

Report card N^o: 2023.27

Subject: Mandatory Procedures before the End of the Year

Procedures for creating document series and unique document code (ATCUD) for POS

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POS (Point of Sales)

For **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 document's unique code (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 to be sent (ATCUD) or alternatively proceed by requesting the code via web services.

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 are as follows:

- Table Consultation;
- Cash invoice;
- Credit Note - Money;
- Tickets;

Document series									
<div> <div>Clear Filter</div> <div>Filters</div> <div>Search</div> </div>									
<div> <div>FILTERS</div> <div> <div>[Series]</div> <div>Active</div> <div>NewHotel Cloud POS</div> <div>Hide inactive series</div> </div> <div> <div>+ Add</div> <div>Delete</div> <div>Fiscalization</div> </div> <div> <div>Save Columns</div> <div>Print</div> <div>Export CSV</div> <div>9 Visible</div> <div>20</div> <div>1</div> </div> </div>									
	Type []	Series []	Next number []	Initial date []	End series []	Status []	Application []	Val. code []	Default []
<input type="checkbox"/>	Consulta Mesa	CMREST23	11		31-12-2022	Active	NewHotel Cloud POS		✓
<input type="checkbox"/>	Fatura em Dinheiro	FCTRESTRAUL224	13		31-12-2022	Active	NewHotel Cloud POS		✓
<input type="checkbox"/>	Nota de Crédito - Dinheiro	NCRREST23	3		31-12-2022	Active	NewHotel Cloud POS		✓
<input type="checkbox"/>	Tickets	TCKRESTRAUL9924	46		31-12-2023	Active	NewHotel Cloud POS		✓

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

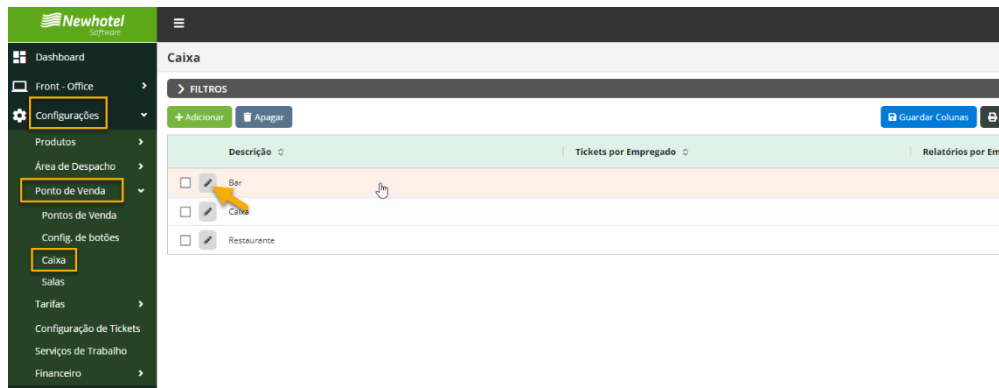
For more details on obtaining validation codes, contact your accounting department.

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 during the year change.

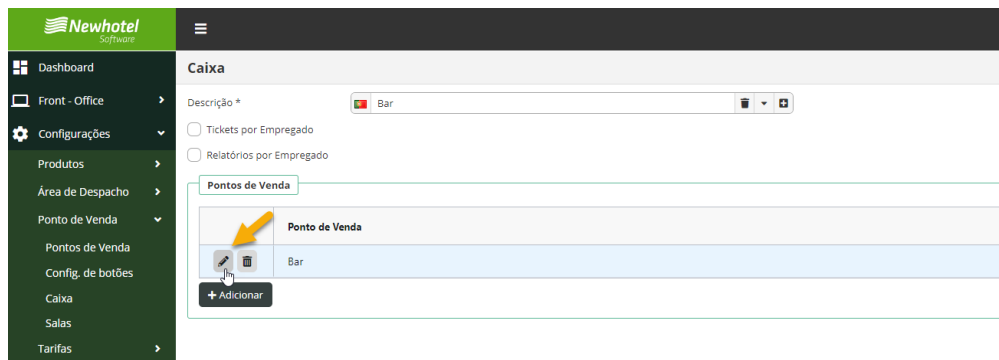
Creation of Tax Series

If you have not yet created the series for next year, before the end of the current year you must create the new series for the year 2023 and enter the unique document code (ATCUD) returned by AT.

To do this, go to the left side menu, **Settings> Point of Sale> Cashier>** Edit cashier. Must be done cashier by cashier (Bar, Restaurant, etc.).

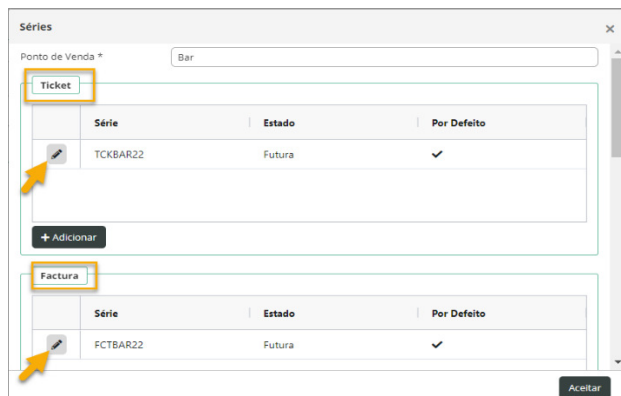


Inside the box, we have to edit the point of sale information again:



The series window defined at each point of sale will appear. To create the series, click on the pencil sign.

You must carry out the procedure individually for each desired document (Ticket, Invoice, Credit Note).



The fields must be filled in accordingly:

Séries

Ticket

Prefixo (Nº)

24

Prefixo (Texto)

TKC

Ordem

Texto + Numérico

Data inicial da série

01/01/2024

Final Série (número)

[...]

Final Série (data)

31/12/2024

Próximo Nº

1

Código Validação

[...]

☐

Por Defeito

✕

✓

Aceitar

Prefix (number) – prefix number of the series you want to create

Prefix (Text) – prefix text of the series you want to create

Order – the order in which you want to display the prefixes

Final Series (number) – if you want the series to end on a number (as a rule it is not filled in)

Final Series (Date) – End date of the series you want to create

Series start date - Start date of the series you want to create

Next Number - Starting number of the series created

After filling in the necessary fields, it must be validated by pressing the button with the green symbol and finalizing by pressing “**Accept**”.

If you do not yet have the validation code, you must make the request to the tax authority manually or through a web service as quickly as possible and before issuing the first invoice in the corresponding series.

Insertion of unique document code (ATCUD)

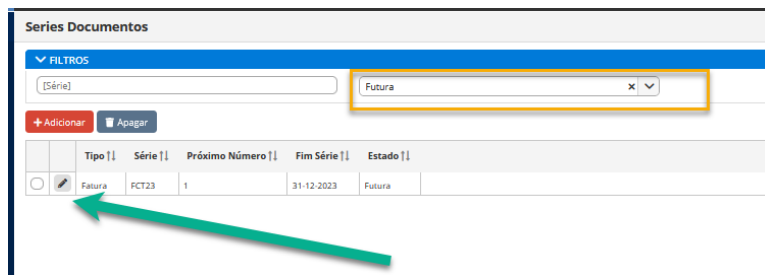
There are two ways to enter series codes after their creation, either manually or via web services. These procedures will have to be carried out in the PMS similar to the operation carried out for the invoice series of your property.

Manual shape insertion:

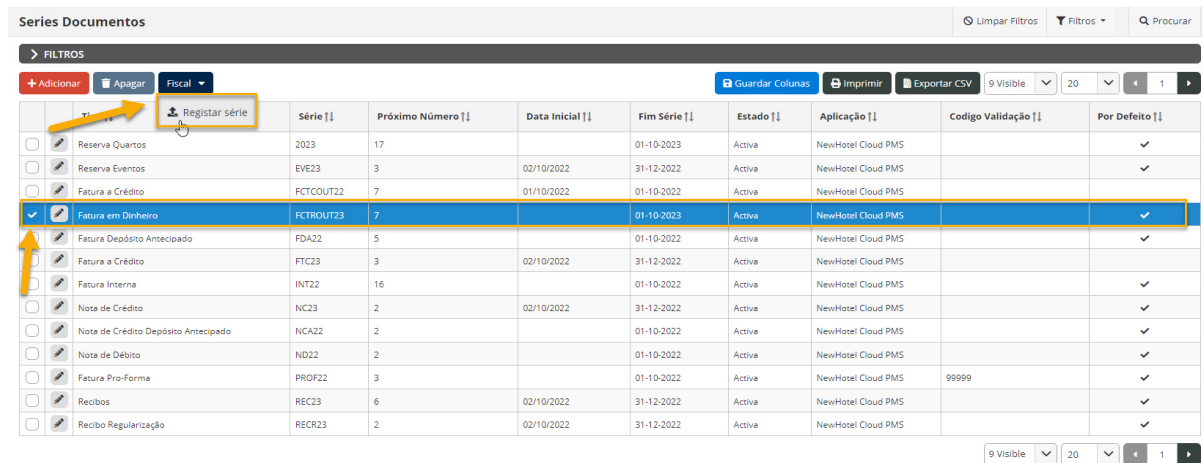
After creating the series and as soon as you receive the validation code for the series communicated to AT, you must go to the left side menu, **Settings > Tax > Series of documents**, select each series and enter the corresponding validation code in the fields shown below.;

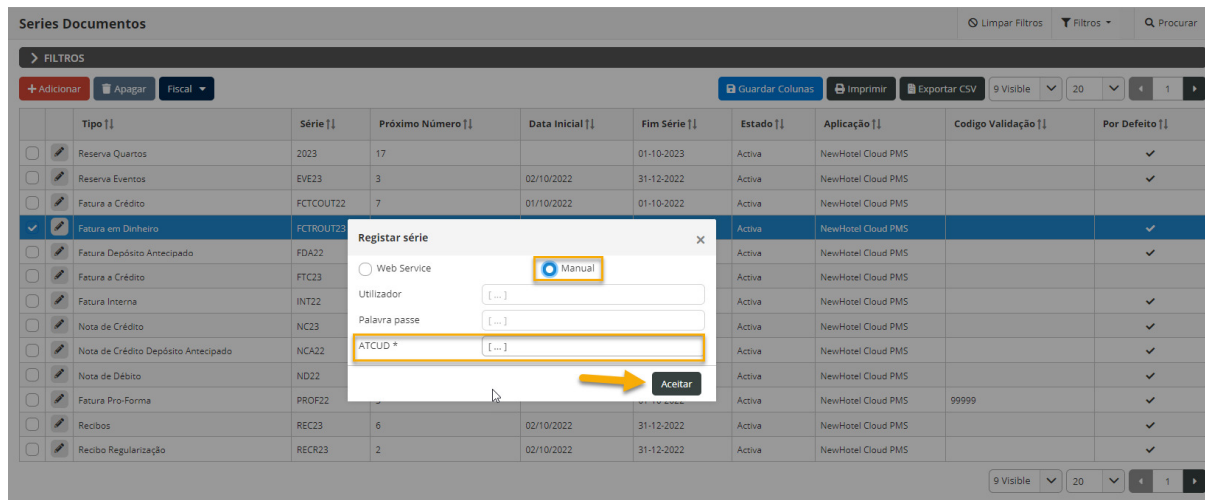


In the filter you must select by FUTURE series and select the series:



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



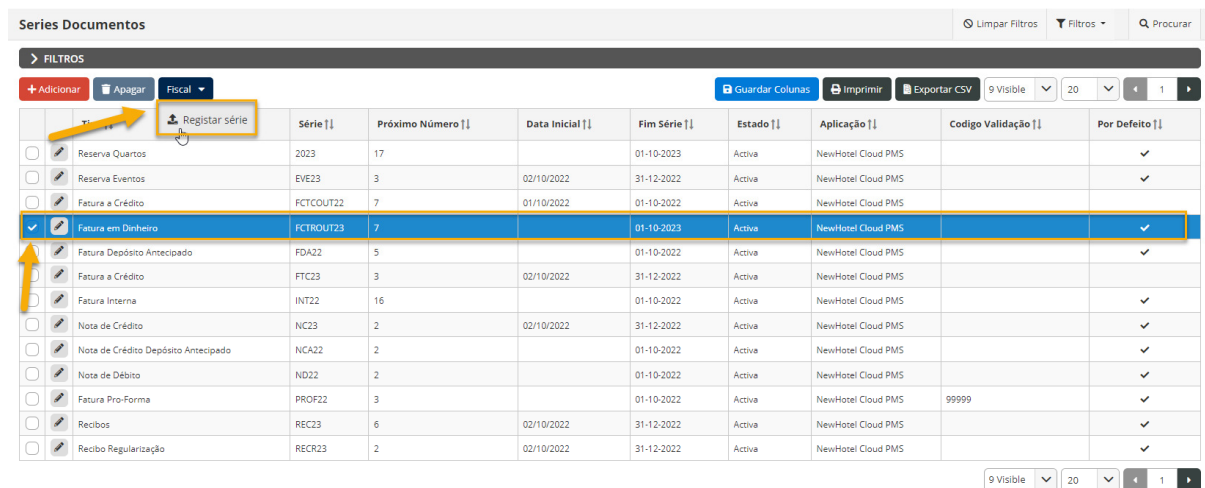


The screenshot shows the 'Series Documentos' interface. A modal titled 'Registrar série' is open, with the 'Manual' radio button selected. The modal contains the following fields: 'Utilizador' (with a dropdown arrow), 'Palavra passe' (with a dropdown arrow), and 'ATCUD *' (with a dropdown arrow). An orange arrow points to the 'Aceitar' button at the bottom right of the modal. The background table lists various document types and their series information.

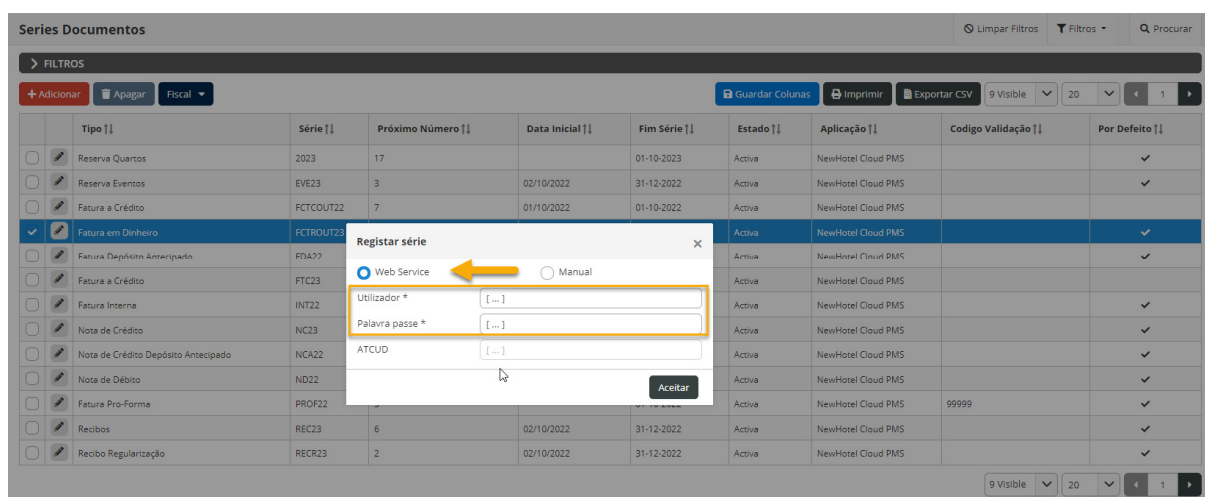
To finalize the changes, select “Save”.

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:



This screenshot shows the 'Series Documentos' interface. A yellow box highlights the 'Registrar série' button in the top left corner. Another yellow box highlights the 'Fatura em Dinheiro' row in the table, which has the series code 'FCTROUT23' and the next number '7'. The table also shows other document types and their series information.



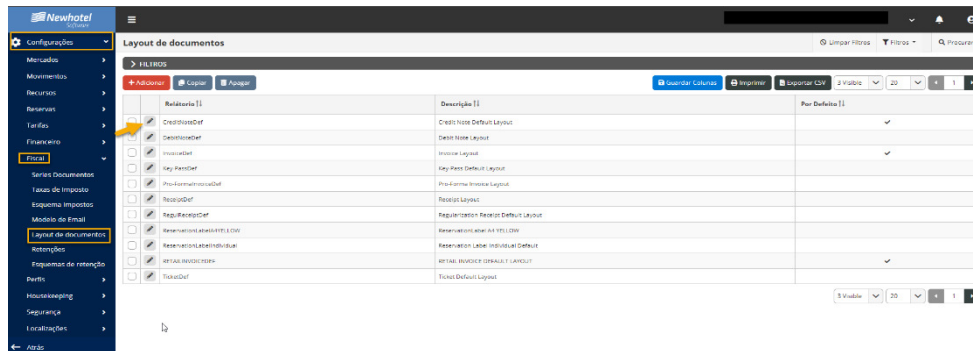
This screenshot shows the 'Series Documentos' interface with a modal titled 'Registrar série' open. The 'Web Service' radio button is selected. The modal contains the following fields: 'Utilizador *' (with a dropdown arrow), 'Palavra passe *' (with a dropdown arrow), and 'ATCUD' (with a dropdown arrow). An orange arrow points to the 'Web Service' radio button. The background table lists various document types and their series information.

NOTA: 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.

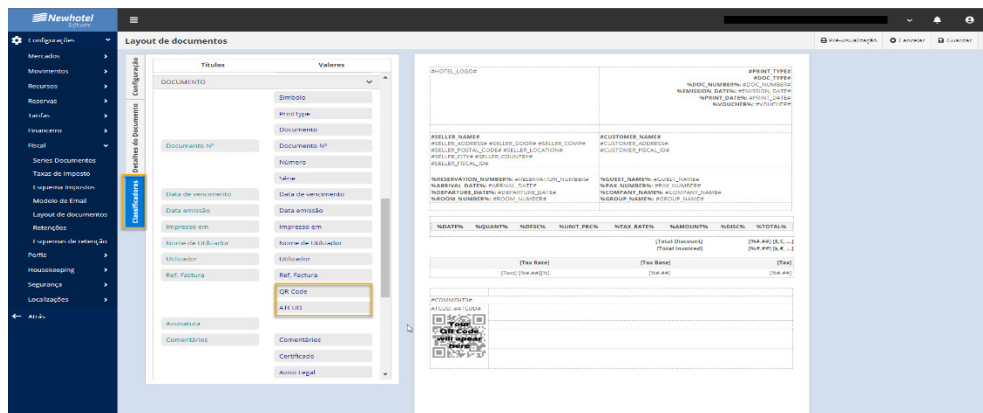
Changing document layout

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.

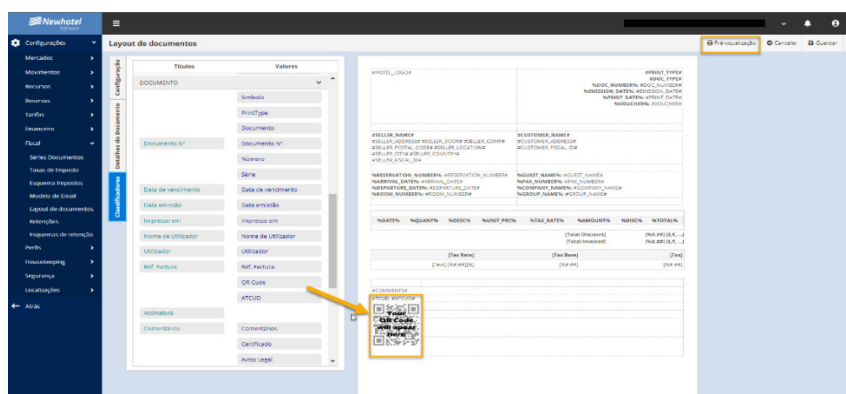
To make the change, you must go to **Settings > Tax > Document Layout** and click on the pencil symbol in each document:




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:



Newhotel Cloud Suite - N
Rua Luis I, Braga 21
4817-358 Braga
Braga Portugal

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

Original
Fatura/Recibo
Fatura/Recibo Nº: RRC122
Data emissão: 04-06-2022
Impresso em: 22/12/2022 15:35:39
Marco Lima
Voucher:

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	5.51	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
03/06/2022	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

Total Facturado

615,00 €

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

Assinatura



ATCUD: 123456789-1

Sociedade por Quotas - Capital Social: 1.000.00€ - Matriculada na C.R.C. de Lisboa
NIF: 123456789 | Balcão: PT50 0000 0000 0000 0000 0000 | BIC: BNPPTT33
Telex: +351 263 000 000 (Chamada para a rede fixa nacional)
Telex: +351 933 000 000 (Chamada para a rede móvel nacional)
Email: atcud@atcud.pt | Site: www.atcud.pt
Estes artigos foram colocados à disposição do cliente nas datas acima referidas.
PDG-Processado por programa certificado no. 1437/AT
NewHotel Software. All rights reserved.

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 webservices:

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



AUTENTICAÇÃO

Gov.PT

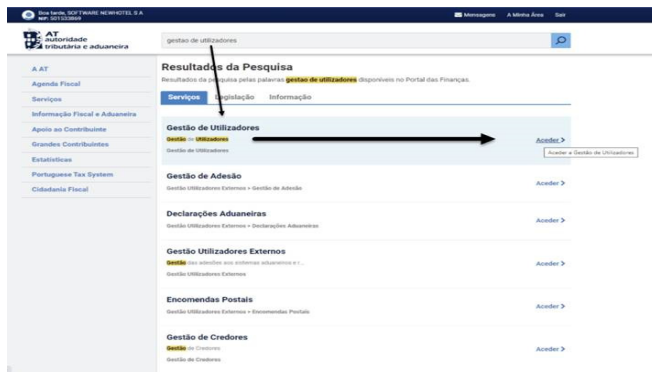
NIF

EORI

[Recuperar senha](#)

[Novo Utilizador](#)

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



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

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

501533869/2

Nome

NEWHOTEL SOFTWARE

Senha

Senha para o Novo Utilizador

Confirme Senha

Senha para o Novo Utilizador

(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

Ex.: nome@mail.pt

(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

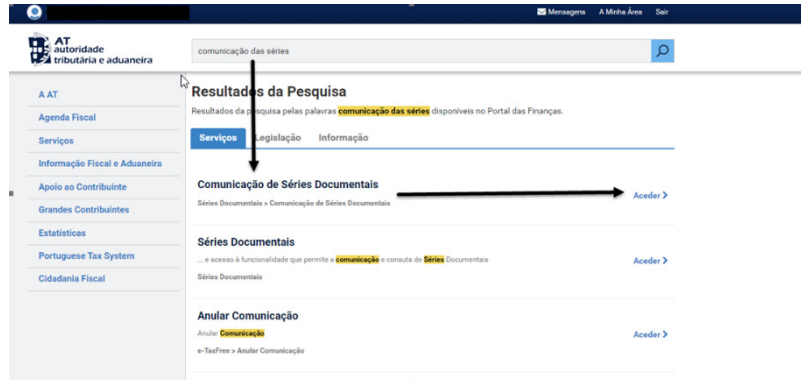
After creating the user in question, you can enter the data in the fields described in the example of creating a series via the webservices of your billing system.

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

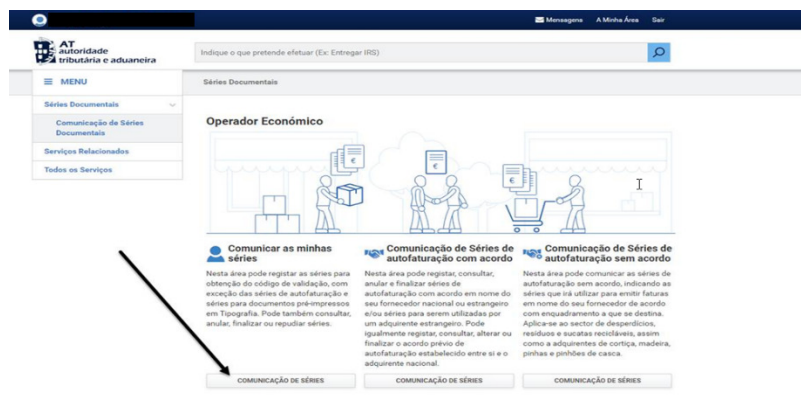
1. You must access the AT website at [Portal das Finanças \(portaldasfinancas.gov.pt\)](https://portaldasfinancas.gov.pt)
2. Enter your access credentials



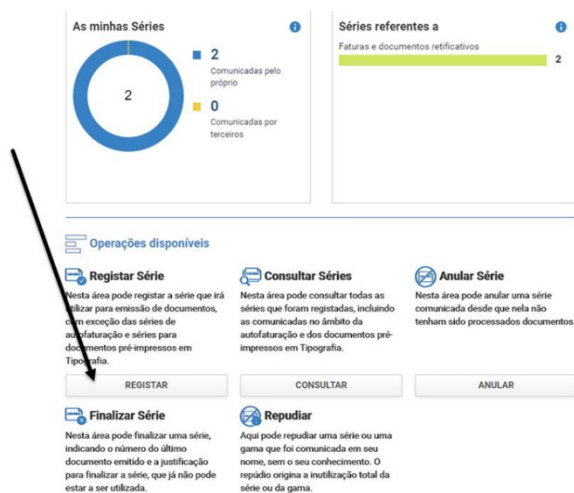
3. In the search field, enter **“Documentary Series Communication”**



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



5. Select the **“Register Series”** field:



As minhas Séries

2 Comunicadas pelo próprio
0 Comunicadas por terceiros

Séries referentes a
Faturas e documentos rectificativos 2

Operações disponíveis

Registrar Série
Nesta área pode registar a série que irá utilizar para emissão de documentos, com exceção das séries de autofaturação e séries para documentos pré-impressos em Tipografia.

Consultar Séries
Nesta área pode consultar todas as séries que foram registadas, incluindo as comunicadas no âmbito da autofaturação e dos documentos pré-impressos em Tipografia.

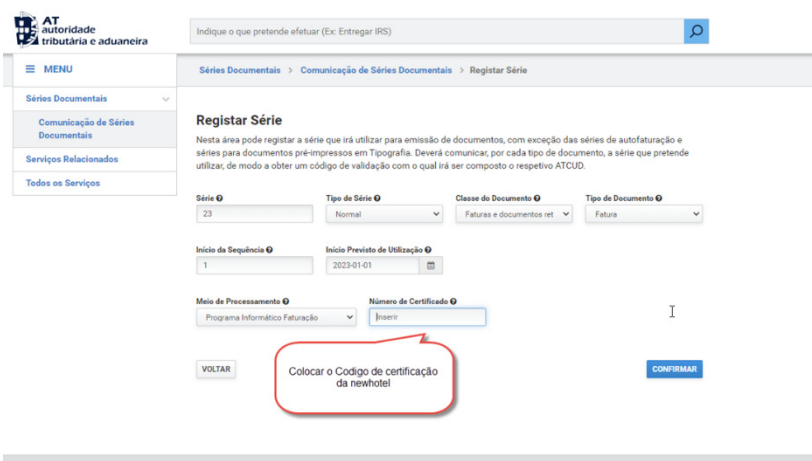
Anular Série
Nesta área pode anular uma série comunicada desde que nela não tenham sido processados documentos.

Repudiar
Aqui pode repudiar uma série ou uma gama que foi comunicada em seu nome, sem o seu conhecimento. O repúdio origina a inutilização total da série ou da gama.

Finalizar Série
Nesta área pode finalizar uma série, indicando o número do último documento emitido e a justificação para finalizar a série, que já não pode estar a ser utilizada.

REGISTAR CONSULTAR ANULAR

6. Proceed with filling in the necessary fields accordingly:



Indique o que pretende efetuar (Ex: Entregar IRS)

Séries Documentais > Comunicação de Séries Documentais > Registrar Série

Registrar Série
Nesta área pode registar a série que irá utilizar para emissão de documentos, com exceção das séries de autofaturação e séries para documentos pré-impressos em Tipografia. Deverá comunicar, por cada tipo de documento, a série que pretende utilizar, de modo a obter um código de validação com o qual irá ser composto o respetivo ATCUD.

Série 23 Tipo de Série Normal Classe do Documento Faturas e documentos ret Tipo de Documento Fatura

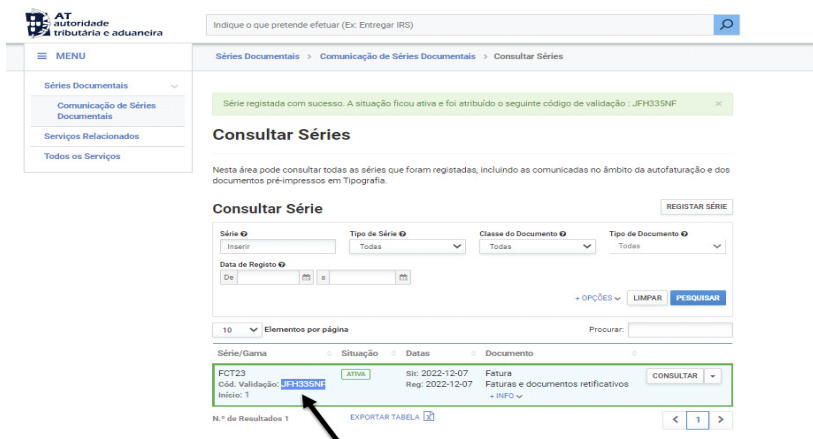
Início da Sequência 1 Início Previsto de Utilização 2023-01-01

Meio de Processamento Programa Informático Faturação Número de Certificado Inserir

VOLTAR Colocar o Código de certificação da newhotel CONFIRMAR

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

7. 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
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Skype: Helpdesk.Newhotel	1700-031 Lisboa Portugal