

Sage X3 ELSTER client

Transmitting German tax declarations using ELSTER



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General information and system requirements

This documentation outlines how to transmit German VAT declarations, having previously been generated in Sage X3, by means of ELSTER.

ELSTER is a system provided by the German fiscal authorities to transmit various kinds of tax declarations online. It consists of the **ELSTER Online** web portal (used for account registration and manual entry of tax declarations) and the **ELSTER client** (a software framework provided by the German fiscal authorities). Software vendors integrate the ELSTER client to support direct online transmissions of tax declarations.

X3 ELSTER Client refers to an additional software component provided by Sage for Sage X3 that contains the previously mentioned ELSTER framework. The X3 ELSTER Client is installed locally on the workstation and allows for the transmission of the tax declarations according to the following steps:

- Generating the VAT declaration or the Recapitulative Statement within Sage X3 by using the respective functions.
- Export of the tax declaration results as export file for the X3 ELSTER Client.
- Loading the generated export file in the X3 ELSTER Client.
- Within the X3 ELSTER Client, the loaded data can be previewed and transmitted online to the tax authorities.

As tax declaration is locale-specific, the X3 ELSTER Client is only available in German language. Same applies to system messages generated by the ELSTER system. Within this documentation, German screenshots are provided with an English explanation to facilitate the understanding.

System requirements

Sage X3:

- Version 11 or version 12 with current service release
- Installed legislation „Germany“
- German VAT processing must be configured (this is not in the scope of this document, a separate documentation is available in the online help center)

X3 ELSTER Client

- Local installation on a workstation PC running Microsoft Windows with a Windows version approved for ELSTER, currently:
Windows 10, Windows 11: Release specific, oriented along Windows releases currently

supported by Microsoft.

Terminal Server/Citrix: the ELSTER framework provided by the German tax authority (and used as part of the Sage X3 ELSTER Client) is not tested by the German tax authority under Terminal Server/Citrix. The Sage X3 ELSTER Client itself is not tested under Terminal-Server/Citrix as well. Using the Sage X3 ELSTER Client with Terminal-Server/Citrix is at your own risk and without support in case of technical problems.

- Microsoft .NET-Framework 4.0 must be installed (full version, not „Client Profile“). This is usually already the case for current Windows versions.
- For online transmission and online updates an internet connection is required (connections by Proxy are supported).
- ELSTER Soft certificate or ELSTER-Stick (specific USB stick containing a digital certificate). Signature cards are not supported.
Important: The X3 ELSTER-Client only supports authenticated online transmission (requiring a certificate).
A Soft certificate resp. ELSTER-Stick can be ordered after registration in the online portal www.elsteronline.de.
- A PDF-viewer must be installed locally on the workstation, as preview and ELSTER-transmission protocols are generated as PDF files. On Windows 10/11, the build-in PDF-viewer or PDF apps are not sufficient.

Internet connection

For online updates and the transmission of the tax declarations, the following internet addresses must be accessible by the Sage X3 ELSTER-Client:

- <http://www.sage.de>
- <https://elster.sage.de>

ELSTER communicates with the following servers by HTTP und HTTPS – communication with all of these servers must be possible!

- datenannahme1.elster.de
- datenannahme2.elster.de
- datenannahme3.elster.de
- datenannahme4.elster.de

Installation of the X3 ELSTER Client

The X3 ELSTER Client must be installed on a workstation PC, not on the X3-server!

Download the X3 ELSTER Client setup:

<http://elster.sagex3.de>

This link will automatically (depending on the internet browser used) download a ZIP file containing the current X3 ELSTER client. Unpack the ZIP file and start the setup as an Administrator. You'll be guided through the setup, changing the defaults is usually not necessary.

The setup of the X3 ELSTER Client registers the file type „X3ETF“ for the X3-export/transfer files, so these files can be loaded into the X3 ELSTER Client on this workstation by double clicking.

Required settings in Sage X3

German legislation must be installed, and the VAT settings must be configured already (for the latter, a dedicated user guide is available in the online help center).

In the company master data, (tax) information must be provided: address, national tax number, federal state, EU VAT ID, ELMA5-ID (if available and only if this variant is used), local tax office details.

The national tax number must be entered in X3 including the ID number of the local tax office, eventually leading zeros, and delimiters (for example: 123/456/7893)

A German national tax number including the ID number of the tax office contains – depending on the federal state- 10 or 11 numbers plus 2 or 3 delimiters and therefore has a total length between 11 and 13 characters.

As the local tax number is validated depending on the federal state it is of importance that the correct federal state of the local tax office has been selected.

The parameter VATFILPAT must be set to the export directory path (company level, group GER, module LOC). Export files will later be written in this directory.

When creating the export, it is also possible to download the export file directly to the workstation through the web browser.

Using the X3 ELSTER Client

The X3 ELSTER Client provides the following functions and entry fields:

Main screen

The screenshot shows the main interface of the Sage X3 Elster-Client. The window title is 'Sage X3 Elster-Client - 1.49.1.0'. The interface is divided into several sections:

- X3 Datenübergabe:** This section contains fields for 'X3 Export:' (annotated with 1), 'Typ:' (annotated with 2), 'Steuernummer:' (annotated with 3), 'Steuerjahr:' (annotated with 4), and 'Unternehmen:' (annotated with 5). There is an 'Öffnen' button next to the 'X3 Export:' field. Below these fields is a checkbox labeled 'Abweichende Sachverhalte übermitteln (Kanz 23)' (annotated with 12) and a large text area (annotated with 12).
- Sicherheitsmedium:** This section contains a 'Medium:' dropdown menu (annotated with 6) set to 'Zertifikat' and a 'Typ/Datei:' field (annotated with 7) with an 'Öffnen' button.
- Ausgabe:** This section contains an 'Ausgabe an:' dropdown menu (annotated with 8) set to 'Druckvorschau der Steuererklärung'.
- Übertragungsprotokoll:** This section contains a large text area (annotated with 9) for the transfer protocol.
- Buttons:** At the bottom right, there are two buttons: 'Senden' (annotated with 10) and 'Schließen' (annotated with 11).

Area „X3 Datenübergabe“

This area refers to selection of the export file.

No. 1: entry field „X3 Export“:

Indication of the X3 export file containing the tax declaration data. By using the button „Öffnen“, a standard file selection screen opens to select a file.

No. 2 – 5:

Display fields for type of export (Umsatzsteuervoranmeldung (VAT declaration) or Zusammenfassende Meldung (Recapitulative statement), national tax number, year of the declaration, company name. These fields are populated after opening an export file.

No. 12:

Flag indicating that additional notes or clarifications are submitted. This refers to the check box Knz. 23 on the VAT form. If this box was ticked when creating the ETF file it will be checked and the user will have to enter his notes. Otherwise, this box can be ticked and notes entered before submitting.

Area „Sicherheitsmedium“

This area refers to the settings regarding the digital certificate

No 6:

Drop-down-list „Medium“: for the selection of the type of digital certificate: “Zertifikat”: soft certificate (certificate file)

“USB-Stick”: ELSTER-Stick (special USB stick containing a certificate)

No 7:

Drop-down-list „Typ/Datei“: depending on the selected type of certificate, further details must be supplied like path to the certificate file or type of ELSTER-Stick.

Area „Ausgabe“

This area refers to the output settings.

No. 8:

Drop-down-list „Ausgabe an“: select the output type:

- „Druckvorschau“ = print preview:
The imported data is processed and displayed by ELSTER as PDF file on screen.
No data is transmitted!
- „Senden (verbindlich)“ = transmission
The imported data is transmitted online to the ELSTER-Servers. If the transmission was successful, the transmission protocol including the transfer ticket number is shown as PDF on screen.
Save or print this protocol, as this is the proof for having transmitted the tax declaration!
- “Speichern als Datei (CSV/ELMA5)” = saving as file (CSV or ELMA5 format)
This option is only available for Recapitulative Statements. If chosen, the imported data is saved as CSV-file suitable for manual import at the ELSTER Online web portal.
An ELMA5-file will only be generated if necessary, see note below.

Note on Recapitulative Statements:

If there are more than 1000 lines to declare in the Recapitulative Statement, an ELMA5-file¹ is generated due to volume restrictions within ELSTER resp. the ELSTER-Online Portal. The generated ELMA5-file is not transmitted automatically by the X3 ELSTER client, this must be done manually by the user.

¹ ELMA5-processing requires an additional registration. Further information (in German) about ELMA5 can be found on the homepage of the “Bundeszentralamts für Steuern” (www.bzst.de).

Area „Übertragungsprotokoll“

This area refers to the transmission log

No. 9: Output/progress display:

Displays the last lines of the transmission log and information about errors occurred are displayed. The complete log file can be opened within the menu „Datei“ of the main screen.

Buttons

No. 10: „Senden“ = Send

Starts the output according to the selected output type (no. 8).

No. 11: „Schließen“ = Close

Exits the X3 ELSTER Client.

Menu „Datei“ = File

By means of the menu „Datei“ in the main screen you can access the following functions:

- „Öffne Übertragungsprotokoll“ = open transmission log:
Opens the complete transmission log file.
- „Eric-Log-Datei anzeigen“ = open Eric log file
Opens the log file of the Eric-component.
- „Update Elster-DLLs“ = update of the ELSTER files:
Triggers an update check for the Sage-Elster-module. If newer versions are available, they are downloaded and installed automatically.
Note: an automatic update check (maximum once per day) is also done before starting the preview or transmission.
- „Einstellungen“ = settings
Further application settings like proxy settings.

Transmitting tax declarations using the Sage X3 ELSTER Client

Step 1: Creation and export of the Sage X3 tax reports

VAT declaration

Open the German VAT declaration within the main navigation or main menu

Declarations | Tax management | Germany | Processings

Enter your settings for company and time range and start the data extraction by pressing the OK button. When the results are displayed, start the data export by clicking on the „Output type“ button.

The screenshot shows the 'German VAT declaration' window in the Sage X3 ELSTER Client. The window has a title bar with navigation icons and buttons for 'OK', 'Submit', 'Memo', and a menu icon. Below the title bar, there are tabs for 'Preview' and 'VAT Line items'. The 'Preview' tab is active, showing a 'Selection' section with fields for 'Group', 'Company' (DE10, DE Diskrete Fertigung), 'Legislation' (GER, Germany), 'Site', 'Tax number' (123/456/789), 'Start' (11/01/20), 'End' (11/30/20), and 'Currency' (EUR). Below the 'Selection' section, there is a 'Preview' table with columns for 'Repor...', 'Tax assess...', and 'VAT amount'. The 'VAT Line items' section is also visible, showing a table with columns for 'V...', 'Ta...', 'Entry', 'BP', 'General accou...', and 'Reversal'. The interface is clean and professional, with a light blue and white color scheme.

The export screen opens after clicking on the “Submit”-button:

All > Declarations > Tax management > Germany > Processes Default ▾

VAT properties for ELSTER Print File ⋮ ✕

Identification

| | | | |
|---------------------------------------|---------------------------------------|---|--|
| Start date | End date | Submitter | Submitter tax number |
| <input type="text" value="11/01/20"/> | <input type="text" value="11/30/20"/> | <input type="text" value="Legal entity"/> | <input type="text" value="123/456/789"/> |

VAT declaration

☐ 1/11 prepayment only

☐ KNZ 22: Original documents transferred separately

☐ KNZ 23: Additional notes to take into account

☐ KNZ 29: Balance Offsetting

☐ KNZ 10: Corrected VAT declaration

☐ KNZ 26: Except. cancell. of debit agreement

Transmission

Destination type

☒ Client

☐ Server

Directory ELSTER file

Using the checkboxes, you can declare various options for the VAT declaration. The options displayed correspond to the options of the official paper-based German VAT declaration form.

Use the options in the section “Transmission” to choose the type of output (download to the client or to a X3 server volume).

By clicking on the „File“ button, the ELSTER export file is generated according to the following naming scheme:

DCLVATGER_<time range>.X3ETF

After the file has been created successfully, you can close the screen.

Recapitulative Statement

Open the German Recapitulative Statement within the main menu

Declarations | Tax management | Germany | Processings

Recapitulative statement (GER) OK Report Export ⋮ →

Result Documents

Selection

Group → Company → DE10 → Legislation * → GER → Start date * 12/01/20 → End date * 12/31/20 → Currency EUR

DE Diskrete Fertigung Germany

Site →

Tax identifier * 123/456/789 EU VAT no. DE83404833048

ELMAS ID

☐ Exclude invalid entries

Result

| | EU VAT no. | Turnover | Tax | Turnover ty... | Count... | Name |
|---|------------|----------|-----|----------------|----------|------|
| 1 | | | | | | |

Amount 0.00 EUR Number of lines 0 Status OK

Documents

| | EU VAT no. | Customer | Company name | Turnover | VA... | BP... | Do... | Docum |
|---|------------|----------|--------------|----------|-------|-------|-------|-------|
| 1 | | | | | | | | |

Enter your settings for company and time range and start the data extraction by pressing the OK button. When the results are displayed, start the data export by clicking on the „Export“ button. The export screen will open.

All > Declarations > Tax management > Germany > Processes Default

Recap. stat. properties ? OK ⋮ ×

Identification

EU VAT no. * DE83404833048 ELMAS sender ID

Date range

Start date 01/01/20 End date 03/31/20

Recapitulative statement

File type * CSV for Sage ELSTER Client

Submission mode * No change in submission mode

☐ Corrected statement

Transmission

Destination type

☒ Client ☐ Server

Directory

Using the checkboxes, you can declare various options for the VAT declaration. The options displayed correspond to the options of the official paper-based German VAT declaration form.

Use the options in the section “Transmission” to choose the type of output (download to the client or to a X3 server volume).

By clicking on the „OK“ button, the ELSTER export file is generated in the output directory, according to the following naming scheme:

DCLRCGER_<time range>.X3ETF

After the file has been created successfully, you can close the screen.

Step 2: Opening of the X3 export file

As the next step, the export file generated in step 1 must be loaded within the X3 ELSTER client, either by:

- Using the windows explorer to open the directory where the export file has been saved and double click on the export file (.X3ETF). The X3 ELSTER client will start up and automatically load the file.

Or:

- Starting the X3 ELSTER client using the link in the windows start menu (Programs/Sage X3 Elster-Client). After the X3 ELSTER client has started, you can enter path and name of the X3ETF-file in the entry field “X3 Export”. Alternatively, you can use the button „Öffnen“ to open a standard file selection.

Step 3: Transmit or print a preview

Note: the mentioned fields/options are described (with screenshots and English translations) in chapter “Main screen” in the first part of this document.

After entering the Sage X3 export file, information like tax number and company are displayed in the area “X3 Datenübergabe”.

Make sure the selected file is the correct one, then choose your security medium² (selection „Medium“). If you are using a soft certificate (certificate file), you must provide path and file name of the certificate in the entry field “Typ/Datei”.

Next choose the output type from the selection „Ausgabe“.

To check the values contained in the Sage X3 export file before transmitting, choose the „Druckvorschau“ output type, then click the button „Senden“ to start the processing.

The data is passed to the ELSTER-module and checked for technical consistency. If there are no errors or missing values, the print preview is displayed as a PDF-file on screen.

The data is not transmitted to the tax authorities when using the print preview!

After generating the print preview, you can start the actual data transmission. For the actual data transmission, choose “Senden (verbindlich)” as output type and press the “Senden” button. You will also be asked to supply your credentials depending on your security medium.

The data is passed to the ELSTER module and transmitted to the tax authorities. After successful

² The security medium must be ordered within the ELSTER-Online Portal (www.elsteronline.de). A previous registration in the portal is necessary.

transmission, a transmission protocol is displayed as a PDF on screen.

Save or print the transmission protocol, as this is the proof for having transmitted the tax declaration!

After successful transmission, either close the X3 ELSTER client (button “Schließen”) or open another export file to submit a different type of tax declaration or do a tax declaration for another company.

