

# Creating the basics for extracting reports

- Create report templates based on selection
- Editing report templates

# Create report templates based on selection

Which contracts, types of contracts etc. should be included in the report?

## GRAPHIC

- 1.) When you click on "Create Report Template", you must first name the template something that you can easily derive from the selections.
- 2.) Currency conversion - only use this function if you have few contracts in foreign currency. This is a simplified function that converts local currency into accounting currency according to a fixed rate for the entire duration of the agreement. For a more correct handling of currency, you should select a certain currency and use the currency function (see the next chapter).
- 3.) Contracts entered into Leasify have certain settings that also create opportunities to select different selections for reports. For example, you can create a report for only contracts on financial leasing, or only contracts within a certain company (department) or business area/cost center. Of course, the different criteria can also be combined so you get exactly the report you want for the time period you want.

If you leave the field for selection blank, all contracts that fit the selection will be included in the report. You can also choose several categories in each selection except for currency and minimum/maximum asset value and contract length. The selections are based on;

### **Agreement type**

- Financial leasing
- Operational leasing
- Rent

### **Cost center**

- You set the cost center yourself under settings and the choices presented here are the ones you created yourself

### **Section**

- You set the department yourself under settings and the choices presented here are the ones you created yourself

## **Agreement categories**

- Here there are many different asset types already as standard in the system, but you can choose to add if you want more/other asset types under settings

## **Currency files**

- All currencies are selectable when creating an agreement. You can only leave this field empty if you only have one currency, alternatively choose a selection where all agreements have the same currency

## **Single agreement**

You can select single or certain agreements and restrict so that the report only shows selected agreements.

### **Minimum asset value\***

You can limit the selection so that it only includes contracts with the minimum value (local currency) that you specify

### **Maximum asset value\***

You can limit the selection so that it only includes contracts with the maximum value (local currency) that you specify

### **Minimum contract length\***

You can limit the selection so that it only includes contracts with at least the contract length you specify

### **Maximum contract length\***

You can limit the selection so that it only includes contracts with a maximum of the contract length you specify

\* Leasify recommends that you create a cost center for "Low value & short term leases" and add these contracts after it when setting up. It makes it easier to create clear boundaries when generating reports.

# Editing report templates

You can create as many templates as you want and of course you can also edit existing report templates. Note, however, that for each selection you must generate reports "from the start", i.e. from the year the first contract in the selection started, so there is a balance between each new report. If you change the selection, new reports will not balance against old ones.

When you want to edit a template, you click on the middle of the three symbols on the right. You will then enter the template and then just adjust and then click on "Update report template".

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If you are to create a new template that is similar to an existing template, it is easiest to first copy the first template and then go into the copy and edit/rename it. Select the template you want to copy and click on "choose action", and then click on the blue "play button".

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