

SMS|Host® Scheduled File Export with M3

Springer-Miller Systems' Scheduled File Export (SFE) provides a framework to support automated, schedulable, one-way exports of files in various formats from SMS|Host to complimentary hospitality systems.

M3 is a cloud-based financial analysis platform.

Functionality

Acting as a protective gateway to your system, the SFE facilitates rapid and reliable access to files that a property wants to share with vendors or other external entities. Utilizing a flexibly configured scheduler, files designated for transport, either by naming convention or specific location, will be automatically forwarded to a validated set of SFTP credentials at the destination. This transmission mechanism accommodates the CSV export of a report, the output of a utility that has been run in the PMS or a file manually placed in a location for external transport.

Scheduled File Export Benefits

By employing Springer-Miller's SFE, properties gain the following benefits:

- **Security:** increased through elimination of direct/uncontrolled external access to SMS|Host
- **Protection:** reliance on SFTP ensures that all files are transported in an encrypted format
- **Reliability:** consistent and dependable delivery of data
- **Automation:** fully autonomous transport processing
- **Frequency:** scheduling ensures files are sent as expected
- **Economy:** the SFE can support multiple vendor exports from a single installation
- **Performance Safeguard:** reliance on an official export protects against unintended performance degradation

Concept of M3

M3 utilizes data from the SMS|Host Back Office interface. The output file contains a summary of the day's financial activity by General Ledger number for a single property or multi-properties. The exported text file must be formatted as Tab Delimited Quote with an M#-specific naming convention. (See the instructions at the end of this document for preparation details on configuring General Ledger numbers and the export file to meet the vendor's requirements.)

Exported Content for M3

Contents

- SMS Back Office File Transfer (BO-IFACE)

Frequency

- The file should be generated nightly following the End-of-Day for the Period Ending with the prior date. If running as an Automated Night Audit Task, the export is defined as “1 day prior to the run date”.

Location

- The Scheduled File Export interface resides on the Legacy Interface Server and the files will be placed in \HOSTPLUS\EXPORT\M3\.

Software and Hardware Requirements

The product is compatible with, and requires, the following:

- Current release of the SMS Product Suite
- Multi-interface Processor (see Exhibit A, Rev. 5.0, Section 3, page 8 for details)

For More Information

To learn more about **Springer-Miller Systems** and our integrations with our ^{SMS}Host Hospitality Management System, please contact your SMS Account/Sales Manager, visit our web site at www.springermiller.com, or call 802.253.7377.

To learn more about **M3** and their products and services, please visit <https://www.m3as.com/>.

Preparations for Scheduled File Export (SFE) of Back Office Interface with M3

Step 1

- If nothing has been entered in the Back Office GL field but you are content to use the existing Account Number structure, you will need to enter the existing Account Number into that field with the following conditions:
 - ❖ The internal dash within the 5-3 structure should be removed
 - ❖ In a multi-property environment, the leading dash should be removed resulting in a full 8-digit string with continuous numbers
 - ❖ It should be preceded by your property's 6-character ID (provided by M3). In the example below, the ID is "XXX001". "XXX" represents the customer ID and "001" is the property ID.

```
GENERAL LEDGER ACCOUNTS   Friday 09/01/23
=====
ACCOUNT NUMBER : 10100-001
DESCRIPTION    : Room
BACK OFFICE GL : XXX00110100001
```


- If you are already using the Back Office GL field, you will need to make sure that there are no dashes or spaces in the number (regardless of the length) and then insert your property's 6-character ID at the beginning of the string.

Note that in using the Back Office GL number, the value in the Account Number field will no longer be of importance for ^{SMS}Host reports as all GL reporting will rely on M3.

Step 2

Once the Back Office GL field is configured for each Account Number, you will access the **Bookkeeping and Audit** menu, then **Back Office Dates** and choose option **C. Generic File Format**. In order to access and change the format, you will first need to contact [SMS Customer Support](#) to enable as this is a protected section of the system.

Bookkeeping and Audit

<h3>Night Audit</h3> <p>Run Night Audit Night Audit Setup</p>		<h3>Reports</h3> <p>My Favorites Reports</p> <p>Reports Menu</p> <p>Batch Printing</p>
<h3>Manage Exclusive Use</h3> <p>Request Logoff Manage Interfaces</p>		
<h3>Data Maintenance, Exports & Imports</h3> <p>Spa/POS Advance Deposit Run Data Extract</p> <p>Import Guest Transactions Back Office Dates</p>		<h3>City Ledger Statements</h3> <p>Manage C/L Statements</p> <p>Batch Close City Ledger / Membership</p>
 Escape to Main Menu		

```

BACK OFFICE FILE TRANSFER SETUP Friday 09/01/23

A. Brand Setup
B. Last Post Dates
C. Generic File Format
D. Output Filename Format

-----
<Esc> to Quit Setup

-----
Select :█:
  
```

You will then select option **(T) – Tab Delimited Quote Format**

Note: intervention by an SMS staff member may be required to make this change.

```
BACK OFFICE FILE TRANSFER SETUP Friday 09/01/23
Is File: (C) - Comma Delimited Quote Format
           ~Data fields enclosed in double quotes, separated by commas.
(F) - Comma Delimited Fixed Length Format
           ~Data fields are fixed length, separated by commas.
(L) - Tab Delimited Fixed Length Format
           ~Data fields are fixed length, separated by tabs.
(N) - Tab Delimited Format
           ~Data fields separated by tabs.
(T) - Tab Delimited Quote Format
           ~Data fields enclosed in double quotes, separated by tabs.
(S) - Standard Data Format
           ~Data fields are fixed length, no separators.

Option to use (C/F/L/N/T/S)? T
```

Press any key to exit the following screen which is informational only and illustrates the various Field Options that can be used to format the file.

You then want to reconfigure the data fields as follows:

```
BACK OFFICE FILE TRANSFER SETUP Friday 09/01/23
Maximum of 16 data fields:
Field: Name Length
1: BEGIN 8 Length must be 8 (mm/dd/yy) or 10 (mm/dd/yyyy).
2: ACCOUNT 99 Length N/A, will be trimmed.
3: DESCRIP 99 Length N/A, will be trimmed.
4: AMOUNT 99 Length N/A, will be trimmed.
5: 0
6: 0
7: 0
8: 0
9: 0
```

Only the first four fields are needed.

After Paging-Down through the remainder of the fields, you should choose (S)ave if everything has been done correctly. Otherwise, you could choose to (R)e-enter and make corrections to the fields.

```
(S)ave, (R)e-enter current settings or <ESC> to abandon? (S/R/ESC) R
```

Pressing (S)ave will return you to the Back Office File Transfer Setup Menu.

Step 3

Once all of this is done, select **D. Output Filename Format**

- Select (C)ustom in order to structure the file name as M3 requires
- The naming convention will use the following elements separated by an underscore
 - ❖ "XXX" representing the 3-character M3 customer identifier (e.g. "ABC")
 - ❖ The PMS vendor brand representing Springer-Miller Systems combined with the 2-digit G/L Company (e.g. SMSPMS01)
 - ❖ "XXX001" representing the 3-character customer followed by the 3-digit M3 property ID (e.g. "001")
 - ❖ "<Begin Date>" which will append the business date for which the file is being processed expressed as YYYYMMDD

```
BACK OFFICE FILE TRANSFER SETUP Friday 09/01/23

Use (C)ustom, (D)ated or (S)hort file names? C
Filename : XXX_SMSPMS<G/L Company>_XXX001_<Begin Date>

(C)ustom Filename Options

<Extract Type>
Default = ar
Agent = ta
Owner = oa

<PC Date> = DATE(YYYYMMDD), machine date running task.
<PC Time> = TIME(hhmm), machine time running task.
<Begin Date> = DATE(YYYYMMDD), is period begin date.
<End Date> = DATE(YYYYMMDD), is period end date.
<G/L Company> = company value from F-L-G-1 configuration.
"freeform" = verbiage in quotes will appear as typed.

Output Filename Format
<Esc> to Quit Setup
```

- The export file name described above would appear as:

ABC_SMSPMS01_ABC001_230831

Important Note

The configuration for the Back Office File Transfer in Miscellaneous Rates & Defaults (menu path: F,L,G,I) should be structured as follows:

For **Single Property** systems

```
MISCELLANEOUS RATES AND DEFAULTS   Friday 09/01/23
BACK OFFICE FILE TRANSFER
Back Office File Transfer (Y/N)? Y
General Ledger Company# : 01
Back Office File Transfer Directory:
C:\Fresh3\hostplus\export\
Use American Dates for General Ledger Interface (Y/N)? Y
```

- The Transfer Directory should be mapped to your existing Hostplus\Export folder.
- The single Company designation should be "01"

For **Multi-Property** systems

```
MISCELLANEOUS RATES AND DEFAULTS   Friday 09/01/23
BACK OFFICE FILE TRANSFER
Back Office File Transfer (Y/N)? Y
Back Office File Transfer Directory:
C:\Fresh3\hostplus\export\
Use American Dates for General Ledger Interface (Y/N)? Y
Multi-Prop:
A B D
01 01 01
G/L Company:
When host is 00B bo-iface posts balance to property: A
```

- The Transfer Directory should be mapped to your existing Hostplus\Export folder.
- The Company designation for each of the multi-property letters should be "01"