Oracle® Retail MICROS Stores2
Functional Document
Stores2 for Portugal – General Settings
Release 1.39.4

March 2018

ORACLE®

Oracle® Retail MICROS Stores2 Functional Document for Portugal – General Settings, Release 1.39.4

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Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

Introduction

Purpose

This document describes all settings needed on Stores2 from version 1.39.4 to correctly set up the program in order to fulfill all Portuguese requirements for issuing fiscal documents.

Certification

Nome do Programa	Versão	Nome do Produtor	Nº Certificado	Estado	Data Estado
MICROS Stores2	1.39	ORACLE PORTUGAL SISTEMAS DE INFORMACAO LDA	**2672**	Certificado	03/10/2017

General settings

Addresses

In Stores2 general settings, it is required to create a new global address with the following features:

- The field "Description 1" shall be filled with the NIF of the shop that in the second step will be associated with the global address;
- All other fields shall be filled with company information.
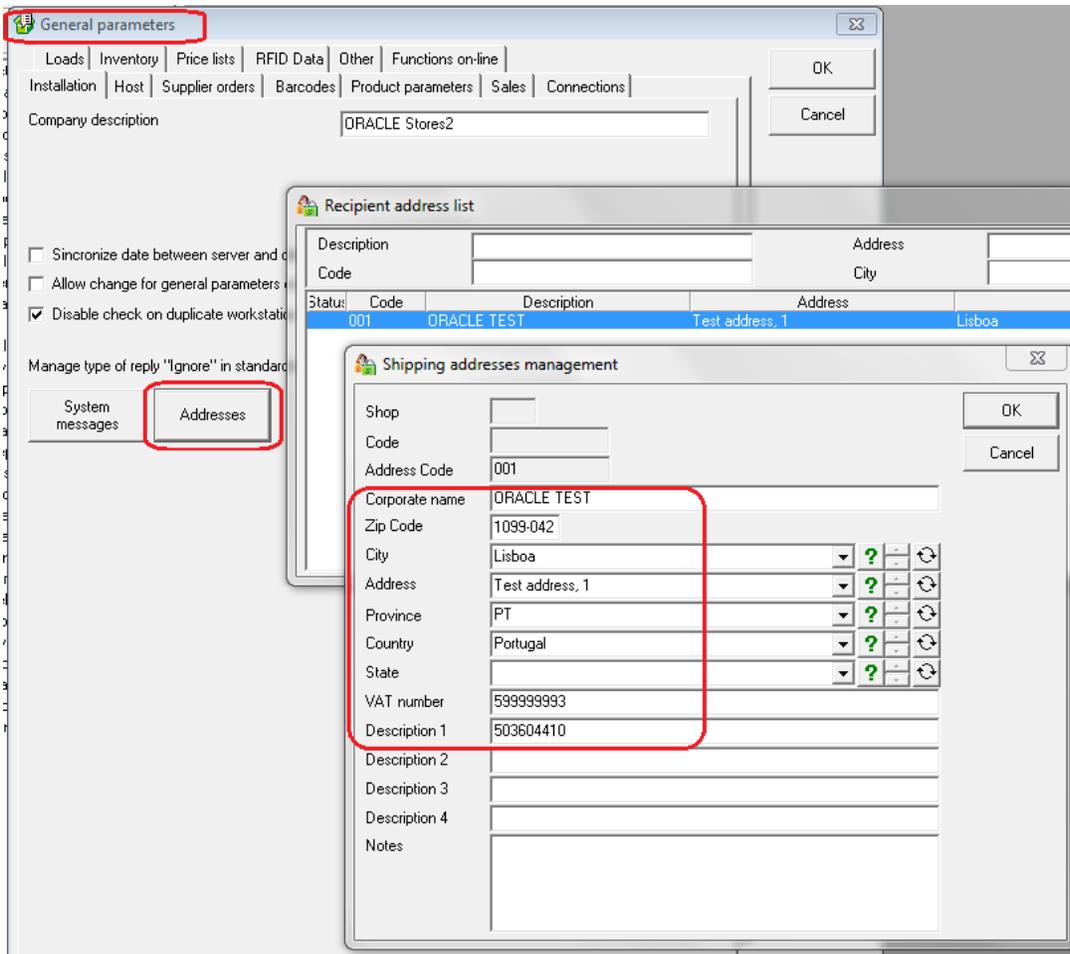
The same procedure shall be repeated for all different billing addresses at Portuguese shops.

Sales

In the "Sales" general settings, it is required to set up the document type that the program will save in case of receipt splitting (in case of sale and return in the same sale, Stores2 will create two different fiscal documents; this field represents the return document type).
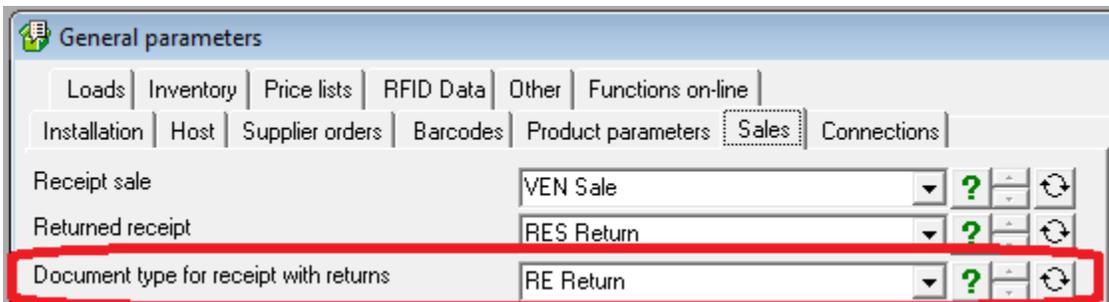
Countries

On the country Portugal in general settings, it is required to set the ISO code of Portugal ("PT") and all other cryptography settings as in the image below.

The certification number shall be filled with the certification code provided from the Portuguese authority (1338 was the certification for "Stores2/MICROS-Retail Italia srl" before Oracle acquired Micros) and is printed on receipts.
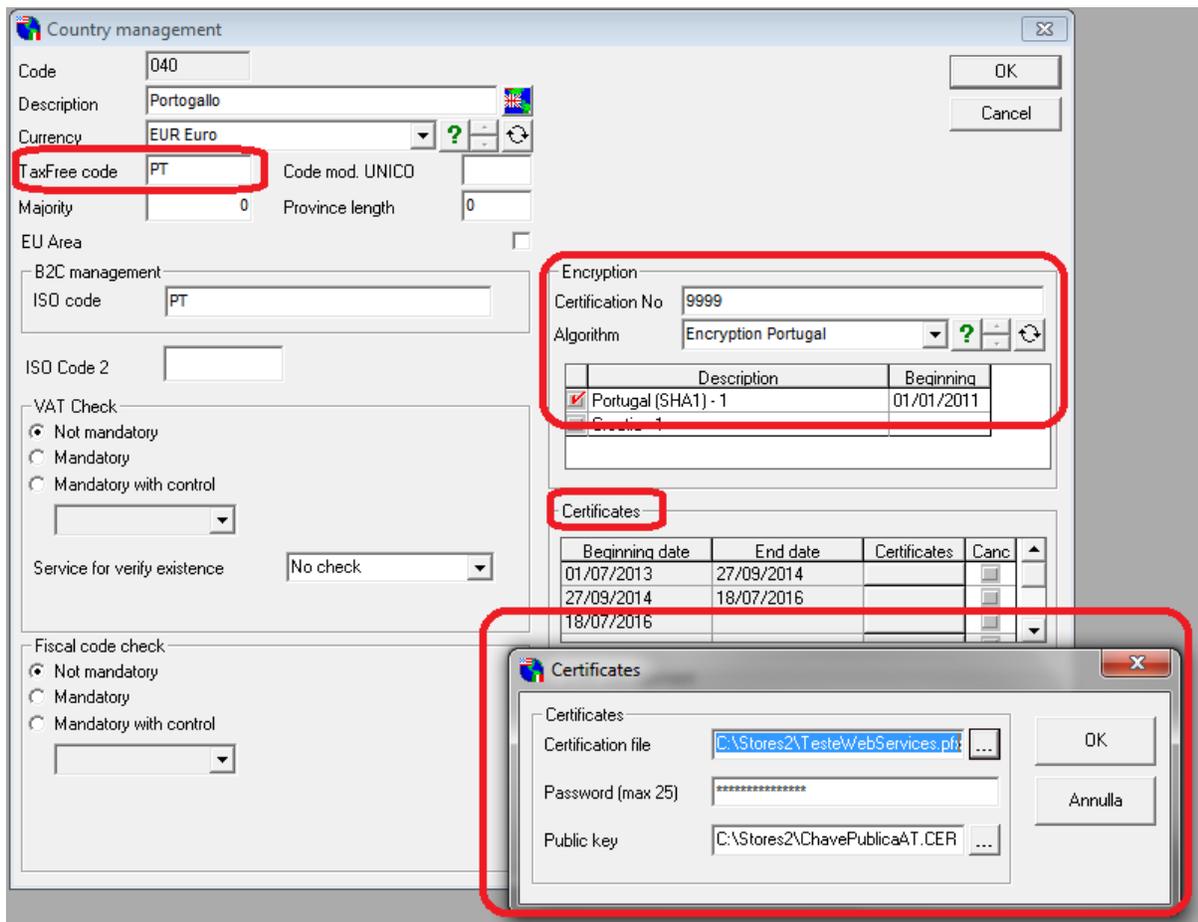
In case of a foreigner customer, the ISO code of the customer's country will be printed within the fiscal code.

Currencies

In settings of the currency "Euro", it is required to set the ISO code "EUR" in the acronym.

Tax codes

In tax codes master data, for each tax code enabled for Portugal, it is required to define the VAT type and the code type.

The "VAT type" shall be filled with "IVA"; other values are not allowed.

The "Code Type" can be filled only with following values:

- RED → Reduced VAT (6%);

- INT → Intermediate VAT (13%);

- NOR → Standard VAT (23%);

- ISE → VAT Exempt (0%).

Tax codes related to VAT Exempt also need an additional configuration:

The "Acronym" shall be filled with the tax exemption code and the "Description" shall be filled with the tax exemption reason. The actual table for tax exemption reason codes is attached below.

Motivo de isenção ou não liquidação a indicar no campo "1.7.3.4 – Motivo de Isenção (TaxExemptionReason)":

Código (1.7.3.4)	Menção a constar na fatura	Norma aplicável
M01	Artigo 16.º n.º 6 do CIVA (ou similar)	Artigo 16.º n.º 6 alíneas a) a d) do CIVA
M02	Artigo 6.º do Decreto-Lei n.º 198/90, de 19 de Junho	Artigo 6.º do Decreto-Lei n.º 198/90, de 19 de junho
M03	Exigibilidade de caixa	Decreto-Lei n.º 204/97, de 9 de agosto
		Decreto-Lei n.º 418/99, de 21 de outubro
		Lei n.º 15/2009, de 1 de abril
M04	Isento Artigo 13.º do CIVA (ou similar)	Artigo 13.º do CIVA
M05	Isento Artigo 14.º do CIVA (ou similar)	Artigo 14.º do CIVA
M06	Isento Artigo 15.º do CIVA (ou similar)	Artigo 15.º do CIVA
M07	Isento Artigo 9.º do CIVA (ou similar)	Artigo 9.º do CIVA
M08	IVA – autoliquidação	Artigo 2.º n.º 1 alínea i), j) ou l) do CIVA
		Artigo 6.º do CIVA
		Decreto-Lei n.º 21/2007, de 29 de janeiro
		Decreto-Lei n.º 362/99, de 16 de setembro
		Artigo 8.º do RITI
M09	IVA - não confere direito a dedução	Artigo 60.º CIVA
		Artigo 72.º n.º 4 do CIVA
M10	IVA – Regime de isenção	Artigo 53.º do CIVA
M11	Regime particular do tabaco	Decreto-Lei n.º 346/85, de 23 de agosto
M12	Regime da margem de lucro – Agências de viagens	Decreto-Lei n.º 221/85, de 3 de julho
M13	Regime da margem de lucro – Bens em segunda mão	Decreto-Lei n.º 199/96, de 18 de outubro
M14	Regime da margem de lucro – Objetos de arte	Decreto-Lei n.º 199/96, de 18 de outubro
M15	Regime da margem de lucro – Objetos de coleção e antiguidades	Decreto-Lei n.º 199/96, de 18 de outubro
M16	Isento Artigo 14.º do RITI (ou similar)	Artigo 14.º do RITI
M20	IVA - Regime forfetário	Artigo 59.º-B do CIVA
M99	Não sujeito; não tributado (ou similar)	Outras situações de não liquidação do imposto (Exemplos: artigo 2.º, n.º 2 ; artigo 3.º, n.ºs 4, 6 e 7; artigo 4.º, n.º 5, todos do CIVA)

Translations

Tables "Nazioni", "Servizi", "Reparti", "Prodotti", and "ParametriProdottoCodici" shall be managed with translations of descriptions.
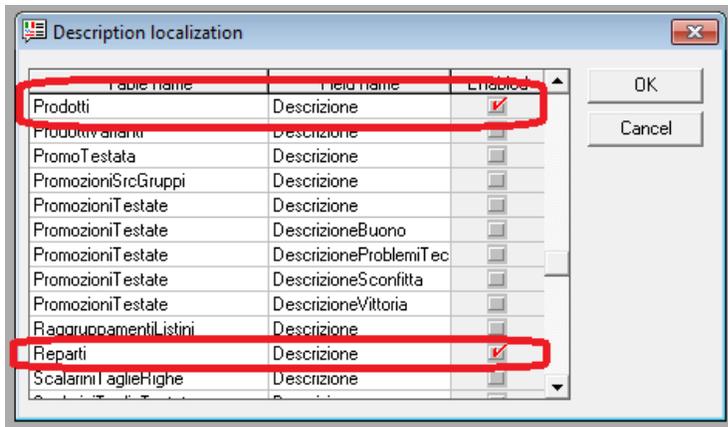
Payments

Payment codes defined from the government are listed below.

- "CC" – Credit card;

- "CD" – Debit card;

- "CH" – Check;

- "CS" – Compensation in current account;

- "LC" – Bill of exchange;

- "MB" – ATM;

- "NU" – Cash;

- "PR" – Financial swap;

- "TB"– Bank tranfer;

- "TR" – Ticket meal.

Shop settings

Master data

In the main view of shop settings, all highlighted fields are mandatory.

The "Province" filed shall be filled only with following codes:

- "PT" for Portugal;

- "PT-AC" for the fiscal area of the Autonomous Region of the Azores;

- "PT-MA" for the fiscal area of the Autonomous Region of Madeira.

The billing address defined in "General settings" shall be associated to the shop and VAT number and fiscal code shall be filled in.

Sales settings
In the sales settings form, settings shall be as in the image below.
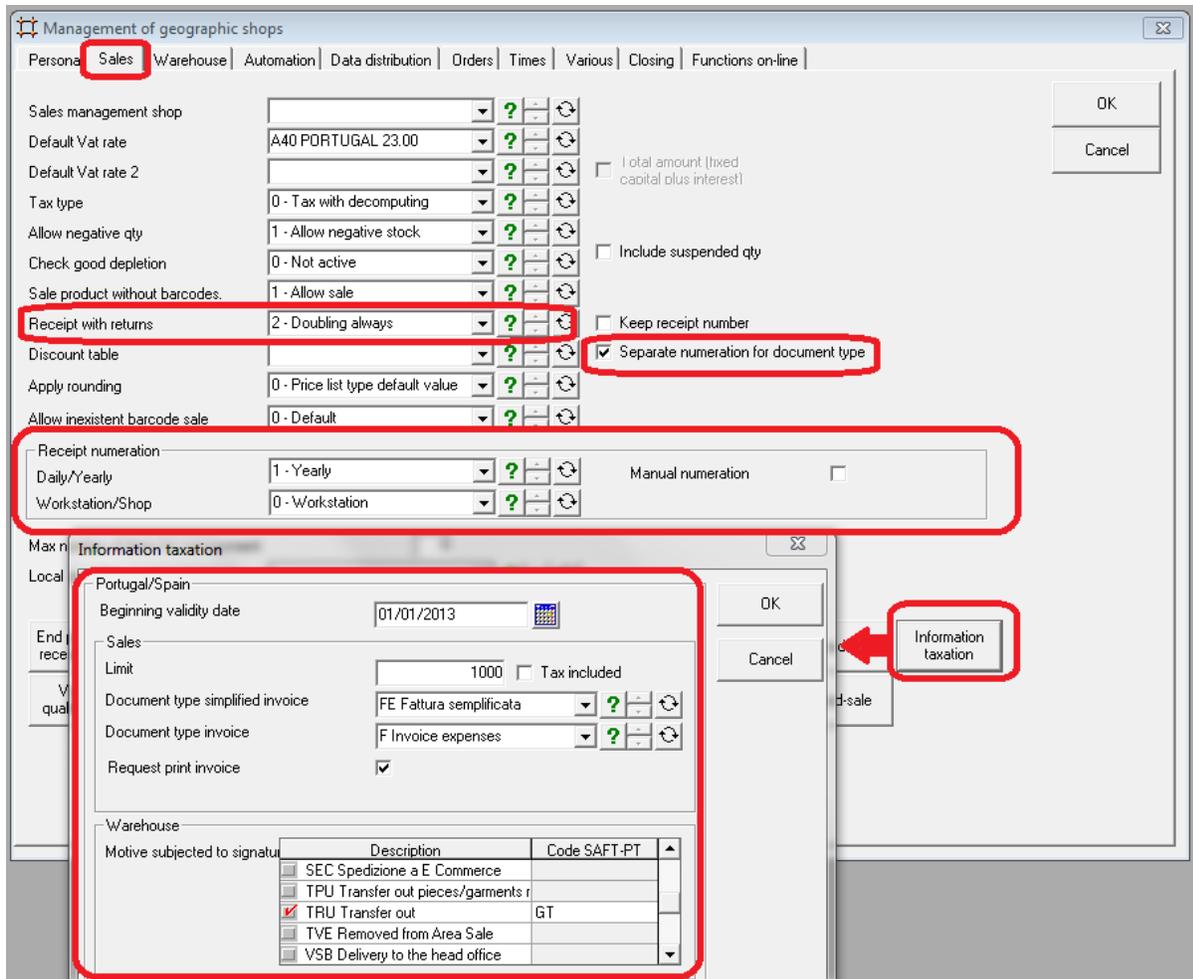
In case of creation of a document with sales and returns, the program shall create two different documents with different numbers: one for the sale and another one for the return. Two different documents will be printed from the printer.

It is required to enable the option "Separate numeration for document type", so the program will use different counters for sales and returns.

Also, the yearly numeration for each workstation is required.

Additional settings for Portugal

First, it is required to create two different "document type" that will be used to distinguish invoices ("Fatura") and simplified invoices ("Fatura simplificada"). These document types shall be used only for this purpose.

In shop settings, in "Sales" option, there is a button "Tax information".

After the selection of the button, a form with some required settings for Portugal is shown.

- Beginning date: for Portuguese shops, it will be automatically set up as 01/01/2013;
- Sales options, it is required to set up:

- The limit as "1000". This field is used to distinguish invoices and simplified invoices;
- The document type for invoices;
- The document type for simplified invoices;
- Stock movements that shall be signed.

It is also important to disable "Manual numeration" in case of not fiscal sales. By this way, the number will be calculated from Stores2. Also, not fiscal sales will be signed and will be distinguished from fiscal sales using the char "M" in the number.

Workstation settings

Print templates

For each workstation that can issue sales and return documents, it is required to associate sale and return printing templates.
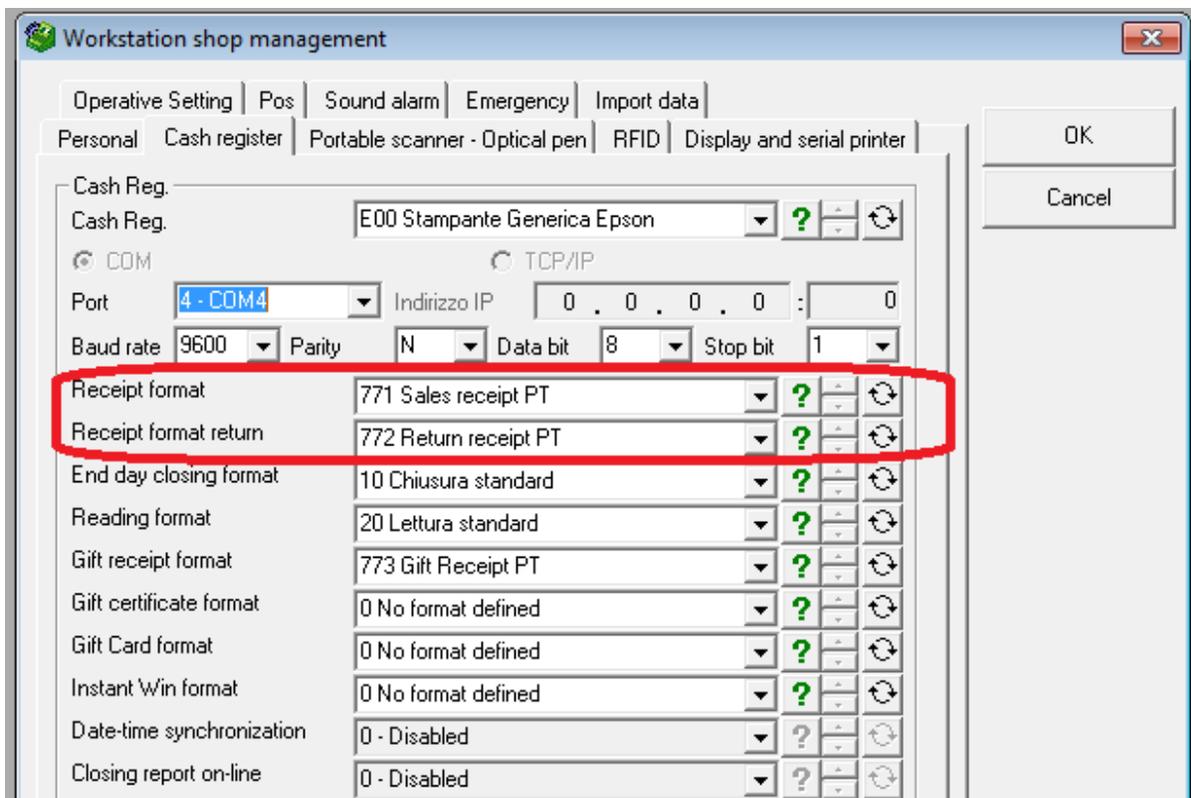
User settings

Tools

All tools and qualifications but the following have to be deactivated for Portuguese users in the sales list.
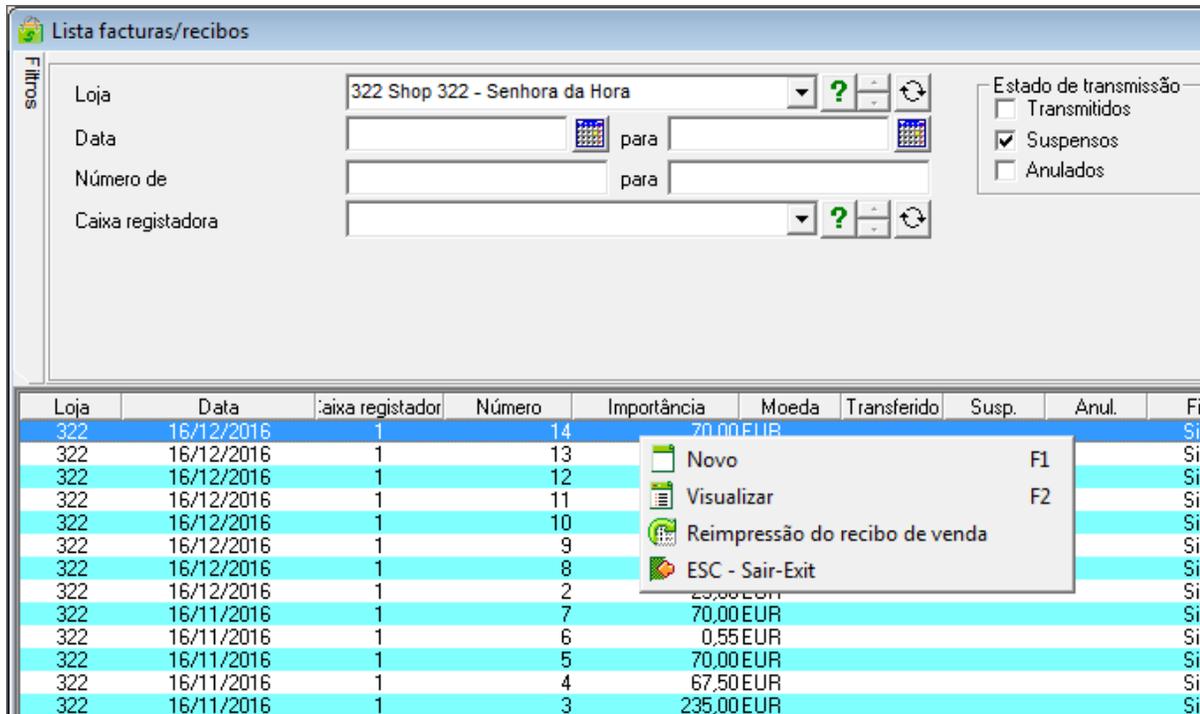
Password

The access to Stores2 needs to be protected: all users must have a password.

Print templates

It is required to create two different templates; one for sales (invoices and simplified invoice) and another for returns (credit notes).

Sale template

It is required to print additional information over the standard data printed on the invoice (header, rows, payments, and queue).

Additional information is listed below.

- Document type:

  o "%TITLE%" will be replaced from "FATURA SIMPLIFICADA" o "FATURA"

  o "%SAFT%" will be replaced from the SAFT number.

- Additional indication for the copy of the original print

- Tax details

- Signature and certification number

- Customer data

Following is an image that shows the certificate configuration for the invoice.

Type line	Field	Line Before	Line After	Start	Length	Alignment	Sequence	Cancelled	Duty	Text
	Code		771							
	Description	Sales receipt PT			Exclude cancelled					
	Format	Receipt			Order by					
	Columns	40								
Heading	Title	0	2	1	40	Center	1			
Heading	Date	2	0	1	20	Left	13			
Heading	Hour	0	0	21	18	Right	14			
Heading	Number of receipt	1	0	1	25	Left	15			
Heading	Label cashier	1	1	1	9	Left	16			
Heading	Cashier	0	0	12	28	Left	17			
Heading	Original/Copy	1	0	1	40	Center	18			
Heading	Heading description	1	0	1	40	Center	19			
Heading	Additional phrase on copy receipt	1	0	1	40	Center	21			
Heading	Label product	1	0	1	22	Left	22			
Heading	Label amount	0	0	23	7	Left	23			
Heading	Label quantity	0	0	31	3	Left	24			
Heading	Label Vat rate	0	0	35	5	Right	25			
Details	Type of record	1	0	1	30	Left	3			
Details	Product code	1	0	1	22	Left	4			
Details	Price of row	0	0	23	7	Right	5			
Details	Quantity	0	0	31	3	Right	6			
Details	Vat Rate	0	0	35	5	Right	7			
Details	Description of product	1	0	1	30	Left	8			
Details	Vat Amount	0	0	28	9	Left	12			
Details	VAT rate description	1	0	1	40	Left	13			
Details	Tax2 value description	1	0	1	40	Left	14			
Line discount	Description percentage discount	1	0	2	8	Left	1			
Line discount	Discount/Surcharge percentage	0	0	12	5	Left	2			
Line discount	Discount/Surcharge amount	0	0	25	9	Right	3			
Heading discount	Description subtotal	2	0	1	25	Left	1			
Heading discount	Subtotal	0	0	25	9	Right	2			
Heading discount	Description discount %	1	0	1	15	Left	3			
Heading discount	Discount/Surcharge heading percentage	0	0	18	4	Left	4			
Heading discount	Discount/Surcharge heading amount	0	1	25	9	Right	5			
VAT summary	Description taxable	2	0	1	20	Left	1			
VAT summary	Taxable	0	0	26	9	Left	2			
VAT summary	Currency symbol taxable	0	0	24	1	Left	3			
VAT summary	Description Tax1	1	0	3	25	Left	4			
VAT summary	VAT amount	0	0	26	9	Right	5			
VAT summary	Currency symbol VAT amount	0	1	24	1	Left	6			
Payments	Overall total	2	1	1	33	Left	1			
Payments	Currency symbol Overall total	0	0	35	1	Left	2			
Payments	Payment details	1	1	1	33	Left	3			
Change	Amount of change	1	1	1	33	Left	1			
Footer	Certification signature	1	1	1	40	Center	1			
Footer	Courtesy phrase	1	1	1	40	Center	2			
Footer	Owner's heading	2	0	1	13	Left	3		✓	
Footer	Description of the owner	0	0	14	26	Left	4		✓	
Footer	Destination - heading	1	0	1	13	Left	5		✓	
Footer	Destination - Address	0	0	14	26	Left	6		✓	
Footer	Destination - Postal code	1	0	14	10	Left	7			
Footer	Destination - City	0	0	25	15	Left	8			
Footer	Label fiscal code	1	0	1	13	Left	9		✓	
Footer	Fiscal code	0	0	14	26	Left	10		✓	
Footer	Fidelity	1	0	1	26	Left	11			
Footer	Destination - Notes	2	1	1	40	Left	12			

Receipt format — Inserimento descrizione
Description: %TITLE% %SAFT%
Code: 0
[Confirm] [Cancel]

Receipt format — Inserimento descrizione
Description: Cópia do documento original
Code: 0
[Confirm] [Cancel]

Return template

This has to be set up as the previous one, with following differences:

- Document type;

- Additional phrase with the reference to the sale.

Table 1 (Code 772 - Return receipt PT New):

Type line	Field	Line Before	Line After	Start	Length	Alignment	Sequence	Cancelled	Duty	Text
Heading	Title	0	2	1	40	Center	1			
Heading	Date	2	0	1	20	Left	13			
Heading	Hour	0	0	21	18	Right	14			
Heading	Number of receipt	1	0	1	25	Left	15			
Heading	Label cashier	1	1	1	9	Left	16			
Heading	Cashier	0	0	12	28	Left	17			
Heading	Original/Copy	1	0	1	40	Center	18			
Heading	Heading description	1	0	1	40	Center	19			
Heading	Reference sale receip	1	0	1	40	Left	21			
Heading	Label product	1	0	1	22	Left	22			
Heading	Label amount	0	0	23	7	Left	23			
Heading	Label quantity	0	0	31	3	Left	24			
Heading	Label Vat rate	0	0	35	5	Right	25			
Details	Type of record	1	0	1	30	Left	3			
Details	Product code	1	0	1	22	Left	4			
Details	Price of row	0	0	23	7	Right	5			
Details	Quantity	0	0	31	3	Right	6			
Details	Vat Rate	0	0	35	5	Right	7			
Details	Description of product	1	0	1	30	Left	8			
Details	VAT rate description	1	0	1	10	Left	10			
Details	Vat Amount	0	0	28	9	Left	12			
Line discount	Description percentag	1	0	2	8	Left	1			
Line discount	Discount/Surcharge p	0	0	12	5	Left	2			
Line discount	Discount/Surcharge a	0	0	25	9	Right	3			
Heading disco	Description subtotal	2	0	1	25	Left	1			
Heading disco	Subtotal	0	0	25	9	Right	2			
Heading disco	Description discount %	1	0	1	15	Left	3			
Heading disco	Discount/Surcharge h	0	0	18	4	Left	4			
Heading disco	Discount/Surcharge h	0	1	25	9	Right	5			
VAT summary	Description taxable	2	0	1	20	Left	1			
VAT summary	Taxable	0	0	26	9	Left	2			
VAT summary	Currency symbol taxab	0	0	24	1	Left	3			
VAT summary	Description Tax1	1	0	3	25	Left	4			
VAT summary	VAT amount	0	0	26	9	Right	5			
VAT summary	Currency symbol VAT	0	1	24	1	Left	6			
Payments	Uverall total	2	1	1	33	Left	1			
Payments	Currency symbol Over	0	0	35	1	Left	2			
Payments	Payment details	1	1	1	33	Left	3			
Change	Amount of change	1	1	1	33	Left	1			
Footer	Certification signature	1	1	1	40	Center	1			
Footer	Courtesy phrase	1	1	1	40	Center	2			
Footer	Owner's heading	2	0	1	13	Left	3		✓	
Footer	Description of the own	0	0	14	26	Left	4		✓	
Footer	Destination - heading	1	0	1	13	Left	5		✓	....
Footer	Destination - Address	0	0	14	26	Left	6		✓	
Footer	Destination - Postal co	1	0	14	10	Left	7			
Footer	Destination - City	0	0	25	15	Left	8			
Footer	Label fiscal code	1	0	1	13	Left	9		✓	
Footer	Fiscal code	0	0	14	26	Left	10		✓	
Footer	Fidelity	1	0	1	26	Left	11			
Footer	Destination - Notes	2	1	1	40	Left	12			

Receipt format — Inserimento descrizione
Description: NOTA DE CREDITO %SAFT%
Code: 0
[Confirm] [Cancel]

Receipt format — Inserimento descrizione
Description: Reference to purchase fiscal receipt %SAFT%
Code: 0
[Confirm] [Cancel]

"Gift" template (optional)

An additional phrase shall be printed: "Este documento não serve de fatura". It could be set up with resource code 10002 or by writing the phrase into the Description field.

Table 2 (Code 773 - Gift Receipt PT):

Type line	Field	Line Before	Line After	Start	Length	Alignment	Sequence	Cancelled	Duty	Text
Heading	Heading description	1	1	1	40	Center	3			
Heading	Number of receipt	2	0	1	25	Left	9			
Heading	Owner's heading	2	0	1	20	Left	12			
Heading	Description of the owner	1	0	1	40	Left	13			
Details	Description of product	1	0	1	25	Left	4			
Details	Quantity	0	0	37	3	Left	8			
Details	Product code	1	0	1	30	Left	9			
Footer	Additional phrase information taxation	1	0	1	40	Center	1			
Footer	Ticket barcode	1	0	1	40	Center	3			
Footer	Courtesy phrase	3	0	1	40	Center	4			

Receipt format — Inserimento descrizione
Description:
Code: 10002
[Confirm] [Cancel]

For coupons print, there is not a template: it will be printed at the end of the print using resource code 10002.

Samples

Below are some samples of fatura simplificada, nota de credito, and fatura:

PORTUGAL TEST SHOP
Comercio de Pronto a Vestir , Lda.
Av Engenheiro Duarte Pacheco, Torre 2 13
1099-042 Lisboa

Data: 16/11/2016   Hora: 09:12:10
Ref. interna: 00004
Caixa: GEN 322-GEN-NCas

Original

FATURA SIMPLIFICADA
#FE 20163221/2

Produto	Importâ	Qtd	IVA
PROD5	55,00	100	23%
PORTA-CHAVES			
Desconto 8,8%	5,00		
PROD6	25,00	1	23%
HAT			

Subtotal	75,00
Desconto total 10%	7,50
Taxável	54,88
Valor Iva 23%	12,62
Total geral	67,50
Numerário EUR	67,50

KgMQ-Processado por programa certificado
n. 9999/AT

Cliente   Consumidor final
Morada   NA
           NA   NA
NIF   Consumidor final

```
         PORTUGAL TEST SHOP
    Comercio de Pronto a Vestir , Lda.
  Av Engenheiro Duarte Pacheco, Torre 2 13
             1099-042 Lisboa

Data: 16/11/2016        Hora: 09:09:45
Ref. interna: 00001
Caixa:    GEN 322-GEN-NCas

                Original
------------------------------------------
              NOTA DE CREDITO
              #RE 20163221/1
------------------------------------------
Reference to purchase fiscal
receipt #F 20163221/1
Produto              Importâ Qtd   IVA
Devoluçто
PROD6                 25,00   1   23%
HAT

Taxável                20,33
   Valor Iva 23%                 4,67

Total geral                     25,00

Numerário   EUR                 25,00

XPrm-Processado por programa certificado
             n. 9999/AT


Cliente      F. Mourinho
Morada       Lagoas Park, Edificio 8
             2740-244   Porto Salvo
NIF          500308560
```

```
         PORTUGAL TEST SHOP
    Comercio de Pronto a Vestir , Lda.
  Av Engenheiro Duarte Pacheco, Torre 2 13
             1099-042 Lisboa

Data: 16/11/2016        Hora: 09:08:33
Ref. interna: 00002
Caixa:    GEN 322-GEN-NCas

                Original
-------------------------------------------
                 FATURA
              #F 20163221/1
-------------------------------------------
Produto              Importâ Qtd   IVA
PROD6                 25,00   1   23%
HAT

Taxável                20,33
   Valor Iva 23%                 4,67

Total geral                     25,00

Numerário   EUR                 25,00

rmuM-Processado por programa certificado
            n. 9999/AT


Cliente      F. Mourinho
Morada       Lagoas Park, Edificio 8
             2740-244   Porto Salvo
NIF          500308560
```

Movement of goods

The print of the transport document ("2as vias") must show following information:

- Issuer data;

- AT Code;

- Signature - "Processado por Programa Certificado n° 9999/AT" (where 9999 will be replaced with the certification number of the program).

Destinatario	ORACLE
Numero	Av Luisada Loja 1030
	1500-392 Lisboa (PT)
	502186771
Cod. 323	Shop 323 - Lisboa
Destinação	Negozio

Origem	ORACLE
	Rua Sara Alfonso, 105-117 Loja 1311
	4460-841 Senhora da Hora (PT)
Numero	502186771
Cod. 322	Shop 322 - Senhora da Hora
Lugar de origem	Negozio

Numero	Data	Pagina
TU 2016 322 / 1	16/11/2016	1

Causal Transporte:	Transporto efectuado por:		Porto:
Transferência de fardas	Receptor		Puerto Franco

Código produto	Descrição produto		Qta		37	39	41	43	45	47	49
PROD2	CALCAS	1	3	1		1			1	
				N.						
PROD5	PORTA-CHAVES	1	10	10						

| | Total | | 13 | | | | | | | | |

Administrative settings

ElenchiFiltriColonne (table)

Fields related to "Name", "Last Name", "VAT code", "Tax Code", and "Country" of the customer shall be mandatory.

The following query shall be taken as an example, filtering also for the correct "Type" of customers view:

```
UPDATE ElenchiFiltriCampi
SET Obbligatorio = 1
WHERE (Elenco=5 AND Filtro=2) OR (Elenco=5 AND Filtro=3)
 OR (Elenco=5 AND Filtro=9) OR (Elenco=5 AND Filtro=51) OR (Elenco=5 AND Filtro=17)
```

Elenchi (table)

Fields related to "Name", "Last Name", "VAT code", "Tax Code", and "Country" shall not change after the customer registration.

The following query needs to be executed to avoid modification of that data when updating a customer.

```
UPDATE Elenchi

SET ScriptOnEntry='
```

```
    Sub Main(vReturn)

        if len(trim(ctlCliente("txtCodice").text))>0 then

                ctlCliente("txtNome").locked=true

                ctlCliente("txtDescrizione").locked=true

                ctlCliente("txtPartitaIVA").locked=true

                ctlCliente("txtCodiceFiscale").locked=true

                ctlCliente("fraTipoIntestatario").enabled=false

                ctlCliente("cboNazione").locked=true

        end if

    End Sub'
```

WHERE Elenco = 5

And other additional validations:

```
UPDATE Elenchi

SET ScriptOnConfirm='

Sub Main(vReturn)

    dummy = Replace(ctlCliente(""txtNome"").text, ""_"", """")

    dummy = Replace(dummy, "".""," """")

    dummy = Replace(dummy, "" - "", """")

    If Len(Trim(dummy)) = 0 Then

        msgbox(""Wrong name"")

        clsGeneral.GSelection ctlCliente(""txtNome""), 0

        vReturn = 1

        Exit Sub

    End If


    dummy = Replace(ctlCliente(""txtDescrizione"").text, ""_"", """")

    dummy = Replace(dummy, "".""," """")

    dummy = Replace(dummy, "" - "", """")

    If Len(Trim(dummy)) = 0 Then

        msgbox(""Wrong description"")

        clsGeneral.GSelection ctlCliente(""txtDescrizione""), 0

        vReturn = 1

        Exit Sub

    End If
```

```
        if Len(Trim(ctlCliente(""txtCodiceFiscale"").text)) > 0 then

            if IsNumeric(Trim(ctlCliente(""txtCodiceFiscale"").text))=0 then

                msgbox(""Wrong fiscal code. The code must be numeric with 9 digit"")

                clsGeneral.GSelection ctlCliente(""txtCodiceFiscale""), 0

                vReturn = 1

            Else

                if Len(Trim(ctlCliente(""txtCodiceFiscale"").text)) <> 9 then

                    msgbox(""Wrong fiscal code. The code must be 9 digit lenght"")

                    clsGeneral.GSelection ctlCliente(""txtCodiceFiscale""), 0

                    vReturn = 1

                End If

            End If

        End If

        if len(ctlCliente(""txtPartitaIVA"").text) > 0 then

            if IsNumeric(Trim(ctlCliente(""txtPartitaIVA"").text))=0 then

                msgbox(""Wrong VAT number. The code must be numeric with 9 digit"")

                clsGeneral.GSelection ctlCliente(""txtPartitaIVA""), 0

                vReturn = 1

            Else

                if Len(Trim(ctlCliente(""txtPartitaIVA"").text)) <> 9 then

                    msgbox(""Wrong VAT number. The code must be 9 digit lenght"")

                    clsGeneral.GSelection ctlCliente(""txtPartitaIVA""), 0

                    vReturn = 1

                End If

            End If

        End If

End Sub'
```

WHERE Elenco = 5

Attention! Before executing the queries shown above, the user shall check other preexisting data.

Export to SAFT-PT

Descriptions

The description used for items has to be the same as set up in document prints (fatura, fatura simplificada, 2as vias, and so on).

Checklist

Checklist

- General settings

  Addresses

  Sales

  Countries

  Currencies

  Tax codes

  Translations

- Shop settings

  Master data

  Sales settings

  Additional settings for Portugal

- Workstation settings

  Print templates

- User settings

  Tools

- Print templates

  Sale template

  Return template

  "Gift" template (optional)

  Movement of goods

- Administrative settings

  ElenchiFiltriColonne (table)

  Elenchi (table)

- Export to SAFT-PT

  Descriptions