

Manual

PMS – Rate Setup and Period User Guide

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1. Overview

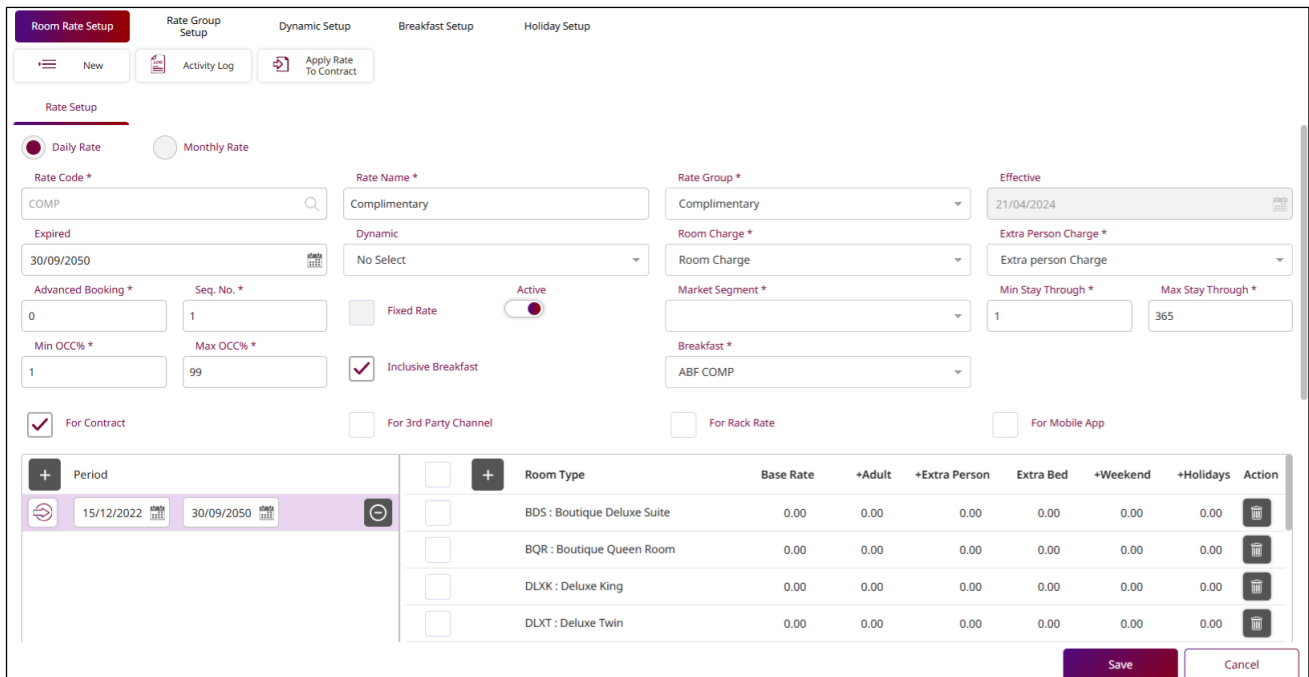
The Rate Setup and Period module in PMS allows staff to define dynamic room rates, create rate periods, and configure optional charges such as Afternoon Tea. This feature supports complex pricing strategies based on seasons, days, and guest configurations.

2. Create Period Setup

Available under **PMS Manager > Dynamic Rate & Package > Room Rate Setup**, this function allows users to create a new open rate period by defining room types, applicable rates, and conditions for non-fixed pricing.

To perform the task:

1. Select **PMS Manager** menu
2. Select **Dynamic Rate & Package** menu
3. Select **Room Rate Setup** tab
4. Fill in all required details
5. Ensure Fix Rate checkbox is not checked
6. Click + to create a new period or - to delete an existing one
7. Click + to add room types
8. Check the room type and click Select
9. Set applicable rate types (Base, Adult, Extra, Weekend, Holiday, etc.)
10. Click **Delete** to remove room type if needed
11. Click **Save** to confirm or **Cancel** to discard changes



Period	Room Type	Base Rate	+Adult	+Extra Person	Extra Bed	+Weekend	+Holidays	Action
15/12/2022 - 30/09/2050	BDS : Boutique Deluxe Suite	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	BQR : Boutique Queen Room	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	DLXK : Deluxe King	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
	DLXT : Deluxe Twin	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]

Note: Types configured here define classification and alert duration for each item category.

3. Create Afternoon Tea Rate

Available under **PMS Manager > Dynamic Rate & Package > Room Rate Setup**, this function allows users to add optional charges like Afternoon Tea to room rates. Charges can be configured per room, per guest, or based on other calculation modes.

To perform the task:

1. Select **PMS Manager** menu
2. Select **Dynamic Rate & Package** menu
3. Select **Room Rate Setup** tab
4. Fill in all required details
5. Choose whether to include or exclude other charges
6. Click the icon to select a **Transaction Code**
7. Check the transaction to include and click Select
8. Enter the charge amount
9. Select the calculation mode (Per Room, Per Guest, etc.)
10. Click **Delete** icon to remove the transaction if needed
11. Click **Save** to confirm or **Cancel** to discard changes

Room Rate Setup
Rate Group Setup
Dynamic Setup
Breakfast Setup
Holiday Setup

New
Activity Log
Apply Rate To Contract

Rate Setup

<input type="checkbox"/>	DLKK : Deluxe King	0.00	0.00	800.00	700.00	0.00	0.00	
<input type="checkbox"/>	DLXT : Deluxe Twin	0.00	0.00	800.00	700.00	0.00	0.00	
<input type="checkbox"/>	DPC : Deluxe Parent-Child	0.00	0.00	800.00	0.00	0.00	0.00	
<input type="checkbox"/>	DST : Deluxe Suite	0.00	0.00	800.00	0.00	0.00	0.00	
<input type="checkbox"/>	DWB : Deluxe with Balcony	0.00	0.00	800.00	0.00	0.00	0.00	

Other Charges
☒ Include in Rate
☐ Exclude in Rate

+	Transaction Code	Transaction Name	Amount	Calculate Mode	
	102	Upgrade Room Charge	500.00	Per Room	
	106	Extra person Charge	200.00	Per Guest	

Save
Cancel

Note: Be sure to match the selected transaction code with the appropriate charge category to avoid billing errors.