

Stash Checkout Report Specifications



General Requirements	
Format	.csv (comma delimited file)
Expected frequency	daily
File names (suggested)	<HMC or Property Name>_<DateofTransfer>.csv
Header row required?	No
Method of transmission	sFTP
sFTP folder location	sftp.stashrewards.com (each partner is assigned a unique sFTP folder and credentials)

Select Criteria	
Include	Include ALL completed room stays which check out on the day prior to the processing date.
Exclude	Exclude all cancelled reservations.

Field Name	Description / Notes	Required?	Type
TransactionID	Unique identifier for completed stay (e.g. Reservation, confirmation, or Folio #). Transaction IDs must be unique per property.	Yes	string(50)
PropertyID	Unique identifier for property where stay occurred.	Yes	string(50)
GuestEmail	Guest email address. This field will be used to identify SHR members for purposes of awarding points. Once received, this value is hashed and rendered non-identifiable (1-way hash using SHA-1 algorithm). Hotels may optionally hash a lowercase version of this value using a standard SHA-1 hash (http://en.wikipedia.org/wiki/SHA-1) prior to send.	May be blank	string(100)
RoomRevenueAmount	Total revenue from room charges (excluding taxes & fees). Must not contain separating commas. E.g. 1000.00	Yes	int
Check-inDate	Date that member begins stay / checks in. Expected format: mm/dd/yyyy	Yes	date
Check-outDate	Date that member ends stay / checks out. Expected format: mm/dd/yyyy	Yes	date
BookingChannelCode	Secondary information about booking source.	May be blank	string(20)
RateTypeCode	Rate code associated with reservation. Primary means of determining points eligibility and targeting offers.	Yes	string(20)
RoomTypeCode	Room type associated with reservation.	May be blank	string(20)
RoomCount	Value should always be 1 (1 room per transaction record).	Yes	string
PaymentTender Type	Method of payment or guarantee (e.g. credit card type, check, cash, deposit, etc.).	May be blank	string(200)

Notes:	
1	This information may also be sent automatically via the Stash Rewards API, a quick and simple JSON post! Contact us at Stash Rewards for the API specification.
2	A free, open-source sFTP client is at https://winscp.net
3	It is assumed that one record will be sent per room stayed
4	If any string contains a comma, place a \ in front of the comma, otherwise that specific record will not be processed.