florisoft

Manual

Submitting CBS

From 1 June 2019, CBS Send will no longer be supported: the submission method has changed. You must upload the file yourself instead of emailing it to CBS.

To be able to submit a CBS declaration the new way, you need a Florisoft version of 21 May 2019 or later. When you use the CBS Send timer function, you must perform a number of steps. The upload must also be done manually.

In this manual you can read step by step how you can make a declaration.
You need a Florisoft version of May 21, 2019 or later!

Do you use the CBS Send timer function?
Also follow the steps below. Creating the file in Step 2 is done by the Timer. These files end up in the same folder as when you do it manually.
The upload must be done manually because the website of CBS is in between.

Step 1: Request CBS login details
You need specific data to be able to upload data to CBS. You can request this from CBS by sending an email to bedrijveninfo@cbs.nl

Subject of the mail: IH-U
In this email you state further:
• VAT number of the declarant
• Company name of the declarant
• Address of the declarant
• Name, email address and telephone number of the contact person
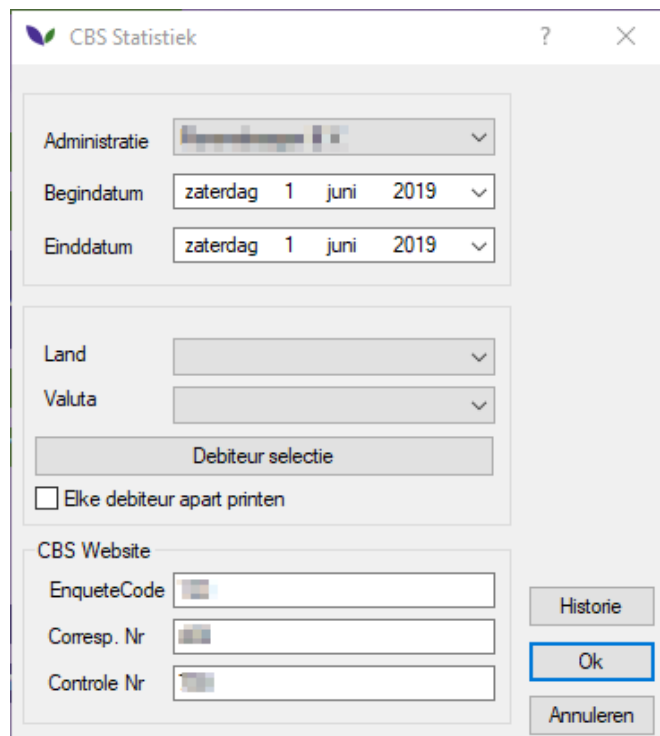
The survey code, the correspondence number, the control number and the internet link will be sent by e-mail.

Step 2: Create a file

CBS declaration via Florisoft largely goes as you are used to. You go to CBS Statistics via the Florisoft Navigator:
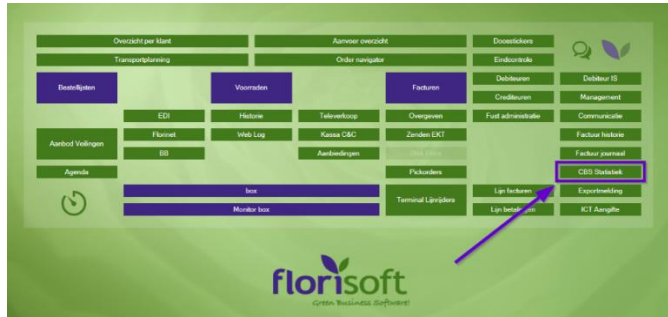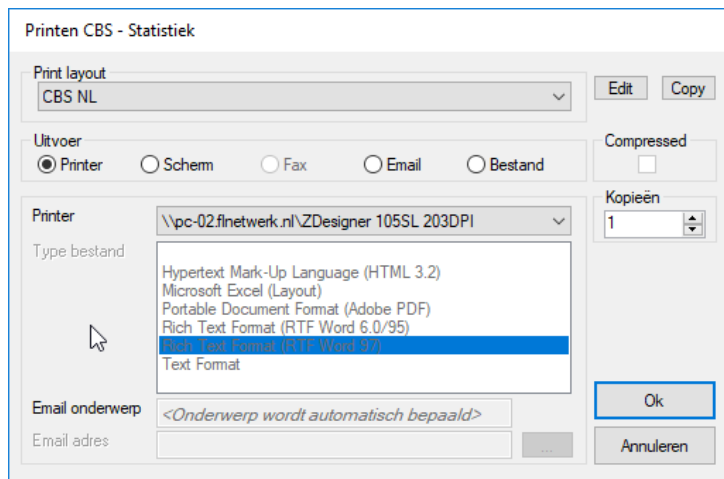

Here you choose the correct administrations and any other filters:

You can also enter the Survey Code, Corresp. NR and Control NR here.
You must enter this on the CBS website. This way you always have it to hand!
Afterwards click OK.

The following screen appears:

After you have printed the CBS data or viewed it via a print screen you will be asked if you want to upload the data.
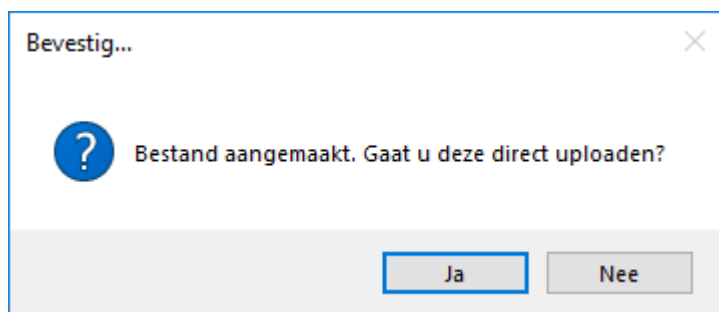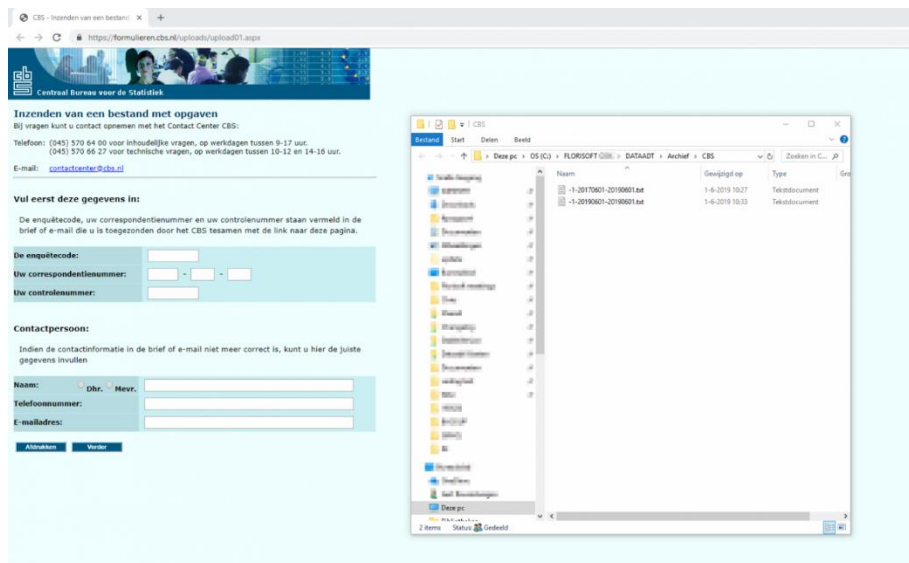

If you click Yes, the CBS website will open on the upload page and the file location of the file will be opened.

Step 3: Upload file
When Step 2 is completed and the last question is answered with Yes, Florisoft opens the location on the computer/ server where the file was created* and the CBS site appears on the correct page.
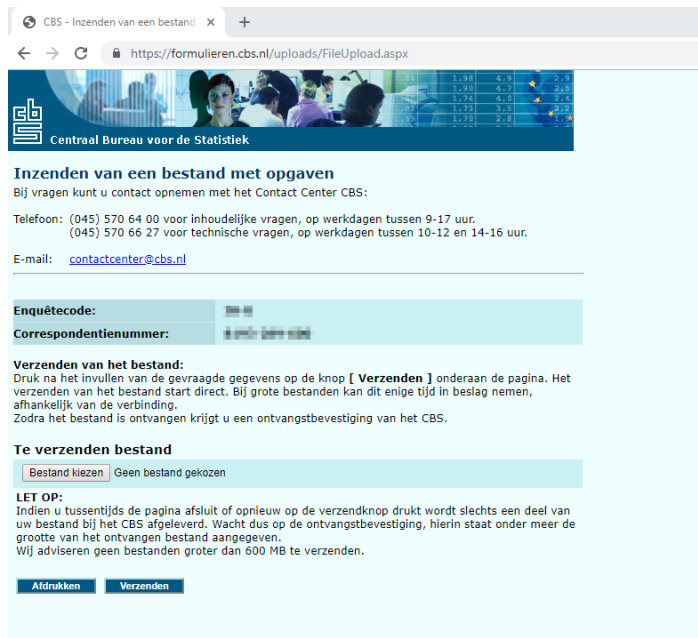
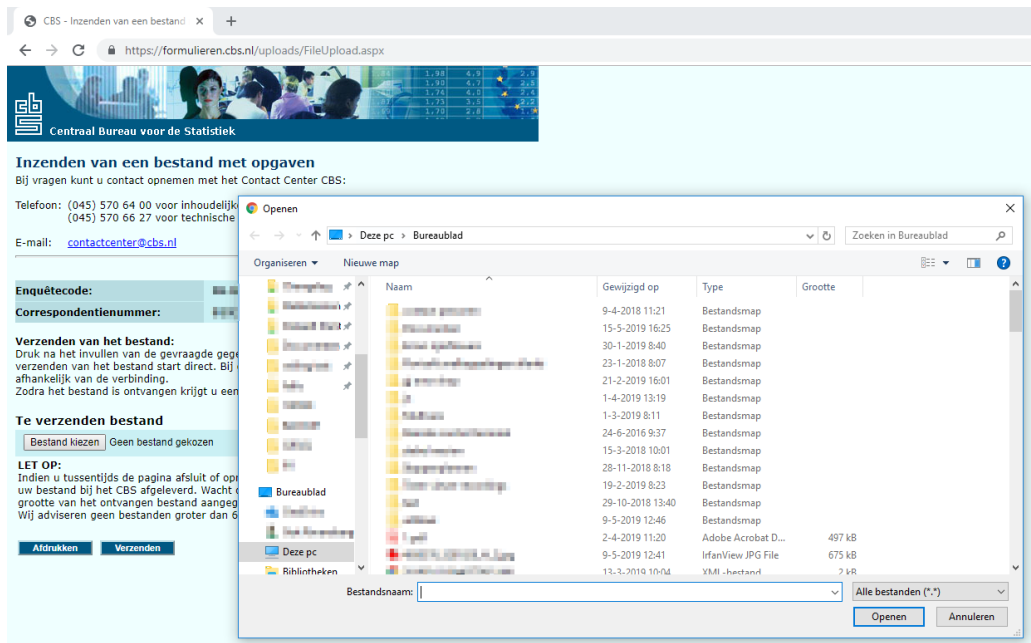* Location: Dataadt\Archive\CBS

Screenshot 1:

After entering the survey code, Correspondence number and control number, click on continue. The following page appears:
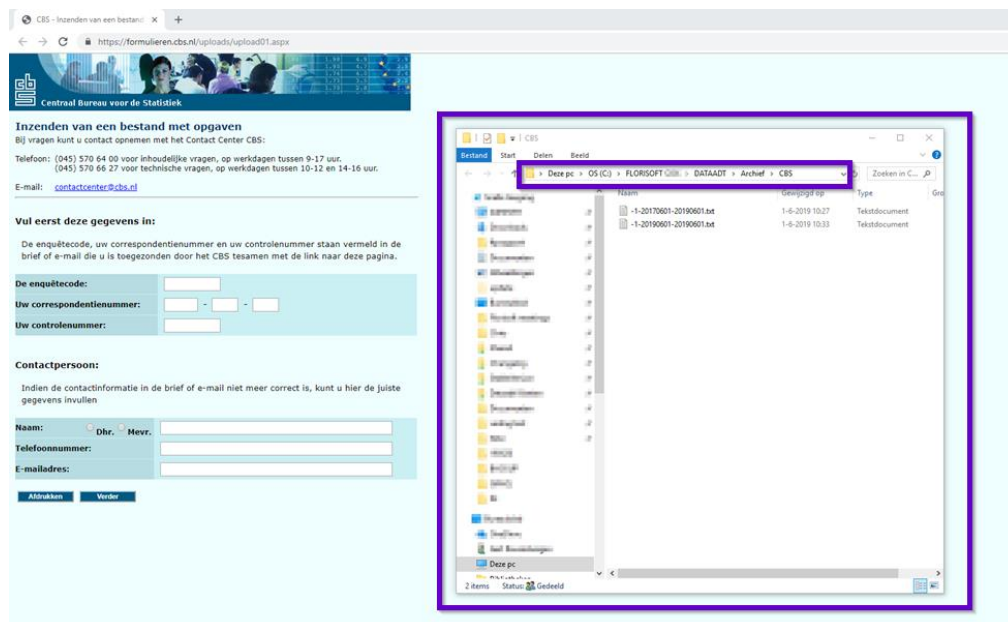
Screenshot 2:

Here you click on the 'Choose file' button, after which a screen appears from which the file must be selected:
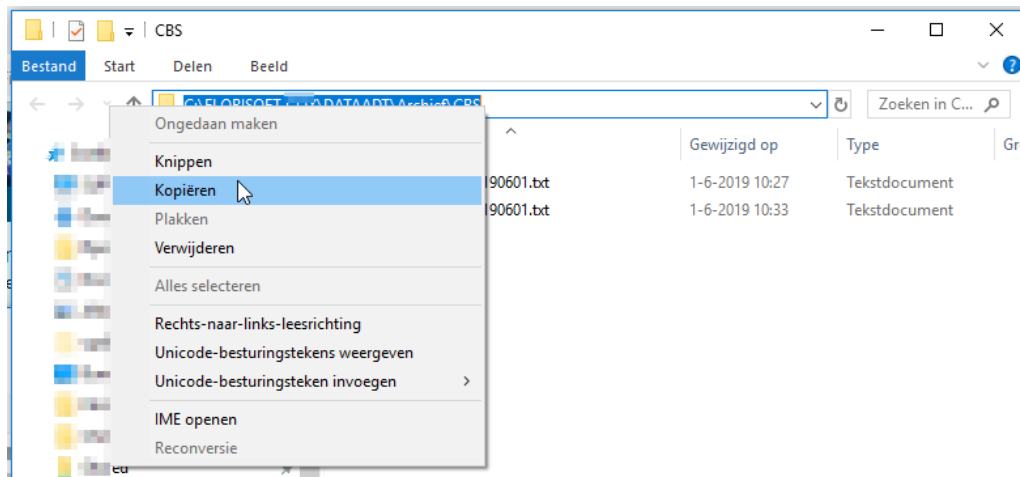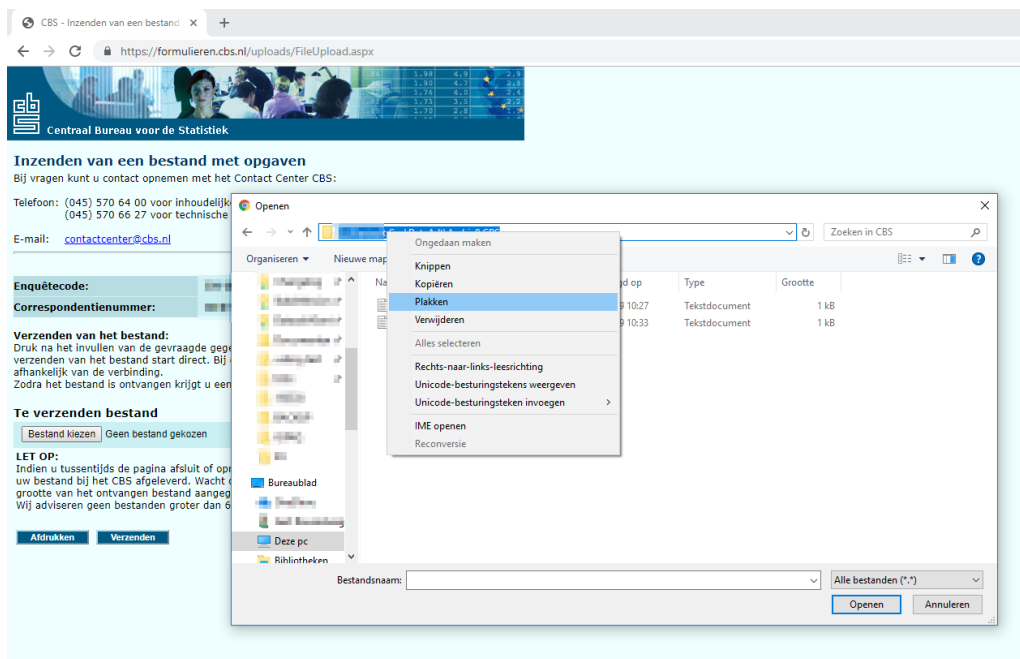
Because Florisoft has already opened the location of the file, you can easily copy this address in this screen. See Screenshot 1 at the beginning of Step 3.

Copy this address:

Paste this in the screen that opened at Screenshot 3:

After you have pasted the address, you can select the file by double clicking on it. The name of the file consists of the financial administration number, Date from and Date until.
When you have selected the file, you can click Send. The file has now been sent to the CBS.