

Quick Start Guide

OPERA Cloud New Rate Code Setup

Follow the menu path **Administration > Financials > Rate Management > Rate Codes** and select the rate code that you wish to update.

STEP 1



Select **Rate Code Definition**. In this section you will assign the **Display Set** and **Display Sequence**.

STEP 2



For rate plans that require a negotiated company profile, select **Negotiated Profile** to attach the desired profile.

STEP 3



Select **Financials**. In this section you can select **Print Rate**, **Suppressed Rate** (If available), **Discount**, and **Negotiated** as necessary. The transaction code can be changed from the default code if needed.

STEP 4



For LRPs, select **Pricing Schedules** to review the rates for accuracy.

Rate codes may need deposit and cancellation policies to be scheduled. Refer to the Deposit Cancellation Management job aid for more information.

Terms and Definitions

Display Set: Assigned to rate plans so that reservation agents can find rate codes based on special groupings of rates.

Display Sequence: Assigned to determine the order the rates display.

Negotiated Profile: The attached profiles can be used on the Look to Book Screen to look up negotiated rates.

Print Rate: When selected, the rate amount will display on stationery such as the folio and confirmation.

Suppressed Rate: The rate pricing will display with a strike-through when selected. Used for confidential rates that must not be quoted.

Discount: Select to allow the rate amount to be discounted on a reservation.

Negotiated: When selected, a negotiated profile must be attached in order to display the rate plan on the Look to Book Screen.

Support & Resources

[Rate Management Job Aid](#)

Additional OPERA Cloud job aids are available on Wyndham Community under Resources & IT Help. Wyndham Community > Resources and IT Help > Hotel Resources > Hotel Systems Training > Explore Resources > OPERA Cloud.

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