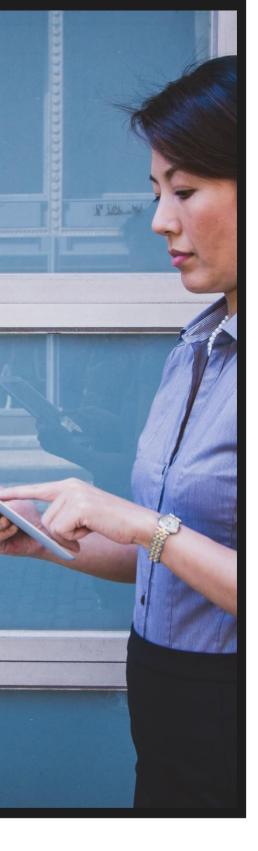


TWIKEY BUSINESS CENTRAL - USER GUIDE

Date: 30/10/2023 Version: 18.4.3





CONTENT

D		
Purpose	e of this document 3	
Setup		
2.1 Twike	y Setup 4	
2.1.1	Update Status	5
2.1.2	Contract Templates	6
2.1.3	Log entries	9
2.2 Cu	stomer10	
2.2.1 Er	nable Twikey	10
2.2.2 Tv	wikey Document Fields	11
2.2.3 In	vite Customer Via Twikey	12
2.2.4 In	vite Customers via Twikey in batch	17
2.2.5 Tv	wikey Documents	18
Flow		
3.1 Sal	es Invoice22	
3.1.1. 0	Create Sales Invoice	22
3.1.2. C	hange contract template	22
3.1.3 Po	ost & Send Sales invoice	23
3.1.4 La	ny-out – QR Code	24
3.1.5 Tv	wikey Registrations	25
3.1.6 Pa	ayment for customer with mandate	26
3.1.7 Pa	ayment for customer without mandate	27
3.1.8 S€	end Posted Sales Invoice to Twikey	28
3.1.9 In	voice status on posted sales invoice	28
3.2 Cu	stomer Ledger Entries28	
3.2.1	Send Customer Ledger Entry to Twikey	29
3.2.2	Invoice Status	30
3.2.3	Customer Ledger Entry Twikey Registrations	30
APIs		
Custom	izations	
	Setup 2.1 Twike 2.1.1 2.1.2 2.1.3 2.2 Cu: 2.2.1 Er 2.2.2 Tv 2.2.3 In 2.2.4 In 2.2.5 Tv 5.1 Sal 3.1.1. C 3.1.2 C 3.1.3 Pc 3.1.4 La 3.1.5 Tv 3.1.6 Pa 3.1.7 Pa 3.1.7 Pa 3.1.8 Se 3.1.9 In 3.2 Cu: 3.2.1 3.2.2 3.2.3 APIs	Setup42.1 Twikey Setup42.1.1 Update Status22.1.2 Contract Templates22.1.3 Log entries102.2.1 Enable Twikey102.2.2 Twikey Document Fields22.2.3 Invite Customer Via Twikey22.2.4 Invite Customers via Twikey in batch22.2.5 Twikey Documents22S1 Sales Invoice223.1.1. Create Sales Invoice33.1.2. Change contract template33.1.3 Post & Send Sales invoice33.1.4 Lay-out - QR Code33.1.5 Twikey Registrations33.1.6 Payment for customer with mandate33.1.7 Payment for customer without mandate33.1.8 Send Posted Sales Invoice to Twikey33.1.9 Invoice status on posted sales invoice283.2.1 Send Customer Ledger Entry to Twikey33.2.2 Invoice Status3





USER GUIDE

1. PURPOSE OF THIS DOCUMENT

This user guide describes how you can get started with Twikey and how to use the different features.

Twikey has developed a way to set up and manage direct debits easily and efficiently in an interface that is compatible with most major banks and software suppliers. In addition to direct debit, their solutions also offer access to all other payment methods.

They want to offer customers - the companies and their millions of end consumers - superior service. They can only achieve this by using state-of-the-art solutions and efficient processes. (bron: https://www.twikey.com/)

With Twikey you can invite customers to Twikey from D365BC and manage their mandates. When you post and send your invoice in D365BC, the document is sent to Twikey to generate a payment URL. You can use this Payment URL to create a QR code to put this on your sales invoice document. You can always check the latest payment status in D365BC.



2. SETUP

2.1 Twikey Setup

In the Twikey Setup, you set the necessary parameters for the integration and enable the Twikey integration.

		Ø ¢	+ 🖻	✓ Saved 🗍 🗖
Twikey	Setup			
🔁 Update Status	🔒 Contract Templates	Log Entries	🛃 Beta Environme	ent 🥛 Production Environment \cdots
General				
General Enable Twikey Integ	gra • 💽		API Key · · · · ·	
		com/	API Key · · · · · ·	

- Enable Twikey Integration

Enable or disable the Twikey integration.

- Environment URL

= URL of your Twikey Environment

You can use the functions 'Beta Environment' or 'Production Environment' to fill in the correct environment URL or you can do it manually.

- API Key

This is the API token from Twikey.

You can find this API in Twikey under Settings > API



twikey	≡ Settings / Api			New -	Gijs Franssens Scapta
Contracts					
m Transactions	Base uri	https://api.beta.twikey.com/creditor		Cocumentation	
✤ Payment links	Integration	Own integration 🗸	د	API Documentation Testing Guidelines	
n Refunds	Administrator		~	 Postman Testground 	
🐂 Invoices	API Token	B			
Reconciliation		Use enhanced security			
Customers	Callback url				
🔟 Campaign		🖺 Save			
 Activity 					
🔅 Settings -					
Company Information					
Website					
Арі					
Integrations					
Templates					
Users	-				

- Enable log You can enable logging.

2.1.1 Update Status

		+ 🖻	√ Saved	
Twikey Setup				
🔁 Update Status 🗟 Contract Templ	lates 🚺 Log Entries	More options		
General				
Enable Twikey Integra 🔹 💶 💽		API Key	• • • • • • • •	
Environment URL https://api.b	eta.twikey.com/	Enable Log	••••••	

This function must be executed to get the feed of the mandates, invoices, and payments. It can be performed manually by pressing this button or can be scheduled in the job queue entries by using code unit '71016577 – TwikeyJobQueue'.



Job Queue Entry Card	Ø	+ 🖻	~	Saved	с,
Codeunit	·71016577 · S	CA.TWI.Twik	eyJobC)uel	le
Process Reports	Actions Related Fewer opti	DNS			
General				Sh	ow more
Object Type to Run	Codeunit 🗸	Earliest Start Date/Time	2/11/2021 8:00]
Object ID to Run	71016577	Job Timeout	12 hours		
Object Caption to Run	SCA.TWI.TwikeyJobQueue	Status	On Hold		
Description	SCA.TWI.TwikeyJobQueue				
Recurrence >				8:00:00	60

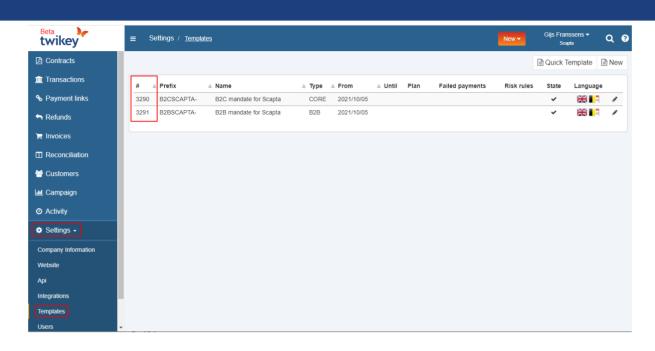
2.1.2 Contract Templates

In 'Contract templates', you set the contract templates that you have defined in Twikey.

In Twikey you will find these contract templates under Settings > Templates. Use the exact same id.



VERSION 18.4.3



In the Twikey Setup in D365BC, go to 'Contract Templates'.

		+ 🖻	🗸 Saved 🔲 🗅 🏹
Twikey S	Setup		
₽ Update Status	Contract Templates	More options	
General			
Enable Twikey Integra	a · 🚺	API Key	•••••
Environment URL	https://api.beta.twikey.com/	Enable Log	





\leftarrow	Twikey (Contra	ct Template	s			√ Saved [32
	,∕⊃ Se	arch	$+{\sf New}$	🐯 Edit List	: 🕅 C	elete 🕅 Additional Fields Page More options	5	7 ≣
				ld ↑		Description	Send Mail Invite	on
	\rightarrow			3290	:	B2C mandate for Scapta		1
				3291		B2B mandate for Scapta		1

In Twikey, you can define extra attributes per contract. These can be found in the contract under 'Attributes'.

twikey	≡ Settings / Templates / B2C mandate for Scapta	New ▼ Gijs Franssens ▼ Q ? Scapta
Contracts	General Payments Invoices Interaction Emails Sms Options Signing Attributes	
main Transactions		
✤ Payment links	The default attribute is the attribute that is visible in the contract overview.	+ Add
숙 Refunds		
🍃 Invoices	Attribute Type Description Placeholder Default birthdate text Geboortedatum	Mandatory Read-only Hidden
Reconciliation	↑ licenseplate text Nummerplaat	Ø 🗙
嶜 Customers		
🔟 Campaign		
 Activity 		
Settings -	Save Cancel	Delete
Company Information		
Website		
Арі		
Integrations		
Templates Users		

Also link these attributes to the contract in D365BC under 'Additional fields'. Use the same name for this as in the 'Attribute' field in Twikey. Determine whether this attribute must be mandatory when sending a contract to Twikey.



\leftarrow	Twikey Co	wikey Contract Template Fields							∕ Saved	ď	2
	,	ch + New	🐯 Edit List	前 Delete	Page					\mathbb{Y}	=
		Field Name 1							Mandatory		
	\rightarrow	birthdate						:	(
		licenseplate								/	

2.1.3 Log entries

When you have activated logging, you can find the log entries in 'Log entries'.

It is recommended to do this only when problems arise or to delete the log entries periodically.

\leftarrow				+ 🗊		√ Saved	
	Twikey S	Setup					
	₽ Update Status	🕞 Contract Templa	tes 🗌 Log Entries	More options			
	General						
	Enable Twikey Integra			API Key	• • • • •	•	
	Environment URL · · ·	https://api.be	eta.twikey.com/	Enable Log			
\leftarrow	Twikey Log Entries						
		tries Page More	options				\7 ≡
	Entry No.↓ Date and	d Time Time	User ID URL	Method	Status Code	Status Description	
	<u>78</u> : 2/11/20	021 9:15 9:15:24	GIJS.FRANSSE https://ap	i.beta.twikey.com/credi DELETE	200	ОК	
	77 29/10/2	2021 16:04 16:04:27	GIJS.FRANSSE https://ap	i.beta.twikey.com/credi POST	200	ОК	
	76 29/10/2	2021 16:03 16:03:41	GIJS.FRANSSE https://ap	i.beta.twikey.com/credi DELETE	200	ОК	
	75 29/10/2	2021 15:43 15:43:14	GIJS.FRANSSE https://ap	i.beta.twikey.com/credi POST	200	ОК	
	74 29/10/2	2021 15:37 15:37:34	GIJS.FRANSSE https://ap	i.beta.twikey.com/credi POST	200	ОК	



Click on the Entry Number to get more details.

Twikey Log Entry		2 + ū	1
75			
Algemeen			
Entry No.		75 URL https://api.beta.twikey.co	m/creditor/invoice
Date and Time	29/10/2021 15:43	Method ····· POST	
Time · · · · · · · · · · · · · · · · · · ·	15:43:14	Status Code · · · · · · · 200	
User ID · · · · · · · · · · · · · · · · · ·	GIJS.FRANSSENS	Status Description · · · · · · · OK	
Request		Response	
<pre>v { number: "VF2110-012", title: "12456", remittance: "12456", ct: 3291, amout: "12.10", date: "2021-10-29", duedte: "2021-11-2", locale: "NL", vcustomer: { </pre>		<pre></pre>	

To delete the log entries, use the functions 'Delete Entries older than 7 days' or 'Delete all entries'.

Twikey Let	og Entries								ے م
,∕⊃ Sea	irch Manage	Log Entries Page	More	options					\ ≣
🔀 Del		Than 7 Days 🗙 D	elete All Entries						4-
	78	2/11/2021 9:15	9:15:24		https://api.beta.twikey.com/credi	DELETE	200	ОК	
	<u>77</u> :	29/10/2021 16:04	16:04:27	GIJS.FRANSSE	https://api.beta.twikey.com/credi	POST	200	ОК	
	76	29/10/2021 16:03	16:03:41	GIJS.FRANSSE	https://api.beta.twikey.com/credi	DELETE	200	ОК	

2.2 Customer

2.2.1 Enable Twikey

It is possible to define per customer whether you want to send the documents to Twikey.

On the customer card in the tab 'Payments' in the field 'Twikey Enabled', you have the following options:

TWIKEY

V E R S I O N 18.4.3

- Always
 - = Default value
 - = Always send the documents to Twikey
- Optional
 - = Get the question if you want to send to Twikey when you send your invoice to the customer.
- Disable
 - = do not send the documents to Twikey for this customer.

Payments					Show more
Payment Terms Code	30 DAGEN	\sim	Domiciliation No.		
Payment Reference	STRUC	\sim	Twikey Enabled	Always	~
				Always Optional Disable	2

2.2.2 Twikey Document Fields

On the customer card, you can define the additional fields per contract template. Go to Related > Customer > Twikey Document Fields and select the contract template you want to use for this customer, the field name and fill the value.



Customer (Card			 + 	√ Savi	ed D	⊐' , [⊭]
K000	6 · Riet M	ondelaer	s Twil	ey Mandaat			
New Docu	ment Approve	Request Appro	val Pri	es & Discounts Navigate Customer Actions Related	Reports Fewer options		()
🕹 Custo	omer 🗸 🙂 Hist	ory \lor Prices a	nd Discou	ts 🗸 🔹 Sales 🗸 🗋 Documents 🗸 🙀 Service 🗸			-13
🔑 Dimen	sions				Posted Sales Posted Sales Posted Sa	ales	
🖪 Bank A	Accounts			3500 riet.mondelaers@scapta.com	Shipments Invoices Return Re	ceipts	
🔡 Direct	Debit Mandates				0		
📳 Ship-to	o Addresses			BINNENLAND BINNENLAND	Posted Sales Credit Memos		
😐 Contad	t						_
₽ Cross F	References			Show more	Customer Statistics		1
쿠 Comm	ents	AGEN	~	Domiciliation No.	Customer No.	ко	006
Approv	vals	ic	~	Twikey Enabled · · · · · · Always	Balance (LCY)	0	0,00
Attach	ments				Sales		- 1
					Outstanding Orders (LCY)		0,00
🛅 Docum	nent Layouts			Show more	Shipped Not Invd. (LCY)		0,00
🔼 Sent Er	mails		~	Shipment Method	Outstanding Invoices (LCY)	(0,00
🔒 Twikey	Documents			Code · · · · · · · · · · · · · · · · · · ·	Service		
		-	~		Outstanding Serv. Orders (LCY)		0,00
🛋 Iwikey	Document Fields	D		Base Calendar Code \cdots 🗸 🗸	Serv Shipped Not Invoiced(L Outstanding Serv.Invoices(LCY)		0,00 0,00
Reserve	Or	otional		Customized Calendar 🕖 No	Outstanding Serv.Invoices(ECT)		1,00
	- 1				n		
\leftarrow	Twikey Docum	ent Fields			√ Saved	Ľ	2
	♀ Search	+ New	🖉 Edit l	ist 🛍 Delete Page		∇	=
	/- bearen	1	ga contra				
	Canton	ct Template 1		Field Name↑ Field	d Value		
	Contra	-					
		3290			01/1988		
	\rightarrow	3290	÷	licenseplate 1-A/	AA-123		

The field values are text fields.

2.2.3 Invite Customer Via Twikey

Use the function 'Invite Customer via Twikey' on the customer card to send an invitation for Twikey to the customer.

The following information of the customer is sent to Twikey:

TWIKEY

V E R S I O N 18.4.3

- Name
- Address
- City
- Post Code
- Country/Region Code
- Language Code
- E-mail
- Mobile Phone No.
- Contact Name
 - Remark: If the contact name is empty, the customer name will be filled in 'firstname' in Twikey.
- Enterprise no./Vat Registration No.

When these fields are adjusted in Business Central, an update will be sent to Twikey.

Customer Card				+	Î		\checkmark	Saved 🗖 🦯 🕹
K0006 · Riet M	londelaers	s Twikey Mand	laat					
New Document Approve	Request Approv	val Prices & Discounts	Navigate	Customer	Ac	tions Related	Reports Fewer options	()
New Document \smallsetminus	Workflow \smallsetminus	🥼 Post Cash Receipts	F Register (Customer P	ayments	🖃 Send Email		-13
😽 Request Approval 🗸	f Functions \lor	Sales Journal	🖷 Word Ten	nplate		₽ Invite Cust	omer via Twikey	7
Address & Contact >			35	i00 riet.r	nondelaers@	9scapta.com	0	r necespis
Invoicing >				BINNENL	AND BI	NNENLAND	Posted Sales Credit Memos	

Select the Twikey Contract Template you want to use for this customer. If you only have one contract template, this question will not be asked, and that one template will be automatically selected.



Twikey Contract	Templates	P → + New 🐺 Edit List …	2 X
	ld ↑	Description	Send Mail on Invite
\rightarrow	<u>3290</u>	B2C mandate for Scapta	
	3291	B2B mandate for Scapta	
			OK Cancel

If you have forgotten to fill in a mandatory attribute linked to the selected template, you will receive a notification.



Fill in the required fields and re-invite the customer to Twikey.

If this is successful, you will receive the message below.





The customer receives an e-mail from Twikey with a link to sign the mandate.



Beste Riet Mondelaers Twikey Mandaat xx,

We willen graag uw akkoord om onze facturen automatisch te betalen, dit helpt u om tijd te besparen.

We hebben ervoor gekozen dit online te doen om overbodig papierwerk te vermijden. Klik op de **link** om het mandaat te ondertekenen.

Mandaat tekenen

Voor bijkomende vragen, contacteer **Scapta**. Met vriendelijke groet, Scapta





-			Riet Mondelaers Twikey Mandaat $\!$
Scapta			powered by twikey
1 Details	2 Voorbeeld	3	Tekenen
U staat op het punt een Terugkerend domicili onderstaand rekeningnummer.	iëringsmandaat te ondertekenen ten gunste	van Scapta met schuldeisernummer E	E54ZZZ34869948. De inning zal gebeuren via
IBAN-nummer *		i	Verplicht *
	CELETIC Entrie (Andere bank?)		
Plaats van ondertekening *			
Extra Informatie			
Geboortedatum	13/01/1988		
Nummerplaat	1-ABC-123		
	1100 120		
			2 Voorbeeld >
			Riet Mondelaers Twikey Mandaat xx
🗖 Scapta			powered by twikey
·			
1 Details	2 Voorbeeld		Tekenen
Scapta heeft een getekend document nod	ig. Kies de methode die u wilt gebruiken o	n uw document correct te tekenen.	
 Belgische elektronische identiteitskaa 			Ť
○ Visa ○ Maestro (Bankkaart)			
O Mastercard			
 Sms Eenvoudige handtekening 			
 itsme Test handtekening (Niet voor product) 	ie)		
 rest numberening (viet voor product) 			
Appulses			
Annuleer	D# is see use the status		Vorige stap 3 Tekenen >
		net document dat u zal tekenen. de definitieve getekende versie opsture	en.
	1/1 -	86% + 🖸 🔊	±
Piero Marine Marine		Mandaat SEPA Europese domicil	
	🖬 Scapta		Mandaatnummer B2CSCAPTA-25
		laatformulier geeft u toestemming aan (A) Scapta ee B) uw bank om een bedrag van uw rekening te debi	
ALL	U kunt een Europese domiciliëri	ng laten terugbetalen. Vraag uw eigen bank naar de v debitering van het bedrag van uw rekening worden	oorwaarden. Een verzoek tot te., betaling moet
tuến yết	Uw informatie	• •	
		Naam Riet Mondelaers Twikey Mandaat Adres Kempischer Steenweg 293 bus 38	xx



Scapta		Riet Mondelaers Twikey Mandaat 🗴
Jeapta		twikey
1 Details	2 Voorbeeld	3 Tekenen
	Approve via mock	
		Riet Mondelaers Twikey Mandaat $\!$
Scapta		twikey
U kan uw getekende document raadplegen	op twikey.com. Log in met uw e-mailadres om:	
Uw profiel te wijzigen Uw rekeningnummer te wijzigen Uw getekende documenten te annule Onze helpartikelen te raadplegen of o		
	Vond u deze manier van werken gemak Twikey helpt!	ckelijk?
×	—	
£	+	+

2.2.4 Invite Customers via Twikey in batch

From the customer overview, customers can be invited via Twikey in batch. Select the customers you want to send and invite to and use the action 'Invite Selected Customers via Twikey'.



Eustomers: All $\!$	🔎 Search 🕂 New 🗐 Delete	Process V N	New Document \vee	$\mathrm{Customer} \lor$	Prices & Discounts \sim	Report \sim Synchronize \sim	Actions \sim	Related \sim	Reports \lor	Automate \vee Few	er option	IS	& 🖓 🔳 🛈 🧩
		Responsibility				New Document	>				Cou to	Twikey	
O No. 1	Name	Center	Location Code	Phone No.	Contact	Request Approval	>	ue (LCY)	Sales (LCY)	Payments (LCY)	Data	Document Id	Twikey Document Status
K0001	SA ORDA'S			+32(42)56511	1	Workflow	>	1,487.81	20,239.53	0.00		-	-
K0002	Stayen NV					Cash Receipt Journal		1,515.11	1.253.82	0.00		-	-
О КОООЗ	FORMANI HOLLAND B.V.					Sales Journal		2,226.76	2,226.76	0.00		B2CSCAPTA-42	Pending
О КООО4	Gijs Franssens Mandaat v14							2,649.90	2,190.00	0.00		B2CSCAPTA-39	Signed
🕗 коооз	Gijs Franssens Payment					Apply Word Template		3,365.99	15,178.50	0.00		-	-
О КОООБ	Riet Mondelaers Twikey Mandaat			-		2 Invite Selected Custome	ers via Twikey	732.13	605.06	0.00		B2CSCAPTA-25	Signed
О кооот	Riet Mondelaers Twikey Payment	s				Other	>	282.58	233.54	0.00			

The further processing is the same as inviting one customer.

2.2.5 Twikey Documents

The status of the documents can be found in both Twikey and D365BC.

twikey		vikey Mandaat		Gijs Franssens ▼ Scapta	Q	?
Contracts	xx Riet Mondelaers Twikey Mana	laat K0006		(₿ Edit	
m Transactions	Kempische Steenweg 293 bus 38	\$ +32474963605		elaers@scapta.com		
✤ Payment links	3500 HASSELT	Nederlands	¥			
Sefunds	 Documents 					
🏋 Invoices	Riet Mondelaers Twikey					
Reconciliation	Mandaat xx 💼 🛛 🕂 🗭 🗋					
😬 Customers	Name B2C mandate for Scapta	+Add document				
🔟 Campaign	Type CORE Reference B2CSCAPTA-					
 Activity 	24 Creation 2021-11-02	·/				
Settings						
	 Audit Trail 					
	Mandate	Date	Event	User		
	B2CSCAPTA-24	2021-11-02 10:13	Invited : by mail	Gijs Franssens		
	B2CSCAPTA-24	2021-11-02 10:13	Prepared	Gijs Franssens		
	 Invoices 					•

On the customer card in D365BC, you go to Related > Customer > Twikey Documents.



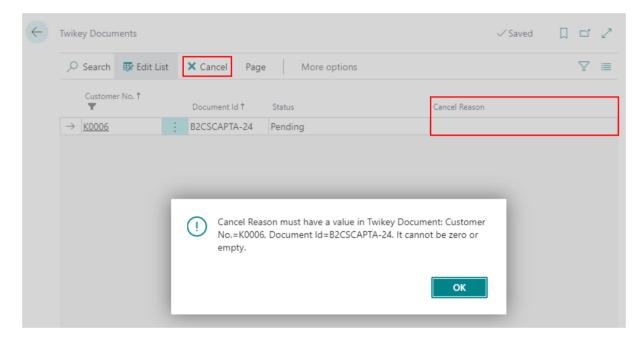
Customer			Ŧ	•1 • • • •		+ ī	Ì		√ Saved	i E	ವೈ ್
				vikey Manda		Customer	Antine Palatad	Barada Saurantina			(j)
New Docu		Request App			_	Customer	Actions Related	Reports Fewer options			
🕹 Cust	omer 🗸 🕚 Histo	ry ~ Prices	and Disco	ounts 🗸 🛛 🎼 Sales 🗸	Docu	ments 🗸 🛛 🙀	Service ~			_	42
🔑 Dimer	nsions							Posted Sales Shipments Invoices	Posted Sales Return Rece	5	
🖪 Bank A	Accounts				35	00 riet.monde	laers@scapta.com		Ketuini kece	ipts -	
🔠 Direct	Debit Mandates							0			
📑 Ship-t	o Addresses					BINNENLAND	BINNENLAND	Posted Sales Credit Memos			
💷 Conta	ct										-
₽ Cross	References						Show more	Customer Statistics			- 6
Comm	ients	AGEN		 ✓ Domiciliation 	n No.			Customer No.		К0	006
🔯 Appro	vals	IC		✓ Twikey Enabl	ed · · · · ·	Always	~	Balance (LCY)		(0,00
Attach	iments							Sales			- 1
Perm	nent Layouts							Outstanding Orders (LCY)			0,00
							Show more	Shipped Not Invd. (LCY) Outstanding Invoices (LCY)			0,00
🕰 Sent E	mails			✓ Shipment M	ethod						
🔒 Twikey	/ Documents			Code · · · · ·			\sim	Service Outstanding Serv. Orders (LCY))		0.00
👪 Twikey	/ Document Fields			Base Calenda	ar Code		~	Serv Shipped Not Invoiced(L	,		0,00
								Outstanding Serv.Invoices(LCY)	0	0,00
\leftarrow	Twikey Docume	ents						√ Saved	Д	്	2
	✓ Search	🐯 Edit List	×	Cancel Page	M	lore options				\mathbb{V}	≣
	Customer	No. ↑	D	ocument Id 1	Status			Cancel Reason			
	→ <u>K0006</u>		: B2	2CSCAPTA-24	Pending						

The status is 'Pending' when the contract has yet to be signed. When the contract is signed, it changes to 'Signed'.

Twike	ey Documents				√ Saved	
Q	Search 🐺 Edi	t List	X Cancel Page	More options		7 ≣
	Customer No.↑ ▼		Document Id 1	Status	Cancel Reason	
\rightarrow	<u>K0006</u>	:	B2CSCAPTA-24	Cancelled	Wrong contract	
	K0006		B2CSCAPTA-25	Signed		



It is possible to cancel a contract via the function 'Cancel'. It is mandatory to specify a cancel reason. If you forget this, you will get the message below.



If you do specify a cancel reason, you will be asked if you are sure.

wikey Documents			√Saved 🗍 🗆
🔎 Search 🛛 😨 Edit List	t X Cancel Page	e More options	<u>ک</u>
Customer No.↑ ▼	Document Id ↑	Status	Cancel Reason
→ <u>K0006</u>	B2CSCAPTA-24	Pending	Wrong contract
	Are you su	re you want to send this cancellati	on to Twikey?
	Are you su	re you want to send this cancellatio	on to Twikey?





The status changes to 'Cancelled'. The customer receives an e-mail from Twikey.

Twike	ey Docum	ients					√ Saved	Ω σ,
Q	Search	🐯 Edit Lis	st	× Cancel Page	More options			7
	Custome	r No. †		Document Id ↑	Status	Cancel Reason		
\rightarrow	K0006		- :	B2CSCAPTA-24	Cancelled	Wrong contra	act	
				_				
				The contrac	t has been cancelled via Twikey!	1		
					thas been cancelled via Twikey:	:		
						OK		

It is also possible to temporary suspend a contract and reactivate it later by using the functions 'Suspend' and 'Reactivate'. The status will change.

\leftarrow	Twike	ey Docun	nents						\sim	/Saved		്	2
	Q	Search	🐯 Edit Li	st	× Cancel	o s	uspend	Reactivate	More options		Ċ	Y	≡
		Custome	er No. 1		Document Id	Ŷ	Status		Cancel Reason				
		K0006			B2CSCAPTA-	-24	Cancelle	ed	Wrong contract				
	→ <u>K0006</u> :			÷	B2CSCAPTA-	-25	Suspen	ded					

In the customer overview, you will find the document id and the document status of the latest Twikey document.

XPR365		Finance – Cash Managem	ent	 Purchasir 	ng 🗸 — Shopify 🛇	/ ≡							
Customers:	Custo	om filtered 🗠 🕴 🔎 Search	+ New 🗎 Del	iete Process \sim	New Document	\sim Customer \sim	Prices & Discounts $ \smallsetminus $ Report $ \smallsetminus $	Synchronize \lor	Actions \sim	Related V Repor	ts 🗸 🕐		🖻 🍸 🔳 🛈 🦽 📕
No. 🝸		Name	Responsibility Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)	Sales (LCY)	Payments (LCY)	Cou to Dat	Twikey Document Id↑	Twikey Document Status
K0006		Riet Mondelaers Twikey Manda.					732.13	732.13	605.06	0.00		B2CSCAPTA-25	Signed
<u>K0004</u>		Gijs Franssens Mandaat v14					2,649.90	2,649.90	2,190.00	0.00		B2CSCAPTA-39	Signed
коооз		FORMANI HOLLAND B.V.					2,226.76	2.226.76	2,226.76	0.00		B2CSCAPTA-42	Pending



3. FLOW

3.1 Sales Invoice

Send your sales invoice to Twikey to automatically collect money from his/her account if the customer has authorized this or generate a payment URL so that the customer can make his payment online.

3.1.1. Create Sales Invoice

Create a sales invoice.

3.1.2. Change contract template

When you create a sales invoice for a customer it is possible to still choose another contract template for this sales invoice by choosing an alternative contract template in the 'Invoice Details' tab. This is the case when for example this invoice may not go through the mandate but must be given a payment link.

Sales Invoice			+	Î			√ Saved	ت _ع د
21-0016 · Riet Mond	delaers Twikey Manda	at						
Posting Prepare Invoice Rel	ease Request Approval Navigate	Actions	Rel	ated Fewe	r options			0
Invoice Details							Show	more
Currency Code		~	Shor	tcut Dimensio	n 1 Code · · · · · ·			\sim
Shipment Date	2/11/2021	Ē	Shor	tcut Dimensio	n 2 Code			\sim
Prices Including VAT			Paym	ient Discount	% · · · · · · · · · · · ·			0
VAT Bus. Posting Group	BINNENLAND	\sim	Jour	nal Template N	Name · · · · · · · · · ·	VERK-FAC		\sim
Payment Terms Code	30 DAGEN	\sim	Direc	t Debit Mand	ate ID			\sim
EU 3-Party Trade			Paym	ient Method (Code · · · · · · · · · ·	BANK		\sim
Payment Service	No payment service is made available.		Paym	ient Reference	e Code	STRUC		\sim
			Twik	ey Alt. Contrac	ct Template			~
					ld↑ D	escription		
Shipping and Billing				\rightarrow	<u>3290</u> B	2C mandate for Scapta		
					3291 B	2B mandate for Scapta		
Ship-to	Default (Sell-to Address)	~	Bill-t					
Contact · · · · · · · · · · · · · · · · · · ·							Select from full	list



3.1.3 Post & Send Sales invoice

When you choose to 'Post & Send' your sales invoice and Twikey is enabled, the following happens:

- The invoice is posted.
- The document is sent to the customer according to the sending profile.
- The document is sent to Twikey to generate the payment URL.

Remark: Sales invoices that are sent twice to Twikey, will also be sent twice as a payment to the customer.

^{Sales Invoice} 21-0016 · Riet Mondelaers Twikey Mandaa	at -	- Î				√ Saved	ď	۲
Posting Prepare Invoice Release Request Approval Navigate	Actions	Related Fewer	options					()
🛗 Post 📓 Post and New 🐚 Post and Send								-13
City · · · · · · · HASSELT		Salesperson Code					\sim	
Post Code		Campaign No. · · ·					\sim	
Country/Region Code · · · · · · BE	\sim	Responsibility Cente	er·····				\sim	
Contact No		Assigned User ID ·					\sim	
Phone No.	:	Status		Open				
Mobile Phone No. +32 474 96 36 05	,	Work Description						
Email · · · · · · · · · · · · · · · · · · ·								
Contact · · · · · · · · ·								
Lines Manage Line Page Fewer options							63	
Type No. Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amoun Excl. VA		
→ G/L Account : 701000 Verkopen diensten,werk Binnenl.		1		352,50		352,5	0	

When the customer has the option 'Optional' in the field 'Twikey enabled' on the customer card, the following question will be asked when you 'Post & Send' the sales invoice.



?	Do you want to send this invoice to Twikey?
	Yes No

3.1.4 Lay-out - QR Code

In custom development, the payment URL and the QR code can be added to the sales invoice lay-out.

You can use the QR Code List to generate the QR code.

CR Code List							Д	C' 2
🔎 Search 🕂 New 🛛 🐺 Edit List	📋 Delete	🖍 Edit 🛛 🔂 View	Page					$\forall \equiv$
Value	Туре	Width	Height	Incl Text	Bor	Rev Col	ECC Level	Size
\rightarrow <u>https://app.beta.twikey.com/11</u>	QR Code	250	100				Low (L)	126x12



https://app.b	eta.twikey.c	+ ® :om/11967,	√saved /c6a672bc-	
6cb3-4f49-8a	a8b-4a19f97	74cab8		
IIII Generate Image				
General				
Value · · · · · · · · · · · · · · · · · https:/	/app.beta.twikey.com/1196	Picture Type	png	
Type QR Co	de 🗸			
Options				
Image				

3.1.5 Twikey Registrations

In 'Twikey Registrations' you can find the documents that are sent to Twikey with the Twikey Invoice Id, The payment URL and the Invoice Status.



\leftarrow	Twikey Registration	s			
	O Search Page	e			\ ≣
	Entry No.	Posted Sales Invoice No. ↓	Twikey Invoice Id	Invoice Payment URL	Invoice Status
	<u>13</u> :	VF2111-001	817f63a3-8d9e-4a67-a320-6a0	https://app.beta.twikey.com/11967/817f63a	BOOKED
	12	VF2110-012	0f65de87-0abf-49d3-9708-51e	https://app.beta.twikey.com/11967/0f65de8	BOOKED
	11	VF2110-011	02bb7b12-839d-4cc3-b490-73	https://app.beta.twikey.com/11967/02bb7b1	PAID
	10	VF2110-010	c6a672bc-6cb3-4f49-8a8b-4a1	https://app.beta.twikey.com/11967/c6a672b	PENDING
	9	VF2110-009	06dc53c2-5d3d-4dc6-b5ae-0e	https://app.beta.twikey.com/11967/06dc53c	PAID

There are three invoice statuses:

- Booked The sales invoice is booked and waits for payment.
- Pending The sales invoice is booked and waits for approval from the bank.
- Paid The sales invoice is payed.

3.1.6 Payment for customer with mandate

When the customer opens the payment URL or scans the QR Code, no further action is required for the customer on the payment page.

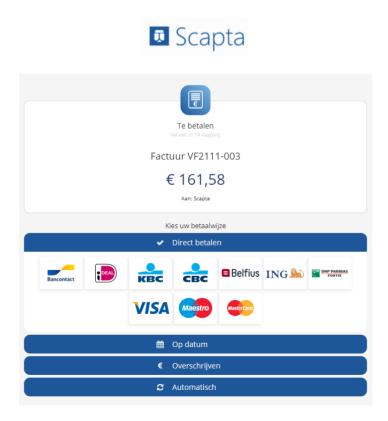


Scapta



3.1.7 Payment for customer without mandate

When the customer opens the payment URL or scans the QR Code, the payment page opens and the customer can choose how he wishes to pay the invoice.





3.1.8 Send Posted Sales Invoice to Twikey

If something went wrong or if the document should have been sent to Twikey, you can still send it to Twikey from the posted sales invoice.

Posted Sales Invoice	
VF2111-003 · Riet Mondelaers Twikey Payments	
Process Invoice Correct Print/Send Navigate Actions Related Fewer options	
🗲 Functions 🗸 🖓 Send 🖶 Print 🖃 Email 👒 Attach as PDF 🔯 Find entries 🗋	Activity Log 🚺 Incoming Document 🗸 Correct 🗸
Track Package VF2111-003 Pc	sting Date
Send to Twikey	ue Date · · · · · · · · · · · · · · · · · · ·
Sell-to Q	uote No.

3.1.9 Invoice status on posted sales invoice

On the posted sales invoice in the column 'Twikey Invoice status', you can see the payment status of the invoice. When you click on the link, you will end up at the payment url.

Posted Sales Invoice	25									L] Ľ
Posted Sales Invoic	es: All \checkmark	✓ Search Ma	inage Process	Invoice Navig	ate Correct	Print/Sen	d	More optior	ıs	r 19 19	′ ≣
No.	Due Date	Amount	mount Including VAT	Remaining Amount Le	ocation Code	No. Printed	Closed	Cancel	Correc	Twikey Invoice Status]
VF2111-008	19/11/2021	50,00	60,50	60,50		1	No			PAID	
<u>VF2111-007</u> :	19/11/2021	50,00	60,50	60,50		1	No			PENDING	
VF2111-006	19/11/2021	100,00	121,00	121,00		1	No			PAID	
VF2111-005	2/12/2021	252,56	305,60	305,60		1	No			BOOKED	

3.2 Customer Ledger Entries

Send your customer ledger entries to Twikey to automatically collect money from his/her account if the customer has authorized this or generate a payment URL so that the customer can make his payment online.

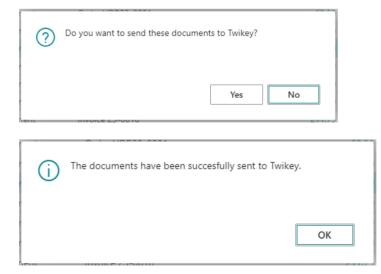


3.2.1 Send Customer Ledger Entry to Twikey

Use the action 'Send to Twikey' to send the selected customer ledger entries to Twikey to generate a payment URL.

Remark: Customer Ledger Entries that are sent twice to Twikey, will also be sent twice as a payment to the customer.

Cust	omer	Ledger Entries													
Q	Searc	ch 📑 Edit List	Ρ	rocess Line	Entry	Actions	\sim Automate \sim		Fewer options						
						🕴 Funct	ions >		🚰 Update Payment Pred	lictions					
	0	Posting Date ↓		Document Type	Document N	Other	· >		Incoming Document	>	ion	Currency Code ↓	Original Amount	Amount	Amount
	0	11/2/2021		Invoice	VF2111-0	04 K00	07 Riet M	М	🗟 Send to Twikey		21-0018		121.00	121.00	*
	0	11/2/2021		Invoice	VF2111-0	юз коо	07 Riet M	м	Other	>	21-0017		161.58	161.58	
	0	11/2/2021		Invoice	VF2111-0	ю 5 коо	06 Riet M	Mo	ndelaers Twikey Manda	. Invoic	21-0019		305.60	305.60	
	0	11/2/2021		Invoice	VF2111-0	ю 2 коо	06 Riet M	Mo	ndelaers Twikey Manda	Invoio	21-0016		426.53	426.53	
\rightarrow	0	<u>9/20/2023</u>		Invoice	VF2309-0	01 <u>K00</u>	0 <u>5</u> Gijs F	ran	nssens Payment	Invoic	23-0026		181.50	181.50	
	0	6/1/2023		Invoice	VF2306-0	юг коо	05 Gijs F	ran	nssens Payment	Order	VOR23-0002		181.50	181.50	
	0	6/1/2023		Invoice	VF2306-0	01 K00	05 Gijs F	ran	nssens Payment	Order	VOR23-0001		60.50	60.50	
	0	5/11/2023		Invoice	VF2305-0	10 K00	05 Gijs F	ran	nssens Payment	Invoic	23-0025		302.50	302.50	
	0	5/11/2023		Invoice	VF2305-0	09 KQQ	0 <u>5</u> Gijs F	ran	nssens Payment	Invoio	23-0024		121.00	121.00	
	0	5/9/2023		Invoice	VF2305-0	08 K00	05 Gijs F	ran	nssens Payment	Invoio	23-0023		121.00	121.00	





3.2.2 Invoice Status

In the 'Customer Ledger Entries' in the column 'Twikey Invoice status', you can see the payment status of the related invoice. When you click on the link, you will end up at the payment url.

\leftarrow	Customer Ledger Entr	ies									
	🔎 Search 🛛 🐺 Edit	List Process	Line Entry	Actions \lor Auto	mate 🗸 🛛 Fewer	options					
	Posting Date	Document Type	Document No.	Open On Hold	Entry No.	Exp to Pay File	Message to Recipient	Recipient Bank Account	Sales Code	Twikey Invoice Status↓	
	→ <u>11/3/2022</u>	Invoice	VF2211-003		274				_	PAID	A
	11/25/2021	Invoice	VF2111-014		126				_	PAID	
	11/2/2021	Invoice	VF2111-004		82				-	PAID	
	11/2/2021	Invoice	VF2111-002		76				_	PAID	
	9/20/2023	Invoice	VF2309-001	×	567				_	EXPIRED	
	11/25/2021	Invoice	VF2111-016		499				-	EXPIRED	

3.2.3 Customer Ledger Entry Twikey Registrations

In 'Customer Ledger Entry Twikey Registrations' you can find the documents that are sent to Twikey from the customer ledger entries with the Twikey Invoice Id, The payment URL and the Invoice Status.

Customer Ledger Entry Twikey Registrations						D 😅
✓ Search						r 197
Entry No. †		Customer Ledger Entry Document No.	Twikey Invoice Id	Invoice Payment URL	Invoice Status	Customer Ledger Entry №
1	1	VF2111-004	b33c820b-953c-4c9d-bdc9-1bb9d5bfaf09	https://app.beta.twikey.com/11967/b33c820b-953c-4c9d-bo	dc PAID	
2		VF2111-005	06b1e70b-665b-48cf-9b2c-d8ce8306fefb	https://app.beta.twikey.com/11967/06b1e70b-665b-48cf-9b	2 EXPIRED	
3		VF2111-016	cd2f8f04-f472-4854-a00b-6f86ec7d8e76	https://app.beta.twikey.com/11967/cd2f8f04-f472-4854-a00	b EXPIRED	4
4		VF2111-014	9f68bf9b-8e09-491b-80db-8093d580c366	https://app.beta.twikey.com/11967/9f68bf9b-8e09-491b-80	d PAID	
5		VF2211-003	8f944774-915f-467e-bccc-734176382833	https://app.beta.twikey.com/11967/8f944774-915f-467e-bc	cc PAID	
6		VF2211-001	1605a586-76c0-4c22-8a58-738074f225bb	https://app.beta.twikey.com/11967/1605a586-76c0-4c22-8a	5 EXPIRED	2
7		VF2111-002	8b371711-18c5-4df8-9191-5d77c2de03dc	https://app.beta.twikey.com/11967/8b371711-18c5-4df8-91	9 PAID	
8		VF2303-001		-		4
9		SF2302-003				:
10		VF2309-001	ece7d2fe-c5b7-418f-898f-aac4a9650291	https://app.beta.twikey.com/11967/ece7d2fe-c5b7-418f-898	8f EXPIRED	:
11		VF2305-009	193d95fc-0bbe-46e6-bdb5-3223a2132d57	https://app.beta.twikey.com/11967/193d95fc-0bbe-46e6-bc	EXPIRED	



4. APIS

APIs have been made available for the pages below:

- Twikey Documents
- Twikey Registrations
- Customer Ledger Entry Twikey Registrations

5. CUSTOMIZATIONS

If you want to use the functions of the Twikey app through customization to send booked sales invoices or customer ledger entries to Twikey, you can use the following code unit:

- Code Unit 71016575 "SCA.TWI.TwikeyMgt"
 - SendPostedSalesInvoicesToTwikey(SalesInvHeader: Record "Sales Invoice Header"; ShowNotification: Boolean)
 - SendCustLedgerEntriesToTwikey(CustomerLedgerEntry: Record "Customer Ledger Entry"; ShowNotification: Boolean)



VERSION 18.4.3



CONTACT

www.twikey.com info@twikey.com +32 9 395 45 00 +31 85 208 56 30 f www.facebook.com/twikey

💟 @Twikey

m www.linkedin.com/company/twikey