

# 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".

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