ATGO | User's Guide

AT autoridade tributária e aduaneira

Version 1.0

ATGO | AT autoridade tributária e aduaneira

A single point of access where you can carry out operations and view your data held by the Tax and Customs Authority

With the ATGo app you can check the evolution of your professional activity, namely your income and expenses. You can also issue and view your receipts in a practical and effective way.

Co-financed by

COMPETE 2020 | PORTUGAL 2020 | European Union European Regional Development Fund

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Overview

In the Overview you can consult several information related to professional activity

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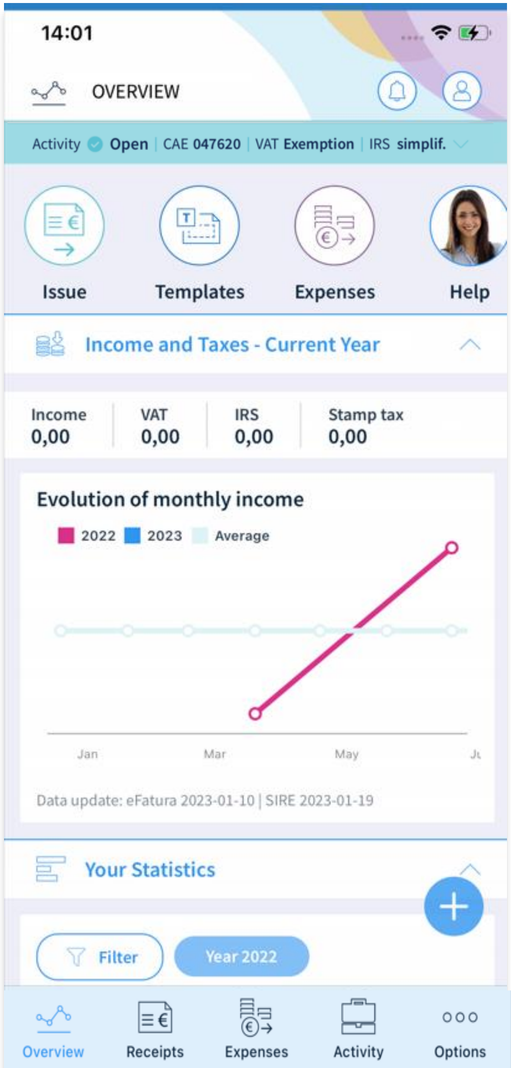


Overview

Functionalities

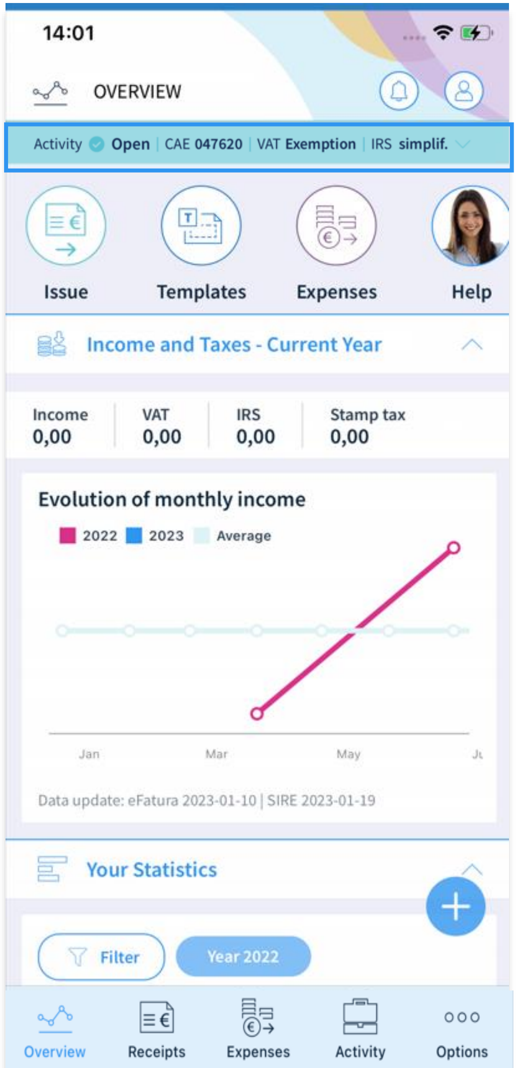
The Overview is the result of the aggregation of various functionalities aiming to return the information you have provided to the Tax and Customs Authority in an improved and processed form for immediate perception and analysis of the activity and to facilitate your interactions with AT.

The Overview aggregates the following functionalities

- Current Status
- Frequent Quick Access Actions
- Income and Taxes - Current Year
- Your Statistics

Note:

All information and data presented are merely illustrative.



Overview

Framework of the Activity

Current Status

Brief presentation of the current situation with the AT. In the context of your professional activity you may have one activity considered as your main activity and several secondary ones.

Activity States

No Activity

Never had an open activity (self-employed)

Open

Currently has an open activity (self-employed)

Closed

It used to have open activity (self-employed), but currently no longer does.

Overview

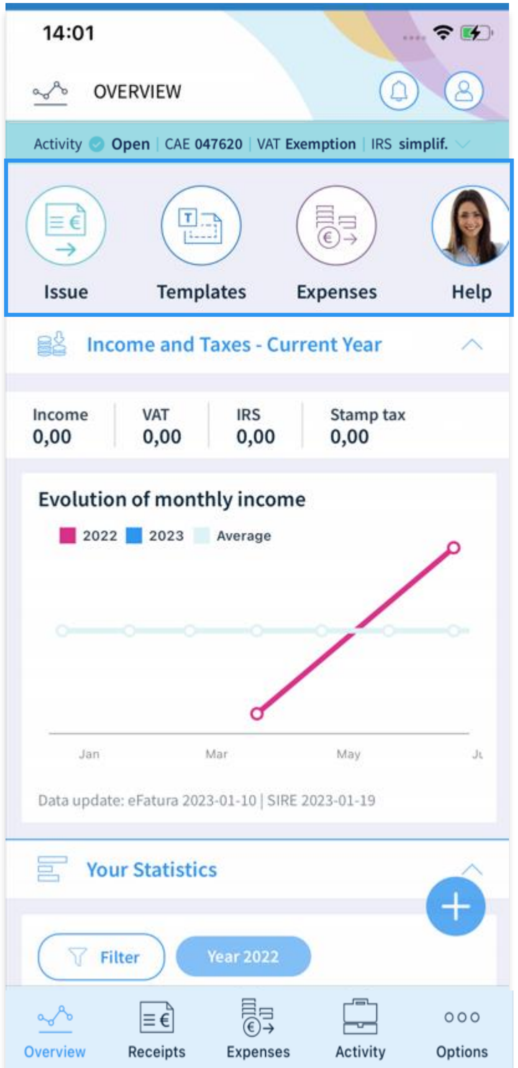
Framework of the Activity

Activity Summary

By clicking on the framework menu bar, the summary of the professional activity is shown with the respective code and description of the main CAE, the date of the commencement of activity, and the VAT and IRS frameworks.

Detailed consultation

You can consult all the information by pressing the "My Activity" button.



Overview

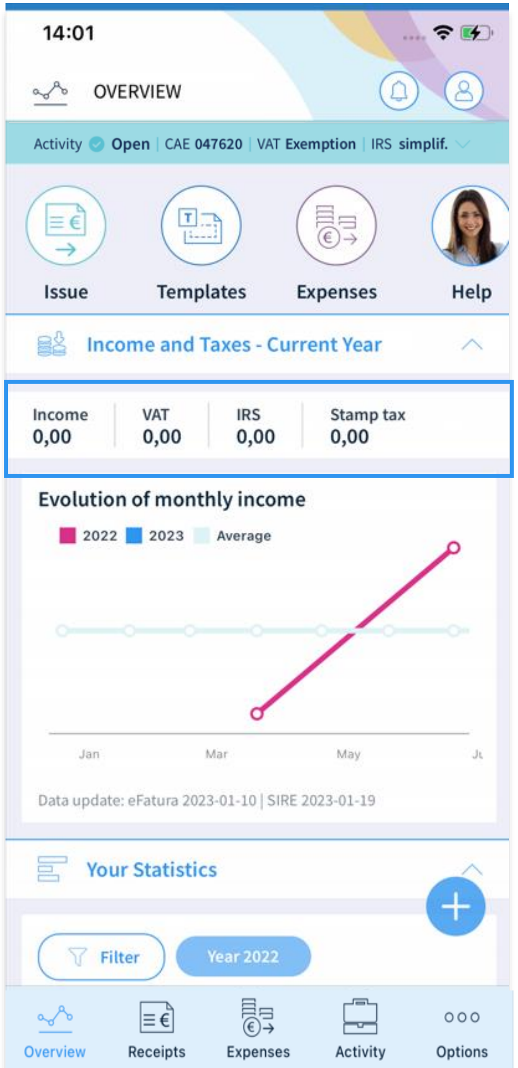
Frequent Quick Access Actions

Some quick shortcuts are available, for the actions you most use in your application

You may select the actions you use most frequently here.

By pressing each action you will be taken to the respective functionality

- **Issue Documents**
- **Create Templates**
- **Classify Expenses**
- **Ask for Help**
- **Consult your Tax Calendar**



Overview

Income and Taxes - Current Year

Here you can view the evolution of the Income resulting from your activity throughout the current year, as well as the comparison with the same period in the previous year.

Totalizers

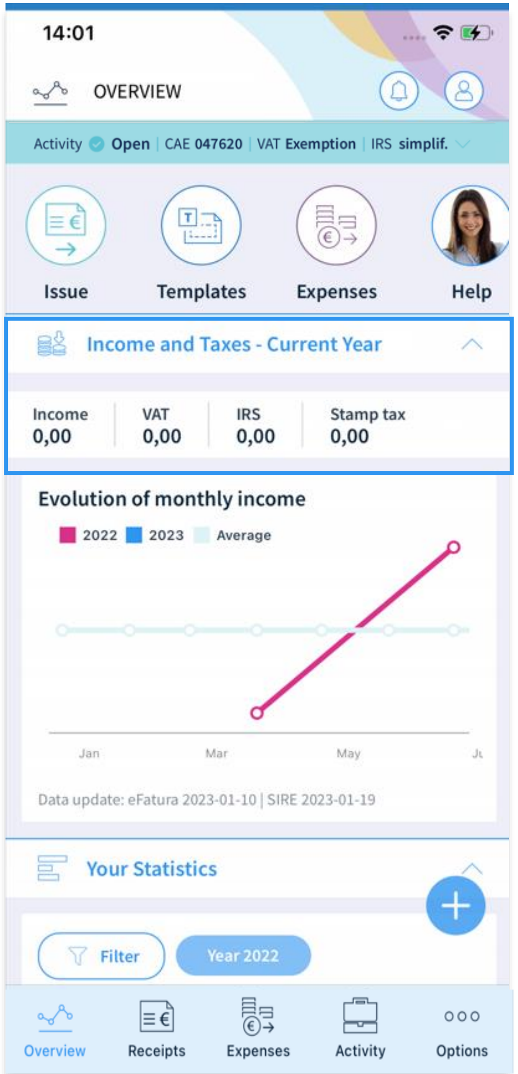
Find out how the totals presented are being made:

Income

Results from the sum of the Base Value of all invoices-receipts and invoices issued, with issuance date referring to the current year, even if the date of provision of service is from the previous year.

Note:

Advances made to pay expenses on behalf of the client are not considered income. Documents that have already been annulled are not considered.



Overview

Income and Taxes - Current Year

Totalizers

VAT paid

Results from the sum of the paid Value Added Tax of all invoices-receipts and invoices issued, with issuance date referring to the current year, even if the service provision date is from the previous year.

Note:

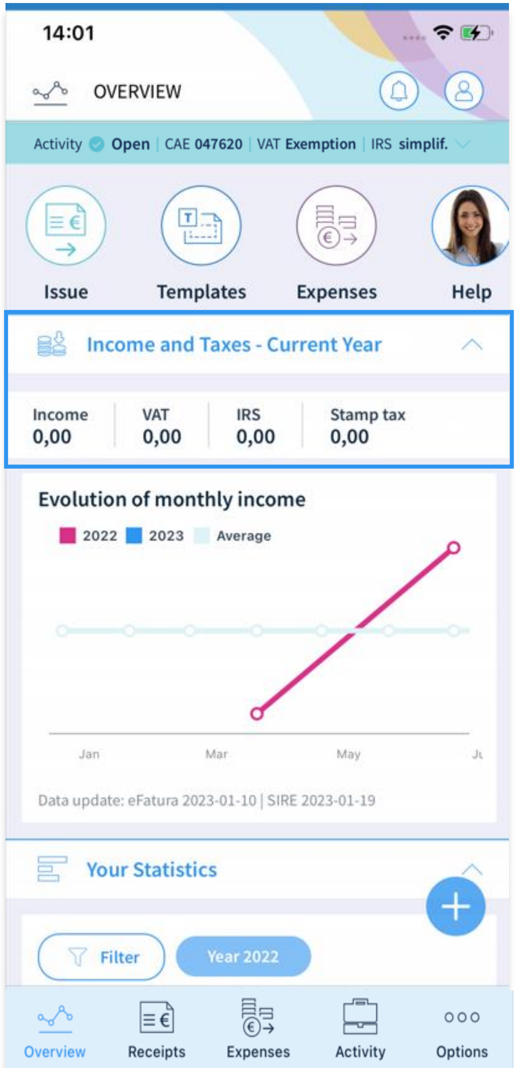
Documents already cancelled will not be considered.
If you are exempt from VAT, in all documents issued, the indication of Exemption is presented.

IRS - Withholding tax

Results from the sum of the paid Value Added Tax of all invoices-receipts and invoices issued, with issuance date referring to the current year, even if the service provision date is from the previous year.

Note:

Any advance payments made by you for the payment of expenses on behalf of your client are not considered income. Canceled documents are not considered.
If you are exempt or have not withheld tax, in all documents issued, the indication of Exemption or without Withholding tax will be presented



Overview

Income and Taxes - Current Year

Totalizers

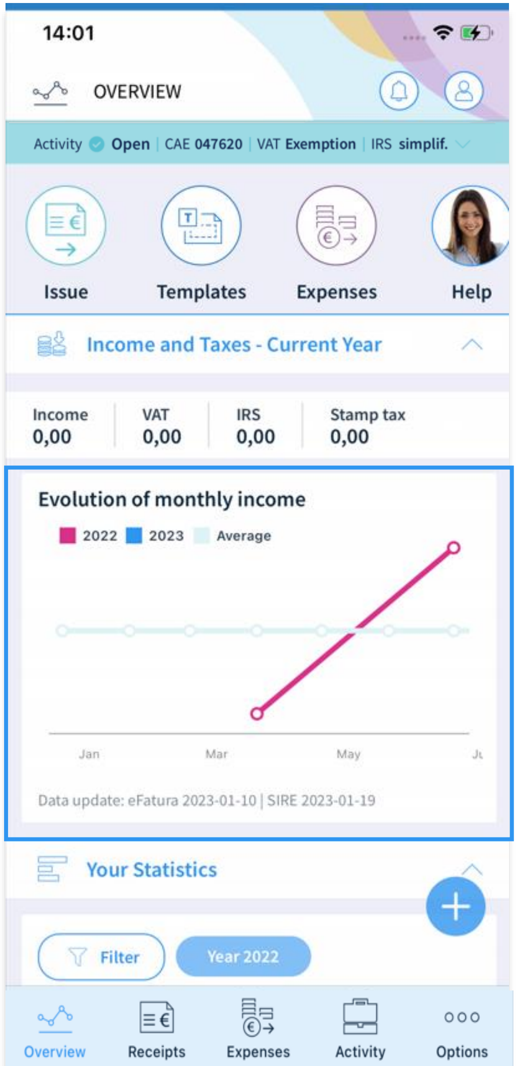
IS - Stamp Tax

Resulting from the sum of the Stamp Tax Value declared on all receipts-invoices and invoices issued with an issuance date of the current year, even if the date of service provision is from the previous year.

Advance payments of expenses on behalf of the client are not considered income.

Where amounts are very high, they are presented abbreviated eg.
100 K instead of 100.000,00.
300 M instead of 300.000.000,00
If you have negative income, it is shown in red with a minus sign **(-)**.

Note:
Always bear in mind the date of the last data update.



Overview

Income and Taxes - Current Year

Evolution of monthly income

In this chart you can compare your income for each month of the current year with the same period in the previous year.

For each month, the sum of the Base Value of all invoices-receipts and invoices issued is presented.

Note:

Advances made to pay expenses on behalf of the client are not considered income.
Documents that have already been annulled are not considered.

Overview

Your Statistics

Here you can quickly view some relevant indicators for your activity.

Indicators:
- **Chart of Income vs Expenses allocated to the activity**
- **Chart of Income by CAES / CIRS**
- **Chart of Professional Expenses by Category**
- **Top Customers**

Chart of Income vs Expenses allocated to the activity

It represents the ratio between your income and expenditure allocated to the activity, according to the filter you have chosen.

Income Chart by CAE / CIRS

It represents the income obtained, broken down by CAE or CIRS, sorted by income size (from the largest to the smallest), according to the filter you have chosen. in the term "Others". In case of having more than 5 CAE or CIRS, the remaining are grouped under "Others". If you have income from a professional activity that does not have the CAE or CIRS identified, you must indicate "Unidentified".

Note:

Always bear in mind the date of the last data update.

Overview

Your Statistics

Here you can quickly view some relevant indicators for your activity.

Chart of Expenses allocated to the activity

It represents the expenses classified as professional in the Expenses option or in the e-invoice. If you do not have professional expenses or have not yet classified them, the value will be null. If classified, they are presented by category. Initially, only the total amount of expenditure allocated to the activity is shown.

Top Customers

You can view your top 5 customers, both in monetary terms and in number of documents issued.

Top Customer in Values

It shows your 5 most significant customers, in monetary terms, and the weight that each one represents in the total income. The amount for each customer is calculated according to the filter chosen. The amount calculated per customer results from the sum of all invoice-receipts and receipts with billing discharge, whose issuance date corresponds to the chosen period have chosen. The Invoice is considered to be paid when the sum of the receipts makes up the value of the invoice. The Invoice is considered discharged when the sum of the receipts makes up the value of the invoice.

Top Customer in Amounts

It shows the most frequent customers, that is, the customers to whom you issue the largest number of documents regardless of their value..

Note:

The results are presented according to the filter chosen.
Annulled documents are not considered.

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Receipts

The first step to issue a document is to choose the type of document to issue

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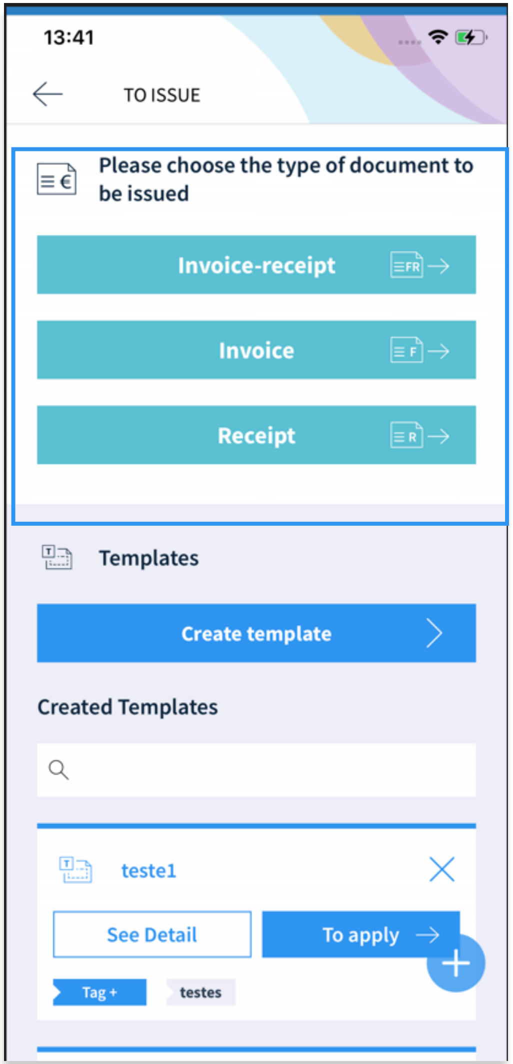


Receipts

Issue new document

There are three types of documents, the Receipt is only available when you have issued invoices that have not yet been paid or settled.

Invoice-Receipt

To be used when the time of the service provision and/or the placing of the goods at the disposal of the purchaser/customer coincides with the moment of their receipt or in the event of receiving advances from customers.

Invoice

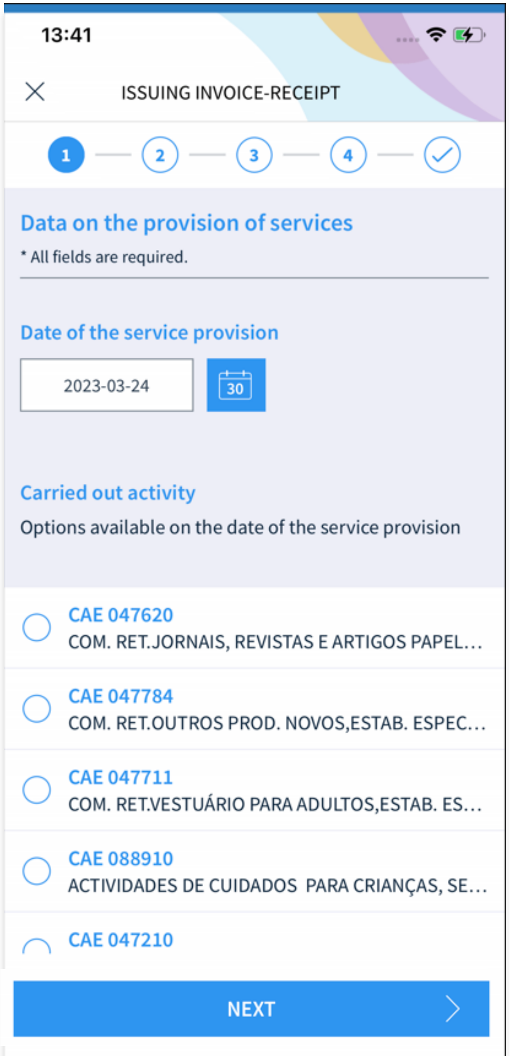
For use when the moment of receipt occurs after the service has been rendered or the goods have been placed at the purchaser's/customer's disposal.

Receipt

To be used when settling the invoice, that is, when receiving (totally or partially) the amount mentioned in an already issued invoice. This document serves as proof that the customer has already made the payment.

Note:

You can choose to issue these documents using a template with the information you previously entered. Please see how in the Templates section.



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 1

Date of provision of services

You must select the date when you provided the services and/or place the goods at the disposal of the purchaser/customer by choosing the calendar button or by entering the date. The date is pre-filled with the current day but it can be changed. You cannot specify a later date.

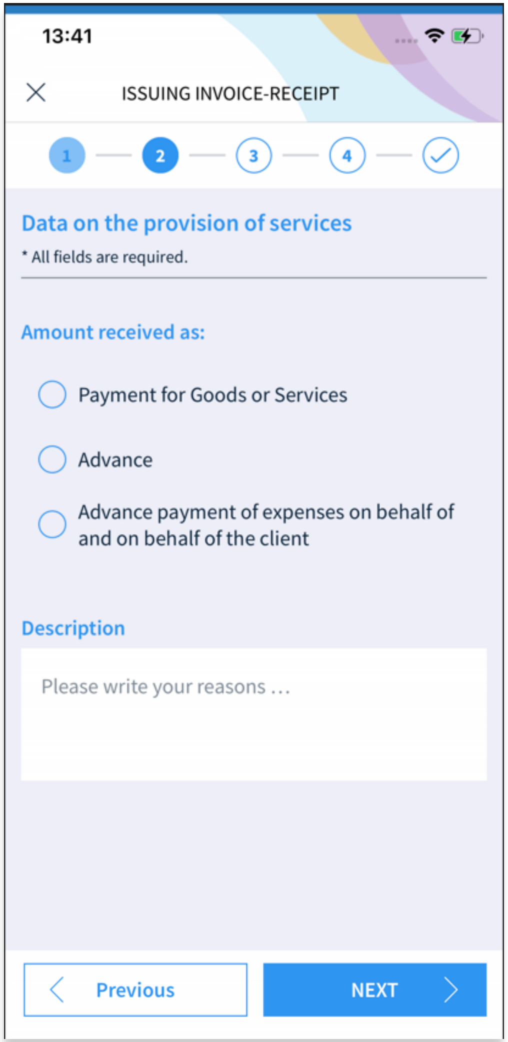
When the document is issued on the current date, your primary activity and, if any, your secondary activity(ies) are displayed.

Carried out Activity

You must choose from the available list of CAE/CIRS the code that suits the provision of services and/or transmission of goods you want to carry out. To choose, select the circle.

Note:

To obtain more detail on the activity of each CAE or CIRS click on the button "i".



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 2

Amount received

You must select the option that best suits the purpose of issuing the document.

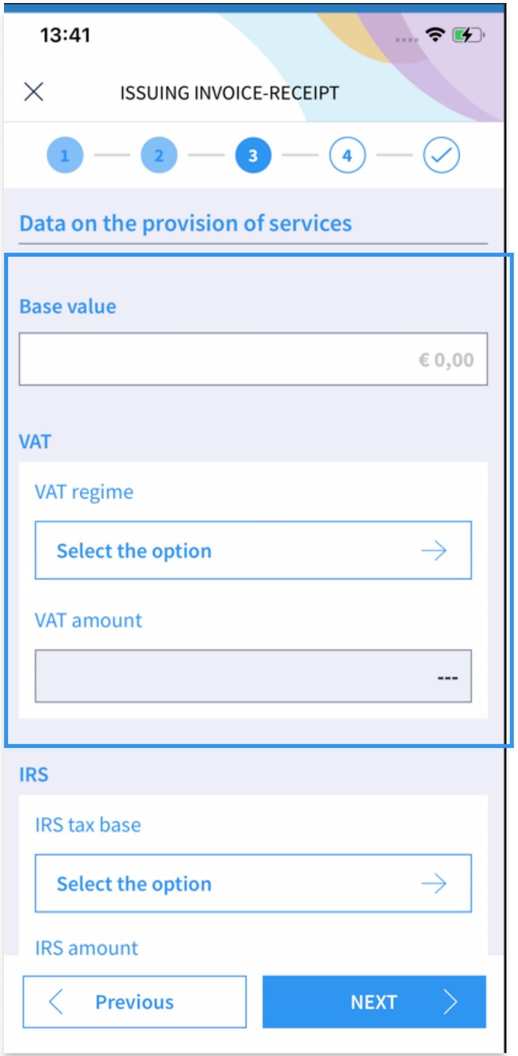
Payment of the Goods or Services
To be used for payment for the provision of services.
Value subject to VAT. The provision of services is subject to withholding tax.

Advance Payment
To be used where payment refers to expenses associated with the service provided, such as travel, accommodation, etc. (fees), recorded in the name of the service provider. It is considered as a payment for the goods or services. This amount is subject to VAT and withholding tax.

Advance on account and on behalf of the customer
To be used when the payment refers to expenses that are in the customer's name (for example meal invoices issued in the name of the entity for whom you are providing the service). Amount not subject to VAT or IRS. These amounts are not even considered income.
All invoices in the name of the customer supporting this advance payment must be kept since, if not duly supported, they will be considered advances on account of fees (previous option) and, as such, subject to VAT and withholding tax.

Description

Please clearly describe the purpose of issuing the document.



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 3

Base Value

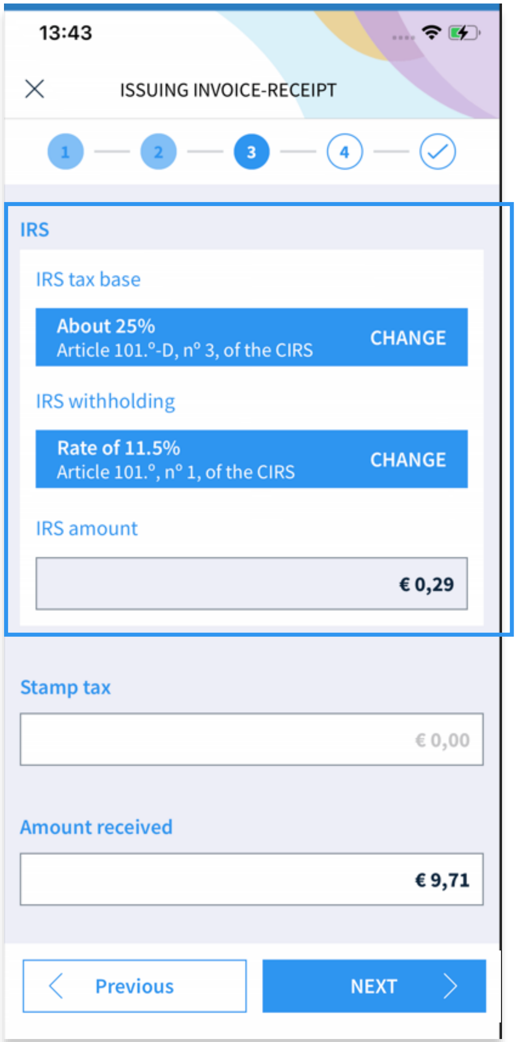
Please indicate the value contracted with the customer, net of VAT.

VAT

Value Added Tax which is levied on the consumption of products, services, imports and commercial transactions. It is applied to the invoice-receipt and invoice.

VAT regime
The VAT rate payable depends on the activity, but you may be exempt from this tax. According to Article 53 of the VAT Code (CIVA), self-employed persons who in the previous year had an income of less than 13.500 EUR do not have to pay VAT. In addition to these cases, article 9 of the CIVA determines the typology of services provided that are exempt from VAT.

VAT amount
Calculated according to the base value you have specified * rate associated with the applied vat regime.



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 3 (continuation)

IRS - Personal Income Tax

Whenever you issue an invoice-receipt or receipt you must fill in this field.

IRS incidence base

In this field, you will have to choose the tax base on the IRS. If you are under the simplified regime and, in the previous year, did not earn income in category B above EUR 12 500, you are exempt.

In this case, you should select the option "Without retention - art. 101(1) of the CIRS". If not, you should choose the incidence base of 100%, 50%, or 25%.

IRS withholding tax

Withholding tax is the advance payment of tax throughout the year (IRS) so that you do not have to pay "all at once". It can be seen as a kind of payment of tax in "instalments".

In case you have a turnover of up to EUR 12,500, the withholding tax is optional, that is, you have to choose whether or not you want to withhold the tax at source.

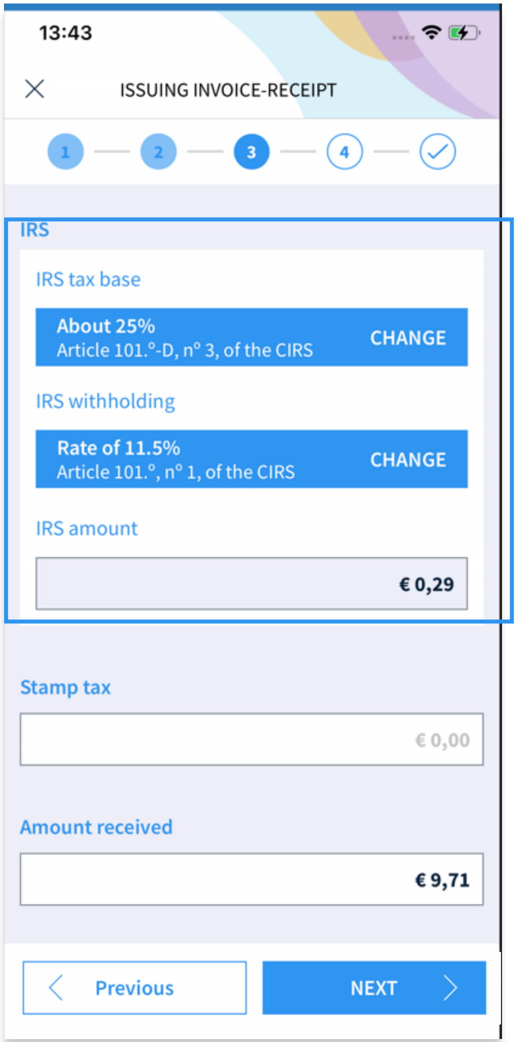
If you choose to do so, your customer (to whom the service is provided, provided they have organised accounting) "withholds" 100%, 50%, or 25% of the amount invoiced and delivers the tax withheld to the AT on your behalf.

You should indicate the Withholding you intend to make:

. 100% Incidence base

. 50% Incidence base

. 25% Incidence base



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 3 (continuation)

IRS - Personal Income Tax

Retenção na fonte IRS
If your tax base is other than "Exempt from Withholding Tax" or "No Withholding Tax".
The choice of the incidence base will determine whether the withholding tax rate will be levied on the whole of the base amount, half of the base amount, or only ¼ of the base amount.

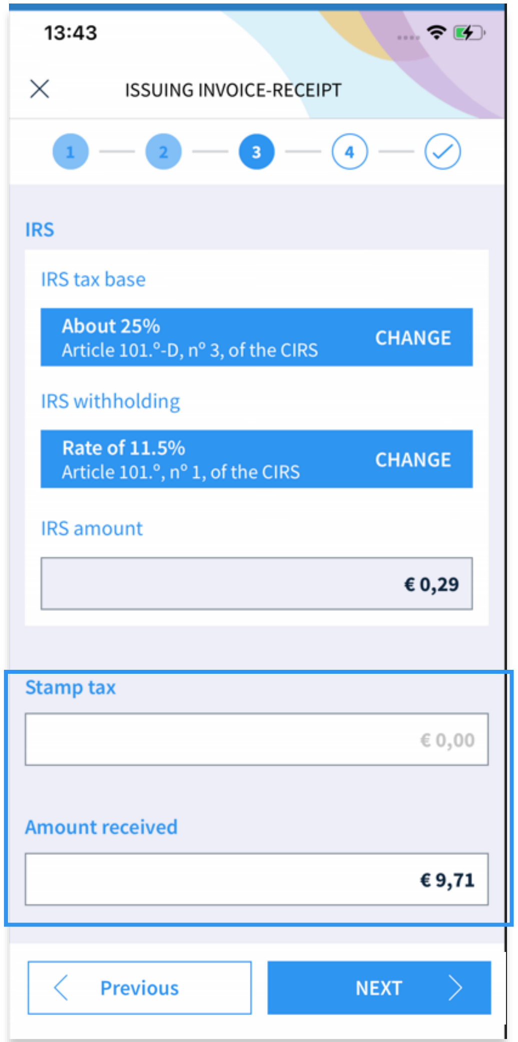
For example:
Base value €100, withholding tax chosen at 25%, no Stamp Tax.

Incidence base 100%: Your customer has to retain €25, i.e. (100% of €100 x 25%) as personal income tax and pay this amount to AT. In this case, you will only receive the difference (€75) plus the VAT amount.

Incidence base 50% : The 25% rate is only levied on half of the amount. Your customer has to retain €12.50, i.e. (50% of €100 x 25%). In this case, you will only receive the difference (€87.50) plus the VAT amount.

Incidence base 25% : The retention rate is only levied on 1/4 of the value. Your customer has to retain €6.25, i.e. (25% of €100 x 25%). In this case, you will only receive the difference (€93.75) plus the VAT amount.

IRS amount
Corresponds to the amount of IRS withheld, calculated according to the base amount you specified *incidence base rate *withholding tax rate.



Receipts

Issue new document : Invoice-Receipt

Service provision data – Step 3 (continuation)

Stamp tax

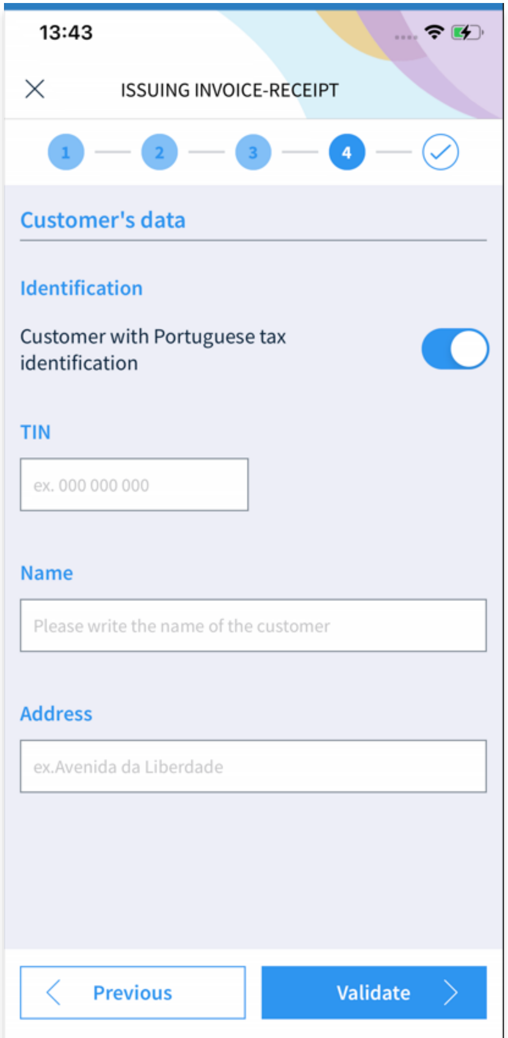
You must indicate the amount of the stamp tax.
This amount must be less than the Base Amount + VAT Amount - IRS Amount

Amount received

You must indicate the stamp tax amount.
This amount must be less than the Base Amount + VAT Amount - IRS Amount

Note:

To validate the information and move to the next step, fill in all the required fields.
You can browse and consult the screens you have already filled in using the Previous button.



Receipts

Issue new document : Invoice-Receipt

Customer´s ID – Step 4

In case you want to have indicators related to your main customers you must enter the costumer's information when issuing the document.

However, there are situations where the identification thereof is required, namely:
- **When you wish to have the possibility of cancelling the document already issued, as the customer must be notified of the cancellation;**
- **When you indicate an IRS withholding other than "No Withholding", or "Withholding Exemption".**
- **When the base value you indicate is over € 1,000.00**

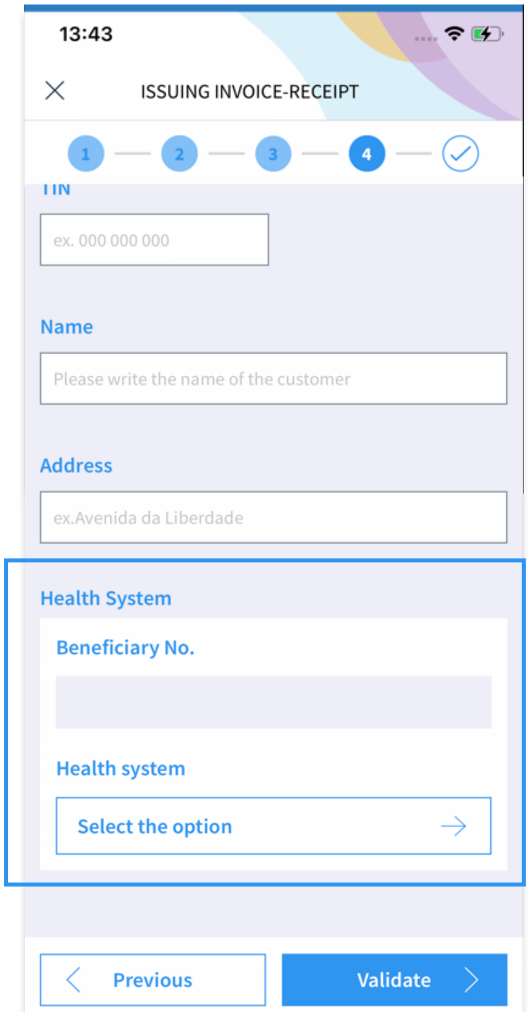
ID's

Please identify your Portuguese customer
Please identify your customer by indicating if it has a Portuguese tax number. **Fill in the TIN, name, and address**. This information will be validated in the AT system to confirm its existence, after choosing the "Validate" button.

Please identify your foreign customer
Please provide the Tax ID of your foreign customer, his Name, and Country.

Note:

By pressing the "Validate" button, the system confirms the information entered and displays a final summary.



Receipts

Issue new document : Invoice-Receipt

Customer´s ID – Step 4 (continuation)

Health system

If the issuance of your document is related to a service provided within the Health context, you can fill in, if your customer so requests, the following additional information:
- Beneficiary's no.
- Customer's Health System;
- Indication of another Health System, if not included in the list of "Health System"

Note:

Once you press the "Validate" button, the system confirms the information introduced, and displays a final summary.

Receipts

Issue new document : Invoice-Receipt

Confirmation of data

If no similar situations have been identified, the summary of the form you have just filled in is displayed.

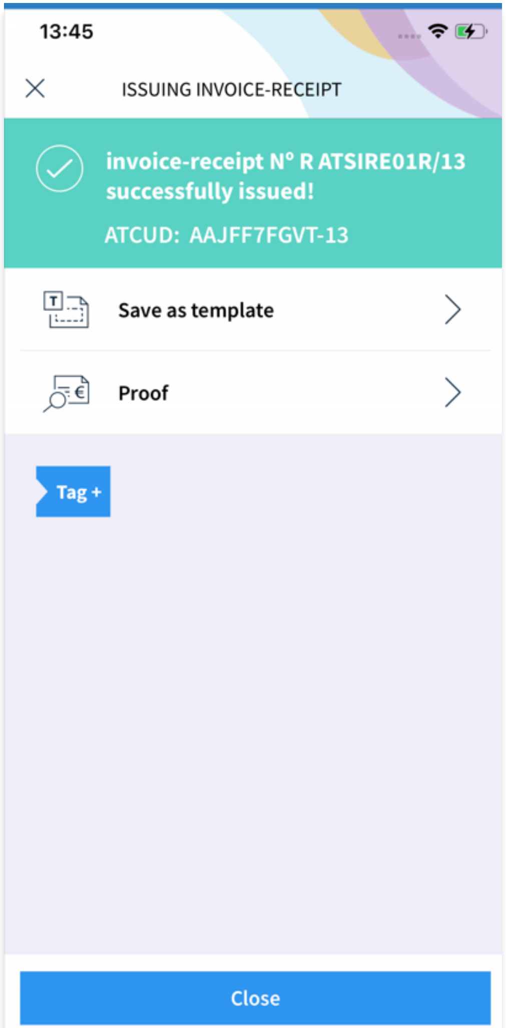
When the document is issued, the system issues an identification number, and a receipt that can be sent to the customer, by associating a tag, or you can also save this information as a "Template", to be used later.

The document can be viewed at a later stage.

If the document issued is an invoice, you have the possibility to later associate it with the respective payment receipt(s) that make up the invoice amount.

Note:

You have the possibility to go back on the "Previous" button and change some of the information or issue the document by pressing the "Issue" button.



Receipts

Issue new document : Invoice-Receipt

Successful issuance

After data validation, you will receive confirmation that the document has been successfully issued.

Save as template

By saving the document as a "Template", the information entered in the creation process can be used to issue future documents, although the fields to be filled in remain editable.

Proof

You can get proof of document, and share or email it to your customer, by using the features available on your mobile device.
For that purpose, please choose the "Proof" option, available after issuance, or whenever you make a consultation.

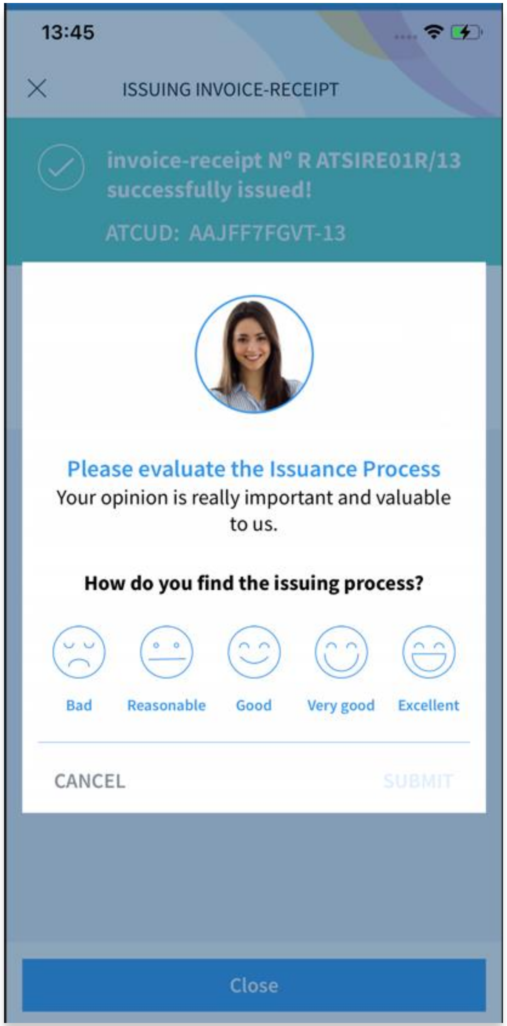
Create Tags

Tags are keywords, or terms that you can associate with the document, to identify it in the future (ie. #Booking; #+ €10,000) when making quick searches.

This feature, allows you to add or remove the tags from the documents (Invoice-Receipt, Invoice, or Receipt).

Close

When Closing, in case it is the first issuance, you will be asked to evaluate the functionality.



Receipts

Please give your opinion

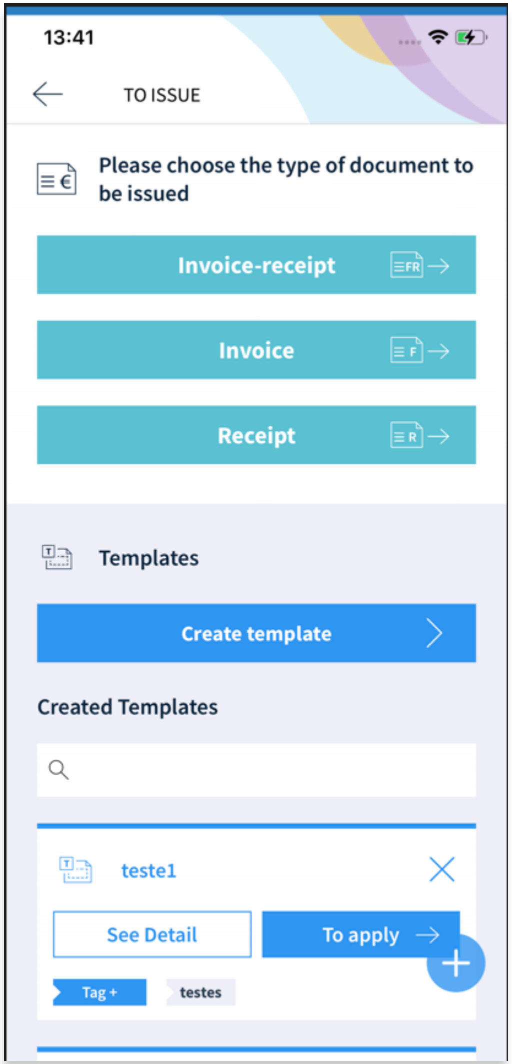
Evaluate Issuance Process

At the end of the process of document issuing and clicking on "Close", you have the possibility to give your opinion, based on a satisfaction scale.

Please give your feedback on the use of this form.

Note:

Whenever similar situations exist, they will be presented here.



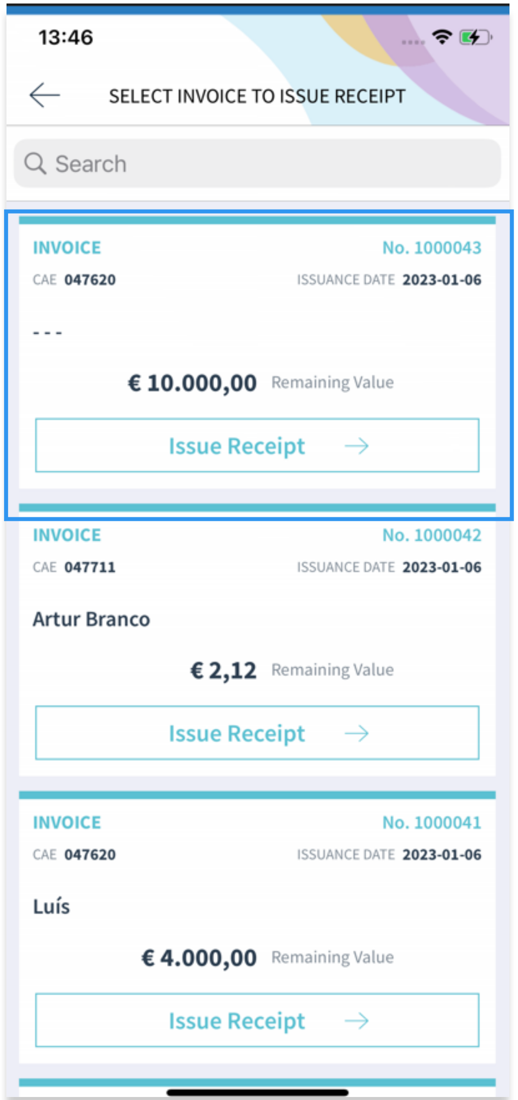
Receipts

Issue a new document - Invoice

Invoice

The issuance of the invoice is similar to the process of completing the invoice-receipt, the only difference being that the field for filling in information on IRS and Stamp Tax is not presented, as well as not being able to identify the field "Amount received as a result of".

Please choose to issue this document when the moment of receipt occurs at a stage subsequent to the provision of the service or the placing of the goods at the disposal of the purchaser/customer.



Receipts

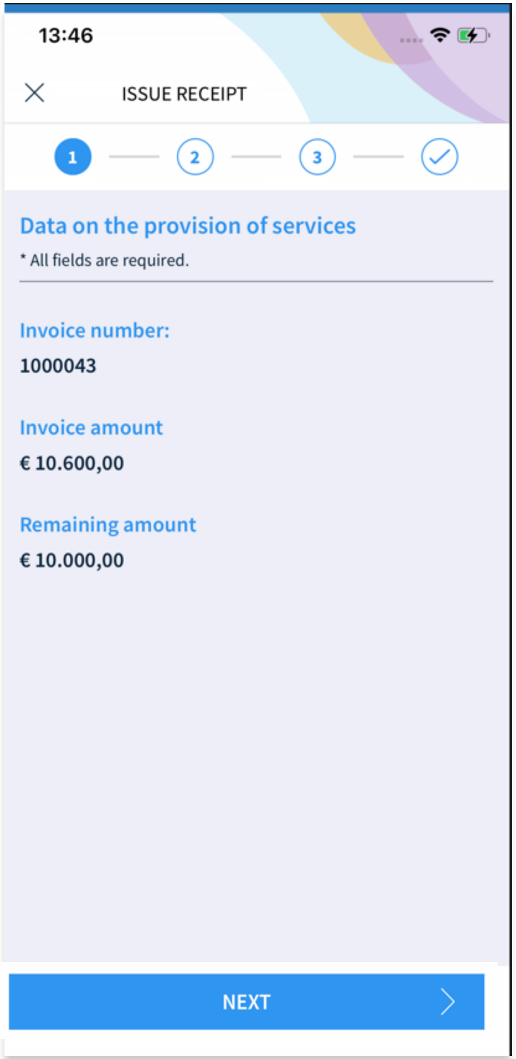
Issue a new document - Receipt

Associate Receipt to an Invoice

To issue a receipt associated with an invoice, in the document issuance options, you must select the "Receipt" document type.

In the list that appears with your invoices, please select the invoice you want and choose the "Issue Receipt" option.

This includes all the invoices you have issued that have a remaining value, i.e. that have not been paid in full.



Receipts

Issue a new document - Receipt

Service provision data – Step 1

Invoice data are displayed, namely, its identification, the total amount of the invoice and the remaining amount.

Remaining Amount

The remaining amount is the amount you have not yet been paid for the service provided. This amount is calculated according to:

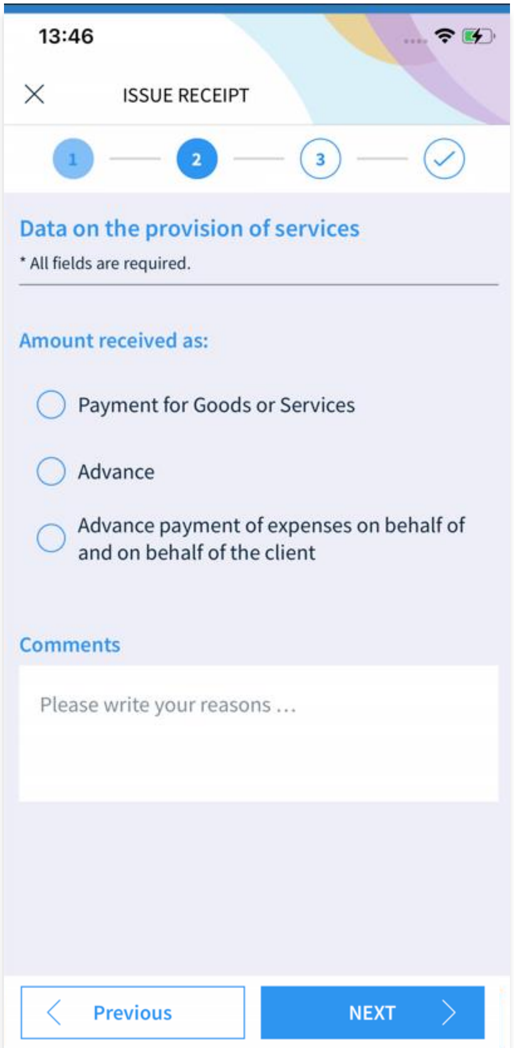
Invoice base amount - Sum of all the base amounts of the receipts issued for this invoice.

Receipt base amount

Please enter the amount the customer will pay for the service provided.
By default, this amount is identical to the remaining amount on the invoice, but you may enter a smaller amount if payment is made in several instalments.

Note

The base amount of the receipt cannot be higher than the remaining amount.



Receipts

Issue a new document - Receipt

Service provision data – Step 2

Amount received

Please select the option that best suits the purpose of issuing the document.

Payment of the Goods or Services
To be used for the payment of the provision of services. Amount subject to VAT. The provision of services is subject to withholding tax.

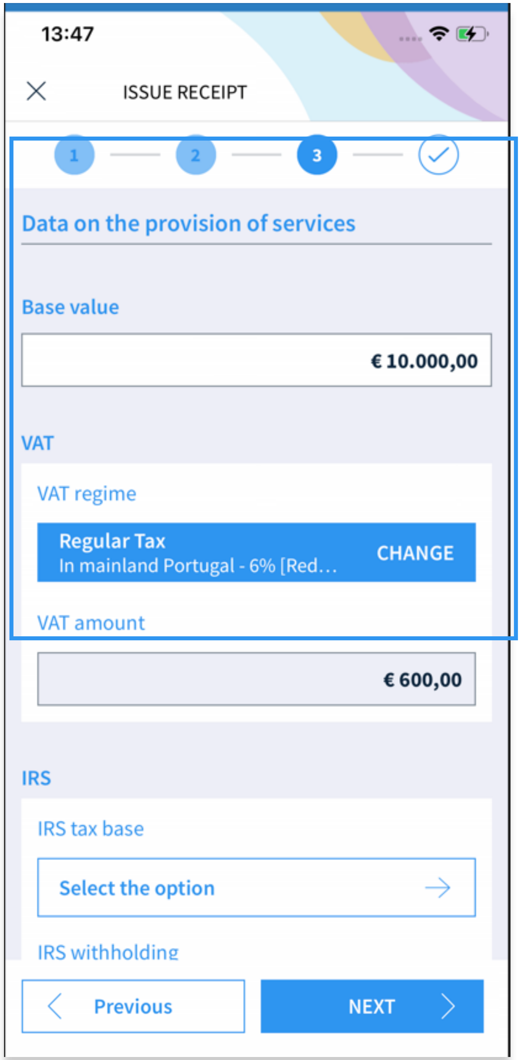
Advance payment
To be used where payment refers to expenses associated with the service provided, such as travel, accommodation, etc. (fees), registered in the name of the service provider. It is considered as a payment for the goods or services. This amount is subject to VAT and withholding tax.

Advance on account and on behalf of the customer
To be used when the payment refers to expenses under the customer's name (for example: meal invoices issued under the name of the entity for whom you are providing the service). Amount not subject to VAT or IRS. These amounts are not even considered income.

All invoices in the customer's name that support this advance should be kept since if not properly proven, they will be considered advances on account of fees (previous option) and, as such, subject to VAT and withholding tax.

Note

You can add notes relevant to the issuance of the document.



Receipts

Issue a new document - Receipt

Service provision data – Step 3

Base amount

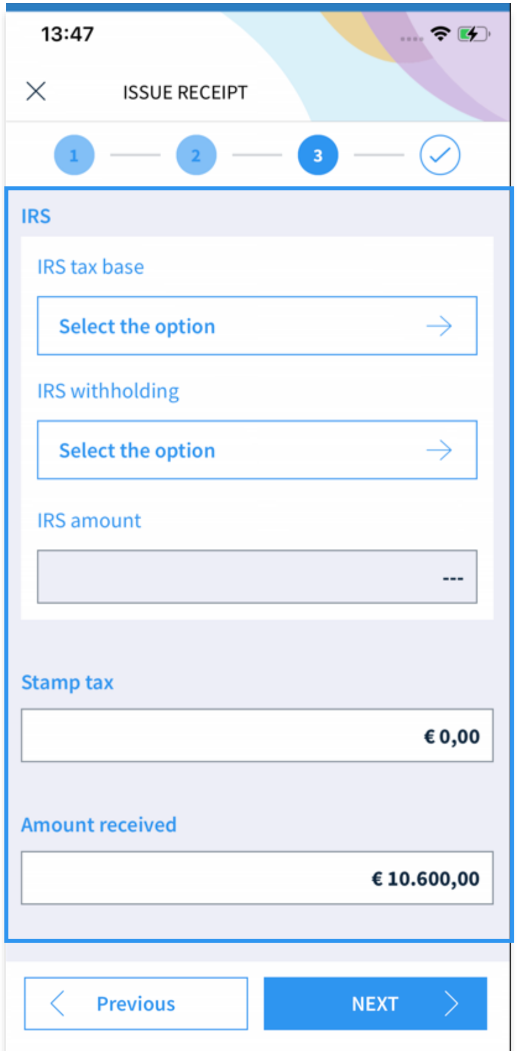
It is filled in with the remaining amount of the invoice, but it can be changed if the payment is made in installments

VAT

This presents the VAT regime on the invoice, and the VAT amount is recalculated according to the amount stated on the receipt

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Issue a new document - Receipt

Service provision data – Step 3 (continuation)

IRS - Income Tax on Individuals

Amount presented whenever an invoice-receipt or receipt is issued

- **IRS Incidence Base**
- **IRS Withholding tax**
- **IRS Amount**

Stamp tax

Please indicate the amount of the stamp tax.
This amount must be less than: Receipt Base Amount + Receipt VAT Amount - Receipt IRS Amount

Amount received

Amount to be received for the service provided.
This amount is calculated as follows:
Base Amount Receipt +Receipt VAT Amount - IRS receipt amount - Stamp Tax

Note:

Whenever similar situations exist, they will be presented here.

Receipts

Issue a new document - Receipt

Data confirmation

By pressing the validate button on the previous screen, the information entered is displayed summarized, so that you can confirm the data entered and proceed to the actual document issuance.

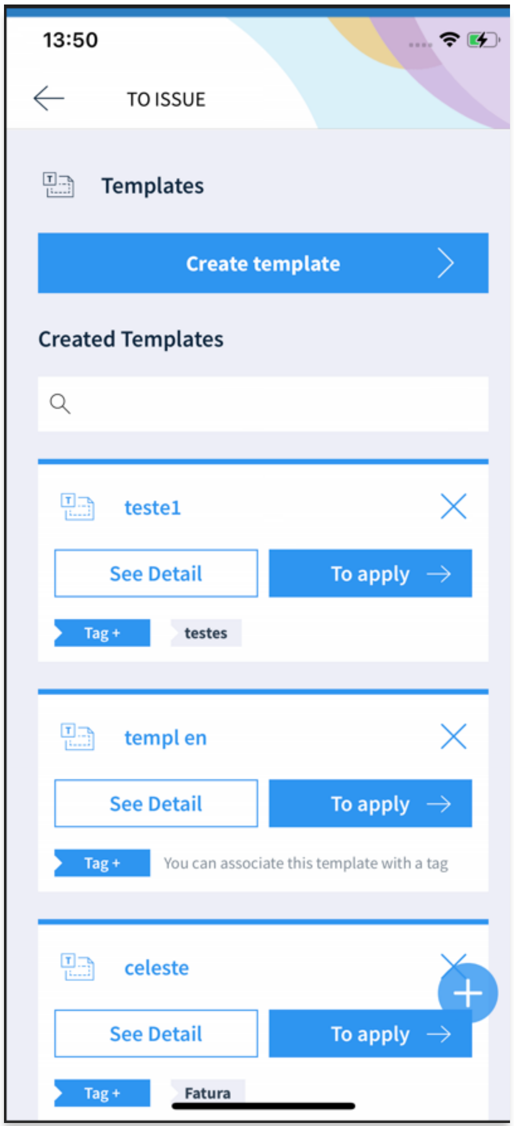
After the actual issuance of the receipt, the identification number of the receipt is indicated, and the outstanding amount, having the possibility of

- **Save as template;**
- **Obtain proof and send it to the customer;**
- **Assign tags.**

Save as a template", "Obtain the proof and send it to the customer" and "Assign tags" features are available after the issuance of each document.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

For a more comprehensive help on each form field, please see "How to Issue a New Document".

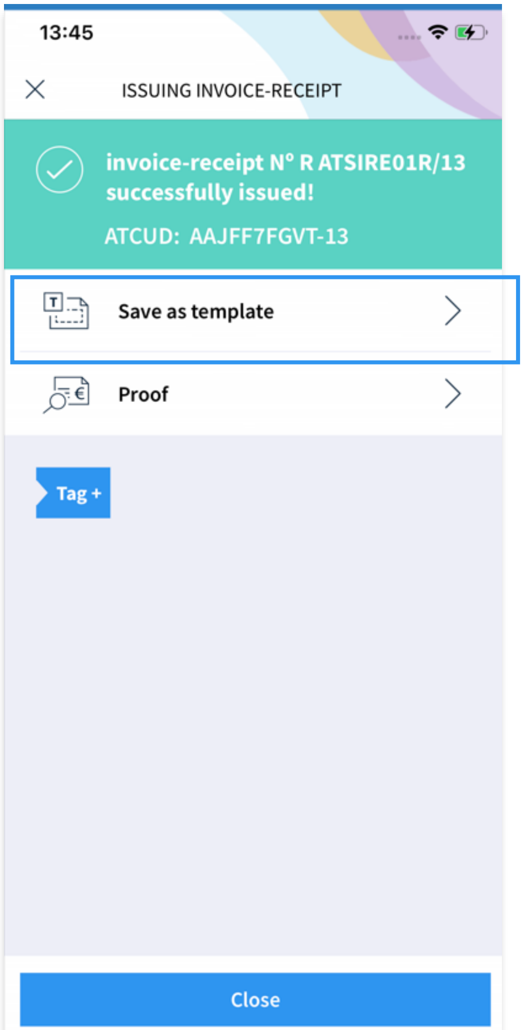
The Template is a document model that can be filled in with the information it deems most pertinent, in order to be used in the recurrent issuance of documents such as the Invoice-Receipt, Invoice, and/or Receipt.

The Template can be created in two ways: after a document is issued or beforehand, with the most pertinent pre-recorded information that can be reused whenever necessary.

You can view the Templates you have created under Templates, view their information under "View Details", use them to issue documents supporting the provision of services, and even cancel them when no longer required.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

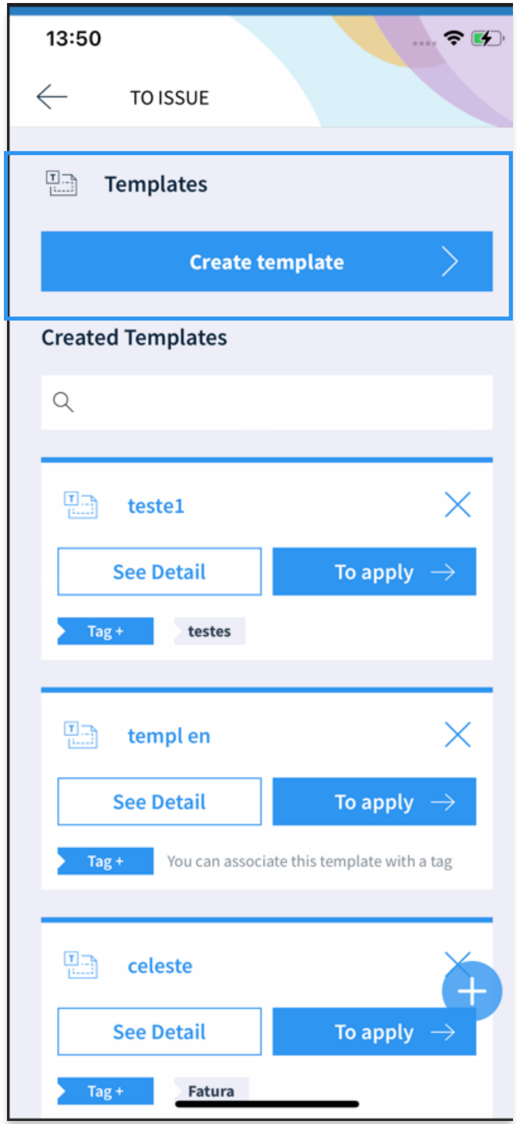
Save as Template

You can create a Template from a document you have just issued, namely an invoice-receipt, invoice, or receipt.

After the successful issuance of one of these documents, this option becomes available by selecting "Save as Template" and indicating a suggestive name to easily identify this template for future use.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

Create Template

To create a new template please go to the "Receipts" area or through the quick access in the "Overview".
After selecting "Create Template" you must fill in the form presented, being required to fill in at least one field of the template, and there is no indispensable information.

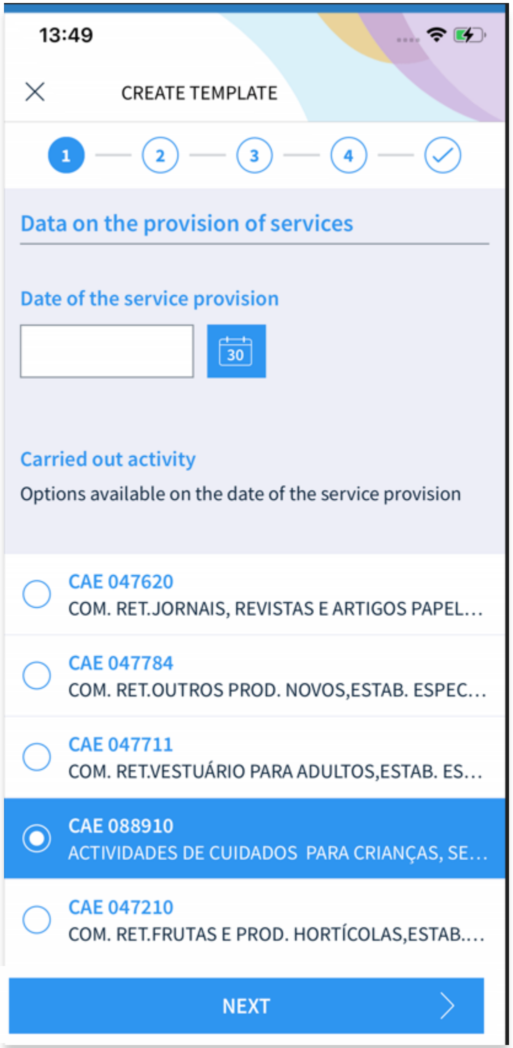
This form is as comprehensive as possible, so you can choose the information you want to keep.

Validations of the content collected in the Template are only performed at the time the document you want, whether it is an invoice-receipt, bill, or receipt, is issued.

Next, you can find generic information on how to fill in each field for the creation of the Template.

For more specific help on each field of the form, you can check "How to Issue a New Document".

You can navigate through the various steps of Template creation by selecting the step indicators, or the "Previous and Next" buttons and entering the data as appropriate.



Receipts

Templates

Create Template

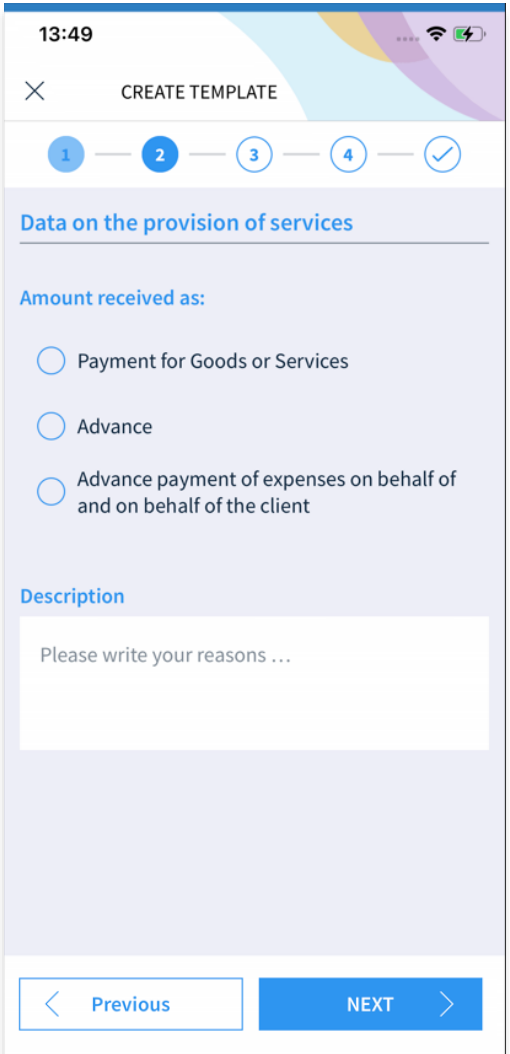
Step 1

In this first step, you can select the date when you are going to carry out the provision of services or the transmission of goods, by clicking on the calendar button or entering the date. However, at this stage of the Template creation, it is not required to enter a date, which can be entered when the document is issued.

From the list of CAEs/CIRS, the user must choose the most adequate code for the activity concerned, being able to choose only one.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

Create Template

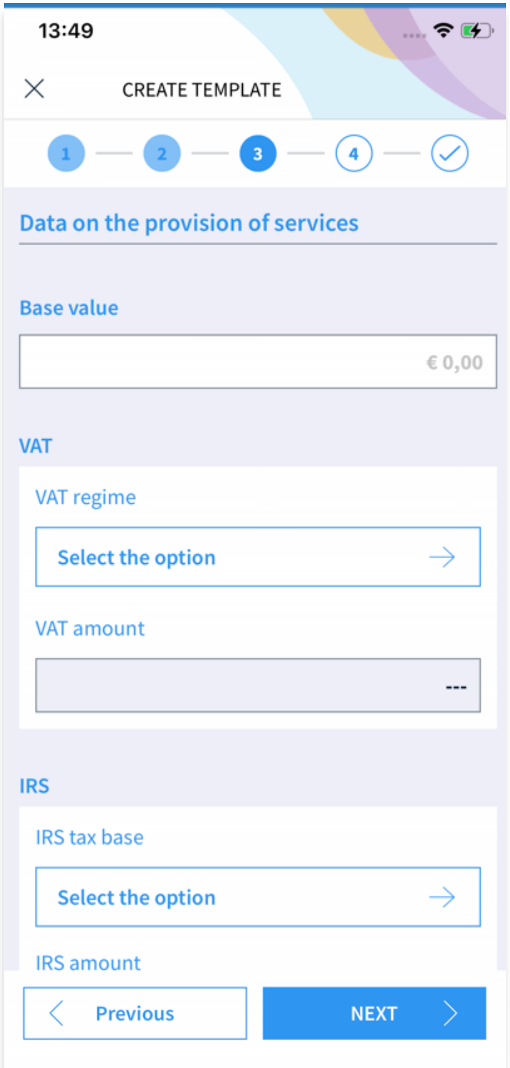
Step 2

In the second step, you must select the most appropriate option that justifies the amount received, given the purpose for issuing the document.

Additionally, you can describe more clearly, the purpose for issuing the document, by filling in the field "Description".

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

Create Template

Step 3

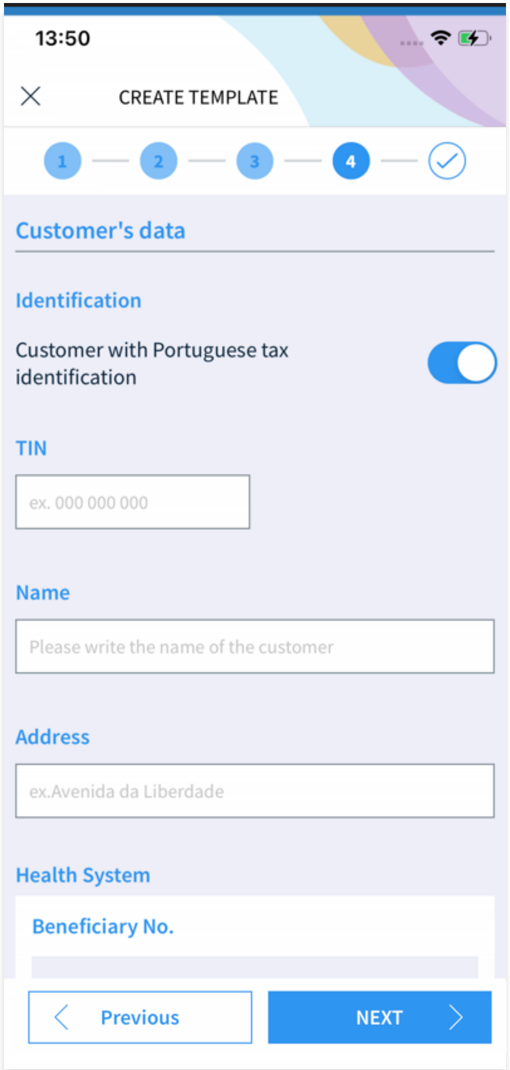
Base value
Please enter the contracted value with the customer, net of VAT.

VAT
Considering the carried-out activity, please choose from the presented list the VAT regime you are subject to.
The application automatically calculates the amount of VAT payable, based on the VAT regime option selected.

IRS
In this field, please select the IRS incidence base you are subject to.
The withholding tax corresponds to the advance payment of tax, throughout the year (IRS), so you do not have to pay "all at once". It can be seen as a kind of payment of the tax in "installments".

Stamp tax
Please indicate the stamp tax amount.
This amount has to be lower than: Base Amount + VAT Amount - IRS Amount

Amount received
Amount to be received for the service provided.
This amount is calculated as follows: Base Amount + VAT Amount - IRS Amount - Stamp Tax



Receipts

Templates

Create Template

Step 4

Identification of the customer indicating whether or not he/she has Portuguese tax identification.

Identification of the Portuguese customer
Please identify the customer by indicating whether or not he/she has a Portuguese identification, fill in the TIN, Name, and Address

When issuing the document based on this template, this information will be validated in the AT system so as to confirm its existence in the system.

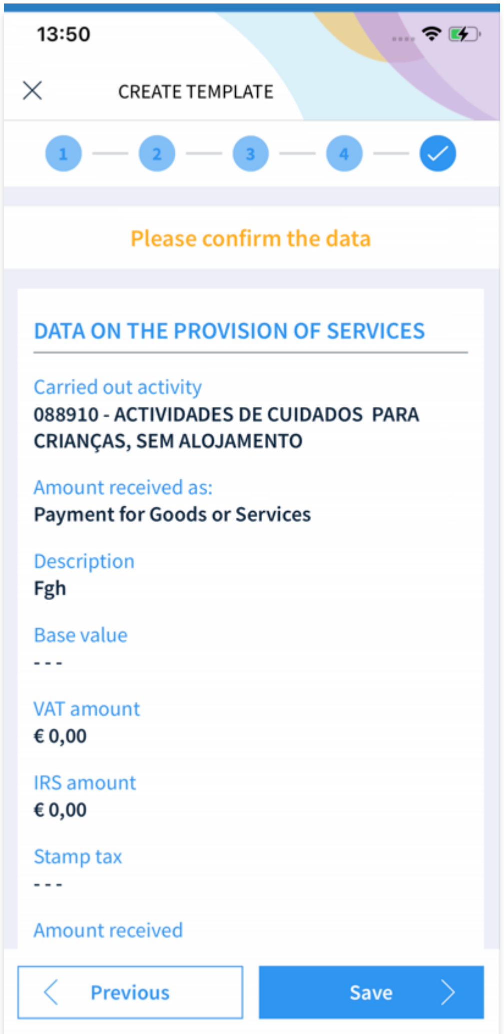
Identification of the foreign customer
Please complete the customer's tax identification, providing the Name and Country.

Health
Please complete the health information, if the service provided is within the scope of Health. You can fill in, if your customer so requests, the following additional information:

- Beneficiary Number;
- Customer's Health System;
- Indication of another Health System, if not included in the "Health System" list

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

Create Template

Visualization

In the form of a summary, the form you have just completed is presented.

You still have the possibility to go back and change any of the fields that have been filled in. You can still save the registered information by choosing the "Save" option.

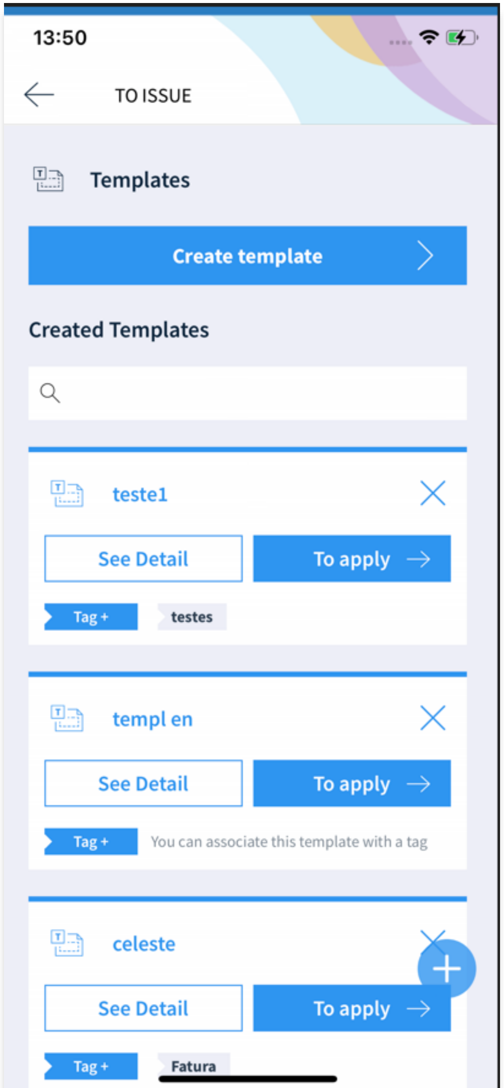
When saving the Template you must choose the name of the document, and you cannot indicate the name of an existing document.

All the templates created can be viewed in "List of Templates Created" and can be used to issue documents of type Invoice/Receipt, Invoice, or Receipt, providing all information saved and in accordance with the type of document to be issued.

When issuing the document you can complete the missing information or change the existing one, as only at this stage it will it be possible to validate the completed entries.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

Templates

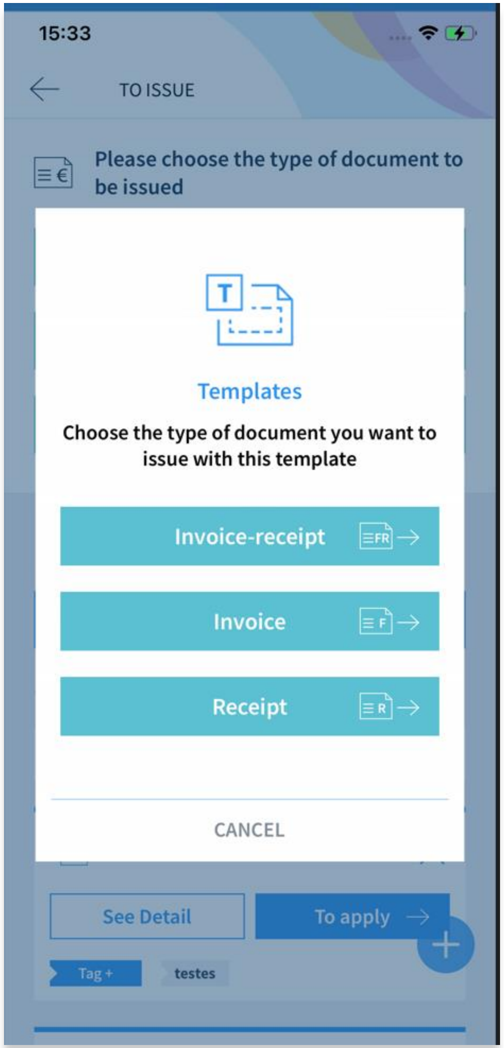
Apply Template

After saving a Template, either through the document issuing process or by creating a new Template, you can view the information details of the document that you have saved by pressing the "View Detail" button.
This view only displays the information you have filled in when you created the Template

Based on the list of Templates already created you can choose to issue a new document by pressing the "Apply" button.

Note:

Whenever similar situations exist, they will be presented here.



Receipts

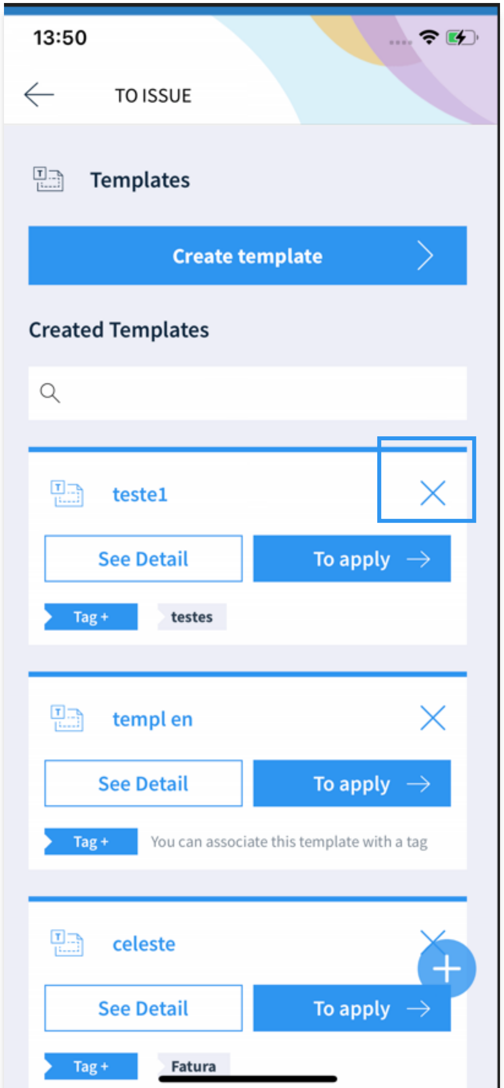
Templates

Apply Template

After selecting the "Apply" button please choose the type of document you want to apply, whether it is Invoice/Receipt or Invoice or Receipt.

Note:

The Receipt option is only available if you have issued invoices with a remaining amount greater than zero.



Receipts

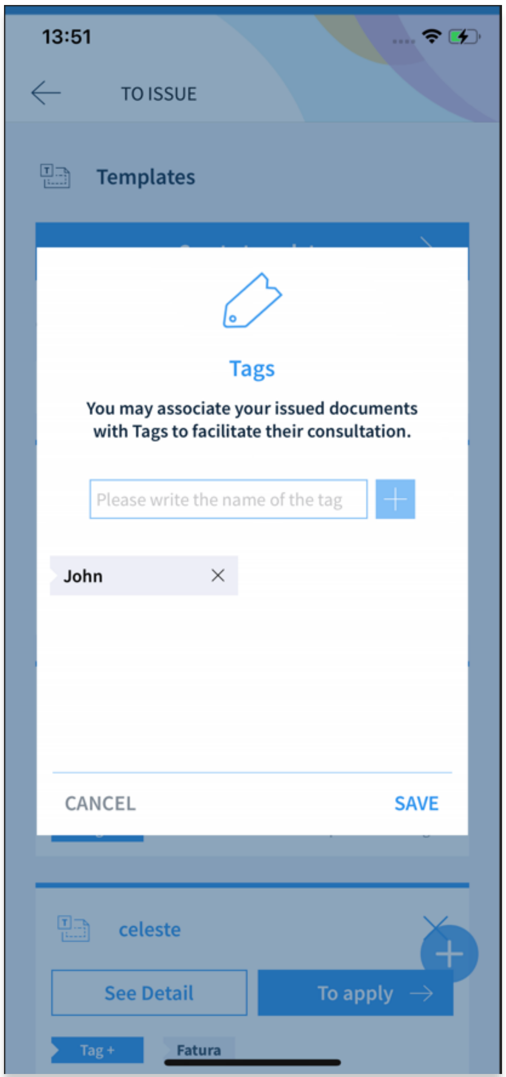
Templates

How to cancel the template?

To cancel the Template please click on option X in the upper right corner and confirm the cancellation on the screen that appears on your device as this action is irreversible.

When it is cancelled, it is deleted from the list of Templates.

Note:
Whenever similar situations exist, they will be presented here.



Receipts

Templates

Associating a tag with a Template

Tags are keywords or terms that you can associate with the Template identify it in the future when doing a quick search (eg. #Booking; #+ 10.000€),.

You can create one or several tags up to a limit of eight per Template.

To add tags, please indicate the name you want to assign to it and press the "+" button to add to the list of tags created. To delete please press the "X" button..

To finalize the changes to the list of tags (add or remove), please press the "Save" button.

The templates that are created from an issued document are automatically associated with a tag with the name of the type of document you issued (e.g. Invoice-Receipt), you can keep or delete them as you wish.

Note:

Whenever similar situations exist, they will be presented here.

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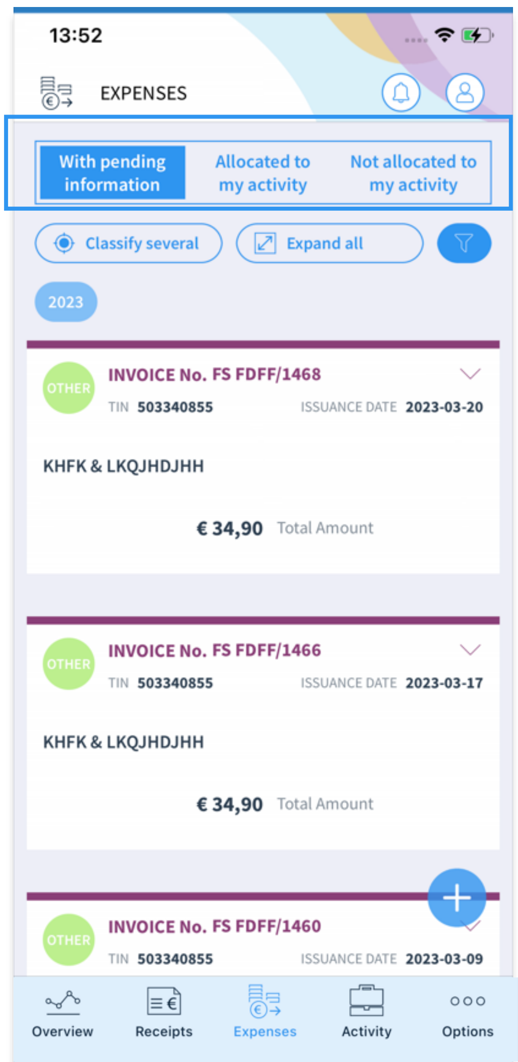
Expenses

This functionality allows the user to search for expenses, classify those that are still pending or even reclassify those that have already been classified.

AT autoridade tributária e aduaneira

Version 1.0



Expenses

View Mode

This functionality helps the user **to search for expenses, the classification of those which are still pending or even reclassify those that have already been classified**.

To access this functionality, please use the "Expenses" menu, where you can view the invoices that were assigned to your TIN.

Expenses can be viewed in three different modes, depending on their situation. For each viewing mode, you can use the filters you consider necessary and apply them to the list of expenses to obtain a more refined result, in accordance with what you want.

Note:

Whenever similar situations exist, they will be presented here.

Expenses

View Mode

Type of expenses

The following modes are available for viewing expenses:

With pending information
It contains the list of all expenses that have not yet been classified and are therefore pending. The deadline for classification is determined by the Tax Authority (AT).

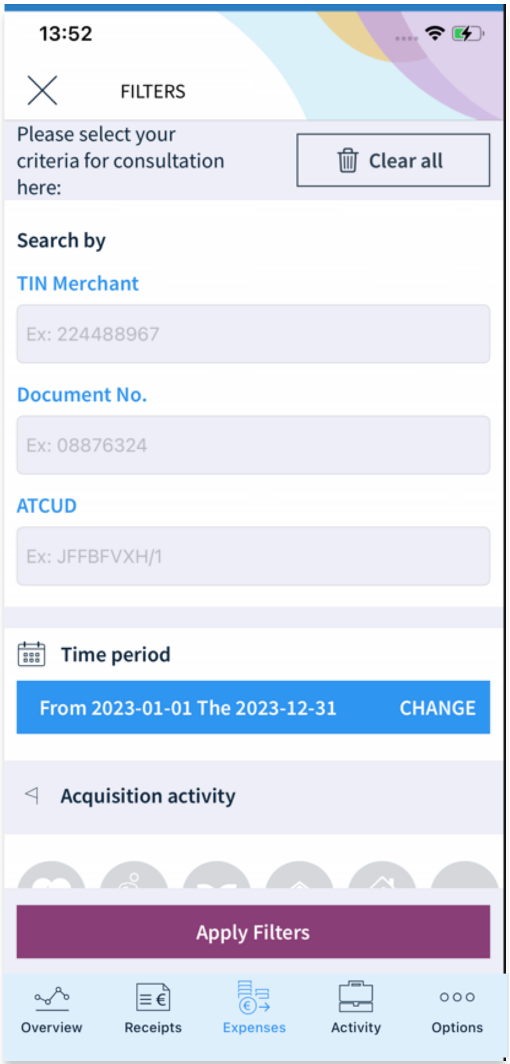
Allocated to my activity
It contains the list of all the expenses that have already been classified and the forecast of the partial or total allocation to the activity (at 100% when totally allocated and at 25% when partially allocated).
Any expenditure that can no longer be reclassified is presented.

Not allocated to my activity
It contains the list of all the expenses that have already been classified and that have been partially allocated to the activity or not allocated to the activity at all.
Should you wish, you can list all cancelled or unclassified expenses.

If you indicate in the search filter, it may also show those cancelled (by the trader) or not classified (they are past the classification deadline).

Note:

In each View Mode, it displays the following information zones: List of Expenses Actions and Filters



Expenses

Search filters

Search the expenses list

Please select the view mode of the expenses you wish to apply the filters to:
- With Pending Information;
- Allocated to my activity;
- Not allocated to my activity.

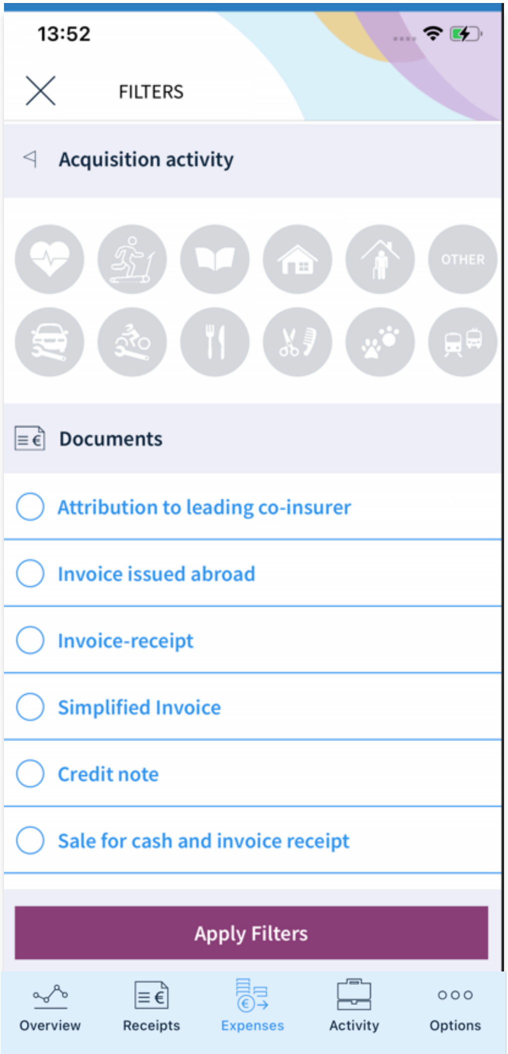
To apply the filters just click the "Filter" button and validate the following fields:

TIN of the Trader
Allows the search of the expense by TIN of the Trader.

Invoice number
Allows searching the expense by Document Number.

Time Period
Allows searching the expense by the Issuance Date of the Document.
You can use the Quick Filters.

Note:
Whenever similar situations exist, they will be presented here.



Expenses

Search filters

Search the expenses list

Activity sector
Allows you to search expenses by activity sector.
Please select your activity sector by choosing one or more of the icons.
If you choose none, they all apply.

Scope of professional activity
Allows searching the expense by the degree of allocation to the activity. This field is not displayed for the pending information Expenses view, as these are not classified.

For the other views it is presented with the option of different filters:
- Partially allocated or Totally allocated
- Expenses not allocated to the activity, you can filter by: Not allocated to the activity or Partially allocated

Documents
Allows searching the expense by type of document.

Document Status
Allows searching the expense by document status. This field is only shown in the Expenses view allocated to the activity.

After validating the filters you have selected, click on "Apply Filters" and you will obtain the search result.

> Note:
> *Whenever similar situations exist, they will be presented here.*

Expenses

Classify Expenses

Classify and/or Reclassify expenses

To classify expenses please select the view mode **Pending Information.**

For the view modes **Allocated to my activity** and **Not allocated to my activity** only expenses within the limit determined by the Tax Authority (AT) may be re(classified).

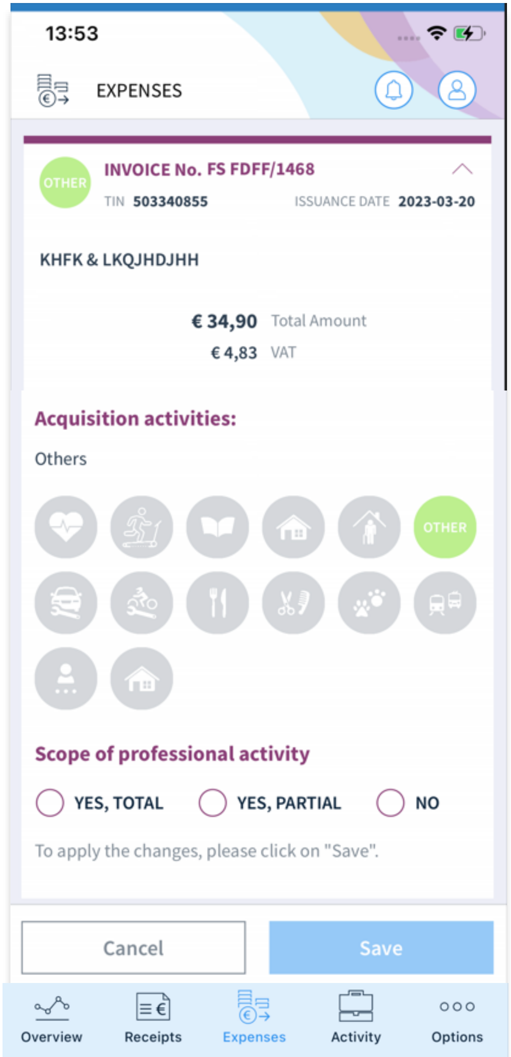
All documents that cannot be reclassified have that indication, however, they can always be viewed.

Expenses are presented in the form of cards, of reduced size, which can be expanded to view the detail of the document and classify it.

By expanding expenses you can view the content of all invoices and, with the classification options, you can classify the ones you want.

Note:

Whenever similar situations exist, they will be presented here.



Expenses

Classify Expenses

Classify and/or Reclassify expenses

To classify the expenses it is necessary to validate the following information:

Acquisition activity :
Please indicate the activity sector to which the expense applies.

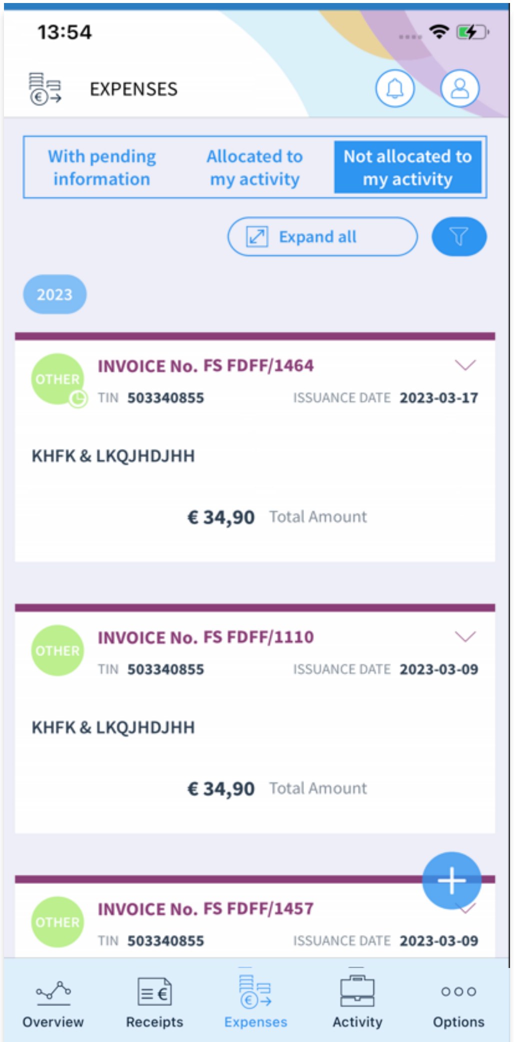
Scope of professional activity :
Please indicate the degree of allocated expenses.

The (re)classification can be performed in the view modes: **Allocated to my activity** and **not allocated to my activity**

Reclassification can be made one by one by choosing the expense you want to change, or by using the filter option, where expenses with the same characteristics are presented.

You can also expand all expenses and (re)classify as you wish. Note that when you expand the expense, the classification presented is the one that was made previously, so it can always be changed.

After selecting the options you should click on the "Save" button:



Expenses

Classify Expenses

Classify and/or Reclassify expenses

There are cases where the expense cannot be changed:

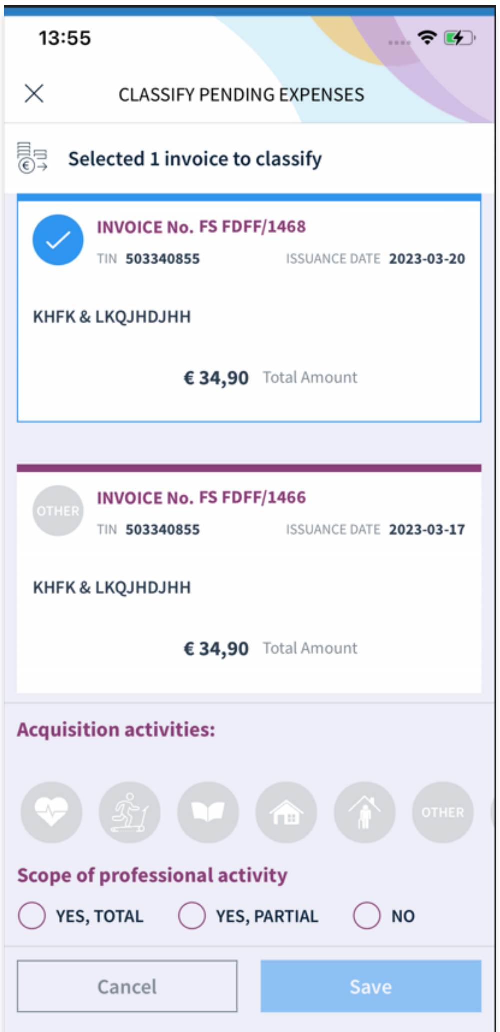
The classification of expenses cannot be changed in the following cases:

- The classification period os overdue: the expense was classified and, once this temporal period has passed, it can no longer be altered. Available for consultation only;
- Cancelled: when the expense is canceled by the trader;
- Not classified: the expense has not been classified and has exceeded the period for classification, therefore, classification can no longer be carried out once this time period has elapsed.

It should be noted that the Cancelled and Unclassified expenses can be consulted in the view mode **Not allocated to my activity**, by using the search filters.

Note:

Whenever similar situations exist, they will be presented here.



Expenses

Classificar várias despesas

Classificar despesas

To classify several invoices at the same time, simply click on the "Classify Several" button, obtaining all cards with the selection option, so it is up to you which you wish to classify together.

After selecting the invoices you should use the same process used for the classification of a single invoice, being necessary to validate the same information.

However, if you indicate **No**, in the field "Scope of Professional Activity", you are obliged to indicate the Activity of Acquisition.

The validated information will be applied to all the expenses that have been selected.

You can save everything at the end, or you can save as you classify a set of invoices.

Note:

Whenever similar situations exist, they will be presented here.

Expenses

Register with QR Code

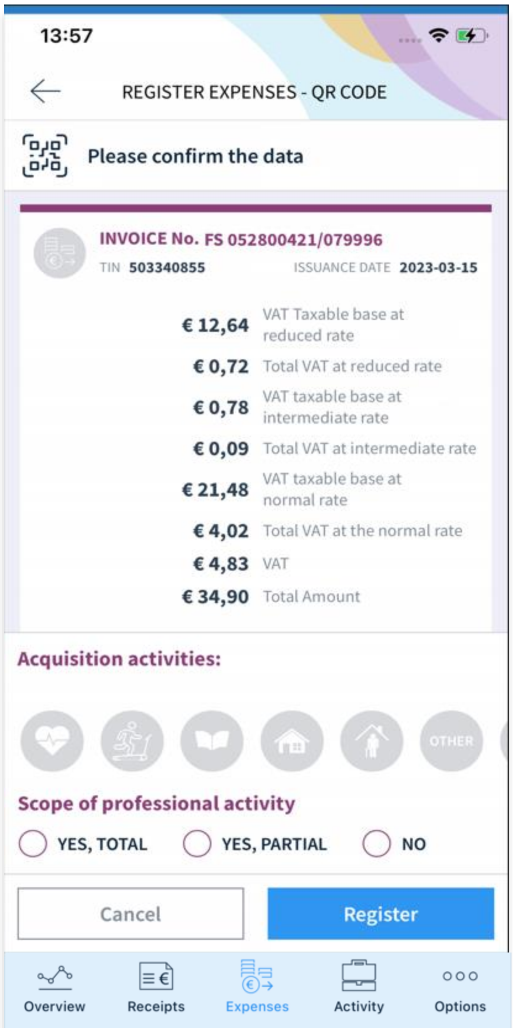
Register Expenses

To register expenses with QR Code, under the "Expenses" option and choose the button +

When selecting this button please choose the option "Register with QR Code" and point your device to the document that has the QR Code you want to register.

Note:

It is only possible to register expenses that have been issued to the taxpayer who is authenticated in the application



Expenses

Register with QR Code

Register Expenses

After reading the QR Code, the information contained therein is displayed, so that it is possible to validate the information contained in the document.

You may also, if desired, classify the document within the scope of your professional or personal activity simultaneously. This option is optional at this stage.

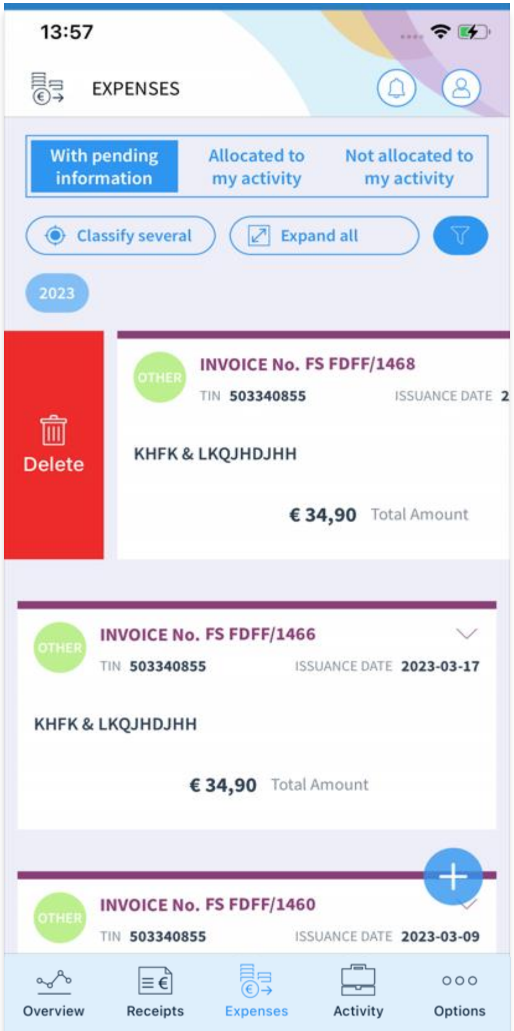
By pressing the "Register" button, the document is validated and registered.

Where an error occurs, the document is not registered and the error is displayed.

After registration, in the event you do not classify the document, it becomes available in the visualisation mode "With Pending Information".

If the document is classified, it becomes available in the visualisation mode " Allocated to my Activity" or "Not allocated to my Activity", according to the classification chosen.

You can delete the document already registered with QR Code by dragging it to the right.



Expenses

Delete Expenses registered with QR Code

Delete Expenses

You can delete the document registered with QR Code, just choose the document to delete and drag it to the right side of the list.

Note:

It is only possible to delete one document registered with QR Code.

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