

Manual for Service Employees

Version 5.7



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Login and Choose Your Outlet

Start the 'MY POS' application.

If not preset, please select a company, a sales point and your cash register. Please enter your employee number in the text field at the top right or authorise yourself with your service ID or select your login button and confirm with "OK".



Tip:

Looking for your Service Code? It is created when your administrator sets up a user in the MY POS administration backend. If you log in there, you will see your Service Code in the info toolbar or in your user profile.

There are two versions to work with MY POS Cashpoints:

- Express Cashpoint
Quick booking and checkout of items in shops, bars, coffee shops or quick-service.
- Restaurant Cashpoint
For handling international restaurants including table management.

If you have chosen the setting: 'Both Cashpoint Types' in the MY POS Backend Administration you may not only choose your outlet, but also the type of cash point suitable for the situation.

Quick control

You will now find the most important toggle actions in the top right-hand corner. Actions that are currently possible are shown in colour. Actions that build on a previous selection are greyed out.



Change Outlet



Change Cashpoint



Change User



Change between Express-Checkout and Table Management



Reload Items and View



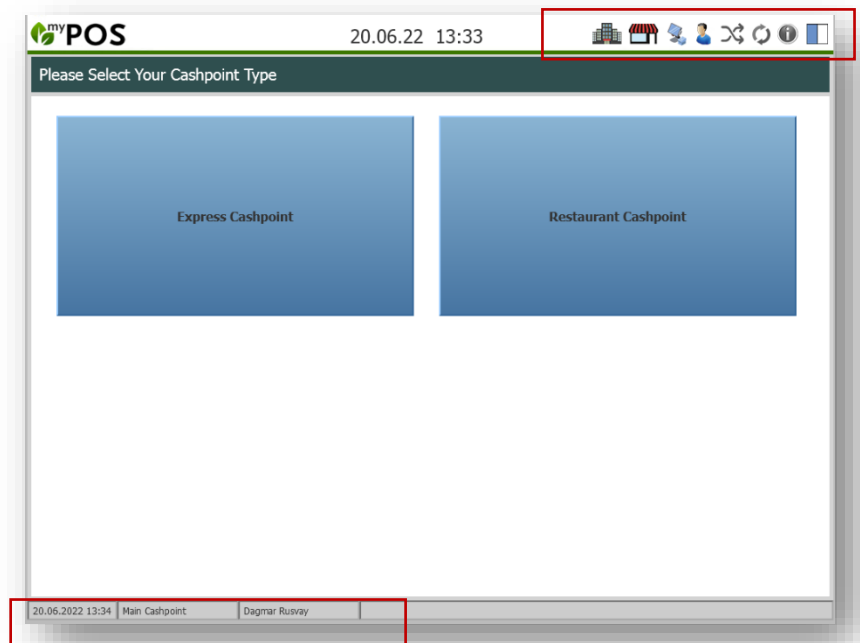
Status and Infos



Change Colour



Change property (only for Multi-Property installations)

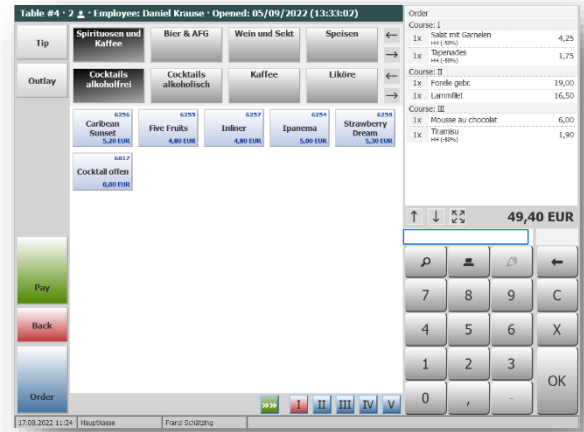


The info bar for date, cash point, staff is located at the bottom of the screen.

Changing the view



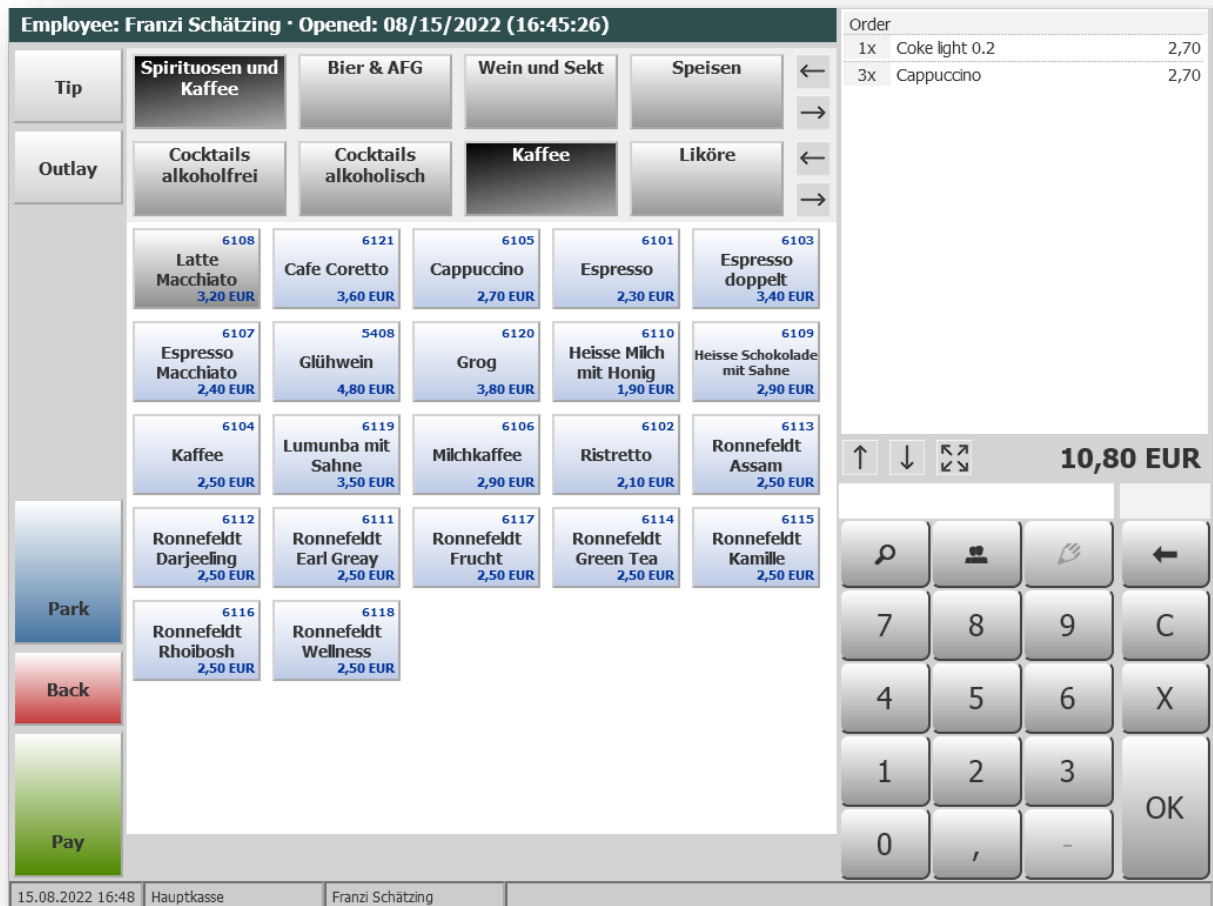
For work in darker or lighter environments, the service staff can change the view. Each staff member can change the view from Blue to Silver with this icon. The Silver view offers a brighter display, blue is more contrasting and is the default when logging in.



1 MY POS Express Cashpoint

1.1 Posting Items

After login, you see the cash point's product range.



To post items, simply click on the items your customer wishes to purchase. All orders will be listed in the blue field on the right. In this list, items may be deleted or supplemented with items (e.g. toppings for ice cream). Would you like to enter a quantity more than one of the same item? Please enter the amount in the number pad first, then click on the desired item.

You may also enter items with their unique Item-ID. To do so, please use the number pad (in this example: 3 x 6105 for three Cappuccino).

The NumPad offers a magnifying glass for the item search. This magnifying glass opens the internal keyboard and allows you to enter item names or stored EAN or ISBN codes. The right arrow deletes the last digit of the entry.



A click on 'Back' deletes all entries and brings you back to the Welcome Page to choose another outlet or log out.

1.1.1 Minus Postings

If you have the user rights to post negative amounts of items, you will see a minus in the number pad: '- '.

Activate it with a click, and all items posted will now be shown in the list with a minus and handled as cancellations. Deactivate it by clicking again.

Please note that by law, cancellations must always show the relationship to the originally booked turnover. Therefore, please only use the minus entry function if the original document can be presented.

The correct way for tax purposes is to partially or completely reverse the original transaction.

The screenshot shows a POS system interface. At the top, there is a table titled 'Bestellung' (Order) with the following items and prices:

1x	Coke light 0.2	2,70
1x	Adelholz still 0,25l	2,30
1x	Espresso doppelt	3,40
1x	Milchkaffee	2,90
-1x	Apfelsaft 0,2l	1,35

Below the table, there is a numeric keypad. The keypad has buttons for digits 0-9, a decimal point, a minus sign, and an 'OK' button. The minus sign button is highlighted with a green box. Above the keypad, there is a display showing '9,95 EUR'.

1.2 Checking out

'That's all?' Please click on 'Pay'.

Now you will see the list of possible payment methods.

You may also grant a discount by checking the discount box. If you did so, in the next step you will be asked for the discount amount (in percent).

Then, you can also choose if you want the discount to apply to all possible items in the transaction or if only selected items should be discounted.

Employee: Franz Schätzing • Opened: 08/17/2022 (11:55:23)

Select the payment method

External Payment

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

House receipt

Hausbon	Hausbon Catering	Hausbon F&B
In-House Marketing	In House Owner	In House Sales

Grant Discount?
☒

Cancel

Order

1x	Veuve Clicquot 0,75l	89,00
1x	Tapenades	3,50
1x	Vorsp. Antipasti	0,00
1x	Rumpsteak 350 Medium Rare	27,00
1x	Coke light 0.4	4,20

123,70 EUR

Employee: Franz Schätzing • Opened: 08/17/2022 (11:55:23)

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

Discount:

50 %

VIP: 30%

Back Continue Cancel

Order

1x	Veuve Clicquot 0,75l	
1x	Tapenades	
1x	Vorsp. Antipasti	
1x	Rumpsteak 350 Medium Rare	
1x	Coke light 0.4	

123,70 EUR

If you are working with guest cards, you may use the card with your reader or enter the guest's ID or room number directly in the number pad.

Employee: Franz Schätzing • Opened: 08/17/2022 (11:55:23)

Please Confirm Checkout

Total Sales 123,70 EUR

Manual Discount (50%) 17,35 EUR

Discount sales 106,35 EUR

Current payment method EC

OK

Back Add Discount Cancel

Order

1x	Veuve Clicquot 0,75l	89,00
1x	Tapenades TR (-50%)	1,75
1x	Vorsp. Antipasti TR (-50%)	0,00
1x	Rumpsteak 350 TR (-50%)	13,50
1x	Medium Rare	0,00
1x	Coke light 0.4 TR (-50%)	2,10

106,35 EUR

After confirming your posting, clicking on 'OK' will start printing a receipt (including discount if checked).

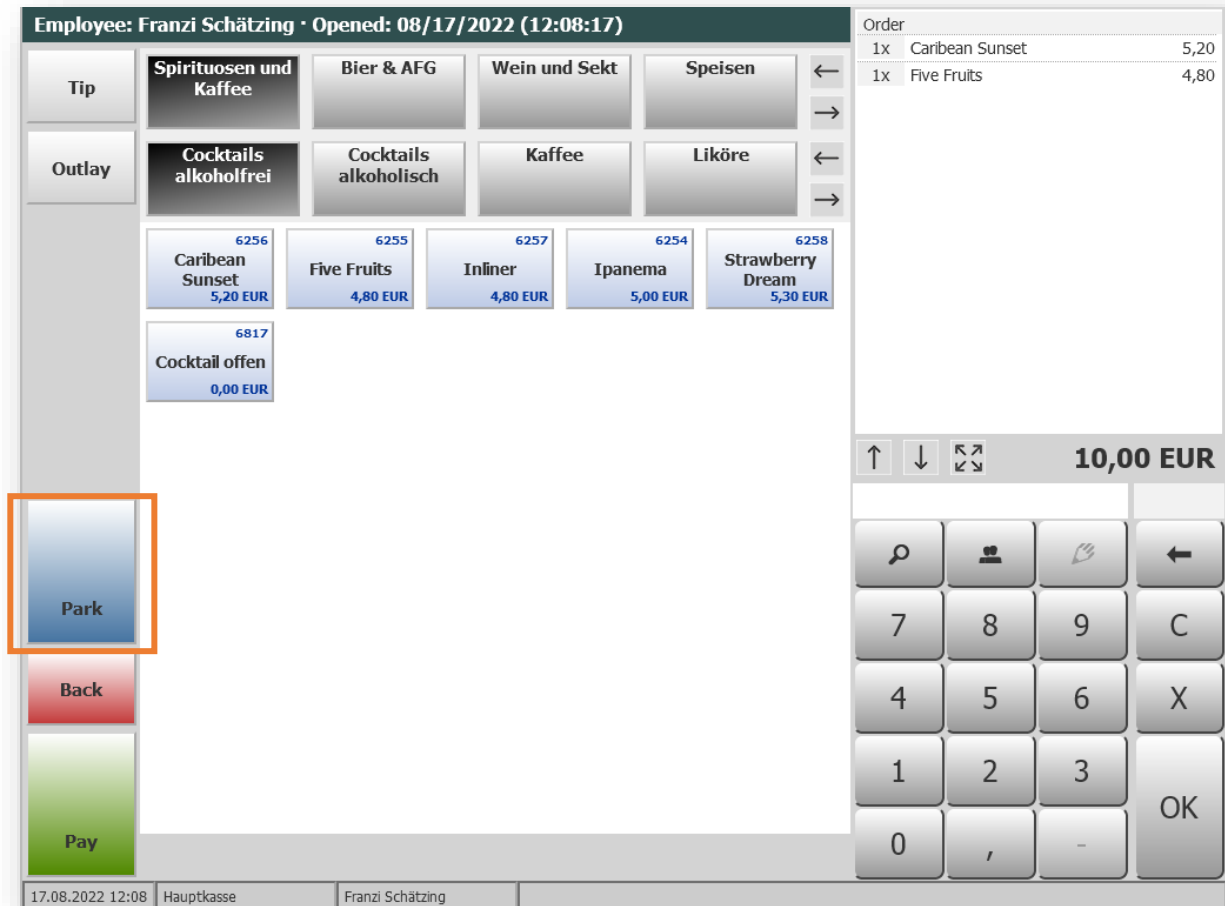
For printing the receipt again, click on 'Reprint Receipt' or choose to go back to the Express Cashpoint Overview. If you choose certain Payment Methods like 'Cash' or 'Guest Card', an additional button will let you print a business receipt for entertainment expenses.



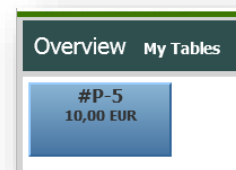
Tip: If you use the cash register for a spa or other shop that does not require hospitality receipts, you can deactivate this function. Select the relevant sales outlet via "Sales outlets" and check the box "Spa sales outlet".

1.3 No Wallet?

The function 'Parking' saves the postings in the transaction cashier and releases the express cashpoint for further postings. A prerequisite for this is that both types of POS terminal are released at this point of sale.



You will find the parked transactions marked with the prefix 'P' when changing the cash register type in the transaction overview as well as after the closing another payment transaction and when selecting the cashpoint type.

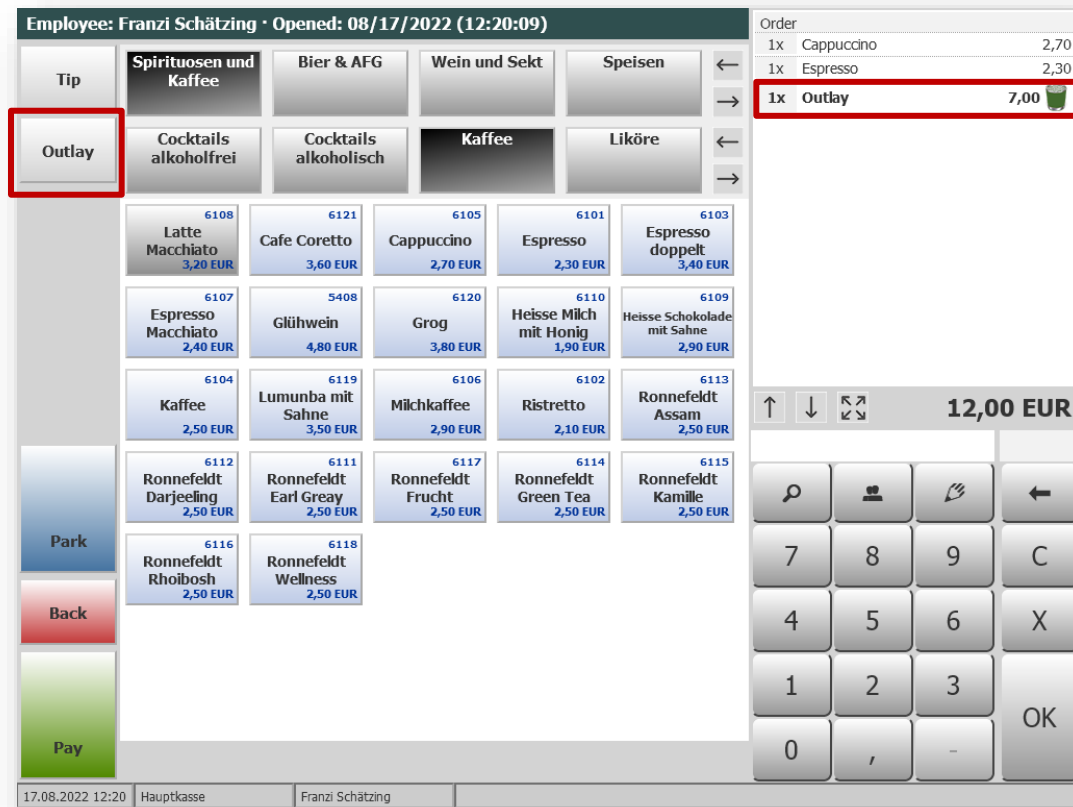


1.4 Posting disbursements for guests

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.

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

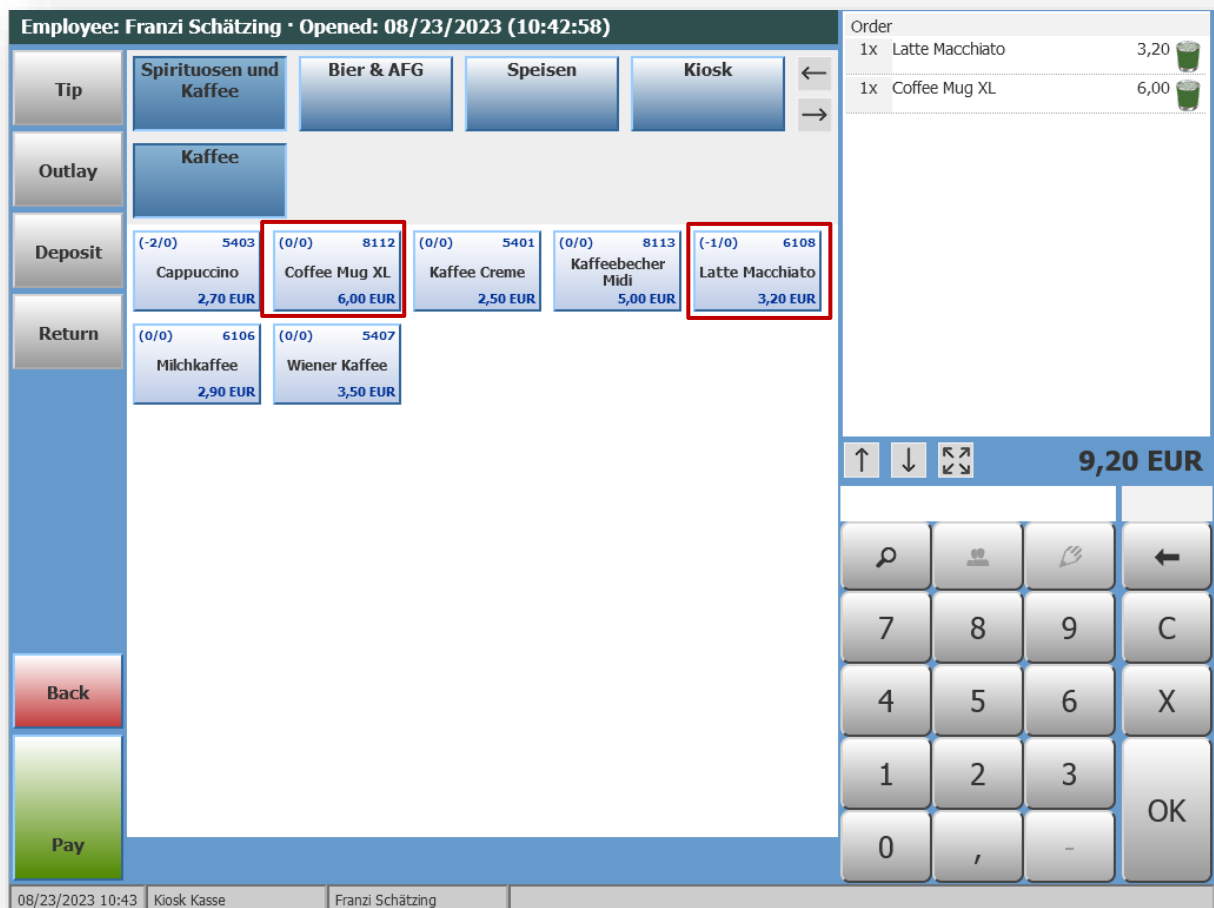


Posting is handled in the same way as Tip: click on the button 'Outlay', enter the amount in the Num Pad and click 'OK'.

1.5 Deposits

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.

In the MY POS Touchscreen, the new button Deposit as well as Return is offered in the point of sale. The deposit items are shown as a normal items for booking within the category, and you can also scan them by barcode like all other items to select them. You can now book within the category either the products directly together with the deposit item.



Or you can have only the deposit items shown across all categories by clicking on the button 'Deposit'. All categories in which there are deposit items are shown.

If a deposit item is being returned, please click on the Return button. All deposit items are displayed and you select the corresponding item, which is then booked in negatively. Here, too, the item can be identified via the barcode:



Employee: Franz Schätzing · Opened: 08/23/2023 (10:46:26)

Tip

Outlay

Deposit

Return

Spirituosen und Kaffee

Kaffee

(0/0) 8112

Coffee Mug XL

-6,00 EUR


(0/0) 8113

Kaffeebecher Midi

-5,00 EUR

Speisen

Order

1x Coffee Mug XL -6,00 

↑

↓

↔

-6,00 EUR

1.6 Service Features

1.6.1 Print Daily Reports:

X-Report: See or print your outlet's sales for the day. A click on this button shows all revenues.

Tip and Outlays are shown once in the overall summary of transactions above, and in the section Service Wallet, which shows cash movements. Tips to be retained and expenses to be reimbursed are deducted from the cash receipts.

X-Report

*** Sum ***

Revenue (Receipts)	145,85 EUR	(6)
Tip	1,20 EUR	
TOTAL	147,05 EUR	
Average	151,68 EUR	
Outlay	7,00 EUR	
Cancel (Receipts)	0,00 EUR	(0)
Cancel (Table)	0,00 EUR	
Discounts	17,35 EUR	(1)

Service Wallet

Cash receipts	23,20 EUR	
Tip	1,20 EUR	
Outlay	7,00 EUR	
TOTAL	15,00 EUR	

Barzahlung

TOTAL	23,20 EUR	(2)
Average	11,60 EUR	

EC

TOTAL	130,85 EUR	(3)
Average	43,62 EUR	

KK VISA

TOTAL	0,00 EUR	(1)
Average	0,00 EUR	

Print Cancel

Icons: Building, Shop, Person, Refresh, Info, Flag

X-Report

Z-Report

Repost Tip

Search, User, Hand, Back, 7, 8, 9, C, 4, 5, 6, X, 1, 2, 3, OK, 0, , -

Z-Report: Print your outlet's sales for the day for all your employees from this outlet. Click on the Z-Report Button.

Please note that the Z-report can only be printed if there is no open table/transaction for this sales point.

Display of individual room bookings on the Daily Closing Reports

If desired, the display of the booking on the hotel bills can be extended on the service staff report (X report) as well as the daily closing report (Z report) by indicating which amount was booked on which guest. This will be effective both for the display of the X-report in the cash register touchscreen interface and for the print-outs. If you would like to use this detailed display, please contact us.

### Guest Account ###		
TOTAL	81,73 EUR	(2)
Average	40,87 EUR	
Room 815: Hans Mustermann	48,80 EUR	(1)
Room 4711: Gabi Müller Test	32,93 EUR	(1)

1.6.2 Reposting your Tip

If you had chosen a payment on a hotel reservation by room, guestcard or name, you may easily repost your tips without re-entering the guest. When you click this button, you will be asked for the transaction number (found on the receipt).

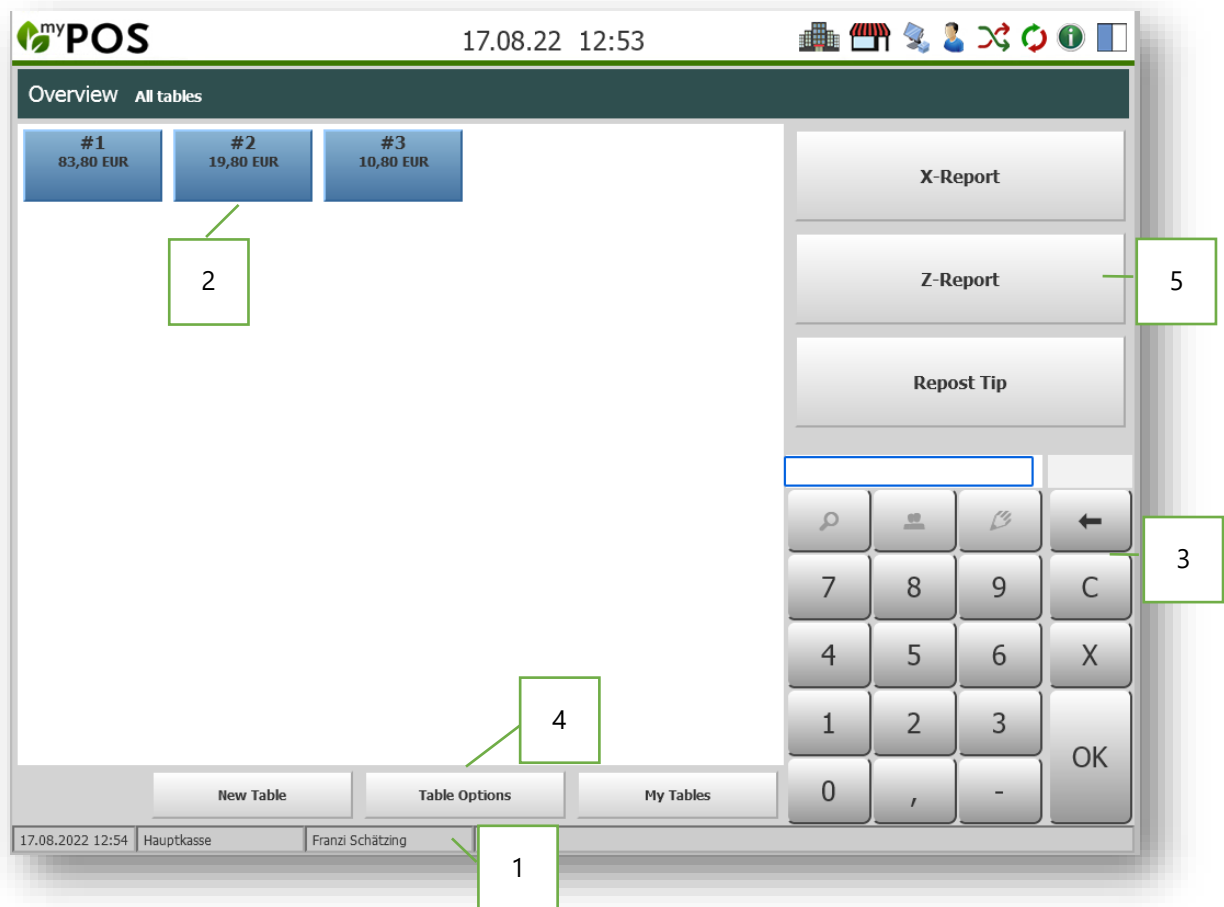
Make sure that the transaction took place today and you were logged in as the person that took and settled the orders. In the transaction details you may enter the tip you received.

The screenshot shows two overlapping windows from the myPOS system. The top window is titled 'Repost Tip' and shows a 'Transaction No:' field with the value '3264'. Below this are buttons for 'X-Report', 'Z-Report', and 'Repost Tip'. The bottom window is also titled 'Repost Tip' and shows a 'Please enter Tip' field with the value '3,50'. Below this is a detailed list of items and their prices, including 'Dessert d. Tages', 'Zitrusen, wei. 0,1', 'Monatso-Siegel MO rose 0,1', 'Dropper Bruc 0,1', 'Espresso', 'Heiße Milch mit Honig', 'Limonade mit Sahne', 'Grog', and 'Hamburger'. The total sum is 32,93 EUR. The bottom window also has buttons for 'X-Report', 'Z-Report', and 'Repost Tip', along with a numeric keypad and 'Save' and 'Cancel' buttons.

Transaction	3264
Date	08/17/2022 (12:38:34)
Room	4711
Guest	Gabi Müller Test
Sum	32,93 EUR
1	Dessert d. Tages (3,83) 3,83 EUR
1	Zitrusen, wei. 0,1 (1,82) 1,82 EUR
1	Monatso-Siegel MO rose 0,1 (3,83) 3,83 EUR
1	Dropper Bruc 0,1 (8,06) 8,06 EUR
1	Espresso (1,96) 1,96 EUR
1	Heiße Milch mit Honig (1,82) 1,82 EUR
1	Limonade mit Sahne (2,96) 2,96 EUR
1	Grog (3,23) 3,23 EUR
1	Hamburger (5,76) 5,76 EUR

2 MY POS Transaction Cashpoint

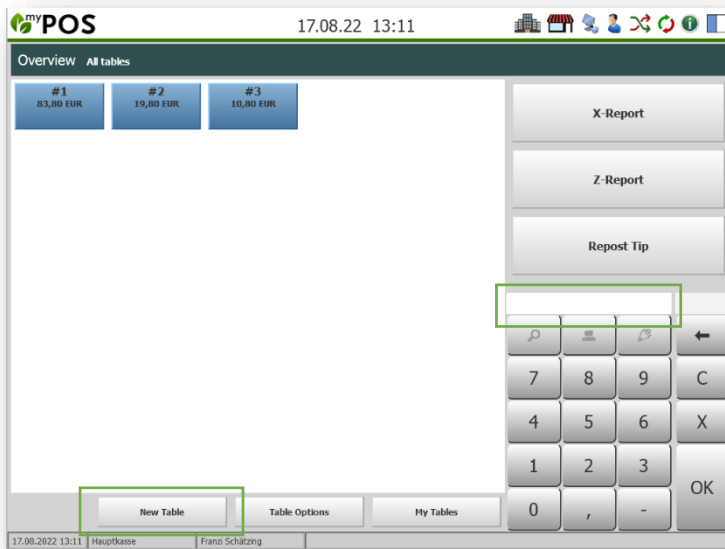
After your log-in you see the table/ transaction overview where you manage open tables.



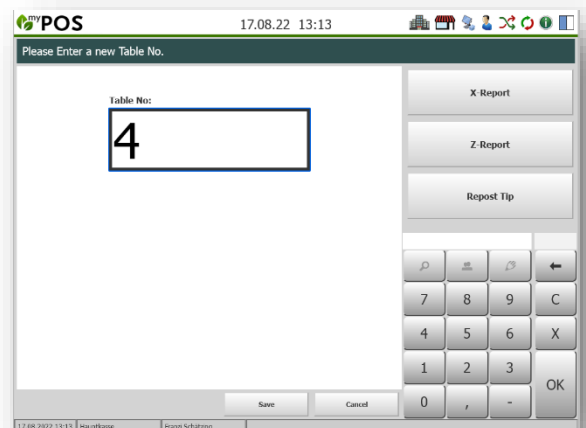
Sections:

- (1) Here you will find the sales outlet and cash register you are currently working in. Your login name is displayed
- (2) In the white section you will find all tables/ transactions, which are assigned to you
- (3) Number pad for entering your ID, item IDs and amounts or Guest Card ID's.
 - C: Delete
 - X: Amount
 - OK: Enter
 - ← Löschen der letzten Stelle der Eingabe
- (4) Manage and edit tables/transactions
- (5) Personal Cash Balance (X-Report) and Daily Closing (Z-Report)

2.1 Opening a New Table/ Transaction



When new guests arrive, and take a seat, you create a new table in MY POS to post their orders. Click on 'New Table' and enter the table's number. Confirm it with a click on 'Save' or delete the new table with a click on 'Cancel'.



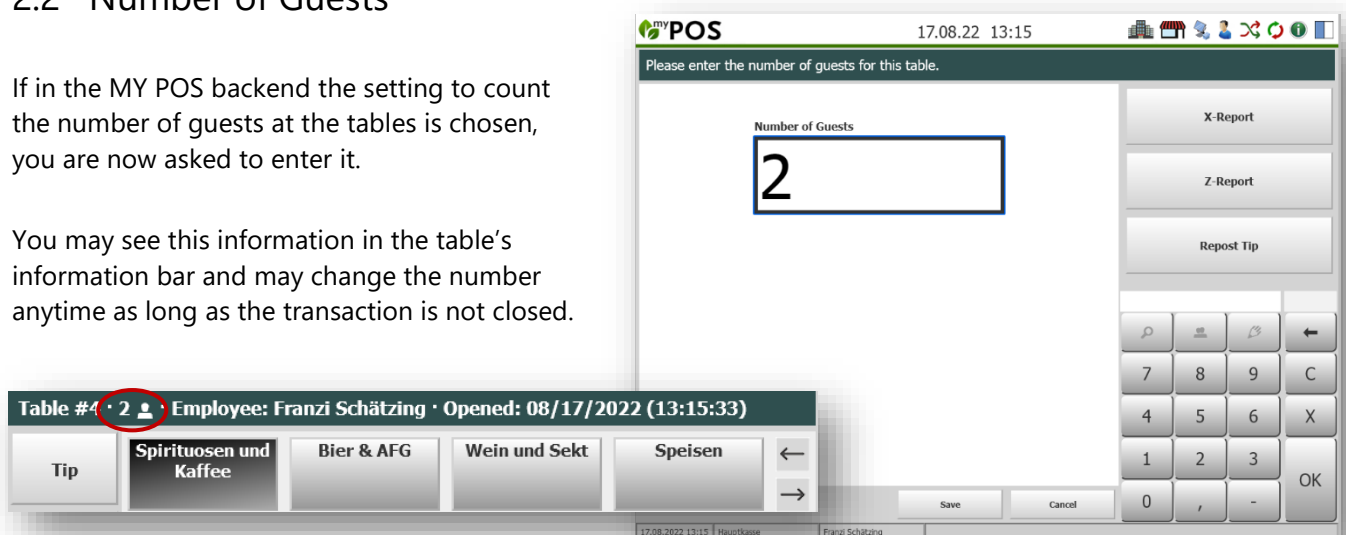
As a shortcut, you may also enter a number directly and the new table will be set immediately.

You can open existing tables by clicking the table icon or by entering it's number.

2.2 Number of Guests

If in the MY POS backend the setting to count the number of guests at the tables is chosen, you are now asked to enter it.

You may see this information in the table's information bar and may change the number anytime as long as the transaction is not closed.

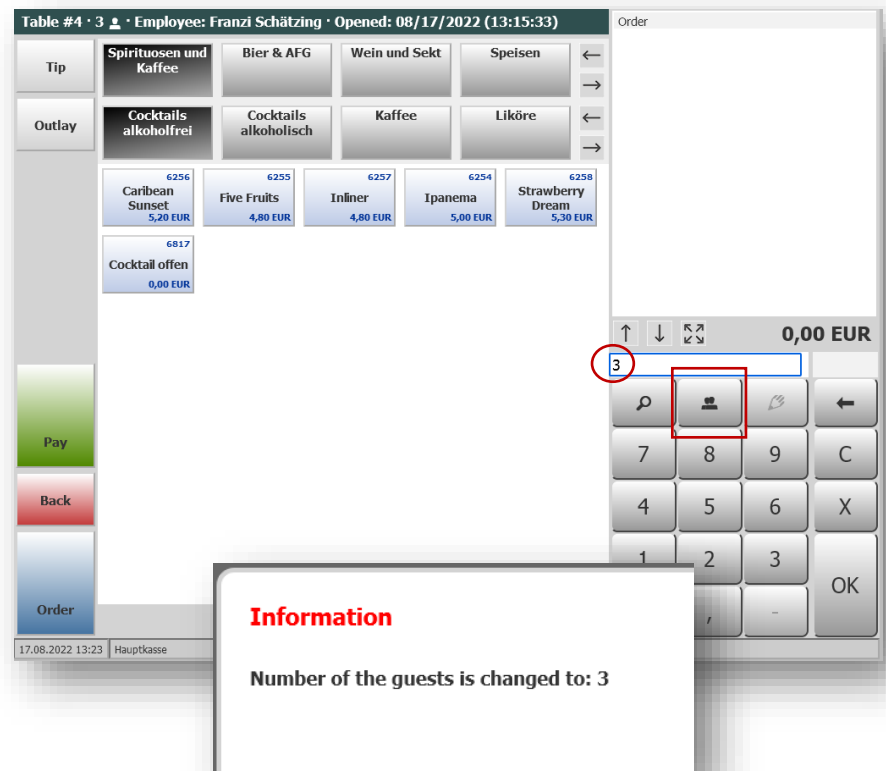


The number of guests can be changed by opening the table, for example by entering the table number or clicking on the table.

Click on the desired table, enter the new number in the number field and click on the guest button.

A pop-up opens and informs you again about the change, which is now already visible in the info bar.

However, if you now press "Back", the change will be discarded. You must click on "Order" to activate the change, or click on "Pay" to settle the table directly.



2.3 Taking Orders

After you have successfully created a new table, you may enter the items ordered.

First choose the category in the first row and the sub-category in the second row (use the left/ right arrows to see more). Now you see the items with their ID and prices.

To place the order you can either click on the item, enter the item's ID in the number pad, or, in case of similar orders, enter the amount, click on the ,X' and then choose the item to be ordered.

Table #4 • 2 • Employee: Franz Schätzing • Opened: 08/17/2022 (13:35:12)

Tip | **Spirituosen und Kaffee** | **Bier & AFG** | **Wein und Sekt** | **Speisen** | **←** | **→**

Outlay | **Kinder Happy Hour** | **AFG** | **Bier**

Pay | **Back** | **Order**

Items Grid:

- Spirituosen und Kaffee:** A Artikel 20% (6795, 4,20 EUR), A Artikel 10% (6791, 3,90 EUR)
- Bier & AFG:** Wola Ceizen (5114, 3,10 EUR), Erdinger dark 0,5 (6079, 3,60 EUR), Augustiner Weißbier 0,5 (5107, 3,20 EUR), Bier offen (5120, 0,00 EUR), Erdinger alkohoh (6083, 3,60 EUR), Hopf Eis 0,33l (6787, 3,30 EUR), König Pilsener vom Fass 0,2l (6070, 2,90 EUR), Unertl Leicht (6788), Unertl Ursud (6794)
- Wein und Sekt:** Erdinger hell 0,5l (6078, 3,60 EUR), Arco, hell vom Fass 0,5l (6069, 3,40 EUR), Bit Stubbi (6840, 2,60 EUR), Cola Weizen 0,3l (6076, 3,00 EUR), Russ 0,5l (5113, 3,10 EUR)
- Speisen:** Radler 0,3l (6074, 2,90 EUR), Radler 0,5l (6075, 3,40 EUR), Arco, Weizen vom Fass 0,3l (6073, 3,00 EUR), Arco, Weizen vom Fass 0,5l (6072, 3,50 EUR), Cola Weizen 0,5l (6077, 3,50 EUR), Erdinger Kristal (6626, 3,60 EUR), Erdinger Urweisse 0,5l (6080, 3,60 EUR), Huber Weiße 0,5l (6790, 3,90 EUR), König Ludwig Dunkel 0,33 (5116, 2,90 EUR), Schneider 0,5l (6793, 3,90 EUR)

Order List:

- 1x Mionetto Sergio MO 0,1l 4,50
- 1x Mionetto Sergio MO rose 0,1l 4,50
- 1x Adelholz still 0,5 1,95
- 1x Adel prick. 0,5l 1,95
- Course: I
- 1x Vorsp. Antipasti 0,00
- 1x Tomate/ Mozarella 9,00
- Course: II
- 1x Rumpsteak 350 27,00
- Medium Rare 0,00
- 1x Lammfilet 16,50
- Course: III
- 1x Schoko Brownies 2,00
- 1x Tiramisu 3,80
- 2x Coronita 0,33l 3,60

Total: 78,40 EUR

Bottom Bar: 17.08.2022 13:39 | Hauptkasse | Franz Schätzing | Course 3 active.

If you would like to book an article on the table, click on this article. You can enter the quantity of the article by first clicking on the desired number and then on the article (2X...).

You may change a price by clicking on the item in the blue field, but only if manual price changes are allowed for this item. This is defined in the item's details in the MY POS Administration Backend.

You can also book the item by entering its item ID without clicking on it (2 X 6081= two Coronita beers).

2.3.1 Additional Order Information

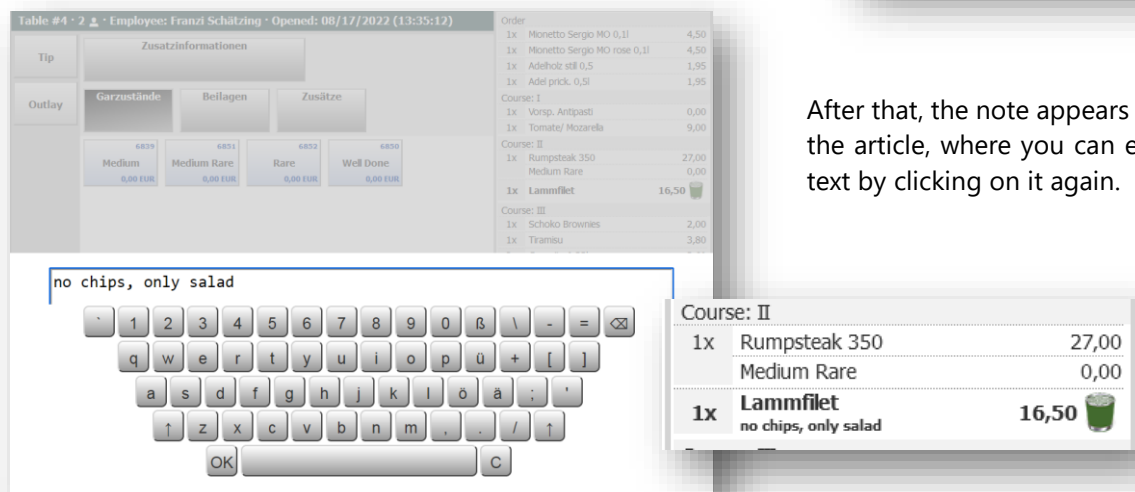
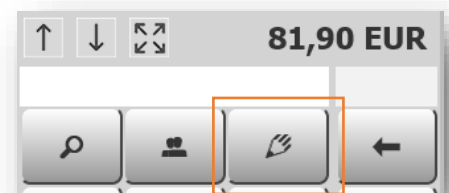
Additional information can be selected for each item. For example, cooking states, side dish changes or additions (please note that additional information is only displayed if it is assigned to the outlets).

For example, if the guest wants his rumpsteak roasted 'Medium Rare', first click again on the item "Rumpsteak" in the list. The bar with the additional information opens. Now select the subcategory "Cooking states" and click 'Medium Rare' - and this information is taken over for the rumpsteak and sent to the kitchen.



You can also enter a free text by the item that will be sent to the kitchen. Select an item and click on the pencil button above the number field.

A keyboard opens. Enter the text and confirm the entry with the "OK" button or cancel the entry by clicking on "C".



After that, the note appears for the article, where you can edit text by clicking on it again.

2.4 Food Sequence

By clicking on the roman numbers below, you may select the courses - whether a dish is ordered as a starter or a main dish. You may enter the items in any order, the items will be sent to and printed out in the kitchen course by course. This way you can choose any menu item, like a salad, as a main course and the kitchen will know, when to serve it.

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

Tip: Spirituosen und Kaffee, Bier & AFG, Wein und Sekt, **Speisen**

Outlay: Kl. Karte, Vorspeisen, **Hauptgang**, Dessert

Menu items (Price in EUR):

- Lammfilet (6942): 16,50 EUR
- Rumpsteak 350 (6841): 27,00 EUR
- 1/2 Ente m. Rotkohl (6809): 21,50 EUR
- Athen Teller (6925): 18,90 EUR
- Aufpreis Spargel (6021): 5,00 EUR
- Forelle gebr. (6766): 19,00 EUR
- Pastateller (6011): 6,50 EUR
- Putenschn. (6016): 8,50 EUR
- Rippchen (6823): 9,50 EUR
- Schnitzel (6728): 7,50 EUR
- Speisen offen (6706): 0,00 EUR
- Tagesfisch (6008): 10,50 EUR
- Wiener Schnitzel (6015): 11,50 EUR

Order list:

- 1x Mionetto Sergio MO 0,1l: 4,50
- 1x Mionetto Sergio MO rose 0,1l: 4,50
- 1x Adelholz still 0,5: 1,95
- 1x Adel prick. 0,5l: 1,95
- Course: I
 - 1x Vorsp. Antipasti: 0,00
 - 1x Tomate/ Mozzarella: 9,00
- Course: II
 - 1x Rumpsteak 350: 27,00
 - Medium Rare: 0,00
 - 1x Lammfilet no chips, only salad: 16,50
- Course: III
 - 1x Schoko Brownies: 2,00
 - 1x Tiramisu: 3,80
 - 2x Coronita 0,33l: 3,60

Total: 78,40 EUR

Buttons: Pay, Back, Order

Course selection buttons: >>> I II **III** IV V

Status bar: 17.08.2022 13:53, Hauptkasse, Franz Schätzing

You may enter the course by clicking on the appropriate roman number directly after choosing the item, or later by clicking on the item in the list and so reactivating it. Clicking on the chosen roman number again deletes the course.



If you want to inform the kitchen that the next course may be served, click on the green arrow button and then on the number button of the course you want to order. The colour red indicates that the course has already been ordered.



2.5 Posting

When booking articles, they appear in the blue area at the top right. There is always only a certain number of articles to be seen, please scroll with the arrow keys up and down to see the other booked articles.

When you have finished entering, save all articles with their respective quantities and prices by clicking on "Order". This will take you back to the table overview. At the same time the kitchen or bar will be informed, if the order concerns them.

Table #4 · 2 · Employee: Franzi Schätzing · Opened: 08/17/2022 (13:35:12)

Tip

Spirituosen und Kaffee

Bier & AFG

Wein und Sekt

Speisen

Outlay

Kl. Karte

Vorspeisen

Hauptgang

Dessert

6942 Lammfilet 16,50 EUR

6841 Rumpsteak 350 27,00 EUR

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

6925 Athen Teller 18,90 EUR

6021 Aufpreis Spargel 5,00 EUR

6766 Forelle gebr. 19,00 EUR

6011 Pastateller 6,50 EUR

6016 Putenschn. 8,50 EUR

6823 Rippchen 9,50 EUR

6728 Schnitzel 7,50 EUR

6706 Speisen offen 0,00 EUR

6008 Tagesfisch 10,50 EUR

6015 Wiener Schnitzel 11,50 EUR

Pay

Back

Order

Order

1x Mionetto Sergio MO 0,1l 4,50

1x Mionetto Sergio MO rose 0,1l 4,50

1x Adelholz still 0,5 1,95

1x Adel prick. 0,5l 1,95

Course: I

1x Vorsp. Antipasti 0,00

1x Tomate/ Mozzarella 9,00

Course: II

1x Rumpsteak 350 27,00

Medium Rare 0,00

1x Lammfilet no chips, only salad 16,50

Course: III

1x Schoko Brownies 2,00

1x Tiramisu 3,80

2x Coronita 0,33l 3,60

78,40 EUR

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

17.08.2022 14:02

Hauptkasse

Franzi Schätzing

>>>

I

II

III

IV

V

Click on "Cancel" to delete the items just selected for the table and return to the table overview. The payment dialogue can be opened directly from the table view at any time by clicking on the "Pay" button.

23


2.5.1 Managing the Booked Item List


Your orders are generally displayed grouped by incoming order. However, if ordered items are assigned to meal courses, the items are displayed grouped accordingly.

Clicking on an item opens up options for editing an item - cancellation, changing the quantity, adding a note or a course.




































1x	Tiramisu	3,80	
1x	Schoko Brownies vanilla ice	2,00	

If more items are booked than are visible in the view, you can scroll through the list using the arrows. On mobile devices, this is also possible by swiping up or down.

 You will find icons at the bottom of the item list with which you can expand the view of the item list. The numeric keypad is hidden when you expand it and you will find information from the kitchen next to the cancellation buttons if you use the kitchen monitor option.

 Close the view by clicking on the collapse icon to show the numeric pad again.

Order		
1x	San Pellegrino 1,0l	4,80
1x	Tonic Water 0,2l	2,70
1x	Coca Cola light 0,2l	2,70
1x	Aqua Panna 0,5l	3,40
Courses: I		
1x	Bruscheta	3,50
1x	Tapenades	3,50
1x	Vorsp. Antipasti manual price	14,50
Courses: II		
1x	Thunf. Carpaccio	6,50
1x	Pastateller	6,50
Courses: III		
1x	Tiramisu	3,80
1x	Tiramisu	3,80
1x	Schoko Brownies	2,00
		57,70 EUR

Order		
1x	Saint Laurent HH (-50%)	19,00  
1x	Mionetto Sergio MO 0,75l HH (-50%)	14,25  
1x	Adel prick. 0,5l	1,95  
1x	Cola light 0,4l	2,10  
Courses: I		
1x	Bruscheta HH (-50%)	1,75  
	Ketchup HH (-50%)	0,25  
1x	Bruscheta HH (-50%)	1,75  
	Ketchup HH (-50%)	0,25  
1x	Tapenades HH (-50%)	1,75  
1x	Thunf. Carpaccio HH (-50%)	3,25  
1x	Salat	4,80  
Courses: II		
1x	Rumpsteak 350 Medium Rare	27,00  
		0,00 
1x	Lammfilet Well Done	16,50  
		0,00 
1x	Rumpsteak 350 Medium	27,00  
		0,00 
1x	Pastateller frutti di mare	6,50  
1x	Pastateller aglio olio	6,50  
Courses: III		
		142,40 EUR

2.5.2 Same again, please!

With the Rebook function, you have the option of re-booking the same items of an order. This saves you having to select the already booked item again for the rebooking..

In your list of orders on the right, activate the item that the guest would like to have again and enter the desired number in the number field. Confirm by clicking on OK.

Order		
1x	Five Fruits	4,80
1x	Caribbean Sunset	5,20
1x	Cappuccino	2,70
	Rebook	<input type="text" value="2"/>
1x	Espresso	2,30
1x	Coke light 0.4	4,20

2.5.3 Tip

To post the tip you received, please enter the amount and click on the grey tip button in the upper left corner.

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

Tip

Outlay

Pay

Back

Order

Spirituosen und Kaffee

Kl. Karte

Speisen offen 0,00 EUR

Bier & AFG

Vorspeisen

Tagesfisch 10,50 EUR

Wein und Sekt

Hauptgang

Wiener Schnitzel 11,50 EUR

Speisen

Dessert

6942 Lammfilet 16,50 EUR

6841 Rumpsteak 350 27,00 EUR

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

6925 Athen Teller 18,90 EUR

6021 Aufpreis Spargel 5,00 EUR

6766 Forelle gebr. 19,00 EUR

6011 Pastateller 6,50 EUR

6016 Putenschn. 8,50 EUR

6823 Rippchen 9,50 EUR

6728 Schnitzel 7,50 EUR

17.08.2022 14:09

Hauptkasse

Franz Schätzing

1x Mionetto Sergio MO rose 0,1l 4,50

1x Adelholz still 0,5 1,95

1x Adel prick. 0,5l 1,95

1x Tip 0,00

Course: I

1x Vorsp. Antipasti 0,00

1x Tomato/ Mozzarella 9,00

Course: II

1x Rumpsteak 350 Medium Rare 27,00

1x Lammfilet no chips, only salad 16,50

Course: III

1x Schoko Brownies 2,00

1x Tiramisu 3,80

2x Coronita 0,33l 3,60

78,40 EUR



7 8 9 C

4 5 6 X

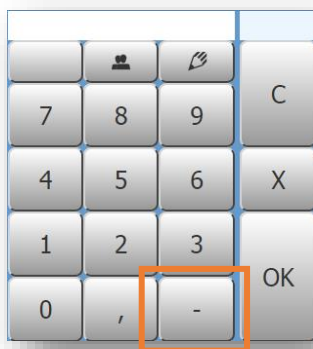
1 2 3

0 , - OK

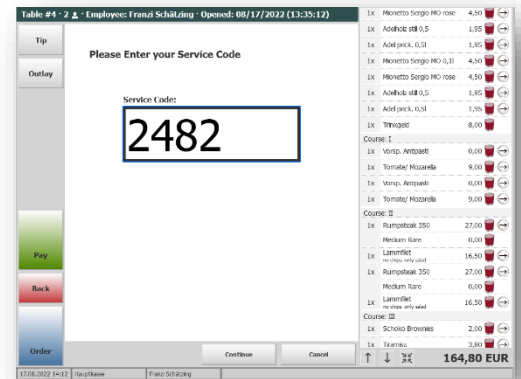
2.6 Cancellations and Negative Bookings

Already booked articles now show a red waste basket  instead of the green waste basket  (simply deleting is possible). Articles with the red basket had been ordered for preparation and therefore must be cancelled if you want to alter the order.

If your user rights and the global settings are set accordingly, you may cancel already booked items with or without entering your Service Code and CIN. With cancelling rights by entering Service Code and CIN, confirm your choice by clicking on „Continue“ and „Save“. The article just selected for the table will be deleted and you will be returned to the table overview. A cancellation receipt is printed.



If, in addition to the right to cancel, you are authorized for negative postings, you can enter articles with a negative quantity. In the keyboard field you will see a minus icon after logging in: "-". You can activate this by pressing it - pressing it again deactivates the key again. Items that you book with the key activated now appear in the display with a negative number and are charged as cancellations.



2.7 Quick Steps at the Table

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

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

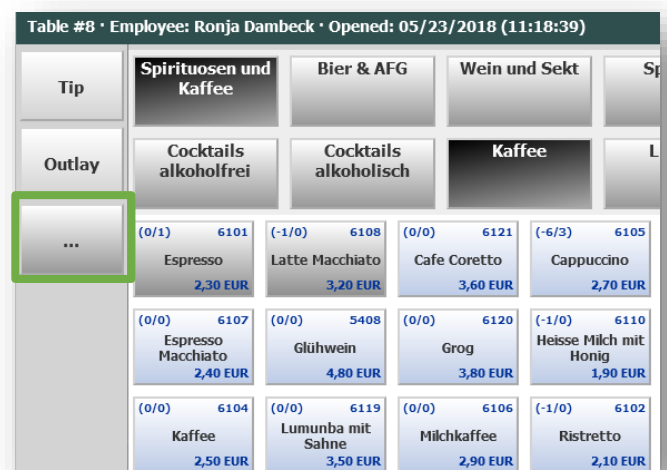
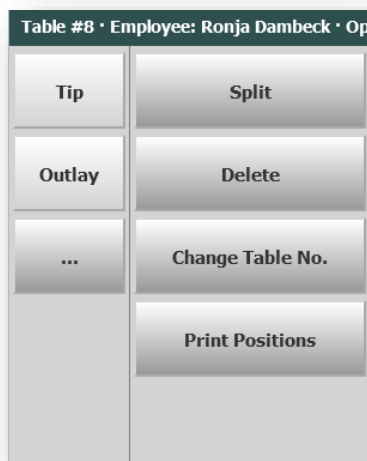


Table #8 · Employee: Ronja Dambeck · Op	
Tip	Split
Outlay	Delete
...	Change Table No.
	Print Positions

2.7.1 Split Table/ Bill

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

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

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

Tip

Outlay

...

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

Order

Order

1x Cola light 0,4l 2,10

1x Tonic Water 0,2l 2,60

Course: I

1x Rumpsteak 350 37,00

Medium 0,00

1x Rumpsteak 350 37,00

Zwiebeln 2,00

Medium 0,00

Course: II

1x Schoko Brownies 2,00

1x MÖ. Vanilla 2,00

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

Tip

Outlay

...

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

Order

Order

1x Cola light 0,4l 2,10

Course: I

1x Rumpsteak 350 37,00

Medium 0,00

Course: II

1x Schoko Brownies 2,00

Course: III

1x Cappuccino 2,70

Order

1x Tonic Water 0,2l 2,60

Course: I

1x Rumpsteak 350 37,00

Zwiebeln 2,00

Medium 0,00

Course: II

1x MÖ. Vanilla 2,00

Course: III

1x Espresso Macchiato 2,40

10/10/2023 14:25 Lobby

Pay

Back

Order

↑

↓

43,80 EUR

↑

↓

⌘

46,00 EUR

10/10/2023 14:25 Lobby Kasse 1

Franzi Schätzing

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

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

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

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

Tip

Outlay

...

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

Table No:

2

Order

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

↑ ↓ ↺ 43,80 EUR

7 8 9 C

4 5 6 X

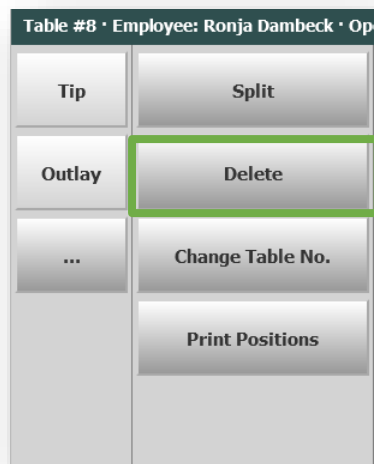
1 2 3 OK

0 , -

Pay Cancel

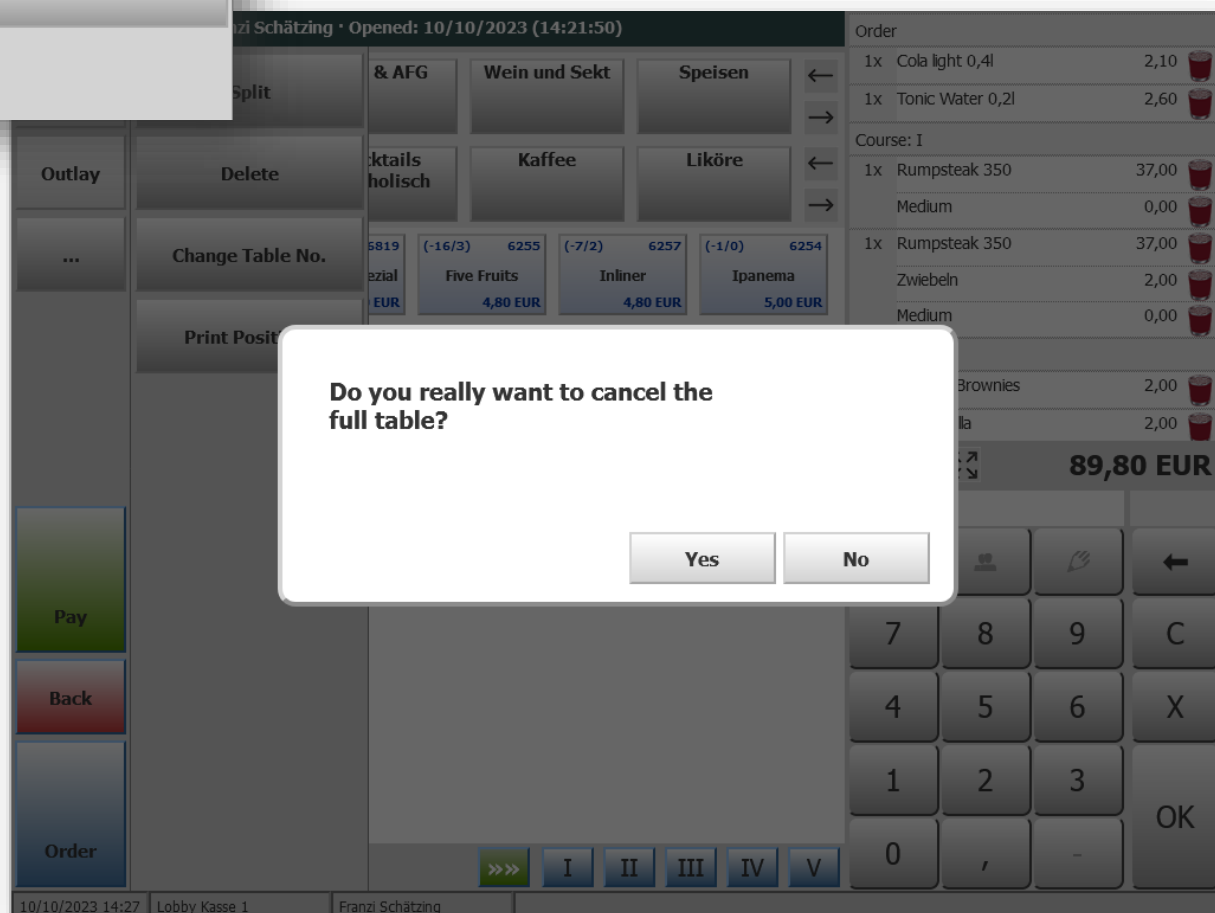
10/10/2023 14:26 Lobby Kasse 1 Franz Schätzing

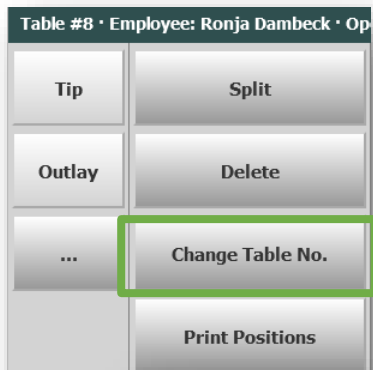
A click on the OK or the selected option "Pay" leads to the settlement screen. Only the unpaid items remain on the original table, which you can settle directly or later.



2.7.2 Delete Transaction with all Positions

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

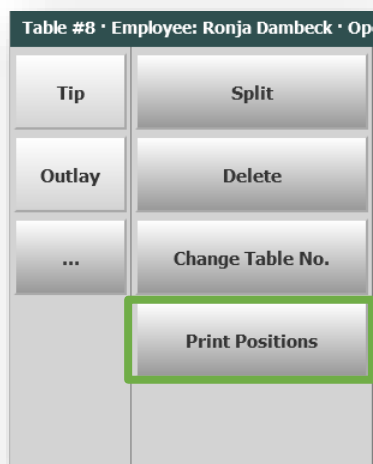
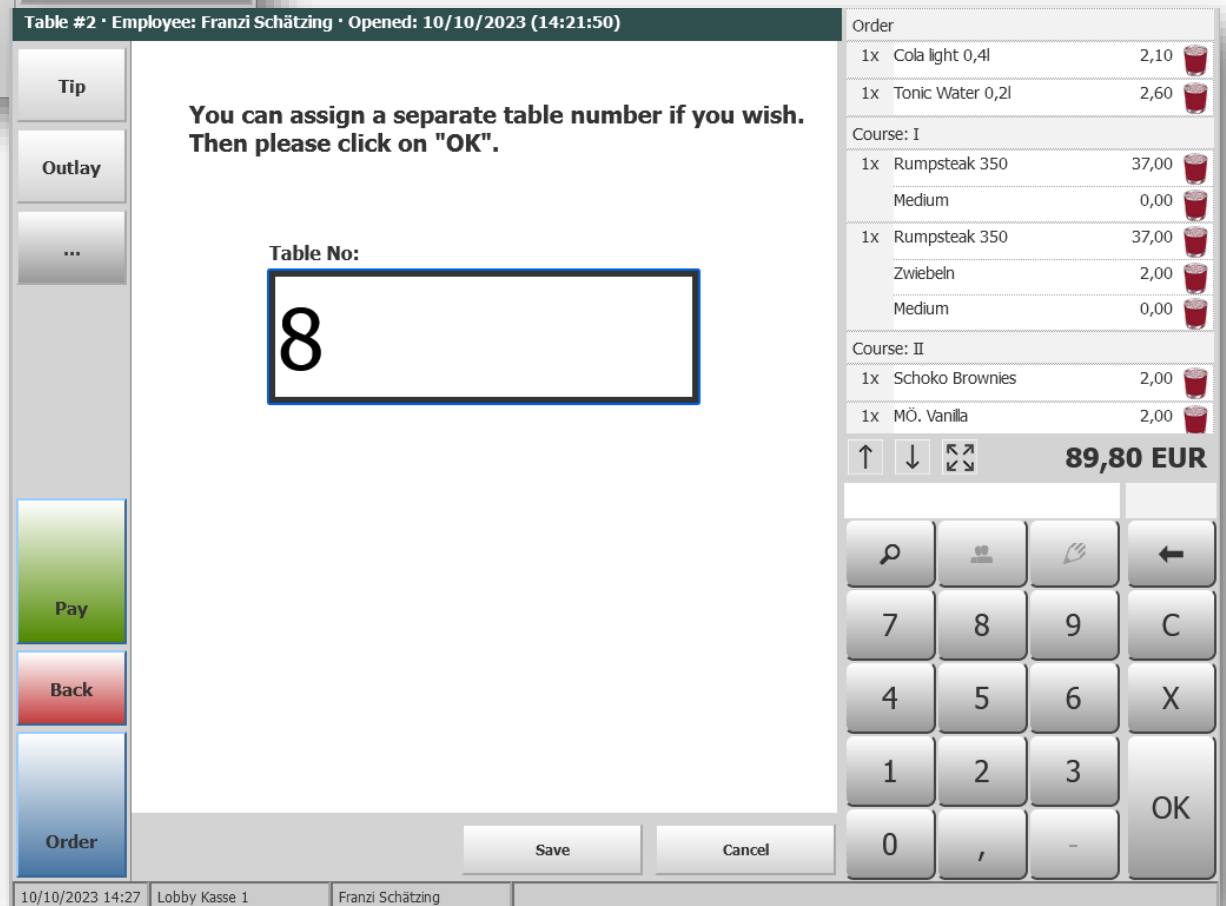




2.7.3 Change Table Number

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

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



2.7.4 Print Positions

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

3 Close a Table and Print an Invoice

Select a table and click on 'Pay'. You will be presented with a screen where you can select the payment method and apply a transaction discount. You will see the item overview on the right side until the final completion of your transaction.

- Select the desired payment method by clicking on the respective button.

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

Select the payment method

External Payment

Barzahlung EC Gutschein

Hausbon KK Amex KK Diners

KK Euro/Mastercard KK VISA Mastercard

House receipt

Hausbon Hausbon Catering Hausbon F&B

In-House Marketing In-House Owner In-House Sales

Grant Discount?

Cancel

Order

1x Mionetto Sergio MO 0,1l 4,50

1x Mionetto Sergio MO rose 0,1l 4,50

1x Adeholz still 0,5 1,95

1x Adel prick. 0,5l 1,95

1x Mionetto Sergio MO 0,1l 4,50

1x Trinkgeld 8,00

Course: I

1x Vorsp. Antipasti 0,00

1x Vorsp. Antipasti 0,00

1x Tomate/ Mozzarella 9,00

Course: II

1x Rumpsteak 350 27,00

Medium Rare 0,00

1x Lammfilet 16,50

no chips, only salad 27,00

1x Rumpsteak 350 27,00

147,40 EUR

- Or enter the guest's room number, or name (depending on your PMS) in the field above the number pad, or scan their room card or a guest card or other transponder assigned to the guest in the hotel system with an HID reader.

If there are several results, for example if there are two guests in the room, they will be presented for selection.

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

Please choose the appropriate guest.

Marte Schmidt Room 444: 22. Dec - 17. Jan

Georg Schmidt Room 444: 22. Dec - 17. Jan

Order

1x Mionetto Sergio MO 0,1l 4,50

1x Mionetto Sergio MO rose 0,1l 4,50

1x Adeholz still 0,5 1,95

1x Adel prick. 0,5l 1,95

1x Mionetto Sergio MO 0,1l 4,50

1x Trinkgeld 8,00

Course: I

1x Vorsp. Antipasti 0,00

1x Vorsp. Antipasti 0,00

1x Tomate/ Mozzarella 9,00

Course: II

1x Rumpsteak 350 27,00

Medium Rare 0,00

1x Lammfilet 16,50

no chips, only salad 27,00

1x Rumpsteak 350 27,00

147,40 EUR

Back Cancel

3.1 Search by Guestname

In addition to entering the room number when billing, you can now also search for guest names (this function depends on the hotel system interface used and is not always available).

If you have a keyboard connected to your cash register, you can enter the guest name directly.

If you have a touch screen cash register monitor or tablet, click on the magnifying glass to open the internal keyboard.

Please enter at least three consecutive digits of the last name.

Table #5 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (14:41:27)

Select the payment method

External Payment

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

House receipt

Hausbon	Hausbon Catering	Hausbon F&B
In-House Marketing	In-House Owner	In-House Sales

Grant Discount?

Cancel

Order

1x	Cappuccino	2,70
1x	Cafe Coretto	3,60
1x	Cola light 0,4l	2,10
1x	Coca Cola light 0,2l	1,25

9,65 EUR

Meier

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

If you need to use a placeholder because the spelling is not quite clear, please use the asterisk symbol * or ? For example, you can find a guest named Meier or Maier like this:

M*IER

~ ! @ # \$ % ^ & * () _ ? | + ☒

Q W E R T Y U I O P Ü * { }

A S D F G H J K L Ö Ä : "

↑ Z X C V B N M < > ? ↑

OK C

3.2 Grant Discounts



To grant a transaction discount, check the box. Only if the checkbox is activated, the system will ask for the transaction discount (an additional reduction to happy hours, guest cards or other discounts).

Using external payment methods, the combination of different discounts per item is possible. The payment method house receipt does not expect any entries and can therefore be settled immediately.

Next, you can assign a transaction discount in percent if you had previously activated it. You have the option to use the discount for individual items. All reducible items are automatically selected for the discount, but can de-select them, if not applicable.

Enter the discount, decide which items it applies to and click "Next" to confirm the transaction. You can also choose from fixed discount rates if they have been preset in MY POS Administration. For granting different discounts per article within a transaction, please click on the button "Add Discount". Items that have already received a transaction discount are now marked in green, items without discounts can be selected and de-selected as before.

The screenshots show the POS system interface for granting discounts. The top screenshot shows a discount of 10% being entered, and the bottom screenshot shows a discount of 5% being entered. Both screenshots show a list of items with checkboxes for discount selection and a total amount.

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

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

Discount: %

VIP: 30%

Order:

1x	Mionetto Sergio MO 0,1l	<input checked="" type="checkbox"/>
1x	Mionetto Sergio MO rose 0,1l	<input checked="" type="checkbox"/>
1x	Adelholz still 0,5	<input type="checkbox"/>
1x	Adel prick. 0,5l	<input type="checkbox"/>
1x	Mionetto Sergio MO 0,1l	<input checked="" type="checkbox"/>
1x	Trinkgeld	<input type="checkbox"/>
Course: I		
1x	Vorsp. Antipasti	<input type="checkbox"/>
1x	Vorsp. Antipasti	<input type="checkbox"/>
1x	Tomate/ Mozarella	<input type="checkbox"/>
Course: II		

147,40 EUR

Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)

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

Discount: %

VIP: 30%

Order:

1x	Mionetto Sergio MO 0,1l	<input checked="" type="checkbox"/>
1x	Mionetto Sergio MO rose 0,1l	<input checked="" type="checkbox"/>
1x	Adelholz still 0,5	<input type="checkbox"/>
1x	Adel prick. 0,5l	<input type="checkbox"/>
1x	Mionetto Sergio MO 0,1l	<input checked="" type="checkbox"/>
1x	Trinkgeld	<input type="checkbox"/>
Course: I		
1x	Vorsp. Antipasti	<input checked="" type="checkbox"/>
1x	Vorsp. Antipasti	<input checked="" type="checkbox"/>
1x	Tomate/ Mozarella	<input checked="" type="checkbox"/>
Course: II		

146,05 EUR

22.08.2022 13:02 Hauptkasse Franz Schätzing

22.08.2022 13:03 Hauptkasse Franz Schätzing

In the last step, you will see an overview of all billing data on the right with reduced prices and discounts, if applicable.

Table #4 · 2 · Employee: Franzi Schätzing · Opened: 08/17/2022 (13:35:12)

Please Confirm Checkout

Total Sales	147,40 EUR
Manual Discount (10%)	1,35 EUR
Manual Discount (5%)	5,55 EUR
Discount sales	140,16 EUR

Current payment method EC

OK

Back Add Discount Cancel

22.08.2022 13:05 Hauptkasse Franzi Schätzing

Order

1x	Mionetto Sergio MO 0,1l	4,05
	TR (-10%)	
1x	Mionetto Sergio MO rose 0,1l	4,05
	TR (-10%)	
1x	Adelholz still 0,5	1,95
1x	Adel prick. 0,5l	1,95
1x	Mionetto Sergio MO 0,1l	4,05
	TR (-10%)	
1x	Trinkgeld	8,00
Course: I		
1x	Vorsp. Antipasti	0,00
	TR (-5%)	
1x	Vorsp. Antipasti	0,00
	TR (-5%)	
1x	Tomate/ Mozzarella	8,55
	TR (-5%)	
Course: II		
1x	Rumpsteak 350	25,65
	TR (-5%)	

↑ ↓ ↺ 140,16 EUR

7 8 9 C

4 5 6 X

1 2 3

0 , - OK

If all data match, click "OK" and the receipt will be printed. You can also print a hospitality receipt or reprint the receipt. If you do not want to settle after all, click on "Cancel" and the transaction will be cancelled. This will take you back to the table overview.

Good to know:

An item is considered reducible if it has at least one possible reducibility set in the backend - besides All Inclusive.

6042	Spezi 0,2l	AFG	2,50	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input checked="" type="checkbox"/> AI
6043	Spezi 0,4l	AFG	4,20	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI
6038	Sprite 0,2l	AFG	2,50	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input checked="" type="checkbox"/> AI
6039	Sprite 0,4l	AFG	4,20	20,00 %	<input type="checkbox"/> VIP <input type="checkbox"/> HH <input type="checkbox"/> MAN <input type="checkbox"/> AI

3.3 Pay Method Split

If your guests want to pay the bill with different payment methods, for example by paying part of the bill with a coupon, there is a feature that allows you to bill partial amounts of the table with various payment methods. First, you have to enable this feature in the Outlet settings in the MYPOS Backend by checking the box next to the payment method 'Allow Pay Method Split'. Now, after choosing the first payment method when billing, you enter the desired amount that shall be posted to this payment.

Employee: Ronja Dambeck · Opened: 11/26/2024 (12:20:38)

Please Confirm Checkout

Total Sales	10,50 EUR
Discounts	0,00 EUR
Discount sales	10,50 EUR
EC	<input type="text" value="10,50"/> EUR

The pre-filled total can be emptied by clicking on the 'C' in the NumPad. Now enter the amount you want to settle with the first payment method. The outstanding balance is displayed.

Service: Andreas Olenberg · Geöffnet: 15.11.2024 (11:36:55)

Möchten Sie jetzt abrechnen?

Gesamtumsatz	75,00 EUR
Rabatte	0,00 EUR
Rabattierter Umsatz	75,00 EUR
Gutschein	<input type="text" value="50"/> EUR
Offener Rechnungsbetrag	75,00 EUR

Bestellung

1x	Perfekter Nachmittag	30,00
1x	Schöne Aussichten	45,00

↑ ↓ ↺ **75,00 EUR**

7	8	9	←
4	5	6	X
1	2	3	OK
0	,	-	

15.11.2024 11:37 | Restaurant | Hauptkasse | Andreas Olenberg

Now select the second payment method for the remaining amount.

Service: Andreas Olenberg · Geöffnet: 15.11.2024 (11:36:55)

Wählen Sie bitte eine Zahlart

Externe Zahlart

Apple Pay

Barzahlung

EC

Google Pay

Gutschein

Hausbon

KK Amex

KK Diners

KK Euro/Mastercard

KK VISA

Mastercard

Hotelrechnung

Hausbon

Hausbon

Rabatt?

Gutschein

Offener Rechnungsbetrag

50,00 EUR

25,00 EUR

Abbrechen

Bestellung

1x	Perfekter Nachmittag	30,00
1x	Schöne Aussichten	45,00

75,00 EUR

7

8

9

C

4

5

6

X

1

2

3

OK

0

,

-

Transaction #Katheri Parker · Employee: Admin (LBT) · Opened: 02/17/2017 (10:46:58)

Please Confirm Checkout

Total Sales

143,00 EUR

Discounts

0,00 EUR

Discount sales

143,00 EUR

EC

43,00 EUR

Guest Account, Hans Mustermann (Zimmer 0815)

100,00 EUR

Open invoice amount

0,00 EUR

OK

Back

Cancel

Order

1x	Collagen Eye	25,00
1x	AB Night Cream	51,00
1x	BG Wake Up Shower	19,00
1x	BG Ultra Moisturiz	48,00

143,00 EUR

7

8

9

C

4

5

6

X

1

2

3

OK

0

,

-

15.11.2024 11:38

Restaurant

Hauptkasse

Andreas Olenberg

11/26/2024 12:25


Wellness

Kosmetik 1

Ronja Dambeck

You can now see the outstanding invoice amount of this transaction, as well as the amount and the method that was used for the first and, if applicable, for another payment.

You can of course also enter the amount given here, e.g. if the guest gives you a €50 note. The amount to be paid out is displayed in the overview.



Change: 0,20 EUR

The different payment methods will be shown in the MY POS 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.

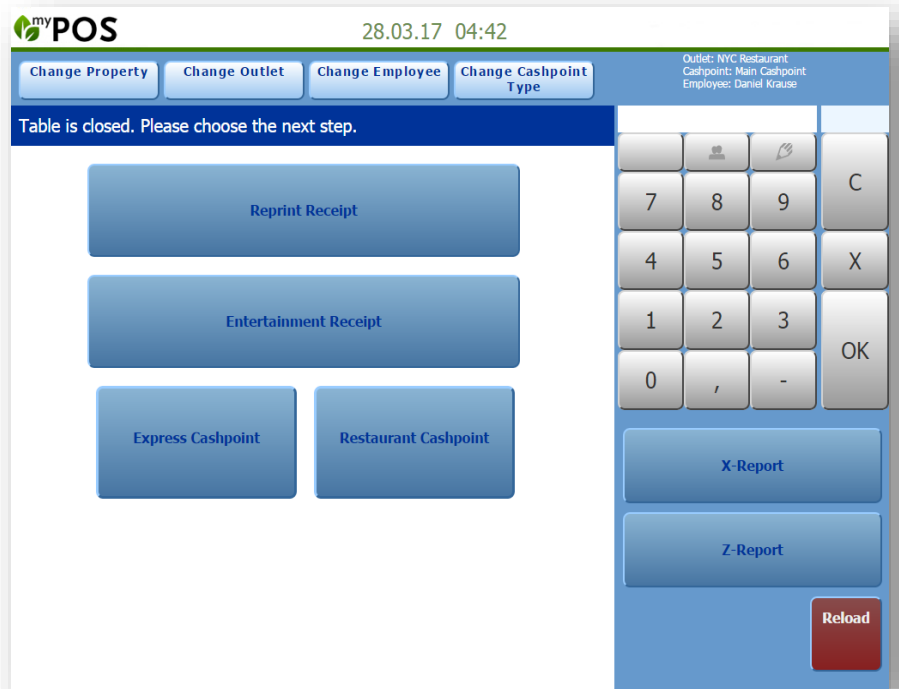
Please note: Transactions, in which positive and negative postings of items are mixed, may not be splitted! In this case, the first payment method selected is used for the entire transaction.

Please note: Financial splitting is not possible in combination with a booking on the room invoice of another hotel (cross-posting) and leads to an error message. In these cases, any existing vouchers must be taken into account when paying the hotel bill.

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

3.4 Print Receipts

After having confirmed closing the table you are asked to choose your next step: Either re-print the receipt (if applicable) print a business receipt for entertainment expenses (depends on Payment Method and outlet settings), or choose to return to your tables or change to the Express Cashpoint.



4 Service Features

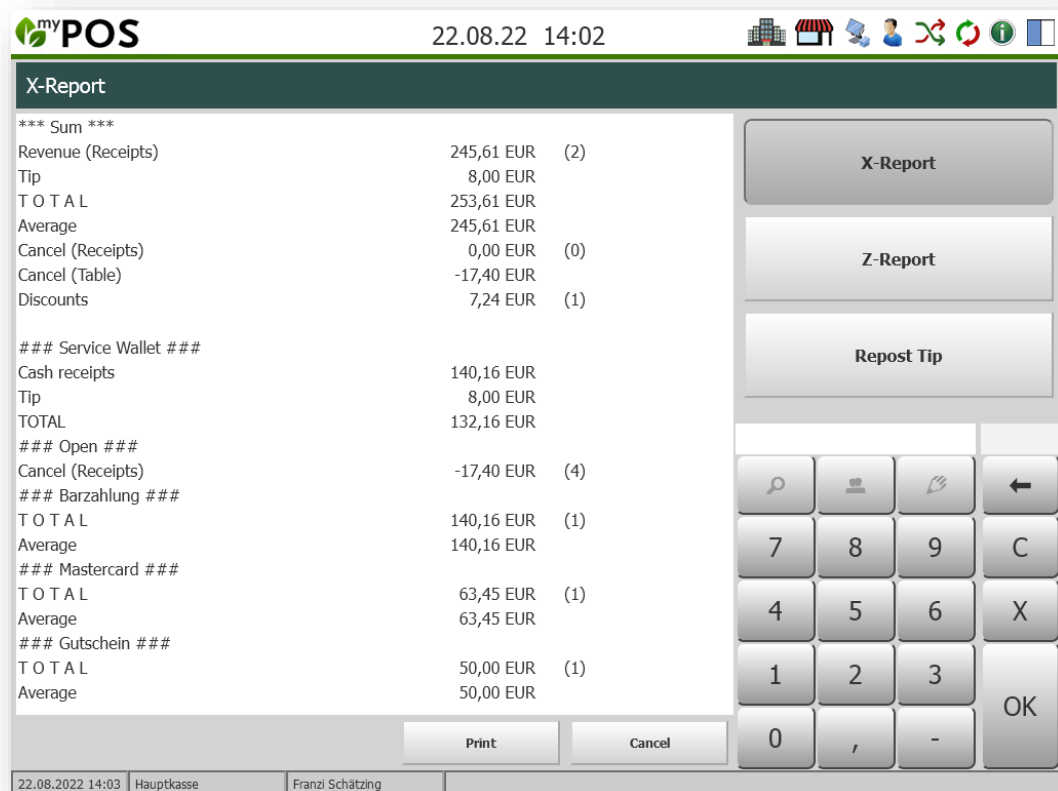
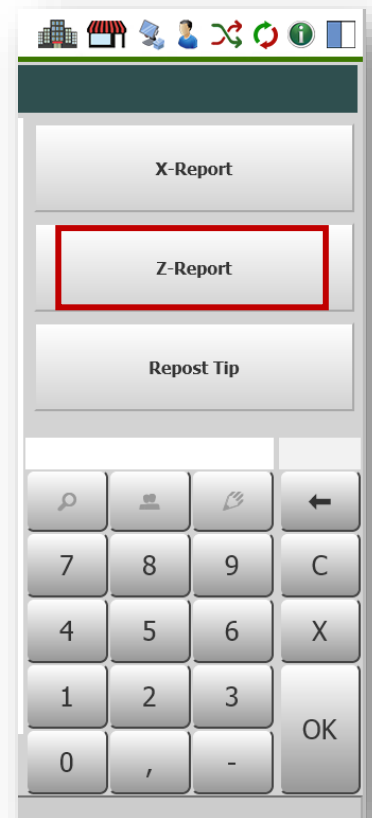
4.1 Day-end closing and Cash Balance

Daily Closing (Z-Report)

A receipt is printed showing the sales, tips and cancellations of all service personnel, broken down by payment method, which have been made in this sales outlet since the last Z-report was printed. The 'Z-report' is only printed once and always as a paper document at the receipt printer and is only possible if all open transactions for all service personnel have been completed. If you have authorization for day-end closing, click on Z-report and confirm your selection.

Cash balance (X-Report)

Your sales can be viewed on screen at any time, even if transactions are still open. The printout on the receipt printer can also be selected. On the daily closings reports, tip and disbursements are shown as follows:



Firstly in the overall summary of transactions above, and in the section Service Wallet, which shows cash movements. Tips to be retained and expenses to be reimbursed are deducted from the cash receipts.

X-Report		
*** Sum ***		
Revenue (Receipts)	245,61 EUR	(3)
Tip	12,00 EUR	
T O T A L	257,61 EUR	
Average	248,94 EUR	
Outlay	5,00 EUR	
Cancel (Receipts)	0,00 EUR	(0)
Cancel (Table)	-17,40 EUR	
Discounts	7,24 EUR	(1)
### Service Wallet ###		
Cash receipts	140,16 EUR	
Tip	12,00 EUR	
Outlay	5,00 EUR	
TOTAL	123,16 EUR	
### Open ###		
Cancel (Receipts)	-17,40 EUR	(4)
### Barzahlung ###		
T O T A L	140,16 EUR	(1)
Average	140,16 EUR	
### Mastercard ###		
T O T A L	63,45 EUR	(1)
Average	63,45 EUR	
### Gutschein ###		

4.2 Display of individual room bookings on the Daily Closing Reports

If desired, the display of the booking on the hotel bills can be extended on the service staff report (X report) as well as the daily closing report (Z report) by indicating which amount was booked on which guest. This will be effective both for the display of the X-report in the cash register touchscreen interface and for the print-outs. If you would like to use this detailed display, please contact us.

### Guest Account ###		
T O T A L	35,80 EUR	(2)
Average	17,90 EUR	
Room 815: Hans Mustermann	26,80 EUR	(1)
Room 4711: Gabi Müller Test	9,00 EUR	(1)

4.3 Repost your Tip

When booking a room or reservation, you can add a tip quickly and easily without having to enter the number or guest again. After clicking on the button, you will be asked to enter the transaction number.

myPOS 22.08.22 14:12

Repost Tip

Transaction No:

3278

X-Report

Z-Report

Repost Tip

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

Continue Cancel

22.08.2022 14:13 Hauptkasse Franz Schätzing

If it is a transaction of the same day that you have settled yourself, you will now receive a detailed view of the desired transaction and can enter the tip amount.

myPOS 22.08.22 14:14

Repost Tip

Please enter Tip

3,20

Transaction 3284
Date 08/22/2022 (14:09:16)
Room 815
Guest Hans Mustermann

Sum 26,80 EUR

1	Cappuccino	(1,35)	1,35	EUR
1	Cafe Coretto	(1,80)	1,80	EUR
1	Americano	(3,15)	3,15	EUR
1	Casirinha	(3,75)	3,75	EUR
1	Bloody Mary	(3,20)	3,20	EUR
1	Rumpsteak	(13,50)	13,50	EUR
1	Medium Rare	(0,00)	0,00	EUR
1	Lammfilet	(0,00)	0,00	EUR

X-Report

Z-Report

Repost Tip

7 8 9 C

4 5 6 X

1 2 3 OK

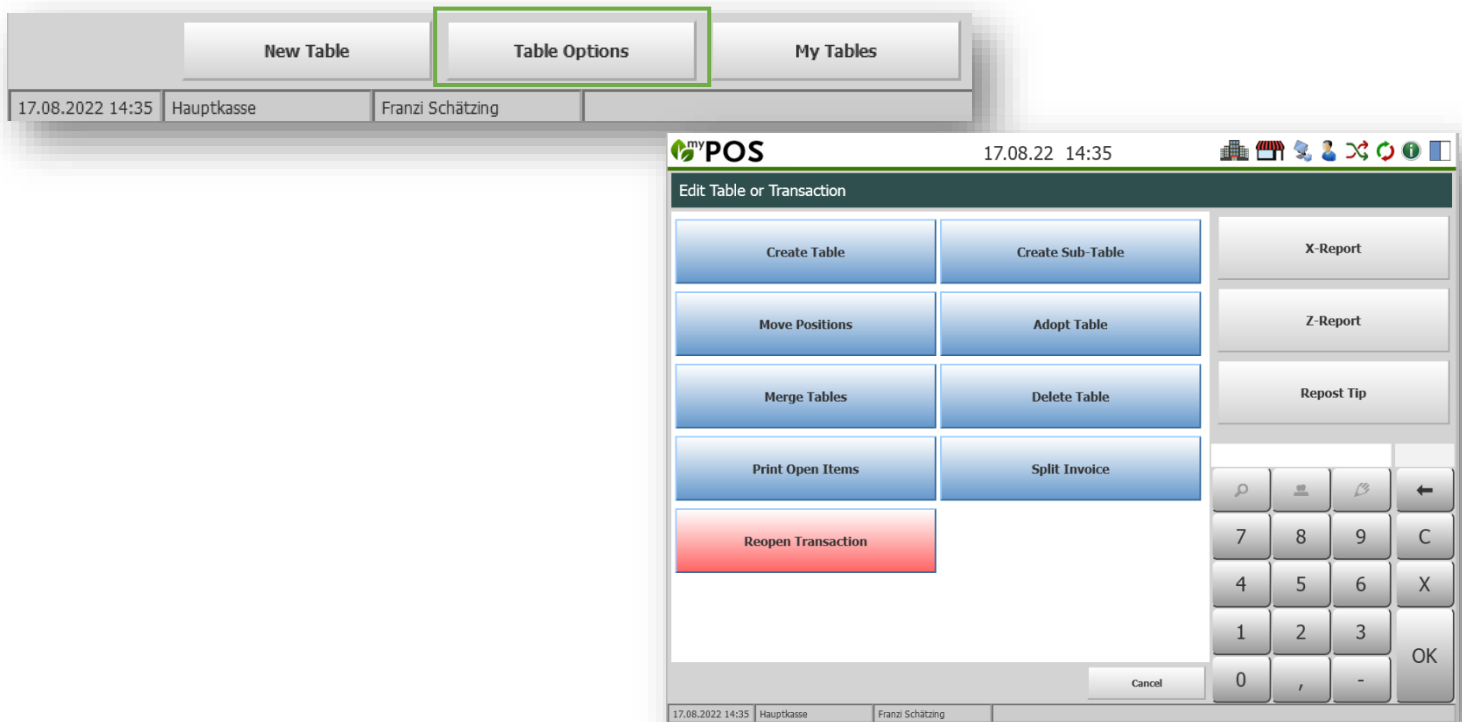
0 , -

Save Cancel

22.08.2022 14:14 Hauptkasse Franz Schätzing

5 Managing Tables

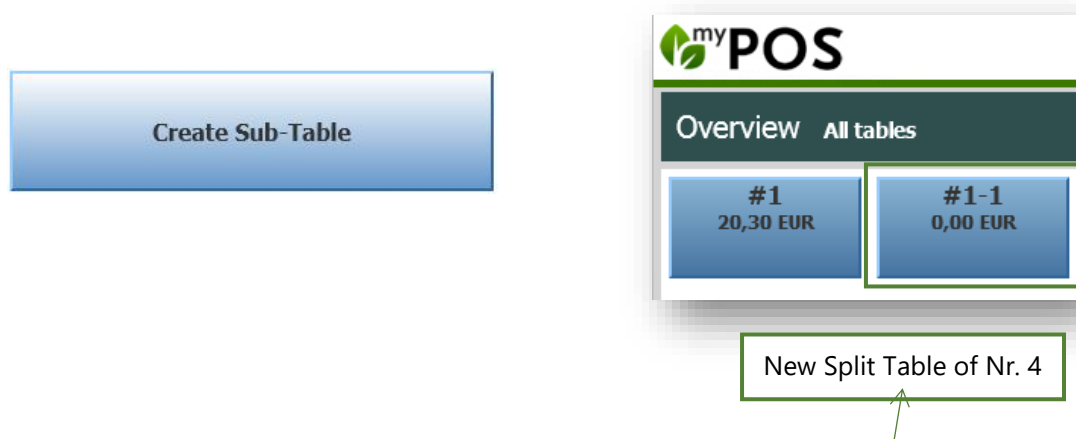
Clicking on 'Table Options', a variety of features to manage and edit open tables occur.



5.1 Creating a Sub-Table

When guests join a table, you have the option of creating a table split. To do this, click on the function "Create Sub-Table" and select the corresponding table. After this selection, you return to the cash register system and enter food and beverages for the new guests as usual.

To return to the table overview, click on "Cancel".



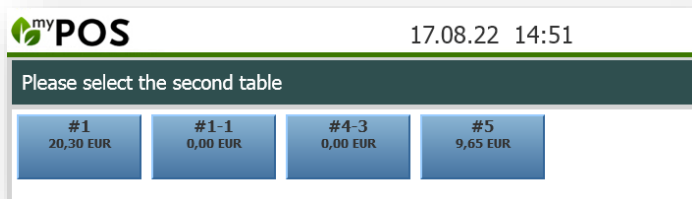
5.2 Moving Items from Table to Table

Move Positions



This function allows you to move items from one table to another.

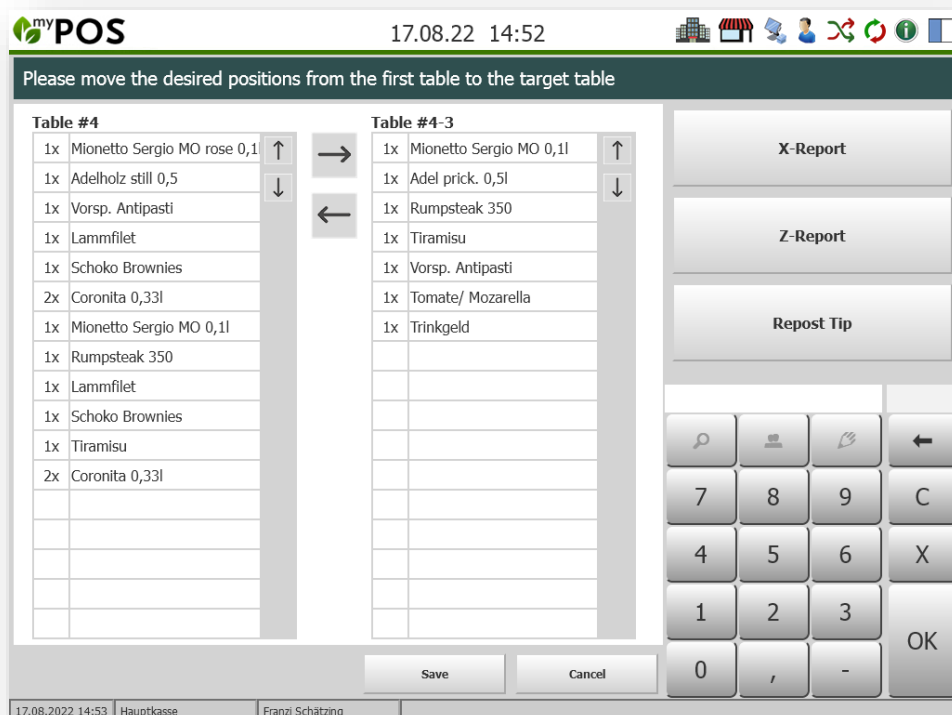
To do this, click on the function "Move Positions" and on the table you want to process.



Then please click on the target table to which you want to move the already booked items.

After selecting the two tables, you can now move the desired items from the source table to the target table by clicking on the respective item.

To move all items, please click on the arrow left/ right keys.



5.3 Adopting a Co-worker's Table

Would you like to take over the service of a colleague for a table?
Click on the function "Adopt table". You will now see an overview of all the tables of the other service staff. By simply clicking on a desired table, you can take it over into your own overview.

Adopt Table

Or: A function in the staff settings allows you to settle other people's tables without having to take them over (see the administration manual). With this variant, the turnover remains with the original service staff.

5.4 Merging Two Tables

This function merges all booked positions of two tables: they are assigned to a target table. First click on the function "Merge tables". Please click on the first table and then on the second table.

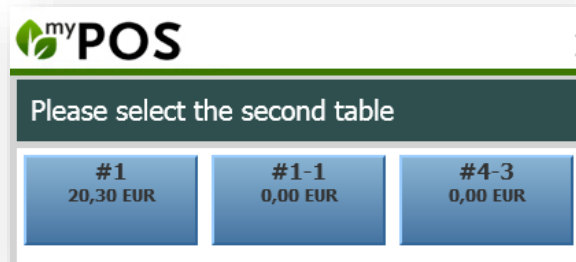
Merge Tables



myPOS

Please Select First Table

#1 20,30 EUR	#1-1 0,00 EUR	#4 147,40 EUR
-----------------	------------------	------------------



myPOS

Please select the second table

#1 20,30 EUR	#1-1 0,00 EUR	#4-3 0,00 EUR
-----------------	------------------	------------------

Now decide whether you want to use the first or the second table as the new table and click on it. Please note that the unselected table will be deleted. After the selection, you will return to the table overview and find the newly merged table with all articles..



myPOS 17.08.22 15:07

Shall table #4 or table #4-3 be the target table?

Use table # #4

Use table # #4-3

X-Report

Z-Report

Repost Tip

7	8	9	←
4	5	6	C
1	2	3	X
0	,	-	OK

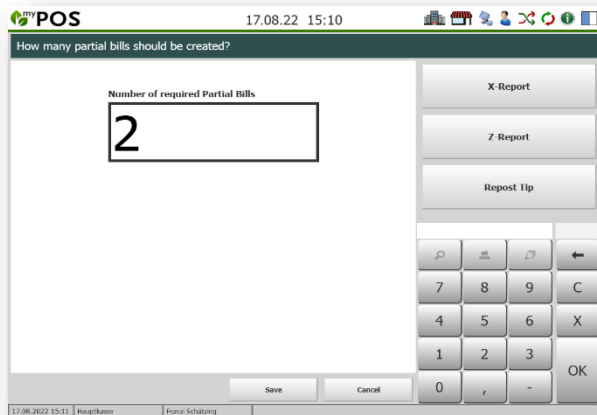
Cancel

17.08.2022 15:07 Hauptkasse Franz Schätzing

5.5 Splitting an Invoice

Split Invoice

If you have activated the feature 'Allow Invoice Split' in the backend settings for the outlet, a new button will appear, called 'Split Invoice'. Click on it and you will have to select the table which you want to divide evenly by the number of guests at the table (or you can enter a new amount). After selecting the table, you can enter the amount of required partial bills and the item positions will be divided by this number.



The screenshot shows the 'myPOS' application window. The title bar indicates the date and time as 17.08.22 15:10. The main window has a header with the text 'How many partial bills should be created?'. Below this, there is a text input field labeled 'Number of required Partial Bills' containing the number '2'. To the right of the input field are three buttons: 'X-Report', 'Z-Report', and 'Repost Tip'. Below these buttons is a numeric keypad with digits 0-9, a decimal point, and an 'OK' button. At the bottom of the window, there are 'Save' and 'Cancel' buttons. The status bar at the very bottom shows the date and time as 17.08.2022 15:11, and the user's name as 'Hauptkassier'.

Order		
1/2	Americano	3,15
1/2	Caipirinha	3,75
1/2	Bloody Mary	3,25



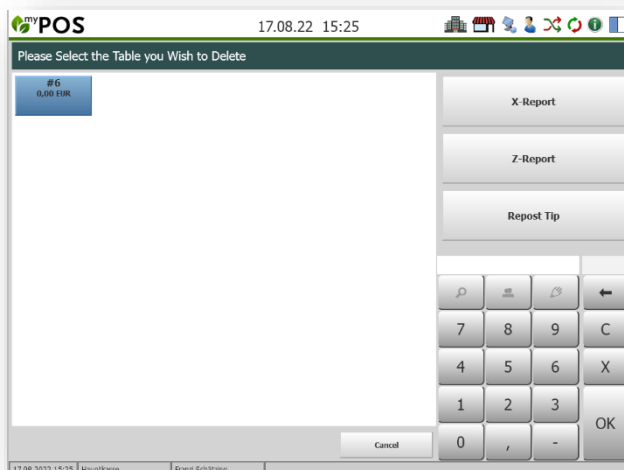
The screenshot shows the 'myPOS' application window. The title bar indicates the date and time as 17.08.22 15:10. The main window has a header with the text 'Overview All tables'. Below this, there are two buttons: '#1-5 35,05 EUR' and '#1-6 35,05 EUR'. The status bar at the very bottom shows the date and time as 17.08.2022 15:11, and the user's name as 'Hauptkassier'.

Now, you can bill the sub-tables separately, but you cannot book any more additional items to any of the individual tables.

Slight deviations in the cent range may appear with the total amount of the partial bills, because the individual item positions are divided, not the total amount of the bill.

5.6 Deleting a Table

Delete Table



The screenshot shows the 'myPOS' application window. The title bar indicates the date and time as 17.08.22 15:25. The main window has a header with the text 'Please Select the Table you Wish to Delete'. Below this, there is a text input field labeled 'Table #6' containing the number '6'. To the right of the input field are three buttons: 'X-Report', 'Z-Report', and 'Repost Tip'. Below these buttons is a numeric keypad with digits 0-9, a decimal point, and an 'OK' button. At the bottom of the window, there are 'Cancel' and 'Delete' buttons. The status bar at the very bottom shows the date and time as 17.08.2022 15:25, and the user's name as 'Hauptkassier'.

Click on "Delete table". You will then return to the table overview, where you can click on the corresponding table. Please note that you may only delete tables on which there are no items.

5.7 My Tables – Other Tables – All Tables

By clicking on this button you can see your own tables and those of colleagues. If you have disabled the table/operation protection in your MY POS profile, you will be taken directly to the "All tables" overview instead of your own.



5.8 Print Positions for Dividing a Bill

If guests wish to pay separately, it may be useful to first print out a list of all food and beverages. Please click on the table function "Print Positions". Now please select the table.



No invoice will be generated yet.

5.9 Menu plan

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

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

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

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

The screenshot shows the MY POS Cashpoint Touchscreen interface. At the top, the logo 'my POS' is on the left, the date and time '08/23/23 11:02' are in the center, and a row of icons is on the right. Below the header is a dark green bar with the text 'Edit Table or Transaction'. The main area contains a grid of buttons: 'Create Table', 'Create Sub-Table', 'Move Positions', 'Adopt Table', 'Merge Tables', 'Delete Table', 'Print Positions', 'Split Invoice', 'Reopen Transaction', and 'Meal Plan'. The 'Meal Plan' button is highlighted with a red box. To the right of the grid is a vertical column of buttons: 'X-Report', 'Z-Report', 'Repost Tip', a search icon, a user icon, a hand icon, a back arrow, a numeric keypad (7-9, 4-6, 1-3, 0, comma, dash), and an 'OK' button. At the bottom of the screen is a blue bar with a 'Cancel' button and a status bar showing '08/23/2023 11:02', 'Hauptkasse', 'Franzi Schätzing', and 'Print course'.

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:** Spirituosen und Kaffee, Bier & AFG, Wein und Sekt, Speisen, Kiosk, Kl. Karte, Vorspeisen, Hauptgang, Dessert, Buffet.
- Dish List:**
 - Lammfilet: 2, ☒
 - Rumpsteak 350**: 10, ☒
 - 1/2 Ente m. Rotkohl: 12, ☐
 - Athen Teller: 20, ☒
 - Aufpreis Spargel: 0, ☒
 - Forelle gebr.: 0, ☐
 - Pastateller: 30, ☒
 - Putenschn.: 20, ☒
 - Rippchen: 20, ☒
 - Schnitzel: 20, ☒
 - Speisen offen: 0, ☐
 - Tagesfisch: 0, ☒
 - Wiener Schnitzel: 20, ☐
- Reports:** X-Report, Z-Report, Repost Tip.
- Calculator:** A numeric keypad with buttons for 0-9, comma, minus, and OK.
- Buttons:** Save, Cancel.
- Footer:** 08/23/2023 11:04, Hauptkasse, Franz Schätzing, Print course.

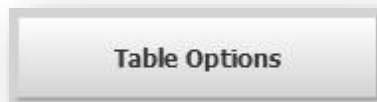
The tick behind the dish determines whether overbooking is allowed. If it is set, the set number can be overbooked.

Colours in the article overview

Red items: there are only three or less of this item with a number in the menu plan. The numbers (2/0) here mean that 2 portions are available and no more have been ordered so far. (2/1) means there is only one portion left because one portion of 2 has been ordered. If an item is no longer available today (and may not be overbooked), it appears greyed out.

Spirituosen und Kaffee	Bier & AFG	Wein und Sekt	Speisen	
Kl. Karte	Vorspeisen	Hauptgang	Dessert	
(2/0) 6942 Lammfilet 16,50 EUR	(2/0) 6841 Rumpsteak 350 27,00 EUR	(12/0) 6809 1/2 Ente m. Rotkohl 21,50 EUR	(1/0) 6925 Athen Teller 18,90 EUR	(0/0) 6021 Aufpreis Spargel 5,00 EUR
(0/0) 6766 Forelle gebr. 19,00 EUR	(30/0) 6011 Pastateller 6,50 EUR	(20/0) 6016 Putenschn. 8,50 EUR	(20/0) 6823 Rippchen 9,50 EUR	(20/0) 6728 Schnitzel 7,50 EUR
(0/0) 6706 Speisen offen 0,00 EUR	(0/0) 6008 Tagesfisch 10,50 EUR	(20/0) 6015 Wiener Schnitzel 11,50 EUR		

5.10 Search Transactions



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



The image displays the myPOS software interface. The top bar shows the logo, the date and time "10/10/23 14:52", and a row of icons. Below this is a dark green header with the text "Edit Table or Transaction". The main area contains a grid of buttons: "Transaction Search" (highlighted with a red border), "Create Table", "Create Sub-Table", "Move Positions", "Adopt Table", "Merge Tables", "Delete Table", "Print Positions", "Split Invoice", "Reopen Transaction", and "Meal Plan". To the right of this grid are three buttons: "X-Report", "Z-Report", and "Repost Tip", followed by a numeric keypad with buttons for digits 0-9, a decimal point, a minus sign, and an "OK" button. A bottom status bar shows the date, time, and user name "Franzi Schä".

A second window is overlaid on the bottom right, titled "Enter your criteria for the transaction". It contains four input fields: "Transaction No:" (empty), "Table No:" (containing the number "2"), "Room Number:" (empty), and "Date:" (containing "10/09/2023" with left and right arrow buttons). To the right of these fields are three buttons: "X-Report", "Z-Report", and "Repost Tip", followed by a numeric keypad similar to the one in the main window. At the bottom of this window are "Continue" and "Cancel" buttons. The bottom status bar of this window shows the date, time, and user name "Franzi Schätzing".

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

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

10/10/23 14:32

Please click on the transaction, you will then find options.

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

X-Report

Z-Report

Repost Tip

06/05/24 12:28

Please click on the transaction, you will then find options.

Transaction	Table No.	Date	Time	Total	Payment
3303	6	06/05/2024	12:26	65,10 EUR	Barzahlung
3299	2	06/05/2024	12:26	44,85 EUR	EC
3301	8	06/05/2024	12:25	291,60 EUR	Guest Account 0815

Service: Andreas Olenberg

X-Report

Z-Report

Repost Tip

↑

10/10/2023

↑

↓

Cancel

7

8

9

C

4

5

6

X

1

2

3

OK

0

,

-

06/05/2024 12:28

Restaurant

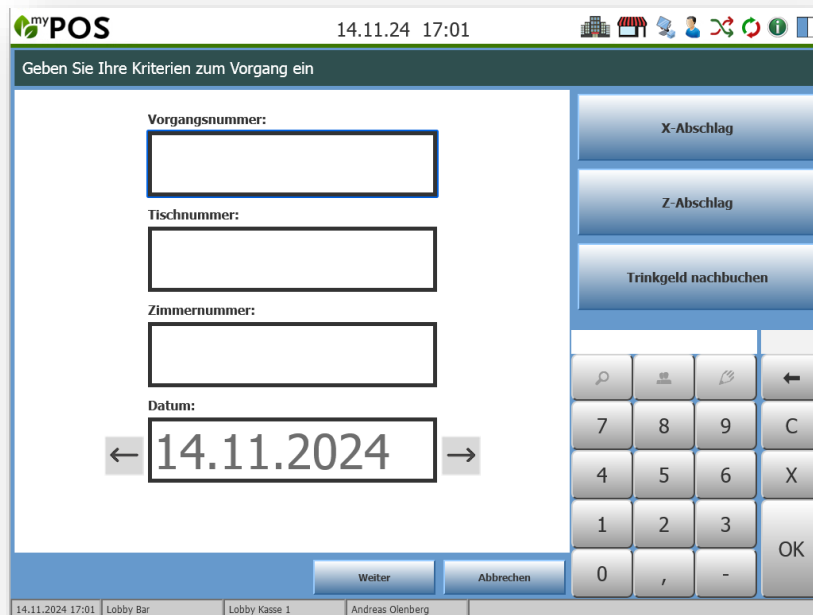
Hauptkasse

Franzi Schätzing

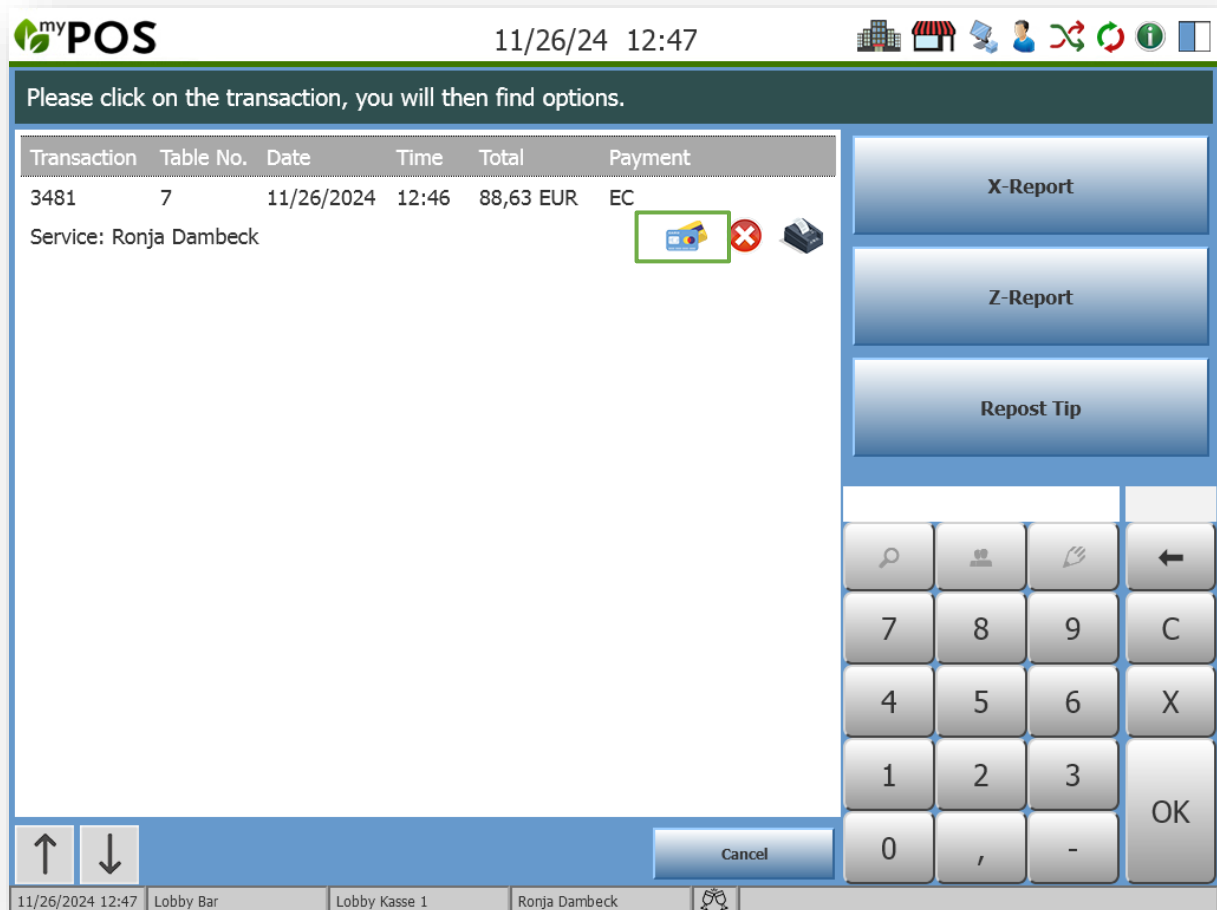
5.11 Paymethod Change

There is another quick function in the transaction search of the table or transaction functions to speed up the change if a payment method is selected by mistake.

Transaction Search



The screenshot shows the 'myPOS' interface for transaction search. The title bar displays '14.11.24 17:01'. The main area is titled 'Geben Sie Ihre Kriterien zum Vorgang ein'. It contains four input fields: 'Vorgangsnummer:', 'Tischnummer:', 'Zimmernummer:', and 'Datum:'. The 'Datum:' field is populated with '14.11.2024'. To the right of these fields are three buttons: 'X-Abschlag', 'Z-Abschlag', and 'Trinkgeld nachbuchen'. Below these is a numeric keypad with digits 0-9, a decimal point, a minus sign, and an 'OK' button. At the bottom of the main area are 'Weiter' and 'Abbrechen' buttons. The status bar at the very bottom shows '14.11.2024 17:01', 'Lobby Bar', 'Lobby Kasse 1', and 'Andreas Olenberg'.



The screenshot shows the 'myPOS' interface displaying transaction search results. The title bar displays '11/26/24 12:47'. The main area is titled 'Please click on the transaction, you will then find options.' Below this is a table with the following data:

Transaction	Table No.	Date	Time	Total	Payment
3481	7	11/26/2024	12:46	88,63 EUR	EC

Below the table, the text 'Service: Ronja Dambeck' is displayed. To the right of the table is a green box containing a credit card icon, a red 'X' icon, and a printer icon. To the right of the table are three buttons: 'X-Report', 'Z-Report', and 'Repost Tip'. Below these is a numeric keypad with digits 0-9, a decimal point, a minus sign, and an 'OK' button. At the bottom of the main area are 'Cancel' and 'OK' buttons. The status bar at the very bottom shows '11/26/2024 12:47', 'Lobby Bar', 'Lobby Kasse 1', and 'Ronja Dambeck'.

You will be taken directly back to the billing process and can now select the correct payment method.

Transaction #7 · Employee: Ronja Dambeck · Opened: 11/26/2024 (12:45:04)

To change the payment method, please select the new paymethod.

Paymethods

Apple Pay	Barzahlung	EC
Google Pay	Gutscheine	Hausbon
KK Amex	KK Diners	KK Euro/Mastercard
KK VISA	Mastercard	Guest Account

House receipt

"On the House"

Cancel

Order

1x	Americano	5,04
	HH (-20%)	
1x	Bailey s Colada	6,24
	HH (-20%)	
1x	Rumpsteak 350	37,00
	Medium	0,00
1x	Rumpsteak 350	37,00
	Medium	0,00
1x	Coca Cola 0,4l	2,10
1x	Coca Cola light 0,2l	1,25

88,63 EUR

OK

11/26/2024 12:48 Lobby Bar Lobby Kasse 1 Ronja Dambeck

After a brief confirmation, the payment method is changed. If it is possible for this point of sale, mixed billing can also be used.

Transaction #7 · Employee: Ronja Dambeck · Opened: 11/26/2024 (12:45:04)

Please confirm the change of payment method

Total Sales 88,63 EUR

Discounts 0,00 EUR

Discount sales 88,63 EUR

Guest Account, Hans Mustermann (Zimmer 0815) 88,63 EUR

Open invoice amount 0,00 EUR

OK

Back Cancel

Order

1x	Americano	5,04
	HH (-20%)	
1x	Bailey s Colada	6,24
	HH (-20%)	
1x	Rumpsteak 350	37,00
	Medium	0,00
1x	Rumpsteak 350	37,00
	Medium	0,00
1x	Coca Cola 0,4l	2,10
1x	Coca Cola light 0,2l	1,25

88,63 EUR

OK

11/26/2024 12:49 Lobby Bar Lobby Kasse 1 Ronja Dambeck

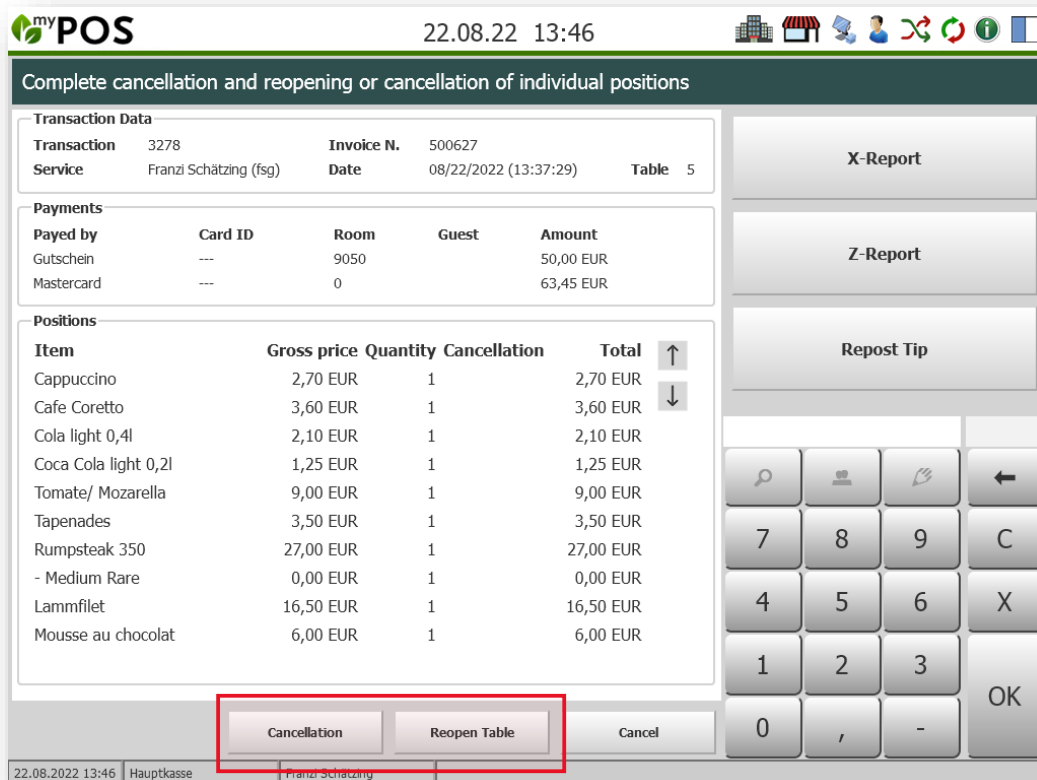
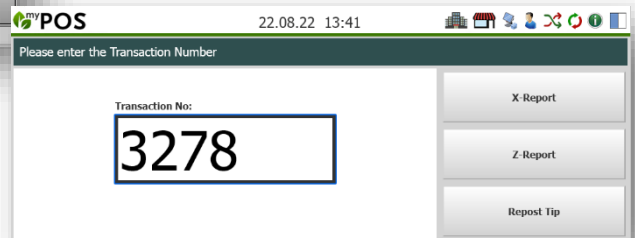
5.12 Part and Complete Cancellations - Open Settled Transactions



You can check and edit transactions via the cash point interface, even if the day-end closing has already taken place. A prerequisite is the use of the Restaurant-/ MY SPA Cashpoint. Call up the table or transaction functions and select 'Reopen transactions'.

Enter the transaction number that you see on the receipt (if you do not have the receipt, find out the transaction number in the MY POS backend or your hotel system)

You will now see the details of the transaction and have the possibility to reopen the table (the transaction will be completely cancelled and you can change it or choose another payment method) or you can click on 'Cancellation' to initiate a partial or full cancellation.



You now have the choice to leave all entries unchanged and to cancel the transaction completely by clicking on the 'Cancellation' button. Clicking on 'Partial Cancellation' sets the selection on the quantity to '0' and you can explicitly enter the number of items you want to cancel. You activate the article by tapping the line.

my POS

22.08.22 13:51

Please select the items you wish to cancel.

Transaction

Transaction 3278

Invoice N. 500627

Service Franz Schätzing (fsg)

Date 08/22/2022 (13:37:29)

Table 5

Payments

Payed by	Card ID	Room	Guest	Amount
Gutschein	---	9050		50,00 EUR
Mastercard	---	0		63,45 EUR

Positions

Item	Gross price	Quantity	Cancellation	N. cancellations	
Coca Cola light 0,2l	1,25 EUR	1			1
Tomate/ Mozzarella	9,00 EUR	1			1
Tapenades	3,50 EUR	1			1
Rumpsteak 350	27,00 EUR	1		1	1
- Medium Rare	0,00 EUR	1		1	1
Lammfilet	16,50 EUR	1			1
Mousse au chocolat	6,00 EUR	1			1
Tiramisu	3,80 EUR	1			1
Saint Laurent	38,00 EUR	1			1

X-Report

Z-Report

Repost Tip

7

8

9

C

4

5

6

X

1

2

3

OK

0

,

-

Part. Cancellation

Cancellation

Cancel

22.08.2022 13:52

Hauptkasse

Franzi Schätzing

Confirm your entry by clicking on 'Cancellation'.

If reasons for cancellation are defined for the merchandise group to which this article belongs, you will now be prompted to enter them. You can select this entry separately for each article of the partial cancellation, or you can accept it for all articles of the transaction.

myPOS 22.08.22 13:56

Please select a cancellation reason

Cancellation reason for your chosen position:

Position	Item	Total
1	Rumpsteak 350	27,00 EUR

Possible cancellation reasons of the product group

Not tasty

☒ For all

Cancel

X-Report

Z-Report

Repost Tip

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

22.08.2022 13:56 Hauptkasse Franz Schätzing

In the last step confirm your entries with OK.

myPOS 22.08.22 13:57

Summary of your cancellation

Transaction

Transaction	Invoice N.
3278	500627

Service Franz Schätzing (fsg) Date 08/22/2022 (13:37:29) Table 5

Positions

Item	Cancellation Reason	N. cancellations
Rumpsteak 350	Not tasty	1 / 1
- Medium Rare	Not tasty	1 / 1

X-Report

Z-Report

Repost Tip

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

OK Cancel

22.08.2022 13:57 Hauptkasse Franz Schätzing

6 Spa-Cashpoint

6.1 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.

6.2 Day Spa Guests and Direct Payment: Settle MY SPA Services

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

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

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

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

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

Booking

Treatment

Hot Stone 45 min

Room

Massage 2

Specialist

Irina

Day

03/13/2019

Time

10:20 until 11:05

Total time

10:15 until 11:20

Customer

Axel Foley

Room Number

73

Price

69,00 USD

Fixed

☐ Specialist
☐ Room
☐ Date

Last Edited

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

Edit

Move

Settle Guest Account (Axel Foley 03.02.2019 - 31.03.2019)

Treatment of Irina Domingo

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

Price

69,00 USD

End price

69,00 USD

Tip for Irina Domingo

5 USD

Tip for

Simon Blumhard

USD

Payment Method

Hotel Invoice

Discount percentage

Hotel Invoice

Pay

Pay and

MY POS -> Barzahlung

MY POS -> KK Amex

MY POS -> KK VISA

MY POS -> KK Euro/Mastercard

MY POS -> KK Diners

MY POS -> EC

Settle Guest Account (Axel Foley 03.02.2019 - 31.03.2019)

Treatment of Irina Domingo

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

Price

69,00 USD

End price

69,00 USD

Tip for Irina Domingo

USD

Tip for

Simon Blumhard

USD

Payment Method

Hotel Invoice

Discount percentage

Hotel Invoice

Pay

Pay and

Transaction -> MY POS

Other Payment

6.3 Mixed Paymethods and Book Extra Services

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

Settle Guest Account (Henry Mancini)

Package: ☒ Beach Pack

Price: 170,00 USD End price: 170,00 USD

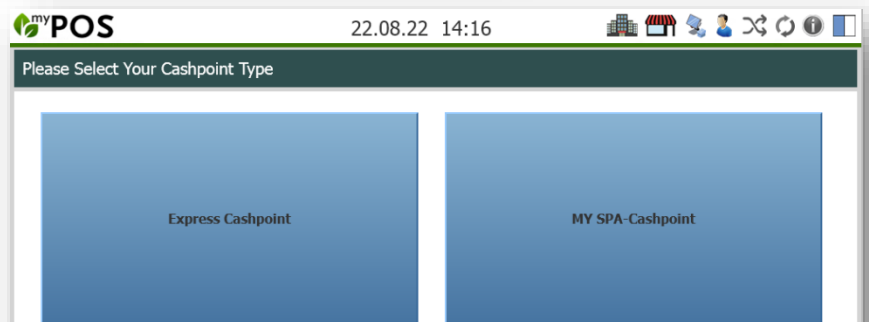
Tip for: Admin USD

Payment Method: Transaction -> MY POS

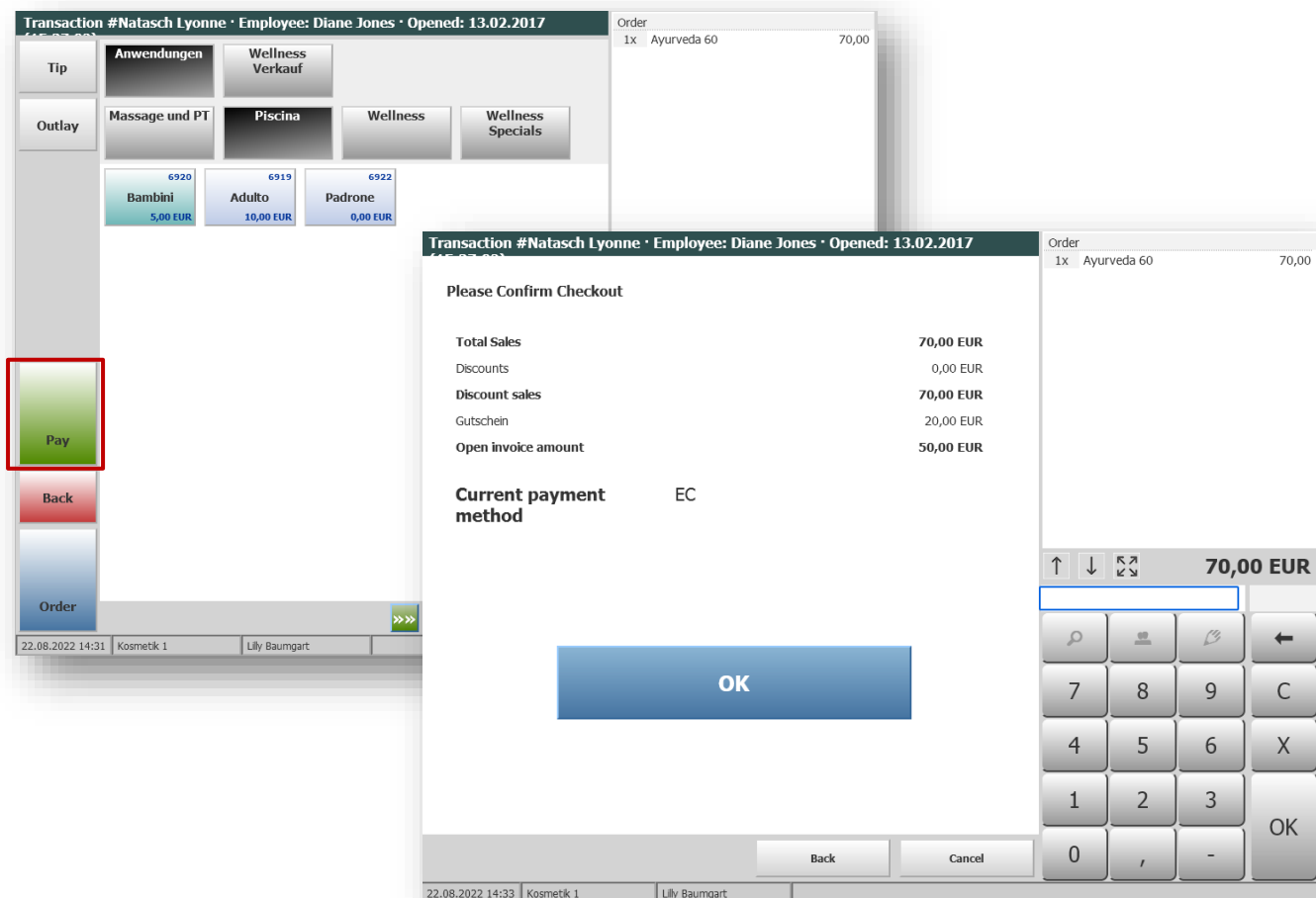
Discount percentage:

Pay

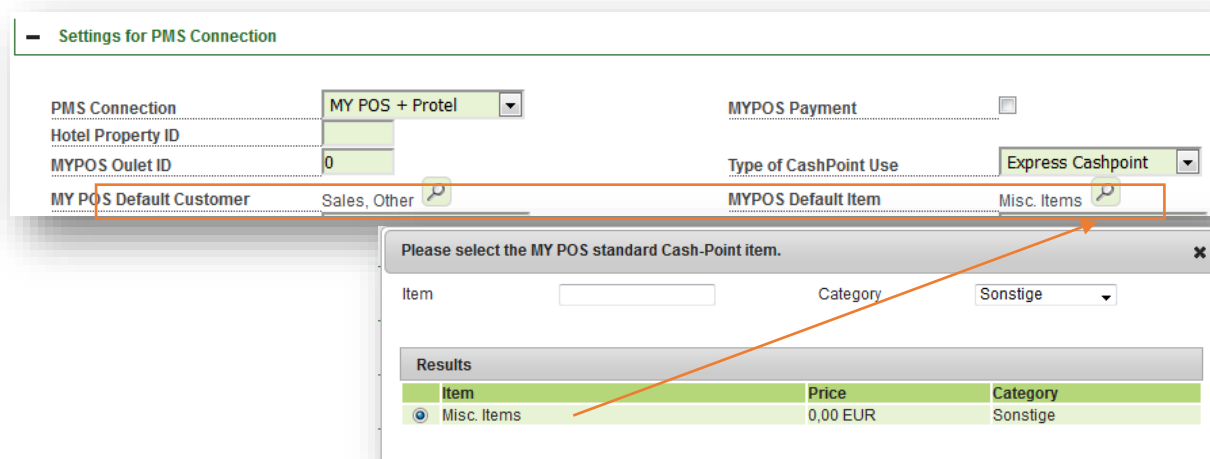
The MY POS screen can be easily opened in another browser tab, the sent transactions are marked by the names of the guests:



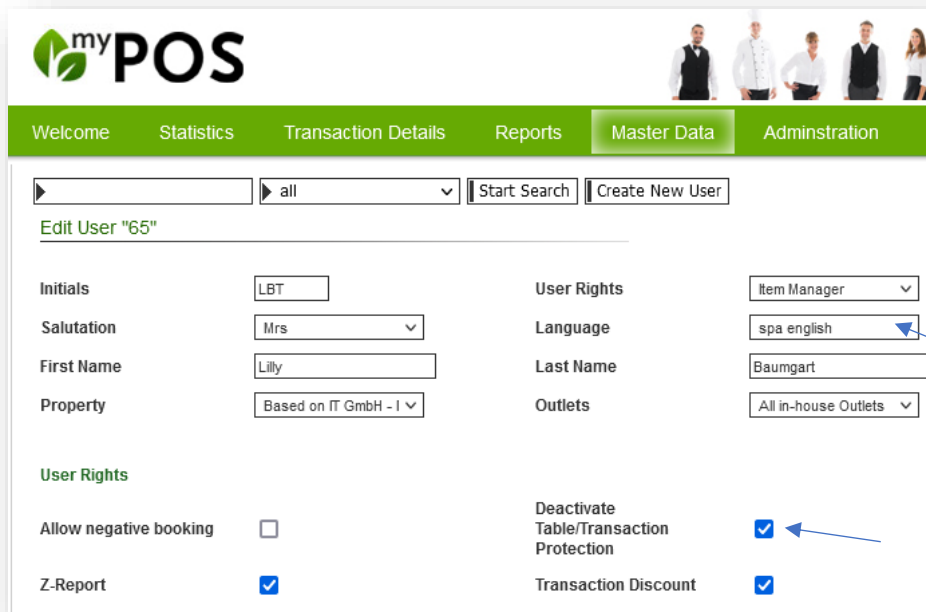
During the billing process, you can choose transaction functions such as merging transactions, splitting transaction items, split bills, proportional payment or mixing different payment methods.



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.



6.4 Authorization for Billing



The screenshot shows the 'myPOS' interface with the 'Master Data' tab selected. The 'Edit User "65"' form contains the following fields and values:

Field	Value
Initials	LBT
Salutation	Mrs
First Name	Lilly
Property	Based on IT GmbH - I
User Rights	Item Manager
Language	spa english
Last Name	Baumgart
Outlets	All in-house Outlets
Allow negative booking	<input type="checkbox"/>
Z-Report	<input checked="" type="checkbox"/>
Deactivate Table/Transaction Protection	<input checked="" type="checkbox"/>
Transaction Discount	<input checked="" type="checkbox"/>

Blue arrows point to the 'Language' dropdown (set to 'spa english') and the 'Deactivate Table/Transaction Protection' checkbox (checked).

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 Cashier:

The setting 'Cancel transaction protection' means that transactions created by colleagues do not have to be transferred individually, but can be billed directly.

Now enter the MY POS user number in the employee data in MY SPA:



The diagram shows a small 'myPOS' window on the left with the 'Edit User "65"' link. A blue arrow points from this link to a larger box on the right labeled 'MYPOS User ID'. Inside this box, the number '65' is entered in a green-highlighted field.

Please make sure that the "MY POS User No." and the "MY POS Sales Point No." match the corresponding numbers in MY POS. Otherwise, the applications cannot be transferred to MY POS and thus be settled. All applications from MYSPA must also exist in MY POS and have a unique item number in order to be able to settle them.

Selecting MY SPA Cashpoint takes you to the overview of your wellness treatments transferred from MY SPA to the POS. If the transaction protection is removed in your authorisation, you can directly see all open transactions.

The accounting of booked wellness treatments in MYPOS is similar to that of the restaurant cash register. Here you can take over procedures from colleagues or merge procedures and settle them as one procedure.

6.5 Feedback of the Billing to MY SPA

As soon as a spa treatment has been settled with MY POS, the MY POS transaction number is visible in MY SPA when you move the mouse over the payment button and you see all data in the transaction log.

The screenshot shows the MY SPA software interface. At the top, there's a header with the MY SPA logo and navigation tabs: Appointments, New Booking, Scheduler, Customers, Main Settings, and Reporting. The main area is titled 'Welcome to MY SPA' and contains filters for Period (15.08.2022 to 22.08.2022), Booker (-all-), Specialist (Admin, Charlotte Ziegler, Christina Firenze), Attendance Status (-all-), Payment Status (-all-), Room (-all-), and Cancellation Status (not cancelled). A 'show' button is next to the filters. Below the filters, there's a section for 'Appointments' with a table showing one match. The table has columns: Date, No., Treatment, Specialist, Time, Room, Customer, and Edit. The first row shows an appointment on 15.08.2022, No. 5650, Treatment 'Abhyanga GB 60 min (+5+15)', Specialist 'Simon Blumhard', Time '15:00', Room 'Massage 2', and Customer 'Elif Stein-Häuser'. To the right of the table, there's a 'Paymethod Barzahlung, MYPOS Reference 3251' tooltip, which is highlighted by a red arrow.

Date	No.	Treatment	Specialist	Time	Room	Customer	Edit
15.08.2022	5650	Abhyanga GB 60 min (+5+15)	Simon Blumhard	15:00	Massage 2	Elif Stein-Häuser	Paymethod Barzahlung, MYPOS Reference 3251

6.6 Management of Day Spa Guest Revenues

Als Vorgangskasse kann MY POS eine Transaktion Ihrer Day Spa-Gäste beim Eintritt eröffnen und diese nach einer Spindnummer, Gäste-ID oder RFID-Transponder-ID benennen. Auf diese offene Transaktion werden nicht nur Eintrittsgelder gebucht, sondern z.B. auch Konsumationen, die an Bar- und Küche geschickt werden. Buchungen aus MY SPA können in offene Transaktionen mit Ermäßigungen, Produktzusatzverkäufen und Trinkgeldern überführt werden - alles Umsätze, die dem ausführenden Behandler zugerechnet werden. Sind Sie an weiteren Informationen über das MY POS System für Ihr Hotel interessiert? Kontaktieren Sie Ihren MY SPA Vertriebspartner oder uns direkt.

7 Support

This software is constantly being improved. Learning from each other, we consider your experience and closely keep an eye on new features and trends. So we are excited to hear from you and incorporate your ideas into our products. Some ideas will 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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