

WHMCS Twinfield Integration: Userguide

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Introduction

There are 2 modules of WHMCS Twinfield Integration:

1. WHMCS Twinfield Sales Module
2. WHMCS Twinfield Accounting Interface Purchase & Sales

WHMCS Twinfield add-on helps you easily synchronise sales invoices with the correct ledger accounts in Twinfield. You can also automatically connect, synchronise and load his customers in Twinfield. For additional functionality, this module has the ability to send all invoices with logo, by mail, anywhere in the world, against local costs.

There is also extensive WHMCS Twinfield Add-on which has, in addition to the sales interface, also a powerful purchase module. Besides the functionalities of the Sales Link you can also synchronise suppliers and purchase invoices. You can manage invoices, add VAT rules and the module automatically recognises foreign customers and applies ICP. The ledger accounts are dynamically loaded from Twinfield and can be linked to customers and suppliers. You can create powerful reports about business performance. This fully dynamic API interface with Twinfield will save you a lot of time and accounting fees.

Functionality

WHMCS Twinfield Sales Module

1. Synchronize sales invoices.
2. Synchronize customers and link customers automatically in Twinfield.
3. Powerful reports and PDF exports about your sales results.
4. Add VAT rules for domestic and foreign invoices.



5. Automatic recognition of foreign customers and ICP.
6. Manage ledger accounts directly from WHMCS.
7. Send your sales invoices with logo fully automatic, anywhere in the world at local cost by mail.

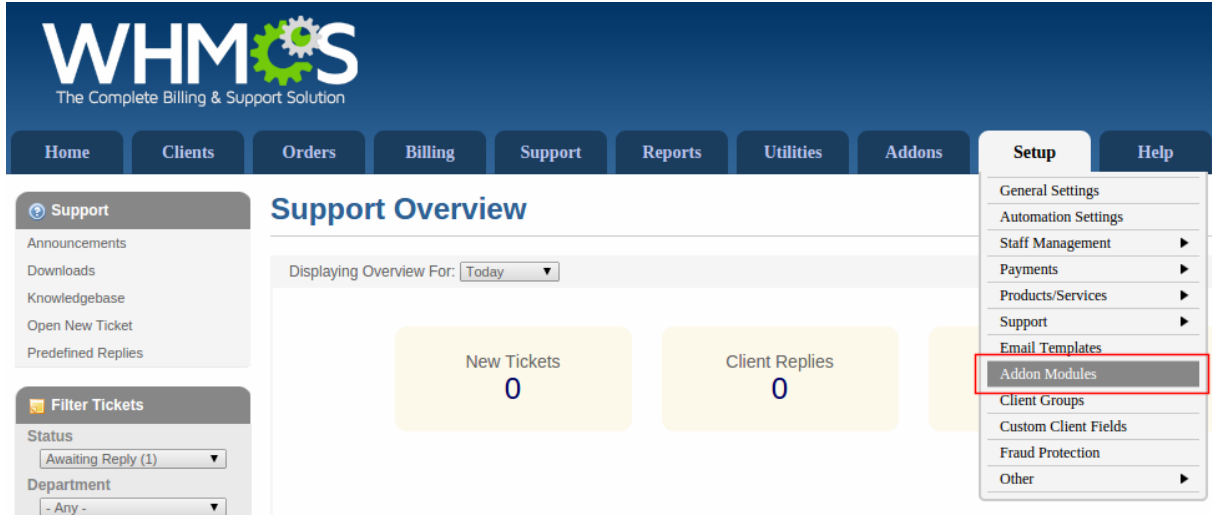
WHMCS Twinfield Accounting Interface Purchase & Sales

1. Synchronize sales invoices.
2. Synchronize customers and link customers automatically in Twinfield.
3. Recognize suppliers from the Twinfield database and add new suppliers.
4. Purchase module, where you can book all of your purchase invoices on the correct ledger.
5. Automatic VAT statement for tax declaration.
6. Enter declarations in accordance with rules of the tax authorities.
7. Powerful reports and PDF exports about your purchase and sales results.
8. Add VAT rules for domestic and foreign customers and ICP.
9. Automatically recognition of foreign customers and ICP.
10. Manage general accounts directly from WHMCS.
11. Send your invoices with logo, fully automatic, anywhere in the world, against local costs by mail.

Userguide

Installing and activating

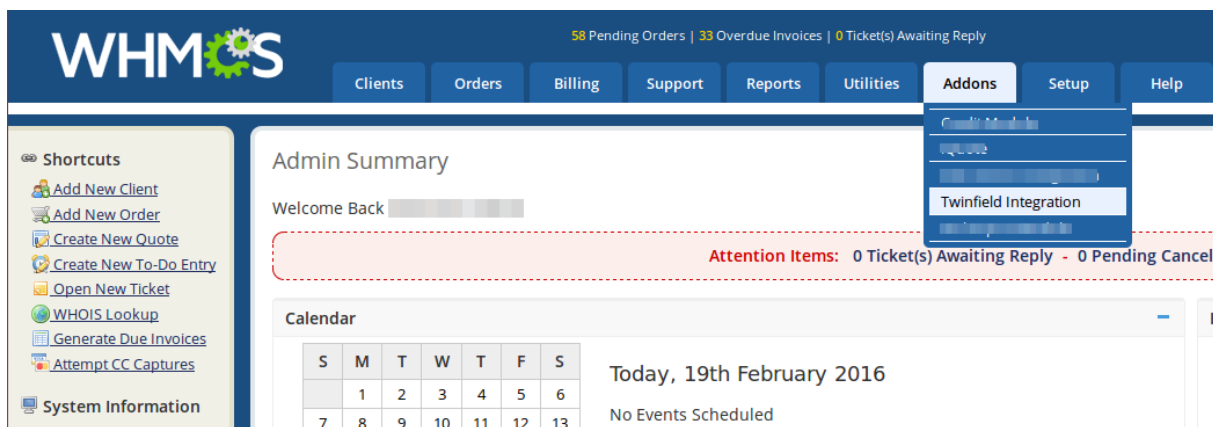
1. Login at WHMCS
2. Unzip the **Twinfield Integration Module** and upload it to your root directory: `<whmcs root directory>/modules/addons/`
3. Upload this folder into **modules/addons** directory of WHMCS installation.
4. Log in to the administrator area of your WHMCS.
5. Hover the menu item **Setup** and click the sub menu item **Addon Modules**.



6. Search for the addon you just uploaded and hit **Activate** button on the right side.
7. Choose the admin role groups to permit access to this module by clicking **Configure** button.

» Twinfield Integration		2.1	Probegin	Activate	Deactivate	Configure
License Key	<input type="text"/>	Addon Activation License				
Username	<input type="text"/>	Twinfield Username				
Password	<input type="password"/>	Twinfield Password				
Organization	<input type="text"/>	Twinfield organization				
AutoSync Customer (Client)	<input type="checkbox"/>	Automatically create customer in Twinfield when the client is registered in WHMCS				
AutoSync Supplier	<input type="checkbox"/>	Automatically create supplier in Twinfield when it is created in WHMCS				
AutoSync Supplier Invoice	<input type="checkbox"/>	Automatically transfer supplier invoice to Twinfield upon its creation in WHMCS				
Access Control	Choose the admin role groups to permit access to this module:					
	<input checked="" type="checkbox"/>	Full Administrator	<input checked="" type="checkbox"/>	Sales Operator	<input type="checkbox"/>	Support Operator

- Enter license key and your Twinfield account credentials in order to use all module's features.
- Now check **Addons** tab and find module you've just installed.



The screenshot shows the WHMCS Admin interface. The top navigation bar includes 'Clients', 'Orders', 'Billing', 'Support', 'Reports', 'Utilities', 'Addons', 'Setup', and 'Help'. The 'Addons' menu is open, showing 'Twinfield Integration' as the selected option. The main content area displays an 'Admin Summary' with a 'Welcome Back' message, an 'Attention Items' section showing '0 Ticket(s) Awaiting Reply - 0 Pending Cancel', and a 'Calendar' for 'Today, 19th February 2016' with 'No Events Scheduled'.

- Make modules/addons/twinfield_integration/files directory writable.

Configuration settings

Synchronization with Twinfield Settings

You can set/unset **AutoSync** option in Setup Addons Twinfield Integration for :

- Customer
- Supplier
- Supplier Invoices

If the checkbox is checked, system should transfer any changes or new entries made in WHMCS to Twinfield.

Settings tab

Go to Addons Twinfield Integration Settings to change settings of the module. All changes will be applied only if you press a button "Save" on the bottom.

Twinfield Integration

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules

Addon Language English

Company Logo

Upload Logo Browse... No file selected.

Payment Gateways
New paym B
New paym B 1
Add New Remove

Default Date From

Default Date To

Company PROBEGIN

Default Invoice Type Factuur

Save

You can setup:

1. Change **Addon Language**. You can choose English or Dutch language.
2. **Upload corporate logo**. You can upload new logo or Remove it if needed.
3. Add/Remove **Payment Gateways**.
*If you Add/Remove gateway but do not click the **Save** button, changes won't be saved.*
4. Set **Default Dates** From/To. This date will be shown after you press "Reset" button near datepicker on the tabs of the module.
5. Choose Company from the dropdown list. Company list is pulled out from Twinfield account
6. Choose Default Invoice type from the dropdown. The list of Invoices is taken from Twinfield account.

VAT tab

You need to Download the VAT list for further work with module. You can do this on the "VAT" tab.

1. Press the **Download/Refresh VAT list** button to pull out "VAT Code" and "Name" data from Twinfield.
2. Press the **Download/Refresh detailed VAT list** button to pull out full list of VAT settings from Twinfield (VAT Code, Name, Tax Rate, Performance Type, Status).
3. With the dropdown on the bottom you can apply action to certain VAT line. You can choose few lines by selecting a checkbox on the line that you want to change. Available actions are:

<input type="checkbox"/>	ICP	Icp	0	sales	ENABLED
<input type="checkbox"/>	EXP-BEU	Exp-Beu	0	sales	ENABLED
<input type="checkbox"/>	C58R1	test	2	sales	ENABLED

Apply to Selected
Download/Refresh VAT List
Download/Refresh VAT Detailed List

Update

Activate

Delete

Deactivate

Sales

Purchase

Both: Sales and Purchase

Enable Performance type

Disable Performance type

- Update VAT. You can change a tax rate in the table and press Update to save this change.
- Activate/Deactivate VAT. If VAT is deactivated, it won't be shown on the Customer Invoices tab.
- Delete VAT by selecting line in the table and clicking the button "Apply to Selected".
- Choose the action to which apply **VAT: Purchase, Sales or Both**. **Sales** VAT code can be applied to Supplier Invoices, **Purchase** VAT code can be applied to Customer Invoices.
- Enable/Disable **Performance Type**. If it is enabled, you will be able to choose performance type for an invoice on the "Customer Invoices" tab.

4. **Sort table data** by different columns: VAT Code, Name, Tax Rate, Sales/Purchase, Performance Type.

General Ledgers Tab

General Ledger

Twinfield Integration

Settings
Customers
Customer Invoices
VAT
General Ledgers
Suppliers
Supplier Invoices
Reports
Declarations
Rules

General Ledgers
Product Name

52 Records Found, Page 1 of 2 Jump to Page: 1 Go

<input type="checkbox"/>	Code	Name	Short Name	Type	Sales/Purchase	Activate
<input type="checkbox"/>	1517	Verwervingen Binnen EU		Balance		ACTIVE
<input type="checkbox"/>	1516	BTW verlegd naar mij		Balance		ACTIVE
<input type="checkbox"/>	1515	Inkopen 0%	Inkopen 0%	Balance		ACTIVE
<input type="checkbox"/>	1510	Te vond OB 19%	Te vond OB 19%	Balance		ACTIVE
<input type="checkbox"/>	1500	Te vond OB 6%	Te vond OB 6%	Balance		ACTIVE
<input type="checkbox"/>	1440	R/C Directie	R/C Directie	Balance		ACTIVE
<input type="checkbox"/>	1310	Voorz dubieuze debiteuren	Voorz dubieuze debit	Balance		ACTIVE
<input type="checkbox"/>	1300	Debiteuren	Debiteuren	Balance		ACTIVE
<input type="checkbox"/>	1280	Nog te ontv bedragen	Nog te ontv bedragen	Balance		ACTIVE
<input type="checkbox"/>	1270	Vooruitbet bedragen	Vooruitbet bedragen	Balance		ACTIVE

1. Press the **Download/Refresh Ledger List** button to pull out "Ledger Code" and "Name" data from Twinfield.
2. Press the **Download/Refresh detailed Ledger List** button to pull out full list of Ledger settings from Twinfield (Ledger Code, Name, Short Name, Type, Performance Type, Status).
3. With the dropdown on the bottom you can apply action to certain General Ledger line. You can choose few lines by selecting a

checkbox on the line that you want to change. Available actions are:

- Activate/Deactivate Ledger. If Ledger is deactivated, it won't be shown on the Customer Invoices tab.
- Delete General Ledger by selecting line in the table and clicking the button "Apply to Selected".
- Choose the action to which apply **VAT: Purchase, Sales or Both**. **Sales** VAT code can be applied to Supplier Invoices, **Purchase** VAT code can be applied to Customer Invoices.

4. **Sort table data** by different columns: Code, Name, Short Name, Type, Sales/Purchase or Status.

Product Name

Twinfield Integration

Product Name	Type	Ledger
Group Name: SSL Certificates		
<input type="checkbox"/>	Other Product/Service (sslcertificates)	- Select Ledge
<input type="checkbox"/>	Other Product/Service (sslcertificates)	- Select Ledge
<input type="checkbox"/>	Other Product/Service (sslcertificates)	- Select Ledge
<input type="checkbox"/>	Other Product/Service (sslcertificates)	- Select Ledge

1. Set **Ledger** for each product by choosing it from the dropdown list.
2. Press **Update Selected** button at the bottom to apply changes to the selected products.

Rules tab

You can set **Rules** for certain conditions to simplify process of invoice updating. **Rules** can be applied to Country or Tax Exempt.

Conditions		Display Order
Country	Equal	0
	<ul style="list-style-type: none"> European Union Netherlands Afghanistan Aland Islands Albania 	
Tax Exempt	-- Select Tax Exempt --	
Default Values		
VAT	-- Do not change --	
General Ledger	-- Do not change --	

You can create rule based on **Country**.

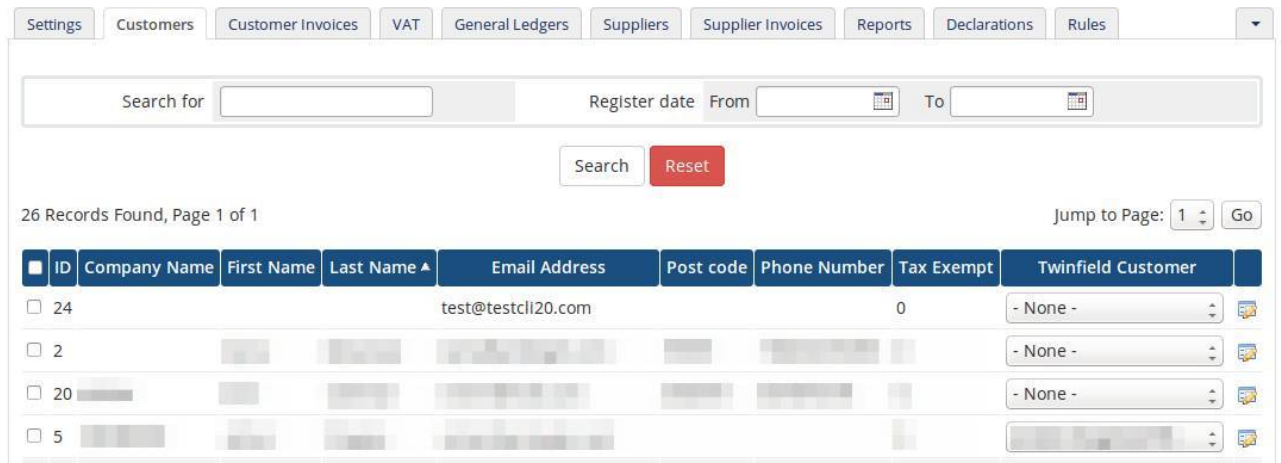
1. Choose operator for the Rule: Equal or Not Equal.
2. Choose country (or few countries) for the Rule.
3. Choose Default Value of VAT and General Ledger for the chosen Countries.
4. Press **Save Changes** button to create the Rule.

You can create rule based on **Tax Exempt**.

1. Choose Tax Exempt: Yes or No.
2. Choose Default Value of VAT and General Ledger for the Tax Exempt.
3. Press **Save Changes** button to create the Rule.

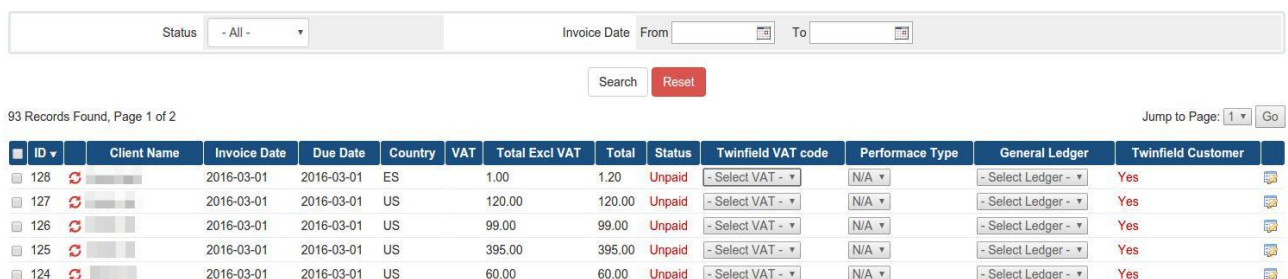
Customers synchronization

Twinfield Integration



1. **Search** for customer by Name or Register Date.
2. Make **Linking with Customer in Twinfield** - choose from the list on the column Twinfield Customer for each customer.
3. Choose whom to **synchronize**. You can choose all customers per page or mark separate customers.
4. **Edit** customer information by clicking on icon. This action will lead you to client profile.
5. Press the **Update** button to save Twinfield account linking value.
6. Discard changes that were made previously by clicking **Reset** button.
7. Use the button **Suggest** to find matching accounts in WHMCS and Twinfield. This action will show matching customers by First Name, Last Name.
8. **Sort table** data by different columns: ID, Company Name, First Name, Last Name, Email, Postcode, Phone or Tax Exempt.

Customer invoices synchronization



1. **Filter** items by **status**: Any, Paid, Unpaid, Overdue, Cancelled, Refunded, Collections.
2. Choose **date range** / Reset (default can be set in **Settings**)
3. **Set** Twinfield VAT Code, Performance Type and General Ledger information for the invoice. Select checkbox near the invoice, set values and press button **Update Selected** at the bottom.
4. There is also possibility to **change one item** of the invoice (if there are more than one item) by clicking **Edit** button. You can set

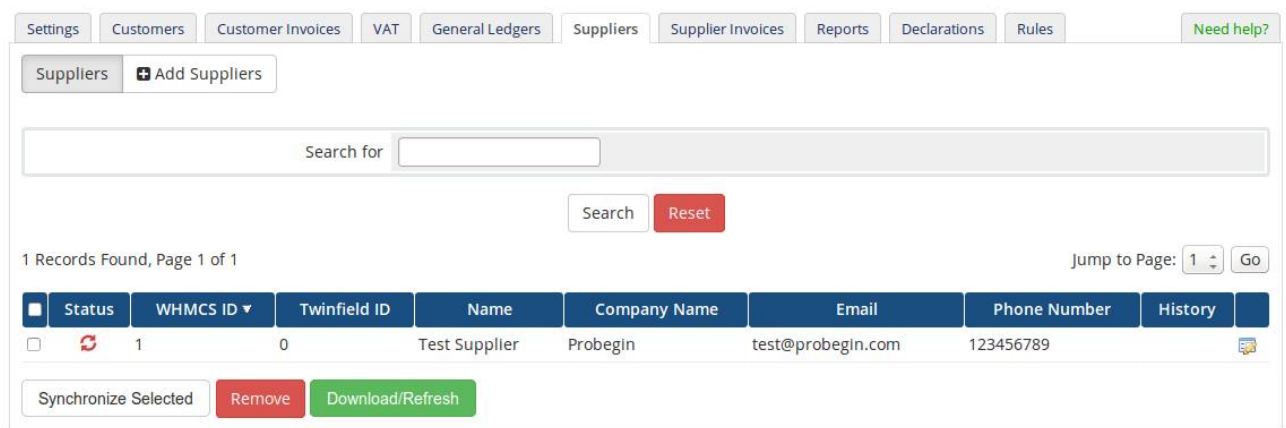
Twinfield VAT Code, Performance Type or General Ledger for this specific item and click the **Save** button. This will automatically update information and user may not press Update button at the bottom.

5. Choose **what to be synchronized**. You can choose all customer invoices per page or mark separate customers.
 - *Note: you need to link WHMCS Client with the Twinfield Customer to make client's invoices appear on this page.*
6. Discard changes that were made previously by clicking **Reset** button.

7. **Sort table data** by different columns: ID, Client Name, Invoice Date, Due Date, Country, VAT, Total Excl VAT, Total or Status.
Note: you need to link WHMCS Client with the Twinfield Customer to make client's invoices appear on this page.

Supplier synchronization

Suppliers tab



1. **Search** for the item.
2. **Edit** Supplier information by pressing on icon in the row of the supplier.
 - Press **Save Supplier** button to save changes
 - Press **Cancel** to return to **Suppliers** tab
3. Check Supplier invoices by clicking on icon in the **History** column. If there is no invoices created for this supplier, there won't be any icon.
4. Choose **whom to be synchronized**: you can choose all suppliers per page or mark separate customers.
5. Press the **Sync** button to save changes that were made previously.
6. Press the **Remove** button to remove supplier from the list in WHMCS.
7. Press the **Download/Refresh** button to download list of suppliers from Twinfield account.
8. **Sort table data** by different columns: WHMCS ID, Twinfield ID, Name Company Name, Email, Phone.

Add Supplier

Fill in fields in the next sections:

Suppliers [+ Add Suppliers](#)

General Info

Name * Website

Supplier Address

Company Name Postcode

First Name Country

Last Name Phone Number

Email Fax

Address Line 1 VAT Number

Address Line 2 Chamber of Commerce

City

Bank Details

Account holder * Address

Account Number * City

Bank Name State

BIC code Postcode

National BIC code Country

IBAN

Other Info

Number of due days VAT Code

1. General Info
2. Supplier Address
3. Bank Details
4. Other Info
5. Set Posting Rules

Posting Rules

Currency Description

Lines

Remove

Description Ledger Code

VAT Code

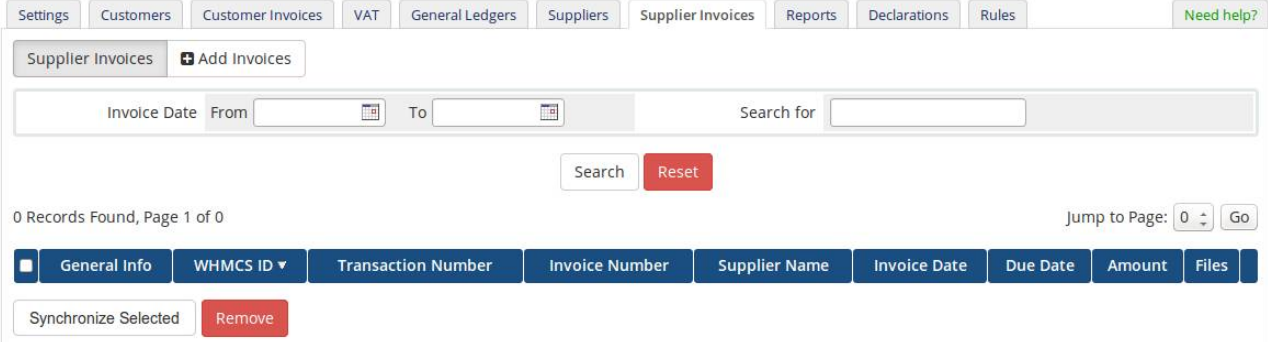
[Add New Line](#)

- a. Select currency from the dropdown list.
- b. Enter Description
- c. **Add New Line:**
 - Enter Description
 - Select Ledger Code
 - Select VAT Code
- a. **Remove** field by clicking on the link **Remove**.
There is possibility to add as many lines as user want.
6. Press **Save Supplier** button to save information about user.

7. Press **Cancel** button to return to **Suppliers** tab

Supplier invoices synchronization

Invoices Tab



1. Choose **date range** / Reset to default (Default can be set in "Settings").
2. **Edit** Invoice's information by pressing on icon in the row of the invoice.
 - Press **Save Invoice** button to save changes
 - Press **Cancel** to discard all changes and return to "Invoices" tab
3. Choose **what to synchronize**: you can choose all supplier invoices per page or mark separate customers (last column).
4. Press **Synchronize Selected** button to save changes that were made.
5. Press **Remove** button to delete supplier invoice from the list in WHMCS.
6. **Sort table** data by different columns: WHMCS ID, Transaction Number, Invoice Number, Supplier Name, Invoice Name, Due Date or Amount.

Add Invoice

1. **Fill in** fields for Supplier Invoice. WHMCS ID and Twinfield ID should be filled automatically if you enter existing Supplier name. Supplier should be synchronized with Twinfield in order to get his ID.

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules [Need help?](#)

Supplier Invoices [+ Add Invoices](#)

Supplier *	<input type="text"/>	Twinfield ID	<input type="text"/>
WHMCS ID	<input type="text"/>	Currency	- Select Currency -
Invoice Date *	<input type="text"/>	Invoice Number	<input type="text"/>
Amount * (incl. VAT)	0.00	Due Date *	<input type="text"/>
Payment Term	- Manual Due Dat	Files	Browse... No file selected.
Description	<input type="text"/>	Payment Gateway	<input type="text"/>
Payment Date	<input type="text"/>		

Invoice Lines

Description	Amount	VAT	VAT Amount	Ledger Code
<input type="text"/>	<input type="text"/>	- Select VAT	0.00	- Select Le
	0.00	Total VAT	0.00	

[Add New Line](#)

[Save Invoice](#) [Cancel](#)

2. **Add New Line** to Invoice. Fill in fields:
 - Description
 - Amount
 - Select VAT
 - Select Ledger Code
3. Press **Save changes** button to create Invoice.
4. Press **Cancel** button to discard Invoice and return to the list of Invoices.

Declarations

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules [Need help?](#)

Declarations [+ Create Declaration](#) [Contra Accounts](#) [Declaration Types](#)

Date

[Search](#) [Reset](#)

1 Records Found, Page 1 of 1 Jump to Page: [Go](#)

Status	ID	Transaction Number	Date	Payment Date	Description	Subtotal	Total	Total VAT	VAT	Ledger Code	Type
<input type="checkbox"/>		1 0	2016-03-01	2016-03-08		123.00	123	0.00	EXP-BEU		

[Synchronize Selected](#) [Synchronize Period Selected](#) [Remove](#)

1. Choose **date range** (month and year). You can reset field to current month by pressing button **Reset**.
2. **Edit** declaration's information by pressing on icon in the row of the declaration.
3. Choose **what to be synchronized**. You can choose all supplier invoices per page or select few declarations.
4. Press the **Synchronize Period Selected** button to save changes that were made previously for Selected period.
5. Press the **Synchronize Selected** button to save changes that were made previously.
6. Press the **Remove** button to delete declaration from the list in WHMCS.
7. **Sort table data** by different columns: ID, Date, Payment Date, Description, Subtotal, Total, Total VAT, VAT Type, Ledger Code


or Type.

Create declaration



1. **Fill in** fields for Declaration:
2. Press **Save** button to create declaration.
3. Press **Cancel** button to discard entries and return to "Declaration" tab.

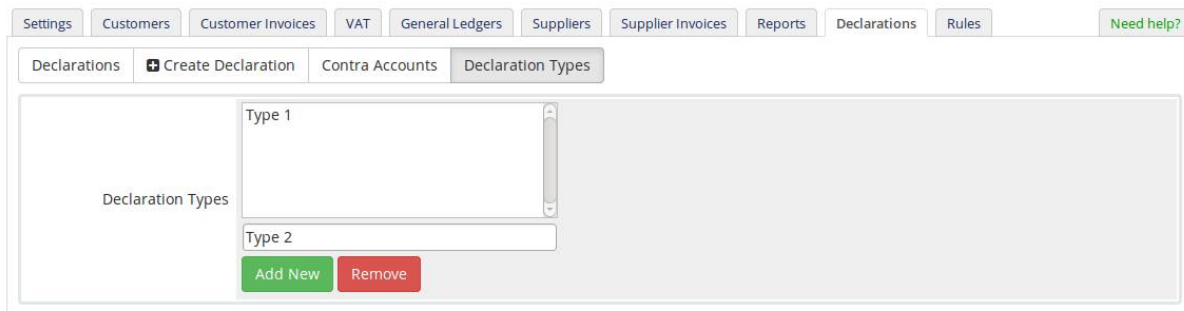
Contra Accounts



#	Title	Balance Ledger Code	
1	New Ledger	0130 Machines	⊖
2	New Ledger 2	0110 Gebouwen	⊖

1. **Edit** Contra Accounts.
 - Change **Title**
 - Change **Balance Ledger Code**
2. **Remove** Contra Account
3. **Add New** Contra Account
4. Press the **Save** button to save changes

Declaration Types



1. **Add New** declaration type
2. **Remove** declaration type

Reports generation

You can generate report with specific filters

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules
Need help?

Report

Quarterly

Invoice Month From To

Payment Date From To

Status

Country

Payment Gateway (Customers)

Payment Gateway (Suppliers)

Sales

ID ▲	Date	Payment Date	Customer Name	Phone Number	Country	Subtotal	VAT	VAT %	Total	Status	Payment Gateway	Twinfield ID
13	2016-02-01	0000-00-00 00:00:00				8.00	0.00	0.00	8.00	Unpaid	banktransfer	0
14	2016-02-02	0000-00-00 00:00:00				16.00	0.00	0.00	16.00	Unpaid	banktransfer	0
15	2016-02-02	0000-00-00 00:00:00				8.00	0.00	0.00	8.00	Unpaid	banktransfer	0
16	2016-02-02	0000-00-00 00:00:00				8.00	0.00	0.00	8.00	Unpaid	banktransfer	0
17	2016-02-02	0000-00-00 00:00:00				8.00	0.00	0.00	8.00	Unpaid	banktransfer	0

1. Choose **Invoice Date** range
2. Choose **Payment Date** range
3. Choose **Status**
4. Select **Country**
5. Choose **Payment Gateway** for Customers
6. Choose **Payment Gateway** for Suppliers
7. Press **Change** to show details of the report
8. After report is shown, you can **Export it to PDF**.