

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

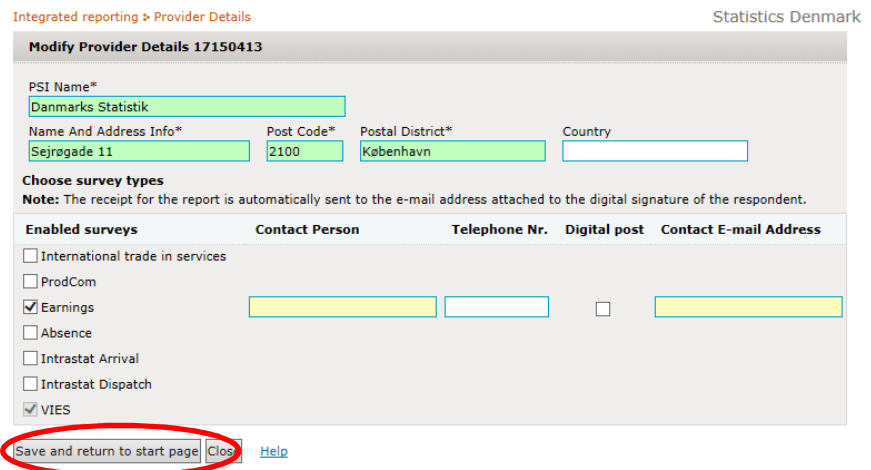
INDBERET VIA IDEP.WEB:

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

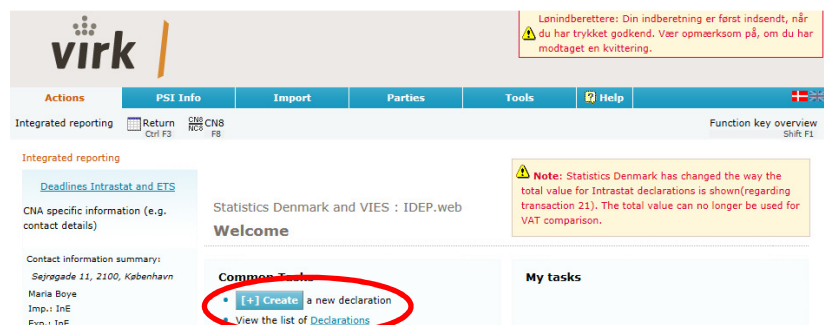
Name And Address Info* Post Code* Postal District* Country
Sejrogade 11 2100 København

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
<input type="checkbox"/> International trade in services				
<input type="checkbox"/> ProdCom				
<input checked="" type="checkbox"/> Earnings			<input type="checkbox"/>	
<input type="checkbox"/> Absence				
<input type="checkbox"/> Intrastat Arrival				
<input type="checkbox"/> Intrastat Dispatch				
<input checked="" type="checkbox"/> 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 Function key overview SM& F1

Integrated reporting Return CNA CNA8 F8

Integrated reporting

Deadlines Intrastat and ETS

CNA specific information (e.g. contact details)

Statistics Denmark and VIES : IDEP.web

Welcome

Contact information summary:
Sejrogade 11, 2100, København
Maria Boye
Imp.: INE
Exp.: INE

Common Tools

+ Create a new declaration
View the list of Declarations

My tasks

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.

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

[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**.

Integrated reporting > Import Statistics D

Import

Multi-PSI Import/Upload files

Name*

Integrated reporting > Import Statistics I

Import

Multi-PSI Import/Upload files

Name*

[Help](#)

Integrated reporting > Import Statistics I

Import

Multi-PSI Import/Upload files

Name*

File name*

Professional unit*

Statistical Period*

[Help](#)

Ongoing jobs – Status - "Success"

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

Integrated reporting > Ongoing jobs Statistics D

3 Items						
Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
750731	dst test fil.dat	Discarded	Import multi	17150413	26-07-2017 13:45	
750732	dst test fil.dat	Success	Import multi	17150413	26-07-2017 13:52	
750740	dst test fil fejl.dat	Failure	Import multi	17150413	26-07-2017 14:11	

Close and return to start page | Return to declarations list | Help

This list shows all declarations that were created/affected by this import
You can approve the 1 approvable declaration(s) in one go

TPD or PSI ID	Return Number	Survey type	Type Of Return	Statistics	Statistical Period	Number Of Items	Status	PSI Name
17150413	001203	Earnings	Normal		2017-2	110	Can be approved	Danmarks Statistik

Close

Approve | Close

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.

Integrated reporting > PSI Returns Statistics Denmark and VIES : IDEP.web

No Filter | Surveys shown: All | Status filter: Any

Select	Return Number	Nature of declaration	Type	Statistics	Statistical Period	Invoice Value	Number Of Items	Correct	Return Approved	Change date
<input checked="" type="checkbox"/>	001203	Earnings	Normal		2017-2	0	110	✓	✓	6-07-2017

< Previous | 1 | 2 | ... | 6 | 7 | 8 | 9 | 10 | Next >

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.

Integrated reporting > Ongoing jobs Statistics D

3 Items						
Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
750731	dst test fil.dat	Discarded	Import multi	17150413	26-07-2017 13:45	
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750740	dst test fil fejl.dat	Failure	Import multi	17150413	26-07-2017 14:11	

Close and return to start page | Return to declarations list | Help

Integrated reporting > View Import-Log Statistics Denmark and VIES : IDEP.web

View Import-Log (750762)

Type Of Import Format: Lines - Multi PSI Result: Success
 Import: Case 3 (2016).dat Name: Earnings in ESI format
 Start of Import: 26-07-2017 15:20:19 End of Import: 26-07-2017 15:20:20

Discard this imported data | Approve All | Show as tree

Errors and warnings - at least: 1

Errors/Warnings	Warnings
0124:Employer contributions to retirement savings	1

Summary

TPD or PSI ID	Return Number	Statistical Period	Statistics	Number Of Items	Errors	Warnings	First line #
17150413	001205	2016	Earnings	2	0	1	1

Details

TPD or PSI ID	Return Number	Item Number	Imp. Line	Errors/Warnings	Error	CPR-number
17150413	001205	2	3	0124:Employer contributions to retirement savings	-0,1	0202020000

Integrated reporting > View Import-Log Statistics Denmark and VIES : IDEP.web

View Import-Log (750740)

Type Of Import Format: Lines - Multi PSI Result: Failure
 Import: dst test fil fejl.dat Name: Earnings in ESI format
 Start of Import: 26-07-2017 14:11:52 End of Import: 26-07-2017 14:11:53

Approve All | **Show as table** | Collapse all | Expand all

Errors and warnings - at least: 51

Errors/Warnings	Errors
Start date	1
Warnings	
0100:Employment in the enterprise	1
0610:Annual days of holidays	23
0400:Job status	1
0700:Remuneration period	25

TPD or PSI ID: 17150413

Return Number: 001203 Statistical Period: 2017-2 Number Of Items: 56 Errors: 1 Warnings: 50 First line #: 56

- Errors/Warnings: Start date
- Item Number: 75 Imp. Line: 21 Error: 20160531
- Errors/Warnings: 0100:Employment in the enterprise
- Item Number: 76 Imp. Line: 22 Warning:
- Errors/Warnings: 0610:Annual days of holidays Errors: 23
- Errors/Warnings: 0400:Job status
- Item Number: 60 Imp. Line: 6 Warning:
- Errors/Warnings: 0700:Remuneration period Warnings: 25

Details

TPD or PSI ID	Return Number	Item Number	Imp. Line	Errors/Warnings	Error	CPR-number
17150413	001205	2	3	0124:Employer contributions to retirement savings	-0,1	0202020000

- 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* 0202020000 P-Number* 0000000000 Reporting period Start date* 010116 End date* 311216 Form Type Hourly Fixed

Employee ID MSA

0100:Employment in the enterprise* From* 1 Contract without known end date 0599 0200:Employment conditions* From* 1 Civil servant (like) 0599

0350:Occupation code* From* 111100 Overste ledelse i lovgivende myndighed 0599 0400:Job status* From* 3 Executives and middle managers 0599

0700:Remuneration period* 1 Paid once a month 0800:Remuneration form* 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* 0202020000 P-Number* 0000000000 Reporting period Start date* 010116 End date* 311216 Form Type Hourly Fixed

Employee ID MSA

0100:Employment in the enterprise* From* 1 Contract without known end date 0599 0200:Employment conditions* From* 1 Civil servant (like) 0599

0350:Occupation code* From* 111100 Overste ledelse i lovgivende myndighed 0599 0400:Job status* From* 3 Executives and middle managers 0599

0700:Remuneration period* 1 Paid once a month 0800:Remuneration form* 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

Select	Item Number	CPR-number	P-Number	Employee ID	Start date	End date	Form Type	Correct	Last Upd.
<input type="checkbox"/>	1	0101010000	0000000000	MABMABMABMABMAB	010116	311216	Fixed	✓	26-07-2017 15:20
<input checked="" type="checkbox"/>	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 > PSI Returns > 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?

Contact Statistics Denmark

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