



File structure, verification...

easyKost practical sheet/user support

sheet n°4

The easyKost product families are created by importing a csv file (text file) delimited by semi-colons.

Each record represents a product/service, and each column represents information that will be used as cost-driver, filter, cost, etc.

The structure of the file must be a "classic" database structure. Thus, the first line of the file corresponds to the name of the columns, the second and following lines to records (products/services).

To ensure import into easyKost, the points below must be verified, especially if the csv file is created via Excel.

Verify the...

Units

The numerical values representing a dimension, a weight, a cost, etc., must be in the same unit for all of the records (of the column). Therefore, do not mix weights in grams and in kilos or EXW costs with DDP costs.

Qualitative indicators

easyKost automatically creates lists of items/values for the qualitative indicators used as cost-driver or list. To avoid having different items for a same value (e.g.: USA/United States or Stainless Steel/Stain. Steel), check the consistency of entry of these data.

Decimals

easyKost automatically sets the number of decimal points for a numerical value at the maximum value observed in the column. To avoid superfluous decimal places, round to the desired number prior to importing your file.

Column headings

We recommend that you use short (15-20 characters) and explicit column headings. In fact, some parts of the easyKost interface will truncate headers that are too long. It is then necessary to position the mouse pointer on the heading to see the truncated portion.

do not use...

Thousands separators

Ne pas utiliser pour les valeurs numériques de mise en forme et plus particulièrement les « séparateurs de milliers ». En effet, si tel est le cas, lors de l'enregistrement du fichier, les séparateurs seront assimilés à un espace et transformeront les valeurs numériques en valeurs textes.

Semicolons « ; »

Make sure that no cell contains semicolons. The semicolon symbol is used by the csv format to delimit columns. If this character is used in a cell, it will result in a destructuring of the file when it is saved in csv format.

Carriage returns/newline

Just as for semicolons, the carriage return is used in csv files to delimit the end of a record. This character must therefore not be used in a text cell to avoid the destructuring of the file when it is saved in csv format.

Currency symbols

Just as for thousands separators, do not use any currency (or percentage, etc.) formatting for a numerical value. This value will be retained when saved in csv format and will convert the numerical data to text.

Dates other than dd/mm/yyyy

The date columns must follow the dd/mm/yyyy or mm/dd/yyyy format. All other formats such as 11 April 2017, will be considered text and cannot be used to make an adjustment, for example.

