

Manual

PMS – Rate Setup and Period User Guide

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1. Overview

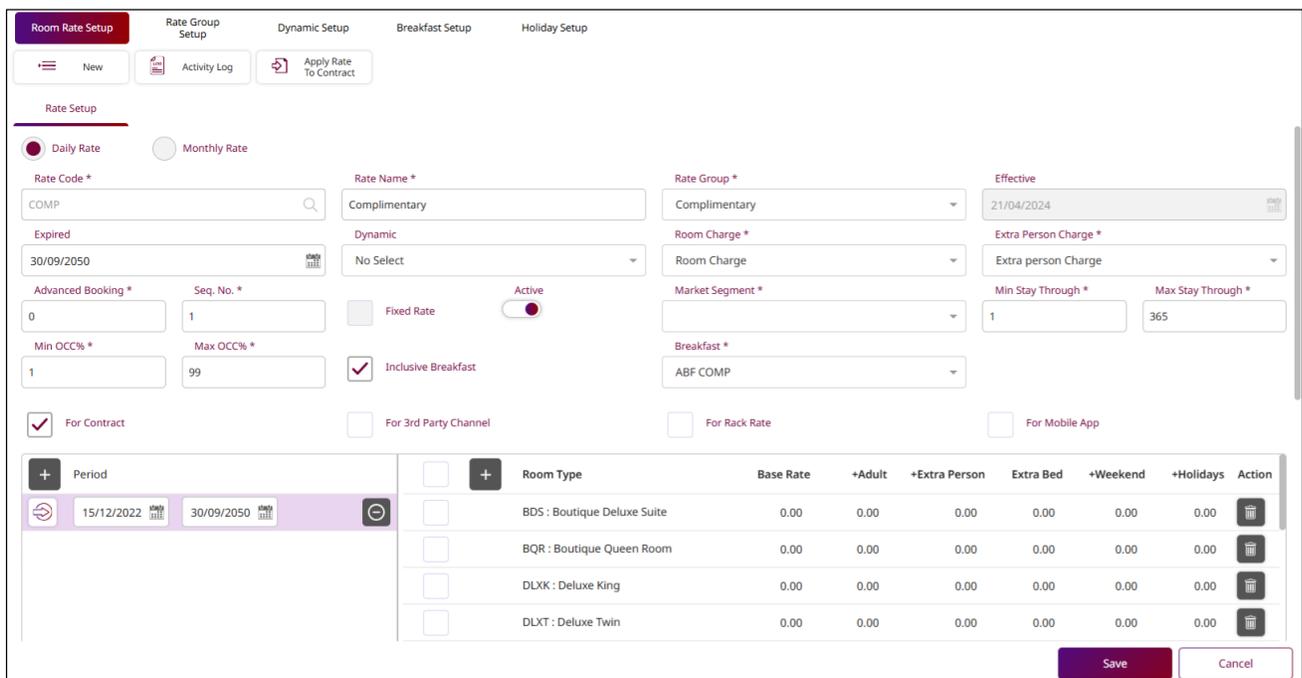
The Rate Setup and Period module in PMS allows staff to define dynamic room rates, create rate periods, and configure optional charges such as Afternoon Tea. This feature supports complex pricing strategies based on seasons, days, and guest configurations.

2. Create Period Setup

Available under **PMS Manager > Dynamic Rate & Package > Room Rate Setup**, this function allows users to create a new open rate period by defining room types, applicable rates, and conditions for non-fixed pricing.

To perform the task:

1. Select **PMS Manager** menu
2. Select **Dynamic Rate & Package** menu
3. Select **Room Rate Setup** tab
4. Fill in all required details
5. Ensure Fix Rate checkbox is not checked
6. Click + to create a new period or - to delete an existing one
7. Click + to add room types
8. Check the room type and click Select
9. Set applicable rate types (Base, Adult, Extra, Weekend, Holiday, etc.)
10. Click **Delete** to remove room type if needed
11. Click **Save** to confirm or **Cancel** to discard changes



The screenshot displays the 'Room Rate Setup' interface. At the top, there are tabs for 'Room Rate Setup', 'Rate Group Setup', 'Dynamic Setup', 'Breakfast Setup', and 'Holiday Setup'. Below the tabs are buttons for 'New', 'Activity Log', and 'Apply Rate To Contract'. The 'Rate Setup' section has radio buttons for 'Daily Rate' (selected) and 'Monthly Rate'. Fields include 'Rate Code *' (COMP), 'Rate Name *' (Complimentary), 'Rate Group *' (Complimentary), and 'Effective' (21/04/2024). There are also fields for 'Expired' (30/09/2050), 'Dynamic' (No Select), 'Room Charge *' (Room Charge), and 'Extra Person Charge *' (Extra person Charge). Other fields include 'Advanced Booking *' (0), 'Seq. No. *' (1), 'Fixed Rate' (unchecked), 'Active' (checked), 'Market Segment *', 'Min Stay Through *' (1), and 'Max Stay Through *' (365). There are also fields for 'Min OCC% *' (1) and 'Max OCC% *' (99), with 'Inclusive Breakfast' checked. At the bottom, there are checkboxes for 'For Contract' (checked), 'For 3rd Party Channel', 'For Rack Rate', and 'For Mobile App'. A table below shows selected room types:

Period	Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Action
15/12/2022 - 30/09/2050	BDS : Boutique Deluxe Suite	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	BQR : Boutique Queen Room	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	DLXK : Deluxe King	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	DLXT : Deluxe Twin	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]

At the bottom right, there are 'Save' and 'Cancel' buttons.

Note: Types configured here define classification and alert duration for each item category.

