How reports are created

Creating reports

Creating reports in Leasify is easy, you create a report by clicking "Create IFR report" and specify the report.

1. Give the report a name that is easy to connect to the content.
2. Select a template for your report.
   Screenshot
3. Select dates (always the last of the month) by typing in the date (format yyyy-mm-dd), or click and select the right year and month.
   Screenshot
4. Select how many months to use in the report. For example, an annual report contains 12 months, and an accumulated Q2 report contains 6 months, etc.
5. To create a balanced report, the report must follow a previous report. In the following example, an annual report for 2021 is created and thus there are 12 months of events, from 2021-01-01 (12 months before the report's date (2021-12-31), which must continue on the figures of 2020-12-31.
   Screenshot
6. You might want to create several years that follow 2020-12-31, and then just select the number under "multi-year report".

Once the selections are done, click "Run Action".

Start by creating a report for the first agreement of the agreement selection

Each report that is created is a continuation of the previous report, which means that you must have a connection between the previous report when a new report is created to get balance.

In booking systems, this usually means entering an "opening balance" and then continuing with the changes for a certain period. In Leasify, this means that you have to create a "basic report" from the first period of the contract selection. If the oldest agreements in the selection were started on 2019-01-01, for example, then you must first create a report for 2019-12-31 (if you report according to calendar year).

You then create further reports that you connect to the previous one.

In Leasify, you can create several annual reports one after the other directly without having to create a "basic report" + subsequent reports year by year.

Screenshot

Creating a report in a different currency

If you have contracts in different currencies that you want to convert to an accounting currency, you can add the IFRS Currency Conversion module, which converts the local currency according to an average rate and a balance rate.

This is how you create a report in local currency that is to be converted to another reporting currency;

1. To convert local currency to accounting currency, you must first create a report based on the selection you want to include and limited to the current currency. You must therefore have a report template in, for example, euros.
   Tip! There are many currency codes, start writing for example "EU..." and the list will be on "EUR" and then just click enter.
   Screenshot
2. After you have created a report in local currency, you convert that report to the desired currency by highlighting and then selecting "Currency report". Click "play" to generate.
   Screenshot
3. You will then arrive at a new window where you name the report, select the accounting currency and set the exchange rates*. The comparison period is usually the entire previous year so in the case of reports in 2021, for example, the previous period throughout 2020.
   Screenshot
   *) It is possible to convert to all different rates and the source for IB Balance rate, Average rate, and UB Balance rate can be obtained from, for example, Morningstar, the European Central Bank or Sweden's Riksbank. You can also enter your own rates and they will be saved under your settings.
4. When you save the report, it should look, for example, as below. Note that the redone report has a symbol to show that it is redone and that the IB and UB are converted to the new currency.
   Screenshot
5. The report now has a conversion difference added to the result, see the following example.
   Screenshot

How to edit a report

It is only possible to edit the name on the web page of a report, add notes and set the report as "posted" or as "Favorite" (see image below). For accounting security reasons, the reports are not updated, but are generated and saved without the possibility of correction.

However, you can easily delete a report that has gone wrong and generate it again.

Usually, reports are generated several times during onboarding as you often want to adjust selections, add agreements you missed, etc. but once you have used a report in accounting, you should not adjust "backwards" in time. If you need to adjust possibly incorrect or missing agreements, you do so in the next period.

Screenshot

Tips for checking if the report does not balance

The reasons why a report balances are;

1. The contracts in the selection balance (see balancing check)
2. The report is linked to a previous report so UB-IB will be correct (see link to previous report)

If you do not get the balancing symbol (see green symbol below), and that the report is connected to the previous report (see connection symbol below), and the report that the new report is connected to balances, you must contact Leasify for support at (email protected).

Screenshot

Manage created reports

Reports that have been created remain in the list until they are deleted. It is good to keep a certain structure among your reports by deleting those that are wrong and only save those that are necessary to save, for example annual reports that must be saved so that subsequent reports can be linked.

In order for you to be able to sort out important reports more easily, you can mark your reported annual report, for example, and indicate it as "booked". For reports you are "working with" and think will be the one you post, you can, for example, put them as "favorite".

A good thing to aim for is that you have checked that no new agreements have been added, and that all possible extensions and agreements that have been terminated prematurely are adjusted before you generate and mark the annual report. If you create, for example, accumulated monthly reports, or quarterly reports, it is a bit forgiving during the financial year if you missed adding or adjusting an agreement because the figures are adjusted in the next report.

Screenshot

Below, the annual report per 2020-12-31 is marked as "Booked" and the report per 2021-12-31 is marked as "Favorite".

Screenshot