

# Add Single Parent Rate

A Single Parent Rate Plan is setup with unique Restrictions that is managed independently in Manage Rates. 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](#).

reates 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](#)

"Child rates" can not edited via the Manage Rates tab. Any edits must be done in the Parent rate, Child rate will alter automatically. See [Edit Single Rate](#) and [Edit Child Rate](#).

Many properties offer a discount for extended stays. If you do offer weekly rates or rates for stays longer than 7 days, then you can enable Weekly Rates in [Booking Engine Settings](#).and manage them in [Manage Single Rate Plan](#)

To enable or disable Weekly Rates, go to **SETUP | SETTINGS | BOOKING ENGINE SETTINGS**. Go to the section titled "General" and choose "Yes" or "No" under "Use Weekly Rates". See [Booking Engine Settings](#).

After you have set up the Rate Plans, create the [Room Types](#) to associate with the Default Rates.

Rates

Tab

To add a default Rate Plan, go to **SETUP | RATES| DEFAULT RATES**. Click on the Add Single Rate button.

Front DeskBookingsRatesRelationshipsParametersSettingsPMSFeatures/Images

Rate GridManage RatesDefault RatesPackagesRoom TypesRoomsYield ManagementYield Grid

Find records whereRate IDhasSort byRate IDdownDisplay 200RecordsFetch

| Rate ID | Rate Description | Rate Group | Rate Type  | Parent/Child | Adult Day |
|---------|------------------|------------|------------|--------------|-----------|
| AAA     | AAA rate         |            | Per Person | Parent       | \$75.00   |
| CONF    | CONF rate        |            | Flat Rate  | Parent       | \$50.00   |
| KING    | KING rate        |            | Per Person | Parent       | \$100.00  |
| QUEEN   | QUEEN rate       |            | Per Person | Parent       | \$75.00   |
| SUITE   | SUITE rate       |            | Per Person | Parent       | \$300.00  |

5 records found

Add Rate GroupAdd Single RateAdd Child Rate

A new screen will appear with the Rate Plan entry form.

Front Desk

Bookings

Rates

Relationships

Owners

Parameters

Settings

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Features/Images

Rate Grid

Manage Rates

✓ Default Rates

Packages

Room Types

Rooms

Yield Management

Yield Grid

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.

### Single Parent Rate

|                                |        |               |              |
|--------------------------------|--------|---------------|--------------|
| Rate ID:                       | SINGLE | Description:  | SINGLE rate  |
| Number of Guests:              | 1      | Rate Type:    | Per Person ▾ |
| Minimum Stay:                  | 1      | Maximum Stay: | 0            |
| Closed to Arrival (Sun Start): | NNNNNN |               |              |
| Booking.com ID                 |        | Expedia ID    |              |

|            |         |                |         |             |         |
|------------|---------|----------------|---------|-------------|---------|
| Adult Day  | 100.000 | Adult Weekend  | 125.000 | Adult Week  | 100.000 |
| Extra Day  | 0       | Extra Weekend  | 0       | Extra Week  | 0       |
| Child Day  | 0       | Child Weekend  | 0       | Child Week  | 0       |
| Infant Day | 0       | Infant Weekend | 0       | Infant Week | 0       |

Save

#### Enter the following information:

- **Rate ID:** Enter a unique Rate ID to identify this rate (e.g. "CORP" for Corporate or "SINGLE" ). I.D. 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.
- **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.
- **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 NYNNNNNN. 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.**
- **Expedia I.D.:**

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.

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