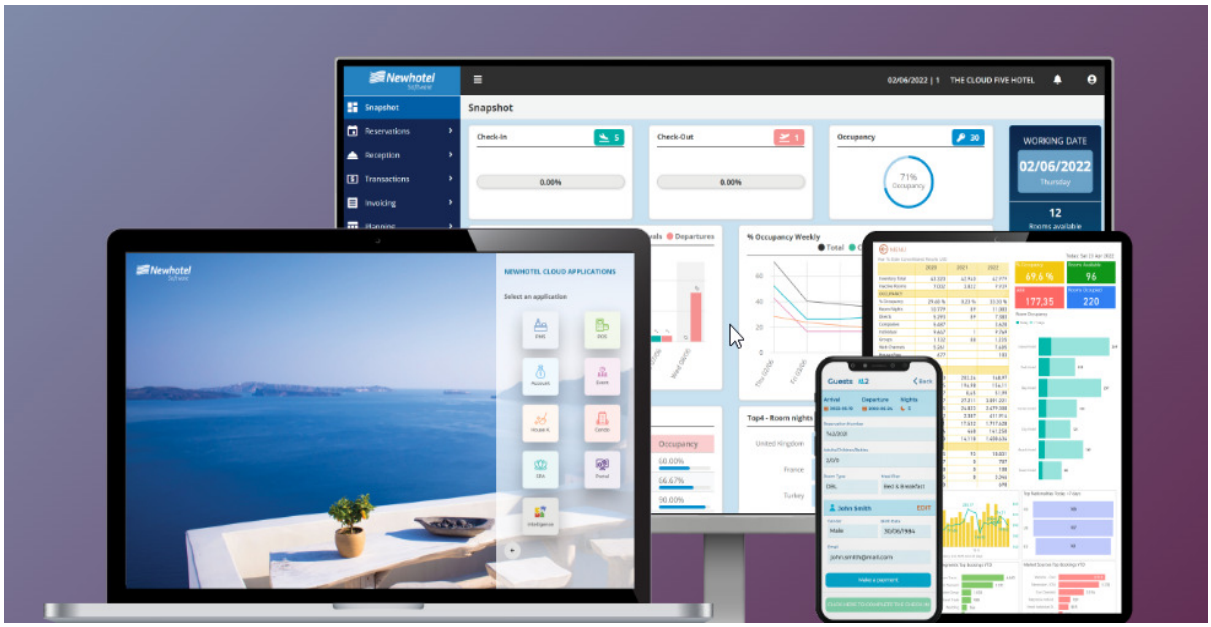

Report card Nº: 2025.21

Subject: Mandatory Procedures before the End of the Year

Procedures for creating document series and unique document code (ATCUD) for PMS

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PMS (Front-Office)

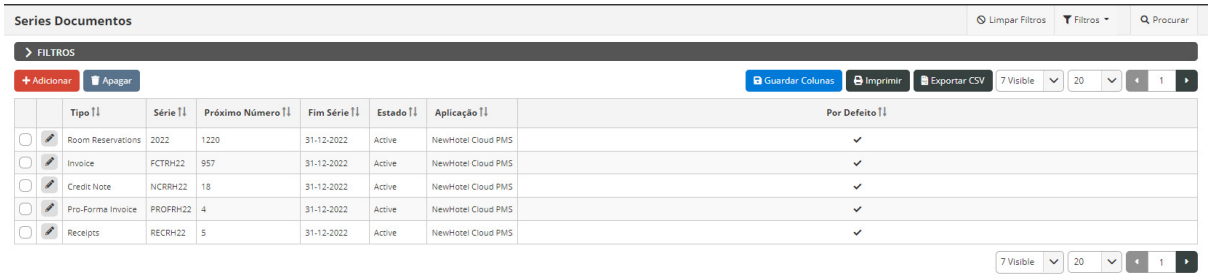
For our customers in ***Portugal***, the new ordinance nº195/2020, of August 13, which regulates the obligations related to the processing of invoices and other fiscally relevant documents, referring to the requirements for creating the two-dimensional barcode and the unique code of the document (ATCUD), provides for the ***obligation to communicate a series of invoices*** 15 days in advance, by the customer on the AT portal (manual) and wait for the validation code (ATCUD) to be sent or, alternatively, request the code via web services .

https://info.portaldasfinancas.gov.pt/pt/informacao_fiscal/legislacao/diplomas_legislativos/Documents/Portaria_195_2020.pdf

This validation code must be placed in each series communicated to AT (Tax Authority).

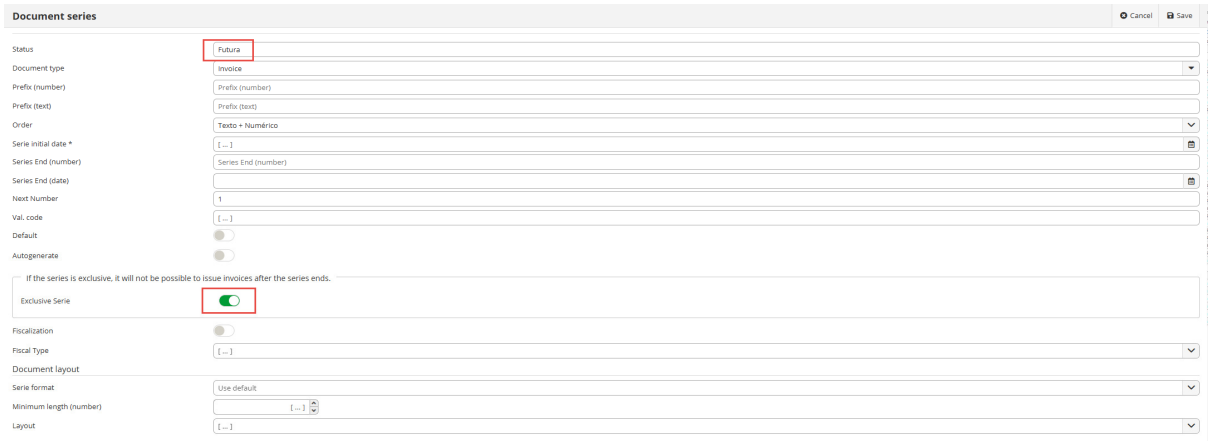
The series could be, for example, the following:

- Invoice/receipt;
- Credit invoice;
- Proforma invoice;
- Credit note;
- Receipts;



There may be other examples that are not mentioned here, we alert our customers however that an individual ATCUD code must be obtained for each of the series created.

NOTE – The series created must be in the "Future" state as shown in the descriptive image



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For more details on obtaining validation codes, contact your accounting department.

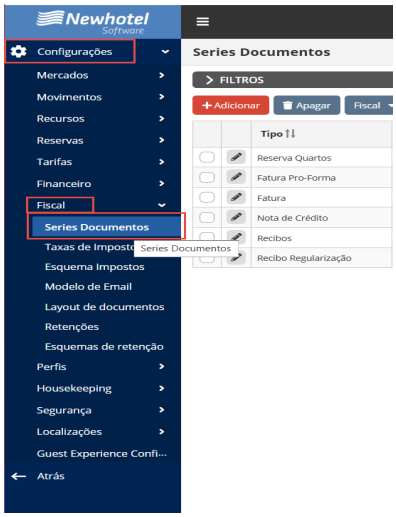
We recommend that you carry out today (if you have not already done so) the following 2 procedures that are necessary for the software to function correctly when changing the year:

Creation of Tax Series

If you have not yet created the series for the next year, before the end of the current year you must create the respective new series for the following year or later and then insert the unique document code (ATCUD) provided by AT.

To proceed with the creation of new series of documents, go to ***Settings > Tax > Document series*** via the left side menu:

You must take into account that document series may or may not be annual. If you choose to create annual series, the current one will end on 12/31 of the year to which it refers, otherwise series with an unlimited date may be created and will not need to be renewed annually.
To insert new series, proceed as shown in the following example:Select +ADD :



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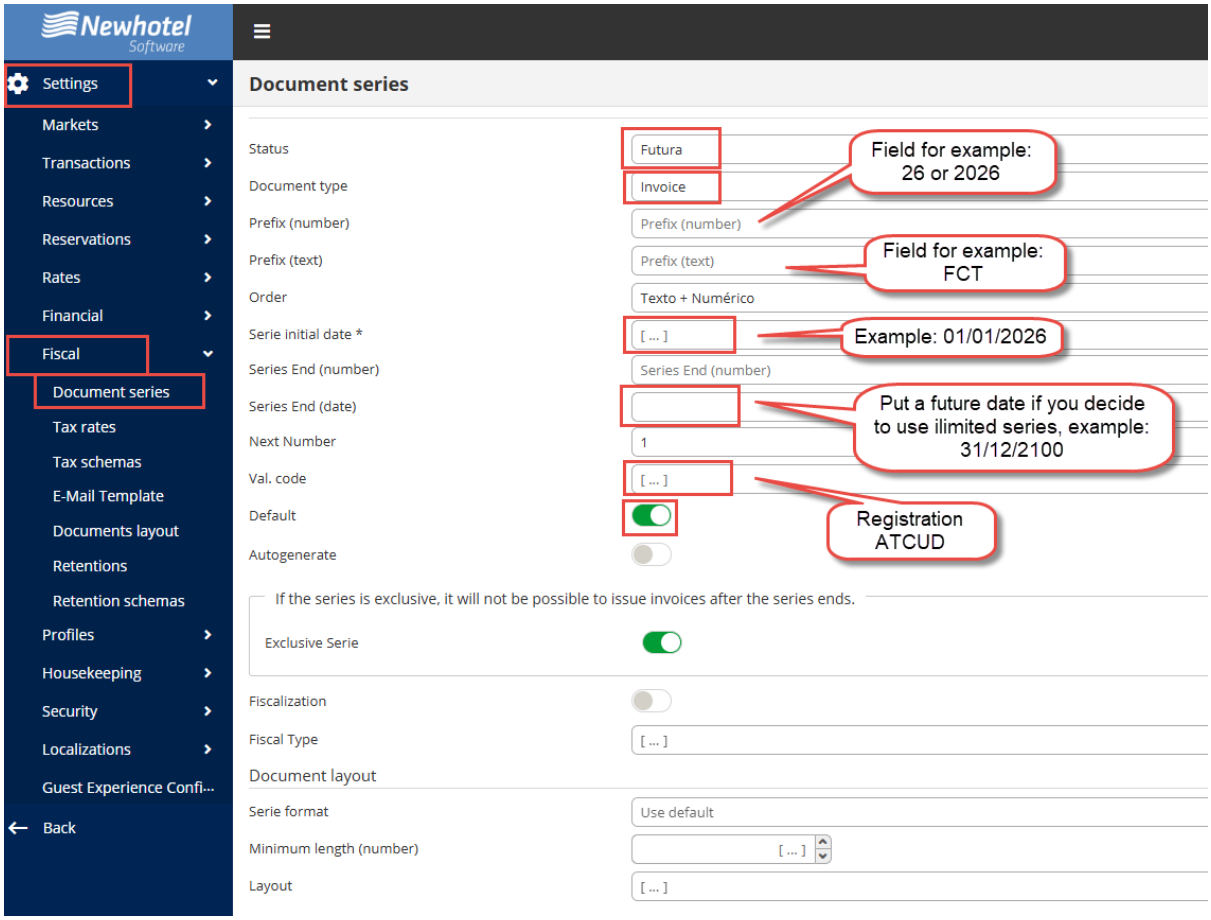
Select +ADD:

In the new window, fill in the fields accordingly:

Document Type – Type of document (Invoice, Credit Note, Receipt, etc.)
Prefix (number) – prefix number of the series you want to create (25,2025, etc.) or if you choose an unlimited date, do not fill in this field
Prefix (Text) – prefix text of the series you want to create (FCT, FT, NC, etc.)
Series start date – date when the created series will start (01/01/2025)
Final Series (Date) – End date of the series you want to create (12/31/2025) or enter a future date if you choose an unlimited date for example (12/31/2100 – which can be changed)Final Series (Date) – End date of the series you intend to create (12/31/2024):



For the Reservation Series, ATCUD is not necessary and it must be selected with the Generate Automatically option, as shown in the image below for the series to be created by the program automatically:

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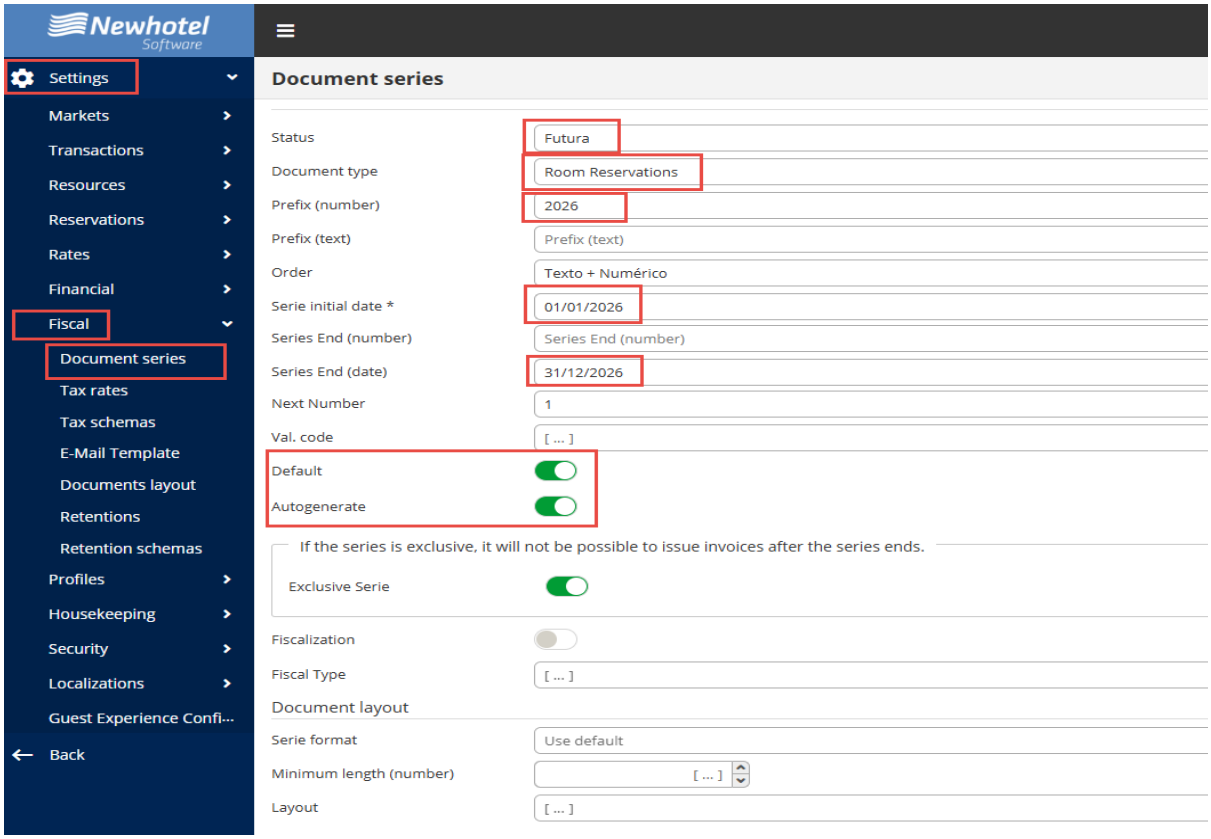


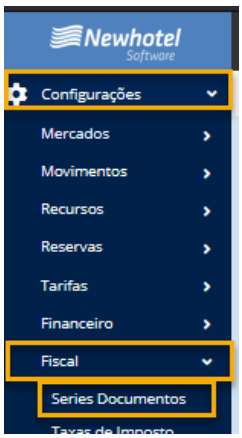
If you do not yet have the validation code, you must make the request to the tax authority as soon as possible and before issuing the first invoice in the corresponding series.

Insertion of unique document code (ATCUD)

There are two ways to enter series codes after their creation, either manually or via web services.

NOTE – NewHotel's certification code can be found at the bottom of currently issued invoices, which in the case of NewHotel cloud applications is **1437**.

Manual Insertion:
After creating the series and as soon as you receive the validation code for the series communicated to AT, you must go to the left side menu, ***Settings > Tax > Series of documents***, select each series and insert the corresponding validation code in the fields shown above;



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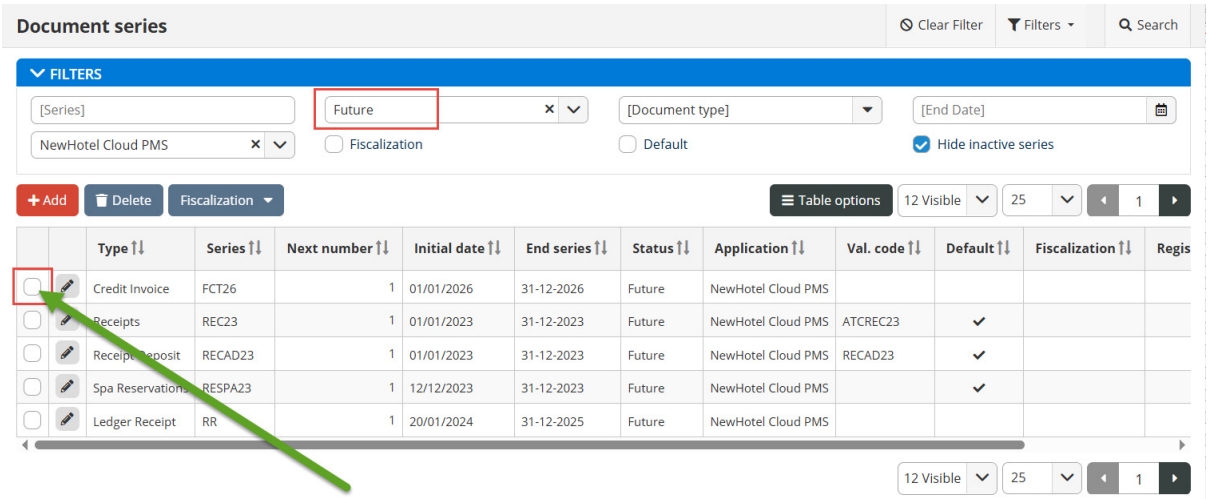
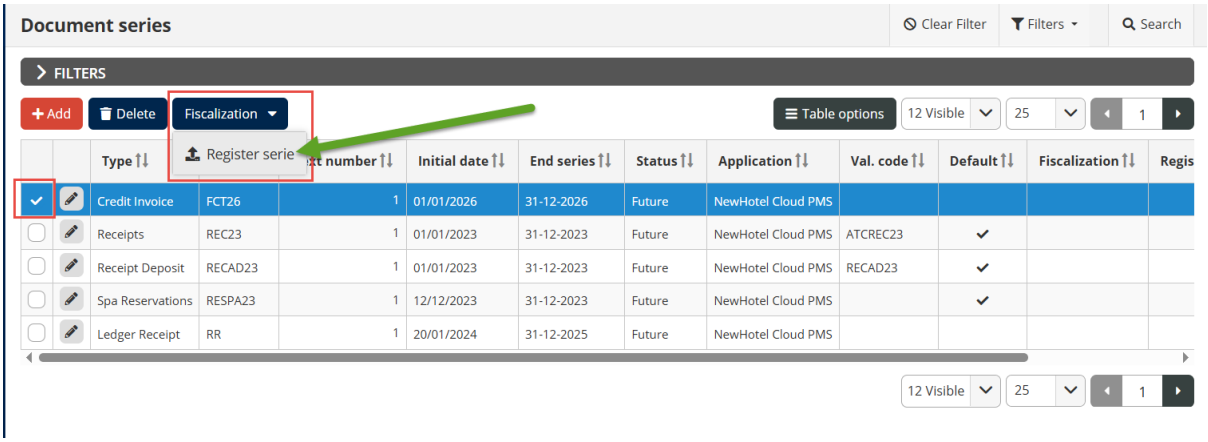
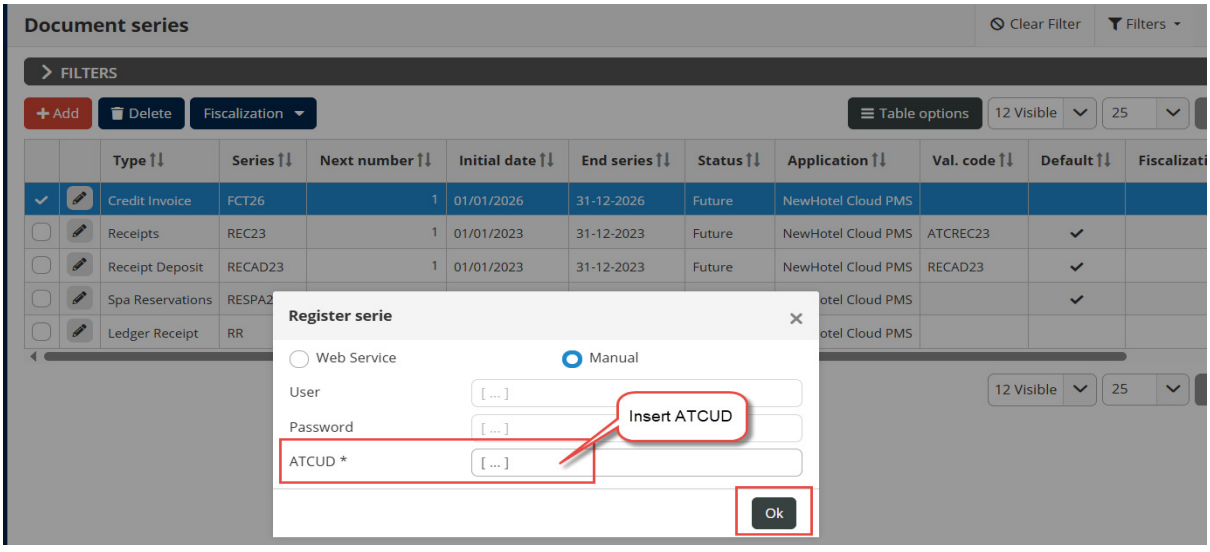
In the filter you must select by FUTURE series and select the series:



In each series, place the validation code sent by AT:





To finalize the changes, select "**OK**".

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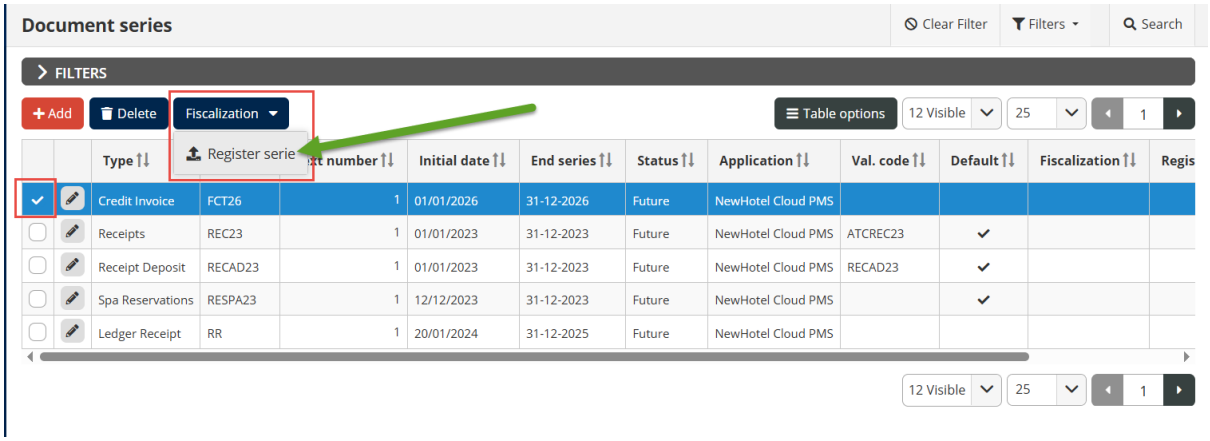
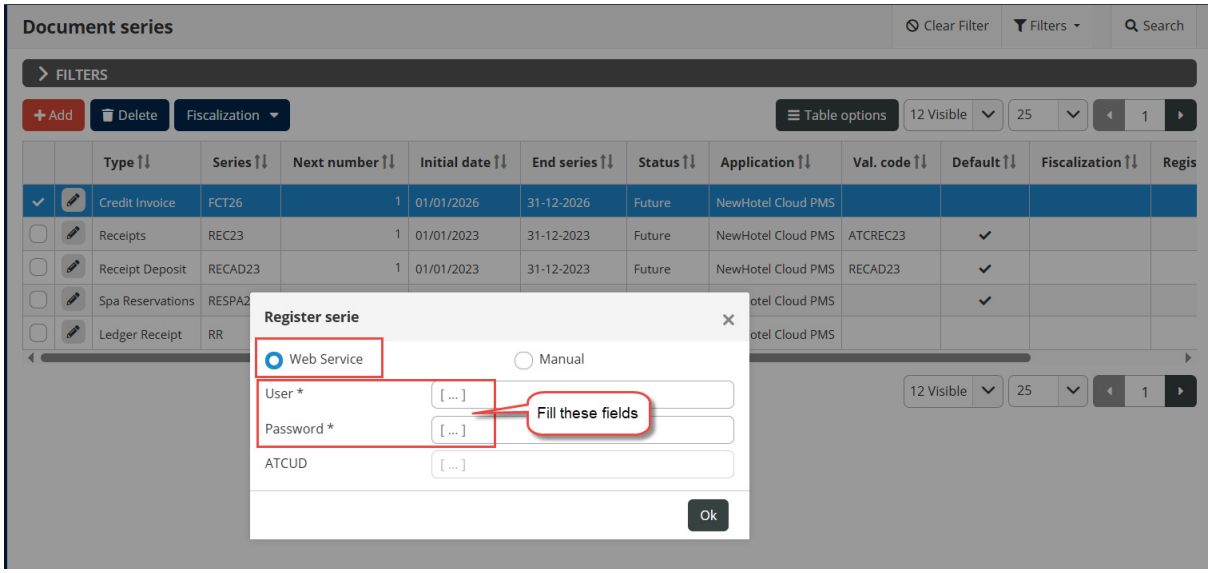
Insertion via WebServices:
After creating the series, go to the left side menu, ***Settings > Tax > Series of documents***, select each series and enter the user code and respective password previously created on the AT website as shown





NOTE: For more information on how to create a user and respective password to obtain codes via webservices, please consult the additional information in this bulletin.

You can view a preview of the document in the top right field:

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

Additional Information:

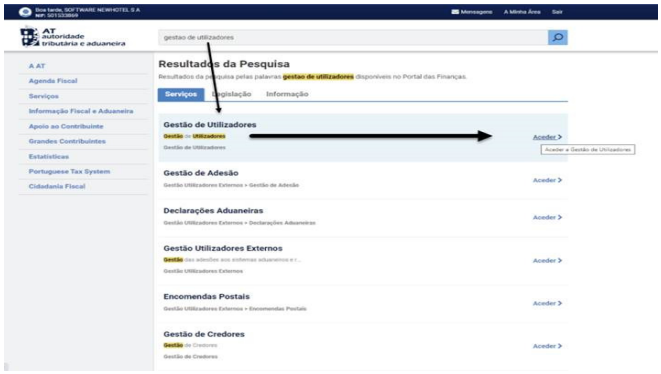
- **For more information about ATCUD, what it is and what it is for, please see the link** Outras Obrigações > Séries/ATCUD > Âmbito de Aplicação (portaldasfinancas.gov.pt) where you can find detailed information on the topic.

A) How to proceed on the AT website to create a user to obtain codes via webservices:

1. You must access the AT website at Portal das Finanças (portaldasfinancas.gov.pt)

2. Enter your access credentials

You should search for "***User Management***" in the search bar:



3. When creating the user, assign the indicated permission depending on the type of automatic communication WSE (via web series) and/or manually CGS
4.

WSE – Communication and Management of Web Series

CGS – Communication and Series Management

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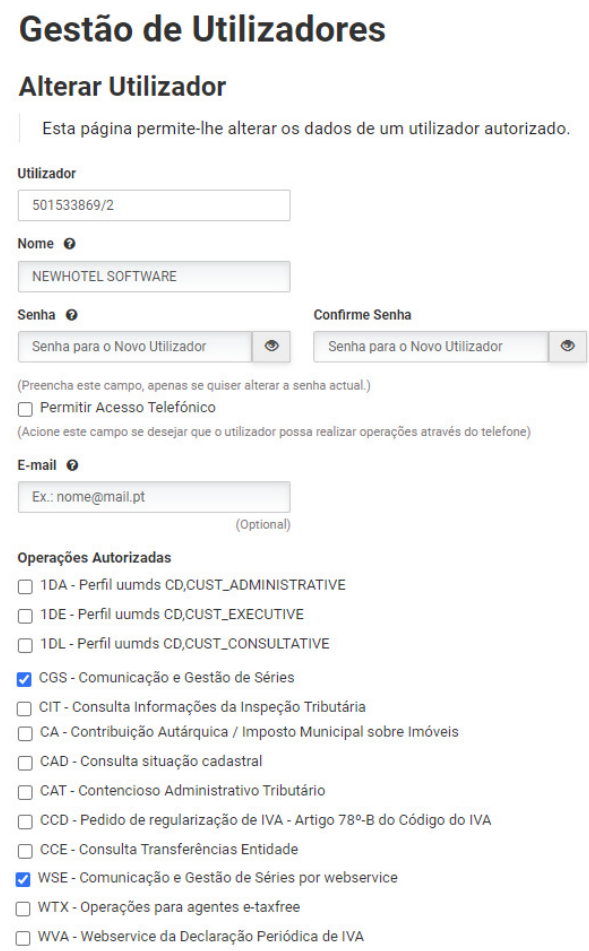

After creating the user in question, you can enter the data in the fields described in the example of creating a series via the webservices of your billing system.

B) How to proceed on the AT website to obtain document series codes:

1. You must access the AT website at [Portal das Finanças (portaldasfinancas.gov.pt)]

2. Enter your access credentials

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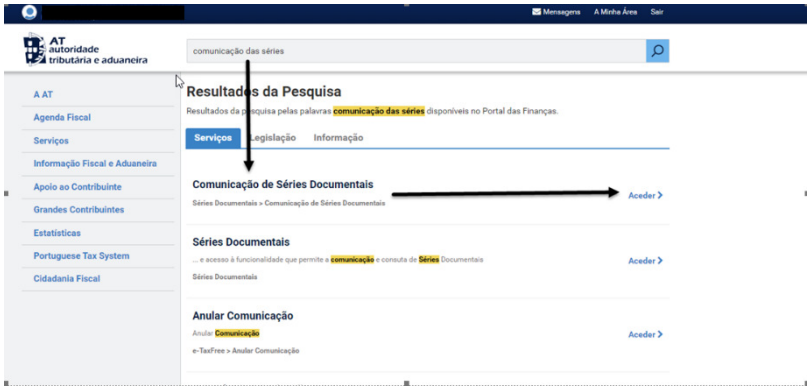
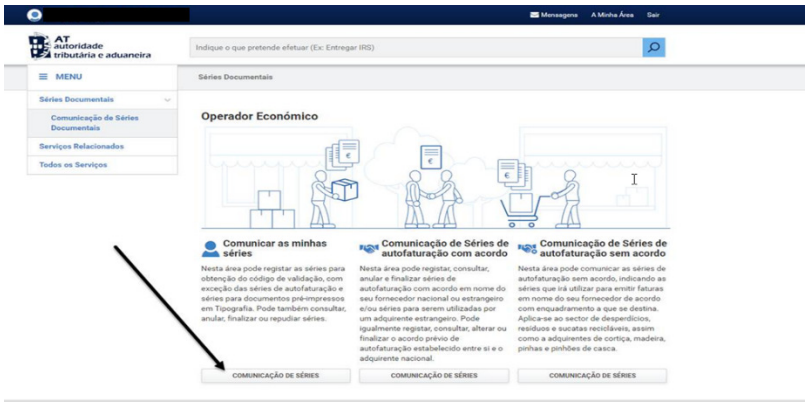
3. In the search field, enter "***Documentary Series Communication***"



4. Select the "***Series Communication***" field



Select the "***Register Series***" field

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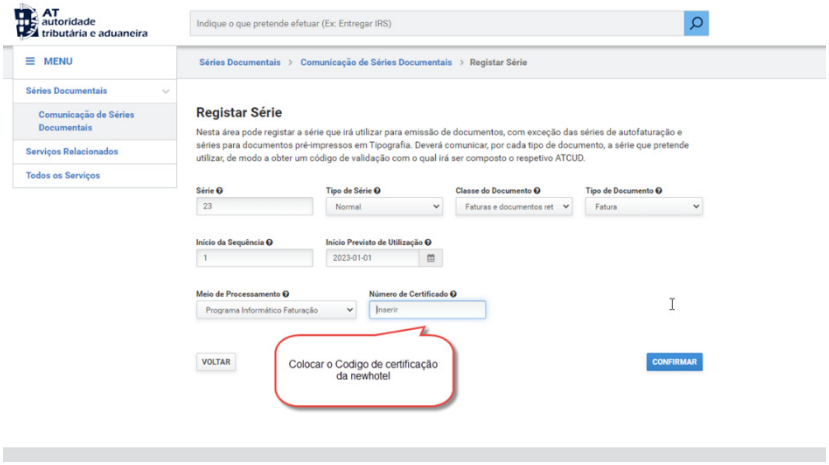
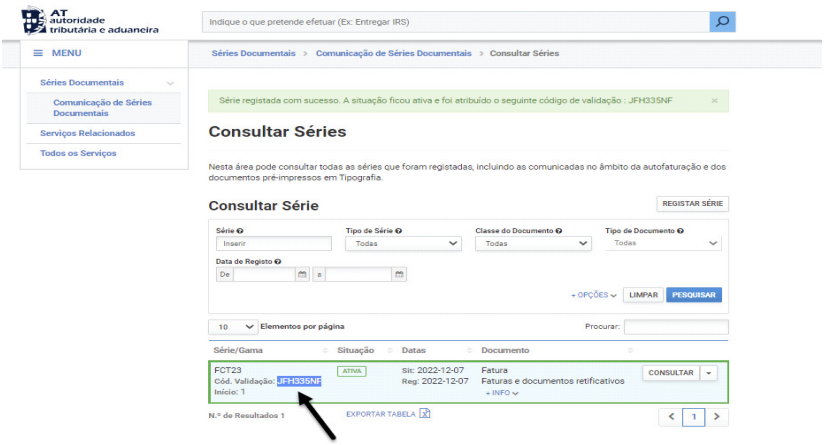
5. Proceed with filling in the necessary fields accordingly:



NOTE – NewHotel's certification code can be found at the foot of invoices currently issued, which in the case of CLOUD applications is **1437**.

6. After confirmation by AT of the series registration, a code will be generated that can be consulted in this field:



If you have any doubts about filling in the fields when registering the series of documents to be carried out, we recommend that you contact your accountant or the person responsible for your company's accounting.

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

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