

Report Card Nº.:2023.05

Subject: Mandatory Procedures before the End of the Year

Procedures create new invoices Series in NewPOS

- 1 NewPOS
- 2 NewPOS Old Layout

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NEWPOS (POS)

For **customers in Portugal**, the new Ordinance nº195/2020, of 13 August, which regulates the obligations related to the processing of invoices and other tax-relevant documents, referring to the requirements for creating the two-dimensional barcode and the unique document code (ATCUD), provides for the **obligation to communicate series of invoices 15 days in advance**, by the customer on the AT portal (manually) and wait for the validation to be sent.

This validation must be placed in each series communicated to AT.

We recommend that you carry out today (if you have not already done so) the following 3 procedures that are necessary for the correct functioning of the software in the change of year regarding:

- 1- Billing Series;
- 2- Series of Credit Notes;
- 3 Automatic Document Series;
- 4- Validation of the series sent by AT (ATCUD) only customers in Portugal

Note – Failure to carry out these procedures will make it impossible, after the close of December 31st to January 1st, to make reservations for the new year and respective invoicing.

1 - NewPOS

1. <u>A new series of invoices should be opened for the New Year;</u>

To do that you must open the Series window, located in Configuration > Series





In this window it's necessary to check if the active series of invoices finishes at the end of the current year. For that you must select de actual Invoice Series click Display:

	Series						?	×
	Serial			pe All			٢	Close
Invoice Series				-		×		Search
Code	10				🛞 /	Accept		
Serial	LBR22	From	01-01-2022				~	
Description	LBR22	То	31-12-2022		0	Cancel	_ 😒	New
Configuration C	peration Modes	-		_		2	1	Display
Number of initia	al invoice 1	DECTALIDA	ITE				S	Delete
Number of last	invoice	BAR						

To create a new Invoice Serie for the new year you must click New:

Serial Status	▼ Electronic bills	-	Type C All Invoices C Documents C Credit note	Close Close
Serial	Description	Status	Туре	New
Serial LBB21	Description LBB21	Status Active	Type Invoice	New
Serial LBB21 LBR21	Description LBB21 LBR21	Status Active Active	Type Invoice Invoice	New

After that you must fill the invoice Serial, description, inicial date, final date and click on Future:

Invoice Series					—		×
Code Serial Description	17 LBR23 INVOICE 2023		From To	01-01-2023		▲ 	ance
Configuration Operation	Modes		L				
Number of initial invoice Number of last invoice Alert final of series: Number Date Current value	11-12-2023	(All) 	RESTAURAN BAR	TE			
Exonerate electronics External code External code 1 Serial (SAP) Accounting code ATCLID(SAFT-PT)		Credit note	series		-		
Status C Inactive C Activ	ve (P Future	Type (Invoice	C Docume	nt C Note		2	Help

In case of the invoice Series associated to all Point of Sales, you must select the option ALL, if you need an invoice series for the Points of sales individually you must select the point of sales that you want to associate:



involce series				_		×
Code	17				()	Accept
Serial	LBR23	From	01-01-2023			
Description	INVOICE 2023	То	31-12-2023		0	ancel
Configuration Door	ntion Modes					

2 A new series of Credit Notes should be opened for the New Year;

To do that you must open the Series window, located in **Configuration** > Series



In this window it's necessary to check if the active series of Credit Note finishes at the end of the current year. For that you must select de actual Credit Note Series click Display:

	Series							?	\times
ó	Serial Status	Electronic	: bills	-		Type C All C Invoices C Docume C Credit no	nts ite		Close Search
🔄 Invoice Serie	es							-	
Code	12	2					Accept 1	1	New
Serial	NCL	BR22		From	01-01-202	2 🖽			Display
Description	NCL	BR22		То	31-12-202	2	Sancel	1	
Configuration	Operation Mod	es						~	Delete
Number of in	nitial invoice	1		RESTAURA	NTE			Autor	natic.S
Number of la	ast invoice			BAR				-	
Alert final of Number	series:								
Date	12-1	2-2022						2.	Order

It should be opened a new Credit Note Series for the New Year

To create a new Credit Note Serie for the new year you must click New:

Series				? ×
Serial	[🙆 Close
Status	-	·	C Invoices	Search
	Electronic bills		Credit note	- 99
Serial	Description	Status	Туре	New
Serial NCLBB21	Description NCLBB21	Status Active	Type Note	New New
Serial NCLBB21 NCLBB22	Description NCLBB21 NCLBB22	Status Active Future	Type Note Note	New Display
Serial NCLBB21 NCLBB22 NCLBB21	Description NCLBB21 NCLBB22 NCLBR21	Status Active Future Active	Type Note Note Note	New 🔗 Display

After that you must fill the Credit Note Serie, descrition, inicial date, final date and click Future:



Invoice Series					-		\times
Code Serial Description	17 NCLBR23 CREDIT NOTE 2023		From To	01-01-2023		() () () ()	ancel
Configuration Operation Number of initial invoice Number of last invoice Alert final of series: Number Date Current value	Modes	(All)	RESTAURAN' BAR	TE			
Exonerate <section-header> electronics 🖂 External code External code External code 1 Serial (SAP) Accounting code ATCUD(SAFT-PT)</section-header>	Ticket	Credit note se	ries		•		
Status C Inactive C Acti	ve (Future	Type C Invoice	C Docume	nt 🕶 Note		<i>.</i>	Help

In case of the Credit Note Series associated to all Point of Sales, you must select the option ALL, if you need a Credit Note series for the Points of sales individually you must select the point of sales that you want to associate:

Invoice Series				-		\times
Code	17 NCI 8022	 - Frank	01 01 2022		🧆 4	Accept
Description	CREDIT NOTE 2023	 To	31-12-2023		0	Cancel
Configuration Operatio	n Modes			-		
Number of initial invoic Number of last invoice	e <u>1</u>	RESTAURAN BAR	ΓE			
Alert final of series: Number						
Date	11-12-2023					



If the Invoices and Documents Series aren't defined by date, but by Last No., you can skip this procedure.

These procedures are only valid in case the invoicing is done through NewPOS.

3 Automatic Document Series

It is also necessary to obtain and enter the ATCUD codes for automatic series, tickets and table queries:

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	Facturas Electrónicas		CN	lota de crédito							Saft-PT ATCUD	JF4MBM34	
Séri 2023	ie Descrição	Esta	ado	Tipo	<u> </u>	State Inserir	Ponto	le Venda 🗸					2 Ano 2024
0523	FTP0S23	Acti	iva	Factura Nota		🧭 Visualizar	De -1 Ponte	scrição Série		Estado	Tipo	ATCUD	Future Serie
5020	100 0020			11010		💰 Apagar 🛄	C12	023 C-1_2023 023 T-1_2023		Activa Activa	Comprovativo Conta	JF4MBM34 JF4WBM4D	3 🐃
							Ponti C-2_3	de Venda : RESTAURANTE 023 C-2_2023		Activa	Comprovativo	JF4KBMPC	
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Sér Est	ie ado Fu 'onto de Venda	itura	1	<u>-</u>]	Tipo Todo Conta Comp	s arovativo S	aft-PT ATCUD	0	4		2)	Procurar 2024
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∂ér Est P	ie Fu ado Fu onto de Venda Descrição Ponto de Vend	itura	D Sér]	Tipo Todo Conta Comp Estado	s arovativo S	aft-PT ATCUD	0	4 ATC	UD	2 Ano Fut	Procurar 2024 ure Series
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Sér Est	ie Fu ado Fu onto de Venda Descrição Ponto de Vend C-1_2024 T-1_2024 Ponto de Vend C-2_2024	Itura	1 Sér 024 024 URANT 024	ie E		Tipo Conta Conta Comp Estado	s a rovativo S	aft-PT ATCUD Tipo Comprovativo Conta		4 ATCI	UD 3	Ano Fut	Procurar 2024 ure Series



4 Validation of the series sent by AT (ATCUD) – only customers in Portugal

After entering the invoices, you must manually communicate the series created 15 days before the series can be activated on the AT website. AT will send a validation code for each series communicated and are required to be registered in the system:

a) Invoices

In the same window that created the invoice series, select the box regarding the validation code, insert the validation code and close the window:

Invoice Series					_		\times
Code Serial Description	17 LBR23 INVOICE 2023 Modes		From To	01-01-2023		🧆 A 🚫 C	ancel
Number of initial invoice Number of last invoice Alert final of series: Number Date Current value	1 11-12-2023	(All) -	RESTAURANT BAR	ΓE			
Exonerate IV electronics IV External code External code 1 Serial (SAP) Accounting code	Ticket 🖂						
ATCUD(SAFT-PT)		Credit note s	eries		-		

b) Credit Notes

In the same window that created the invoice series, select the box regarding the validation code, insert the validation code and close the window:

Invoice Series					—		2
Code	17					<u>()</u>	Acce
Serial	NCLBR23		From	01-01-2023			
Description	CREDIT NOTE 2023		To	31-12-2023		0	Cano
Configuration Operation	Modes						
Number of initial invoice	1	(All)	DESTAUDA	NTE			
Number of last invoice			BAR				
Alert final of series:							
Number							
Date	11-12-2023						
Current value							
Exonerate 📈	Ticket 🔽						
electronics 🔽							
External code							
External code 1							
Serial (SAP)							
Accounting code		1					
		1000					



2 – NewPOS Old Layout

Note – Failure to carry out these procedures will make it impossible to carry out invoicing for the new year after the close of December 31st to January 1st.

1. <u>A new series of invoices should be opened for the New Year.</u>

To do that you must open the Series window, located in Archives > series



In this window, it's necessary to check if the active series of invoices finish at the end of the current year. For that you must select de actual Invoice Series click Display:

0	Series							?	\times
	Serial			C All				٢	Close
Invoice Series					-		×	E	Search
Code	10					٠ 🥹	Accept		
Serial	LBR22		From	01-01-2022		-			
Description	LBR22		То	31-12-2022		0	Cancel		New
Configuration Ope	eration Modes						2	1	Display
Number of initial i	nvoice 1	(All)	RESTAURAN	TE				3	Delete
Number of last inv	voice	- E	BAR						

To create a new Invoice Serie for the new year you must click New:



Series Serial [Status [-]	Type C All C Invoices	? ×
F	Electronic bills		C Credit note	
Serial	Description	Status	Туре	New
LBB21	LBB21	Active	Invoice	
LBR21	LBR21	Active	Invoice	🔗 Displa
LBR22	LBR22	Active	Invoice	

After that you must fill the invoice Serie, description, inicial date, final date and click on Future:

Invoice Series						-1	~
Code	17					<u>()</u>	Acce
Serial	LBR23		From	01-01-2023			
Description	INVOICE 2023		То	31-12-2023		0	Janc
Configuration Operation	Modes		-		_		
Number of initial invoice	1		BESTALIBA	JTE			
Number of last invoice			BAR				
Alert final of series: Number							
Date	11-12-2023						
Current value							
Exonerate 🔽 electronics 🔽	Ticket 🔽						
External code							
External code 1							
Serial (SAP)							
Accounting code		1					
ATCUD(SAFT-PT)		Credit note s	eries		-		
Status		Туре					
C Inactive C Activ	e 🕫 Future	Invoice	C Docum	ent C Note			
L						2	Hel

In case of the invoice Series associated to all Point of Sales, you must select the option ALL, if you need an invoice series for the Points of sales individually you must select the point of sales that you want to associate:

Invoice Series				-		×
Code	17				() ()	Accept
Serial	LBR23	From	01-01-2023			
Description	INVOICE 2023	To	31-12-2023		0	Cancel
Configuration Operatio	n Modes					
Number of initial invoid	ce 1	BESTALIBA	NTE			
Number of last invoice		BAR				
Alert final of series: Number						
Date	11-12-2023					



2 <u>A new series of Credit Notes should be opened for the New Year;</u>

To do that you must open the Series window, located in Archives > series



In this window it's necessary to check if the active series of Credit Note finishes at the end of the current year. For that you must select de actual Credit Note Series click Display:

	E Series	?	×
ó	Serial Type Status C Invoices C Cred to the C Cred to the	•	Close Search
Code Serial Description Configuration Number of Number of Number	es - Cancel Canc	Auton	New Display Delete

It should be opened a new <u>Credit Note</u> Series for the New Year

To create a new Credit Note Serie for the new year you must click New:

Serial Status I	Electronic bills]	Type C All C Invoices C Documents C Credit note	Close Close Searc
Serial	Description	Status	Type	New
Serial	Description	Status	Type	New
NCLBB21	NCLBB21	Active	Note	
Serial	Description	Status	Type	New Displa
NCLBB21	NCLBB21	Active	Note	
NCLBB22	NCLBB22	Future	Note	
Serial	Description	Status	Type	New 🖉 Displa
NCLBB21	NCLBB21	Active	Note	
NCLBB22	NCLBB22	Future	Note	
NCLBB21	NCLBR21	Active	Note	

After that you must fill the Credit Note Serie, descrition, inicial date, final date and click Future:



Invoice Series			_		×
Code	17			(OK) /	Accep
Serial	NCLBR23	From 01-01	-2023		
Description	CREDIT NOTE 2023	To 31-12	2-2023	0	ance
onfiguration Operation	Modes				
Number of initial invoice	e <mark>1</mark> 20	(I) BESTAUBANTE			
Number of last invoice		BAR			
Alert final of series: Number					
Date	11-12-2023				
Current value					
Exonerate 🔽	Ticket 🔽				
External code					
External code 1					
Serial (SAP)					
Accounting code					
ATCUD(SAFT-PT)	Cred	lit note series	-		
Status	Туре				
C Inactive C Acti	ve @ Future C Ir	voice C Document 📀	Note		
					Help

In case of the Credit Note Series associated to all Point of Sales, you must select the option ALL, if you need a Credit Note series for the Points of sales individually you must select the point of sales that you want to associate:

Code	17				(M)	Acce
Serial	NCLBR23		From	01-01-2023		
Description	CREDIT NOTE	E 2023	То	31-12-2023	0	Cance
	eration modes [1	
Number of initial i					 1	
Number of initial i			RESTAUR/	ANTE		
Number of initial i	nvoice		RESTAUR/ BAR	ANTE		
Number of initial i Number of last in Alert final of serie	nvoice		RESTAUR/ BAR	ANTE		
Number of initial i Number of last im Alert final of serie Number	nvoice		RESTAUR/ BAR	ANTE		

If the Invoices and Documents Series aren't defined by date, but by Last No., you can skip this procedure.

These procedures are only valid in case the invoicing is done through NewPOS.



3 Automatic Document Series

Serie Todas Todas <td< th=""></td<>
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Descrição Série Estado Tipo ATCUD Future Series
- Ponto de Venda : BAR
C-1_2024 C-1_2024 Futura Comprovativo 0 3
T-1_2024 T-1_2024 Futura Conta 0
- Ponto de Venda : RESTAURANTE
C-2_2024 C-2_2024 Futura Comprovativo 0
T-2_2024 T-2_2024 Futura Conta 0

4 Validation of the series sent by AT (ATCUD) – only customers in Portugal

After entering the invoices, you must manually communicate the series created 15 days before the series can be activated on the AT website. AT will send a validation code for each series communicated and are required to be registered in the system:

a) Invoices

In the same window that created the invoice series, select the box regarding the validation code, insert the validation code and close the window:



Code 17 Serial LBR23 From 01-01-2023] Description INVOICE 2023 To 31-12-2023] Configuration Operation Modes	nvoice Series				_		\times
Configuration Operation Modes Number of initial invoice 1 Number of last invoice 1 Alert final of series: BAR Date 11-12-2023 Current value External code External code Serial (SAP)	Code Serial Description	17 LBR23 INVOICE 2023	From To	01-01-2023		م 📀 2 د	ancel
Accounting code	onfiguration Operation Number of initial invoice Number of last invoice Alert final of series: Number Date Current value Exonerate ⊽ electonics ⊽ External code External code 1 Serial (SAP) Accounting code	Modes 11-12-2023 IIII Ticket IV	RESTAURANT	E			

b) Credit Notes

In the same window that created the invoice series, select the box regarding the validation code, insert the validation code and close the window:

Invoice Series					-		
Code	17					((Ac
Serial	NCLBR23		From	01-01-2023		-	
Description	CREDIT N	OTE 2023	To	31-12-2023		0	Car
Configuration Operation	n Modes						
Number of initial invoic	e		II) RESTAURA	NTE	-1		
Number of last invoice	1		DAN				
Number							
Date	11-12-2023	3					
Current value							
Exonerate 🔽 electronics 🔽	Ticket	되					
External code							
External code 1							
Serial (SAP)							
Accounting code							
ATCUD(SAFT-PT)		Cred	it note series		-		

In case of any doubt, please contact NewHotel Helpdesk, 24 hours a day at your service.

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