Statistics Netherlands

Manual data entry

This quick guide explains how to enter your data and send your declaration manually.

For who?

Manual data entry is intended for companies with a limited number of records in each declaration. Companies with large numbers of records in each declaration are advised to use the *import function* as importing data works much faster and more efficiently.

Starting

From the menu on the dark blue bar you go via Declarations to +Add new on the bar below it. You will find texts with instructions on almost every screen to give you extra help while using IDEP.

It is not possible to declare multiple flows or time periods in a single declaration.
You will see a screen with three steps:

Step 1

Step 1 is to indicate how you want to make your declaration. In this case you opt for *Manual declaration*.

Step 2

Step 2 is to indicate for which flow you want to make your declaration.
The options depend on the flows you indicated when you first logged in. If the flows are shown incorrectly you can change them here. For this go to the menu and Declarant – Your company information and reporting requirements and click on the correct commodity flow or flows.

Step 3

Step 3 is to indicate to which period the data you are going to enter refer.

Finishing the declaration details

Now that all declaration details are known, please go to OK.

Record

Now you get an empty record in which you can fill in your data.

Fields

There are yellow fields marked with an asterisk. These you have to fill in. All white fields are optional, they may be handy for your administration for instance. One exception is the field 'currency code'. If the invoice is not in euros you have to use this field to indicate which currency was used.

Data entry

Start at the top left with Statistical system (select one of the options shown), country of origin, the transaction code, transport mode, commodity code, mass or supplementary unit, currency code, invoice value and finally, optionally for your own administration, an administration number. In the fields without the selector arrows you have to type in figures. One fully filled in screen is one record.

Default screen

If you have to supply similar data records regularly, where the fields always have the same contents, it would be handy to safe this record (without mass or supplementary unit and values) in a *default screen.* For this please click op Save as default screen in the top right-hand corner.
Give the *default screen* a clear name and description, so you can retrieve it easily the next time.

Another way to create default screens is by using the option Tools - Default screens - +Add new
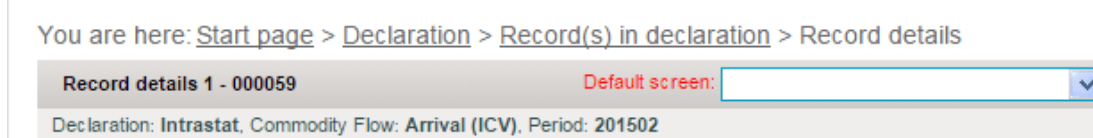

Default screens can also be used for importing fixed values (see quick guide, reading in data).

Saving

Once you have entered the first record, you can save it by clicking Save and continue.

New record

Now you can continue right away by entering a new record, perhaps making use of a previously created *default screen* and add the missing values.

Last record

When you entered all data in the records, please click on Save and back. Now you will see an overview of all records. Here you can check your records and correct them if needed.
Click on Go to declaration overview .

Declaration overview

In the second column, Declaration number, you will see all declarations. By clicking on a number, you will get detailed information of all the records in this declaration. When applicable you can see at a glance which records still contain errors (**X** in column Correct). By clicking on the record number in the second column, you can see the error and correct it there. You can only transmit the declaration when all errors are corrected (√ in the Correct column).

Send declaration

When the declaration is complete, you can send it. Select the declaration you want to send and click on Send. Here you have one last chance to check the declaration. If you want to send click on Yes, send the declaration. You can print it for your own reference or save it as a PDF. You will also receive confirmation via the email address you have supplied to us.

Declaration overview

Now you can see in the declaration overview that the declaration has been sent (√ in Sent column).
You have now completed one declaration for one flow for one period. If you need to declare another flow or period, please go through the same process again.

Importing data files

Do you have large numbers of records in each declaration? Then we advise you to use the *import function* as importing data may work more efficiently.

Further information

See our other quick guides on:
• Logging in and settings
• Importing data
• Third party declarants: authorisation and reporting
For more detailed instructions and further information go to www.cbsvooruwbedrijf.nl/igt

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