

♣ Rate codes:

- ♣ You can have up to 5 rate codes: 1-5, plus W (weekly), M (monthly), and 6 (comp).
- ♣ The rate codes correspond to the grid in the room type setup screen, 1 through 5, left to right.
- ♣ The descriptions default from left to right as follows
  - ◆ High (corresponding to rate code 1)
  - ◆ Rack (corresponding to rate code 2)
  - ◆ Discount 1 (corresponding to rate code 3)
  - ◆ Discount 2 (corresponding to rate code 4)
  - ◆ Discount 3 (corresponding to rate code 5)
- ♣ The descriptions can be renamed, such as “AAA/AARP” rather than “Discount 1”.

♣ Seasons:

- ♣ If you’re using only one rate code per season, you can use the five rate codes for the seasons, such as:
  - ◆ 0101 – 0430 season 1 (uses rate code 1)
  - ◆ 0501 – 0630 season 2 (uses rate code 2)
  - ◆ 0701 – 0831 season 3 (uses rate code 3)
  - ◆ 0901 – 1231 season 1 (uses rate code 1)
- ♣ If you want to use multiple rate codes per season you’ll use letters to define the seasons, such as:
  - ◆ 0101 – 0430 season A
  - ◆ 0501 – 0630 season B
  - ◆ 0701 – 0831 season C
  - ◆ 0901 – 1231 season A
- ♣ You can have a season within a season. For example (see the last line, season Z):
  - ◆ 0101 – 0430 season A
  - ◆ 0501 – 0630 season B
  - ◆ 0701 – 0831 season C
  - ◆ 0901 – 1231 season A
  - ◆ 0704 – 0705 season Z
- ♣ It doesn’t matter what letter you use (A, B, Z, etc) and they don’t have to be in alphabetical order.
- ♣ Once the seasons are defined you will create your rates for each season.

In addition to using rate codes and seasons, the Corporate file can be used to set up specific rates or discounts for businesses such as ABC Company) or entities (such as AAA/AARP).



**When using rate codes for seasons (limiting each season to one rate code) it's easier to set up the room types first and then the seasons. See below:**

Room Type Setup  
Existing Room Type: Room type: DD Description: DBL/DBL

	HOLIDAY	SUMMER	SPRING/FALL	WINTER	SPECIAL
Single person:	185.00	155.00	145.00	125.00	100.00
Multiple persons:	185.00	155.00	145.00	125.00	20.00
Extra persons:	15.00	15.00	15.00	15.00	20.00

Weekend (+/-): 20.00 20.00 20.00 20.00 20.00  
Weekly Rate: 995.00 Monthly Rate: 4050.00

Number of Rooms: 15 Room rate 'Multiple persons' number (default 2): 2  
Central Res'v Code: Maximum number of persons: 4  
Include in Count?: Y  
Default Market Segment:  
Default Source of Business:  
Comment:

Buttons: Save, Delete, Season Rates, Notes, Print Screen, Update room prices

SEASON SET-UP  
Year: 2011

Begin date month day	End date month day	Season code (A-Z)	Minimum night's stay	Description
0101	0101	1	2	HOLIDAY
0102	0228	4	1	WINTER
0301	0531	3	1	SPRING/FALL
0601	0831	2	2	SUMMER
0901	1110	3	1	SUMMER/FALL
1111	1231	4	1	WINTER
0703	0705	1	2	HOLIDAY
1223	1226	1	2	HOLIDAY
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	

Season code (A-Z):  
Enter A-Z if you wish to set up a complete rate table for each room per season.  
Enter 1-5 ONLY if you wish to use one rate from the room record for each season.

Weekend rates apply:  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Buttons: Save, Copy, Cancel, Print screen

The rates are entered on the main screen rather than going into the "Season Rates" windows. Notice that the rate code titles have been changed to HOLIDAY, etc. Each season has one rate code. Notice weekend rates have been entered. The rates will increase by this amount on the days defined as weekends in the season setup.

The seasons are defined by date and then given one of the rate codes, 1-5, corresponding with the room type rates setup. Notice also that weekend days have been selected. On these days the rates will increase by the amounts entered on the room type's rates.

**When using letters for seasons (in order to use multiple rate codes for each season) it's easier to define the seasons first and then set up the room types. See below:**

SEASON SET-UP  
Year: 2011

Begin date month day	End date month day	Season code (A-Z)	Minimum night's stay	Description
0101	0101	H	02	HOLIDAY
0102	0228	A	01	WINTER
0301	0531	B	01	SPRING/FALL
0601	0831	C	02	SUMMER
0901	1110	B	01	SUMMER/FALL
1111	1231	A	01	WINTER
0703	0705	H	02	HOLIDAY
1223	1226	H	02	HOLIDAY
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	
0000	0000	0	00	

Season code (A-Z):  
Enter A-Z if you wish to set up a complete rate table for each room per season.  
Enter 1-5 ONLY if you wish to use one rate from the room record for each season.

Weekend rates apply:  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Buttons: Save, Copy, Cancel, Print screen

Room Type Setup  
Existing Room Type: Room type: DD Description: DBL/DBL

Season Rates  
Room type: DD Season: C

	HIGH	DEFAULT/RACK	MILITARY	AAA/AARP	15%
Single person:	165.00	145.00	105.00	130.50	123.25
Multiple persons:	130.00	130.00	105.00	130.50	123.25
Extra persons:	25.00	25.00	15.00	15.00	25.00

Weekend (+/-): 20.00 10.00 10.00 10.00 10.00  
Weekly Rate: .00 Monthly Rate: .00  
Minimum length of stay:

Buttons: Save/Exit, Print Screen, Delete

Main window buttons: Save, Delete, Season Rates, Notes, Print Screen, Update room prices

The seasons are defined by date the same as in the first example but this time they're given an alphabetical season code instead of a numerical rate code. When you set up your room types and seasons, you'll enter one of these letters at the "season code" prompt.

Set up each room type but don't enter the rates yet. Click "Season Rates" and enter the rates for each season on the new window that opens after each season prompt. In the Parameter Record you determine which rate code is your default but you can change rate codes as appropriate.

