



# MY POS 5.8 – New in this Version

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The changes in this version are making article management more convenient: through revised collective changes, a copy function and the clearer grouping of article master data.

## Items

The item data view has been regrouped and moved to a separate menu item from the master data.

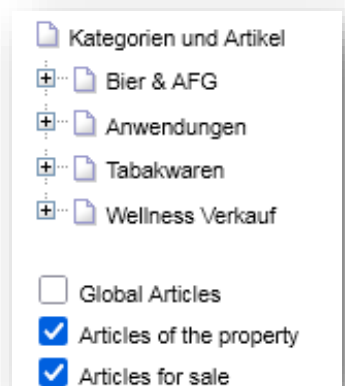
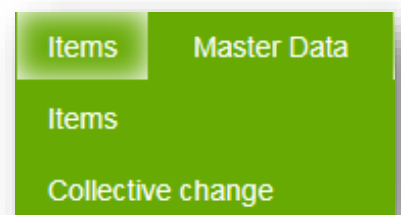
For multi-property employees: Depending on the logged-in user, the category tree of the articles displays the names of the categories as they were named in the master data of the company and, after selecting a company, is reduced to the categories that are in use in the company of the logged-in user.

An additional filter option at the bottom of the category tree makes it possible to restrict the view to categories whose items have the following properties:

Global articles: Categories with articles that have been created for all sites within the POS system

Articles of the company: Restriction to articles that were created by the company of the created user.

Items for sale: Only items that are assigned to at least one sales outlet assigned to the logged-in user's company and are active there are shown.



## Main Item Data

The article details above are followed by product group settings, assignment to points of sale and, if it is a multi-property POS system, different designations per establishment.

all

Item Search

Extended Search

Inventory

Create Item

Create Package

Item Details No. 6841

Kategorien und Artikel

Apaleo-Beauty

Apaleo-Verkauf

Auslagen

Bier und AFG

Events

Golf

Internet

Kiosk

Mix

Mountainbike

Shop

SIHOT

SPA

Speisen

Buffet

Dessert

Hauptgang

Kinder

Kl. Karte

Vorspeisen

Spirituosen und Kaffee

Tabak

Tagung

Tennis

Testings

Vouchers

Wein und Sekt

Weinkarte

Wellness Verkauf

Zusatzinformationen

Affiliation

Global Item

Articletype

Food

Receipt Name

Rumpsteak

Cashp. Name

Rumpsteak 350

Gross Price

27,00

Purchase Price

12,50 EUR

Tax Rate

red. DE (7,00 %)

Categories

Speisen

Hauptgang

Order at

1. Station

Bar Code/EAN

Inventory Control Number

7889

Possible Discount

☐ Happy Hour

☒ Manual Mod.

☐ Transact. Disc.

Deactivate

☐

Show Property

Based on IT GmbH - MPEHotel 1

Commodity Group Settings

Commodity Group

Speisen 19%

Breakfast

Lunch

Snack

Dinner

Night

Outlets Affiliation

Sold At	Gross Rate Diff.	Tax Diff.	Discount Additional	Favorite
<input type="checkbox"/> Bol Bar an der Therme			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Boutique			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Externer Kiosk			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Fahrradverleih			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Golfdesk			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input checked="" type="checkbox"/> Bol Lobby Bar		zwanzig (20%)	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Lobby Bar			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input checked="" type="checkbox"/> Bol Restaurant			<input type="checkbox"/> HH <input checked="" type="checkbox"/> MAN <input checked="" type="checkbox"/> TRA	Pink
<input type="checkbox"/> Bol Rezeption			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	
<input type="checkbox"/> Bol Wellness			<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA	

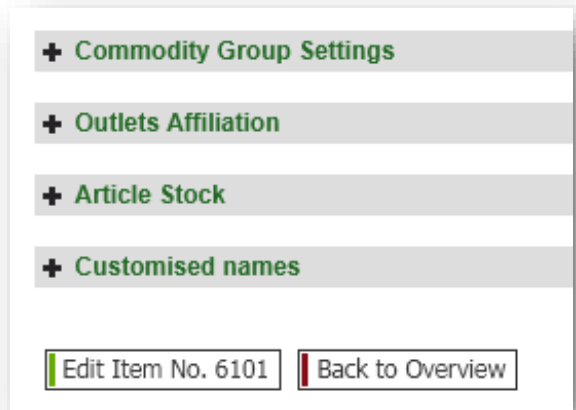
Customised names

Property	Receipt Name diff.	Cashpoint Name diff.
Based on IT GmbH - MPEHotel 1		


Edit Item No. 6841

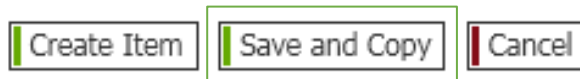
Back to Overview

All subject areas can be expanded and collapsed. You will see the item stock option if you have connected a merchandise management system or activated MY POS's internal merchandise management. The Customised name option appears in a multi-property POS system installation with several businesses.




## Copy Items

 To create new sales items more quickly, first select the category and sub-category on the left, create the first item and then click on the Save and copy option after entering the item data.



Another item with the same content will be created directly, in which you can also adjust the name and price.

To copy an existing article, call up the list of articles in a super- and subcategory and copy a similar article by clicking on the icon 







**myPOS** Ihr Kassen-Verwaltungsbackend  
You are logged in as: **admin** (997) at all

Welcome Statistics Transaction Details Reports **Items** Master Data Administration Server

all Item Search Extended Search Inventory Create Item Create Package

**Search Results**

(This Category Contains 6 Items.)

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
 6889	American Cookies	Kiosk -> Snacks	3,90	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA
 6885	Chips Paprika	Kiosk -> Snacks	2,90	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA
 6886	Chips Paprika gr	Kiosk -> Snacks	3,90	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA
 6887	Schokoriegel	Kiosk -> Snacks	1,50	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA
 6888	Schokoriegel Nuss	Kiosk -> Snacks	1,90	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA
 6890	Studentenfutter	Kiosk -> Snacks	2,00	8,00 %	<input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> TRA

Kategorien und Artikel

- Apaleo-Beauty
- Apaleo-Verkauf
- Auslagen
  - Auslagen
- Bier und AFG
  - AFG
  - Bier
  - Kinder Happy Hour
- Events
  - Golf
  - Kulinarisch
  - Racing
  - Sonstige
  - Tennis

## Item Bundles

You can create packages from various items. The prices of the individual items must be adjusted so that they add up to the package price. Please note that the package contents are shown individually on the invoice for the guest so that the VAT of the individual items can be shown.

Affiliation

Malediven

Receipt Name

Beach Pack

Cashp. Name

Beach Pack

Possible Discount

☒ Transaction Discount

Deactivate

☐

Categories

SPAWellness Specials

Package Components

6955

Perfect Relaxation

94,00

USD

-

6407

Hibiskus 15

12,00

USD

-

6877

Ayurveda 60

64,00

USD

-

Gross Price

170,00

USD

170 EUR

Package Item

Cocktail

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

ID

Name

Price

6816

Cocktail offen

0,00

6819

Cocktail Spezial

4,50

ID

Name

Price

6818

Cocktail Spezial

5,00

6817

\_Cocktail offen

0,00

Outlets Affiliation

Package Sold At

☒ Mal Malle1

☐ Mal Pool Bar

☒ Mal Wellness

☐ Choose all / no entry

Favorite

None

None

None

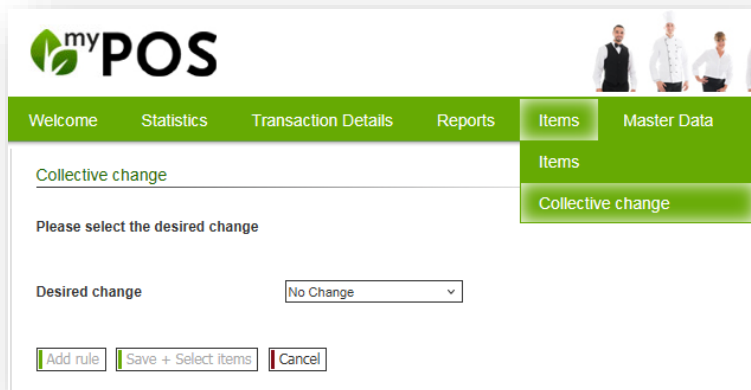
Save Changes

Cancel

## Global changes

It is possible to change certain features of many articles at the same time under the menu item Article - Collective change.

### Step 1: Create rules for the planned changes



Before you select the items for which you want to make changes, you determine what exactly you want to do. You will see an offer for typical changes with the possible criteria and areas of validity in each case. You can define several rules for changes one after the other.

Once you have selected what you want to change, you determine the scope of validity, which looks different depending on the option you have selected, but also whether you have a single or multi-property POS system.

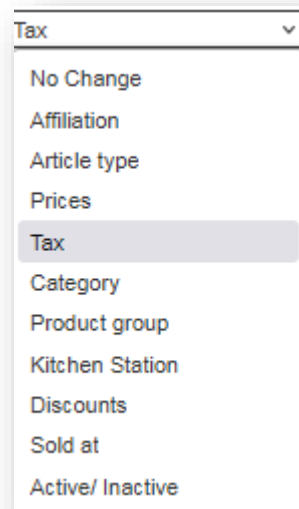
The validity of your rule is important for all changes to article data that you can configure differently in your sales outlets.

For example: A cup of coffee has a general tax rate and standard price. However, it costs more at your beach bar point of sale and has a different tax rate at your out-of-home point of sale. This determines whether you want to make your planned change for the standard price, for a specific point of sale or for all points of sale.

**Global validity:** If you have not entered any different prices in your points of sale, it is sufficient to change the changes in the item master data in its global data. Changes are not applied to data that already differs from this in the points of sale.

However, if you have created different data for each sales outlet or company, select the **Validity in all sales outlets** option: Here, changes take effect in all points of sale. This does not change the data in the basic data record, but you can add this as a second rule.

**Validity per point of sale:** From the list of your points of sale, select all those for which you want to make the changes.



**Collective change**

Please select the desired change

Desired change:

Tax rate Validity: ☐ Global Tax rate  
☒ Tax rate in the property   
☒ Tax rate of all points of sale ☐ Tax rate per point of sale


Article type:

Previous Tax rate:

New Tax rate:

Save the rule according to which you want to make your change and you will receive a summary of your planned changes.

You can delete the rule again by clicking on the red icon.

Desired change	Scope of validity	Rule		
Tax	Based on IT GmbH - MPEHotel 1	Article type	Food	
		Previous Tax rate	Normal (19,00 %)	
		New Tax rate	red. DE (7,00 %)	

Add further rules that you want to run at the same time for the same group of items that you will select in step 2:

**Article type** – Various articles may have an incorrect article type or should be assigned to a different one

**Prices** – Enter price changes collectively to work quickly per category in the event of a price adjustment. You may change manually per item in the next step, or you may adopt the global price and overwrite all individual settings per outlet in one step.

**Category** - for a collective move of articles from one subcategory to another

**Product group** – New, more differentiated product groups have been added to your existing product groups? Once new ones have been created, you can define changes.

**Kitchen station** – Have your drinks been ordered from Station 3 so far? Change this to a new station here.

**Discounts** – You would like to authorise price changes for certain items - manual price changes, transaction discounts or happy hour discounts

**Sold at** - regulates the availability of the articles in the points of sale

**Active/ Inactive** – enter the state of items from active to inactive or vice versa.

## Step 2: Select items for the collective change

Have you collected all the rules? In the next step, select the items to which the rules are to be applied.

### Collective change

Please select the desired change

Desired change No Change

Add rule Save + Select items Cancel

Desired change	Scope of validity	Rule	
Tax	Based on IT GmbH - MPEHotel 1	Article type Food Previous Tax rate Normal (19,00 %) New Tax rate red. DE (7,00 %)	
Kitchen Station	Global	Article type Food Previous kitchen station 3. Station New kitchen station 4. Station	

Article selection

The category tree opens on the left and offers you the selection of super- and subcategories with checkboxes.

### Collective change

Kategorien und Artikel

- ☐ Apaleo-Beauty
- ☐ Apaleo-Verkauf
- ☐ Auslagen
- ☐ Bier und AFG
- ☐ Events
- ☐ Golf
- ☐ Internet
- ☐ Kiosk
- ☐ Mix
- ☐ Mountainbike
- ☐ Shop
- ☐ SIHOT
- ☐ SPA
- ☒ Speisen
  - ☒ Buffet
  - ☒ Dessert
  - ☒ Hauptgang
  - ☒ Kinder
  - ☒ Kl. Karte
  - ☒ Vorspeisen
- ☐ Spirituosen und Kaffee
- ☐ Tabak
- ☐ Tagung
- ☐ Tennis
- ☐ Testings
- ☐ Vouchers
- ☐ Wein und Sekt
- ☐ Weinkarte
- ☐ Wellness Verkauf
- ☐ Zusatzinformationen

Overview of your planned changes:

Desired change	Scope of validity	Rule
Tax	Based on IT GmbH - MPEHotel 1	Article type Food Previous Tax rate Normal (19,00 %) New Tax rate red. DE (7,00 %)
Kitchen Station	Global	Article type Food Previous kitchen station 3. Station New kitchen station 4. Station

Select items by ticking the categories on the left and selecting all or specific items from the list of items displayed below for which the rules are to be applied.

**+ Category: Speisen -> Buffet**

**+ Category: Speisen -> Dessert**

**- Category: Speisen -> Hauptgang**

<input checked="" type="checkbox"/> 1/2 Ente m. Rotkohl	<input checked="" type="checkbox"/> Athen Teller	<input checked="" type="checkbox"/> Aufpreis Spargel
<input checked="" type="checkbox"/> Box groß	<input checked="" type="checkbox"/> Forelle gebr.	<input checked="" type="checkbox"/> Pastateller
<input checked="" type="checkbox"/> Lammfilet	<input checked="" type="checkbox"/> Putenschn.	<input checked="" type="checkbox"/> Rippchen
<input checked="" type="checkbox"/> Rumpsteak 350	<input checked="" type="checkbox"/> Schnitzel	<input checked="" type="checkbox"/> Speisen offen
<input checked="" type="checkbox"/> Tagesfisch	<input checked="" type="checkbox"/> Wiener Schnitzel	
<input checked="" type="checkbox"/> Choose all / no entry		

**+ Category: Speisen -> Kinder**

**+ Category: Speisen -> Kl. Karte**

**+ Category: Speisen -> Vorspeisen**

Apply Cancel

After selecting a category, the assigned articles are displayed and can be individually selected or deselected. In the event of a price change, you will find fields for price entries on the right next to the items.

Collective change

Kategorien und Artikel

☐ Apaleo-Beauty

☐ Apaleo-Verkauf

☐ Auslagen

☐ Bier und AFG

☐ Events

☐ Golf

☐ Internet

☐ Kiosk

☐ Mix

☐ Mountainbike

☐ Shop

☐ SIHOT

☐ SPA

☐ Speisen

☐ Buffet

☐ Dessert

☒ Hauptgang

☐ Kinder

☐ Kl. Karte

☐ Vorspeisen

☐ Spirituosen und Kaffee

☐ Tabak

☐ Tagung

☐ Tennis

☐ Testings

☐ Vouchers

☐ Wein und Sekt

☐ Weinkarte

☐ Wellness Verkauf

☐ Zusatzinformationen

Overview of your planned changes:

Desired change	Scope of validity	Rule
Prices	Based on IT GmbH - MPEHotel 1	The price change will be applied to all points of sale of the property.

Select items by ticking the categories on the left and selecting all or specific items from the list of items displayed below for which the rules are to be applied.

Category: Speisen -> Hauptgang

<input checked="" type="checkbox"/> 1/2 Ente m. Rotkohl	Price in all outlets	<input type="text" value="21,50"/> EUR
<input checked="" type="checkbox"/> Athen Teller	Price in all outlets	<input type="text" value="18,90"/> EUR
<input checked="" type="checkbox"/> Aufpreis Spargel	Price in all outlets	<input type="text" value="5,00"/> EUR
<input checked="" type="checkbox"/> Box groß	Price in all outlets	<input type="text" value="12,00"/> EUR
<input checked="" type="checkbox"/> Forelle gebr.	Price in all outlets	<input type="text" value="19,00"/> EUR
<input checked="" type="checkbox"/> Pastateller	Price in all outlets	<input type="text" value="6,50"/> EUR
<input checked="" type="checkbox"/> Lammfilet	Price in all outlets	<input type="text" value="16,50"/> EUR
<input checked="" type="checkbox"/> Putenschn.	Price in all outlets	<input type="text" value="8,50"/> EUR
<input checked="" type="checkbox"/> Rippchen	Price in all outlets	<input type="text" value="9,50"/> EUR
<input checked="" type="checkbox"/> Rumpsteak 350	Price in all outlets	<input type="text" value="27,00"/> EUR
<input checked="" type="checkbox"/> Schnitzel	Price in all outlets	<input type="text" value="7,50"/> EUR
<input checked="" type="checkbox"/> Speisen offen	Price in all outlets	<input type="text" value="0,00"/> EUR
<input checked="" type="checkbox"/> Tagesfisch	Price in all outlets	<input type="text" value="10,50"/> EUR
<input checked="" type="checkbox"/> Wiener Schnitzel	Price in all outlets	<input type="text" value="11,50"/> EUR
<input checked="" type="checkbox"/> Choose all / no entry		

Apply

Cancel



Click on Apply to confirm your selection.

You will then receive a list of all edited items and information on the status of the change: whether they have been changed, and if not, why not.

Welcome   Statistics   Transaction Details   Reports   Items   Master Data   Administration   Server				
Collective change				
Articles	Scope of validity	Rule		Status
1/2 Ente m. Rotkohl	Global Tax rate	Article type Previous Tax rate New Tax rate	Food Normal (19,00 %) red. DE (7,00 %)	The bulk changes have been accepted.
Athen Teller	Global Tax rate	Article type Previous Tax rate New Tax rate	Food Normal (19,00 %) red. DE (7,00 %)	The bulk changes have been accepted.
Aufpreis Spargel	Global Tax rate	Article type Previous Tax rate New Tax rate	Food Normal (19,00 %) red. DE (7,00 %)	The bulk changes have been accepted.
Box groß	Global Tax rate	Article type Previous Tax rate New Tax rate	Food Normal (19,00 %) red. DE (7,00 %)	The item already has the desired value
Forelle gebr.	Global Tax rate	Article type Previous Tax rate New Tax rate	Food Normal (19,00 %) red. DE (7,00 %)	The bulk changes have been accepted.

**Please note:** Article data originating from an external system cannot be changed. Similarly, items shared in a multi-property business can only be changed by a property admin of a business.

## Payment process - Guest search - Opera Cloud

In the billing screen, you can search for the guest in different ways depending on the connected hotel system. In Opera Cloud, there are now adjustments when entering the room number and searching by surname:

1. Search by surname: it is possible to enter a space in the name, it is interpreted as a character e.g. entering "De " leads to results for the name "De La Vega". In exceptional cases, you can also vary the search by entering wildcards (here by % - e.g. M%ller).
2. Search by room number with letters: the mixed entry of letters and numbers is usually interpreted as a transponder ID of card numbers. However, you can have us define exceptions in MY POS Administration under Master data - Settings for the PMS connection. This also makes it possible, for example, to search for room "APT4711". Entering the possible formats is not entirely trivial - please discuss this with us.

## Transaction Log

If you use the Apaleo or ASA hotel system, you can search for all postings transferred to your hotel system and check the responses under Reports - PMS Transfer.