Report Card Nº: 2025.02

Subject: Mandatory Procedures before the End of the Year

Procedures create new invoices Series in NewHotel (Front Office)

1 – Newhotel

2 – NewHotel Old Layout

NEWHOTEL (Front-Office)

For **clients in Portugal**, the new Administrative Rule no. 195/2020, of August 13, which regulates the obligations related to the processing of invoices and other tax relevant documents, referring to the requirements for creating the two-dimensional bar code and the unique document code (ATCUD), provides for **the mandatory communication of series of invoices 15 days in advance**, by the client itself on the AT portal (manual form) and wait for the validation to be sent.

This validation must be placed on each series communicated to the AT.

We recommend that you do **today** (in case 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 as regards:

1- Opening the new year for insertion of reservations;

2- Series of Invoices;

3- Series of Credit Notes;

Series of Receipts;

Series of pro forma invoices;

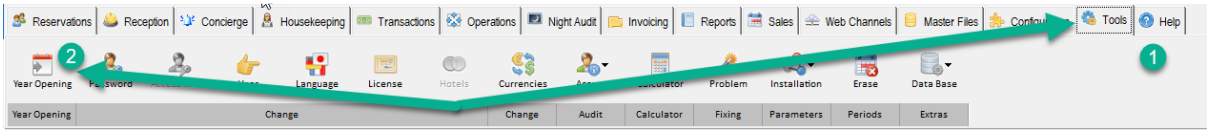
4- Validation of the series sent by the AT (ATCUD) - **only clients in Portugal**

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

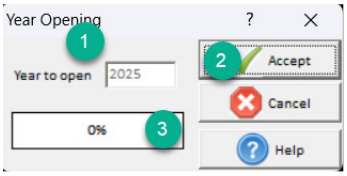
1 – NewHotel

1- The opening of the new year should be done:

For it you must open the Year Opening, located in **Tools\Year Opening**



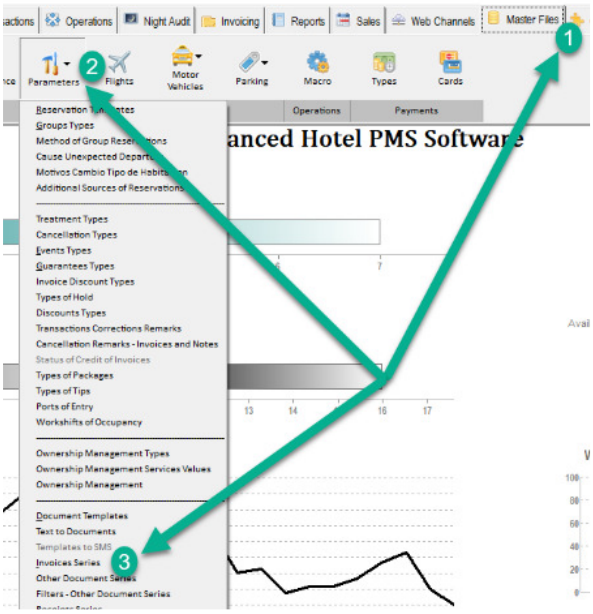
In this window you should verify the year that is proposed for opening,



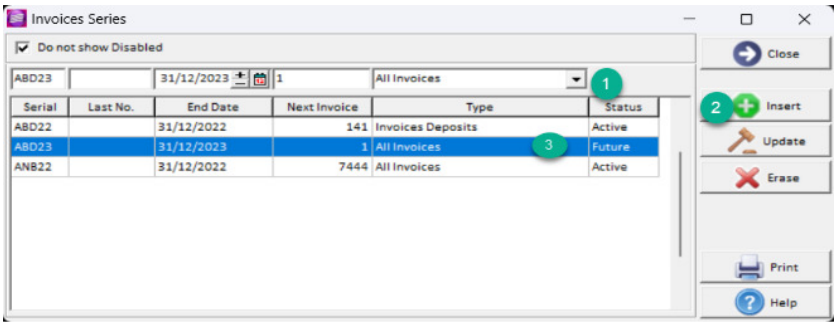
it should be higher than the next new year. In case of proposed year be superior (1) you can skip this step. Case the year be the new year (1), you should press the Accept button (2) and wait for the procedure to finish (3).

2- <u>Should be opened a new Invoices Series, Receipts and Pro Forma Invoices for the New Year:</u>

To do that you must open the Invoices Series window, located in **Master Files** > **Parameters > Invoicing Series:**



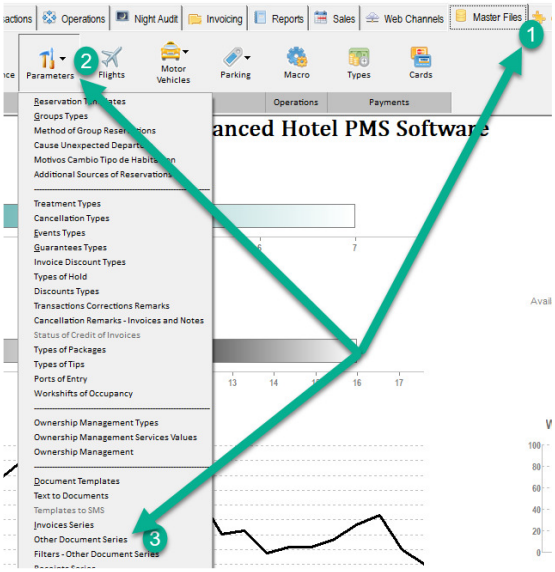
In the window that opens you should check if the current series expires at the end of the current year. If this is the case, you must fill in the Series, End Date and Type fields (above) (1) with the data for the new series of invoices and press the Insert button (2). You will be left with the Future status information (3). We advise you to follow the same denomination of the series by changing the year as shown in the image:



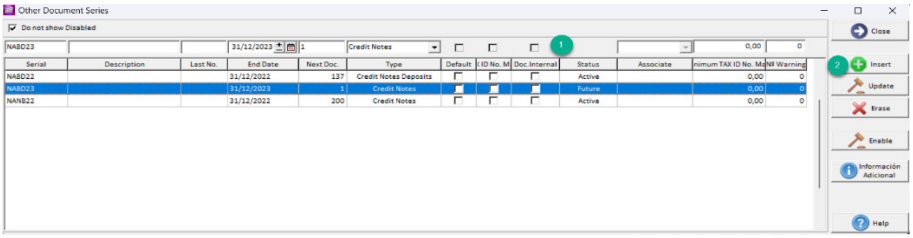
Note – If the Invoice Series isn't limited by date (case it's limited by Last No.), you can skip this procedure

3- <u>To open a new series for documents, you can open Other Documents Series</u>:

Located in Master **Files > Parameters > Other Documents Series**



In the window that opens you need to check if the current series of Credit Notes expires at the end of the current year. If this is the case, you must fill in the Series, End Date and Type (above) (1) fields with the data for the new series of Credit Notes, Receipts and pro forma invoices and press the Insert button (2). We advise you to follow the same denomination of the series by changing the year as shown in the figure:



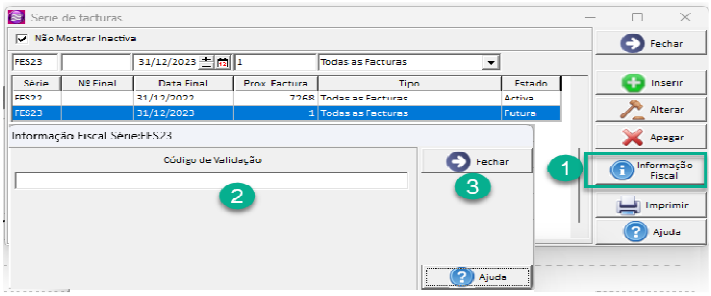
Note – If the Credit Notes Series, Receipts or pro forma invoices isn't limited by date (case it's limited by Last No.), you can skip this step.

4- <u>Validation of the series sent by the AT (ATCUD) - **only clients in Portugal**</u>

After having made the insertion of the invoices you must manually communicate on the AT website the series created 15 days before the series enters into force. The AT will send a validation code for each series communicated and must be inserted in the system:

a) Invoices

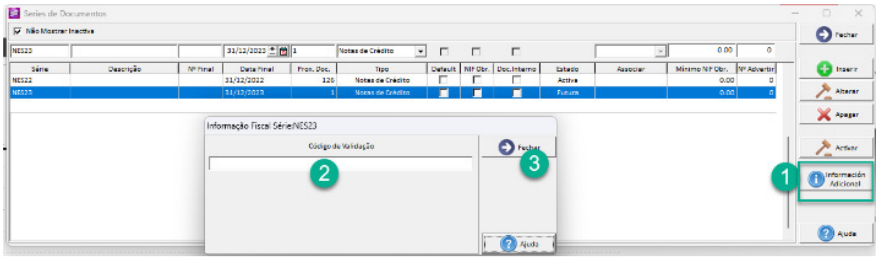
In the same window that you created the invoice series (Point 1) you must select the series related to the validation code, click on fiscal information (1) put the validation code (2) and close the window (3).



You must repeat the process for all valid series of invoices entered.

b) Credit Notes, Receipts or Pro Forma Invoices:

In the same window that you created the series of credit notes, receipts or pro forma invoices (Point 2) you must select the series regarding the validation code, click on fiscal information (1) put the validation code (2) and close the window (3).

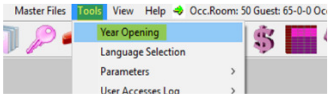


2 – NewHotel Old Layout

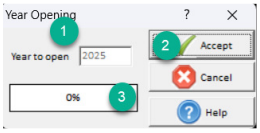
1- <u>The opening of the new year should be done:</u>

For it you must open the Year Opening, located in **Tools\Year Opening**

In this window you should verify the year that is proposed for opening,

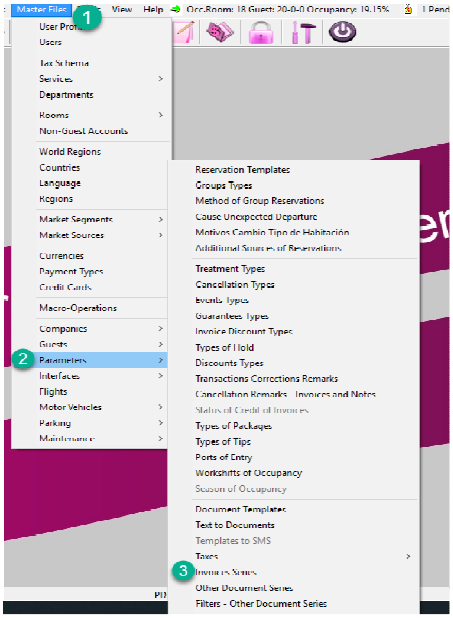


it should be higher than the next new year. In case of proposed year be superior (1) you can skip this step. Case the year be the new year (1), you should press the Accept button (2) and wait for the procedure to finish (3).

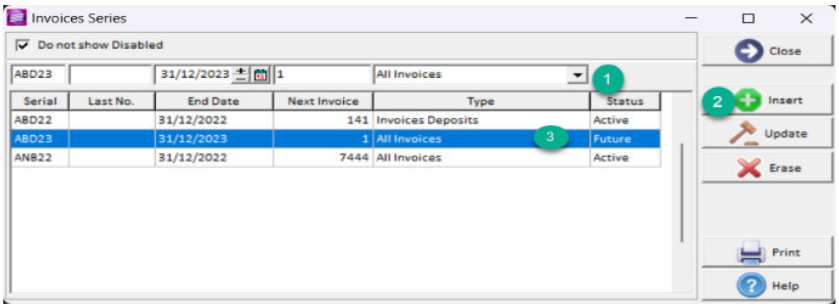


2- <u>It also should be opened a new Invoices Series for the New Year:</u>

To do that you must open the Invoices Series window, located in **Master Files\Parameters\Invoicing Series**



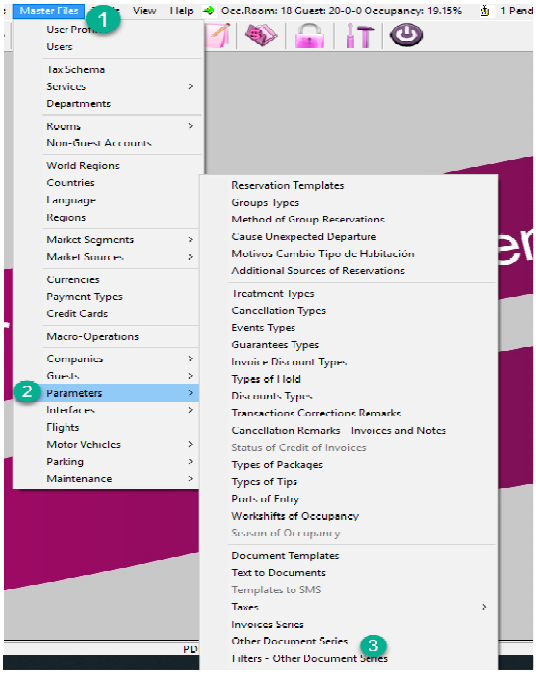
In the window that opens you should check if the current series expires at the end of the current year. If this is the case, you must fill in the Series, End Date and Type fields (above) (1) with the data for the new series of invoices and press the Insert button (2). You will be left with the Future status information (3). We advise you to follow the same denomination of the series by changing the year as shown in the figure:



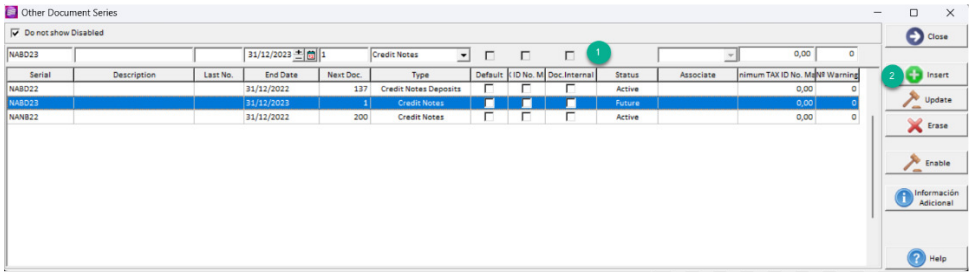
Note – If the Invoice Series isn't limited by date (case it's limited by Last No.), you can skip this procedure.

3- <u>To open a new series for documents, you can open Other Documents Series:</u>

Located in Master Files\Parameters\Other Documents Series,



In the window that opens you need to check if the current series of Credit Notes expires at the end of the current year. If this is the case, you must fill in the Series, End Date and Type (above) (1) fields with the data for the new series of Credit Notes, Receipts or Pro Forma Invoices and press the Insert button (2). We advise you to follow the same denomination of the series by changing the year as shown in the figure:



Note – If the Credit Notes, Receipts or Pro Forma Invoices Series isn't limited by date (case it's limited by Last No.), you can skip

Note – The 3rd step isn't necessary if the version of NewHotel is previous to the year 2001.

4- <u>Validation of the series sent by the AT (ATCUD) - only clients in Portugal</u>

After having made the insertion of the invoices you must manually communicate on the AT website the series created 15 days before the series enters into force. The AT will send a validation code for each series communicated and must be inserted in the system:

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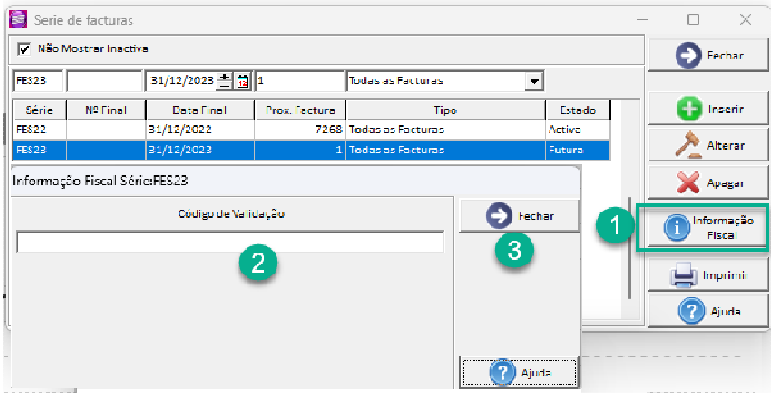
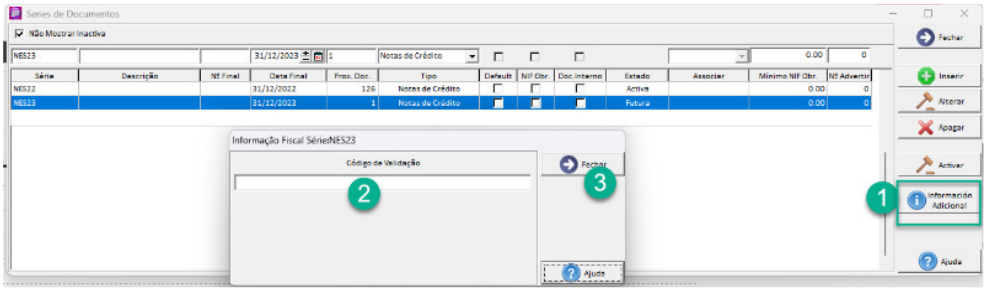


You must repeat the process for all valid series of invoices entered.

b) Credit notes, receipts or pro forma invoices:

In the same window that you created the series of credit notes, receipts or pro forma invoices (Point 2) you must select the series regarding the validation code, click on fiscal information (1) put the validation code (2) and close the window (3).



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

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