Financial Reports — SOP

How this module works

A hub for every business report you need: Monthly, Annual, Client, Expense, Vendor, Tax and Advanced Analytics reports, plus live views of P&L, GST and the Bank. Each has its own preview and export, all in one place.

SECTIONS

- **Report Tabs**
  10 tabs in two groups. Reports (Monthly, Annual, Client Revenue, Expenses, Vendors, Tax, Analytics) are built here. Live embeds (P&L, GST, Bank) show the live numbers of those modules, with an Open-Full-Report button.
- **Header and Year-to-Date Cards**
  The header chips show this month's revenue and the Collection Rate: paid invoices as a share of invoices issued (drafts and cancelled invoices are not counted). The three cards below show year-to-date revenue, expenses and profit.
- **This Month at a Glance**
  A 6-month revenue-vs-expenses chart, top expense categories and recent transactions, shown on the Monthly tab.
- **Preview and Export**
  Preview shows the exact report you will download. Export offers Excel, PDF, Word and HTML, uses the filters you have set, and names the businesses the figures cover.
- **Charts**
  Every tab has a Line and Bar view; the Expense tab also has a Pie view of spending by category. If a chart cannot load it says so and offers Retry.
- **Advanced Analytics**
  Multi-filter analytics: period, report type, category, and comparison with the previous period or year. Profit always means revenue minus all expenses, even when you filter Expenses to one category.
- **Tax Summary**
  The income tax estimate is worked on profit excluding GST, because GST is collected for the government and is not income. GST and ITC figures cover GST-registered companies only.
- **Financial Summary**
  A quick read on this month: a health rating, year-to-date status, key figures, one insight and one action. The figures and rating are calculated from your own data, so the summary works even when AI is unavailable. When AI is reachable it also writes the three sentences, and the panel says which you are reading.

STEP-BY-STEP WORKFLOW

1. Check the header chips and the three year-to-date cards for a quick read on revenue, expenses, profit and collection rate.
2. Pick the tab you need: reports on the left, live embeds of P&L, GST and Bank on the right.
3. Set that tab's filters (month, year, client, dates, category). Charts update as you change them, and Clear resets the tab.
4. Click Preview to see the report before downloading anything.
5. Open Export and choose Excel, PDF, Word or HTML. The file matches the filters on screen.
6. On the P&L, GST and Bank tabs the numbers are live. Use Open Full Report for the complete page.

7. For a custom cross-report view, open the Analytics tab, set your filters and click Apply Filters.
8. Open Summary for a quick read on overall financial health, then click Refresh any time to recalculate it.

CONNECTIONS

Invoice Every revenue figure reads Invoice's paid invoices live. The Collection Rate and the Client tab read invoice status and amounts directly.	**P&L Live** The P&L tab is a live embed of P&L Live's own data, and every tab counts revenue with the same paid-revenue query P&L Live uses, so the numbers always agree.
Expenses All expense totals, categories and the Pie view read Expenses live, with no separate entry.	**GST Tracker** The GST tab embeds GST Tracker's own summary. GST collected and ITC in Monthly, Tax and Analytics follow the same rule: GST-registered companies only.
Bank The Bank tab shows the total balance and a 6-month credit and debit trend straight from Bank, with one click to open the full ledger.	**Vendor Payments** The Vendor tab and its exports use Vendor Payments' own data, so nothing is entered twice.

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