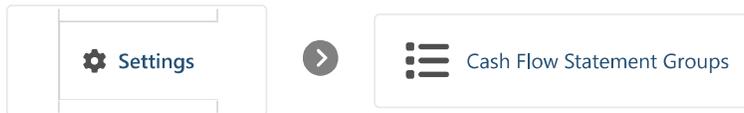


# Cash Flow Statement Groups

The **Cash Flow Statement Groups** feature in Manager.io allows you to create custom groups for organizing accounts on your Cash Flow Statement report. This helps streamline the report by grouping similar accounts together, making it more concise and easier to interpret.



## Why Use Cash Flow Statement Groups?

If you don't utilize Cash Flow Statement Groups, the Cash Flow Statement will display each individual account as it appears in your Chart of Accounts. While detailed, this can result in a lengthy and cumbersome report that's difficult to navigate, especially if you have many accounts.

By grouping related accounts, you can:

- **Simplify your Cash Flow Statement:** Reduce clutter by consolidating accounts into meaningful categories.
- **Enhance readability:** Provide a clearer overview of cash flow activities.
- **Improve analysis:** Facilitate better decision-making by focusing on key cash flow areas.

*For example,* you might group various expense accounts—such as telephone, printing, and computer equipment expenses—under a single group called "Payments to Suppliers."

## Setting Up Cash Flow Statement Groups

To create and manage your Cash Flow Statement Groups, follow these steps:

1. **Access Settings:**

- Navigate to the **Settings** tab on the left sidebar.

2. **Select Cash Flow Statement Groups:**

- Click on **Cash Flow Statement Groups** in the list of settings options.

### 3. Create a New Group:

- Click the **New Cash Flow Statement Group** button.
- Enter a descriptive **Name** for the group (e.g., "Payments to Suppliers").
- Click **Create** to save the new group.

## Assigning Accounts to Groups

After creating your groups, assign relevant accounts to them:

### 1. Navigate to Chart of Accounts:



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### 2. Edit an Account:

- Find the account you wish to assign to a group.
- Click on the account name to open the edit screen.

### 3. Assign to a Group:

- In the edit screen, you will see a new field labeled **Cash Flow Statement Group**.
- Select the appropriate group from the dropdown menu.

### 4. Save Changes:

- Click **Update** to save the assignment.

### 5. Repeat:

- Repeat the process for each account you want to group.

## Viewing the Organized Cash Flow Statement

With your accounts assigned to groups, your Cash Flow Statement will now reflect this organization:

### 1. Generate the Report:

- Go to the **Reports** tab.
- Select **Cash Flow Statement**.

### 2. Customize Report Settings (if necessary):

- Choose the desired date range and other parameters.

### 3. View the Report:

- Click **View** to generate the report.
- The statement will display accounts consolidated under the groups you've created.

## Benefits of Using Cash Flow Statement Groups

- **Efficiency:** Quickly assess your cash flow without wading through excessive details.
- **Customization:** Tailor the report structure to fit your business needs.
- **Clarity:** Highlight significant cash flow categories for stakeholders.

By effectively utilizing Cash Flow Statement Groups, you enhance the utility of your financial reports, ensuring that they provide meaningful insights into your business's cash movements.