



# Daily Rate Creation

## 1 Introduction

Daily Rates are the most common form of rates. Entered by day of the week and configured to charge for room inventory only, makes the daily rate the most basic room rates to setup in Maestro.

It assumes the user is familiar with the following Maestro features:

- Rate Categories
- Posting Codes

## 2 Business Strategies

Daily Rates can be created for both direct and online booking in Maestro. When creating Rate Types, strategies for rates being offered should include all online (web) booking tools, GDS and CRS requirements.

## 3 Configuration

All of Maestro's *Rate Types* are configured from within *Front Desk Maintenance*. To do this, select *Rates | Rate Types*.

To create a new *Rate Type*, select *F6/Create* with the cursor on the *Rate Type* field. Then complete each field as described below.

<b>Rate Category</b>	<p>All <i>Rate Types</i> for <u>room</u> rates must be associated with the <i>Rate Category</i> "Room".</p> <p>All <i>Rate Types</i> for <u>non-room</u> rates must be associated with one of the other user-defined <i>Rate Categories</i> such as "Food" or "Recreation".</p> <p>Key the desired <i>Rate Category</i> or <i>select it from the F8/Lookup</i>.</p>
<b>Rate Type</b>	This is the name given to the <i>Rate Type</i> . For example – "RACK", "CORP", or "GOVT".
<b>From Date To Date</b>	The <i>From Date</i> and the <i>To Date</i> fields correspond to the valid dates for the rate period.
<b>Number of Days</b>	Maestro will calculate the number of days that this <i>Rate Type</i> is valid based on the From and To dates entered. The user cannot key data into this field.
<b># Days Minimum # Days Maximum</b>	Default the Days Minimum to 1 and Days Maximum to 999 if Maestro's Yield Management is not being used.
<b>Days Adv Book Min Occupancy % From Occ % To Minimum Amount Maximum Amount</b>	It is only necessary to configure these areas when Maestro's <i>Yield Management</i> feature is in use. For a complete explanation of this feature – Please refer to Maestro's Yield Management Reference Guide.
<b>Package Src Cd</b>	This field is not required for Daily Rates and can be left blank.
<b>Other Rate Category Other Rate Type</b>	This feature is used when integrating Spa Services Rate Types within a Rate Type. Additional configuration is required to use this feature. Please contact Maestro for additional assistance.
<b>Service Category Service Package</b>	This feature is used when integrating Spa Services Rate Types within a Rate Type. Additional configuration is required to use this feature. Please contact Maestro for additional assistance.
<b>Currency Code</b>	If the <i>Rate Type</i> is to be expressed in a foreign currency. Select F8/Lookup and choose a currency from the list. The postings for the room charge will be posted in the home currency.
<b>Rate By Person</b>	<p>This field will determine if the rate is based on the number of people in the room or based on per room. Leave this field blank if this is a Per Room rate.</p> <p>Enter a "Y" if this is a Per Person rate.</p>
<b>Suppress Rate</b>	Rates may be suppressed from printing on the Registration Card and Incidental Folio Header. Key a "Y" to suppress the rate. Key an "N" for the rate to print.
<b>Pay Commission</b>	<p>By setting this flag to Y, Maestro will create travel agency commission records, calculated at the default commission rate configured on the Travel Agency Profile.</p> <p>If this flag is set to N, commissions will not be calculated nor will a record be created, regardless if there is a Travel Agency attached to the reservation.</p>
<b>Days Commission</b>	If the Pay Commission flag is set to Y, commissions for Travel Agencies will be paid only the number of nights set in the Days Commission field. For example, if "2" is entered, the commission for

	Travel Agencies will be calculated on the first two days of the guest's stay, regardless of the length of stay. Leave blank if all nights are commissionable
<b>Source Business/ Subsource Bus</b>	A default source and subsource of business can be entered. This will automatically populate the source and subsource of business fields on the Guest Reservation screen. If these fields are populated, users cannot change the source and subsource of business on the Guest Reservation Screen.
<b>Meal Plan</b>	Users can assign pre-configured meal plan to a rate type. The meal plan will be displayed on the guest reservation screen and is used to generate Maestro's Meal Plan reports.
<b>Desc</b>	A description for the Rate Type may be keyed in this field. This is useful to provide clarification. For example a Rate Type can be called "WPAK" may have the description "Weekend Package."
<b>Valid Guest</b>	<p>Each Rate Type is only available to designated Guest Types. Move the cursor to this field and select F5/Drilldown to display/build the list. To add to the list, key the name of the desired Guest Type or select it from the F8/Lookup.</p> <p>Alternatively, select the Guest Type "ZGLOBAL" to make this rate available to all guest types.</p> <p>Additional Guest Types may be added to the F8/Lookup from Front Desk Maintenance. To do this, select Codes   Guest Types.</p>
<b>Valid Company</b>	<p>This field is only completed if this <i>Rate Type</i> is to be made available only to designated <i>Companies</i> and <i>Tour Operators</i>. To do this, move the cursor to this field and select F5/Drilldown to display the list. To add to the list, key the name of the desired <i>Company</i> or <i>Tour Operator</i> or select it from the F8/Lookup.</p> <p>Additional <i>Companies</i> and <i>Tour Operators</i> may be added to the F8/Lookup from <i>Accounts Receivable</i>. Further details are available in the Maestro User Document "Tour Operator &amp; Wholesaler Management."</p> <p>By only designating the rate for a <i>Company</i> or <i>Tour Operator</i>, users will need to enter the company name or tour operator name during reservation creation in order to view and book the rate.</p>
<b>Valid Group</b>	<p>This field is only completed if this <i>Rate Type</i> is only to be made available to designated <i>Groups</i>. To view the list, move the cursor to this field and select F5/Drilldown.</p> <p>Group Reservations utilizing the Priority Rate option will have the group name automatically entered in this field.</p> <p><b>Note:</b> <i>Rate Types</i> are automatically created when the user configures a <i>Special Rate</i> for any <i>Group Reservation</i>. Maestro will insert the name of the group into this field. It is not advisable for the user to re-key this screen.</p>
<b>Yield Factor</b>	This area is used to allow/prohibit the <i>Rate Type</i> from being managed by Maestro's automated <i>Yield Management</i> features. The default selection for <i>Group Special Rates</i> is "N" to prohibit yield tracking. For

	<p>all other rates, the default selection is “Y” to allow yield tracking.</p> <p>An F5 can be used to access the Yield Flags screen. Users can choose which types of yielding can and cannot affect the rate.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Apply Availability Overrides <span style="float: right;">Y</span></p> <p>Apply Advance Booking Rate Adjustments <span style="float: right;">Y</span></p> <p>Apply Length of Stay Rate Adjustments <span style="float: right;">Y</span></p> <p>Apply Room Type Occupancy Rate Adjustments <span style="float: right;">Y</span></p> <p>Apply Overall Occupancy Rate Adjustments <span style="float: right;">Y</span></p> <p>Apply All Other Rate Adjustments <span style="float: right;">Y</span></p> </div>												
<b>Manager Override</b>	This field may be left blank. It is only necessary to configure these areas when Maestro’s <i>Yield Management</i> feature is in use. An <i>F5/Drilldown</i> can be used to access the Manager’s Override screen to easily create a new yield.												
<b>Rate Group</b>	Rate groupings allow users to use Maestro’s Yield Management to affect multiple rates at one time. Use the F8/Lookup to select a Rate grouping. Rates can only be a part of one rate grouping at a time.												
<b>Day Rates</b>	The base rates for all <i>Rate Types</i> except <i>Variable Packages</i> rates are Setup within <i>Day Rates</i> . To do this, move the cursor to the <i>Day Rates</i> field and select <i>F5/Drilldown</i> .												
<b>Package Rates</b>	This field is not required for Daily Rates												
<b>WK/MON/Flat Rates</b>	This field is not required for Daily Rates												
<b>Length of Stay Rates</b>	This field is not required for Daily Rates												
<b>Associated Pkg Templates</b>	<p>Dynamic package templates can be selected to be booked when the rate type is booked. Use the F5/Drilldown to access the Associated Package Templates screen. Use the F6 to create a new line and use the F8/Lookup to select a Dynamic Package Template. Dynamic Package Items will be booked along with the room. If the dynamic package template is to be optional, users can enter an identifier code in the Option Group Field.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Pkg Typ</th> <th>From Date</th> <th>Option Group</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>FOOD PKG</td> <td>02/02/2015</td> <td></td> </tr> <tr> <td>20</td> <td>OUTDOORS PKG</td> <td>02/02/2015</td> <td>OUTDOOR</td> </tr> </tbody> </table> </div>	Line	Pkg Typ	From Date	Option Group	10	FOOD PKG	02/02/2015		20	OUTDOORS PKG	02/02/2015	OUTDOOR
Line	Pkg Typ	From Date	Option Group										
10	FOOD PKG	02/02/2015											
20	OUTDOORS PKG	02/02/2015	OUTDOOR										
<b>Publish to ResWave</b>	Set the flag to Y if users would like the rate to be published on the ResWave booking engine.												
<b>Text</b>	This field is useful for communicating information about the <i>Rate Type</i>												

	<p>to the front office staff. Notes can be made to clarify which products and services are included in a particular package rate. To display the <i>Text</i> screen, move the cursor to this field and select <i>F5/Drilldown</i>.</p> <p><b>Note:</b> The text may be viewed during reservation time from the <i>Quick Availability Chart</i>. If text has been entered for a <i>Rate Type</i> a yellow “Y” will appear in the <i>T</i> field. To view the text, move the cursor to this field and select <i>F5/Drilldown</i>. Alternatively, the user can select <i>Text   Rate Type Text</i>. The text can also be view from the Guest Reservation screen. A yellow “Y” will appear t the right of the Rate Type</p>
<b>Billing Frequency</b>	Key the desired billing frequency or select an option from the <i>F8/Lookup</i> . For a daily rate, this must be set to D - Daily
<b>Breakdown Frequency</b>	Key the desired breakdown frequency or select an option from the <i>F8/Lookup</i> . <b>Note:</b> If the billing frequency is “ <i>Daily</i> ” the breakdown frequency must be “ <i>Never.</i> ”
<b>N/A Breakdown</b>	Leave Blank. This is not needed unless a Night Audit Breakdown is required. Please refer to the Night Audit Package Breakdown Reference Guide.
<b>Resort Fees</b>	Resort fees can be added to the rate type to post automatically with the room charge. An <i>F5/Drilldown</i> can be used to configure the resort fee.
<b>Package Reconciliation</b>	An <i>F5/Drilldown</i> can be used to configure vouchers and package reconciliation for the rate
<b>Last Updated By At</b>	Maestro will automatically document the name of the last clerk who made changes to this screen. The date and time of the last change is also provided. The user cannot key data into these two fields.



### 3.1 Per Room Rates

After completing the above “Basic Setup Requirements”, the basic rates are next to be configured.

Begin by setting up the *Basic Rates*. To do this, move the cursor to the *Day Rates* field and select *F5/Drilldown*.

Rate Types [nwind] - Maestro Resort

File Record Window Valid Yield Text Help

Rate Category: ROOM  
 Rate Type: RACK Desc.: Rack Rate  
 From Date: 01/01/2014  
 To Date: 12/31/2015  
 Number Of Days: 730  
 Text: Y  
 # Days Min/Max: 1 999  
 Rate Validation:  
 Valid Guest: Y  
 Valid Company: N  
 Valid Group: N  
 Yield Controls:  
 Yield Factor: Y  
 Manager Override: N  
 Rate Group:  
 Rates:  
 Day Rates: Y  
 Package Rates: N  
 WK/MON/Flat Rates: N  
 Length of Stay Rates: N  
 Assocd Pkg Templates: Y  
 Publish to ResWave: N  
 Billing Controls:  
 Billing Frequency: D  
 Breakdown Frequency: N  
 N/A Package Breakdown: N  
 Resort Fees: N  
 Package Reconciliation: N  
 Last Updated By: MARK At: 01/11/2013 08:54am

Daily Rate Schedule [nwind] - Maestro Resort

File Record Window Help

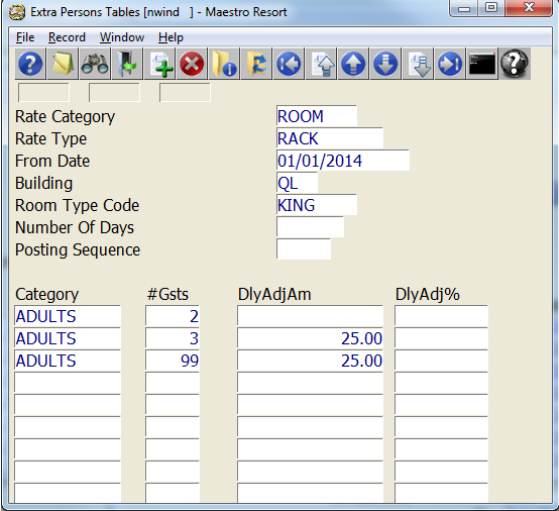
Rate Category: ROOM  
 Rate Type: RACK  
 From Date: 01/01/2014  
 To Date: 12/31/2014  
 Building: /Room Type: QL KING  
 Extra Persons Factoring: Y

COPY TO ALL DAYS COPY TO ROOM TYP

Day	Basic Rate	Internal Cost	Post	#Sha	Clerk	Last Date/Time
MON	220.00		ROOM		MARK	01/11/2013 08:50am
TUE	220.00		ROOM		MARK	01/11/2013 08:50am
WED	220.00		ROOM		MARK	01/11/2013 08:50am
THU	220.00		ROOM		MARK	01/11/2013 08:50am
FRI	242.00		ROOM		MARK	01/11/2013 08:50am
SAT	242.00		ROOM		MARK	01/11/2013 08:50am
SUN	220.00		ROOM		MARK	01/11/2013 08:50am

**Rate Category**  
**Rate Type**  
**From Date**  
**To Date**

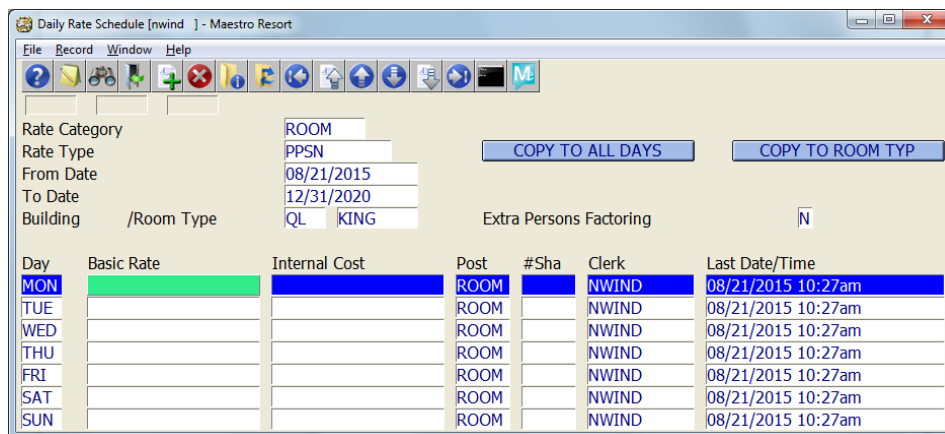
Maestro will populate these fields with information from the main Rate Type screen. The user cannot key data into these fields.

<b>Building/Room Type</b>	Basic rates must be Setup for each building and each room type that will be reserved at this <i>Rate Type</i> . To do this, select <i>F8/Lookup</i> and select the desired building and room type for both of these fields. When the basic rate has been configured for this building/room type combination – move the cursor back to these fields and select the next building/room type combination.
<b>Extra Person Factoring</b>	<p>Configure the <i>Extra Persons Factoring</i> screen if the rate increases based on the number of people occupying the room. If not, this field may be left blank. Extra Persons Factoring can be done for each different room types as well. Use the <i>F5/Drilldown</i> to access the Extra Persons Table</p>  <p>Use the <i>F8/Lookup</i> to select the person category the rate increase is applicable for.</p> <p>In the example above, the 3<sup>rd</sup> and 4<sup>th</sup> person, up to the 99<sup>th</sup> person, will be charged an extra \$25 on top of the room rate.</p> <p>The first line should be the person category and the number of persons users do not want to charge for. In the above example, if there are two Adults in the room, the rate will not increase. If there are three or more people in the room, Maestro will add a \$25 premium <u>per person</u>, to the rate.</p>
<b>Day</b>	After selecting a <i>Building/Room Type</i> , press <i>Enter</i> to move to this field. Maestro will automatically insert each day of the week. The cursor will rest in the next field.
<b>Basic Rate</b>	Key the value of the basic rate.
<b>Internal Cost</b>	This field is not in use at this time.
<b>Post</b>	Key the desired posting code or select <i>F8/Lookup</i> and choose one from the list. Note – only posting codes that have been designated with the <i>Rate Category</i> “Room” will appear.
<b>#Sha</b>	This field is not in use at this time.
<b>Clerk Last Date/Time</b>	Maestro will automatically document the name of the last clerk who made changes to this screen. The date and time of the last change is also provided. The user cannot key data into these two fields.
<b>Copy to All Days</b>	This button will copy the rate and posting code to all days of the week.

	Users can also change the rates for specific days after the copy is complete.
<b>Copy to Room Type</b>	This button will copy the rate for the current room type to a desired room type. If left blank, the rate will copy to all room types within the selected building, including the run-of-house room type ZZZZZZ. The rates for this room type can be deleted by going to the room type and pressing F7 Delete.

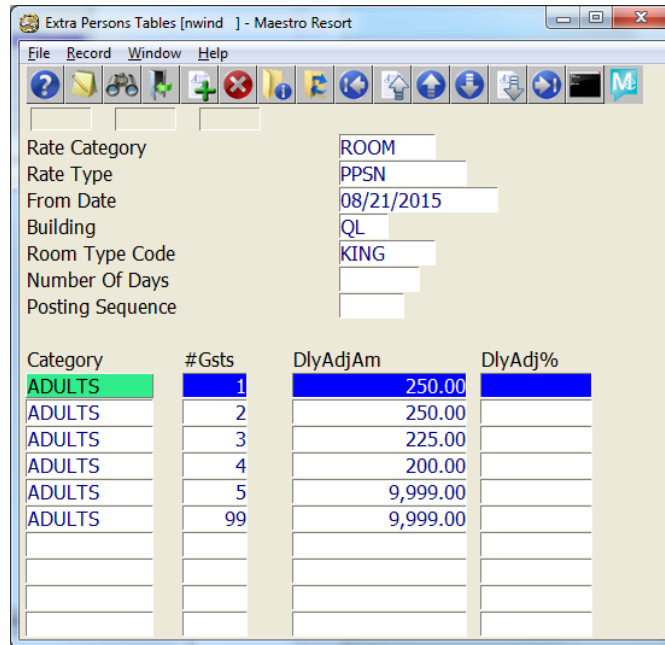
### 3.2 Per Person Rates

If the rate to be created is based on per person, then the following configuration is required. Within the Daily Rate Schedule screen, configure the rate as shown below. Note, the Basic rate is not configured and only the Post field is populated with the posting code to be used.



Once the Daily Rate Schedule has been created, place the cursor in the Extra Persons Factoring field and press F5/Drilldown. The Extra Persons Table will be configured based on the number of people in the room. Each person in the room can be assigned a different dollar amount.





<b>Category</b>	An F8/Lookup can be used to select the person category
<b># Gsts</b>	Enter the number of guests
<b>DlyAdjAmt</b>	Enter the rate based on per person entered in the #Gsts field
<b>DlyAdj%</b>	Enter the percentage rate based on per person entered in the # Gsts field

Based on the example above: For one person, the room is \$250. For two people, the room is \$500 (\$250 + \$250). For three people, the room is \$725 (\$250+\$250+\$225). For four people, the room is \$925 (\$250+\$250+\$225+\$200).

#### 4 Breakdown Frequency

The daily rate will be posted nightly on the guest folio. A breakdown folio **will not be created** as a breakdown will not occur and the folio will not be necessary.

<b>Standard Folio</b>			<b>Breakdown Folio</b>		
Jan 01	Room Charge	100.00			
Jan 02	Room Charge	100.00			
Jan 03	Room Charge	100.00			
Jan 04	Room Charge	100.00			
Jan 05	Room Charge	100.00			
Jan 06	Room Charge	100.00			
Jan 07	Room Charge	100.00			
	<b>Balance</b>	700.00		<b>Balance</b>	00.00

## 5 Glossary

- **Variable Package** – A type of package which can be created within Maestro where users can set the total package price based on each individual component – Please refer to the Variable Package Reference Guide for more information
- **Priority Rates** – Used with Group Reservations, users link an existing rate type to a group as opposed to creating a rate type specifically for a group.
- **Yield Tracking** – The ability for Maestro’s Yield Management overrides to affect the rate.
- **Dynamic Packages** – A type of package which users can create by packaging other charges to be booked simultaneously when the room is booked. – Please refer to the Dynamic Packages QRG for more information.
- **Night Audit Breakdown** – A type of package in which package components are part of the room rate. During the night audit, Maestro will allocated revenue from room and redirect it to other posting codes – Please refer to the Night Audit Breakdown Packages Reference Guide for more information.
- **Resort Fee** - A voluntary nightly surcharge imposed by hotels, nominally to cover the cost of certain amenities. Unlike room rates, which vary hugely according to season, the resort fee is generally a fixed amount per night.