

Statements

A guide to statements of account: open items and activity statements, ageing, vendor statements, emailing in bulk and every month, and the log.

1. Start here

In plain words: A statement of account tells a customer, in one page, what they still owe you: every unpaid invoice, how late it is, and the total. This module makes it in two clicks, as a **PDF in the customer's language**, and can email it for you: to one customer, to many at once, or **every month automatically**.

The screenshot shows a web interface for selecting a statement of account. It has two main sections: 'WHO' and 'WHAT'. Under 'WHO', there is a 'Partners' dropdown menu with 'Cedar Retail Group' selected, and a 'Kind' section with radio buttons for 'Customer statement: what they owe you' (selected) and 'Vendor statement: what you owe them'. Under 'WHAT', there is a 'Statement' section with radio buttons for 'Open items as of a date' (selected) and 'All activity of a period', and an 'As of / until' date range with 'Oct 23' selected. At the bottom, there are buttons for 'Print', 'Send by email', 'Preview', and 'Cancel'.

1. Choose the partners and the statement

The screenshot shows a PDF statement of account for Cedar Retail Group. It includes the company name and address, the statement date (10/23/2026), and a table of open items. The total open amount is \$11,400.00 and the overdue amount is \$7,250.00. Below the table is an 'Ageing of the open items' section.

Date	Document	Reference	Due date	Original	Open	Days overdue
07/15/2025	INV/2026/00013	PO-1144	08/14/2026	\$ 1,200.00	\$ 1,200.00	70
08/24/2025	INV/2026/00011	PO-1189	09/23/2026	\$ 4,800.00	\$ 2,600.00	30
09/08/2025	INV/2026/00012	PO-1210	10/06/2026	\$ 3,250.00	\$ 3,250.00	15
10/03/2025	RINV/2026/00005	Returned items	10/03/2026	\$ -450.00	\$ -450.00	
10/11/2025	INV/2026/00014	PO-1302	11/10/2026	\$ 5,600.00	\$ 5,600.00	
10/20/2025	PBNK1/2026/00007	Manual Payment	10/20/2026	\$ -1,000.00	\$ -1,000.00	
Total open					\$ 11,400.00	

Ageing of the open items						
Not due	1-30 days	31-60 days	61-90 days	Over 90 days	On account	Total
\$ 5,600.00	\$ 6,000.00	\$ 0.00	\$ 1,200.00	\$ 0.00	\$ -1,400.00	\$ 11,400.00

On account are payments and credit notes not yet applied to an invoice. Amounts are in USD.

2. The statement, in the partner's language

The screenshot shows an email template for a statement of account. It includes the company name and address, the statement date (10/23/2026), and a table of open items. The total open amount is \$11,400.00 and the overdue amount is \$7,250.00. Below the table is an 'Ageing of the open items' section.

Date	Document	Reference	Due date	Original	Open	Days overdue
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09/08/2025	INV/2026/00012	PO-1210	10/06/2026	\$ 3,250.00	\$ 3,250.00	15
10/03/2025	RINV/2026/00005	Returned items	10/03/2026	\$ -450.00	\$ -450.00	
10/11/2025	INV/2026/00014	PO-1302	11/10/2026	\$ 5,600.00	\$ 5,600.00	
10/20/2025	PBNK1/2026/00007	Manual Payment	10/20/2026	\$ -1,000.00	\$ -1,000.00	
Total open					\$ 11,400.00	

Ageing of the open items						
Not due	1-30 days	31-60 days	61-90 days	Over 90 days	On account	Total
\$ 5,600.00	\$ 6,000.00	\$ 0.00	\$ 1,200.00	\$ 0.00	\$ -1,400.00	\$ 11,400.00

On account are payments and credit notes not yet applied to an invoice. Amounts are in USD.

3. Email it with the PDF attached

Choose the partners, get the statement, email it with the PDF attached.

Tip: It works for vendors too: a statement of what *you* owe them.

2. What you get

Feature	What it does
Open items statement	Every unpaid or partly paid invoice as of a date: original amount, amount still open, due date, days overdue.
Activity statement	All the movements of a period with the opening balance, a running balance and the closing balance.
Ageing	Not due, 1-30, 31-60, 61-90 and over 90 days, plus what is on account. Exact as of the statement date.
Customers and vendors	What they owe you, or what you owe them.
Print, preview, email	From the partner, from the menu, or from the list for many partners at once.
Monthly run	Customers with a balance receive their statement by email each month, with a log.
Languages	The PDF and the email are in the partner's language, Arabic included, right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account)
PDF printing	Odoo's normal setup with wkhtmltopdf
Email	An outgoing mail server, to send statements
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_partner_statement.zip` ; unzip it to get the folder `taqnix_partner_statement` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Statement of Account** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_partner_statement --stop-after-init
```

5. Make a statement

In plain words: Open a customer or a vendor and press **Statement**. Or select several partners in a list, open **Actions** and choose **Statement of account**. A third way: **Invoicing** → **Customers** → **Statement of Account**.

CRM Sales Reporting Configuration 12 17 My Company (San Francisco)

New Customers Cedar Retail G... 0 Opportunities \$ Sales 0 Invoiced \$ 16,400.00 0 Meetings 0 Tasks 0 Purchases Lots/Serial Numbers Statement 1 / 1

C

Person Company

Cedar Retail Group

finance@cedar-retail.example.com

Phone

Address

12 Market Street

Street 2...

Leeds LS1 4AB State

United Kingdom

GSTIN ?

GB123456782

Website

e.g. https://www.odoo.com

Language ?

English (US)

Tags

e.g. "B2B", "VIP", "Consulting", ...

Contacts

Sales & Purchase

Invoicing

Notes

Add Contact

Send message Log note Activity

Today

OdooBot 11:11 AM

Statement of account sent to finance@cedar-retail.example.com (Activity, as of 10/23/2026, balance \$ 11,400.00).

OdooBot 11:11 AM

Statement of account sent to finance@cedar-retail.example.com (Open items, as of 10/23/2026, balance \$ 11,400.00).

OdooBot 11:07 AM

Contact created

The Statement button on a customer.

Invoicing Customers Vendors Reporting Configuration 12 17 My Company (San Francisco)

New Customers 3 selected Actions 1-10 / 10

	Name	Email	Phone		Country
☒	Cedar Retail Group	finance@cedar-retail.example.com			United Kingdom
☒	Deco Addict	info@agrolait.com	(603)-996-38		United States
☒	Al Faris Trading	accounts@alfaris.example.com			Saudi Arabia
☐	OpenWood	ErikNFrench@armyspy.com	+352 123 456		Liechtenstein
☐	Azure Interior	vauxoo@yourcompany.example.com	+58 212 681		United States
☐	Gemini Furniture	john.b@tech.info	+1 312 349 23		San Marino
☐	Harbor Freight Ltd	pay@harborfreight.example.com			
☐	LightsUp	lightsup@example.com	+372 123 1234		Montenegro
☐	Northgate Foods	ap@northgate.example.com			
☐	Summit Interiors				

Export

Duplicate

Archive

Unarchive

Delete

Merge

Send email

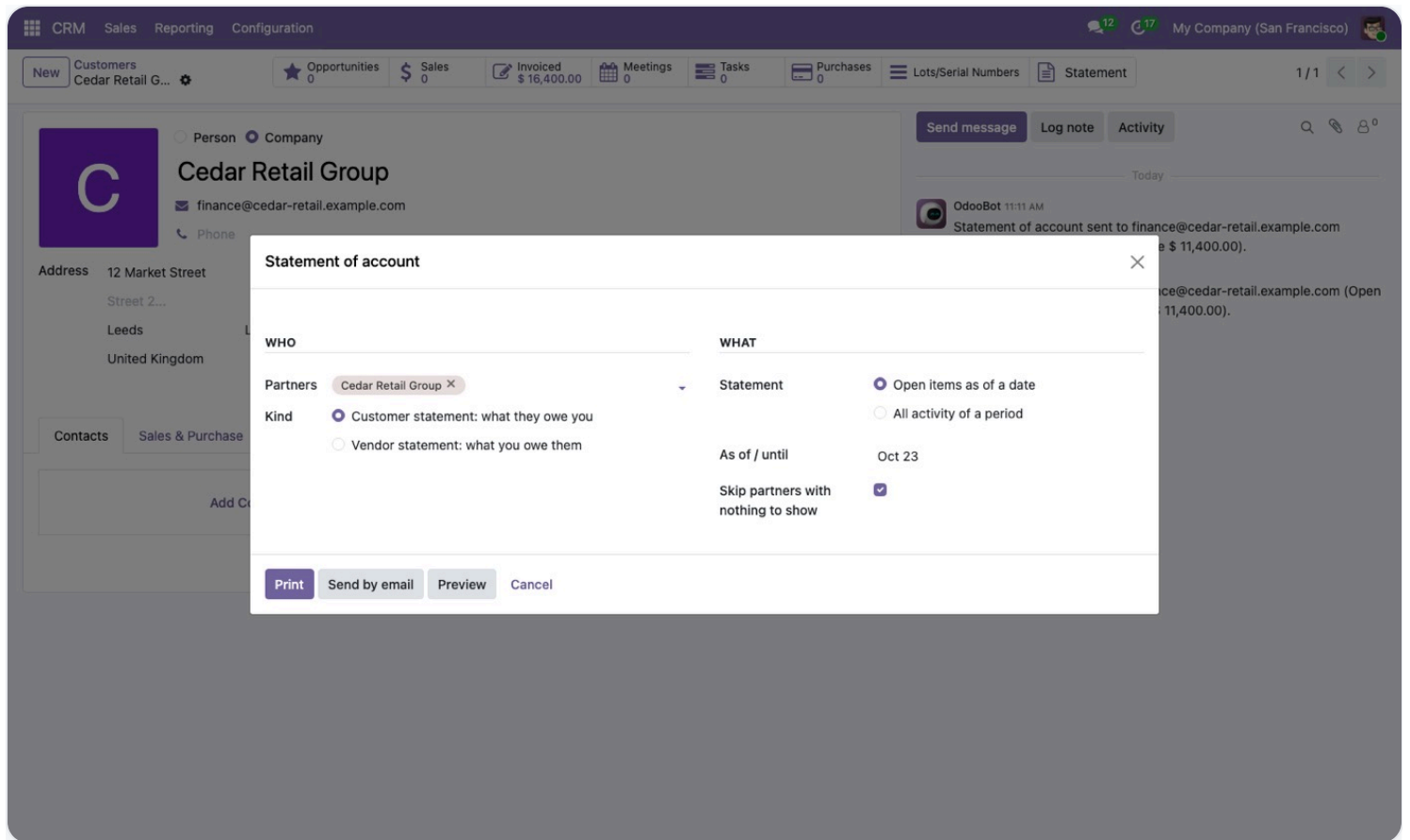
Send SMS

Download (vCard)

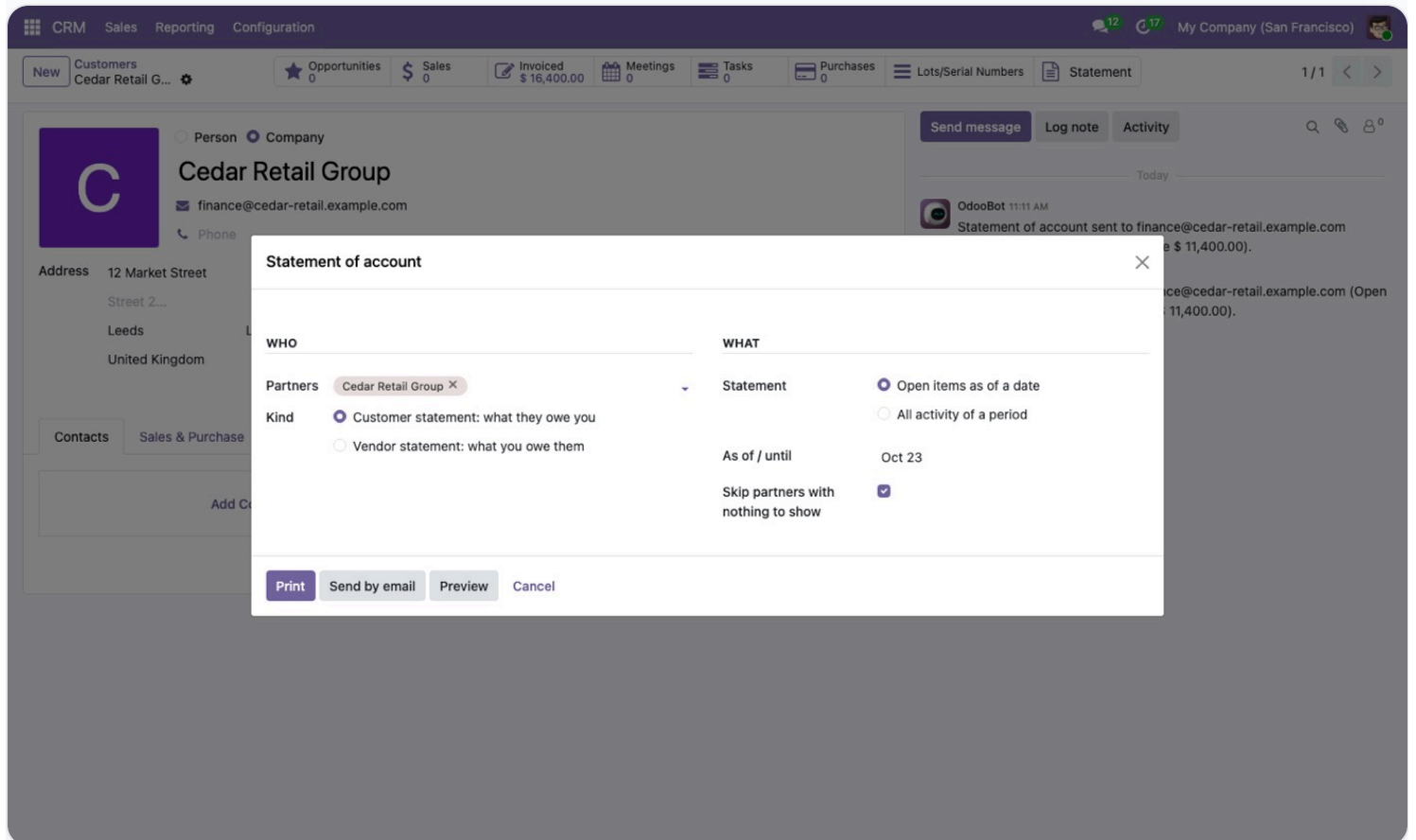
Grant portal access

Statement of account

Select several partners, then Actions → Statement of account.



Choose who, and which statement.



The activity statement also asks for the start of the period.

Choice	Meaning
Customer or vendor statement	What they owe you, or what you owe them.
Open items as of a date	The invoices still unpaid on that date.
All activity of a period	Every movement from the start date to the end date, with the balances.
Skip partners with nothing to show	Partners without open items or movements are left out.
Print / Send by email / Preview	The PDF, an email with the PDF attached, or the page on screen.

6. The open items statement

In plain words: The classic statement: what is still unpaid, with the due date and how many days late.



My Company (San Francisco)
8000 Marina Blvd, Suite 300
Brisbane 94005
California CA
India

Statement of account

Open items as of 10/23/2026 - USD

Cedar Retail Group
12 Market Street
Leeds
LS1 4AB
United Kingdom
GB123456782

Total open

\$ 11,400.00

Overdue

\$ 7,250.00

Date	Document	Reference	Due date	Original	Open	Days overdue
07/15/2026	INV/2026/00013	PO-1144	08/14/2026	\$ 1,200.00	\$ 1,200.00	70
08/24/2026	INV/2026/00011	PO-1188	09/23/2026	\$ 4,800.00	\$ 2,800.00	30
09/08/2026	INV/2026/00012	PO-1210	10/08/2026	\$ 3,250.00	\$ 3,250.00	15
10/03/2026	RINV/2026/00005	Returned items	10/03/2026	\$ -450.00	\$ -450.00	
10/11/2026	INV/2026/00014	PO-1302	11/10/2026	\$ 5,600.00	\$ 5,600.00	
10/20/2026	PBNK1/2026/00007	Manual Payment	10/20/2026	\$ -1,000.00	\$ -1,000.00	
Total open					\$ 11,400.00	

Ageing of the open items

Not due	1-30 days	31-60 days	61-90 days	Over 90 days	On account	Total
\$ 5,600.00	\$ 6,050.00	\$ 0.00	\$ 1,200.00	\$ 0.00	\$ -1,450.00	\$ 11,400.00

"On account" are payments and credit notes not yet applied to an invoice. Amounts are in USD.

123456789 info@yourcompany.com http://www.example.com

Open items of a customer: a partly paid invoice shows its original and open amounts, and a credit note and an unapplied payment reduce the total.

Column	Meaning
Original	The amount of the invoice, credit note or payment.
Open	What is still unpaid on the statement date.
Days overdue	Days since the due date, in red when late.

7. The activity statement



My Company (San Francisco)
8000 Marina Blvd, Suite 300
Brisbane 94005
California CA
India

Statement of account

Period 07/25/2026 - 10/23/2026 · USD

Cedar Retail Group
12 Market Street
Leeds
LS1 4AB
United Kingdom
GB123456782

Closing balance

\$ 11,400.00

Overdue

\$ 7,250.00

Date	Document	Reference	Due date	Charges	Payments	Balance
Opening balance						\$ 1,200.00
08/24/2026	INV/2026/00011	PO-1188	09/23/2026	\$ 4,800.00		\$ 6,000.00
09/08/2026	INV/2026/00012	PO-1210	10/08/2026	\$ 3,250.00		\$ 9,250.00
09/18/2026	PBNK1/2026/00006	INV/2026/00011	09/18/2026		\$ 2,000.00	\$ 7,250.00
10/03/2026	RINV/2026/00005	Returned items	10/03/2026		\$ 450.00	\$ 6,800.00
10/11/2026	INV/2026/00014	PO-1302	11/10/2026	\$ 5,600.00		\$ 12,400.00
10/20/2026	PBNK1/2026/00007	Manual Payment	10/20/2026		\$ 1,000.00	\$ 11,400.00
Closing balance						\$ 11,400.00

Ageing of the open items

Not due	1-30 days	31-60 days	61-90 days	Over 90 days	On account	Total
\$ 5,600.00	\$ 6,050.00	\$ 0.00	\$ 1,200.00	\$ 0.00	\$ -1,450.00	\$ 11,400.00

"On account" are payments and credit notes not yet applied to an invoice. Amounts are in USD.

123456789 info@yourcompany.com http://www.example.com

Opening balance, every movement with a running balance, closing balance.

Part	Meaning
Opening balance	What was owed before the start date.
Charges	Invoices and debit notes.
Payments	Payments and credit notes.
Balance	The running balance after each line. The last one is the closing balance.

8. Ageing and "on account"

In plain words: The table at the bottom splits what is open by how late it is. It is exact **as of the statement date**: a payment made after that date does not reduce the statement.

Column	Meaning
Not due	Open items whose due date is not reached.
1-30, 31-60, 61-90, Over 90 days	Open items by days past the due date.
On account	Payments and credit notes not yet applied to an invoice. They reduce the total.
Total	The total open, the same as on the statement.

Tip: To clear a customer's "on account" amount, reconcile the payment with the invoice in Odoo; the statement follows.

9. Vendor statements

In plain words: Choose **Vendor statement** to list what you owe a vendor. Amounts are positive when you owe them.



My Company (San Francisco)
8000 Marina Blvd, Suite 300
Brisbane 94005
California CA
India

Statement of what we owe you

Delta Office Supplies

Open items as of 10/23/2026 - USD

Total open
\$ 3,730.00

Overdue
\$ 2,750.00

Date	Document	Reference	Due date	Original	Open	Days overdue
09/13/2026	BILL/2026/09/0001	DOS-3301	10/13/2026	\$ 2,750.00	\$ 2,750.00	10
10/08/2026	BILL/2026/10/0003	DOS-3350	11/07/2026	\$ 980.00	\$ 980.00	
Total open					\$ 3,730.00	

Ageing of the open items

Not due	1-30 days	31-60 days	61-90 days	Over 90 days	On account	Total
\$ 980.00	\$ 2,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,730.00

"On account" are payments and credit notes not yet applied to an invoice. Amounts are in USD.

123456789 info@yourcompany.com http://www.example.com

10. Email the statement

In plain words: **Send by email** sends the PDF to the partner's email address, in the partner's language, with the total and the overdue amount in the message.

Statement of account – My Company (San Francisco)

From: "My Company (San Francisco)" <info@yourcompany.com> To: "Cedar Retail Group" <finance@cedar-retail.example.com>

Attached: statement of account (PDF)

My Company (San Francisco)

Statement of account

Hello Cedar Retail Group,
Please find attached your statement of account as of 10/23/2026.

Balance	Overdue
\$ 11,400.00	\$ 7,250.00

Please arrange the payment of the overdue amount. If you have already paid, please ignore this message.

Sent by My Company (San Francisco).

The email in English, with the statement attached.

كشف حساب – My Company (San Francisco)

إلى "My Company (San Francisco)" <info@yourcompany.com> من: "Al Faris Trading" <accounts@alfaris.example.com>

مرفق: كشف حساب (PDF)

My Company (San Francisco)

كشف حساب

مرحباً Al Faris Trading

نرفق لكم كشف حسابكم حتى 23/10/2026.

إجمالي المفتوح	المتأخر
23,400.00 \$	15,100.00 \$

يُرجى ترتيب سداد المبلغ المتأخر. وإن كنتم سددتم فتجاهلوا هذه الرسالة.

أرسلته My Company (San Francisco)

The same email for an Arabic-speaking customer.

Situation	What happens
Many partners at once	One email each. The message tells how many were queued and how many have no email address.
Partner without an email address	Nothing is sent; the Statement Log says so.
After sending	A short note on the partner says what was sent; the log keeps the balance.

11. Every month, by itself

In plain words: In **Settings** → **Statements** switch on **Send statements every month**, choose the day (1 to 28) and the smallest balance. Once a month, from that day, every customer above that balance who has an email address receives the statement of open items.

SettingsGeneral SettingsUsers & Companies

1217My Company (San Francisco)

SaveDiscardSettings

Search...

General Settings

CRM

Sales

31Calendar

Website

Purchase

Inventory

Manufacturing

Invoicing

Project

Employees

Quotation Approval

Purchase Order Approval

Statements

Point of Sale

Monthly statements

☒ Send statements every month

Customers with a balance receive their statement by email, in their language.

Day of the month

From this day (1 to 28) the statements are sent, once a month.

1

Only if the balance is above

In the company currency. Customers below this amount get nothing.

1.00

Monthly statements: on or off, the day, the smallest balance.

InvoicingCustomersVendorsReportingConfiguration

1217My Company (San Francisco)

Statement Log

Search...

1-9 / 9

☐	Date	Partner	Kind	Statement	As of	Balance	Email	Trigger	Result
☐	Oct 23, 11:11 AM	Delta Office Supplies	Vendor	Open items	Oct 23	3,730.00	billing@delta-supplies.example.com	Manual	Sent
☐	Oct 23, 11:11 AM	Cedar Retail Group	Customer	Activity	Oct 23	11,400.00	finance@cedar-retail.example.com	Manual	Sent
☐	Oct 23, 11:11 AM	Harbor Freight Ltd	Customer	Open items	Oct 23	760.00	pay@harborfreight.example.com	Monthly	Sent
☐	Oct 23, 11:11 AM	Northgate Foods	Customer	Open items	Oct 23	3,900.00	ap@northgate.example.com	Monthly	Sent
☐	Oct 23, 11:11 AM	Al Faris Trading	Customer	Open items	Oct 23	23,400.00	accounts@alfaris.example.com	Monthly	Sent
☐	Oct 23, 11:11 AM	Cedar Retail Group	Customer	Open items	Oct 23	11,400.00	finance@cedar-retail.example.com	Monthly	Sent
☐	Oct 23, 11:11 AM	Summit Interiors	Customer	Open items	Oct 23	1,450.00		Monthly	No email address
☐	Oct 23, 11:11 AM	LightsUp	Customer	Open items	Oct 23	750.00	lightsup@example.com	Monthly	Sent
☐	Oct 23, 11:11 AM	OpenWood	Customer	Open items	Oct 23	5,074.00	ErikNFrench@armyspy.com	Monthly	Sent

The Statement Log: who received what, and who has no email address.

Tip: Find the log in **Invoicing → Reporting → Statement Log**.

12. Arabic and right to left

In plain words: The statement follows the language of the partner. For an Arabic-speaking customer the headings, the dates and the layout are Arabic and right to left.



My Company (San Francisco)
8000 Marina Blvd, Suite 300
Brisbane 94005
California CA
India

Al Faris Trading
King Fahd Road
Riyadh
Saudi Arabia

كشف حساب

البنود المفتوحة حتى 23/10/2026 - USD

المتأخر
15,100.00 \$

إجمالي المفتوح
23,400.00 \$

التاريخ	المستند	المرجع	تاريخ الاستحقاق	الأصلي	المفتوح	أيام التأخير
09/08/2026	INV/2026/00015	PO-77	08/09/2026	12,500.00 \$	12,500.00 \$	45
03/09/2026	INV/2026/00017	PO-84	03/10/2026	2,600.00 \$	4,100.00 \$	20
23/09/2026	INV/2026/00016	PO-91	23/10/2026	8,300.00 \$	8,300.00 \$	
إجمالي المفتوح						23,400.00 \$

أعمار البنود المفتوحة

غير مستحق	1-30 يوماً	31-60 يوماً	61-90 يوماً	أكثر من 90 يوماً	على الحساب	الإجمالي
8,300.00 \$	2,600.00 \$	12,500.00 \$	0.00 \$	0.00 \$	0.00 \$	23,400.00 \$

«على الحساب» هي الدفعات والإشعارات الدائنة التي لم تُطبق على فاتورة بعد. المبالغ بـ USD.

123456789 info@yourcompany.com http://www.example.com

13. Limits

Limit	Detail
Company currency	Amounts are in the company currency, not in the currency of each invoice.
Receivable and payable accounts	Only the entries of the receivable (customers) or payable (vendors) accounts are listed.
Posted entries	Draft and cancelled invoices are not shown.
One address	The email goes to the partner's email address, not to each contact.
One company	In a multi-company database only the current company is shown.

14. For developers

In plain words: Skip this chapter if you only use the module.

Item	Details
Engine	<code>taqnix.statement.engine.get_data(partner, kind, statement_type, date_from, date_to)</code> returns the numbers, with positive meaning "owed".
Email	<code>partner._tx_send_statement(kind, statement_type, date_to)</code> sends it and writes the log.
Report	<code>taqnix_partner_statement.statement</code> ; the options travel under <code>data['options']</code> .

```
data = env['taqnix.statement.engine'].get_data(partner, 'customer', 'open', None, fields.
print(data['total_open'], data['overdue'], data['aging'])

# email it
partner._tx_send_statement('customer', 'open')
```

15. Troubleshooting

Problem	What to do
"Nothing to print"	The partner has no open items on that date. Untick "Skip partners with nothing to show" to print an empty statement.
A paid invoice still appears	The payment is not reconciled with the invoice yet, or it is dated after the statement date.
The partner got no email	Check the partner has an email address and look at the Statement Log.
Monthly statements did not go out	Check the setting is on, that the day has come, and that Odoo's scheduled actions run.
The PDF is empty or fails	Check that wkhtmltopdf works for other Odoo reports.

16. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_partner_statement` . Settings and the log are kept. To remove it, uninstall it from Apps: the log is deleted with it.

17. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Open items and activity statements for customers and vendors, as a PDF
- Ageing buckets and on-account amounts, exact as of the statement date
- Print, preview and email with the PDF attached, from the partner, the menu or a list
- Monthly automatic statements with a log
- Statements and emails in the partner's language, Arabic right to left
- Arabic translation, automated tests