Report Card Nº.: 2025.17

Subject: Mandatory Procedures before the End of the Year

Procedures create new invoices Series in NewCentral

NewCentral

We recommend that you follow these procedures as soon as possible (in case it hasn't already been done). To do so, please follow the following steps:

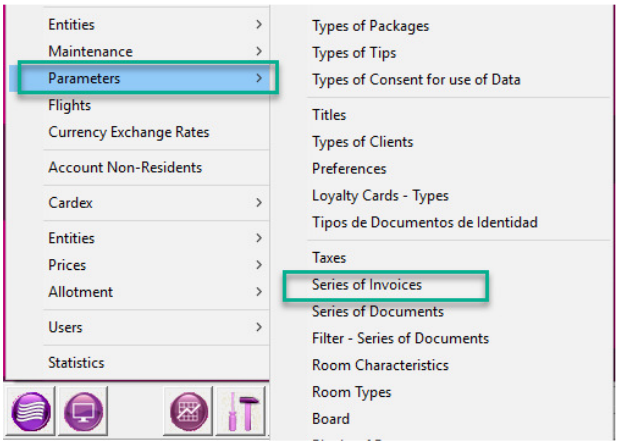
1 – Invoice Series of new year.

2 – Credit Notes Series of new year.

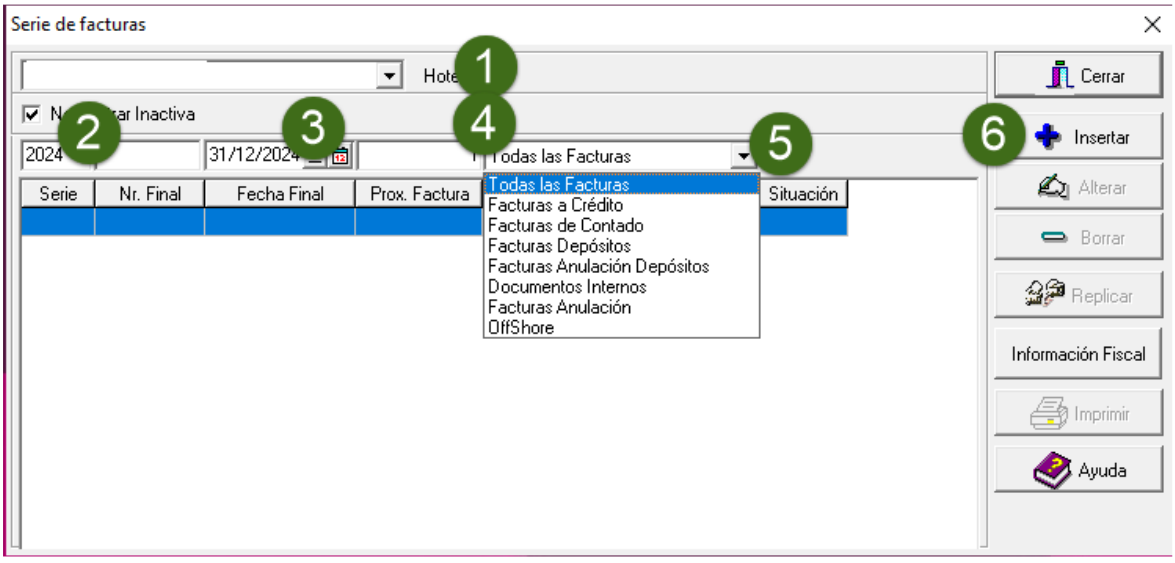
Note – Failure to carry out these procedures will mean that, after the end of closing date of December 31st to January 1st, you will be unable to carry out invoicing in the new year.

1. <u>A new series of invoices should be opened for the New Year;</u>

To do that you must open the Invoices Series window, located in **Parameters\Series of invoicing**

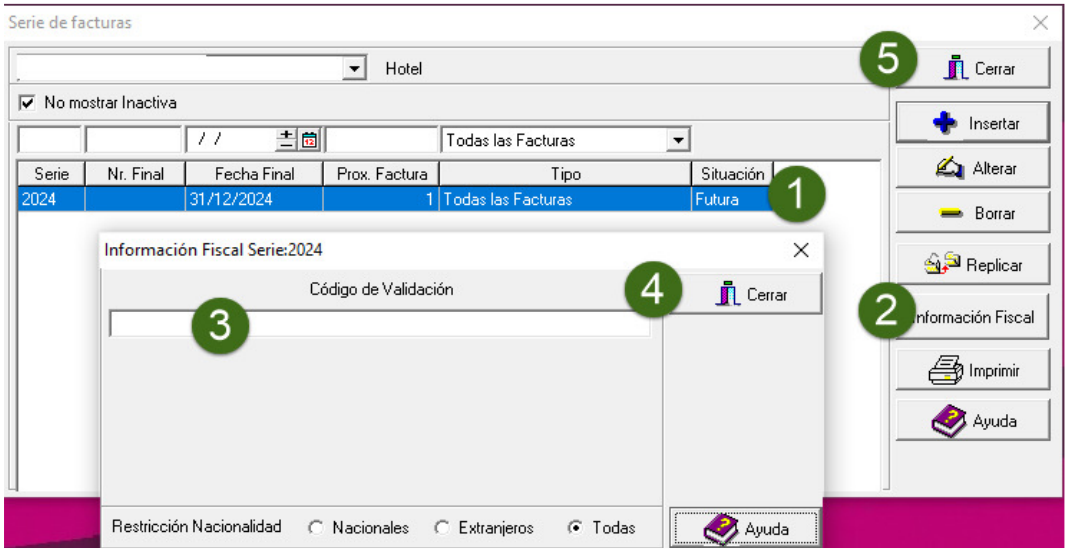


In this window it's necessary to check if the active series of invoices finish at the end of the current year. If that's the case, then you must fill Series and Final Date fields and press the Insert button by hotel (1).



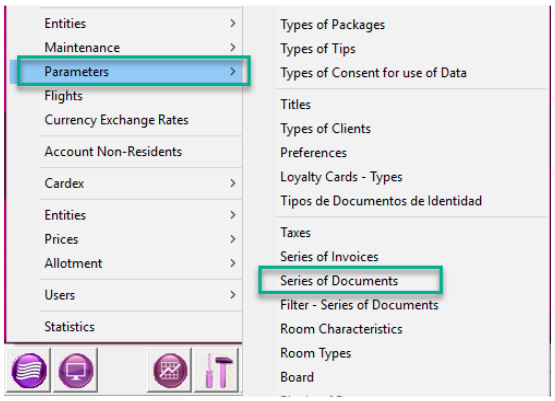
Note – If the Invoice Series isn't limited by date (case it's limited by Last No.), you can skip this procedure

You must then obtain the ATCUD for each series entered from AT and place it in the following option:

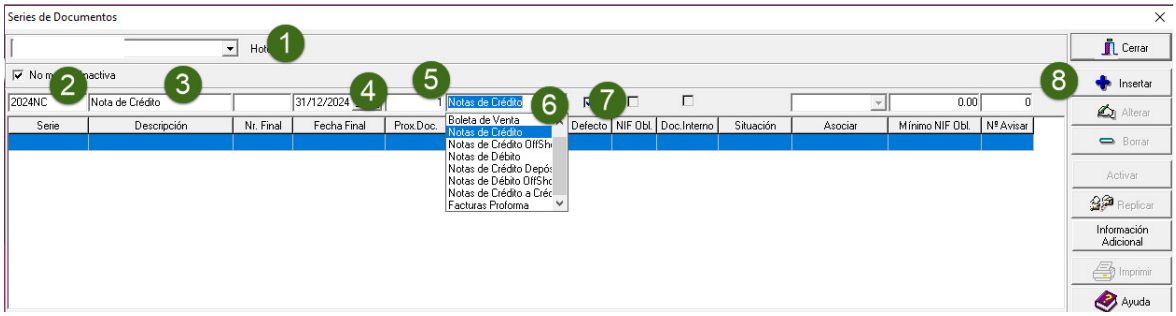


2. <u>A new series of Credit Notes should be opened for the New Year;</u>

To open a new series for documents, you can open Other Documents Series, located in **Parameters\Series of Documents**

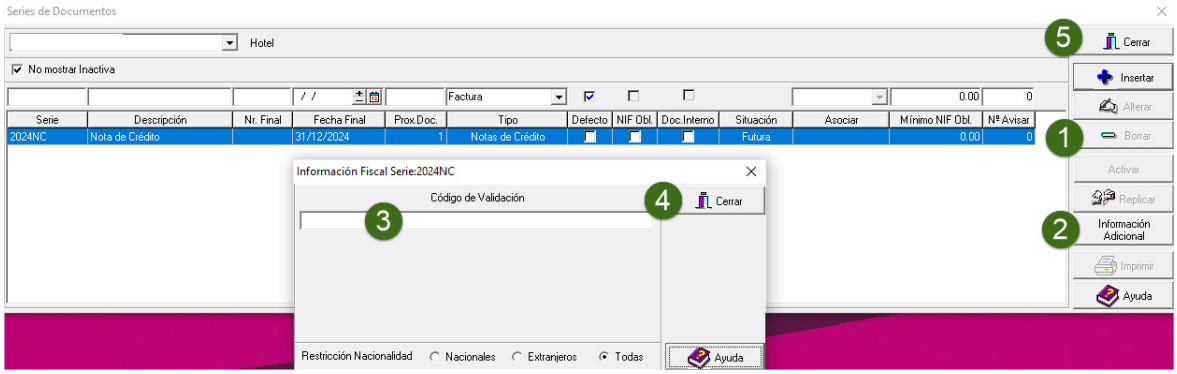


In this window it's necessary to check if the active series of Credit Notes finish at the end of the current year. If that's the case, then you must fill Serial, End Date and Type fields and press the Insert button by hotel (1)



You must then obtain the ATCUD for each series entered from AT and place it in the following option.

NewHotel program AT Certification Code: 615



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

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

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