Admin Area

PUQ Account Statement module WHMCS Order now — Download — Community This chapter describes all management actions and configurations available in the WHMCS admin area for the PUQ Account Statement module.

Admin Area Overview

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This page provides an overview of the administrative interface and actions available to administrators.

Accessing the Admin Area

To access the admin area of the module:

1. Log in to your WHMCS Admin Area.
2. Navigate to **Addons > PUQ Account Statement**

Management Actions

The admin interface allows performing the following actions:

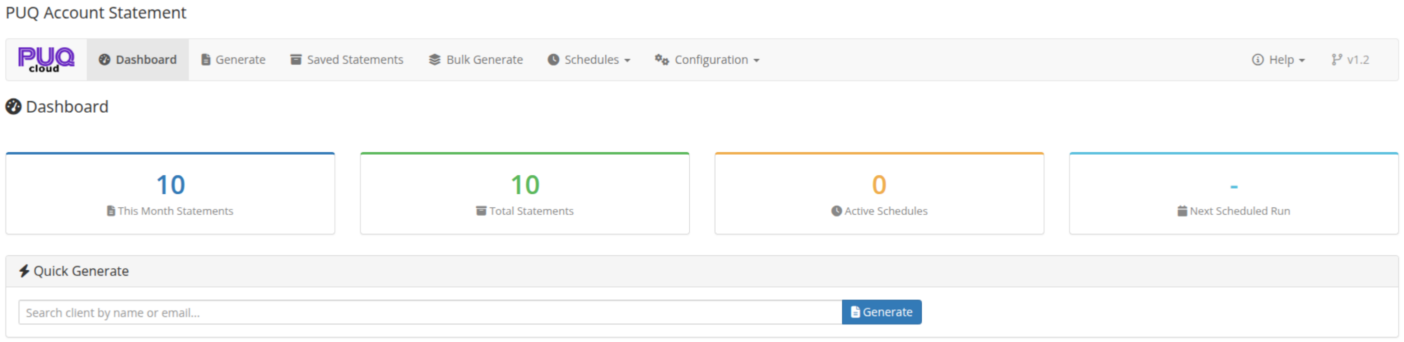
- **Dashboard**: View overall statistics, quick generate statement and upcoming schedules.
- **Generate Statement**: Create a statement for a specific client with a date range.
- **Saved Statements**: View and download previously generated statements.
- **Bulk Generate**: Generate statements for multiple clients at once.
- **Schedules**: Configure automated statement generation.
- **PDF Style**: Customize the visual appearance of the PDF statements.

Settings

Explain settings and tools:

- **General Settings**: Configure company details, email templates, and other global options.
- **Access Control**: Configure which administrator groups have access.

Screenshot



02-dashboard.png

Dashboard

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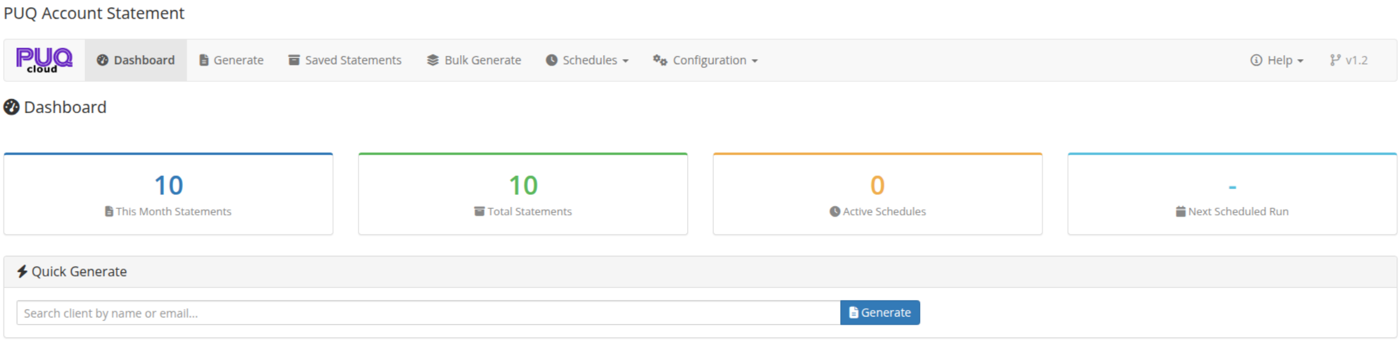
The Dashboard is the home page of the module, available at: **Addons** > **PUQ Account Statement** > **Dashboard**

It provides a complete overview of your statement activity — key metrics, quick generation, recent statements, and upcoming schedules.



02-dashboard.png

Key Metrics

The top section displays summary cards with color-coded borders:

Metric	Description
This Month Statements	Number of statements generated in the current month
Total Statements	Total number of saved statements in the archive
Active Schedules	Number of currently active automatic schedules
Next Scheduled Run	Date and time of the next scheduled statement generation

Quick Generate

A search panel for quickly generating a statement for a specific client:

1. Start typing a client name or email in the search field
2. Select the client from the dropdown results (powered by Select2 with AJAX search)
3. Click **Generate** to navigate to the Generate page with the client pre-selected

Recent Statements

A table showing the 10 most recently generated statements:

Column	Description
Date	When the statement was generated
Client	Client full name
Period	Statement date range (from — to)
Generated By	How the statement was created: manual, schedule, or bulk
Actions	**View** button to open the saved statement

Upcoming Schedules

A table showing up to 5 active schedules with their next run times:

Column	Description
Name	Schedule name
Frequency	How often it runs (Daily, Weekly, Monthly, Quarterly, Yearly)
Next Run	Date and time of the next execution
Status	Badge: **Active** (green) or **Inactive** (gray)

Generate Statement

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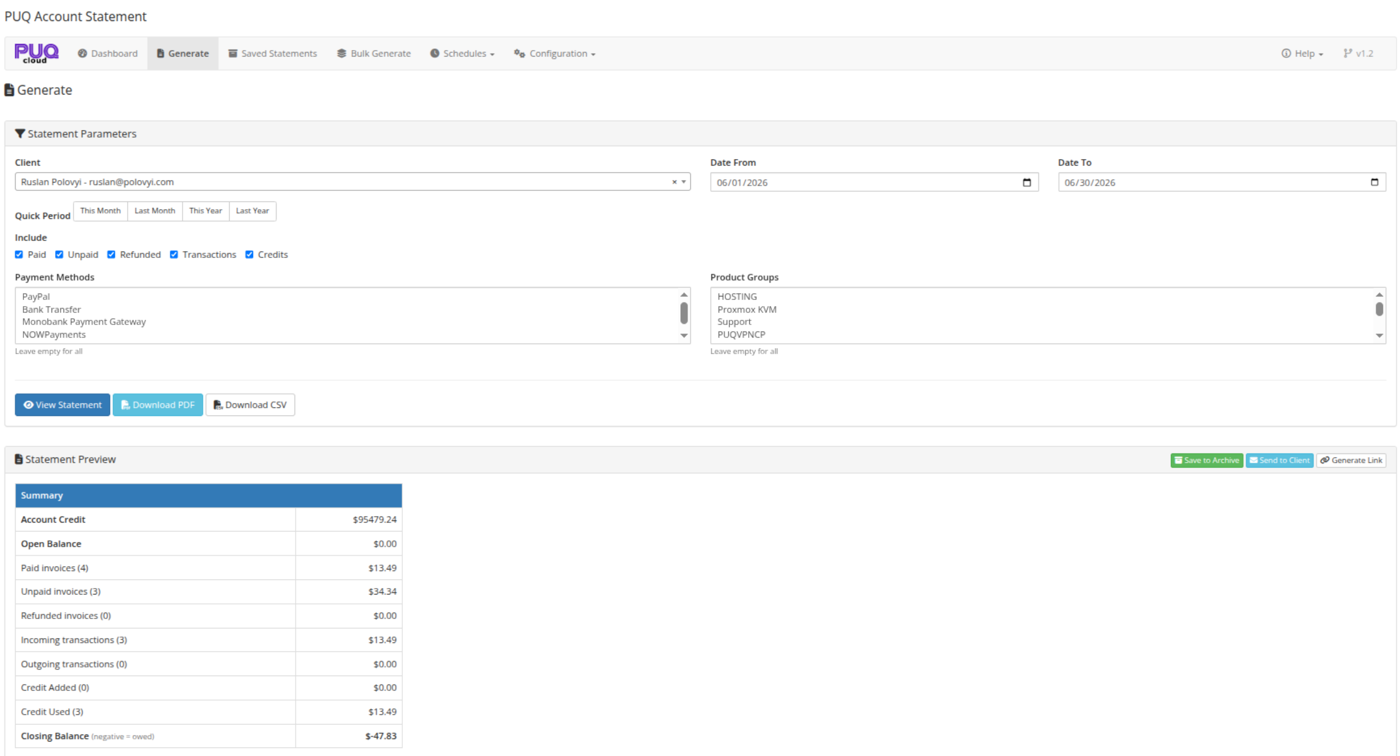
The Generate page is available at: **Addons** > **PUQ Account Statement** > **Generate**

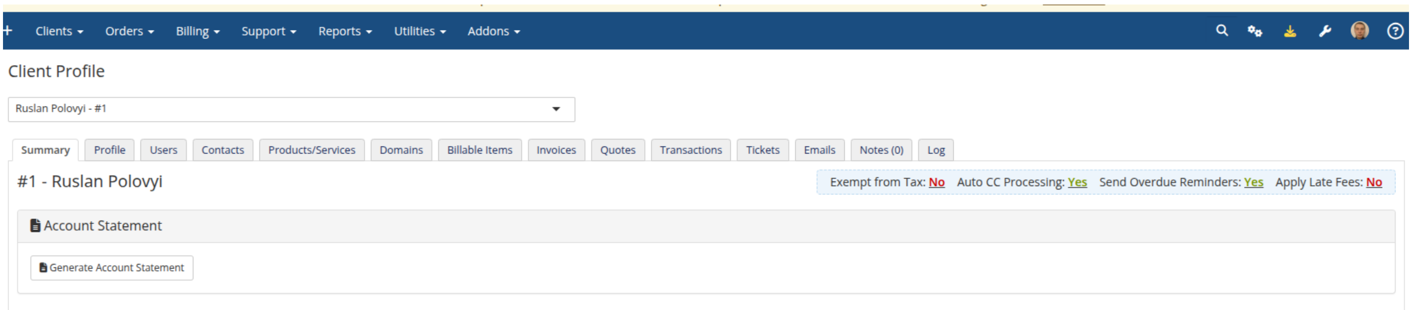
This is the main page for creating individual account statements for a specific client.



03-generate.png

Generate from a Client's Profile

You can also start a statement directly from a client's profile. Open **Clients** > select a client, and on the **Summary** tab use the **Account Statement** panel and click **Generate Account Statement**. This opens the Generate page with the client pre-selected.



21-admin-client-profile.png

Statement Parameters

Client Selection

Use the search field to find a client by **first name, last name (or both together), company, email, or client ID**. The field uses Select2 with AJAX search — start typing to see results. Searching a full name such as "John Smith" matches first name + last name in any order.

> **Tip:** You can navigate here from the Dashboard's Quick Generate feature, which pre-selects the client.

Date Range

Set the date range for the statement using:

- **Date From / Date To** — manual date inputs
- **Quick Period** buttons — one-click presets:
  - **This Month** — first to last day of current month
  - **Last Month** — first to last day of previous month
  - **This Year** — January 1 to December 31 of current year
  - **Last Year** — January 1 to December 31 of previous year
  - **All Time** — entire history from account inception (from `1970-01-01` to current date)

Include Options

Select which financial data to include in the statement:

Option	Description
Paid	Include paid invoices
Unpaid	Include unpaid/outstanding invoices
Refunded	Include refunded invoices
Transactions	Include payment transactions
Credits	Include credit entries

Advanced Filters

Filter	Description
Payment Methods	Filter invoices by payment gateway (multi-select). Leave empty for all
Product Groups	Filter invoices by product group (multi-select). Leave empty for all

---

Actions

View Statement

Click **View Statement** to generate and display the statement preview inline on the page. The preview shows the rendered HTML statement with all sections.

> **Reading the balance:** The summary shows two distinct figures — **Account Credit** (the credit available on the client's WHMCS account) and the **Closing Balance**, which is the outstanding amount. A negative Closing Balance means the client owes that amount, and it always ties out with the Debit and Credit columns. The **Open Balance** line carries forward any unpaid invoices from before the statement period and can be hidden via *Settings → Show Open Balance*.

> **Language & dates:** Statements (preview, PDF, and CSV) are generated in the **client's own language** when available — falling back to the system language,

> then English. Dates follow your **WHMCS Global Date Format**.

Download PDF

Click **Download PDF** to generate and download the statement as a PDF file. The PDF uses the template configured in the Settings page.

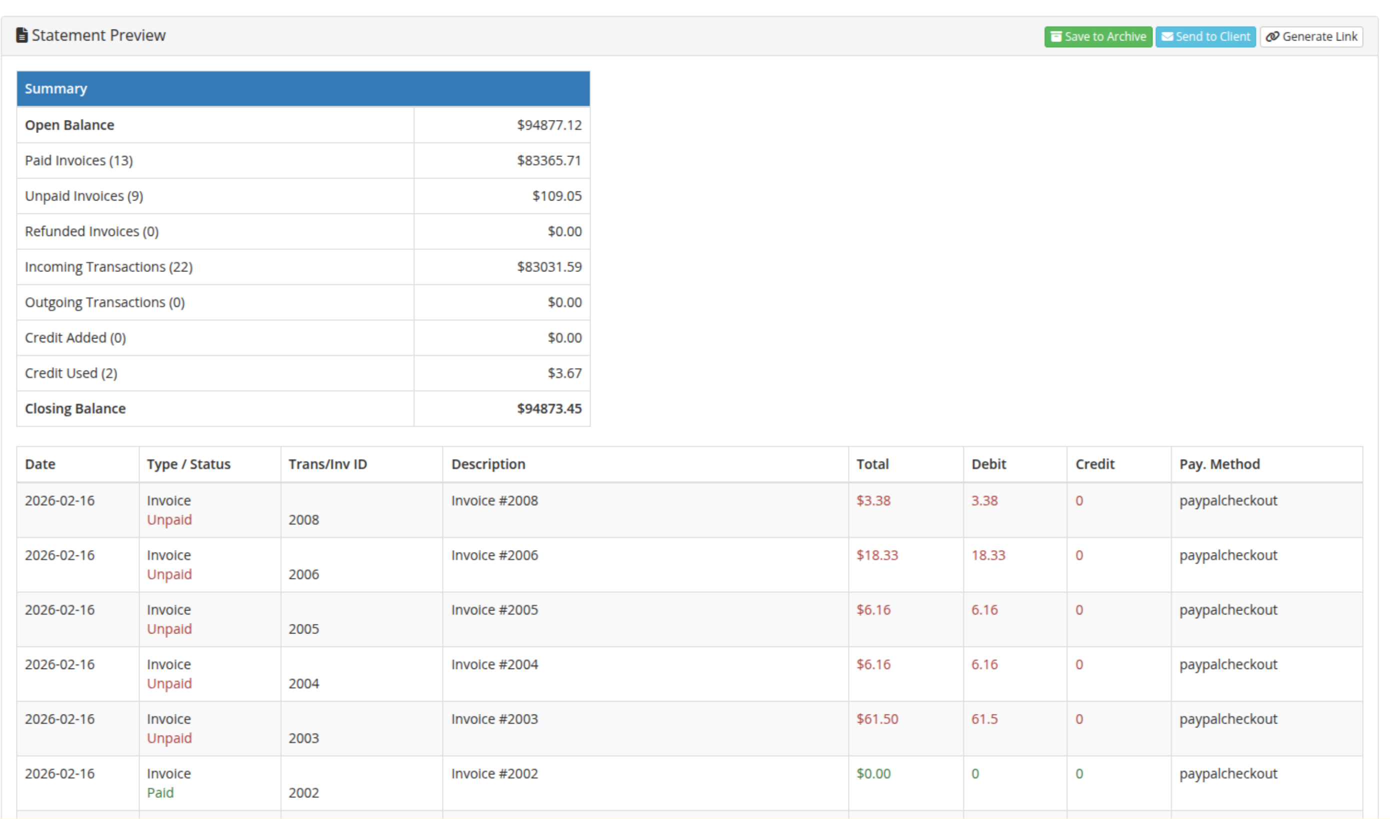
Download CSV

Click **Download CSV** to generate and download the statement data as a CSV file for import into spreadsheets or accounting software.

Statement Preview Actions

After viewing a statement, additional action buttons appear in the preview header:

Action	Description
Save to Archive	Save the statement to the saved statements archive for future reference
Send to Client	Send the statement to the client via email with PDF attachment
Generate Link	Generate a public shareable link (copied to clipboard automatically)


Statement Preview

Save to Archive | Send to Client | Generate Link

Summary	
Open Balance	$94877.12
Paid Invoices (13)	$83365.71
Unpaid Invoices (9)	$109.05
Refunded Invoices (0)	$0.00
Incoming Transactions (22)	$83031.59
Outgoing Transactions (0)	$0.00
Credit Added (0)	$0.00
Credit Used (2)	$3.67
Closing Balance	**$94873.45**

Date	Type / Status	Trans/Inv ID	Description	Total	Debit	Credit	Pay. Method
2026-02-16	Invoice Unpaid	2008	Invoice #2008	$3.38	3.38	0	paypalcheckout
2026-02-16	Invoice Unpaid	2006	Invoice #2006	$18.33	18.33	0	paypalcheckout
2026-02-16	Invoice Unpaid	2005	Invoice #2005	$6.16	6.16	0	paypalcheckout
2026-02-16	Invoice Unpaid	2004	Invoice #2004	$6.16	6.16	0	paypalcheckout
2026-02-16	Invoice Unpaid	2003	Invoice #2003	$61.50	61.5	0	paypalcheckout
2026-02-16	Invoice Paid	2002	Invoice #2002	$0.00	0	0	paypalcheckout

04-generate-preview.png

Saved Statements

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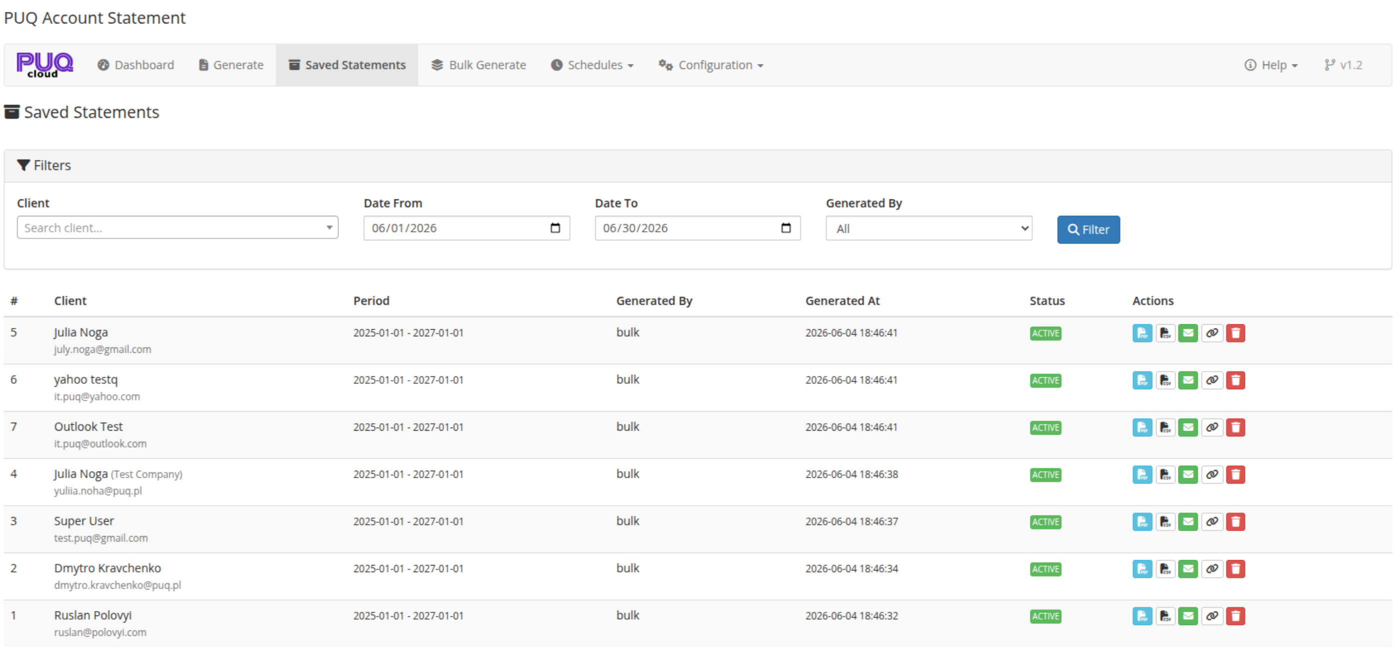
The Saved Statements page is available at: **Addons** > **PUQ Account Statement** > **Saved Statements**

This page shows all previously saved account statements with filtering, pagination, and management tools.



05-saved-statements.png

Filters

The top panel provides search and filter options:

Filter	Description
Client	Search for a specific client by name or email (Select2 AJAX search)

Filter	Description
Date From	Filter statements created from this date
Date To	Filter statements created up to this date
Generated By	Filter by generation method: All, Manual, Schedule, or Bulk

Click **Filter** to apply the filters and reload the results.

Statements Table

The main table lists saved statements with the following columns:

Column	Description
#	Statement ID
Client	Client name, company name, and email
Period	Statement date range (from — to)
Generated By	How the statement was created: manual, schedule, or bulk
Generated At	Timestamp when the statement was generated
Status	Badge: **Active** (green) or expired status
Actions	Action buttons (see below)

Actions Per Statement

Each statement row has the following action buttons:

Button	Icon	Description
PDF	file-pdf	Download/view the statement as PDF (opens in new tab)
CSV	file-csv	Download the statement data as CSV
Send	envelope	Send the statement to the client via email with PDF attachment
Copy Link	link	Generate a public shareable link and copy it to clipboard
Delete	trash	Delete the saved statement (requires confirmation)

Pagination

When there are more statements than the configured per-page limit (default: 25), pagination controls appear at the bottom of the table with page numbers and previous/next navigation.

Auto-Cleanup

Saved statements can be automatically deleted after a configurable number of days. This is set in **Settings** > **Auto Cleanup Days**. Set to 0 to disable auto-cleanup.

Bulk Generate

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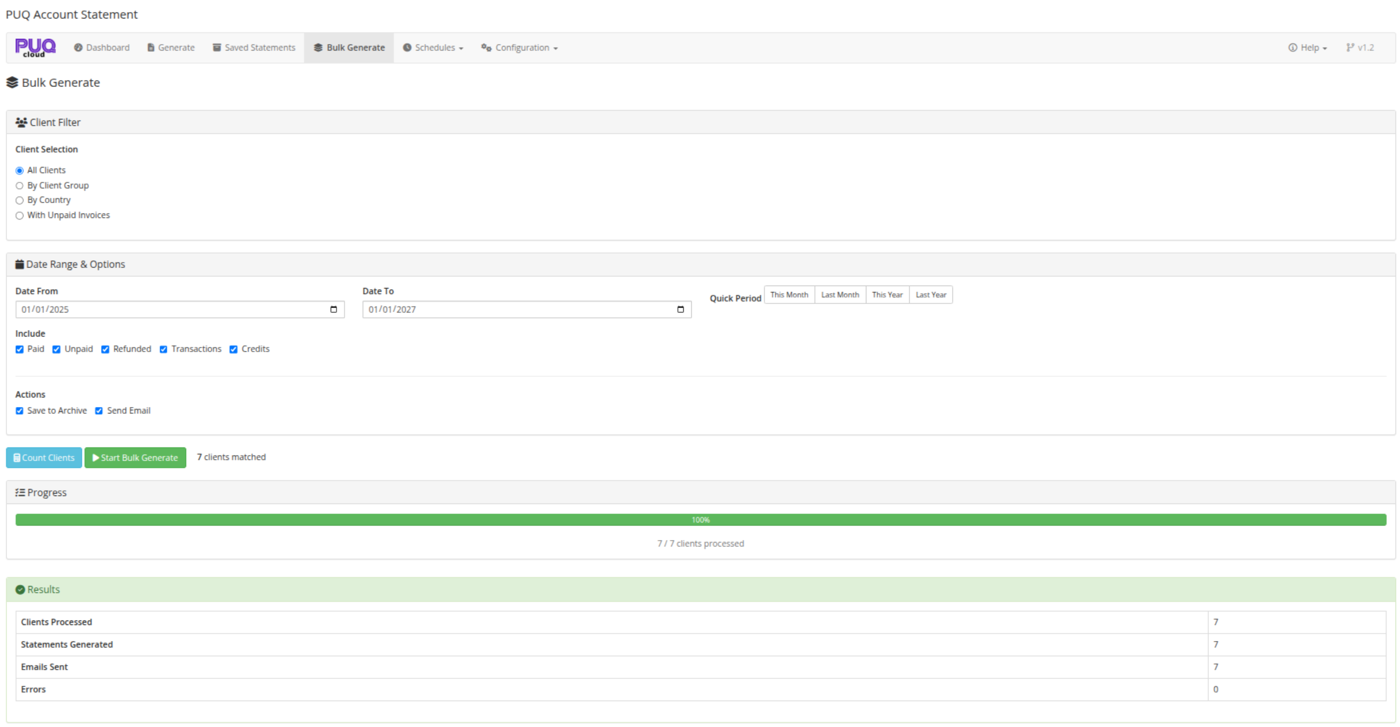
The Bulk Generate page is available at: **Addons** > **PUQ Account Statement** > **Bulk Generate**

This page allows you to generate statements for multiple clients at once with a single operation.



06-bulk-generate.png

Client Filter

Choose which clients to generate statements for:

Option	Description
All Clients	Generate for every client in the system

Option	Description
By Client Group	Filter by WHMCS client group (dropdown appears for selection)
By Country	Filter by client country (dropdown appears for selection)
With Unpaid Invoices	Only clients that have outstanding unpaid invoices

When selecting **By Client Group** or **By Country**, a dropdown field appears to select the specific group or country.

Date Range & Options

Date Range

Set the statement period using:

- **Date From / Date To** — manual date inputs
- **Quick Period** buttons — same presets as the Generate page (This Month, Last Month, This Year, Last Year, All Time)

The default period is set to **Last Month**.

Include Options

Same checkboxes as the Generate page:

- Paid, Unpaid, Refunded, Transactions, Credits

Actions

Choose what to do with each generated statement:

Action	Description
Save to Archive	Save each statement to the saved statements archive (checked by default)
Send Email	Send each statement to the respective client via email with PDF attachment

Workflow

Step 1: Count Clients

Click **Count Clients** to see how many clients match your filter criteria. The result appears next to the button (e.g., "**42** clients matched").

Step 2: Start Bulk Generate

After counting, the **Start Bulk Generate** button becomes enabled. Click it and confirm the operation.

Step 3: Monitor Progress

A progress bar appears showing:

- Visual progress bar with percentage
- Text counter: "X / Y clients processed"

The bulk operation processes clients in batches of 10 for optimal performance and to avoid timeouts.

Step 4: Review Results

After completion, a results panel shows:

Metric	Description
Clients Processed	Total number of clients processed
Statements Generated	Number of statements successfully created
Emails Sent	Number of emails sent (if email option was enabled)
Errors	Number of errors encountered during processing

Schedules

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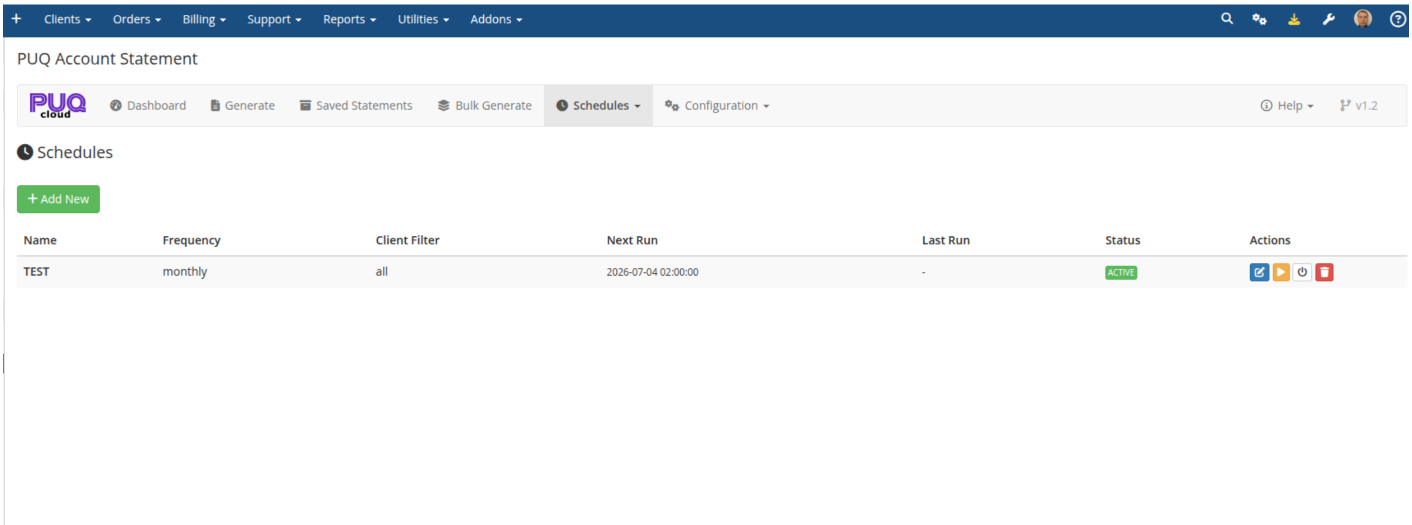
The Schedules page is available at: **Addons** > **PUQ Account Statement** > **Schedules** > **All Schedules**

This page manages automated statement generation schedules. Schedules run automatically via WHMCS cron.



07-schedules.png

Schedules Table

The table lists all configured schedules with the following columns:

Column	Description
Name	Schedule name for identification
Frequency	How often it runs: Daily, Weekly, Monthly, Quarterly, Yearly
Client Filter	Target clients: All, By Group, By Country, or With Unpaid Invoices

Column	Description
Next Run	Date and time of the next scheduled execution
Last Run	Date and time of the most recent execution
Status	Badge: **Active** (green) or **Inactive** (gray)
Actions	Action buttons (see below)

Actions Per Schedule

Button	Icon	Description
Edit	edit	Open the schedule editor to modify settings
Run Now	play	Execute the schedule immediately without waiting for the next scheduled time
Toggle	power-off	Enable or disable the schedule
Delete	trash	Delete the schedule (requires confirmation)

Creating a New Schedule

Click the **Add New** button at the top or go to **Schedules** > **Add Schedule** in the navigation menu.

See the Schedule Editor page for details on configuring a schedule.

Sending All Outstanding Unpaid Invoices

To configure a recurring schedule that automatically sends statements with **all unpaid invoices** (regardless of the year the invoice was issued):

1. Click **Add New** (or edit an existing schedule).
2. In **General Settings**:
   - Enter a **Name** (e.g., `Weekly Outstanding Invoices Reminder`).
   - Select your desired **Frequency** (e.g., `Weekly` or `Monthly`).
   - Select **Period Type** as **All Unpaid Invoices** (or **All Time**).
3. In **Client Filter**:
   - Select **With Unpaid Invoices**. This ensures only clients with unpaid balances are selected.
4. In **Include Options**:
   - Check **Unpaid** only.
   - Uncheck **Paid**, **Refunded**, **Transactions**, and **Credits** so the statement focuses strictly on the unpaid balance and does not include historical paid items.
5. In **Output**:
   - Check **Send Email** (and optionally **Save to Archive**).
6. Click **Save Schedule**.

> [!TIP] When using **All Unpaid Invoices**, the module inspects all invoices from `1970-01-01` to the current date, ensuring unpaid invoices from prior years (2025, 2026, 2027, etc.) are never missed. If a client has zero unpaid invoices, the module automatically skips them and does not send empty emails.

How Schedules Work

Schedules are executed by the WHMCS cron job. When a schedule's next run time is reached:

1. The module identifies matching clients based on the schedule's client filter
2. For each client, a statement is generated for the configured period
3. Depending on the schedule's output settings, statements are saved to archive and/or emailed to clients
4. The schedule's next run time is updated based on its frequency
5. Execution details are logged for reference

Schedule Editor

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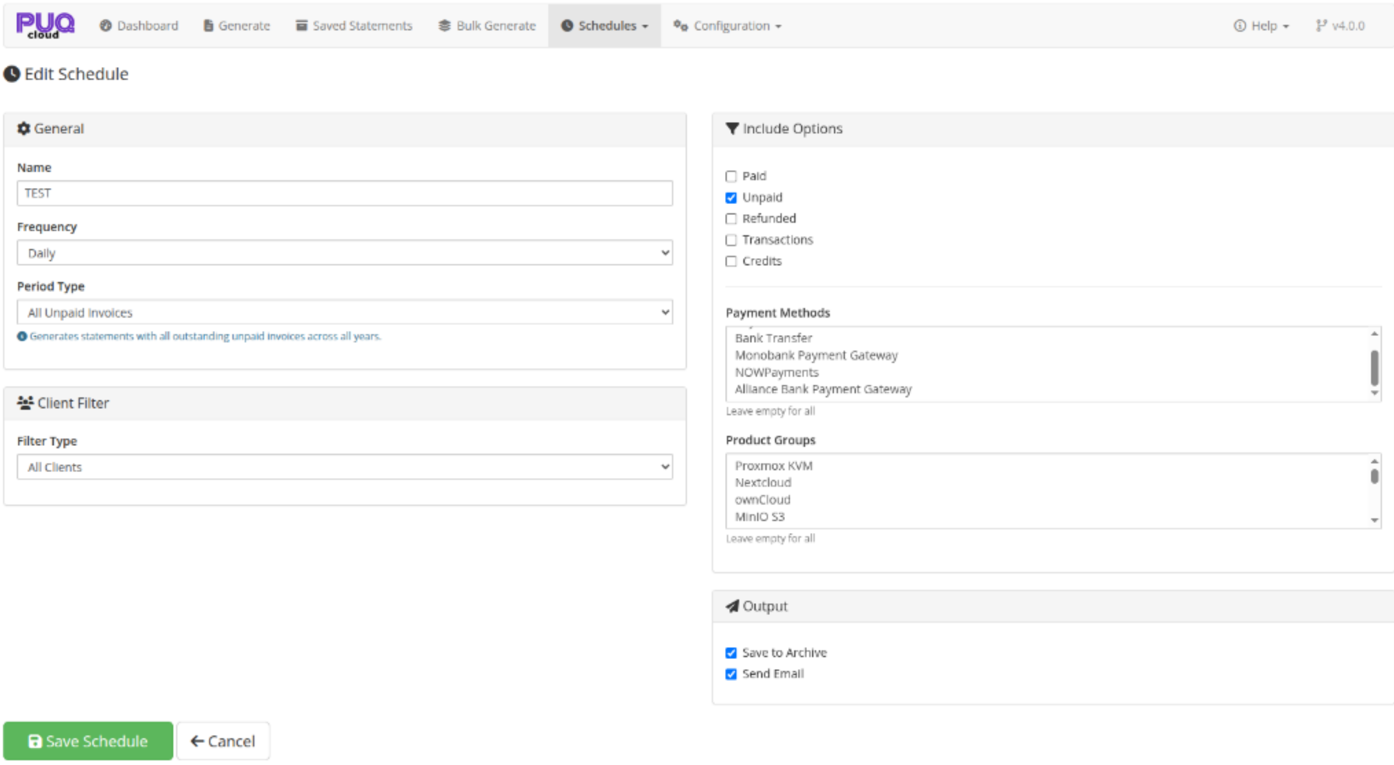
The Schedule Editor page is available at: **Addons** > **PUQ Account Statement** > **Schedules** > **Add Schedule** (or click **Edit** on an existing schedule)

This page allows you to create or edit an automated statement generation schedule.



08-schedule-edit.png

General Settings

Setting	Description
Name	A descriptive name for the schedule (e.g., "Monthly Client Statements")

Setting	Description
Frequency	How often the schedule runs: Daily, Weekly, Monthly, Quarterly, Yearly
Period Type	What period the statement covers: Last Week, Last Month, Last Quarter, Last Year, All Time, or All Unpaid Invoices

> [!TIP] **All Unpaid Invoices Period Type:** Choosing **All Unpaid Invoices** sets the statement to cover all unpaid and overdue invoices regardless of when they were issued (from `1970-01-01` to current date). This ensures clients with unpaid invoices from any prior or current year (e.g., 2025, 2026, 2027) will see all their outstanding balances in one clean statement. Pair this with the **With Unpaid Invoices** client filter and check only **Unpaid** under **Include Options**.

Client Filter

Choose which clients receive statements when the schedule runs:

Filter	Description
All Clients	Generate for every client
By Client Group	Only clients in a specific WHMCS client group
By Country	Only clients from a specific country
With Unpaid Invoices	Only clients with outstanding invoices

When selecting **By Client Group** or **By Country**, a text field appears to enter the filter value.

Include Options

Configure what financial data to include in the generated statements:

- **Paid** — include paid invoices
- **Unpaid** — include unpaid invoices
- **Refunded** — include refunded invoices
- **Transactions** — include payment transactions
- **Credits** — include credit entries

Advanced Filters

Filter	Description
Payment Methods	Only include invoices paid via specific gateways (multi-select, leave empty for all)
Product Groups	Only include invoices for specific product groups (multi-select, leave empty for all)

Output

Configure what happens with each generated statement:

Option	Description
Save to Archive	Save the statement to the saved statements archive (checked by default)
Send Email	Send the statement to the client via email with PDF attachment

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Saving

Click **Save Schedule** to create or update the schedule. After saving a new schedule, the page reloads with the schedule ID in the URL for future editing.

Click **Cancel** to return to the schedules list without saving.

PDF Style

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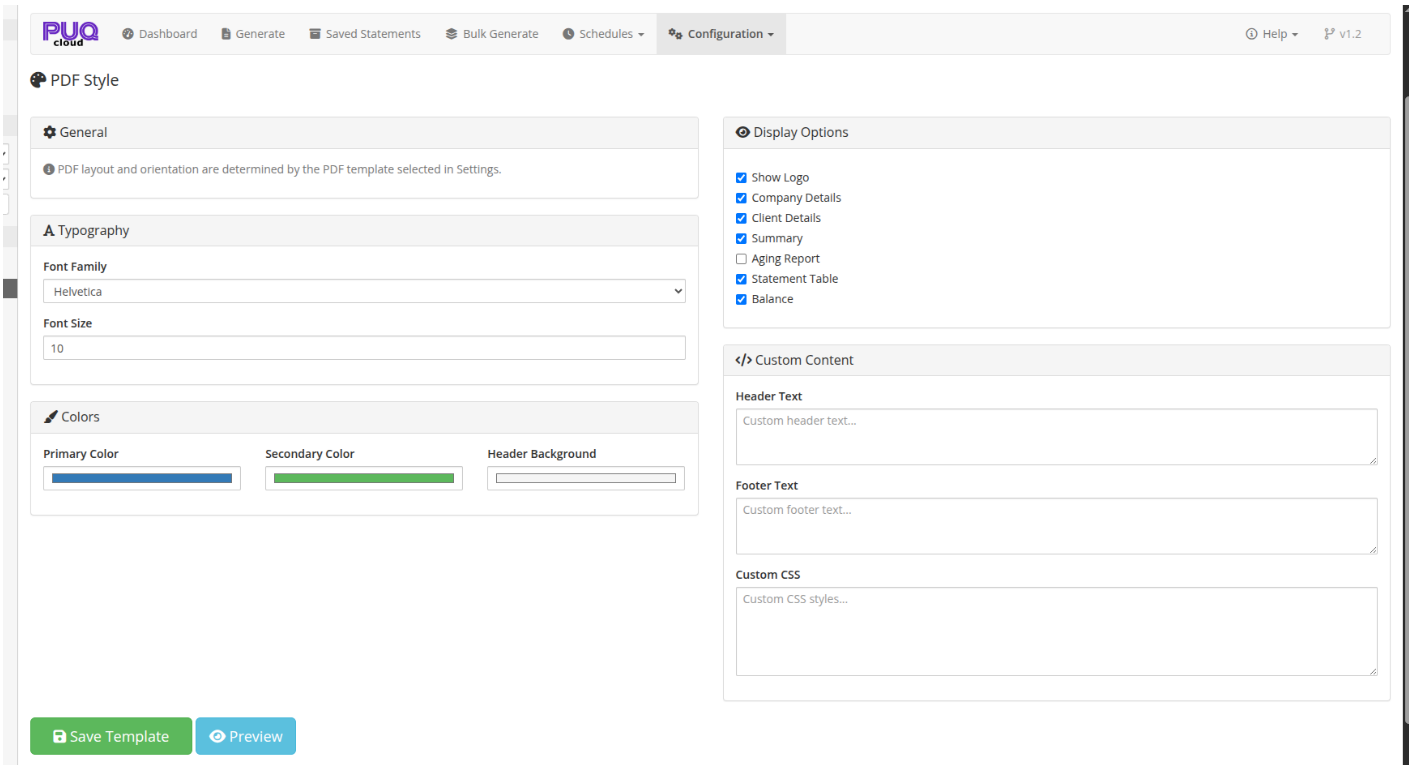
The PDF Style page is available at: **Addons** > **PUQ Account Statement** > **Configuration** > **PDF Style**

This page allows you to customize the appearance and content of generated PDF statements.



09-pdf-style.png

General

An informational note that PDF layout and orientation are determined by the PDF template selected in the Settings page. The Style editor controls visual appearance within the selected template.

Typography

Setting	Description
Font Family	Choose the PDF font: Helvetica, Times, Courier, DejaVu Sans, Free Serif
Font Size	Base font size in points (6–24, default: 10)

> **Tip:** Use **DejaVu Sans** or **Free Serif** for full Unicode character support (Cyrillic, Asian characters, etc.).

Colors

Setting	Description
Primary Color	Main color used for headings, table headers, and accents (default: #337ab7)
Secondary Color	Secondary color for subtitles and less prominent text (default: #555555)
Header Background	Background color for table header rows (default: #f5f5f5)

Display Options

Toggle which sections appear in the generated PDF:

Option	Description
Show Logo	Display the company logo at the top of the statement
Company Details	Show company name, address, and contact information
Client Details	Show client name, address, and contact information
Summary	Show the financial summary section (totals for invoices, transactions, credits)

Option	Description
Aging Report	Show the aging report section for overdue invoice analysis
Statement Table	Show the detailed statement table with individual line items
Balance	Show the running balance and final balance totals

Custom Content

Setting	Description
Header Text	Custom text displayed at the top of the statement (below the logo/company info)
Footer Text	Custom text displayed at the bottom of the statement
Custom CSS	Additional CSS styles applied to the PDF. Use for fine-tuning fonts, spacing, borders, etc.

Preview

Click the **Preview** button to generate a sample PDF with the current (unsaved) settings. This opens the PDF in a new browser tab so you can review changes before saving.

> **Note:** The preview uses current unsaved settings, allowing you to experiment without affecting live statements.

Saving

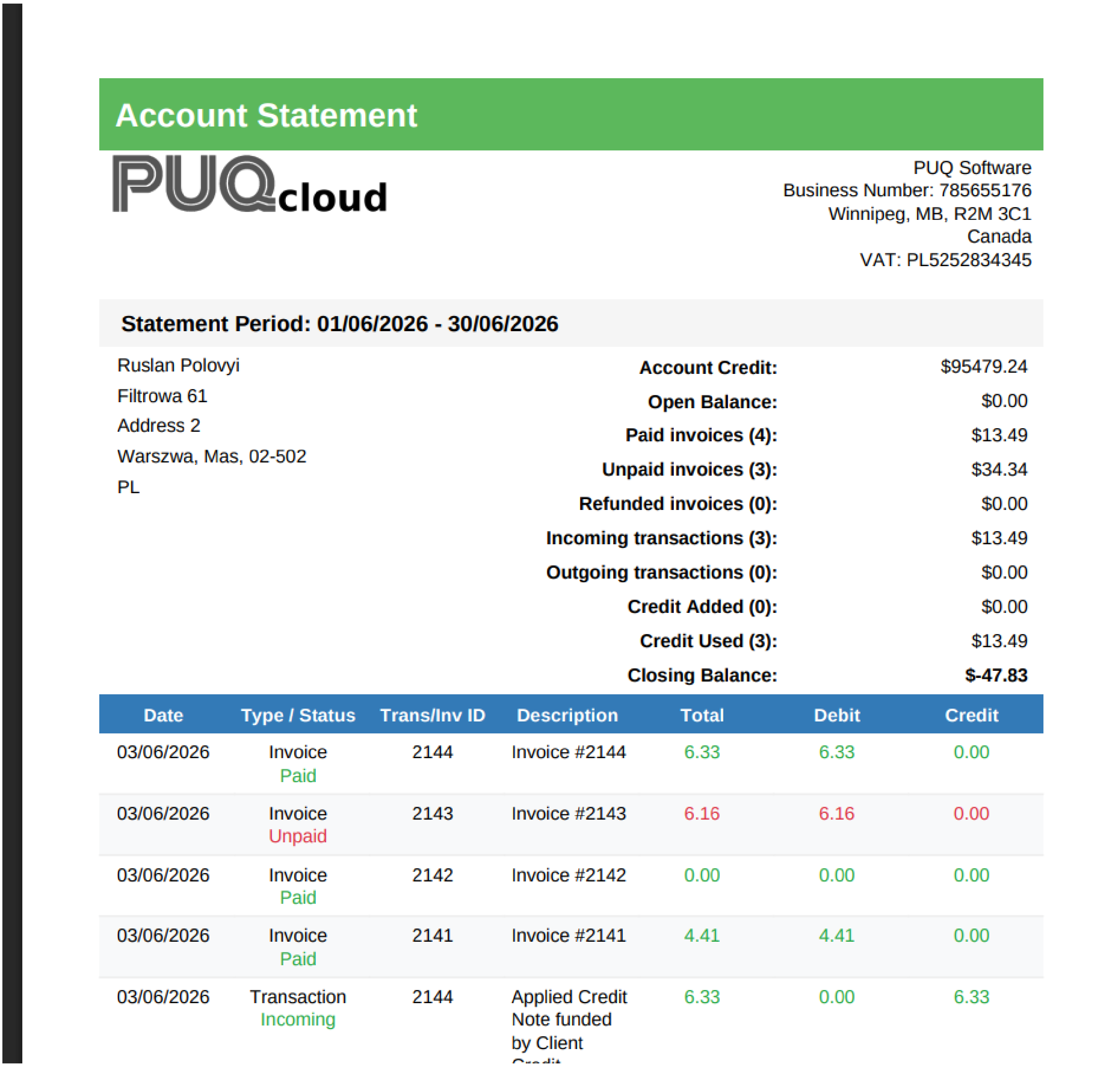
Click **Save Template** to save all style settings. These settings apply globally to all PDF statements generated by the module.

PDF Template Examples

The module includes several built-in PDF templates. The template is selected in **Settings** > **PDF Template**.

Classic (Portrait)

Traditional bank statement layout with bordered table and alternating rows.



Account Statement

PUQcloud

PUQ Software
Business Number: 785655176
Winnipeg, MB, R2M 3C1
Canada
VAT: PL5252834345

Statement Period: 01/06/2026 - 30/06/2026

Ruslan Polovyi
Filtrowa 61
Address 2
Warszwa, Mas, 02-502
PL

Account Credit:	$95479.24
Open Balance:	$0.00
Paid invoices (4):	$13.49
Unpaid invoices (3):	$34.34
Refunded invoices (0):	$0.00
Incoming transactions (3):	$13.49
Outgoing transactions (0):	$0.00
Credit Added (0):	$0.00
Credit Used (3):	$13.49
Closing Balance:	**$-47.83**

Date	Type / Status	Trans/Inv ID	Description	Total	Debit	Credit
03/06/2026	Invoice Paid	2144	Invoice #2144	6.33	6.33	0.00
03/06/2026	Invoice Unpaid	2143	Invoice #2143	6.16	6.16	0.00
03/06/2026	Invoice Paid	2142	Invoice #2142	0.00	0.00	0.00
03/06/2026	Invoice Paid	2141	Invoice #2141	4.41	4.41	0.00
03/06/2026	Transaction Incoming	2144	Applied Credit Note funded by Client	6.33	0.00	6.33

12-pdf-classic.png

Classic (Landscape)

Same classic layout in landscape orientation, showing more columns.

PUQcloud

Account Statement

Period: 01/06/2026 - 30/06/2026

PUQ Software
Business Number: 785655176
Winnipeg, MB, R2M 3C1
Canada
VAT: PL5252834345

Bill To: Ruslan Polovyi
Filtrowa 61, Warszwa, Mas, 02-502, PL

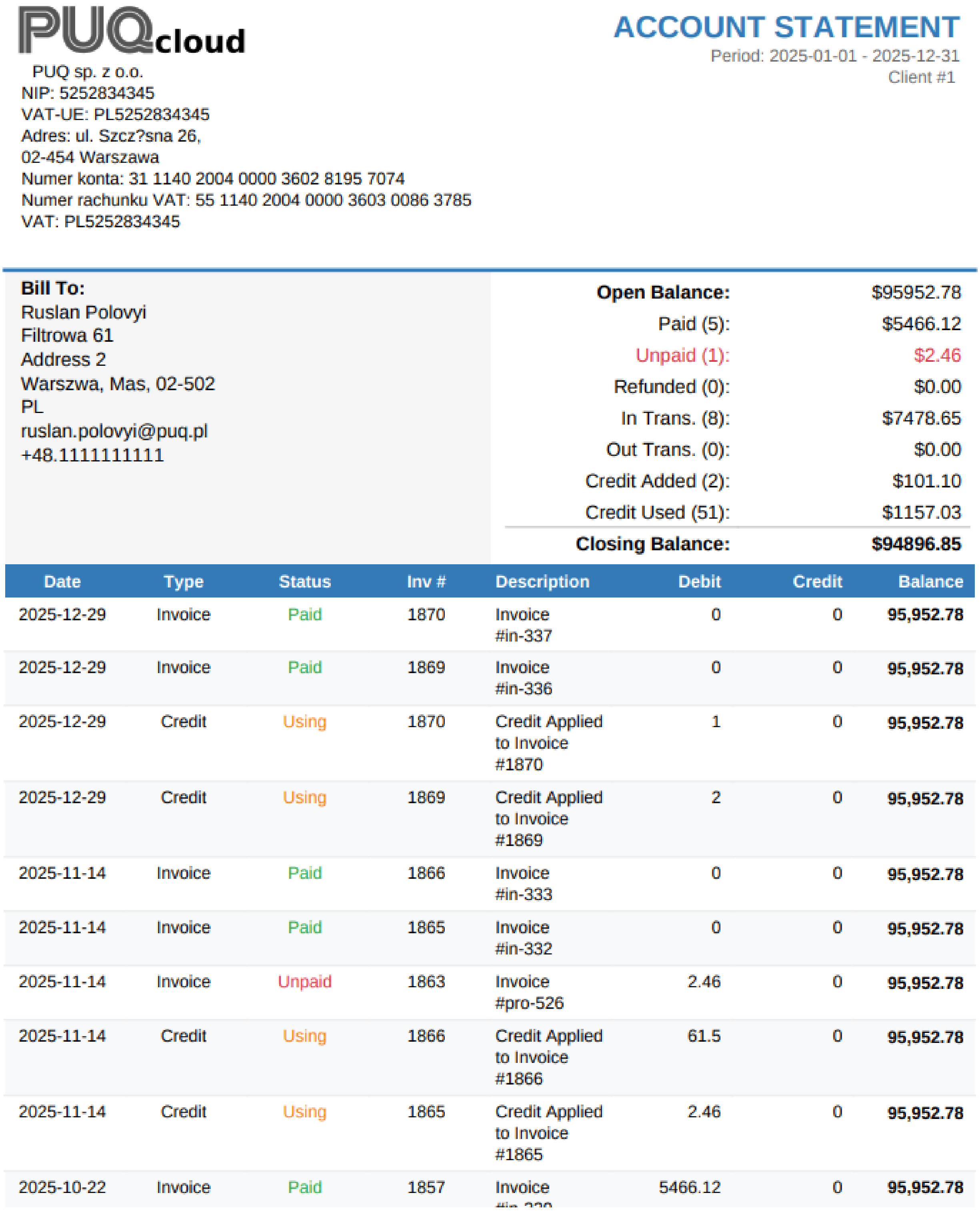
Account Credit: $95479.24 | **Open Balance:** $0.00 | Paid(4): $13.49 | Unpaid(3): $34.34 | **Closing Balance: $-47.83**

Date	Type	Status	Inv. ID	Trans. ID	Description	Total	Debit	Credit
03/06/2026	Invoice	Paid	2144		Invoice #2144	6.33	6.33	0.00
03/06/2026	Invoice	Unpaid	2143		Invoice #2143	6.16	6.16	0.00
03/06/2026	Invoice	Paid	2142		Invoice #2142	0.00	0.00	0.00
03/06/2026	Invoice	Paid	2141		Invoice #2141	4.41	4.41	0.00
03/06/2026	Transaction	Incoming	2144		Applied Credit Note funded by Client Credit	6.33	0.00	6.33
03/06/2026	Transaction	Incoming	2141		Applied Credit Note funded by Client Credit	4.41	0.00	4.41
03/06/2026	Credit	Using	2144		Fund Credit Note 401 for Invoice #2144	-6.33	6.33	0.00
03/06/2026	Credit	Using	2141		Fund Credit Note 400 for Invoice #2141	-4.41	4.41	0.00
02/06/2026	Invoice	Paid	2140		Invoice #2140	2.75	2.75	0.00
02/06/2026	Invoice	Unpaid	2139		Invoice #2139	22.02	22.02	0.00
02/06/2026	Invoice	Unpaid	2138		Invoice #2138	6.16	6.16	0.00
02/06/2026	Transaction	Incoming	2140		Applied Credit Note funded by Client Credit	2.75	0.00	2.75
02/06/2026	Credit	Using	2140		Fund Credit Note 399 for Invoice #2140	-2.75	2.75	0.00

13-pdf-classic-landscape.png

Modern (Portrait)

Clean modern design with color-coded summary cards and running balance column.



PUQcloud

PUQ sp. z o.o.
NIP: 5252834345
VAT-UE: PL5252834345
Adres: ul. Szcz?sna 26,
02-454 Warszawa
Numer konta: 31 1140 2004 0000 3602 8195 7074
Numer rachunku VAT: 55 1140 2004 0000 3603 0086 3785
VAT: PL5252834345

ACCOUNT STATEMENT
Period: 2025-01-01 - 2025-12-31
Client #1

Bill To:
Ruslan Polovyi
Filtrowa 61
Address 2
Warszwa, Mas, 02-502
PL
ruslan.polovyi@puq.pl
+48.1111111111

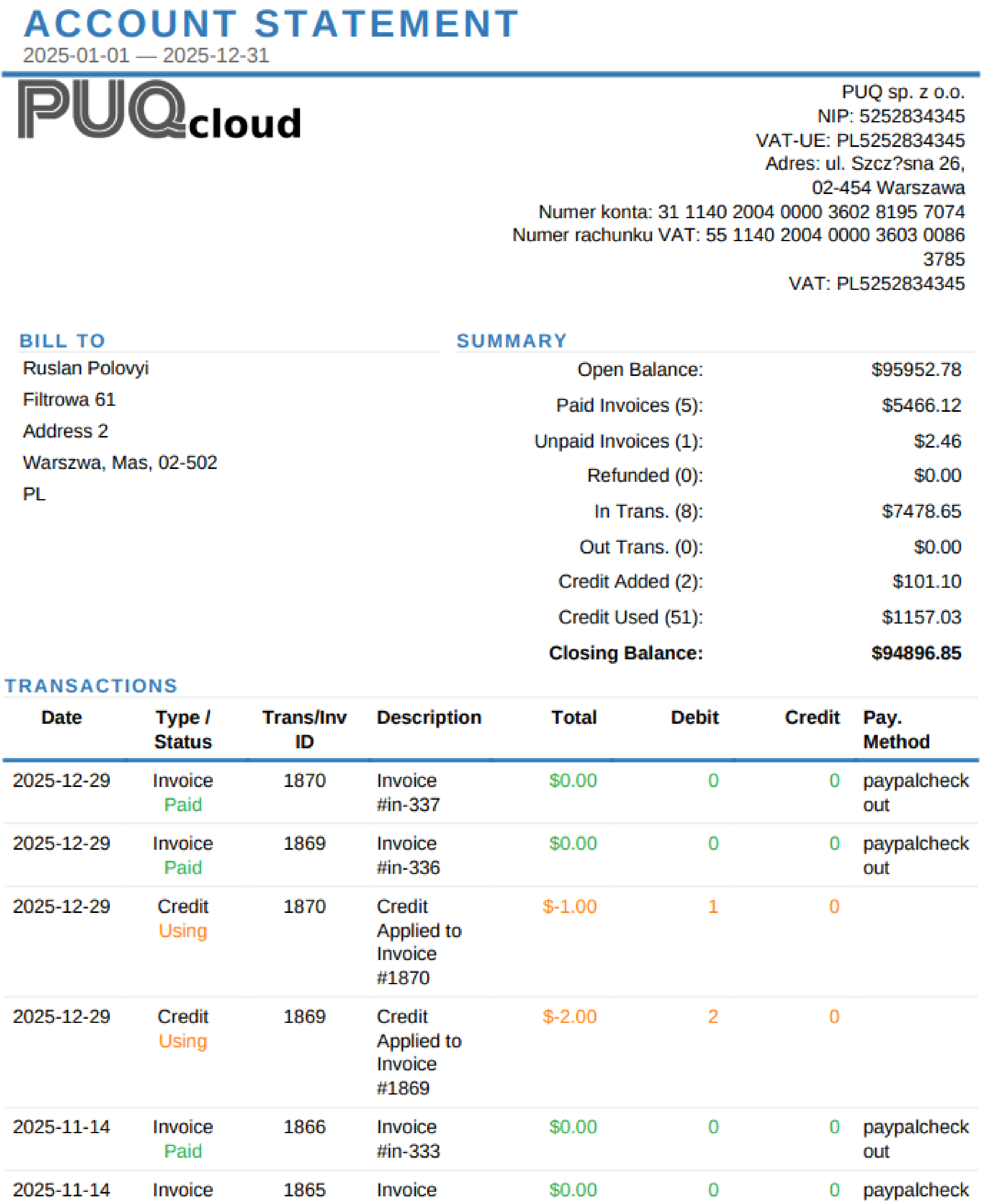
Open Balance:	$95952.78
Paid (5):	$5466.12
Unpaid (1):	$2.46
Refunded (0):	$0.00
In Trans. (8):	$7478.65
Out Trans. (0):	$0.00
Credit Added (2):	$101.10
Credit Used (51):	$1157.03
Closing Balance:	**$94896.85**

Date	Type	Status	Inv #	Description	Debit	Credit	Balance
2025-12-29	Invoice	Paid	1870	Invoice #in-337	0	0	**95,952.78**
2025-12-29	Invoice	Paid	1869	Invoice #in-336	0	0	**95,952.78**
2025-12-29	Credit	Using	1870	Credit Applied to Invoice #1870	1	0	**95,952.78**
2025-12-29	Credit	Using	1869	Credit Applied to Invoice #1869	2	0	**95,952.78**
2025-11-14	Invoice	Paid	1866	Invoice #in-333	0	0	**95,952.78**
2025-11-14	Invoice	Paid	1865	Invoice #in-332	0	0	**95,952.78**
2025-11-14	Invoice	Unpaid	1863	Invoice #pro-526	2.46	0	**95,952.78**
2025-11-14	Credit	Using	1866	Credit Applied to Invoice #1866	61.5	0	**95,952.78**
2025-11-14	Credit	Using	1865	Credit Applied to Invoice #1865	2.46	0	**95,952.78**
2025-10-22	Invoice	Paid	1857	Invoice	5466.12	0	**95,952.78**

14-pdf-modern.png

Detailed (Portrait)

Comprehensive layout with full company details, client information, and detailed transaction table.



ACCOUNT STATEMENT

2025-01-01 — 2025-12-31

PUQ sp. z o.o.
NIP: 5252834345
VAT-UE: PL5252834345
Adres: ul. Szcz?sna 26,
02-454 Warszawa
Numer konta: 31 1140 2004 0000 3602 8195 7074
Numer rachunku VAT: 55 1140 2004 0000 3603 0086 3785
VAT: PL5252834345

BILL TO

Ruslan Polovyi
Filtrowa 61
Address 2
Warszwa, Mas, 02-502
PL

SUMMARY

Open Balance:	$95952.78
Paid Invoices (5):	$5466.12
Unpaid Invoices (1):	$2.46
Refunded (0):	$0.00
In Trans. (8):	$7478.65
Out Trans. (0):	$0.00
Credit Added (2):	$101.10
Credit Used (51):	$1157.03
Closing Balance:	**$94896.85**

TRANSACTIONS

Date	Type / Status	Trans/Inv ID	Description	Total	Debit	Credit	Pay. Method
2025-12-29	Invoice Paid	1870	Invoice #in-337	$0.00	0	0	paypalcheck out
2025-12-29	Invoice Paid	1869	Invoice #in-336	$0.00	0	0	paypalcheck out
2025-12-29	Credit Using	1870	Credit Applied to Invoice #1870	$-1.00	1	0	
2025-12-29	Credit Using	1869	Credit Applied to Invoice #1869	$-2.00	2	0	
2025-11-14	Invoice Paid	1866	Invoice #in-333	$0.00	0	0	paypalcheck out
2025-11-14	Invoice	1865	Invoice	$0.00	0	0	paypalcheck

15-pdf-detailed.png

Modern (Landscape)

Modern layout in landscape orientation with expanded column space.

PUQcloud

FROM
PUQ sp. z o.o.
NIP: 5252834345
VAT-UE: PL5252834345
Adres: ul. Szcz?sna 26,
02-454 Warszawa
Numer konta: 31 1140 2004 0000 3602 8195 7074
Numer rachunku VAT: 55 1140 2004 0000 3603 0086 3785
VAT: PL5252834345

BILL TO
Ruslan Polovyi
Filtrowa 61
Address 2
Warszwa
Mas 02-502
PL

SUMMARY
Open: $95952.78
Paid: $5466.12
Unpaid: $2.46
Close: $94896.85

ACCOUNT STATEMENT

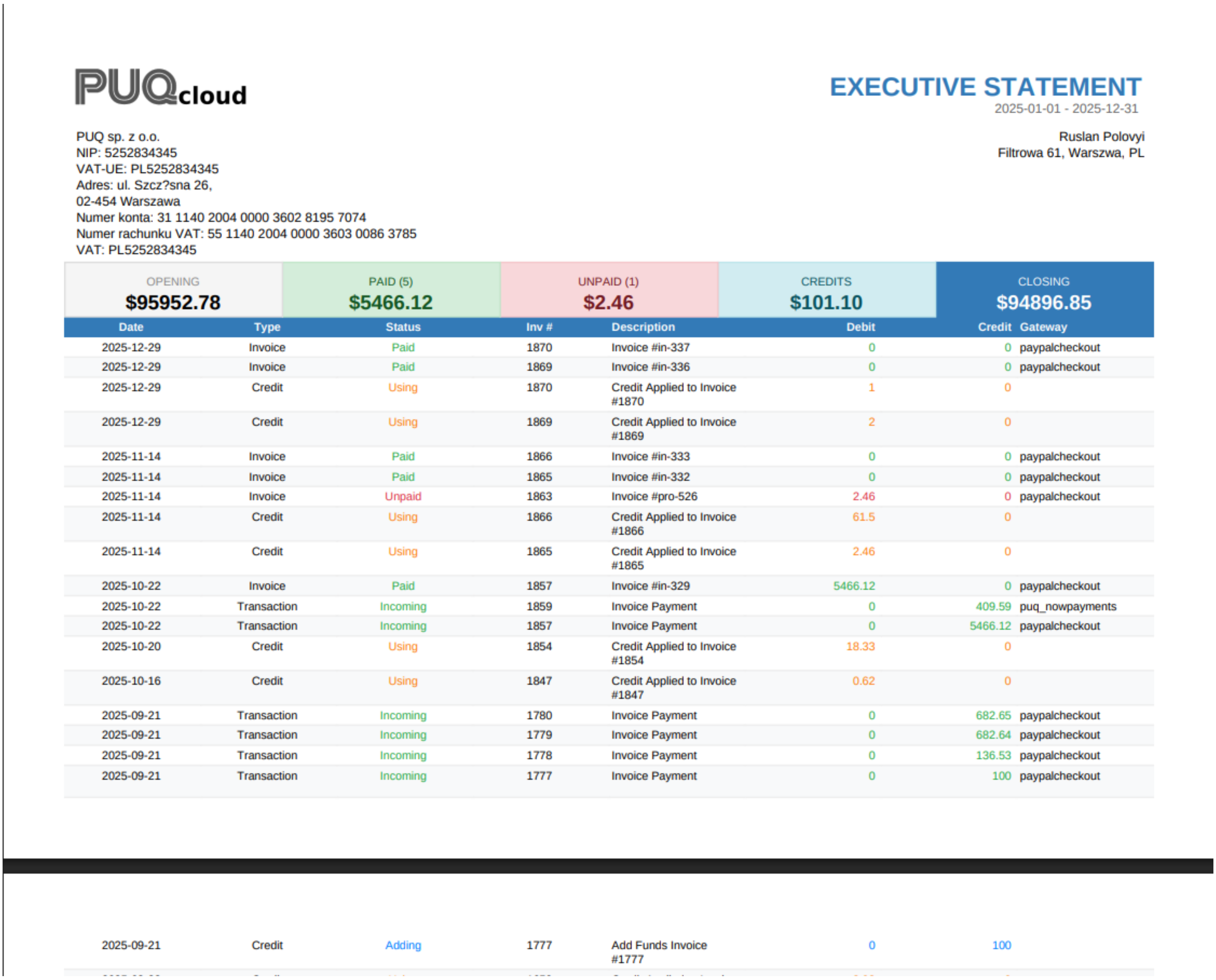
2025-01-01 — 2025-12-31

Date	Type	Status	Inv #	Description	Debit	Credit	Gateway
2025-12-29	Invoice	Paid	1870	Invoice #in-337	0	0	paypalcheckout
2025-12-29	Invoice	Paid	1869	Invoice #in-336	0	0	paypalcheckout
2025-12-29	Credit	Using	1870	Credit Applied to Invoice #1870	1	0	
2025-12-29	Credit	Using	1869	Credit Applied to Invoice #1869	2	0	
2025-11-14	Invoice	Paid	1866	Invoice #in-333	0	0	paypalcheckout
2025-11-14	Invoice	Paid	1865	Invoice #in-332	0	0	paypalcheckout
2025-11-14	Invoice	Unpaid	1863	Invoice #pro-526	2.46	0	paypalcheckout
2025-11-14	Credit	Using	1866	Credit Applied to Invoice #1866	61.5	0	
2025-11-14	Credit	Using	1865	Credit Applied to Invoice #1865	2.46	0	
2025-10-22	Invoice	Paid	1857	Invoice #in-329	5466.12	0	paypalcheckout
2025-10-22	Transaction	Incoming	1859	Invoice Payment	0	409.59	puq_nowpayments
2025-10-22	Transaction	Incoming	1857	Invoice Payment	0	5466.12	paypalcheckout
2025-10-20	Credit	Using	1854	Credit Applied to Invoice #1854	18.33	0	
2025-10-16	Credit	Using	1847	Credit Applied to Invoice #1847	0.62	0	
2025-09-21	Transaction	Incoming	1780	Invoice Payment	0	682.65	paypalcheckout
2025-09-21	Transaction	Incoming	1779	Invoice Payment	0	682.64	paypalcheckout
2025-09-21	Transaction	Incoming	1778	Invoice Payment	0	136.53	paypalcheckout
2025-09-21	Transaction	Incoming	1777	Invoice Payment	0	100	paypalcheckout
2025-09-21	Credit	Adding	1777	Add Funds Invoice #1777	0	100	
2025-08-22	Credit	Using	1659	Credit Applied to Invoice #1659	3.08	0	
2025-08-20	Credit	Using	1654	Credit Applied to Invoice #1654	3.08	0	

16-pdf-modern-landscape.png

Summary (Landscape)

Executive summary format with color-coded totals and compact transaction table.



PUQcloud

EXECUTIVE STATEMENT
2025-01-01 - 2025-12-31

PUQ sp. z o.o.
NIP: 5252834345
VAT-UE: PL5252834345
Adres: ul. Szcz?sna 26,
02-454 Warszawa
Numer konta: 31 1140 2004 0000 3602 8195 7074
Numer rachunku VAT: 55 1140 2004 0000 3603 0086 3785
VAT: PL5252834345

Ruslan Polovyi
Filtrowa 61, Warszwa, PL

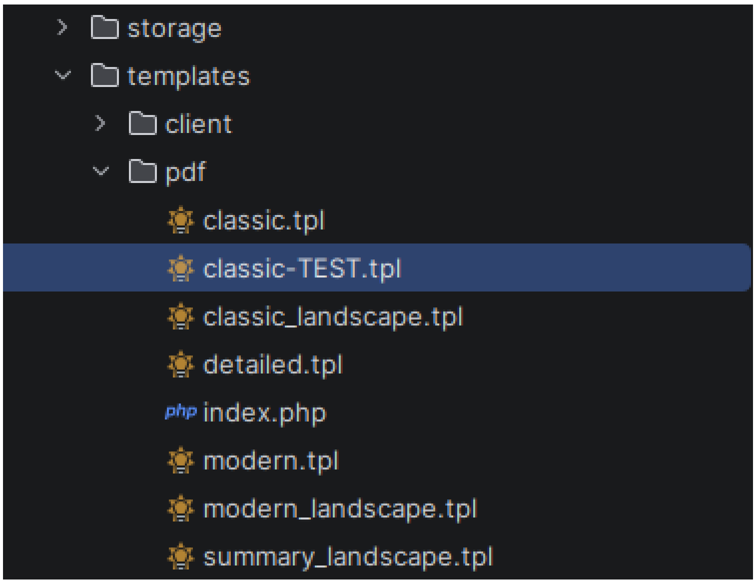
OPENING	PAID (5)	UNPAID (1)	CREDITS	CLOSING
$95952.78	$5466.12	$2.46	$101.10	$94896.85

Date	Type	Status	Inv #	Description	Debit	Credit	Gateway
2025-12-29	Invoice	Paid	1870	Invoice #in-337	0	0	paypalcheckout
2025-12-29	Invoice	Paid	1869	Invoice #in-336	0	0	paypalcheckout
2025-12-29	Credit	Using	1870	Credit Applied to Invoice #1870	1	0	
2025-12-29	Credit	Using	1869	Credit Applied to Invoice #1869	2	0	
2025-11-14	Invoice	Paid	1866	Invoice #in-333	0	0	paypalcheckout
2025-11-14	Invoice	Paid	1865	Invoice #in-332	0	0	paypalcheckout
2025-11-14	Invoice	Unpaid	1863	Invoice #pro-526	2.46	0	paypalcheckout
2025-11-14	Credit	Using	1866	Credit Applied to Invoice #1866	61.5	0	
2025-11-14	Credit	Using	1865	Credit Applied to Invoice #1865	2.46	0	
2025-10-22	Invoice	Paid	1857	Invoice #in-329	5466.12	0	paypalcheckout
2025-10-22	Transaction	Incoming	1859	Invoice Payment	0	409.59	puq_nowpayments
2025-10-22	Transaction	Incoming	1857	Invoice Payment	0	5466.12	paypalcheckout
2025-10-20	Credit	Using	1854	Credit Applied to Invoice #1854	18.33	0	
2025-10-16	Credit	Using	1847	Credit Applied to Invoice #1847	0.62	0	
2025-09-21	Transaction	Incoming	1780	Invoice Payment	0	682.65	paypalcheckout
2025-09-21	Transaction	Incoming	1779	Invoice Payment	0	682.64	paypalcheckout
2025-09-21	Transaction	Incoming	1778	Invoice Payment	0	136.53	paypalcheckout
2025-09-21	Transaction	Incoming	1777	Invoice Payment	0	100	paypalcheckout
2025-09-21	Credit	Adding	1777	Add Funds Invoice #1777	0	100	

17-pdf-summary-landscape.png

Custom PDF Templates

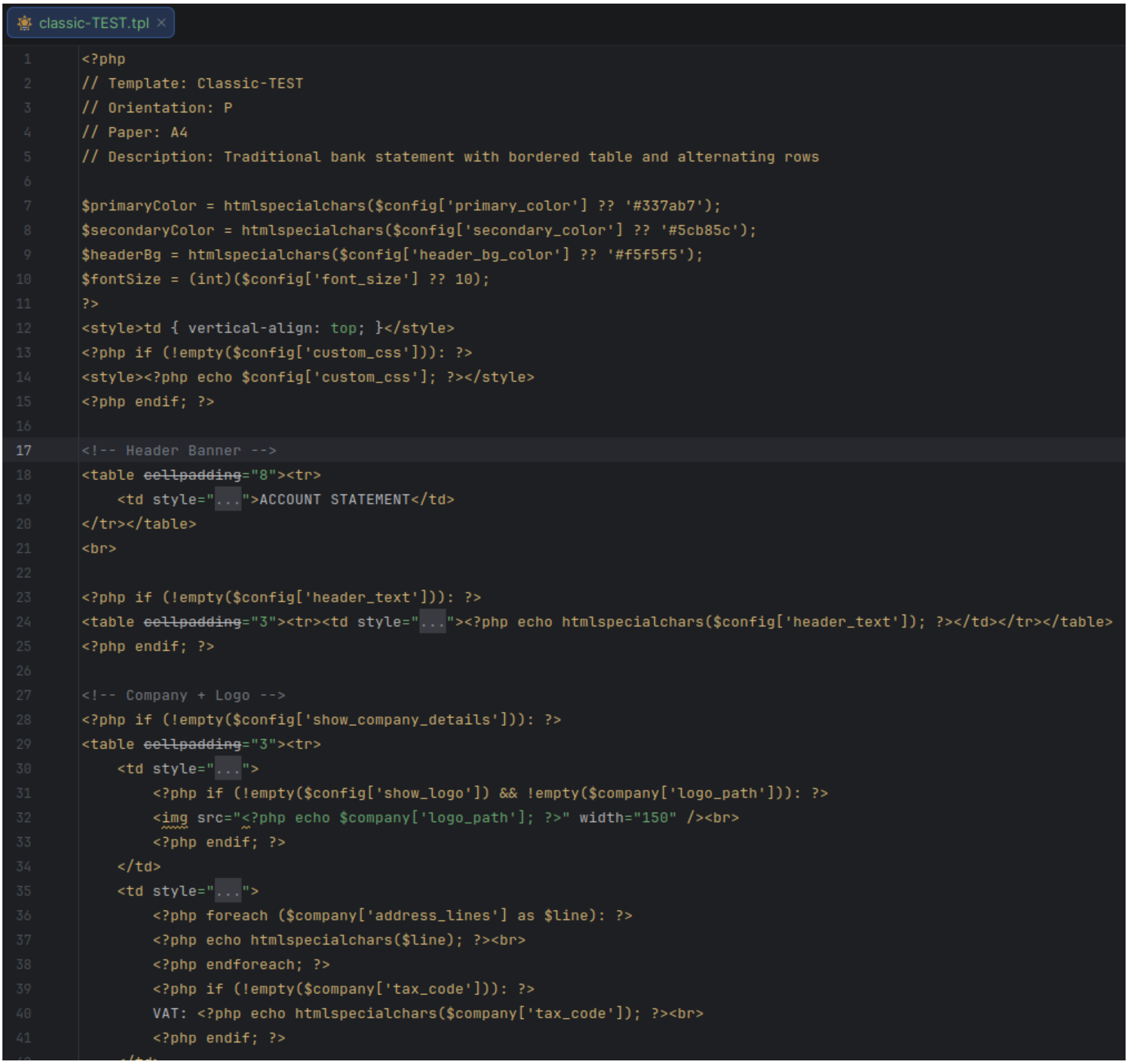
You can create custom PDF templates by adding `.tpl` files to the `templates/pdf/` directory.



18-pdf-templates-tree.png

Each template file must start with a PHP comment header that defines its metadata:

```
<?php
// Template: My Custom Template
// Orientation: P
// Paper: A4
// Description: My custom statement layout
```



```
<?php
// Template: Classic-TEST
// Orientation: P
// Paper: A4
// Description: Traditional bank statement with bordered table and alternating rows

$primaryColor = htmlspecialchars($config['primary_color'] ?? '#337ab7');
$secondaryColor = htmlspecialchars($config['secondary_color'] ?? '#5cb85c');
$headerBg = htmlspecialchars($config['header_bg_color'] ?? '#f5f5f5');
$fontSize = (int)($config['font_size'] ?? 10);
?>
<style>td { vertical-align: top; }</style>
<?php if (!empty($config['custom_css'])): ?>
<style><?php echo $config['custom_css']; ?></style>
<?php endif; ?>

<!-- Header Banner -->
<table cellpadding="8"><tr>
    <td style="...">ACCOUNT STATEMENT</td>
</tr></table>
<br>

<?php if (!empty($config['header_text'])): ?>
<table cellpadding="3"><tr><td style="..."><?php echo htmlspecialchars($config['header_text']); ?></td></tr></table>
<?php endif; ?>

<!-- Company + Logo -->
<?php if (!empty($config['show_company_details'])): ?>
<table cellpadding="3"><tr>
    <td style="...">
        <?php if (!empty($config['show_logo']) && !empty($company['logo_path'])): ?>
        <img src="<?php echo $company['logo_path']; ?>" width="150" /><br>
        <?php endif; ?>
    </td>
    <td style="...">
        <?php foreach ($company['address_lines'] as $line): ?>
        <?php echo htmlspecialchars($line); ?><br>
        <?php endforeach; ?>
        <?php if (!empty($company['tax_code'])): ?>
        VAT: <?php echo htmlspecialchars($company['tax_code']); ?><br>
        <?php endif; ?>
```

19-pdf-template-code.png

Template Header Fields

Field	Description
Template	Display name shown in the Settings dropdown
Orientation	`P` for Portrait, `L` for Landscape
Paper	Paper size: `A4`, `Letter`, etc.
Description	Optional description shown as tooltip

Available Template Variables

Templates receive the following variables:

Variable	Description
`$config`	Style settings (colors, fonts, display options) from the PDF Style page
`$company`	Company details (name, address, logo, tax info)
`$statement`	Statement data (client info, period, invoices, transactions, credits, summary)

After adding a new template file, it automatically appears in the **Settings** > **PDF Template** dropdown.

Settings

PUQ Account Statement module **WHMCS**

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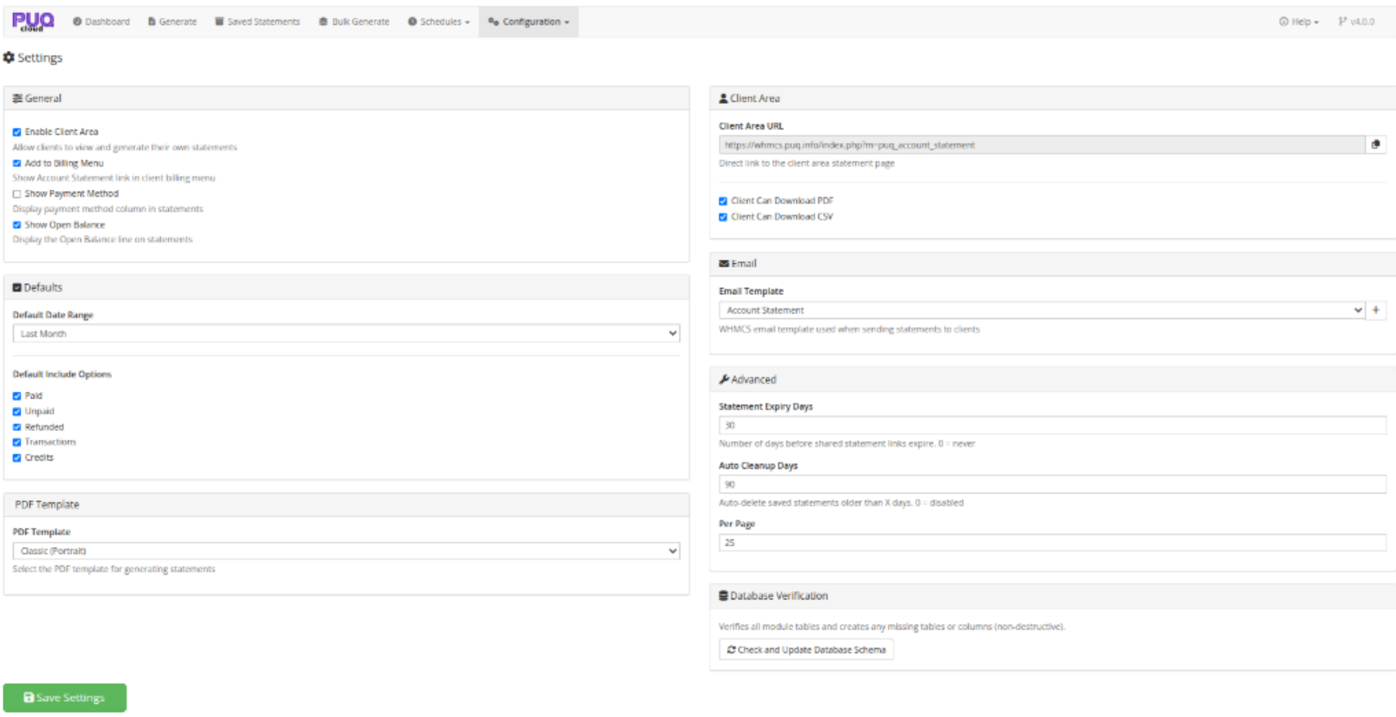
The Settings page is available at: **Addons** > **PUQ Account Statement** > **Configuration** > **Settings**

This page controls the module's global settings including client area access, defaults, PDF template selection, email configuration, and advanced options.



10-settings.png

General

Setting	Description
Enable Client Area	Allow clients to access the Account Statement page in the client area

Setting	Description
Add to Billing Menu	Show an "Account Statement" link in the client area billing navigation menu
Show Payment Method	Show the payment method / gateway column in statements (admin preview, PDF, and CSV). Disable to hide it everywhere
Show Open Balance	Show the Open Balance line on statements. Disable to show only the Account Credit and Closing (amount owed) figures

---

Defaults

Default Date Range

Set the default date range preset that is used when a client opens the statement page:

Option	Period
This Month	First to last day of the current month
Last Month	First to last day of the previous month
This Quarter	First day of current quarter to today
Last Quarter	First to last day of the previous quarter
This Year	January 1 to December 31 of current year
Last Year	January 1 to December 31 of previous year

Default Include Options

Set which financial data types are included by default when generating statements:

- Paid
- Unpaid
- Refunded
- Transactions
- Credits

PDF Template

Setting	Description
PDF Template	Select the PDF layout template for generating statements. Available templates include Classic, Modern, Detailed — in Portrait or Landscape orientation

The dropdown is dynamically populated from template files in the `templates/pdf/` directory. Each option shows the template name and orientation.

Client Area

Setting	Description
Client Area URL	The direct link to the client area statement page (read-only, with copy button)
Client Can Download PDF	Allow clients to download PDF versions of their statements
Client Can Download CSV	Allow clients to download CSV versions of their statements

---

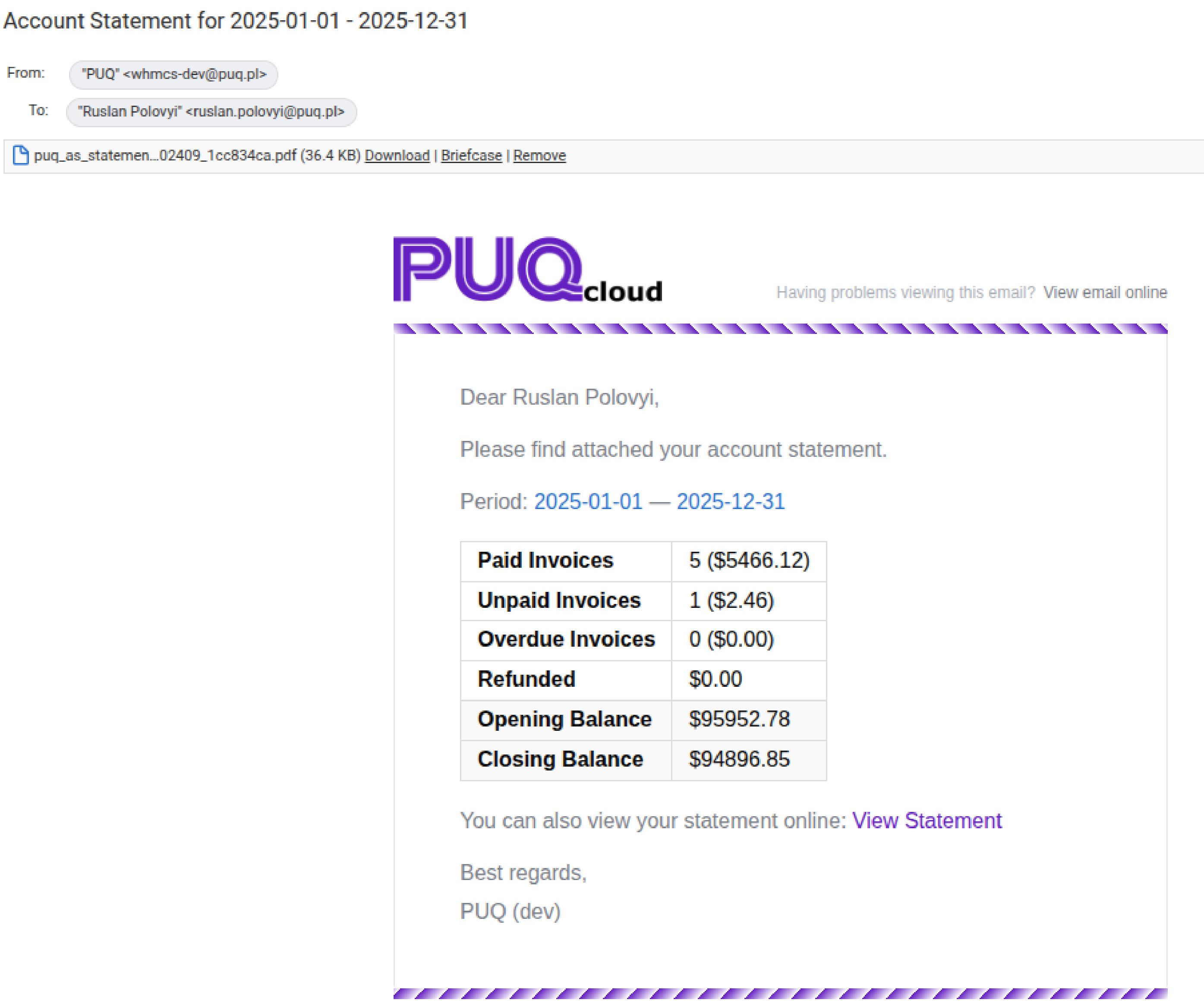
Email

Setting	Description
Email Template	Select which WHMCS email template to use when sending statements to clients
Create (+)	Click the + button to create the default "Account Statement" email template in WHMCS if it doesn't exist yet

The dropdown is populated with all available WHMCS General email templates.

Email Example

When a statement is sent to a client (manually, via bulk, or via schedule), they receive an email with a PDF attachment and a summary of the statement:



Account Statement for 2025-01-01 - 2025-12-31

From: "PUQ" <whmcs-dev@puq.pl>

To: "Ruslan Polovyi" <ruslan.polovyi@puq.pl>

puq_as_statemen...02409_1cc834ca.pdf (36.4 KB) Download | Briefcase | Remove

PUQcloud

Having problems viewing this email? View email online

Dear Ruslan Polovyi,

Please find attached your account statement.

Period: 2025-01-01 — 2025-12-31

Paid Invoices	5 ($5466.12)
Unpaid Invoices	1 ($2.46)
Overdue Invoices	0 ($0.00)
Refunded	$0.00
Opening Balance	$95952.78
Closing Balance	$94896.85

You can also view your statement online: View Statement

Best regards,
PUQ (dev)

20-email-statement.png

The email includes:

- PDF statement as attachment
- Statement period
- Summary table with paid/unpaid invoices, credits, account credit, and the closing balance (amount owed)
- Link to view the statement online

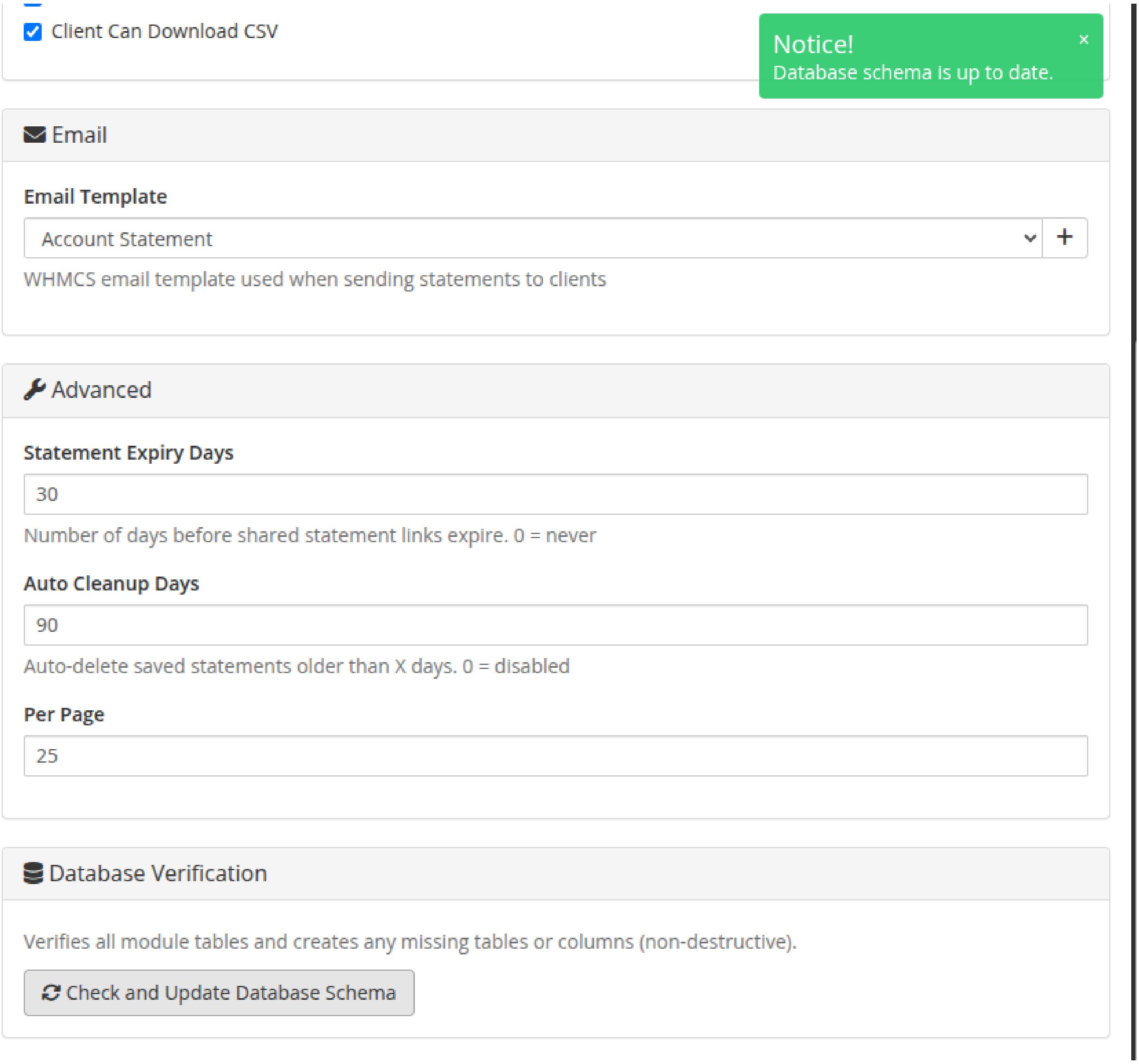
Advanced

Setting	Description
Statement Expiry Days	Number of days before shared statement links expire. Set to 0 for links that never expire (default: 30)

Setting	Description
Auto Cleanup Days	Automatically delete saved statements older than this many days. Set to 0 to disable auto-cleanup (default: 90)
Per Page	Number of records per page in statement lists (5–100, default: 25)

Database Verification

The module provides an automated database maintenance and verification tool.



24-database-verification.png

Action	Description
Check and Update Database Schema	Non-destructively inspects all module database tables (`puq_acc_st_settings`, `puq_acc_st_statements`, `puq_acc_st_schedules`, `puq_acc_st_templates`, `puq_license`) and automatically creates any missing tables or columns. Useful after upgrading module files to ensure new database columns are properly added without data loss.

Saving

Click **Save Settings** to save all configuration changes.