Reporting to Earnings via IDEP.web – Import data from Payroll system or Excel spreadsheet

This guide describes how you can import a file from a payroll system or Excel to IDEP.web.

Note: You must have a special privilege in Virk.dk to be able to report data to "Lønstatistik". For more information see: www.dst.dk/ext/indberetning/getpriv_en

Go to www.dst.dk/loenstat where there is a direct link to start IDEP.web.

Click on the button "**Start indberetning"** and log in with your NemID employee signature.
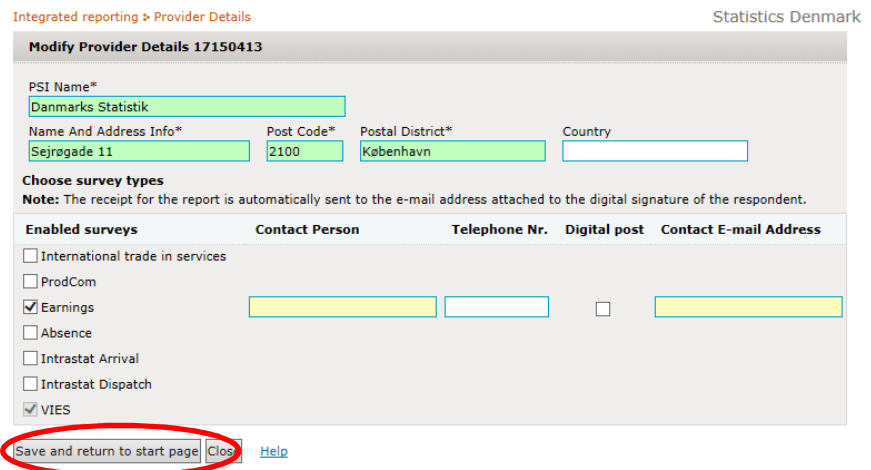
LØNSTATISTIK

INDBERET VIA IDEP.WEB:

START INDBERETNING

The first time you use IDEP.web, you need to check the box beside **Earnings** and fill in or confirm the Contact information in the yellow fields.

Then click **Save and return to start page**.

Note: You can always edit this information by selecting **Settings - Information about CVR No**. in the menu bar at the top of the screen.

Integrated reporting ▷ Provider Details   Statistics Denmark

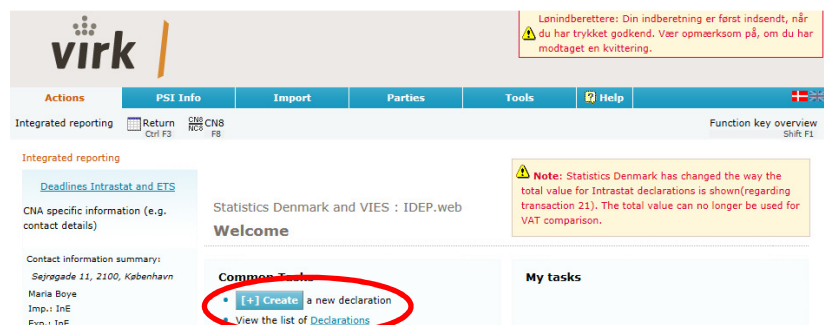**Modify Provider Details 17150413**

PSI Name*
Danmarks Statistik

Name And Address Info*	Post Code*	Postal District*	Country
Sejrøgade 11	2100	København	

Choose survey types
Note: The receipt for the report is automatically sent to the e-mail address attached to the digital signature of the respondent.

Enabled surveys	Contact Person	Telephone Nr.	Digital post	Contact E-mail Address
☐ International trade in services				
☐ ProdCom				
☑ Earnings			☐	
☐ Absence				
☐ Intrastat Arrival				
☐ Intrastat Dispatch				
☑ VIES				

Save and return to start page Close   Help

Create a new declaration by clicking on the button + **Create a new declaration**.

virk /

Lønindberettere: Din indberetning er først indsendt, når du har trykket godkend. Vær opmærksom på, om du har modtaget en kvittering.

Actions	PSI Info	Import	Parties	Tools	Help

Integrated reporting   Return Ctrl F3   CN8 NC8   CN8 F8   Function key overview Shift F1

Integrated reporting

Deadlines Intrastat and ETS

CNA specific information (e.g. contact details)

⚠ **Note:** Statistics Denmark has changed the way the total value for Intrastat declarations is shown(regarding transaction 21). The total value can no longer be used for VAT comparison.

Contact information summary:
Sejrøgade 11, 2100, København
Maria Boye
Imp.: InE
Exp.: InE

Statistics Denmark and VIES : IDEP.web
Welcome

Common Tasks

• [+] Create a new declaration
• View the list of Declarations

My tasks

Click on the radio button **Earnings**.

Add Return Header

1. Choose survey:

○ VIES
◉ Earnings
○ Absence

Multi-PSI-import/Upload files
Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

[Multi-PSI-import]

Choose **Import data from file.**

Add Return Header

1. Choose survey:

○ VIES
◉ Earnings
○ Absence

Multi-PSI-import/Upload files
Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

[Multi-PSI-import]

2. Choose declaration type:

◉ Import data from file
○ Nil declaration
○ Manual data entry
○ Replacement Declaration

What type of declaration you wish to add?
For some surveys you should declare a null declaration if you don't have anything to declare for specific period and flow. For some this is not applicable. The choice to import (part of) the declaration lines can also be made at a later stage.

Select the reporting period from the **Statistical Period** drop down list.

Click on **Continue**.

Add Return Header

1. Choose survey:

○ VIES
◉ Earnings
○ Absence

Multi-PSI-import/Upload files
Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

[Multi-PSI-import]

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3. Choose period::

Professional unit*
28368

Statistical Period*
2017-2   2nd Quarter 2017   ▼

[Continue] [Close]   [Help]

Import

1) Choose the file format from the drop down menu.

   If the file is from your payroll system, choose the import format **Earnings in ESI-format.**

   If you have an Excel spreadsheet, choose **Earnings in EXCEL-format.**

2) Click on **Choose file** to locate the file on your computer.

3) The file name will be shown in the field.

4) Click on **Upload**.

5) Most companies only have one Journal number. If there is more than one number, you can choose it in the drop down menu. You can find the correct Journal number in the upper right corner of the letter which you have received from Statistics Denmark.

6) The statistical period will be shown in the drop down menu.

7) Click on **Proceed with import**.

Ongoing jobs – Status - "Success"

If everything has gone well, the word **Success** appears in in the Status column.

1) Click on **Approve all**.

If you want to see the report before you approve, click on **Return to declarations list** and click on the ID number in the list.

If your file is incorrect, the status will show Failure. See "**Errors and Warnings in Declarations**" below.

2) Click on **Approve**.

When your declaration has been sent, an e-mail receipt will be sent to the e-mail address connected to your NemID employee signature.

Note: When your declaration has been received by Statistics Denmark, you will see a ✓ in the **Return approved** column.

You can click on the Return Number to see the details of the declaration.

Errors and Warnings in Declarations

To see errors or warnings in your declaration:

1) Click on Failure to go to the Import log.

2) An overview of your declaration will be shown (see note below).

   Errors and warnings: Shows a summary of all errors and warnings.

   Summary: A list of the declaration(s) with the number of errors and warnings is shown.

   Details: The individual lines with the specific error or warning are listed.

Note: Errors and Warnings can be shown either as a "Tree" or "Table". You can switch the view by clicking on the button "**Show as table/tree**".

3) If you wish to correct a line, click on the Item number.

4) When you click on the item number, the employee record is shown.

All red and/or yellow fields must be corrected.

Remember to make the same changes in your payroll system.

Modify Return Line 2 / 2 - 001205

Survey type: **Earnings**, Statistical Period: **2016**, Last Upd.: 26-07-2017 15:20

CPR-number*	P-Number*		Reporting period		Form Type
0202020000	0000000000		Start date*	010116	● Hourly
Employee ID			End date *	311216	○ Fixed
MSA					

0100:Employment in the enterprise* | From* | 0200:Employment conditions* | From*
1 Contract without known end date | 0599 | 1 Civil servant (like) | 0599
0350:Occupation code* | From* | 0400:Job status* | From*
111100 Øverste ledelse i lovgivende myndighed | 0599 | 3 Executives and middle managers | 0599
0700:Remuneration period* | | 0800:Remuneration form* |
1 Paid once a month | | 1 Paid by the hour |

0010:Gross earnings	0,1	0023:Paid leave in kr	0,1
Hours worked	0,1	Nr. of hours of absence	-0,1
0013:Part of Earnings Subject to Holiday Pay	0,1	0024:Payments for annual leave and public holidays	0,1
0091:Gross pull schemes	0,1	0029:Flexible spending account	0,1
0121:Employee contributions to pension and ATP	0,1	0035:Nuisance compensation	0,1
0122:Employer contributions to pension and ATP	0,1	0036:Bonus payment for overtime	0,1
0123:Employee contributions to retirement savings	0,1	Hours of overtime	0,1
0124:Employer contributions to retirement savings	-0,1	Payments not paid regularly	
0011:Severance and anniversary pay	0,1	0132:Bonuses linked to performance	0,1
0015:Benefits in kind	0,1	0232:Compensation payments	0,1
0022:Compensation in lieu of notice	0,1	0332:Adjustment to earnings from previous periods	0,1
		0432:Other	0,1

5) If there are more lines to be corrected, you can click on **Save and next**. After all corrections have been made, click on **Save and return to lines list**.

Integrated reporting ▷ PSI Returns ▷ Return Overview ▷ Earnings   Statistics Denmark and VIES : IDEP.web

Modify Return Line 2 / 2 - 001206

Survey type: **Earnings**, Statistical Period: **2016**, Last Upd.: 27-07-2017 12:26

CPR-number*	P-Number*		Reporting period		Form Type
0202020000	0000000000		Start date*	010116	● Hourly
Employee ID			End date *	311216	○ Fixed
MSA					

0100:Employment in the enterprise* | From* | 0200:Employment conditions* | From*
1 Contract without known end date | 0599 | 1 Civil servant (like) | 0599
0350:Occupation code* | From* | 0400:Job status* | From*
111100 Øverste ledelse i lovgivende myndighed | 0599 | 3 Executives and middle managers | 0599
0700:Remuneration period* | | 0800:Remuneration form* |
1 Paid once a month | | 1 Paid by the hour |

0010:Gross earnings	0,1	0023:Paid leave in kr	0,1
Hours worked	0,1	Nr. of hours of absence	0,1
0013:Part of Earnings Subject to Holiday Pay	0,1	0024:Payments for annual leave and public holidays	0,1
0091:Gross pull schemes	0,1	0029:Flexible spending account	0,1
0121:Employee contributions to pension and ATP	0,1	0035:Nuisance compensation	0,1
0122:Employer contributions to pension and ATP	0,1	0036:Bonus payment for overtime	0,1
0123:Employee contributions to retirement savings	0,1	Hours of overtime	0,1
0124:Employer contributions to retirement savings	0,1	Payments not paid regularly	
0011:Severance and anniversary pay	0,1	0132:Bonuses linked to performance	0,1
0015:Benefits in kind	0,1	0232:Compensation payments	0,1
0022:Compensation in lieu of notice	0,1	0332:Adjustment to earnings from previous periods	0,1
		0432:Other	0,1

Modify | Save and return to lines list | Save and next | Close | Help

6) Click on **Approve**.

Integrated reporting ▷ PSI Returns ▷ Return Overview   Statistics Denmark and VIES : IDEP.web

Modify Return Overview 001205

Survey type: **Earnings**, Statistical Period: **2016**

2 Items

Select ☑	Item Number	CPR-number	P-Number	Employee ID	Start date	End date	Form Type	Correct	Last Upd.
☐	1	0101010000	0000000000	MABMABMABMABMAB	010116	311216	Fixed	✓	26-07-2017 15:20
☑	2	0202020000	0000000000	MSA	010116	311216	Hourly	✓	26-07-2017 15:20

Return to declarations list | Help | Approve

7) A summary of your declaration will be shown.
8) Click on **Yes, send declaration** to send to Statistics Denmark.

Integrated reporting ᐳ PSI Returns ᐳ Approve

Approve 001205

Provided by	17150413
Provided for	17150413
Survey type	Earnings
Statistical Period	2016
Number Of Items	2 Declaration lines

Attention: If you send this declaration you can no longer modify it.
If later you need to modify this declaration you can make a replacement declaration.

Do you wish to send the declaration?

« No, return to declarations list	Yes, send declaration »

Contact Statistics Denmark
If you have questions about reporting via IDEP.web, you are welcome to contact us at: idep@dst.dk