



Copying Front Desk Rate Types

Quick Reference Guide

Published Date: September 2015

The ability to copy rates is available in Maestro Versions 5.2.038 and higher. This document assumes the user is:

- Has access to Front Desk Maintenance
- Familiar with Rate Type Creation

To copy a Rate Type, begin in Front Desk Maintenance. Select the Rate to be copied by using the F3 search button or use the Page Up / Page Down keys to scroll through the Rates. Once the Rate Type to be copied has been selected, select **Window | Copy Rate** to display the following screen:

Copy Rate Type [nwind] - Maestro Resort

File Record Window Help

Copying From ROOM BAR Best Available Rate

Original From 03/01/2013 To 12/20/2020

New Rate Type [Green Box]

New From Date 03/01/2013 To 12/20/2020

Rate Amounts Y

Adjust Rate N

Percentage of Rate [] (90% is 10% discount, 110% is 10% premium)

Adjustment Amount []

Night Audit Bkdn Y

Xtra Persons Y

Valid Guests Y

Valid Groups Y

Valid Companies N

Rate Text Y

Housekeeping N

Resort Fee N

Privileges N

Dynamic Packages N

Yield Management Y

OK EXIT

NOTE: The Rate Category will be automatically copied from the existing Rate Type to the new Rate Type.



Once in the Copy Rate Type screen, review or fill in the required fields:

New Rate Type	Enter the new Rate Type Code. Maximum 8 characters
New From Date/To Date	Enter the Start Date for the new Rate Type in the New From Date Field using the F8/Look Up option to display the calendar or by keying in the new dates directly on screen. Similar to the Start Date, enter the last date that the Rate Type will be valid in the To Date Field.
Rate Amounts	Keep this flag as a Y if the user would like to copy over the rate amounts and posting code entered for each room type from within the Rate Type that is being copied. Set this flag as a N if the user would like to not copy the Rate Amounts.
Adjust Rate	Set this flag to Y if the new Rate Type dollar amounts will be adjusted using the onscreen fields below. Keep as N if the new rate is to remain the same amount as the rate being copied.
Percentage of Rate	<p>When the Adjust Rate field is set to Y, use only ONE (1) of these adjustment fields when adjusting the rates:</p> <p>Use the Percentage of Rate adjustment if the rates are to be adjusted by percentage. The percentage must be greater or less than 100%. A 90% adjustment is a 10% discount; 110% is a 10% premium.</p> <p>Use Adjustment Amount if the rates are to be adjusted by a dollar amount. A positive amount will increase the rate and a negative amount will decrease the rate that amount.</p> <p>Note: Using either option will result in the rates for ALL Room Types being adjusting by the same amount</p>
Adjustment Amount	
Night Audit Bkdn	Enter Y or N to copy the Night Audit Breakdown details from the rate being copied
Xtra Persons	Enter Y or N to copy the Extra Persons Factoring details from the rate being copied
Valid Guests Valid Groups Valid Companies Rate Text Housekeeping Resort Fee Privileges Dynamic Packages Yield Management	Use a Y or N in each of these fields to choose to copy the details to the new Rate Type from the rate being copied. If the selected option is configured with in the Rate Type that is being copied, a Y will default in the field. Users can change the flag to N if they do not wish to copy over the configuration to the new Rate Type.

NOTE: When copying Monthly, Weekly and Flat rates, the standard rate will be adjusted and the discounted rate will be calculated on the discount percentage. Please see example below:



Copy Rate Type [pliu] - Maestro Resort

Copying From: ROOM WEEKLY Weekly Rate
 Original From: 08/01/2003 To: 12/31/2015

New Rate Type: WEEKLY2 Weekly Rate
 New From Date: 08/13/2015 To: 12/31/2015

Rate Amounts: Y
 Adjust Rate: Y
 Percentage of Rate: (90% is 10% discount, 110% is 10% premium)
 Adjustment Amount: -20.00

Night Audit Bkdn: N
 Xtra Persons: N

Housekeeping: N
 Resort Fee: N
 Privileges: N
 Dynamic Packages: N
 Yield Management: Y

Valid Guests: Y
 Valid Groups: Y
 Valid Companies: N
 Rate Text: N

OK EXIT

Original Rate Type - Weekly

Copied Rate Type - Weekly 2

Daily Rate Schedule [pliu] - Maestro Resort

Rate Category: ROOM
 Rate Type: WEEKLY
 From Date: 08/01/2003
 To Date: 12/31/2015
 Building: QL /Room Type: KING
 Extra Persons Factoring: N

Day	Basic Rate	Internal Cost	Post	#Sha	Clerk	Last Date/Time
MON	200.00		ROOM		PLIU	08/13/2015 02:24pm
TUE	200.00		ROOM		PLIU	08/13/2015 02:24pm
WED	200.00		ROOM		PLIU	08/13/2015 02:24pm
THU	200.00		ROOM		PLIU	08/13/2015 02:24pm
FRI	200.00		ROOM		PLIU	08/13/2015 02:24pm
SAT	200.00		ROOM		PLIU	08/13/2015 02:24pm
SUN	200.00		ROOM		PLIU	08/13/2015 02:24pm

Daily Rate Schedule [pliu] - Maestro Resort

Rate Category: ROOM
 Rate Type: WEEKLY2
 From Date: 08/13/2015
 To Date: 12/31/2015
 Building: QL /Room Type: KING
 Extra Persons Factoring: N

Day	Basic Rate	Internal Cost	Post	#Sha	Clerk	Last Date/Time
MON	180.00		ROOM		PLIU	08/13/2015 02:24pm
TUE	180.00		ROOM		PLIU	08/13/2015 02:24pm
WED	180.00		ROOM		PLIU	08/13/2015 02:24pm
THU	180.00		ROOM		PLIU	08/13/2015 02:24pm
FRI	180.00		ROOM		PLIU	08/13/2015 02:24pm
SAT	180.00		ROOM		PLIU	08/13/2015 02:24pm
SUN	180.00		ROOM		PLIU	08/13/2015 02:24pm

The original rate is \$200

The new copied rate is discounted by -\$20 to \$180

Flat/Weekly/Monthly Rates Override [pliu] - Maestro Reso

Rate Category: ROOM
 Rate Type: WEEKLY
 From Date: 08/01/2003
 To Date: 12/31/2015

Wk/Mth	#Days	Bldg/RmTyp	Basic Rate	Disc Rt	Disc %
W WEEKLY	7	QL 2BDRM	1,400.00	1,000.00	71.42
W WEEKLY	7	QL KING	1,400.00	1,000.00	71.42
W WEEKLY	7	QL QQ	1,400.00	1,000.00	71.42
W WEEKLY	7	QL SL1	1,400.00	1,000.00	71.42
W WEEKLY	7	QL SL2	1,400.00	1,000.00	71.42
W WEEKLY	7	QL SL3	1,400.00	1,000.00	71.42

Flat/Weekly/Monthly Rates Override [pliu] - Maestro Reso

Rate Category: ROOM
 Rate Type: WEEKLY2
 From Date: 08/13/2015
 To Date: 12/31/2015

Wk/Mth	#Days	Bldg/RmTyp	Basic Rate	Disc Rt	Disc %
W WEEKLY	7	QL 2BDRM	1,260.00	899.89	71.42
W WEEKLY	7	QL KING	1,260.00	899.89	71.42
W WEEKLY	7	QL QQ	1,260.00	899.89	71.42
W WEEKLY	7	QL SL1	1,260.00	899.89	71.42
W WEEKLY	7	QL SL2	1,260.00	899.89	71.42
W WEEKLY	7	QL SL3	1,260.00	899.89	71.42

The discounted price is \$1000, which is 71.42 percent of the Basic Rate (\$200 X 7)

The discounted price is \$899.89, which is at 71.42 percent of the Basic Rate (\$180 X 7)