

# ENHANCED RATES AND PACKAGES CONVERSION KIT

## OVERVIEW

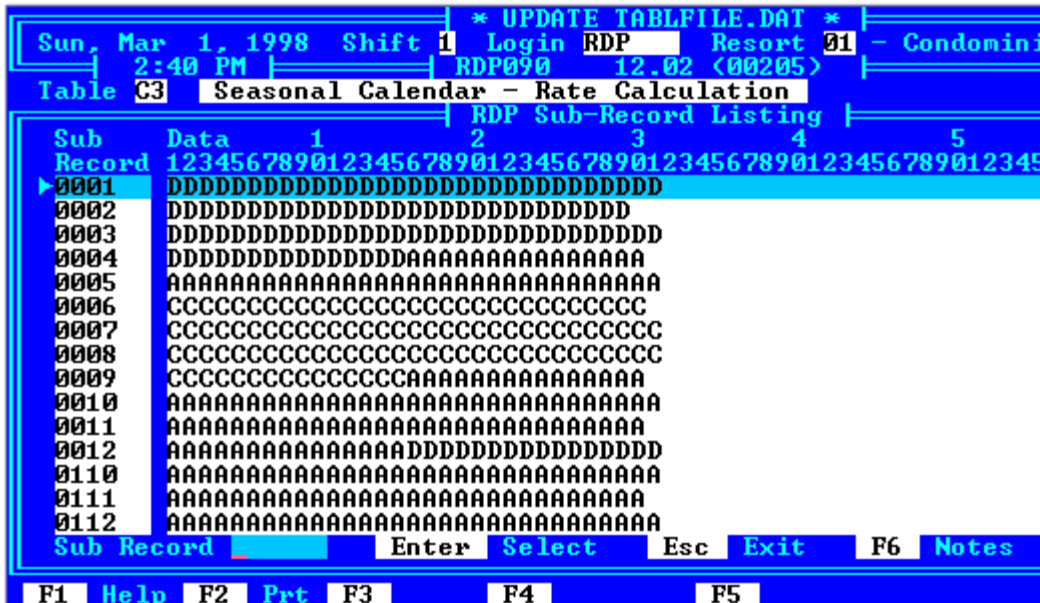
Thank you for purchasing Resort Data Processing's Enhanced Rates and Packages (RN) module. This powerful new module allows your property to easily create multiple rate plans and packages. The Enhanced Rates and Packages module allows your property to take advantage of the Internet Reservation Module and RDPWeb, Resort Data Processing's web-based property management system. For additional information about these products, please contact RDP Sales at 970-845-1140 or visit [www.resortdata.com](http://www.resortdata.com).

This document is designed to help your property organize the required information for installing RDP's Enhanced Rates and Packages module. The document is divided into the following sections.

- Seasons
- Room Types
- People Classifications
- Rate Plans
- Taxes

## SEASONS

The system supports up to 26 different seasons. For example, season "A" might be summer and season "B" winter. Another example may have season "A" as weekdays, season "B" as weekends, and season "C" as holidays. The system requires a season for each day of each year. The seasons are entered by month, and the format for each month is YYMM so January of 1999 is 9901, February is 9902, etc. Rates may be defined up to 48 months in the future. Example:









## PEOPLE CLASSIFICATIONS

There are four possible "people classifications" in the RDP system. For example, some properties charge for adults and children, while others charge for adults, youths, and children, while still others charge for adults, children, youths, and number of vehicles. The RDP system is flexible enough to handle each of these scenarios and assigns unique room rates for each combination, there is no rigid "\$10.00 extra person charge".

Use the table below to designate the people classifications at your property:

People Classification	Used? (YES/NO)	Abbreviated Name (Children = CHLD) (4 Char. Max.)	Full Name (CHILDREN) (12 Char. Max.)	Count in Minimum/Maximum?
1				
2				
3				
4				

The last column, "Count in Minimum/Maximum" is a YES/NO question defining whether or not to count a "people class" in the minimum and maximum counts for a room type. For example, a property may have a policy that "Children under age 10 stay free". In this example, the property would define the people classification of "juniors" as:

People Classification	Used? (YES/NO)	Abbreviated Name (Children = CHLD)	Full Name (CHILDREN)	Count in Minimum/Maximum?
3	YES	JUNR	Juniors	N

## RATE PLANS

Many properties have various rate schedules including RACK, AAA Discount, Corporate Rates, etc. All of these rate schedules may be defined as rate plans in the RDP system

### Rate Plan Components:

Rate Plan Code	Each rate plan has a 4-character code which may be letters or numbers. Examples: RACK, AAAA, or CORP.
Rate Plan Description	Enter a rate plan description (18 characters maximum) which prints on various statistical reports. Examples: Rack Rates, AAA Discount, etc.
Sequence	The sequence determines what order the system displays the rate plans on the availability screen. Example: Rack rate usually displays first and Comp rate displays last so the reservationist quotes the rates from highest to lowest. The sequence is a 4-digit number. Rack is usually assigned to 0005 and Comp is assigned to 0500. Other rate plans should have a sequence in between which allows for new rate plans to be inserted as needed. If you don't know what sequence to use, number the rate plans in the order they should be displayed, leaving a gap between the numbers (ie - 0050, 0075, 0100, etc).

**Rate Plan Components (Continued)**

- Market Code                      If the market code is specific to this rate plan, enter the code here. Market codes were defined in a previous section. Example: Corporate rate plan is only offered to business travelers who are part of the Corporate market segment. If the market code is assigned to the rate plan, the system automatically uses that market code on the reservation. This field may be left blank if the market code can vary.
- Group Only                        Enter a NO if this rate set may be assigned to individual guests that are not part of a group. All rates plans with a NO in this field display on the yield management screen when a reservation is being entered. Enter a YES if this rate plan is for guests that are part of a group or company. These rate plans do NOT display for individual guests.
- Allow Override                    Enter a YES if reservationists are able to override the standard rate plan price.

Please enter rate plans below:

Rate Plan Code	Rate Set Description (18 characters maximum)	Sequence Number	Market Code	Group Only (YES or NO)	Allow Override (Yes or No)
Rack	Rack Rates	0005	Prompt	YES	No

**Developing People Patterns**

People classifications define the maximum number of persons allowed in a room type. An "inventory" must be taken at the property to determine the number of people allowed per room type. Use the following table to enter the your property's people patterns.

ROOM TYPE	MAXIMUM # OF PERSONS

## Rate Plan Pricing

Now that you have determined the maximum numbers of persons per each room type and defined the four people classifications, use the table on the following page in order to assign rates to each combination of people for each room type. A sample rate plan pricing table follows for one rate plan - RACK for one room type. Assume the property only uses two people classifications, adults and children and the maximum number of people in a room with two queen beds (QQ) is five.

ROOM TYPE	RATE PLAN	CLASS 1 - Adults	CLASS 2 - Child	CLASS 3	CLASS 4	SEASON NA	SEASON B	SEASON C	SEASON D
QQ	RACK	5	0	N/A	N/A	110.00	120.00	130.00	95.00
QQ	RACK	4	1	N/A	N/A	105.00	115.00	125.00	90.00
QQ	RACK	3	2	N/A	N/A	100.00	110.00	120.00	85.00
QQ	RACK	2	3	N/A	N/A	95.00	105.00	115.00	80.00
QQ	RACK	1	4	N/A	N/A	95.00	105.00	115.00	80.00

Use the first table for seasons A - M, and the following table for seasons M - Z. Make copies as necessary.



*Columns P1 - P4 represent people class 1 through people class 4.*





## TAXES

The RDP system contains "tax categories" as well as "tax codes". The difference between the two is explained below:

Tax Category	The percentage of tax that should be charged to <i>any item sold</i> at the property, i.e. - rooms, breakfast, newspapers, postcards, etc.
Tax Code	The code assigned to <i>guests</i> staying at the property, i.e. - standard taxes, tax exempt, etc.

### Tax Codes

All properties will have at least the following two tax codes, standard (guest is responsible for all taxes) and tax exempt (guest is responsible for no taxes). The middle rows in the following table are provided for any combination other than these two standards, i.e. - wholesalers exempt from hotel bed tax.

Code	Guest is responsible for:
Standard	All Taxes
Tax Exempt	No Taxes

### Tax Categories

Use the following table to define your property's tax categories. List each tax (up to four are possible), a tax description, a general ledger account number, and the tax percentage:

	DESCRIPTION	GENERAL LEDGER	PERCENT
TAX 1			
TAX 2			
TAX 3			
TAX 4			

A sample tax category table is completed below:

	DESCRIPTION	GENERAL LEDGER	PERCENT
TAX 1	Bed Tax	20001	3.2%
TAX 2	Sales Tax	20002	8%
TAX 3	N/A		
TAX 4	N/A		