

# Default Rate Plan - Included Items

Each Default Rate Plan includes the option to add an "Included Item" or Inventory Item to Default Rate Plan. The "Included item" must be setup in Inventory Items first. See [Setting up Inventory Items](#)

When an Item is included with a Rate Plan, it will create a Rate that has an item included in the Rate (cost of item is *not* displayed to the guest and the 'charge' is *not* placed on the Folio). For Example, QUEENBRK - Standard Queen Breakfast = \$150 Rate. The cost of "Daily Breakfast" is \$5. The Rate displayed to the Guest is \$150 and the cost of item is tracked in the "Included Items" Report. See [Included Items Report](#).

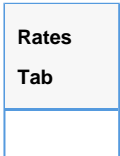
Thus, the "Included Item" approach is for reporting purposes, not for placing Items onto Folios. If you wish for an Item to be added to the Folio when booked, and listed as a separate 'charge' for tracking purposes, then you must use a [Package](#).

It is important to use a RATE ID and Description that will identify these Rate Plans with the Meal/Item Plan included. For Example: **QUEENBKF - Queen Room - Breakfast Included**. The Rate Plan ID can be used to Report Revenue, Bookings Reports so be sure to use a Rate ID coding system that makes it easy to choose the rate plan from the Front Desk.

Create as many Rate Plans as needed and then allocate these Rate Plans to Room Types in the specific channel that you want to offer the Room Type/Rate Plan allocation ( see [Manage Agent Relationships](#)). Although each Room Type can only be assigned one default Rate Plan in the Room Type List (see [Room Types](#)), multiple Rate Plans can be allocated to the same Room Type for seasonal rates and promotions. See [Agent Relationships](#) and [Promotions](#)

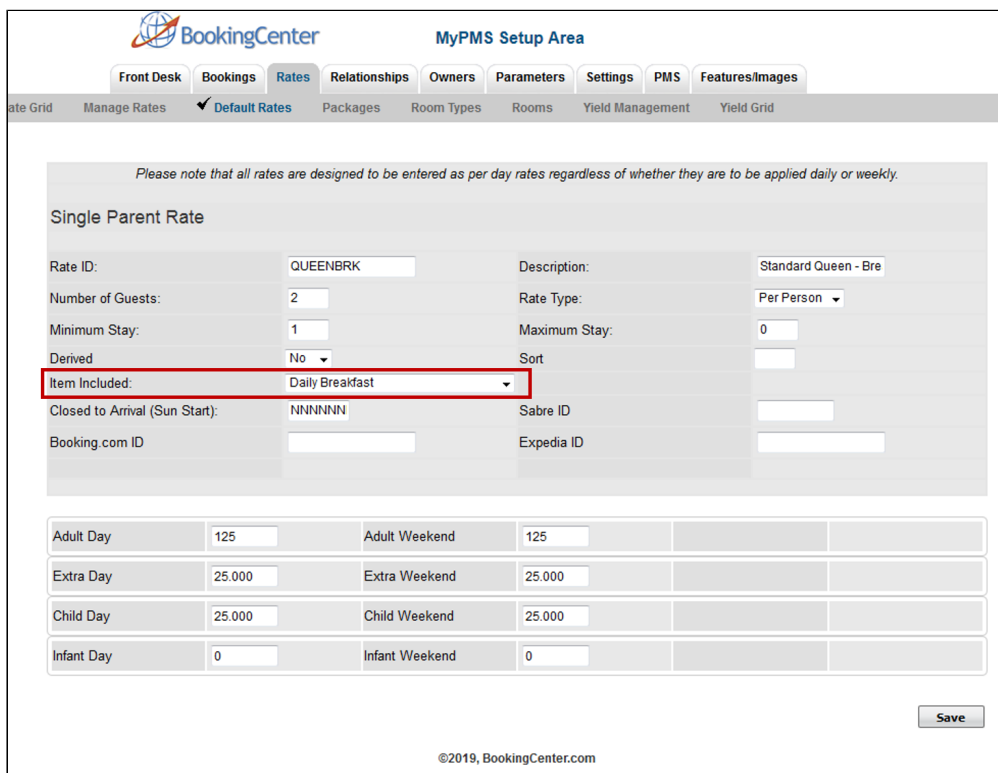
When setting up a Default Rate, think about the different Room Types you offer and how the rate plans will apply .Once this Default Rate is entered, you can manage rate changes and length-of-stay options in [Manage Rates](#). After you have set up the Rate Plans, create the [Room Types](#) to associate with the default Rates.

The Default Rates area displays a list of all of the Rate Plans you have created for your property. Here you can create a new Rate Plan and modify the Description of an existing Rate Plan, but any actual Rate and Restriction changes must be done in [Manage Rates](#) and [Manage Restrictions](#)



To add an inventory Item to a Default Rate Plan, go to **SETUP | RATES| DEFAULT RATES**.

- Click on Add Single Rate Plan.
- A new screen will appear with the Rate Plan details.
- Create the Rate Plan as you would any Default Rate. Tip: Use a Rate ID and Description that fits the Rate Plan you are creating. I.e. QUEENBRK - Standard Queen with Breakfast. Rate Group=BREAK
- In the left column, go to the "Included Item" drop-down menu to select the item. (This item must first be set up in Inventory Items and have a "Sell Price") See [Setting up Inventory Items](#)
- Then, go to the "Group" and enter a Rate Group name for the rate. (The Rate Group name is available to sort on in the Included Item Report)
- Click Save.



The screenshot shows the BookingCenter MyPMS Setup Area. The navigation bar includes "Front Desk", "Bookings", "Rates", "Relationships", "Owners", "Parameters", "Settings", "PMS", and "Features/Images". The "Rates" tab is active, and the "Default Rates" sub-tab is selected. A message states: "Please note that all rates are designed to be entered as per day rates regardless of whether they are to be applied daily or weekly."

The "Single Parent Rate" form contains the following fields:

Rate ID:	QUEENBRK	Description:	Standard Queen - Bre
Number of Guests:	2	Rate Type:	Per Person
Minimum Stay:	1	Maximum Stay:	0
Derived:	No	Sort:	
Item Included:	Daily Breakfast	Sabre ID:	
Closed to Arrival (Sun Start):	NNNNNN	Expedia ID:	
Booking.com ID:			

Below the form is a table for rates:

Adult Day	125	Adult Weekend	125
Extra Day	25.000	Extra Weekend	25.000
Child Day	25.000	Child Weekend	25.000
Infant Day	0	Infant Weekend	0

A "Save" button is located at the bottom right of the form. The footer shows "©2019, BookingCenter.com".

**Enter the following information:**

- **Rate ID:** Enter a unique Rate ID to identify this rate (For Example: QUEENBKF. The Rate Plan ID can be used to Report Revenue, Bookings Reports so be sure to use a Rate ID coding system that makes it easy to choose the rate plan from the Front Desk.). The I.D. is for Internal use only and will not be viewed by guests. I.D. must be alpha/numeric only. Do not use punctuation, symbols or hyphens. Use a max. of 10 Characters, 5 characters or less is preferred.
- **Description:** Enter a short description or name for this rate. This will be visible in the Front Desk, Website and Folio Statements. - I.e. Queen Room - Breakfast Included.
- **Number of Guests:** Enter the number adults that are included in the base occupancy rate for per person rates.
- **Rate Type:** Click on one of the two following radio buttons to indicate the rate type:
  - Per person - Indicates that this Rate includes the Number of Guests entered in the previous field and additional guests will be charge extra. In this example, the rate of \$100 is for 1 person per Room. It is common to set this a 2 guests at the nightly rate. For example, there is a base rate for the first 2 guests and then an additional guest rate. For Example, the first 2 guests pay \$80 plus \$12 for each additional guest up to the capacity of the room.
  - Flat rate - Indicates that this is a flat rate - any per person values will be ignored. It is a single price for all occupants up to the capacity of the room, i.e. \$92 per night no matter how many guests.
- **Included Item:** Select the Included Item to add to the Rate Plan
- **Minimum Stay** – sets the minimum number of nights for bookings with this rate. Default Minimum Stay is 1.
- **Maximum Stay** - sets the maximum number of nights for bookings with this rate. Default Maximum stay is 0 which sets it to unlimited.
- **Closed to Arrival** - This indicates the days that a Rate does not apply to a specific day as indicated by the default "NNNNNNNN". This means that there are NOT any days closed to arrival and that this Rate is available every day of the week. There are 7 entries here (starting with Sunday) and a 'Y' means it IS closed, a 'N' means it is NOT closed. For example, if a rate could not arrive on Mondays and Wednesdays, the code would be NYNYNNN. This is useful if you are creating a rate plan for a package or a promotion, for example. See [Packages](#) and [Promotional Codes](#)
- **Booking.com I.D.:** Used for Direct Connection
- **Expedia I.D.:** Used for Direct Connection

Each Rate has 3 Price rules – **Weekday**, **Weekend** and **Weekly** or Extended Stay. This allows you to set different rates depending on the day of week and length of sta. Enter the Adult daily, weekly, and weekend per day rates.

- **Adult Day** – Rate for week day nights.
- **Adult Weekend** – Rate for weekend nights. To define a Weekend, go to [SETUP | SETTINGS | GENERAL SETTINGS](#) and select the Weekend Nights (Fri, Sat and Sun) by choosing Yes.
- **Adult Week** – Rate for stays of 7 nights or more If using Flat Rate stop now. If using Per-person Rate continue.
- **Extra Day:** Applies to charge for the number guests greater than the base set in 'Number of Guests'. Enter the daily, weekly, and weekly per day rates for extra adults.
- **Child Day:** Enter the daily, weekly, and weekly per day rates for children.
- **Infant Day:** Enter the daily, weekly, and weekly per day rates for infants.