CFO App — Navigation & Page Specifications

This document defines the navigation structure and detailed content for each page in the **CFO App** (Client-facing application). It complements the HQ Console and Partner App, enabling clients to monitor plans, approve changes, download reports, purchase additional services, and interact with HQ and partners.

Global Navigation (Bottom or Side Menu)

1. **My Company (Company 360)**
2. **Profile & Settings**

Global Controls (Top Bar): Notifications, Search, Filters (Date Range, Plan), Currency, Language Switch.

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0) My Company (Company 360)

Purpose: A personalized, ERP-connected command center showing the client's overall company trends. Users can **design their own dashboard** (e.g., Total Sales, Top Customers, Top Items) and **drill into transaction-level details** with one click.

Data & Integration

- **Sources:** Client ERP (e.g., Odoo/Zoho/SAP/QuickBooks), CRM, Banking feed (optional)
- **Status Bar:** ERP Connected • Last Sync • Mapping Health • As-of timestamp
- **Multi-currency:** Display in base or transactional currency; FX as per plan/report policy

Modes

- **View Mode:** Locked layout with interactive filtering & drill-down
- **Builder Mode:** Drag-and-drop layout editor to add, resize, reorder widgets

Global Filters

- Date Range (Today, MTD, QTD, YTD, Custom)
- Organization / Business Unit / Branch
- Region / Channel / Salesperson
- Customer / Supplier
- SKU / Category
- Currency

Widget Library (add as many as needed)

Metric Cards

- Total Sales, Net Sales, Gross Margin %, Net Profit %, Cash-in vs Cash-out, AR Balance, AP Balance, CCC, DSO, DPO, DIO

Ranking / Top-N

- Top Customers by Revenue / Margin
- Top Items/SKUs by Units / Revenue / Margin
- Top Regions/Stores/Channels

Charts

- Sales Trend (line/area) with YoY/Period compare
- Sales by Region / Channel (bar/map)
- Product Mix (treemap)
- Collections vs Targets (combo)

Tables

- Customer Ledger summary
- SKU Performance table (units, ASP, GM%)
- AR Aging buckets

Custom KPI

- Create a card from formula builder (e.g., (Revenue−COGS)/Revenue)

Actions (page level)

- **Add Widget** • **Save Layout** • **Set as Default** • **Share View** (to other client users) • **Export** (PDF/PNG/Excel) • **Schedule Email Snapshot** (daily/weekly/monthly)

Drill-Down (Transactions Explorer)

Clicking any card/chart/table opens the **Explorer** with:

- **Columns:** Doc No., Date/Time, Type (Invoice, SO, PO, Receipt), Customer/Supplier, SKU, Qty, Unit Price, Discount, Tax, Amount, Currency, Status, Warehouse/Location, Salesperson, Source System ID
- **Filters:** all global filters + document status, payment status
- **Actions:** Open Source Document (deep link to ERP if available), Export (CSV/XLSX), Create Task, Add Note
- **Pivot & Grouping:** drag dimensions (e.g., Customer → Item → Date) and save as a view

Starter Layout (default widgets for new users)

- **Total Sales (MTD)**, **GM%**, **DSO**, **AR Aging**, **Top 10 Customers (Revenue)**, **Top 10 Items (Units)**, **Sales by Region**

Empty State & Safeguards

- If **ERP not connected:** show wizard CTA "Connect ERP to start"
- Stale data banner if last sync > 24h with **Sync request** option
- Respect **row-level permissions**; PII masking where applicable

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1) Dashboard

Purpose: Provide a high-level overview of client's financial health, active plans, and alerts.

Widgets & Cards

- **Active Plans** (count)
- **Plan Status Summary** (Green/Amber/Red breakdown)
- **Top KPIs Snapshot** (Revenue vs Plan, GM%, DSO, Inventory Turnover)
- **Exceptions Open** (count)
- **Upcoming Meetings** (next 3)

Charts

- **Performance Trend** (Revenue vs Plan, GM%, Cash Flow)
- **Working Capital Trend** (DSO, DPO, CCC)

Actions

- **View Plan Details** (CTA → Plans)
- **Download Latest Report**
- **Book Meeting**

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2) Plans

Purpose: Show all approved plans with details and progress.

Table View

- **Plan Name** | **Period** | **Status** | **Owner** | **Last Updated** | **Actions:** View | Download Report | Book Meeting

Plan Detail Page

- **Header:** Plan Name, Period, Status Pill

- **Tabs:**
    - **Overview:** KPIs summary, Milestones timeline, Budget vs Actual chart
    - **KPIs:** Target vs Actual table, variance, trend charts
    - **Milestones:** List with status, due dates, owners
    - **Notes & Comments:** Collaboration space

Actions

- **Download Report**
- **Request Change** (opens approval workflow)
- **Book Meeting**

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3) Reports

Purpose: Access published reports and generate snapshots.

Features

- **Report Library:** Columns: Report Name | As-of Date | Template | Status | Actions (View, Download PDF/PPT/Excel)
- **Filters:** Date Range, Plan, Report Type
- **Schedule Reports:** Weekly/Monthly delivery

Actions

- **Download** (PDF, PPT, Excel)
- **Share** (email link)

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4) Approvals

Purpose: Manage governance approvals for plan edits.

Approval Cards

- **Change Type:** Target | Milestone | KPI Threshold
- **Before/After Values**
- **Reason for Change**
- **Impacted KPIs**
- **Requested By**
- **Actions:** Approve | Reject | Comment

Filters

- Pending | Approved | Rejected

- Date Range

Notifications

- Push + Email for new approval requests

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5) Tasks & Exceptions

Purpose: Show tasks assigned to client and exceptions requiring attention.

Tabs

- **Tasks:** Columns: Task Name | Linked KPI/Milestone | Owner | Due Date | Status | Actions (Update, Comment)
- **Exceptions:** Auto-detected issues (e.g., DSO deterioration, stockout risk) Columns: Exception Type | Severity | Detected On | Owner | Status | Actions (Acknowledge, Comment)

Actions

- **Update Task Status**
- **Add Notes**

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6) Calendar

Purpose: Manage meetings and reviews.

Views

- Month | Week | Day

Features

- Show all scheduled meetings (HQ, Partner)
- Color-coded by plan
- Sync with O365/Google Calendar

Actions

- **Book Meeting:** Date/time picker, agenda template, invitees
- **Attach Report Snapshot**

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7) Billing

Purpose: Display invoices, payments, and subscription details.

Dashboard Cards

- **Total Billed** | **Total Paid** | **Outstanding**

Table

- Invoice No. | Date | Amount | Status | Actions (View, Download)

Actions

- **Download Invoice**
- **Pay Online** (integration with payment gateway)

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8) Purchase Services

Purpose: Allow clients to purchase additional services such as bookkeeping, trade finance, payroll, compliance, and advisory.

Features

- **Service Catalog:**
  - Categories: Bookkeeping | Trade Finance | Payroll | Compliance | Tax Filing | Advisory
  - Each service card shows: Service Name | Description | Price | SLA | Partner Type
- **Filters:** Category, Price Range, SLA
- **Service Detail Page:**
  - Full description
  - Deliverables
  - SLA & Pricing
  - Assigned Partner (if applicable)
  - Attachments (proposal, terms)

Actions

- **Add to Cart**
- **Request Quote**
- **Checkout & Pay** (integrated payment gateway)
- **Track Service Status** (in Tasks tab)

Notifications

- Confirmation of purchase
- Service assignment details

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9) Support & Chat

Purpose: Provide real-time support and FAQs.

Features

- **Live Chat** with HQ or Partner
- **Knowledge Base** (articles, videos)
- **Raise Ticket** (category, priority)

Actions

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10) Profile & Settings

Purpose: Manage user profile and app preferences.

Fields

- Name | Email | Phone
- Role
- Notification Preferences
- Language & Currency

Actions

- **Edit Profile**
- **Change Password**
- **Logout**

Notifications & Eventing

- New report published
- Approval request
- Meeting scheduled/updated
- Exception detected
- Invoice issued
- Service purchased
- **My Company** snapshot scheduled/emailed

UX Notes

- Mobile-first design with responsive charts
- Quick actions on dashboard for most-used features

- Secure authentication (MFA optional)
- All downloads include branding and timestamp

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11) Empty States, Locks & Guardrails (per page & global)

This section defines what the CFO App should do when data is missing, a workflow is not yet configured, or an account/billing condition requires **restricted access**. It ensures clear guidance, no dead-ends, and safe recovery paths.

C) Page-Level Empty States & CTAs

- **Overdue invoice:** Prominent banner + **Pay Now**; dunning timeline (Due → Reminder → Grace → Lock).
- **Payment in review:** Show pending state and expected confirmation time.
- **MFA required:** Force setup flow before returning to app.

E) Notifications & Eventing (Additions)

- account.locked (reason, lock_type, effective_from, grace_left)
- account.unlocked (reason_resolved)
- billing.invoice.overdue (invoice_no, amount, due_date)
- billing.payment.received (receipt_no)
- compliance.document.expired (doc_type)
- integration.erp.disconnected|reconnected
- plan.expired|renewed

F) Copy & Design Guidelines

- Empty-state copy should be short, optimistic, and include **one primary CTA** plus **one secondary**.
- Use **illustrative icons** and contextual tooltips; avoid error tones unless truly blocking.
- Always provide a **help link** to Support or Knowledge Base.

G) Admin Settings (HQ Console Toggles that affect CFO App)

- Lock thresholds (days & amounts), which pages remain accessible, what actions are disabled per lock level.

- Mandatory compliance checklist by country (e.g., VAT, Trade License).
- Default empty-state CTAs per tenant (e.g., link to **Purchase Services** vs **Request Plan**).
- Email templates for dunning and lock notifications

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