



Maestro Group Packages

The following is an outline for setting up group packages in Maestro through the Group Reservation Special Rate. This is intended as a guideline only that should be used in conjunction with the Rate Management Users Guide. Please consult the Maestro Support Department for any further information.

1. From the Special Rate screen, position your cursor on the field between the dollar value and the posting code. This process will need to be done for the Before, During and After Rates if required. PLEASE NOTE: The amount indicated on the Special Rates screen must be the total nightly rate to be charged. Your screen should look like the screen below:

Bld	Rm Type	#Sh	Before Arriv	Post	During Stay	Post	After Depart	Post	I
BS	EK		137.00	RGVG	85.00	RGVG	137.00	RGVG	Y
BS	EQ		137.00	RGVG	85.00	RGVG	137.00	RGVG	Y
BS	EXQ		137.00	RGVG	85.00	RGVG	137.00	RGVG	Y

2. Press F5 or Drill Down on this field. Maestro will display the Daily Package Breakdown screen. As the name implies, this will allocate revenue to different departments each night of the guest stay. It will not allow allocation of different amounts on different days.

3. You may wish to click on the Select Button if preset templates have been configured. For instruction on setting up pre-configured templates, refer to the Rate Management User Guide.
 If you click on the select button, simply select the template that you wish to use to complete this task. You may then exit out of this screen.
 If you unintentionally enter the Pre Set Template screen, press F4 one time to move you back to the screen above.
4. To configure the Daily Rate Breakdown screen, you will indicate all items that are to be allocated to different revenue departments than room revenue. For example if the room rate being charged was shown as \$85.00 on the Special Rates screen but \$10.00 of the \$85.00 was to be allocated to the restaurant, you will indicate that \$10.00 needs to be re-allocated each day. You do not need to indicate the portion that goes to Room Revenue as Maestro will take all revenue indicated on the screen above and subtract that from the dollar value on the Special Rates Maintenance screen and will allocate the revenue accordingly.
5. Fill in the fields as indicated below for each item that needs to be allocated. If there is one charge to be allocated to the restaurant, then there would be one line on the Daily Rate Breakdown screen, if there was one item allocated to the restaurant and one item allocated to the gift shop, there would be two lines.

- | | |
|-------------------------|--|
| Post | Key the Posting Code for the revenue centre to which the re-distribution will be applied. |
| Category | Each re-distribution may be set up to be variable charge based on the number of persons attached to the reservation. To do this, select F8/Lookup to choose a person category. |
| Gsts | |
| Total Amount or Percent | The value of the redistribution may be defined as a flat amount or as a percent of the total amount. Only one of these fields may be keyed. The remaining field will remain blank. |



PPsn This field controls the manner in which the variable charge will be calculated. There are three options for this field.

RSRV Reservation – the charge will be applied based on the number of persons assigned to the reservation.

ROOM Room – the charge will be applied based on the number of persons assigned to the room.

SNGL Single – the charge will only be applied once, regardless of the number of persons.

T This field is used to configure taxes. There are several methods to do this. Each method is explained in the following section “Tax Calculations”

Clerk, Last Date/Time The user cannot key data into these fields. Maestro will insert the name of the clerk who last updated this record and the date and time up the update.

Tax Calculations

There are several options to configure tax calculations for a Night Audit Package. The result is dependent on whether or not the particular Posting Codes for both the room component and for the package components are taxable or non-taxable. Additionally, the Nightly Package Breakdown screen allows the user to suppress the tax calculations for the components. To do this, move the cursor to the T field and select “N” to suppress these taxes or “Y” to calculate these taxes.

These variables are summarized in the following chart. The section in orange type may be the best fit for the Meyer Jabara package set ups.

Post Component Tax Flag	Posting Code for Package Components	Posting Code for Room Component	Result
N	Taxable and/or Non-taxable	Taxable	The room taxes will be calculated on the full value of the package before the re-distributions. No taxes will be calculated on any of the components.
N	Taxable and/or Non-taxable	Non-taxable	No room taxes or component taxes will be calculated.
Post Component Tax Flag	Posting Code for Package Components	Posting Code for Room Component	Result
Y	Taxable and/or	Taxable	Several taxes will be calculated. The room tax will be calculated

