

X- and Z-reports (Sweden)

Z-report is also known as Daily Report. It is used in retail for accounting and auditing purposes as a daily sales summary since last Z-report. Z-report should be run every day by sales reps or manager after the store closes. If store is open 24h, then Z-report time can be chosen by a merchant. Z-report resets all daily values except for grand total sales and refund figures so each day sales would start from 0.

X-report is a supporting report for Z-report that allows users to view the values as many times per day as they wish. X-report contains data from last Z-report and is reset once Z-report is run.

Difference between X- and Z-report

Report content is identical in X and Z-reports, except for the report name and Z-report should be counted how many times it has been run.

More info

General information from Skatteverket including manuals (also certified cash register and control units):

<https://www.skatteverket.se/foretagochorganisationer/startaochdrivaforetag/kassaregister.4.121b82f011a74172e5880005263.html>

Reports' Content

Header

Företagets namn och organisationsnummer eller personnummer - Company name and organization number or personal number

Datum och klockslag för när rapporten tas fram - Date and Time when report was generated

Löpnummer ur en obruten stigande nummerserie - Report number in continuous ascending number series

Only required for Z-report.

Uppgift att det är en Z-dagrapport/X-dagrapport - Name of the report Z-report/X-report

Kassabeteckning - Cash Register Number

Body

Total försäljningssumma - Total Sales

Total sales including VAT (brutto), including discounted prices and VAT. Does not include returns/refunds. Based on all receipts total, doesn't matter if products are delivered or not. Receipts total should equal to Payments total. Only "Amount" is important on this row.

Mervärdeskatt - VAT Amount

VAT Amount divided into separate rows by VAT %. Does not include Refunds/Returns. Based on product price incl. discount. Only "Amount" is important on this row.

Ingående växelkassa - Cash Opening Balance

Amount that was put in the selected cash drawer when starting a day. If a day has started multiple times, we take the last starting transaction. Only "Amount" is important on this row.

Förändring av växelkassa - Manual Cash Change

Total of cash transactions that are not sales related (for example taking cash out or putting cash in) in connected cash drawer. For example - started a day with 100, then added another 100 and took out 20. As result we should show 80 as a change. Only "Amount" is important on this row.

Antal lådöppningar - Cash Drawer Opening

Count how many times user pressed on Open Cash Drawer button in the Back Office in Cash. Does not include sales/returns related transactions. Does not include opening balance and does not include opening the drawer when putting in cash or removing cash. Only "Quantity" is important on this row.

Antal sålda varor - Sale of Goods (physical)

Number of delivered goods including VAT (brutto) and discounts. Does not include Refunds. Only "Quantity" is important on this row. "Amount" is optional.

Antal sålda tjänster - Sale of Services (non-physical)

Number of delivered services including VAT (brutto) and discounts. Does not include Refunds. Only "Quantity" is important on this row. "Amount" is optional.

Antal kassakvitton - Number of Receipts

Number of generated Sales Receipts. Does not include Refund/Return receipts. Only "Quantity" is important on this row. "Amount" is optional.

Antal kvittokopior och belopp - Number of Receipt Copies and Amount

Number of Receipts Copies and total sum of all those receipts. Does not include Refund/Return receipts.

Antal registreringar i övningsläge och belopp - Number of Transactions in Exercise mode

Currently not supported functionality, hardcoded to 0.

Total försäljningssumma per payment method - Total Sales per Payment Method used

Sales Total per payment method including VAT, including Discounts and including Refunds.

Antal returer och belopp - Number of Refunds and Amount

Number of Refunds and Amount including VAT.

Rabatter - Discounts

Number of discounts, discount amount including VAT. Cart discount is counted based on number of products in the cart.

Övriga registreringar som minskat dagens försäljning och till vilket belopp - Other transactions that have lowered daily sales and to which amount

Currently not supported functionality, hardcoded to 0.

Antal oavslutade försäljningar - Number of unfinished sales

Currently not supported functionality, hardcoded to 0. Includes parked cart that have not been converted into a sale.

Grand total försäljning - Grand Total Sales

Total amount of sales including VAT, including Discounts from the beginning of time of this app on current device. Does not include returns/refunds. This row does not get reset by Z-report. Only "Amount" is important on this row.

Grand total retur - Grand Total Returns

Total amount of returns/refunds including VAT from the beginning of time of this app on current device. This row does not get reset by Z-report. Only "Amount" is important on this row.

Grand total netto - Grand Total Net

Total amount of sales including VAT, including Discounts and including returns/refunds from the beginning of time of this app on current device. This row does not get reset by Z-report. Only "Amount" is important on this row.