

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:

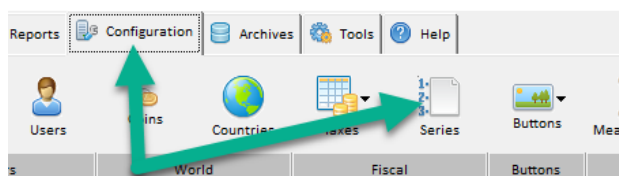
- 1- Billing Series;
- 2- Series of Credit Notes;
- 3 - Automatic Document Series;
- 4- Validation of the series sent by AT (ATCUD) – **only customers in Portugal**

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.

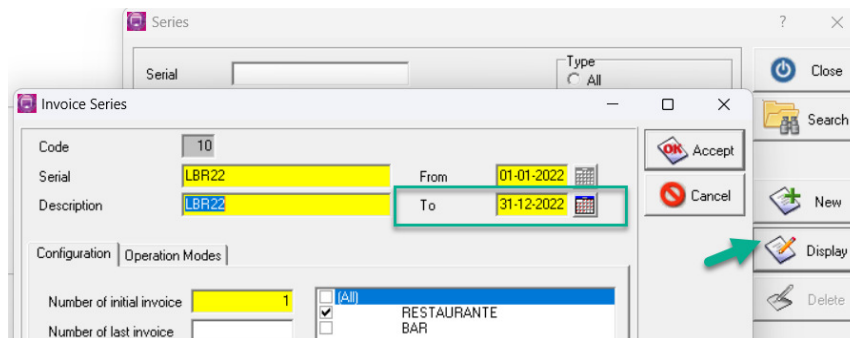
1 – NewPOS

1. A new series of invoices should be opened for the New Year;

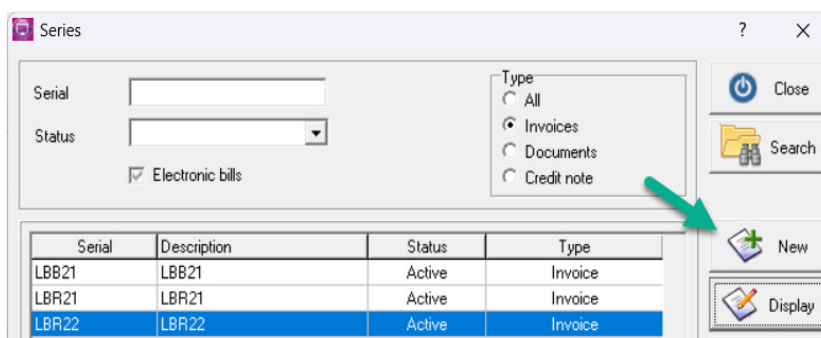
To do that you must open the Series window, located in **Configuration > Series**



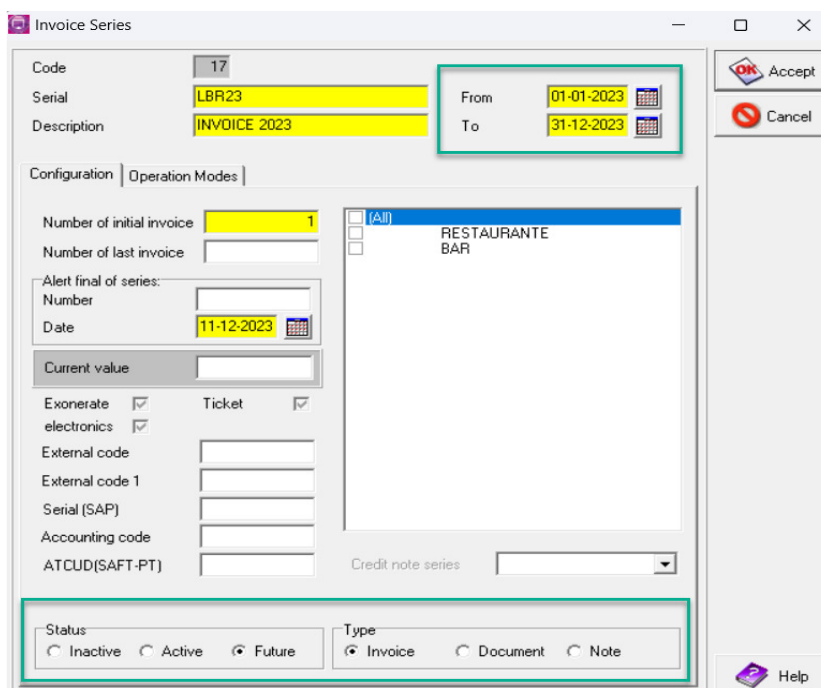
In this window it's necessary to check if the active series of invoices finishes at the end of the current year. For that you must select the actual Invoice Series and click Display:



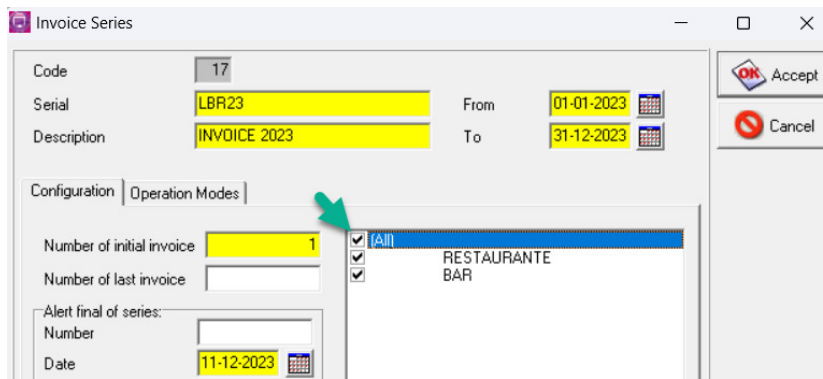
To create a new Invoice Serie for the new year you must click New:



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

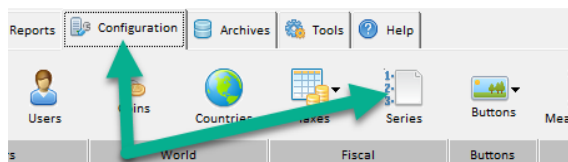


In case of the invoice Series associated to all Point of Sales, you must select the option ALL, if you need an invoice series for the Points of sales individually you must select the point of sales that you want to associate:

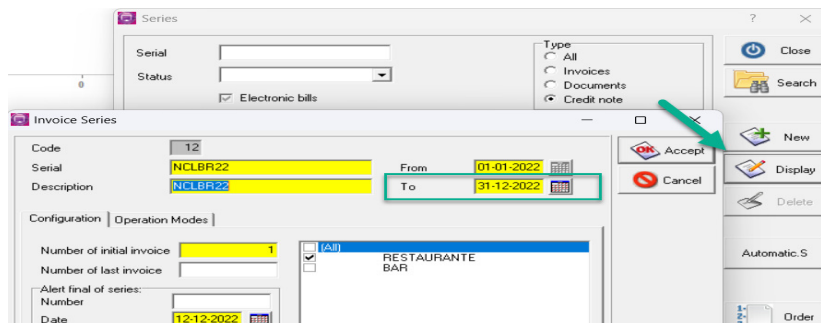


2 A new series of Credit Notes should be opened for the New Year;

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

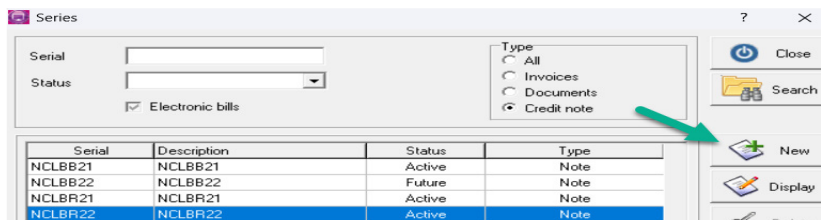


In this window it's necessary to check if the active series of Credit Note finishes at the end of the current year. For that you must select the actual Credit Note Series click Display:

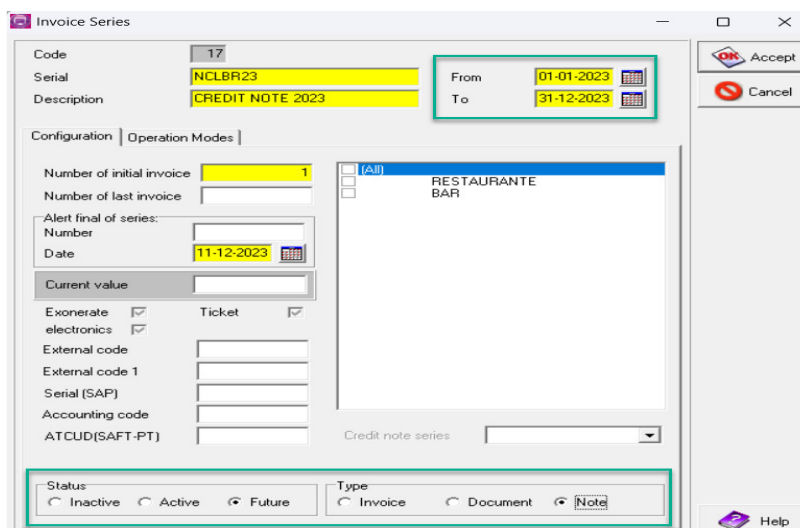


It should be opened a new Credit Note Series for the New Year

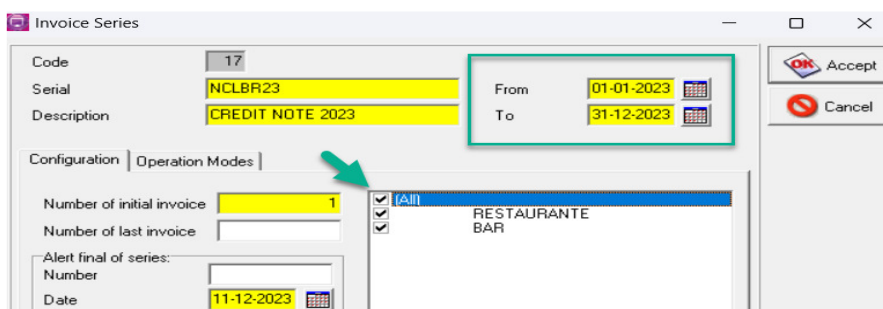
To create a new Credit Note Serie for the new year you must click New:



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



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:



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

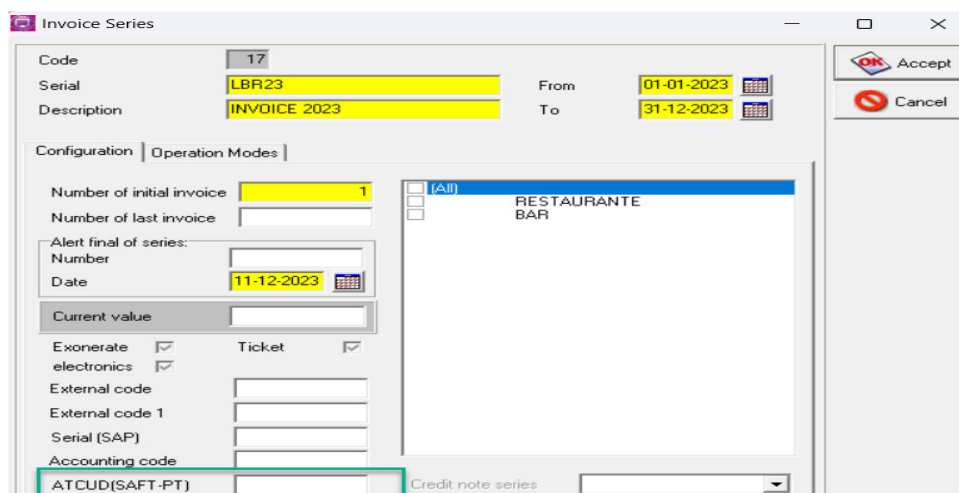
It is also necessary to obtain and enter the ATCUD codes for automatic series, tickets and table queries:

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:

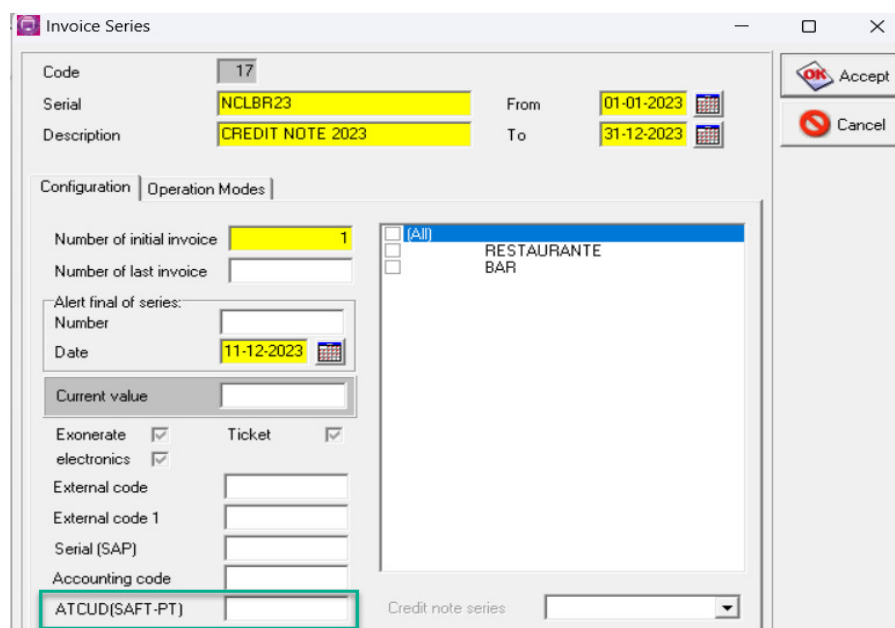


The screenshot shows the 'Invoice Series' window with the following details:

- Code:** 17
- Serial:** LBR23
- Description:** INVOICE 2023
- From:** 01-01-2023
- To:** 31-12-2023
- Configuration:**
 - Number of initial invoice: 1
 - Number of last invoice: (empty)
 - Alert final of series:
 - Number: (empty)
 - Date: 11-12-2023
 - Current value: (empty)
 - Exonerate: ☒ Ticket: ☒
 - electronics: ☒
 - External code: (empty)
 - External code 1: (empty)
 - Serial (SAP): (empty)
 - Accounting code: (empty)
 - ATCUD(SAFT-PT): (empty) - This field is highlighted with a green box.
- Operation Modes:**
 - ☒ (All)
 - ☐ RESTAURANTE
 - ☐ BAR
- Credit note series:** (empty dropdown)
- Buttons:** Accept, Cancel

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:



The screenshot shows the 'Invoice Series' window with the following details:

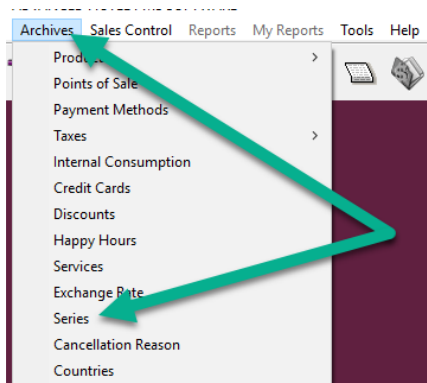
- Code:** 17
- Serial:** NCLBR23
- Description:** CREDIT NOTE 2023
- From:** 01-01-2023
- To:** 31-12-2023
- Configuration:**
 - Number of initial invoice: 1
 - Number of last invoice: (empty)
 - Alert final of series:
 - Number: (empty)
 - Date: 11-12-2023
 - Current value: (empty)
 - Exonerate: ☒ Ticket: ☒
 - electronics: ☒
 - External code: (empty)
 - External code 1: (empty)
 - Serial (SAP): (empty)
 - Accounting code: (empty)
 - ATCUD(SAFT-PT): (empty) - This field is highlighted with a green box.
- Operation Modes:**
 - ☒ (All)
 - ☐ RESTAURANTE
 - ☐ BAR
- Credit note series:** (empty dropdown)
- Buttons:** Accept, Cancel

2 – NewPOS Old Layout

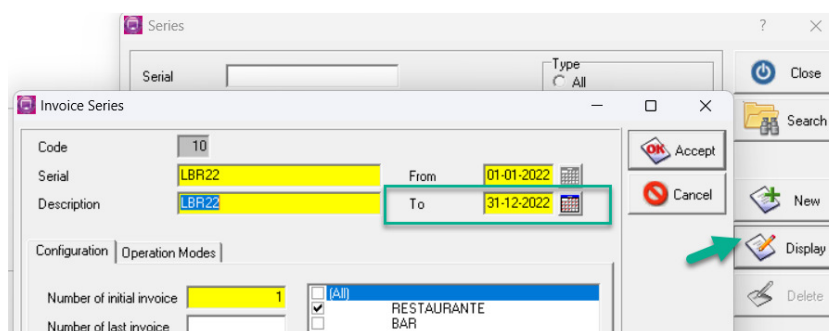
Note – Failure to carry out these procedures will make it impossible to carry out invoicing for the new year after the close of December 31st to January 1st.

1. A new series of invoices should be opened for the New Year.

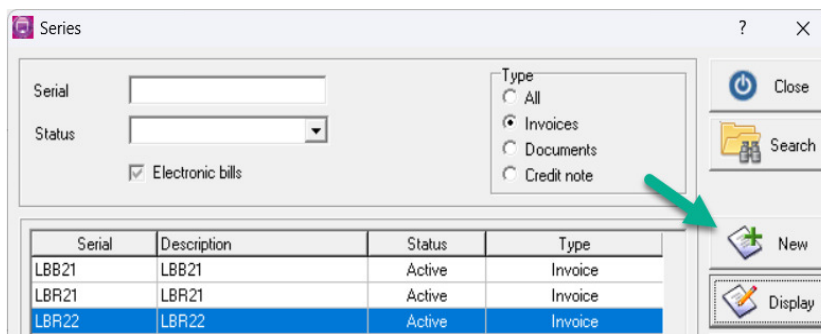
To do that you must open the Series window, located in **Archives > series**



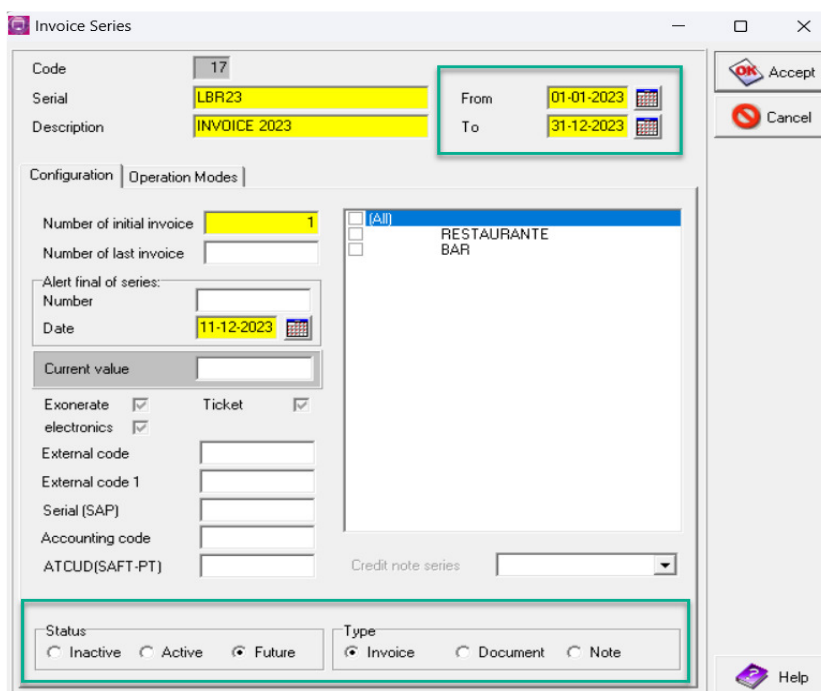
In this window, it's necessary to check if the active series of invoices finish at the end of the current year. For that you must select the actual Invoice Series click Display:



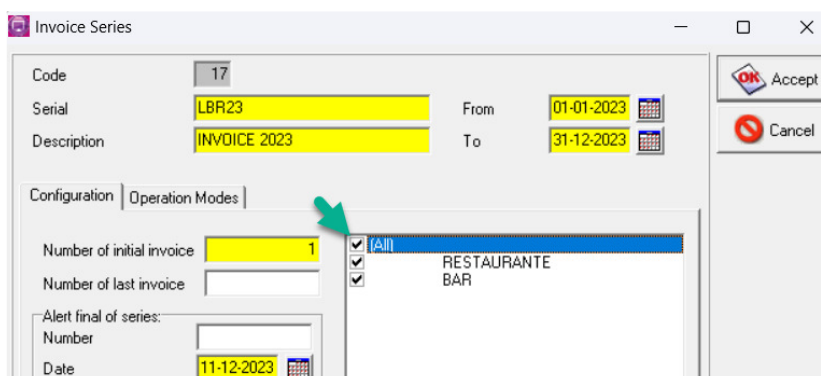
To create a new Invoice Serie for the new year you must click New:



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

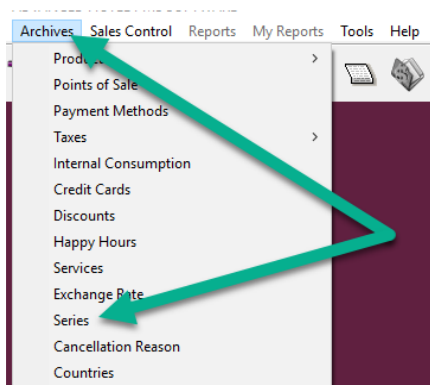


In case of the invoice Series associated to all Point of Sales, you must select the option ALL, if you need an invoice series for the Points of sales individually you must select the point of sales that you want to associate:

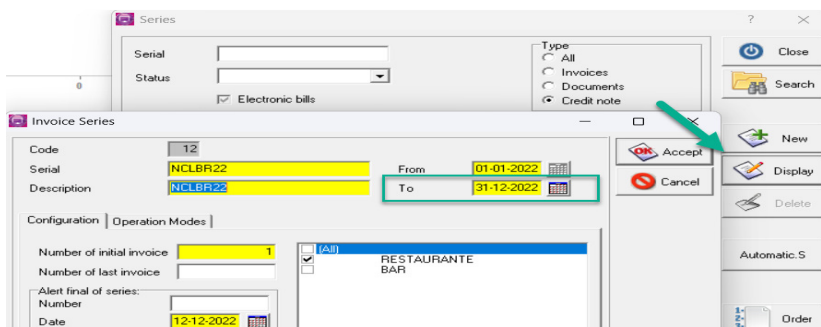


2 A new series of Credit Notes should be opened for the New Year;

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

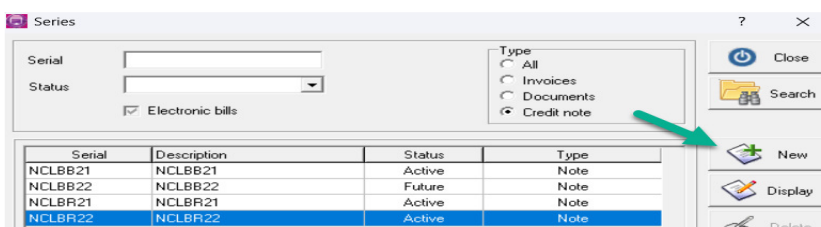


In this window it's necessary to check if the active series of Credit Note finishes at the end of the current year. For that you must select the actual Credit Note Series click Display:

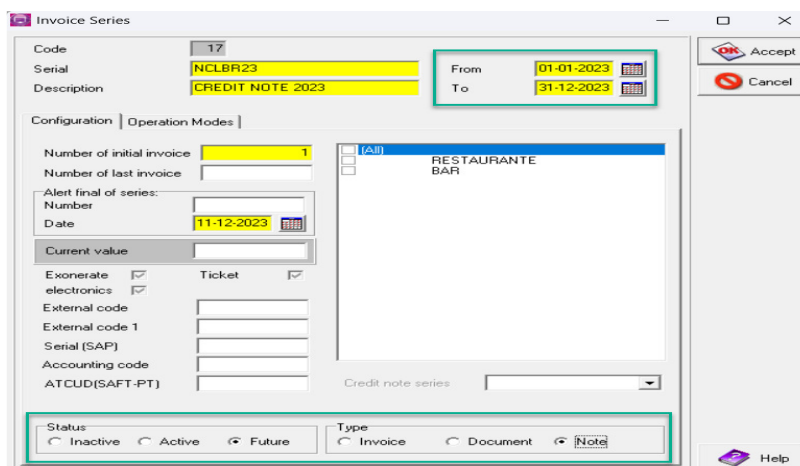


It should be opened a new Credit Note Series for the New Year

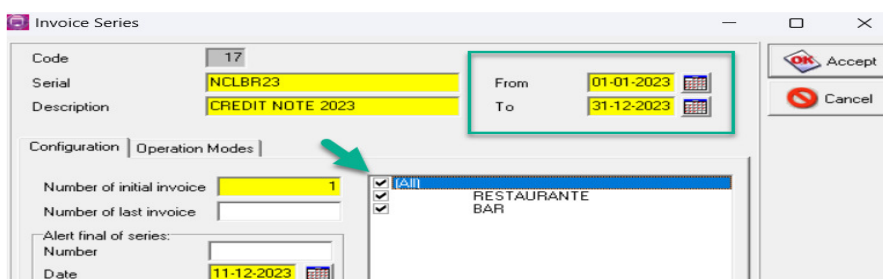
To create a new Credit Note Serie for the new year you must click New:



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



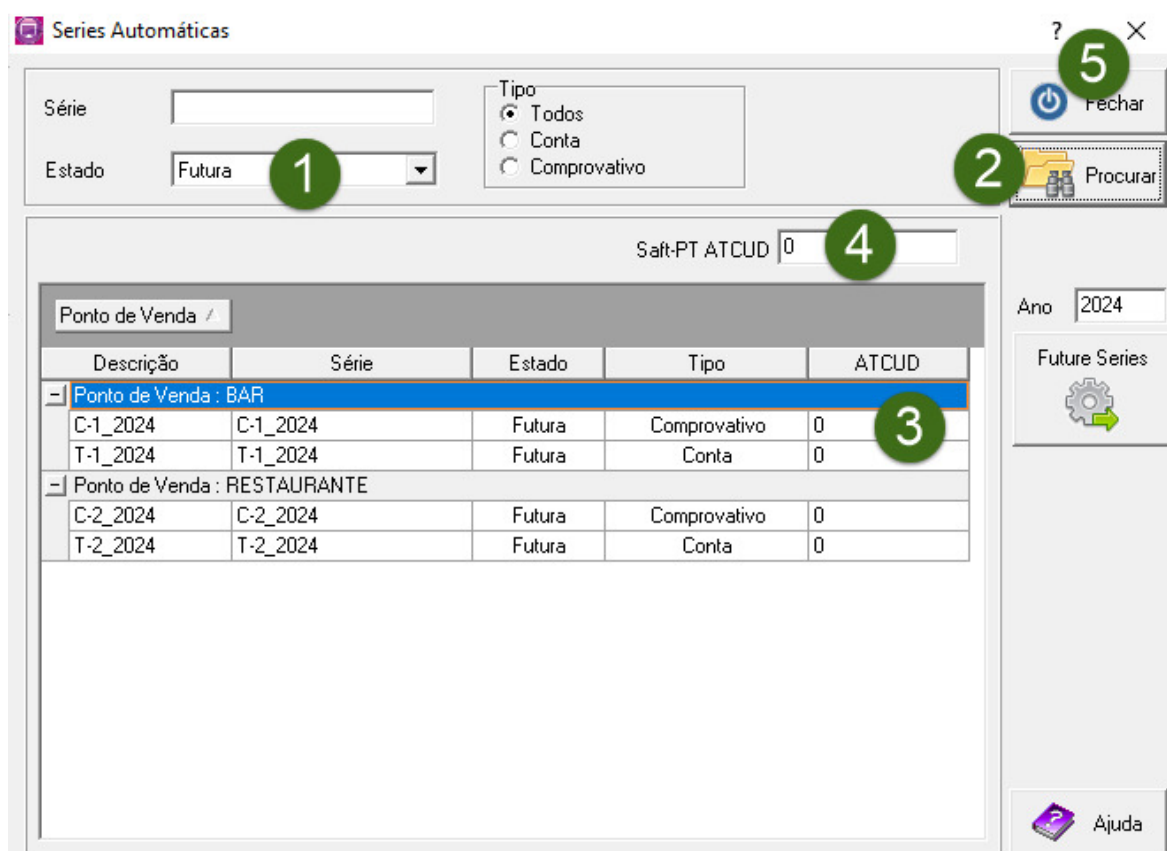
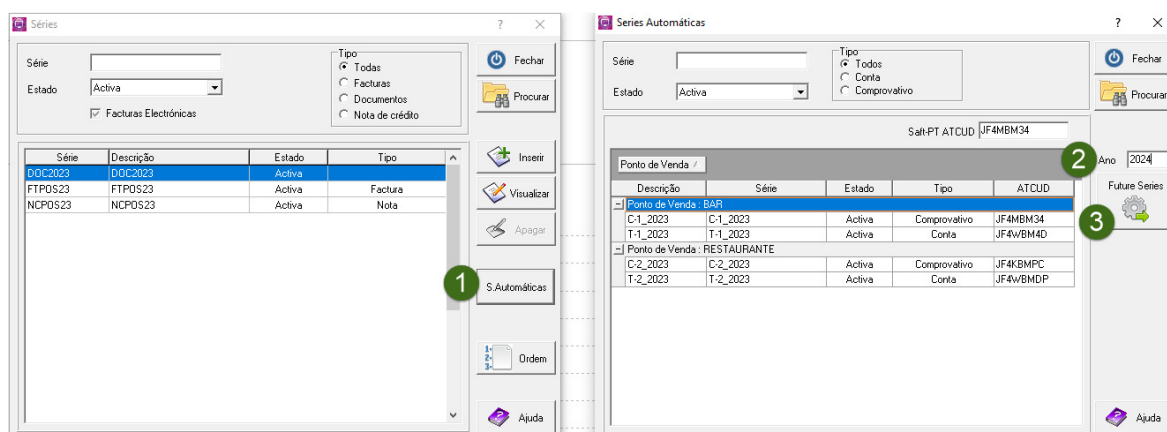
In case of the Credit Note Series associated to all Point of Sales, you must select the option ALL, if you need a Credit Note series for the Points of sales individually you must select the point of sales that you want to associate:



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

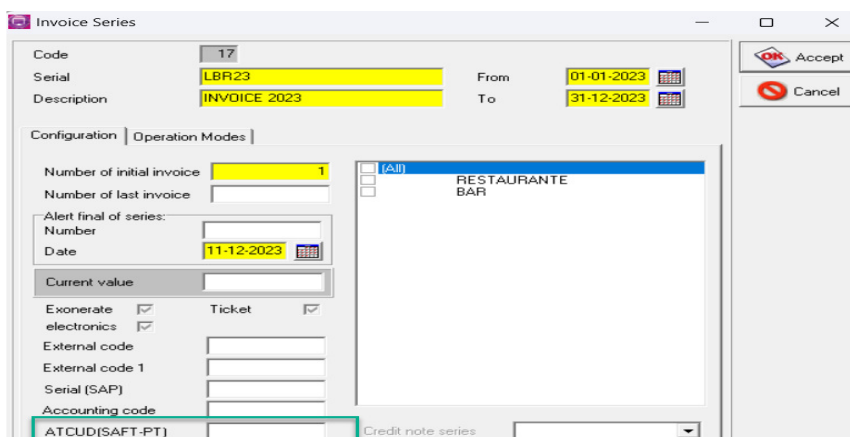


4 Validation of the series sent by AT (ATCUD) – only customers in Portugal

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:

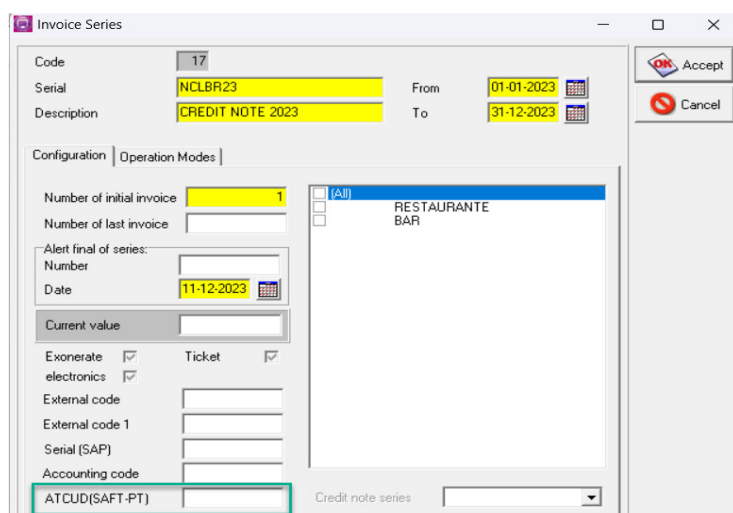
a) Invoices

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



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:



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

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