

Manual for Service Employees

Version 5.0

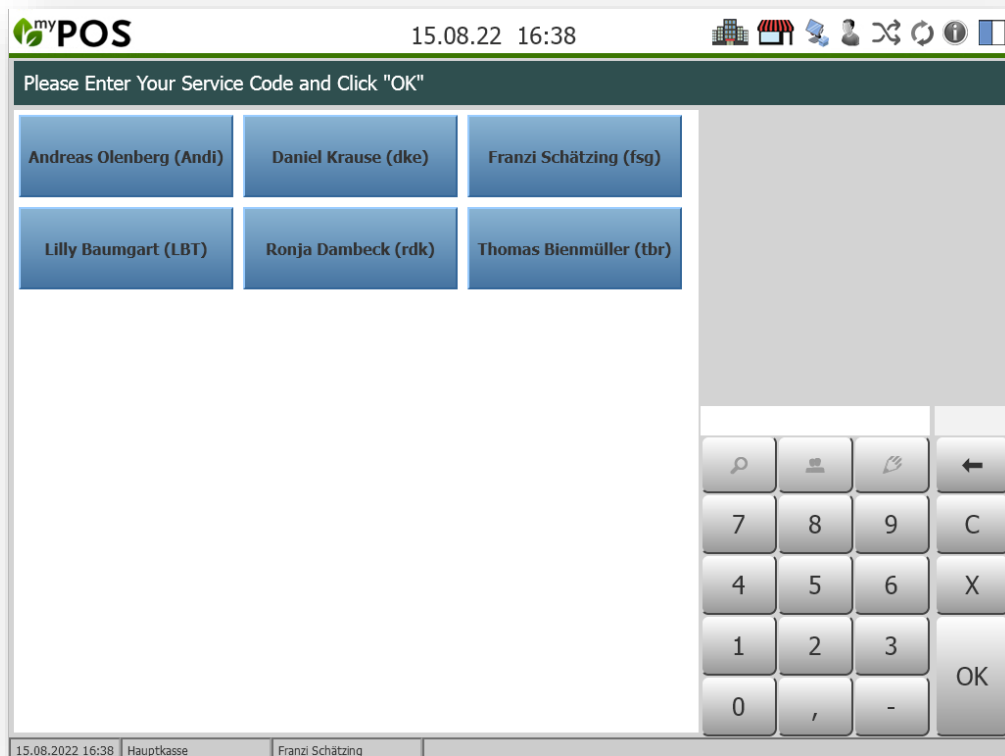


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Login and Choose Your Outlet

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



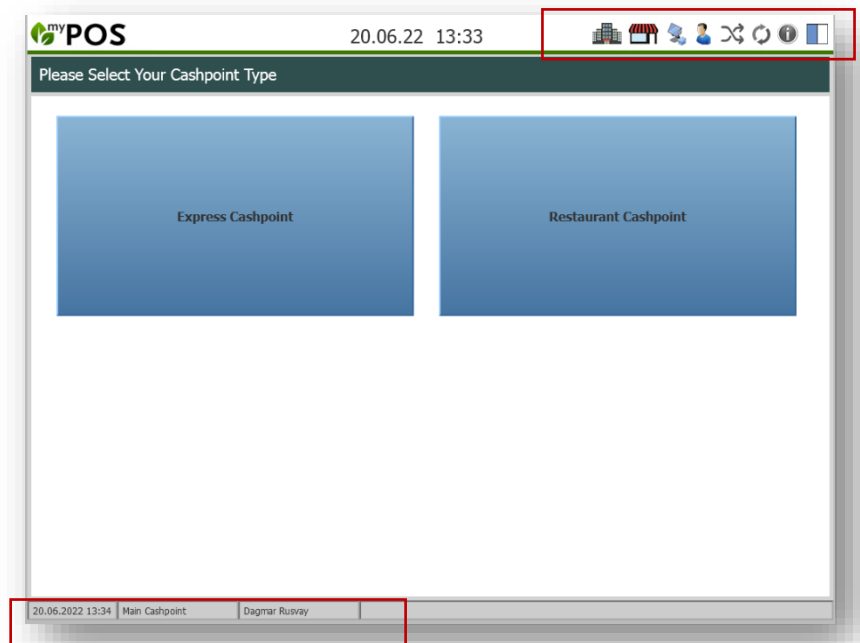
Status and Infos



Change Colour



Change property (only for Multi-Property installations)

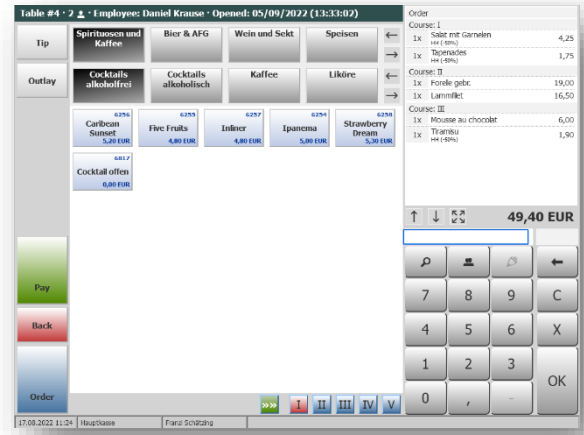


The info bar for date, cash point, staff is located at the bottom of the screen.

Changing the view



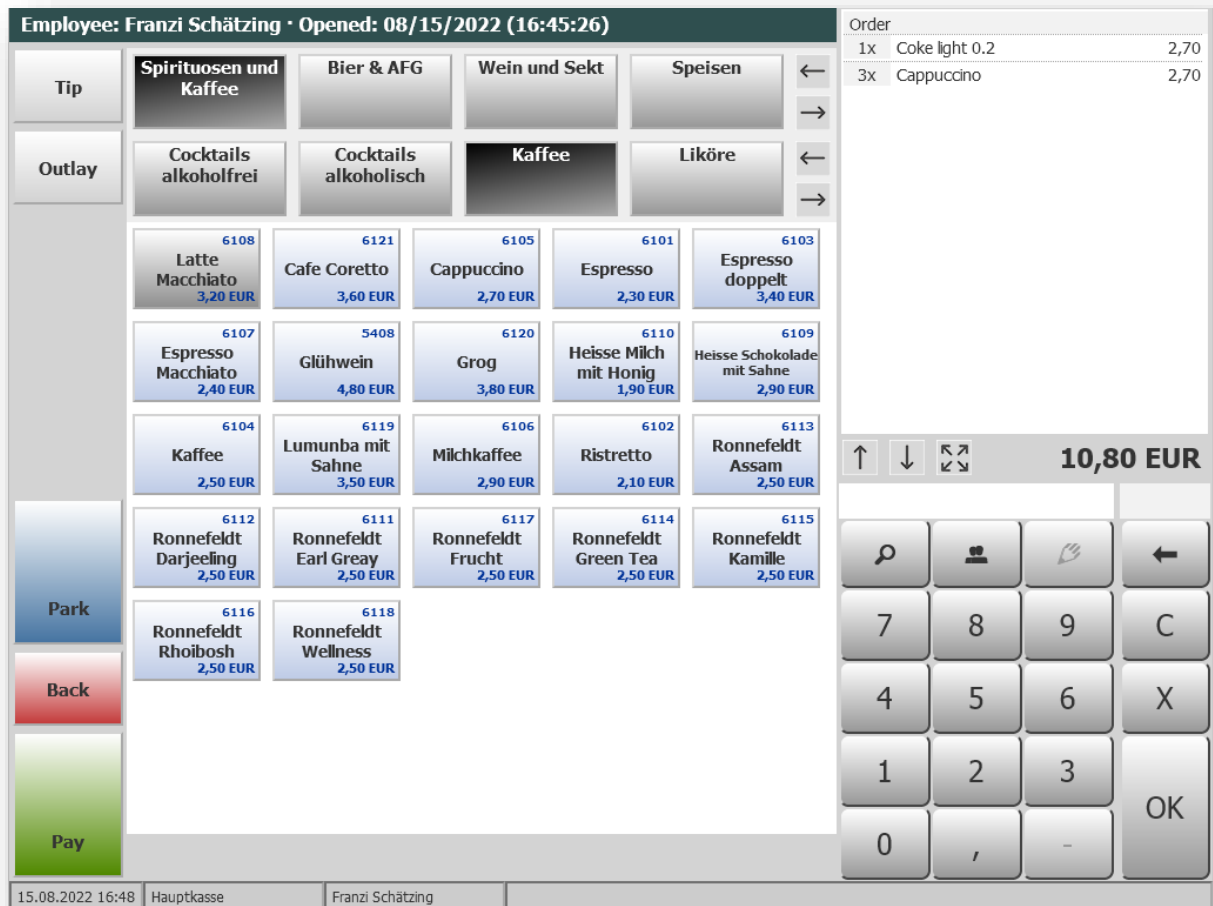
For work in darker or lighter environments, the service staff can change the view. Each staff member can change the view from Blue to Silver with this icon. The Silver view offers a brighter display, blue is more contrasting and is the default when logging in.



1 MY POS Express Cashpoint

1.1 Posting Items

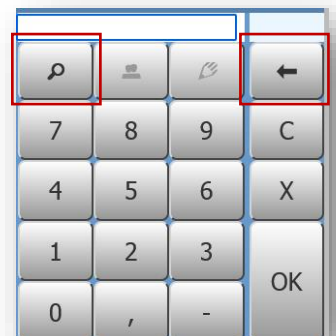
After login, you see the cash point's product range.



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

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)

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

Discount:

50 %

VIP: 30%

Back Continue 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

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

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

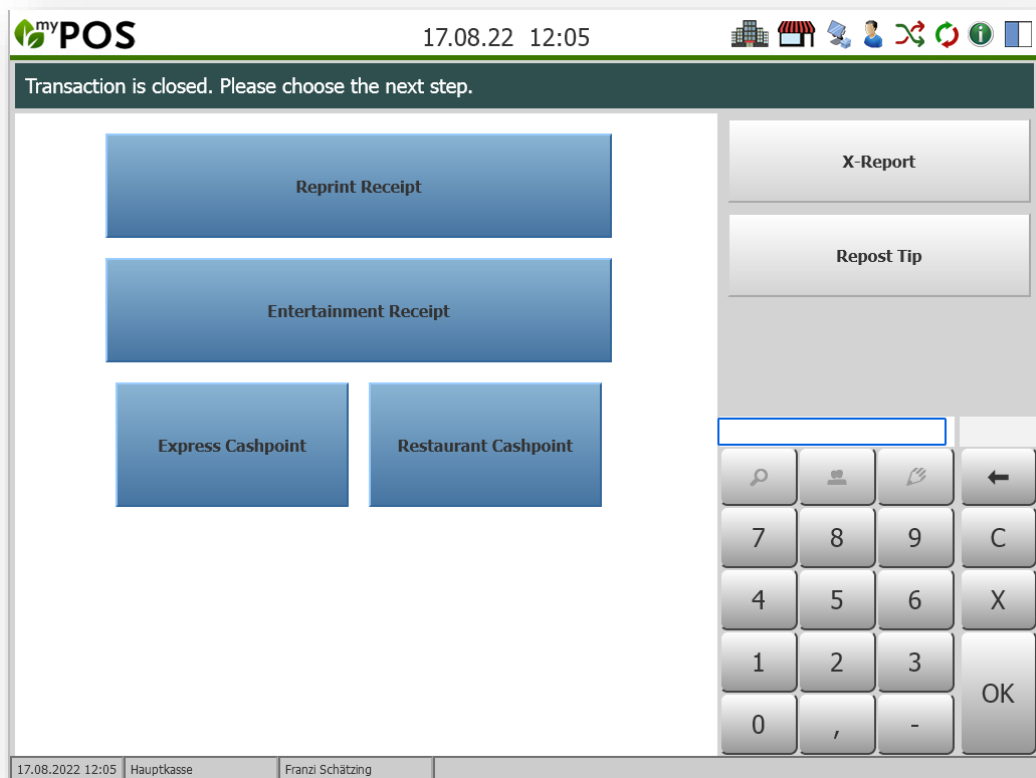
Back Add Discount Cancel

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

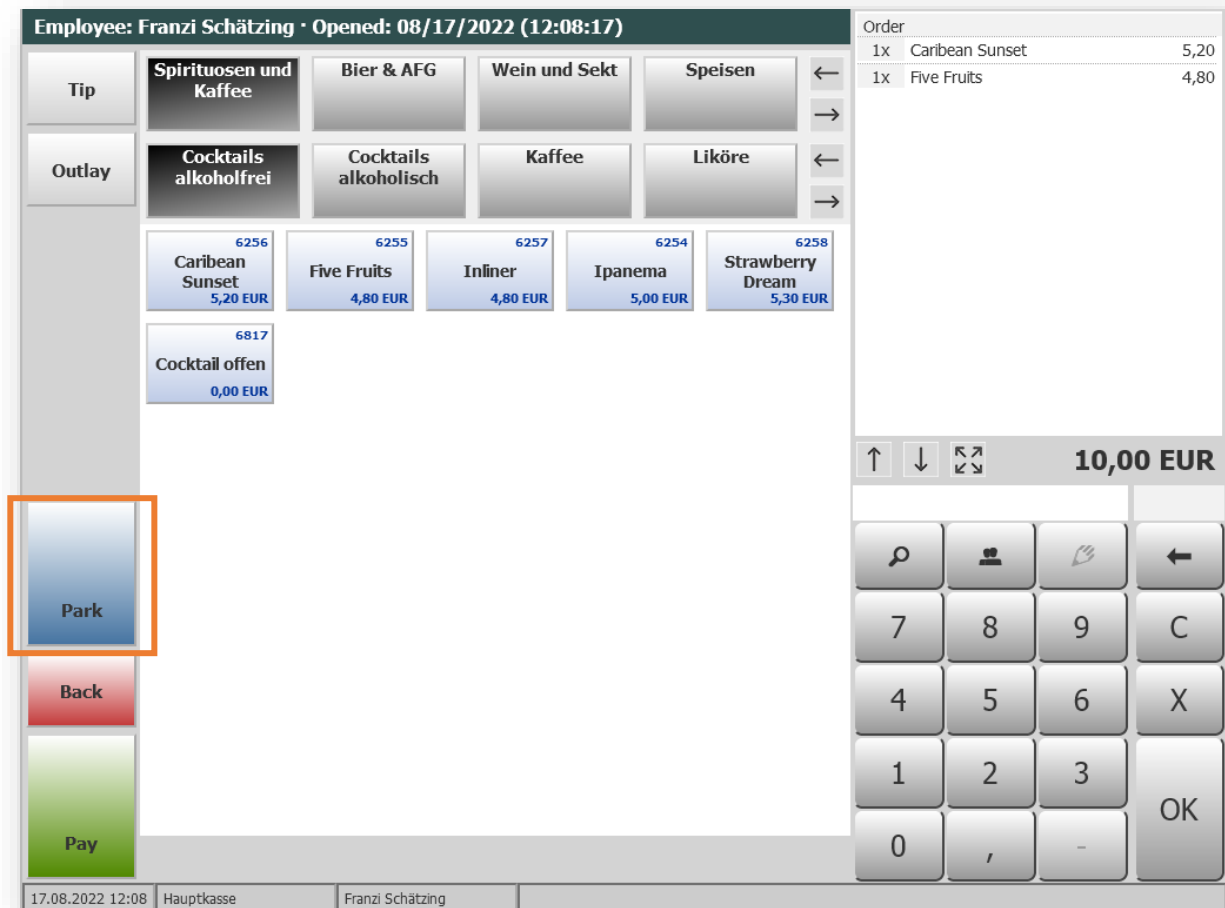
For printing the receipt again, click on 'Reprint Receipt' or choose to go back to the Express Cashpoint Overview. If you choose certain Payment Methods like 'Cash' or 'Guest Card', an additional button will let you print a business receipt for entertainment expenses.



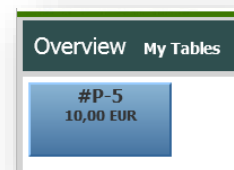
Tip: If you use the cash register for a spa or other shop that does not require hospitality receipts, you can deactivate this function. Select the relevant sales outlet via "Sales outlets" and check the box "Spa sales outlet".

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.

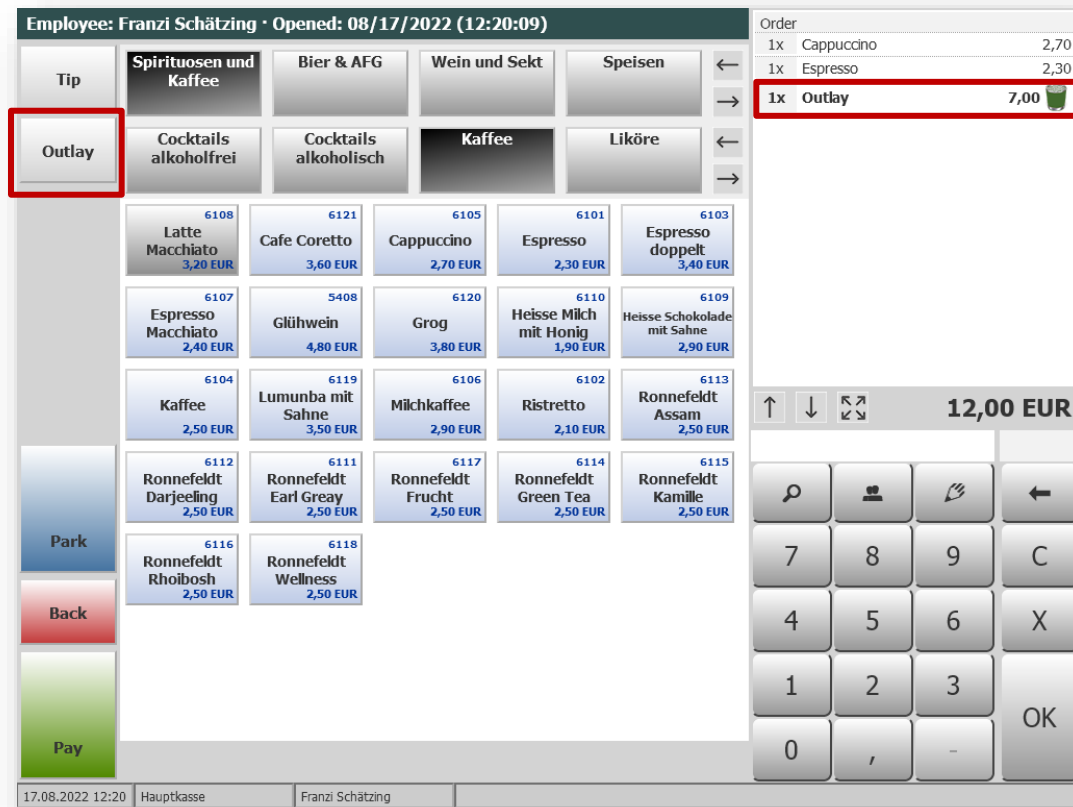


1.4 Posting disbursements for guests

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 Service Features

1.5.1 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)

1.5.2 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.

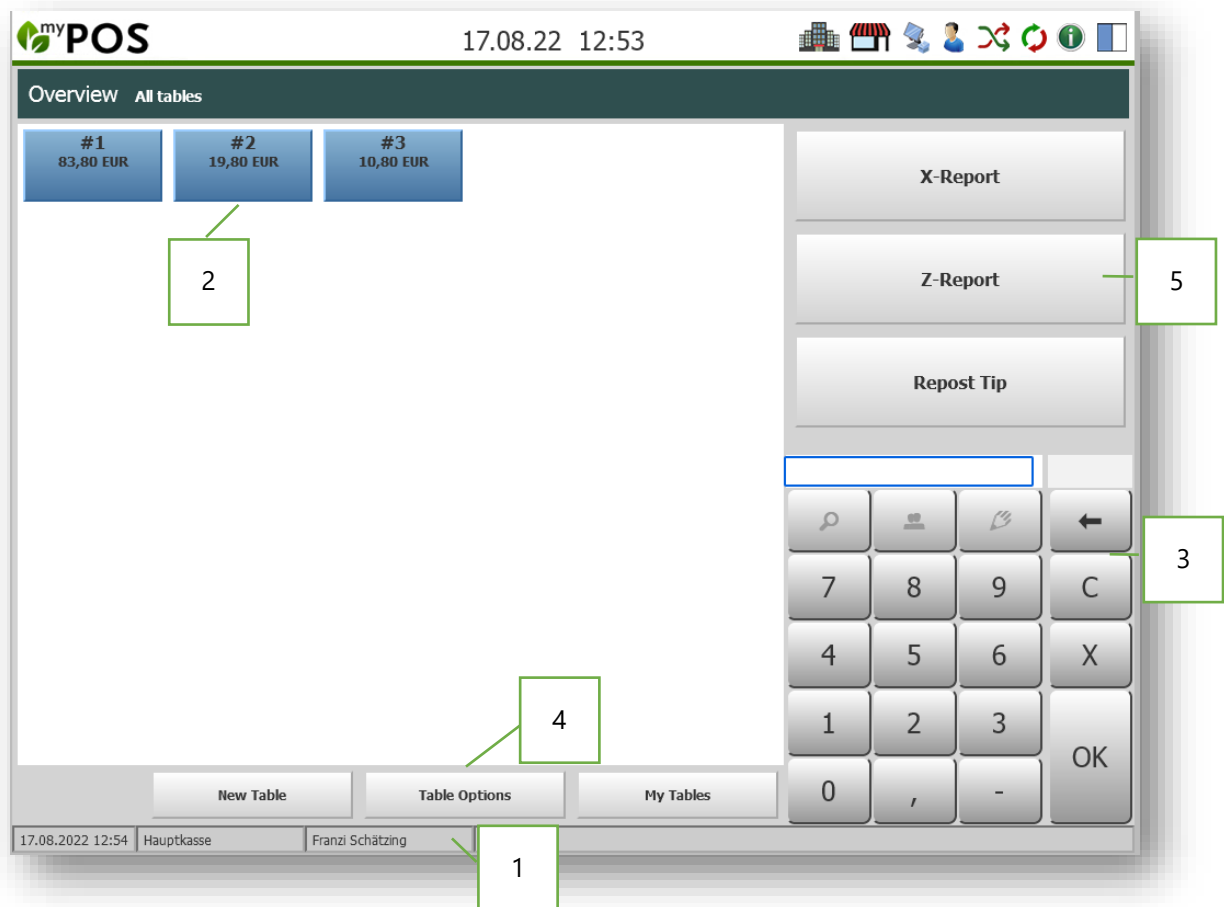
The first screenshot shows the 'myPOS' interface at 17.08.22 12:49. The 'Repost Tip' screen has a 'Transaction No:' field containing '3264'. To the right are buttons for 'X-Report', 'Z-Report', and 'Repost Tip'. Below these are navigation icons and a numeric keypad with digits 7, 4, 1, and 0.

The second screenshot shows the 'myPOS' interface at 17.08.22 12:50. The 'Repost Tip' screen has a 'Please enter Tip' field containing '3,50'. Below this field is a transaction list for Transaction 3264, dated 08/17/2022 (12:38:34), for Room 4711, Guest Gabi Müller Test. The list shows a total sum of 32,93 EUR and a detailed breakdown of items and their prices. To the right are buttons for 'X-Report', 'Z-Report', and 'Repost Tip'. Below these is a numeric keypad with digits 7, 8, 9, C, 4, 5, 6, X, 1, 2, 3, OK, 0, comma, and minus.

Sum		32,93 EUR
1	Dessert d. Tages	(3,83) 3,83 EUR
1	2Häuser,wei. 0,1	(1,82) 1,82 EUR
1	Monetto Single MO rose 0,1l	(3,83) 3,83 EUR
1	Drappier Bruc 0,1l	(8,06) 8,06 EUR
1	Espresso	(1,96) 1,96 EUR
1	Heiße Milch mit Honig	(1,82) 1,82 EUR
1	Lumumba mit Sahne	(2,98) 2,98 EUR
1	Grug	(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.



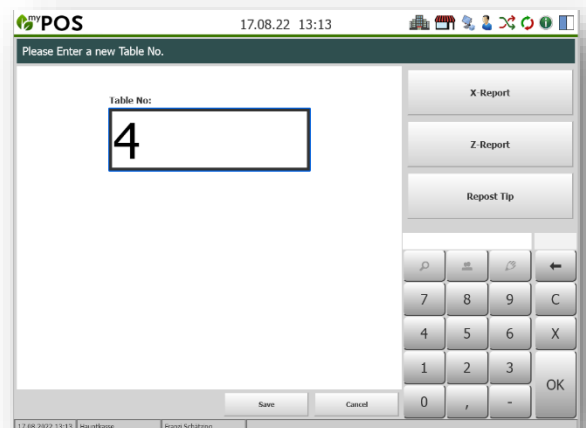
Sections:

- (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'.



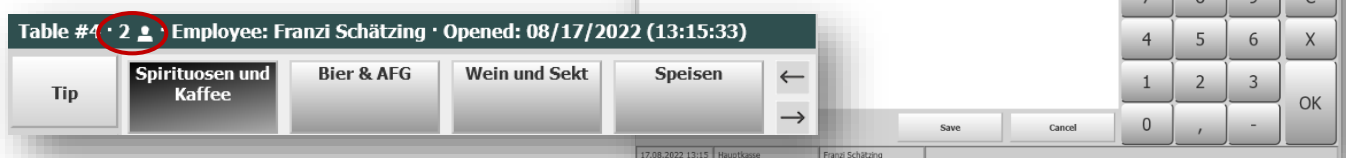
As a shortcut, you may also enter a number directly and the new table will be set immediately.

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.

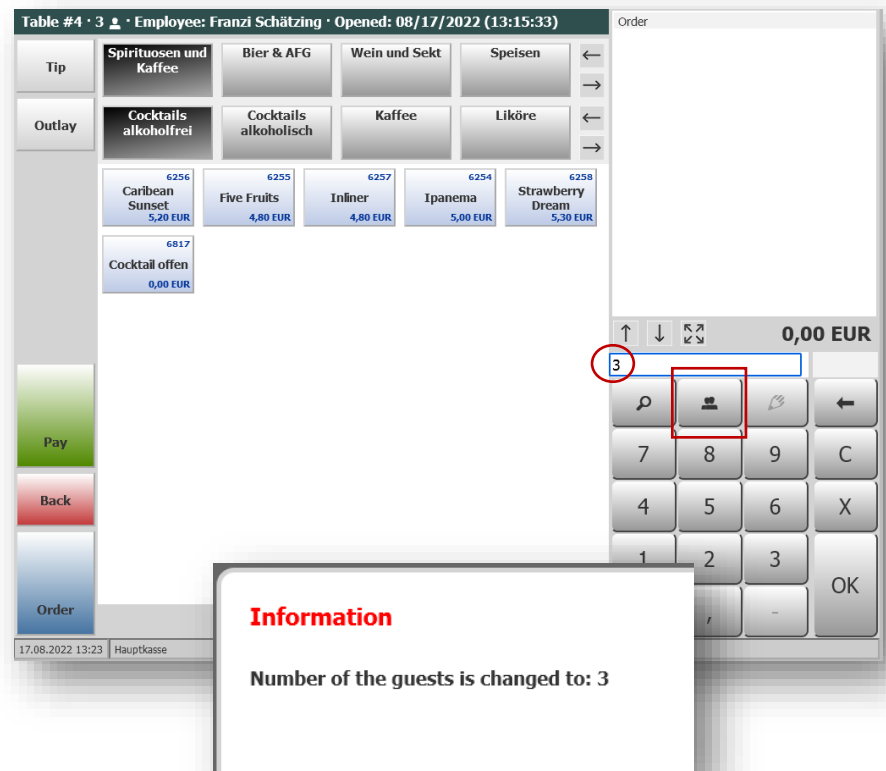


The number of guests can be changed by opening the table, for example by entering the table number or clicking on the table.

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.

The screenshot displays the MY POS software interface for taking orders. At the top, a header bar shows 'Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)'. Below this is a category selection bar with buttons for 'Tip', 'Spirituosen und Kaffee', 'Bier & AFG' (selected), 'Wein und Sekt', and 'Speisen'. A sub-category bar below shows 'Kinder Happy Hour', 'AFG', and 'Bier' (selected). The main menu grid displays various items with their IDs and prices, such as 'A Artikel 20%' (4,20 EUR), 'Wola Ceizen' (3,10 EUR), 'Erdinger hell 0,5l' (3,60 EUR), 'Radler 0,3l' (2,90 EUR), 'Radler 0,5l' (3,40 EUR), 'A Artikel 10%' (3,90 EUR), 'Erdinger dark 0,5' (3,60 EUR), 'Arco, hell vom Fass 0,5l' (3,40 EUR), 'Arco, Weizen vom Fass 0,3l' (3,00 EUR), 'Arco, Weizen vom Fass 0,5l' (3,50 EUR), 'Augustiner Weißbier 0,5' (3,20 EUR), 'Bier offen' (0,00 EUR), 'Bit Stubby' (2,60 EUR), 'Cola Weizen 0,3l' (3,00 EUR), 'Cola Weizen 0,5l' (3,50 EUR), 'Coronita 0,33l' (3,60 EUR), 'Erdinger alkohoh' (3,60 EUR), 'Erdinger alkoholfrei 0,5l' (3,10 EUR), 'Erdinger Kristal' (3,60 EUR), 'Erdinger Urweisse 0,5l' (3,60 EUR), 'Franziskaner 0,5l' (3,90 EUR), 'Hopf Eis 0,33l' (3,30 EUR), 'Hopf Hell 0,33l' (3,30 EUR), 'Huber Weiße 0,5l' (3,90 EUR), 'König Ludwig Dunkel 0,33' (2,90 EUR), 'König Ludwig Weizen 0,5l' (3,10 EUR), 'König Pilsener vom Fass 0,2l' (2,90 EUR), 'König Pilsener vom Fass 0,3l' (3,40 EUR), 'Russ 0,5l' (3,10 EUR), 'Schneider 0,5l' (3,90 EUR), 'Unertl Leicht' (6788), and 'Unertl Ursud' (6794). On the right, an 'Order' list shows items being added, such as '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). A total of '78,40 EUR' is displayed. At the bottom, a status bar shows '17.08.2022 13:39', 'Hauptkasse', 'Franz Schätzing', and '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

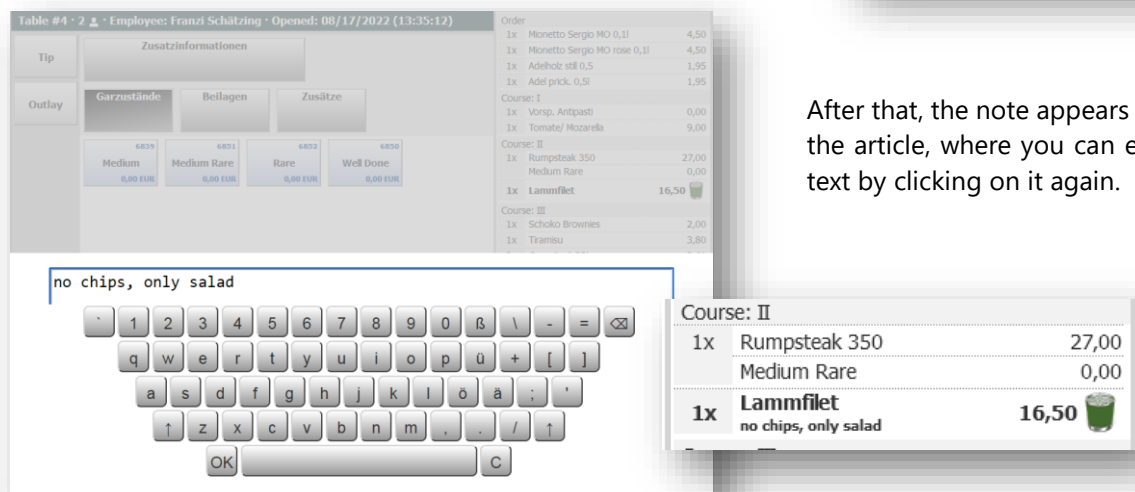
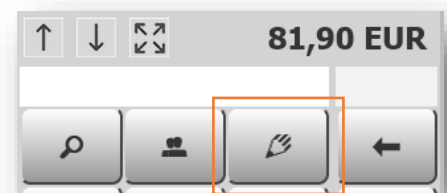
Additional information can be selected for each item. For example, cooking states, side dish changes or additions (please note that additional information is only displayed if it is assigned to the outlets).

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".



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.

The screenshot shows a restaurant POS system interface. At the top, it displays 'Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)'. The main menu is divided into sections: 'Tip', 'Outlay', and 'Speisen'. The 'Speisen' section is active, showing a grid of food items with their prices. To the right, an 'Order' list shows the items entered so far, grouped by course. At the bottom, a course selection bar shows buttons for I, II, III, IV, and V, with a green arrow button to the left. The total amount is 78,40 EUR.

Course	Item	Price (EUR)
Course: I	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: II	1x Vorsp. Antipasti	0,00
	1x Tomate/ Mozzarella	9,00
	1x Rumpsteak 350 Medium Rare	27,00
Course: III	1x Lammelet no chips, only salad	16,50
	1x Schoko Brownies	2,00
	1x Tiramisu	3,80
	2x Coronita 0,33l	3,60
Total		78,40 EUR

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		

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 , -

Pay
 Back
 Order

17.08.2022 14:02 Hauptkasse Franzi Schätzing

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.

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	27,00  
	Medium Rare	0,00  
1x	Lammfilet	16,50  
	Well Done	0,00  
1x	Rumpsteak 350	27,00  
	Medium	0,00  
1x	Pastateller frutti di mare	6,50  
1x	Pastateller aglio olio	6,50  
Courses: III		
		142,40 EUR



2.5.2 Tip

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

The screenshot shows a restaurant POS interface for Table #4, Employee: Franz Schätzing, opened on 08/17/2022 at 13:35:12. The interface is divided into several sections:

- Top Bar:** Table #4 · 2 · Employee: Franz Schätzing · Opened: 08/17/2022 (13:35:12)
- Navigation Buttons:** Tip (highlighted), Outlay, Pay, Back, Order.
- Menu Categories:** Spirituosen und Kaffee, Bier & AFG, Wein und Sekt, Speisen, Kl. Karte, Vorspeisen, Hauptgang, Dessert.
- Menu Items:**
 - 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 Summary:**
 - 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 Tomate/ 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
 - Total: 78,40 EUR**
- Calculator:** A numeric keypad with buttons for 0-9, decimal, and OK.
- Bottom Bar:** 17.08.2022 14:09, Hauptkasse, Franz Schätzing, and navigation buttons (I, II, III, IV, V).

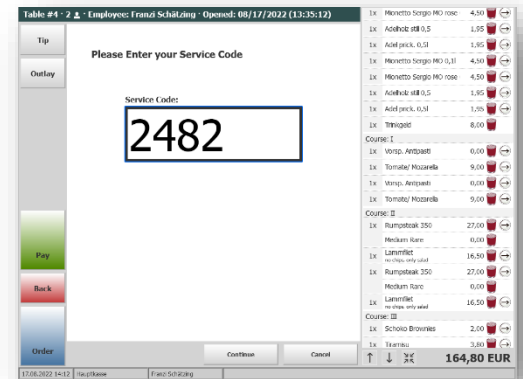
2.6 Cancellations and Negative Bookings

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.

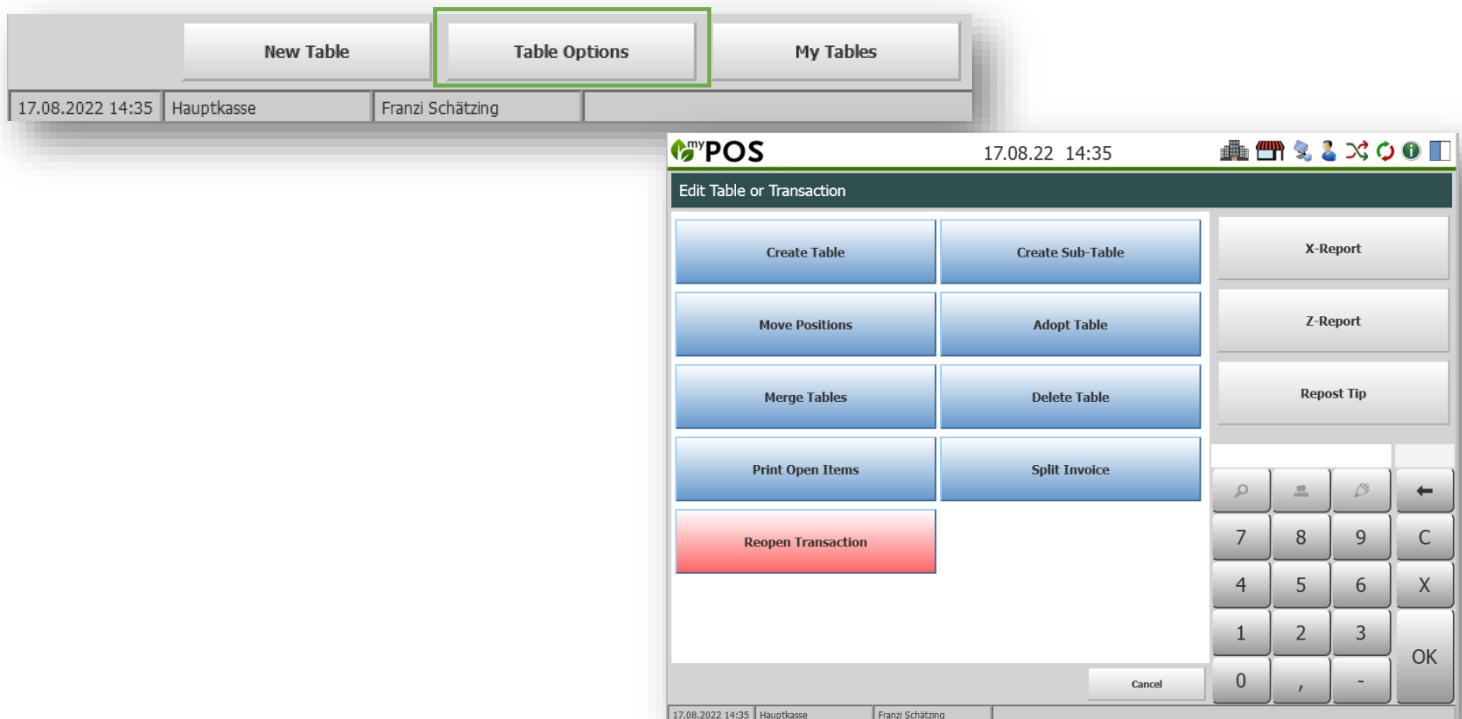


If, in addition to the right to cancel, you are authorized for negative postings, you can enter articles with a negative quantity. In the keyboard field you will see a minus icon after logging in: "-". You can activate this by pressing it - pressing it again deactivates the key again. Items that you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



3 Managing Tables

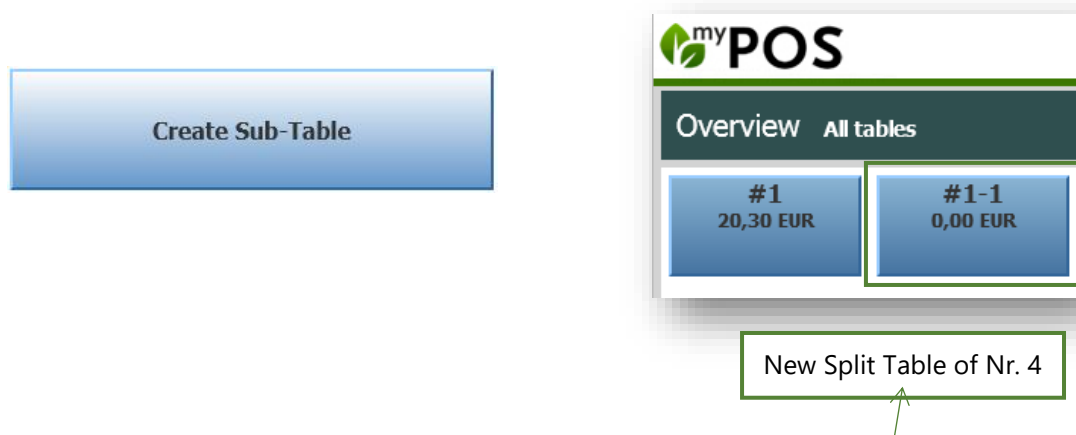
Clicking on 'Table Options', a variety of features to manage and edit open tables occur.



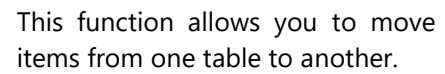
3.1 Creating a Sub-Table


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".



Move Positions



myPOS

17.08.22 14:51

Please select the second table

#1
20,30 EUR

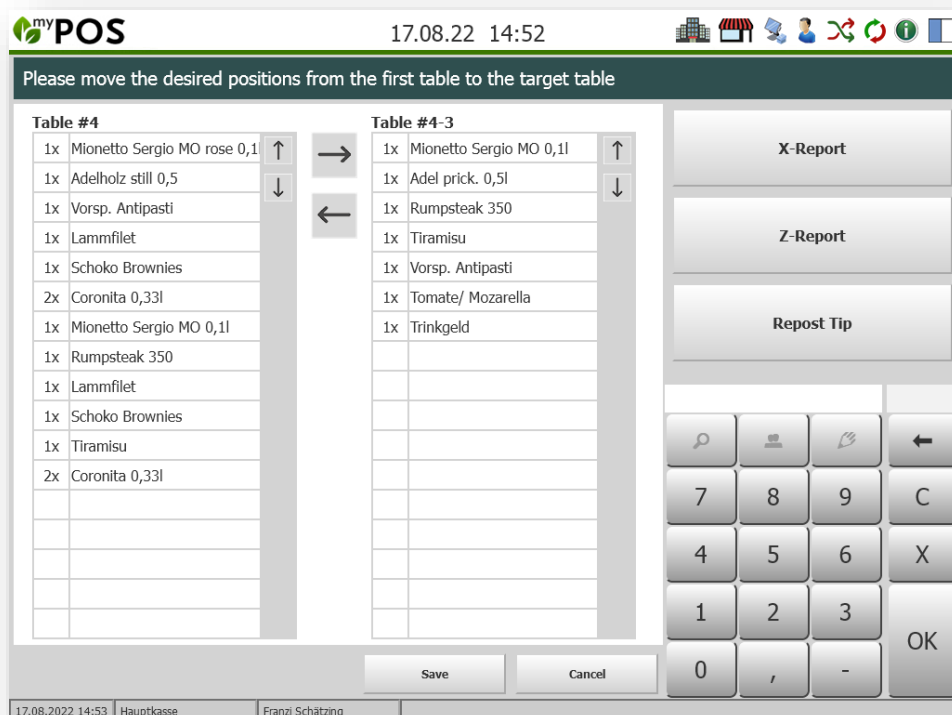
#1-1
0,00 EUR

#4-3
0,00 EUR

#5
9,65 EUR

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.



3.3 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.

3.4 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.

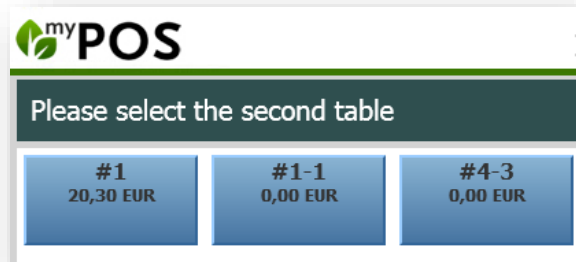
Merge Tables



myPOS

Please Select First Table

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

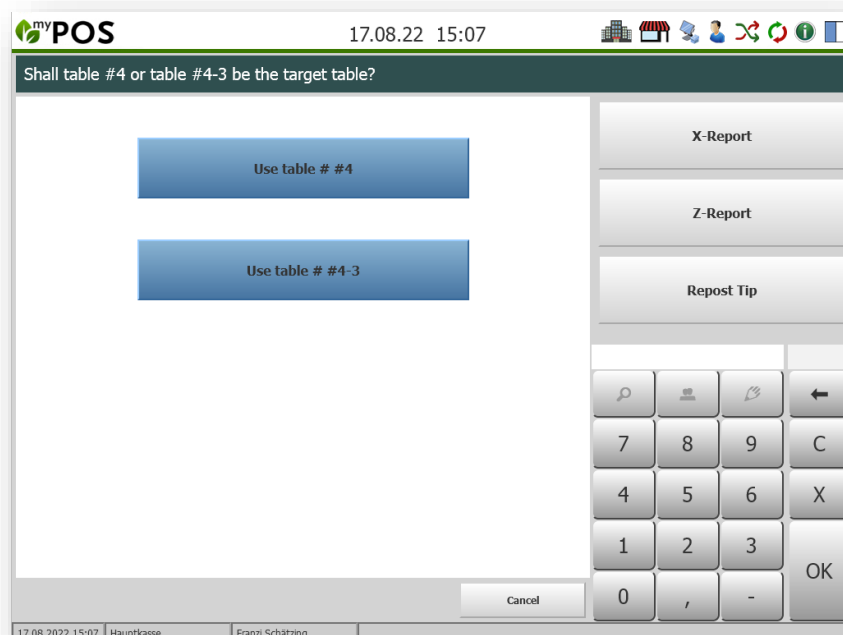


myPOS

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 C

4 5 6 X

1 2 3 OK

0 , -

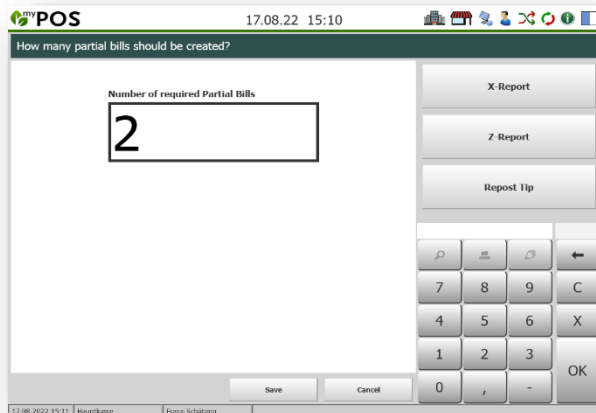
Cancel

17.08.2022 15:07 Hauptkasse Franz Schätzing

3.5 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 interface for splitting an invoice. The title bar reads "myPOS 17.08.22 15:10". The main window has a header "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, a minus sign, and an "OK" button. At the bottom left are "Save" and "Cancel" buttons. The status bar at the bottom shows "17.08.2022 15:11", "Haupkassa", and "Frank Schützling".

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



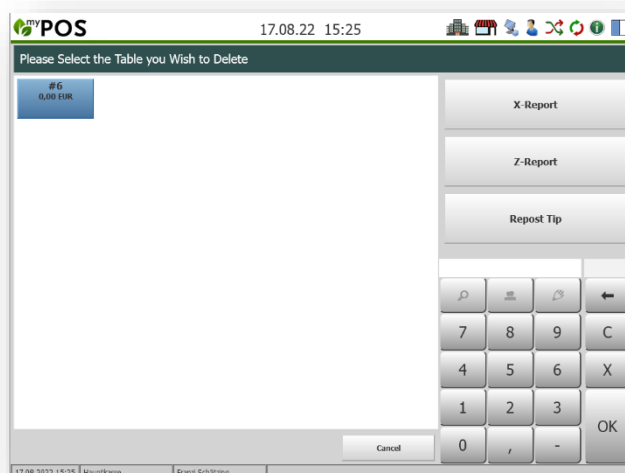
The screenshot shows the myPOS interface for the table overview. The title bar reads "myPOS". The main window has a header "Overview All tables". Below this, there are two blue buttons: "#1-5 35,05 EUR" and "#1-6 35,05 EUR".

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.

3.6 Deleting a Table

Delete Table



The screenshot shows the myPOS interface for deleting a table. The title bar reads "myPOS 17.08.22 15:25". The main window has a header "Please Select the Table you Wish to Delete". Below this, there is a blue button labeled "#6 0,00 EUR". To the right of the button are three buttons: "X-Report", "Z-Report", and "Repost Tip". Below these buttons is a numeric keypad with digits 0-9, a decimal point, a minus sign, and an "OK" button. At the bottom left is a "Cancel" button. The status bar at the bottom shows "17.08.2022 15:25", "Haupkassa", and "Frank Schützling".

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.

3.7 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.



3.8 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.

4 Close a Table and Print an Invoice

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	Adelholz 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	
1x	Rumpsteak 350	27,00
		147,40 EUR

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

17.08.2022 15:37 Hauptkasse Franz Schätzing

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.
- 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	Adelholz 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	
1x	Rumpsteak 350	27,00
		147,40 EUR

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

Back Cancel

17.08.2022 16:01 Hauptkasse Franz Schätzing

4.1 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

4.2 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: Franz 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

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

Back Add Discount Cancel

22.08.2022 13:05 Hauptkasse Franz Schätzing

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

4.3 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.

Confirm the payment with 'OK'. You will be redirected to the billing screen where you select the payment methods.

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

Please Confirm Checkout

Total Sales	113,45 EUR
Discounts	0,00 EUR
Discount sales	113,45 EUR

Current payment method: Gutschein

OK

Back Cancel

22.08.2022 13:18 Hauptkasse Franz Schätzing

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
1x	Saint Laurent	38,00

Course: I

1x	Tomate/ Mozzarella	9,00
1x	Tapenades	3,50

Course: II

1x	Rumpsteak 350	27,00
	Medium Rare	0,00
1x	Lammfilet	16,50

Course: III

1x	Mousse au chocolat	6,00
1x	Tiramisu	3,80

113,45 EUR

50

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

Now, you may choose the payment method for the next payment and either enter a new partial amount in the number field or leave it empty, then the complete outstanding amount will be posted to this payment method. Confirm with a click on 'OK'.

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?

Gutschein	50,00 EUR
Outstanding Invoice Amount	63,45 EUR

Cancel

22.08.2022 13:19 Hauptkasse Franz Schätzing

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
1x	Saint Laurent	38,00

Course: I

1x	Tomate/ Mozzarella	9,00
1x	Tapenades	3,50

Course: II

1x	Rumpsteak 350	27,00
	Medium Rare	0,00
1x	Lammfilet	16,50

Course: III

1x	Mousse au chocolat	6,00
1x	Tiramisu	3,80

113,45 EUR

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

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.

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.

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

Please Confirm Checkout

Total Sales	113,45 EUR
Discounts	0,00 EUR
Discount sales	113,45 EUR
Gutschein	50,00 EUR
Open invoice amount	63,45 EUR

Current payment method Mastercard

OK

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
1x	Saint Laurent	38,00
Course: I		
1x	Tomate/ Mozzarella	9,00
1x	Tapenades	3,50
Course: II		
1x	Rumpsteak 350	27,00
	Medium Rare	0,00
1x	Lammfilet	16,50
Course: III		
1x	Mousse au chocolat	6,00
1x	Tiramisu	3,80

↑ ↓ ↺ 113,45 EUR

7 8 9 C

4 5 6 X

1 2 3 OK

0 , -

Back Cancel

22.08.2022 13:28 Hauptkasse Franz Schätzing

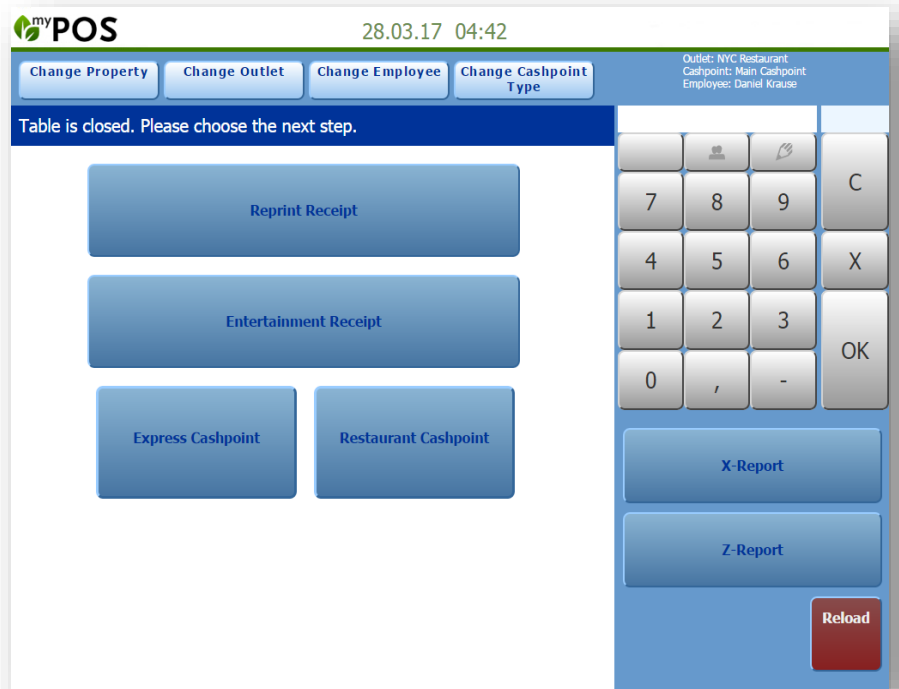
Please note: Transactions, in which positive and negative postings of items are mixed, may not be splitted! In this case, the first payment method selected is used for the entire transaction.

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!

4.4 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.



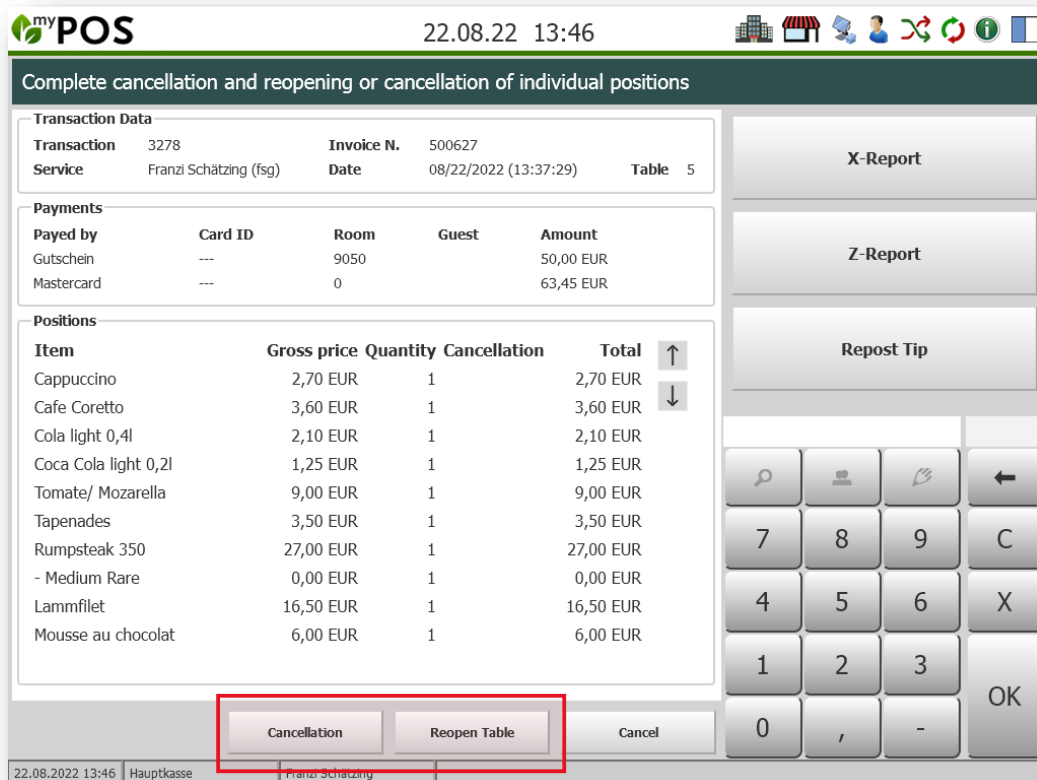
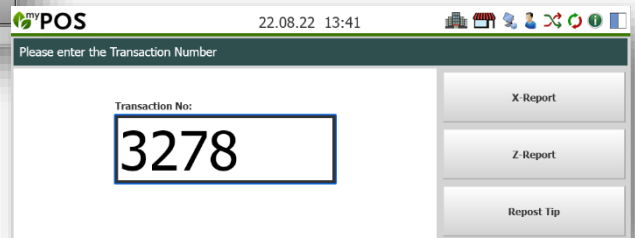
4.5 Open and edit billed transactions



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 Franzi Schätzing

In the last step confirm your entries with OK.

myPOS 22.08.22 13:57

Summary of your cancellation

Transaction

Transaction	Invoice N.	Date	Table
3278	500627	08/22/2022 (13:37:29)	5

Service Franzi Schätzing (fsg)

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 Franzi Schätzing

5 Service Features

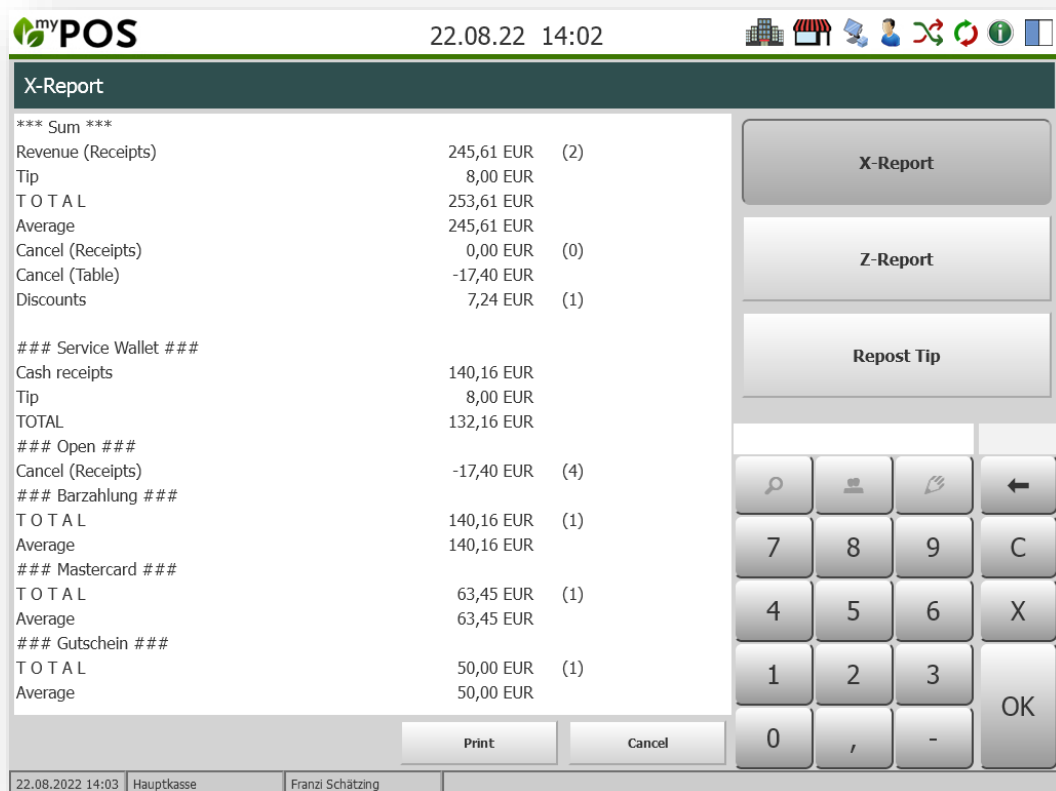
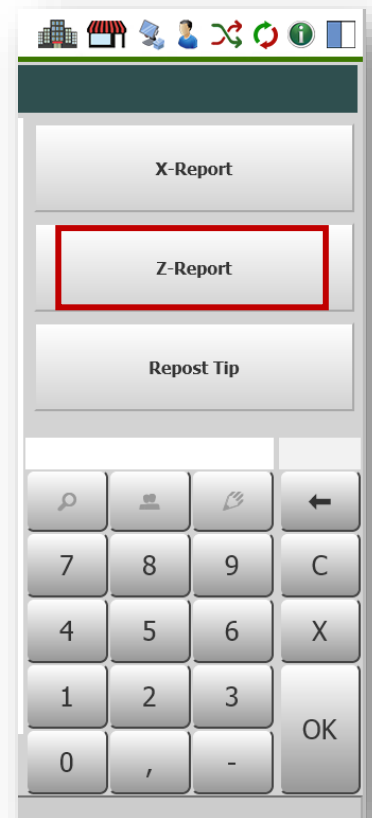
5.1 Day-end closing and Cash Balance

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	
TOTAL	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 ###		
TOTAL	140,16 EUR	(1)
Average	140,16 EUR	
### Mastercard ###		
TOTAL	63,45 EUR	(1)
Average	63,45 EUR	
### Gutschein ###		

5.2 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 ###		
TOTAL	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)

5.3 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

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	Caprinha	(3,75)	3,75	EUR
1	Bloody Mary	(3,25)	3,25	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

Save Cancel

22.08.2022 14:14 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	
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

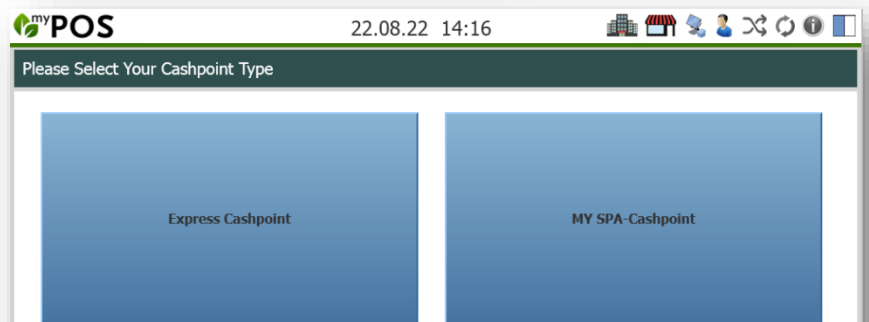
Tip for: Admin | USD

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:



my POS 22.08.22 14:19

Overview All transactions

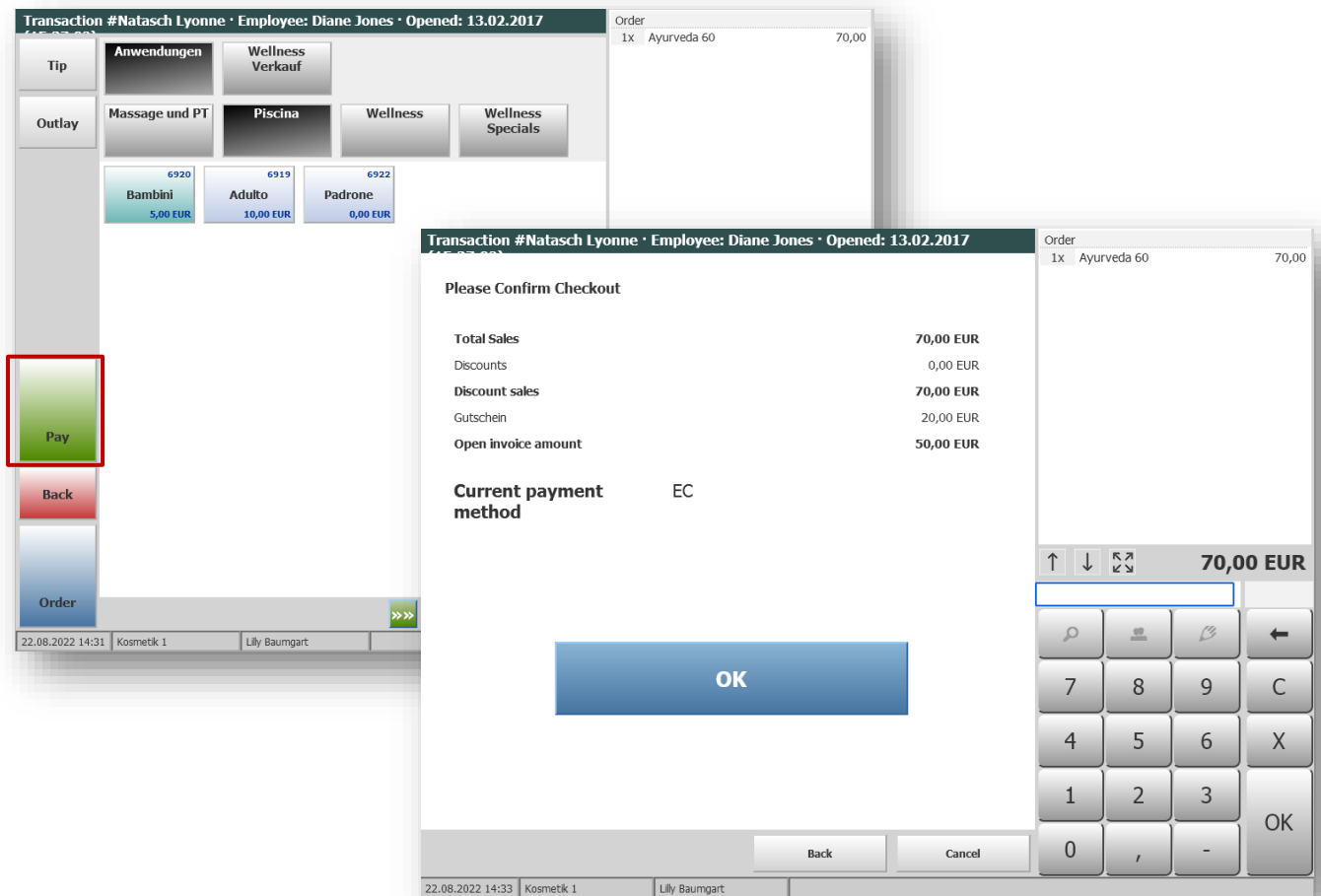
#159357125 260,00 EUR	#Amy Dunne 16,00 EUR	#Ben Parker 65,00 EUR	#Dagmar Rusvay 10,00 EUR	#Ingrid Bergman 59,50 EUR
#Jeanne Crain 20,00 EUR	#Kathari Schemmel 115,00 EUR	#Katheri Parker 25,00 EUR	#Kirk Douglas 89,50 EUR	#Lara Lutz 75,00 EUR
#Lisbeth Sanders 16,00 EUR	#Natasch Lyonne 70,00 EUR	#Ronja Dambecky 40,00 EUR	#Selina Meier 16,00 EUR	#Thomas Tester 75,00 EUR
#Thomas Tester 75,00 EUR				

Buttons: X-Report, Z-Report, Repost Tip

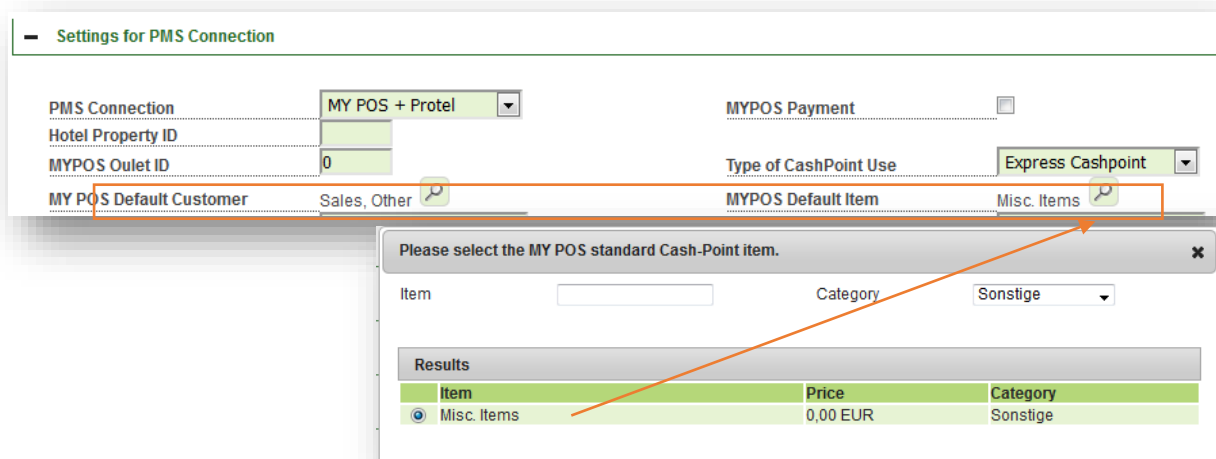
Numeric keypad: 7, 8, 9, C, 4, 5, 6, X, 1, 2, 3, OK, 0, , -

Footer: 22.08.2022 14:20 | Kosmetik 1 | Lilly Baumgart

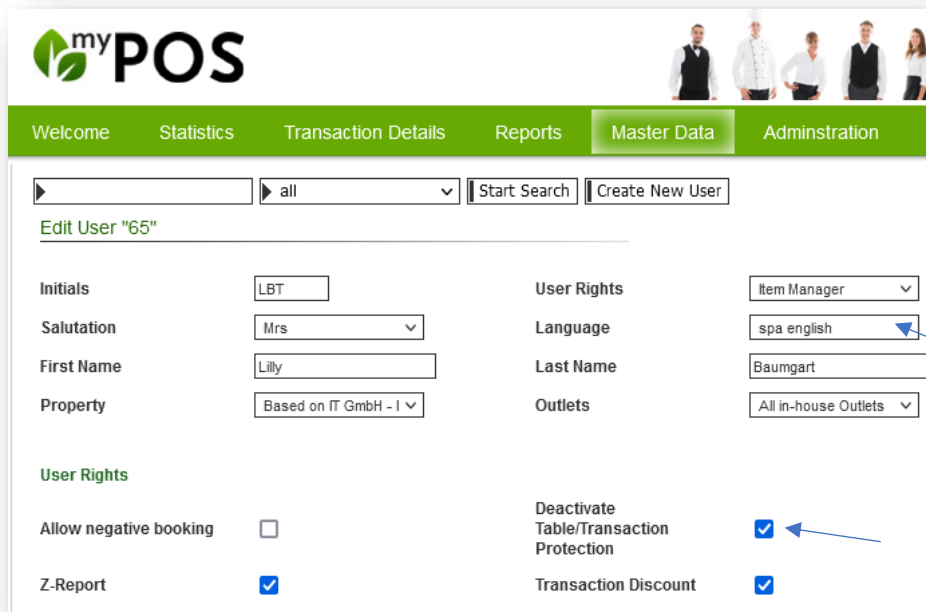
During the billing process, you can choose transaction functions such as merging transactions, splitting transaction items, split bills, proportional payment or mixing different payment methods.



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 input 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 navigation bar with buttons for Appointments, New Booking, Scheduler, Customers, Main Settings, and Reporting. Below this, a 'Welcome to MY SPA' section contains filters for Period (15.08.2022 to 22.08.2022), Booker, Specialist, Attendance Status, Payment Status, Room, and Cancellation Status. A 'show' button is also present. Below the filters, a table lists appointments. The first appointment is 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'. A red arrow points to the payment button in the 'Edit' column of this row, which has a tooltip that reads 'Paymethod Barzahlung, MYPOS Reference 3251'.

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	Payment button (tooltip: 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.

based on IT GmbH
Bernhard-May-Str. 58N
65203 Wiesbaden

E-Mail info@based-on-it.de
Telefon +49-(0)611-950005-0