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myDATAapp Quick Guide

ATHENS, 28 JANUARY 2025

Table of Contents

1	Download the myDATAapp application	3
	For Android devices,.....	3
	For iOS devices (iPhone, iPad),.....	3
2	Login Screen.....	5
3	Home Screen.....	6
3.1	Document Issue.....	7
3.1.1	General Document Details (Figure 4):.....	7
3.1.2	Supplementary Document Details:.....	7
3.1.3	Document Options	8
3.1.4	Buttons at the bottom:.....	8
3.2	New Customer	9
3.3	View Customers.....	10
3.4	Document Search	14
3.5	myDATA Image	17
4	General Business Information	18
5	Navigation Menu	19
6	Settings.....	20
6.1	Dark Mode	21
6.2	Change Language	22
6.3	Create PIN.....	23

List of Figures

Figure 1. Welcome Screen.....	4
Figure 2. Login Screen.....	5
Figure 3. Home Screen.....	6
Figure 4. Document Issue.....	9
Figure 5. New Customer.....	10
Figure 6. View Customers.....	11
Figure 7. Delete Customer.....	12
Figure 8. Document Issue.....	13
Figure 9. Document Search.....	15
Figure 10. Time Period Selection.....	16
Figure 11. Time Period Selection.....	17
Figure 12. General Business Information.....	18
Figure 13. Navigation Menu.....	19
Figure 14. Settings.....	20
Figure 15. Dark Mode.....	21
Figure 16. Change Language.....	22
Figure 17. Create PIN.....	23
Figure 18. Confirm PIN.....	24
Figure 19. Enable Biometrics.....	25

1 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" application. 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" application. 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.

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.
- **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.



Figure 1. 1

2 Login Screen

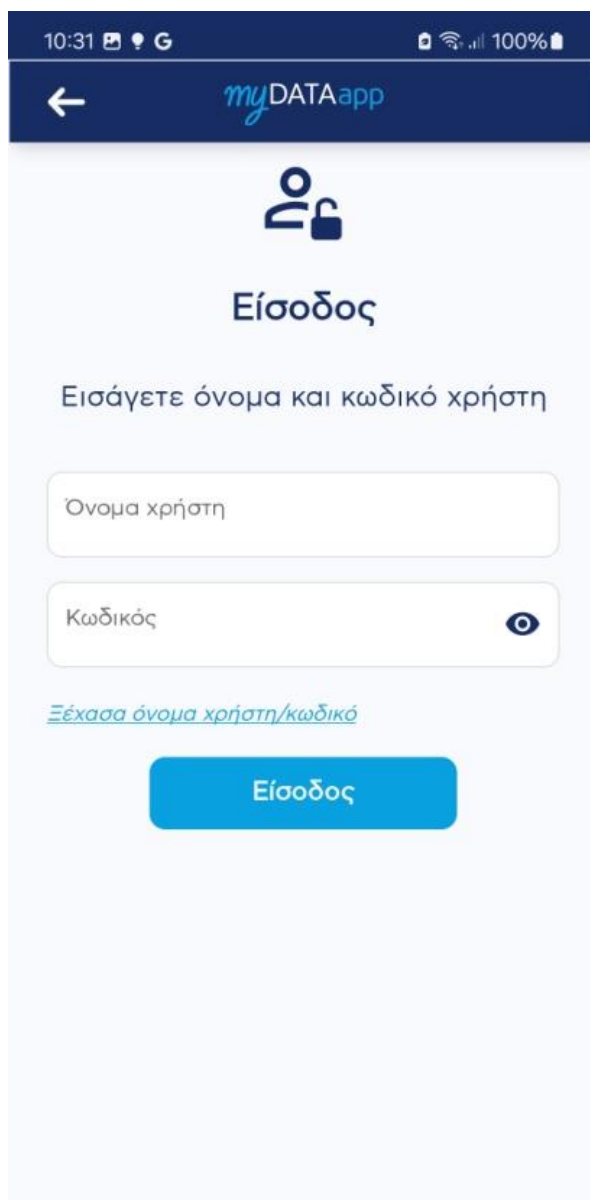


Figure 2 Login Screen

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

3 Home Screen

After successful login, the options appear (Figure 3):

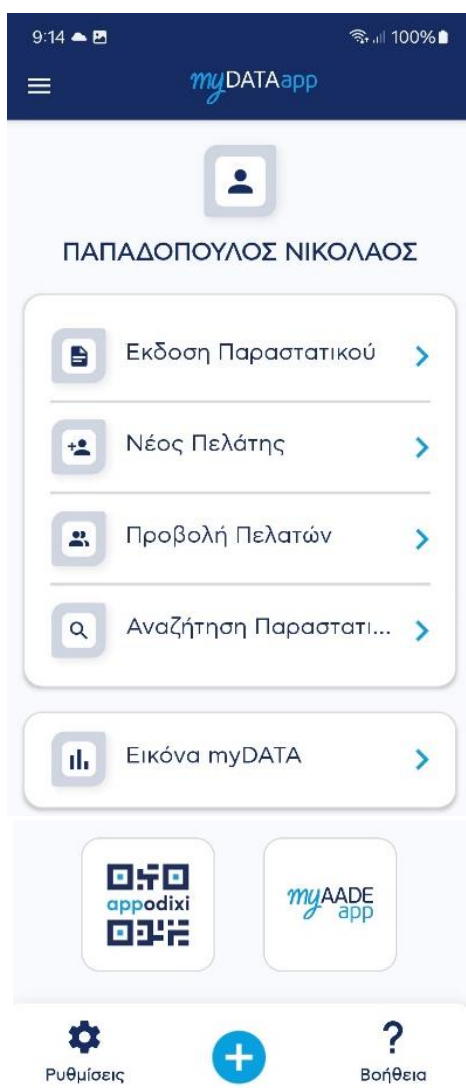


Figure 3 Home Screen

3.1 Document Issue

3.1.1 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. You can modify it if necessary.
- **Branch:** Enter the branch to which the document relates. The default is "0".
- **Payment Method:** Select the payment method.

3.1.2 Supplementary 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.

3.1.3 Document Options

- **Transit Note:** Select whether the document is accompanied by a transit note.
- **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.

3.1.4 Buttons at the bottom:

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

The screenshot shows the 'myDATAapp' mobile interface for issuing a receipt. The title is 'Εκδοση Παραστατικού'. Below the title, there is a dark blue button labeled 'Γενικά Στοιχεία Παραστατικού' with an information icon and an upward arrow. Below this, there are three tabs: 'Γενικά Στοιχεία' (selected), 'Πελάτης', and 'Διακίνηση'. The form contains several input fields: a dropdown for 'Τύπος Παραστατικού', a dropdown for 'Σειρά', a date field for 'Ημ. Έκδοσης' with the value '3/12/2024', a text field for 'Υποκατάστημα' with the value '0', and a dropdown for 'Τρόπος Πληρωμής'.

Συσχ. Παραστατικό

Δελτίο Διακίνησης

Αυτοτιμολόγηση

Αναστολή Καταβολής ΦΠΑ

Λοιποί Συσχετιζόμενοι ΑΦΜ ⓘ ▾

Αγαθά / Υπηρεσίες ⓘ ▾

Διάφοροι Φόροι ⓘ ▾

Σχόλια / Παρατηρήσεις ⓘ ▾

Σύνολα ⓘ ▾

Εκδοση Καθαρισμός

Figure 4 Document Issue

3.2 New Customer

Creation of clients with mandatory cross-checking of domestic business data through the Business Register Key Data Search service.

Creating clients is optional. However, to issue a document where the counterparty is of the business type (not a retail document), the entry of customers is mandatory (Figure 5).

The screenshot shows the 'myDATAapp' interface for registering a new customer. The title is 'Νέος Πελάτης'. The form includes the following fields and options:

- Τύπος Πελάτη**: A dropdown menu.
- Χώρα Πελάτη**: A dropdown menu with 'Greece (GR)' selected and a close icon.
- Κωδικός**: A text field with the placeholder 'Θα συμπληρωθεί αυτόματα'.
- ΑΦΜ**: A text field with a search icon.
- Επωνυμία**: A text field.
- Επάγγελμα/Δραστηριότητα**: A text field.
- Πόλη**: A text field.
- Διεύθυνση**: A text field.
- T.K.**: A text field.
- Δ.Ο.Υ.**: A text field.
- Email**: A text field.
- Τηλέφωνο-1**: A text field.
- Τηλέφωνο-2**: A text field with a save icon.

Figure 5 New Customer

3.3 View Customers

In the Customers tab of the application, you can see a list of all the customers you have registered (Figure 6):

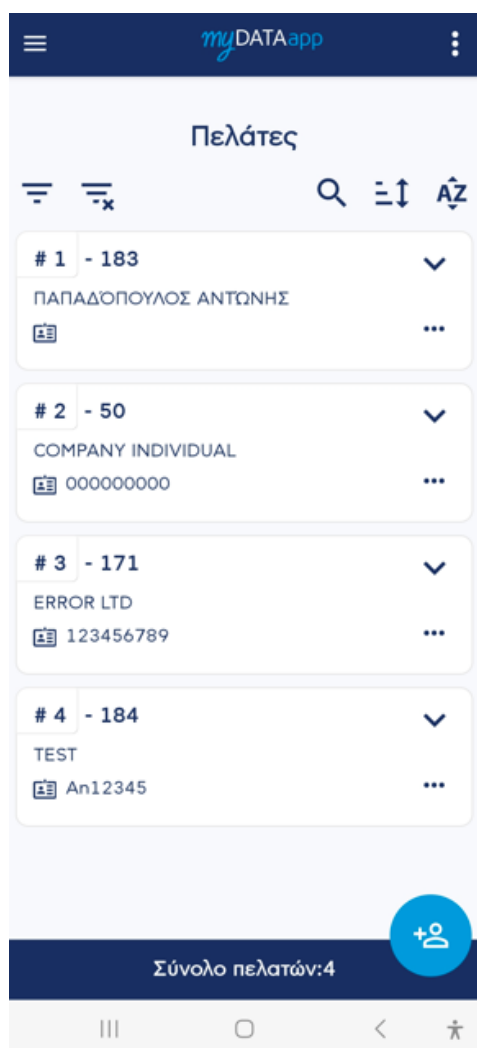



Figure 6 View Customers

At the top of the screen there are search and sorting filters to make it easier to search and organize customers.

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.

In addition, the **Delete** option is provided (Figure 7):

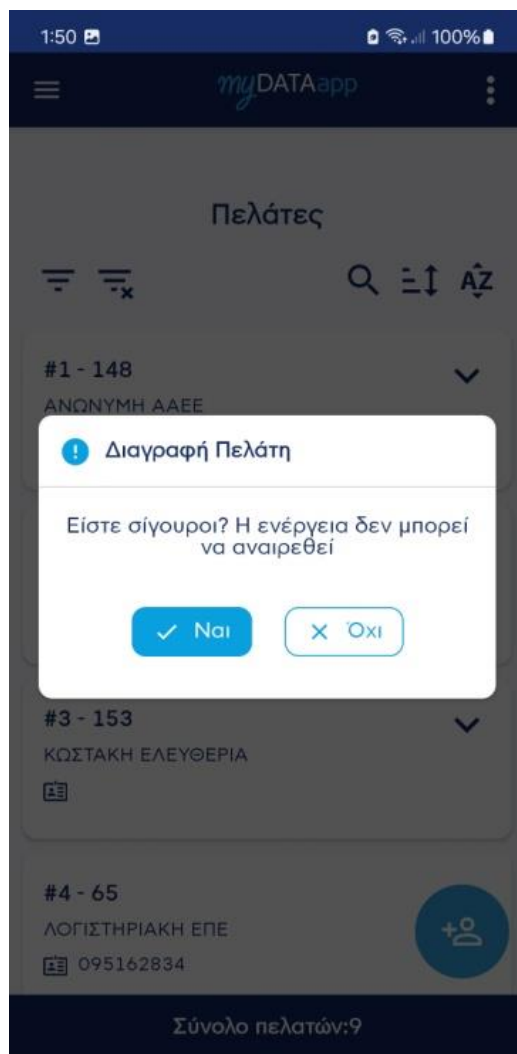
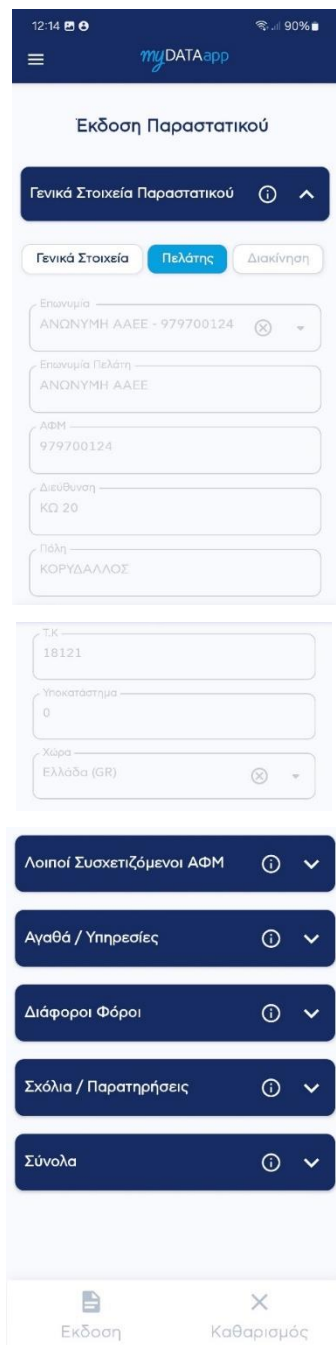


Figure 7 Delete Customer

You can issue a new document with the selected customer's details **pre-filled** (Figure 8).



12:14 90%

myDATA app

Εκδοση Παραστατικού

Γενικά Στοιχεία Παραστατικού ⓘ ^

Γενικά Στοιχεία Πελάτης Διακίνηση

Επωνυμία
ΑΝΩΝΥΜΗ ΑΔΕΕ - 979700124 ⓘ ▾

Επωνυμία Πελάτη
ΑΝΩΝΥΜΗ ΑΔΕΕ

ΑΦΜ
979700124

Διεύθυνση
ΚΩ 20

Πόλη
ΚΟΡΥΔΑΛΛΟΣ

Τ.Κ.
18121

Υποκατάστημα
0

Χώρα
Ελλάδα (GR) ⓘ ▾

Λοιποί Συσχετιζόμενοι ΑΦΜ ⓘ ▾

Αγαθά / Υπηρεσίες ⓘ ▾

Διάφοροι Φόροι ⓘ ▾

Σχόλια / Παρατηρήσεις ⓘ ▾

Σύνολα ⓘ ▾

Εκδοση Καθαρισμός

Figure 8. 8

3.4 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 appears 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."

Total Documents: At the bottom of the screen there is an indicator that informs the user about the total number of registered documents (Figure 9).

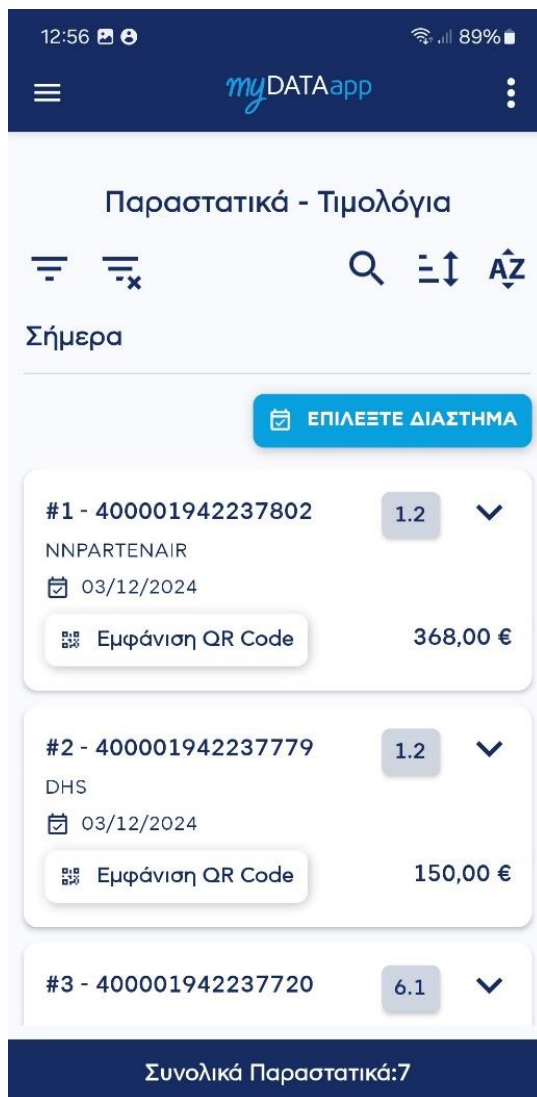



Figure 9 Document Search

By selecting the button  you can select the search time period (figure 10).

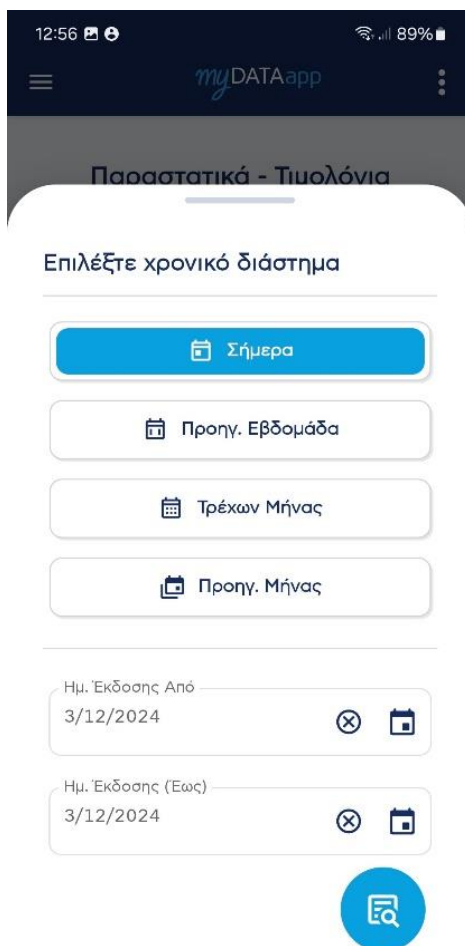



Figure 10. 10

3.5 myDATA Image

By selecting the **myDATA Image**, the Income, Expenses and Financial Result are displayed, which displays the total value of income/expenses/financial result, VAT and other charges for the selected period with the total amount.

The next box displays the number of Customers and Suppliers of the company as well as the corresponding number of Documents for the selected time period.

In the Important Customers / Important Suppliers boxes, the 5 most important customers/suppliers are displayed as well as their turnover for the selected time period.

You can set the time period by selecting the button  (Figure 11):

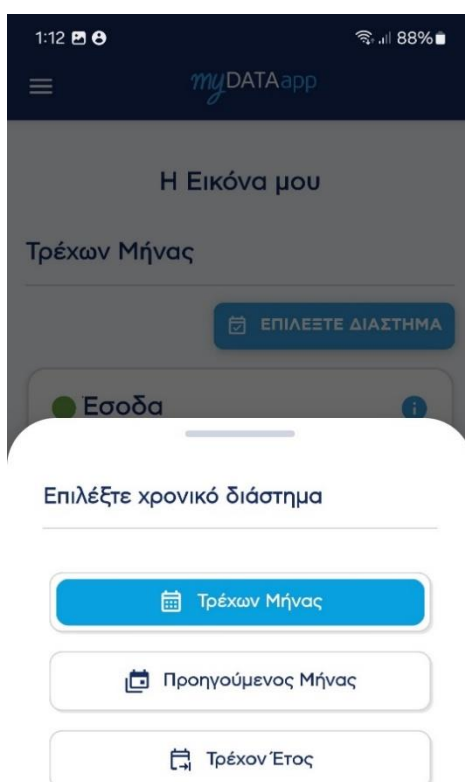

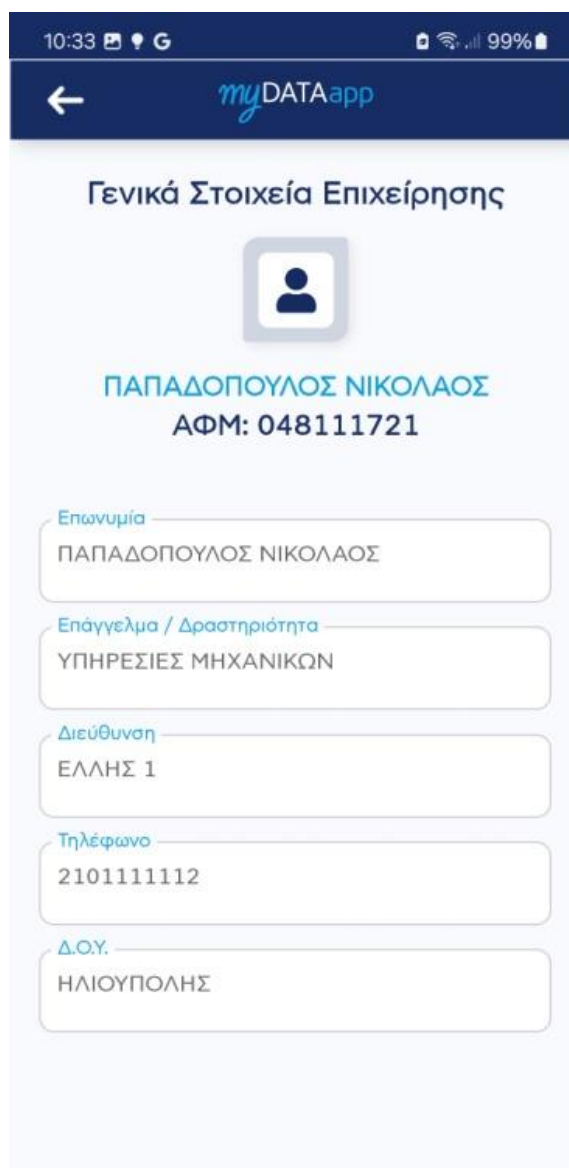


Figure 11. 11

4 General Business Information

By clicking on the icon , the general information of the business is displayed (Figure 12).




The screenshot shows the 'myDATAapp' interface on a mobile device. The status bar at the top indicates the time is 10:33, and the battery level is 99%. The app's header features a back arrow and the 'myDATAapp' logo. The main content area is titled 'Γενικά Στοιχεία Επιχείρησης' (General Business Information). Below the title is a user profile icon. The business name is 'ΠΑΠΑΔΟΠΟΥΛΟΣ ΝΙΚΟΛΑΟΣ' and the tax ID is 'ΑΦΜ: 048111721'. The information is organized into five sections, each with a label and a text box:

- Επωνυμία**: ΠΑΠΑΔΟΠΟΥΛΟΣ ΝΙΚΟΛΑΟΣ
- Επάγγελμα / Δραστηριότητα**: ΥΠΗΡΕΣΙΕΣ ΜΗΧΑΝΙΚΩΝ
- Διεύθυνση**: ΕΛΛΗΣ 1
- Τηλέφωνο**: 2101111112
- Δ.Ο.Υ.**: ΗΛΙΟΥΠΟΛΗΣ

Figure 12. 12Business Information

5 Navigation Menu

Clicking on the icon  displays the navigation menu (Figure 13).

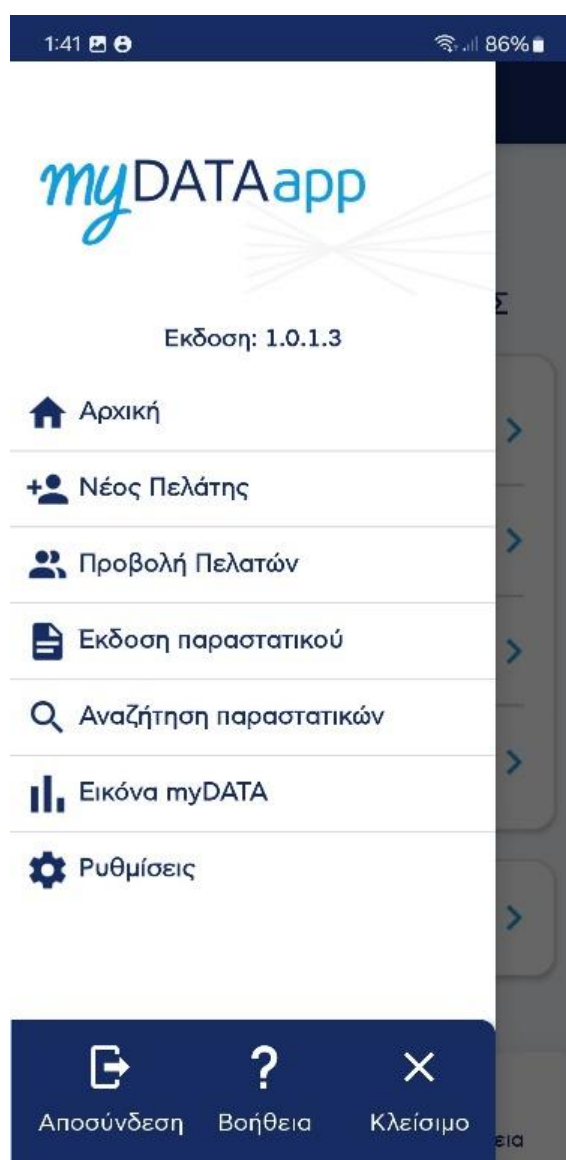


Figure 13 Navigation Menu

6 Settings

The myDATAapp offers various settings to customize the user experience. Below you will find instructions for the basic features (Figure 14):

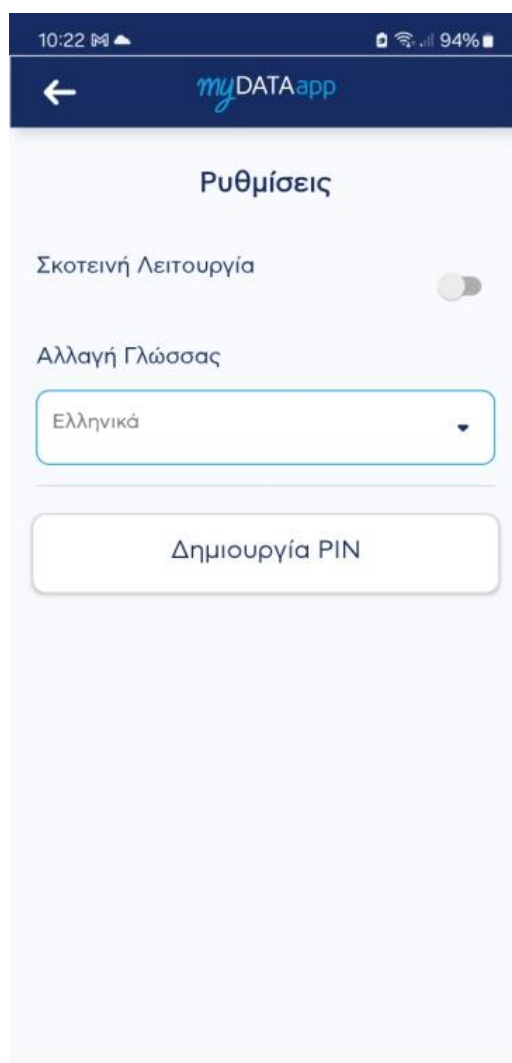


Figure 14Settings

6.1 Dark Mode

On the home screen of the settings, you can enable or disable dark mode. (Figure 15):

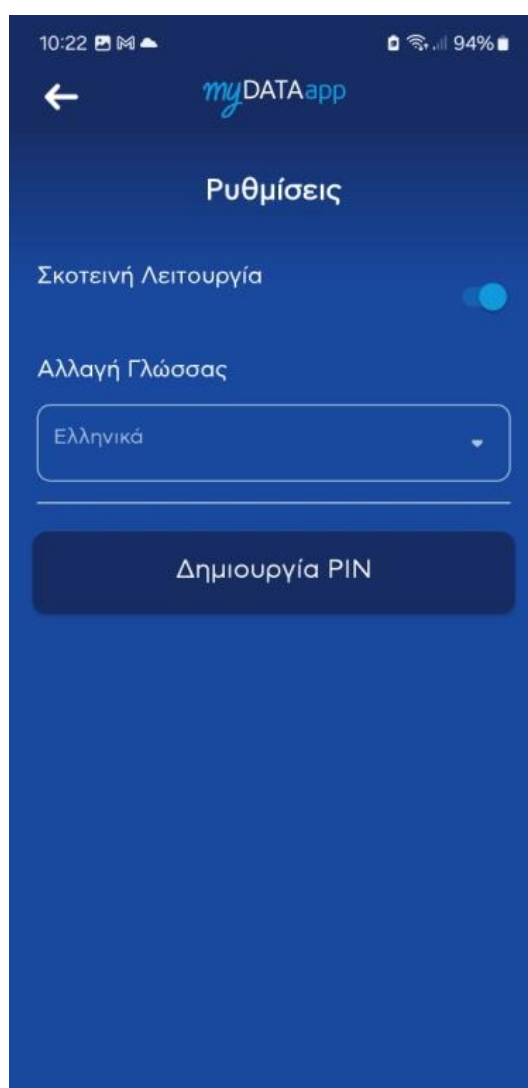


Figure 15 Dark Mode

6.2 Change Language

The application supports language switching between Greek and English (Figure 16):

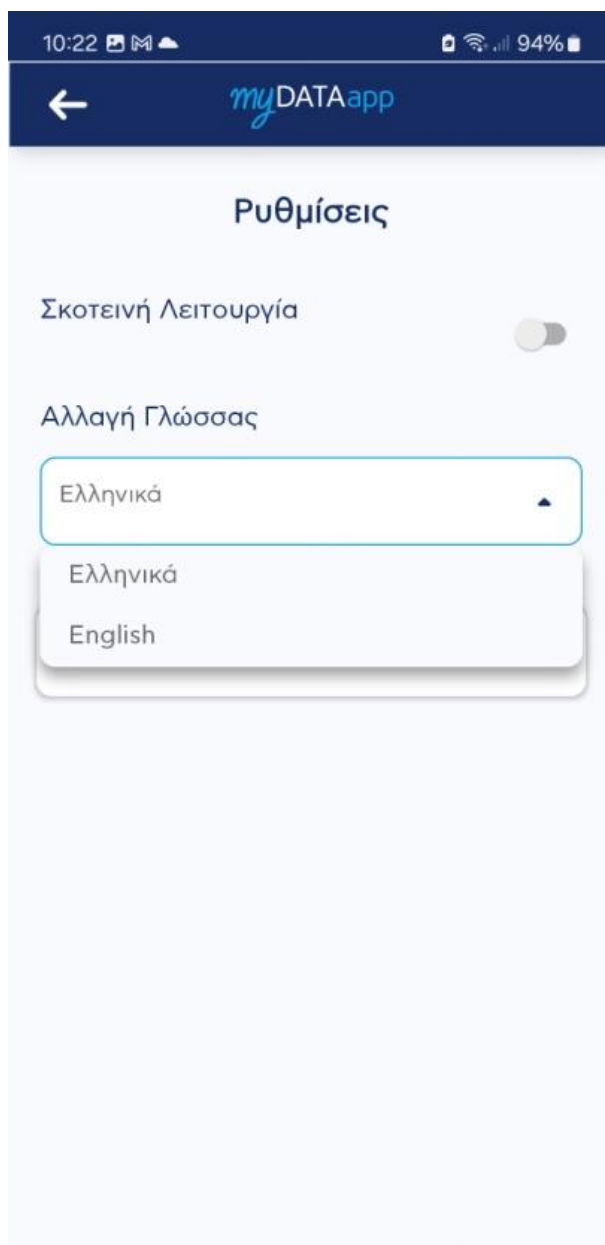


Figure 16 Change Language

6.3 Create PIN

The "Create PIN" feature allows you to set a 4-digit PIN that you can use to log in to your application. (Figure 17):

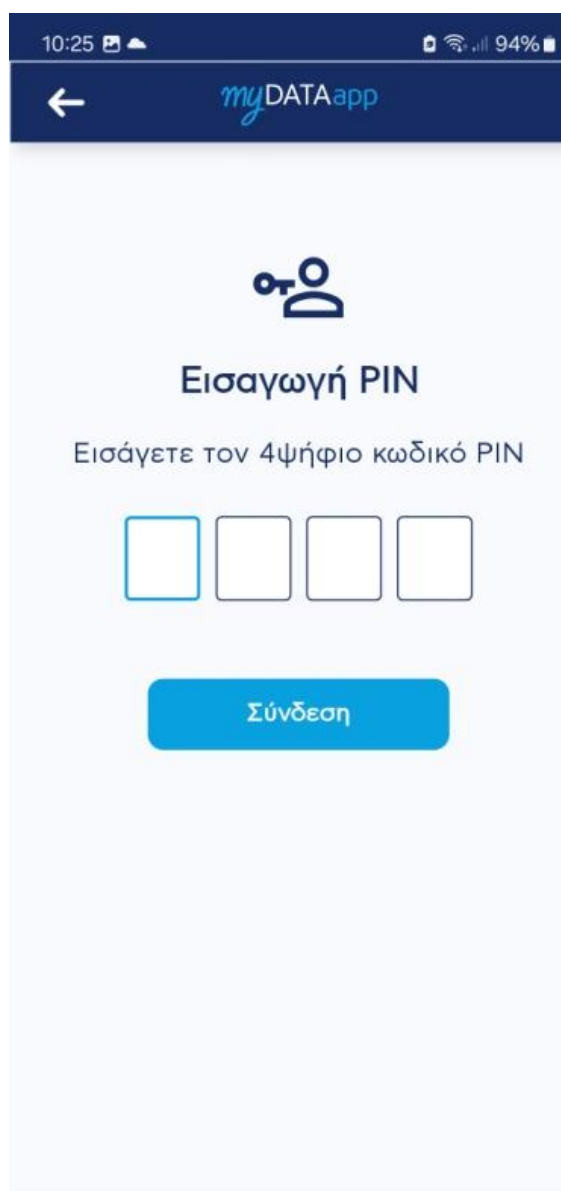


Figure 17 Create PIN

After you set the 4-digit code, a confirmation screen appears. On the PIN confirmation screen, enter your four-digit PIN code in the available fields.

After entering the PIN, press the "Confirm" button to proceed (Figure 18):

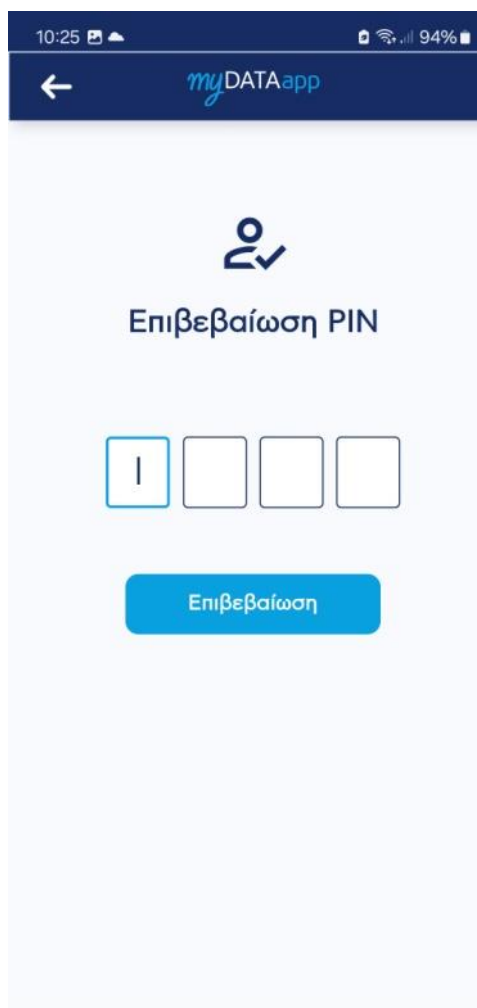


Figure 18 Confirm PIN

Once you set and confirm the PIN, the following screen appears, giving you the following options (Figure 19):

- **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.

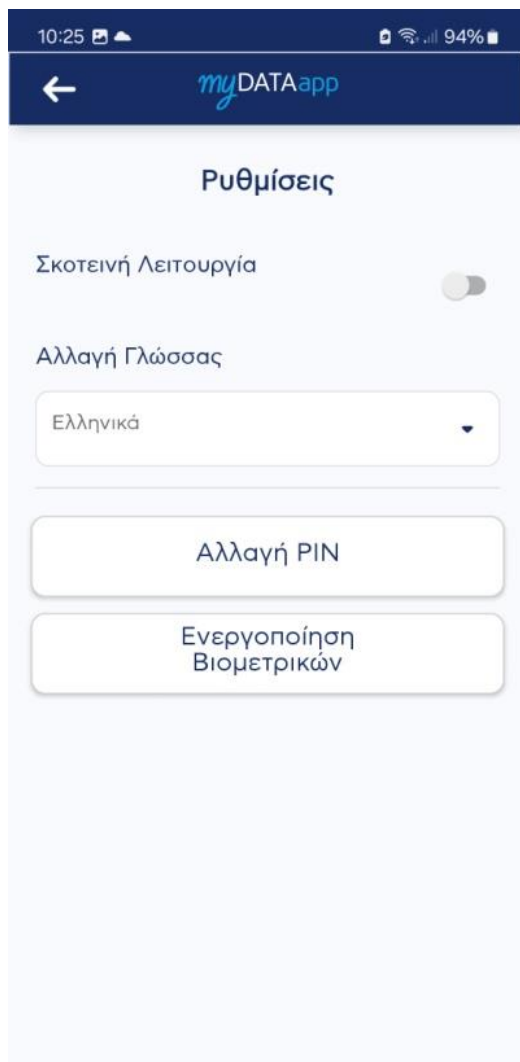


Figure 19 Enable Biometrics