WHMCS Twinfield Integration: Userguide

- Introduction
  - Functionality
- Userguide
  - Installing and activating
  - Configuration settings
    - Synchronization with Twinfield Settings
    - Settings tab
    - VAT tab
    - General Ledgers Tab
      - General Ledger
      - Product Name
    - Rules tab
    - Customers synchronization
    - Customer invoices synchronization
  - Supplier synchronization
    - Suppliers tab
    - Add Supplier
  -
    - Supplier invoices synchronization
      - Invoices Tab
      - Add Invoice
    - Declarations
    - Create declaration
    - Contra Accounts
    - Declaration Types
  - Reports generation

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.

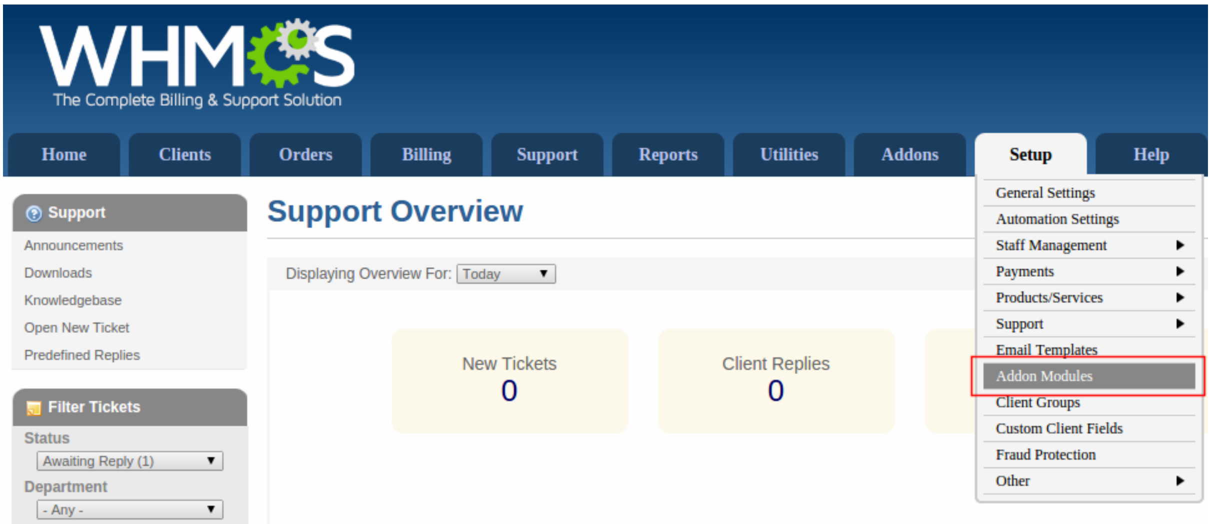
WHMCS Twinfield Accounting Interface Purchase & Sales

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.

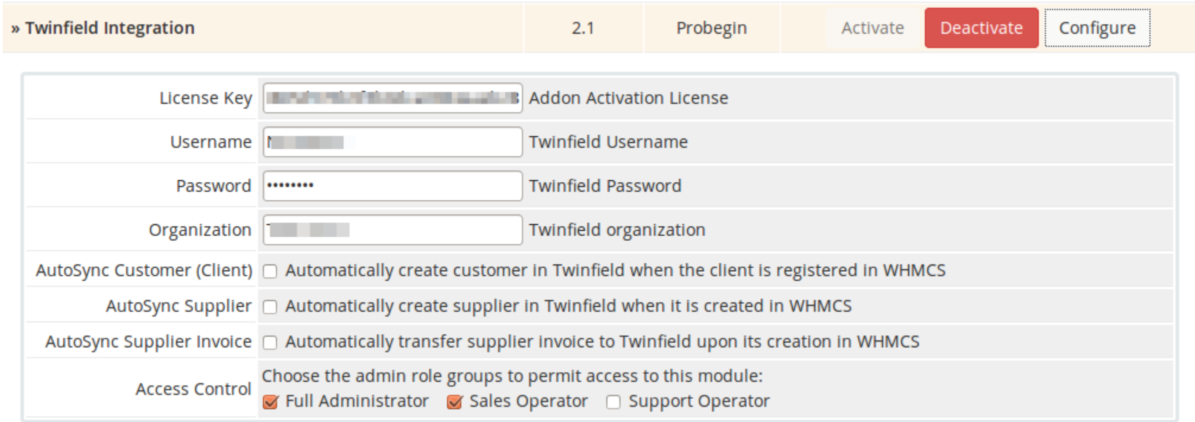
Userguide

Installing and activating

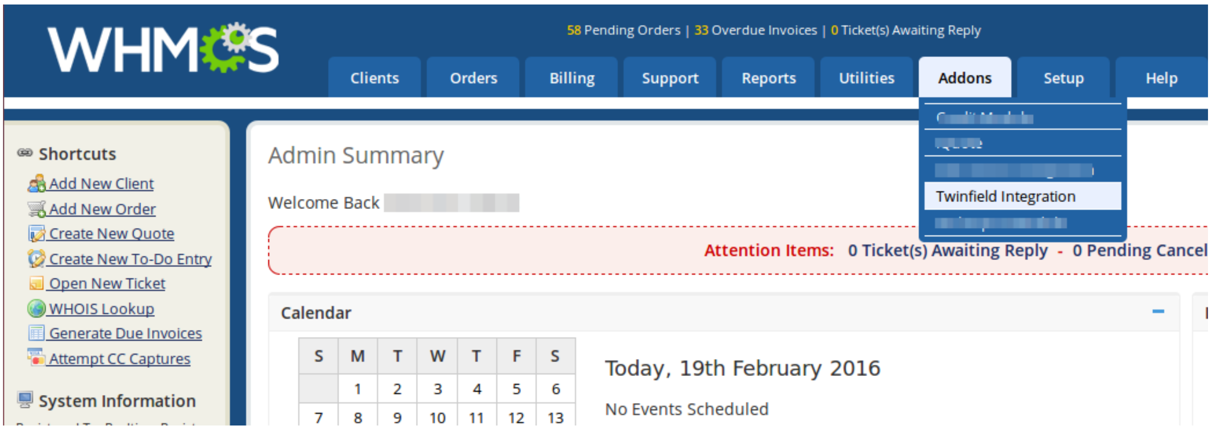
1. Login at WHMCS
2. Unzip the **Twinfield Integration Module** and upload it to your root directory: **<whmcs root directory>/modules/addons/**
3. Upload this folder into **modules/addons directory** of WHMCS installation.
4. Log in to the administrator area of your WHMCS.
5. Hover the menu item **Setup**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



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



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

Configuration settings

Synchronization with Twinfield Settings

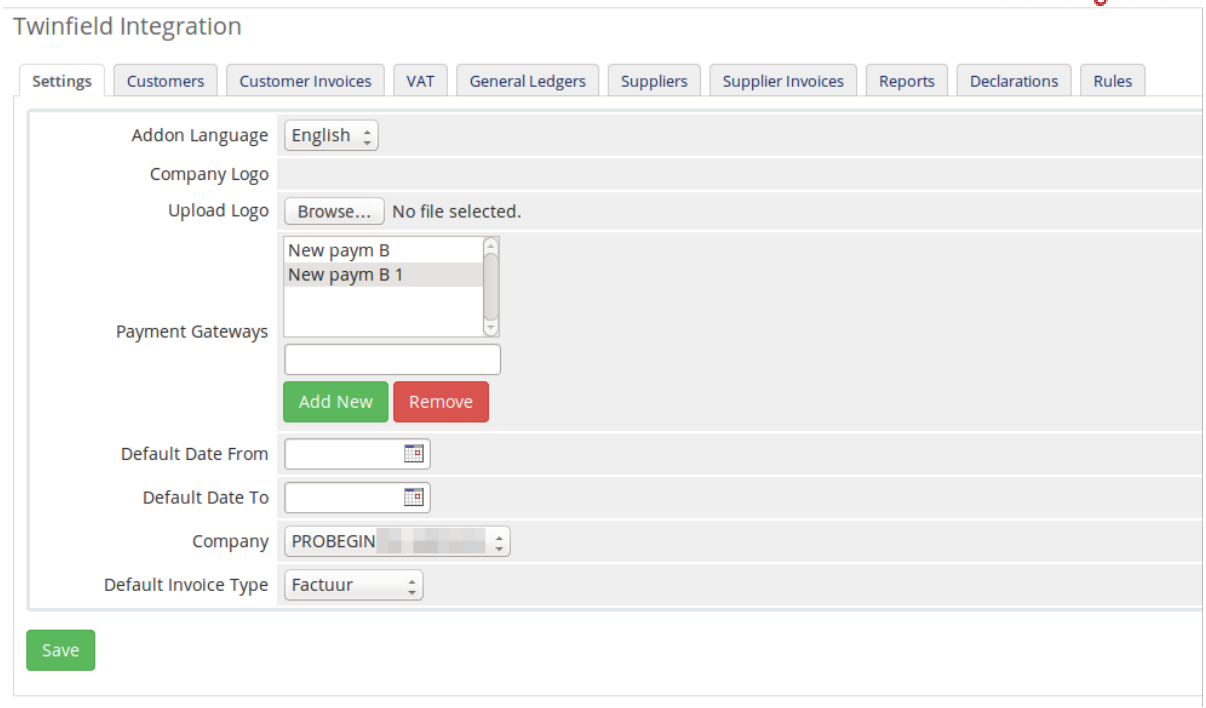
You can set/unset **AutoSync** option in Setup Addons Twinfield Integration for :

- Customer
- Supplier
- Supplier Invoices

If the checkbo 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 "**Sa ve**" on the bottom.



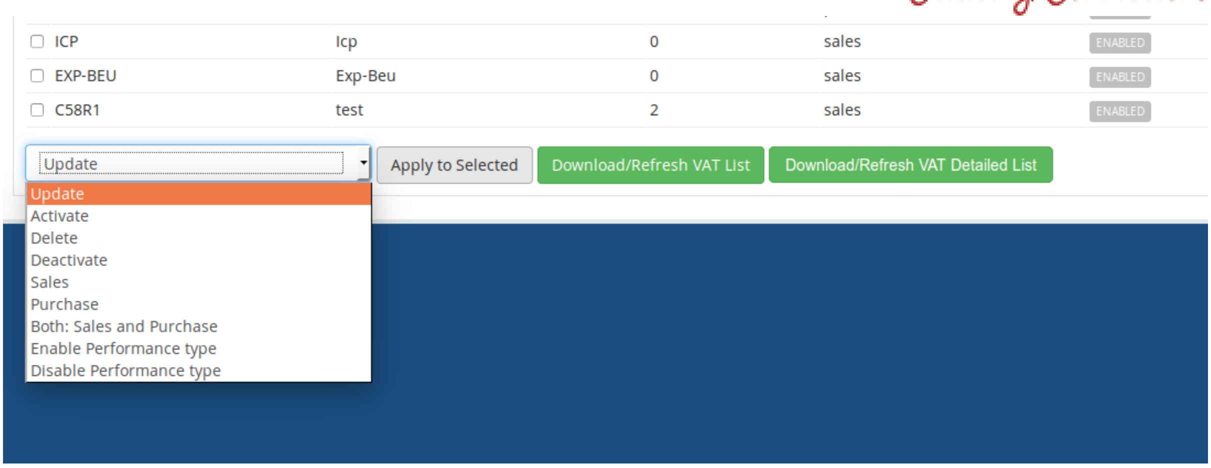
You can setup:

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:

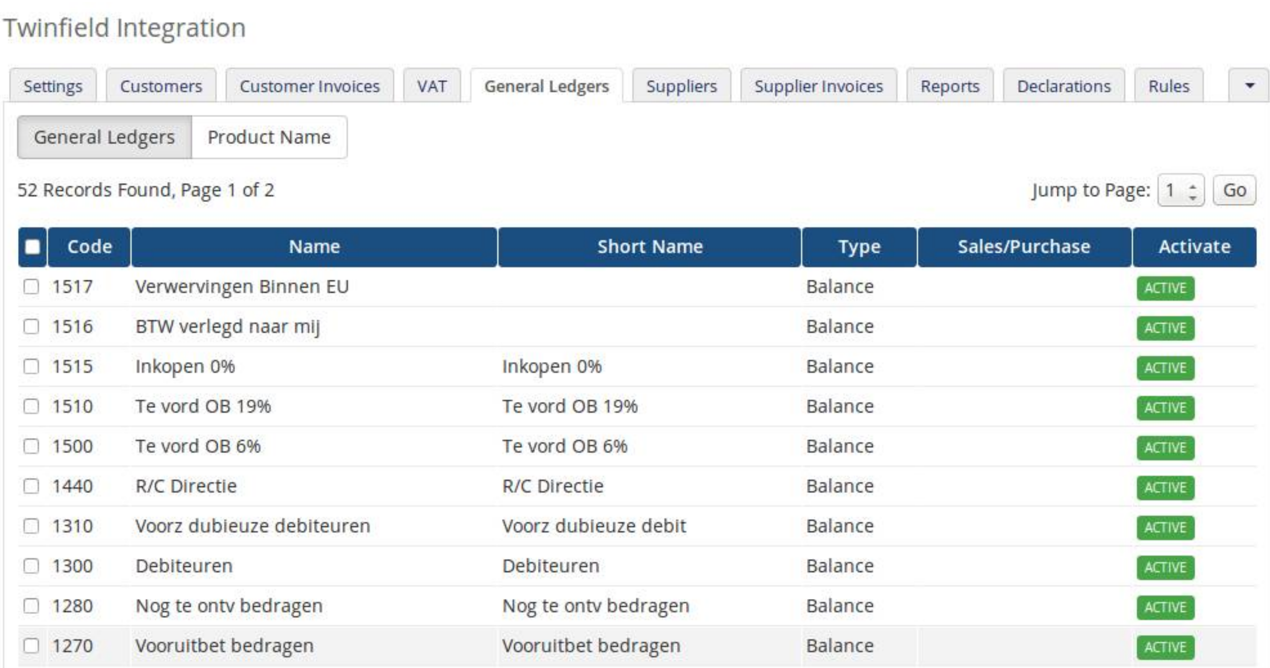


- Update VAT. You can change a tax rate in the table and press Update to save this change.
- Activate/Deactivate VAT. If VAT is deactivated, it won't be shown on the Customer Invoices tab.
- Delete VAT by selecting line in the table and clicking the button "Apply to Selected".
- Choose the action to 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

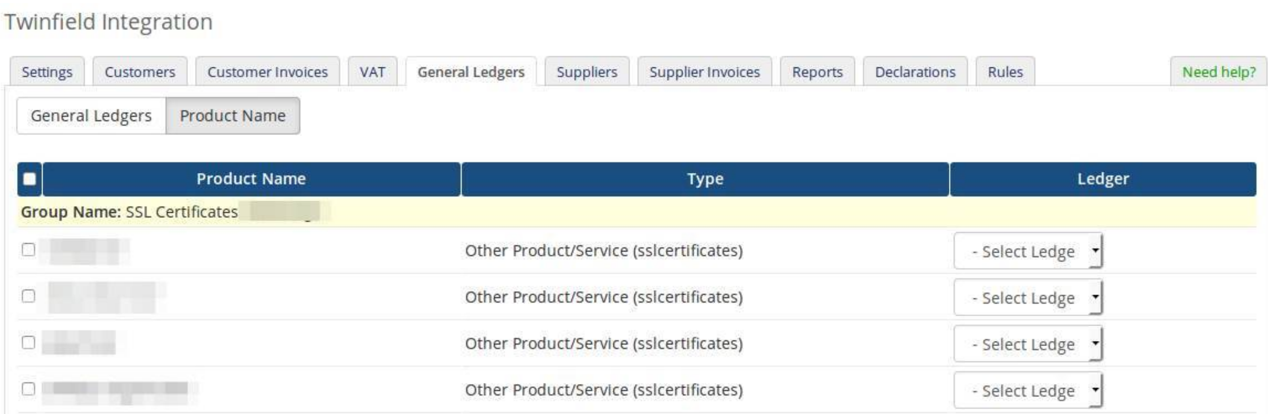


1. Press the **Download/Refresh Ledger List** button to pull out "Ledger Code" and "Name" data from Twinfield.
2. Press the **Download/Refresh detailed Ledger List** button to pull out full list of Ledger settings from Twinfield (Ledger Code, Name, Short Name, Type, Performance Type, Status).
3. With 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.

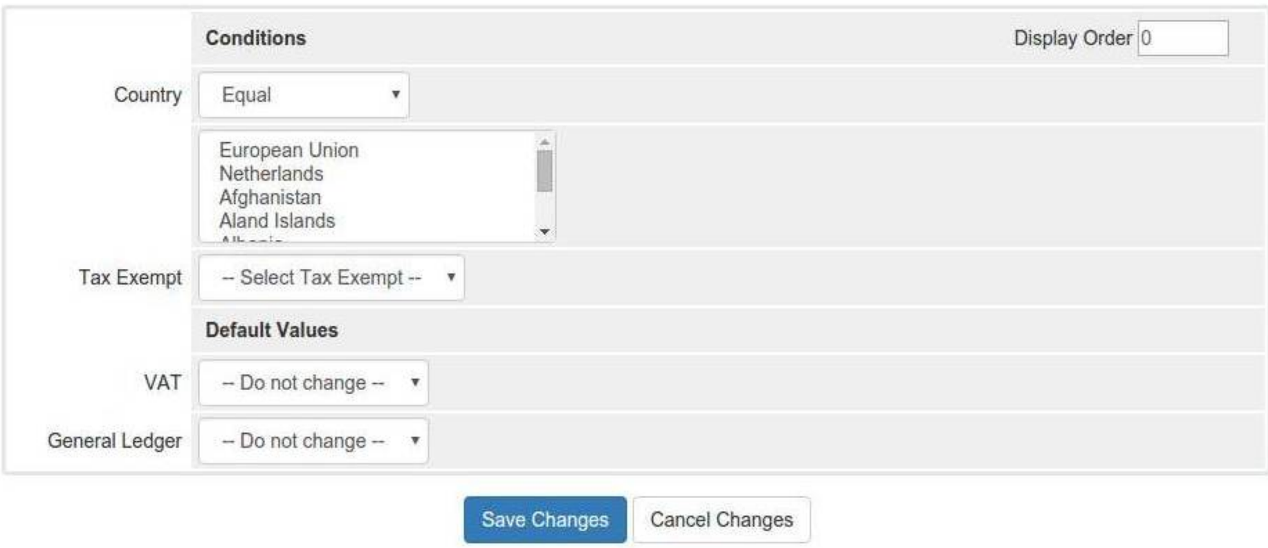
Product Name



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.



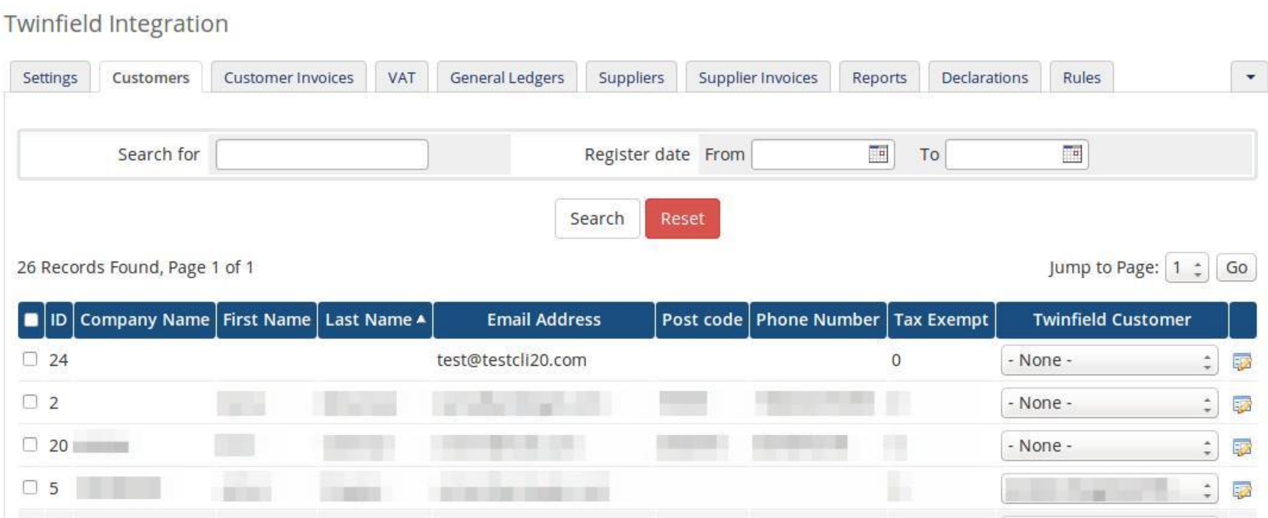
You can create rule based on **Country**.

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**.

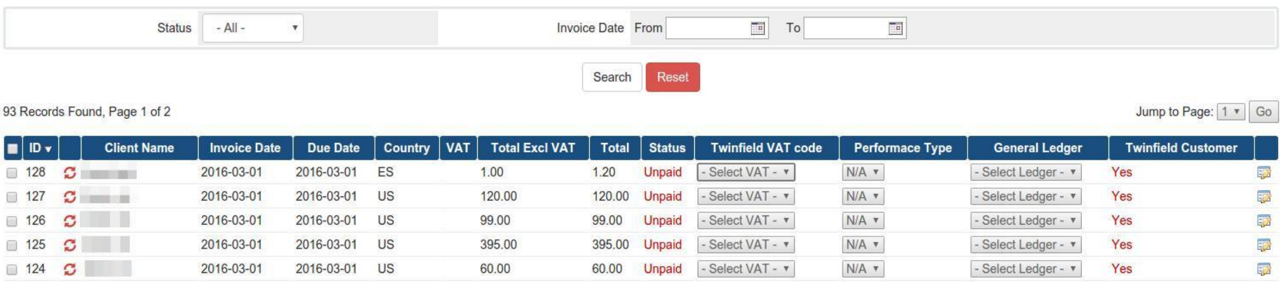
1. Choose Tax Exempt: Yes or No.
2. Choose Default Value of VAT and General Ledger for the Tax Exempt.
3. Press **Save Changes** button to create the Rule.

Customers synchronization



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

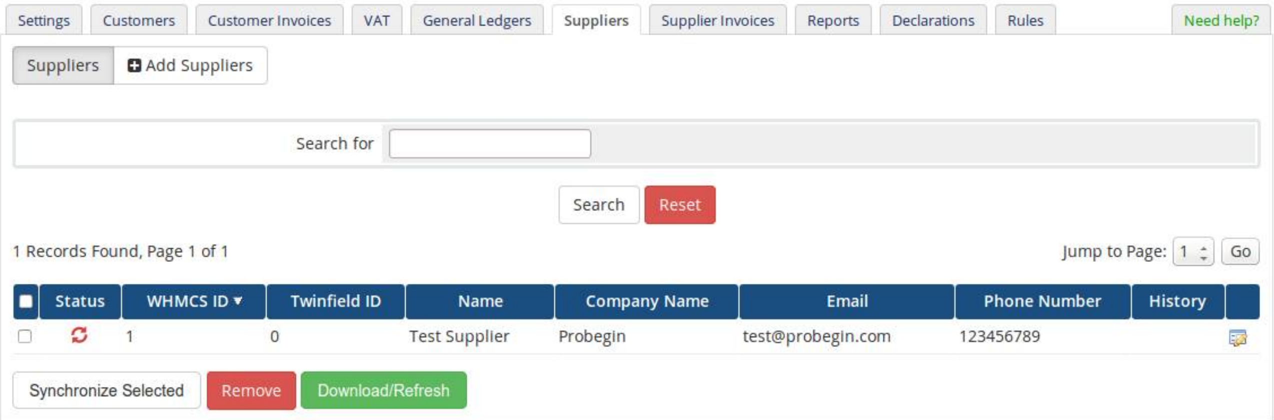
Twinfield VAT Code, Performance Type or General Ledger for this specific item and click the **Save** button. This will automatically update information and user may not press Update button at the bottom.

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

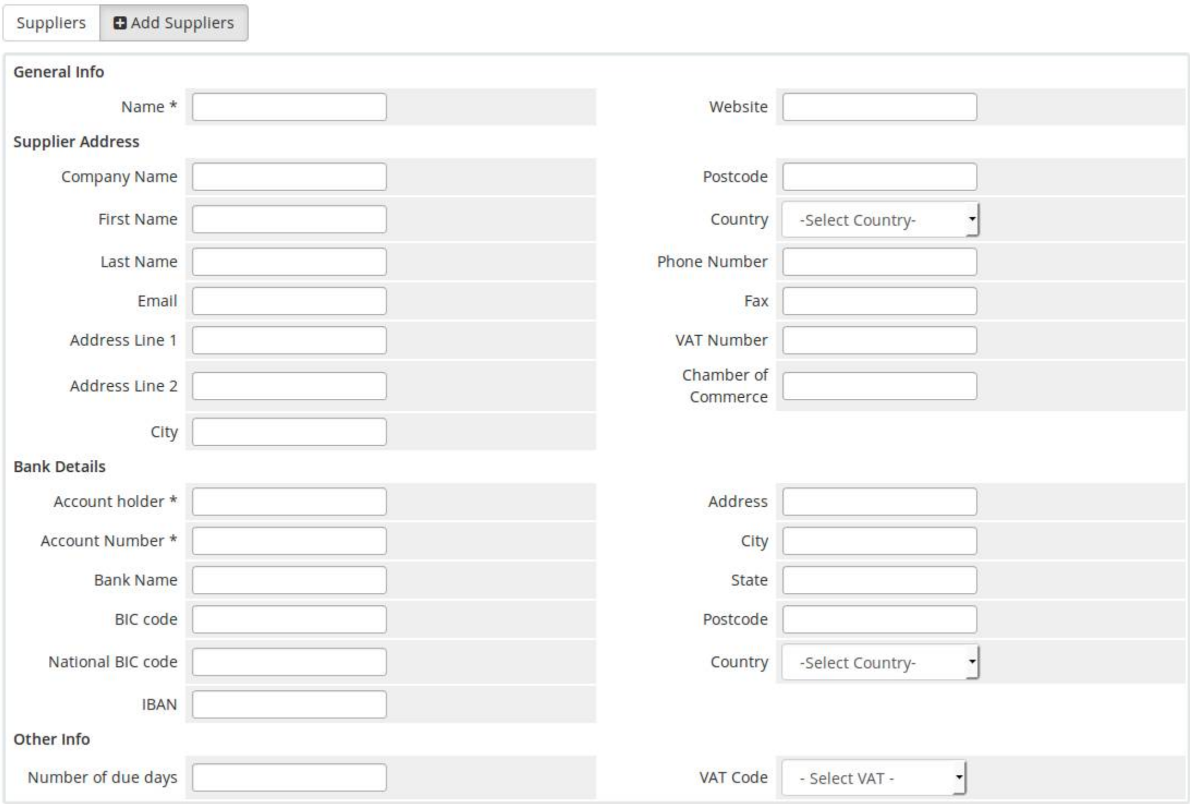
Suppliers tab



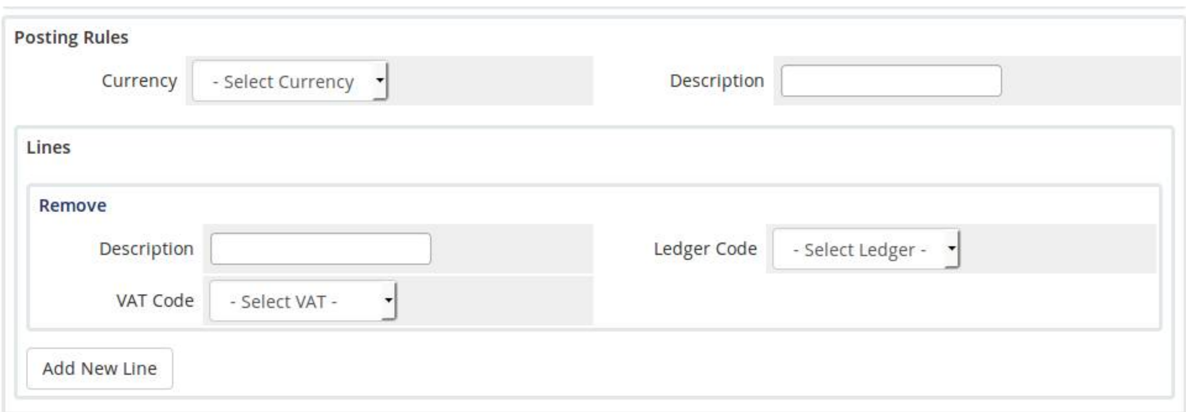
1. **Search** for the item.
2. **Edit** Supplier information by pressing on icon in the row of the supplier.
    - Press **Save Supplier** button to save changes
    - Press **Cancel** to return to **Suppliers** tab
3. Check Supplier invoices by clicking on icon in the **History** column. If there is 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:



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

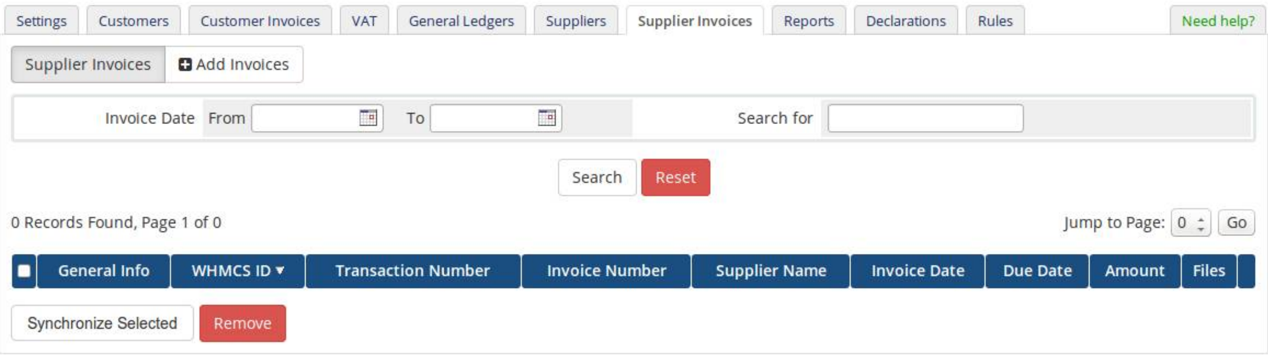


   a. Select currency from the dropdown list.
   b. Enter Description
   c. **Add New Line**:
      - Enter Description
      - Select Ledger Code
      - Select VAT Code
   a. **Remove** field by clicking on the link **Remove**.
      There is possibility to add as many lines as user want.
6. Press **Save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

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

Supplier invoices synchronization

Invoices Tab

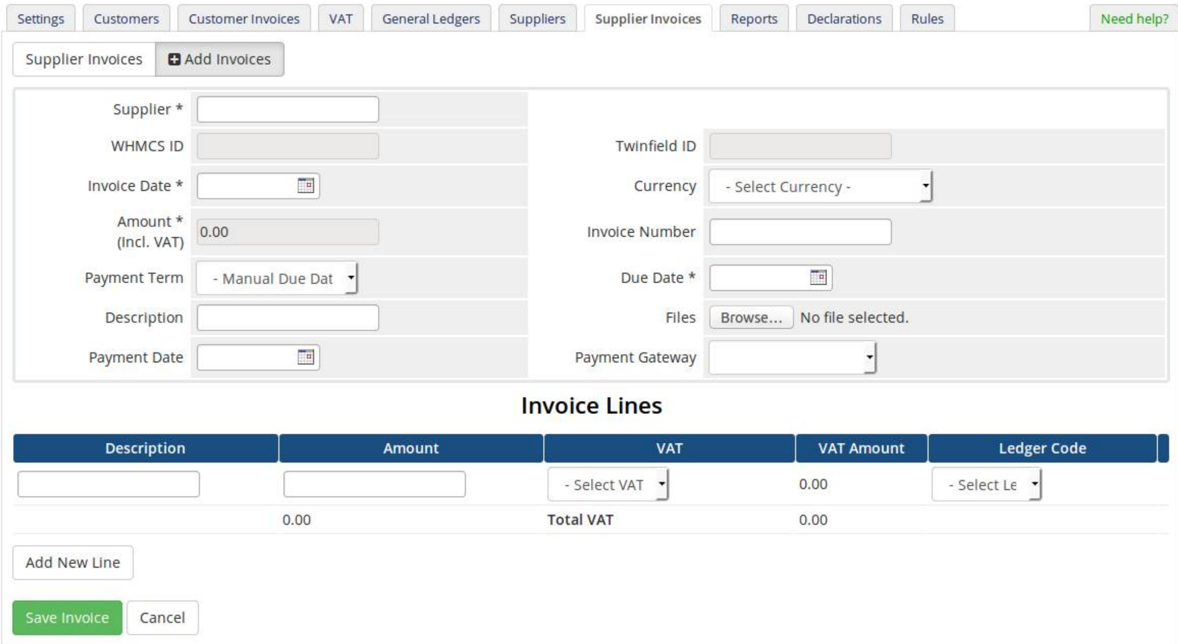


1. Choose **date range** / Reset to default (Default can be set in "Settings").
2. **Edit** Invoice's information by pressing on icon in the row of the invoice.
   - Press **Save Invoice** button to save changes
   - Press **Cancel** to discard all changes and return to "Invoices" tab
3. Choose **what 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

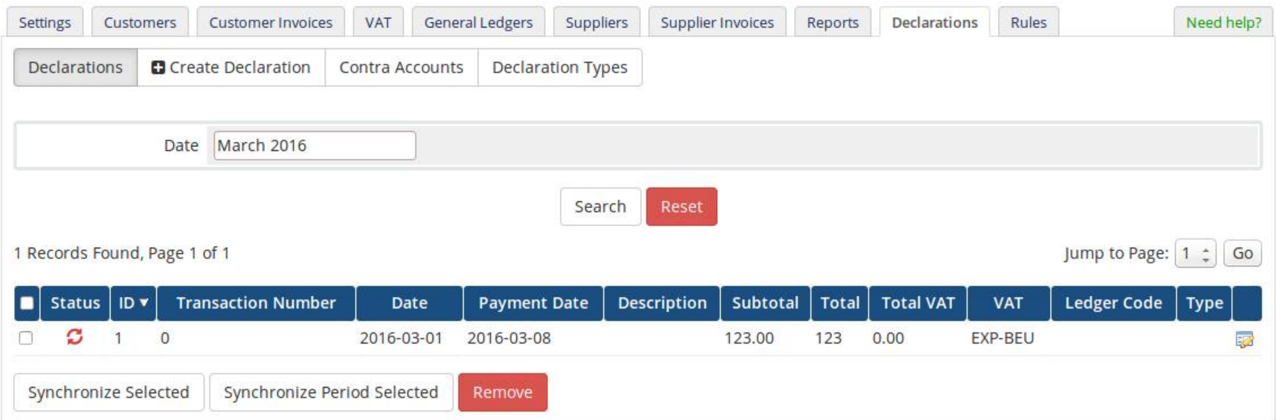
1. **Fill in** fields for Supplier Invoice. WHMCS ID and Twinfield ID should be filled automatically if you enter existing Supplier name. Supplier should be synchronized with Twinfield in order to get his ID.

PROBEGIN
Creating Connections



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.

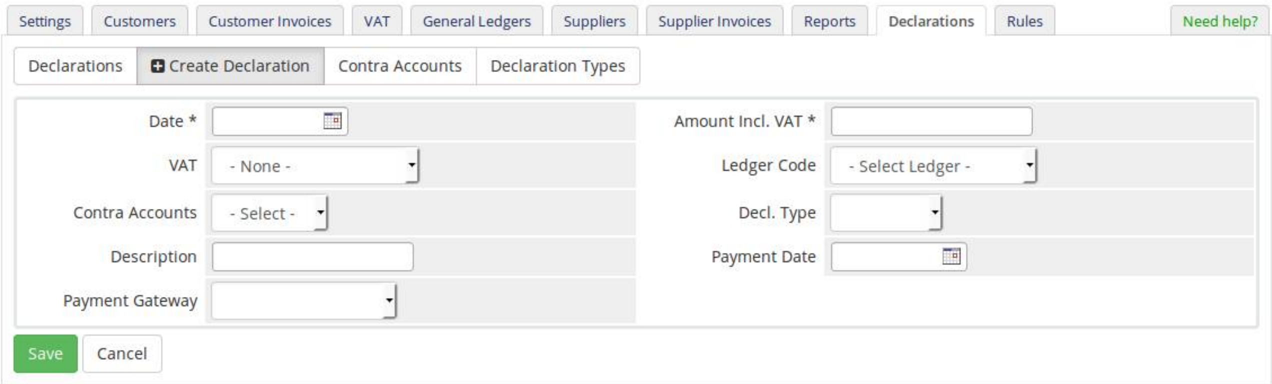
Declarations



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

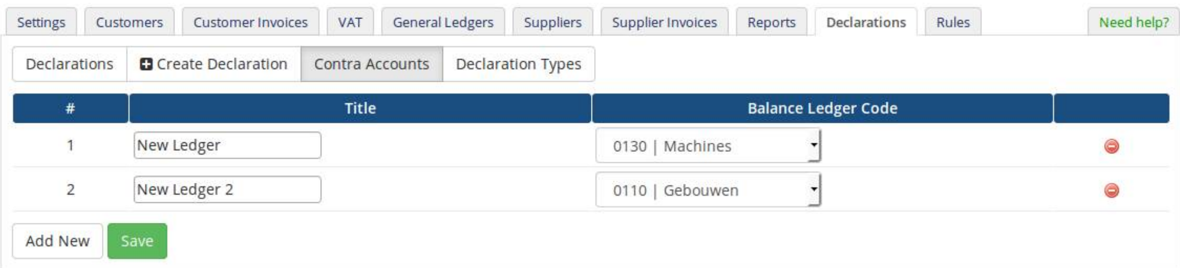
or Type.

Create declaration



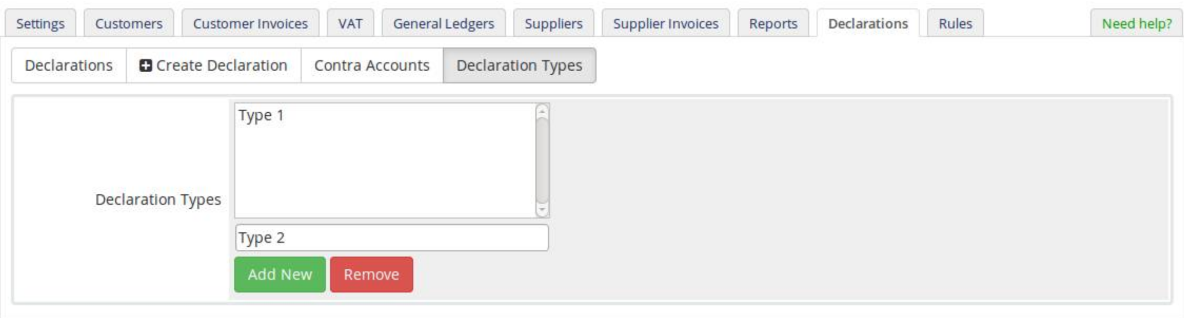
1. **Fill in** fields for Declaration:
2. Press **Save** button to create declaration.
3. Press **Cancel** button to discard entries and return to “Declaration” tab.

Contra Accounts



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

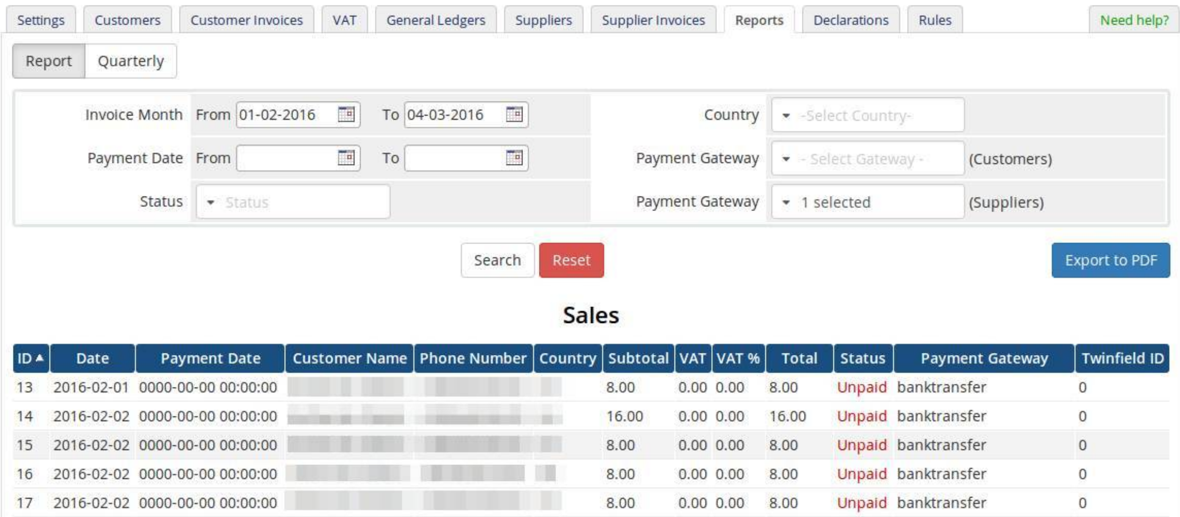
Declaration Types



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

Reports generation

You can generate report with specific filters



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**.