



Sabre Recommends:



To save time during your initial property build, configure your Rooms, Policies and Rate Categories before configuring your Rates.

Daily Rate

What is a Daily Rate?

- Daily Rates are displayed in combination with Room Types to make up a product that customers select from when making bookings on the different Channels.
- Daily Rates will include rate type details, descriptions, attributes, rate image, etc. A Daily Public Rate can be used as a Parent Rate for Derived Rates.

Step by step: Add a Daily Rate

1. Go to **Setup > Rates > Rate Configuration**.
2. Click the **Add Daily Rate** button in the toolbar.
3. Make sure the **Active Box is checked**
4. Select a rate category from the **Category** dropdown list.
5. Select a Rate **Type** from the list.
6. Enter a rate **Code**. (Recommend using the PMS code).
7. Enter the rate name in the **Name:** field.
8. Enter a **Default Short Description:**. (start off with the best selling points and only use dashes, asterisks, and periods)
9. Enter additional rate information in the **Default Long Description:** field (Only use dashes, asterisks, and periods)
10. Enter the Property Management System code for this room type in the **PMS Code:** field. (Required for integrated properties)
11. Select the appropriate option from the **Rate Class:** dropdown.
12. Input any **Hotel Special Instructions**. (Goes only to the Hotel, ie- Check ID upon check in, etc.)
13. Check **Include Tax by Default**. (If tax is included in the rate)
14. Use **Suppress Rate** for certain types of rates, ie. Merchant.
15. Check **Commissionable** if the rate is commissionable. Then select the appropriate amount from the dropdown.
16. Check **Require Credentials at Check In** if this is appropriate. ie.- Government ID, AAA ID, etc. (Put this in your Description also)
17. Check **Breakfast included in rate** if this is applicable, then choose for the drop down: check box (make sure to put this in your description also if so).
18. You can now **SAVE** in the top tool bar if this is a Public rate.



Consider This

When building a new property, you can access Rates through **Setup > Build Summary > Step 3**



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Room and Channel Assignments are required so do not forget to do this from the Assignment Tab once the rate is saved.

Rate Types Continued....

19. If this is a **Derived Rate** you can continue using the Derived Rate StepByStep instructions before you **SAVE**
20. Select a **Derived Type** from the dropdown.
21. Select which Rate you wish to **Derive From:** dropdown.
22. DO NOT update the **Default Price Field.**
23. Under Rate Pricing click on **Automatically Create a Season.**
24. Put in a Start and End Date or a Start with No End Date.
25. Put in a **Derived Formula.**
26. You can put in **Floor and Ceiling Prices** and **Rounding Rules** if you wish.
27. You can put in Offsets or it will pick up the Parent Rates Offsets.



Don't forget!

If you are not adding rates as part of a new build please contact your CR Account Manager to ensure the new rate(s) will be bookable on the GDS/IDS.



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Related Topics

- Create A New Rate Season For A Daily Rate Plan
 - Create A New Offset For A Rate Plan
 - Set up Your Daily Rate Plan Assignments