

What is an X and Z report?

By Tijana Milojevic

X-Reports and Z-Reports show a summary of transactions. The difference between the two is that the X-Report can be generated from the POS, and shows the day's activity for the register on which it is generated.

X Report

X reports are an anytime snapshot of sales totals and till activities, at the point in time you are running the report – essentially any time before the final report of the day, the Z report.

You can generate as many X reports as you like without changing anything in the system. Shop managers may use X reports to check for discrepancies in the cash drawer at the end of a shift but before closing, to check the status of sales halfway through a day or verify e.g. how much money is in the cash drawer.

Why is it called X report, I did not find the origin of the name (Google doesn't know:)), but I would say that the name explains it the best, you can generate the report numerous (X) times.

Z Report

'Z' suitably being the last letter of the alphabet, a Z report is the end-of-day report run when you are closing the trading day.

It shows grand totals and a summary of relevant till actions, as in an X report. It also resets all the day's activities so a new trading day can start with fresh numbers.

There is no redoing of a Z report. Once it is generated, any changes you want to make in the till are moved to the following trading day. This makes a Z report the key sales report of the day for accounting purposes.

Obligations to issue X and Z reports are in most cases mandatory in so-called [*HW fiscalization systems*](#), such as Poland, Belgium, Italy, Malta, Romania...

Different fiscal countries have different levels of details on the reports, but the information of X and Z reports is more or less the same, but, as you already know, the devil is in details.

During our Consulting Sessions, reporting (e.g., Z report, X report, Periodical report, EJ report) is a mandatory part that we cover, making sure we do not leave any doubt about how they need to be handled.

I hope you liked this article, in case you do have any questions, or there is a certain subject you would like me to write about, let me know!

Until next time, remain compliant!

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The firm's core consulting team, supported by some of the best talent available, provides a wide range of services that include, but not limited to:

- ✓ Country Essentials Sessions
- ✓ Consulting Sessions
- ✓ Regulatory Monitoring
- ✓ Documentation Preparation
- ✓ Ongoing Support
- ✓ Custom Projects
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- ✓ Country Guidebooks

The client portfolio includes some of the largest point-of-sale technology companies and global retailers (including HORECA) from Canada, the United States, Europe, and the UK.

When it comes to our partners, we are very proud to work with the leading point-of-sale system providers around the globe.

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