⚡ **VELTRIX OS**

Standard Operating Procedure

SOP DOCUMENT

26 Sep 2026

AI CFO — SOP

How this module works

A real-time money dashboard — revenue, cash flow, P&L, client/service breakdown and financial goals, all computed live from your invoices and expenses, plus one AI-generated strategic analysis per day.

SECTIONS

- **KPIs**
  This month's revenue, pending collection, pipeline value and conversion rate at a glance.
- **Cash Flow**
  Expected in/out over 30 days, cash runway, and a 3-month forecast.
- **P&L Statement**
  Month-wise profit & loss with expense category breakdown — pick any month/year.
- **Goals**
  Revenue/expense targets vs actual, editable anytime.
- **Balance Sheet**
  Assets vs Liabilities + Equity, built from your invoices, bank accounts, vendor/salary records and a trackable Fixed Assets list (camera gear, laptops, furniture — with optional depreciation) — any gap shown honestly, never hidden.
- **AI Analysis**
  One AI-generated strategic read per day (health score, risks, opportunities) — cached, with a Regenerate option.
- **YTD**
  Full financial-year revenue/expense/profit trend.

STEP-BY-STEP WORKFLOW

1. Open AI CFO → today's numbers and cash position are already computed, no setup needed.
2. Set targets once (Goals) and alert thresholds (Configure) — the dashboard tracks against them automatically.
3. Check AI Analysis for a plain-language read of where the business stands and what to do next.
4. Export a PDF/CSV whenever you need to share numbers outside the app.

CONNECTIONS

- **Invoice**
  Revenue, pending collection, and accounts receivable all read directly from Invoice's paid/sent/overdue records — never a separate, driftable copy.
- **Expenses**
  Every expense category, this month's spend, and P&L costs are read live from Expenses — add or edit an expense there and it shows up here immediately.
- **Bank**
  Balance Sheet's Cash & Bank Balance sums every connected account's live balance directly from Bank — no manual cash figure to keep in sync.
- **GST Tracker**
  GST Payable (Balance Sheet and P&L) nets Invoice's collected GST against every challan payment logged in GST Tracker — always the real outstanding balance, not a static estimate.

Salary

Marking a salary paid there auto-creates a matching Expense row here — no manual double-entry, and payroll spend shows up the same day it is paid.

Vendor Payments

Same auto-create-Expense behavior as Salary — a vendor payment marked paid there becomes a real expense here automatically.

Leads & Proposals

Pipeline Value blends hot/negotiating Leads' expected value with sent Proposals' budgets — a live read of the sales pipeline, not a manual estimate.
