

# 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

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