⚡ **VELTRIX OS**

Standard Operating Procedure

SOP DOCUMENT

26 Sep 2026

# GST Tracker — SOP

How this module works

GST filing intelligence — GST collected/pending, ITC eligibility, CGST/SGST/IGST breakdown, GSTR-1/GSTR-3B filing deadlines, payment history, and an AI compliance advisor.

## SECTIONS

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| **KPI Cards**<br>GST collected, GST pending, ITC eligible and net GST payable, quarter-filterable. Covers GST-registered companies only — a company marked registered in Invoice settings is included automatically. | **Filing Deadlines**<br>GSTR-1 and GSTR-3B due dates with days-left countdown, addable to the Calendar. |
| **GSTR-1 Filing Summary**<br>B2B/B2C sales split and CGST/SGST/IGST breakdown from each invoice's real recorded tax split. | **AI Compliance Advisor**<br>Click Generate for a compliance score, actionable advice and ITC optimization tips — cached for the rest of the day so re-visiting doesn't re-spend it. |
| **GST Payment History**<br>Record and delete GST challan payments, one per company per month/year. A recorded payment cannot be edited because it is a filing record — to correct one, delete it and record it again. | |

## STEP-BY-STEP WORKFLOW

1. Pick a quarter (Q1-Q4 or All) — everything below updates to match.
2. Check GSTR-1/GSTR-3B deadlines and the CGST/SGST/IGST breakdown before filing.
3. Click 'Generate Analysis' when you want the AI advisor's take — it's optional, not automatic.
4. Record each GST challan payment as you pay it, so 'Net GST Remaining' stays accurate.
5. Export for CA any time for a filing-ready summary.

## CONNECTIONS

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| **Invoice**<br>Every GST figure here — collected, pending, CGST/SGST/IGST split, B2B/B2C sales — reads Invoice's real per-invoice records live. The company profiles you set up in Invoice (GSTIN, registered state) also decide which businesses can file a GSTR-1 here. | **Expenses**<br>ITC Eligible and Net GST Payable read live from Expenses marked 'GST Eligible' — mark an expense there and it shows up here automatically, no separate entry. |

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| **P&L Live**<br>P&L Live's own Tax Estimates tab uses this exact same ITC calculation (GstCalculator) on the same expense records, so its Output GST/Input GST figures stay consistent with what you see here. | **Calendar**<br>Add a GSTR-1 or GSTR-3B filing deadline to the Calendar in one click — this page also remembers which ones you've already added, so you never get a duplicate reminder. |
| **Financial Reports**<br>Financial Reports' own GST tab is a live embed of this exact page's KPI numbers and trend — a change here is automatically reflected there too, no separate figure to keep in sync. | |

This SOP is confidential and for internal use only.

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