

# Manual for Cash Point Administration

Version 6.0

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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:

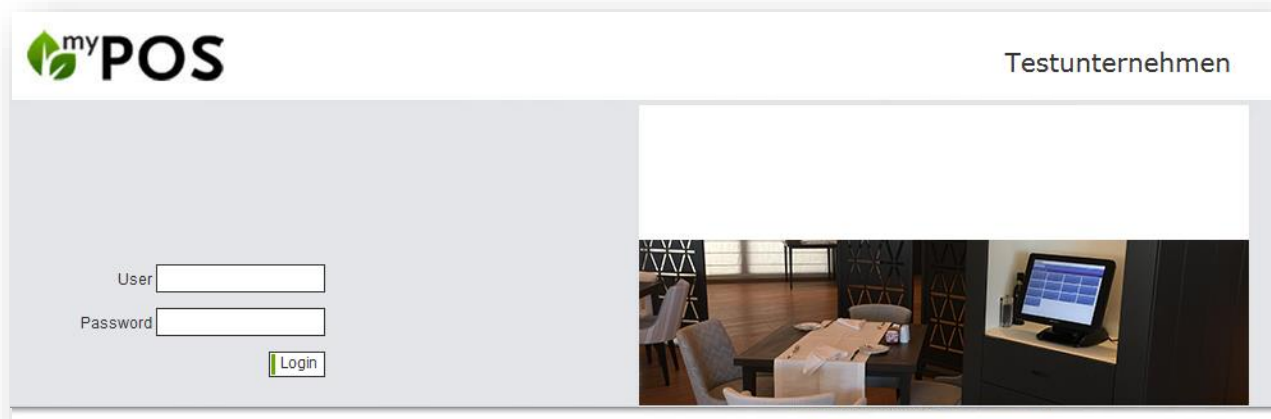
1. MY POS Express Cashpoint  
Quick booking and checkout of items in shops, bars, coffee shops or kiosks.
2. MY POS Restaurant Cashpoint  
For handling international restaurants with table management and multiple courses.

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.



## 1.1. Overview

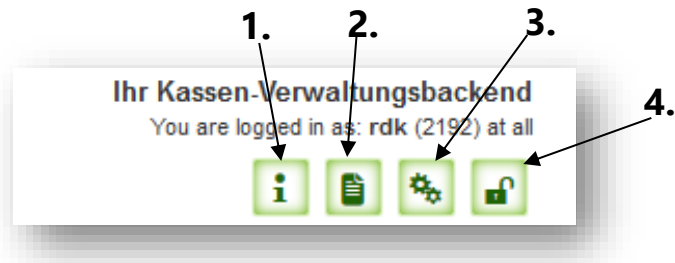
On the 'Welcome' page of MY POS you will find an overview of the features - with more or less points depending on access authorisation. The list corresponds to the top menu bar with explanations that will help you get started. Once you are familiar with the use of the features, you will probably choose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

The screenshot displays the 'Welcome' page of the MY POS system. At the top, the logo 'my POS' is on the left, and the user is logged in as 'property (2536) at all' on the right. A green navigation bar contains the following menu items: Welcome, Statistics, Transaction Details, Reports, Master Data, and Administration. The main content area is titled 'Welcome to MY POS' and includes a search bar and a brief description: 'MY POS is a Cashpoint System for Resorts, Hotels and Outlets.' Below this, there is a grid of ten feature tiles, each with an icon and a short description:

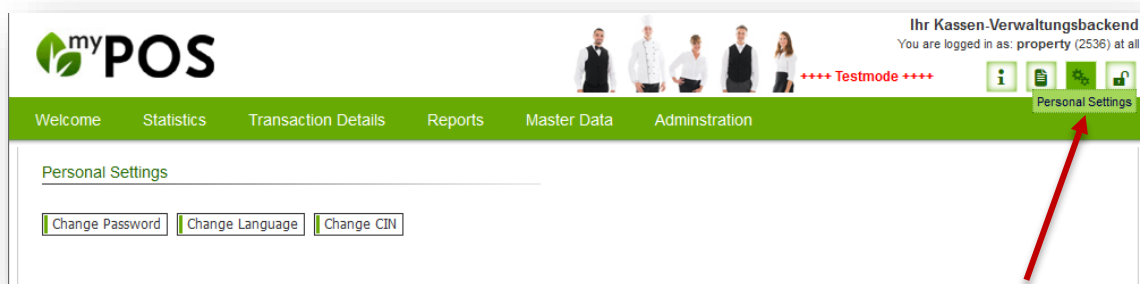
- Search:** Enter a room number and find all individual bills, sorted by stay.
- Statistics:** Evaluate your shop's performance, define parameters to limit your search, like period, employees or item category. Export the data for further processing.
- Print-Outs:** Print Employee Reports and Reprint Receipts and Invoices.
- Cancel Revenues:** Cancel individual items or a whole transaction. A whole transaction may be cancelled as long as the guest is checked in.
- 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.
- Item Management:** Create your items here and group them in categories. You may assign outlets, tax rate, define reductions - individually and per outlet.
- Outlets:** Manage your outlets and their assigned cashpoints. Assign department codes (FDC), define tip FDC, assign printers for receipts and kitchen and edit texts on the invoice.
- Admin:** Enter all relevant printers and their configuration. Define tax rates and external payment methods. Set up and edit item groups.
- User Management:** Create users and manage their rights for using this system. An individual employee code will be generated, which allows instant access to the system.
- Log Out:** Please always log out after using MY POS. This is important to avoid unauthorized access.

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).



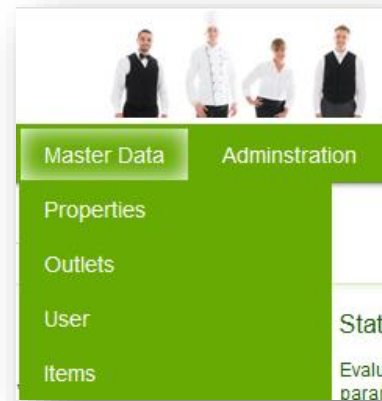
Change your password, language or your Cancellation Code (CIN) in 'Personal Settings'.

## 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:

A screenshot of the 'my POS' software interface, specifically the 'Master Data' tab. The page title is 'my POS'. The navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. Below the navigation bar, there are three buttons: 'Start Search', 'Create a new entry', and 'Admin Overview'. The main content area is titled 'Property No. 1' and contains a form with the following fields:

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 (POSEXML)		
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

Buttons: 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'.

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'.

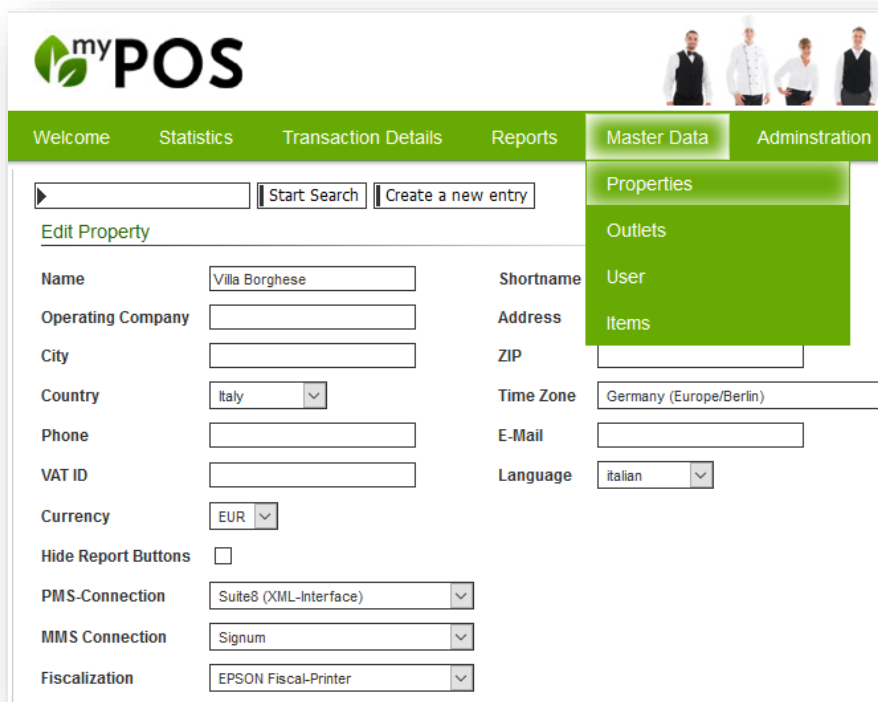
## 2.2. Connection of a Merchandise Management System

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.

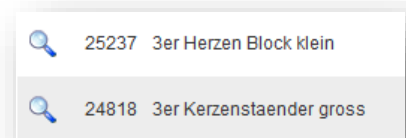
Article data, prices and stocks are imported from the MMS, and sales, including discounts and cancellations as well as changes in stock are reported back.

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', 'Master Data', and 'Administration'. The 'Master Data' menu is expanded, showing 'Properties', 'Outlets', 'User', and 'Items'. The 'Properties' page is active, displaying a form for editing a property. The form includes fields for 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, PMS-Connection (Suite8 (XML-Interface)), MMS Connection (Signum), and 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.



## 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:

The screenshot shows a configuration window for MMS Connection Settings. At the top, 'MMS Connection' is set to 'Signum' and 'Fiscalization' is set to 'EPSON Fiscal-Printer'. Below this is a section for 'Meal Times' with dropdown menus for Breakfast, Lunch, Snack, Dinner, and Night start and end times, all currently set to 00:00. Further down are sections for 'Property Discounts- and -Naming', 'Settings for PMS Connection', and 'MMS Connection Settings'. The 'MMS Connection Settings' section includes fields for Host, Database, Username, Branch no., Port, Admin-Database, Password, Cash box no., VAT rate 1 (set to 'zwanzig (20,00 %)'), VAT Rate 2 (set to 'zehn (10,00 %)'), and Default Order Printer.

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

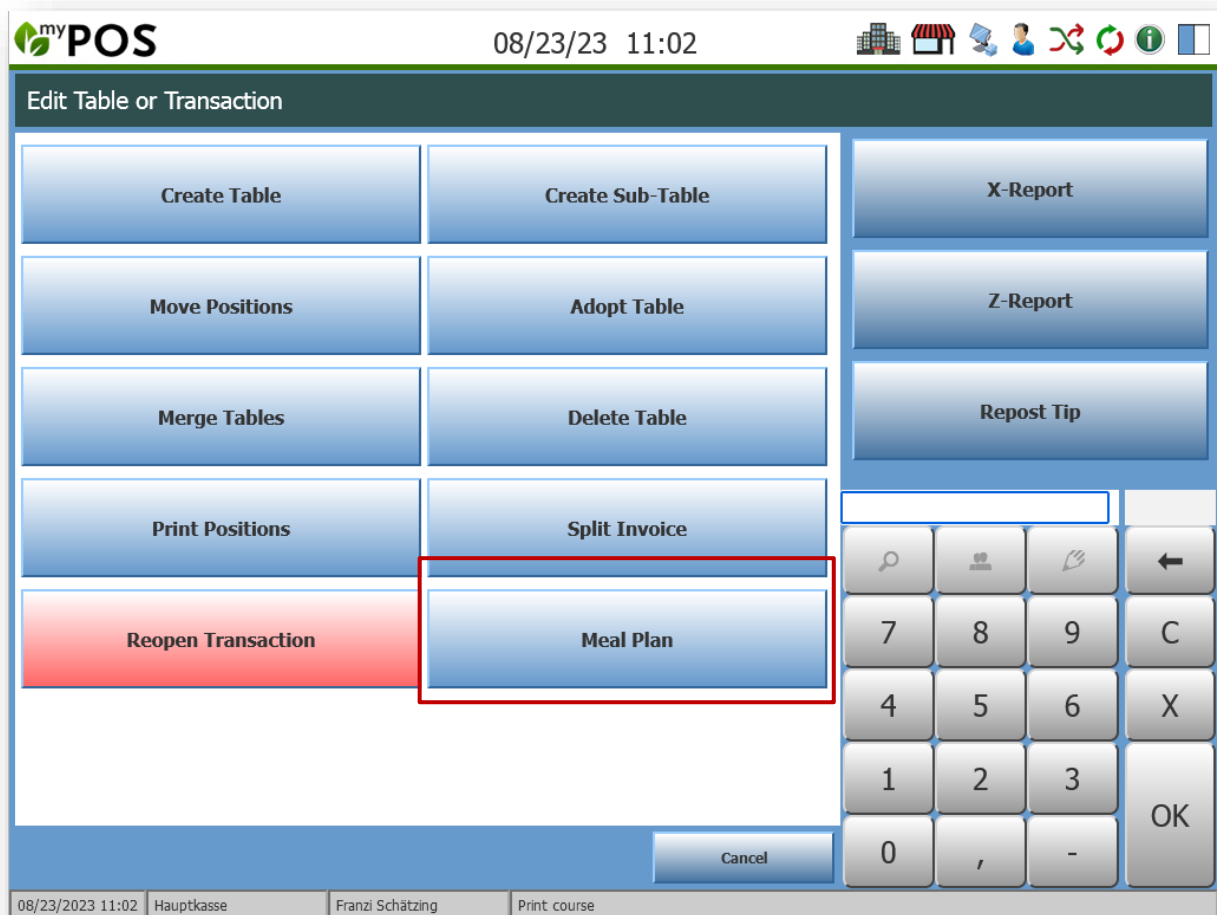
## 2.3. Menu plan

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:

The screenshot shows a configuration window with three dropdown menus. 'PMS-Connection' is set to 'Protel (POSEXML)'. 'MMS Connection' is set to 'MYPOS' and is highlighted with a red rectangular box. 'Fiscalization' is set to '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 'Meal Plan' interface in the myPOS system. At the top, the date and time are 08/23/23 11:04. The interface is divided into several sections:

- Categories:** A grid of buttons for different food categories: Spirituosen und Kaffee, Bier & AFG, Wein und Sekt, Speisen, Kiosk, Kl. Karte, Vorspeisen, Hauptgang, Dessert, and Buffet.
- Dish List:** A list of dishes with corresponding quantity input fields and checkboxes. The dishes and their quantities are:
 

Lammfilet	2	<input checked="" type="checkbox"/>
<b>Rumpsteak 350</b>	10	<input checked="" type="checkbox"/>
1/2 Ente m. Rotkohl	12	<input checked="" 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"/>
- Navigation and Reports:** Buttons for 'X-Report', 'Z-Report', and 'Repost Tip'. A numeric keypad is located at the bottom right, with buttons for digits 0-9, a comma, a minus sign, and an 'OK' button.
- Footer:** A status bar at the bottom shows the date/time (08/23/2023 11:04), the current station (Hauptkasse), the user name (Franzi Schätzing), and the current course (Print course). 'Save' and 'Cancel' buttons are also present.

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

## 2.4. 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 Paymaster ID	9010
Cross Posting Property	Türkei Hotel - MPEHotel 2	Tax Rate	Null (0%)
Commodity Group	Spezial für fremde Umsätze (Crossposting)		

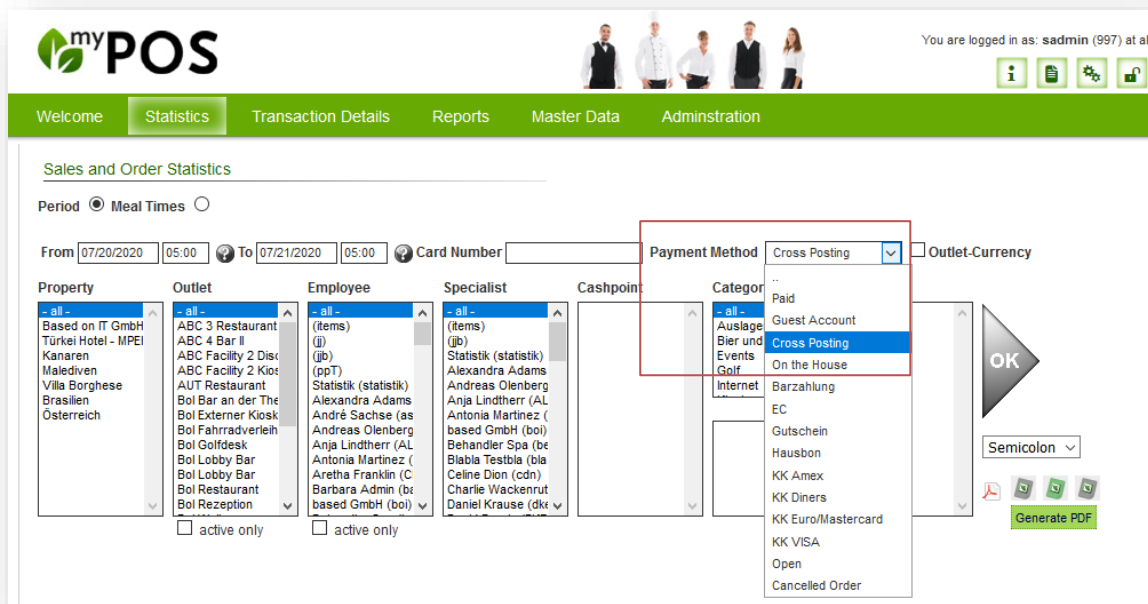
A second approval must be configured in the outlet's settings.

The screenshot shows the 'myPOS' Adminstration interface. The 'Master Data' tab is selected. The page title is 'Edit Outlet No. 42'. The form contains the following fields:

Name	Rezeption	Short Name	ROM-FO
Property	Villa Borghese	Affiliation	Own Outlet
Tip Department Code	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.

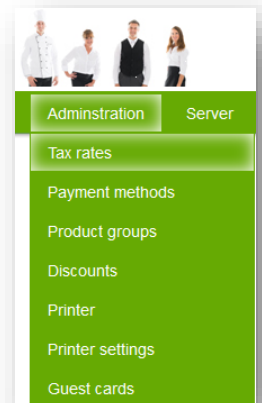
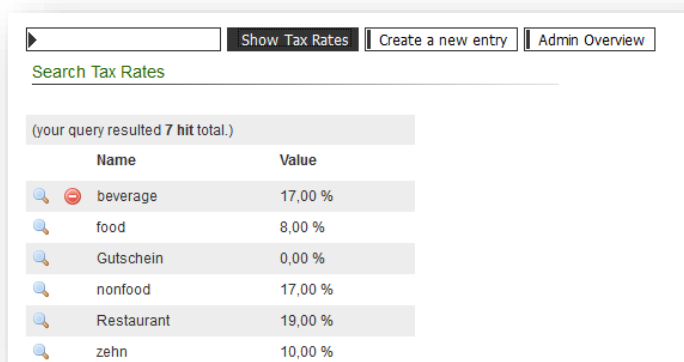
You may find all cross posting transaction in the statistics by choosing the Payment Method ,Cross Posting'.



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.

## 2.5. 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.



## 2.6. 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.

### 2.6.1. 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:

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

The screenshot shows the 'myPOS' interface for configuring 'Outlet 42'. The navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', 'Administration', and 'Server'. The 'Master Data' tab is active. The outlet configuration includes fields for Name, Reception, Short Name, ROM-FO, Cashpoint Type, Property, Affiliation, Own Outlet, SPA Outlet, Tip Department Code, Cross-Posting, External Outlet ID, Number of Guests per Table, Deactivated, and Allow Invoice Split. The 'Opening Hours' section shows 'Day Cut at' 05:00 Hours, 'Opening Time' 08:00 Hours, and 'Closing Time' 20:00 Hours. A modal window titled 'Select the payment method' is overlaid, showing a grid of payment options under 'External Payment':

Select the payment method		
External Payment		
Barzahlung	EC	Gutschein
Hausbon	KK Amex	KK Diners
KK Euro/Mastercard	KK VISA	Mastercard

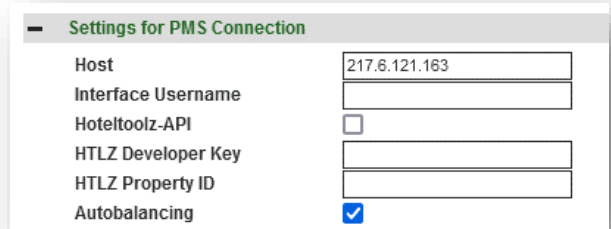
These in-house payment methods are offered in the cash register interface for billing.

## 2.6.2. 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.

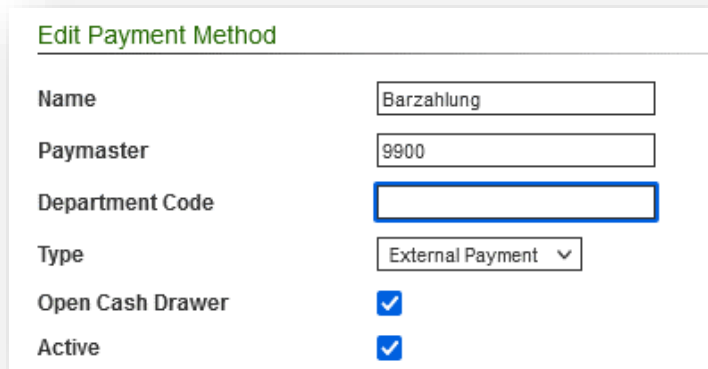
First, please set the checkmark for 'Autobalancing' in Master Data - Property - Settings for the PMS connection.

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.



The screenshot shows a dialog box titled "Settings for PMS Connection". It contains several fields and a checkbox:

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



The screenshot shows a dialog box titled "Edit Payment Method". It contains several fields and checkboxes:

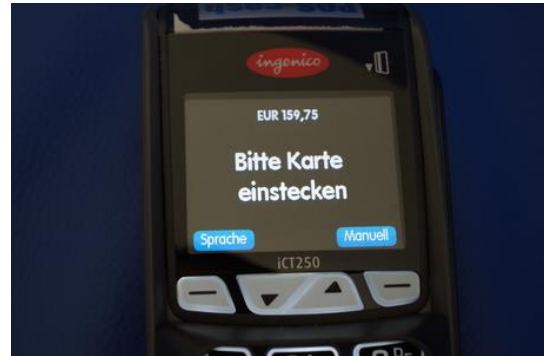
Name	Barzahlung
Paymaster	9900
Department Code	
Type	External Payment
Open Cash Drawer	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>

## 2.7. Payment Terminals

Payment terminals are connected via an easy proxy interface from easyZVT, which connects POS systems to EC/card terminals easily and reliably. It handles the entire implementation of the ZVT protocol for you, making direct connection to card terminals much easier.

Booking the easyZVT interface is subject to a fee per terminal and is done through us..

- Device & provider independent
- Web service capable
- Suitable for host systems
- Certified in accordance with the requirements of the ZKA Article master data



### 2.7.1. Installation of the local EasyZVT component

The connection to a payment system requires a local component (EasyProxy), which ensures data exchange between MY POS and the terminals.

Operating System

- Microsoft Windows 11 Pro or Enterprise (64-Bit)
- Microsoft Windows 10 Enterprise LTSC 2021 or newer
- Microsoft Windows Server 2016 or newer

Network / Communication

- Stable IP connection between cash register and EasyZVT/EasyProxy component
- Firewall/virus protection configuration must allow communication

Compatible and tested terminals

- Verifone: Artema Hybrid, H5000, VX 680 WLAN, V200C, V400C, V400M
- CCV: VX680 WLAN, Go, OPP C60, Base, Base Next, A920 (Telecash-App)
- Ingenico (stationary): iCT 220, iCT 250, IPP 480, Desk 3200, Desk 3500, Desk 5000 (inkl. ECR17 Protocoll Italy)
- Ingenico (mobile, only WLAN/seriell): iWL 250 WLAN, Move 3500, Move 5000
- ReaCard: T3, T4, T5, T6, T7, T8, T9
- ICP: BIA, Zelos
- Other manufacturers/models: CardComplete, XENTA, hobex, Clover: Mini, Flex, Flex2 (restricted), Flex3 (latest version required), myPOS: D210, Yomani: XR (WEAT), XR PINPAD (SIX), FEIG: cVEND PIN

Note: In principle, almost all wired ZVT-compatible terminals are functional, even if they have not been explicitly tested.

### 2.7.2. TCP/IP-Connection

Adjustments must be made on your existing terminal. Sample tutorials are available at:

<https://www.easyzvt.de/installation/>

Your terminals should be assigned fixed IP addresses.

When assigning IP addresses, please note: The IP address must not already be assigned (run a PING test beforehand).

The IP address must not be within the dynamic range of DHCP addresses.

→ Many routers assign addresses 192.168.x.20–200 dynamically by default

→ Example: IP address 192.168.x.222 would be outside this range.

Alternatively: Set terminal to DHCP

→ Assign a dynamically obtained IP address to the router so that it remains the same after restarting.

## 2.8. Setting up the easyZVT connection in MY POS

In MY POS Administration, please click on the submenu item Payment Terminals and then on "Create new entry".

### 2.8.1. Step 1: Setting up easyZVT

Enter the easyZVT connection details and save your entries. In the next step, select "Search for payment terminals" to locate the connected terminals.

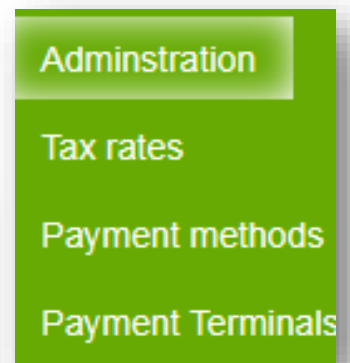
The screenshot shows the MY POS Administration interface. The top navigation bar includes: Willkommen, Statistik, Vorgangsdaten, Berichte, Artikel, Stammdaten, and Administration. Below the navigation bar, there is a search bar with a dropdown menu, a "Suche starten" button, and a "Neuen Eintrag anlegen" button. The main content area displays the configuration for "Payment-Provider Nr. 1". A green checkmark indicates that the entry was successfully updated. The configuration details are as follows:

Hostname	https://service.easyproxy.de
Cloud-ID	
License Key	
Request Timeout	10
Response Timeout	60
Testmode	nach 4 Sekunden eine fehlg

Below the configuration details, there is a section for "Agent-ID: 181832143-910429758-BASED-HP-7" which contains a table of connected terminals:

Device-Typ	Device Name	Info	Beschreibung
ZVT	0001	LAN 192.168.101.34	Terminal 1
ZVT	0002	LAN 192.168.101.102	Terminal 2

At the bottom of the form, there are three buttons: "Payment-Provider bearbeiten", "Abbruch", and "Payment Terminals suchen".



## Step 2: Assign Paymethods

Go to Administration – Payment Methods and enter a new, higher-level collective payment method of the type "Payment Terminal". This is a collective payment method that can be used in your various points of sale with different credit card terminals.

This collection type transfers a transaction to the credit card terminal for payment and returns the payment method selected by the guest to the cash register so that the receipt can be updated with the relevant details and the payment method can be reported, provided it is known in the hotel system.

If the payment method selected by the guest is unknown or cannot be booked, the collective payment method entered here will be transmitted for external payment methods.

Save the entry and open it again by clicking on the magnifying glass.

You will now find the option "Possible payment methods". In this section, you can assign external payment methods to this payment method.

Select all external payment methods that are possible on your terminals by clicking on the + symbol. Click on the red icon to delete assignments. Your assignments will result in new views in the MY POS cash register view.

## 2.8.2. Step 3: Assigning terminals to cash registers

First, assign a corresponding easyProxy agent under Master Data – Property.

<b>PMS-Connection</b>	MEWS	▼
<b>MMS Connection</b>	MYPOS	▼
<b>Fiscalization</b>	EPSON TSE	▼
<b>easyProxy Agent</b>	Please select the EasyProxy agent	▼

Then switch to the outlet section and open a cashpoint. Here, select the correct payment terminal that you want to use with this cashpoint.

**my POS**

Welcome   Statistics   Transaction Details   Reports

Edit Cashpoint

**Outlet**   Restaurant

**Name**   Hauptkasse

**POS printer**   EPSON TM-M30

**Touchpad**   No Touchpad

**Acquisition date**   01/01/1970

**Deactivated**  

**Seriennummer**   myvm-035t-0030-0041-0033

**Payment Terminal**   0001

Please select a payment terminal

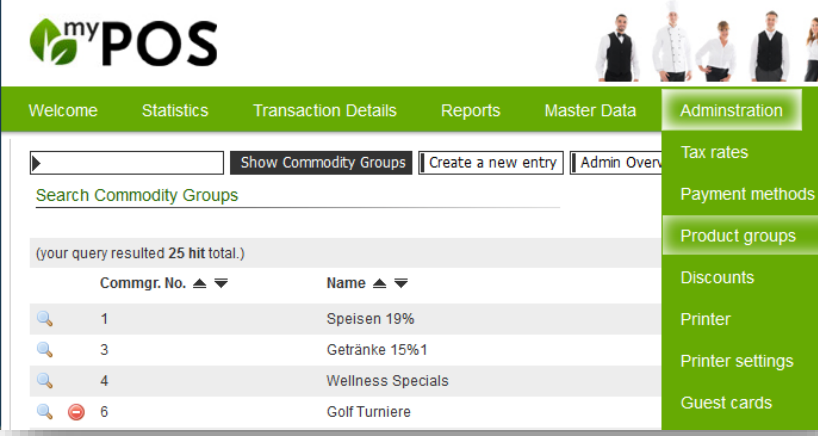
0001

0002

Save Changes   Cancel

## 2.9. 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".



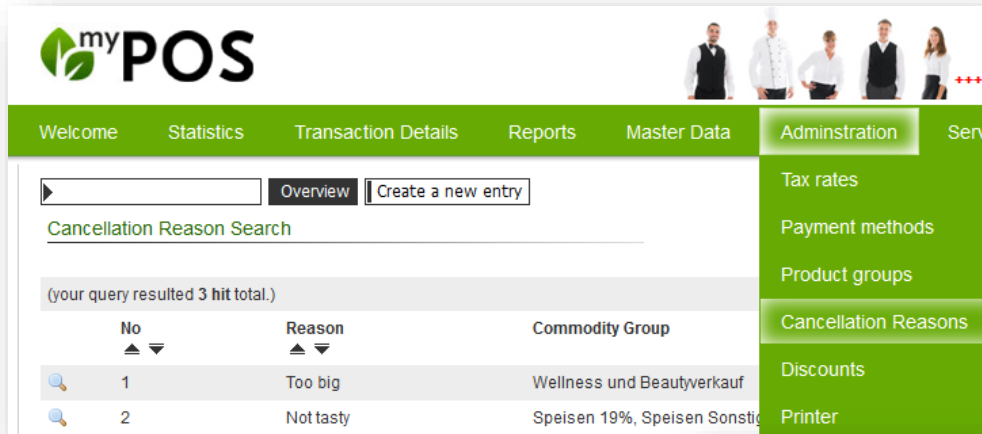
The screenshot displays the myPOS Administration interface. The top navigation bar includes: Welcome, Statistics, Transaction Details, Reports, Master Data, and Administration (highlighted). Below the navigation bar, there are buttons for "Show Commodity Groups", "Create a new entry", and "Admin Over". A search bar labeled "Search Commodity Groups" is present. Below the search bar, a message states "(your query resulted 25 hit total.)". A table lists commodity groups with columns for "Commgr. No." and "Name".

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

On the right side, a vertical menu lists various administration options: Tax rates, Payment methods, Product groups (highlighted), Discounts, Printer, Printer settings, and Guest cards.

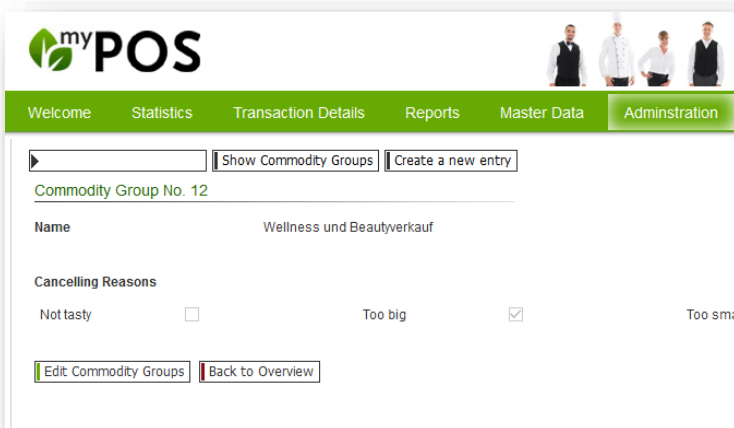
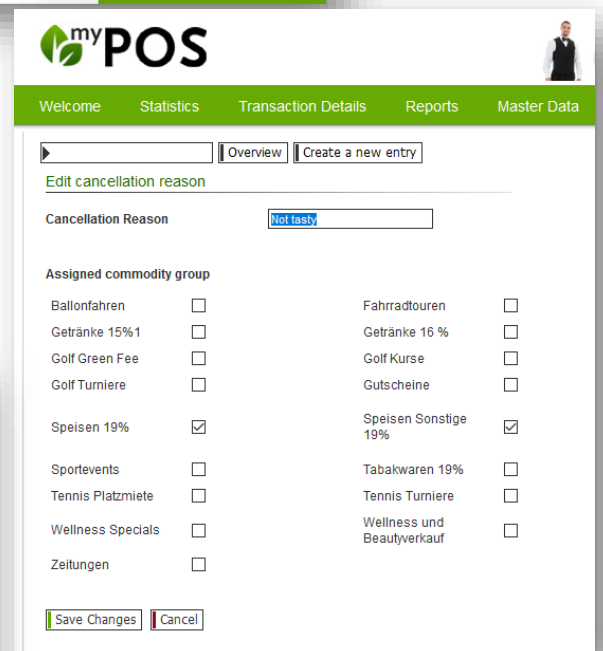
## 2.10. Setup Cancellation Reasons

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**

<b>Transaction</b>	3067	<b>Invoice No</b>		<b>Table Number</b>	1
<b>Cancellation by</b>	Dagmar Rusvay (dry)	<b>Cancellation on</b>	10/22/2020 (16:59:39)	<b>Cash Point</b>	Main Cashpoint
<b>Property</b>	Villa Borghese	<b>Outlet</b>	Restaurant		

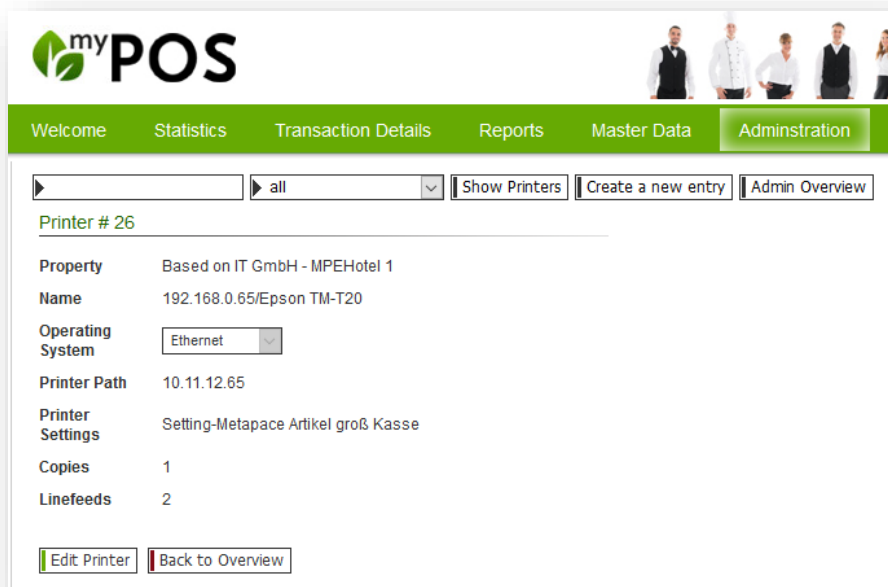
**Items**

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
					<b>-12,50 EUR</b>

[Print Invoice Copy](#) [PDF](#) [Back to Overview](#)

## 2.11. Managing Printers

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



Depending on your Operating system, the path must be set:

- Windows: WORKGROUP/COMPUTERNAME/SHARENAME\$
- Linux: SHARENAME
- Network-Printer: IP-ADRESS

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

## 2.12. 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.

The screenshot shows the myPOS Administration interface. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. The 'Administration' menu is expanded, showing 'Tax rates', 'Payment methods', 'Product groups', and 'Discounts'. The 'Discounts' section is active, displaying a search bar, 'Search discount', 'Create a new entry', and 'Admin Overview' buttons. Below the search bar, it says '(your query resulted 3 hit total.)' and lists three discount entries: '0-100 %', '25 %', and '30 %'. An 'Edit discount' form is overlaid on the right, showing fields for 'Percentage' (25), 'Discount name' (Staff), and 'Active' (checked). The form has 'Save Changes' and 'Cancel' buttons.

### 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.

The screenshot shows the 'Property Discounts- and -Naming' settings interface. It features a table with columns for percentage, description, and name, and checkboxes for selection. Below the table are sections for 'Settings for PMS Connection', 'Happy-Hour', 'Outlet Discounts', and 'Currency'.

Percentage	Description	Name	Selected
0-100 %	Freie Rabattierung	Freie Rabattierung	<input checked="" type="checkbox"/>
30 %	30	VIP	<input checked="" type="checkbox"/>
50 %	Mitarbeiter-Rabatt	Discount Staff	<input checked="" type="checkbox"/>

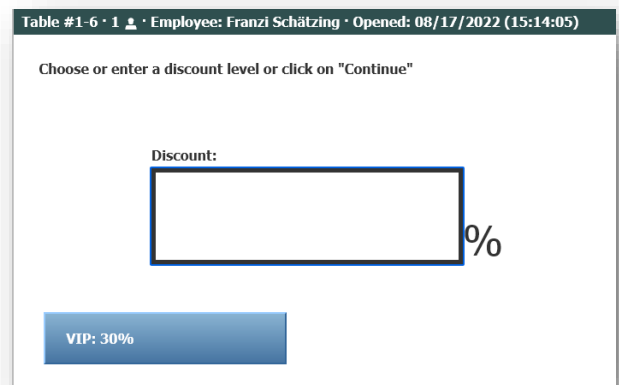
Below the table, there are sections for 'Settings for PMS Connection', 'Happy-Hour', 'Outlet Discounts', and 'Currency'. The 'Outlet Discounts' section is expanded, showing a table with columns for percentage, description, and name, and checkboxes for selection.

Percentage	Description	Selected
0-100 %	Freie Rabattierung	<input checked="" type="checkbox"/>
30 %	VIP	<input type="checkbox"/>
50 %	Discount Staff	<input type="checkbox"/>

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

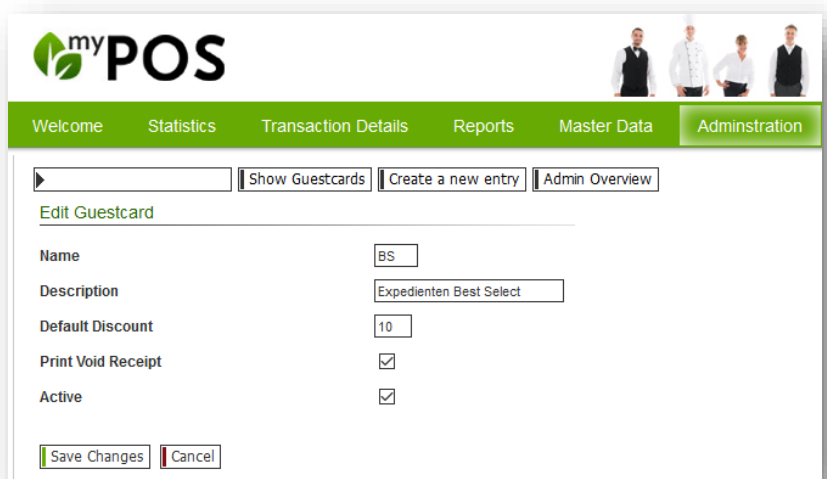
At checkout, after the new and potential discounts have been properly setup, new options for transaction discounts will be offered, which will be applied to reducible items.



## 2.13. 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.



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.

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' user management interface. The 'Master Data' tab is active. A search bar contains 'all' and a 'Start Search' button. Below the search bar, the user details for 'User 123' are displayed in a table format.

User "123"			
Initials	LNO	User Rights	Item Manager
Salutation	Mrs	Language	german
First Name	Lupita	Last Name	Nitango
Property	Kanaren	Outlets	all
User Rights			
Allow negative booking	<input type="checkbox"/>	Deactivate Table/Transaction Protection	<input type="checkbox"/>
Z-Report	<input type="checkbox"/>	Transaction Discount	<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 user details section, 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.

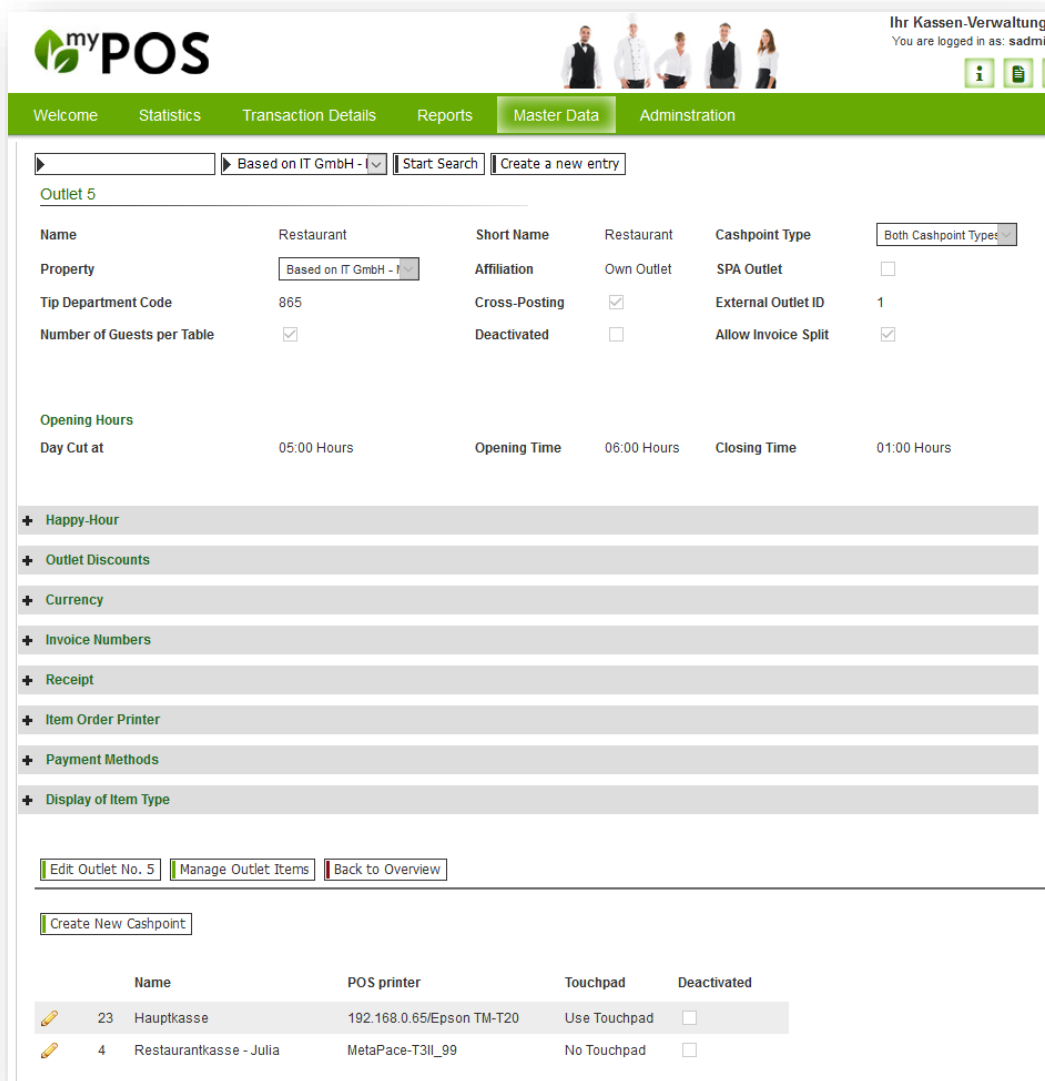
## 4. Managing Your Outlets

Which outlets do you have in your resort? Which cash points/ terminals are assigned to them? One or more? Each cashpoint has its 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, Opening Hours, Short Name, Affiliation, Cross-Posting, Deactivated, Cashpoint Type, SPA Outlet, External Outlet ID, and Allow Invoice Split. Below the form are expandable sections for Happy-Hour, Outlet Discounts, Currency, Invoice Numbers, Receipt, Item Order Printer, Payment Methods, and Display of Item Type. At the bottom, there are buttons for 'Edit Outlet No. 5', 'Manage Outlet Items', and 'Back to Overview'. A 'Create New Cashpoint' button is also present, leading to a table of 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"/>	Show Course before ordering	<input checked="" type="checkbox"/>
Max. Menu Courses	7 Courses	Food Sequence: with Details	<input type="checkbox"/>
	5 Courses		
+ Outlet Discounts	6 Courses		
+ Currency	7 Courses		
+ Invoice Numbers	8 Courses		
	9 Courses		
	10 Courses		

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
Tip	Course: III	Course: I
Outlay	1x Wiener Schnitzel	1x Mangosaft 0,2l 1,35
Deposit	1x Pastateller	1x Coca Cola 0,2l 1,25
Return		1x Adelhöfener 0,25l 1,15
		Course: II
		1x Tomate/ Mozzarella 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!

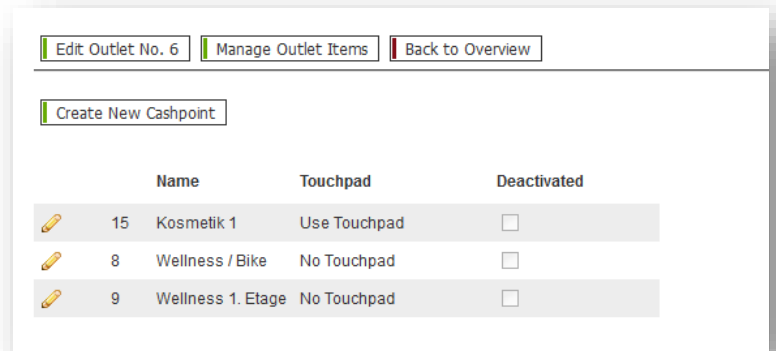
The different payment methods will be shown in the MYPOS Backend in the transaction data, in the Statistics, as well as on the daily closing reports (X- and Z-report) and will be adopted for the cancellations.

## 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.

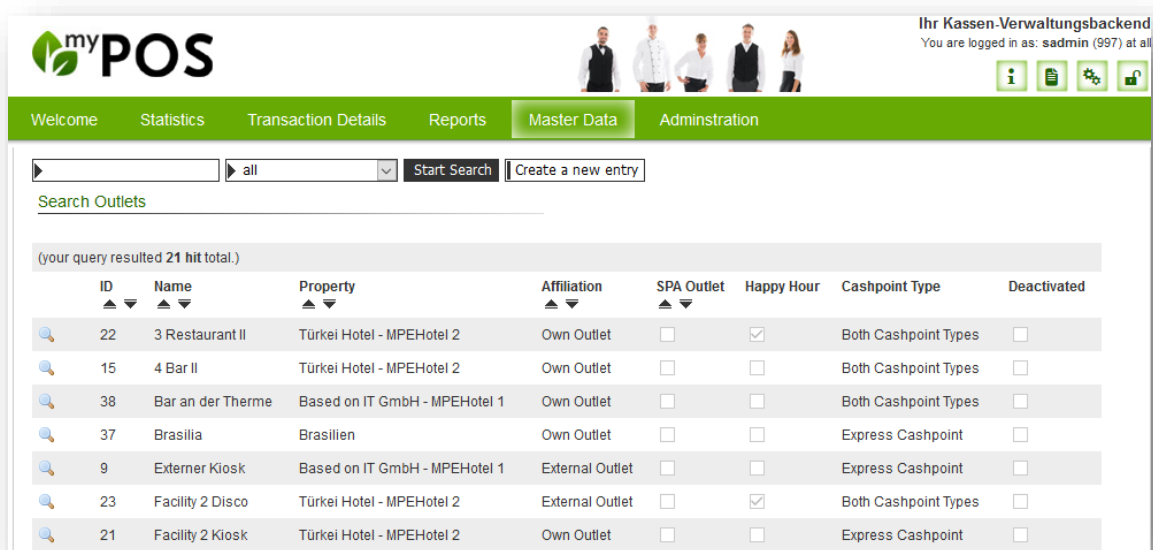
Each point of sale must have at least one cash register assigned to it in order to be able to create articles for sale.

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



## 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.



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	<input type="text" value="Rezeption"/>
Property	<input type="text" value="Villa Borghese"/>
Tip Department Code	<input type="text" value="821"/>
Outlay Department Code	<input type="text" value="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)

Order

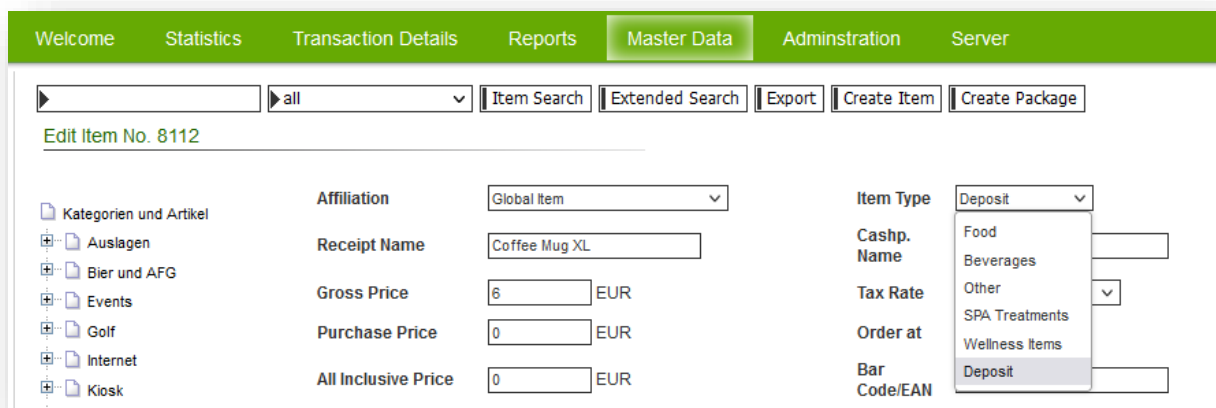
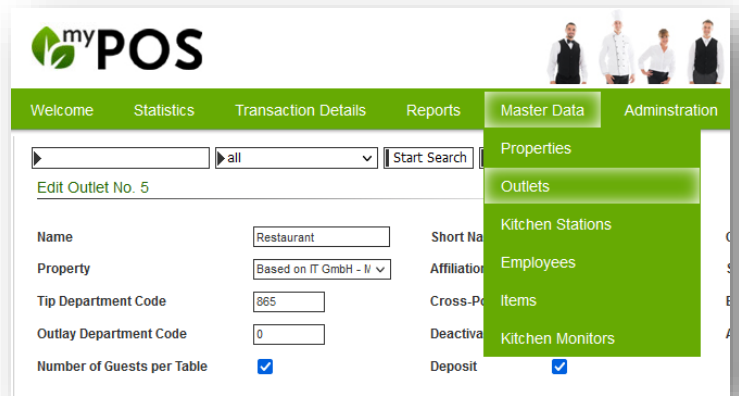
1x Outlay 5,00

5,00 EUR

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.

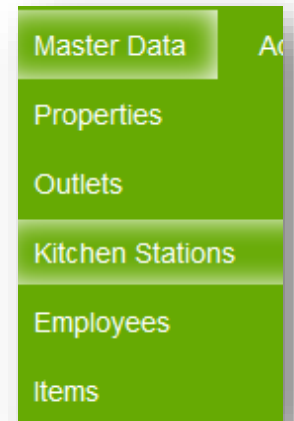


In the MY POS Touchscreen, the new button Deposit as well as Return is offered in the point of sale.

## 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.

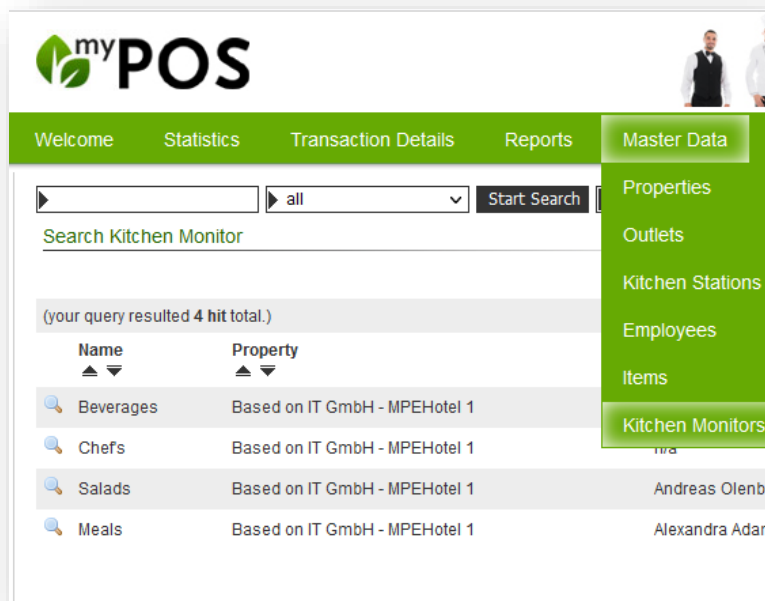
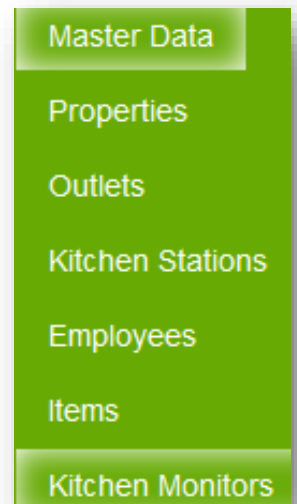
Printer	Deactivated	Kitchen Order
Julia Epson TM-U220	<input type="checkbox"/>	<input checked="" type="checkbox"/>
dry	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 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.

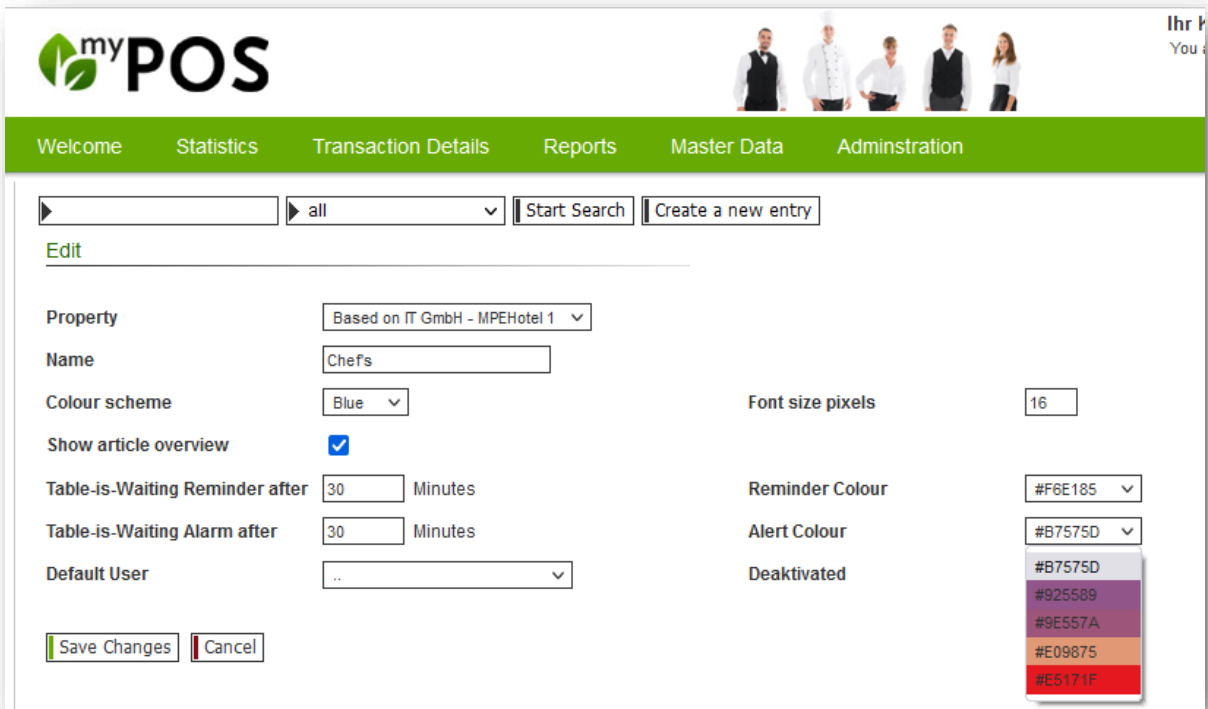
The first step is to configure your monitor views. There is no need for technical assignment by means of IP addresses, but you use this to control the views between which you want to be able to switch within a business, for example a 'Salads' view in which you see all the processes that contain salad 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.

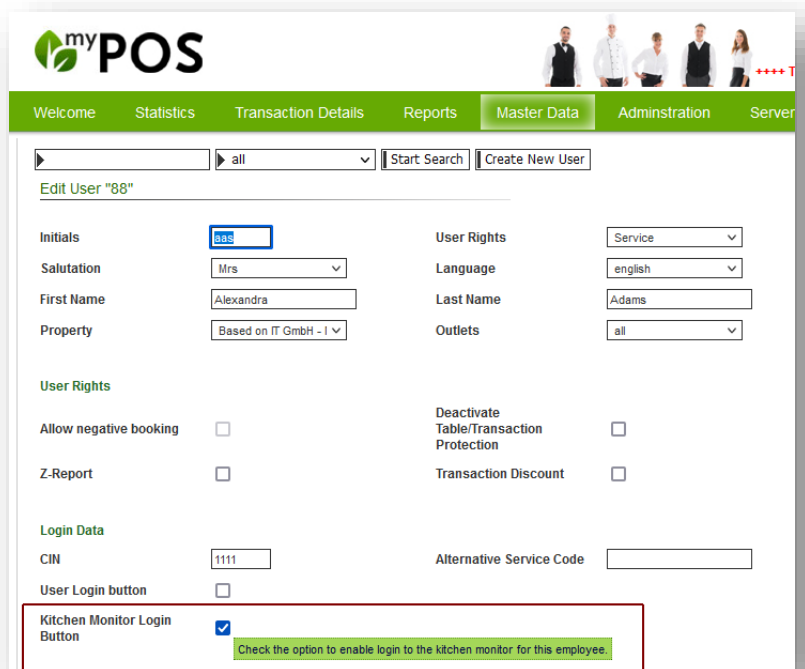


In the configuration of the kitchen monitor view you determine:

- 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.



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:



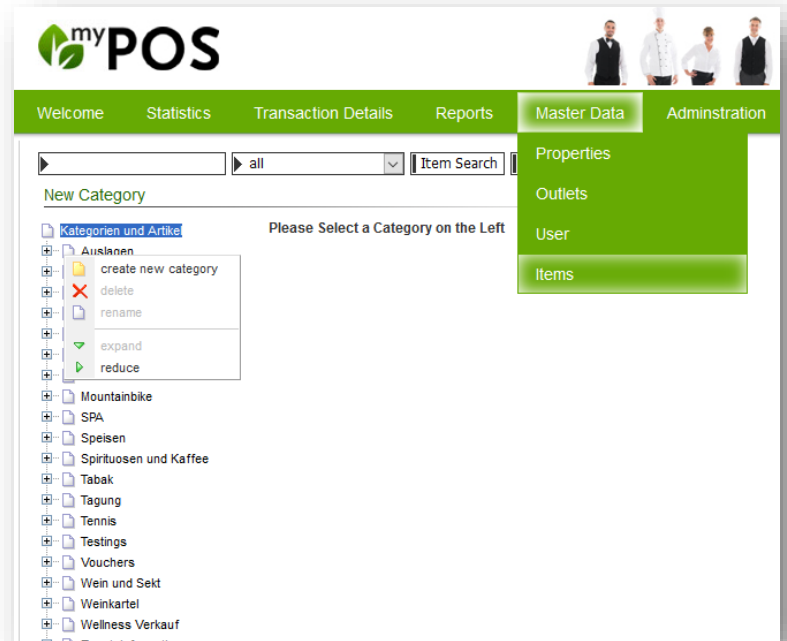
## 6. Categories and Items

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. Deleting 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.



### 6.2. 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.

## 6.3. 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'.



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

Welcome
Statistics
Transaction Details
Reports
Master Data
Administration

all

Item Search

Extended Search

Export

Create Item

Manage Users

**Create New Item**

**Kategorien und Artikel**

- 1 Bier und AFG
  - AFG
  - Bier
  - Kinder Happy Hour
- 2 Speisen
- 3 Spirituosen und Kaffee
- 4 Wein und Sekt
- 5 Mix
- Events
- Golf
- Gutscheine
- Internet
- Kiosk
- Mountainbike
- Tabakwaren
- Tägung
- Tennis
- Weinkarte
- Wellness Verkauf
- Wellness-Anwendungen
- Zusatzinformationen

**Add New Item to Subcategory "AFG"**

Affiliation	Global Item		Item Type	Food
Receipt Name	<input type="text"/>		Cashp. Name	<input type="text"/>
Gross Price	<input type="text"/> EUR		Tax Rate	..
Purchase Price	<input type="text"/> EUR		Common Kitchen Printer	..
All Inclusive Price	<input type="text"/> EUR		Bar Code/EAN	<input type="text"/>
Inventory Control Number	<input type="text"/>		Commission	<input type="text"/> %
Use of Wi-Fi	..			

Possible Discount  VIP Discount  Happy Hour  Manual Discount  All Inclusive

Payable via coupon  Deactivate

**Commodity Group Settings**

Commodity Group	..	Breakfast	..
Lunch	..	Snack	..
Dinner	..	Night	..

**Differing Discount**

<input type="checkbox"/> Gästekarte Bronze (5%)	<input type="checkbox"/> Gästekarte Silber (10%)	<input type="checkbox"/> Gästekarte Gold (15%)	<input type="checkbox"/>
<input type="checkbox"/> Gästekarte Platin (20%)	<input type="checkbox"/> Gästekarte Manager (100%)	<input type="checkbox"/> Expedienten Best Select (0%)	<input type="checkbox"/>
<input type="checkbox"/> Expedienten Best Partner (0%)	<input type="checkbox"/> Expedienten Go Best (0%)	<input type="checkbox"/>	<input type="checkbox"/>

Categories

1 Bier und AFG

▼

AFG

▼

<b>Sold At</b>	<b>Gross Rate Diff.</b>	<b>Tax Diff.</b>	<b>Discount Additional</b>	<b>Favorite</b>
<input type="checkbox"/> Mal Bladibla	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bra Brasilia	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Extermer Kiosk	<input type="text"/> TRY	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> ABC Facility 2 Bar	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> ABC Facility 2 Disco	<input type="text"/> TRY	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> ABC Facility 2 Kiosk	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> ABC Facility2 Outlet	<input type="text"/> TRY	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Fahrradverleih	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Golfdesk	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Kan Kanaren Test-Spa	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Lobby Bar	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Mal Maille 1	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Restaurant	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Rezeption	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Thermen Bar	<input type="text"/> EUR	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Bol Wellness	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Mal Wellness	<input type="text"/> USD	..	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None
<input type="checkbox"/> Choose all / no entry			<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI	None

Property	Receipt Name diff.	Cashpoint Name diff.
Türkei Hotel	<input type="text"/>	<input type="text"/>
Based on IT GmbH	<input type="text"/>	<input type="text"/>
Brasilien	<input type="text"/>	<input type="text"/>
Kanaren	<input type="text"/>	<input type="text"/>
Malediven	<input type="text"/>	<input type="text"/>
New York	<input type="text"/>	<input type="text"/>

Create Item

Cancel

- *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*
- *Use of Wi-Fi* – In case you want to sell Wi-Fi Vouchers through your cashpoint, just create an item and set the period of validity
- *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.

## 6.4. Item Search

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

The image displays two screenshots of the myPOS software interface. The top screenshot shows the 'Item Search' tab selected, with a search bar and buttons for 'Item Search', 'Extended Search', and 'Export'. The bottom screenshot shows the 'Extended Search' tab selected, displaying a list of categories on the left and a form with fields for 'Receipt Name', 'Cashp. Name', 'Tax Rate', 'Commodity Group', 'Categories', 'Inventory Control Number', and 'Inactive', along with a 'Start Extended Search' button.

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'.

## 6.5. 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'.

## 6.6. 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.

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

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

Item Search Extended Search Export Create Item

Browse Items

- Kategorien und Artikel
  - 1 Bier und AFG
    - AFG
    - Bier
    - Kinder Happy Hour
  - 2 Speisen
  - 3 Spirituosen und Kaffee
    - Cocktails alkoholfrei
    - Cocktails alkoholisch
    - Kaffee**
    - Liköre
    - Longdrinks
    - Spirit braun
    - Spirituosen
  - 4 Wein und Sekt
  - 5 Mix
  - Events
  - Golf
  - Gutscheine
  - Internet
  - Kiosk
  - Mountainbike
  - Tabakwaren
  - Tagung
  - Tennis
  - Weinkarte
  - Wellness Verkauf
  - Wellness-Anwendungen
  - Zusatzinformationen

Bulk Changes

(This Category Contains 39 Items.)

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'.

## 6.7. 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.

## 6.8. Global Item Changes

You may change all items of a category in one step: Click on 'Bulk Changes' and edit the desired details. Confirm your changes with a click on 'Submit Changes for all Items'.

The screenshot shows the myPOS web interface. At the top, there is a navigation bar with 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. Below this is a search bar with 'Item Search', 'Extended Search', 'Export', and 'Create Item' buttons. The main content area shows a tree view of categories and articles. The 'Kaffee' subcategory is selected, and a 'Bulk Changes' modal is open. The modal title is 'Changes for all items in subcategory Kaffee (in maincategory 3 Spirituosen und Kaffee)'. It contains several dropdown menus for 'Tax Rate', 'Commodity Group', 'Common Kitchen Printer', 'VIP Discount', 'Happy Hour', 'Manual Discount', 'All Inclusive', 'Payable via coupon', and 'Deactivate', all set to 'No Change'. At the bottom, there are checkboxes for various loyalty cards and employee discounts, including 'Gästekarte Bronze(5%)', 'Gästekarte Silber(10%)', 'Gästekarte Gold(15%)', 'Gästekarte Platin(20%)', 'Gästekarte Manager(100%)', 'Expediten Best Select(0%)', 'Expediten Best Partner(0%)', and 'Expediten Go Best(0%)'. At the very bottom of the modal are 'Submit Changes for all Items' and 'Cancel' buttons.

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

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

Item Search Extended Search Export Create Item

Browse Items

Kategorien und Artikel

- 1 Bier und AFG
  - AFG
  - Bier
  - Kinder Happy Hour
- 2 Speisen
- 3 Spirituosen und Kaffee
  - Cocktails alkoholfrei
  - Cocktails alkoholisch
  - Kaffee**
  - Liköre

**Bulk Changes**  
(This Category Contains 39 Items.)

ID	Receipt Name	Categories	Gross Price	Tax Rate	Possible Discount
6121	Cafe C				
5403	Cappu				
6105	Cappu				

**Changes for all items in subcategory Kaffee (in maincategory 3 Spirituosen und Kaffee)**

Tax Rate: No Change

Commodity Group: No Change

Common Kitchen Printer: No Change

VIP Discount: No Change

Happy Hour: No Change

Manual Discount: No Change

All Inclusive: No Change

Payable via coupon: No Change

Deactivate: No Change

Gästekarte Bronze(5%)   Gästekarte Silber(10%)   Gästekarte Gold(15%)   Gästekarte Platin(20%)

Gästekarte Manager(100%)   Expediten Best Select(0%)   Expediten Best Partner(0%)   Expediten Go Best(0%)

Submit Changes for all Items Cancel

## 6.9. Managing Outlet Items

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

The screenshot shows the myPOS web interface. At the top right, it says "Ihr Kassen-Verwaltungsbackend" and "You are logged in as: admin (997) at all". The navigation bar includes "Welcome", "Statistics", "Transaction Details", "Reports", "Master Data", and "Administration". Below the navigation bar, there is a search bar with a dropdown menu set to "all", a "Start Search" button, and a "Create a new entry" button. The main content area is titled "Manage Outlet Items" and shows "Fahrradverleih" with a category dropdown set to "1 Bier und AFG" and a "Show Items" button.

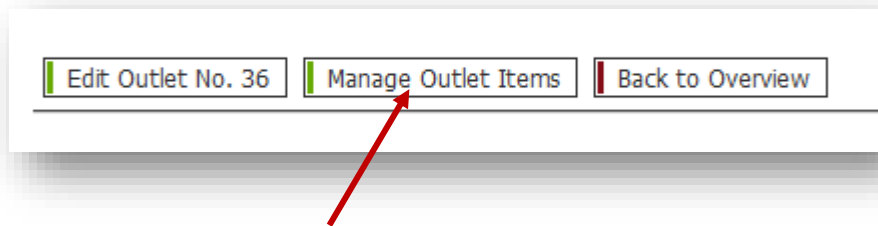
Now select a category and click on 'Show Items'. Each item is shown with its price and tax rate. You may set a discount for this outlet by checking the boxes of preset deductions for VIP, Happy Hour, All Inclusive Price or MAN (manual reduction).

The screenshot shows the myPOS web interface with the "Manage Outlet Items" page for "Fahrradverleih" and category "3 Spirituosen und Kaffee". A table of items is displayed with columns for Receipt Name, Price, Price Diff., Tax, Tax Diff., Common Discount, and Discount Additional.

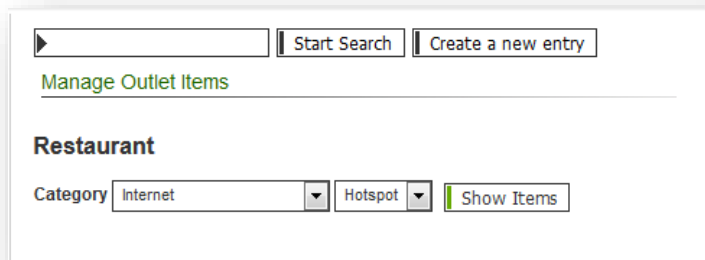
Receipt Name	Price	Price Diff.	Tax	Tax Diff.	Common Discount	Discount Additional
<input checked="" type="checkbox"/> Absolut Lemon	7,60 EUR	<input type="text"/>	EUR 20,00 %	..	<input checked="" type="checkbox"/> VIP <input checked="" type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> 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	<input type="text"/>	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	<input type="text"/>	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	<input type="text"/>	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	<input type="text"/>	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.







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



---

Welcome
Statistics
Transaction Details
Reports
Master Data
Administration

Start Search
Create a new entry

Manage Outlet Items

---

**Restaurant**

Category Internet Hotspot Show Items

Receipt Name	Price	Price Diff.	Tax	Tax Diff.	Common Discount	Discount Additional
<input type="checkbox"/> HotSpot 1 Woche	0,00 EUR	<input type="text"/> EUR	10,00 %	..	<input type="checkbox"/> VIP <input 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 type="checkbox"/> HotSpot 2 Wochen	0,00 EUR	<input type="text"/> EUR	10,00 %	..	<input type="checkbox"/> VIP <input 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 type="checkbox"/> HotSpot 3 Wochen	0,00 EUR	<input type="text"/> EUR	10,00 %	..	<input type="checkbox"/> VIP <input 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 type="checkbox"/> HotSpot 6 Monate	0,00 EUR	<input type="text"/> EUR	10,00 %	..	<input type="checkbox"/> VIP <input 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 type="checkbox"/> Choose all / no entry						

Save Changes
Back to Outlet

## 6.10. 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

**Receipt Name:** Medium

**Gross Price:** 0 EUR

**Categories:** Garzustände

**Item Type:** Food

**Cashp. Name:** Medium

**Outlets Affiliation:** Show Property: all

**Sold At:**

- Mal Bladibia
- Bra Brasilia
- Bol Externer Kiosk
- ABC Facility 2 Bar
- ABC Facility 2 Disco
- ABC Facility 2 Kiosk
- ABC Facility2 Outlet
- Bol Fahrradverleih
- Bol Golfdesk
- Kan Kanaren Test-Spa
- Bol Lobby Bar
- Mal Malle1
- Bol Restaurant
- Bol Rezeption
- Bol Thermen Bar
- Bol Wellness
- Mal Wellness
- Choose all / no entry

**Gross Rate Diff.**

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

**Property:** Türkei Hotel, Based on IT GmbH, Brasilien, Kanaren, Malediven, New York

Property	Receipt Name diff.	Cashpoint Name diff.
Türkei Hotel		
Based on IT GmbH		
Brasilien		
Kanaren		
Malediven		
New York		

**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

<b>Kategorien und Artikel</b>	<b>Affiliation</b>	Global Item	<b>Item Type</b>	Food
1 Bier und AFG	<b>Receipt Name</b>	Rumpsteak	<b>Cashp. Name</b>	Rumpsteak 350
2 Speisen	<b>Gross Price</b>	27,00 EUR	<b>Tax Rate</b>	Standard (19,00 %)
1 Kl. Karte	<b>Purchase Price</b>	12,50 EUR	<b>Common Kitchen Printer</b>	abstract printer 1
2 Vorspeisen	<b>All Inclusive Price</b>	25,00 EUR	<b>Bar Code/EAN</b>	
3 Hauptgang	<b>Inventory Control Number</b>	7889	<b>Commission</b>	0%
4 Dessert	<b>Use of Wi-Fi</b>	..		
Buffet	<b>Possible Discount</b>	<input checked="" type="checkbox"/> VIP Discount <input type="checkbox"/> Happy Hour <input type="checkbox"/> Manual Discount <input type="checkbox"/> All Inclusive		
Kinder	<b>Payable via coupon</b>	<input checked="" type="checkbox"/>	<b>Deactivate</b>	<input type="checkbox"/>
3 Spirituosen und Kaffee	<b>Commodity Group Settings</b>			
4 Wein und Sekt	<b>Commodity Group</b>	Speisen 19%	<b>Breakfast</b>	
5 Mix	<b>Lunch</b>		<b>Snack</b>	
Auslagen	<b>Dinner</b>		<b>Night</b>	
Events	<b>Differing Discount</b>			
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**  Bol 1 Restaurant I Gross Rate Diff. Tax Diff. Discount Additional:  VIP  HH  MAN  AI Favorite: Pink

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



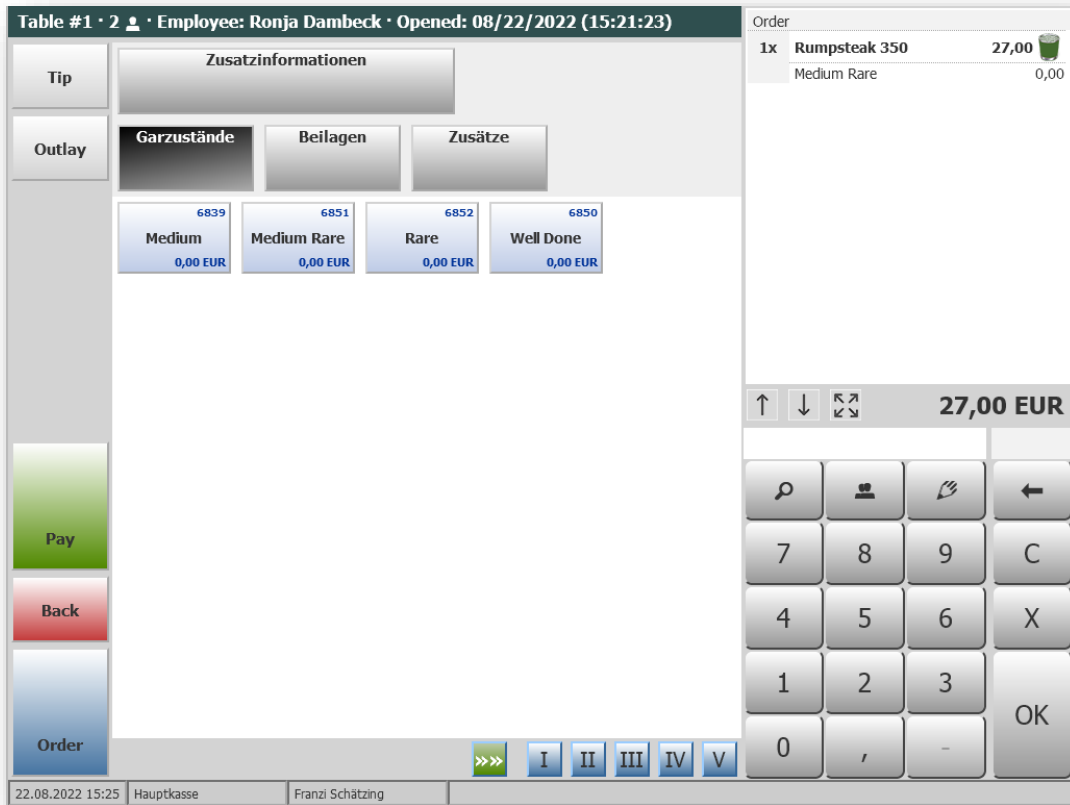
With a click, an item-detail view opens, where the settings for the item in this outlet may be managed. Now you may choose an Additional Information Category as mandatory.

all Item Search Extended Search Export Create Item

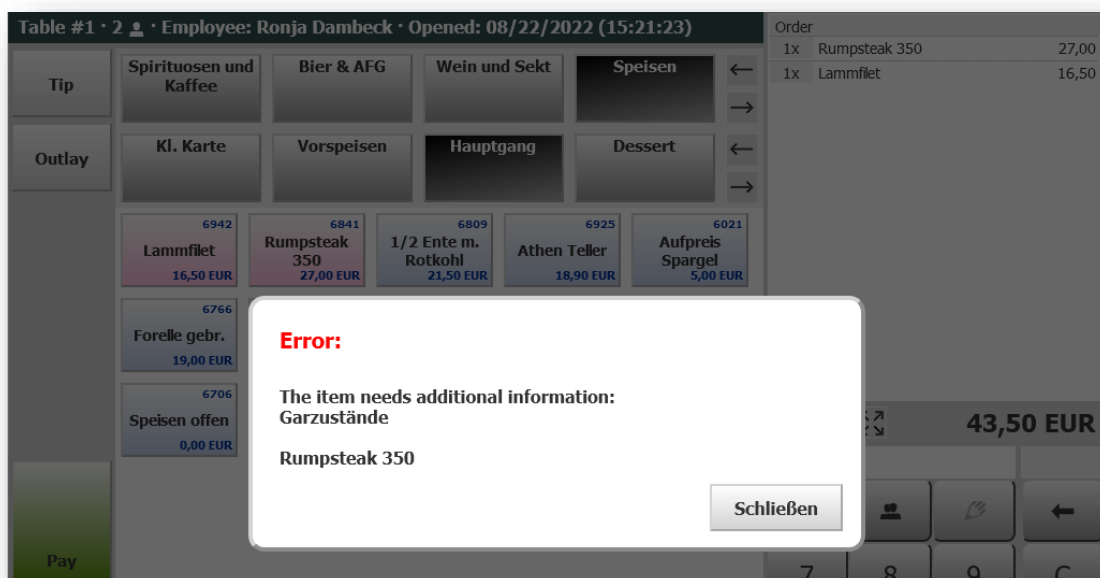
Edit Item No. 6841

<b>Kategorien und Artikel</b>	<b>Outlet:</b>	Bol 1 Restaurant I	
1 Bier und AFG	<b>Item:</b>	Rumpsteak 350	
2 Speisen	<b>Sold At:</b>	<input checked="" type="checkbox"/>	
1 Kl. Karte	<b>Gross Price:</b>	<input type="text"/> EUR	27,00 EUR
2 Vorspeisen	<b>Tax Rate:</b>	..	19,00 %
3 Hauptgang	<b>Discount Additional:</b>	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input checked="" type="checkbox"/> MAN <input type="checkbox"/> AI	<input checked="" type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
4 Dessert	<b>Mandatory field:</b>	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.



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.



## 6.11. Item Bundles

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

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

### Create a Package

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

The screenshot shows the myPOS administration interface. The top navigation bar includes 'Welcome', 'Statistics', 'Print Outs', 'Wi-Fi', 'Cancellation', 'Coupons', 'Items', 'Outlets', 'Admin', and 'User'. The 'Items' section is active, showing a search bar and buttons for 'Item Search', 'Extended Search', 'Export', 'Create Item', and 'Create Package'. A sidebar on the left lists categories like '1 Bier und AFG', '2 Speisen', '3 Spirituosen und Kaffee', etc. The main area displays a table of items with the following data:

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

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

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

The screenshot shows the 'Package Components' dialog box. It has a search bar with 'pro' entered and a button to search. Below the search bar is a table of items with the following data:

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.

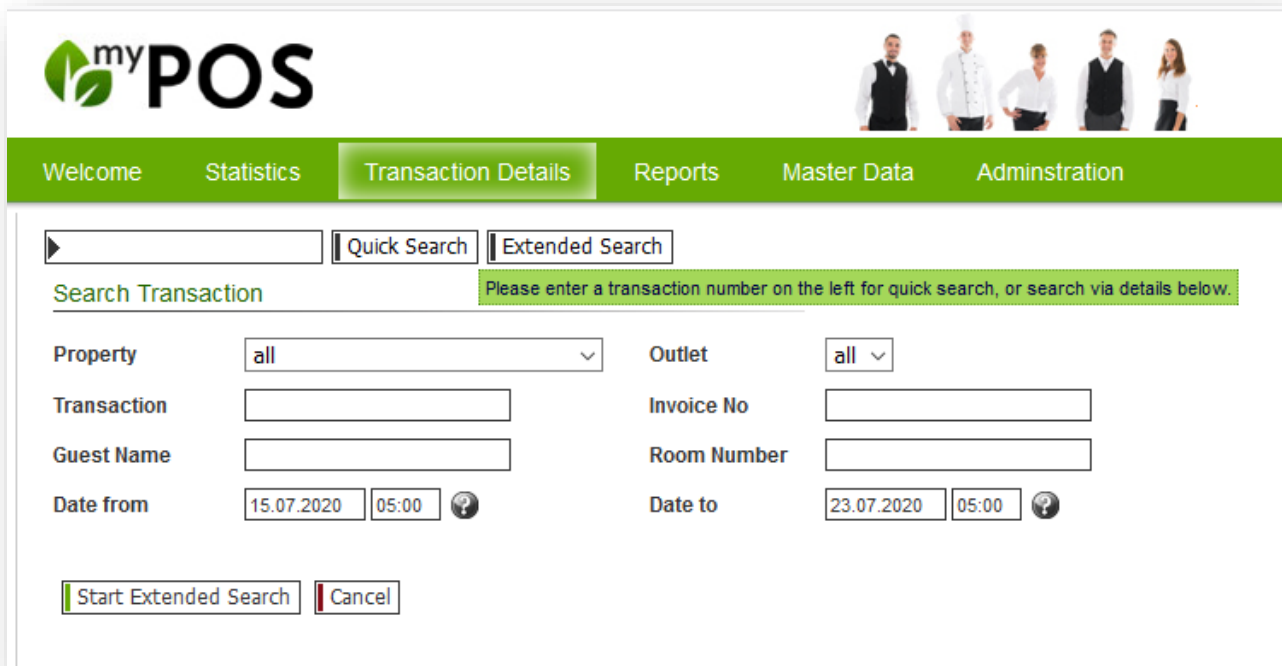
In the MY POS Administration statistics, bundle revenues are counted to the individual bundle items' categories. But in the transaction details you will see the package with its items:

## 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:

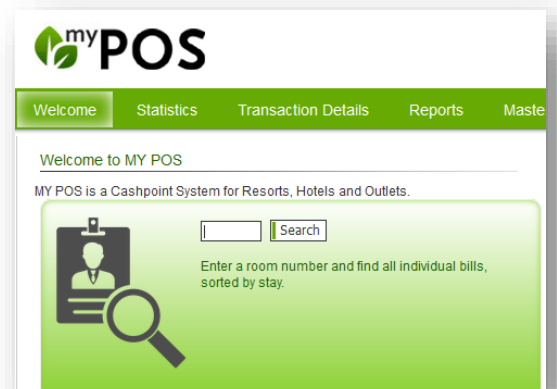


The screenshot shows the 'myPOS' web application interface. At the top, there is a navigation bar with tabs: 'Welcome', 'Statistics', 'Transaction Details' (which is active), 'Reports', 'Master Data', and 'Administration'. Below the navigation bar, there are two search options: 'Quick Search' and 'Extended Search'. A green banner below these options contains the text: 'Please enter a transaction number on the left for quick search, or search via details below.' The main search area is titled 'Search Transaction' and contains several input fields: 'Property' (dropdown menu set to 'all'), 'Outlet' (dropdown menu set to 'all'), 'Transaction' (text input), 'Invoice No' (text input), 'Guest Name' (text input), 'Room Number' (text input), 'Date from' (date and time input set to '15.07.2020 05:00'), and 'Date to' (date and time input set to '23.07.2020 05:00'). At the bottom of the search area, 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 includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', and 'Master Data'. Below the navigation bar, there is a green banner with the text: 'Welcome to MY POS' and 'MY POS is a Cashpoint System for Resorts, Hotels and Outlets.' Below this banner, there is a search area with a magnifying glass icon, a text input field, and a 'Search' button. The text below the search area reads: '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.

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

Navigation: Welcome | Statistics | **Transaction Details** | Reports | Master Data | Administration

Search:  Quick Search | Extended Search

**Transaction 2977**

**Transaction Data**

Transaction	2977	Invoice No	500558
Service	Thomas Bienmüller (tbr)	Date	07/13/2020 (14:56:40)
Property	Based on IT GmbH - MPEHotel 1	Outlet	Rezeption
		Table Number	-
		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
					<b>12,40 EUR</b>

Printer: 192.168.0.65/Epson TM-T20

**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
				<b>-2,70 EUR</b>

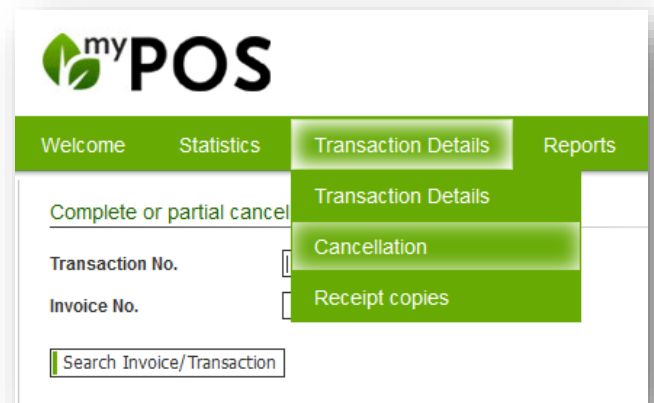
## 7.4. Cancellations

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".



The screenshot shows the myPOS web interface with a successful partial cancellation. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. A message at the top right says 'Ihr Kassen-Verwaltungsbackend' and 'You are logged in as: sadmin (997) at all'. A green checkmark icon and the text 'Partial Cancellation successful.' are visible. The main content area is titled 'Complete or partial cancellation of transactions' and shows 'Transaction Data' for transaction 2827. Below this is a table of items with their gross prices, amounts, and cancellation status. At the bottom, there are buttons for 'Complete Cancellation', 'Partial Cancellation', and 'Back to Overview'. A 'Linked Cancellations' section shows a cancelled transaction 2996 with a table of items.

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
				<b>11,70 EUR</b>
Payment by	Amount			
Barzahlung	11,70 EUR			

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	
				<b>0,00 EUR</b>

## 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.

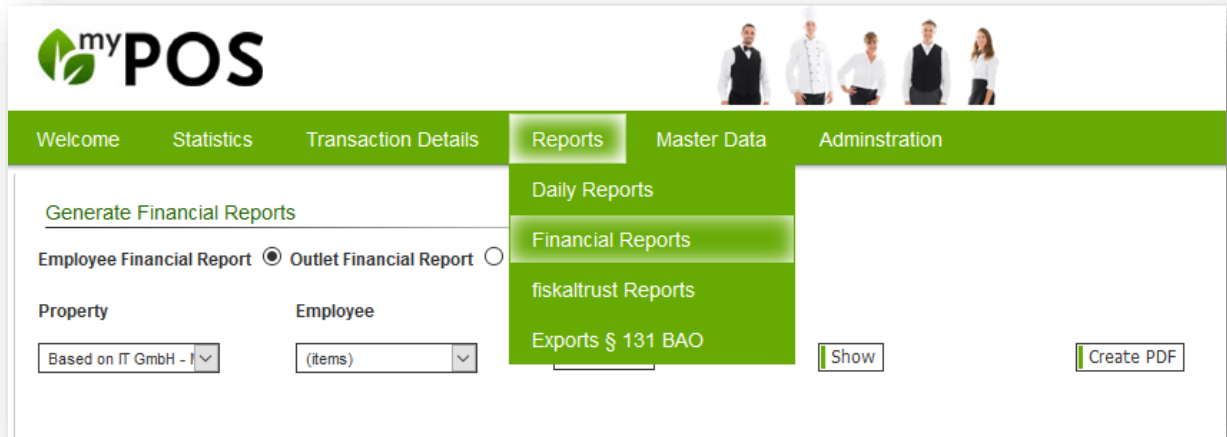
The screenshot shows the myPOS software interface. At the top, there is a navigation bar with tabs: Welcome, Statistics, Transaction Details, Reports, Master Data, and Administration. The 'Reports' tab is active, and a dropdown menu is open, showing options: Daily Reports, Financial reports, fiskaltrust Reports, and Exports § 131 BAO. Below the navigation bar, there are two main sections: 'X-Report' and 'Z-Report'. The 'X-Report' section has fields for 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), and Hours (05:00 - 05:00). There are buttons for 'X-Report' and 'Cancel'. The 'Z-Report' section has fields for Property (Based on IT GmbH - MPEHotel 1), Outlets (Restaurant), Printer (192.168.0.65/Epson TM-T20), Date (07/22/2020), and Cashpoint Report No. (empty). There is a table showing the last 5 Daily Closing Reports with columns: Report number, Start, End, Printed, and Choice. The table data is as follows:

Report number	Start	End	Printed	Choice
45	27.03.2017 15:03	30.03.2017 14:37	☑	Z-Report
44	27.03.2017 13:29	27.03.2017 15:03	☑	Z-Report
43	21.03.2017 15:06	27.03.2017 13:29	☑	Z-Report
42	20.03.2017 13:53	21.03.2017 15:06	☑	Z-Report
41	06.03.2017 09:57	20.03.2017 13:53	☑	Z-Report

There are buttons for 'Z-Report' and 'Cancel' at the bottom of the 'Z-Report' section.

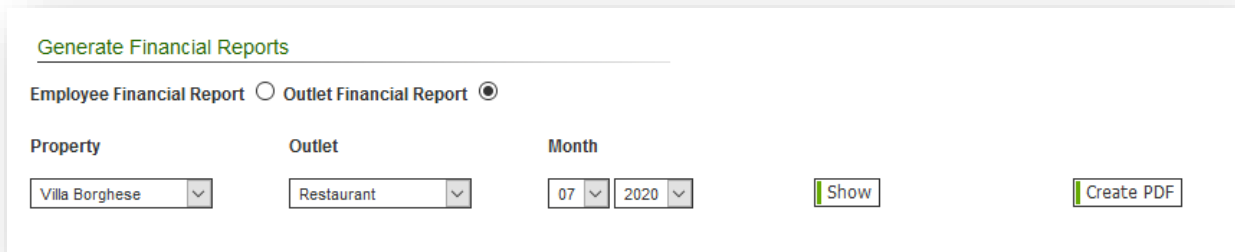
## 8.2. Employee and outlet reports

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 the 'Reports' menu open. The menu options are: Daily Reports, Financial Reports (highlighted), fiskaltrust Reports, and Exports § 131 BAO. The main content area shows the 'Generate Financial Reports' section with radio buttons for 'Employee Financial Report' and 'Outlet Financial Report' (selected). Below are dropdown menus for 'Property' (Based on IT GmbH - I) and 'Employee' ((items)). There are 'Show' and 'Create PDF' buttons.

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



The screenshot shows the 'Generate Financial Reports' section with radio buttons for 'Employee Financial Report' and 'Outlet Financial Report' (selected). Below are dropdown menus for 'Property' (Villa Borghese), 'Outlet' (Restaurant), and 'Month' (07 2020). There are 'Show' and 'Create PDF' buttons.

## 9. Statistics

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

The screenshot shows the 'Statistics' interface in MY POS. The top navigation bar includes 'Welcome', 'Statistics', 'Transaction Details', 'Reports', 'Master Data', and 'Administration'. The 'Statistics' section is titled 'Sales and Order Statistics' and features a 'Period' selector set to 'Meal Times'. Below this are filters for 'From' (07/22/2020 05:00) and 'To' (07/23/2020 05:00), along with 'Card Number', 'Payment Method', and 'Outlet-Currency' dropdowns. Seven filter columns are visible: Property, Outlet, Employee, Specialist, Cashpoint, Category, and Item. Each column has a list of options and an 'active only' checkbox. An 'OK' button is on the right. Below the filters, a summary shows '(31 hit - Total gross: 138,21 EUR.)'. A table displays transaction details with columns for Item, Property / Outlet, Cashpoint / Service, Guest (Card / Room/PM), Time, Gross, Amount, Total Gross, and Payment Method.

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.

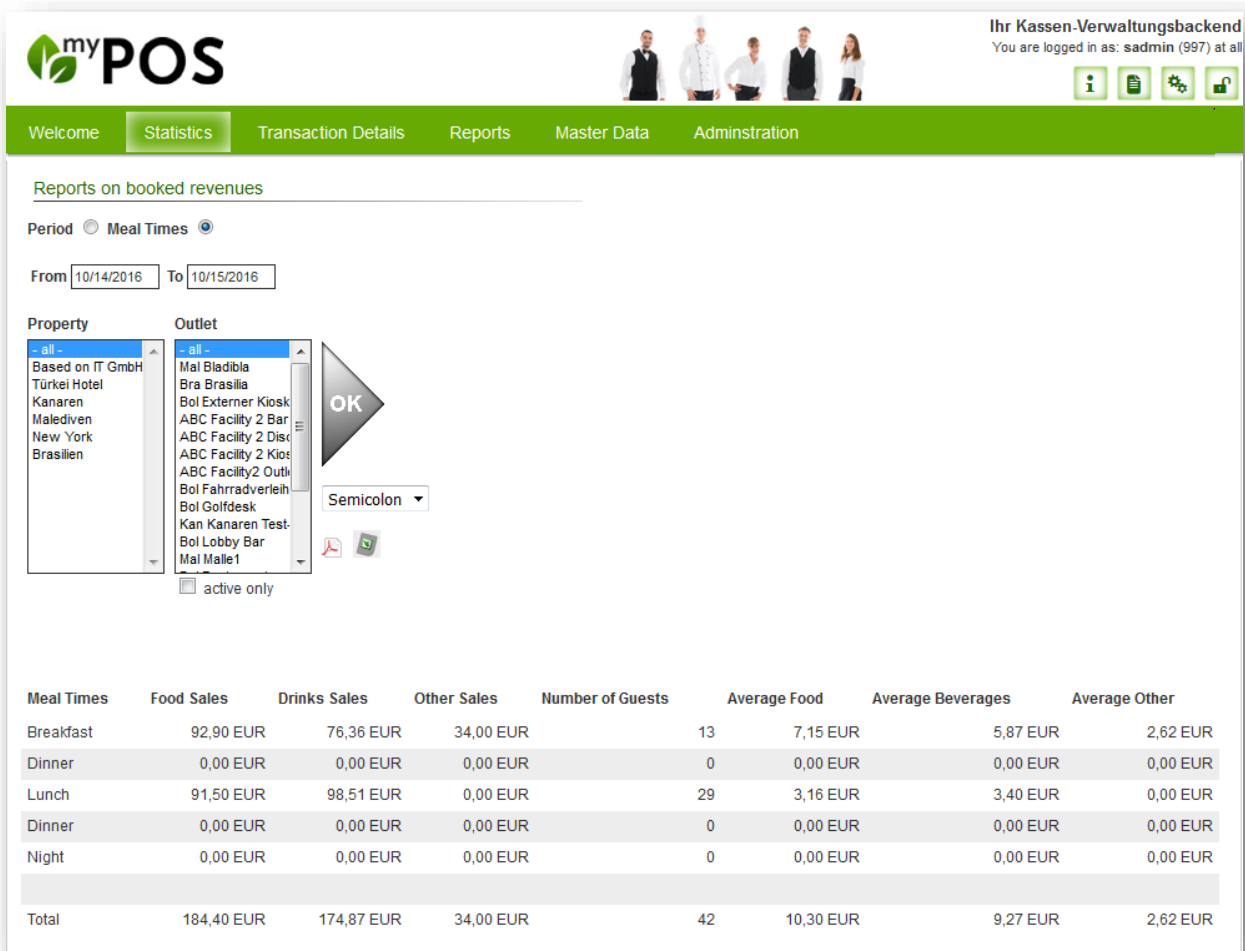
Kombucha 0,33l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9909)	07/22/2020, 12:34	3,40 EUR	1x	3,40 EUR	KK VISA
Cola light 0,4l	Villa Borghese / Restaurant	Main Cashpoint / Daniel Krause	(--- / 9908)	07/22/2020, 12:34	4,20 EUR	1x	4,20 EUR	KK Euro/Mastercard
Fruchtsch. 0,25l	Villa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



Transaction No. 2990

## 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: **sadmin (997)** at all

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

Reports on booked revenues

Period  Meal Times

From  To

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

Outlet:   
 Mal Bladibla  
 Bra Brasilia  
 Bol Externer Kiosk  
 ABC Facility 2 Bar  
 ABC Facility 2 Disc  
 ABC Facility 2 Kios  
 ABC Facility 2 Outli  
 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
<b>Total</b>	<b>184,40 EUR</b>	<b>174,87 EUR</b>	<b>34,00 EUR</b>	<b>42</b>	<b>10,30 EUR</b>	<b>9,27 EUR</b>	<b>2,62 EUR</b>


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.

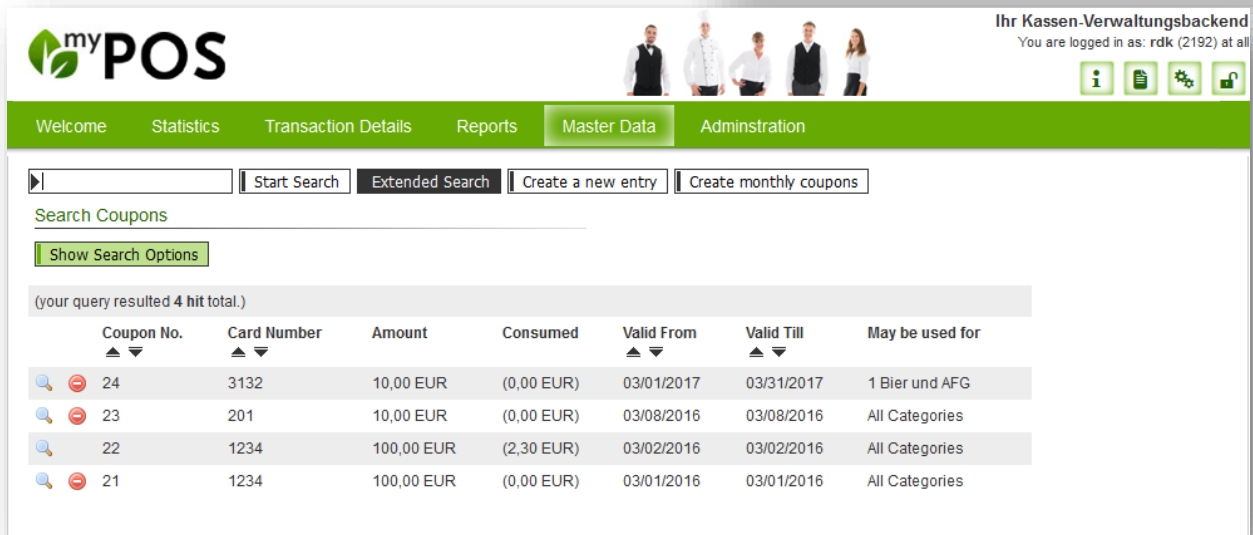
## 10. Vouchers

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.



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

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

Start Search Extended Search Create a new entry Create monthly coupons

Search Coupons

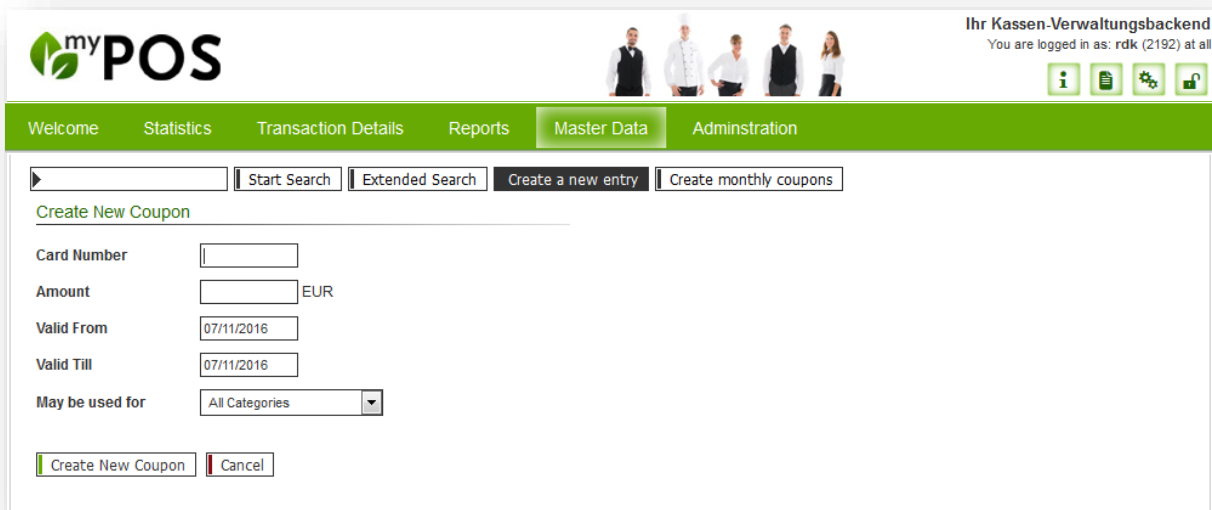
Show Search Options

(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'.



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

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

Start Search Extended Search **Create a new entry** Create monthly coupons

Create New Coupon

Card Number

Amount  EUR

Valid From

Valid Till

May be used for

Create New Coupon Cancel

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' interface for creating monthly coupons. 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 'Create monthly coupons' and contains the following fields and options:

- Cardnumber:** An empty text input field.
- Amount:** An empty text input field.
- May be used for:** A dropdown menu currently set to 'All Categories'.
- Year:** A list box with options 2016, 2017, and 2018. 2016 is selected.
- Month:** A list box with options from January to December. July is selected.
- Buttons:** 'Create Coupon' and 'Cancel' buttons are located to the right of the month list.

At the top right of the interface, it says 'Ihr Kassen-Verwaltungsbackend' and 'You are logged in as: rdk (2192) at all'. There are also several utility icons (info, print, settings, lock) and a search bar with 'Start Search', 'Extended Search', 'Create a new entry', and 'Create monthly coupons' buttons.

# 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.

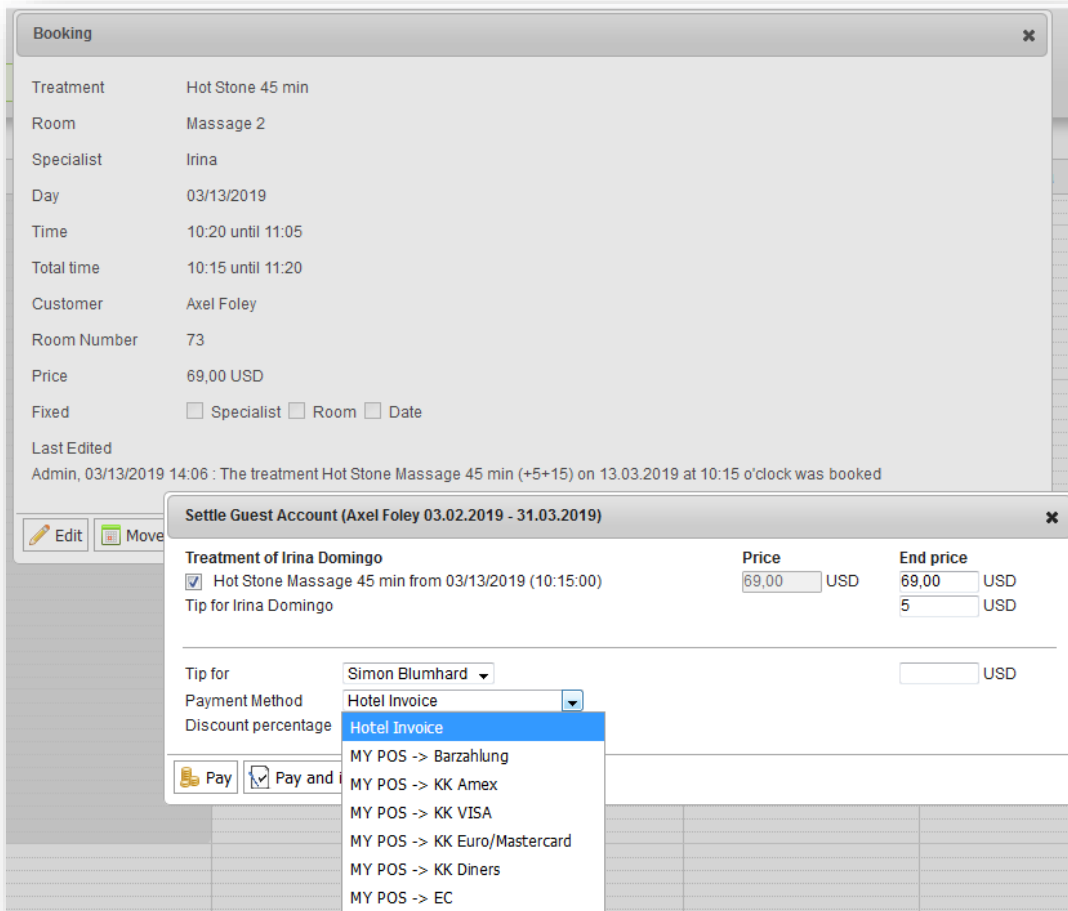
## 11.2. Day Spa Guests and Direct Payment: Settle MY SPA Services

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.

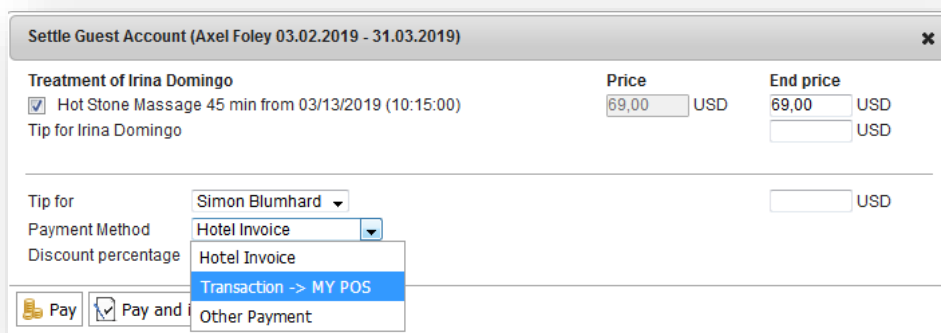
When selecting the setting 'Express Cashpoint, the payment methods set in the MY POS

The screenshot shows a configuration window titled "Settings for PMS Connection". It is divided into two main sections. The left section contains fields for "PMS Connection" (set to "MY POS + Protel"), "Hotel Property ID" (2), "MYPOS Outlet ID" (36), "MY POS Default Customer" (Mustermann, Max), and "URL". The right section contains a checked "MYPOS Payment" checkbox, a "Type of CashPoint Use" dropdown menu (set to "Express Cashpoint"), "MYPOS Default Item" (set to "Express Cashpoint"), and "Hotel Interface Username" (set to "Transaction Cashpoint"). Blue arrows point from the "MYPOS Payment" checkbox to the "Type of CashPoint Use" dropdown and from the "Type of CashPoint Use" dropdown to the "MYPOS Default Item" field.

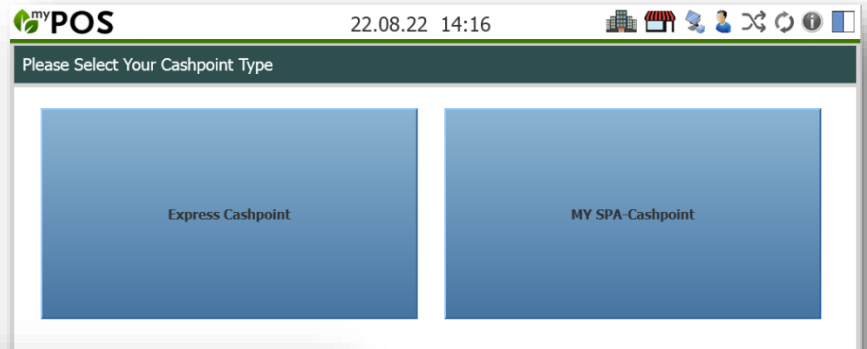
administration are offered in the selection of the payment methods that are possible for this guest. If he is checked in at the hotel, the payment method 'hotel bill' is pre-selected. If the guest is checked out, blocked or unknown in the hotel system, only the payment methods of the cash register are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



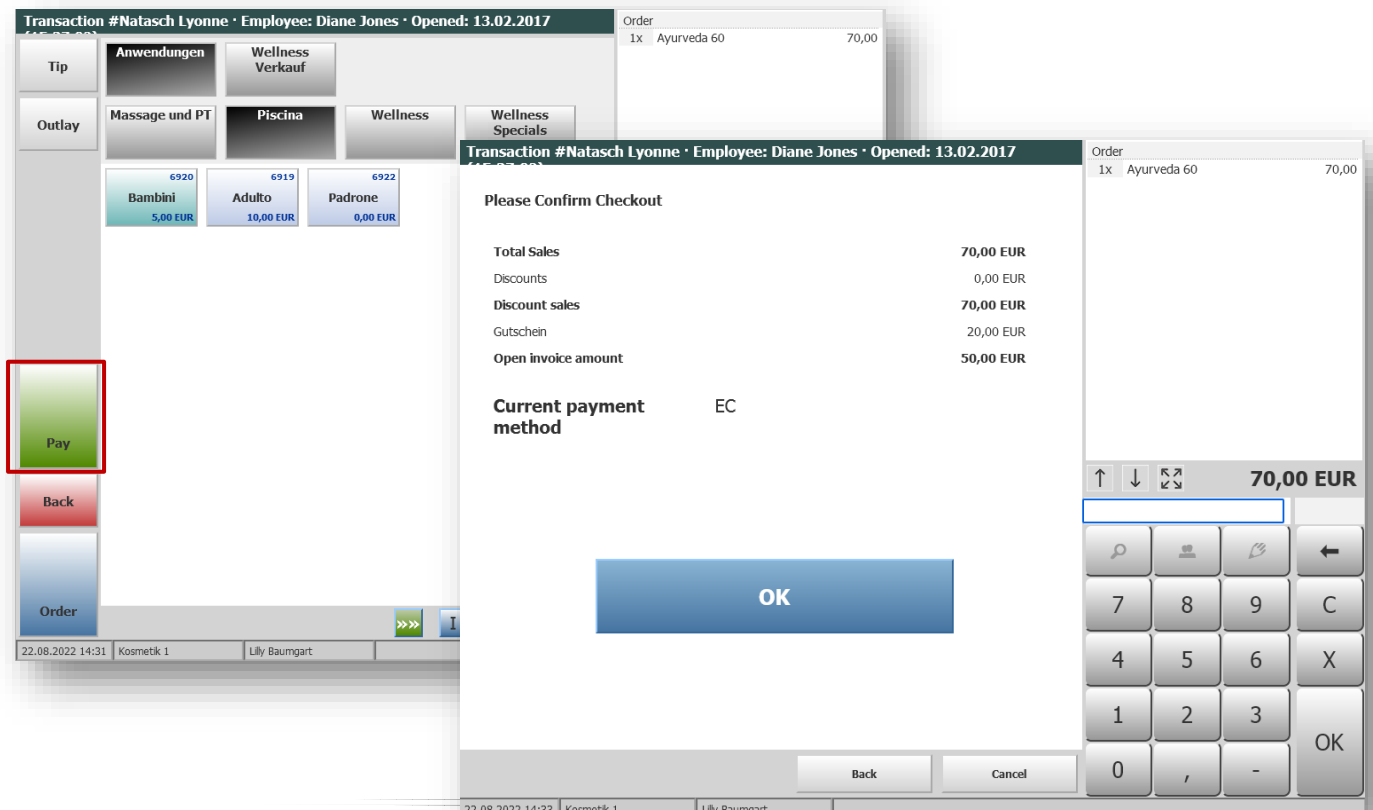
When choosing the setting 'Transaction Cashpoint', the payment methods in the MY SPA settlement screen are not selected directly. All sales are sent as one transaction to the MY POS cash-point surface for further processing, e.g. billing with multiple payment methods.



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

**my POS**

Welcome Statistics Transaction Details Reports Master Data Administration

all Start Search Create New User

**Edit User "88"**

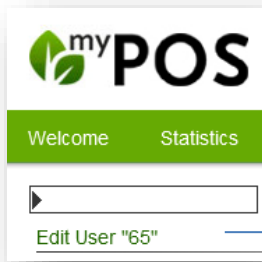
Initials: aas  
 Salutation: Mrs  
 First Name: Alexandra  
 Property: Based on IT GmbH - I  
 User Rights: Service  
 Language: spa english  
 Last Name: Adams  
 Outlets: all

**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.



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 separated values show

Date	Article ID	Description	Specialist	Time	Room	Staff	Actions
27.01.2017	2141	Depilation Bikini line 20 min (+5+5)	Alexandra Adams	09:00	Beauty 2	Lisbeth Sanders	[Icons]
27.01.2017	2142	Back Massage 20 min (+0+5)	Diane Jones	09:40	Massage 1	Jeanne Crain	[Icons]
27.01.2017	2133	Abhyanga DE 75 min	Charlotte Wackenruth	10:20	Fango 1	Victoria Farber	[Icons]
27.01.2017	2137	Aloe Vera Face Mask 10 min (+0+5)	Diane Jones	11:35	Beauty 1	George Bailey	[Icons]
27.01.2017	2134	Ayurveda Massage 30 min (+0+10)	Andreas Olenberg	13:55	Massage 1	Ronja Dambecky	[Icons]

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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