



Short Guide

To the CPI survey in the Data Entry Tool

1. INTRODUCTION

This short guide should help you to use the DET for the CPI survey. It focuses on the new features introduced for this survey.

If you use the WebStart function, the new DET will automatically be downloaded next time you start the DET.

If you don't use WebStart please download the new version from the DET homepage:

<http://circa.europa.eu/irc/dsis/palojpi/info/data/det/index.html>

This version of the DET does not affect the consumer goods surveys or other surveys.

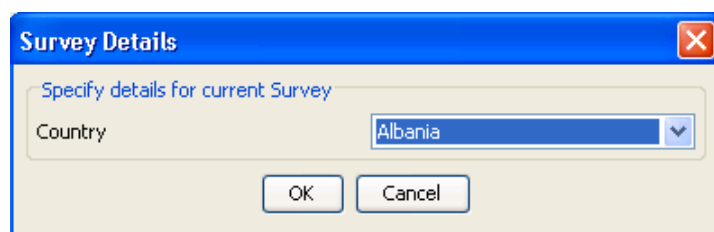
2. INITIALISING THE CPI SURVEY

Principally the procedure to initialise the CPI survey is very similar to the other surveys.



The corresponding survey SUA file is provided by Eurostat.

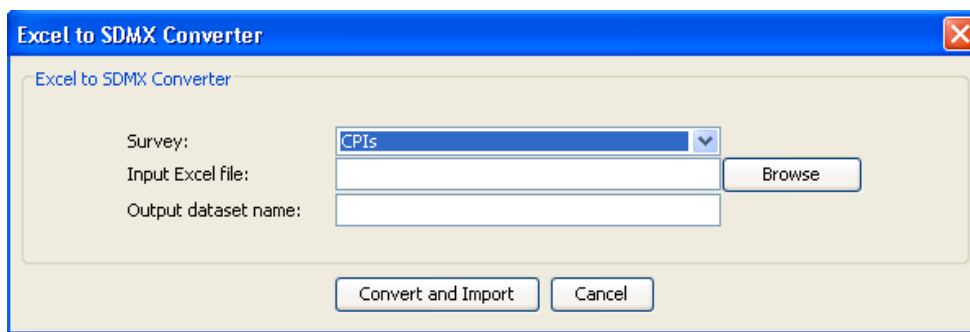
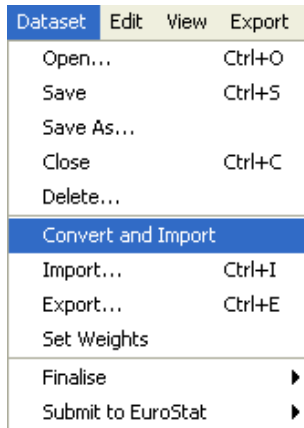
Please specify details for current survey in the survey details dialogue. Additional checking of the country code will be done whenever you try to export your dataset.



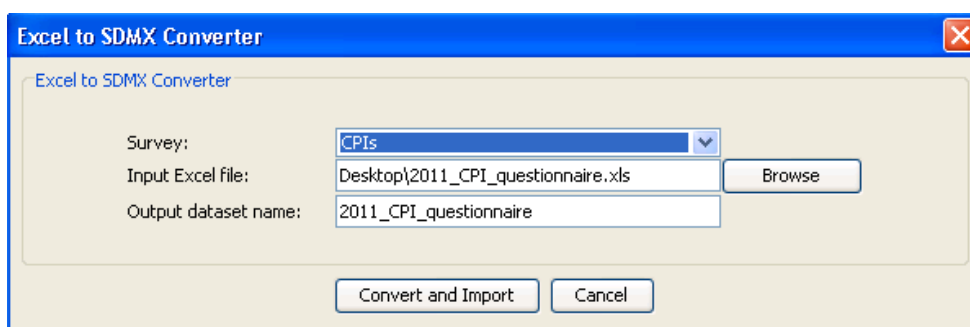
3. DATA ENTRY


3.1. Conversion and import of the CPI questionnaire

The DET will not replace the CPI questionnaire in Excel format. Instead, it can convert and import the Excel questionnaire distributed by Eurostat in February (with pre-filled HICP data for your country)¹. You will find the feature Convert and Import under Dataset in the menu:



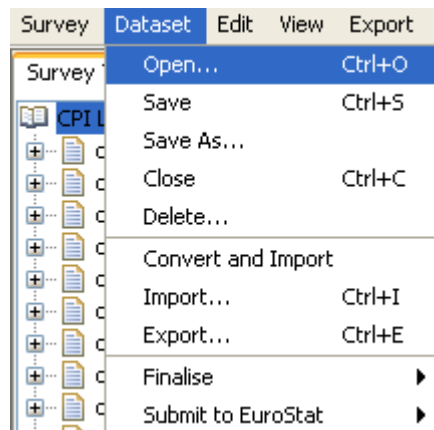
Select the CPI survey. Please click on  to select the filled in CPI questionnaire in Excel format.



The name of the Excel file is the default name of the output dataset that will be imported to the DET. You are free to change this name. When all settings are o.k. click on .

¹ Of course, it is also possible to fill in the data directly in the DET.

Please note that the imported dataset will not be opened automatically by the DET. You must open it with Dataset/Open:



3.2. How to fill in the CPI Questionnaire in Excel

- Please fill in only the yellow cells of the Excel file.
- Don't add or delete rows or columns
- Don't change the cells containing formulas.
- Don't change anything on the front page

Please respect these advices. Otherwise the conversion will not work correctly.

3.3. Entry and correction of data

Opening the imported dataset you will see the following table:

Survey Tree		2011	2010	2009	Comments
Code	Name	Data version	Annual Avg.	JAN	FEB
cp0111 - Bread and Cereals					
11.01.11.1 - Rice	Rice	1	120.33	100.00	123.26
11.01.11.2 - Other cereals, flour and other cereal products	Other cereals, flour and other cereal products	1	109.12	105.06	107.22
11.01.11.3 - Bread	Bread	1	101.35	101.02	101.36
11.01.11.4 - Other bakery products	Other bakery products	1	103.46	102.44	102.81
11.01.11.5 - Pasta products	Pasta products	1	108.90	110.29	107.00
cp0112 - Meat	Meat	1	100.00	100.00	100.00
11.01.12.1 - Beef and veal	Beef and veal	1	109.98	106.97	109.01
11.01.12.2 - Pork	Pork	1	103.84	103.56	103.96
11.01.12.3 - Lamb, mutton and goat	Lamb, mutton and goat	1	128.46	136.79	137.68
11.01.12.4 - Poultry	Poultry	1	103.40	103.10	104.06
11.01.12.5 - Other meats and edible offal	Other meats and edible offal	1	107.64	107.41	107.41
11.01.12.6 - Delicatessen and other meat preparations	Delicatessen and other meat preparations	1	103.54	102.50	103.53
cp0113 - Fish and seafood	Fish and seafood	1	100.00	100.00	100.00
11.01.13.1 - Fresh, chilled or frozen fish and seafood	Fresh, chilled or frozen fish and seafood	1	102.12	100.90	102.30
11.01.13.2 - Preserved or processed fish and seafood	Preserved or processed fish and seafood	1	103.72	101.81	101.81
cp0114 - Milk, cheese and eggs	Milk, cheese and eggs	1	100.00	100.00	100.00
11.01.14.1 - Fresh milk	Fresh milk	1	102.63	102.21	102.24
11.01.14.2 - Preserved milk and other milk products	Preserved milk and other milk products	1	106.73	102.47	103.99
11.01.14.3 - Cheese	Cheese	1	102.31	104.17	103.89
11.01.14.4 - Eggs and egg-based products	Eggs and egg-based products	1	101.97	101.43	101.98
cp0115 - Oil and fats	Oil and fats	1	100.00	100.00	100.00
11.01.15.1 - Butter	Butter	1	106.93	99.84	107.25
11.01.15.2 - Margarine	Margarine	1	107.20	107.17	107.23
11.01.15.3 - Other edible oils and fats	Other edible oils and fats	1	102.78	108.76	107.51
cp0116 - Fruits	Fruits	1	100.00	100.00	100.00

Entries can be edited by selecting a Basic Heading level in the list, e.g.:

The screenshot shows the 'Survey Tree' on the left with '11.01.12.1 - Beef and veal' selected. The main table displays data for this heading across various years and HICP classes. The table has columns for '2011 HICP Class', '2011', '2010 HICP Class', '2010', '2009 HICP Class', and '2009'. The rows include 'An. Avg', months from 'JAN' to 'DEC', and a 'Weight' row. The value for January 2011 is highlighted in red as 150.00, indicating a deviation from the HICP class value of 100.00. Other cells are yellow, indicating missing data.

	2011 HICP Class	2011	2010 HICP Class	2010	2009 HICP Class	2009
An. Avg	100.00	113.57	0.00	0.00	0.00	
JAN	100.00	150.00				
FEB	100.00	109.01				
MAR	100.00	106.55				
APR	100.00	108.37				
MAY	100.00	110.52				
JUN	100.00	110.52				
JUL	100.00	109.81				
AUG	100.00	109.81				
SEP	100.00	111.52				
OCT	100.00	112.09				
NOV	100.00	111.53				
DEC	100.00	113.10				
Weight		0.136%		0.000%		

The white cells can be edited directly on the screen. For example, the value for January 2011 is clearly a typing error.

To insert the values of the corresponding HICP class for one year, click the button "Use HICP values". The DET will ask you to confirm that the HICP values are to be copied.

Countries are required to report data in DET only for the latest reference year. In the case of revision of previous years countries will have to contact Eurostat.

4. PREPARATION OF SUBMISSION

The preparation for submission works principally the same as for other surveys.

Upon selecting "Submit to Eurostat/Manually via eDAMIS" the DET will finalise your file and make the following checks:

- All basic headings for the reference year should be filled in (with a positive value) for all months (also those where the corresponding HICP class is empty). Gaps will be highlighted in yellow.
- A warning is provided whenever a CPI value deviates more than 25% of the corresponding HICP class value (the value will show in red font). You can however still proceed with the finalisation.

The weights are voluntary and are not further checked.

The DET will inform you if there are BHs that cannot be finalised and if so, why. After you have closed the warning window, a new tab "Report" will appear on the left part of the screen, which will guide you through the corrections to be made.

After you made all corrections and successfully finalised the whole dataset, you can save the xml file and submit it to Eurostat via eDAMIS.