Statement of Account Generator

User Guide · Odoo 18 / 19

AR / AP & Cash

Technical module name: gb_statement_of_account_generator
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1. Overview

Customer statements are often produced one customer at a time. This module generates branded statements of account — in either open-item or balance-forward style — and lets you email or print them in bulk.

A statement gathers the customer's invoices, credit notes and payments, computes a running balance, and can be sent by email or printed as a PDF. Statements can also be created straight from the customer record.

Who is it for?

- Accounts-receivable and credit-control teams
- Finance staff sending monthly customer statements
- Anyone who currently produces statements one at a time

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "Statement of Account Generator" (technical name gb_statement_of_account_generator).
4	Install — Press Install. Required dependencies (account) are installed automatically.

After installation a new top-level menu, Statements, appears in the main menu bar.

3. Configuration

Open Statements ▸ Customer Statements. A statement has a customer, a date/period, a style (open-item or balance-forward) and its lines.

Use Generate (Bulk) to produce statements for many customers at once. The PDF carries your company branding.

Key configuration records

Field	Description
Customer Statement	The statement header: customer, date range, style and totals.
Statement Line	Each invoice, credit note or payment with the running balance.

4. Step-by-step Walkthrough

A statement is created (or reset to Draft), generated, then printed or emailed:

Step	Action
1	Create a statement — From Customer Statements or directly from a customer record.
2	Choose the style — Open-item (lists open documents) or balance-forward.
3	Generate — Press Generate to gather lines and compute the running balance.
4	Print — Use Print for a branded PDF.
5	Email — Use Send Email to deliver it to the customer.
6	Bulk run — Use Generate (Bulk) to produce many statements at once.

Status flow

Records move through the following statuses:

- Statement: Draft → Generated (Reset to Draft available)

5. Feature Reference

Open-item & balance-forward

Choose the statement style — list of open documents, or a brought-forward running balance.

Running balance

Lines are ordered and a running balance is computed so the customer sees how the closing figure is reached.

Branded PDF

Statements print as a clean, company-branded PDF.

Bulk email / print

Generate (Bulk) produces and sends statements for many customers in one action.

Create from customer

Raise a statement directly from the partner record, which also lists existing statements.

6. Tips, Troubleshooting & FAQ

Q: What statement styles are available?
A: Open-item (shows outstanding documents) and balance-forward (brought-forward running balance).

Q: Can I send to many customers at once?
A: Yes — Generate (Bulk) produces statements across customers and can email them in bulk.

Q: Are statements branded?
A: Yes, the PDF uses your company branding.

Q: How is the balance worked out?
A: Generate gathers invoices, credit notes and payments and computes a running balance line by line.

Q: Can I start from a customer?
A: Yes — create a statement directly from the partner, which also shows their previous statements.

Q: Can I regenerate a statement?
A: Reset to Draft and Generate again to refresh the lines.

7. Support

We are glad to help you get the most out of Statement of Account Generator.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.

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