

# CREATING AND MAINTAINING ENHANCED RATES & PACKAGES

## OVERVIEW

Create and maintain enhanced rates and packages using option "186" - "Maintain Variable Packages" on the System Manager menu. From this option *people classifications, package components, rate sets, and rate plans* are created. The flow of events for using the Enhanced Rates and Packages (RN) module is:

- Configure Seasons
- Configure Taxes
- Establish People Classifications
- Establish Room Type Combinations
- Input Room Rate Sets
- Input Package Components
- Create Room Only Rate Plans
- Create Daily/Lump Sum Packages
- Print Rate Plans

## CONFIGURE SEASONS

When using the Enhanced Rates and Packages module, the first step is defining all *seasons* with tables C3 and Q?. Every property uses the C3 table to define rate changes throughout the year. In addition, if the property sells packages with outside vendors, such as golf courses or a ski area, these "vendor seasons" are defined in the "Q" tables.

Whether defining the property's seasons or vendor seasons, the process is the same. First, access option 090 on the System Manager menu. Here, choose option "U" to "Update System Tables", and enter the appropriate table number, for example "C3". The C3 table holds subrecords for every month of the year, labeled as year/month (9701). A sample sub-record in the C3 table follows:

```

Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U1
2:04 PM RDP090 11.02 (00027)
Table C3 Seasonal Calendar - Rate Calculation
Sub-record Number 9701
000000000111111111122222222233
1234567890123456789012345678901
AAAAAAAAAAAAAAAABBBBBBBBBBBBBBBBBBBBCCCCAAA
    
```

Enter the season for each day (1 - 31) in January.

Above, the property is in season "A" (High) from January 1 - 11, season "B" (Regular) from January 12 - 16, and season "A" again through the remainder of January. These seasons (A and B) correspond to rates when defining rate sets.

In order to define vendor seasons use the "Q\*" tables located in option 090. For example, if the property does business with a local ski area, and lift tickets vary by season, enter these seasonal rates in the Q1 table using the following steps:

1. From the System Manager menu, use option 090 - Update System Tables.
2. Choose option "U" - "Update System Tables".
3. At the "Enter Table Number" prompt, enter **Q1**.
4. The system prompts:

```

* UPDATE TABLFILE.DAT *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
2:08 PM RDP090 11.02 (00027) 000128
Enter Table Number Q1
  
```

5. Press the <ALT> key and the <C> key at the same time.
6. Enter table title, for example:

```

* UPDATE TABLFILE.DAT *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
2:10 PM RDP090 11.02 (00027) 000128
Table Q1 Lift Ticket Seasons
Enter Title for Q1
0 1 2 3 4 5 6 7
12345678901234567890123456789012345678901234567890123456
Mt. Massive Lift Ticket Seasons
  
```

7. Press <ESCAPE> once.
8. The system again prompts for a table number, enter Q1.
9. Add sub-records for each month (i.e. - 9801 for January of 1998) with letters representing seasonal changes.

## CONFIGURE TAXES

Configuring taxes in Version 11 is a four step process, including option 182-1, the C6 table, the C7 table, and a combination of C6 and C7 subrecords.

### Option 182-1

With Version 11, it is possible to have four separate taxes, defined in option 182-1 along with general ledger account numbers. These four taxes combine to create the two *RDP folio taxes*, as follows:

---

**TAX1 + TAX2 = Folio Tax 1**

**TAX3 + TAX4 = Folio Tax 2**

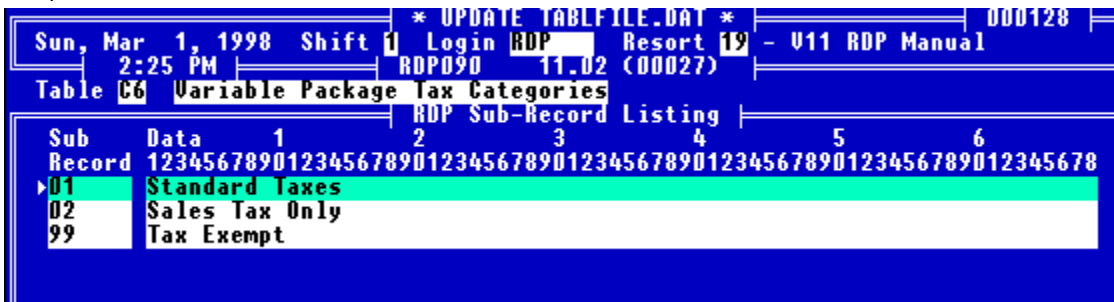
---

### The C6 Table

After defining taxes, tax categories are configured in the C6 table. Here, the tax rates for package components are defined. For example, a room component has a total of 15% tax, 8% sales tax and 7% bed tax, whereas a t-shirt purchased in the gift shop is only subject to the 8% sales tax, and a lift ticket to the local ski area is non-taxable. In this example there would be three *tax categories*:

<u>Category</u>	<u>Tax Included</u>
01	8% Sales Tax, 7% Bed Tax - Standard Hotel Tax
02	8% Sales Tax Only - Sales Tax Only
99	Tax Exempt (Code 99 is reserved for tax exempt components)

Add these three categories as subrecords in the C6, Tax Category table, used for assigning tax rates to components.



### The C7 Table

After defining tax categories, reservation *tax codes* are defined in the C7 table. These are codes assigned to reservations in option 100. Most properties will have two codes:

<u>CODE</u>	<u>TAX PAID</u>
TA	Standard Taxes
TZ	Tax Exempt

### Combining the C6 and C7 Tables

The final step in defining V11 taxes is to combine the C6 and C7 subrecords, giving the system a "grid" for handling every possible taxing situation. In the following example, the property has two reservation tax codes (TA and TZ), three component tax categories (01, 02, 99), and uses two taxes (8% Sales and 7% Bed):

C7 Tax Code	C6 Tax Category	Description of Taxing Situation	TAX1 (SALES)	TAX2 (HOTEL)	TOTAL TAX
TA	01	A standard tax paying guest purchasing a component with both sales and bed tax	8%	7%	15%
TA	02	A standard tax paying guest purchasing a component with only sales tax	8%	0%	8%
TA	99	A standard tax paying guest purchasing a component with <i>no tax</i>	0%	0%	0%
TZ	01	A tax exempt guest purchasing a component with both sales and room tax	0%	0%	0%
TZ	02	A tax exempt guest purchasing a component with only sales tax	0%	0%	0%
TZ	99	A tax exempt guest purchasing a component with <i>no tax</i>	0%	0%	0%

This grid defines the tax percentage charged on each possible taxing situation. Add the combined C6 and C7 sub-records to the C7 table, similar to the following:

```

* UPDATE TABLE.DAT *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
2:26 PM RDP090 11.02 (00027)
Table C7 Rate Codes - Tax, Comm., Owner, Etc. 03 02 41 24
Sub-record Number 1A01
( 1)-Tax % for Tax-1 (Bucket 7, folio tax total 1) 5
( 2)-Tax % for Tax-2 (Bucket 7, folio tax total 1) 2
( 3)-Tax % for Tax-3 (Bucket 8, folio tax total 2) 0
( 4)-Tax % for Tax-4 (Bucket 8, folio tax total 2) 0
( 5)-Description Standard - Category 01
    
```

## ESTABLISH PEOPLE CLASSIFICATIONS

There are four possible people classifications with the Enhanced Rates and Packages module. Each property decides which to use and defines each with its own terminology. Classifications are defined in option 186-7 on the System Manager menu. Most customers will use only two classes, such as adults and children. However, up to four are possible, for example adults, teenagers, children, and pets.

People Class	In Use	Short Name	Long Name	Count in Min/Max
(1) 1	Y	Adlt	Adult	Y
(2) 2	Y	Teen	Teen >12 yrs	Y
(3) 3	Y	Chld	Chld <12 yrs	Y
(4) 4	Y	Pets	Pets	N

The property uses its own terminology for each classification.

The "In Use" column defines which categories are being used.

Not all categories have to count in the minimum/maximum calculation.

## ESTABLISH "ROOM TYPE COMBINATIONS"

Each property must define "Room Type Combinations", which outline each possible combination of people classifications for each room type. For example, if only adults and children are being used, the property must define the combinations of adults and children allowed in each room type. If the property has the room types Double-Double (DD), Double (D), and King (K), it must define each possible combination of adults and children allowed in each room type. RDP recommends using a grid similar to the one on the following page.

Assume these property characteristics:

1. Three room types: Double-Double (DD), Double (D), and King (K).
2. Maximums per room type: Double-Double - 5 People, Double - 2 People, King - 3 People
3. Base = 2 in Double-Double, Base = 2 in Double, and Base = 1 in King.

<u># of Adults</u>	<u># of Children</u>	<u>Room Type</u>
5	0	DD
4	1	DD
3	2	DD
2	3	DD
1	4	DD
4	0	DD
3	1	DD
2	2	DD
1	3	DD
3	0	DD
2	1	DD
1	2	DD
2	0	DD
1	1	DD
1	0	DD
2	0	D
1	1	D
1	0	D
3	0	K
2	1	K
1	2	K
2	0	K
1	1	K
1	0	K

← This grid defines every possible combination of adults and children (people classifications) in each room type.

Unique rates can be established for each combination for each rate plan and room type.

Once room type combinations are defined, use them to assign prices to each rate set and season in option 186-4. Each room type combination is defined for every room type and season during installation in order to simplify the reservationist/front desk clerk's day-to-day job. With each possibility defined, the person making the reservation chooses the correct package, with the system searching the rate set table for the correct price.

## INPUT ROOM RATE SETS

Once the room type combination grid on the preceding page has been defined, each line is entered as a "Room Rate Set" in option 186-4. These rates can be used on any variable or lump sum package as well as a nightly "rack rate" plan.

The same rate set description is used for each entry in the above grid. (A RACK rate is defined for each line, then a AAA rate for each line, etc.)

Mon, Mar 2, 1998 Shift 1 Login RDP186 19 - U12 RDP Manual  
 10:01 AM RDP186 (00067)

Rate Set	(1)RACK	Description	(7)Rack Rate
Room Type	(2)1B	Season Table	(8)C3 Standard Seasons
# of Adult	(3)02	Tax Category	(9)01 Standard Taxes
# of Teen >12 yrs	(4)00	G/L Account	(10)40200
# of Child <12 yrs	(5)99	Weekend Surcharge	(11) 5.00
# of Pets	(6)00		

Each room type combination is defined per rate set.

Seasonal Rates

A (12) 75.00	G (18) 0.00	M (24) 0.00	S (30) 0.00	Y (36) 0.00
B (13) 100.00	H (19) 0.00	N (25) 0.00	T (31) 0.00	Z (37) 0.00
C (14) 95.00	I (20) 0.00	O (26) 0.00	U (32) 0.00	
D (15) 110.00	J (21) 0.00	P (27) 0.00	V (33) 0.00	
E (16) 0.00	K (22) 0.00	Q (28) 0.00	W (34) 0.00	
F (17) 0.00	L (23) 0.00	R (29) 0.00	X (35) 0.00	

It is possible to vary rates by season. Nightly rates can be up to \$99,999.99.

F1 Help F2 Prt F3 Look File/Exit

### Rate Set (Field #1)

The rate set code is a four-character identifier field. Use numbers and upper case letters. In this example we have a rate set "RACK".

### Room Type (#2)

A rate set can be defined for a particular room type or for ALL room types. Most properties enter a rate set for each room type, since the price varies depending on the guest's room type preference. For example, the RACK rate set above is defined for a KING room, with the price varying from \$100.00 in season "A" to \$175.00 in season "D". The same RACK rate for a QUEEN room could vary from \$85.00 in season "A" to \$160.00 in season "D".

---

## People Classifications (#s 3 - 6)

Enter the number of people per classification that constitutes each seasonal rate. In the example above, the property uses Adults and Children as people classifications. And, the rate set above is defined for three adults in the room type KING, constituting the seasonal prices of \$100.00 to \$175.00. Define each combination of people classifications as a rate set in option 186-1. For example, if the maximum number of people in a KING room is three, each combination of adults and children are entered as the RACK rate set, i.e. - 3 adults and no children, 2 adults and 1 child, 1 adult and 2 children. Also, there are variations of the rate set for combinations of two people in the KING room, i.e. - 2 adults and no children and 1 Adult and no children (assuming two children cannot stay in the room by themselves). Finally, there is the scenario with one adult in the room. Each of these combinations are added as a rate set with independent prices.

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## Description (#7)

The rate set description is an 18 character alpha-numeric field. The guest does not see this description. Make the description as clear as possible, such as "Std Rack Rates".

---

## Seasonal Table (#8)

The seasonal table for a rate set will always be the "C3" - "Standard Seasons" table since the system should always use the hotel's seasons to determine the rate.

---

## Tax Category (#9)

The tax category will be equal to the C6 sub-record which defines the amount of tax on a room charge. In our example above, the tax category is equal to "01" - "Standard Hotel Tax" because a room charge is subject to both sales tax and the hotel bed tax.

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## G/L Account (#10)

Enter the general ledger account number which should capture all room charges generated from the RACK rate set. In our example above the account number is 40200 - Room Revenue.

---

## Weekend Surcharge (#11)

Rate sets and other package components often cost more on weekends. This increase can be handled in two ways:

1. Establish a different season for the weekend. For example, season "A" can be weekdays and season "B" weekends. In this case the C3 and Q? tables would be set up as "AAAAABBAAAAABB" (i.e., five weekdays followed by a weekend, then five more weekdays, etc.) Using this method, the "weekend surcharge" field is **not used**. Instead, seasonal rates are input for seasons "A" and "B". This has been the traditional approach used by RDP and works best if the price increase varies between weekends.
2. While the traditional method can still be used with the Enhanced Rates and Packages module, a second method is now available, the "Weekend Surcharge". In the rate set, the weekend surcharge is \$5.00. With the surcharge, the system calculates an extra \$5.00 every Friday and Saturday the entire year, regardless of season. Using the weekend surcharge, the C3 and Q? tables could simply be "AAAAAAAAAAAAAAAAAAAA". This method is recommended when the surcharge for a given component is the same every Friday and Saturday night the entire year.

---

## Seasonal Rates (#s 12 - 37)

The system allows 26 seasonal rates for each rate set, labeled A-Z. Automatically, RDP calculates the correct charge based on the season for a particular component. Seasonal tables can be "mixed and matched" on the same package. For example, a "golf and dinner" package varies the room rate based on the hotel seasons in table C3, the golf based on the course seasons in table Q3, and the dinner based on the restaurant seasons in table Q2.

Create a room rate set for every rate plan by completing a table similar to the one on page 6 or use the tables provided in the **Pre-Install** chapter on pages 3-12 and 3-13. Rate plans could include Rack, Senior, Corporate, AAA, and Employee Discount. Each rate plan needs to be defined per room type and for each people pattern listed above.



*When creating room sets, if the charge is the same for one adult or two adults, enter a 2 in the adult field. The system looks for the next highest match when a number is entered in the people classification field while making a reservation. Use this same logic if the property does not charge at all for one people classification, such as infants. In this example, enter a "99" in the number of infants field, flagging the system to never charge for this classification.*

---

## Room Rate Sets, Single Occupancy, and Sharewiths

When defining room rate sets in option 186-4, develop room charges for single occupancy reservations. For example, if the room portion of a golf package is \$50 based on double occupancy, but \$45 for single occupancy, add a room rate set for single occupancy.

With a single occupancy room rate set defined, a "Golf - Single Occupancy" package can be created. With this package defined, reservationists have the option of selecting the single person package, as opposed to overriding the rate for double occupancy.

Similarly, when guests are sharing a room and are on the same package, define the package rate set for a single person, as opposed to a double occupancy rate. For example, if two adults are sharing a room and require individual folios, each receives the "double occupancy" rate. In order to achieve this, define rate sets starting with one person, even if the package is based on double occupancy. With the rate set defined for one person, the reservationist simply chooses the "double occupancy" golf package for each sharewith reservation and the system calculates the rate based on the single person room rate.

### **Scenario #1 - One Person in the Room on a Golf Package**

Mr. Jones is arriving Thursday, November 1 for three nights. Mr. Jones is playing golf and wants to book the "Two Day/Three Night Golf Package". When the reservationist books Mr. Jones' reservations, the following rate plans are available:

```

* YIELD MGMT & VARIABLE PACKAGES *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
12:57 PM RDP100Y 11.02 (00017)
Gst TA Grp GrpLdr Tax TA
Arv 03/01/98 Nts 1 Dep 03/02/98 Adit 1 Teen 0 Child 0 Pets 0 Type 1B
Sun Mon Span = ALL
Charges Tax Total$ RP GFDD
80.00 5.60 85.60 80.00

Type Allocation Su 0301
1B MGMT Alt+↑ 26
1BL MGMT 28
2B MGMT 30
2BL MGMT 34
3B MGMT 37
Committed Totals 155
Committed Occupancy 22.50

RACKR Rack Rate 100.00
3AARR AAA Rate 90.00
GFDDU 2Dy/3Nt - Double 80.00
GFSIU 2Dy/3Nt - Single 100.00
FLYRR Frequent Flyer 65.00

F1 Help F2 Prt F3 Look F4 Usr Hlp F5 Inq F6 Notes F7 Post/Show Tx
F8 Override F9 Restore F10 Keys F12 Select Rates
  
```

Since Mr. Jones will be staying in the room alone, he receives the single occupancy rate.

Package "GFSI" - "2Dy/3Nt - Single" uses a rate set of "SING", where the single occupancy rate is defined for one bedroom rooms (seen below):

```

* Room Rate Set *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
1:04 PM RDP186 11.02 (00016)

Rate Set (1) SING Description (7) Single Occ. - Golf
Unit Type (2) 1B Season Table (8) C3 Standard Seasons
# of Adult (3) 01 Tax Category (9) 01 Standard Taxes
# of Teen >12 yrs (4) 00 G/L Account (10) 40200
# of Child <12 yrs (5) 00 Weekend Surcharge (11) 0.00
# of Pets (6) 00

Seasonal Rates
A (12) 40.00 G (18) 0.00 M (24) 0.00 S (30) 0.00 Y (36) 0.00
B (13) 50.00 H (19) 0.00 N (25) 0.00 T (31) 0.00 Z (37) 0.00
C (14) 60.00 I (20) 0.00 O (26) 0.00 U (32) 0.00
D (15) 70.00 J (21) 0.00 P (27) 0.00 V (33) 0.00
E (16) 80.00 K (22) 0.00 Q (28) 0.00 W (34) 0.00
F (17) 90.00 L (23) 0.00 R (29) 0.00 X (35) 0.00

File, Exit, Delete, Field number
F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Change All Rates
  
```

**Scenario #2 - Two People Share a Room on the Golf Package**

Mr. Smith and Mr. Lee are sharing a room and both are booked on the "3Dy/2Nt Golf Package". In this scenario, the guests receive the discounted rate based on double occupancy. And, instead of the rate plan for single occupancy being assigned, the double occupancy package is assigned to each.

```

Sun, Mar 1, 1998 Shift 1 * ADD NEW SHARE-WITH * 000128
Login RDP Resort 19 - U11 RDP Manual
RDP128E 11.02 (00020)
New Share-with Info. Primary Share-with

Last/First Name (1) Lee/Mr. Smith/Mr.
Reservation Number (2) T00001 P1 U 312 P1 U
Arrival Date (3) 03/01/98 03/01/98
Departure Date (4) 03/04/98 03/04/98
Adlt/Teen/Chld/Pets (5) 1 0 0 0 1 0 0 0
Daily Rate/Package (D or P) (6) P (Package) P (Package)
Unit Type (7) 1B 1B
Unit Number (8) 319 319
Rate Plan (9) GFDO GFDO
Daily Rate (10) 80.00 Tax TA 80.00 Tax TA
Total Room Charge (11) 90.00 90.00
Group Master # and Billing (12)
Group Leader # and Billing (13) 312 IP 312 IP
Agent-1 # and Billing Code (14)
Agent-2 # and Billing Code (15)
Agent-3 # and Billing Code (16)
Confirmation Mail-to/Print (17) (18) Y Y
Check-in, File, Exit, or Field number

F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F7 Transact
    
```

The system calculates the rates based on the rate set assigned to rate plan "GFDO". In this example, the rate set is "DOUB", seen below for both one and two people.

```

Sun, Mar 1, 1998 Shift 1 * Room Rate Set * 000128
Login RDP Resort 19 - U11 RDP Manual
RDP186 11.02 (00016)

Rate Set (1) DOUB Description (7) Double Occ. - Golf
Unit Type (2) 1B Season Table (8) C3 Standard Seasons
# of Adult (3) 01 Tax Category (9) 01 Standard Taxes
# of Teen >12 yrs (4) 00 G/L Account (10) 40200
# of Chld <12 yrs (5) 00 Weekend Surcharge (11) 0.00
# of Pets (6) 00

Seasonal Rates
A (12) 25.00 G (18) 0.00 M (24) 0.00 S (30) 0.00 Y (36) 0.00
B (13) 30.00 H (19) 0.00 N (25) 0.00 T (31) 0.00 Z (37) 0.00
C (14) 35.00 I (20) 0.00 O (26) 0.00 U (32) 0.00
D (15) 40.00 J (21) 0.00 P (27) 0.00 V (33) 0.00
E (16) 45.00 K (22) 0.00 Q (28) 0.00 W (34) 0.00
F (17) 50.00 L (23) 0.00 R (29) 0.00 X (35) 0.00

File, Exit, Delete, Field number

F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Change All Rates
    
```

The "DOUB" rate set for one adult appears above, while the same rate set for two people appears below. The price for a single is exactly half of the double price. Whereas the price for the single occupancy rate set is slightly higher than half. The double occupancy package is used for sharewiths or when two people are sharing the same room but require only one folio, i.e. - a husband and wife.

```

Sun, Mar 1, 1998 Shift 1 * Room Rate Set * 000128
1:18 PM Login RDP Resort 19 - 011 RDP Manual
RDP186 11.02 (00016)

Rate Set (1) 0008 Description (7) Double Occ. - Golf
Unit Type (2) 1B Season Table (8) C3 Standard Seasons
# of Adult (3) 02 Tax Category (9) 01 Standard Taxes
# of Teen >12 yrs (4) 00 G/L Account (10) 40200
# of Chld <12 yrs (5) 00 Weekend Surcharge (11) 0.00
# of Pets (6) 00

Seasonal Rates

A (12) 50.00 G (18) 0.00 M (24) 0.00 S (30) 0.00 Y (36) 0.00
B (13) 60.00 H (19) 0.00 N (25) 0.00 T (31) 0.00 Z (37) 0.00
C (14) 70.00 I (20) 0.00 O (26) 0.00 U (32) 0.00
D (15) 80.00 J (21) 0.00 P (27) 0.00 V (33) 0.00
E (16) 90.00 K (22) 0.00 Q (28) 0.00 W (34) 0.00
F (17) 100.00 L (23) 0.00 R (29) 0.00 X (35) 0.00

File, Exit, Delete, Field number

F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Change All Rates
    
```

## PACKAGE COMPONENTS

Package components are defined with option 186-5. Components make up variable packages and can be either daily or lump sum charges. Examples of components are a round of golf, a bottle of wine, ski tickets, or breakfast. A golf component looks similar to the following, with each field described below:

This component is defined for "ALL" room types. However, the price could vary by room type.

The component price is multiplied by the number of adults and youths on the reservation.

The price for golf varies by season.

The golf course has its own seasonal calendar (Q3).

```

Mon, Mar 2, 1998 Shift 1 * Packa 000250
10:05 AM Login RDP Resort 19 - 011 RDP Manual
RDP186 11.02 (00016)

Component (1) GOLF Description (7) Golf
Room Type (2) ALL Season Table (8) Q3 Golf Package Seaso
Times # Adult (3) Y Tax Category (9) 01 Standard Taxes
Times # Teen >12 yrs (4) Y G/L Account (10) 40200
Times # Chld <12 yrs (5) Bucket (11) 2
Times # Pets (6) Daily/Lump (12) 0

Seasonal Rates

A (14) 50.00 G (20) 0.00 M (26) 0.00 S (32) 0.00 Y (38) 0.00
B (15) 60.00 H (21) 0.00 N (27) 0.00 T (33) 0.00 Z (39) 0.00
C (16) 75.00 I (22) 0.00 O (28) 0.00 U (34) 0.00
D (17) 90.00 J (23) 0.00 P (29) 0.00 V (35) 0.00
E (18) 0.00 K (24) 0.00 Q (30) 0.00 W (36) 0.00
F (19) 0.00 L (25) 0.00 R (31) 0.00 X (37) 0.00

File, Exit, Delet

F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Change All Rates
    
```

---

## Component (Field #1)

The component code is a four character identifier field. Use numbers and upper case letters. In this example we have a "GOLF" component.

---

## Room Type (#2)

Each component can be unique to a given room type, or apply to all types. In this example, golf green fees are the same regardless of which room type the guest stays in, therefore the type is "ALL". Conversely, a component such as "MAID" could be created for special maid service, costing \$50 for a double double room and \$100 for a suite.

If a component varies by room type, define the price for each type in option 186-5 with the same component descriptor of MAID. The package then contains the component "MAID" and the system calculates the correct charge based on the guest's room type.

---

## Times # People Classifications (#s 3-6)

The Enhanced Rates and Packages module allows up to four people classifications. Each component price within a package can vary based on the number of people in each classification. In this example, field #3, "Times # of Adults" is set to "Y", meaning that a green fee of \$50.00 for season "A" is multiplied by the number of adults on the reservation. Field #4, "Times # of Youths" is set to "Y", meaning that each youth is charged the same green fee as adults. Field #5, "Times # of Children" is set to "N", indicating that children are not charged a green fee. Field #6, "Times # of Tots", is also set to "N".

In this example adults and youths are charged the same amount for playing golf. However, if two different prices are charged for adults and youths, unique components should be created. The first component could be "GLFA" - "Adult Green Fees" and would be set to "Times # of Adults = Y". In order to prevent youths, children, or tots from being charged the adult fee, set all other "people classifications" to "N". Then, a different component, "GLFY" - "Youth Green Fees" could be created, setting "Times # of Youths" to "Y" and all other "people classifications" to "N". The golf package would then contain both the "GLFA" and "GLFY" components.

---

## Component Description (#7)

The component description is an 18 character alpha-numeric field. The guest does not see this description. Make the description as clear as possible, such as "Adults Green Fees" or "Youth Green Fees".

---

## Season Table (#8)

Enter the seasonal table used for this component. In this example, the golf course seasons are stored in table Q3. See the **Configuring Seasons** section of this chapter for more information on defining vendor seasons.

---

## Tax Category (#9)

The Enhanced Rates and Packages module allows each component to have a different tax amount. In this example, golf is subject to "Sales Tax Only", code 02 in the C6 table.

---

## General Ledger Account Number (#10)

Each component can have a different general ledger account number. Reports are available showing the total revenue each day for every account number. For example, a package can be created with 10 different components, each with its own revenue account. See the **Transaction Codes** chapter for more information on adding general ledger account numbers.

---

## Bucket (#11)

The bucket controls which reservation sub-total the component accrues into. Buckets are then used to calculate travel agent and owner commissions. The available buckets are:

<u>Bucket</u>	<u>Sub-Total</u>
0	Room Charge
1	Other Charge-1
2	Other Charge-2

---

## Daily/Lump Sum (#12)

Components are established as daily or lump sum charges. Daily components are charged each day of the package, while lump sum components are charged on the first day of the package. It is possible to mix daily and lump sum components on the same package.

---

## Weekend Surcharge (#13)

Room rates and other components, such as GOLF, often cost more on weekends. This increase can be handled two different ways:

1. Establish a different season for the weekend. For example, season "A" can be weekdays and season "B" weekends. In this case the C3 and Q? tables would be set up as "AAAAABBAAAAABB" (i.e., five weekdays followed by a weekend, then five more weekdays, etc.) Using this method, the "weekend surcharge" field is **not used**. Instead, seasonal rates are input for seasons "A" and "B". This has been the traditional approach used by RDP and works best if the price increase varies between weekends.
2. While the traditional method can still be used with the Enhanced Rates and Packages module, a second method is now available, the "Weekend Surcharge". In the golf green fee example above, the weekend surcharge is \$15.00. With the surcharge, the system calculates an extra \$15.00 every Friday and Saturday the entire year, regardless of season. Using the weekend surcharge, the C3 and Q? tables could simply be "AAAAAAAAAAAAAAAAAAAA". This method is recommended when the surcharge for a given component is the same every Friday and Saturday night the entire year.

---

## Seasonal Rates A-Z (#s 14-39)

The system allows 26 seasonal rates for each component, labeled A-Z. Automatically, RDP calculates the correct charge based on the season for a particular component. Seasonal tables can be "mixed and matched" on the same package. For example, a "golf and dinner" package varies the room rate based on the hotel seasons in table C3, the golf based on the course seasons in table Q3, and the dinner based on the restaurant seasons in table Q2.

---

## Negative Components Allowed in Packages

Package components are defined using option 186-8 on the System Manager menu. A negative component can be used to track package discounts. For example, a property may have a "Ski Package" that includes lodging and a one-day lift ticket. In addition, the same property offers a "Discount Ski Package" that has the same components, but offers a 10% discount.

In this example, the property tracks room revenue and lift tickets sold prior to the discount. However, a "Discount" component can be added to the package with a negative dollar amount. With this component added (along with a general ledger account number), the property can easily track the dollar amount associated with package discounts. A sample component is displayed below.

```

Sun, Mar 1, 1998 Shift 1 * Package Component * 000250
3:39 PM Login RDP Resort 19 - U12 RDP Manual
RDP186 12.01 (00128)

Component (1) DISC Description (7) Adult Discount
Room Type\Room Number (2) ALL Season Table (8) C3 Standard Seasons
Times # Adult (3) Y Tax Category (9) 01 Standard Taxes
Times # Teen >12 yrs (4) N G/L Account (10) 20309
Times # Child <12 yrs (5) N Bucket (11) 2 Other - 2
Times # Pets (6) N Daily/Lump (12) 0

Seasonal Rates

A (14) -10.00 G (20) 0.00 M (26) 0.00 S (32) 0.00 Y (38) 0.00
B (15) -20.00 H (21) 0.00 N (27) 0.00 T (33) 0.00 Z (39) 0.00
C (16) -25.00 I (22) 0.00 O (28) 0.00 U (34) 0.00
D (17) -30.00 J (23) 0.00 P (29) 0.00 V (35) 0.00
E (18) -15.00 K (24) 0.00 Q (30) 0.00 W (36) 0.00
F (19) -5.00 L (25) 0.00 R (31) 0.00 X (37) 0.00

File, Exit, Delete, Field number

F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Change All Rates
    
```

When the package calculates, \$10.00 will be discounted in season A for an "Adult Discount", seen below.

```

Sun, Mar 1, 1998 Shift 1 * Daily Package * 000250
3:44 PM Login RDP Resort 19 - U12 RDP Manual
RDP186 12.01 (00128)

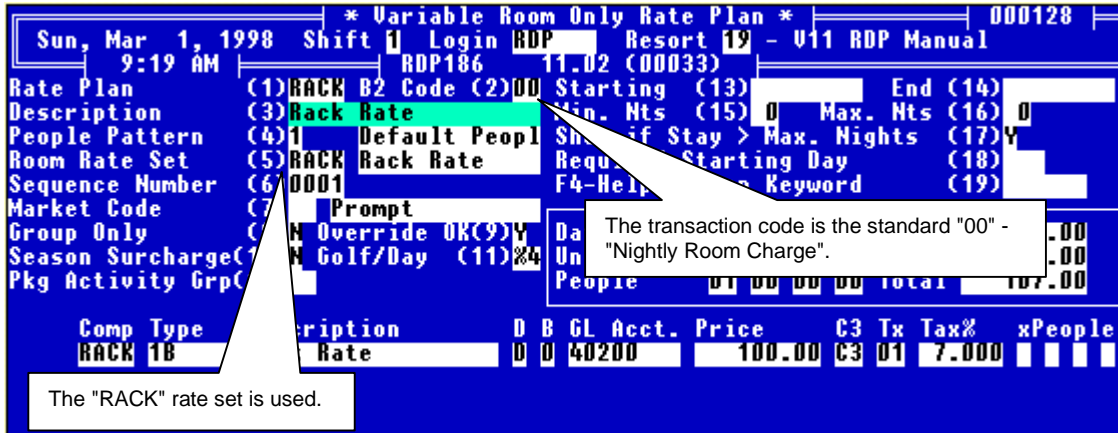
Rate Plan (1) LIF2 B2 Code (2) 55 Starting (14) End (15)
Description (3) Discount Lifts Min. Nts (16) 0 Max. Nts (17) 0
People Pattern (4) 1 Default Peopl Show if Stay > Max. Nights (18) N
Room Rate Set (5) 10DC 10% Discount Required Starting Day (19)
Sequence Number (6) 0120 F4-Help Screen Keyword (20)
Market Code (7) Prompt
Group Only (8) N Override OK (9) N Date Tue 12/15/98 Price 92.50
Season Surcharge (10) N Golf/Day (11) 0 Type/Room# 1B Tax 6.48
Pkg Activity Grp (12) On IRM (13) N People 01 00 00 00 Total 98.98

Comp Type Description D B GL Acct. Price C3 Tx Tax% xPeople
10DC 1B 10% Discount 0 0 40200 67.50 C3 01 7.000 Y N N N
LIFT ALL Adult Lifts 0 1 40215 35.00 C3 01 7.000 Y N N N
DISC ALL Adult Discount 0 2 20309 -10.00 C3 01 7.000 Y N N N

File, Exit, Delete, Components, Field number
F11 Calc
F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6 Notes
    
```

## CREATE ROOM ONLY RATE PLANS

Create "Room Only" rate plans for non-package reservations in option 186-1 from the System Manager menu. These plans include Rack, AAA, Senior, Corporate, Comp, etc. and use the rate sets defined in option 186-4. "Room Only" rate plans display along with daily and lump sum packages on the yield management screen. A standard rack rate plan follows, with each field described below:



### Rate Plan (Field #1)

The rate plan is a four character identifier field. Use numbers and upper case letters. In this example we have a "RACK" rate plan.

### Description (#2)

The description field is eighteen characters and describes the rate plan defined in field #1, "Rack Rates" for the above example. If the rate plan were 10DS, the description field would describe this abbreviation in detail, "10% Discount Rates".

### People Pattern (#3)

A people pattern defines the minimum and maximum numbers of people in a room. For example, a ski package may not be available in a "Chalet" (room type) to parties smaller than four. It is possible to restrict this room type by choosing a people pattern which defines the minimum as four. This way, certain packages can be cut-off when the number of people entered on the reservation does not match the required number of people.

Add a new people pattern by using the <F6 - ADD/CNG PPL PATTERN> key from field #3. After pressing <F6>, the system prompts for a people pattern number, for example "2". Next the system prompts for a description, for example "Chalet Ski Package". The system then prompts for minimums and maximums for each room type:

People Patterns			
People Pattern	Description	Unit Type	Min Max
1	Default People Patrn		
1B		1	6
1BL		1	8
2B		1	10
2BL		1	12
3B		1	14

F12 Delete, File, Exit

File the new people pattern using <F12>.

---

### Room Rate Set (#4)

Enter the room rate set (defined in option 186-4) that the room only rate plan should use. For example, the rate set of RACK should be used for the rate plan RACK. Remember, the RACK rate set can be used in a "Room Only Rate Plan" or in a variable package.

- All prices come from rate sets. The "Room Only Rate Plan" screen does not prompt for prices or seasons.*

---

### Sequence Number (#5)

Room only rate plans display along with variable lump sum and daily packages on the yield management screen. Use the sequence number for organizing rates in descending order on the yield management screen. For example, most properties want their reservationists to see the RACK rate first, followed by any discount (AAA, SENIOR) rates and packages. This way the reservationist is more likely to quote the highest rate first, increasing average daily rates. When defining rate plans, leave room for growth between sequence numbers. For example, use 0010 for RACK and 0020 for AAA. With this configuration, rates may be added between existing plans.



*The <F3 - LOOK> key is active when assigning sequence numbers.*

---

### Market Code (#6)

Market codes describe the type of guest staying at the property. By entering a market code in the "Room Only Rate Plan" screen, the system defaults any reservation with this rate plan to the appropriate market code. If this field is left blank, the reservationist is prompted for a market code prior to filing the reservation.

---

### Group Only (#7)

Enter a "Y" if the rate plan is only available for group reservations. A group reservation is designated by the existence of a group master. If the rate plan should display for any reservation, enter an "N".

---

### **Allow Override (#8)**

If reservationists are allowed to override the pre-determined price defined in the rate set, enter a "Y" in this field. If the rate plan's price should not be overridden, enter an "N".

---

### **Season Surcharge (#9)**

An additional dollar amount may be added to the standard rate plan price for select days by configuring table C5 in option 090 on the System Manager menu.

---

### **Starting and End Dates (#s 10 & 11)**

If a package or room only rate plan has specific dates availability dates, enter the starting and ending dates in fields 10 and 11. For example, a "Spring Getaway" package may only be available from May 12 - 22, in this case enter "0512" as the starting date and "0522" as the end date. The system defaults to the current year.

---

### **Min./Max. Nts. (#s 12 & 13)**

If a package or rate plan has a minimum or maximum number of nights, enter them in fields 12 and 13. For example, the "Spring Getaway" package may require a two night stay in order to qualify for the special rate.

---

### **Show if Stay > Max. Nights (#14)**

Enter a "Y" if the yield management screen should display the rate even if the reservation's number of nights is greater than the "maximum" in field #13. For example, if the maximum number of nights on the "Spring Getaway" package is five (5), and a potential guest is requesting a seven (7) night stay, should the "Spring Getaway" package display on the yield management screen?

---

### **Required Starting Day (#15)**

Some packages or rates may only be available if the guest arrives on a specific day of the week. Use the <F3 - LOOK> window to choose the day of the week.

---

### **<F4 - HELP> Screen Keyword (#16)**

An <F4> help screen with rate specific information can be attached to each rate plan or package. For example, the screen could include start and end dates, "extras" (golf course privileges), and room types available. Enter the DOS name for the help screen in this field. When the rate is highlighted on the yield management screen, <F4 - USER HELP> displays information specific to this rate plan or package, without a search. See the <F4 - HELP> chapter for more information about creating user help screens.

## CREATE VARIABLE PACKAGES

Variable packages are created with options 186-2 from the System Manager menu. Packages are called "variable" since the same package code is used for different combinations of people and room types. Once all components have been defined with option 186-6, creating the package combines the appropriate components in order to calculate the correct price. A completed golf package follows:

```

* Variable Daily Package *
Sun, Mar 1, 1998 Shift 1 Login RDP Resort 19 - U11 RDP Manual
9:39 AM RDP186 11.02 (00033) 000128
Rate Plan (1)B260 B2 Code (2)60 Starting (13) End (14)
Description (3)Golf Package Min. Nts (15) 3 Max. Nts (16) 0
People Pattern (4)1 Default Peopl Show if Stay > Max. Nights (17)Y
Room Rate Set (5)10DC 10% Discount Required Starting Day (18)
Sequence Number (6)0080 F4-Help Screen Keyword (19)PRGOLF
Market Code (7) Prompt
Group Only (8)N Override OK(9)N Date Sun 03/01/98 Price 146.00
Season Surcharge(10)N Golf/Day (11)84 Unit Type 1B Tax 1A 10.22
Pkg Activity Grp(12) People 01 00 00 00 Total 156.22

Comp Type Description D B GL Acct. Price C3 Tx Tax% xPeople
10DC 1B 10% Discount D 0 40200 90.00 C3 01 7.000 Y N N N
BRKA ALL Breakfast Adult D 1 40215 6.00 C3 01 7.000 Y N N N
BRKT ALL Breakfast Teen D 1 40215 0.00 C3 01 7.000 N Y N N N
BRKC ALL Breakfast Child D 1 40215 0.00 C3 01 7.000 N Y N N N
GOLF ALL Golf D 2 40215 50.00 C3 01 7.000 Y Y N N N

PgDn Components F11 Calc F12 File/Exit
F1 Help F2 Prt F3 F4 Usr Hlp F5 Inq F6
    
```

All three breakfasts are added (Adult, Teen, Child) and the system calculates charges based on the number of people in each classification.

The completed package screen incorporates all components and their corresponding seasons, taxes, rules, room rates, and people patterns. The package merges all of this information into one code, flexible enough to handle each room type, guest combination, and tax code, and smart enough to know when the package can be used, down to the day of the week! A description of each field follows:

### Rate Plan (Field #1)

The rate plan is the transaction code posted whenever the package is used. The transaction code will always start with B2, signifying a guest ledger charge. The two digits following the guest ledger are unique to this package code. See the **Transaction Codes** chapter for more information on defining guest ledger charges.

### Description (#2)

The description field is eighteen characters and describes the package defined in field #1, "Golf Package" for the above example. Because this is the description the reservationist will see on the yield management screen, make it as concise as possible.

### People Pattern (#3)

A people pattern defines the minimum and maximum numbers of people in a room. For example, a ski package may not be available in a "Chalet" (room type) to parties smaller than four. It is possible to restrict this room type by choosing a people pattern which defines the minimum as four. This way, certain packages can be cut-off when the number of people entered on the reservation does not match the required number of people.

See the **Create Room Only Rate Plans** section in this chapter for information on creating new People Patterns.

---

### Room Rate Set (#4)

Enter the room rate set (defined in option 186-4) that the variable package should use. For example, the rate set of RACK could be used on the “Spring Getaway” package. Remember, the RACK rate set can be used in a “Room Only Rate Plan” or in a variable package.

- All room charge prices are defined in rate sets. The Variable Package screens do not prompt for room charges or seasons.*

---

### Sequence Number (#5)

Room only rate plans display along with variable lump sum and daily packages on the yield management screen. Use the sequence number for organizing rates in descending order on the yield management screen. For example, most properties want their reservationists to see the RACK rate first, followed by any discount (AAA, SENIOR) rates and packages. This way the reservationist is more likely to quote the highest rate first, increasing average daily rates. When defining rate plans, leave room for growth between sequence numbers. For example, use 0010 for RACK and 0020 for AAA. With this configuration, rates may be added between existing plans.



*The <F3 - LOOK> key is active when adding sequence numbers.*

---

### Market Code (#6)

Market codes describe the type of guest staying at the property. By entering a market code in the “Room Only Rate Plan” screen, the system defaults any reservation with this rate plan to the appropriate market code. If this field is left blank, the reservationist is prompted for a market code prior to filing the reservation.

---

### Group Only (#7)

Enter a “Y” if the rate plan is only available for group reservations. A group reservation is designated by the existence of a group master. If the rate plan should display for any reservation, enter an “N”.

---

### Allow Override (#8)

If reservationists are allowed to override the pre-determined price defined in the rate set, enter a “Y” in this field. If the rate plan’s price should not be overridden, enter an “N”.

---

### Season Surcharge (#9)

An additional dollar amount may be added to the standard rate plan price for select days by configuring table C5 in option 090 on the System Manager menu.

---

### Starting and End Dates (#s 10 & 11)

If a package or room only rate plan has specific dates availability dates, enter the starting and ending dates in fields 10 and 11. For example, a "Spring Getaway" package may only be available from May 12 - 22, in this case enter "0512" as the starting date and "0522" as the end date. This system defaults to the current year.

---

### Min./Max. Nts. (#s 12 & 13)

If a package or rate plan has a minimum or maximum number of nights, enter them in fields 12 and 13. For example, the "Spring Getaway" package may require a two night stay in order to qualify for the special rate.

---

### Show if Stay > Max. Nights (#14)

Enter a "Y" if the yield management screen should display the rate even if the reservation's number of nights is greater than the "maximum" in field #13. For example, if the maximum number of nights on the "Spring Getaway" package is five (5), and a potential guest is requesting a seven (7) night stay, should the "Spring Getaway" package display on the yield management screen?

---

### Required Starting Day (#15)

Some packages or rates may only be available if the guest arrives on a specific day of the week. Use the <F3 - LOOK> window to choose the day of the week.

---

### <F4 - HELP> Screen Keyword (#16)

An <F4> help screen with rate specific information can be attached to each rate plan or package. For example, the screen could include start and end dates, "extras" (golf course privileges), and room types available. Enter the DOS name for the help screen in this field. When the rate is highlighted on the yield management screen, <F4 - USER HELP> displays information specific to this rate plan or package, without a search. See the *User Help* chapter for more information on creating <F4> screens.

---

### <F11 - Calculate>

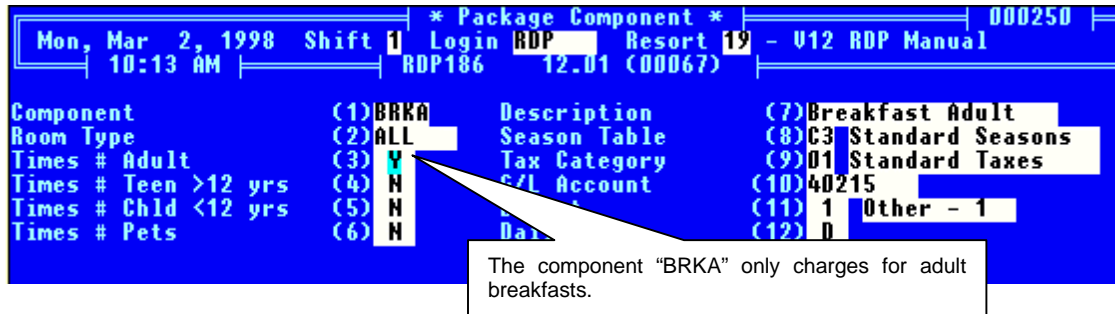
Use the <F11 - CALCULATE> key to test the new package by entering various dates, room types, and people combinations.

Date	Sun	03/01/98	Price	146.00
Unit Type	1B		Tax	10.22
People	01	00 00 00	Total	156.22

In order to test the package, enter various dates, room types, and people classifications.

## Adding Components

After adding the <F4 - USER HELP> keyword, enter the appropriate components which comprise the package. In our golf example above, there are three components to the package: rooms, breakfast, and golf. Even though there are only three components, five have been added. It is necessary to add each people classification breakfast in order for the system to calculate the correct price. For example, the component "Breakfast Adult" was defined to only charge for adults, while the component "Breakfast Teen" only charges for teens, as defined in option 186-6.

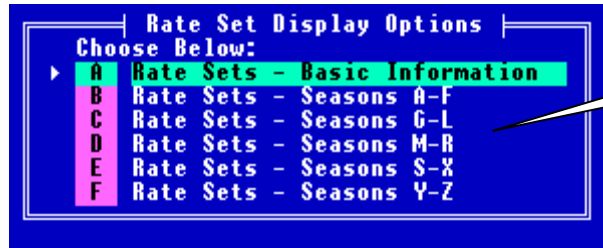


Fields in the component section are:

<u>Field</u>	<u>Description</u>						
Comp	The abbreviated component name.						
Component Desc	The full component name.						
D/L	Daily or Lump Sum. Is the component charged daily or once at check-in? (D = Daily, L = Lump Sum)						
Bkt	The total bucket where the component accrue to: <table border="0" style="margin-left: 20px;"> <tr> <td>0</td> <td>Room Charges</td> </tr> <tr> <td>1</td> <td>Miscellaneous Charge 1</td> </tr> <tr> <td>2</td> <td>Miscellaneous Charge 2</td> </tr> </table>	0	Room Charges	1	Miscellaneous Charge 1	2	Miscellaneous Charge 2
0	Room Charges						
1	Miscellaneous Charge 1						
2	Miscellaneous Charge 2						
GL Acct.	The general ledger account number which holds totals for the component.						
Price	The component's daily or lump sum price.						
C3	The seasonal calendar table in use.						
Tax	The component's C6 tax category.						
Tax %	The tax percentage for the component.						
x People	Does the component charge for each people classification? In our example, the breakfast components only charge for their respective people classifications (Adults, Teens, Children).						

## VIEWING RATE PLANS

All room rate sets can be viewed through option "186 - 7" - "Display Room Rate Sets". The following options are available from 186-7:



Room rate sets A - Z may be viewed with option 186-7.

↩ Use option 186-7 to verify all room rate sets.

## CREATING AND DELETING STANDARD RATE SETS AND RATE PLANS

Use options 186-13 and 186-14 for creating and deleting the RDP "standard" rate sets and plans. Standard rate sets can be used for "flat" rates - where the room price does not vary based on people classifications. A sample standard rate set follows.

\* Room Rate Set \* 000250

Mon, Mar 2, 1998 Shift 1 Login RDP Resort 19 - U12 RDP Manual  
 10:29 AM RDP186 12.01 (00067)

Rate Set	(1)RD66	Description	(7)Flat \$66 Rate
Room Type	(2)ALL	Season Table	(8)C3 Standard Seasons
# of Adult	(3)99	Tax Category	(9)01 Standard Taxes
# of Teen >12 yrs	(4)99	G/L Account	(10)40200
# of Child <12 yrs	(5)99	Weekend Surcharge	(11) 0.00
# of Pets	(6)99		

The RDP standard rates do not vary by people classification or season. In this example, the price of each room type is \$66.00. Many properties use these standard rates for group business.

Seasonal Ra	A (12) 66.00	G (18) 66.00	M (24) 66.00
	B (13) 66.00	H (19) 66.00	N (25) 66.00
	C (14) 66.00	I (20) 66.00	O (26) 66.00
	D (15) 66.00	J (21) 66.00	P (27) 66.00
	E (16) 66.00	K (22) 66.00	Q (28) 66.00
	F (17) 66.00	L (23) 66.00	R (29) 66.00
			S (30) 66.00
			T (31) 66.00
			U (32) 66.00
			V (33) 66.00
			W (34) 66.00
			X (35) 66.00
			Y (36) 66.00
			Z (37) 66.00

F12 File/Exit  
F6

F1 Help F2 Prt F3 Look F4 Usr Hlp F5 Inq

After selecting option 186-13, the system prompts for the beginning and ending "flat" dollar amounts. Also, the "Group Only" flag is set for each rate plan.

```
Set the FIRST Rate Plan dollar amount to 50 <Between 0 and 999>
Set the LAST Rate Plan dollar amount to 100
Set 'Group Only' field to Yes or No? █ <Enter> = Yes
```



*The same prompts are used when deleting standard rate sets with option 186-14.*