

Manual for Cash Point Administration

Version 5.8

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MY POS is a Cashpoint System for resorts, hotels, outlets, shops, bars, clubs or quick service restaurants.

There are two versions of MY POS Cashpoints:


1. MY POS Express Cashpoint
Quick booking and checkout of items in shops, bars, coffee shops or kiosks.
2. MY POS Restaurant Cashpoint
For handling international restaurants with table management and multiple courses.

At a point-of-sale, it is easy to switch between the functions of express and transaction checkout.

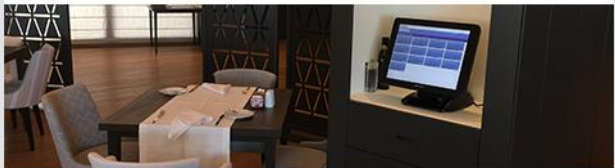
1. Start and Login

Open your web browser – for instance Internet Explorer or Mozilla Firefox – and enter the server address 'XXX.XXX.X.XX/MY POS' where your MY POS system is hosted.

Please enter your user name and password and click on the 'Login' button.

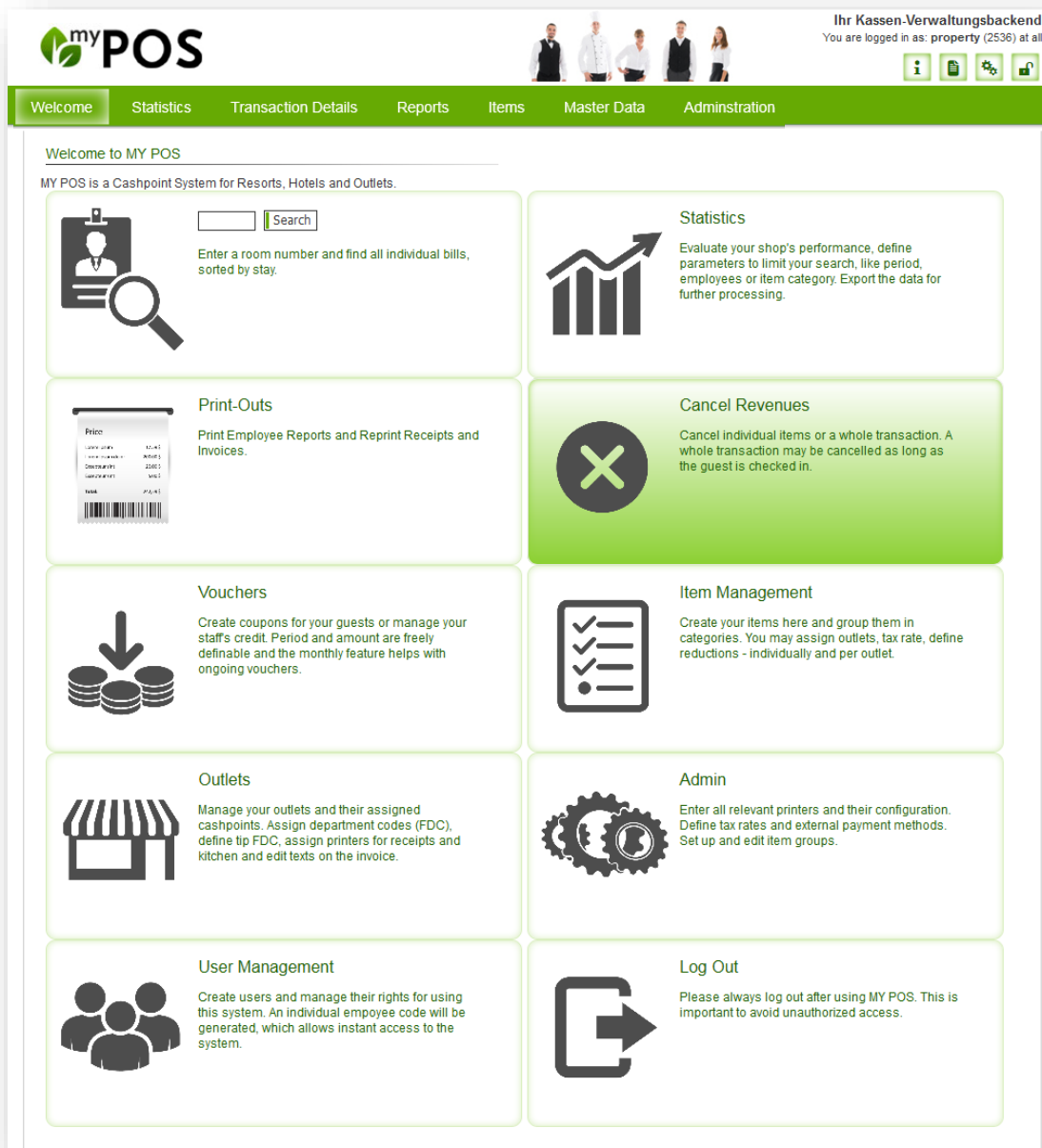

Testunternehmen

User
Password



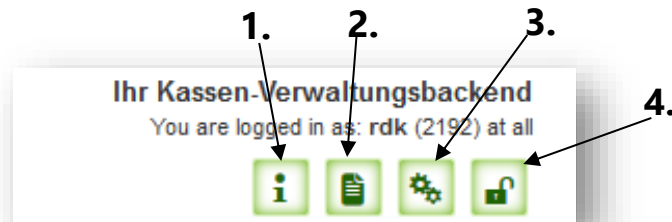
1.1. Overview

On the 'Welcome' page of MY POS you will find an overview of the features - with more or less points depending on access authorisation. The list corresponds to the top menu bar with explanations that will help you get started. Once you are familiar with the use of the features, you will probably choose to access them via the upper menu bar, which will lead you to the same functions.



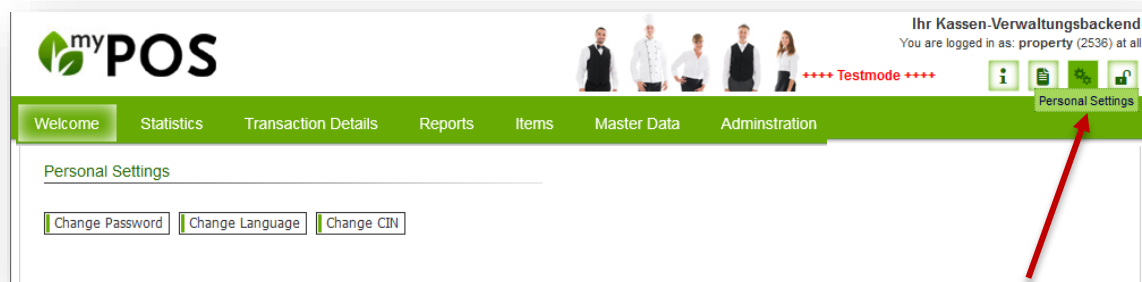
In the upper right corner, you will find a tool bar:

1. Help: MY POS Manuals for Service Employees, Administration and Quick User Guides
2. Open an additional MY POS window
3. Change your personal settings
4. MY POS logout



You may also check your login information: the MY POS license owner's company, user login initials, your access authorization (e.g. 'All Outlets') and your Service Code (e.g. 2192).

Change your password, language or your Cancellation Code (CIN) in 'Personal Settings'.

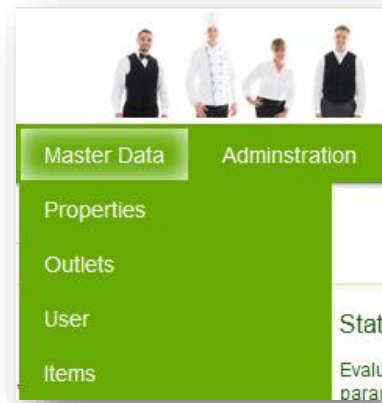


2. Master Data and Administration

You make central settings via the 'Master data' tab in the main menu. In the menu item 'Administration' you will find further general settings.

2.1. Manage Properties

Go to "Edit Properties" and you get to an overview of your existing properties, which you can edit or delete (provided that there are no more outlets, printers or employees assigned to this outlet). Clicking on "Create new entry" brings you to the following input mask:



Property No. 1			
Name	Based on IT GmbH - MPEHotel 1	Shortname	Bol
Operating Company	based	Address	Dornkratz 1WP
City	Wiesbaden	ZIP	65203
Country	Germany	Time Zone	Germany (Europe/Berlin)
Phone	06119500050	E-Mail	info@based-on-it.de
VAT ID	UID 9817161515	Language	german
Currency	EUR		
Hide Report Buttons	<input type="checkbox"/>		
PMS-Connection	Protel (POXML)		
Fiscalization	none		
Meal Times			
Breakfast Start	06:00	Breakfast End	11:30
Lunch Start	11:30	Lunch End	14:00
Snack Start	14:00	Snack End	18:00
Dinner Start	18:00	Dinner End	22:00
Night Start	22:00	Night End	06:00
+ Property Discounts- and -Naming			
+ Settings for PMS Connection			
+ Categories			
Edit Property Back to Overview			

First, you enter a property name and short name, which is used in the cash points, as well as in the backend for affiliation of outlets. There is a number of other information you can enter here, like the operating company, full address and VAT ID (displayed on the receipts), phone number and e-mail address, as well as a time zone and currency. If you check the box next to the feature 'Hide Report Buttons', the buttons for X- and Z-reports will no longer be visible in the cash point and the reports can only be printed through the MYPOS Backend. **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).

In the settings of the PMS connection, you may define the individual connection per property. Define or choose 'none'. After choosing a connection with data exchange, additional settings will appear, which will be filled automatically after you click 'Save Changes'.

PMS-Connection Protel (POSXML) ▼

Meal Times

Breakfast Start	06:00 ▼	Breakfast End	11:30 ▼
Lunch Start	11:30 ▼	Lunch End	14:00 ▼
Snack Start	14:00 ▼	Snack End	18:00 ▼
Dinner Start	18:00 ▼	Dinner End	22:00 ▼
Night Start	22:00 ▼	Night End	06:00 ▼

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) ▼		

+ Categories

Save Changes Cancel

Depending on the PMS, there will be different setting options when editing or creating an outlet.

- Suite 8: Tax Rates
- Protel: Hotel Number
- Opera: Commodity Groups

In case you are using Protel, settings for the feature Cross Posting will appear. If you want to enable it and if yes, choose the property this regards and more. A more detailed description of this feature follows under [Item 2.2](#).

In the next step, you can define the different meal periods of the day (in 30 minute steps). These times are used for splitting your sales in the "Meal Times" report.

Lastly, you have the opportunity to edit the sorting and naming of the item categories for all your property's cash points. Click on 'Categories' and you will see a list of this property's main- and subcategories of sold items. Simply click and drag a whole category or a sub-category (within their main category) with your mouse to the desired position.

The category 'Zusatzinformationen' is a special case, because it only contains additional item information, such as toppings or meat doneness, and therefore cannot be moved from its position.

Save your entries by clicking on "Create New Property".

Hints for European fiscalization interfaces can be found in the manual 'MY POS Fiscalization'.

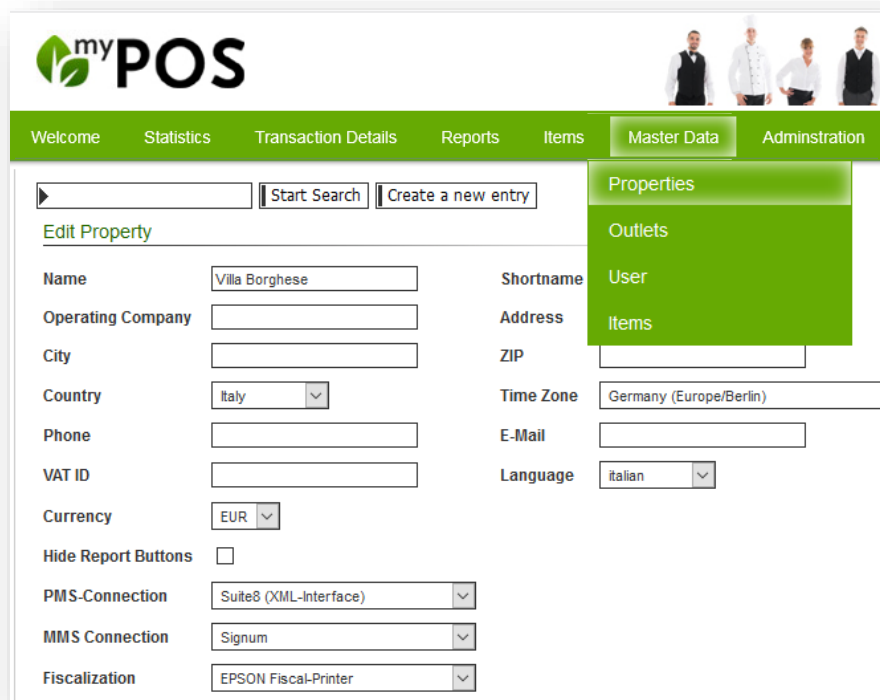
2.2. Connection of a Merchandise Management System

The maintenance of the articles by an external system is implemented in this version. Depending on the possibilities of the MMS and the architecture on site, the data exchange is handled via an interface, a file exchange or the connection to the MMS database.

The MMS data is considered the leading system, the modification of the MMS article data in MY POS is prevented. Nevertheless, additional articles can be created in MY POS and maintained as usual.


Article data, prices and stocks are imported from the MMS, and sales, including discounts and cancellations as well as changes in stock are reported back.

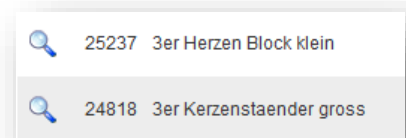
The settings for the connection can be found in the MY POS administration under Master Data - Properties. Select the appropriate connection and fill in the settings for your merchandise management system that have been adapted according to your selection:





The screenshot shows the MY POS administration interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Items', 'Master Data', and 'Administration'. The 'Master Data' tab is selected, and a dropdown menu is open showing 'Properties', 'Outlets', 'User', and 'Items'. The 'Properties' option is highlighted. The 'Edit Property' form is displayed with the following fields:

Name	Villa Borghese	Shortname	
Operating Company		Address	
City		ZIP	
Country	Italy	Time Zone	Germany (Europe/Berlin)
Phone		E-Mail	
VAT ID		Language	italian
Currency	EUR		
Hide Report Buttons	<input type="checkbox"/>		
PMS-Connection	Suite8 (XML-Interface)		
MMS Connection	Signum		
Fiscalization	EPSON Fiscal-Printer		

 Articles are shown in the article list with a blue magnifying glass as an indication that they come from an external merchandise management system. When calling up the article details, processing is not possible.



	25237	3er Herzen Block klein
	24818	3er Kerzenstaender gross

2.2.1. Signum

The interface to the MMS Signum is defined via the direct connection to the database. The entries for this are listed under Master Data - Properties - MMS Connection Settings:

MMS Connection: Signum

Fiscalization: EPSON Fiscal-Printer

Meal Times

Breakfast Start	00:00	Breakfast End	00:00
Lunch Start	00:00	Lunch End	00:00
Snack Start	00:00	Snack End	00:00
Dinner Start	00:00	Dinner End	00:00
Night Start	00:00	Night End	00:00

+ Property Discounts- and -Naming

+ Settings for PMS Connection

- MMS Connection Settings

Host		Port	
Database		Admin-Database	
Username		Password	
Branch no.		Cash box no.	
VAT rate 1	zwanzig (20,00 %)	VAT Rate 2	zehn (10,00 %)
Default Order Printer	..		

If you are interested in connecting other merchandise management systems, please contact us.

2.3. Integrated MY POS ERP System

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

2.3.1. 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.

2.3.2. Article Im- and Export

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

myPOS

Ihr Kassen-Verwaltung
You are logged in as: sadm

++++ Testmode +++++

Welcome Statistics Transaction Details Reports Items Master Data Administration

Villa Borghese Item Search Extended Search Inventory Create Item Create Package

Inventory

Category Events >> Golf

Export Article Data

Separator Semicolon Export

Item data import

The articles will be imported for

Property: Villa Borghese

Category: Golf

Outlet: Restaurant ☒ Rezeption ☒

Article type: Other

Product group: ..

Tax rate: ..

Discounts: ☐ VIP Discount ☐ Happy Hour ☒ Manual Mod. ☐ All Inclusive ☒ Transact. Disc.

Durchsuchen... Keine Datei ausgewählt.

Maximum size of the import file: 64M

Import Template

Kategorien und Artikel

- Apaleo-Beauty
- Apaleo-Verkauf
- Auslagen
- Bier und AFG
- Events
 - Golf
 - Kulinarisch
 - Racing
 - Sonstige
 - Tennis
- Golf
- Internet
- Kiosk
- Mix
- Mountainbike
- Shop
- SPA
- Speisen
- Spirituosen und Kaffee
- Tabak
- Tagung
- Tennis
- Testings
- Vouchers

You can 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.

2.3.3. 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.

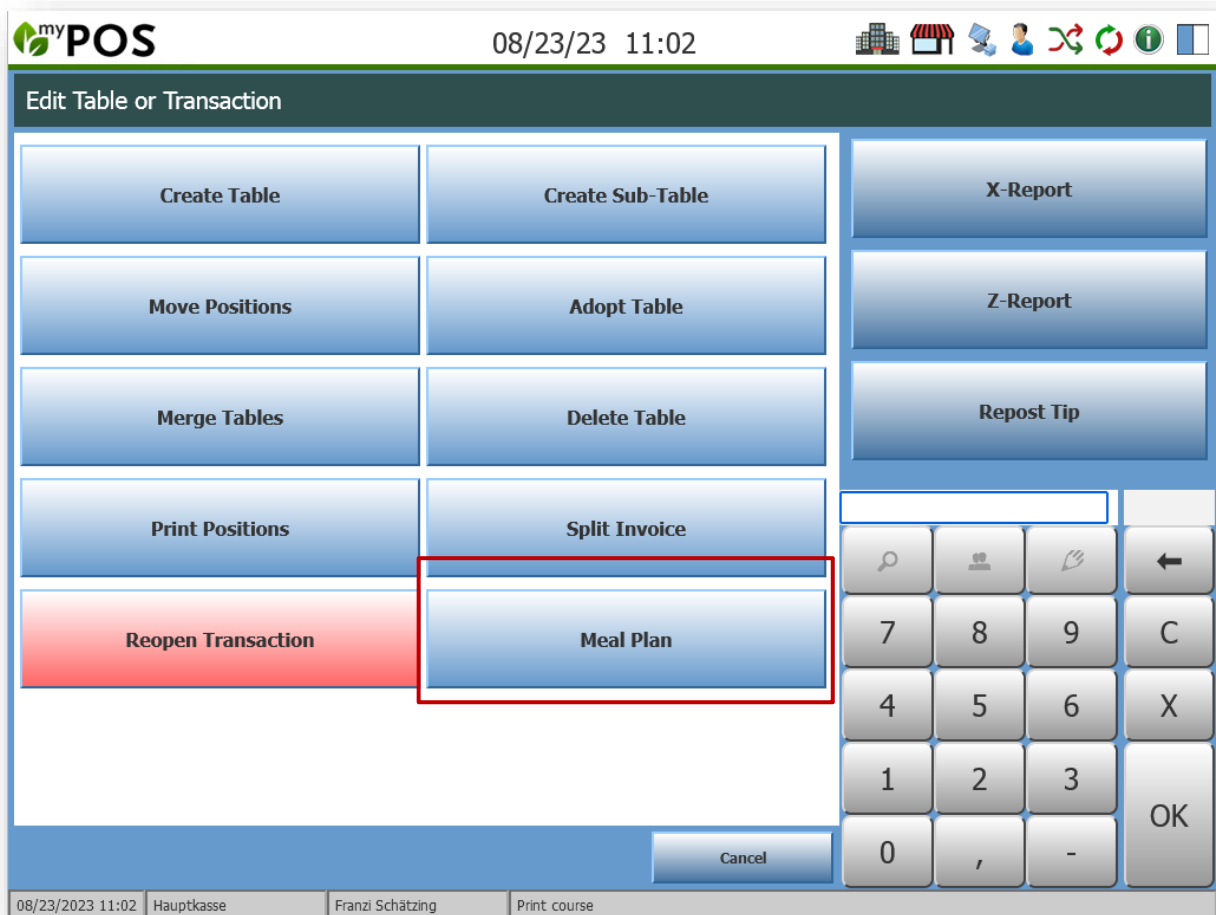
2.4. Menu plan

In order to save enquiries in the kitchen, the kitchen can use the menu plan function to specify how many portions of a dish are available today. The chef enters the number daily and determines whether this information is binding or can be overbooked if necessary. This information is displayed to the service staff in the item overview.

First set up the MY POS internal merchandise management system in MY POS Administration under Master Data - Properties:

PMS-Connection	Protel (POSXML) ▼
MMS Connection	MYPOS ▼
Fiscalization	none ▼

You will then find a new button "Menu plan" in the table and transaction functions of the Cashpoint Touchscreen:



Within the plan, select the dishes for which you want to save availabilities within the categories:

The screenshot shows the 'myPOS' software interface for creating a 'Meal Plan'. The top bar displays the date and time '08/23/23 11:04' and various system icons. The main area is titled 'Meal Plan' and features a grid of category buttons: 'Spirituosen und Kaffee', 'Bier & AFG', 'Wein und Sekt', 'Speisen', 'Kiosk', 'Kl. Karte', 'Vorspeisen', 'Hauptgang', 'Dessert', and 'Buffet'. A list of dishes is shown with their respective quantities and availability checkboxes:

Dish	Quantity	Availability
Lammfilet	2	<input checked="" type="checkbox"/>
Rumpsteak 350	10	<input checked="" type="checkbox"/>
1/2 Ente m. Rotkohl	12	<input type="checkbox"/>
Athen Teller	20	<input checked="" type="checkbox"/>
Aufpreis Spargel	0	<input checked="" type="checkbox"/>
Forelle gebr.	0	<input type="checkbox"/>
Pastateller	30	<input checked="" type="checkbox"/>
Putenschn.	20	<input checked="" type="checkbox"/>
Rippchen	20	<input checked="" type="checkbox"/>
Schnitzel	20	<input checked="" type="checkbox"/>
Speisen offen	0	<input type="checkbox"/>
Tagesfisch	0	<input checked="" type="checkbox"/>
Wiener Schnitzel	20	<input type="checkbox"/>

On the right side, there are buttons for 'X-Report', 'Z-Report', and 'Repost Tip', along with a numeric keypad and an 'OK' button. At the bottom, there are 'Save' and 'Cancel' buttons. The status bar at the very bottom shows the date, time, and user information: '08/23/2023 11:04', 'Hauptkasse', 'Franzi Schätzing', and 'Print course'.

The tick behind the dish determines whether overbooking is allowed. If it is set, the set number can be overbooked.



2.5. Cross Posting

The feature Cross Posting allows in the Multi-Property version to post a bill on a 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 Property	Türkei Hotel - MPEHotel 2	Cross Posting Paymaster ID	9010
Commodity Group	Spezial für fremde Umsätze (Crossposting)	Tax Rate	Null (0%)

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



WelcomeStatisticsTransaction DetailsReportsItemsMaster DataAdministration

all

Edit Outlet No. 42

Name	<input type="text" value="Rezeption"/>	Short Name	<input type="text" value="ROM-FO"/>
Property	<input type="text" value="Villa Borghese"/>	Affiliation	<input type="text" value="Own Outlet"/>
Tip Department Code	<input type="text" value="0"/>	Cross-Posting	<input checked="" type="checkbox"/>
Number of Guests per Table	<input type="checkbox"/>	Deactivated	<input type="checkbox"/>

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’.

myPOS

You are logged in as: **sadmin** (997) at all

Welcome Statistics Transaction Details Reports Items Master Data Administration

Sales and Order Statistics

Period ☒ Meal Times ☐

From 07/20/2020 05:00 To 07/21/2020 05:00 Card Number

Payment Method Cross Posting

Outlet-Currency

Property

Outlet

Employee

Specialist

Cashpoint

Category

OK

Semicolon

Generate PDF

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.

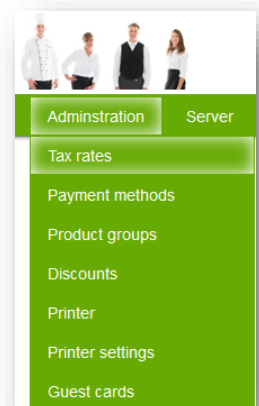
2.6. Defining Tax Rates

Check existing tax rates by clicking on the magnifying glass, create new tax rates by clicking on ‘Create a new entry’ and entering a name and the percentage of tax to be charged.

Search Tax Rates

(your query resulted 7 hit total.)

Name	Value
beverage	17,00 %
food	8,00 %
Gutschein	0,00 %
nonfood	17,00 %
Restaurant	19,00 %
zehn	10,00 %



2.7. Payment Methods

Would you like to see all available payment methods? Please click on "Edit external payment methods". You create payment methods by clicking on "Create new entry" and enter the Paymaster and the name of the payment method. Please confirm your entries by clicking on "Create new payment method". By ticking off the checkbox, you can determine in which sales outlets the payment methods should be accepted.

Since the name of the payment method can be freely assigned, it must still be determined whether the selected payment method is to be considered as a cash payment.

The screenshot shows the 'myPOS' Administration interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', 'Administration', and 'Server'. The 'Administration' tab is active, and the 'Show Payment Methods' button is highlighted. The page title is 'External Payment Method No. 6'. The form includes fields for 'Name' (EC), 'Paymaster' (9912), and 'Open Cash Drawer' (checkbox). Below this is a section 'Activate payment methods for cash points/ outlets:' with a grid of checkboxes for various outlets. At the bottom, there is a section 'Applies as cash payment (according to country-specific fiscalization)' with checkboxes for Germany, Austria, Switzerland, Portugal, Spain, Italy, Greece, Croatia, Turkey, Morocco, Tunisia, Egypt, and France. Navigation buttons at the bottom are 'Edit Payment Method', 'Back to Overview', and 'Delete Payment Method'.

2.7.1. In-House Invitation Paymethods

You can now define different in-house receipt categories and thus select e.g. the inviting department already during the billing process.

First open the MY POS Administration and the menu item Payment methods:

The screenshot shows the 'myPOS' Administration interface with the 'Payment Methods' list. The top navigation bar is the same as the previous screenshot. The 'Show Payment Methods' button is highlighted. Below the navigation bar, there is a search bar and a button 'Create a new entry'. The list shows 15 results. The table has columns: Name, Paymaster, Type, Open Cash Drawer, and Active.

Name	Paymaster	Type	Open Cash Drawer	Active
KK VISA	9909	External Payment	<input type="checkbox"/>	<input type="checkbox"/>
KK Euro/Mastercard	9908	External Payment	<input type="checkbox"/>	<input type="checkbox"/>
KK Diners	9907	External Payment	<input type="checkbox"/>	<input type="checkbox"/>
KK Amex	9906	External Payment	<input type="checkbox"/>	<input type="checkbox"/>
In-House Sales	4400	House receipt	<input type="checkbox"/>	<input type="checkbox"/>
In-House Owner	4400	House receipt	<input type="checkbox"/>	<input type="checkbox"/>
In-House Marketing	4400	House receipt	<input type="checkbox"/>	<input type="checkbox"/>
In-House Finances	0	House receipt	<input type="checkbox"/>	<input type="checkbox"/>

Click on 'New entry' to create the new in-house receipt category, which you can already assign to the points of sale in which it may be used.

The screenshot shows the 'myPOS' Administration interface with the 'Edit Payment Method' form. The top navigation bar is the same as the previous screenshot. The 'Create a new entry' button is highlighted. The form includes fields for 'Name' (In-House Sales), 'Paymaster' (4400), 'Type' (House receipt), 'Open Cash Drawer' (checkbox), and 'Active' (checkbox). Below this is a section 'Activate payment methods for cash points/ outlets:' with a grid of checkboxes for various outlets. Navigation buttons at the bottom are 'Edit Payment Method', 'Back to Overview', and 'Delete Payment Method'.

The assignment can also be done alternately in the configuration of the outlets.

myPOS Ihr Ka...
You are... ++++ Testmode +++++

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

all Start Search Create a new entry

Outlet 42

Name	Rezeption	Short Name	ROM-FO	Cashpoint Type	Both Ca
Property	Villa Borghese	Affiliation	Own Outlet	SPA Outlet	<input type="checkbox"/>
Tip Department Code	0	Cross-Posting	<input type="checkbox"/>	External Outlet ID	0
Number of Guests per Table	<input type="checkbox"/>	Deactivated	<input type="checkbox"/>	Allow Invoice Split	<input checked="" type="checkbox"/>

Opening Hours

Day Cut at	05:00 Hours	Opening Time	08:00 Hours	Closing Time	20:00 H
------------	-------------	--------------	-------------	--------------	---------

+ Happy-Hour

+ Outlet Discounts

+ Currency

+ Invoice Numbers

+ Receipt

+ Item Order Printer

- **Payment Methods**

External Paymethods

Barzahlung	<input checked="" type="checkbox"/>	EC	<input checked="" type="checkbox"/>	Gutschein	<input checked="" type="checkbox"/>
Hausbon	<input checked="" type="checkbox"/>	KK Amex	<input checked="" type="checkbox"/>	KK Diners	<input checked="" type="checkbox"/>
KK Euro/Mastercard	<input checked="" type="checkbox"/>	KK VISA	<input checked="" type="checkbox"/>		

House receipts

Hausbon	<input checked="" type="checkbox"/>	Hausbon Catering	<input checked="" type="checkbox"/>	Hausbon F&B	<input checked="" type="checkbox"/>
In-House Finances	<input checked="" type="checkbox"/>	In-H			
In-House Sales	<input checked="" type="checkbox"/>				

Table #1-6 · 1 · Employee: Franzi Schätzing · Opened: 08/17/2022 (15:14:05)

Select the payment method

External Payment

Barzahlung	EC	Gutschein
Hausbon	KK Amex	KK Diners
KK Euro/Mastercard	KK VISA	Mastercard

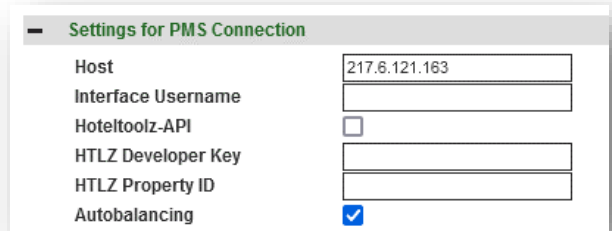
These in-house payment methods are offered in the cash register interface for billing.

2.7.2. Auto-Balancing

Optionally, you can enter a Department Code for some payment types in addition to the Paymaster account, to which the turnover is sent for balancing. Manual balancing of the accounts in this case is no longer necessary.

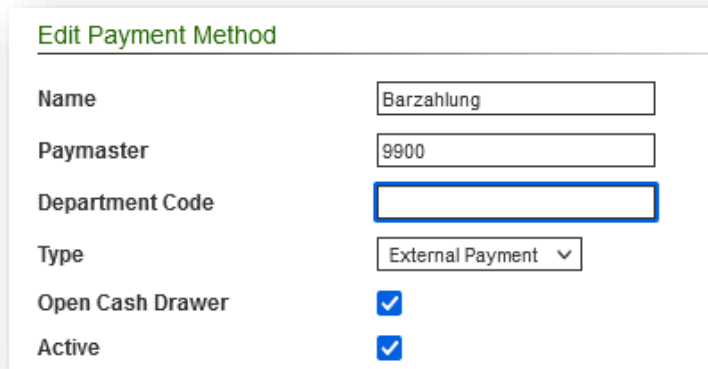
First, please set the checkmark for 'Autobalancing' in Master Data - Property - Settings for the PMS connection.

You will then find the field for the Department Code to which the Balancing Turnover is to be sent under Administration - Payment Methods when clicking on the magnifying glass.



Settings for PMS Connection

Host	217.6.121.163
Interface Username	
Hoteltoolz-API	<input type="checkbox"/>
HTLZ Developer Key	
HTLZ Property ID	
Autobalancing	<input checked="" type="checkbox"/>

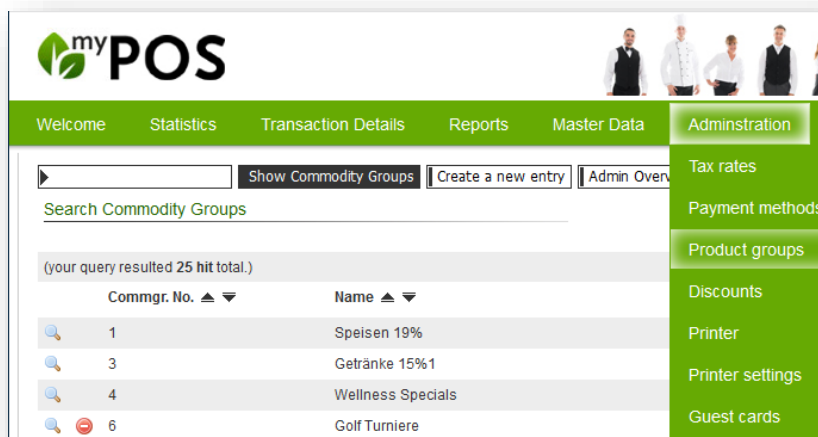


Edit Payment Method

Name	Barzahlung
Paymaster	9900
Department Code	
Type	External Payment
Open Cash Drawer	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>

2.8. Product Groups

Display existing product groups by clicking on "Edit product groups". To create a new product group, click on "Create new entry" and enter the name of the new product group. To save, click on "Create new product group".



myPOS

Welcome Statistics Transaction Details Reports Master Data Administration

Search Commodity Groups

(your query resulted 25 hit total.)

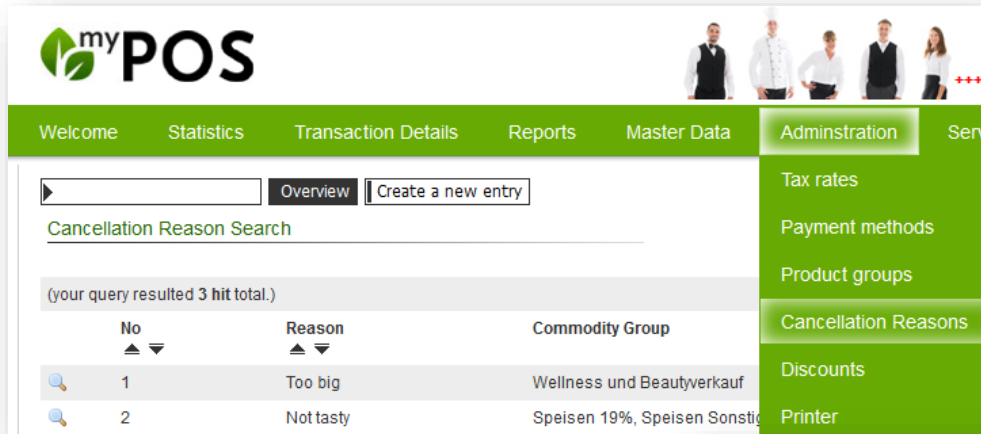
Commgr. No.	Name
1	Speisen 19%
3	Getränke 15%1
4	Wellness Specials
6	Golf Turniere

Administration

- Tax rates
- Payment methods
- Product groups
- Discounts
- Printer
- Printer settings
- Guest cards

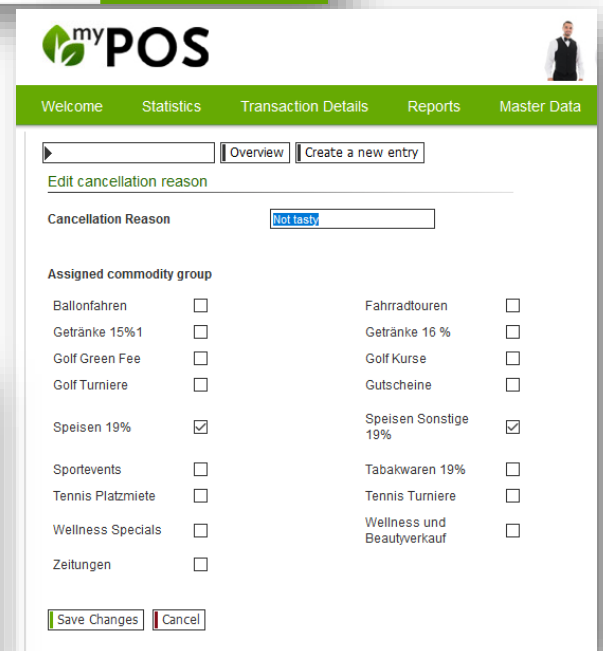
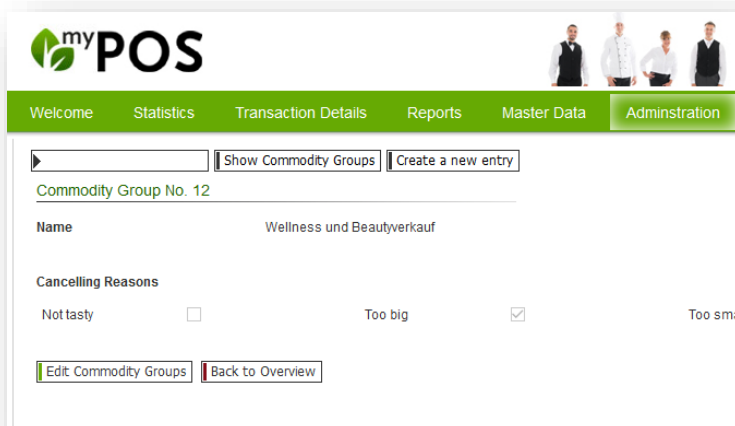
2.9. Setup Cancellation Reasons

If you would like to define the input of a reason as a mandatory entry for certain product groups in your MY POS system in the event of a cancellation, please define standards in the menu item Administration - Cancellation Reasons which are to be offered to the service staff for selection:



When entering a new cancellation reason, you will see your product groups and can assign your new entry by checking it.

You can also assign cancellation reasons in reverse for the product groups:



In the MY POS cash point, the stored reasons for cancellation are offered when an article is cancelled, provided the cancelled article belongs to the product group.

The reasons for cancellation are shown in the detailed view of the transaction:

Cancellation

Transaction

3067

Invoice No

Cancellation by

Dagmar Rusvay (dry)

Cancellation on

10/22/2020 (16:59:39)

Table Number

1

Property

Villa Borghese

Outlet

Restaurant

Cash Point

Main Cashpoint

Items

Article	Cancellation Reason	Discount	Gross price	Quantity	Gross Total
Caprese	Not tasty		9,00 EUR	-1	-9,00 EUR
Tapenades	Not tasty		3,50 EUR	-1	-3,50 EUR
					-12,50 EUR

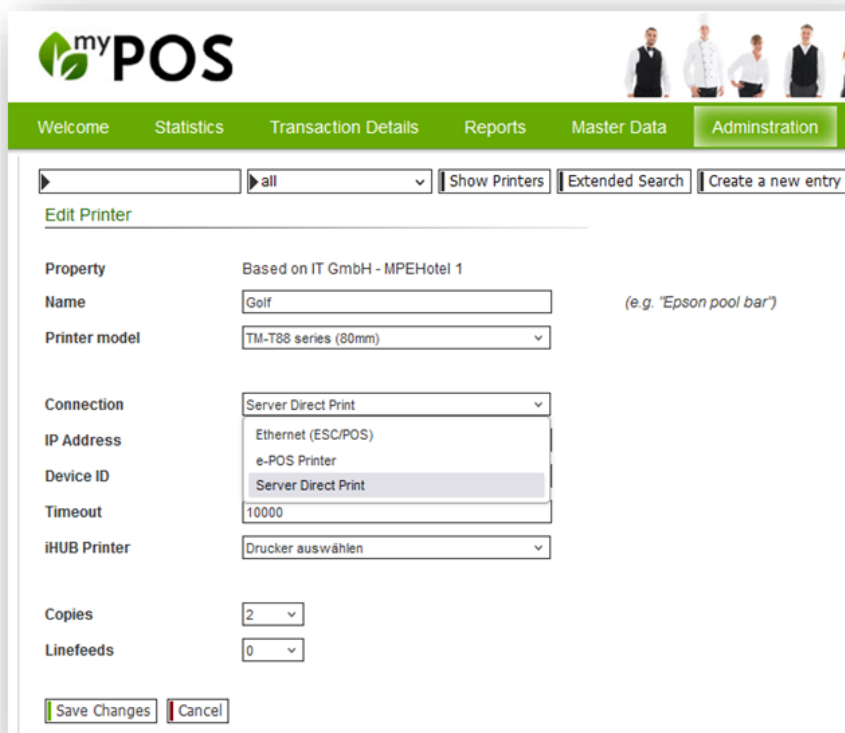
Print Invoice Copy

PDF

Back to Overview

2.10. Managing Printers

See, edit and create new printers by entering paths and other characteristics.



The screenshot shows the 'myPOS' Administration interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. Below the navigation bar, there are buttons for 'Show Printers', 'Extended Search', and 'Create a new entry'. The main form is titled 'Edit Printer' and contains the following fields:

- Property:** Based on IT GmbH - MPEHotel 1
- Name:** Golf (e.g. "Epson pool bar")
- Printer model:** TM-T88 series (80mm)
- Connection:** Server Direct Print
- IP Address:** Ethernet (ESC/POS)
- Device ID:** e-POS Printer
- Timeout:** 10000
- iHUB Printer:** Drucker auswählen
- Copies:** 2
- Linefeeds:** 0

At the bottom of the form are 'Save Changes' and 'Cancel' buttons.

Depending on your connection, the path must be set:

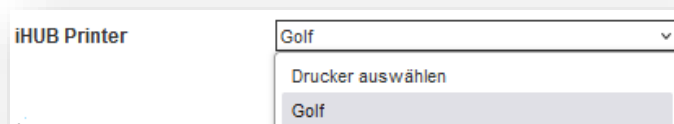
- Ethernet: IP Address
- E-POS: IP Address
- Server Direct Print Path: Enter the URL of your installation and the server direct print address, e.g. [http\[s\]://my-planer.de/mypos/sdp_get_printfile.php?printer=14](http[s]://my-planer.de/mypos/sdp_get_printfile.php?printer=14)

MY POS uses Server Direct Print technology to connect a cloud installation with local receipt and order printers. For example, the EPSON Tm-M30, Tm-M50 and Tm-T88 printers offer this functionality. Here the printer asks the server every second whether there are printouts to be processed.

You can also connect printers from older model series that do not have this server direct print technology (e.g. EPSON TM-U220 kitchen dot matrix printers) if there is an EPSON iHUB printer within the local company that collects the print jobs from the server and distributes them to the other printers connected to it in the network.

The number entered under 'Copies' refers to the total number of print-outs of receipts, orders or reports when using this printer.

If an iHUB printer was previously defined, another printer in the company can refer to it:

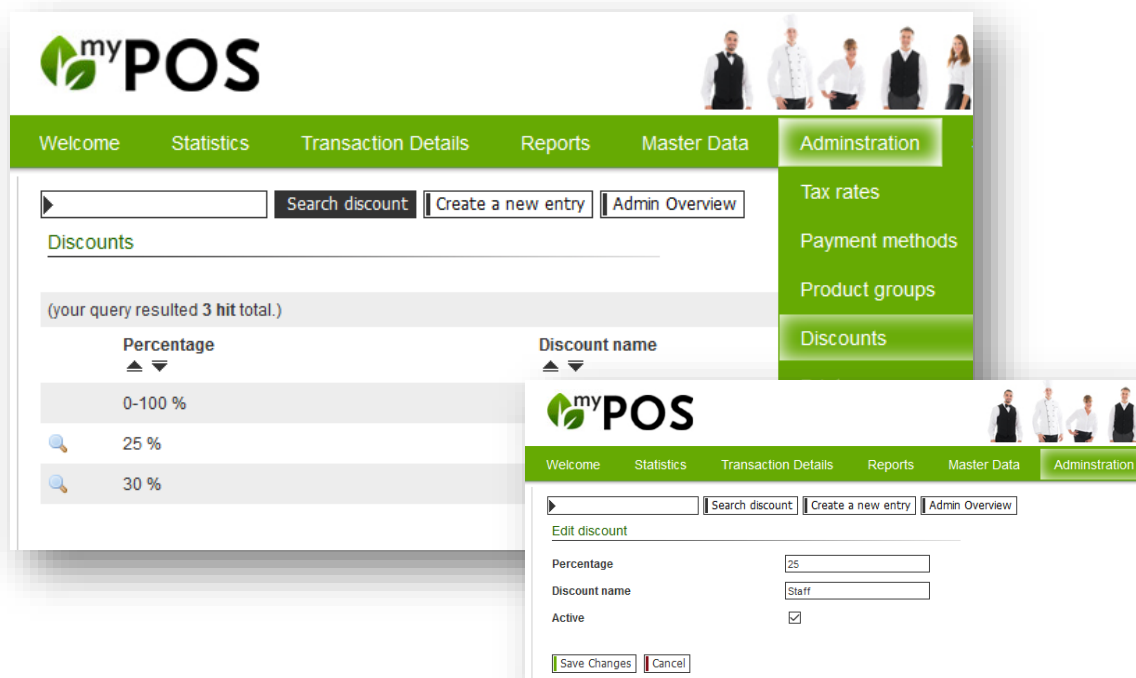


The screenshot shows a dropdown menu for 'iHUB Printer'. The menu is open, showing the following options:

- Golf
- Drucker auswählen
- Golf

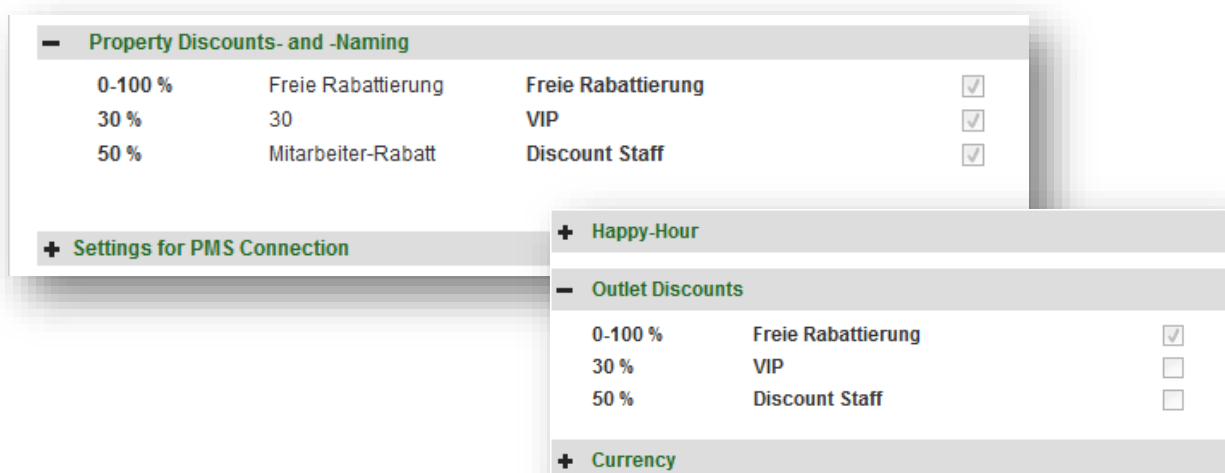
2.11. Discount Settings

In 'Administration', fixed discount rates can be set up, which replace or supplement the free percentage reduction of a transaction. These fixed rates are used for the employee reports. First of all, please create discount rates under the menu item Administration – Discount Settings and assign a group-wide name - if necessary, only enter the amount again.



Setup Discounts for Properties and Outlets

In the settings of the property please select from these possible standard discounts those which are to be used in your hotel and if necessary enter the deviating name that the discount should carry in the cash points and on the bills.



Finally, you can still select or deselect those discounts for single outlets.

Please note that changing the discount amount requires full administrative rights.

Grant Discounts at the Cash Point

At checkout, after the new and potential discounts have been properly setup, new options for transaction discounts will be offered, which will be applied to reducible items.

Table #1-6 • 1 • Employee: Franzi Schätzing • Opened: 08/17/2022 (15:14:05)

Choose or enter a discount level or click on "Continue"

Discount:

%

VIP: 30%

2.12. Managing Guest Cards

You can create new VIP guest cards or edit existing guest cards. To do so, click on "Edit guest cards", the existing guest cards will be displayed. You can edit the guest cards by clicking on the magnifying glass to the left of the corresponding entry. Click on the trash can to delete the entry.

Click on "Create new entry" if you want to create a new discount level. Enter an abbreviation of up to 5 characters in the "Name" field (e.g. BS for "Guest card platinum"). Give a short description (e.g. "Expedienten Best Select") and enter the standard reduction.

myPOS

Welcome Statistics Transaction Details Reports Master Data Administration

Show Guestcards Create a new entry Admin Overview

Edit Guestcard

Name BS

Description Expedienten Best Select

Default Discount 10

Print Void Receipt ☒

Active ☒

Save Changes Cancel

By checking "Active" you can determine whether the guest card should be activated immediately or deactivate it.

3. User accounts, Login Numbers and Rights

Set up users and manage their rights for using MY POS. You may also deactivate a user here and block them in real time. The user's Service Code will be shown as soon as a user is created. This code allows instant access to the system.

Via the tab "Users" in the main menu (or via the item "User Management" on the welcome page) you create users and set up the system permissions.

You create a new user by clicking on the "Create new user" field and appending the following information to it:



Initials: The username to log in to the backend of MY POS.

User Rights: Depending on the employee's task field, you assign him or her the appropriate rights:

- The user with the "Statistics" authorization only has access to the statistics view. In addition, a restriction to certain article categories is possible here.
- The user with the status "Service" only has access to his sales revenue
- The user with the status "Supervisor" can also cancel sales and create credits
- The "Item Manager" can also create articles, assign them to categories and edit tax rates
- The "Cashpoint Manager" has the possibility to create outlets with cashpoints, select the appropriate printer for them and adjust the printout on the receipt
- The "Property Manager" is the Admin of a property (only in Multi-Property Version)
- The "Admin" has full system rights and may edit all settings and manage users.

Salutation, first and last name: Personal user data

Language: Setting for the language of Administration and Cashpoint Screen. displaying the backend and the cash register

Property: Multi-Property Version only: where does this user work

Outlets: Permitted access for this employee; choose on specific outlet or all (or all internal)

Please note: Only if an employee can access a "SPA sales point" this employee is displayed as the "specialist" in the statistics.

Negative Booking: By ticking the minus booking, the user is allowed to book also negative articles in the cash register.

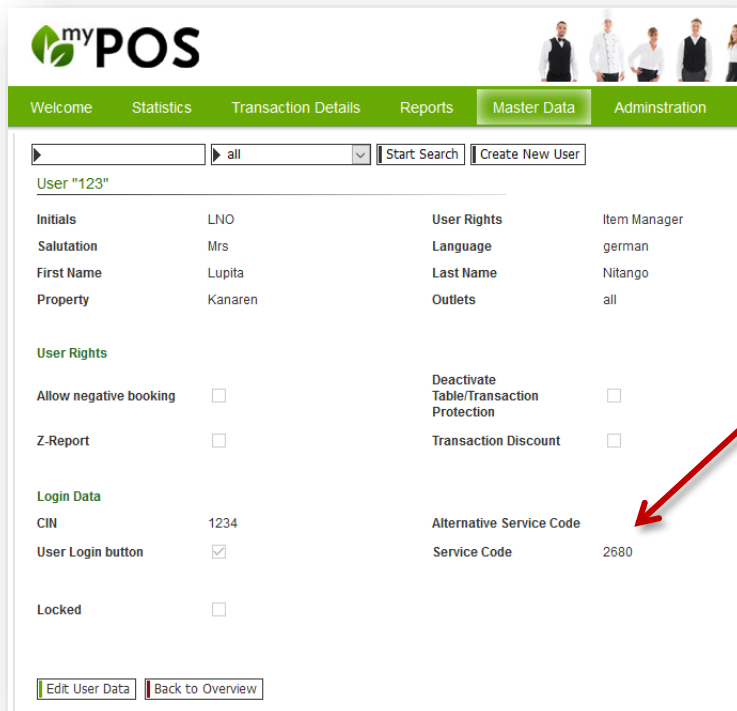
Deactivate Table/Transaction Protection: When activated, the employee may settle external transactions without having to take over them first. However, the turnover is still assigned to the "owner" of the transaction.

A screenshot of the myPOS web application's "User Management" page. The page has a green header with the myPOS logo and a navigation bar with tabs: Welcome, Statistics, Transaction Details, Reports, Master Data, and Administration. The "Master Data" tab is active, and a dropdown menu is open showing "Properties", "Outlets", "User", and "Items". The "User" option is selected. The main content area is titled "Edit User '109'". It contains several sections: "Initials" (Andi), "Salutation" (Mr), "First Name" (Andreas), "Property" (Based on IT GmbH - IT), "User Rights" (Allow negative booking, Z-Report, Deactivate Table/Transaction Protection, Transaction Discount), "Login Data" (CIN: 4444, User Login button, Locked), "Admin PW" (empty), "Password" (empty), "Alternative Service Code" (empty), and "Verify" (empty). At the bottom are "Save Changes" and "Cancel" buttons.

CIN: The Cancellation ID may be set freely. Optionally, Service staff members, entitled to cancellation, do not have to enter their Cancellation ID additionally when cancelling, if you enable this option in the master data of your business.

Currency	EUR	Instant cancellation <input checked="" type="checkbox"/>
Hide Report Buttons	<input type="checkbox"/>	

To search for existing users, enter his initials, or his name, and click on 'Start Search'. If you manage multiple properties, you can limit your search to one facility. To see all details, click on the magnifying glass next to his name in the search results.



The screenshot shows the 'myPOS' Master Data Administration interface. The 'Master Data' tab is selected. A search bar at the top contains '123' and a dropdown menu is set to 'all'. Below the search bar, the user details for 'User "123"' are displayed in a table format.

User "123"		User Rights	
Initials	LNO	Deactivate Table/Transaction Protection	<input type="checkbox"/>
Salutation	Mrs	Transaction Discount	<input type="checkbox"/>
First Name	Lupita		
Property	Kanaren		
User Rights			
Allow negative booking	<input type="checkbox"/>		
Z-Report	<input type="checkbox"/>		
Login Data			
CIN	1234	Alternative Service Code	
User Login button	<input checked="" type="checkbox"/>	Service Code	2680
Locked	<input type="checkbox"/>		

At the bottom of the page, there are two buttons: 'Edit User Data' and 'Back to Overview'. A red arrow points to the 'Service Code' value '2680' in the table.

Important: This is the user's Service Code that is needed for the MY POS cash point authorization.

4. Managing Your Outlets

Which outlets do you have in your resort? Which cash points/ terminals are assigned to them? One or more? Each cashpoint has it's defined receipt printer

Choose their printers and set which headers and footers are to be printed on the receipts. Set Happy-Hours and select payment methods.

4.1. Create a New Outlet

Please click on 'Create New Entry'.

The screenshot shows the 'myPOS' web interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. The 'Master Data' tab is active. The main content area is titled 'Outlet 5' and contains a form for creating a new outlet entry. The form includes fields for Name, Property, Tip Department Code, Number of Guests per Table, Short Name, Affiliation, Cross-Posting, Deactivated, Cashpoint Type, SPA Outlet, External Outlet ID, and Allow Invoice Split. Below the form, there are sections for 'Opening Hours', 'Happy-Hour', 'Outlet Discounts', 'Currency', 'Invoice Numbers', 'Receipt', 'Item Order Printer', 'Payment Methods', and 'Display of Item Type'. At the bottom, there is a 'Create New Cashpoint' section with a table listing existing cashpoints.

Name	POS printer	Touchpad	Deactivated
23 Hauptkasse	192.168.0.65/Epson TM-T20	Use Touchpad	<input type="checkbox"/>
4 Restaurantkasse - Julia	MetaPace-T3II_99	No Touchpad	<input type="checkbox"/>

Enter the outlet's name (it will be shown on the cash point touchscreen) and its short name (it will be shown in the cash point's login information and on the receipts), as well as the affiliation of this outlet. Enter a Tip Department Code and, in case you use Protel, the hotel number.

Choose which cashpoint type(s) you use in this outlet. If you have a spa, you can check 'SPA Outlet' to hide unnecessary functions in the cashpoint interface, like printing an entertainment receipt.

If you are connected to a Protel PMS, you will see additional settings, like Cross Posting for example. If you enable it, Cross Posting allows you to settle the bill of a guest from another one of your properties. The feature is explained under [Item 2.2](#).

The feature 'Number of Guests per Table' is visible as soon as your outlet allows 'Both Cashpoint Types' or the 'Restaurant Cashpoint'.

If you activate this setting, you will be asked to enter the number of guests whenever you create a new table. The number of guests is used as info on the kitchen and course receipts, as well as for the meal times report. It is also used for a new feature which lets you split table invoices into equal parts and bill them partially. Activate it by checking the box next to 'Allow Invoice Split'.

Now, a new button will appear in the cashpoint front end under Table/Transaction Options, called 'Split Invoice'. If you select a table to be split, you can divide the tables positions by the number of guests at that table (or you enter a new amount). Slight deviations in the cent range may appear with the total amount of the partial bills.

Set the opening hours and day cut (applicable for restaurants and bars, this sets the time after which revenues are to be posted on the next day).

All other settings are divided and initially hidden, but you can extend the display by clicking on the plus sign or the column.

Define Happy Hour times by first activating the feature. Now the extended settings are shown and you can enter the times, and the discount rate.

The next feature lets you assign a currency to every outlet and if you choose a currency different from Euro, advances settings will open and you can define its display on the receipt.

Furthermore, you can give the outlet an individual invoice number range, that differs from the rest of the outlets. Just check the box and define the rest.

You can also set the parameters for your outlet's receipts. Define the language, header and footer, as well as additional information and the display order of the data (you can choose 'No Display' if you do not want it shown at all). You may configure additionally:

- whether you want to handle the sequences in detailed or short form in the Cash Point and on the order slip
- whether an additional field for entering the guest name and room number is printed on the guest cheque for hotel guests
- whether the commodity group's proportionate net amounts is displayed on the inhouse receipts.

Additional Information			
Add. lines name/ room	<input type="checkbox"/>	Property Info "On the House"	<input type="checkbox"/>
Tip	<input checked="" type="checkbox"/>	Tip Intermediate Receipt	<input type="checkbox"/>
Show VAT	<input type="checkbox"/>	Print 0,- items on invoice	<input checked="" type="checkbox"/>
		ProdGr. Info "On the House"	<input checked="" type="checkbox"/>
		Food Sequence: with Details	<input type="checkbox"/>

Meal Course Settings: You can set whether Menu Courses shall be used in an outlet, and if so, how many.

Menu Courses			
Show Courses	<input checked="" type="checkbox"/>		
Max. Menu Courses	7 Courses	Show Course before ordering	<input checked="" type="checkbox"/>
	5 Courses		
	6 Courses		
	7 Courses		
	8 Courses		
	9 Courses		
	10 Courses		
Food Sequence: with Details			<input type="checkbox"/>

In another setting, you determine whether the service staff should check and confirm the next course again in the overview before ordering it.

The option is called "Show Course before ordering" and leads to the display of the selected Course in the MY POS Cashpoint. Another click on "Order" is required to trigger the order in the kitchen station. If you decide against the option of additional display, the order is given directly to the kitchen station.

Table #2 · 2 · Employee: Andreas Olenberg · Opened: 11/16/2022 (10:23:02)		Order	
<div>Tip</div> <div>Outlay</div> <div>Deposit</div> <div>Return</div>	Course: III	Course: I	
	1x Wiener Schnitzel	1x Mangosoft 0,2l	1,35
	1x Pastateller	1x Coca Cola 0,2l	1,25
		1x Adelholzener 0,25l	1,15
		Course: II	
		1x Tomate/ Mozarella	9,00
		1x Thunf. Carpaccio	6,50
		Course: III	
		1x Wiener Schnitzel	11,50
		1x Pastateller	6,50

You may assign several kitchen stations, for sending item order printouts or displaying orders on kitchen monitors.

In the 'Commodity Groups' fields you can choose item groups that may be sold in this outlet. They have to have been previously set under 'Administration').

You may also choose, which item types you want to be displayed in the cash point's touchscreen and therefore which items you can be booked in this outlet. If you do not want the item type to be shown, remove the check from the box and save your changes. Now every item belonging to this item type will be hidden in the touchscreen cash point(s). This feature is useful for MY SPA outlets, because you can hide the treatments, which need to exist in MY POS to be billable through a cash point.

However, if they are booked through MY POS, and not transferred from MY SPA, they will appear as sales items in the MY SPA sales report.

In order to book tips into the correct category, you have to enter a department code designating where tips are to be booked.

If you open the last column, you can activate the payment methods which are allowed in this outlet.

The new feature 'Pay Method Split' allows you to bill a table with different payment methods in case guest's want to pay separately or a guest wants to pay part of his bill with a coupon for example. To allow this feature, check the box next to 'Allow Pay Method Split'. In the payment process you can overwrite the amount for the payment method you just entered. If it is lower than the total amount of the table, the remaining amount will be shown and you can choose another payment method for the residual amount. You can find a more detailed instruction in the Frontend Manual.

Attention: For properties in countries where fiscal printers are mandatory you cannot mix internal and external payment methods!

The different payment methods will be shown in the MYPOS Backend in the transaction data, in the Statistics, as well as on the daily closing reports (X- and Z-report) and will be adopted for the cancellations.

4.2. Cash Point/ Terminals

After having successfully created a new outlet, please assign one or more cash points. Click on 'Create New Cashpoint' and enter all relevant data. At least one cash point must be assigned, before you may manage items to be sold.

Each point of sale must have at least one cash register assigned to it in order to be able to create articles for sale.

Country-specific POS regulations may require the use of fiscal printers. These require special mappings and are described in the separate fiscalization manual.


[Edit Outlet No. 6](#) [Manage Outlet Items](#) [Back to Overview](#)


[Create New Cashpoint](#)

	Name	Touchpad	Deactivated
	15 Kosmetik 1	Use Touchpad	<input type="checkbox"/>
	8 Wellness / Bike	No Touchpad	<input type="checkbox"/>
	9 Wellness 1. Etage	No Touchpad	<input type="checkbox"/>





4.3. Edit Outlets

Choose 'Outlets' in the menu and click on the magnifying glass to edit an existing outlet or enter a name in the Search field and click on 'Start Search'. If you manage multiple properties in MY POS, you can limit your search to one facility or search in all of them.





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



WelcomeStatisticsTransaction DetailsReportsMaster DataAdministration

[Start Search](#)[Create a new entry](#)

Search Outlets

(your query resulted 21 hit total.)

ID	Name	Property	Affiliation	SPA Outlet	Happy Hour	Cashpoint Type	Deactivated
	22 3 Restaurant II	Türkei Hotel - MPEHotel 2	Own Outlet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
	15 4 Bar II	Türkei Hotel - MPEHotel 2	Own Outlet	<input type="checkbox"/>	<input type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
	38 Bar an der Therme	Based on IT GmbH - MPEHotel 1	Own Outlet	<input type="checkbox"/>	<input type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
	37 Brasilia	Brasilien	Own Outlet	<input type="checkbox"/>	<input type="checkbox"/>	Express Cashpoint	<input type="checkbox"/>
	9 Externer Kiosk	Based on IT GmbH - MPEHotel 1	External Outlet	<input type="checkbox"/>	<input type="checkbox"/>	Express Cashpoint	<input type="checkbox"/>
	23 Facility 2 Disco	Türkei Hotel - MPEHotel 2	External Outlet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
	21 Facility 2 Kiosk	Türkei Hotel - MPEHotel 2	Own Outlet	<input type="checkbox"/>	<input type="checkbox"/>	Express Cashpoint	<input type="checkbox"/>

Now you will see this outlet's data. A click on 'Edit Outlet No.....' lets you edit and add all details that you find when entering a new outlet. Please confirm your changes with a click on 'Save Changes' or 'Cancel' all changes.

To delete an outlet, please go to your outlet list and click on the bin next to the magnifying glass. Please note that the basket is only seen as long as no items have been assigned and no revenue has been generated in this outlet.

Ihr Kassen-Verwaltungsbackend
You are logged in as: rdk (2192) at all

Welcome Statistics Transaction Details Reports Master Data Administration

Search Outlets

(your query resulted 9 hit total.)

ID	Name	Property	Affiliation	Happy Hour	Cashpoint Type	Deactivated
34	Test Outlet	Based on IT GmbH	Own Outlet	<input type="checkbox"/>	Express Cashpoint	<input type="checkbox"/>
9	Externer Kiosk	Based on IT GmbH	External Outlet	<input checked="" type="checkbox"/>	Express Cashpoint	<input type="checkbox"/>
8	Rezeption	Based on IT GmbH	Own Outlet	<input type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
7	Golfdesk	Based on IT GmbH	External Outlet	<input type="checkbox"/>	Express Cashpoint	<input checked="" type="checkbox"/>
6	Wellness	Based on IT GmbH	Own Outlet	<input type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>
5	Restaurant	Based on IT GmbH	Own Outlet	<input type="checkbox"/>	Both Cashpoint Types	<input type="checkbox"/>

If this is the case, simply click on the bin and the outlet will be deleted after having confirmed this step. If the outlet's data is relevant for sales and data history, please deactivate the outlet. Its data will be kept for the records.

Welcome Statistics Transaction Details Reports Master Data Administration

Edit Outlet No. 4

Name: Fahrradverleih Short Name: Fahrradverleih

Property: Based on IT GmbH Affiliation: Own Outlet

Tip Department Code: 874 Deactivated: ☒

4.4. Relation to other Hotels/ Hotel Systems

Check the 'Cross Selling' Box, if you want to be able to share your products for another vendor's guests. If you check this, you will be able to post your items on customer accounts that will be settled by another hotel or vendor.

Example: Guests visiting a spa may order their meals in your self-service restaurant. This will be posted on their Spa bill.

4.5. Disbursements for guests

Service staff occasionally lay out cash for guests. The cash reduces the cash in their wallet, and must be earmarked for later reimbursement when booking to another payment method.

For correct transmission to the hotel system, a separate Department or Product account is booked, which must be stored in the master data of the point of sale.

Edit Outlet No. 42

Name	Rezeption
Property	Villa Borghese
Tip Department Code	821
Outlay Department Code	822
Number of Guests per Table	<input type="checkbox"/>

Please note that further requirements must be met:

- The country of the property must be set in the Master Data – Property Settings
- Under Administration - Payment methods, the payment method used for the disbursements must be ticked as cash payment in the sense of the fiscal country regulation according to the property country setting.

In the cash register interface you will now see the display button below the tip button:

Table #1 · 2 · Employee: Ronja Dambeck · Opened: 08/22/2022 (15:21:23)

Tip	Spirituosen und Kaffee	Bier & AFG	Wein und Sekt	Speisen
Outlay	Cocktails alkoholfrei	Cocktails alkoholisch	Kaffee	Liköre

6256
Caribbean Sunset
5,20 EUR

6255
Five Fruits
4,80 EUR

6257
Inliner
4,80 EUR

6254
Ipanema
5,00 EUR

6258
Strawberry Dream
5,30 EUR

6817
Cocktail offen
0,00 EUR

Order

1x Outlay 5,00

5,00 EUR

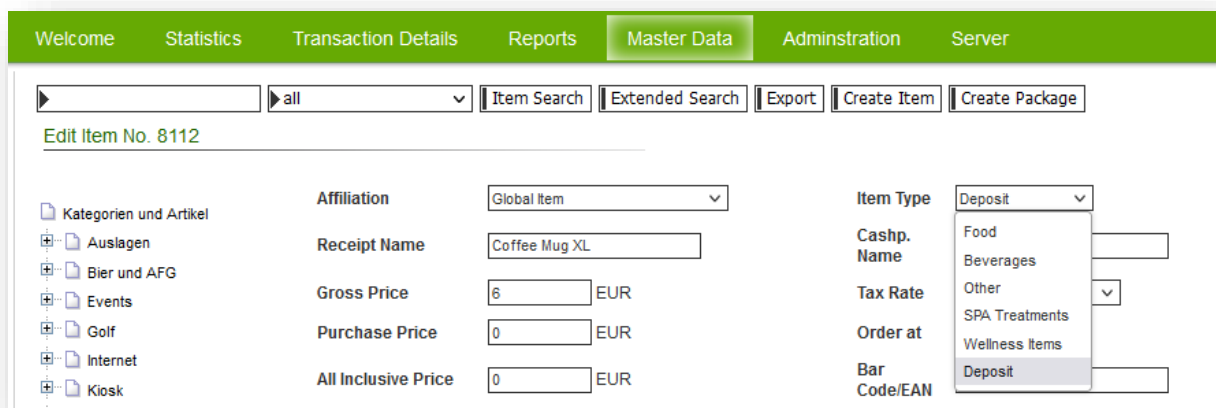
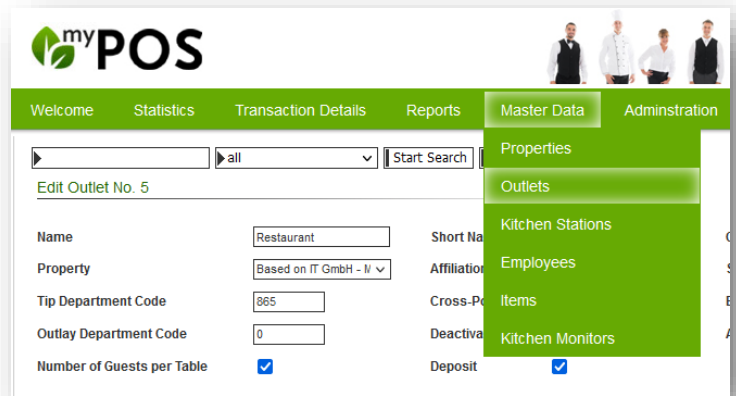
7 8 9 C
4 5 6 X
1 2 3 OK
0 , -

Pay
Back
Order

22.08.2022 15:23 Hauptkasse Franz Schätzing

4.6. Deposit

Would you like to issue deposit items at one of your points of sale? Then please first activate the Deposit option in MY POS Administration under Master data - Outlets: Then create the deposit items in the corresponding item subcategory. You can either manage them in their own subcategory or add them to the corresponding category. Important to know: Please select 'Deposit' as the article group and the tax rate of the content for which the deposit article is intended.



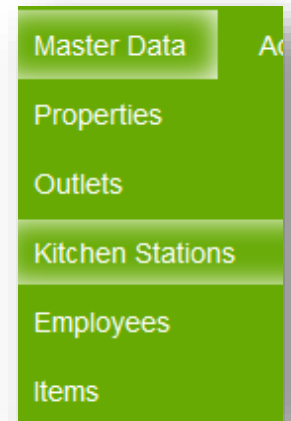
In the MY POS Touchscreen, the new button Deposit as well as Return is offered in the point of sale.

5. Kitchen Stations

Whether bar, salad kitchen, patisserie or simply kitchen - under Master Data - Kitchen stations you can create the production areas of your premises where something is produced and to which orders are sent by the service staff. You can assign printers to your stations and, with the Kitchen Monitor add-on module, also monitor views..

If you assign several printers to a kitchen station, orders and meal courses are sent to these printers simultaneously..

Printer	Deactivated	Kitchen Order	Pass-Bon
Julia Epson TM-U220	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



To assign new printers to a kitchen station, select the desired printer from the list of your previously created printers and save your printer selection first. You can select several printers in one step by clicking on the + icon.

Edit the station again to define whether kitchen receipts for orders and meal courses are to be issued to these printers and, if you use the Kitchen Monitor add-on module, whether individual receipts per booked item are to be generated at the pass.

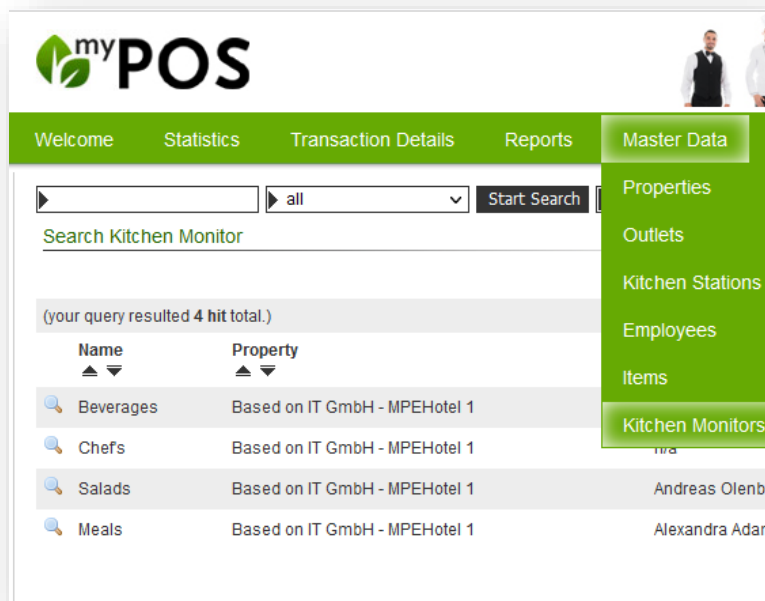
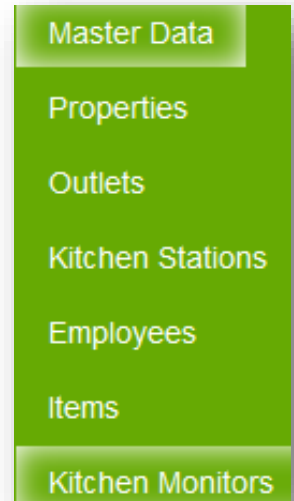
Printer	Deactivated	Kitchen Order
Julia Epson TM-U220	<input type="checkbox"/>	<input checked="" type="checkbox"/>
dry	<input type="checkbox"/>	<input type="checkbox"/>
Please select a printer		

5.1. Content setup of monitors

Once you have purchased the MY POS module licence Kitchen Monitor, you will see an additional sub-menu item 'Kitchen Monitors' in the MY POS Administration.



The first step is to configure your monitor views. There is no need for technical assignment by means of IP addresses, but you use this to control the views between which you want to be able to switch within a business, for example a 'Salads' view in which you see all the processes that contain salad orders. Or a view for the counter, where you want to see all the transactions. Or a view for the bar in which only the drinks orders are shown. Or a view of all orders for the Service Chef. You can configure as many kitchen monitor views as you like.

Select the menu item Master Data - Kitchen Monitors - New Entry. Enter the name of the monitor view. This can be whatever your stations are named, but you can also create a view 'All dishes', or 'Food and drinks' or 'Salads' within a station, for example. On a physical monitor, you can switch between the monitor views during operation.



In the configuration of the kitchen monitor view you determine:

- A colour scheme – contrasts in blue or grey
- Ob die Liste der Bestellungen zusätzlich zu den Tischen mit ihren Einzelbestellungen gezeigt werden soll
- After which waiting time the tables should be displayed at the top of the priority and in which colour a reminder or warning that guests are waiting for a long time should be shown
- The font size of the display
- A default user for operating the kitchen monitor view.

Welcome
 Statistics
 Transaction Details
 Reports
 Master Data
 Administration

Edit

Property:

Name:

Colour scheme:

Font size pixels:

Show article overview: ☒

Table-is-Waiting Reminder after: Minutes

Reminder Colour:



Table-is-Waiting Alarm after: Minutes

Alert Colour:

Default User:

Deactivated:

You can select an existing employee for this, or let your staff log in personally when they start working at the monitor. In order not to make it too inconvenient, login buttons are set up in MY POS Administration under Master data - Employees for changing employees at a monitor:

Welcome
 Statistics
 Transaction Details
 Reports
 Master Data
 Administration
 Server

Edit User "88"

Initials:

User Rights:

Salutation:

Language:

First Name:

Last Name:

Property:

Outlets:

User Rights

Allow negative booking: ☐

Deactivate Table/Transaction Protection: ☐

Z-Report: ☐

Transaction Discount: ☐

Login Data

CIN:

Alternative Service Code:

User Login button: ☐

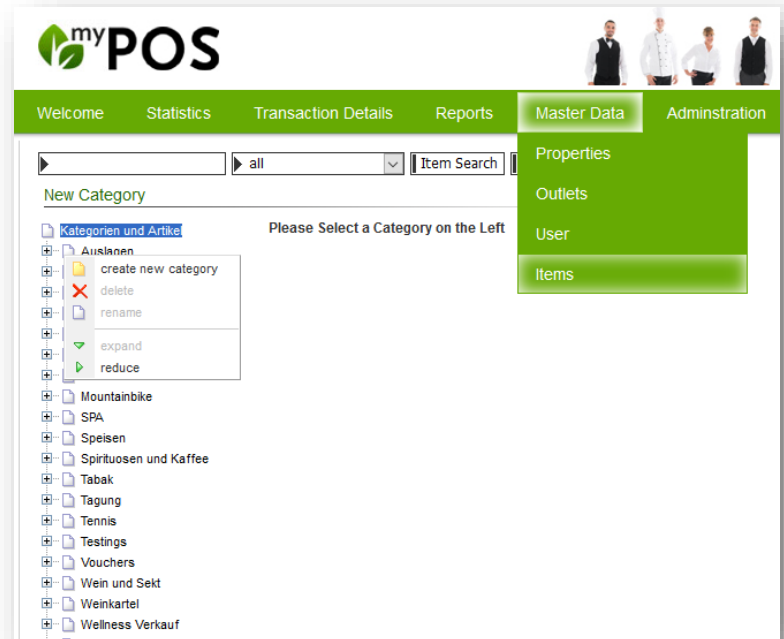
Kitchen Monitor Login Button: ☒

Check the option to enable login to the kitchen monitor for this employee.

6. Categories and Items

Choose 'Items' from the menu to manage your range of products and services. Create and edit main and sub-categories as well as individual items.

On the left you will find the categories depicted in a tree structure. Right-click in the structure opens options. Depending on the hierarchy, you can then create a new category, sub-category or item.



6.1. Categories

This cash point system tracks data history for reports. So deleting a category is only possible as long as it has no subcategories, and the subcategories have no items. If these criteria are met, a right-click offers the option to delete it. If the 'Delete' option is greyed out, please delete the items or subcategories first.

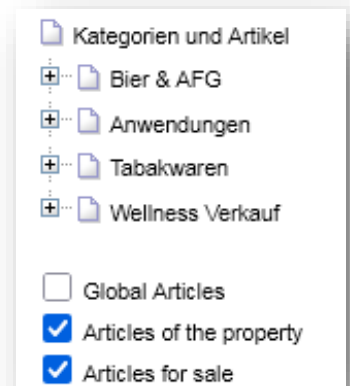
6.1.1. Filter Categories

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.



6.1.2. Relationship to MY POS Cashpoint Touchscreen

Please keep in mind that whatever categories and items you generate here are shown on the cash points. So you might want to take the teams opinion into consideration: which categories are easy to understand and find and which allow for quick entries.

We recommend creating four main categories, each having four subcategories *per outlet*. Which categories are shown on the outlet's cash points is determined by the items sold there. So, even if you choose to sell just one brand of cigarettes in your shop by the pool (and all the others only in the bar), the main category 'Tobacco', with its subcategory 'Cigarettes', would be shown on the pool shop's cash point. So, if you have several outlets in your resort, take time to plan this carefully.

6.2. Items

6.2.1. 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

Based on IT GmbH - MPEHotel 1

Receipt Name diff.

Cashpoint Name diff.

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.

6.2.2. Creating Items

First, please choose a category and a subcategory. You will get a list of all the items in this subcategory. A new button will appear next to the Search field: 'Create Item'.

Enter all characteristics of this new item and confirm your entries with a click on 'Create Item'.



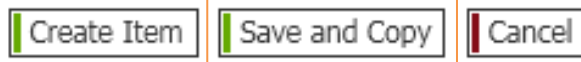
- *Affiliation*: choose a property or define it as a global item
- *Receipt Name*: shown on the receipt
- *Cashpoint Name*: shown on the cash point and internal printouts (kitchen)
- *Item's gross price*
- *Item's purchase price*
- *Item's All Inclusive price*
- *Tax rate*
- *Commodity Group*
- *Kitchen Printer* – if the posting of this item should start a printout in the kitchen or the bar, please choose the printer that was set in 'Outlets'.
- *Inventory Control Number*
- *Barcode / EAN*
- *Commission*
- *Possible Discount (VIP, Happy Hour, Manual, All Inclusive)*
- *Payable by voucher/coupon*
- *Deactivate*: The item is not shown on the cash point
- *Differing Discounts*: If the VIP discount is checked, you may change the guest card's deduction for this item manually. The normal guest card deduction is shown in brackets. They are overwritten by your entries, but not changed in general. If they are ok, you don't have to enter anything.
- *Categories*
- *Sold at*: Define where you want this item sold and set deviating prices, taxes and discounts. A new feature now allows you to give your bestselling articles, for example, a different color. When an item is favored, it will not only be highlighted in the cash-points frontend, but also shown at the top of the item list.
- *Property*: Here you can enter different item names which will be used for this property's cash point display and receipts.

6.2.3. 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
will be
you can also



item with the same content
created directly, in which
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

++++ Testmode ++++

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

6.2.4. Item Search

Just enter the item's name or even its initial letters and click on 'Item Search'.

The screenshot shows the myPOS web application interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data' (highlighted), and 'Administration'. Below the navigation bar, there are tabs for 'Item Search', 'Extended Search', and 'Export'. The 'Item Search' tab is active, displaying 'Search Results'. On the left, there is a sidebar with a tree view of categories and articles. The main content area shows a table of search results for 'K I D S.'. The table has columns for ID, Receipt Name, Categories, Gross Price, Tax Rate, and Possible Discount. The results are paginated, showing page 1 of 22 pages.

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
6622	..K I D S..	Kinder	0,00 EUR	19,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6432	1 Stunde Aldiana	Platzmiete	6,00 EUR	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6433	1 Stunde Extern	Platzmiete	10,00 EUR	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6809	1/2 Bauernente	3 Hauptgang	21,50 EUR	19,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5233	1/4 BI.Portugieser	.Offen.	4,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5232	1/4 Cuvee Rot	.Offen.	4,40 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5227	1/4 Fasswein	.Offen.	4,20 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5228	1/4 Jochinger Rose	.Offen.	4,80 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI

All matching items are listed and may be edited individually by clicking on the magnifying glass or all together with a click on 'Bulk Changes'.

6.2.5. Extended Item Search

A click on 'Extended Search' will let you search items not only by name, but also by its characteristics – for instance by tax rate or kitchen name. Choose the item's properties and start the search with a click on 'Start Extended Search'.

The screenshot shows the myPOS web application interface with the 'Extended Search' tab active. The left sidebar is the same as in the previous screenshot. The main content area contains a form with fields for 'Receipt Name', 'Cashp. Name', 'Tax Rate', 'Commodity Group', 'Categories', 'Inventory Control Number', and 'Inactive'. There is a 'Start Extended Search' button at the bottom of the form.

6.2.6. Edit Items

Click on the magnifying glass next to the item on the list to see all the details for this item. Scroll down to the end of the entries and click on 'Edit Item No.', if you wish to edit the data. Confirm your new entries by clicking on 'Save Changes'. A click on 'Cancel' ignores all changes you have made and leaves the items information unchanged.

The screenshot shows the myPOS Kassen-Verwaltungsbackend interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data' (selected), and 'Administration'. The 'Master Data' tab is active, showing a 'Bulk Changes' section and a table of items. The left sidebar shows a tree view of categories and articles, with 'Kaffee' selected. The table lists 39 items in the 'Kaffee' category, including various coffee drinks and their prices.

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
6121	Cafe Coretto	Kaffee	3,60 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5403	Cappuccino	Kaffee	2,70 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6105	Cappuccino	Kaffee	2,70 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5402	Espresso	Kaffee	2,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6101	Espresso	Kaffee	2,30 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5404	Espresso doppelt	Kaffee	4,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6103	Espresso doppelt	Kaffee	3,40 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6107	Espresso Macchiato	Kaffee	2,40 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5408	Glühwein	Kaffee	4,80 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5409	Grog	Kaffee	4,90 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6120	Grog	Kaffee	3,80 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5405	Haferl Schokolade	Kaffee	4,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5411	Haferl Tee	Kaffee	3,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5413	Haferl Kaffee	Kaffee	3,50 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
5412	Haferl Tee m. Rum	Kaffee	4,90 EUR	20,00 %	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI

Every Backend User with administrative authorization may change prices directly in the table. Enter the new prices (The 'tab' takes you through quickly) and confirm your changes by clicking on 'Change the price'.

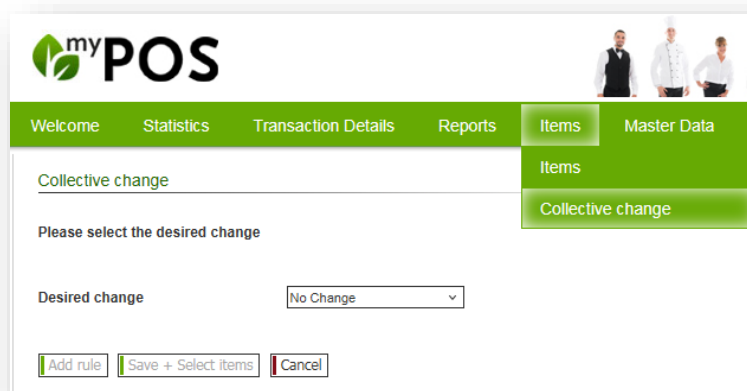
6.2.7. Delete Items

Deleting items is only possible as long as the item has not yet generated revenue. In this case, you'll want to keep the item's data for the item history. If you don't want this item to be sold anymore, check the 'Deactivate' box, and the item will not be shown on the cash points.

6.3. Global Item Changes

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

6.3.1. Step 1: Create rules for the planned changes



The screenshot shows the 'myPOS' web interface. At the top, there's a navigation bar with 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Items', and 'Master Data'. The 'Items' menu is active, showing a sub-menu with 'Items' and 'Collective change'. The 'Collective change' page has a heading 'Collective change' and a sub-heading 'Please select the desired change'. Below this is a 'Desired change' dropdown menu currently set to 'No Change'. At the bottom, there are three buttons: 'Add rule', 'Save + Select items', and 'Cancel'.

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.

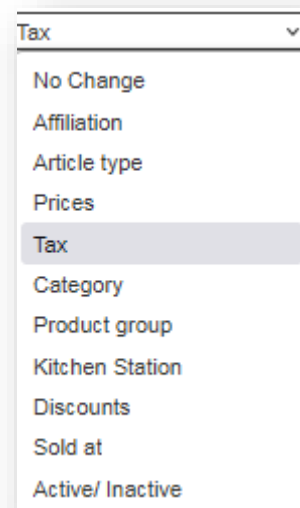
Once you have selected what you want to change, you determine the scope of validity, which looks different depending on the option you have selected, but also whether you have a single or multi-property POS system. The validity of your rule is important for all changes to article data that you can configure 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.



The screenshot shows a dropdown menu titled 'Tax'. The menu is open, displaying a list of options: 'No Change', 'Affiliation', 'Article type', 'Prices', 'Tax' (which is highlighted), 'Category', 'Product group', 'Kitchen Station', 'Discounts', 'Sold at', and 'Active/ Inactive'.

Collective change

Please select the desired change

Desired change: Tax

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: Food

Previous Tax rate: Normal (19,00 %)

New Tax rate: red. DE (7,00 %)

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.

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

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

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		

Click on Apply to confirm your selection.

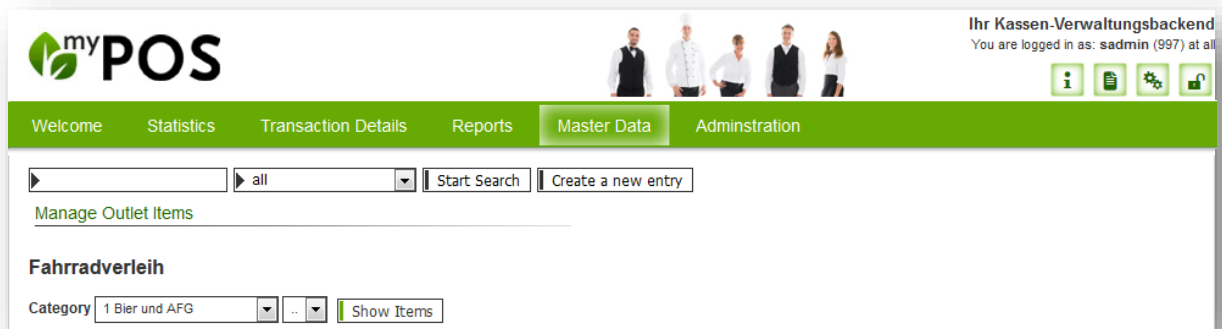
You will then receive a list of all edited items and information on the status of the change: whether they have been changed, and if not, why not.

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	Food	The bulk changes have been accepted.			
		Previous Tax rate	Normal (19,00 %)				
		New Tax rate	red. DE (7,00 %)				
Athen Teller	Global Tax rate	Article type	Food	The bulk changes have been accepted.			
		Previous Tax rate	Normal (19,00 %)				
		New Tax rate	red. DE (7,00 %)				
Aufpreis Spargel	Global Tax rate	Article type	Food	The bulk changes have been accepted.			
		Previous Tax rate	Normal (19,00 %)				
		New Tax rate	red. DE (7,00 %)				
Box groß	Global Tax rate	Article type	Food	The item already has the desired value			
		Previous Tax rate	Normal (19,00 %)				
		New Tax rate	red. DE (7,00 %)				
Forelle gebr.	Global Tax rate	Article type	Food	The bulk changes have been accepted.			
		Previous Tax rate	Normal (19,00 %)				
		New Tax rate	red. DE (7,00 %)				

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.

6.4. Managing Outlet Items

Please choose an outlet by clicking on the magnifying glass next to it. Scroll down and click on 'Manage Outlet Items'.



myPOS

Ihr Kassen-Verwaltungsbackend
You are logged in as: admin (997) at al

Welcome Statistics Transaction Details Reports Master Data Administration

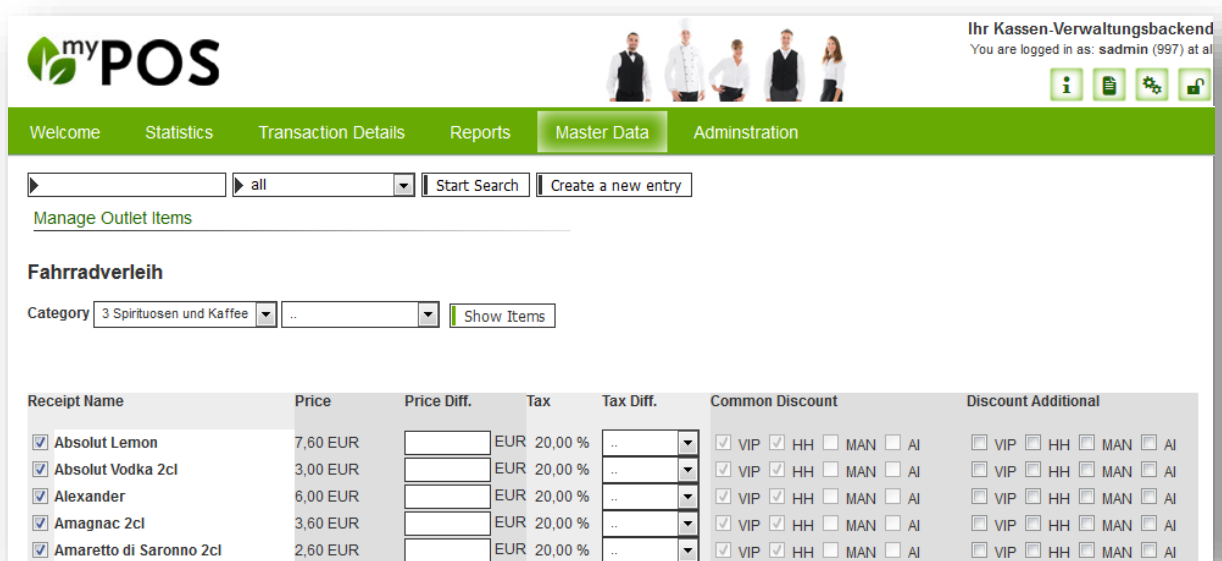
all Start Search Create a new entry

Manage Outlet Items

Fahrradverleih

Category 1 Bier und AFG Show Items

Now select a category and click on 'Show Items'. Each item is shown with its price and tax rate. You may set a discount for this outlet by checking the boxes of preset deductions for VIP, Happy Hour, All Inclusive Price or MAN (manual reduction).



myPOS

Ihr Kassen-Verwaltungsbackend
You are logged in as: admin (997) at al

Welcome Statistics Transaction Details Reports Master Data Administration

all Start Search Create a new entry

Manage Outlet Items

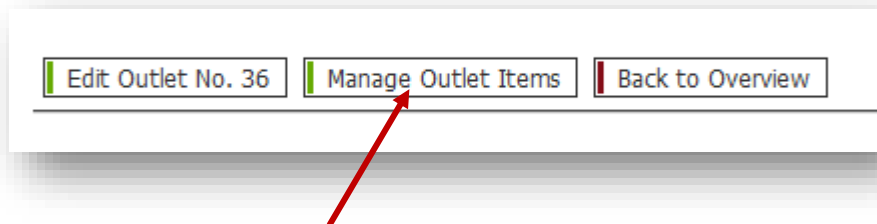
Fahrradverleih

Category 3 Spirituosen und Kaffee Show Items

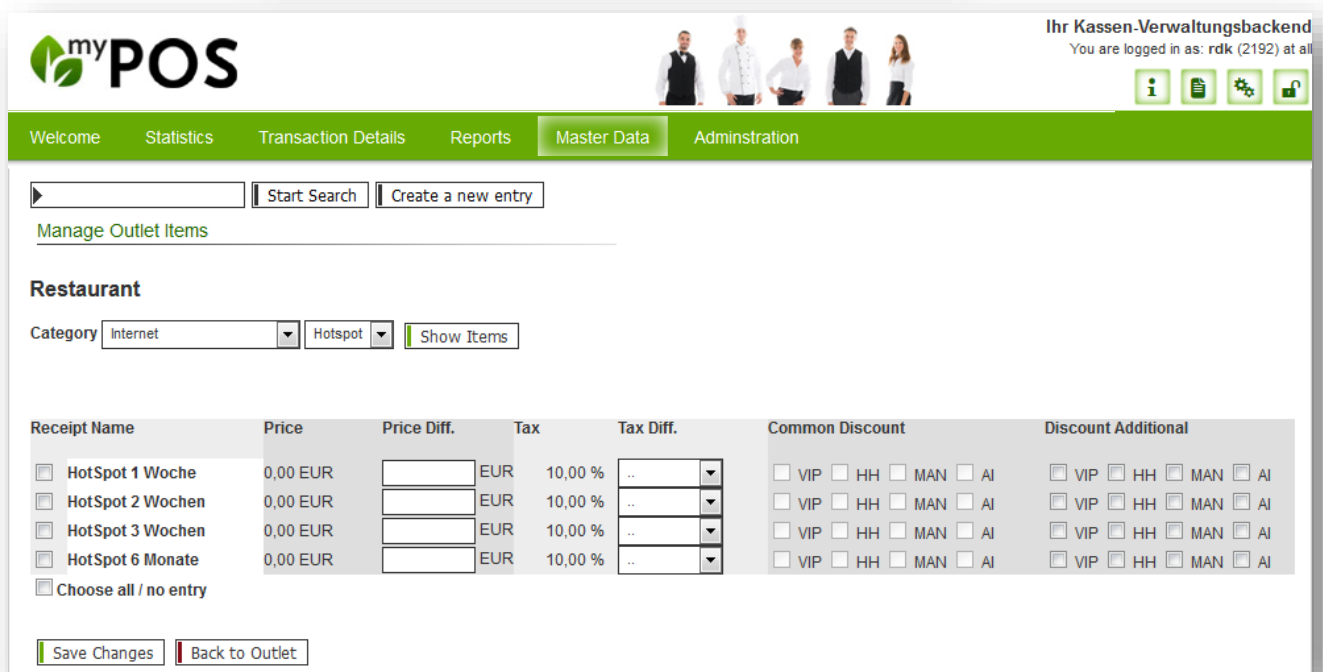
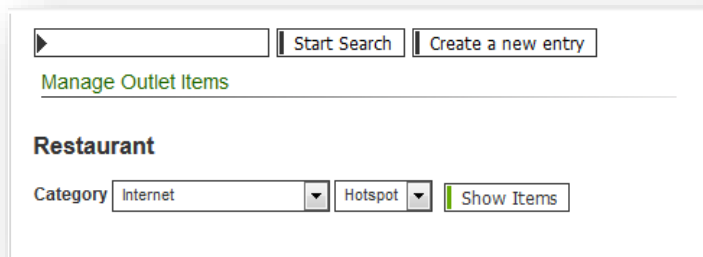
Receipt Name	Price	Price Diff.	Tax	Tax Diff.	Common Discount	Discount Additional
<input checked="" type="checkbox"/> Absolut Lemon	7,60 EUR		EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
<input checked="" type="checkbox"/> Absolut Vodka 2cl	3,00 EUR		EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
<input checked="" type="checkbox"/> Alexander	6,00 EUR		EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
<input checked="" type="checkbox"/> Amagnac 2cl	3,60 EUR		EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
<input checked="" type="checkbox"/> Amaretto di Saronno 2cl	2,60 EUR		EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI

Confirm your changes with a click on 'Save Changes' or discard your changes by clicking on 'Back to Outlet'.

If you wish to assign items to another outlet, it is easier to do this in the Outlet administration. Choose your outlet, scroll down and click on 'Manage Outlet Items'.



Now choose a category and sub-category and check all items which are to be sold here.



6.5. Medium or Rare?

MY POS allows to enter additional item information, such as the degree of meat doneness (from medium rare to well done), the course (as a starter or a main course?) or various toppings.

To see additional order details in the cash point, please enter your subcategories and order information in the category 'Zusatzinformationen'. Please choose the outlets offering this extra information. You can also add differing names for each property's receipts and cashpoints.

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

Welcome Statistics Transaction Details Reports Master Data Administration

all Item Search Extended Search Export Create Item

Edit Item No. 6839

Kategorien und Artikel

- 1 Bier und AFG
- 2 Speisen
- 3 Spirituosen und Kaffee
- 4 Wein und Sekt
- 5 Mix
- Events
- Golf
- Gutscheine
- Internet
- Kiosk
- Mountainbike
- Tabakwaren
- Tagung
- Tennis
- Weinkarte
- Wellness Verkauf
- Wellness-Anwendungen
- Zusatzinformationen
 - Beilagen
 - Garzustände**
 - Zusätze

Affiliation Global Item **Item Type** Food

Receipt Name Medium **Cashp. Name** Medium

Gross Price 0 EUR

Categories Garzustände

Outlets Affiliation Show Property all

Sold At

<input checked="" type="checkbox"/>	Mal Bladibla		USD
<input type="checkbox"/>	Bra Brasilia		EUR
<input type="checkbox"/>	Bol Externer Kiosk		TRY
<input checked="" type="checkbox"/>	ABC Facility 2 Bar		EUR
<input type="checkbox"/>	ABC Facility 2 Disco		TRY
<input type="checkbox"/>	ABC Facility 2 Kiosk		USD
<input type="checkbox"/>	ABC Facility2 Outlet		TRY
<input type="checkbox"/>	Bol Fahrradverleih		EUR
<input type="checkbox"/>	Bol Golfdesk		EUR
<input type="checkbox"/>	Kan Kanaren Test-Spa		USD
<input checked="" type="checkbox"/>	Bol Lobby Bar		EUR
<input checked="" type="checkbox"/>	Mal Malle1		USD
<input checked="" type="checkbox"/>	Bol Restaurant		EUR
<input checked="" type="checkbox"/>	Bol Rezeption		EUR
<input checked="" type="checkbox"/>	Bol Thermen Bar		EUR
<input type="checkbox"/>	Bol Wellness		EUR
<input type="checkbox"/>	Mal Wellness		USD
<input type="checkbox"/>	Choose all / no entry		

Gross Rate Diff.

	USD
	EUR
	TRY
	EUR
	TRY
	USD
	TRY
	EUR
	EUR
	EUR
	EUR
	EUR
	EUR
	EUR
	USD

Property

Türkei Hotel		
Based on IT GmbH		
Brasilien		
Kanaren		
Malediven		
New York		

Receipt Name diff.

Cashpoint Name diff.

Save Changes Cancel

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.

Item Details No. 6841

Kategorien und Artikel	Affiliation	Global Item	Item Type	Food
1 Bier und AFG	Receipt Name	Rumpsteak	Cashp. Name	Rumpsteak 350
2 Speisen	Gross Price	27,00 EUR	Tax Rate	Standard (19,00 %)
1 Kl. Karte	Purchase Price	12,50 EUR	Common Kitchen Printer	abstract printer 1
2 Vorspeisen	All Inclusive Price	25,00 EUR	Bar Code/EAN	
3 Hauptgang	Inventory Control Number	7889	Commission	0%
4 Dessert	Use of Wi-Fi	..		
Buffet	Possible Discount	<input checked="" type="checkbox"/> VIP Discount <input type="checkbox"/> Happy Hour <input type="checkbox"/> Manual Discount <input type="checkbox"/> All Inclusive		
Kinder	Payable via coupon	<input checked="" type="checkbox"/>	Deactivate	<input type="checkbox"/>
3 Spirituosen und Kaffee	Commodity Group Settings			
4 Wein und Sekt	Commodity Group	Speisen 19%	Breakfast	
5 Mix	Lunch		Snack	
Auslagen	Dinner		Night	
Events	Differing Discount			
Golf	Gästekarte Bronze (5%)	-- Gästekarte Silber (10%)	-- Gästekarte Gold (15%)	--
Internet	Gästekarte Platin (20%)	-- Gästekarte Manager (100%)	-- Expedienten Best Select (0%)	--
Kiosk	Expedienten Best Partner (0%)	-- Expedienten Go Best (0%)	--	--
Mountainbike Langer Name um zu				
Tabak				
Tagung				
Tennis				
Testings				
Vouchers				
Weinkarte				
Wellness Verkauf				
Wellness-Anwendungen				
Zusatzinformationen				
Outlets Affiliation		Show Property	all	
Sold At		Gross Rate Diff.	Tax Diff.	Discount Additional
<input checked="" type="checkbox"/> Bol 1 Restaurant I				<input type="checkbox"/> VIP <input type="checkbox"/> HH <input checked="" type="checkbox"/> MAN <input type="checkbox"/> AI

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.

all Item Search Extended Search Export Create Item

Edit Item No. 6841

Kategorien und Artikel	Outlet:	Bol 1 Restaurant I
1 Bier und AFG	Item:	Rumpsteak 350
2 Speisen	Sold At:	<input checked="" type="checkbox"/>
1 Kl. Karte	Gross Price:	<input type="text"/> EUR
2 Vorspeisen	Tax Rate:	<input type="text"/> ..
3 Hauptgang	Discount Additional:	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input checked="" type="checkbox"/> MAN <input type="checkbox"/> AI
4 Dessert	Mandatory field:	Garzustände
Buffet		
Kinder		
3 Spirituosen und Kaffee		
4 Wein und Sekt		
5 Mix		
Auslagen		
Events		
Golf		

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.

Table #1 · 2 · Employee: Ronja Dambeck · Opened: 08/22/2022 (15:21:23)

Tip

Outlay

Pay

Back

Order

Zusatzinformationen

Garzustände

Beilagen

Zusätze

6839 Medium 0,00 EUR

6851 Medium Rare 0,00 EUR

6852 Rare 0,00 EUR

6850 Well Done 0,00 EUR

Order

1x Rumpsteak 350 27,00
Medium Rare 0,00

↑ ↓ ↺

27,00 EUR

🔍 👤 ✎ ←

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

22.08.2022 15:25

Hauptkasse

Franzi Schätzing

>>>

I II III IV V

It is possible, to enter Additional Information of another kind, not being mandatory information, but nevertheless there will be an error message when ordering or billing, until the required specification is entered.

Table #1 · 2 · Employee: Ronja Dambeck · Opened: 08/22/2022 (15:21:23)

Tip

Outlay

Pay

Spirituosen und Kaffee

Bier & AFG

Wein und Sekt

Speisen

Kl. Karte

Vorspeisen

Hauptgang

Dessert

6942 Lammfilet 16,50 EUR

6841 Rumpsteak 350 27,00 EUR

6809 1/2 Ente m. Rotkohl 21,50 EUR

6925 Athen Teller 18,90 EUR

6021 Aufpreis Spargel 5,00 EUR

6766 Forelle gebr. 19,00 EUR

6706 Speisen offen 0,00 EUR

Order

1x Rumpsteak 350 27,00
1x Lammfilet 16,50

↕ ↗ ↘

43,50 EUR

7 8 9 C

Error:

The item needs additional information:
Garzustände
Rumpsteak 350

Schließen

6.6. Item Bundles

The 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. Click on the new button 'Create Package' and choose the property, to which the package shall be assigned. Enter names for receipt and cashpoint.

myPOS

Ihr Kassen-Verwaltung
You are logged in as: adm

Welcome Statistics Print Outs Wi-Fi Cancellation Coupons Items Outlets Admin User

all Item Search Extended Search Export Create Item Create Package

Browse Items

Kategorien und Artikel

- 1 Bier und AFG
- 2 Speisen
- 3 Spirituosen und Kaffee
- 4 Wein und Sekt
- 5 Mix
- Auslagen
- Events
- Golf
- Kulinarisch
- Racing
- Sonstige

Bulk Changes Change the price

(This Category Contains 3 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.

Create a new entry

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 pro

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 **44 EUR** 

Package Components

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

Gross Price **38 EUR** 

Package Components

5302	Proseco 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.

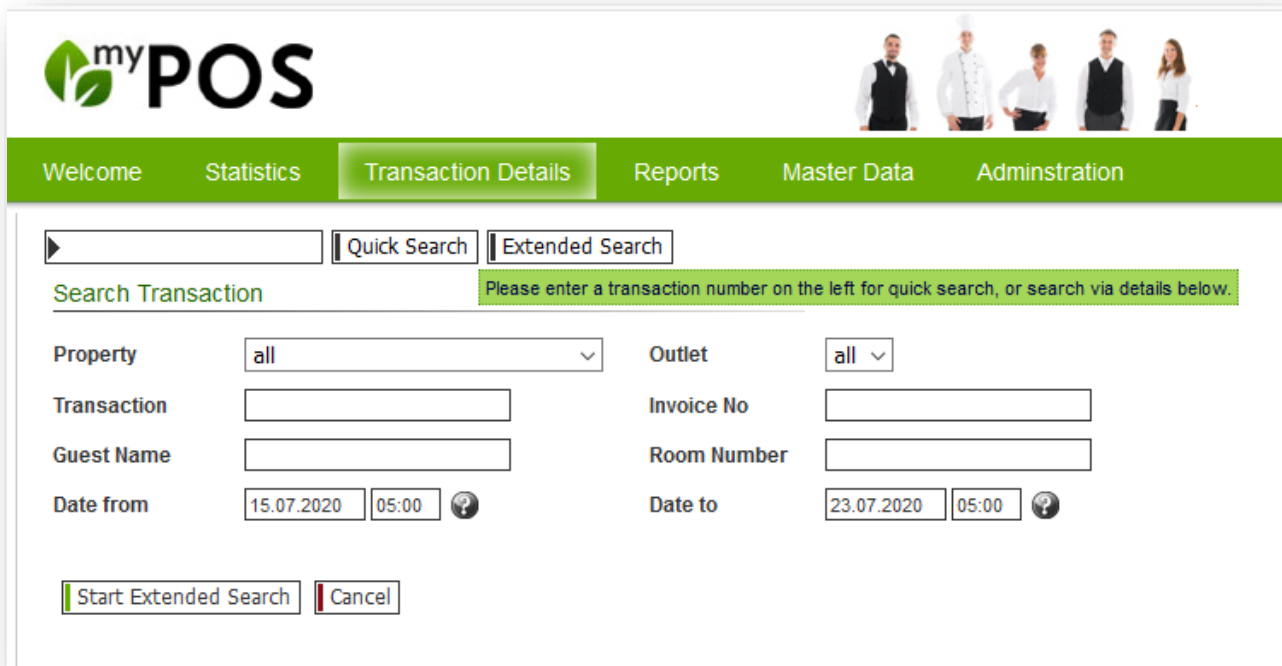
In the MY POS Administration statistics, bundle revenues are counted to the individual bundle items' categories. But in the transaction details you will see the package with its items:

7. Transaction Functions

All functions that are related to a specific transaction can be managed under the tab 'Operation data'.

7.1. Transaction Search

To search for a specific transaction, please enter the transaction number in the quick search field or search by other criteria:

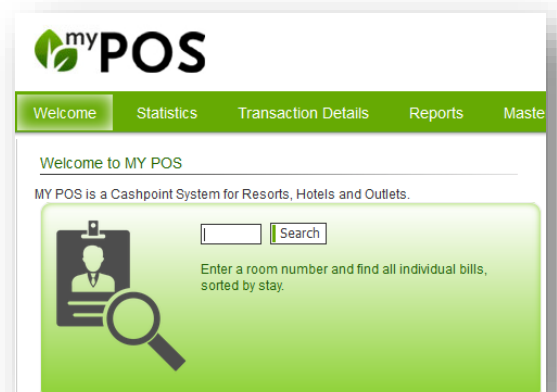


The screenshot shows the 'myPOS' web application interface. At the top, there is a navigation bar with tabs: 'Welcome', 'Statistics', 'Transaction Details' (which is highlighted), 'Reports', 'Master Data', and 'Administration'. Below the navigation bar, there is a search section. It includes a 'Quick Search' button and an 'Extended Search' button. A green banner below these buttons says 'Please enter a transaction number on the left for quick search, or search via details below.' The search form contains several input fields: 'Property' (a dropdown menu set to 'all'), 'Transaction' (a text input), 'Guest Name' (a text input), 'Date from' (a date and time picker set to '15.07.2020 05:00'), 'Outlet' (a dropdown menu set to 'all'), 'Invoice No' (a text input), 'Room Number' (a text input), and 'Date to' (a date and time picker set to '23.07.2020 05:00'). At the bottom of the search form, there are two buttons: 'Start Extended Search' and 'Cancel'.

All related events and data are shown in the found transaction, in cases of fiscal connection also signatures and QR Codes.

7.2. Sales by room number

All transactions for a room number or, if you use unique guest cards or tapes, also these unique transponder IDs, can be displayed collectively on the Welcome page:




The screenshot shows the 'myPOS' web application interface on the 'Welcome' page. The navigation bar at the top has tabs: 'Welcome' (highlighted), 'Statistics', 'Transaction Details', 'Reports', and 'Master Data'. Below the navigation bar, there is a 'Welcome to MY POS' message. A green banner below the message says 'MY POS is a Cashpoint System for Resorts, Hotels and Outlets.' Below the banner, there is a search section. It includes a magnifying glass icon, a text input field, and a 'Search' button. Below the search section, there is a green box with the text 'Enter a room number and find all individual bills, sorted by stay.'


7.3. Printing a copy of the invoice & hospitality receipt

Please click on "Receipt Copies" and enter the corresponding receipt number. Then please click on "Search Invoice/ Transaction". If you know the transaction ID, you will find it by using the Quick Search.





You will now receive an overview with the details of the invoice/transaction you have selected. In addition to the invoice number, you will find the property, the point of sale, the date, the time and the employee name. The gross price, quantity and total gross amount are given for each item.

Choose a printer to either reprint the receipt or print a business receipt for entertainment expenses, or print all details as a PDF.





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



WelcomeStatisticsTransaction DetailsReportsMaster DataAdministration

Quick SearchExtended Search

Transaction 2977

Transaction Data

Transaction	2977	Invoice No	500558		
Service	Thomas Bienmüller (tbr)	Date	07/13/2020 (14:56:40)	Table Number	-
Property	Based on IT GmbH - MPEHotel 1	Outlet	Rezeption	Cash Point	Rezeption links

Payments

Payed by	Card Number	Room No	Guestname	Amount
Barzahlung	---	9900		12,40 EUR

Items

Article	Discount	Gross price	Quantity	Cancellation	Gross Total
Cappuccino		2,70 EUR	1	(-1)	2,70 EUR
Espresso		2,30 EUR	1		2,30 EUR
Obstkuchen		2,90 EUR	1		2,90 EUR
Frische Waffeln		4,50 EUR	1		4,50 EUR
					12,40 EUR

Printer 192.168.0.65/Epson TM-T20

Print Invoice CopyPrint Entertainment ReceiptPDFFull CancellationPartial cancellationBack to Overview

Canceled after payment

Transaction	2978	Invoice No	500559		
Cancellation by	Art Blakey (sadmin)	Cancellation on	07/13/2020 (15:02:29)	Table Number	-
Property	Based on IT GmbH - MPEHotel 1	Outlet	Rezeption	Cash Point	Rezeption links

Payments

Payed by	Card Number	Room No	Guestname	Amount
Barzahlung	---	9900		-2,70 EUR

Items

Article	Discount	Gross price	Quantity	Gross Total
Cappuccino		2,70 EUR	-1	-2,70 EUR
				-2,70 EUR

Print Invoice CopyPrint Entertainment ReceiptPDFBack to Overview

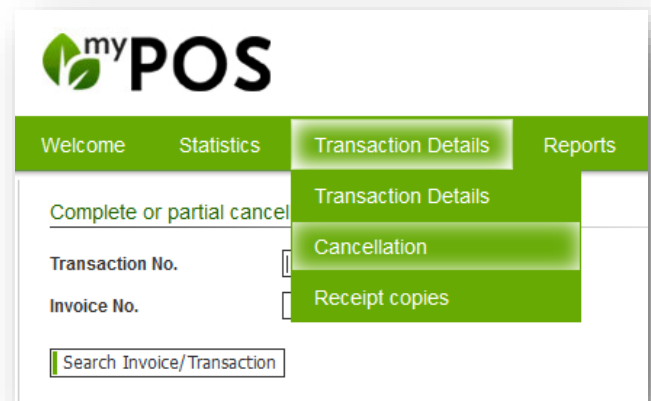
7.4. Cancellations


If too many articles have been booked in the daily business - be it due to incorrect entries or goods subject to complaint - the cancellation function can be used: select the menu item "Transaction Details" and search for the transaction or select the menu item "Cancellation" directly.


If the guest is still checked in, the transaction can be fully or partially cancelled when booking on the hotel bill. If the guest is no longer checked in, a note is displayed.

The transaction can be reversed at any time for external payment methods.


Unlike a complete cancellation, a partial cancellation allows you to decide how many items of each item are to be cancelled. Once you have entered the article numbers, please confirm your changes by clicking on "Submit Cancellation".







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



WelcomeStatisticsTransaction DetailsReportsMaster DataAdministration

Complete or partial cancellation of transactions

☒ Partial Cancellation successfull.

Transaction Data

Transaction No.	2827	Service	Daniel Krause (dke)	
Time	07/22/2020 (12:29:06)	Guest Name		
Guestcard	---	Room No.	9900	
Property	Villa Borghese	Outlet	Restaurant	
Payment Method	Barzahlung	Cashpoint	Main Cashpoint	
Item	Gross Price	Amount	Cancellation	Total Gross
Antipasti Teller	0,00 EUR	1		0,00 EUR
Caprese	9,00 EUR	1		9,00 EUR
Apfelsaft 0,2l	2,70 EUR	1		2,70 EUR
Cola Mix 0,25	0,00 EUR	1	(-1)	0,00 EUR
				11,70 EUR
Payment by	Amount			
Barzahlung	11,70 EUR			

Complete Cancellation

Partial Cancellation

Back to Overview

Linked Cancellations

Transaction No.	2996	Cancelled by	Art Blakey (sadmin)	
Cancelled on	07/22/2020 (14:43:37)	Cancelled after payment		
Item	Gross Price	Amount	Total Gross	
Cola Mix 0,25	0,00 EUR	-1	0,00 EUR	
				0,00 EUR

8. Daily Closings and Financial Reports

Do you want to issue daily closings, financial reports or exports according to financial regulations? Select the menu item "Reports".

8.1. Daily Closing (Z-Report) and Service Report (X-Report)

To print the turnover of an employee for a specific day, please click on the tab "Reports" and then on "Daily Reports". Now select the point of sale, the printer, the employee and the date and click on "X-Discount". However, in order to print discounts from other service staff, you must be logged in as admin.

You can also print the total sales for a day under "Z-Report" by selecting the point of sale and the date. Or search for the number of a specific Daily Closing Report and print it by clicking on "Z-Report".

On the right you see an overview of the last 5 Daily Closing Reports and their print status (important if you have hidden the report buttons in the cashpoint view).

Click on "Cancel" to return to the overview.

The screenshot shows the myPOS software interface. At the top, there is a navigation bar with tabs: Welcome, Statistics, Transaction Details, Reports, Master Data, and Administration. The Reports tab is selected, and a dropdown menu is open showing options: Daily Reports, Financial reports, fiskaltrust Reports, and Exports § 131 BAO. Below the navigation bar, there are two main sections: X-Report and Z-Report.

X-Report Section:

- Property: Based on IT GmbH - MPEHotel 1
- Outlets: Bar an der Therme
- Printer: 192.168.0.65/Epson TM-T20
- Employee: Art Blakey
- Date: 07/22/2020
- Hours: 05:00 - 05:00
- Buttons: X-Report, Cancel

Z-Report Section:

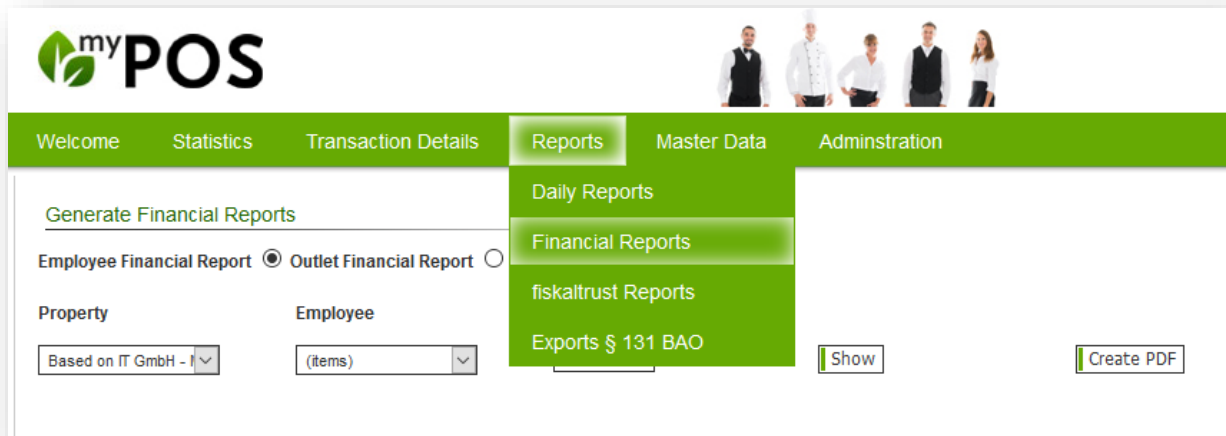
- Property: Based on IT GmbH - MPEHotel 1
- Outlets: Restaurant
- Printer: 192.168.0.65/Epson TM-T20
- Date: 07/22/2020
- Cashpoint Report No.:
- Buttons: Z-Report, Cancel

Report Overview Table:

Report number	Start	End	Printed	Choice
45	27.03.2017 15:03	30.03.2017 14:37	<input checked="" type="checkbox"/>	Z-Report
44	27.03.2017 13:29	27.03.2017 15:03	<input checked="" type="checkbox"/>	Z-Report
43	21.03.2017 15:06	27.03.2017 13:29	<input checked="" type="checkbox"/>	Z-Report
42	20.03.2017 13:53	21.03.2017 15:06	<input checked="" type="checkbox"/>	Z-Report
41	06.03.2017 09:57	20.03.2017 13:53	<input checked="" type="checkbox"/>	Z-Report

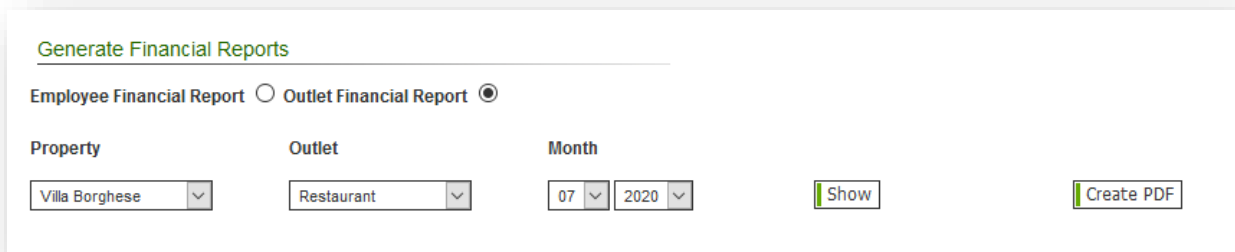
8.2. Employee and outlet reports

Under 'Financial Reports' select for the 'Employee Financial Report' the property, name and date and see the report or create a PDF that you may save or print.



The screenshot shows the 'myPOS' interface with a green navigation bar. The 'Reports' tab is selected, opening a dropdown menu. The menu options are: 'Daily Reports', 'Financial Reports' (highlighted), 'fiskaltrust Reports', and 'Exports \$ 131 BAO'. Below the menu, there are two radio buttons: 'Employee Financial Report' and 'Outlet Financial Report' (selected). Below these are two dropdown menus: 'Property' (showing 'Based on IT GmbH - I') and 'Employee' (showing '(Items)'). To the right of the dropdowns are two buttons: 'Show' and 'Create PDF'.

The 'Outlet Financial Report' refers to one month per outlet.



The screenshot shows the 'Generate Financial Reports' section. It has two radio buttons: 'Employee Financial Report' and 'Outlet Financial Report' (selected). Below these are three dropdown menus: 'Property' (showing 'Villa Borghese'), 'Outlet' (showing 'Restaurant'), and 'Month' (showing '07' and '2020'). To the right of the dropdowns are two buttons: 'Show' and 'Create PDF'.

9. Statistics

Analyze your sales and create reports. The feature 'Statistics' offers a variety of filters.

The screenshot shows the MY POS 'Statistics' interface. At the top, there's a navigation bar with 'Welcome', 'Statistics' (selected), 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. Below this, the 'Sales and Order Statistics' section is active. It includes a 'Period' selector set to 'Meal Times', and date/time filters for 'From' (07/22/2020 05:00) and 'To' (07/23/2020 05:00). There are also fields for 'Card Number', 'Payment Method', and 'Outlet-Currency'. A series of filter lists are provided: Property (Villa Borghese selected), Outlet (Restaurant selected), Employee (Daniel Krause selected), Specialist, Cashpoint (Main Cashpoint selected), Category (AFG selected), and Item (Cola Mix 0,25 selected). Checkboxes for 'active only' are present for Property, Outlet, and Employee. An 'OK' button is on the right. Below the filters, a summary line reads '(31 hit - Total gross: 138,21 EUR.)'. A table displays the transaction data.

Item	Property / Outlet	Cashpoint / Service	Guest (Card / Room/PM)	Time	Gross	Amount	Total Gross	Payment Method
Cola Mix 0,25	Villa Borghese / Restaurant	Main Cashpoint / Art Blakey	(--- / 9900)	07/22/2020, 14:43	0,00 EUR	-1x	0,00 EUR	Barzahlung
Adelholzener	Based on IT GmbH - MPEHotel 1 / Externer Kiosk	Kiosk Kasse / Art Blakey	(--- / 9900)	07/22/2020, 14:38	2,11 EUR	-1x	-2,11 EUR	Barzahlung

With MY POS you may evaluate your revenue data by sell date, card number, payment method, staff, specialist (employees who have access to a SPA Outlet), outlet, cash point, category and subcategory, as well as by single items.

Furthermore, you can choose between displaying all the revenue in the default currency or if you want to see the different currencies of each outlet.

You can also limit your search by checking the 'active only' boxes, showing you only the revenue of active employees/outlets.

Choose and combine your desired filters, (choose more than one by holding Shift or CTRL).

A click on 'OK' shows all matching data.

If orders are cancelled after posting, but before payment, you may track them: They are named 'Cancelled Order' and may be selected in the Payment Method options. Please note: 'Cancelled Orders' are not cancellations or partial cancellations of already paid transactions!

MY SPA transaction: In case the specialist differs from the cashpoint service employee, the specialist will be displayed in brackets after it. Also, all additional sales or tips from his or her transaction will also be assigned to the specialist.

9.1. Jump to Transaction Detail

In the list of posted items, clicking on the item will take you to the corresponding transaction detail view, where you will find options for cancellation and printing, as described in point 6.

Kombucha 0,33l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9909)	07/22/2020, 12:34	3,40 EUR	1x	3,40 EUR	KK VISA
Cola light 0,4l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9908)	07/22/2020, 12:34	4,20 EUR	1x	4,20 EUR	KK Euro/Mastercard
Fruchtsch. 0,25l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9907)	07/22/2020, 12:34	2,00 EUR	1x	2,00 EUR	KK Diners
Fanta 0,4l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9906)	07/22/2020, 12:34	4,20 EUR	1x	4,20 EUR	KK Amex

9.2. Meal Periods

There is another statistics report, which shows all your sales, divided by each property's meal times and item types. Choose 'Meal Times' instead of 'Period' and a new search engine opens. The default setting

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

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

Reports on booked revenues

Period ☐ Period ☒ Meal Times

From 10/14/2016 To 10/15/2016

Property: - all -
Based on IT GmbH
Türkei Hotel
Kanaren
Malediven
New York
Brasilien

Outlet: - all -
Mal Bladibla
Bra Brasilia
Bol Externer Kiosk
ABC Facility 2 Bar
ABC Facility 2 Disc
ABC Facility 2 Kiosk
ABC Facility 2 Outl
Bol Fahrradverleih
Bol Golfdesk
Kan Kanaren Test-
Bol Lobby Bar
Mal Malle1

☐ active only

OK

Semicolon

Meal Times	Food Sales	Drinks Sales	Other Sales	Number of Guests	Average Food	Average Beverages	Average Other
Breakfast	92,90 EUR	76,36 EUR	34,00 EUR	13	7,15 EUR	5,87 EUR	2,62 EUR
Dinner	0,00 EUR	0,00 EUR	0,00 EUR	0	0,00 EUR	0,00 EUR	0,00 EUR
Lunch	91,50 EUR	98,51 EUR	0,00 EUR	29	3,16 EUR	3,40 EUR	0,00 EUR
Dinner	0,00 EUR	0,00 EUR	0,00 EUR	0	0,00 EUR	0,00 EUR	0,00 EUR
Night	0,00 EUR	0,00 EUR	0,00 EUR	0	0,00 EUR	0,00 EUR	0,00 EUR
Total	184,40 EUR	174,87 EUR	34,00 EUR	42	10,30 EUR	9,27 EUR	2,62 EUR

limits the search to the current day, but you can select a bigger period of time or limit your selection to a specific property or outlets or choose to only view the sales of any active outlets.

The meal times refer to the time of booking, not the time of billing. Although, this report, only shows closed/settled transactions.

You can also see how many guests you had within each meal time (does not include MYSPA transactions or transactions made in the Express Cashpoint), as well as the average revenue per guest, per item type.

The report considers the time zone of each property and offers PDF and CSV exports:



This icon offers the download of the report as a summary per mealtime



The report icon with the + sign offers the report with all individual bookings.


10. Vouchers


Choose 'Vouchers' on the Welcome page and you will find options for creating a monthly credit or a one-time voucher for guests and staff. Those vouchers are bound to either Transponder Cards or RFIDs.







Vouchers

Create coupons for your guests or manage your staff's credit. Period and amount are freely definable and the monthly feature helps with ongoing vouchers.





Ihr Kassen-Verwaltungsbackend
You are logged in as: rdk (2192) at all



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


Search Coupons


(your query resulted 4 hit total.)

Coupon No.	Card Number	Amount	Consumed	Valid From	Valid Till	May be used for
24	3132	10,00 EUR	(0,00 EUR)	03/01/2017	03/31/2017	1 Bier und AFG
23	201	10,00 EUR	(0,00 EUR)	03/08/2016	03/08/2016	All Categories
22	1234	100,00 EUR	(2,30 EUR)	03/02/2016	03/02/2016	All Categories
21	1234	100,00 EUR	(0,00 EUR)	03/01/2016	03/01/2016	All Categories





10.1. Creating a One-Time Voucher

A one-time coupon can be created when you click on 'Create a new entry'.





Ihr Kassen-Verwaltungsbackend
You are logged in as: rdk (2192) at all



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

Create New Coupon

Card Number

Amount

EUR

Valid From

Valid Till

May be used for

Enter all relevant information – the card number or transponder ID, validity and item category. Confirm your entries with a click on 'Create Coupon' to save the bonus entry.

10.2. Monthly Credit

A monthly credit offers a comfortable way to grant staff credits for free use of facilities within the resort. You can choose the amount of the credit as well as when and for how long it is to be granted. By entering a card number or transponder ID, you specify the monthly credit.

Now enter the monthly amount, purpose and outlet and decide how long it will be valid. Designate years or months valid (for more than one: hold down the CTRL key and click). Confirm the bonus by clicking on 'Create Coupon'.

The screenshot shows the 'myPOS' web application interface. At the top, there is a header with the 'myPOS' logo on the left, a group of five staff members in the center, and the text 'Ihr Kassen-Verwaltungsbackend' and 'You are logged in as: rdk (2192) at all' on the right. Below the header is a green navigation bar with tabs: 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data' (which is highlighted), and 'Administration'. Under the 'Master Data' tab, there is a search bar and buttons for 'Start Search', 'Extended Search', 'Create a new entry', and 'Create monthly coupons'. The 'Create monthly coupons' button is highlighted in black. Below the navigation bar, the 'Create monthly coupons' section is active. It contains three input fields: 'Cardnumber' (with a small icon), 'Amount', and 'May be used for' (a dropdown menu currently showing 'All Categories'). To the right of these fields are two dropdown menus: 'Year' (showing 2016, 2017, 2018) and 'Month' (showing January through December, with July selected). To the right of these dropdowns are two buttons: 'Create Coupon' and 'Cancel'.

11. SPA-Cashpoint

11.1. Billing of Spa Sales with Connected Hotel System

If you do not want to check in day spa guests in your hotel system, or you wish to offer direct payment of Spa sales additionally to posting sales on the hotel bill, we offer the integration of MY POS. Payment methods created in the cash register are offered directly in the MY SPA user interface and billings are sent to connected POS printers, also with cash drawer opening.

The advantage: the easy-to-use billing mask for booking sales to the hotel bill is maintained and supplemented by the selection of direct payment methods from the cash register. The cash desk interface is available in the browser window for billing advanced booking transactions such as split invoices, merge transactions or finance splitting with multiple payment methods. The MY POS administration backend offers article management, statistics and financial reporting.

For Austria, the mandatory connection to the tax authorities exists, for Germany it is implemented, it has been announced by the authorities for 2020. Italian fiscal printers can be used. The connection of the MY POS cash register to your hotel system can be solved via an additional POS interface, but you might as well use the cash-point system stand-alone.

11.2. Day Spa Guests and Direct Payment: Settle MY SPA Services

In the Main Settings of your spa you may choose if you want to use MY POS as an express cash register with direct production of the guest's invoice, or if you would like to continue processing the billing as an open transaction in the cash point surface.

When selecting the setting 'Express Cashpoint, the payment methods set in the MY POS

Settings for PMS Connection	
PMS Connection	MY POS + Protel
Hotel Property ID	2
MYPOS Outlet ID	36
MY POS Default Customer	Mustermann, Max
URL	

MYPOS Payment	<input checked="" type="checkbox"/>
Type of CashPoint Use	Express Cashpoint
MYPOS Default Item	Express Cashpoint
Hotel Interface Username	Transaction Cashpoint

administration are offered in the selection of the payment methods that are possible for this guest. If he is checked in at the hotel, the payment method 'hotel bill' is pre-selected. If the guest is checked out, blocked or unknown in the hotel system, only the payment methods of the cash register are offered.

Booking

Treatment

Hot Stone 45 min

Room

Massage 2

Specialist

Irina

Day

03/13/2019

Time

10:20 until 11:05

Total time

10:15 until 11:20

Customer

Axel Foley

Room Number

73

Price

69,00 USD

Fixed

☐ Specialist
☐ Room
☐ Date

Last Edited

Admin, 03/13/2019 14:06 : The treatment Hot Stone Massage 45 min (+5+15) on 13.03.2019 at 10:15 o'clock was booked

Edit

Move

Settle Guest Account (Axel Foley 03.02.2019 - 31.03.2019)

Treatment of Irina Domingo

☒ Hot Stone Massage 45 min from 03/13/2019 (10:15:00)

Price

69,00

USD

End price

69,00

USD

Tip for Irina Domingo

5

USD

Tip for

Simon Blumhard

USD

Payment Method

Hotel Invoice

Discount percentage

Hotel Invoice

Pay

Pay and

MY POS -> Barzahlung

MY POS -> KK Amex

MY POS -> KK VISA

MY POS -> KK Euro/Mastercard

MY POS -> KK Diners

MY POS -> EC

When choosing the setting 'Transaction Cashpoint', the payment methods in the MY SPA settlement screen are not selected directly. All sales are sent as one transaction to the MY POS cash-point surface for further processing, e.g. billing with multiple payment methods.

Settle Guest Account (Axel Foley 03.02.2019 - 31.03.2019)

Treatment of Irina Domingo

☒ Hot Stone Massage 45 min from 03/13/2019 (10:15:00)

Price

69,00

USD

End price

69,00

USD

Tip for Irina Domingo

USD

Tip for

Simon Blumhard

USD

Payment Method

Hotel Invoice

Discount percentage

Hotel Invoice

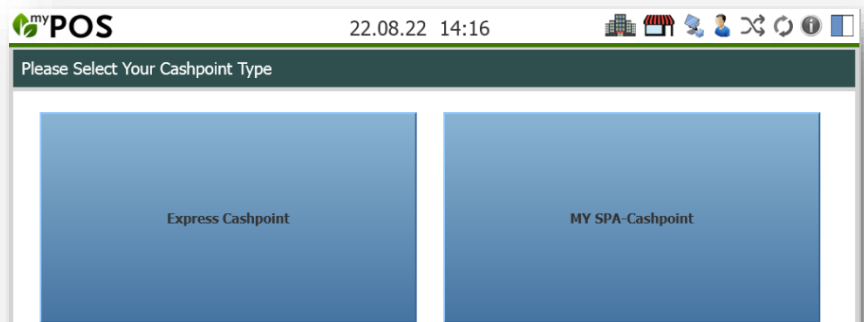
Pay

Pay and

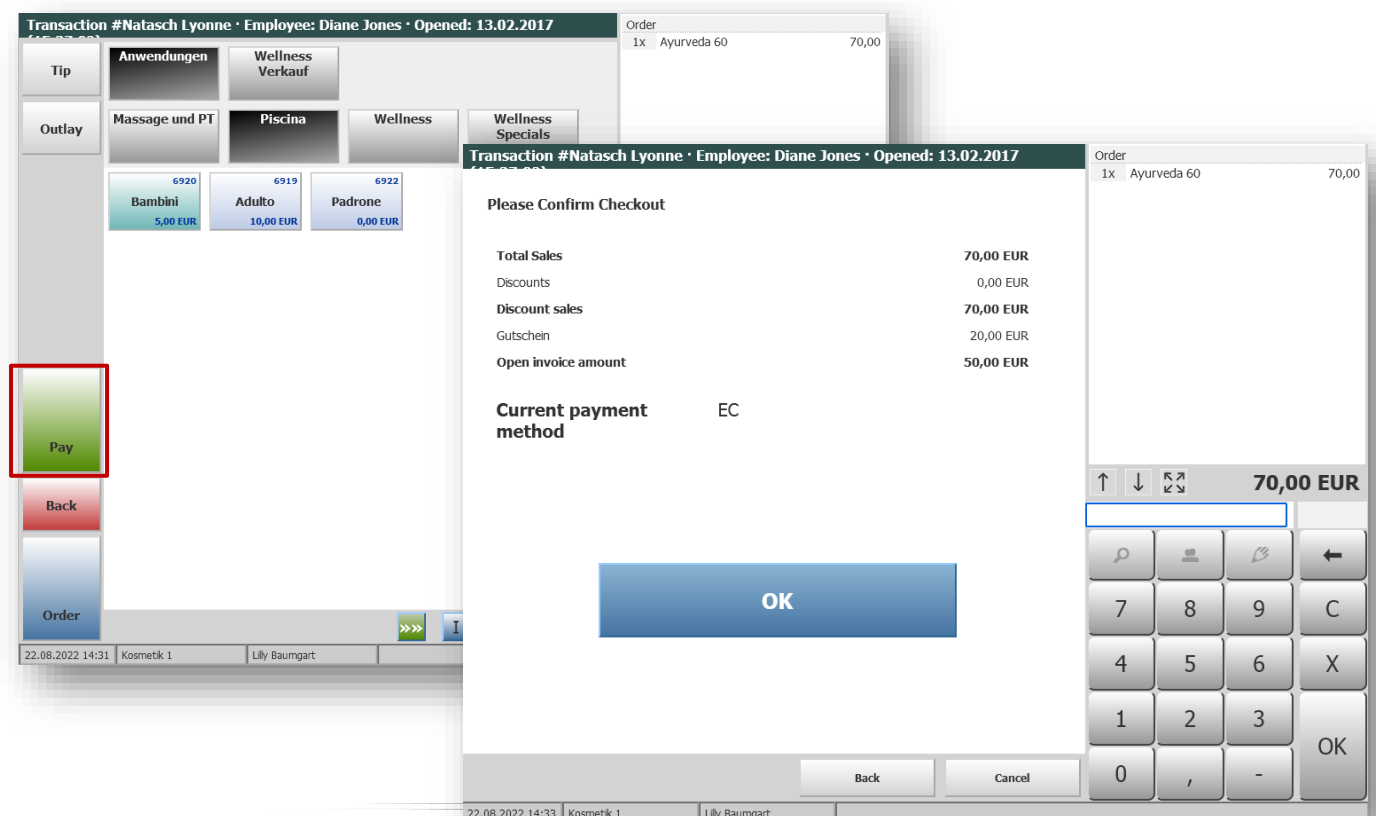
Transaction -> MY POS

Other Payment

The MY POS screen can be easily opened in another browser tab, the sent transactions are marked by the names of the guests:



During the billing process, you can choose transaction management activities such as merging transactions, splitting transaction items, split bills, proportional payment or mixing different payment methods.



It is also possible to use the cash point surface for billing without first opening a transaction in MY SPA. Please note, that those sales are not shown individually the MY SPA reports and guest accounts. These 'other sales' are saved under collective terms in the statistics. Please create your own collective 'customer' and 'article' - name them as you wish - and select and save them in the spa shop data under PMS Settings.

Settings for PMS Connection

PMS Connection: MY POS + Protel
 Hotel Property ID:
 MYPOS Outlet ID: 0
 MY POS Default Customer: Sales, Other
 MYPOS Payment:
 Type of CashPoint Use: Express Cashpoint
 MYPOS Default Item: Misc. Items

Please select the MY POS standard Cash-Point item.

Item	Price	Category
Misc. Items	0,00 EUR	Sonstige

In order to prepare the functions for the Wellness Desk, please select the language setting 'spa english' for the wellness employees who are allowed to operate the spa cash register:
 The setting 'Deactivate transaction protection' means that transactions created by colleagues do not

myPOS

Welcome Statistics Transaction Details Reports Master Data Administration

all Start Search Create New User

Edit User "88"

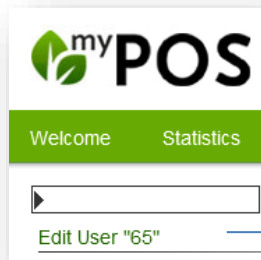
Initials: aas
 Salutation: Mrs
 First Name: Alexandra
 Property: Based on IT GmbH - I
 User Rights: Service
 Language: spa english
 Last Name: Adams
 Outlets: all

User Rights

Allow negative booking: ☐
 Z-Report: ☒
 Deactivate Table/Transaction Protection: ☒
 Transaction Discount: ☒

Check to allow billing of other tables

have to be transferred individually, but can be billed directly. Now enter the MY POS user number in the employee data in MY SPA:



Please make sure that the MY POS User ID and the MY POS Outlet ID match the corresponding numbers in MY SPA. Otherwise, the applications cannot be transferred to MY POS and thus cannot be billed.

MYPOS User ID

65

All treatments and items from MYSPA must also exist in MY POS and must have a unique article ID in order to be billed. By selecting MY SPA cash point, you can access the overview of your wellness treatments transferred from MY SPA to the cash point. If the transaction protection has been removed from your authorisation, you will see all open transactions directly. The billing of wellness treatments booked in MYPOS is similar to that of the restaurant till.

Here you can transfer transactions from colleagues or combine transactions and settle them as one transaction.

As soon as a spa treatment has been transferred to the cash point, the MY SPA POS transaction number is displayed.

mySPA

Beauty & Wellness

Appointments

New Booking

Scheduler

Customers

Main Settings

Reporting

Welcome to MY SPA

Period

< 07/22/2020 to 07/22/2020 >

Booker

-all-

Specialist

-all-

Externer Partner

Alexandra Adams

Andreas Olenberg

Attendance Status

-all-

Payment Status

-all-

Room

-all-

Cancellation Status

not cancelled

Semicolon seperated values

show

Appointments

27.01.2017	2141	Depilation Bikini line 20 min (+5+5)	Alexandra Adams	09:00	Beauty 2	Lisbeth Sanders	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
27.01.2017	2142	Back Massage 20 min (+0+5)	Diane Jones	09:40	Massage 1	Jeanne Crain	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
27.01.2017	2133	Abhyanga DE 75 min	Charlotte Wackenruth	10:20	Fango 1	Victoria Farber	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
27.01.2017	2137	Aloe Vera Face Mask 10 min (+0+5)	Diane Jones	11:35	Beauty 1	George Bailey	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
27.01.2017	2134	Ayurveda Massage 30 min (+0+10)	Andreas Olenberg	13:55	Massage 1	Ronja Dambecky	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

MYPOS Vorgangsnummer: 1765

11.3. Management of Day Spa Guest Revenues

Used as a transaction cash-point, MY POS can open a transaction of your Day Spa guests when entering, and name it according to a locker number, guest ID or RFID transponder ID. On this open transaction not only entrance fees are booked, but e.g. also consumptions which are ordered at bar and kitchen printers. Bookings from MY SPA can be sent to open transactions with reductions, additional product sales and gratuities – all assigned to the executing specialist. Are you interested in further information about the MY POS system for your hotel? Contact your MY SPA distributor or us directly.

12. Support

All MY POS Manuals can be found on the MY POS Administration: Click on the i-Icon in the right upper tab bar.



This software is constantly being improved. Learning from each other, we value your input and keep a close eye on new features and trends. So, we are excited to hear from you and incorporate your ideas into our products. Some ideas may be implemented immediately, some later. But with every fine-tuning, with every new feature, MY POS is evolving to better map your processes and meet your expectations.

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