# 1. Overview

# Tasks of the Data Provider Client

- Monitoring of data provision obligations through a task list (Deadlines, Tasks).
- Completing, correcting and submitting questionnaires to the HCSO.
- Downloading and printing the questionnaires.
- Checking, saving and printing the receipts of submitted questionnaires.
- Adding new users.
- Creating roles.
- Maintaining the respondent data (contact person, e-mail address, telephone number, password etc.).
- In the case of external data submitter, managing related companies and their data collections on the same interface.

The use of the Data Provider Client requires a One-time (free) registration on below link:

http://www.ksh.hu/apps/yw.elektra.regisztracio

# Installation

Data Provider Client does not require installation at all. However, Adobe Flash Player is required for its proper operation, which can be downloaded from the following link: <a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a>

# 2. General use of the Data Provider Client

Login Link: https://elektra.ksh.hu/asp/bejelentkezes.html

#### **Normal login**

		18-12-20 14:54:05 Flash: 31.0.0 😧 😹
Törzsszám (KSH szám, 8 számjegy):		<u>KAÜ bejelentkezés</u>
Felhasználónév:		
Jelszó:		
	Bejelentkezés	
	<u>Elfelejtett jelszó</u>	Change language to
glish login page:		English
		a Provider's Client 18-12-20 14:54:05 Flash: 31.0.0
VAT number		
VAT number (8 digits):		18-12-20 14:54:05 Flash: 31.0.0
(8 digits):		18-12-20 14:54:05 Flash: 31.0.0

Enter the following information:

- VAT number (the first 8 digits of the company's tax ID)
- User name
- Password

After entering the data, click on the "Login" button.

- If the login was successful, the home page of Data Provider Client will appear.
- In case of invalid user name and/or password pair an error message will appear.
- In case of invalid VAT number an error message will appear.

In case of login problems, please contact: intrastat@ksh.hu

#### Login through KAÜ (Central Identification Agent)

You can access the Data Provider Client through the KAÜ (Central Identification Agent) as well:

		a Provider's Client 8-12-20 14:54:05 Flash: 31.0.0
VAT number (8 digits):		Login through KAÜ (Central Identification Agent)
User name:		
Password:		
[	Login Forgot password	
Error report hint   Jump to I	registration form   Phone: +36 80 200 766   Contact	us   HCSO Home Frequently Asked Questions   Help

#### Forgot password

VAT number (8 digits):		
User name:		
Password:		
	Login	
	Forgot password	

You can only request a new password if you know the VAT number and the user name! New password will be sent to the contact e-mail address.

VAT number (8 digits):	
User name:	
Captcha:	Get a new code
Ĺ	Request for new password

In case of forgotten user name and/or the VAT number, click "Contact us" for help:

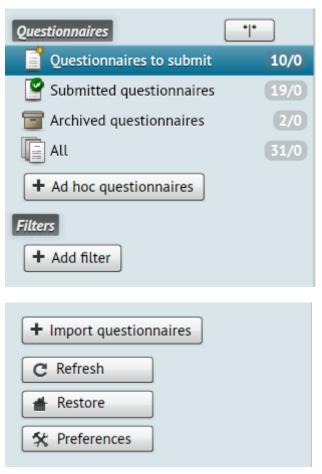
AT number (8 digits):	
Jser name:	
Captcha:	Vernfinaka Get a new code
l	Request for new password

# Switch to English

When using the English login page the Data Provider Client will appear in English. In any other case, you can switch languages by using the drop-down window on the top right:

Kérdőívek Naptár	Határidőnapló	Postaláda	_		lagyar – Magyar Inglish	Q t r (23391475)	▼
	Bizonylatszám	2 🗸	Állapot	Létrehozva	м	ódosítva	Határidő
vénytársaság (10/0)							
n Működő Részvénytárs	143117-2	E	Ellenőrzött	2018. 11. 13.	2	018.12.28.	2019.07.15.
n Működő Részvénytárs	143119-3	E	Ellenőrzött	2018.12.07.	2	018.12.07.	2019.07.15.
n Működő Részvénytárs	142708-5	к	itöltés alatt	2018.10.01.	2	018. 12. 10.	
n Működő Részvénytárs	142606-1	E	Ellenőrzött	2018.09.17.	2	018.11.10.	

# Left menu bar



- The questionnaires are grouped in different folders at the top of the menu. Number of all/unread items appears next to the folder name (Questionnaires to submit, Submitted and Archived Questionnaires).
- To archive multiple questionnaires use the \*|\* button next to "Questionnaires" (see later).
- For ad hoc (non-scheduled, event related) questionnaires use the "+ Ad hoc questionnaires" button. Ad hoc questionnaires will not appear automatically in the Task Lists of data providers with non-scheduled response obligation, but they have to request these questionnaires when the event happens.
- For ad hoc (non-scheduled, event related) questionnaires use the "+ Ad hoc questionnaires" button.
- Using the "Filters" block you can set your own filter criteria.
- For group importing of questionnaires use the "+ Import Questionnaires" button (see later).
- Use the "Refresh" button to synchronize (update) the page of Data Provider Client. In case of any malfunction, or unexpected error message, try refreshing the data in the system by using the refresh button. For example:



- Use the "Restore" button to clear previous filters. In this case all filtering criteria will disappear.
- Use the "Preferences" button to access the "Administration" page, where you can view and modify the general settings.

#### Logout

Click the "Logout" button in the top right corner. Upon successful exit, the login page will appear.

#### Important: Always use the "Logout" button to exit properly!

Questionnaires	Calendar Diary	Mailbox	A	Q dminisztrátor (23391475) 💌	Logout 🕑
					8
	Questionnaire # 2	Status	Created	Modified	Deadline
nytársaság (14/5)					
Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	

# Change password

In the upper right corner click the user name and select the "Change password" option in the appearing drop-down list:

Calendar Dia	ary Mai	lbox		Q	
				Adminisztrátor (23391475) 💌	Logout
_	_	_		Modify Respondent data	_
				Change password	
Questionnaire #	2▼	Status	Created	Modified	Deadline
143117-2		To be filled in	11-13-2018	11-13-2018	07-15-2019
142710-5		Validated	11-15-2018	11-15-2018	
142710-3		To be filled in	11-12-2018	11-12-2018	

Enter the following information:

- Old password,
- New password,
- Confirm new password.

Change password	×
Old password:	*
New password:	•
Confirm new password:	*
Change password Cancel	

Click "Change Password" button to save the new password.

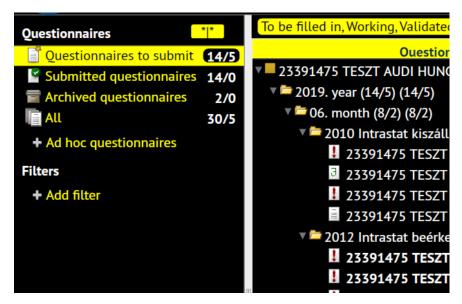
- If "New password" does not match "Confirm new password" an error message will appear.
- In case of invalid old password an error message will appear.
- In case of invalid new password an error message will appear. The password must be at least 8 characters long!

# Visually impaired version

You can switch to the visually impaired version by clicking the yellow icon in the upper right corner.

Mailb	юх	Q Adminisztrátor (23391475) ▼ Logout 0				
				×		
•	Status	Created	Modified	Deadline		
	To be filled in	11-13-2018	11-13-2018	07-15-2019		

Clicking on the icon will change the interface, which will turn black, and the main buttons and texts will become larger.



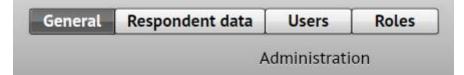
# 3. Briefly about the settings

You can access the general settings by clicking the "Preferences" button in the lower left corner:

	🔻 🚞 2010 Intrastat kiszállítás (
	🚦 23391475 TESZT AUI
	23391475 TESZT AUI
	23391475 TESZT AUI
	🔻 🚞 2012 Intrastat beérkezés (
	3 23391475 TESZT AUI
	23391475 TESZT AUI
	23391475 TESZT AUI
+ Import questionnaires	
+ import questionnaires	
C Refresh	
Arestore Restore	
* Preferences	

Use the top menu bar for the following settings.

#### Top menu bar



## General

- Set language (Hungarian/English)
- Assign colors to respondents (relevant for external data submitters to manage multiple data providers on the same interface)
- E-mail settings

Set language English
Colors assigned to Respondents
TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság

E-mail notifications	Edit
New data supply	
🗹 Data supply with errors	
News	
Submission acknowledgement	
Acceptance acknowledgement	

# Respondent data

Modifying the name and contact details of the respondent's contact person.

y Respondent data	
Respondent ID:	23391475
Name:	TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság
Postal address:	9027 Győr Audi Hungária út 1.
Contact person:	Kucsera Gizella
Telephone:	3456076
E-mail:	gizella.kucsera@ksh.hu
Default submission mo	ode: Elektronikus
Default proxy ID:	23391475

To modify the contact details, click on the "Edit" button on the right:

ify Respondent data	
Respondent ID:	23391475
Name:	TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság
Postal address:	9027 Győr Audi Hungária út 1.
Contact person:	Kucsera Gizella
Telephone:	3456076
E-mail:	gizella.kucsera@k
Default submission mod	de: Electronic
Default proxy ID:	23391475

# Users

If multiple people use the Data Provider Client at the respondent (e.g. different reports are submitted by different person), the "admin" user can add new users and modify the details of existing users on this page.

Users		+ Add new user	Basic data Mo	Delete
8	admin (Adminisztrátor) telefon: e-mail: gizella.kucsera@ksh.hu		User name:	admin
			Full name:	Adminisztrátor
			Telephone:	
			E-mail:	gizella.kucsera@ksh.hu
			Send copy to:	
			<i>Roles</i> Administrator is pe	ermitted to perform all functions, roles cannot be changed.

## Roles

The "admin" user can create different roles to set and control the permissions of each user in the Data Provider Client.

Roles + Add role	Edit role	Сору
	Name KOORDINÁTOR	
KERDŐÍV-JÓVÁHAGYÓ	Functions Selectable functions:	Functions assigned to role:
KERDÓIV-KITOLTÓ	Kérdőlv megtekintés 🔺 Kérdőlv kitöltése	Feihasználó megtekintés 🔺
RERDÓIV-MEGTEKINTŐ	Kérdőlv küldése Kérdőlv javítása	Felhasználó törlés Felhasználó módosítás
	Kérdőiv ismétlése Kérdőiv jóváhagyása	Szerepkör megtekintés Szerepkör új felvétel
-	Permissions	T

# 4. Questionnaires – presenting the Task List

# **General Information**

Clicking the "Questionnaires" button in the top menu bar, will list you questionnaires matching filtering criteria and user permission.

11:32:26 Questionnaires	Cal dar Diary M	Aailbox		Q	
	cut hun bhury i	THEOR	A	dminisztrátor (23391475)	- Logout 🤆
To be filled in, Working, Validated, Final, Approved 🛞		Status			Deadline
Questionnaire	Questionnaire # 2 V	Status	Created	Modified	Deadune
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14/5) (14					
🔻 🚞 2019. year (14/5) (14/5)					
🔻 🚞 06. month (8/2) (8/2)					
🔻 🚞 2010 Intrastat kiszállítás (4/0) (4/0)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-3	To be filled in	11-12-2018	11-12-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142608-1	To be filled in	09-17-2018	09-17-2018	
🔻 🚞 2012 Intrastat beérkezés (4/2) (4/2)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytái	143119-2	To be filled in	11-12-2018	11-12-2018	07-15-2019
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytái	142708-6	To be filled in	11-15-2018	11-15-2018	

The Task List includes the questionnaires according to user permission. By default, users see only questionnaires matching their permission. This feature is important in several cases, for example, accountants might contract several companies, but can be responsible only for a few questionnaires of each contracted company. In such cases, it is a great help if they only see the questionnaires that are relevant to them, and they do not have to search for them.

The Task List is the list of relevant questionnaires divided by Respondent/Subject year/Subject month/Questionnaire, where the level of aggregation (detail) can be changed by clicking the triangle ( $\mathbf{\nabla}$ ) in front of each level:

-12 11:32:26 ?		Questionnaire	es Calendar I	Diary
		_	_	_
To be filled in, Working, Validated,	Final, Approved 🛞		Questionnaire #	2 🔻
V 23391475 TESZT AUDI HUNG	-	észvénytársaság (14/5)	2	
🔻 🚞 2019. year (14/5)				
▶ 🧀 06. month (8/2)				
▶ 🧀 01. month (6/3)				

Next to each aggregation level you can see the number of "items/unread items" in parentheses.

To be filled in, Working, Validated, Final, Approved 😣	
Questionnaire	
🔻 🔲 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14	/5)
v 🔁 2019. year (14/5)	
▼ 🗁 06. month (8/2)	
2010 Intrastat kiszállítas (4/0)	
▶ 🗀 2012 Intrastat beérkez <mark></mark> :s (4/2)	
▶ 🔁 01. month (6/3)	

For higher levels, the "Folder" icon and the "Triangle" indicating further breakdown will appear. These are further degradable items:

To be filled in, Working, Validated, Final, Approved 😒	
Questionnaire	
🔻 🔲 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14	/5)
🔻 🚞 2019. year (14/5)	
v 🗁 06. month (8/2)	
▶ 🚞 20 .0 Intrastat kiszállítás (4/0)	
Description 20 1.2 Intrastat beérkezés (4/2)	
▶ 🔁 01. month (6/3)	

The following information appears for the non-degradable tasks in the Task List:

- Questionnaire ID (Respondent/Subject Year/Subject Month/Questionnaire)
- Questionnaire # (document number)
- Status
- Created (added to Task List)
- Modified
- Deadline

Questionnaire	Questionnaire # 2 V	Status	Created	Modified	Deadline
🔻 🔜 23391475 TESZT AUL HUNGARIA Zártkörűen Működő Részvénytársaság (14/5)					
🔻 🚞 2019. year (14/5)					
🔻 🚞 06. month (8/2)					
🔻 🚞 2010 Intrastat kiszállítás (4/0)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
3 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	
• • • • • • • • • • • • • • • • • • • •		- · · · ·			

By default, questionnaires are sorted by "Questionnaire #". Click the arrow next to each column name or the column name itself to change sorting. The clicked column will become the primary sorting condition. Clicking on the arrow next to the column captions will change the sorting order (ascending/descending).

Questionnaire	3▼	Questionnaire #	1 🔻	Status	2▲	Created
🔻 🔜 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (						
🔻 🚞 2019. year (30/5)						
v 🔁 06. month (17/2)						
🔻 📩 2010 Intrastat kiszállítás (8/0)						
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Rész	vénytá	143117-2		To be filled in		11-13-20
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Rész	vénytá	143117-1		Error in KSH		11-06-20:

# Task details

Clicking on a non-degradable task (questionnaire) in "Questionnaires" view in the Task List will display another window containing the details of the selected questionnaire:

23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (30/5)					
🔻 🗁 2019. year (30/5)					
🔻 🚞 06. month (17/2)					
🔻 늘 2010 Intrastat kiszállítás (8/0)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
📔 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	143117-1	Error in KSH	11-06-2018	11-13-2018	07-15-201
3 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-5	Validated	11-15-2018	11-15-2018	
💡 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-4	Accepted by KSH	11-12-2018	11-23-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-3	To be filled in	11-12-2018	11-12-2018	
😨 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-2	Error in KSH	11-12-2018	11-12-2018	
	142710-1	Error in KSH	09-25-2018	11-12-2018	
📽 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142/10-1				
23391475 TESZT AUDI HUNGARIA Zártkörüen Működő Részvénytá     23391475 TESZT AUDI HUNGARIA Zártkörüen Működő Részvénytá     2010 Intrastat kiszállítás	142/10-1 142608-1	To be filled in	09-17-2018	09-17-2018	DLINE: 07-15-2
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá		To be filled in		09-17-2018	DLINE: 07-15-20
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá		To be filled in		09-17-2018	DLINE: 07-15-20
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás		To be filled in		09-17-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás Open Open read-only Export to PDF View error list	142608-1	To be filled in		09-17-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás	142608-1	To be filled in		09-17-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás Open Open read-only Export to PDF View error list Respondent: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Rés	142608-1	To be filled in		09-17-2018	
23391475 TESZT AUDİ HUNGARİA Zártkörüen Müködő Részvénytá 2010 Intrastat kiszállítás Open Open read-only Export to PDF View error list Respondent: 23391475 TESZT AUDİ HUNGARİA Zártkörüen Működő Részve Report unit: 23391475 TESZT AUDİ HUNGARİA Zártkörüen Működő Részve Questionnaire #: 143117-2 Type: Erroneous data supply	142608-1	To be filled in		09-17-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás Open Open read-only Export to PDF View error list Respondent: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvé Questionnaire #: 143117-2 Type: Erroneous data supply Period: 19 / 06. month	142608-1	To be filled in		09-17-2018	DLINE: 07-15-20
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá     2010 Intrastat kiszállítás     Open Open read-only Export to PDF View error list     Respondent: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvé     Report unit: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvé     Questionnaire #: 143117-2     Type: Erroneous data supply     Period: 19 / 06. month     Deadline: 07-15-2019	142608-1	To be filled in		09-17-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá 2010 Intrastat kiszállítás Open Open read-only Export to PDF View error list Respondent: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvé Questionnaire #: 143117-2 Type: Erroneous data supply Period: 19 / 06. month	142608-1	To be filled in		09-17-2018	

# Open for reading

Select a questionnaire on the "Questionnaires" page, then click the "Open read-only" button in the appearing bottom window. The opened "read-only" questionnaire cannot be edited: data cannot be entered/deleted/modified!

🔻 🔜 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (120/17)	
🔻 📩 2019. year (45/5)	
v 🗁 06. month (15/2)	
🔻 🗁 2010 Intrastat kiszállítás (8/0)	
🚊 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1431
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1428
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
😭 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
📓 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1426
2010 Intrastat kiszállítás	

Open read-only Open

Export to PDF

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 

# Open for editing

- Click on a questionnaire in the "Questionnaires" page and then click the "Open" button in the appearing bottom window <u>Or</u>
- Double-click the questionnaire.

10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (120/17)	
<b>v</b> 🔁 2019. year (45/5)	
▼ 🗁 06. month (15/2)	
🔻 🚞 2010 Intrastat kiszállítás (8/0)	
🚊 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1431
🚊 10552821 TESZT Magyar Suzu, Zórtkörűen Működő Részvénytársaság	1428
10552821 TESZT Magyar Suzuki Zártkörüs Double-click!	
I0552821 TESZT Magyar Suzuki Zártkörűen M	
10552821 TESZT Magyar Suzuki Zártkörűen Műkodo Reszvenytarsasag	1427
😭 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
📓 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1426
2010 Intrastat kiszállítás	
Open Open read-only Export to PDF Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársa Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	-

The editable questionnaire will appear. Only one questionnaire can be edited at a time, but multiple "read-only" versions can be opened!

# Viewing multiple questionnaires in parallel

Multiple questionnaires can be opened in parallel (**one for editing and multiple for reading only**).

- 1. Click the 'Questionnaires' tab on the left side of the title bar to return to the Task List; the open questionnaire(s) will not be closed.
- 2. Select a new questionnaire in the Task List and then

#### 3. Click the 'Open read-only' button.

The selected read-only questionnaire will also appear. You can navigate between the open templates by clicking the questionnaire identifying tabs:

Questionna	aires	2010-1	9/06 143113-1	8 0	2010-19/06 14	2837-1	8
	<u> </u>		Hungarian Central Statistical Offi	Data reporting is compulsory based f on the Act CLV of 2016, on Statistics, 24, and 26.§	2010		1
ſ	Go to the "T List"	ask		une month			
	List		Data providers: Surveyed economic units trading with EU Member States	Data reporting is for statistical j Reporting false data, non-response or delaye in legal proceeding.	purposes. ed reporting may result		

#### When you try to open multiple questionnaires for editing, a warning message will appear:

10552821	The 143113-1: templat Open for read only.		s open for editing. You can edit o ck to questionnaire being edited		1
10552821					1
10552821	Warning!				1
3 10552821	TESZT Magyar Suzuki Zártkörűen Működő Részvény	társaság	142706-4	Validated	11-14-201
10552821	TESZT Magyar Suzuki Zártkörűen Működő Részvény	társaság	142720-1	Validated	09-25-20
10552821					
10552821	TESZT Magyar Suzuki Zártkörűen Működő Részvény	társaság	143113-1	To be filled in	11-06-201
🔻 🚞 2010 Intrastat k	kiszállítás (8/0)				
🔻 🚞 06. month (15/2)					
r 🚞 2019. year (45/5)					

# **Editing comments**

Select a questionnaire with status "To be filled in" in the "Questionnaires" page, then click the "Modifying comment" button on the bottom window:

· · · ·	551011 (1001) (100) (100) (100) (100) (100) (100) (100) (100)			
i 10	552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt	142610-1	Working	09-17-
🔻 🚞 2012 In	trastat beérkezés (4/1)			
2010 IIItrasta	ลเ กเรียสแแลร		Mark as unread Arch	live
Open Open	n read-only Export to PDF			
Respondent:	10552821 TESZT Magyar Suzuki Zártkörűen Működő R	lészvénytársaság		
	10552821 TESZT Magyar Suzuki Zártkörűen Működő Rész			
Questionnaire #:	142610-1			
Type:	Data supply request			
Period:	19 / 06. month			
Deadline:				
Last modified:	11-16-2018 14:37			
Negative response:	no			
Comment Comment blank	Modifying	commant		

Enter the text of the comment in the appearing text box:

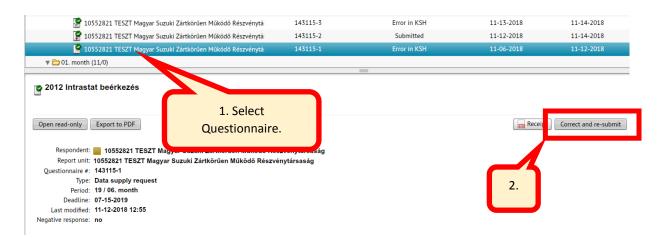
Last modified:	11-10-2010 14:37
Negative response:	no

Comment	Save comment Cancel

By clicking the "Modifying comments" button you can also modify previous comments. After editing, click the "Save Comment" button. Click the "Cancel" button to return to the home page without saving the comment.

## Questionnaire correcting

Click on a questionnaire with "Archived" or "Submitted" on the "Questionnaires" page, and then click on the "Correct and re-submit" button in the bottom window.



While leaving the original (selected) questionnaire unchanged, a copy of it will be added to 'Questionnaires to submit' folder in the Task Listand will be opened for editing.

#### Submitting

You can submit "Validated", "Approved" and "Final" questionnaires directly from the Task List:

Questionnaire	Questionnaire # 2 V	Status	Created	Modified	Deadline
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (50/17)					
r 🚞 2019. year (16/5)					
v 🗁 06. month (10/2)					
🔻 🚞 2010 Intrastat kiszállítás (6/0)					
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	143113-1	To be filled in	11-06-2018	11-06-2018	07-15-2019
🧧 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	142837-1	Validated	10-11-2018	10-16-2018	07-15-2019
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	1/0700	Validated	09-25-2018	10-02-2018	
		Validated	11-14-2018	11-14-2018	
1. Select a Q. (Status = Valida	ated or	To be filled in	11-13-2018	11-13-2018	
I. Select a Q. (Status – Valida		Working	09-17-2018	11-16-2018	
Final or Approved)					
		Archive			VALIDAT
Open Open read-only Export to PDF Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Re		2. Sub	omit		Operations Submit Approve
	/énytársaság				Attach e-signat
Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részv Ouestioppaire #: 142837-1					
Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részv Questionnaire #: 142837-1 Type: Data supply request					Finalize
Questionnaire #: 142837-1					Finalize Unlock

# Downloading and printing questionnaires

Before printing, questionnaires must be converted to PDF. There are several options available for this. Starting from the Task List, you should:

1. Select the questionnaire and in the bottom window click "Export to PDF" button.

🔻 🗁 2012 Intrastat beérkezés (3/0)	
3 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143118-3
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár:	143118-2
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár:	142707-3

# 3 2012 Intrastat beérkezés

Open	Open read-only	Export to PDF	
			1

2. The system will convert it to PDF:

IA Zárti	törűen Működő Részvénytár	142607-2	To be fille
	Download PDF		
A Zárti			Vorkir
IA Zárti	Exp	porting to PDF	e fille
IA Zárti			pe fille
	Finished calculations (100	%)	_
_			
	(	Cancel	unrea
			_

3. You can open the generated PDF directly ("Open" button) or download it ("Download" button):

körűe	Export to PDF	To be
körűe	PDF file is o	completed To be
-	Open Down	load Cancel

Only the generated PDF files allow printing, which means, questionnaires cannot be printed directly from the system.

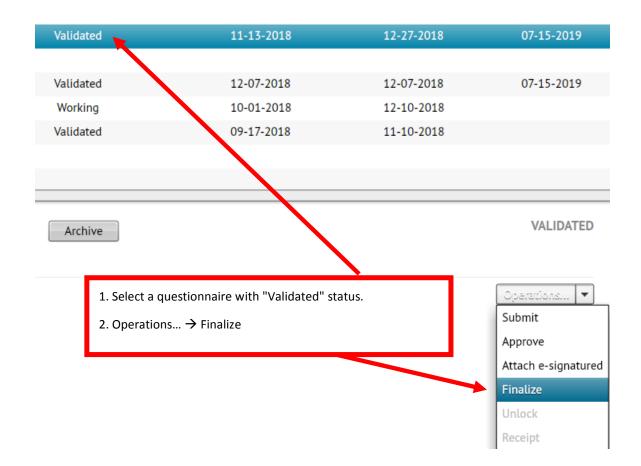
# Finalizing, approving, unlocking questionnaires

Validated flawless questionnaires can be finalized and approved before submission (with proper authorization). IMPORTANT: the use of the above mentioned functions is not necessary, questionnaires can be submitted without them by default (system finalizes and approves questionnaires automatically when submitting).

#### **Finalizing questionnaires**

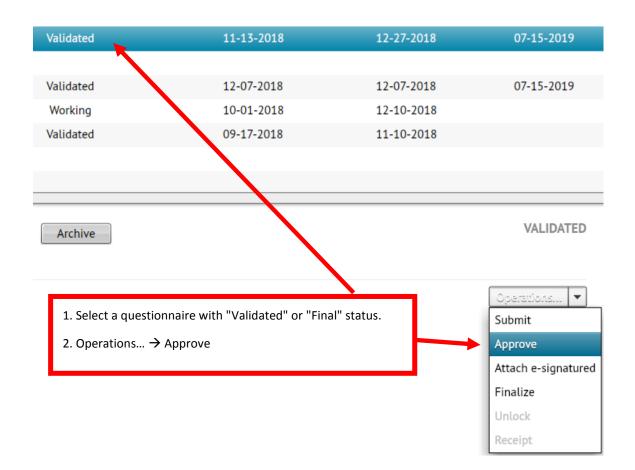
Questionnaires (only!) with "Validated" status can be finalized. Finalized questionnaires can no longer be modified.

Select a questionnaire with "Validated" status in the Task List, then in the bottom window select "Finalize" in the "Operations" menu. The status of the selected questionnaire will change to "Final".



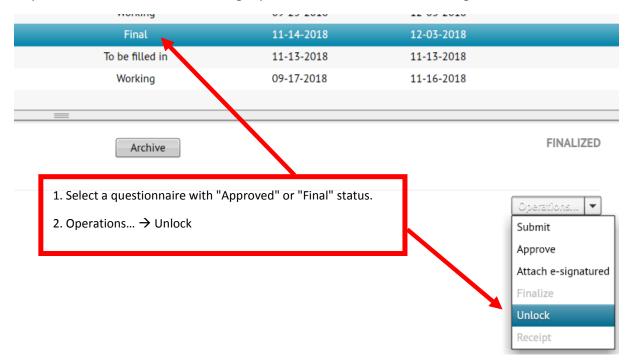
#### **Approving questionnaires**

Select a questionnaire with at least "Validated" status, then in the bottom window select "Approve" in the "Operations" menu.



## **Unlocking questionnaires**

Questionnaires with "Approved" or "Final" status can be unlocked by clicking "Unlock" in the "Operations" menu. This will change questionnaire status to "Working".



This will change questionnaire status to "Working".

The unlocked questionnaire can be opened again for editing. (However, unlocked questionnaires cannot be submitted directly from the Task List, they have to be validated again before submission!)

## Archiving questionnaires

#### Archiving a single questionnaire

Questionnaires not needed anymore (e.g. false ask for correction) can be delated from the Task List by archiving. IMPORTANT: questionnaires cannot be physically deleted in KSH-ELEKTRA system, which means, archived questionnaires can be restored and edited by ask for correction any time.

For archiving select a questionnaire with "To be filled in" status in the Task List, the click "Archive" in the bottom window.

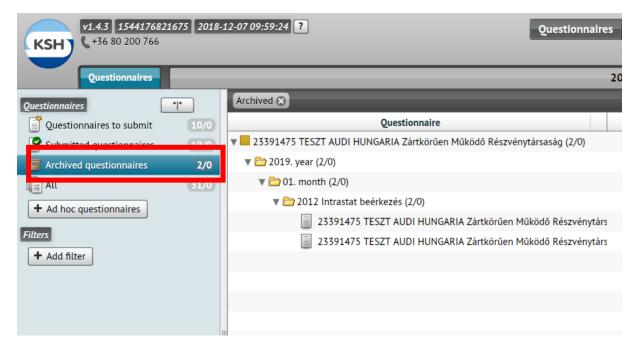
Questionnaires with "Submitted" and "Archive" status cannot be archived!

🔻 🚞 2010 Intrastat kiszállítás (6/0)			
🚊 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt:	143113-1	To be filled in	11
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényta	142837-1	Working	10
📄 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényta	142720-1	Working	09
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényta	142706-4	Final	11
🚦 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényta	142706-3	To be filled in	11
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényta	142610-1	Working	09
🔻 🚞 2012 Intrastat beérkezés (4/2)			
2010 Intrastat kiszállítás	Mark as unread Archive		

Text comment (explanation) is needed for the operation. After entering the comment, click the "Archive" button. By pressing the "Cancel" button the program will return to the initial screen without executing the command.

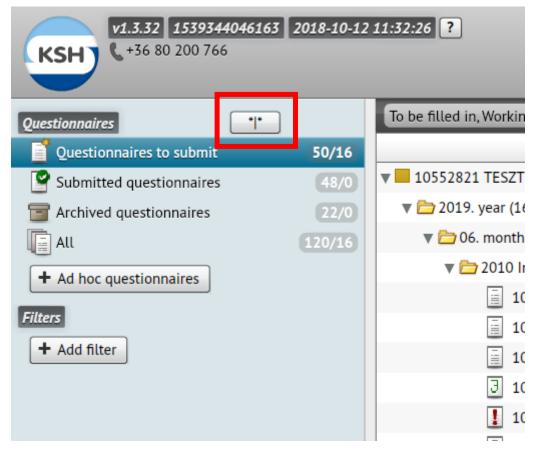
A(z) 2010 Intrastat kiszál	ítás feladat archválása	×
Reason description:		
	Archive Cancel	

After this operation, the selected questionnaire will get "Archived" status and being moved to "Archived questionnaires" folder:



#### Group archiving of questionnaires

To archive several questionnaires at once, click the "\*I\*" button at the top of the left menu.



The Task List will be rendered tabular (the default grouped view will disappear) and "\*\*\*" will appear on the button. (You can exit group archiving return to the Task List by clicking this button again.)

1. Selecting a single item, the program will shows the questionnaire details by default. Clicking the "Archive" button will proceed the operation as described in the previous section.

To be filled in, Working, Validated, Final, Approved 😒					
*Adatszolgáltató - ÉV - HO OSAP - Adatbenyújtó	Questionnaire # 2▼	Status			
10552821 - 19 - 06 - 2012 - 10552821	143115-4	To be filled in			
10552821 - 19 - 01 - 2012 - 10552821	143114-1	To be filled in			
10552821 - 19 - 06 - 2010 - 10552821	143113-1	To be filled in			
10552821 - 19 - 06 - 2012 - 10552821	142839-1	To be filled in			
10552821 - 19 - 01 - 2012 - 10552821	142838-1	To be filled in			
10552821 - 19 - 06 - 2010 - 10552821	142837-1	Working			
10552821 - 19 - 06 - 2012 - 10552821	142722-1	To be filled in			
10552821 - 19 - 01 - 2012 - 10552821	142721-1	To be filled in			
10552821 - 19 - 06 - 2010 - 10552821	142720-1	Working			
10552821 - 19 - 06 - 2010 - 10552821	142706-4	Final			
10552821 - 19 - 06 - 2010 - 10552821	142706-3	To be filled in			
2012 Intrastat beérkezés Mark as unre					
Open Copen read-only Export to PDF View error list					
Respondent: 📕 10552821 TESZT Magyar Suzuki Zártkörűen Műl Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működ					

2. Selecting 2 or more questionnaires while holding CTRL or SHIFT will enable group archiving:

*Adatszolgáltató - ÉV - HO OSAP - Adatbenyújtó	Questionnair
10552821 - 19 - 06 - 2012 - 10552821	143115-
10552821 - 19 - 01 - 2012 - 10552821	143114
☐ 10552821 - 19 - 06 - 2010 - 10552821	143113-
☐ 10552821 - 19 - 06 - 2012 - 10552821	142839
☐ 10552821 - 19 - 01 - 2012 - 10552821	142838
10552821 - 19 - 06 - 2010 - 10552821	142837-
10552821 - 19 - 06 - 2012 - 10552821	142722-
☐ 10552821 - 19 - 01 - 2012 - 10552821	142721
10552821 - 19 - 06 - 2010 - 10552821	142720-
J 10552821 - 19 - 06 - 2010 - 10552821	142706-
10552821 - 19 - 06 - 2010 - 10552821	142706-
10552821 - 19 - 01 - 2010 - 10552821	142705-
J 10552821 - 19 - 01 - 2010 - 10552821	142705-
10552821 - 19 - 06 - 2012 - 10552821	142612-
10552821 - 19 - 01 - 2012 - 10552821	142611-
10552821 - 19 - 06 - 2010 - 10552821	142610-



Archiválás

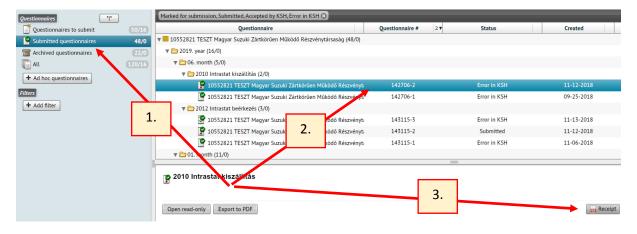
However, text comment (explanation) is also needed for the operation:

Csoportos archiválás2 db.	feladat	×
Reason description:		
	Archive Cancel	

# **Checking and printing of Receipts**

The KSH-ELEKTRA system can generate receipts verifying the arrival/reception of submitted questionnaires. These receipts can be checked, downloaded and printed.

In the "Questionnaires" view: select a questionnaire (2) from the folder "Submitted questionnaires" (1), then press the "Receipt" button in the bottom window (3):



The receipt must be saved in PDF format first:

Hely:	I ELEKTRA	éles teszt	▼ G 💋	▶		
æ.	Név	^		Módosítás dátuma	Típus	
	ELEKTRA	_2010_tj_adatgyujt_2018.doc		2018.11.15. 11:05	Microsoft Wor	
.egutóbbi helyek	ELEKTRA	_2012_tj_adatgyujt_2018.doc		2018.11.15. 11:05	Microsoft Wor	
	ELEKTRA	_xxxx_tj_adatgyujt_2018.doc		2018.11.15. 7:34	Microsoft Wor	
Asztal	ELEKTRA	_xxxx_tj_szakstat_2018.doc		2012.06.25. 9:12	Microsoft Wor	
	ELEKTRA-	-OSAP-teszt_20181107.doc		2018.11.07. 16:35	Microsoft Wor	
	🛃 Ellenőrzé	si szabályok2010.pdf		2018.11.13. 8:29	Adobe Acroba	
Könyvtárak	🛃 Ellenőrzé	si szabályok2010_angol.pdf		2018.11.15. 10:10	Adobe Acroba	
	🛃 Ellenőrzé	si szabályok2012.pdf		2018.11.13. 9:21	Adobe Acroba	
KPC033	Észrevéte	lek_Adatgy.docx		2018.11.15. 11:03	Microsoft Wor	
Hálózat	ifelj_2018	1107.doc		2018.11.09. 8:36	Microsoft Wor	
	•	Ш			,	
	Fájlnév:	nyugta_142706-2.pdf		•	Mentés	
	Fájl típusa:	fájl típusa: All Files (*.*) ▼				
arning: This file m	av be an executal	ble program or contain malicious content,	use caution be	fore saving or opening.		

The saved receipt can be opened and printed.

# 5. Filling in questionnaires

Opening a questionnaire for editing will allow adding or modifying data (so the questionnaire can be filled in) and, when completing the questionnaire, the submission to the HCSO.

The top menu bar of questionnaires opened for editing looks like this:

Back	🔻 Next 🔍 🔍 🥥 📮 📊 Ex	port/Import 👻 Save	Operations 👻	Negative response	Submit	Close
	Контрания Central Statistical Offic	Data reporting is compulsory base on the Act CLV. of 2016. on Statistics, 24. and 26. §	ed Registration number.	:		
	INTRASTAT	DISPATCHES				
	2019. <mark>Ju</mark>	ne month				
		P-4				

The function of each button is the following:

**1. Back, Next**: Moving between the chapters of the questionnaire. However, moving between chapters is also possible using the drop down window between these two buttons:

Next 🔍 🔍 🥏 📮 🔤 Expo	Back Előlap 🔫
	Előlap
Ingarian Central Statistical Office	Kiszállítás
inganan central statistical onice	Összesen
INTRASTAT DI	
2019. June rs: Surveyed economic units trading with EU	
15	Member State



3. Questionnaire validating (running built-in control rules)

Finding any error during the validation, this icon will change to a red exclamation point:

	🔻 Next 🔍 🔍 📑 👼 Exi	oort/Import	Ŧ	Save	Operations 👻 🚺
		Data reporting	ı is c	ompulsory bas	ed Registration number:
<s< th=""><th>View error list</th><th>_</th><th></th><th>_</th><th>_ × )</th></s<>	View error list	_		_	_ × )
L	*Kérdőiv ellenőrzési hibái (1)				
	1 In case if you have no reporting data needed with a reason specification by code.				

This indicates that the questionnaire is still incorrect so cannot be submitted. When correcting the indicated errors and running validation again, the icon will change to "green check" again.

4. However, it may happen that the internal validation processes of HCSO finds errors in the submitted questionnaire. In this case, the erroneous questionnaire will be returned to the Task List in the folder "Questionnaires to submit" and a red exclamation mark will warn you that the questionnaire needs correction:



In this case, another icon is added to the top menu bar currently being discussed:



Click this icon to see the Error list received from the HCSO:

	Next      Q      Q      Q      P      Image: Export/Import ▼ Save Operation     Data reporting is compulsory based on the Act CLV. of 2016. on     Pregistration     The export of the exponent of th						
	Errors received from HCSO (24) Validation errors of questionnaire						
	1       Tétel sorszám:00001: A Mennyiség (kiegészítő       Severity: 3         mértékegységben) és Nettó tömeg közül csak az egyiket       kell megadni! /Either quantity or net mass should be         given, only one of them.						
a nt	2 Tétel sorszám:00003: A Mennyiség (kiegészítő Severity: 3 mértékegységben) és Nettó tömeg közül csak az egyiket kell megadni! /Either quantity or net mass should be given, only one of them.						
a is 3/	3 Tétel sorszám:00007: A Statisztikai érték mezőt nem kell kitölteni./ The field of Statistical value should not						

**5.** Viewing/downloading built-in control rules

Ellenőrzé	si szabályok	×	
1.	In case if you have no reporting data, a negative answer is needed with a reason specification by choosing the right code.		
2.	The gap regarding the name of executive can not be unfilled		
3.	The gap regarding the status of executive can not be unfilled		
4.	The gap regarding the email address of executive can not be unfilled		
5.	The gap regarding the email address of executive is incorrect!		
6.	The gap regarding the name of contact person can not be unfilled		
7.	The gap regarding the phone number of contact person can not be unfilled	Н	
8.	The email address the contact person can not be unfilled		
9.	The email address the contact person is incorrect!		
10. REPEATED ITEM! Several items with the same commodity cod nature of transaction, member state of destination, country of and Partner ID must be added into one single item!			
11.	This CN code is no longer valid! Please correct to the valid code of the current year.		
12.	REPEATED ITEM! Several items with the same Serial number must be added into one single item!	•	
Save a	s CSV Save as PDF Close		

- **6.** Exporting the questionnaire to PDF
- Export/Import... 
   Export/Import... 
   Importing data to the questionnaire from an external file or exporting the questionnaire data to an external file (see below). The drop-down menu bar contains the following items:

Export/Import... 
Import from Data XML
Import from CSV
Export to Data XML
Download CSV template
Export to PDF
Export to CSV

8. Save : Saving questionnaire data (you should use it as often as possible when filling, especially by slow/weak internet connection!)

Saved successfully.								
Save succeeded. If you have finished filling the questionnaire, you will find the "Submit" function in the "Operations" menu.								
9. Operations. Approve, Fina		••••••		able questio	nnaire opera	ations (Subn	nit,	

Operations	-	N
Submit		
Approve		
Attach e-signa	ture	d
Finalize		
Unlock		
Receipt		

- 10. Negative response : Submitting negative response to the opened questionnaire
  - (see later)
- **11.** Submit : Submitting the current questionnaire. IMPORTANT: Clicking on the button will run first the built-in control algorithms. Submission can be continued only if these control algorithms find no error. Otherwise, an Error list will appear and the questionnaire status will remain "Working" (i.e. the questionnaire will NOT be submitted at this time).
- **12.** Close I: Closing the questionnaire and returning to the Task List. Pressing this button, the system will ask for confirmation:

Warning	
Are you sure you want to clos	e questionnaire being edited?
Yes	Cancel

**IMPORTANT:** The questionnaire data will not be saved automatically! You should use the "Close" function carefully. Make sure before closing the questionnaire that you saved the entered data by clicking on the "Save" button, otherwise these data might be lost!

#### Entering approver data

Data of approver									
Name:	Status:	Phone Number	E-mail:						
Jóváhagyó Béla	vezető	1/111-1111	jovahagyo@ksh.hu						
Data of declarer									
Name:	Status:	Phone Number	: E-mail:						
zvk		1/222-2222	kit@ksh.hu						
	Oth	er notes:							
Time spent on filling in t	he questionnaire	: n	inute(s)						

Please fill in and check the contact information fields on the first page of the questionnaire! These fields must be filled out in case of negative response as well!

The time spent on completing the questionnaire should be given at least once a year!

# Filling in the chapters of the questionnaire

IMPORTANT: The sections presented hereinafter are specifically based on Intrastat reports. The operation of other questionnaires might be different.

פוח	PATCHES									
. 013	AICHES									
Serial number:	Commodity code:	Commodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (HUF):	Statistical value (HUF):	Partner tax ID number:
а	b	с	d	e	f	g	h	i	j	k
00001										
00002		C	2							
00003										

# Adding or deleting rows

By default, the questionnaire offers 3 rows to fill in. Adding new rows is possible with the "+" sign next to the questionnaire (the sign is visible only by an active row, so if you have clicked on any cell!):

Bac	k Kiszállítás			▼ Next	Q Q 📘	Export/l	mport 👻 Save	e Operations 🔻
1. DI	SPATCH	IES						
Serial number:	Commodity	code:	Commodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:
а	b		с	d	e	f	g	h
+ 🛞 00001		Q						
Add multiple r	ows							
00003								
			Α	dding FUR	HER ROWS:	click into the c	hart, then on the	blue plus sign.

Delete row by using the "-" sign:

# IMPORTANT: The system will not request confirmation for deletion, but will remove the selected rows immediately!

Back	Kiszállítás	▼	Next	Q Q 📘	🗸 📠 E>
1. DIS	PATCHES				
Serial number:	Commodity code:	Commodity description:	Nature of transaction	Member State of destination:	Country of o
а	b	с	d	e	f
00001					
00002	Q				
00003					
		Addii	ng FURT	HER ROWS:	click into f

# Adding or deleting new pages

One page can contain 25 rows at most. Trying to add new rows after reaching this limit will result in an error message:

nodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (F
c	d	0	f	g	h	1
Figyelme	ztetés					
		Maximum 2	5 sor szerepelhet a	az ismétlődésben!		
			OK			
_						

In this case you should add a new page to extend the questionnaire. You can request a new page (pages) by clicking on the "+" sign in the bottom or top right corner of the questionnaire:

Adding	further	pages: click t	o the plus sign	above or below	on the right side.			
							+ 1-	
								ultiple repeat of chapter

New pages contain also 3 rows by default, which can be extended as described above:

										+ 11/2
פוס	PATCHES									
			Netwo of							
Serial number:	Commodity code:	Commodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (HUF):	Statistical value (HUF):	Partner tax ID number:
а	b	c	d	e	f	g	h	I	J	k
00026										
00027										
00028										
						hart, then on the				

You can delete the entire page by clicking on the "-" sign in the bottom or top right corner of the questionnaire. <u>IMPORTANT: The system will not request confirmation for deletion, but</u> will remove the selected page immediately!

.3-1							
Save	Operations	-	Negative response	Submit	Close		
					+	1	

et mass	Quantity in supplementary units:	Invoiced amount (HUF):	Statistical value (HUF):	Partner tax ID number:
	h	i	j	k

# **Choosing from value lists**

Selecting a field that contains a value list (code list), you can display the code selection screen by clicking on the "magnifying glass" icon next to the field:

	Back	▼ Next	Q. [		
		PATCHES		Nature of	Mem
	Serial number:	Commodity code:	Commodity description:	transaction	de
L	а	b	с	d	
8	00001	Q			
Γ	00002				
	00003				
	00004				
	00005				

The "Code table items" screen will appear showing the list of possible values for the selected field. Select the appropriate code from the list and press the "Paste code" button.

Code table items		×
Q 31		
Search in		,
Code	<b>•</b>	
Search mode		
$\odot$ In prefix $\bigcirc$ In full text		
Code	Name (1)	Name (2)
31010000	Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products (excl. those in pellet or similar forms, or in packages with a	▲ KGM - Kilogramm
Export code-table to CSV		Paste code Cancel

Clicking the "Cancel" button, the application will return to the "Questionnaire Filling" screen without executing the command.

You can also filter the code table by code or name:

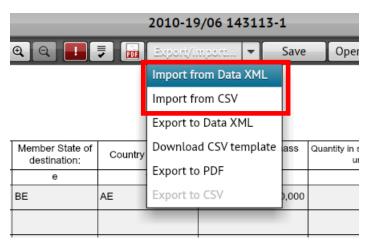
Code table items		×
Q 31		
Search in		
Code	-	
Search mode		
● In prefix ○ In full text		
Code	Name (1)	Name (2)
31010000	Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products (excl. those in pellet or similar forms, or in packages with a	KGM - Kilogramm
Export code-table to CSV		Paste code Cancel

Code table items			×
Q 31			
Search in			
Code	-		
s Code			
Name (1)			
Q 31 Search in Code S Code		Name (2)	
Name (3)	table		
31010000	retuisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products (excl. those in pellet or similar forms, or in packages with a	KGM - Kilogramm	
•			•
Export code-table to CSV		Paste code	Cancel

## Importing data from external file

Data can be recorded not only manually, but can also be imported from an external file to the questionnaire. Data importation from external file works only by questionnaires opened for editing!

1. Click the "Export/Import" button on the "Questionnaire Filling" screen:



2. Select the file to import from the appearing File Explorer window.

🥭 Select file to up	load by elektrateszt.ksh.hu		X
Hely:	📜 ÚJTESZT_20190925 💽 🕑 🕼	⊅ 📂 🖽 ד	
œ.	Név	Módosítás dátuma	Típus
	adat_2010_19_0_10552821.csv	2018.12.03. 14:09	A Microsoft Exc
Legutóbbi helyek	adat_2012_19_0_23391475-500SOR-HIBATLAN.csv	2018.11.13. 9:28	A Microsoft Exc
	adat_2012_19_0_23391475.csv	2018.11.13. 9:19	A Microsoft Exc
Asztal	adat_2010_19_0_12342659.csv	2018.11.13. 7:23	A Microsoft Exc
	adat_2010_19_0_10552821-1000SOR-HIBATLAN.csv	2018.11.09. 11:42	A Microsoft Exc
	adat_2010_19_0_10552821-500SOR-HIBATLAN.csv	2018.11.09. 10:42	A Microsoft Exc
Könyvtárak	adat_2010_19_0.csv	2018.11.09. 10:27	A Microsoft Exc
	hibalista_142720-1.csv	2018.10.02. 8:47	A Microsoft Exc
KPC033	🔊 ellenőrzés2010-19.csv	2018.10.02. 7:58	A Microsoft Exc
KFC055	adat_2010_19_0_10484878-v2.csv	2018.09.25. 13:51	A Microsoft Exc
	adat_2010_19_0_10552821-500SOR.csv	2018.09.25. 11:01	A Microsoft Exc
Hálózat	adat_2010_19_0_10552821-100SOR.csv	2018.09.25. 10:58	A Microsoft Exc
	adat_2010_19_0_10552821-20SOR.csv	2018.09.25. 8:30	A Microsoft Exc
	adat_2010_19_0_10552821-10SOR.csv	2018.09.25. 8:24	A Microsoft Exc
	adat_2012_19_0_MINTA.csv	2018.09.20. 21:10	A Microsoft Exc
	adat_2010_19_0_10625790-v2MINTA.csv	2018.09.14. 12:31	A Microsoft Exc
	•		•
	Fájlnév: adat_2012_19_0_23391475.csv	•	Megnyitás
	Fájltípus: KSH kérdőív adat CSV	<b>•</b>	Mégse

The system will read the selected file and use the data contained therein to fill in the appropriate cells of the questionnaire. If the questionnaire was already being filled or was defective before importing, previously entered data will be lost during importing, because **the system will overwrite each editable cell.** 

3. You can follow the importing process on the screen:

2019. January month					
Data providers: Surveyed economic units trading with EU       Data reporting is for statistical purposes.         Member States       Reporting false data, non-response or delayed reporting may result in legal proceeding.					
Data provision is enforced by the Act on Statistics according to its implementing rule regulating annually the National Statistical Data Collection Programme considering Commission Regulations 91/2010/EU, 222/2009/EK, 1982/2004/EK, 1093/2013/EU, 1915/2005/EK, 638/2004/EK, 96/2010/EU and 659/2014/EU.					
VAT number:       23391475       Main statistical activity:       2910       County:       08         Name:       TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság         Adress:       9027       Győr,Audi Hungária út 1.					
Deadline: 2019.02.15					
Way of submission:       through HCSO's ELEKTRA system <u>http://elektra.ksh.hu</u> contact:       www.ksh.hu → Adatszolgáltatóinknak → Nyomtatványok → Munkatársak elérhetőségei         About the questionnaire you can ask our colleagues by phone or via e-mail:					
or you can contact our HCSO's Phone Number:+36 80 200 766 ELEKTRA helpdesk homepage: <u>http://elektra.ksh.hu</u>					
Data of approver       Updating nomenclature groups					

4. If the importation fails due to any error, the system will display a notification of the failed import:

ge of <= 60 V (excl. relays, push- rotary switches)	11	RO	RO	27,000	27,00
mats, of vulcanised rubber (excl. hamfered sides, rounded corne		RO	BG	5 788,000	5 788,00
ge of <= 60 V (excl. relays, push- rotary switches)	11	BG	RO	8,000	8,00

Data you tried to import do not belong to this questionnaire. Please check and retry. OSAP:2012 OSAPImport:2012 Tárgyév:19 Tárgyévimport:19 KSH törzsszám:23391475 KSH törzsszám import:23391475 Tárgyhó:01 Tárgyhó import:1 📋 🗙 Beszámolási egység:23391475 Beszámolási egység import:23391475 Beszámolási részegység: Beszámolási részegység import:

For more detailed rules of importing questionnaire data, please visit our website:

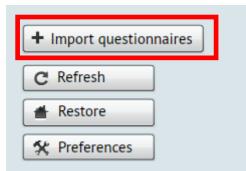
http://www.ksh.hu/intrastat\_eng

If you have any questions or concerns regarding data upload, please send an email to <u>elektra@ksh.hu</u>.

### Group importing of questionnaires

It is also possible to import more than one file at the same time. However, this feature is not only useful if you want to import more files at the same time (so you want to add the data of more questionnaires into the system), but even if you want to import a lot of data to 1 questionnaire. The use of this feature offers the fastest way for this.

1. To start the so-called group importation, press the"+ Import questionnaires" button on the left menu bar in the Task list:



2. The "Group import of questionnaires" window will appear, where click the "+Add files" button:

Submitted questionnaires 48/0 🔻 10552821 TESZT Magyar Suzuki Zártkörüen Működő Részvénytársaság (50/16)	
The Archived questionnaires (22/0) The Control of Section 2019. year (16/4) Group import of guestionnaires	×
Image: All         120/16         ▼ □ 06. month (10/1)         Group import of questionnaires	
📃 10552821 TESZT Magy	
Filters 10552821 TESZT Magy	
+ Add filter 10552821 TESZT Magy	
3 10552821 TESZT Magy	
1 10552821 TESZT Magy	ii
📕 10552821 TESZT Magy	
🔻 🔁 2012 Intrastat beérkezés (4/	
Open Open read-only Exp	
Respondent: 🔤 10552821 TES	
Report unit: 10552821 TES2T	
Questionnaire #: 142610-1 + Add files	
Type: Data supply re u Period: 19 / 06. month	t Cancel
Deadline:	
Last modified: 11-16-2018 14:37	
+ Import questionnaires Negative response: no	
C Refresh Comment Cancel	
Restore	
* Preferences	

3. Then select the file(s) to import:

Hely:	🗼 ELEKTRA_Teszt 💌	🧿 🏂 📂 🛄 <del>-</del>				
æ.	Név	Módosítás dátuma	Típus			
	Kodtabla-K120-B_18.csv	2018.12.19. 6:56	A Microsoft E			
gutóbbi helyek	adat_2010_19_ksh-jav.csv	2018.12.12. 11:17	A Microsoft [			
	adat_2010_19_ksh.csv	2018.12.11. 12:07	A Microsoft [			
Asztal	adat_2010_19_0_10552821Suzuki1000SorNI.csv	2018.09.24. 8:43	A Microsoft [			
	adat_2010_19_0_10552821Suzuki1000Sor.csv	2018.09.24. 7:41	A Microsoft [			
	adat_2010_19_0_10552821Suzuki800Sor.csv	2018.09.24. 7:36	A Microsoft [			
Könyvtárak	adat_2010_19_0_10552821Suzuki500Sor.csv	2018.09.24. 7:29	A Microsoft [			
	adat_2010_19_0_10552821Marcitól2.csv	2018.09.20. 15:08	A Microsoft [			
KPC033	adat_2010_19_0_10552821Marcitól.csv	2018.09.20. 14:24	A Microsoft [			
	adat_2012_19_10552821 SUZUKI.csv	2018.09.20. 9:27	A Microsoft [			
	adat_2010_19_0.csv	2018.09.19. 14:16	A Microsoft [			
Hálózat	adat_2010_19_10552821.csv	2018.09.19. 14:04	A Microsoft [			
	adat_blugy_01_10552821_Suzuki másolata.csv	2018.09.19. 14:04	A Microsoft [			
	hibalista_142585-4.csv	2018.09.17. 10:53	A Microsoft [			
	hibalista_142585-3.csv	2018.09.17. 10:32	A Microsoft [			
	adat_2010_19_0_10625790-UgyanazokASorok2.csv	2018.09.17. 10:10	A Microsoft [			
	adat_2010_19_0_10625790-UgyanazokASorok.csv	2018.09.17. 10:08	A Microsoft [			
	< III		•			
	Fájlnév:	•	Megnyitás			
	Fájltípus: KSH kérdőív adat CSV	<b>-</b>	Mégse			
	KSH kérdőív adat XML					
	KSH kérdőív adat CSV					
	233914	75 TESZT AUDI HUNG				
	233914	23391475 TESZT AUDI HUNG				
	233914	23391475 TESZT AUDI HUNG				
🔻 🗁 2012 Intrastat beérkezés (3/0)						
3 23391475 TESZT AUDI HUNG						

3.1. In the "File Type" drop-down menu, select whether you want to import files in XML or CSV format.

3.2. Locate the files to import and select them.

3.3. Finally, click the "Open" button to add them to the list of files to import.

3.4. Clicking the "Cancel" button will exit the window without selecting any file.

**IMPORTANT**: The standard filename convention used for group questionnaire import is the following:

data\_[OSAP\_number\_4\_digits]\_[year\_of\_data\_collection\_2\_digits]\_[OSAP release]\_[individual\_client\_identification\_number,\_which\_is\_not\_allowed\_to\_contain underscore\_character].xml

For example: data\_1040\_12\_0\_12345678.xml

4. You can import selected CSV or XML files by clicking on the "Import" button.

Group import of questionnaires	×
adat_2012_19_0_23391475-500SOR-HIBATLAN.csv - si	ze: 26.75 kB Delete
+ Add files	Import Cancel

5. Pressing the "Import" button - if the files selected for group importation are correct - will display the following screen:

	Group import of questionnaires ×
5/ 5/	The group import will run in the background. You will receive a message about the results to your mail box.
5/	
5/	
i/ i/	
P	
л	Save log Cancel OK

The system will scan the selected files, and search for questionnaires to be filled in with the imported data in the Task List.

If the questionnaire was already being filled before importing, **previously entered data will be lost during importing, because the system will overwrite each editable cell**. You can interrupt the group importing process any time by pressing the "Interrupt" button. The system will finish the completion of the questionnaire being currently imported and then will interrupt the process.

Finishing the importation, the system will run the checks on the questionnaires. The system will automatically finish, approve and submit every flawless imported questionnaire. Imported questionnaires will get "Submitted" status.

Other information:

- Files to be imported with lack of questionnaire identification data or containing this data in an inappropriate format, will generate an error message on import failure of the selected files.
- Files to be imported with questionnaire identification data related to
  - o questionnaires not listed in the Task List of the user or
  - questionnaires in the Task List which status is neither "To be filled in" nor "Working" nor "Validated",

will generate an error message on importation of the selected files.

• Questionnaires being found defective during post-importing checks will not be approved and submitted. However, every other flawless file in the group importation will be submitted independently.

#### You will receive a message about the results of group importation in the Mailbox!

## Questionnaire checking

Click the **Submit** icon to check the questionnaire. If the checking found no errors, you can submit the questionnaire (close the "Error list" checkbox with the "Close" button and then submit the questionnaire with the "Submit" button)

		2010-19/06 14	4311	13-1		
▼ Next @ Q @	2 🗦 📠	Export/Import	T	Save	Operations	-
View error list					_ ×	
*Kérdőiv ellenőrzési hib	ái					/ Inv
	*Nincsene	ek ellenőrzési hibák	1			

If the check finds an error, the icon will change to: I and the checkbox with Error list will appear:

					_
→ Next 🔍 C	Export/Im	nport 🔫	Save	Operations	

View error list _	×
*Kérdőiv ellenőrzési hibái (1)	ł
Chapter 1, row 1, item 00001, column i: Missing Invoice Go to	
C Rerun validations Save as CSV Save as PDF Close	

#### In this case, the questionnaire cannot be submitted!

Save as PDF buttons).

Save as CSV

1. F	ix the	errors	(using	Go	to	butto	n, you	can s	skip to	the wro	ong field).		
						icon o checks a		s the	C	Rerun v	validations b	outton a	t the
3.	You	can	also	save	the	error	list	to	your	own	computer	(with	the

#### Justifiable errors

Some of the items in the error list need not be corrected, but you can justify them. These are the so-called justifiable errors, which are often not errors, but, for example, significant changes compared to earlier periods for which the HCSO requests a short text explanation.

To specify the explanation, click on the "Explain" button that will appear next to the justifiable error in the "Error List" checkbox and then enter the explanation in the text input field below the error.

View error list	_ ×
Validation errors of questionnaire (1)	
<ul> <li>In chapter Total, the Total value (32856082) is extremely low compared to the previous period.</li> <li>Please check the monthly trade value! If you do not find any error, please explain the reason of the extremely low value!</li> </ul>	Go to Explain
C Rerun validations Save as CSV Save as PDF	Close

Pressing the "Cancel comment" button will delete the explanation and will return to the "Error List" checkbox.

View error list	- ×
Validation errors of questionnaire (1)	
<ul> <li>In chapter Total, the Total value (32856082) is extremely low compared to the previous period.</li> <li>Please check the monthly trade value! If you do not find any error, please explain the reason of the extremely low value!</li> </ul>	
Reason text: In this period	
C Rerun validations Save as CSV Save as PDF Cl	ose

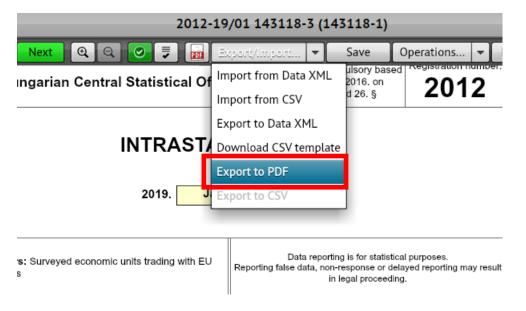
After entering the text, you need to navigate away from the text input field. The given error will become "justified" in the Error list.

View error list	_ ×
Validation err	ors of questionnaire (1)
low cor Please	oter Total, the Total value (32856082) is extremely mpared to the previous period. check the monthly trade value! If you do not find or, please explain the reason of the extremely low
Reason text:	data is correct
	Questionnaire validated, submittable
C Rerun validat	tions Save as CSV Save as PDF Close

# Downloading and printing questionnaires

### PDF

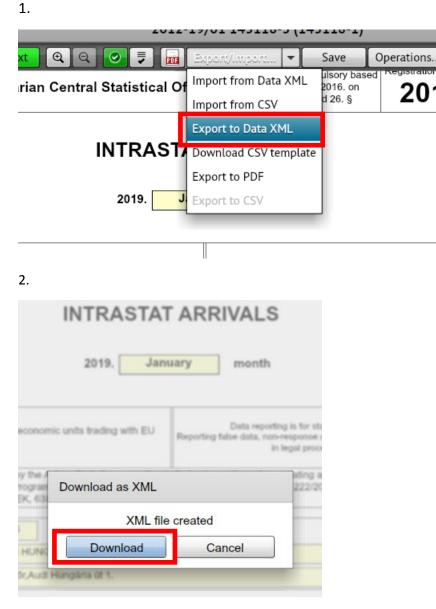
You can also convert the opened questionnaire to PDF:



Its steps are the same as those described above in the Task List.

## XML

You can also export questionnaire data to XML. You can export the data of questionnaires opened for editing or reading to XML on the "Questionnaire Filling" screen. To do this, click on the "Export/Import" button and then select the "Export to Data XML" link in the appearing drop-down menu. The system will generate a file containing the current state of the questionnaire.



3. Select where to save the XML file:

NévMódosítás dátumaTipusgutóbbi helyek	
gutóbbi helyek       adat_2012_19_0_23391475-500SOR-HIBATLAN.csv       2018.11.13. 9:28       A Microsc         Asztal       adat_2010_19_0_23391475.csv       2018.11.13. 9:19       A Microsc         Asztal       adat_2010_19_0_12342659.csv       2018.11.13. 7:23       A Microsc         Microsc       adat_2010_19_0_10552821-1000SOR-HIBATLAN.csv       2018.11.09. 11:42       A Microsc         Könyvtárak       adat_2010_19_0_0.0552821-500SOR-HIBATLAN.csv       2018.11.09. 10:42       A Microsc         Könyvtárak       adat_2010_19_0.csv       2018.11.09. 10:42       A Microsc         Microsc       adat_2010_19_0.csv       2018.11.09. 10:42       A Microsc         Microsc       adat_2010_19_0.csv       2018.10.09. 6:58       Microsc         Microsc       adat_2010_19_0_10484878-v2.csv       2018.10.02. 8:47       A Microsc         Miellenőrzés2010-19.csv       2018.00.27.58       A Microsc       A Microsc         Miellenőrzés2010-19_0_10484878-v2.csv       2018.00.27.58       A Microsc         Miadat_2010_19_0_10552821-500SOR.csv       2018.09.25. 13:51       A Microsc         Miadat_2010_19_0_10552821-100SOR.csv       2018.09.25. 10:58       A Microsc         Microsc       A dat_2010_19_0_10552821-100SOR.csv       2018.09.25. 10:58       A Microsc         Microsc       A A	<u> </u>
Asztal       Asztal	ft E anyol
Asztal	ft E
Könyvtárak	ft E es
Könyvtárak	ft E
Könyvtárak          ⓐ adat_2010_19_0.csv           2018.11.09.10:27           A Microsoft             [ellenőrzés2010-19.xlsx           2018.10.09.6:58           Microsoft             [kpC033           [ellenőrzés2010-19.xlsx           2018.10.02.8:47           A Microsoft             [kpC033           [ellenőrzés2010-19.csv           2018.10.02.7:58           A Microsoft             [ellenőrzés2010-19_csv           2018.10.02.7:58           A Microsoft             [ellenőrzés2010-19_0_10484878-v2.csv           2018.09.25.13:51           A Microsoft             [ellenőrzés2010_19_0_10552821-500SOR.csv           2018.09.25.11:01           A Microsoft             [adat_2010_19_0_10552821-100SOR.csv           2018.09.25.9:15           Microsoft             [adat_2010_19_0_143118-31xml           [ll           [ll             Fájlnév:           [adat_2012_19_0_143118-31xml           [ll             Fájlt fipusa:           All Files (*.*)           Mégse	ft E 🗉 🖌 🗕 🗕
Image: Second	ft E 20
KPC033       Image: Second secon	ft E
KPC033       Image: Constraint of the system o	
Maintering       Maintering         Maintering       M	ft [ tica
Hálózat       TESZT_0925.docx       2018.09.25.13:26       Microsoft         Madat_2010_19_0_10552821-500SOR.csv       2018.09.25.11:01       A Microsoft         Madat_2010_19_0_10552821-100SOR.csv       2018.09.25.10:58       A Microsoft         Microsoft       A dat_2010_19_0_10552821-100SOR.csv       2018.09.25.10:58       A Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Microsoft       Microsoft       Microsoft       Microsoft         Migine       Microsoft <t< td=""><td>ft E</td></t<>	ft E
	ft E
Adat_2010_19_0_10552821-100SOR.csv       2018.09.25. 10:58       A Microsoft         ATALAKÍTÓ_CSV_HEZ!.xlsx       2018.09.25. 9:15       Microsoft         Fájlnév:       adat_2012_19_0_143118-3 xml_       ✓       Mentés         Fájl típusa:       All Files (*.*)       ✓       Mégse	WC AS
ÁTALAKÍTÓ_CSV_HEZ!.xlsx     2018.09.25. 9:15     Microsoft <ul> <li>Fájlnév:</li> <li>adat_2012_19_0_143118-3.xml</li> <li>✓</li> <li>Mentés</li> <li>Fájl típusa:</li> <li>All Files (*.*)</li> <li>✓</li> <li>Mégse</li> </ul>	ft E
✓     III       Fájlnév:     adat_2012_19_0_143118-3 xml_       ✓     Mentés       Fájl típusa:     All Files (*.*)	ft E
Fájlnév:       adat_2012_19_0_143118-3 xml_       Mentés         Fájl típusa:       All Files (*.*)       Mégse	Ex( - P
Fájl típusa: All Files (*.*)	•
	ng wit
	is acc ng Co
	/2010
VAT number: 23391475 Name: TESZT AUDI HUNGAF	Ma

### 4. The result (sample only!):

#### 🗎 adat 2012 19 0 143118-3.xml

🚽 ada	t_2012_19_0_143118-3.xml_
1	xml version="1.0" encoding="UTF-8"? <kerdoiv xmlns="http://www.ksh.hu/schemas/kerdoiv"></kerdoiv>
2	<id>143118</id>
3	<verzio>3</verzio>
4	<fejezet></fejezet>
5	<azonosito>0</azonosito>
6	<sorrend>1</sorrend>
7	<adat f="M"></adat>
8	<azonosito>MC01</azonosito>
9	<oszlop>MC01</oszlop>
10	<pre><ertek>2012</ertek></pre>
11	
12	<adat f="M"></adat>
13	<azonosito>M003_G</azonosito>
14	<oszlop>M003_G</oszlop>
15	<pre><ertek>23391475</ertek></pre>
16	
17	<adat f="M"></adat>
18	<azonosito>M003</azonosito>
19	<oszlop>M003</oszlop>
20	<pre><ertek>23391475</ertek></pre>
21	
22	<adat f="M"></adat>
23	<azonosito>MEV</azonosito>
24	<oszlop>MEV</oszlop>
25	<pre><ertek>19</ertek></pre>
26	
27	<adat f="M"></adat>
28	<azonosito>MHO</azonosito>
29	<oszlop>MHO</oszlop>
30	<ertek>01</ertek>
31	

## Submitting questionnaires

### Only questionnaires containing no validation errors can be submitted!

In case of questionnaires opened for editing, click on the "Submit" button:

20	10-19/06 142837-1				
👻 Next 🔍 🔍 🥏 📮 📷 Ex	cport/Import 👻 Save	Operations 🔻	Negative response	Submit	Close
Hungarian Central Statistical Offic	e Data reporting is compulsory on the Act CLV. of 2016. ( Statistics, 24. and 26. §	∘ ່ ວ∩1∩	Jer.		
INTRASTAT	DISPATCHES				
2019. <mark>Ju</mark>	ne month				
Data providers: Surveyed economic units trading with EU Member States	Data reporting is for si Reporting false data, non-response in legal proc	or delayed reporting may re	sult		
Data provision is enforced by the Act on Statistics according to Statistical Data Collection Programme considering Commission 1093/2013/EU, 1915/2005/EK, 638/2004/EK, 96/2010/EU and	n Regulations 91/2010/EU, 222/2				
VAT number: 10552821 Main statis	tical activity: 2910	County: 1			

After clicking the "Submit" button, the built-in controls will run. If they find any error, the questionnaire will not be submitted, but the Error list will appear:

			2010-19/06 142837	-1					
	▼ Next 🔍 Q		Export/Import 👻	Save	Operations	▼ Neg	gative response	Submit	Close
кян	Hungarian Centra	al Statistical Off	Data reporting is com on the Act CLV. o Statistics, 24. a	f 2016. on	201	0			
v	'iew error list		010001003, 24.1	and 20. 3	_ ×				
ſ	*Kérdőiv ellenőrzés	i hibái (5)							
	1 Chapter 1, rov transaction co		mn d: Missing Nature o	f	Go to				
_	2 Chapter 1, rov state code	v 2, item 00002, colu	mn e: Missing Member		Go to				
Data Memt	<b>3</b> Chapter 1, rov (in supplement)		mn h: Missing Quantity		Go to	result			
Data Statis 1093/	4 Chapter 1, rov amount	v 2, item 00002, colu	mn i: Missing Invoice		Go to	*			
VAT r Name Adree	5 Chapter 1, rov value!	v 2, item 00002, colu	mn j: Missing Statistica		Go to	11			
Way subn conta Abou									
	C Rerun validations			e as PDF	Close				
Jóváhagy	Name: /ó Béla	Status: vezető	Phone Number: 1/111-1111 jovahagy	E- ro@ksh.hu	mail:				
		Data	of declarer						

Errors must be corrected without exception, or for errors where this is an option, you can add a comment (explanation) to the error message (see above), whereby the given error will become accepted and will not prevent the submission of the questionnaire.

The system will submit the flawless questionnaire. The questionnaire will then close and be transferred to the "Submitted questionnaires" folder. The user will return to the Task List.

### Submitting negative response to the questionnaire

For some data collections, you can also submit a "negative" report for a given period. This is the case if the reporting organization has no data for the given period that should be included in the questionnaire (e.g. there was no Intrastat turnover in the relevant month).

IMPORTANT: contact information fields on the first page (data approver and declarer contact data) must be filled in case of negative response as well!

1. To send a negative response, click the "Negative response" button on the menu bar.

2010-19,	/06 142706-4 (142706-2)		
▼ Next 🔍 🔍 🔗 📮 📷 Ex	port/Import 👻 Save Operations 🛉 N	legative response	Submit Close
SH) Hungarian Central Statistical Office	Data reporting is compulsory based on the Act CLV. of 2016. on Statistics, 24. and 26. §		
	DISPATCHES		
2019. Jur	e month		
ta providers: Surveyed economic units trading with EU mber States	Data reporting is for statistical purposes. Reporting false data, non-response or delayed reporting may result in legal proceeding.		
to provision is optioned by the Act on Statistics according to	ite implementing rule regulating appually the National		

2. Select the reason for the negative response from the appearing code list. Selecting "Negative response due to other reason", a text explanation should be given also.

Reason of negative response:	<b></b>
	Respondent has no activity related to this survey (201)
Reason description:	Respondent ceased to have activity related to this survey (202)
	In this period, respondent had no activity related to this survey (203
	Negative response due to other reason (204)
	•
	Submit Cancel

The 2010 Intrastat kiszállítás questionnaire to mark as negative response						
Reason of negative response:	Negative response due to other reason (204)	·]				
		_				
Reason description: There was no sales due to downtime						
		_				
	Submit Cancel					

3. Some questionnaires can only partially be marked as negative response. In this case, the system will display a message indicating why the report cannot be completely negative and which tables must be filled in. In this case, the code list of negative responses is automatically limited.

## **Closing questionnaires**

To close the opened questionnaire, click the "x" icon on the given questionnaire tab in the Title List. The system will ask for confirmation before closing:

2012-19/06 143119-3 (143119-2)						
I 🖸 🗾 📷 Ex	port/Import 👻 Save Op	erations 👻	Negative response Submit Close	1		
al Statistical Offic	Pass teblering is combinately passed	2012		1		
INTRASTAT		Warning				
2019. June month		Are you sur being edite	re you want to close questionnaire d?			
ic units trading with EU	Data reporting is for statistical p Reporting false data, non-response or delaye in legal proceeding.		Yes Cancel 2.			
	Its implementing rule regulating annually t n Regulations 91/2010/EU, 222/2009/EK, 659/2014/EU.					
Main statist	ical activity: 2910	County: 08				

You can also close the questionnaire by clicking on the "Close" button, and the system will still ask for confirmation:

	2010	0-19/06 143113-1						
Next Q	Q 💿 🗦 📻 Exp	ort/Import 👻 Sav	ve Ope	erations	▼ Ne	gative response	Submit	Close
ungarian Cer	ntral Statistical Office	Data reporting is compulso on the Act CLV. of 201 Statistics, 24. and 20	6. on	201			1	
	INTRASTAT D	ISPATCHES				1.	J	
	2019. June	month						
	Warning							
es Surveyed eo	Are you sure you want to being edited?	close questionnaire	statistical pu e or delayed			2.	J	
n is enforced by t ta Collection Pro U, 1915/2005/EK	Yes	Cancel		he National 1982/2004/E				
10552821	Main statistice	l activity; 2910		County:	11			

**IMPORTANT:** The questionnaire data will not be saved automatically! You should use the "Close" function carefully. Make sure before closing the questionnaire that you saved the entered data by clicking on the "Save" button, otherwise these data might be lost!