

# Accounting

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# How to save and download a report

Reports are saved on the page but can be "protected" from accidentally deleting the report by marking the report as "booked" (see [Manage created reports](#)).

When the report has been generated, there is an excel symbol you can click on to quickly download the report in Excel format.

Screenshot

You can also click the "eye" to find more formats.

Screenshot

Scroll down to see icons for PDF, Excel, JSON and ODS.

Screenshot

# How the report is structured

The report has six different parts (tabs) when it comes in Excel format and four parts when it comes in PDF format, these are;

1. The report specification (Excel + PDF)
  - Name of the report
  - Name of the person who created the report
  - Report template used
  - Report date
  - Date when the report was generated
2. Summary (Excel + PDF) (see [Description of Summary](#))
  - Cash flow analysis
  - Assets and depreciation
  - Assets and depreciation of any cash contributions
  - Liabilities
3. Consolidation report (Excel + PDF) (see [Description of consolidation report](#))
  - Formation for legal entity
  - Group arrangement
  - Consolidation Booking proposal
4. K3 (Excel + PDF) (see [Description of K3 report](#))
  - Booking proposal
5. Contracts (Excel only) (see [description of the tab for contracts and closed contracts](#))
  - Specifies all agreements that are included in the selection
6. Terminated assets (Excel only) (see [description of the Agreements and Terminated Agreements tab](#))
  - Similar list to "Agreements" but only with completed agreements

# Background to the numbers

The numbers are based on the selection you selected in the report template and the time period you entered. From the respective contract, all figures for the selected time period are retrieved from the "contract calculations" in the version of the contract that has the closest date on or before the report date.

Below example from an agreement with index enumeration and thus several versions;

- A report during 2019 until 2019-12-31 would use the original version of the agreement
- A report in 2020 through 2020-12-31 would use the version created as of 2020-01-01
- A report in 2021 through 2021-12-31 would use the version created as of 2021-01-01

Screenshot

# Description of summary

The summary can be used as a note arrangement both for IFRS Leasing and parts can be used for notes in K3 reporting - for example the cash flow for the coming year. The figures are the total sums for the time period covered by the report for all agreements in the sample.

The summary comes in three columns where the first refers to the figures for the report to which the new report is linked and the middle one is the difference between the new report's figures and the linked report's (usually the previous year's figures).

Below is a description of each line in the summary;

Screenshot

# Description of consolidation report

The consolidation report consists of four parts and these are;

1. Specification for legal entity
2. Specification for group
3. Consolidation = Group - legal entity
4. Booking proposal based on the consolidation

Below is description and guidance in the different parts of the report;

1. **Specification for legal entity**  
**Screenshot**

2. **Specification for group**  
**Screenshot**

3. **Consolidation = Group - legal entity**  
**Screenshot**

4. **Booking proposal based on the consolidation**  
The booking sets up the consolidation above in Debit & Credit  
**Screenshot**

# Description of K3 report

The report we call "K3 report" is a gross statement on the asset side with total acquisition values and accumulated depreciation in the balance sheet.

Screenshot

# Description of the tab for contracts and closed contracts

Below, all the columns in the tab for "Contracts" and "Concluded contracts" are transposed to rows in this explanation. Both tabs have the same columns, but "Terminated contracts" only contain the contracts that have been terminated in order to be able to quickly find the amounts for scrapping.

Under each column are the contracts included in the report and the values that are current for the report to use. The sum of each row becomes the total amount in summary and reports.

Screenshot



# Tip if the figures do not match previous reporting

If the numbers do not match, it is due to one or more of the reasons below;

- The input of the numbers, - depreciation time, fee etc. differs
- Some difference in calculation of debt (see "when the figures differ from previous accounting")
- There has been a lack of agreement in previous reporting
- There are no agreements posted in Leasify

If you checked above and can see a certain difference between UB comparison year and UB in Leasify, sometimes the easiest thing to do is to make a minor adjustment. Below are examples of how an adjustment can be made in the summary and in the report.

Below; adjustment in the summary where there is a diff in acquisition value and depreciation

Screenshot

Below; The same adjustment as above but how it affects the booking

Screenshot