

# How to set the correct file format for Tokmanni

This guide shows you the accepted file format for Tokmanni POS reports for effectmanager.



The POS file from Tokmanni contains both Category Sales and Sales on a monthly level - but there is no period provided in the file.

Data is loaded on the last day of the month.

**The period for Tokmanni POS reports must be provided in the file name.**

**Accepted file format:** Excel.xlsx

**Accepted period names:** Filename\_MM\_YYYY. e.g

Filename\_Jan\_2019

As months, the possible values are Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec (both upper and lower cases).

**Accepted number formats:** 100.000

**VAT:** Excluding VAT. VAT 24% is added to the cube.

## **Tokmanni reports for effectmanager**

As Tokmanni POS reports contain both Category Sales and Sales - the file has two separate sections. The report from Tokmanni must contain the following headers in the two sections.

[Tokmanni Category Sales section](#) is the top section

[Tokmanni Sales section](#) is the bottom section.

**⚠ OBS!** effectmanager has a limit of 20 MB for POS files when uploading. You need to get split files if they exceed 20 MB.

## Tokmanni Category Sales section

Category Sales data is provided in the top section of the file. This section must contain the following headers.

### Headers in Category Sales section

- Column A: Toimittajanro ja –nimi
- Column B: Tuotepuu
- Column C: Tuotepuu taso-2
- Column D: TP2
- Column E: Myynti €
- Column F: Myynti € (ed.v)
- Column G: Kehitys %
- Column H: Myynti kpl
- Column I: Myynti kpl (edv)
- Column J: Kpl muutos
- Column K: Kpl muutos %
- Column L: Osuus TP2 myynnistä %
- Column M: Osuus TP2 myynnistä Edv%

### English translation: Category Sales section

- Column A: Supplier number and name
- Column B: Product Tree (Product Category)
- Column C: Product Tree level 2 (Product Category level 2)
- Column D: TP2 (Product Category level 2 number)
- Column E: Sales €
- Column F: Sales € (LY)
- Column G: Development %
- Column H: Sales pcs
- Column I: Sales pcs (LY)
- Column J: Pieces change
- Column K: Pieces change %
- Column L: Contribution by TP2 %
- Column M: Contribution by TP2 LY %

## **Tokmanni Sales section**

Sales data is provided in the bottom section of the file. This section must contain the following headers.

There **MUST** be 2 empty lines between the Category and the Sales section in the file.

### **Headers in Category Sales section**

- Column A: Toimittajanro ja -nimi
- Column B: Tuotepuu
- Column C: Tuotepuu taso-2
- Column D: TP2
- Column E: Tuotekoodi\_ja\_nimi
- Column F: Myynti kpl
- Column G: Myynti kpl (edv)
- Column H: Kpl muutos
- Column I: Kpl muutos %

### **English translation: Category Sales section**

- Column A: Supplier number and name
- Column B: Product Tree (Product Category)
- Column C: Product Tree level 2 (Product Category level 2)
- Column D: TP2 (Product Category level 2 number)
- Column E: Product code and name
- Column F: Sales pcs
- Column G: Sales pcs (LY)
- Column H: Pieces change
- Column I: Pieces change %