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Generate Statement

PUQ Account Statement module **WHMCS**

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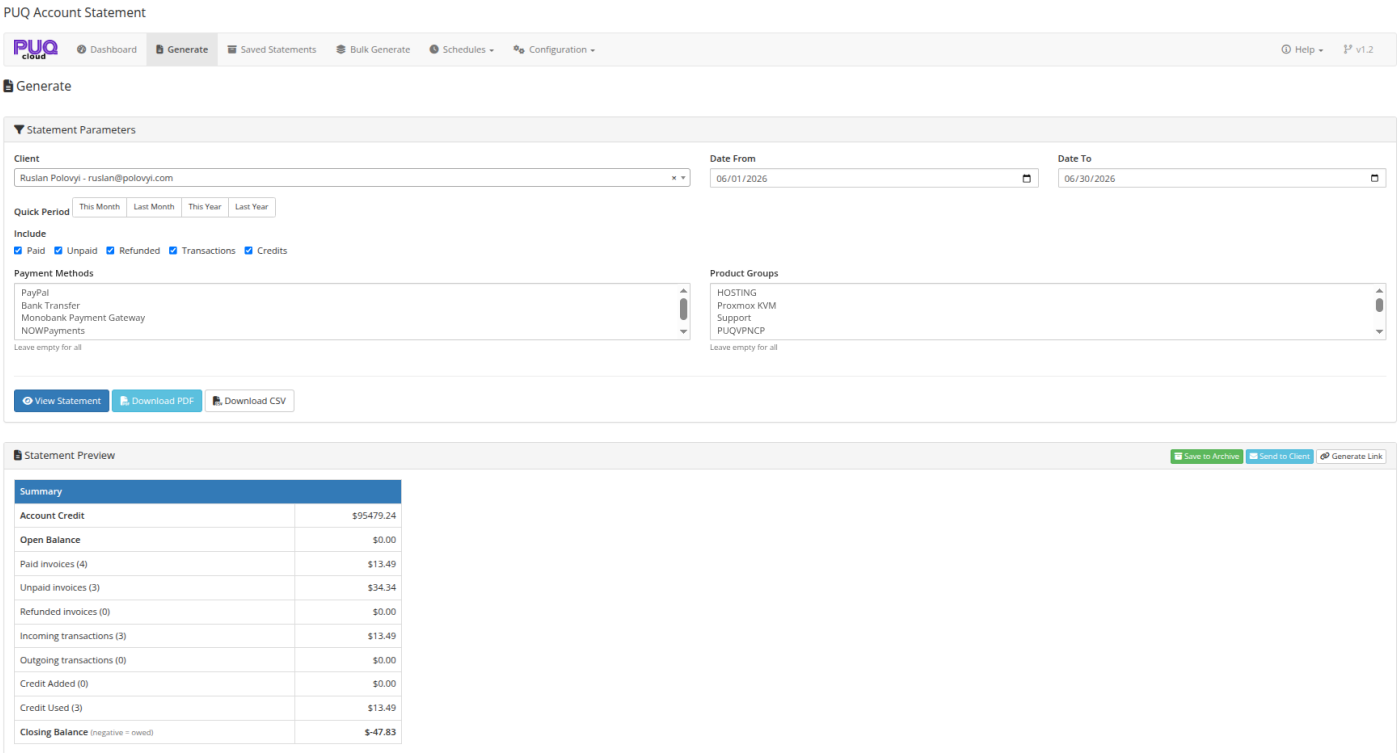
The Generate page is available at: **Addons** > **PUQ Account Statement** > **Generate**

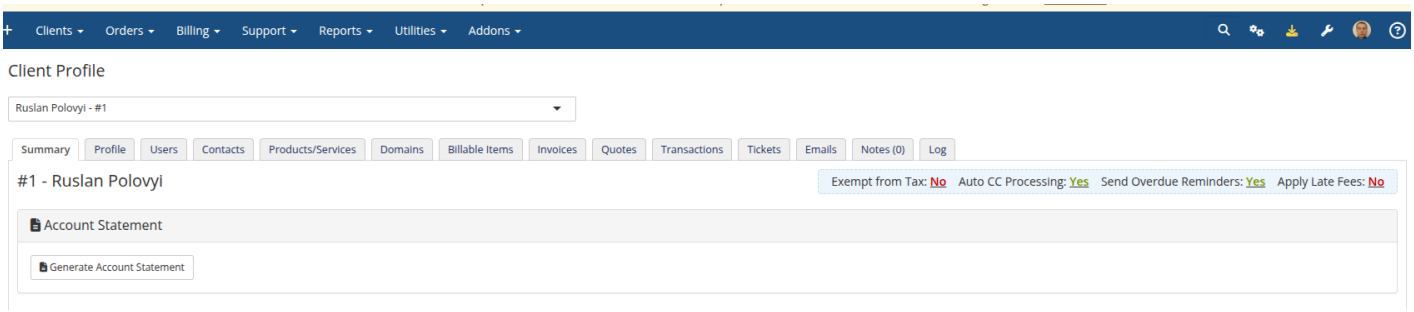
This is the main page for creating individual account statements for a specific client.



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

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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.

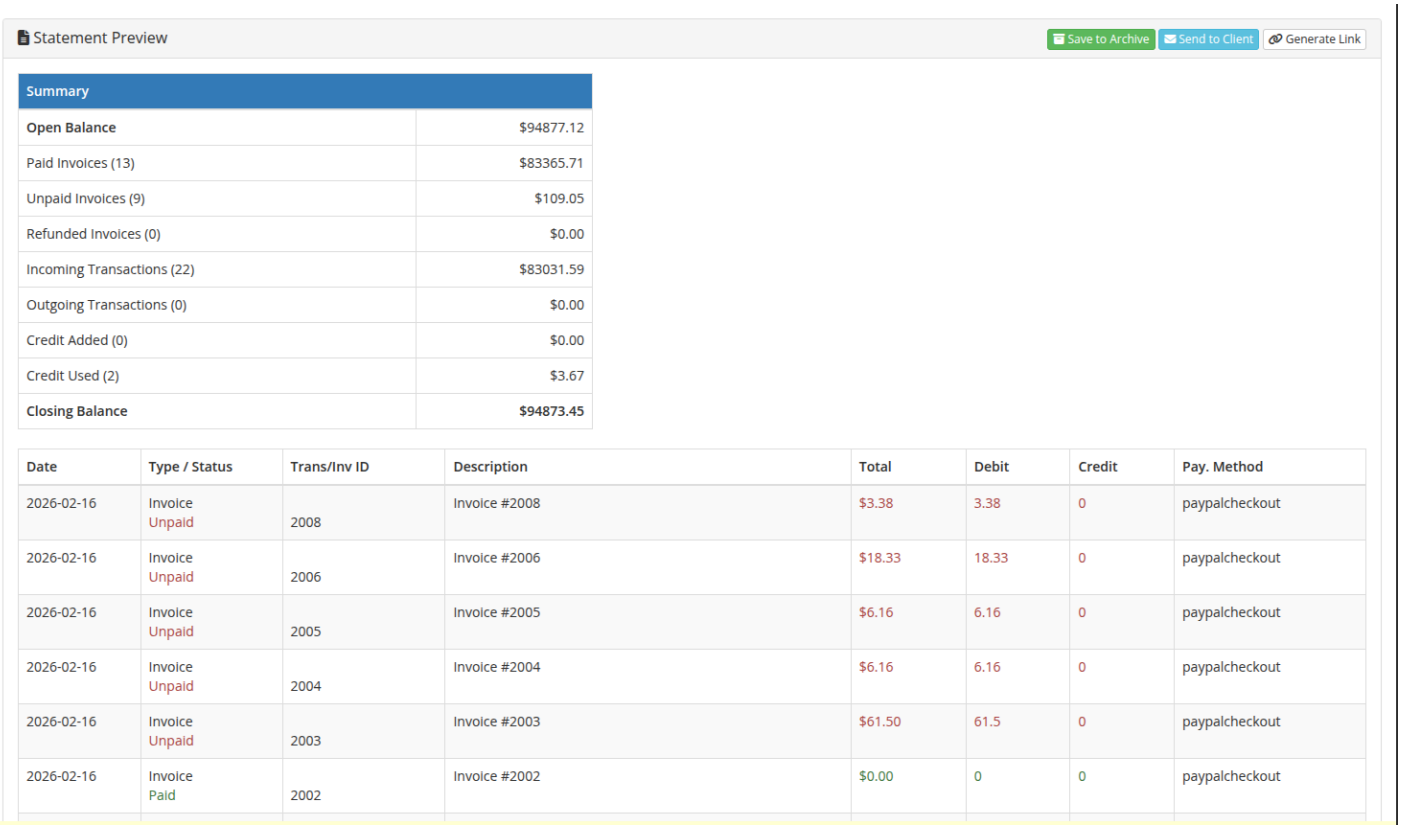
Download CSV

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)



04-generate-preview.png

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