Report Card Nº.: 2025.11

Subject: Mandatory Procedures before the End of the Year

Procedures create new invoices Series in NewPlan

1 – NewPlan

2 – NewPlan Old Layout

NEWPLAN

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 before**, 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 at the change of year regarding:

1- Invoicing Series;

2- Series of Credit Notes;

3 – Pre-Invoice Series;

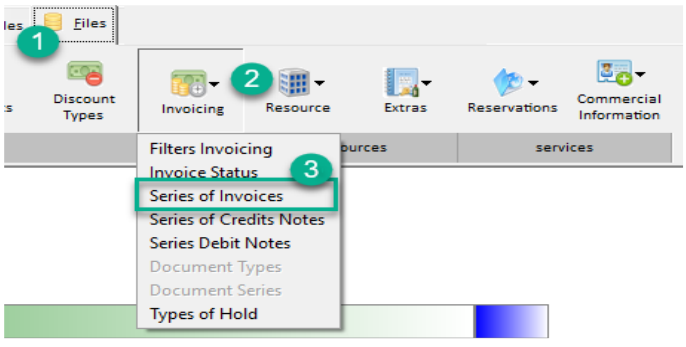
4- Validation of the series sent by the AT (ATCUD) - only clients in Portugal;

Note - Failure to perform 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 – NewPlan

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

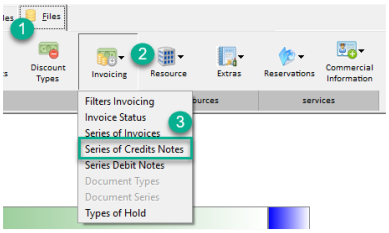
To do that you must open the Invoices Series window, located in **Files** > **Invoicing** > **Series of invoicing**



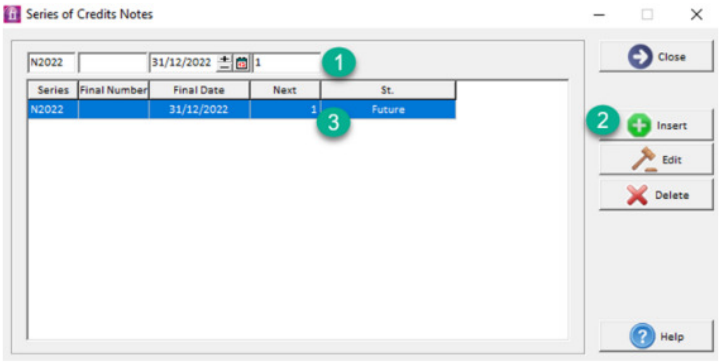
In this window it is necessary to check if the active series of invoices finish at the end of the current year. If that is the case, then you must fill Series and Final Date fields and press the Insert button:

2. <u>A new series of Credit Notes should be opened for the New Year;</u>

   To open a new series for documents, you can open Other Documents Series, located in **Files** > **Invoicing** > **Credits Notes Series**



   In this window it is necessary to check if the active series of Credit Notes finish at the end of the current year. If that is the case, then you must fill Serial, End Date and Type fields and press the Insert button:

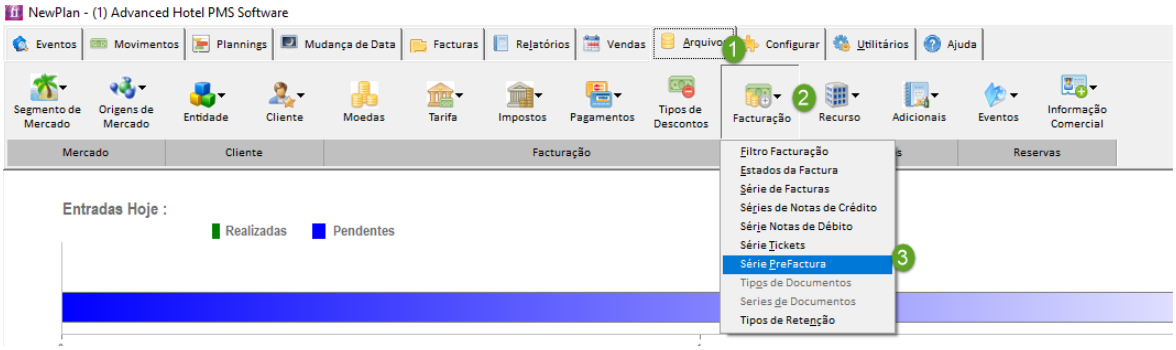


If the Invoices and Documents Series aren't defined by date, but by Last No., you can skip this procedure.

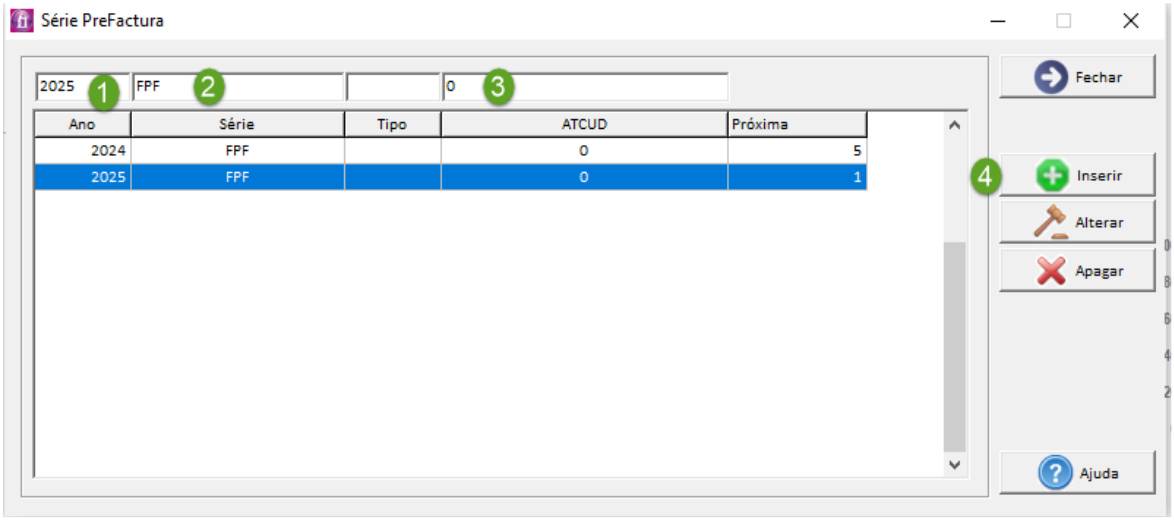
These procedures are only valid in case the invoicing is done through NewPlan.

3- A new series of Pre-Invoices must also be opened;

You can do the same by going to Files > Billing > Pre-Invoice Series



In this window it is necessary to enter the Pre-Invoice series for the following year. You must fill in the Year and Series fields (above) with the data for the new series of Pre-Invoices and press the Insert button.

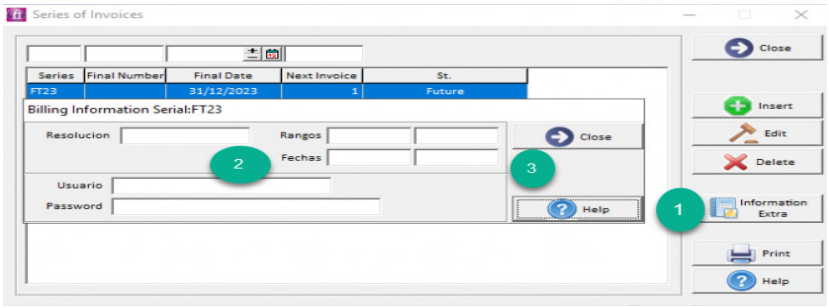


4- Validation of the series sent by the AT (ATCUD) - **only clients in Portugal**

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

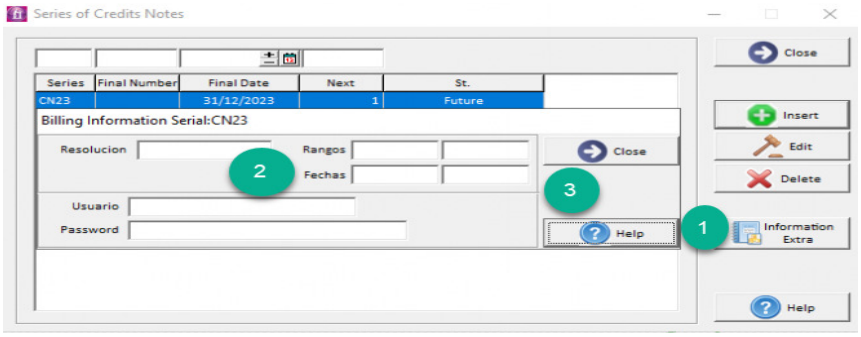
In the same window that you created the invoice series you must select the series related to the validation code, click on fiscal information, place the validation code, and close the window:



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

b) Credit notes

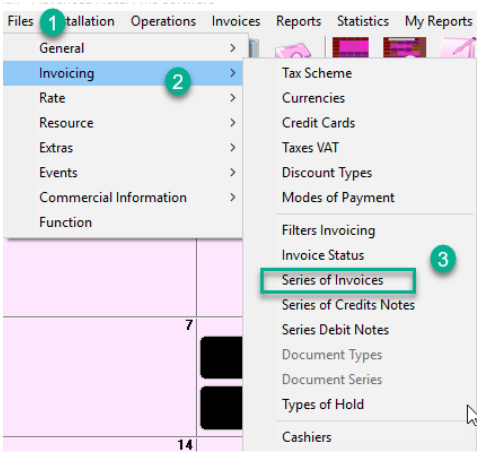
In the same window that you created the series of credit notes you must select the series regarding the validation code, click on fiscal information, place the validation code, and close the window:



2 – NewPlan old layout

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

To do that you must open the Invoices Series window, located in **Files** > **Invoicing** > **Series of invoicing**



In this window it is necessary to check if the active series of invoices finish at the end of the current year. If that is the case, then you must fill Series and Final Date fields and press the Insert button:

2. <u>A new series of Credit Notes should be opened for the New Year;</u>

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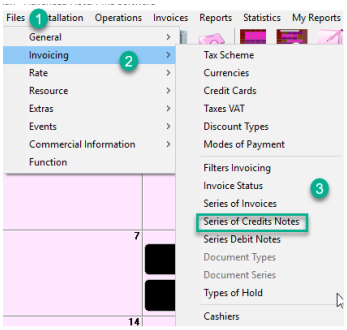

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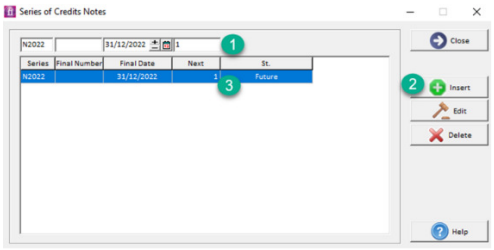

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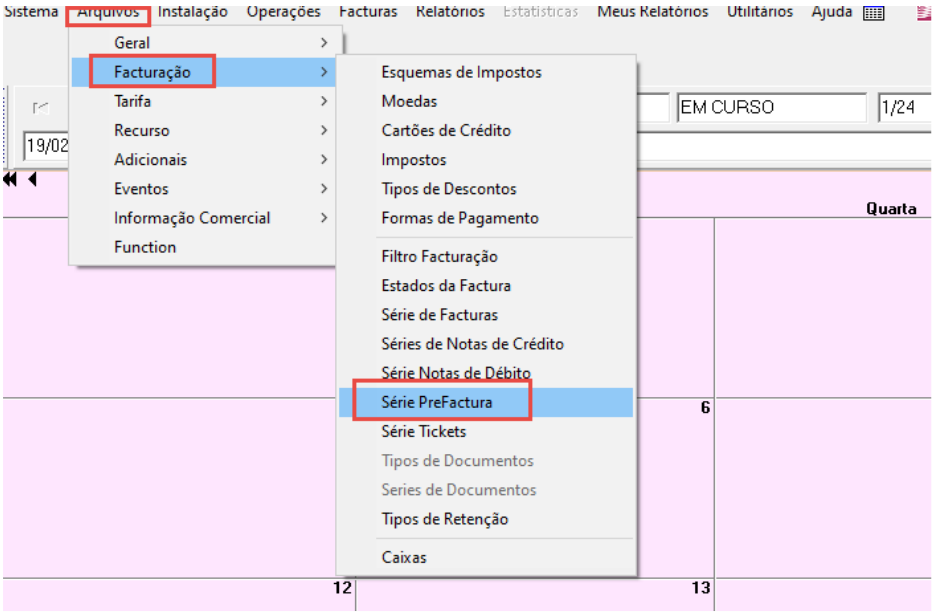

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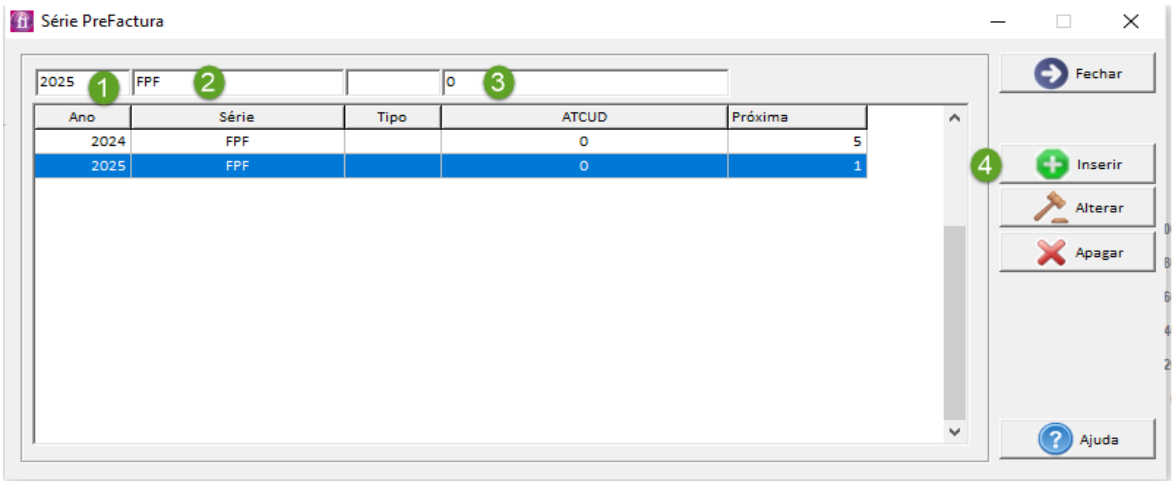

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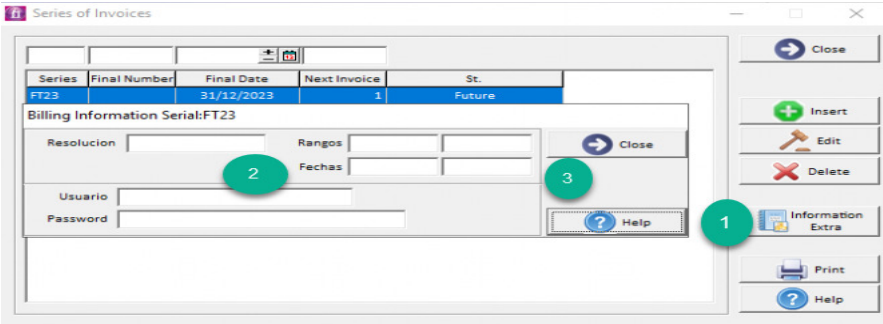

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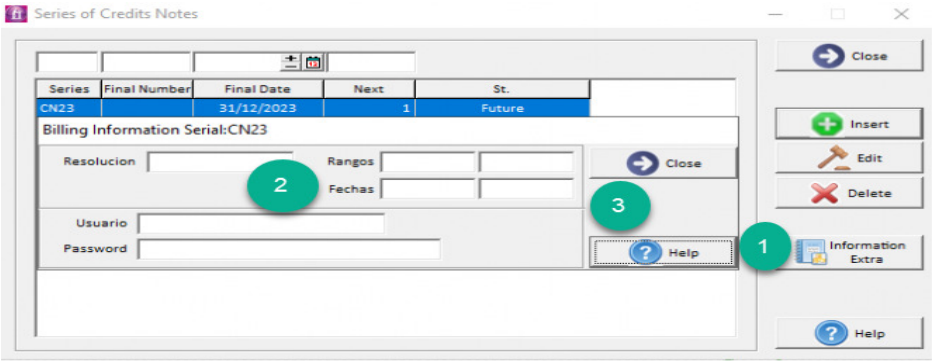

In case of any doubt, please contact NewHotel Helpdesk, 24 hours a day at your service.

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