



DipVAT User Guide

A clear guide to receipts, claims, XML, and Form 010161

Version	1.0
Last updated	16 August 2026
Published by	Metispace LLC
Platform	iPhone and iPad

DipVAT is an independent application created by Metispace LLC. It does not electronically submit a government claim and is not created, sponsored, endorsed, or associated with the German Federal Ministry of Finance or German federal tax authorities.

Contents

1. Enter your personal information
2. Add a receipt
3. Review individual receipts
4. Prepare a claim
5. Complete and submit the paper form
6. Track reimbursement
7. Add earlier reimbursements quickly
8. Appearance and accessibility
9. Security and local data

DipVAT photographs receipts, recognizes receipt text on your device, helps you review VAT details, tracks complete claim submissions, and creates XML for German federal Form 010161.

DipVAT does not electronically submit a government claim and does not provide legal or tax advice. DipVAT is an independent application created by Metispace LLC. It is not created, sponsored, endorsed, or associated with the German Federal Ministry of Finance (Bundesministerium der Finanzen), bundesfinanzministerium.de, or German federal tax authorities.

The person and gear icons at the top right of Home provide direct access to Personal Information and Settings.

The Home screen includes a neutral **VAT estimate** calculator below **Add receipt**. Enter a VAT-inclusive purchase total and choose **19%** or **7%** to see the estimated VAT portion. This is an educational estimate only; it does not create a receipt, change a claim, or encourage a spending target. When a saved receipt contains an actual VAT amount, that receipt value is authoritative.

1. Enter your personal information

Open **More** → **Personal Information** or tap the person icon on Home. The complete form opens immediately so you can enter your claimant, mission, German-address, and bank information used at the top of page 1. The order number appears first because it is the form reference. Field names remain visible above empty values. Choose **Save** after making changes.

Choose dates with the scrolling day, month, and year wheels. Marital status choices show English followed by the German form value in brackets; only the German value is exported. Position or department defaults to **REGIERUNGSBEAMTER** and remains editable.

This information is used to fill out page 1 of the VAT form. DipVAT exports text in CAPITAL LETTERS, English selections translated to German, and dates in the form's format of DD.MM.YYYY. The annual VAT limit is used only for DipVAT tracking.

DipVAT keeps one set of personal information on the device. It does not provide additional profiles, claimant switching, or a workflow for preparing VAT submissions for multiple people. Editing personal information changes the information used for future forms; it does not rewrite already submitted claims.

2. Add a receipt

Open **Home** → **Add receipt** or **Receipts** → **Add** and choose one source:

- **Open Camera:** opens Apple's document scanner, which detects receipt edges, straightens the scan, and supports multiple pages. The scanner displays its own **Auto/Manual** control. Choose **Manual** before positioning the receipt if you do not want automatic capture; Apple does not provide DipVAT with a supported setting to force the scanner's initial mode.
- **Choose from photos:** imports up to eight selected receipt images from Photos.
- **Choose from documents:** opens Apple's Documents browser for image or PDF receipts in Files, iCloud Drive, On My iPhone/iPad, and enabled third-party providers such as Google Drive. DipVAT imports a local temporary copy after selection so the receipt remains readable while it is processed.

If Google Drive shows **Content Unavailable — The folder contents could not be displayed because of an unknown error**, open the Google Drive app directly, confirm that the account is signed in and the file is visible there, then return to DipVAT and choose the document again. This message is generated by the Google Drive provider inside Apple Files before DipVAT receives a file; DipVAT cannot intercept or retry that provider screen itself.

One receipt may contain up to eight scanned pages, imported images, or PDF pages.

Text recognition runs locally using Apple Vision. Review every field before saving. OCR is an aid, not a guarantee.

3. Review individual receipts

Open **Receipts** to see individual transactions. The status applies to one receipt:

- **Draft:** part of the current claim being prepared.
- **Submitted:** included in a complete submission awaiting reimbursement.
- **Reimbursed:** an amount was recorded as received.
- **Excluded:** not counted toward the annual allowance.

Swipe left on a draft receipt to reveal **Edit** and **Delete**. Deletion requires confirmation. Submitted receipts stay read-only so the recorded claim and XML remain consistent; return the submission to draft before changing them.

For a submitted or reimbursed receipt, the receipt card shows the claim period and submission date beside its status so you can identify the complete claim containing that transaction.

The category field written to Form 010161 is German. Choose **Choose category in English or German** to search a curated bilingual list. Selecting an English result fills the corresponding German form value, and the review screen shows the English meaning for validation. If no listed description fits, enter a custom German description. DipVAT does not send receipt text to a translation service.

4. Prepare a claim

Open the Draft tile on Home or the draft button under Claims. A claim is one complete submission containing up to 15 receipts.

Form 010161 provides 15 receipt rows. Draft and submitted claim screens show the current capacity as “x of 15 receipts.” When a draft reaches 15 receipts, DipVAT removes its add-receipt controls and explains: “The [calendar year] draft already has 15 receipts. Remove a receipt before adding another or submit the existing draft claim to start a new draft claim.” Multiple claims may be submitted in the same calendar year.

The year selector covers calendar years from **2022 through one year after the device's current year**. In 2026, for example, it includes 2022–2027. The next year is added automatically as the calendar advances; no app update is required. Choose the **Draft** status filter to show only claims that have not yet been submitted.

Review the application date and receipt total, edit the suggested XML file name if desired, then choose **Create XML**. The default name uses DipVAT YYYY-Q#-###.xml, such as DipVAT 2026-Q3-001.xml. The three-digit number increases for each XML created on the same day, keeping files in date order with distinct names.

DipVAT shows creation progress and then opens a dedicated **XML ready** screen. Choose **Save to Files or share** to save it on the device, in iCloud Drive, or send it through another available destination. The screen remains until you choose **Done**. After returning to the draft, **Save or share current XML** reopens that same file without creating a new sequence number. **Open Form 010161** also appears below Create XML. The footer beneath **Mark paper claim submitted** contains a Settings text link for updating the form URL. Creating XML does not mark the claim as submitted, and you can create a new XML whenever needed.

Open the official Form 010161 website and import the exported XML to populate the PDF. Review the completed form, print it, attach the required receipts, and submit the paper package to the German government. Only after the paper package has been sent or delivered should you return to DipVAT and choose **Mark paper claim submitted**.

5. Complete and submit the paper form

Open **More** → **Open Form 010161** (or the **Open Form 010161** link under the draft claim). The following steps describe the website controls shown in the provided screenshots; the wording and layout of that external website may change.

1. **Open the XML import tool.** In the website toolbar, choose the XML button with the upward arrow. It is the XML import control highlighted in the first screenshot. Do not choose the XML button with the downward arrow; that is a different website action.
2. **Choose the saved XML file.** On the **Import XML data** screen, choose **Choose File**. Browse to the location where you saved or shared the DipVAT XML file—for example, On My iPhone/iPad, iCloud Drive, Files, or another destination—and select the file. Then choose **Complete data into the current form**.
3. **Return to the form.** The website fills the current form with the imported XML values. Review the entries carefully; DipVAT and the website cannot guarantee that every value is correct.
4. **Create the PDF.** In the website toolbar, choose the PDF button. The form is prepared for printing.
5. **Show and print the form.** Choose **Show printout** on the confirmation area, then use the device or computer print controls to print the completed PDF. Attach the required receipts to the printed form and submit the paper package to the German government.

The website does not electronically submit the claim. Only after the paper package has been sent or delivered should you return to DipVAT and choose **Mark paper claim submitted**. A submitted claim keeps an encrypted XML copy; open the claim and choose **Save or share XML again** if the exported file is lost or deleted.

If the paper submission must be corrected, open the submitted claim and choose **Undo paper submission**. The action remains available while no reimbursement is recorded, even if another draft already exists. DipVAT returns the receipts and XML to their own separate draft claim. Multiple claims in the same calendar year are allowed; each claim remains capped at 15 receipts.

Each submitted claim with an XML backup includes **Delete encrypted XML backup**. After confirmation, this permanently removes only that claim's encrypted XML from DipVAT. It does not delete exported copies saved in Files, iCloud Drive, email, or other apps.

6. Track reimbursement

Open **Claims** and select a complete submission. If the full claimed amount was received, choose the prominent **Total reimbursement completed** button. DipVAT records the full claimed VAT amount and marks the claim reimbursed immediately.

If a different amount was received, choose **Update actual received**, enter the amount, and save it. Partially and fully reimbursed claims also provide an editable Notes section for reimbursement comments.

- Zero keeps the claim **Submitted**.
- An amount below the claimed VAT marks it **Partially reimbursed**.
- The full claimed VAT marks it **Reimbursed**.

7. Add earlier reimbursements quickly

If you began using DipVAT after reimbursements were already paid, you do not need to recreate every old receipt.

1. Open **Home** → **Add earlier reimbursements**, **Annual overview** → **Add or edit earlier reimbursements**, or **More** → **Earlier reimbursements**.

2. Select the year using the scrollable year wheel.
3. Enter the total VAT already reimbursed for that year.
4. Choose **Save yearly total**.

Enter 0 to remove a saved year. A negative amount can correct an earlier overstatement. This quick total is included in Reimbursed and Used without creating individual historical receipts.

8. Appearance and accessibility

Open **More** → **Appearance & text** to choose **System Default**, **English**, or **Deutsch** for the app language. System Default follows the language selected in iPhone or iPad Settings. On the same screen, follow the system appearance or choose Light or Dark. DipVAT follows iPhone and iPad Dynamic Type, including accessibility sizes, and can optionally increase text beyond the system setting.

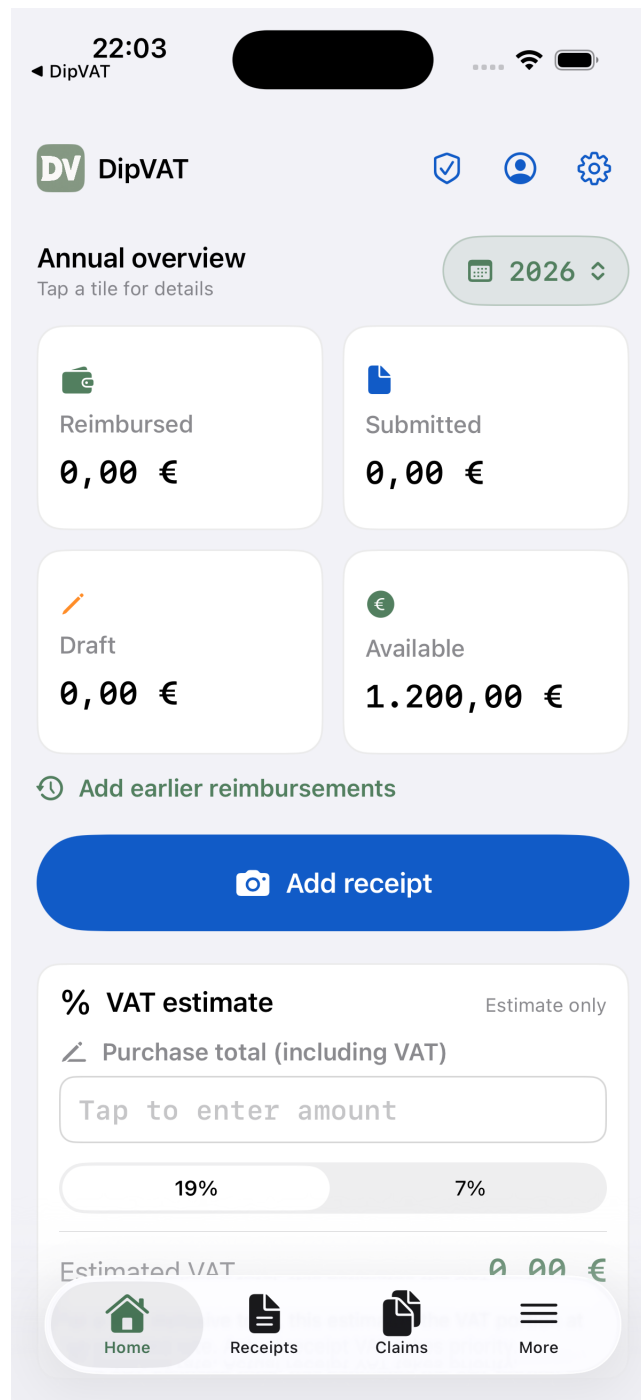
9. Security and local data

DipVAT has no application account, advertising, analytics, or receipt server. Receipt images are processed temporarily on the device for text recognition and are not retained by DipVAT. Photos selected from the photo library remain in that library. Personal information, recognized receipt details, claims, and XML backups are encrypted locally. Exported XML files are protected by the destination you choose.

Use **More** → **Data & XML** → **Delete all DipVAT data** to remove local data and the encryption key from this device.

Current app screen

DipVAT is designed for iPhone and iPad. The following screen was captured from the iPhone 17 simulator using the current Version 1.0 release candidate.



Home screen on iPhone 17 simulator.

Form 010161 website reference screenshots

These screenshots are visual references for the external website workflow. The website's wording and layout may change independently of DipVAT.



Select the XML button with the upward arrow.

Import XML data

Here you can import data from an XML file into the current form.

Please select the XML file to be uploaded: Choose File no file selected

Complete data into the current form

Close

Choose the saved DipVAT XML file, then complete the form import.



Select the PDF button after the XML has populated the form.



Note:

The form was printed Show printout

Select Show printout, then use the device or computer print controls.