

Manual

PMS-Dynamic Rate & Package User Guide

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1. Overview

This PMS – **Dynamic Rate & Package** User Guide is a pricing method that automatically adjusts the room rate based on predefined rules and conditions. It allows hotels to respond quickly to market demand, occupancy levels, and seasonal trends without manually updating each rate.

2. Room Rate Setup

Available under **PMS Manager Menu > Dynamic Rate & Package > Room Rate Setup**, this function allows staff to manage dirty rooms. Users can change the room status to "Dirty" to indicate that the room requires cleaning.

2.1 Daily rate for Open rate

Actions:

1. **New** – New Information Rate.

Or **Edit** Information Rate In the event that the rate data has been recorded

To perform the task for **Daily Rate**:

- | | |
|---------------------------------------|---|
| • Daily Rate | Select whether the rate is applied daily. |
| • Rate Code | Unique code for the rate (e.g., WIRB). |
| • Rate Name | Name of the rate plan (e.g., Walk in with Breakfast). |
| • Rate Group | Select the category/group of the rate (e.g., WALK IN). |
| • Effective | Date from which the rate becomes active. |
| • Expired | Date when the rate ends. |
| • Dynamic | Select dynamic pricing option if applicable. |
| • Room Charge | Choose whether this rate covers only accommodation or includes other items. |
| • Extra Person Charge | Rate charged for an additional person. |
| • Advanced Booking | Minimum number of days in advance a booking must be made. |
| • Seq. No. | Sequence order number for the rate display. |
| • Active | Toggle ON/OFF to activate or deactivate this rate plan. |
| • Fixed Rate | Untick the selection if an opening amount is entered. |
| • Min OCC% / Max OCC% | Set the occupancy percentage range for this rate to apply. |
| • Inclusive Breakfast | Tick if breakfast is included in the rate or untick if breakfast is Not included in the rate. |
| • Market Segment | Select the target market (e.g., AFFILIATE BOOKING). |
| • Breakfast | Choose breakfast type (e.g., ABF). |
| • Min Stay Through / Max Stay Through | Minimum and maximum number of nights for this rate plan. |

Additional Options

- **For Contract** – Apply this rate to contracts.
- **For 3rd Party Channel** – Enable this rate for OTA or other third-party channels.
- **For Rack Rate** – Mark as a rack rate plan.
- **For Mobile App** – Make the rate available in the mobile app.

Period Setup

- Click "+" to add a date range.
- **Example:** 01/03/2025 to 30/11/2050
- **Multiple periods** can be set for different seasonal prices.

Add Room Type Setup Click New (+)

- Enter Room Type Code (short code for system reference).
- Enter Room Type Name (e.g., "Premier Double Room with Window").

Define Room Features:

- **Base Rate:** Standard nightly rate for the room.
- **+Adult:** Additional charge per extra adult above standard occupancy.
- **+Extra Person:** Charge per additional person (adult or child).
- **Extra Bed:** Fee for an extra bed setup in the room.
- **+Weekend:** Additional amount applied to weekend nights.
- **+Holidays:** Additional amount applied on holidays.

Other Charges

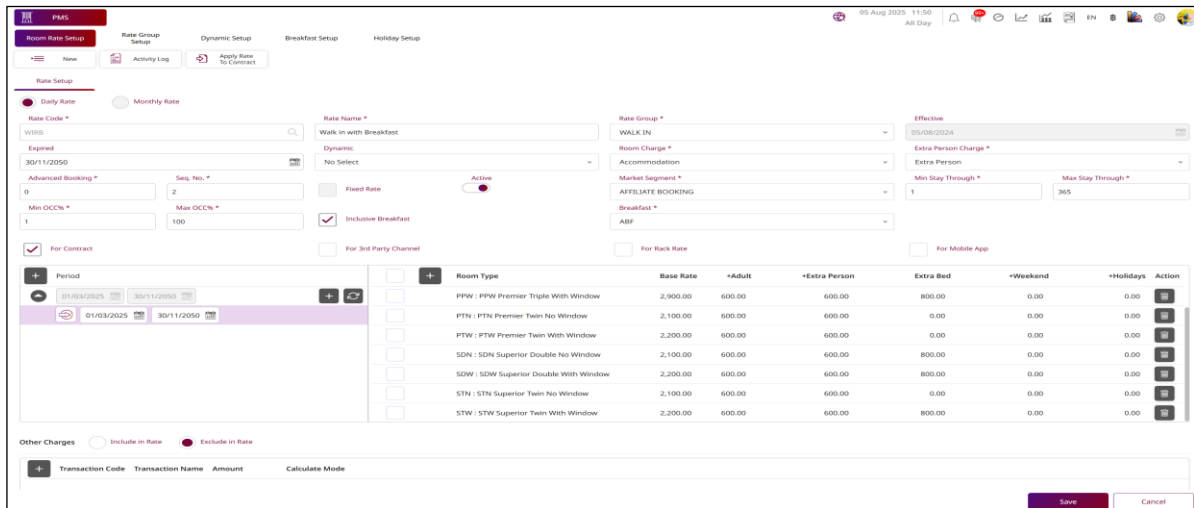
- **Include in Rate** – Additional charges are included in the displayed room rate.
- **Exclude in Rate** – Additional charges are added separately during billing.

How to Add Other Charges:

1. Click "+" under the Other Charges section.
2. Select Transaction Code and Transaction Name.
3. Enter the Amount.
4. Choose the Calculate Mode (e.g., per night, per person).

Actions:

2. **Save** – Save the new or updated rate plan.
3. **Cancel** – Discard changes.
4. **Apply Rate to Contract** – Link the rate plan to specific contracts.
5. **Activity Log** – View history of changes made to this rate plan.



The screenshot shows the 'Room Rate Setup' interface with the 'Daily Rate' tab selected. The 'Rate Setup' section includes fields for Rate Code, Rate Name, Rate Group, and various charges. The 'Other Charges' section is at the bottom, showing a table of charges with columns for Transaction Code, Transaction Name, Amount, and Calculate Mode.

Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Action
FPW : FPW Premier Triple With Window	2,900.00	600.00	600.00	0.00	0.00	0.00	
PTN : PTN Premier Twin No Window	2,100.00	600.00	600.00	0.00	0.00	0.00	
PTW : PTW Premier Twin With Window	2,200.00	600.00	600.00	0.00	0.00	0.00	
SDN : SDN Superior Double No Window	2,100.00	600.00	600.00	800.00	0.00	0.00	
SDW : SDW Superior Double With Window	2,200.00	600.00	600.00	800.00	0.00	0.00	
STN : STN Superior Twin No Window	2,100.00	600.00	600.00	0.00	0.00	0.00	
STW : STW Superior Twin With Window	2,200.00	600.00	600.00	800.00	0.00	0.00	

Note: Page Room rate setup Daily Open rate.

2.2 Daily rate for Fix rate

Rate Breakdown for fix rate - This function allows you to view and manage daily room rates for each room type within a selected date range.

Actions:

1. **New** – New Information Rate.
 Or **Edit** Information Rate In the event that the rate data has been recorded

To perform the task for **Daily Rate**:

- **Daily Rate** Select whether the rate is applied daily.
- **Rate Code** Unique code for the rate (e.g., WIRB).
- **Rate Name** Name of the rate plan (e.g., Walk in with Breakfast).
- **Rate Group** Select the category/group of the rate (e.g., WALK IN).
- **Effective** Date from which the rate becomes active.
- **Expired** Date when the rate ends.
- **Dynamic** Select dynamic pricing option if applicable.
- **Room Charge** Choose whether this rate covers only accommodation or includes other items.
- **Extra Person Charge** Rate charged for an additional person.
- **Advanced Booking** Minimum number of days in advance a booking must be made.
- **Seq. No.** Sequence order number for the rate display.
- **Active** Toggle ON/OFF to activate or deactivate this rate plan.
- **Fixed Rate** Lock the rate at a fixed amount regardless of changes.
- **Min OCC% / Max OCC%** Set the occupancy percentage range for this rate to apply.
- **Inclusive Breakfast** Tick if breakfast is included in the rate or untick if breakfast is Not included in the rate.
- **Market Segment** Select the target market (e.g., AFFILIATE BOOKING).
- **Breakfast** Choose breakfast type (e.g., ABF).
- **Min Stay Through / Max Stay Through** Minimum and maximum number of nights for this rate plan.

Additional Options

- **For Contract** – Apply this rate to contracts.
- **For 3rd Party Channel** – Enable this rate for OTA or other third-party channels.
- **For Rack Rate** – Mark as a rack rate plan.
- **For Mobile App** – Make the rate available in the mobile app.

Period Setup

- **Click "+"** to add a date range.
- **Example:** 01/03/2025 to 30/11/2050
- **Multiple periods** can be set for different seasonal prices.

Add Room Type Setup Click New (+)

- Enter Room Type Code (short code for system reference).
- Enter Room Type Name (e.g., "Premier Double Room with Window").

Define Room Features:

- **Base Rate:** Standard nightly rate for the room.
- **+Adult:** Additional charge per extra adult above standard occupancy.
- **+Extra Person:** Charge per additional person (adult or child).
- **Extra Bed:** Fee for an extra bed setup in the room.
- **+Weekend:** Additional amount applied to weekend nights.
- **+Holidays:** Additional amount applied on holidays.

Other Charges

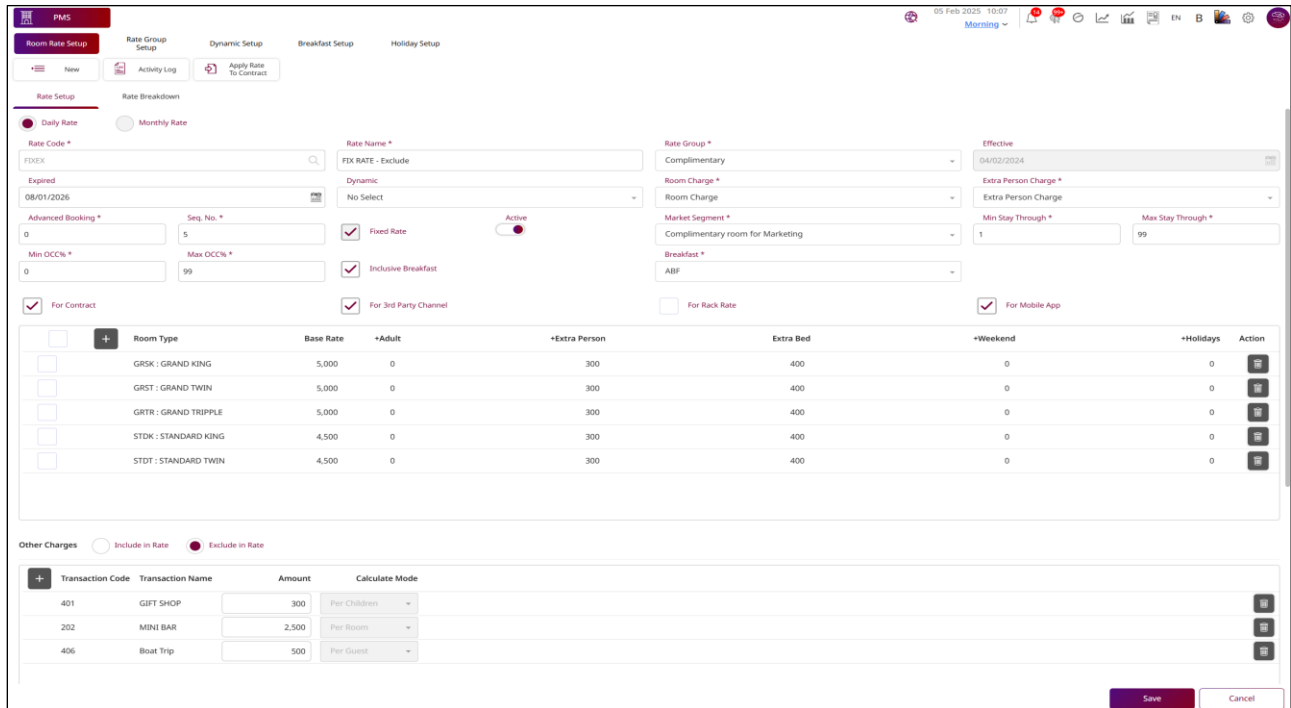
- **Include in Rate** – Additional charges are included in the displayed room rate.
- **Exclude in Rate** – Additional charges are added separately during billing.

How to Add Other Charges:

1. Click "+" under the Other Charges section.
2. Select Transaction Code and Transaction Name.
3. Enter the Amount.
4. Choose the Calculate Mode (e.g., per night, per person).

Actions:

2. **Save** – Save the new or updated rate plan.
3. **Cancel** – Discard changes.
4. **Apply Rate to Contract** – Link the rate plan to specific contracts.
5. **Activity Log** – View history of changes made to this rate plan.



The screenshot displays the 'Room Rate Setup' interface in the PMS. The 'Daily Rate' tab is active, showing configuration for a 'FIXEX' rate plan. Key fields include 'Rate Code' (FIXEX), 'Rate Name' (FIX RATE - Exclude), 'Rate Group' (Complimentary), and 'Effective' date (04/02/2024). The 'Room Charge' is set to 'Room Charge' and 'Market Segment' is 'Complimentary room for Marketing'. The 'Breakfast' is set to 'ABF'. The 'For Contract' checkbox is checked. Below these fields is a table listing room types and their associated charges:

Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Action
GRSK : GRAND KING	5,000	0	300	400	0	0	[Edit]
GRST : GRAND TWIN	5,000	0	300	400	0	0	[Edit]
GRTR : GRAND TRIPLE	5,000	0	300	400	0	0	[Edit]
STDK : STANDARD KING	4,500	0	300	400	0	0	[Edit]
STDY : STANDARD TWIN	4,500	0	300	400	0	0	[Edit]

Below the room type table is the 'Other Charges' section, which is currently empty. The 'Include in Rate' radio button is selected. At the bottom right, there are 'Save' and 'Cancel' buttons.

Note: Page Room rate setup Daily Fix rate.

Rate Breakdown for fix rate

Header Information

- **Rate Code:** Unique identifier for the rate plan (e.g., FIXEX).
- **Description:** Short explanation of the rate plan (e.g., FIX RATE – Exclude).
- **Effective Date:** The date the rate becomes active (e.g., 04/02/2024).
- **Valid Date:** The last date the rate is valid (e.g., 08/01/2026).
- **Dynamic:** Displays if the rate plan is linked to a dynamic rate rule.

Rate Categories

Tabs allow you to switch between different charge types:

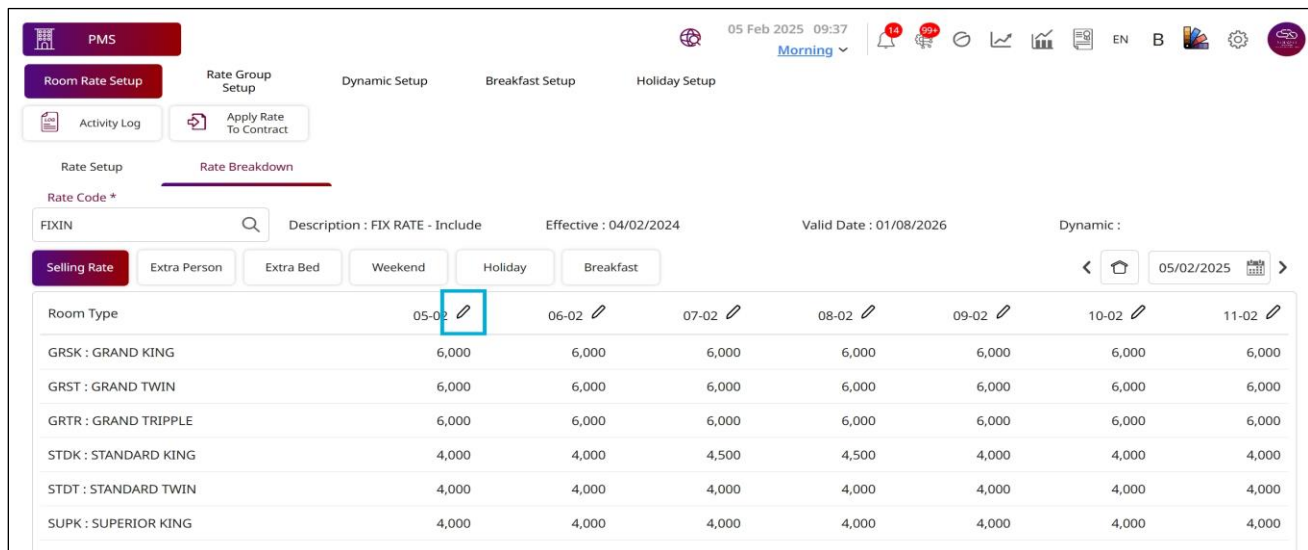
- **Selling Rate** – Base room rate per night.
- **Extra Person** – Charge for each additional guest.
- **Extra Bed** – Fee for an extra bed setup.
- **Weekend** – Additional charge applied on weekends.
- **Holiday** – Additional charge applied on holiday dates.
- **Breakfast** – Breakfast charge if sold separately.

Editing Rates

- Click the **pencil icon** under a date to edit that day's rate for a specific room type.
- Changes take effect immediately after saving.

Navigation & Date Selection

- Use the **calendar** to choose the start date for the display.
- Use **left/right arrows** to move forward or backward in the date range.



The screenshot shows the PMS interface for Rate Breakdown. The top navigation bar includes 'PMS', 'Room Rate Setup', 'Rate Group Setup', 'Dynamic Setup', 'Breakfast Setup', and 'Holiday Setup'. Below this, there are tabs for 'Rate Setup' and 'Rate Breakdown'. The 'Rate Breakdown' tab is active, showing a table with columns for Room Type and dates from 05-02 to 11-02. The table contains rates for various room types: GRSK : GRAND KING, GRST : GRAND TWIN, GRTR : GRAND TRIPPLE, STDK : STANDARD KING, STDT : STANDARD TWIN, and SUPK : SUPERIOR KING. The 'Selling Rate' tab is selected, and the '05-02' column is highlighted with a blue box and a pencil icon, indicating it is the current date being edited.

Room Type	05-02	06-02	07-02	08-02	09-02	10-02	11-02
GRSK : GRAND KING	6,000	6,000	6,000	6,000	6,000	6,000	6,000
GRST : GRAND TWIN	6,000	6,000	6,000	6,000	6,000	6,000	6,000
GRTR : GRAND TRIPPLE	6,000	6,000	6,000	6,000	6,000	6,000	6,000
STDK : STANDARD KING	4,000	4,000	4,500	4,500	4,000	4,000	4,000
STDT : STANDARD TWIN	4,000	4,000	4,000	4,000	4,000	4,000	4,000
SUPK : SUPERIOR KING	4,000	4,000	4,000	4,000	4,000	4,000	4,000

Note: The rates can be set for base selling price, extra person charges, extra bed fees, weekend surcharges, holiday surcharges, and breakfast prices.

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 Last Updated : 13 Aug 2025
 Author : QA Team

Use this function to update room rates and related charges for multiple room types at once, within a specific date range and selected days of the week.

Rate Plan Details:

Rate Code: The internal code for the rate plan (e.g., FIXEX).

Rate Name: The name or description of the rate plan (e.g., FIX RATE – Exclude).

Apply From / Apply To:

- Select the start and end dates for the rate update.
- The updated rates will apply only within this date range.

Day Selection:

- **All, SUN, MON, TUE, WED, THU, FRI, SAT** → You can choose which days of the week the update applies to.
- Selected days will be highlighted (e.g., SUN in red, SAT in orange).

Saving the Update

- After selecting the date range, days, and entering the new rates/charges, confirm and save your changes.
- The system will apply the updated rates to all selected room types, for the selected dates and days of the week.

Rate Code

FIXIN

Rate Name

FIX RATE - Include

Apply From

05/02/2025

Apply To

05/02/2025

☐ All
 ☒ SUN
 ☐ MON
 ☐ TUE
 ☐ WED
 ☐ THU
 ☐ FRI
 ☒ SAT

☐ Room Type	☐ Base Rate	☐ +Adult	☐ +Extra Person	☐ Extra Bed	☐ +Weekend	☐ +Holidays	☐ Breakfast Adult	☐ Breakfast Child	☐ On Sell
☐ GRSK GRAND KING	6,000	0	300	500	500	1,000	200	100	☒
☐ GRST GRAND TWIN	6,000	0	300	500	500	1,000	200	100	☒
☐ GRTR GRAND TRIPPLE	6,000	0	300	500	500	1,000	200	100	☒
☐ STDK STANDARD KING	4,000	0	300	500	500	1,000	200	100	☒
☐ STDT STANDARD TWIN	4,000	0	300	500	500	1,000	200	100	☒
☐ SUPK SUPERIOR KING	4,000	0	300	500	500	1,000	200	100	☒

Save

2.3 Monthly rate for Open rate

Actions:

1. **New** – New Information Rate.
 Or **Edit** Information Rate In the event that the rate data has been recorded

To perform the task for **Monthly** Rate:

- **Daily Rate** Select whether the rate is applied daily.
- **Rate Code** Unique code for the rate (e.g., WIRB).
- **Rate Name** Name of the rate plan (e.g., Walk in with Breakfast).
- **Rate Group** Select the category/group of the rate (e.g., WALK IN).
- **Effective** Date from which the rate becomes active.
- **Expired** Date when the rate ends.
- **Room Charge** Choose whether this rate covers only accommodation or includes other items.
- **Market Segment** Select the target market (e.g., AFFILIATE BOOKING).

Additional Options

- **Fixed Rate** – Untick the selection if an opening amount is entered.
- **Active** – Toggle ON/OFF to activate or deactivate this rate plan.
- **For Contract** – Apply this rate to contracts.
- **For 3rd Party Channel** – Enable this rate for OTA or other third-party channels.
- **For Rack Rate** – Mark as a rack rate plan.
- **For Mobile App** – Make the rate available in the mobile app.

Add Room Type Setup Click New (+)

- Enter Room Type Code (short code for system reference).
- Enter Room Type Name (e.g., “Premier Double Room with Window”).

Define Room Features:

- **Base Rate:** Standard nightly rate for the room.

Other Charges

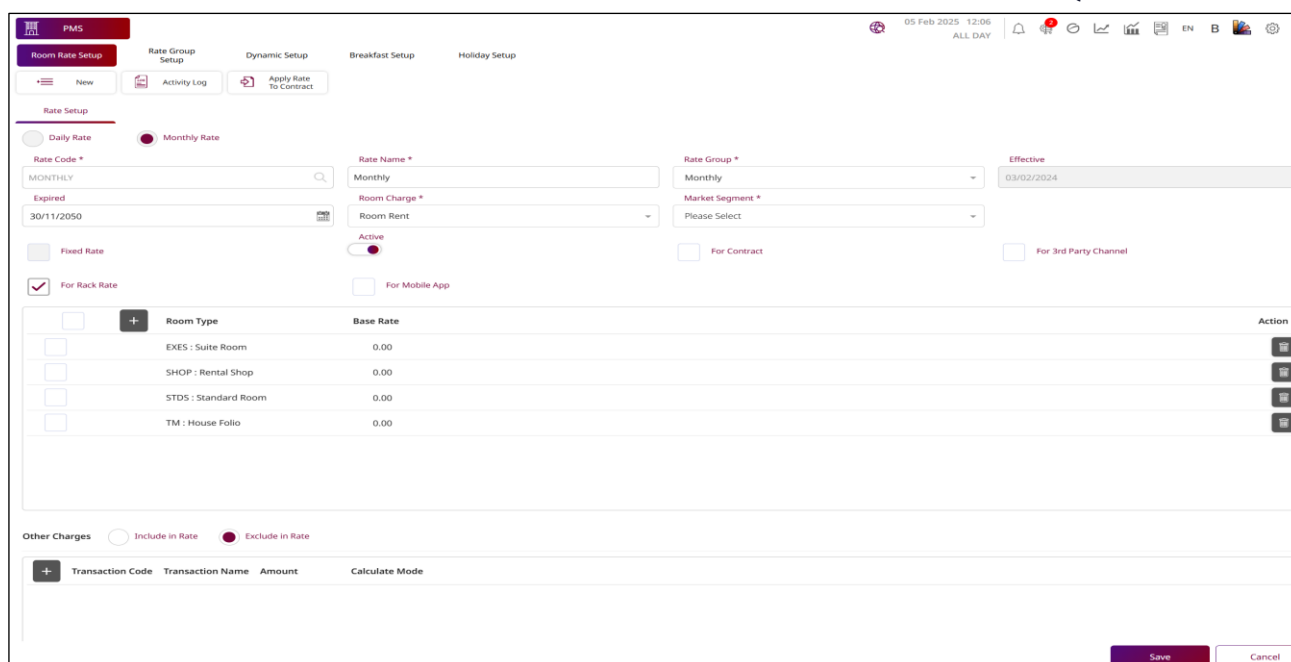
- **Include in Rate** – Additional charges are included in the displayed room rate.
- **Exclude in Rate** – Additional charges are added separately during billing.

How to Add Other Charges:

1. Click "+" under the Other Charges section.
2. Select Transaction Code and Transaction Name. Enter the Amount.
3. Choose the Calculate Mode (e.g., per night, per person).

Actions:

2. **Save** – Save the new or updated rate plan.
3. **Cancel** – Discard changes.
4. **Apply Rate to Contract** – Link the rate plan to specific contracts.



Note: Page Room rate setup Monthly Open rate.

2.4 Monthly rate for Fix rate

Actions:

1. **New** – New Information Rate.
 Or **Edit** Information Rate In the event that the rate data has been recorded

To perform the task for **Monthly** Rate:

- **Daily Rate** Select whether the rate is applied daily.
- **Rate Code** Unique code for the rate (e.g., WIRB).
- **Rate Name** Name of the rate plan (e.g., Walk in with Breakfast).
- **Rate Group** Select the category/group of the rate (e.g., WALK IN).
- **Effective** Date from which the rate becomes active.
- **Expired** Date when the rate ends.
- **Room Charge** Choose whether this rate covers only accommodation or includes other items.
- **Market Segment** Select the target market (e.g., AFFILIATE BOOKING).

Additional Options

- **Fixed Rate** – Lock the rate at a fixed amount regardless of changes
- **Active** – Toggle ON/OFF to activate or deactivate this rate plan.
- **For Contract** – Apply this rate to contracts.
- **For 3rd Party Channel** – Enable this rate for OTA or other third-party channels.
- **For Rack Rate** – Mark as a rack rate plan.
- **For Mobile App** – Make the rate available in the mobile app.

Add Room Type Setup Click New (+)

- Enter Room Type Code (short code for system reference).
- Enter Room Type Name (e.g., "Premier Double Room with Window").

Define Room Features

- **Base Rate:** Standard nightly rate for the room.

Other Charges

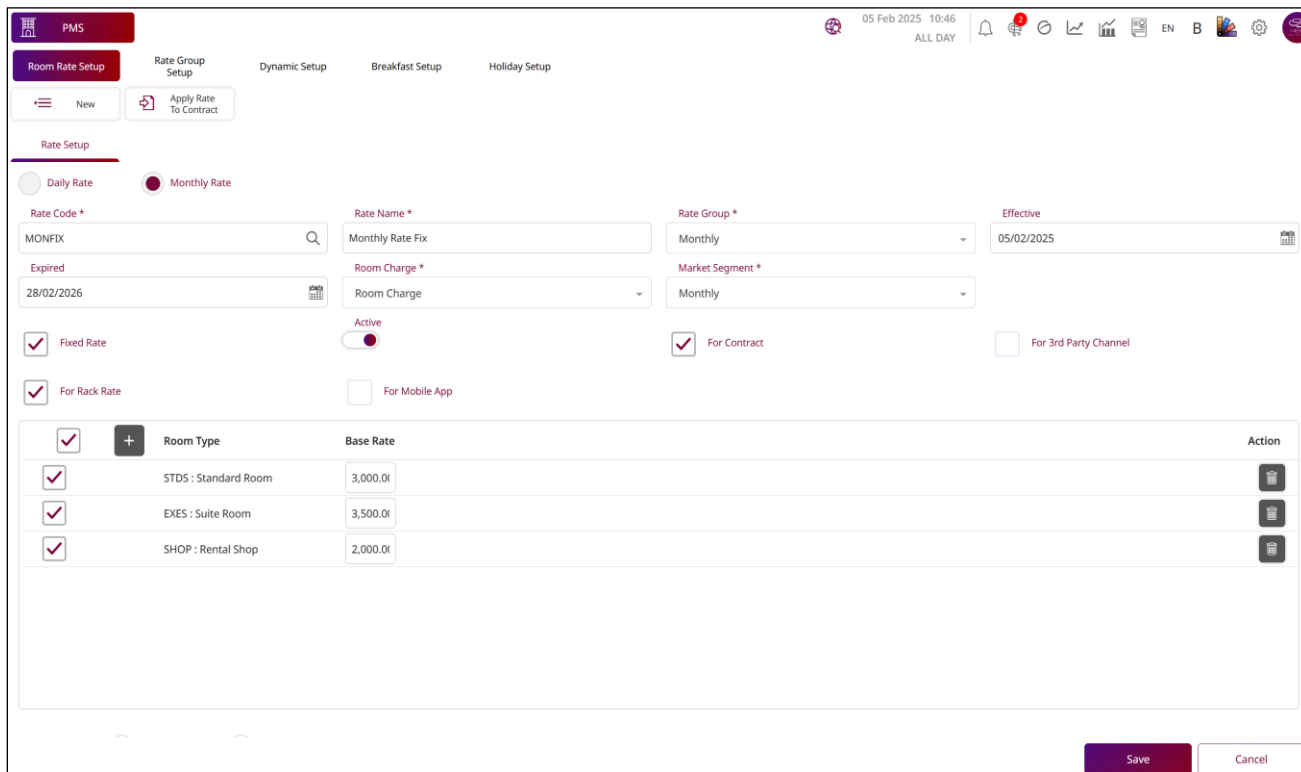
- **Include in Rate** – Additional charges are included in the displayed room rate.
- **Exclude in Rate** – Additional charges are added separately during billing.

How to Add Other Charges

1. Click "+" under the Other Charges section.
2. Select Transaction Code and Transaction Name. Enter the Amount.
3. Choose the Calculate Mode (e.g., per night, per person).

Actions:

2. **Save** – Save the new or updated rate plan.
3. **Cancel** – Discard changes.
4. **Apply Rate to Contract** – Link the rate plan to specific contracts.
5. **Activity Log** – View history of changes made to this rate plan.



The screenshot displays the 'Room Rate Setup' interface in a PMS system. The 'Rate Setup' tab is active, showing the configuration for a 'Monthly Rate' plan. The 'Rate Code' is 'MONFIX', 'Rate Name' is 'Monthly Rate Fix', and 'Rate Group' is 'Monthly'. The 'Effective' date is '05/02/2025'. The 'Room Charge' is set to 'Room Charge'. The 'Market Segment' is 'Monthly'. The 'Fixed Rate' checkbox is checked, and the 'Active' toggle is turned on. The 'For Rack Rate' checkbox is checked, and the 'For Mobile App' checkbox is unchecked. The 'For Contract' checkbox is checked, and the 'For 3rd Party Channel' checkbox is unchecked. Below the configuration fields, there is a table with columns for 'Room Type' and 'Base Rate'. The table contains three rows: 'STD5 : Standard Room' with a base rate of '3,000.00', 'EXES : Suite Room' with a base rate of '3,500.00', and 'SHOP : Rental Shop' with a base rate of '2,000.00'. Each row has a checkbox in the 'Room Type' column and a trash icon in the 'Action' column. At the bottom right, there are 'Save' and 'Cancel' buttons.

Note: Page Room rate setup Monthly Fix rate.

2.5 Apply rate To Contract

Apply Rate to Contract – Link the rate plan to specific contracts.

To perform the task:

- **Rate Code** – Select the rate code you want to update.
- **Apply From / Apply To** – Choose the date range for which the updated rates will apply.
- **Room type** – Select Room or All Room you want to update.
- **Add (+)** – Add a new contract row.
- **Delete (🗑)** – Remove a contract from the list.

Action Buttons:

Save – Apply and save the updated rates for the selected date range and room types.

Benefits

- Ensures consistent pricing for all bookings under the contract.
- Reduces manual rate entry errors.
- Automatically applies any updates made to the linked rate plan.

Bulk Update Room Rate

✕

Rate Code

CON1

🔍

Apply From

05/08/2025

📅

Apply To

31/10/2026

📅

☒	Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Breakfast Adult	Breakfast Child
☒	SDN : SDN Superior Double No Window	1,400.00	750.00	750.00	750.00	0.00	0.00	199.00	100.00
☒	SDW : SDW Superior Double With Window	1,550.00	750.00	750.00	750.00	0.00	0.00	199.00	100.00
☒	STN : STN Superior Twin No Window	1,400.00	750.00	0.00	0.00	0.00	0.00	199.00	100.00
☒	STW : STW Superior Twin With Window	1,550.00	750.00	750.00	750.00	0.00	0.00	199.00	100.00
☒	MMW : MMW Deluxe Room With Window	3,000.00	750.00	750.00	750.00	0.00	0.00	199.00	100.00
☒	PDW : PDW Premier Double Room With Window	1,450.00	750.00	0.00	0.00	0.00	0.00	199.00	100.00
☒	PTN : PTN Premier Twin No Window	1,300.00	750.00	0.00	0.00	0.00	0.00	199.00	100.00

+

Contract Code	Contract Name	Contract Type
COR0000001	Smartfinder	Other

🗑

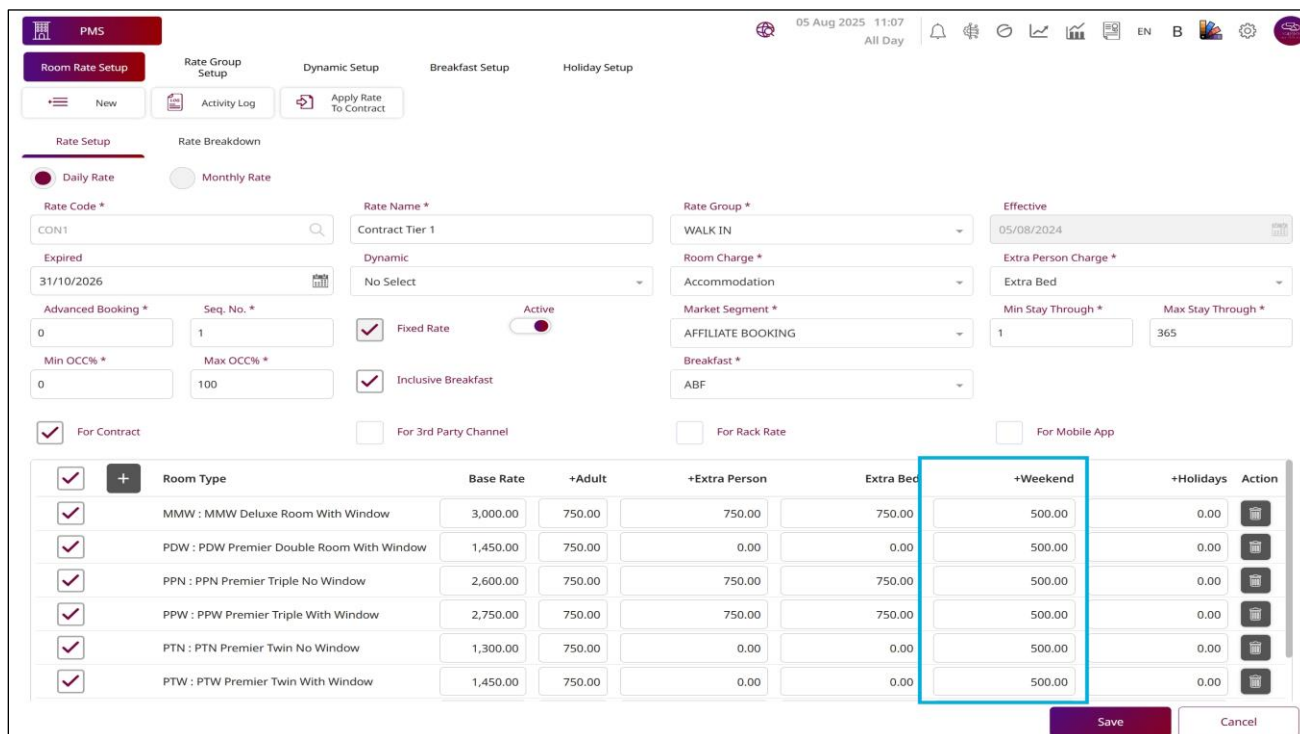
Save

3. Weekend Setup

The Weekend Setup feature in the Bulk Update Room Rate screen allows you to add an additional charge to the Base Rate for bookings that fall on weekends.

To perform the task

1. Select the Date Range
 - Use Apply from and Apply To set the period when weekend pricing will apply.
2. Select Days
 - Ensure weekend days (FRI and/or SAT) are ticked at the top.
 - You can also tick All if weekend charges should be applied alongside weekday rates.
3. Enter Weekend Surcharge
In the +Weekend column, enter the additional amount you want to charge for weekends.
Example: If Base Rate = 5,000 and +Weekend = 500, then:
Weekday price = 5,000
Weekend price = 5,500
4. Select Room Types
 - Tick the checkbox beside the Room Type to apply the weekend setup to that room.
5. Save Changes
 - Confirm and save to update rates in the system.



The screenshot shows the PMS Room Rate Setup interface. The 'Rate Setup' tab is active, and the 'Daily Rate' radio button is selected. The 'Rate Code' is 'CON1', 'Rate Name' is 'Contract Tier 1', and 'Rate Group' is 'WALK IN'. The 'Effective' date is '05/08/2024'. The 'Room Charge' is 'Accommodation', 'Market Segment' is 'AFFILIATE BOOKING', and 'Breakfast' is 'ABF'. The 'Min Stay Through' is '1' and 'Max Stay Through' is '365'. The 'Fixed Rate' and 'Inclusive Breakfast' checkboxes are checked. The 'For Contract' checkbox is also checked. The table below shows the room types and their associated rates, with the '+Weekend' column highlighted by a blue box.

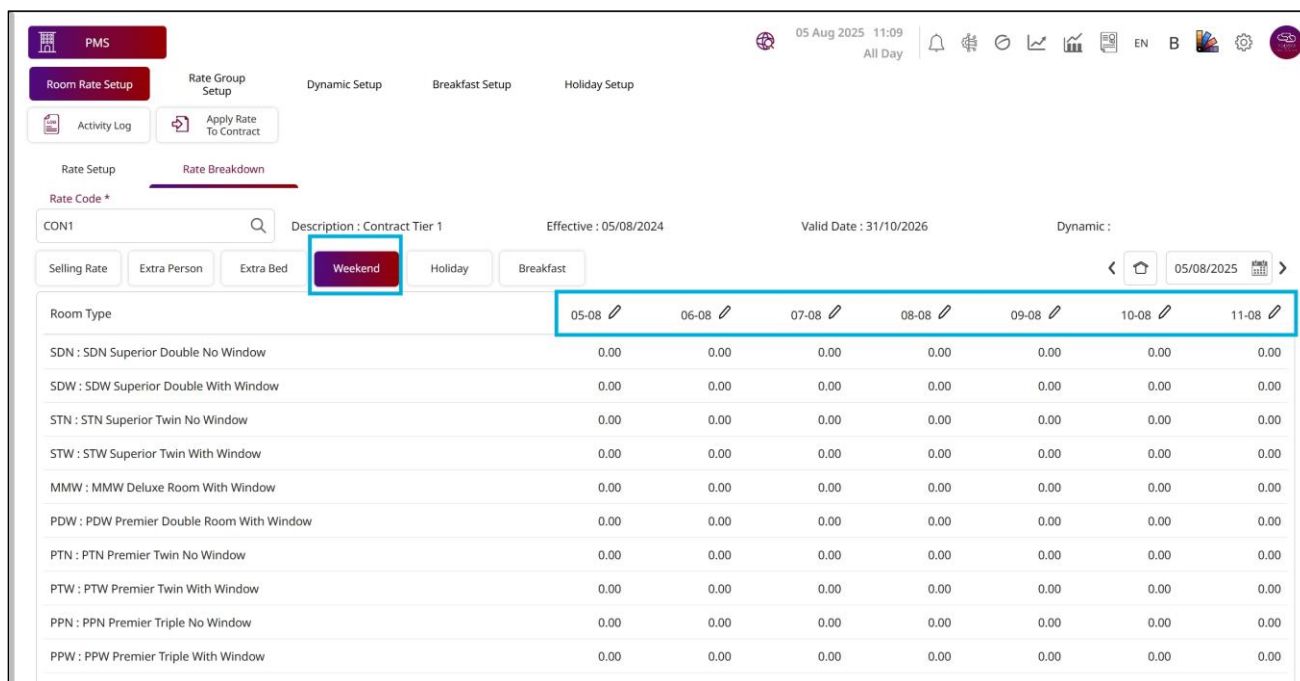
Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Action
MMW : MMW Deluxe Room With Window	3,000.00	750.00	750.00	750.00	500.00	0.00	
PDW : PDW Premier Double Room With Window	1,450.00	750.00	0.00	0.00	500.00	0.00	
PPN : PPN Premier Triple No Window	2,600.00	750.00	750.00	750.00	500.00	0.00	
PPW : PPW Premier Triple With Window	2,750.00	750.00	750.00	750.00	500.00	0.00	
PTN : PTN Premier Twin No Window	1,300.00	750.00	0.00	0.00	500.00	0.00	
PTW : PTW Premier Twin With Window	1,450.00	750.00	0.00	0.00	500.00	0.00	

Note: Weekend charges are added per night for the selected weekend days.
This feature works together with +Holidays, meaning both can be applied if a weekend day is also a holiday.

Page Edit Rate Breakdown For weekend

Weekend Tab Function:

- Displays all Room Types in the rate plan.
- Each date column shows the weekend surcharge for that day.
- Editable cells allow you to enter surcharge values for specific days.
- The surcharge is added to the Selling Rate when the booking date falls on a weekend.



The screenshot shows the PMS interface for Rate Breakdown. The 'Weekend' tab is selected, and the table displays surcharge values for various room types across dates 05-08 to 11-08. The 'Weekend' tab is highlighted with a red box, and the date columns are also highlighted with a red box.

Room Type	05-08	06-08	07-08	08-08	09-08	10-08	11-08
SDN : SDN Superior Double No Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SDW : SDW Superior Double With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STN : STN Superior Twin No Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STW : STW Superior Twin With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MMW : MMW Deluxe Room With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PDW : PDW Premier Double Room With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTN : PTN Premier Twin No Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTW : PTW Premier Twin With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PPN : PPN Premier Triple No Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PPW : PPW Premier Triple With Window	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: This helps you adjust pricing for higher demand days such as Friday and Saturday.

4. Rate Group Setup

Available under **PMS Manager Menu > Dynamic Rate & Package > Room Group Setup**, this function is used to create and manage categories for different rate plans. Rate Groups help organize rate codes into logical categories for easier management, reporting, and applying bulk actions.

4.1. Purpose of Rate Groups

- **Organization** – Group similar rates together (e.g., Corporate, OTA, Walk-In, Promotions).
- **Efficiency** – Apply changes to multiple rate codes at once.
- **Reporting** – Generate reports grouped by rate category.
- **Access Control** – Limit which rates are visible to certain booking channels or staff.

4.2 Steps to Create a New Rate Group

1. **Access Menu:**
Navigate to PMS > Rate Group Setup.
2. **Click New (+):**
Opens the rate group creation form.
3. **Enter Group Details:**
Rate Group Code: Short, unique code for the group (e.g., OTA, CORP, WALKIN).
Rate Group Name: Descriptive name for the group (e.g., “Online Travel Agents”).
Description: Optional notes about the purpose of this group.
4. **Set Group Properties (if applicable):**
 Assign market segment.
 Link to distribution channels (e.g., Mobile App, OTA, Internal).
5. **Save:**
Click **Save** to create the group. Or **Cancel** to Discard changes.

PMS				
Room Rate Setup	Rate Group Setup	Dynamic Setup	Breakfast Setup	Holiday Setup
New				
☐	Rate Group Code	Rate Group Name	Market Segment Group	Status
☐	COMP	Complimentary	Complimentary	☒
☐	COR	COPORATE	Corporate Segment	☒
☐	HOF	House Folio	House Folio	☒
☐	HOU	House Use	House Use	☒
☐	HU1	HOUSE use1	HOUSE use	☒
☐	OPN	OPEN RATE	Complimentary Leisure FIT Group Segment House Use 7 more...	☒
☐	OTA	Online Travel Agent	Online Travel Agent	☒

Note: Rate Group is a category used to organize multiple rate codes under one group for easier management.

5. Dynamic Setup

Available under **PMS Manager Menu > Dynamic Rate & Package > Dynamic Setup**, this functions The Dynamic Setup to automatically adjust room rates based on predefined occupancy thresholds or booking conditions.

To perform the task:

Dynamic Rule changes the base room rate when occupancy reaches certain levels.

- Increase Rate when occupancy is high.
- Decrease Rate when occupancy is low.
- Rules can be applied per rate code or rate group.

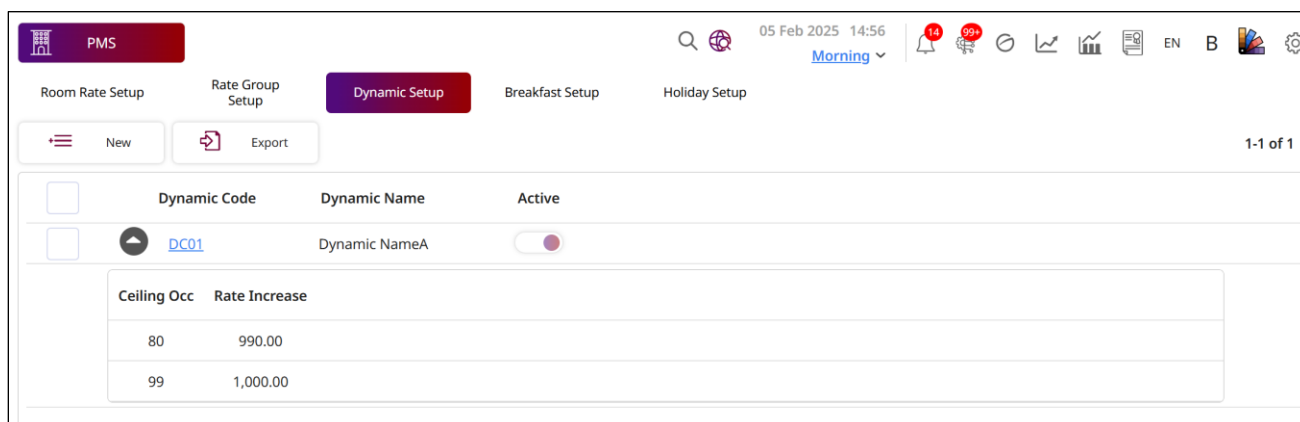
Ceiling OCC Table

- **Ceiling OCC:** The maximum occupancy threshold for this tier (e.g., 40% or 80%).
- **Rate Increase:** The amount to increase when occupancy reaches that threshold (e.g., 1,000 or 1,500).
- **Action:** Delete button to remove a row.

Example:

If occupancy $\geq 80\%$ $\rightarrow$ Increase rate by 15%

If occupancy $\leq 40\%$ $\rightarrow$ Decrease rate by 10%



Dynamic Code	Dynamic Name	Active
DC01	Dynamic NameA	☒

Ceiling Occ	Rate Increase
80	990.00
99	1,000.00

Header Section

- **Dynamic Code:** The unique code for this configuration (e.g., DC02) — system-generated, not editable.
- **Dynamic Name:** The name for this setup (e.g., Dynamic02) — user-defined.
- **Status:** Toggle to enable/disable this configuration (ON means Active).

How to Use

1. Click the "+" button to add a new Ceiling OCC tier.
2. Enter the occupancy threshold (%) and the rate increase amount.
3. Add multiple tiers if you want the system to adjust rates progressively as occupancy increases.
4. Click **Save** to store the configuration, or **Cancel** to discard changes.

Version : 10.02
 Last Updated : 13 Aug 2025
 Author : QA Team

Dynamic Rate Setup

Dynamic Code *

Dynamic Name *

Status *

DC02

Dynamic02

☒

Ceiling OCC

+

	Ceiling OCC	Rate increase	Action
☐	40	1,000	
☐	80	1,500	

Save

Cancel

Note: It helps hotels optimize revenue by increasing or decreasing rates in response to demand.

6. Breakfast Setup

Available under **PMS Manager Menu > Dynamic Rate & Package > Breakfast Setup**, this is the Breakfast Setup page in the PMS (Property Management System), where you can define different breakfast package codes, their prices for adults and children, and related transactions.

Header & Navigation

- Tabs: Room Rate Setup, Rate Group Setup, Dynamic Setup, Breakfast Setup, Holiday Setup.
- Actions:
 - New** - Create a new breakfast setup.
 - Export** - Export the breakfast setup list

Breakfast Setup List:

Each row represents a breakfast code with the following details:

- Breakfast Code: Unique identifier (e.g., ABF, COMP, NABF).
- Breakfast Name: Display name (e.g., ABF, ABF COMP, NON-ABF).
- Allow Post Zero: Toggle to allow posting zero charges.
- Adult / Child: Default charge amounts for adults and children.

Expandable Transaction Details:

Clicking the arrow expands to show associated transactions and their prices:

1. ABF (Standard Breakfast)
 - Adult: 200, Child: 100
 - Transactions:**
 - Add On: Adult 100, Child 50
 - Breakfast: Adult 150, Child 50
2. COMP (Complimentary Breakfast)
3. NABF (No Breakfast)

PMS

05 Feb 2025 16:06

Morning

14

99+

Room Rate Setup

Rate Group Setup

Dynamic Setup

Breakfast Setup

Holiday Setup

New

Export

	Breakfast Code	Breakfast Name	Allow Post Zero	Adult	Child
	ABF	ABF		200	100
	COMP	ABF COMP		0	0
	NABF	NON ABF		0	0

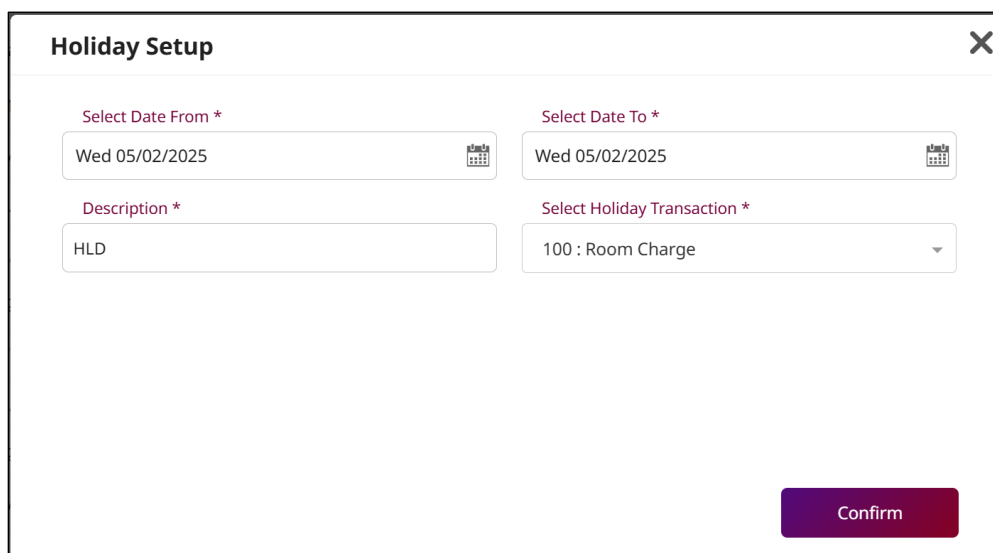
Note: Breakfast Setup is used to define the breakfast charge rules applied to room rates.

7. Holiday Setup

Available under **PMS Manager Menu > Dynamic Rate & Package > Holiday Setup**, this function in the PMS allows you to define special dates that are treated as holidays for pricing or operational purposes. These dates can be linked to specific transactions (e.g., room charges) so the system can apply the correct rates automatically during those periods.

To perform the task:

- **Action Buttons:**
New – Add a new holiday entry.



The screenshot shows a 'Holiday Setup' dialog box with the following fields:

- Select Date From ***: A date picker showing 'Wed 05/02/2025'.
- Select Date To ***: A date picker showing 'Wed 05/02/2025'.
- Description ***: A text input field containing 'HLD'.
- Select Holiday Transaction ***: A dropdown menu showing '100 : Room Charge'.
- Confirm**: A red button at the bottom right.

Filter Options

- **Select Year** – Choose the year for which you want to view or set holidays.
- **Select Month** – Filter holidays by month or view all.

Holiday Setup Table Columns

1. **Holiday Date** – The specific date of the holiday (e.g., Mon 13/01/2025).
2. **Descriptions** – A note about the holiday (e.g., "Holidays (2 Days)", "Holiday 26 Jan").
3. **Transaction Code** – The code for the applicable transaction (e.g., 100).
4. **Transaction Name** – The transaction name (e.g., Room Charge).

Example Entries

- **13 – 14 Jan 2025** – Holidays (2 Days) – Transaction: Room Charge.
- **30 Jan – 04 Feb 2025** – Holidays for 6 Days – Transaction: Room Charge.
- **30 – 31 Dec 2025** – Holidays for New Year's Festival – Transaction: Room Charge.


PMS

05 Feb 2025 17:20
[Morning](#)

Room Rate Setup
Rate Group Setup
Dynamic Setup
Breakfast Setup
Holiday Setup

New

Select Year
2025

Select Month
All

☐	Holiday Date	Descriptions	Transaction Code	Transaction Name
☐	Mon 13/01/2025	Holidays (2 Days)	100	Room Charge
☐	Tue 14/01/2025	Holidays (2 Days)	100	Room Charge
☐	Sun 26/01/2025	Holiday 26 Jan	100	Room Charge
☐	Thu 30/01/2025	Holidays for 6 Days	100	Room Charge
☐	Fri 31/01/2025	Holidays for 6 Days	100	Room Charge
☐	Sat 01/02/2025	Holidays for 6 Days	100	Room Charge
☐	Sun 02/02/2025	Holidays for 6 Days	100	Room Charge
☐	Mon 03/02/2025	Holidays for 6 Days	100	Room Charge
☐	Tue 04/02/2025	Holidays for 6 Days	100	Room Charge
☐	Tue 30/12/2025	Holidays for New Years Festi...	100	Room Charge
☐	Wed 31/12/2025	Holidays for New Years Festi...	100	Room Charge

Note: Once holidays are set up, the PMS will recognize these dates and apply the configured transaction rules automatically during reservation, check-in, or billing.