ΑΑΔΕ
Independent Authority for Public Revenue (IAPR)

SERVING PUBLIC INTEREST AND SOCIETY AT LARGE

Instructions for using the myDATAapp application

ATHENS, 24 FEBRUARY 2025

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1 Institutional Framework

- Decision 1138/2020 "Determination of the scope of application, the time and the procedure for electronic transmission of data to the Independent Authority for Public Revenue, as well as any other necessary matter for the implementation of the provisions of article 15A of Law 4174/2013 (Tax Procedure Code)".
- Law 4308/2014 (A΄251) “Greek Accounting Standards, related regulations and other provisions”.

2 Download the myDATAapp Application

The myDATAapp application is available for Android and iOS devices. You can download it by following the steps below:

- For Android devices, visit Google Play Store and search for the "myDATAapp" app. Press the "Install" button to download and install it on your device.
- For iOS devices (iPhone, iPad), visit the App Store and search for the "myDATAapp" app. Press the "Download" button to install it on your device.

Make sure your device meets the minimum operating system requirements for the app to run smoothly.

Minimum Android/iOS version:
Android: 5.0 (API Level 21 – Lollipop)
iOS: 14.2

3 Welcome Screen

Figure 1Welcome Screen

When you start the myDATAapp application, the welcome screen appears. On this screen you have the following options:

- Language: In the upper right corner, there is the option to change language with the globe icon and the acronym "EN" indicating the English selection.
- Login: Press the "Login" button in the center of the screen to go to the main part of the application and log in to your account.

4 Login Screen

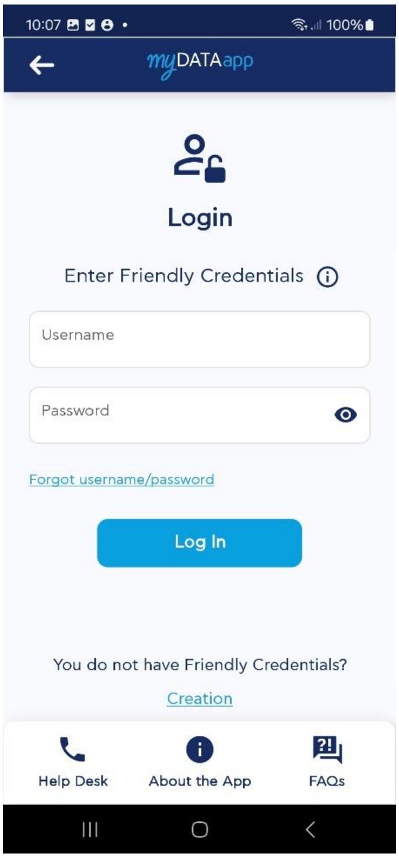

Figure 2Login Screen

On the first screen (Figure 2), the user is asked to enter their username and password to log in to the application.

- Username: Enter the unique username you have chosen.
- Password: Enter your password. To see the password you are typing, you can tap the eye icon to the right of the password field.
- If you have forgotten your username or password, you can click the "Forgot username/password" link for help.
- After filling in your details, press the "Login" button to proceed.\

A prerequisite for using the application is that you are a registered user of timologio and have accepted the terms of use of the application.

5 Home Screen

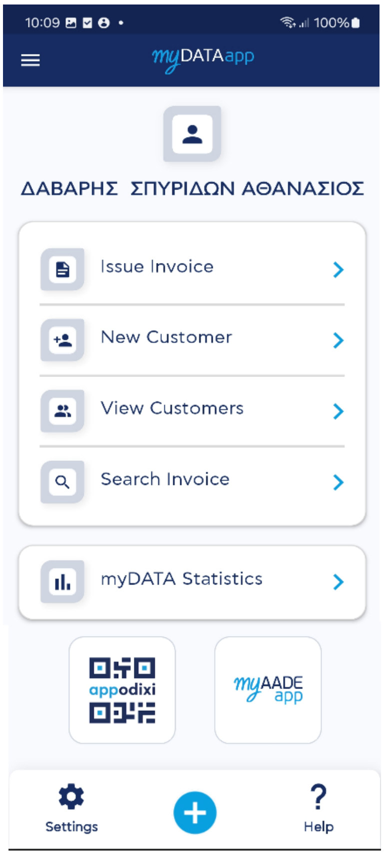

Figure 3Home Screen

After successful login, the following features are displayed:

- **Issue Document:** Select this option to immediately create and issue a document. Click to begin.
- **New Customer:** Allows you to add a new customer.
- **View Customers:** Tap to view and manage the list of your registered clients.
- **Search/View Documents:** Allows you to search and view your documents. Select to view the details.
- **myDATA Image:** Select to access myDATA data summaries.
- Display icons for connecting and navigating to the appodixi and myAADEapp applications.

At the bottom of the screen are the following options:

- **Settings:** Tap the gear icon to go to the app settings.
- **Create Document:** Press the '+' button to immediately issue a new document.
- **Help:** Tap the '?' icon for information and support on using the app.

5.1 Issue Document

General Document Details (Figure 4):

- **Document Type:** Here you can select the type of document you want to issue, e.g. Invoice, Receipt.
- **Series:** Select the series of the document from the corresponding list.
- **Issue Date:** The date is automatically filled in by the system.
- **Branch:** Enter the branch to which the document relates. Default is "0".
- **Payment Method:** Select the payment method, such as cash, card or credit.

Additional Document Details:

- **Other Related TINs:** Here you enter the TINs of other parties involved that are related to the document.
- **Goods / Services:** In this section, you enter the goods or services included in the document.
- **Miscellaneous Taxes:** Enter tax information, such as VAT and other charges.
- **Comments / Observations:** Here you can add additional comments or observations regarding the document.
- **Totals:** Here you can see the total value of the document, including taxes and discounts.

Document Options:

- **Transit Note:** Select whether the document is accompanied by a transit note (figure 5).
- **Self-invoicing:** Activate the option if it concerns a self-invoicing document.

- **VAT Payment Suspension:** Activate if a suspension applies for the payment of VAT.

Buttons at the bottom:

- **Issue:** By pressing this button, the document is issued and simultaneously transmitted to myDATA.
- **Clear:** With this button you can clear the data and start the entry from the beginning.

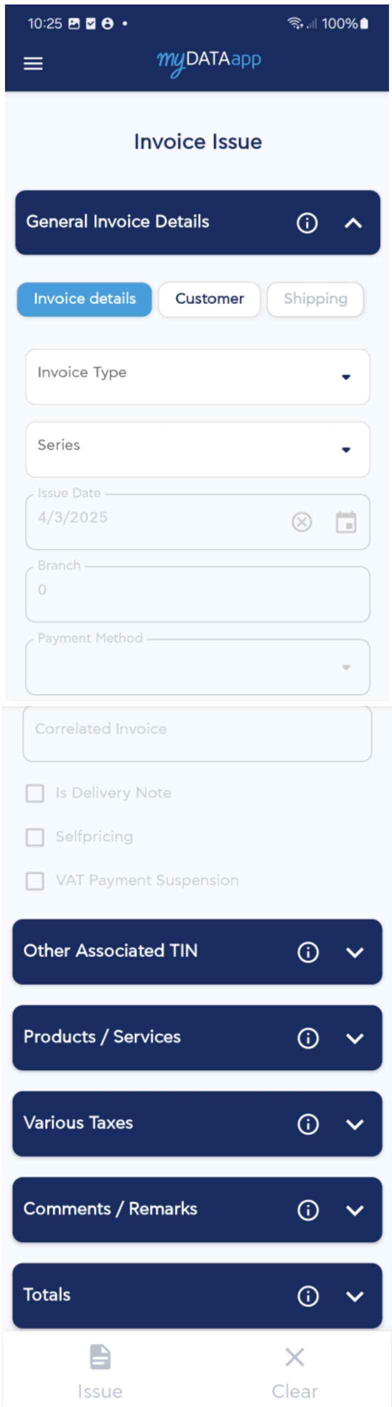

Figure 4. 4Document Details

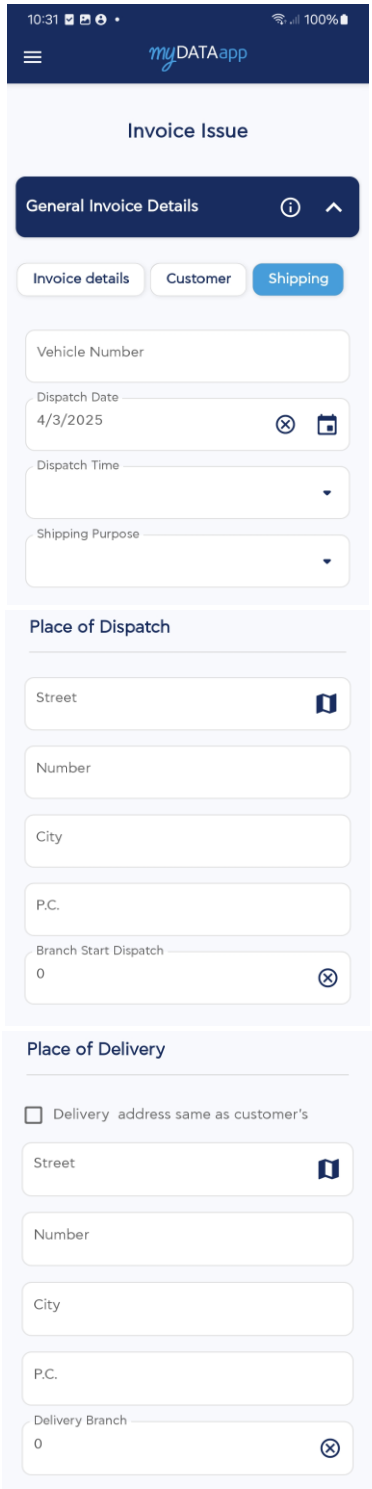
10:31
100%
myDATAapp
Invoice Issue
General Invoice Details
Invoice details
Customer
Shipping
Vehicle Number
Dispatch Date
4/3/2025
Dispatch Time
Shipping Purpose
Place of Dispatch
Street
Number
City
P.C.
Branch Start Dispatch
0
Place of Delivery
Delivery address same as customer's
Street
Number
City
P.C.
Delivery Branch
0

Figure 5. 5

5.2 New Customer

This section is optional. However, to issue a document where the counterparty is a business type (not a retail document), the registration of customers is mandatory (Figure 6).

On this page, customer information is registered:

- Customer Type: select from list, required field
- Customer Country: select from list
- Password: locked field.
  A code is entered in the field that is automatically generated by the system upon saving.
- TIN
- Name: required field.
- Profession / Activity
- City: required field.
- Address
- Postal code: mandatory field.
- Tax Office/Tax Procedures and Service Center
- Email
- Telephone-1
- Telephone-2

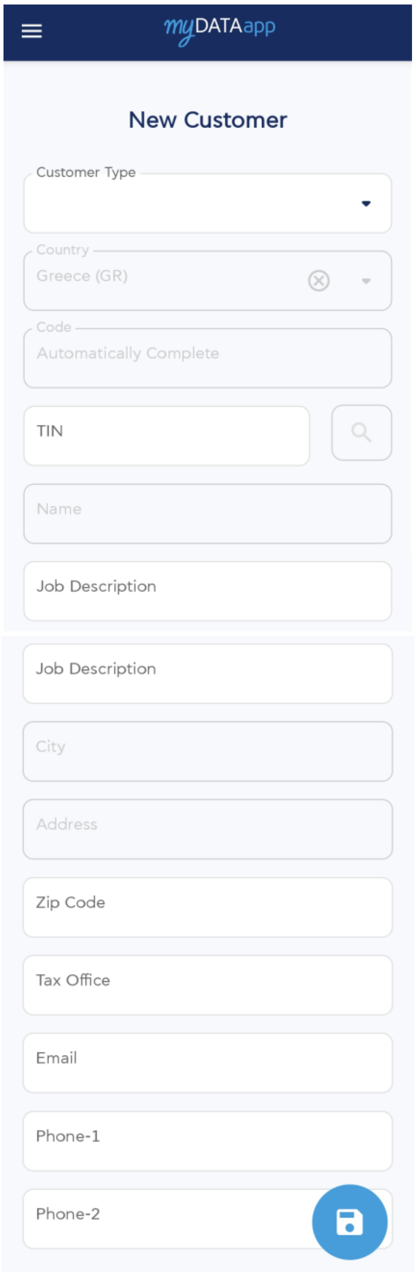

Figure 6New Customer

For domestic businesses, it is mandatory to cross-check the business details through the Business Registry Basic Data Search service. To achieve the cross-check, the business's TIN must be entered and the button selected . The fields Name, Address and City are automatically filled in, provided that the TIN entered is a valid TIN in the TAXIS registry.

"Save" is required to register the changes (by selecting).
Upon saving, the Customer Code is created and entered in the corresponding field.
The Customer that is created is also visible in the timologio web application.

5.3 View Customers

In the Customers tab of the application, you can see a list of all the customers you have registered. For each customer, the following information is displayed (Figure 7):

- **Customer Code:** A unique identification number for the customer.
- **Brand Name:** The name or business name of the customer.
- **TIN:** The customer's Tax Registration Number.

Figure 7Customer View

At the top of the screen are the following tools to facilitate searching and organizing customers:

- **Search Filters:** Filters (icon with three lines and with three lines and an X) allow you to apply or clear filters for customer searches (figure 8).

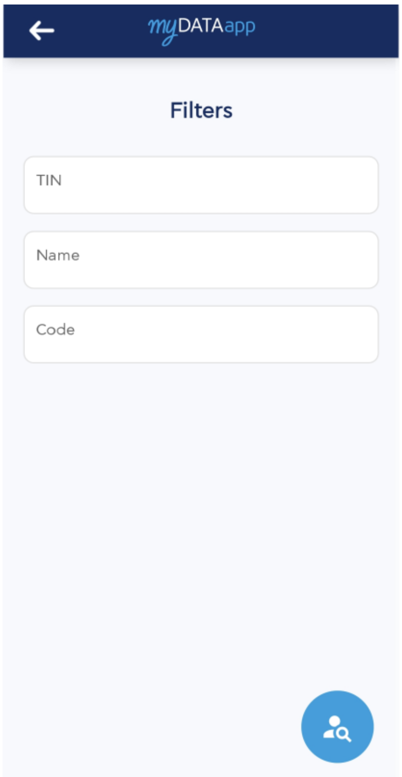

Figure 8. 8Filters

- **Search:** Click on the magnifying glass icon to search for customers by typing their name or TIN.
- **Sorting:** The arrow icon (up-down) allows you to sort customers either alphabetically or based on their TIN.

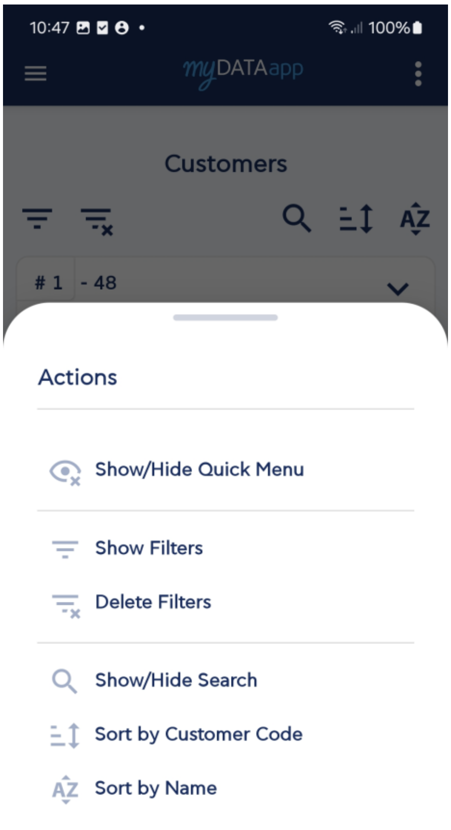

Figure 9Filter Actions Menu

In the top right corner of the page, you will find an icon with three vertical dots. Clicking it opens the Actions Menu, which includes the following options (Figure 9):

- **Show/Hide Quick Actions Menu:** Enable or disable the display of the Quick Actions Menu above the customer list.
- **Show Filters**
- **Delete Filters:** Clear all active filters and restore the full customer list.
- **Search:** Enter name, TIN or customer code to instantly locate the customer you are interested in.
- **Sorting:** Organize your customer list by name or customer code for easy navigation.

In the Actions Menu, the same quick menu options are displayed with verbal descriptions and icons, ensuring that you can identify and use the features easily, even if the quick filter menu is not displayed.

At the bottom of the screen, you will find the Add New Customer button (icon ) to register a new customer. Below the list, the total number of customers you have registered is also displayed.

Additionally, by selecting the three dots, located at the bottom right of each customer's tab, the following options appear (figure 10):

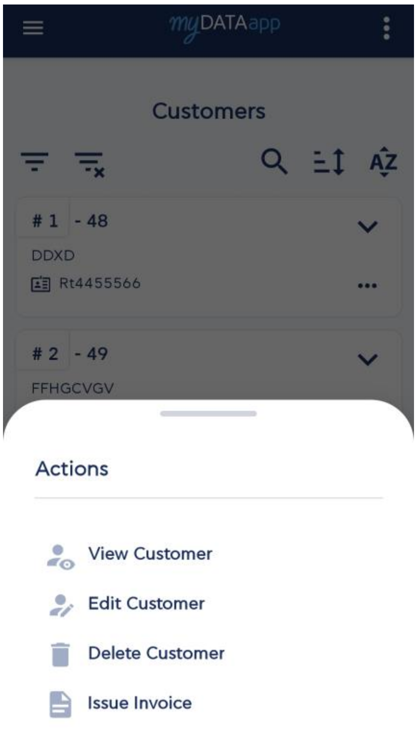

Figure 10. 10Actions Menu

- **Customer View:** View customer details (Figure 11):

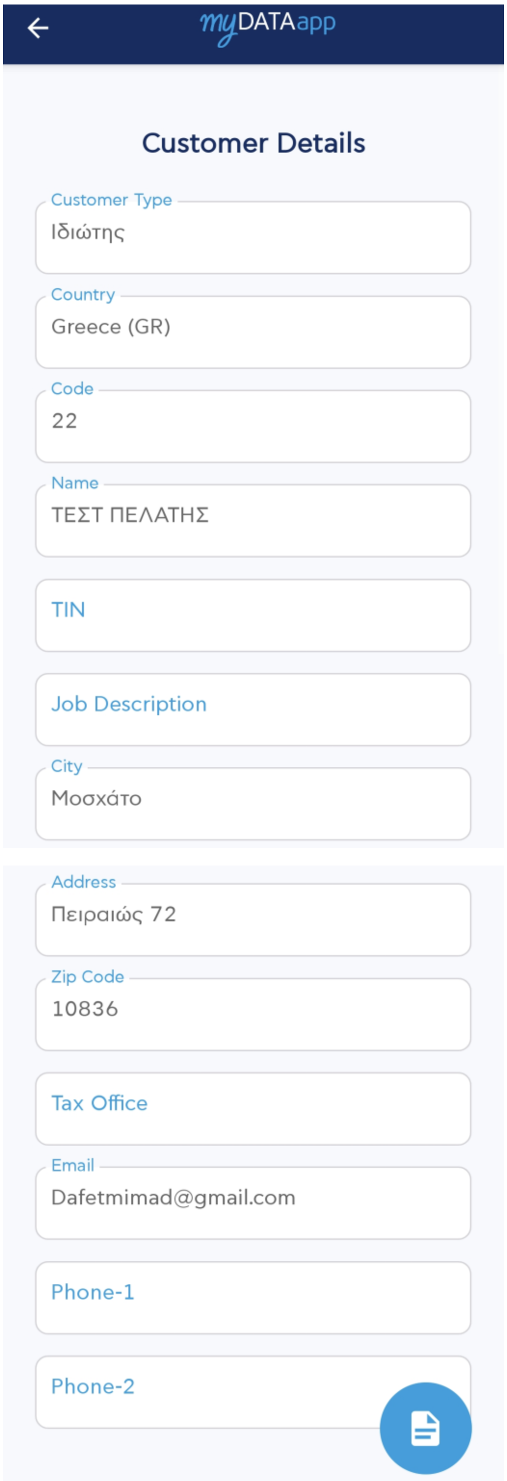

Figure 11. 11

- **Edit Customer:** By clicking you can edit the details of the selected customer (Figure 12):

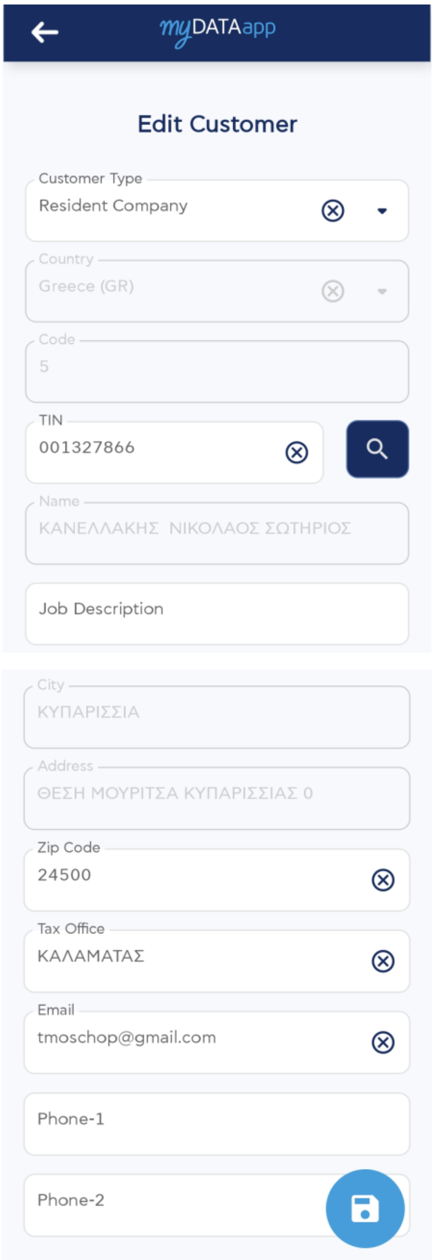

Figure 12Edit Customer

Delete Customer: By clicking, a warning message will appear stating (Figure 13): "Are you sure? The action cannot be undone."
Select:

- Yes (✓): To confirm deletion
- No (✗): To cancel the process and keep the customer

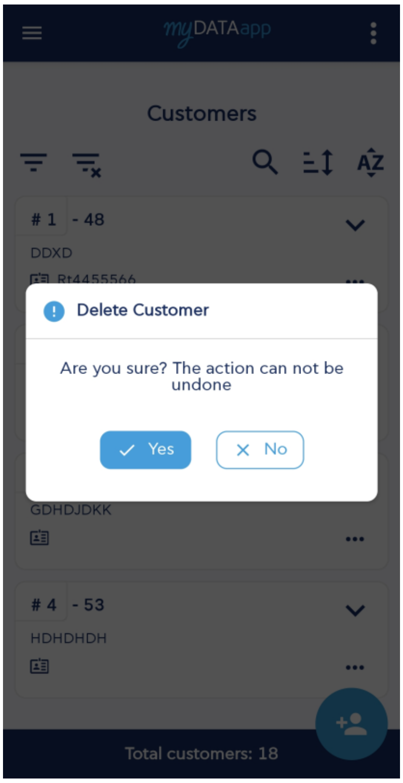

Figure 13. 13Customer

- **Document Issue:** By clicking, you can issue a new document with the selected customer's details pre-filled (Figure 14).

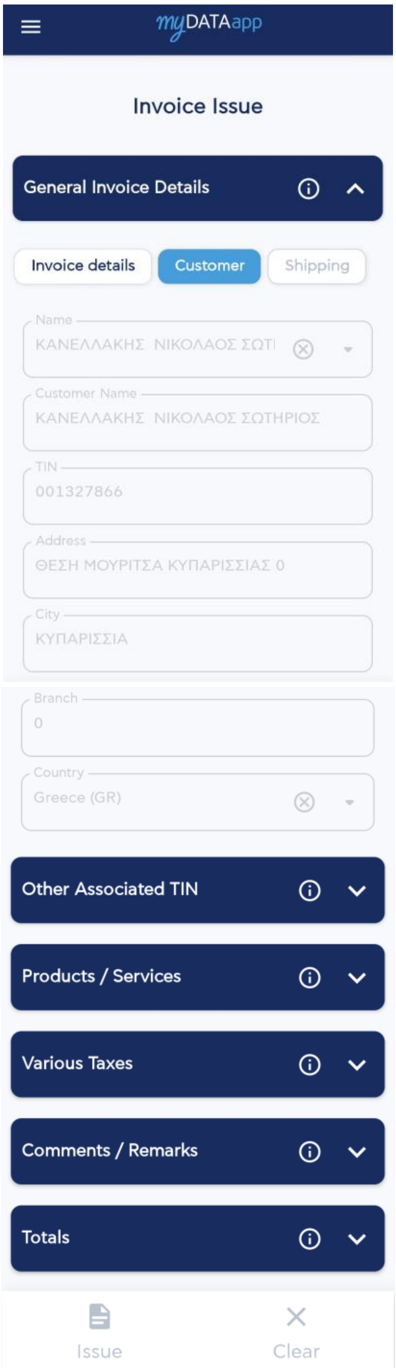
myDATAapp
Invoice Issue
General Invoice Details
Invoice details
Customer
Shipping
Name
ΚΑΝΕΛΛΑΚΗΣ ΝΙΚΟΛΑΟΣ ΣΩΤΙ
Customer Name
ΚΑΝΕΛΛΑΚΗΣ ΝΙΚΟΛΑΟΣ ΣΩΤΗΡΙΟΣ
TIN
001327866
Address
ΘΕΣΗ ΜΟΥΡΙΤΣΑ ΚΥΠΑΡΙΣΣΙΑΣ 0
City
ΚΥΠΑΡΙΣΣΙΑ
Branch
0
Country
Greece (GR)
Other Associated TIN
Products / Services
Various Taxes
Comments / Remarks
Totals
Issue
Clear

Figure 14. 14

5.4 Document Search

This screen displays a list of registered invoices and documents, by Date.
Filters: On the left side there are filter buttons that allow the user to adjust the document display criteria.

List of Documents: A list of documents is displayed in the central area of the screen, each with a unique invoice number and details such as:

- **MARK**
- **Issuer Name**
- **Issue Date**
- **Amount**
- **QR Code Button:** Next to each invoice there is the option "Show QR Code".
- **PDF:** Downloads the invoice in PDF format to the user's device.

Total Documents: At the bottom of the screen there is an indicator that informs the user about the total number of registered documents (Figure 15).

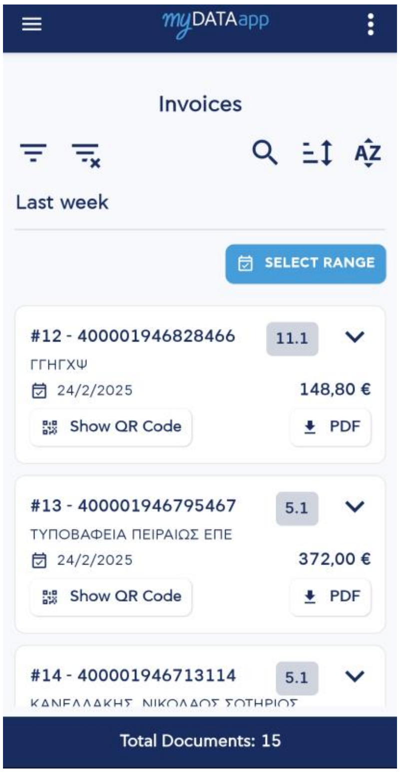

Figure 15Document Search

In the top right corner of the page, you will find an icon with three vertical dots. Clicking it opens the Actions Menu, which includes the following options (Figure 16):

- **Show/Hide Quick Actions Menu:** Enable or disable the display of the Quick Actions Menu above the document list.
- **Show Filters**
- **Delete Filters:** Clear all active filters and restore the full list of documents.
- **Search:** Enter a MARK or name to instantly locate the document you are interested in.
- **Sort:** Sort your document list by date or name for easy navigation.

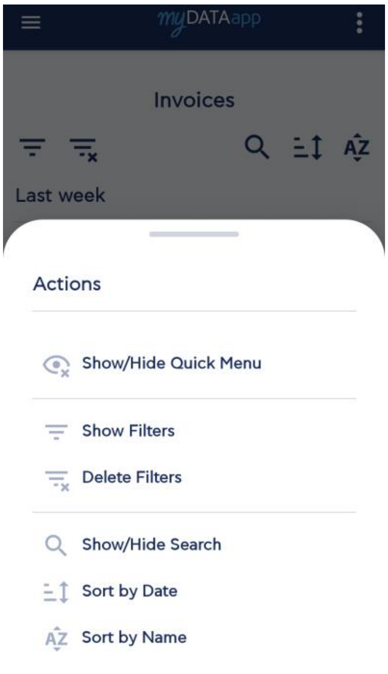

Figure 16Filter Actions Menu

In the Actions Menu, the same quick menu options are displayed with verbal descriptions and icons, ensuring that you can identify and use the features easily, even if the quick filter menu is not displayed.

By selecting the button SELECT RANGE you can select the search time period (Figure 17).

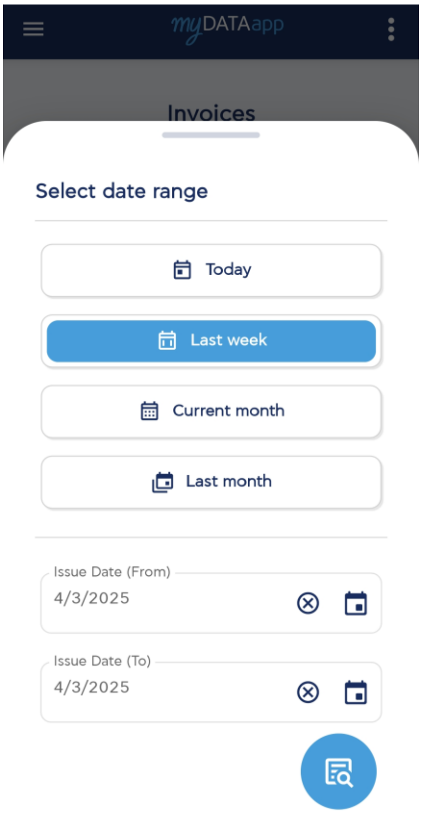

Figure 17. 17

5.5 myDATA image

myDATA Image displays:

- The box titled **Revenue,** which displays the total value of revenue, VAT and other charges for the selected time period with the total amount (Figure 18).

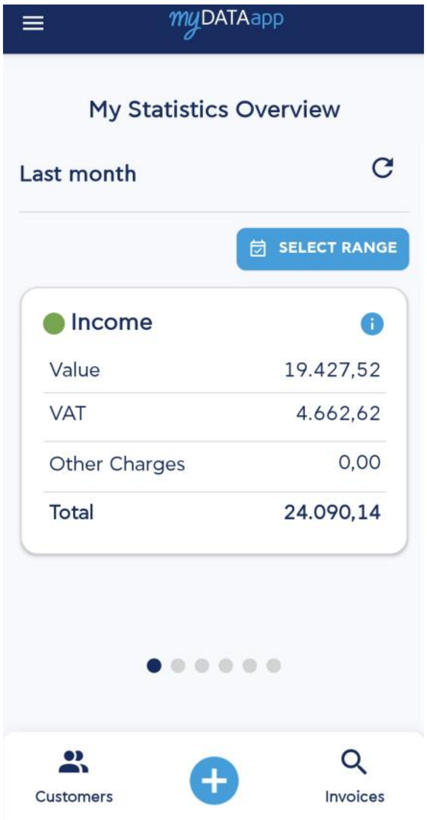

Figure 18. Revenue

- The box titled **Expenses,** which displays the total value of expenses, VAT and other charges for the selected time period, with the total amount (Figure 19).

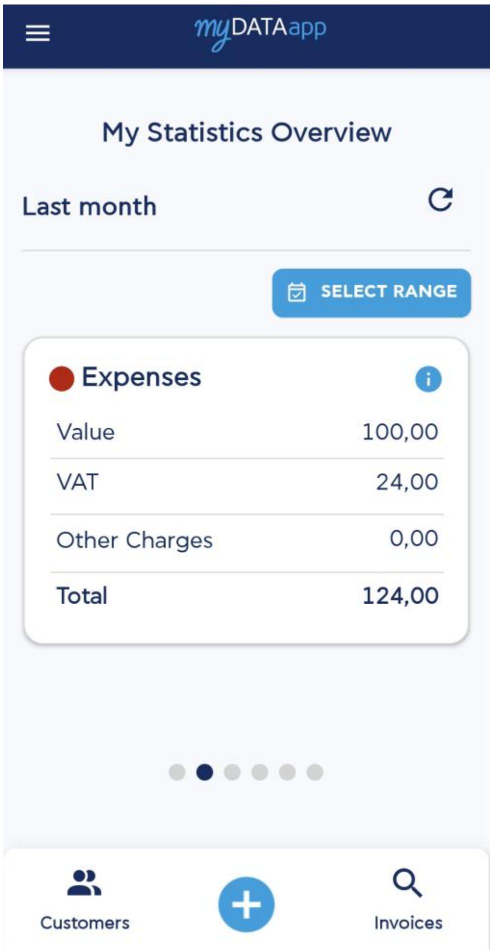

Figure 19. 18

- The box entitled **Financial Result** which displays the total value of expenses, VAT and other charges for the selected time period with the total amount (Figure 20).

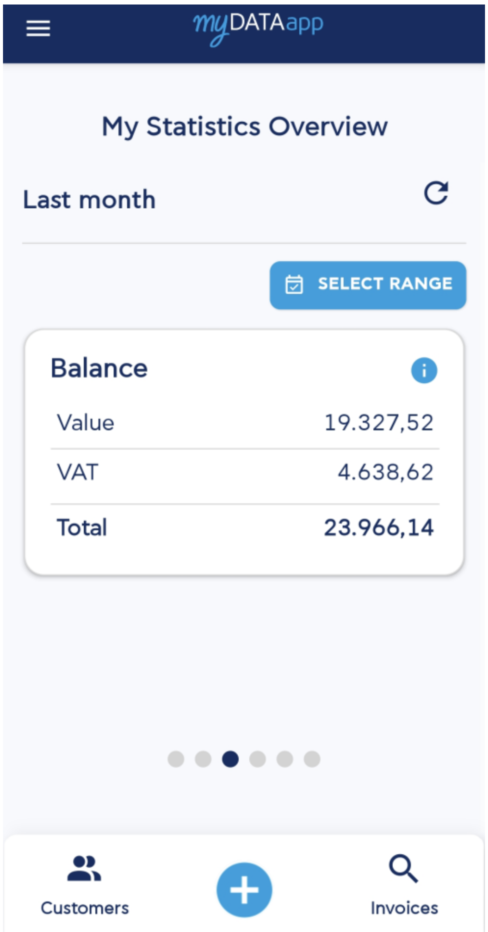

Figure 20. 19Result

- The box displays the **number of Customers and Suppliers** of the company as well as the corresponding number of Documents for the selected time period (Figure 21).

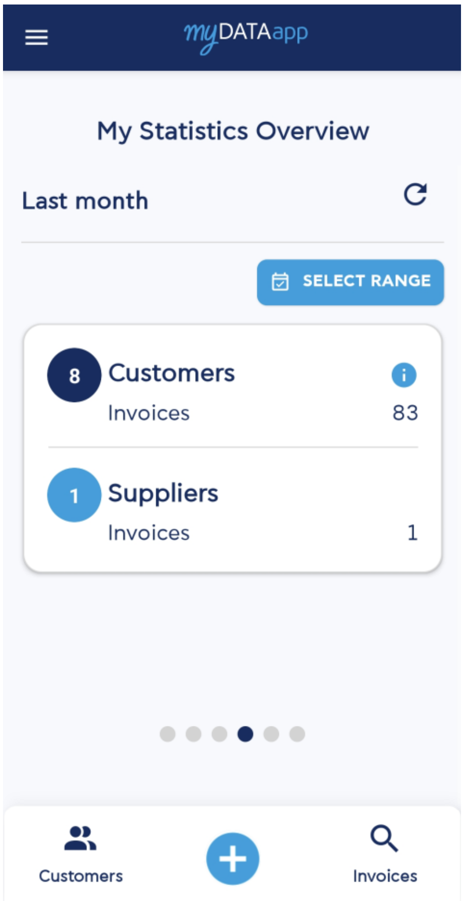

Figure 20of Customers and Suppliers

- The **Important Customers** box displays the 5 most important customers as well as their turnover for the selected time period (Figure 22).

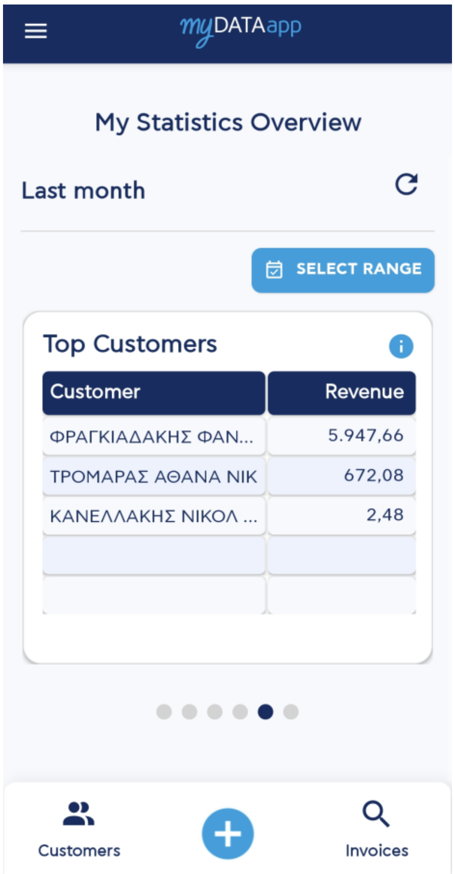

Figure 22. 21Customers

- The **Important Suppliers** box displays the 5 most important suppliers as well as their turnover for the selected time period (Figure 23).

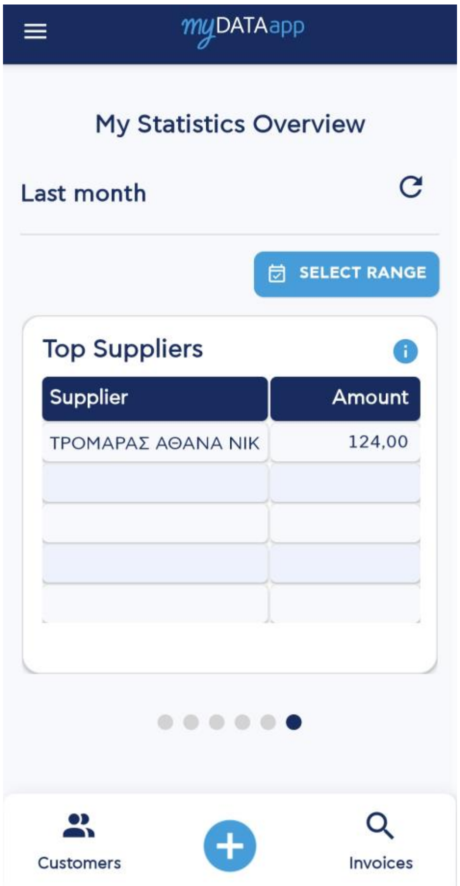

Figure 22Important Suppliers

You can set the time period by selecting the button **SELECT RANGE** (Figure 24):

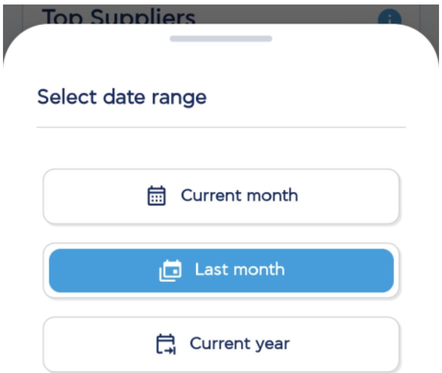

Figure 24. 23

6 General Company Information

By clicking on the icon from the main page of the application, the general details of the business are displayed (Figure 25).

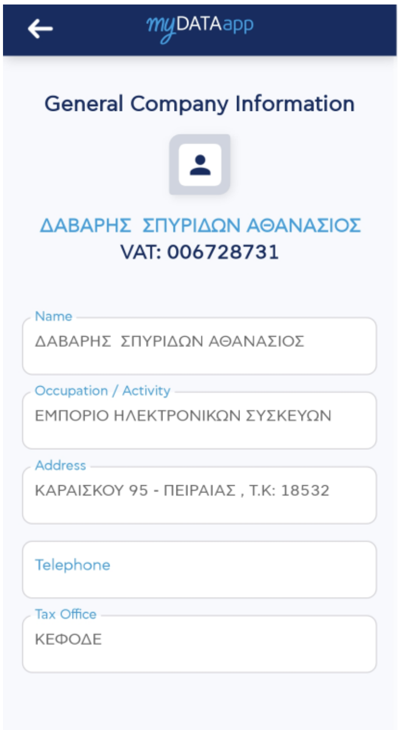

Figure 24General Business Information

- **Company name:** The name of the business.
- **Activity:** The business's field of work.
- **Address:** The physical address.
- **Telephone:** The contact telephone number.
- **Tax Office:** The competent Tax Office/Tax Procedures and Service Center of the company.

7 Navigation Menu

Clicking on the icon displays the navigation menu (Figure 26).

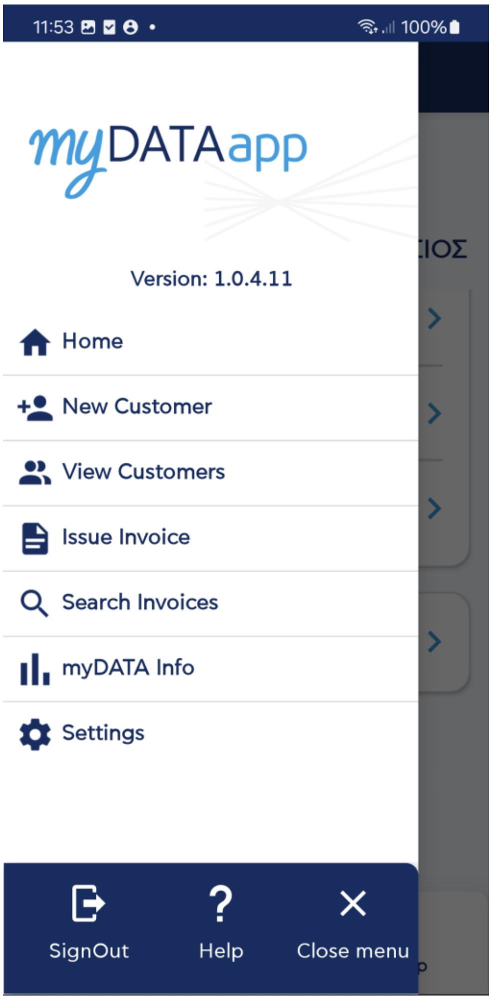

Figure 25Navigation Menu

App version: The app version is displayed at the top (e.g. Version 1.0.4.11).

Available options:

- **Home:** Returns you to the home screen.
- **New Customer:** Add a new customer.
- **View Customers:** Overview of the customer list.

- **Issue:** Document creation.
- **Document search:** Find documents based on specific criteria.
- **myDATA Image:** View summaries.
- **Settings:** Configure user and application settings.
- **Logout:** Exit the application.
- **Help:** Access instructions and support.
- **Close:** Close the menu.

8 Settings

The myDATAapp offers various settings to customize the user experience. Below you will find instructions for the basic features (Figure 27):

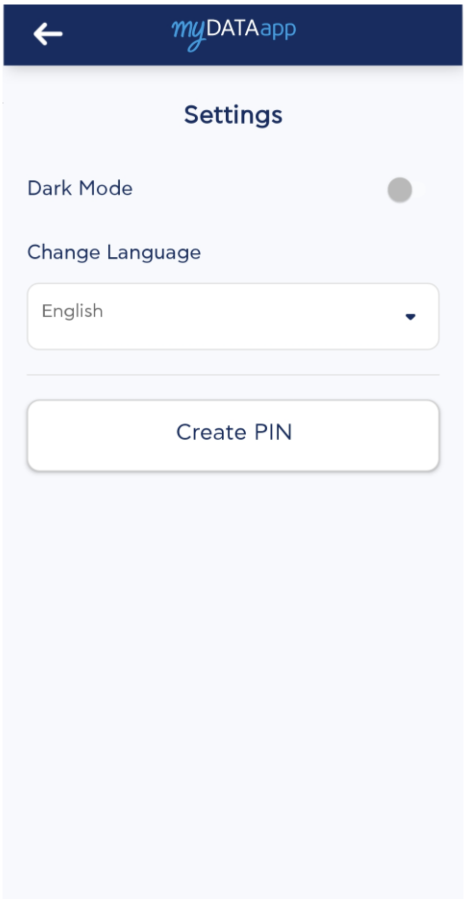

Figure 27. 26

- **Dark Mode:** On the home screen of the settings, you can enable or disable dark mode. This setting adjusts the colors of the app to darker shades for a better experience in low light conditions. To enable, slide the switch to the right side. To disable, slide the switch back to the left side. (Figure 28):

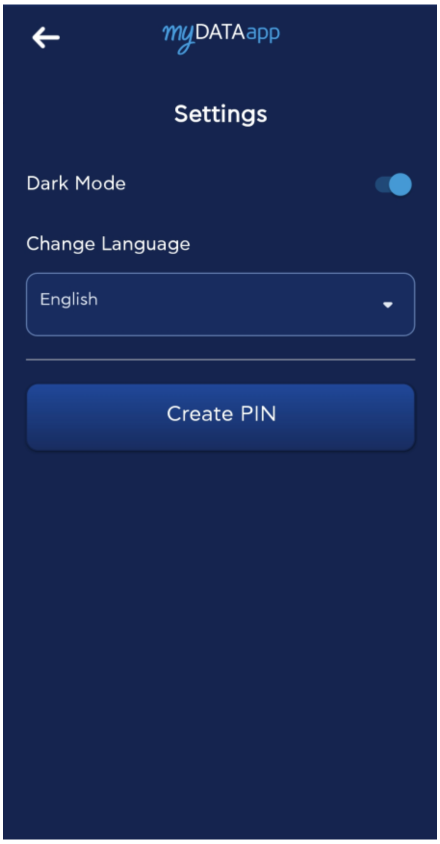

Figure 27Dark Mode

- **Change Language:** The application supports changing the language between Greek and English. To change the language, select the "Change Language" field and select the desired language from the list. Available languages (Figure 29):
    1. Greek
    2. English

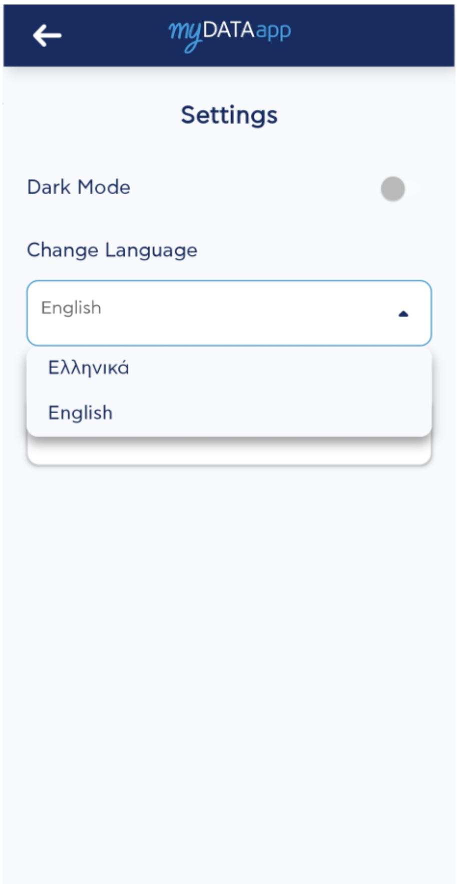

Figure 29. 28Language

- **Create PIN:** The "Create PIN" feature allows you to set a 4-digit PIN that you can use to log in to your application. Press the "Create PIN" button to start the PIN setting process. (Figure 30):

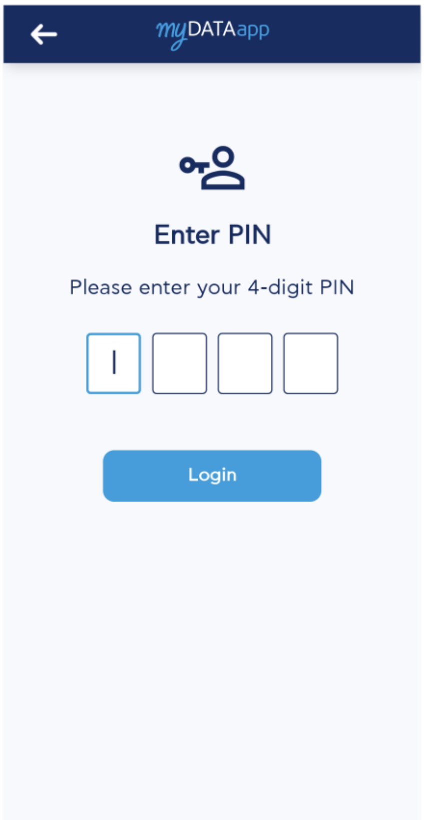

Figure 29Create PIN

After you set the 4-digit code, a confirmation screen appears. On the Confirm PIN screen, enter your four-digit PIN code in the available fields.
After entering the PIN, press the "Confirm" button to proceed (Figure 31):

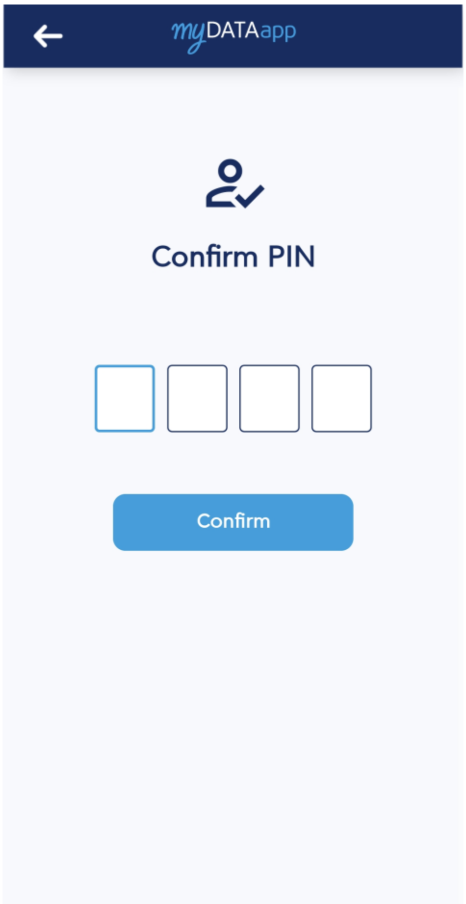

Figure 30Confirm PIN

Once you set and confirm the PIN, the following screen appears, giving you the following options (Figure 32):

- **Change PIN:** Tap to change your app PIN code
- **Enable Biometrics:** Enable biometric recognition (such as fingerprint or facial recognition) for faster and more secure access to your application. Enabling biometrics is only possible if the user has created a PIN.

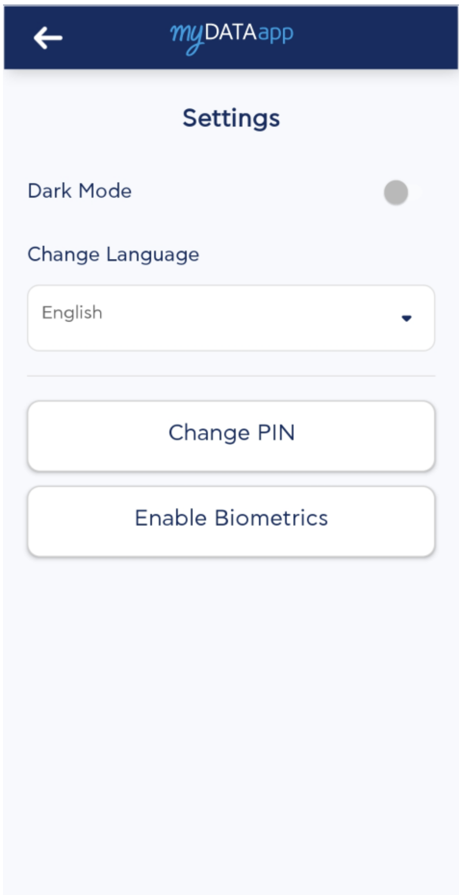

Figure 31Enable Biometrics

By clicking Change PIN, you will be taken to the PIN reset screen:

- In the "Current PIN" field, enter your existing PIN.
- In the "New PIN" field, enter the new four-digit PIN you want to set.
- In the "Confirm PIN" field, enter the new code again for confirmation.

Press the "Save" button to save the new PIN (Figure 33).

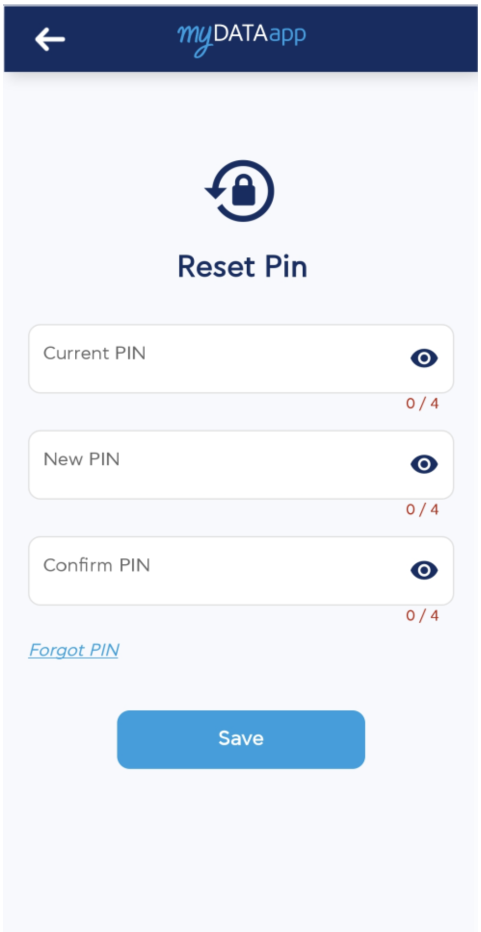
myDATAapp
Reset Pin
Current PIN
0 / 4
New PIN
0 / 4
Confirm PIN
0 / 4
Forgot PIN
Save

Figure 33. 32