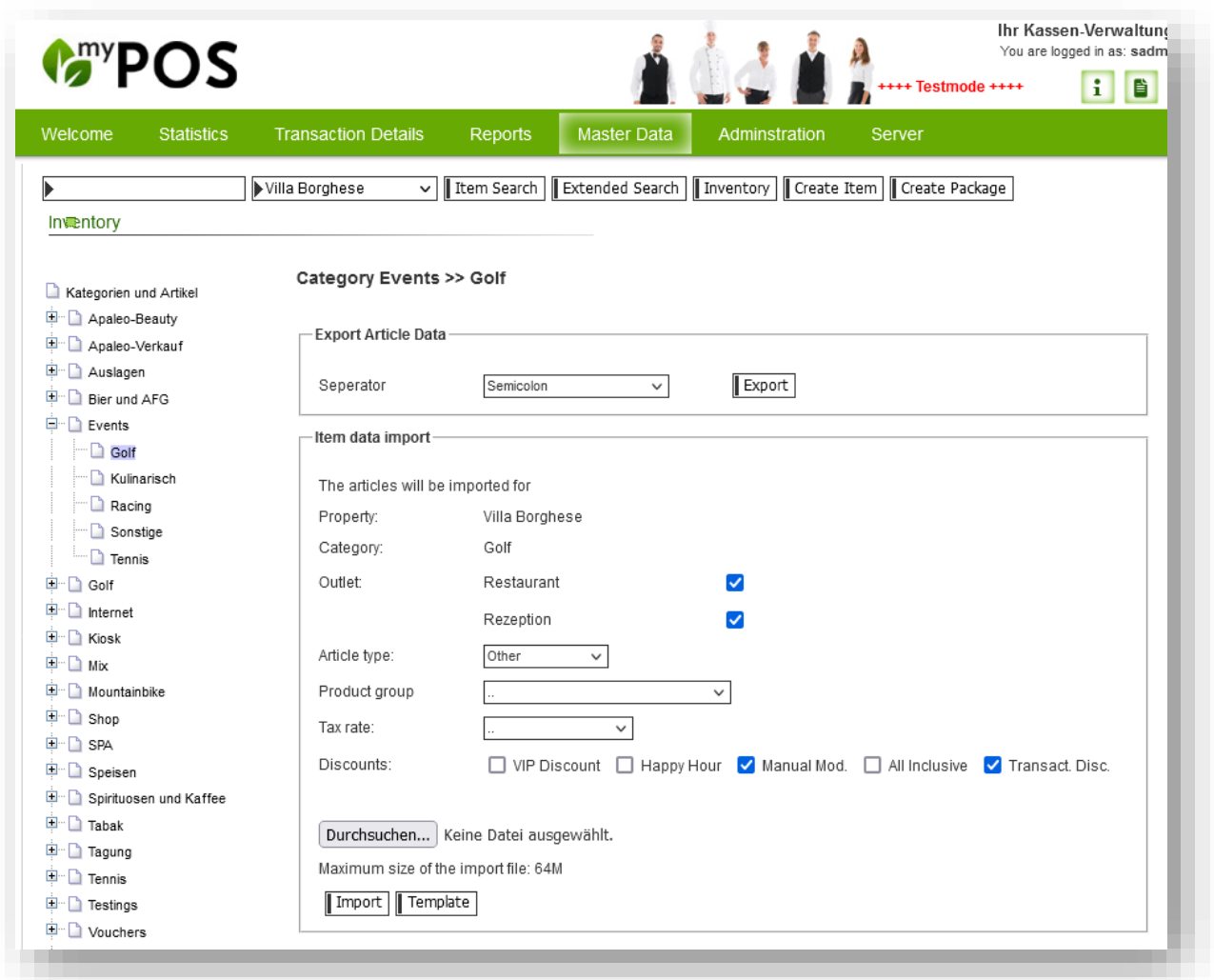
MY POS offers integrated inventory management. The current stock is counted and can be imported and exported.

Article Stock Management

The MY POS internal merchandise management system must be selected in the properties' master data. When you click on an item in a sub-category, you can view and edit the stock in an overview.

Article Im- and Export

Select a top and sub-category in the menu item Master Data – Items - Inventory.



You can now import a .CSV file. These are all created with the characteristics entered here: Select the item type (food, drinks, wellness, other), the product group and the tax rate, as well as discounts.

As the import expects the articles in a specific format and column sequence, please first download an empty file with a sample data record by clicking on the "Template" button. The fields are to be filled as follows:

The ERP no. is your external WWS number, the Description, Colour and Size fields are combined to form the MY POS checkout and receipt item description, the barcode is used to scan the item when booking in the checkout, the Quantity field describes the current stock level and the last field contains the sales price. Please enter the price here with a separator (220.20, not 220,20):

	A	B	C	D	E	F	G
1	ERP Nr.	Description	Colour	SIZE	BARCODE	QTY	GROSS PRICE
2	2023/02-WH	T-Shirt	Blue	42	123456789	1	220.40
3							
4							

Once you have filled the template with your data, you can import it. Please note that the edited file must be saved and imported in CSV format and that this must be done separately for each subcategory.

Importing and Exporting Stocktaking Lists

If there are already items in this point of sale, you are offered the option of importing and exporting inventory lists. Export your inventory list, edit it and upload it again. Please note that the file must remain in CSV format.