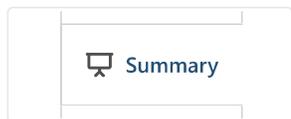


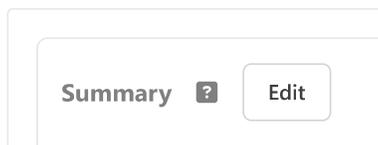
Summary

The **Summary** tab in Manager.io provides a comprehensive overview of your company's financial standing and results. It serves as a dashboard, displaying the balances of various accounts, including assets, liabilities, equity, income, and expenses. This organized layout allows for straightforward navigation and a swift understanding of your business's financial wellbeing.



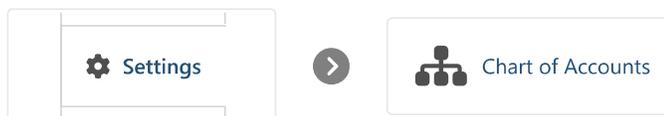
By default, the Summary tab shows balances for all entered transactions. This is appropriate when starting a new business on Manager.io. However, if you are migrating an existing business to Manager.io or once you use Manager.io for more than one accounting period, you may want to tailor your Summary screen to display balances for your current accounting period only.

To customize your Summary tab, click the **Edit** button and set the period and other parameters relevant to your specific business situation.



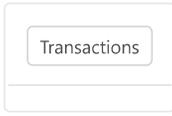
See [Summary — Edit](#) for more information.

The layout of groups, accounts, and totals on the Summary tab can be adjusted through the **Chart of Accounts**. This feature helps in organizing your financial information in a way that best suits your business operations.



See [Chart of Accounts](#) for more information.

The Summary tab shows balances for all your balance sheet and profit and loss statement accounts. You can view all individual transactions making up your balances on the Summary tab by clicking the **Transactions** button in the bottom-right corner.



See [Transactions](#) for more information.