⚡ **VELTRIX OS**

Standard Operating Procedure

SOP DOCUMENT

26 Sep 2026

P&L Live — SOP

How this module works

A deep-dive Profit & Loss report — flexible date ranges, client-wise profitability, cash position, GST/income-tax estimates, and AI executive analysis, updating live as invoices and expenses come in.

SECTIONS

- **Hero KPIs + Chart**
  Revenue, expenses, net profit/loss and margin for the selected period, plus a visual revenue-vs-expenses chart.
- **Monthly Breakdown**
  Month-by-month revenue, expenses and margin for the selected range.
- **Category + Cash**
  Expenses by category, plus cash collected, pending receivables and net cash position.
- **Client P&L + Tax**
  Revenue and profit per client, plus GST and income-tax estimates for the period.
- **AI Analysis**
  Click Generate for an AI executive summary, key findings and recommendations — cached for the rest of the day so re-visiting doesn't re-spend it.

STEP-BY-STEP WORKFLOW

1. Pick a period — This Month/Last 3 Months/This Year/Custom — everything below updates to match.
2. Scroll through KPIs, trends, category and client breakdowns for the full picture.
3. Click 'Generate Analysis' when you want the AI's take — it's optional, not automatic.
4. Export to PDF/CSV or print for sharing, any time.

CONNECTIONS

- **Invoice**
  Every revenue figure here — KPIs, monthly breakdown, client P&L — reads Invoice's paid records live, and updates in real time the moment a payment is recorded, with no separate revenue figure to keep in sync.
- **Expenses**
  Every expense total, category breakdown, and cash-out figure is read live from Expenses, updating in real time the moment an expense is added or edited — never a manually re-entered number.
- **Financial Reports**
  Financial Reports' own P&L tab is a live embed of this exact page's data (the same underlying calculation, not a second copy) — a change here is automatically reflected there too.
- **AI CFO**
  The Income Tax Rate used in Tax Estimates is set once in AI CFO's Goals settings and shared here automatically — no separate tax-rate field to configure twice.