Report Card Nº.: 2025.14

Subject: Mandatory Procedures before the End of the Year

Procedures create new invoices Series in NewGolf

1 – NewGolf

2 – NewGolf Old Layout

NEWGOLF

For **customers in Portugal**, the new Administrative Rule No. 195/2020, of August 13, which regulates the obligations related to the processing of invoices and other documents with tax relevance, referring to the requirements for the creation of the two-dimensional barcode and the unique document code (ATCUD), establishes **the obligation to communicate the invoice series 15 days in advance**, by the customer himself on the TA portal (manually) and wait for the validation to be sent.

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

We recommend you do **today** (in case you have not done it yet) the following 3 procedures that are necessary for the correct functioning of the software in the change of year as far as it concerns:

1- Invoicing series;

2- Credit note series;

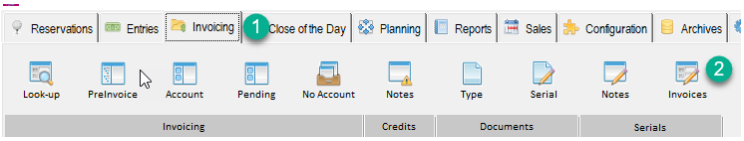
3- Validation of the series sent by the TA (ATCUD) - **only customers in Portugal.**

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

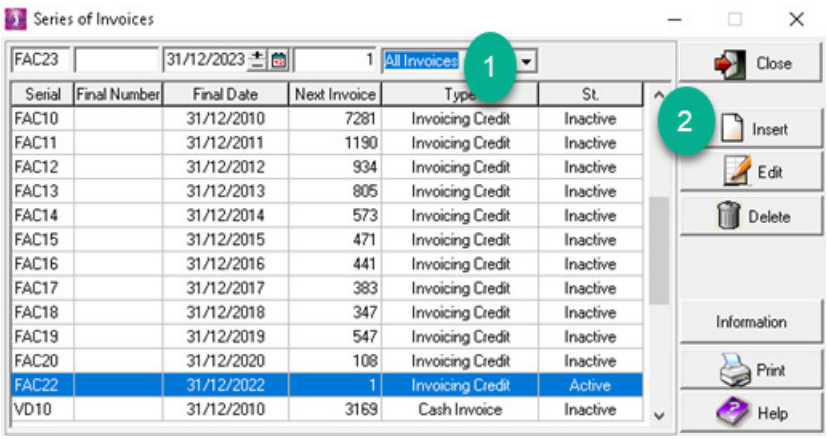
1 – NewGolf

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 **Invoicing > invoices**

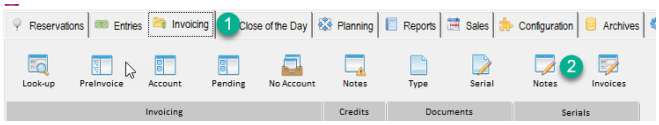


In this window it's necessary to check if the active series of invoices finish at the end of the current year. If that's the case, then you must fill Series and Final Date fields and press the Insert button.

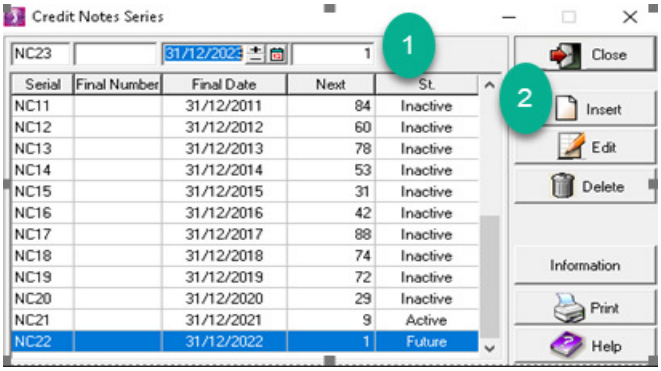


2- New series of Credit Notes should be opened for the New Year;

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



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



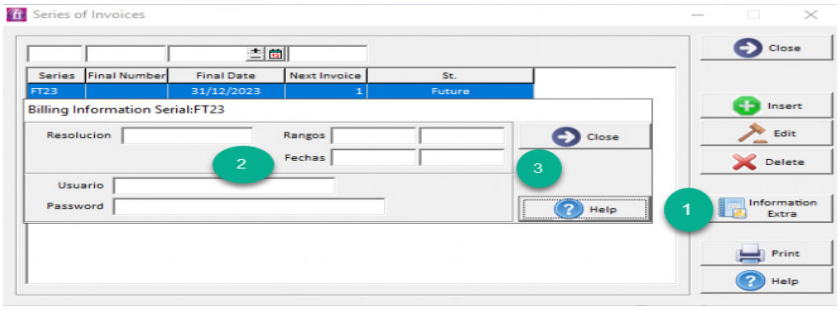
If the Invoices and Documents Series aren't defined by date, but by Last No., you can skip this procedure.
These procedures are only valid in case the invoicing is done through NewGolf.

3- Validation of the series sent by the TA (ATCUD) - only customers in Portugal

After inserting the invoices, you must communicate manually on the TA website the series created 15 days before the series becomes effective. The TA will send a validation code for each series communicated and it must be entered in the system:

a) Invoices:

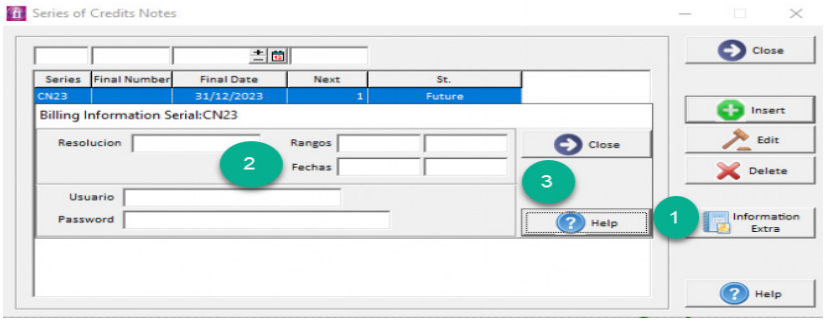
In the same window in which you have created the invoice series you must select the series that refers to the validation code, click on information extra, place the validation code, and close the window:



You must repeat the process for all valid invoice series entered.

b) Credit notes

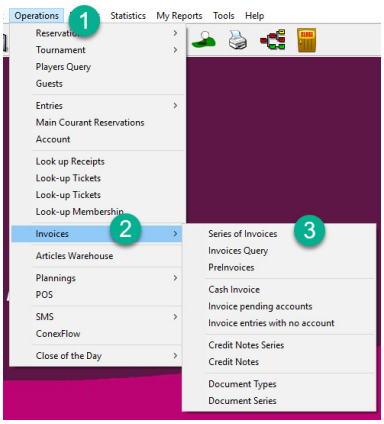
In the same window in which you have created the credit note series you must select the series in relation to the validation code, click on information extra, insert the validation code and close the window:



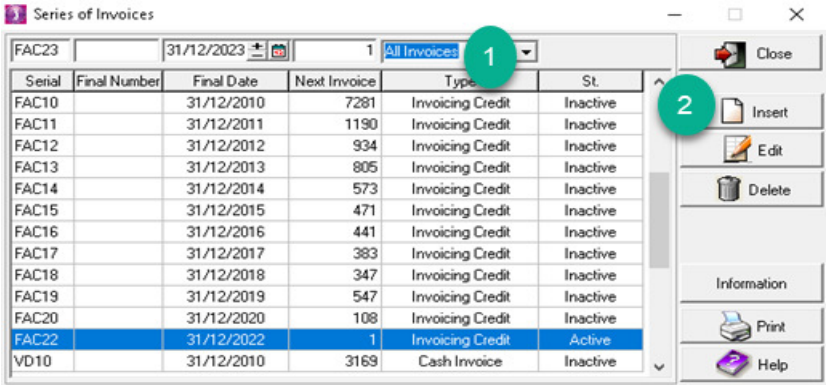
2 – NewGolf old layout

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 **Operations** > **Invoices** > **Series of Invoices**

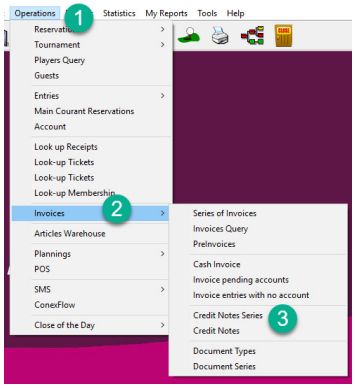


In this window it's necessary to check if the active series of invoices finish at the end of the current year. If that's the case, then you must fill Series and Final Date fields and press the Insert button.



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

To do that you must open the Invoices Series window, located in **Operations** > **Invoices** > **Credit Notes Series**



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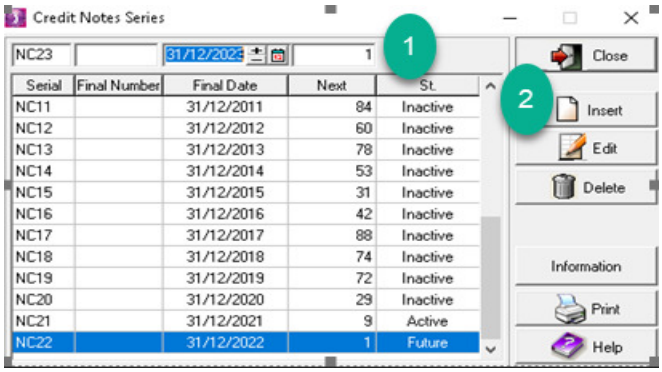

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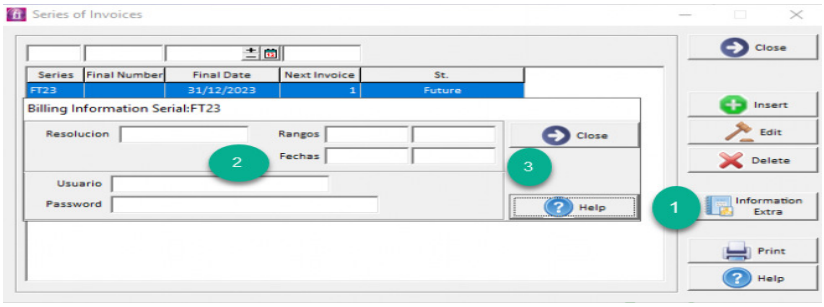

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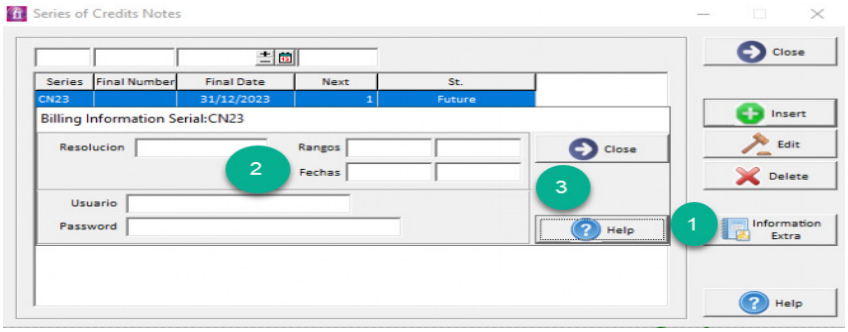

In case of any doubt, please contact NewHotel Helpdesk, 24 hours a day at your service.

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