

# How to set the correct file format for Circle K Denmark

This guide shows you how to set the correct file format for Circle K POS reports for upload to effectmanager.



Circle K POS reports can be created in your Circle K PowerBI and used for uploading POS data to effectmanager.

*If you are looking for a guide that shows you how to upload POS reports for Circle K, please see our guide [How to upload Circle K POS reports](#).*

## Circle K POS reports for effectmanager

The file format for Circle K reports is CSV files. The reports must contain the following headers in the order given below.

Sales data is on a weekly level and stored on Sundays in the POS cube.

**Accepted file format:** CSV

**Accepted number format:** 1000.00

**VAT:** Excluding VAT. VAT of 25% is added to the cube.

**Accepted date format:** YYYY, WW eg. 2020, 01

**⚠ OBS!** Due to an agreed rule, entries are disregarded if there are not values in both turnover and volume columns for a product.

**⚠ OBS!** effectmanager has a limit of 20 MB for POS files when uploading.

See translation of columns headers in the Excel-file on the next page.

## Headers in the Sales Report

Column A: Station name	<i>Mandatory</i>
Column B: Station number	<i>Mandatory</i>
Column C: Year	<i>Mandatory</i>
Column D: Week of Year	<i>Mandatory</i>
Column E: Product code	<i>Mandatory</i>
Column F: Product name	<i>Mandatory</i>
Column G: Category	<i>Mandatory</i>
Column H: Barcode	<i>Mandatory</i>
Column I: Net Sales	<i>Mandatory</i>
Column J: Net Sales SPLY	<i>Mandatory</i>
Column K: Quantity	<i>Mandatory</i>
Column L: Quantity SPLY	<i>Mandatory</i>
Column M: Site[Site Address]	<i>Mandatory</i>
Column N: Site[Site City]	<i>Mandatory</i>
Column O: Site[Site Postal Code]	<i>Mandatory</i>