Report Card Nº.:2025.05

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- Configuración de Serie en Parámetros Generales (Toda la instalación);

5- Configuración de Serie en POS (por Punto de Venta);

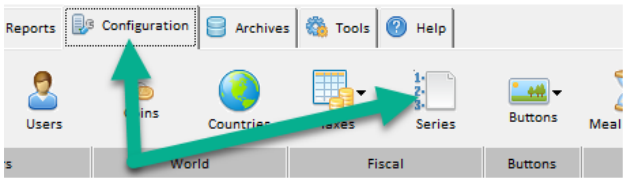
6- Validation of the series sent by AT (ATCUD) – **only customers in Portugal**

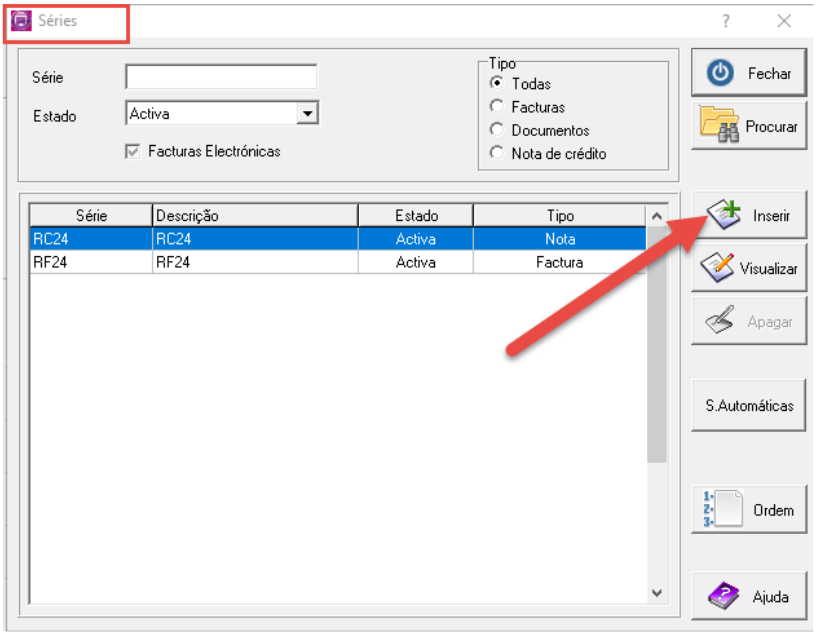
Note – Failure to carry out these procedures will make it impossible, after the close of December 31st to January 1st, to make reservations for the new year and respective invoicing.

1 – NewPOS

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

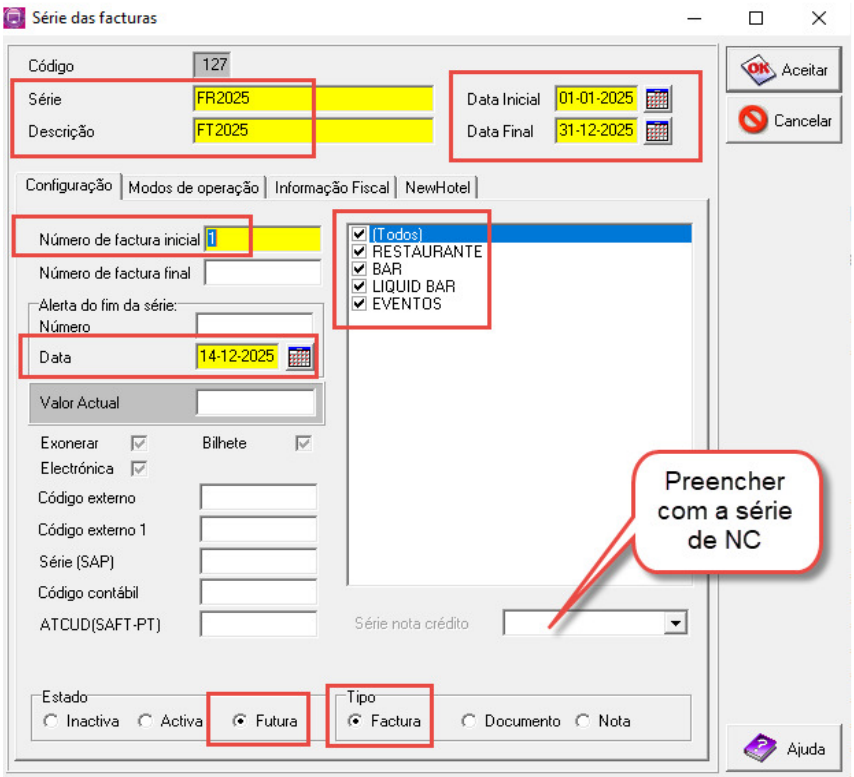
To do that you must open the Series window, located in **Configuration** > **Series**





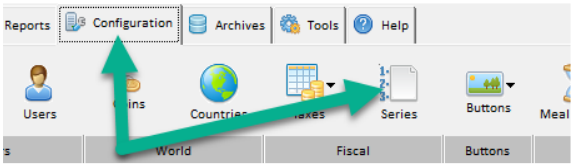
To insert a new series of Invoice for the new year, you must click on Insert.

Next, you must fill in the Invoice Series, description, Start date, End date and select the Future and Invoice Type option.
If this series of invoices is applicable to all Hotel sales points, you must select the All option and select a series of Credit Notes in the series of invoices to be associated.

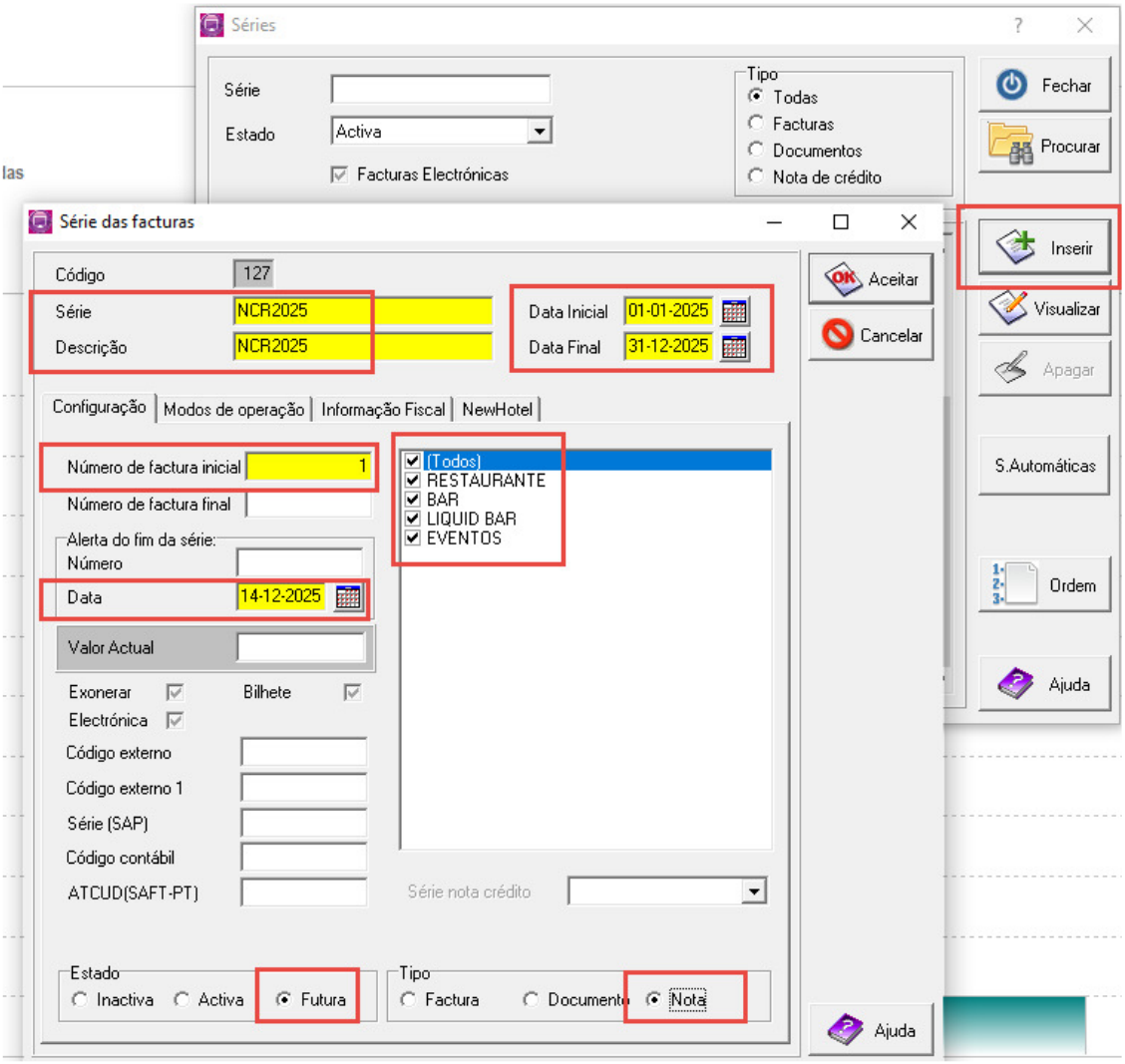


2 A new series of Credit Notes should be opened for the New Year;

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



To insert a new series of Credit Notes for the new year, in the previous menu, click on <Insert>.
Then you must fill in the Credit Note Series, description, Start date, End date, select Note and select the Future option.
If this series of Credit Notes is applicable to all of the Hotel's Points of Sale, you must select the All option. If a series of Credit Notes is required for each of the points of sale, you must select the point of sale you want. that it is associated.

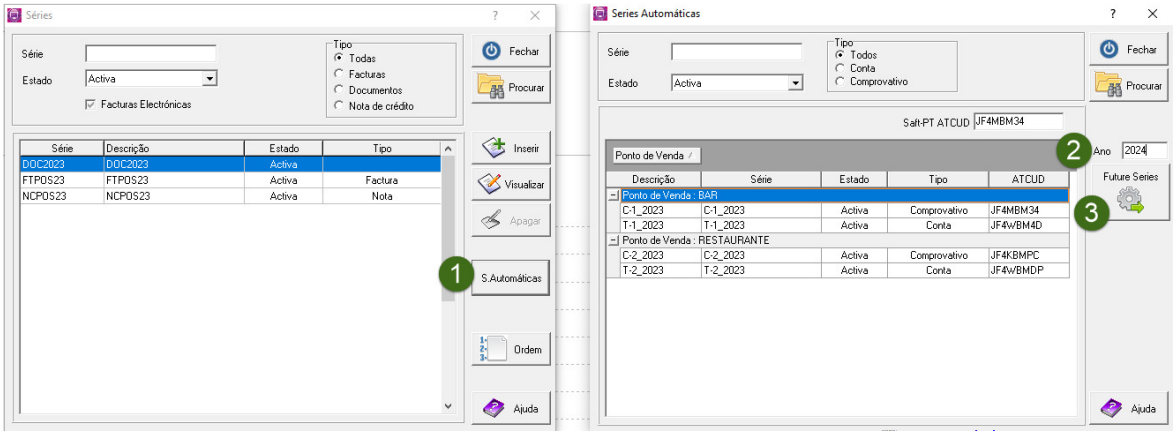


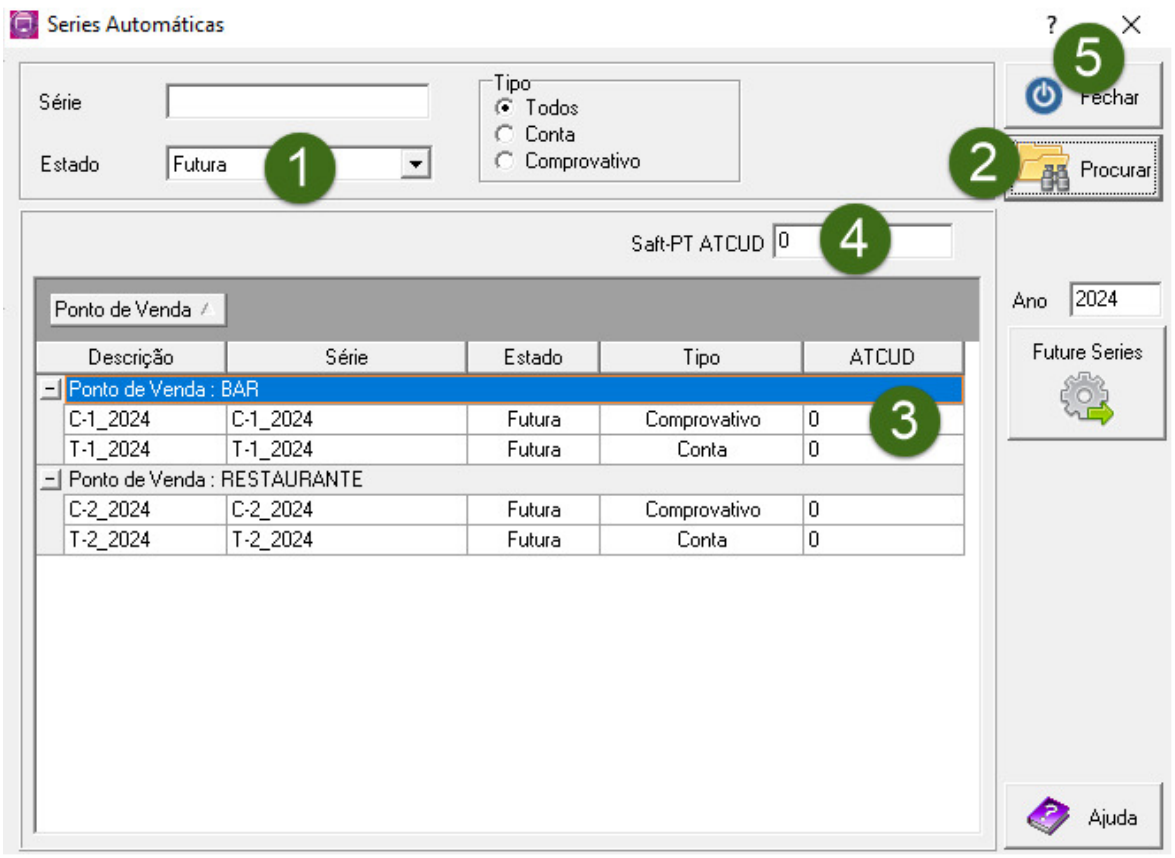
If the Invoices and Documents Series aren't defined by date, but by Last No., you can skip this procedure.

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:

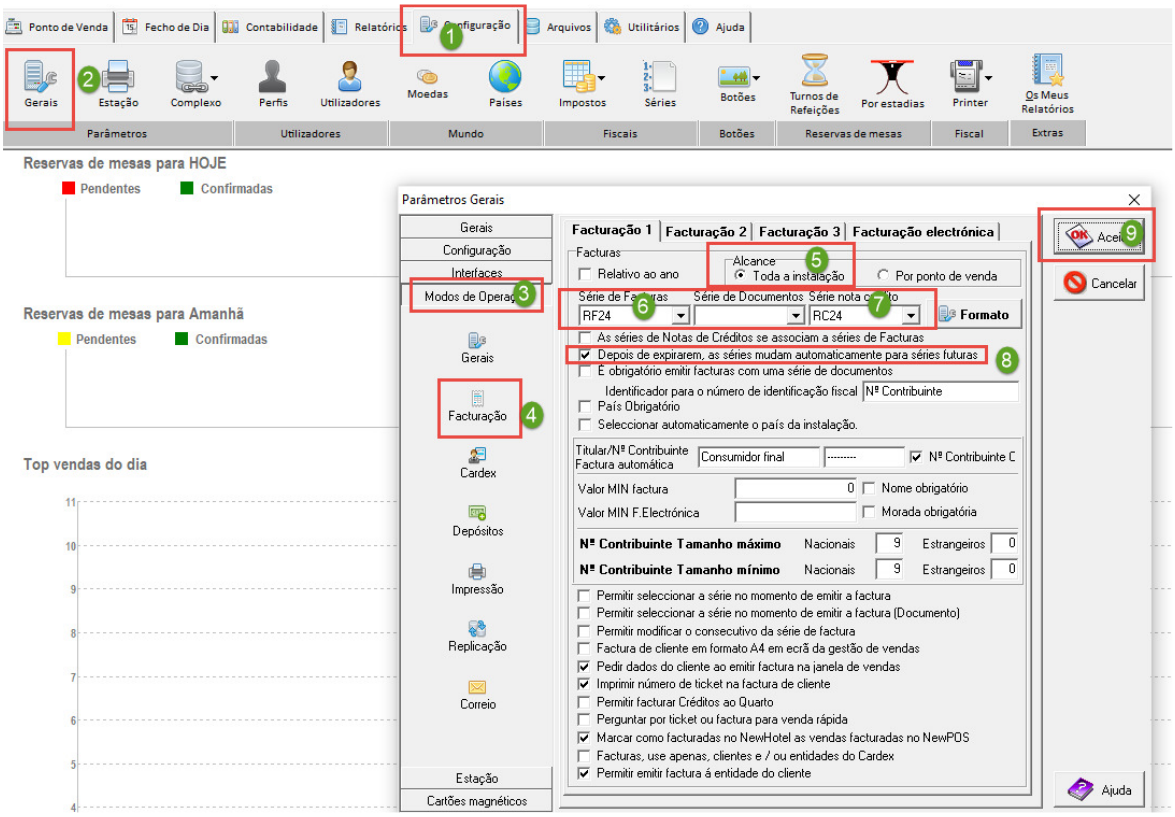




4 Series Configuration in General Parameters (All Installation):

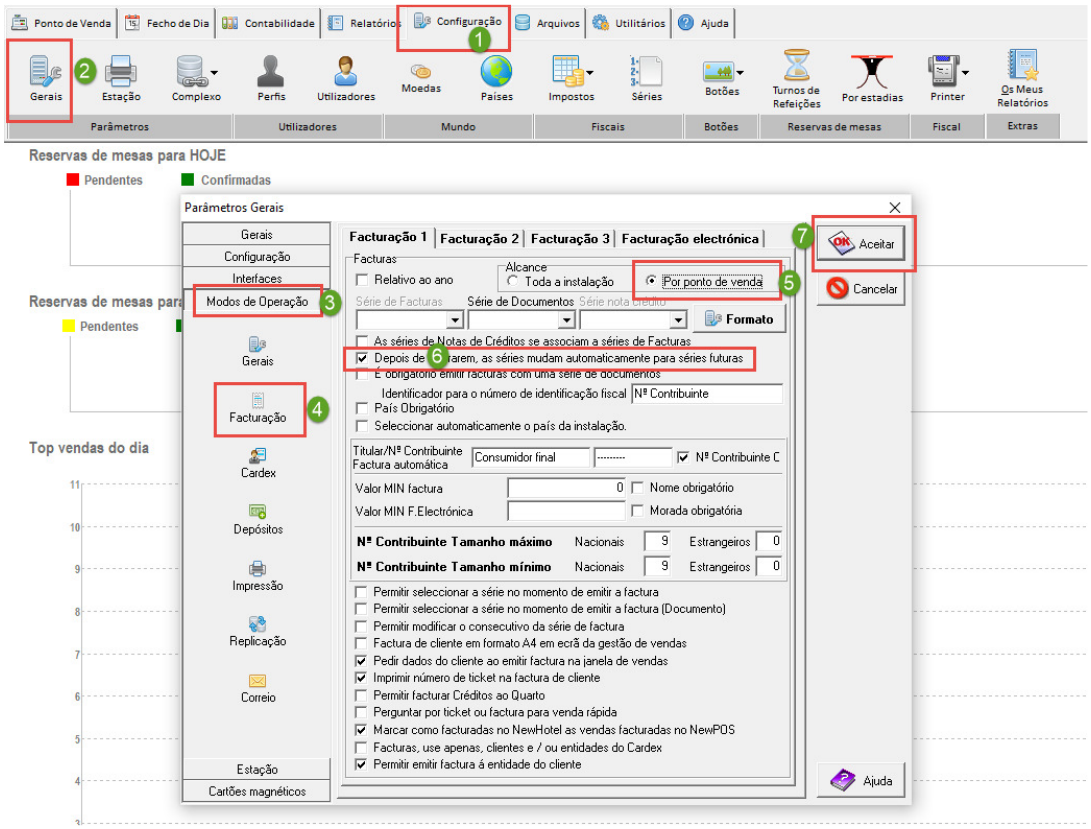
If an error is found when billing, you must go to General Parameters / Operation Modes / Billing and enter the series used in the series fields as shown in the image below.

Please note that for series to be available to be selected in the corresponding fields, they must be Active in the Series option.

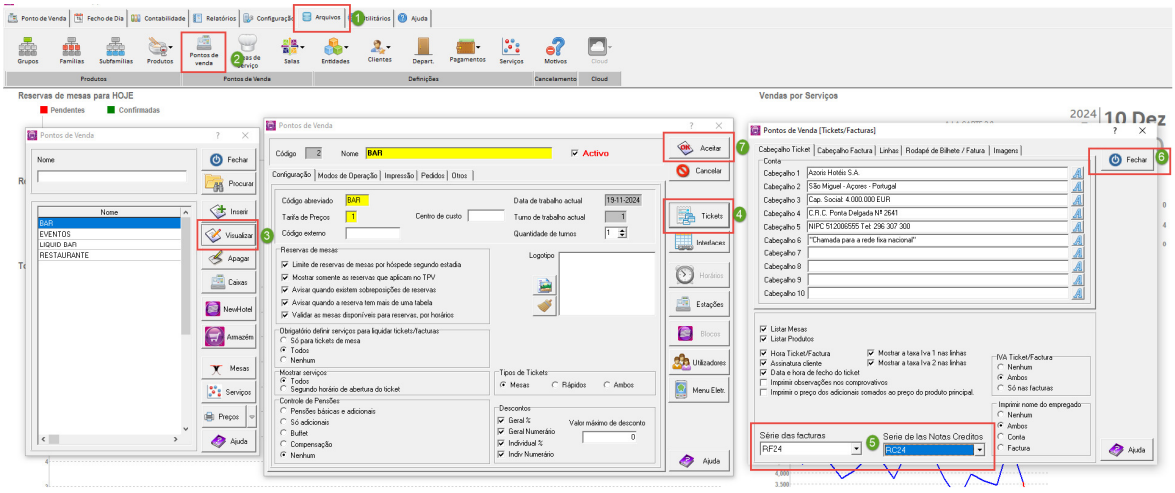


5 Series Configuration in General Parameters (by Point of Sale):

If an error is found when billing, you must go to General Parameters / Operation Modes / Billing and check the fields marked as shown in the image below.



Please note that for the series to be available to be selected in the corresponding fields within the POS settings, they must be Active in the Series option. Carry out this procedure for everyone.



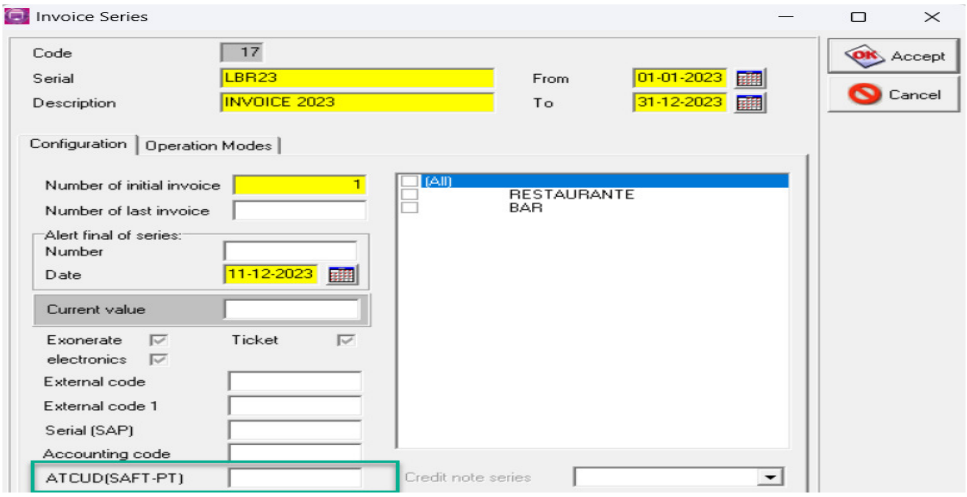
6 Validation of the series sent by AT (ATCUD) – only customers in Portugal

After inserting the invoices, you must manually communicate the series created 15 days before the series comes into force on the AT website. AT will send a validation code for each series communicated and must be entered into the system.

NewPOS program Certification Code: 616 in AT.

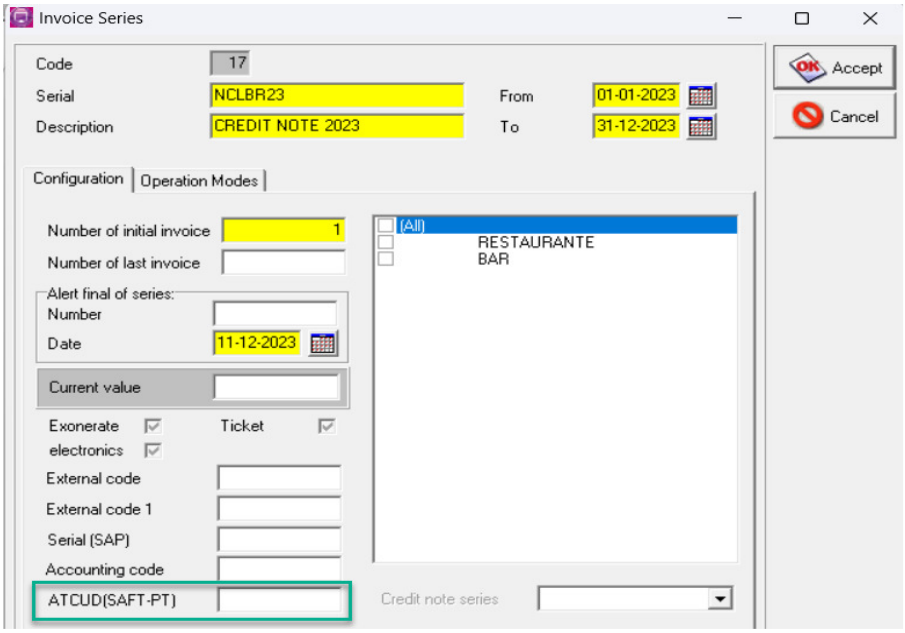
a) Invoices

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:

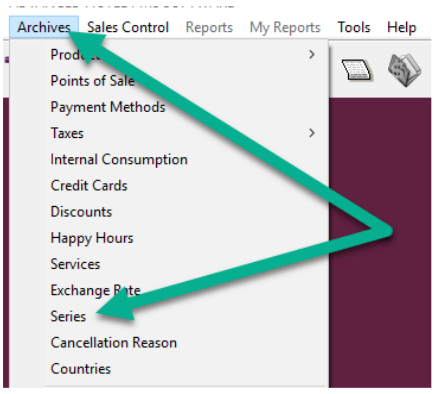


2 – NewPOS Old Layout

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**



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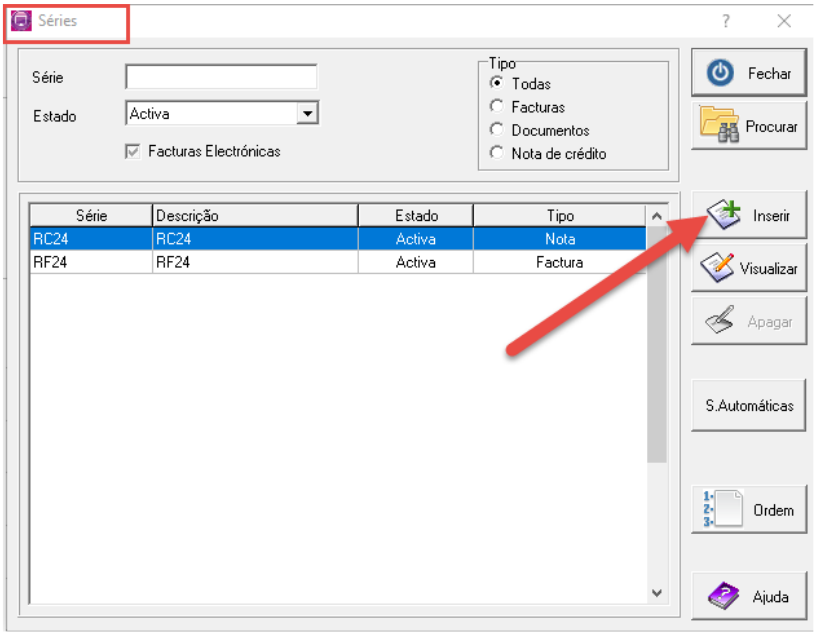
Next, you must fill in the Invoice Series, description, Start date, End date and select the Future and Invoice Type option.



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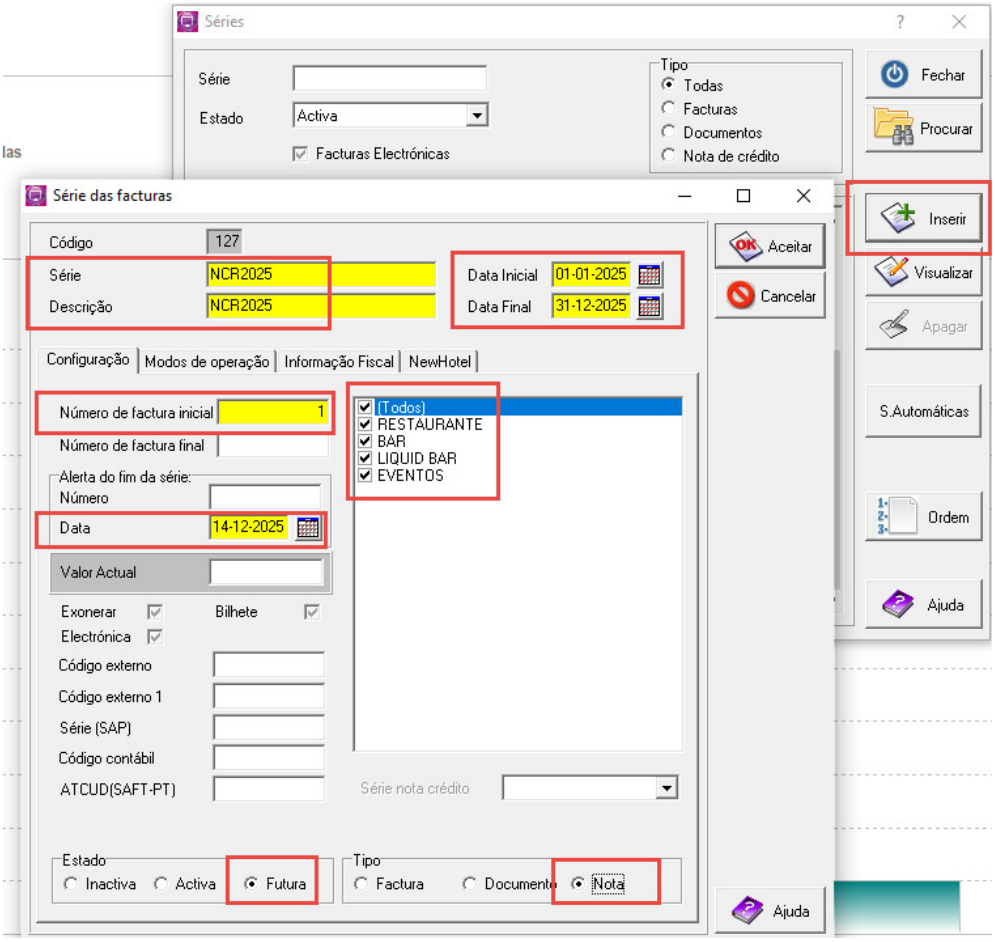

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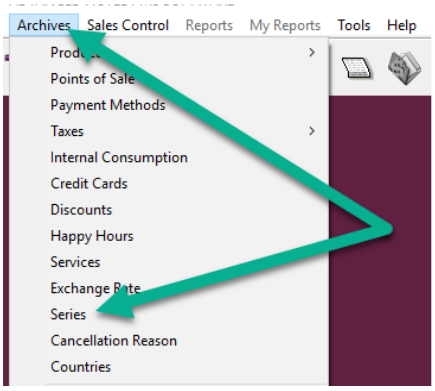

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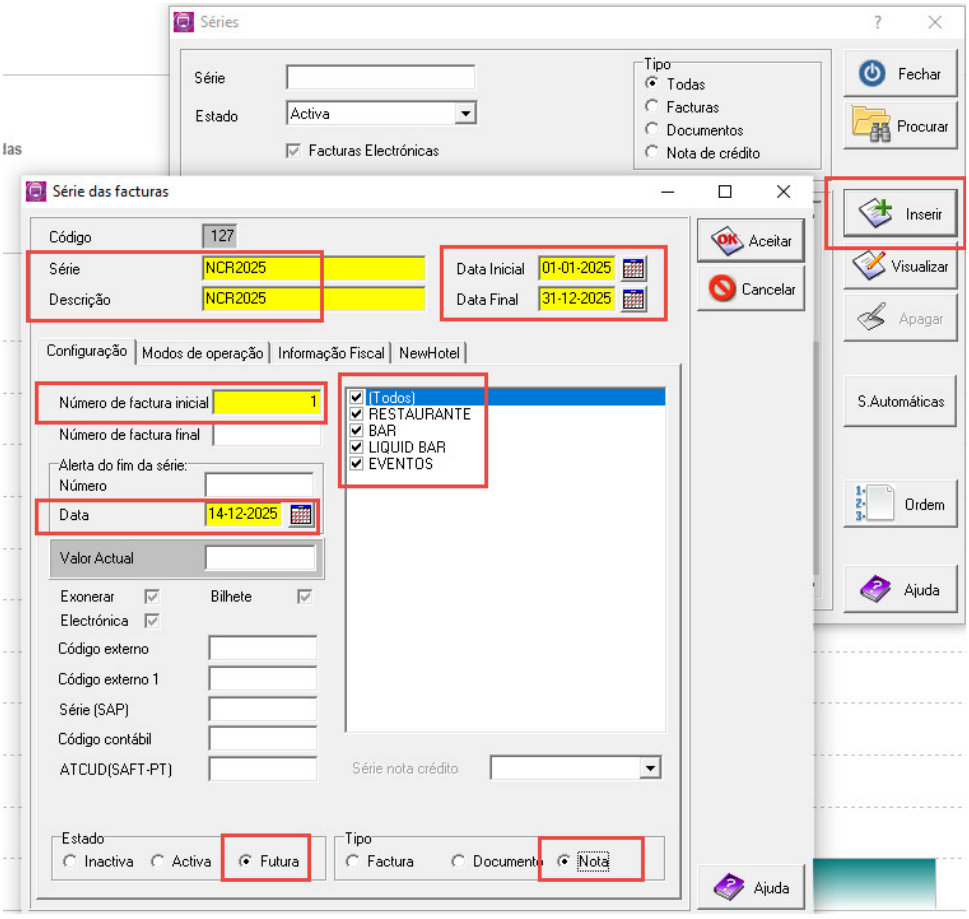

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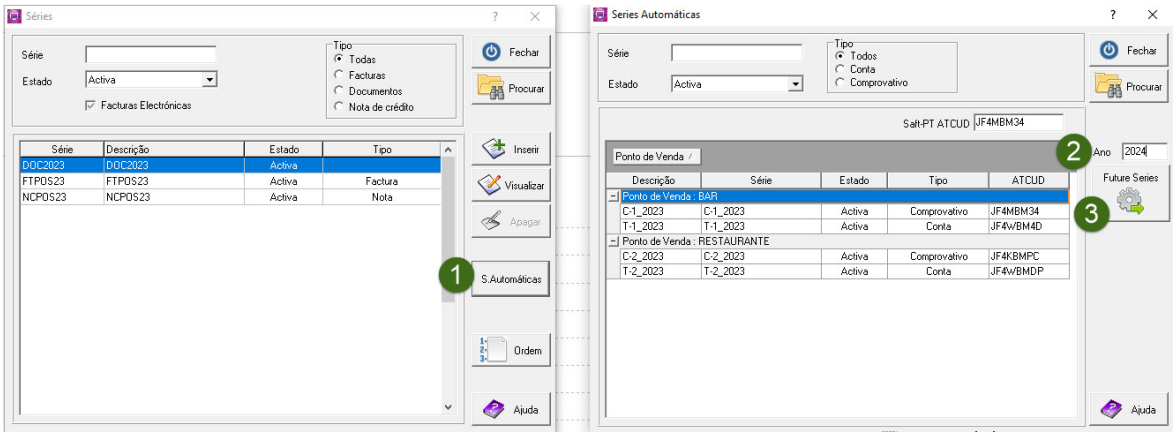

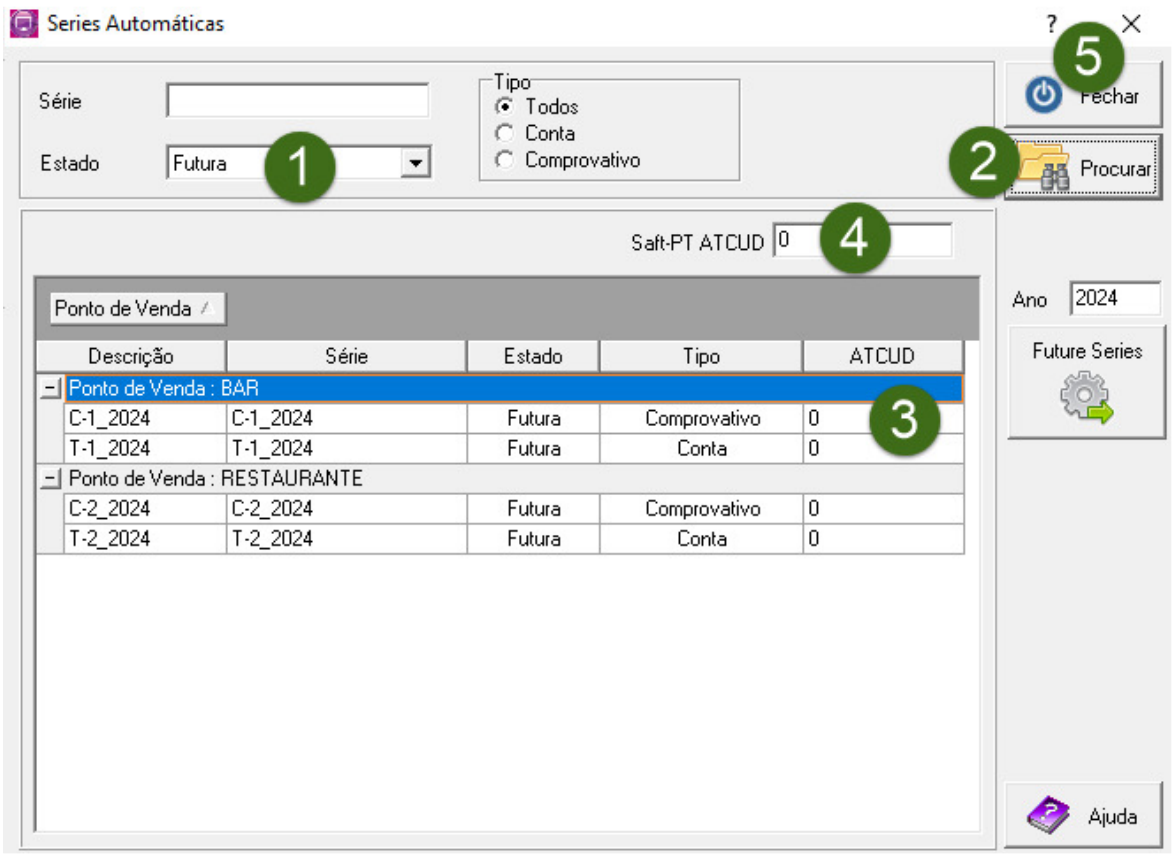

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a) Invoices

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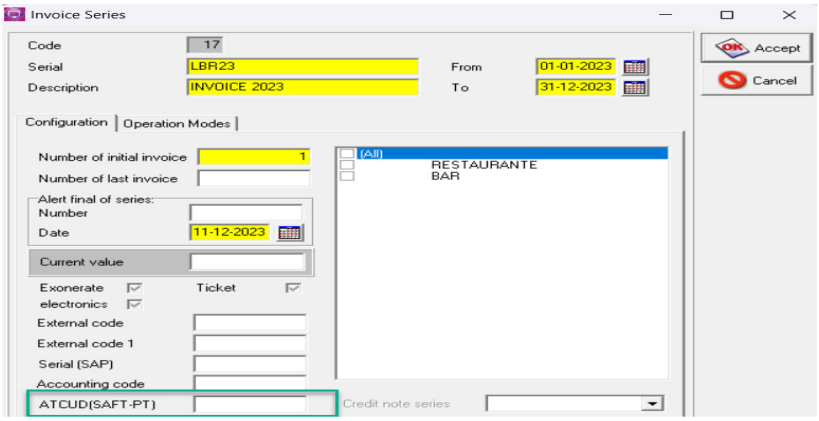

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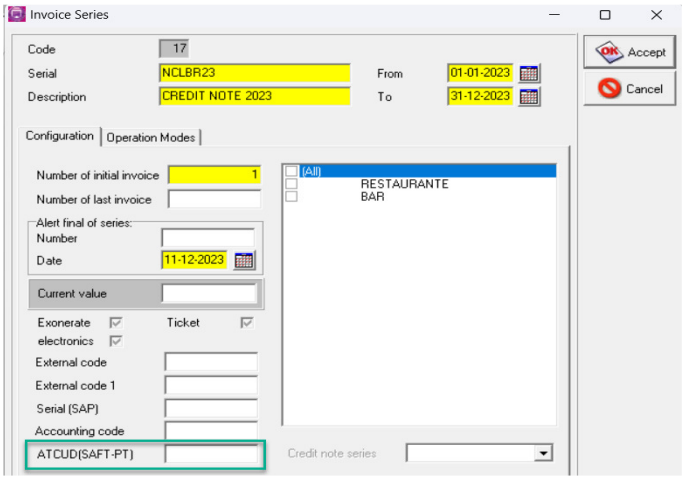

In case of any doubt, please contact NewHotel Helpdesk, 24 hours a day at your service.

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