



MARRIOTT LIGHTSPEED Daily Activity Import Instructions

MARRIOTT LIGHTSPEED Reports Needed to complete the import:

**Need to have access to Savie through Marriott in order to download files in excel or txt format*

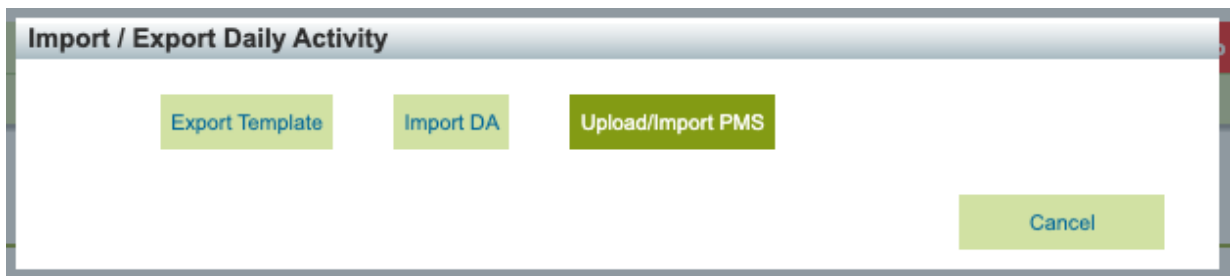
- Daily Revenue Report (in xls format)
- Market Segment Analysis (in xls format)
- Manager Statistic Report (in txt format)
- Guest Ledger Summary Report (in xls format)
- Advance Deposit Balance Sheet (in xls format)
- A/R Summary Report (in xls format)

To manually import the above files into Inn-Flow:

1. Log into Inn-Flow
2. Select Accounting
3. Select Daily Activity Entry
4. If a hotel ID isn't selected from the top left dropdown, select the hotel you're importing the files for
5. From the options on the top right of the page, select the Import option



6. Select Upload/Import PMS to import the PMS files



7. Select Upload on the top right of the page



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The screenshot shows the 'PMS Import' window in the 'Accounting' section. It features a 'PMS' header with an 'Import Date' field set to '05/16/23'. Below this is a list of reports, each with a 'REPORT X DESCRIPTION' and a 'No file uploaded' status. To the right, there is a button labeled 'Upload & Import Log (0 Items)'.

8. Select Choose Files
9. Select all of the files above needed to import then select Upload



10. You'll see on the left side if there's an error with any of the files. There's also an Import Log on the right that you can expand to ensure they all say Success

The screenshot shows the 'PMS Import' window after successful uploads. The 'REPORT X DESCRIPTION' field now shows the file name and upload date, and a green checkmark is displayed next to each report. The 'Upload & Import Log (0 Items)' button is expanded, showing a table of upload results.

Action	Result
Admin.101 uploaded Sample - ARsum16th.xls at 05/17/23 9:12AM	SUCCESS
Admin.101 uploaded Sample - DR16th.xls at 05/17/23 9:12AM	SUCCESS
Admin.101 uploaded Sample - GL16th.xls at 05/17/23 9:12AM	SUCCESS
Admin.101 uploaded Sample - MarSeg16th.xls at 05/17/23 9:12AM	SUCCESS
Admin.101 uploaded Sample - Depsum16th.xls at 05/17/23 9:12AM	SUCCESS
Admin.101 uploaded Sample - MR16th.txt at 05/17/23 9:12AM	SUCCESS



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11. Then select Import to Import the data, then Close to return to the Daily Activity page.



12. If there's any new rate codes used, you'll see the Auto Import Errors.

These aren't actually errors. These appear when a new code is used that hasn't been "mapped" yet. You can reach out to Inn-Flow Chat Support to assist with the creation of this if unsure how to proceed.

13. If no auto import errors appear, your daily activity page should load with all data imported and no variance.
14. If you need to upload any pdf versions of the reports, or additional night audit reports, feel free to do so in the Upload Docs section.
15. Complete the Night Audit Checklist then Approve & Next to move onto the following day.

