Report Card Nº.: 2025.17

Subject: Mandatory Procedures before the End of the Year

Procedures create new receipt Series in NewConta

1 – NewConta

2 – NewConta old Layout

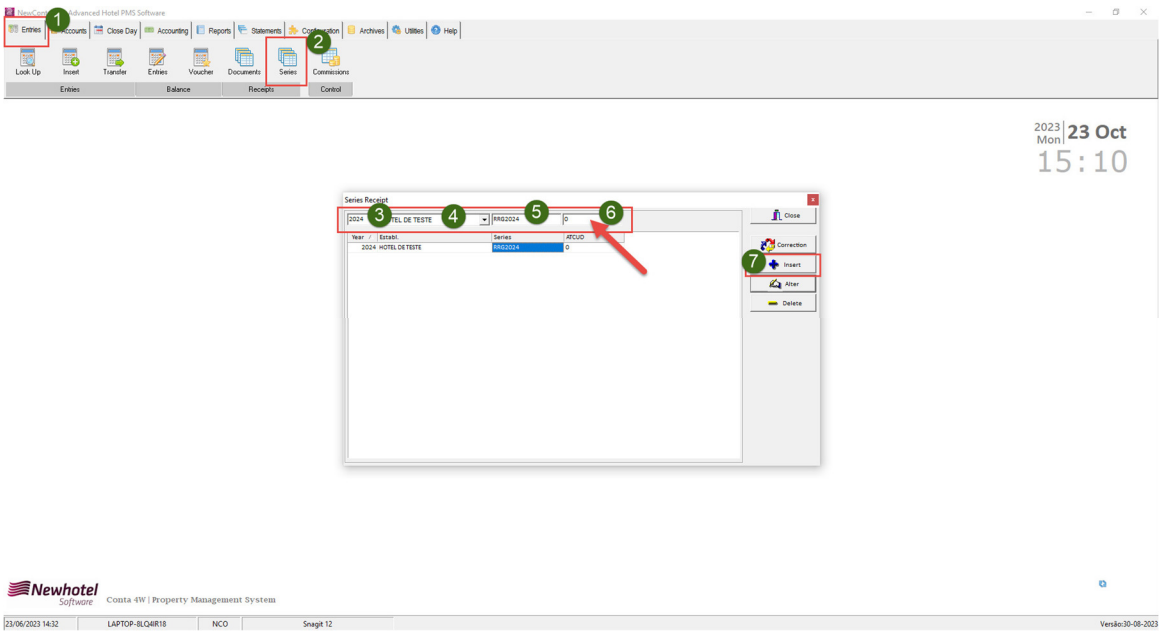
NewCentral

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 – Receipt 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 receipts in the new year.

To do that you must open the Receipts Series window, located in **Entries \ Series**

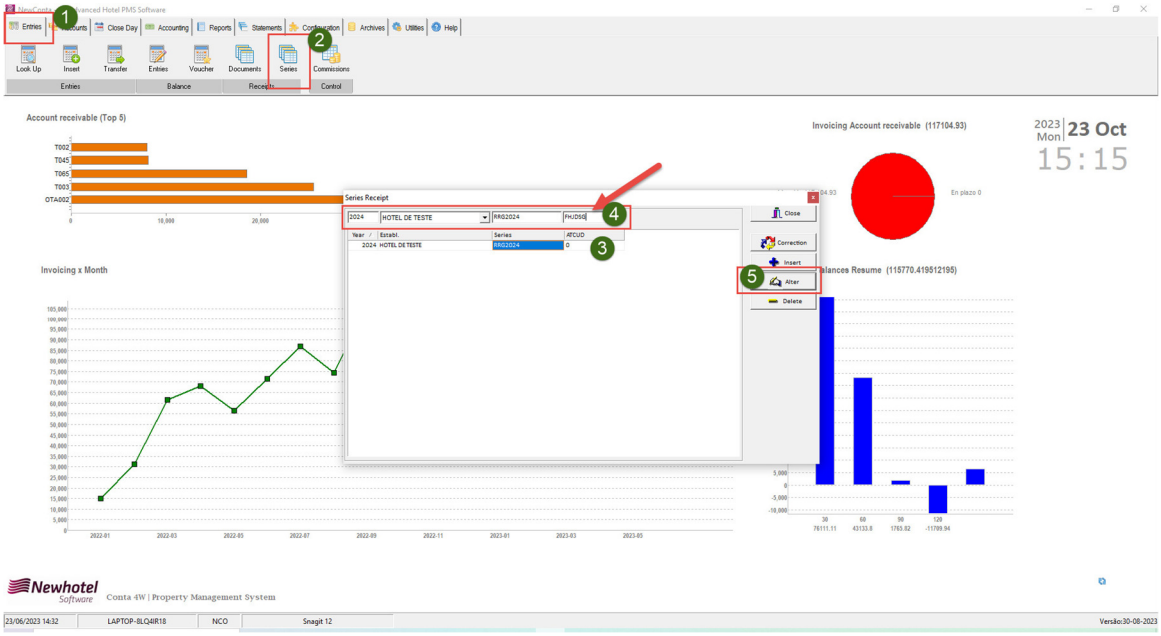


The Year, establishment, Series and ATCUD fields must be filled in for the program to allow the insertion:

Year: XXXX (XXXX = year following the current one)
Establishment: choose the hotel unit
Series: RRGXXXX (XXXX = year following the current one)
(example for Regularization Receipt)
ATCUD: can be filled in at 0 until you have the ATCUD code and can be changed later.

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

NewConta program AT Certification Code: 615



2 - NewConta old layout

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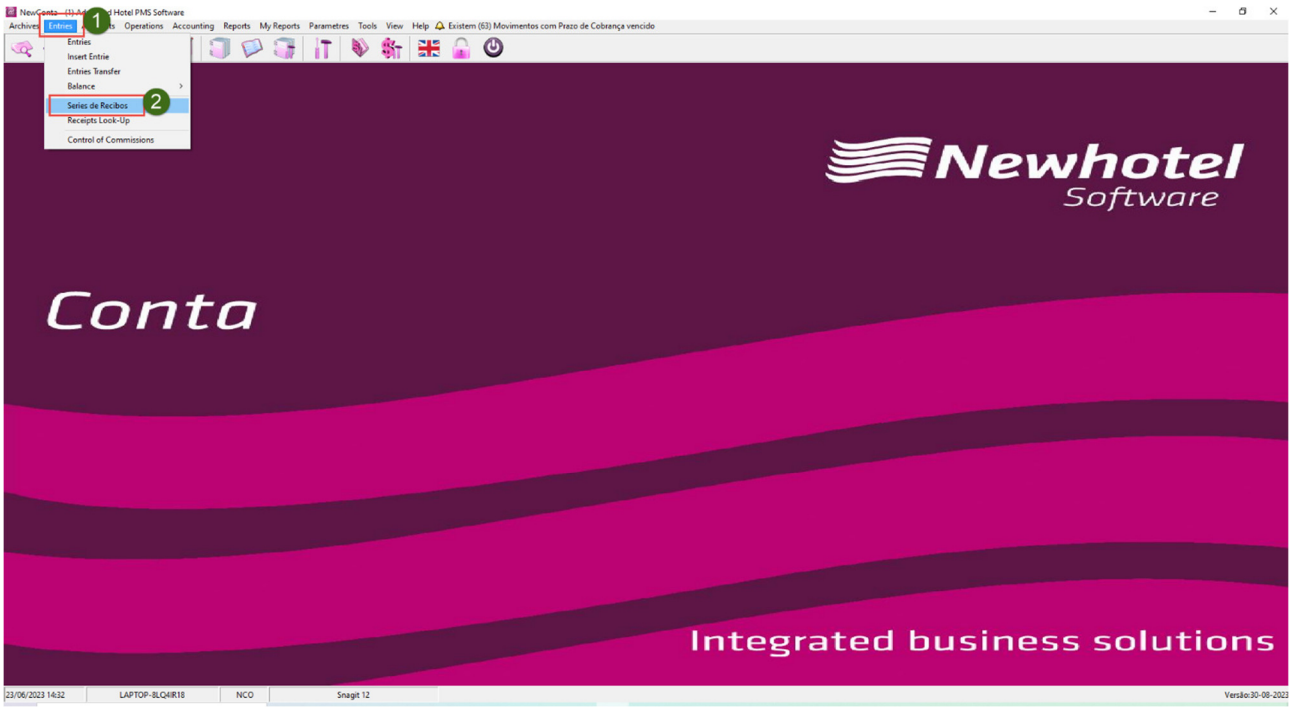

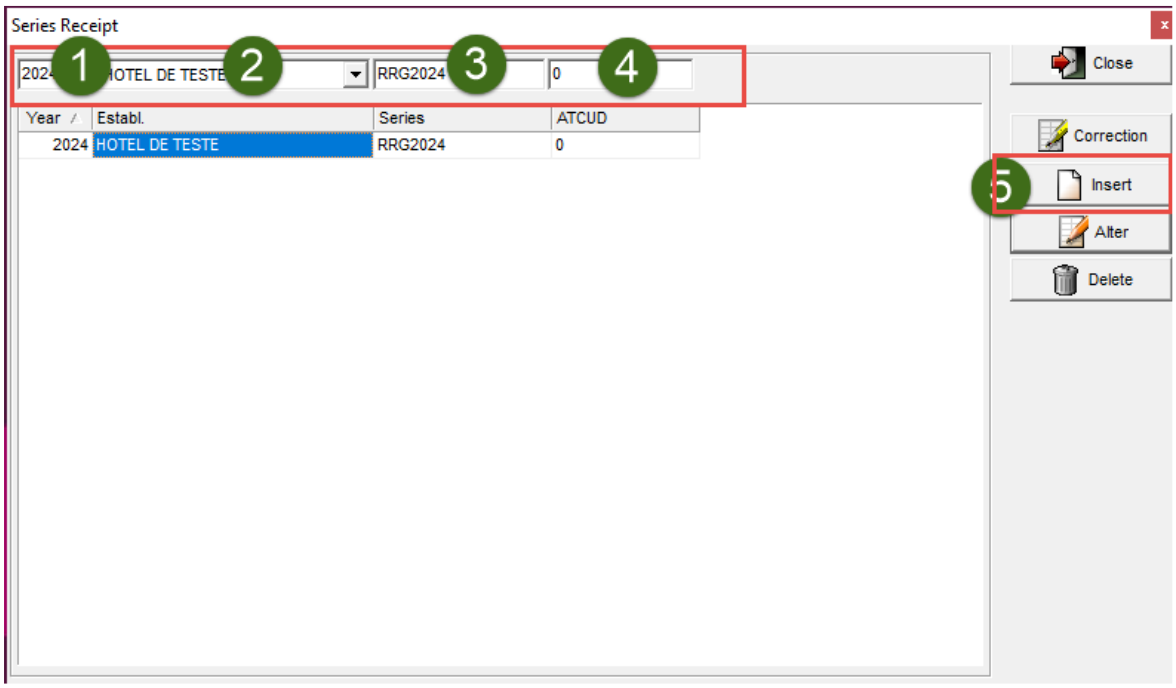

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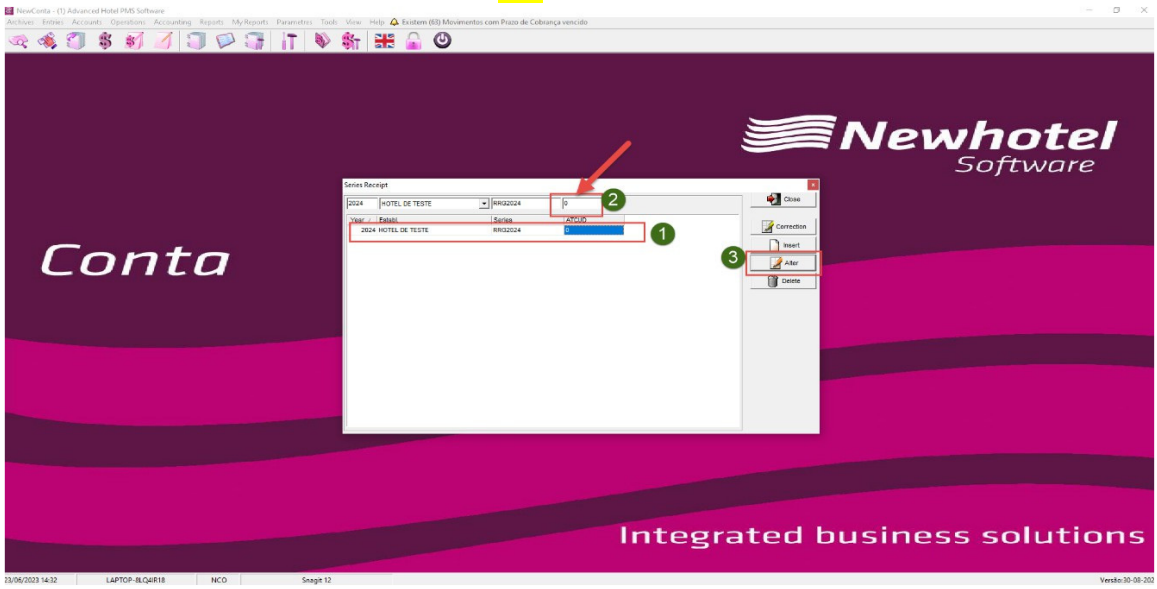

In case of any doubt, please contact NewHotel Helpdesk, 24 hours a day at your service.

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