

## Report card N°: 2023.21

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**Subject: Mandatory Procedures before the End of the Year**

**Procedures for creating document series and unique document code (ATCUD) for PMS**

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## PMS (Front-Office)

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

[https://info.portaldasfinancas.gov.pt/pt/informacao\\_fiscal/legislacao/diplomas\\_legislativos/Documents/Portaria\\_195\\_2020.pdf](https://info.portaldasfinancas.gov.pt/pt/informacao_fiscal/legislacao/diplomas_legislativos/Documents/Portaria_195_2020.pdf)

This validation code must be placed in each series communicated to AT (Tax Authority).

The series could be, for example, the following:

- Invoice/receipt;
- Credit invoice;
- Proforma invoice;
- Credit note;
- Receipts;

Series Documentos							
<div> Limp. Filtros Filtros Procurar </div>							
<div> Adicionar Apagar </div>							
<div> Guardar Colunas Imprimir Exportar CSV 7 Visible 20 1 </div>							
	Tipo	Série	Próximo Número	Fin Série	Estado	Aplicação	Por Defeito
<input type="checkbox"/>	Room Reservations	2022	1220	31-12-2022	Active	NewHotel Cloud PMS	✓
<input type="checkbox"/>	Invoice	FCTRH22	957	31-12-2022	Active	NewHotel Cloud PMS	✓
<input type="checkbox"/>	Credit Note	NCRRH22	18	31-12-2022	Active	NewHotel Cloud PMS	✓
<input type="checkbox"/>	Pro-Forma Invoice	PROFRH22	4	31-12-2022	Active	NewHotel Cloud PMS	✓
<input type="checkbox"/>	Receipts	RECRH22	5	31-12-2022	Active	NewHotel Cloud PMS	✓

There may be other examples that are not mentioned here, we alert our customers however that an individual ATCUD code must be obtained for each of the series created.

**NOTE – The series created must be in the “Future” state as shown in the descriptive image**

Series Documentos		Cancelar	Guardar
Estado	<input type="text" value="Futura"/>		
Tipo Documento	<input type="text" value="Fatura"/>		
Prefixo (Nº)	<input type="text" value="24"/>		
Prefixo (Texto)	<input type="text" value="FCT"/>		
Ordem	<input type="text" value="Texto + Numérico"/>		
Data inicial da série *	<input type="text" value="01/01/2024"/>		
Final Série (número)	<input type="text" value="Final Série (número)"/>		
Final Série (data)	<input type="text" value="31/12/2024"/>		
Próximo Nº	<input type="text" value="1"/>		
Código Validação	<input type="text" value="[-]"/>		
Por Defeito	<input type="radio"/>		
Fiscal	<input type="radio"/>		
Layout de documento			
Formato da série	<input type="text" value="Usar por defeito"/>		
Tamanho mínimo (número)	<input type="text" value="[-]"/>		
Layout	<input type="text" value="[-]"/>		

For more details on obtaining validation codes, contact your accounting department.

We recommend that you carry out today (if you have not already done so) the following 2 procedures that are necessary for the software to function correctly when changing the year:

## Creation of Tax Series

If you have not yet created the series for the next year, before the end of the current year you must create the respective new series for the year 2024 and subsequently insert the unique document code (ATCUD) provided by AT.

To proceed with the creation of new series of documents, go to **Settings > Tax > Document series** via the left side menu:



You must take into account that the series of documents are annual and the one currently in force will end on 31-12-2024, new series must be added as shown in the following example:

Select +ADD :

Series Documentos						
> FILTROS						
+ Adicionar		Apagar		Guardar Colunas		Imprimir
	Tipo	Série	Próximo Número	Fim Série	Estado	Por Defeito
<input type="radio"/>	Fatura	FCT22	6198	31-12-2022	Activa	✓
<input type="radio"/>	Fatura em Dinheiro	FCTB22	2147	31-12-2022	Activa	✓
<input type="radio"/>	Fatura em Dinheiro	FCTR22	12	31-12-2022	Activa	✓
<input type="radio"/>	Fatura Depósito Antecipado	FDA22	101	31-12-2022	Activa	✓
<input type="radio"/>	Nota de Crédito - Dinheiro	NCR22	16	31-12-2022	Activa	✓
<input type="radio"/>	Nota de Crédito	NCR22	115	31-12-2022	Activa	✓
<input type="radio"/>	Nota de Crédito - Dinheiro	NCRA22	20	31-12-2022	Activa	✓

In the new window, fill in the fields accordingly:

Document Type – Type of document (Invoice, Credit Note, Receipt, etc.)

Prefix (number) – prefix number of the series you want to create (24,2024, etc.)

Prefix (Text) – prefix text of the series you want to create (FCT, FT, NC, etc.)

Series start date – date when the created series will start (01/01/2024)

Final Series (Date) – End date of the series you intend to create (12/31/2024):



If you do not yet have the validation code, you must make the request to the tax authority as soon as possible and before issuing the first invoice in the corresponding series.

## Insertion of unique document code (ATCUD)

There are two ways to enter series codes after their creation, either manually or via web services.

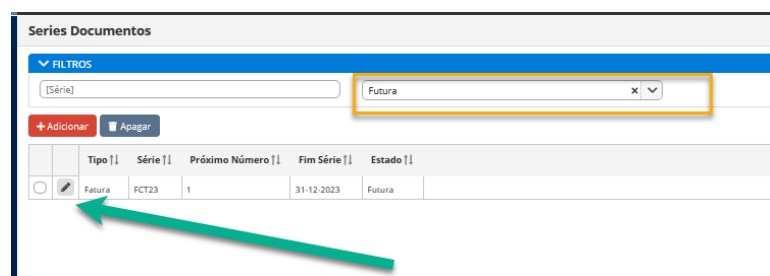
**NOTE** – NewHotel's certification code can be found at the bottom of currently issued invoices, which in the case of NewHotel cloud applications is **1437**.

### Manual Insertion:

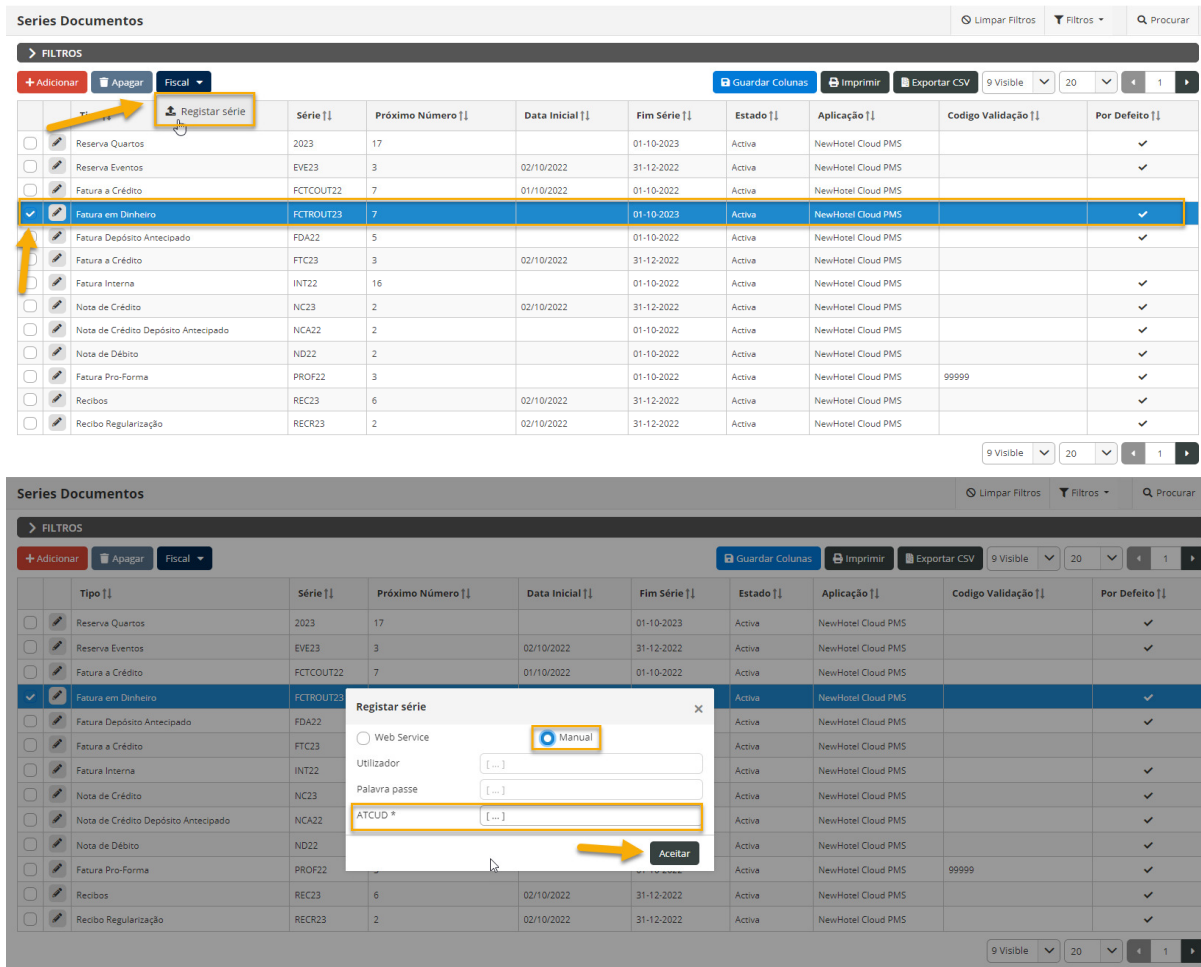
After creating the series and as soon as you receive the validation code for the series communicated to AT, you must go to the left side menu, **Settings > Tax > Series of documents**, select each series and insert the corresponding validation code in the fields shown above;



In the filter you must select by FUTURE series and select the series:



In each series, place the validation code sent by AT:



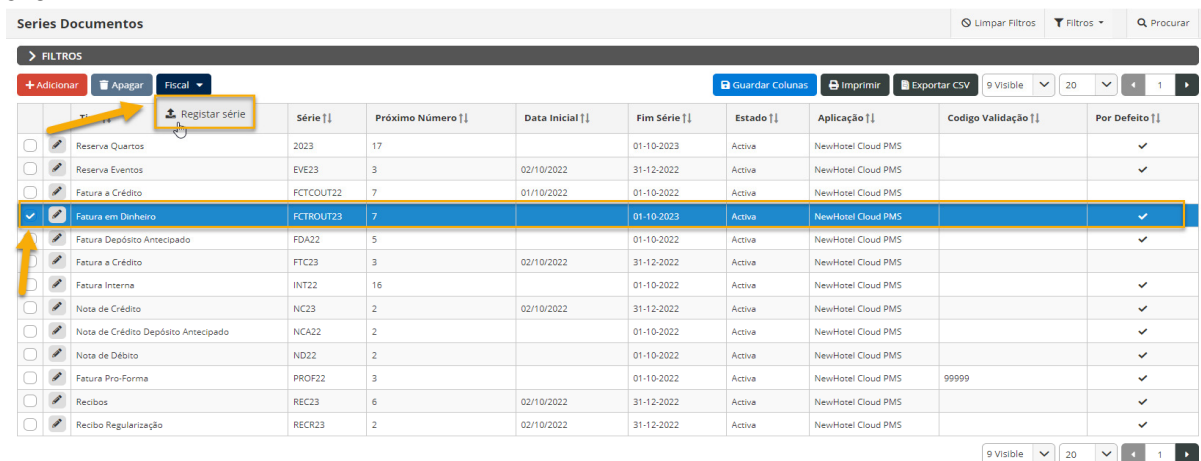
The screenshot shows the 'Series Documentos' interface with the 'Faturar em Dinheiro' series selected. The 'Registrar série' dialog box is open, showing the 'Manual' option selected. The 'ATCUD \*' field is highlighted, and an arrow points to the 'Aceitar' button.

	Tipo	Série	Próximo Número	Data Inicial	Fim Série	Estado	Aplicação	Código Validação	Por Defeito
<input type="checkbox"/>	Reserva Quartos	2023	17		01-10-2023	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Reserva Eventos	EVE23	3	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura a Crédito	FCTCOUT22	7	01/10/2022	01-10-2022	Activa	NewHotel Cloud PMS		✓
<input checked="" type="checkbox"/>	Fatura em Dinheiro	FCTROUT23	7		01-10-2023	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Depósito Antecipado	FDA22	5		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura a Crédito	FTC23	3	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Interna	INT22	16		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Crédito	NC23	2	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Crédito Depósito Antecipado	NCA22	2		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Débito	ND22	2		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Pro-Forma	PROF22	3		01-10-2022	Activa	NewHotel Cloud PMS	99999	✓
<input type="checkbox"/>	Recibos	REC23	6	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Recibo Regularização	RECR23	2	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓

To finalize the changes, select “Save”.

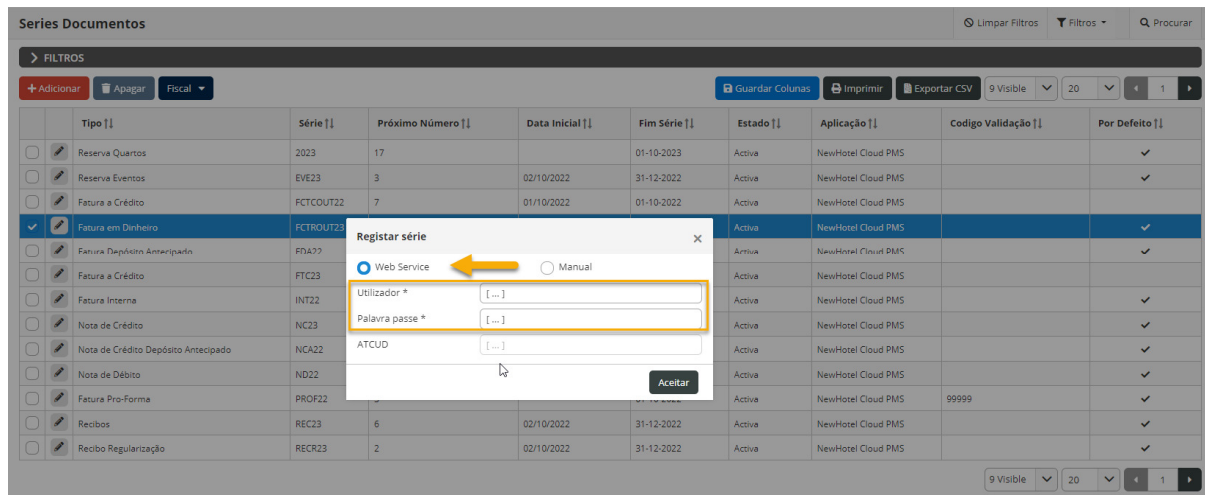
### Insertion via WebServices:

After creating the series, go to the left side menu, **Settings > Tax > Series of documents**, select each series and enter the user code and respective password previously created on the AT website as shown



The screenshot shows the 'Series Documentos' interface with the 'Faturar em Dinheiro' series selected. The 'Registrar série' dialog box is open, showing the 'Manual' option selected. The 'ATCUD \*' field is highlighted, and an arrow points to the 'Aceitar' button.

	Tipo	Série	Próximo Número	Data Inicial	Fim Série	Estado	Aplicação	Código Validação	Por Defeito
<input type="checkbox"/>	Reserva Quartos	2023	17		01-10-2023	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Reserva Eventos	EVE23	3	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura a Crédito	FCTCOUT22	7	01/10/2022	01-10-2022	Activa	NewHotel Cloud PMS		✓
<input checked="" type="checkbox"/>	Fatura em Dinheiro	FCTROUT23	7		01-10-2023	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Depósito Antecipado	FDA22	5		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura a Crédito	FTC23	3	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Interna	INT22	16		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Crédito	NC23	2	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Crédito Depósito Antecipado	NCA22	2		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Nota de Débito	ND22	2		01-10-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Fatura Pro-Forma	PROF22	3		01-10-2022	Activa	NewHotel Cloud PMS	99999	✓
<input type="checkbox"/>	Recibos	REC23	6	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓
<input type="checkbox"/>	Recibo Regularização	RECR23	2	02/10/2022	31-12-2022	Activa	NewHotel Cloud PMS		✓

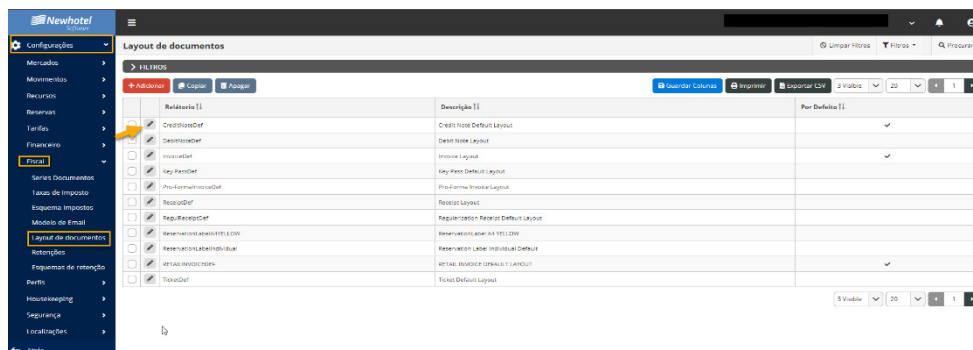


**NOTE:** For more information on how to create a user and respective password to obtain codes via webservices, please consult the additional information in this bulletin.

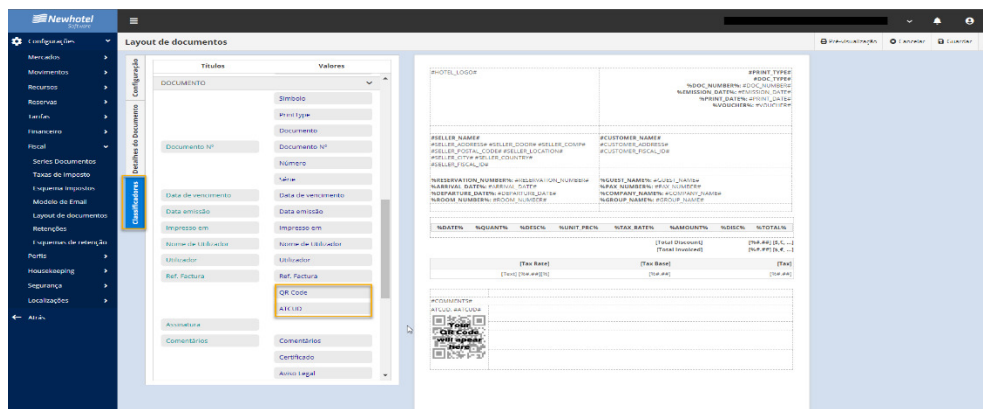
## Changing document layout

After creating the series of documents with the respective ATCUD codes, the document layouts must be changed as the information will be included in the issuance of tax documents.

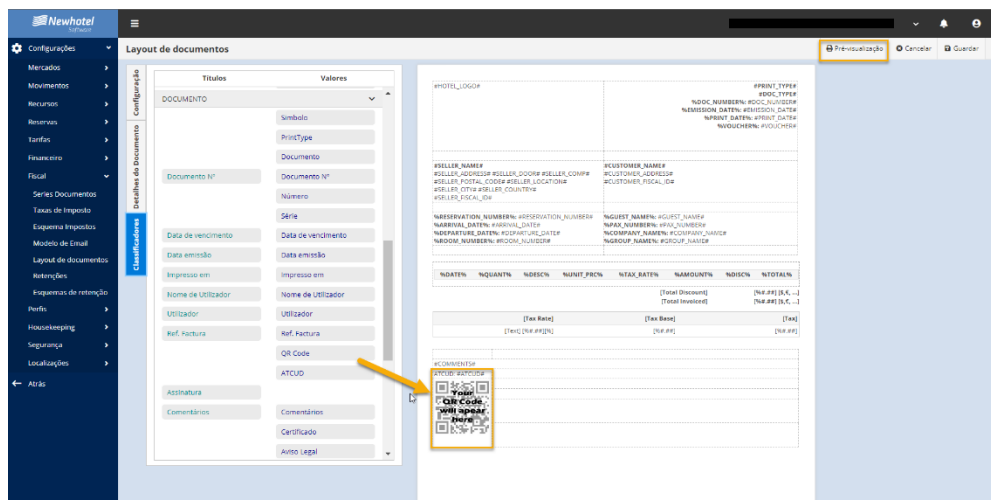
To make the change, you must go to **Settings > Tax > Document Layout** and click on the pencil symbol in each document:



Once in the document window, you must select the **classifiers** option and look for the fields corresponding to **ATCUD and QR Code**:



To place them in the document, you just need to “Drag” them to the desired location in the document, in the example shown, both fields were placed in the bottom left field of the page:



You can view a preview of the document in the top right field:

**Original**  
**Fatura/Recibo**  
**Fatura/Recibo Nº: 8/FCT22**  
**Data emissão: 04-06-2022**  
**Impresso em: 22/12/2022 15:35:39**  
Marco Lima  
**Voucher:**

**NewHotel Cloud Suite - N**  
Rua Luis I, Braga 21  
4617-358 Braga  
Braga Portugal

**Reserva Nº:** 600/2022  
**Entrada:** 01-06-2022  
**Saída:** 04-06-2022  
**Alojamento Nº:** 108

**Hóspede:**  
**Pax:** 2-1-0  
**Empresa:**  
**Nome grupo:**

**Ref. Fatura:**

Data	Descrição	Qt.	Taxa Imposto	Imposto	Valor Unitário	Total	Saldo
01/06/2022	Alojamento com Pequeno Almoço	1	6.00	8.49	141.51	150.00	150.00
01/06/2022	Recepção/Cama Extra	1	13.00	2.88	22.12	25.00	175.00
01/06/2022	Recepção/Lavandaria	1	23.00	5.61	24.39	30.00	205.00
01/06/2022	Spa/Massagem Corporal	2	23.00	11.22	24.39	60.00	265.00
02/06/2022	Alojamento com Pequeno Almoço	1	6.00	8.49	141.51	150.00	415.00
02/06/2022	Recepção/Cama Extra	1	13.00	2.88	22.12	25.00	440.00
03/06/2022	Alojamento com Pequeno Almoço	1	6.00	8.49	141.51	150.00	590.00
03/06/2022	Recepção/Cama Extra	1	13.00	2.88	22.12	25.00	615.00
04/06/2022	Multibanco					-615.00	0.00
<b>Total Facturado</b>						<b>615,00 €</b>	

Taxa Imposto	Valor Liquido	Imposto
13%	66.37	8.63
23%	73.17	16.83
6%	424.53	25.47

Assinatura

ATCUD: 123456789-0

Sociedade por Quotas - Capital Social: 1.000.00€ - Matriculada na C.R.C. de Lisboa  
NIF: 123456789 | IBAN: PT50 0000 0000 0000 0000 0 BIC/SWIFT:BCOMPTPL  
NIF: +351 253 000 000 (Chamada para a rede fixa nacional)  
Telex: +351 933 000 000 (Chamada para a rede móvel nacional)  
Email: [newhotel@newhotel.com](mailto:newhotel@newhotel.com) | Site: [www.newhotel.com](http://www.newhotel.com)  
Estes artigos foram colocados à disposição do cliente nas datas acima referidas.  
PBO6-Processado por programa certificado no. 1437/AT  
NewHotel Software. All rights reserved.

1 / 1

If you have any questions, contact the NewHotel Helpdesk, available 24 hours a day.

## Additional Information:

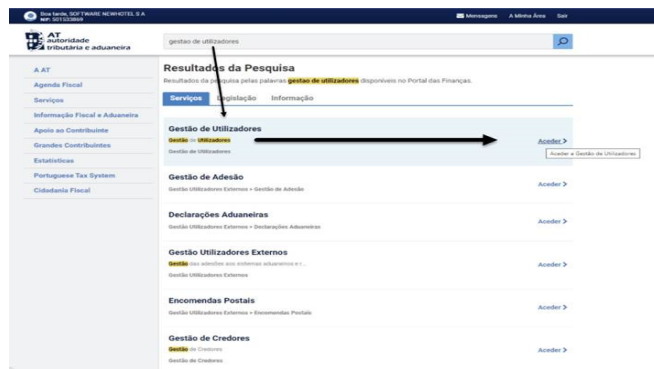
- For more information about ATCUD, what it is and what it is for, please see the link [Outras Obrigações > Séries/ATCUD > Âmbito de Aplicação \(portaldasfinancas.gov.pt\)](#) where you can find detailed information on the topic.

- How to proceed on the AT website to create a user to obtain codes via webservice:

1. You must access the AT website at [Portal das Finanças \(portaldasfinancas.gov.pt\)](#)
2. Enter your access credentials



You should search for **“User Management”** in the search bar:



3. When creating the user, assign the indicated permission depending on the type of automatic communication WSE (via web series) and/or manually CGS
- 4.

WSE – Communication and Management of Web Series

CGS – Communication and Series Management



## Gestão de Utilizadores

### Alterar Utilizador

Esta página permite-lhe alterar os dados de um utilizador autorizado.

#### Utilizador

#### Nome

#### Senha

#### Confirme Senha

(Preencha este campo, apenas se quiser alterar a senha actual.)

☐ Permitir Acesso Telefónico

(Acione este campo se desejar que o utilizador possa realizar operações através do telefone)

#### E-mail

(Optional)

#### Operações Autorizadas

- ☐ 1DA - Perfil uumds CD,CUST\_ADMINISTRATIVE
- ☐ 1DE - Perfil uumds CD,CUST\_EXECUTIVE
- ☐ 1DL - Perfil uumds CD,CUST\_CONSULTATIVE
- ☒ CGS - Comunicação e Gestão de Séries
- ☐ CIT - Consulta Informações da Inspeção Tributária
- ☐ CA - Contribuição Autárquica / Imposto Municipal sobre Imóveis
- ☐ CAD - Consulta situação cadastral
- ☐ CAT - Contencioso Administrativo Tributário
- ☐ CCD - Pedido de regularização de IVA - Artigo 78º-B do Código do IVA
- ☐ CCE - Consulta Transferências Entidade
- ☒ WSE - Comunicação e Gestão de Séries por webservice
- ☐ WTX - Operações para agentes e-taxfree
- ☐ WVA - Webservice da Declaração Periódica de IVA

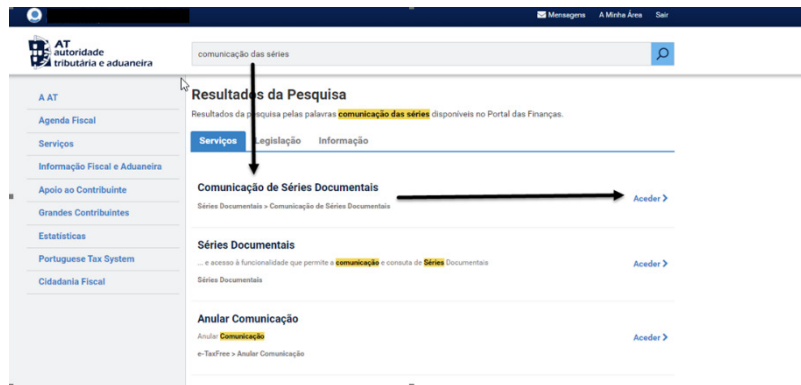
After creating the user in question, you can enter the data in the fields described in the example of creating a series via the webservices of your billing system.

#### - How to proceed on the AT website to obtain document series codes:

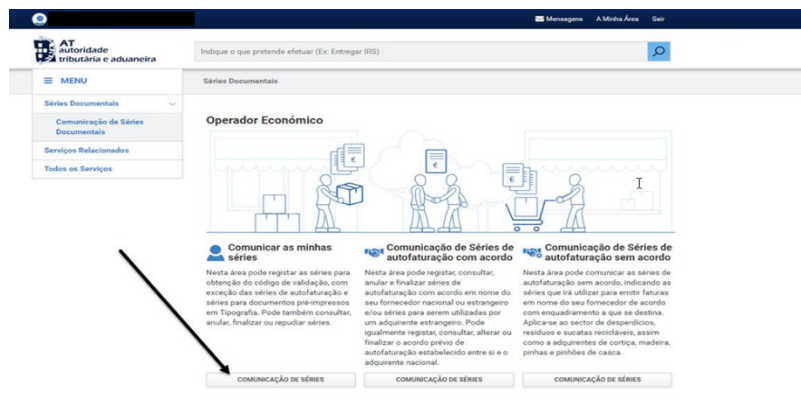
1. You must access the AT website at [Portal das Finanças \(portaldasfinancas.gov.pt\)](https://portaldasfinancas.gov.pt)
2. Enter your access credentials



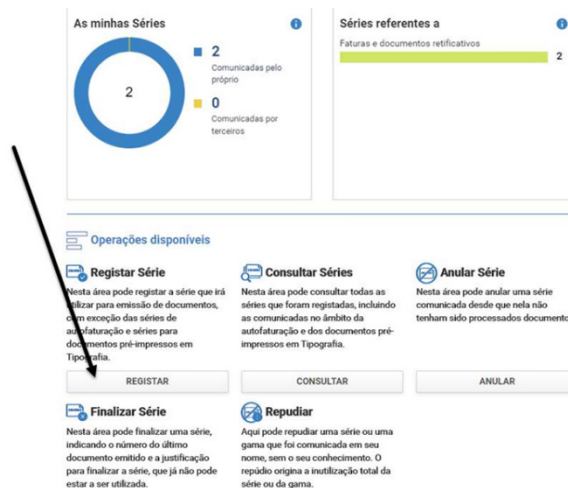
3. In the search field, enter **“Documentary Series Communication”**



4. Select the **“Series Communication”** field



Select the **“Register Series”** field



5. Proceed with filling in the necessary fields accordingly:

**NOTE –** NewHotel's certification code can be found at the foot of invoices currently issued, which in the case of CLOUD applications is **1437**.

6. After confirmation by AT of the series registration, a code will be generated that can be consulted in this field:

If you have any doubts about filling in the fields when registering the series of documents to be carried out, we recommend that you contact your accountant or the person responsible for your company's accounting.

If you have any questions, contact the NewHotel Helpdesk, available 24 hours a day.

Helpdesk	Headquarters
Tel: +(351) 21 844 00 20	Tel: +(351) 21 844 00 10
Móvel: +(351) 93 300 00 00	Av. Almirante Gago Coutinho, 70
Skype: Helpdesk.Newhotel	1700-031 Lisboa   Portugal