# Statement of Account

## Overview

A **Statement of Account** is a detailed report of selected orders for each customer, summarizing all invoiced amounts and payments. It displays running balances of outstanding invoices, grouped by the number of days past due, and any aged balances as 0-30, 31 to 60, 61 to 90, and over 90 days based on credit terms.

This statement can be used in multiple ways, such as:
- Sending a PDF invoice to customers as a billing statement.
- **Accounts Receivable (A/R) Aging Report** to track overdue payments from customers with credit terms.

## Generate Statement of Account

Client Setting **Enable Wholesale Options in Manage Orders Action Menu** must be enabled for this workflow! Once enabled, the **Generate Statement of Account** options (PDF and Excel) become available in the **Action** menu of the Manage Orders page.

To generate a statement of account:

1. Go to **Orders** > **Manage Orders** > Select your desired order/s.

2. From the **Action** menu, select **Generate Statement of Account** (**PDF** or **Excel**) to download the statement.

3. Open the downloaded report. Refer to the sample invoices below for each report type.

    a. **PDF version** — Shows each customer's invoice on its own page (or pages, based on the number of invoices):



    b. **Excel version** — Shows a list of running rows for each customer invoice:



The table below lists and defines each of the columns included in the statement.

| Column | Description |
| --- | --- |
| Statement Date | Auto-populated date when the report is generated. |
| Customer # | Unique identifier for the sold-to customer. |
| Company | Name of the sold-to company on the order. |
| First Name | The customer's first name. |
| Last Name | The customer's last name. |
| Email | The customer's email address. |
| Phone | The customer's phone number. |
| Invoice Date | The date the invoice was created. |
| Invoice # | The Sellercloud identification number for the invoice. |
| Channel Order # | The order number assigned by the sales channel. |
| Credit Terms | Payment terms for the invoice (e.g., Net 30). |
| Due Date | The date the invoice payment is due. |
| Invoice Amount | The total amount of the invoice. |
| Balance Due | The remaining amount owed on the invoice. |

| | |
|---|---|
| **Running Balance** | Previous balance (if any) plus the current balance. |
| **0-30 Days** | Amount past due within 0 to 30 days after the due date. |
| **31-60 Days** | Amount past due within 31 to 60 days after the due date. |
| **61-90 Days** | Amount past due within 61 to 90 days after the due date. |
| **90+ Days** | Amount past due for more than 90 days after the due date. |