

How to Create a Tiered Rate in the Rate Wizard

Creating a Tiered Rate in the Rate Wizard is a multi-step process that includes:

1. creating a rate plan
2. enabling rate tiering
3. making the rate bookable through designated distribution channels

Click below for more information:

STEP #1 Create a New Rate Plan

In the Rate Wizard

1. Select the **New** button (+ symbol)
2. In the Create/Update Rate window, complete the following fields:
 - **Category**
 - **Rate Name**
 - **Rate Code**
3. Enable at least one of the following Distribution Channels:
 - Direct Hotel, CRS, Hotel Website, or GDS
4. Select the applicable **Market Segment** in the drop-down menu
5. Type a **Description** for the rate plan
6. Select the **Create** button

Rate Wizard Create/Update Rate

General

2 **Category** Discount Rates

Rate Name AAA Rate

Rate Code AAA **More Details**

3 ☒ Direct Hotel ☒ Hotel Website
☐ CRS ☒ GDS

☐ Lock off (using for online booking) ☐ Hide Rate
☐ Special Rate
☐ Non Commissionable

Cutoff days 0 Max Persons 0 Min Persons 0 Period Daily

Sortorder (Hotel Web Site) 0 Number to Sell 0 Maximum Length of Stay 0 Minimum Length of Stay 0

4 **Market Segment** Discounted Rates ☐ Accumulate Number to Sell (NTS) across all Room Types & Tiered Rates.

Base Rates

Single	Double	Triple	Quad	Extra	Child

5 **Description**
Must present valid AAA membership ID at check-in to qualify for this rate.

6 **Create** **Close**

STEP #2 Enable Rate Tiering

In the Rate Wizard

1. Select the Rate Plan
2. Select the **Next** button
3. Select the **Rate Tiering** tab
4. Enable the **Enable Rate Tiering** checkbox and complete the following:
 - Enable at least one of the **Apply for** checkboxes
 - Use the drop-down menu to select a **Rate Tiered** off of
 - Enter the applicable **Calculation Formula**
 - Select a **Rounding Type** (optional)
5. Select the **Save** button

The screenshot shows the 'Rate Wizard' interface. The top section is a table of rate plans. The 'AAA Rate' is highlighted with a red box and a circled '1'. Below the table, there are buttons for 'RATE CATEGORIES', 'CLIENT TYPES', and 'MARKET SEGMENTS'. A 'Next' button is also visible. The bottom section shows the 'Rate Name: AAA Rate' configuration window. The 'Rate Tiered off' section is highlighted with a red box and a circled '4'. It includes a 'Rate Tiered off' dropdown set to '*Best Available Rate', a 'Calculation Formula' set to '10 %', and a 'Rounding Type' set to '1.00'. A 'Save' button is highlighted with a red box and a circled '5'.

Rate	Rate Code	Hotel Website	GDS	CRS	Lock-off	Direct	Tier Enabled	Period
*Best Available Rate	BAR	✓	✓	✓	✓	✓	✓	Daily
*Best Available Rate - Billed Weekly	BARW	✓	✓	✓	✓	✓	✓	Weekly
*Taggart House Connecting Suites	PHCS	✓	✓	✓	✓	✓	✓	Daily
AAA Rate	AAA	✓	✓	✓	✓	✓	✓	Daily
AAEP Rates	AAEP	✓	✓	✓	✓	✓	✓	Daily
ABC Company	ABCOO	✓	✓	✓	✓	✓	✓	Daily
Advanced Purchase Rate	ADV	✓	✓	✓	✓	✓	✓	Daily
Advanced Purchase Weekly Rate	ADVW	✓	✓	✓	✓	✓	✓	Weekly
Booking.com Rate	BOOK	✓	✓	✓	✓	✓	✓	Daily
Corporate Preferred Rate	CORPPREF	✓	✓	✓	✓	✓	✓	Daily
Corporate Standard Rate	CORPSTND	✓	✓	✓	✓	✓	✓	Daily
Daily Rate	DAILY	✓	✓	✓	✓	✓	✓	Daily
Expedia Flash Sale Prepaid	EXPFLS	✓	✓	✓	✓	✓	✓	Daily
Expedia Hotel Collect	EXPNC	✓	✓	✓	✓	✓	✓	Daily
Expedia Prepaid	EXPPP	✓	✓	✓	✓	✓	✓	Daily
Friends & Family Rate	FFR	✓	✓	✓	✓	✓	✓	Daily
Group Rate	GRP	✓	✓	✓	✓	✓	✓	Daily
JacTravel Rate	JACTRAV	✓	✓	✓	✓	✓	✓	Daily
Managers Special Rate	MGR	✓	✓	✓	✓	✓	✓	Daily
Microsoft	MICROSOFT	✓	✓	✓	✓	✓	✓	Daily
Package Base Rate	PKG	✓	✓	✓	✓	✓	✓	Daily

STEP #3 Make the Rate Bookable

In the Rate Wizard

1. Select the Rate Plan
2. Select the **Edit** button (Pen & Paper symbol)
3. In the Create/Update Rate window, select the **Client Types** tab
4. Click the swivel arrow next to each distribution channel to expand a list of client types; select at least each one client type per distribution channel
5. Select the **Update** button

Rate Wizard

Rate	Rate Code	Hotel Website	GDS	CRS	Lock-off	Direct	Tier Enabled	Period
*Best Available Rate	BAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
*Best Available Rate - Billed Weekly	BARW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Weekly
*Flagston House Connecting Suites	PHCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Ask Rate	ASA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
ASAP Rates	ASAP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
ABC Company	ABCO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
Advanced Purchase Rate	ADV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
Advanced Purchase Weekly Rate	ADVW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Weekly
Booking.com Rate	BOOK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Corporate Preferred Rate	CORPPREF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Corporate Standard Rate	CORPSTND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Daily Rate	DAILY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
Expedia Flash Sale Prepaid	EXPFLS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Expedia Hotel Collect	EXPVIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Expedia Prepaid	EXPFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Friends & Family Rate	FFR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Group Rate	GRP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
JacTravel Rate	JACTRAV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Managers Special Rate	MIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
Microsoft	Microsoft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Package Base Rate	PKG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Daily

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