

PowerBI-4-Twinfield (Portal)



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1. Register new account

For creating and maintain your personal account and the additional administrations, log in on BI-ON-FOCUS' portal (<https://twinfield.bi-on-focus.nl/login>). Due to safety reasons the created account has to be activated by BI-ON-FOCUS. Please contact us by mail: info@bi-on-focus.nl or by phone: +31 187 66 43 84.

Login register new account

 Remember Me

[Forgot your password?](#)

Register new account

E-mail address

Username

Password

Repeat password

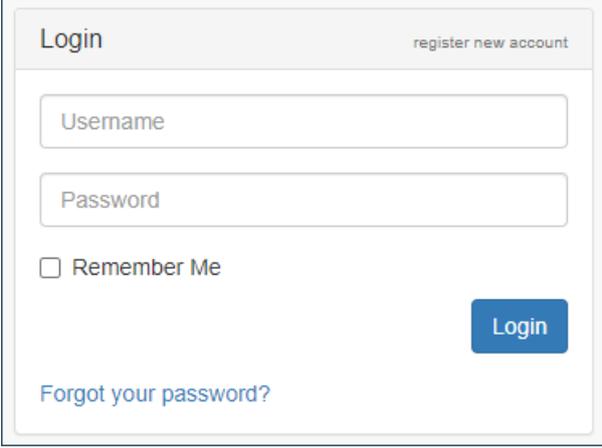
Num organisations (max)

Please fill in from signed contract *

By creating your account you automatically accept our terms and privacy policy. Thanks for understanding!

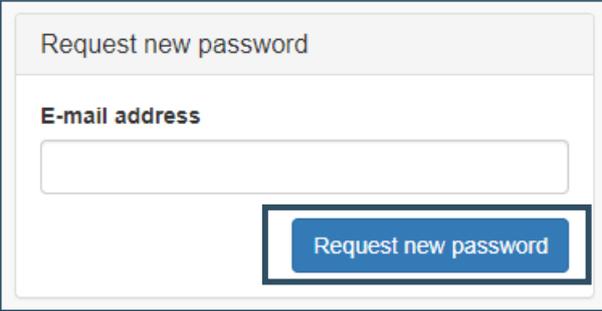
2. Forgot password

To create a new password, you can press the “Forgot you password?” button. Once you have entered your e-mail address, you should be able to create a new password.



The screenshot shows a login form with the following elements:

- Title: Login
- Link: register new account
- Input field: Username
- Input field: Password
- Checkbox: Remember Me
- Button: Login
- Link: Forgot your password?



The screenshot shows a form titled "Request new password" with the following elements:

- Title: Request new password
- Label: E-mail address
- Input field: E-mail address
- Button: Request new password

If you have forgotten your password and username, please contact us by mail: info@bi-on-focus.nl or by phone: +31 187 66 43 84. For verification, we ask you for one of the administration codes. We will adjust your e-mail address, after which you can create a new password by pressing the “Forgot you password?” button.

3. Create and maintain administrations

Select: “My Organisations” and add a new administration by pressing the “Add Organisation” button.

Organisations

Your credits: € 98,40

[+ Add organisation](#)

<input type="checkbox"/>	#	Name	Office	Address	Refresh option	Refresh day	Refresh time	Access token	Refresh token	Data updated
--------------------------	---	------	--------	---------	----------------	-------------	--------------	--------------	---------------	--------------

Add organisation

Name

Email address

Office

Street

House no

Plus additional no if necessary *

Zip code

City

Country

Subscription plan

Choose wisely because this can't be changed after submitted *

Refresh day

Choose wisely because this can't be changed after submitted *

Refresh time

Choose wisely because this can't be changed after submitted *

Fill in all the details, the following fields are particularly important here:

Office: this is the standard administration code, which you can request under user settings in Twinfield.

Subscription plan: please select the refresh frequency as you have contractually agreed with BI-ON-FOCUS.

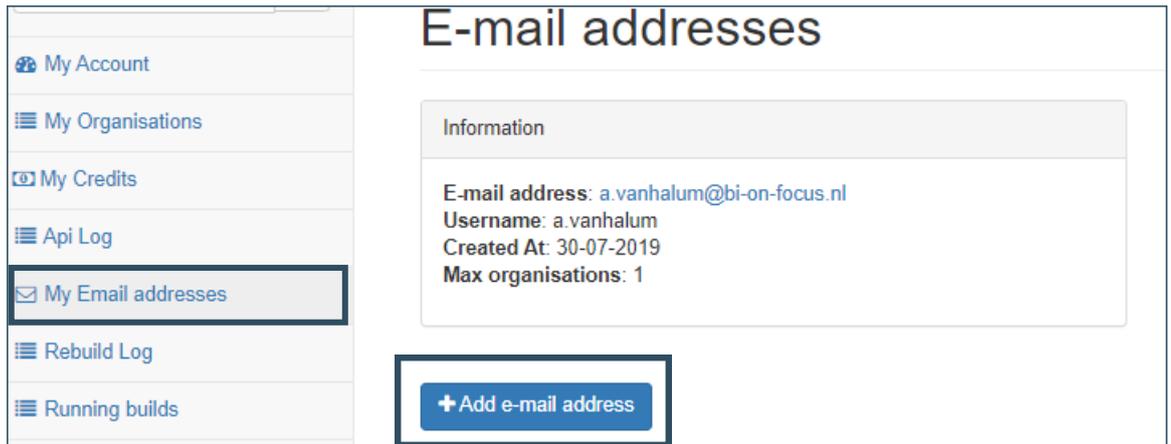
Refresh day: please select the day of the week you want the data from Twinfield to be refreshed (in case of a weekly or monthly subscription plan).

Refresh time: please select the time of the day the data from Twinfield should be refreshed (don't select 00:00).

Complete the adding of the new administration by pressing the button: “Save Organisation”.

4. Extra e-mail addresses

Select “My Email addresses” and add one or more extra e-mail address(es) by pressing the button saying: “Add e-mail address”. These e-mail addresses will receive a notification once the manually refreshment of the data is completed.



The screenshot displays a web interface for managing email addresses. On the left is a sidebar menu with the following items: My Account, My Organisations, My Credits, Api Log, My Email addresses (highlighted with a blue box), Rebuild Log, and Running builds. The main content area is titled "E-mail addresses" and contains an "Information" section with the following details: E-mail address: a.vanhalum@bi-on-focus.nl, Username: a.vanhalum, Created At: 30-07-2019, and Max organisations: 1. Below the information section is a blue button labeled "+ Add e-mail address" (highlighted with a blue box).

5. Request tokens

In the menu go to: “My organisations”.

Organisations

Your credits: € 98,40

[+ Add organisation](#)

<input type="checkbox"/>	#	Name	Office	Address	Refresh option	Refresh day	Refresh time	Access token	Refresh token	Data updated	
<input type="checkbox"/>	207	BI-ON-FOCUS (DEMO)	DEMO	Betje wolffstraat 25, 3245RE Sommeldijk	Dagelijks		01:00:00	Geldig tot 23-09-2020 : 02:22:06	Geldig tot 11-02-2022 : 15:26:00	23-09-2020 : 01:22:06	

[▶ Build organisation\(s\)](#)

For each administration created, please press the icon to request the tokens:



Thereafter you will be asked to log in to your Twinfield administration. This must be done by a user with authorization level two or three. Logging in with authorization level one is not allowed and also a trial account is not allowed.

The screen below will then appear. Here you can, without adjusting the check marks, press the “Yes, Allow” button.

Wolters Kluwer Twinfield

Twinfield Login: API000530

PowerBI for Twinfield is requesting your permission

Uncheck the permissions you do not wish to grant.

Personal Information

Your user identifier (required)

User
Includes information about user

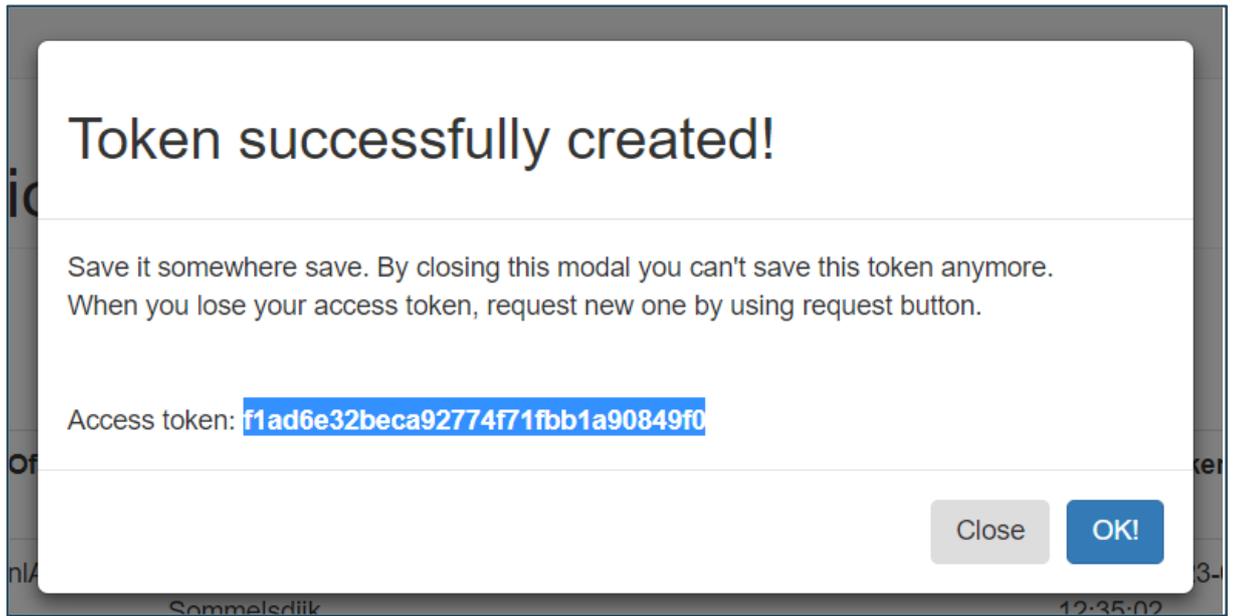
Application Access

Organisation Profile
Includes information about currently used organisation

Offline access

Remember My Decision

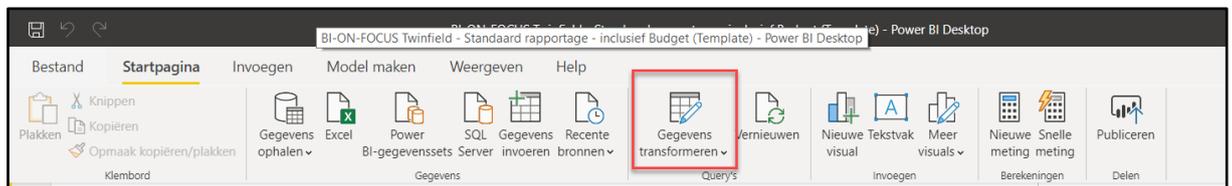
[Yes, Allow](#) [No, Do Not Allow](#)



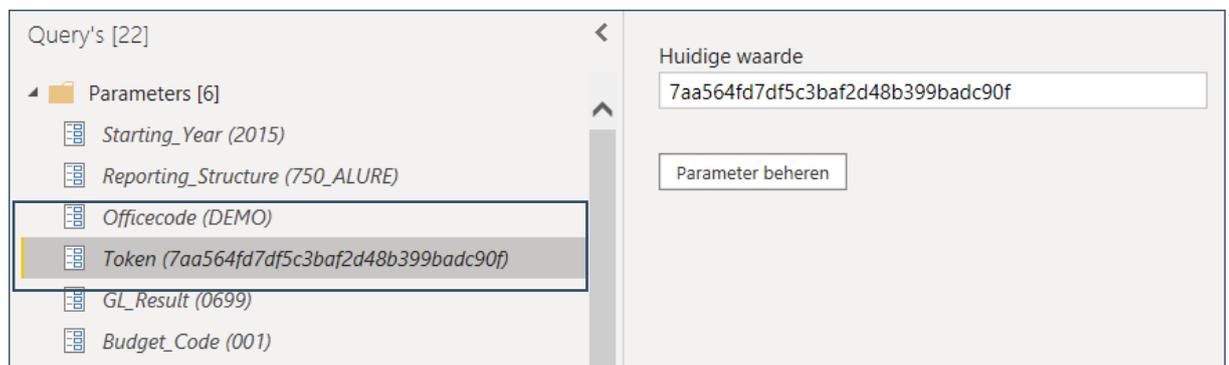
Caution: a pop-up screen will appear with you Access-token. **This is one-time. Please keep the code carefully.** With the next refresh-moment, the data from your Twinfield administration will be collected and cached on our serves. These you can refresh as often as you want within you PowerBI/Excel files.

6. Edit Query parameters in PowerBI

Open the provided pbix-file “BI-ON-FOCUS – Masterfile” and select “Transform Data”.

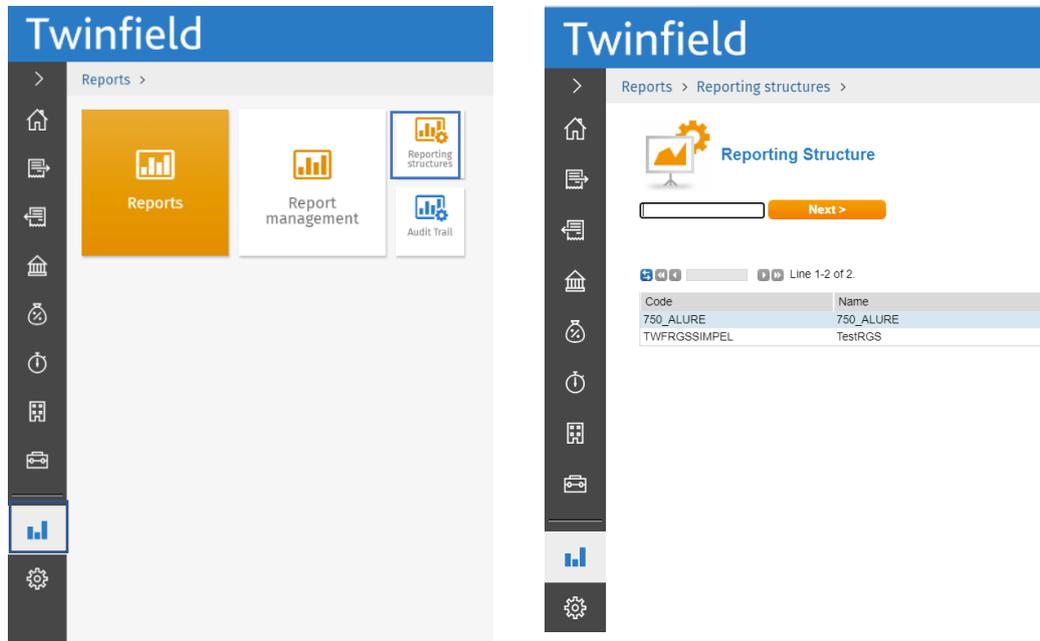


Please enter the received token and the Office-code from the BI-ON-FOCUS portal into the corresponding parameter fields. This data will then be taken in all supplied query's as parameter. (See the example below)



```
let
authKey = "Basic " & Binary.ToText(Text.ToBinary(Officecode&":"&Token), 0),
header = [ #"Authorization"=authKey,
#"Content-Type"= "application/json"],
response = Web.Contents("https://twinfield.bi-on-focus.nl",[Headers=header,
RelativePath="/customers?type=full"]),
out = Json.Document(response),
#"Geconverteerd naar tabel" = Table.FromList(out, Splitter.SplitByNothing(), null, null,
ExtraValues.Error)
in
#"Geconverteerd naar tabel"
```

Because each administration has a different reporting structure, it needs to be adapted to the reporting structure you use. This can be found in Twinfield.

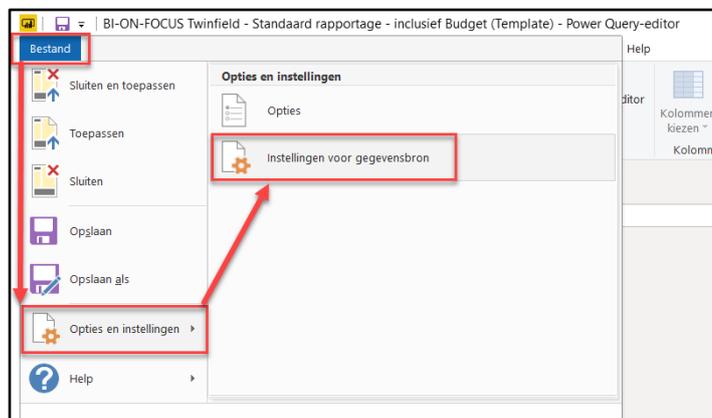


GL-Result is fictitious and is used to include the result of the current financial year in the balance sheet on a monthly basis.

If it's your first time receiving data, you will be asked to enter an authorization method for the new data source. Please select Anonymous. Username and password won't be necessary, the Office-code and refreshtoken from the parameters above will be used as authentication and authorization.

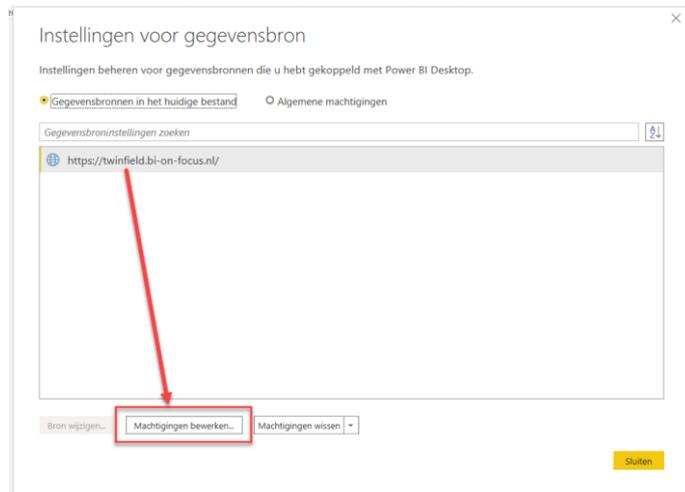


Afterwards you will also be able to request and edit (if necessary) the authorizations from the different data sources. This can be done via the menu Bestand / Opties en instellingen / Instellingen voor gegevensbron.



7. Available End-Points

Open the supplied pbix-file “BI-ON-FOCUS – Masterfile” and select “Transform Data”.



Available End-Points

Depending on the subscription taken by you, the following end-points will be available:

Customers	=> Customer data
Supplier Transactions	=> Supplier posts
Customer Transactions	=> Client posts
General Ledger	=> Ledger transactions
Budget	=> Budget posts (per indicated budget code)*
Hierarchy	=> Reporting structures
Time Expenses	=> Hours and cost items
Cost Centers	=> Master data and cost item settings
Activities	=> Master data and activity settings
Projects	=> Master data and project settings

- If you are using the budgets within Twinfield, you must inform us for which budget codes you wish to receive the data.

You can retrieve the budget codes from Twinfield via budget/budgets.

The image shows two screenshots from the Twinfield software interface. The left screenshot displays the main navigation menu with 'Budgets' highlighted. The right screenshot shows the 'Budgets' page with a table of budget codes and a warning message.

Twinfield

- Financial professionals
- Transactions
- Budgets**
- Year-end
- Dockets
- Dimensions
- Extended trial balance
- Currency revaluation
- Matching

Budgets > Budgets >

Budget

Next >

Line 1-3 of 3.

Code	Name
001	Budget
002	Budget worst case
003	Budget best case

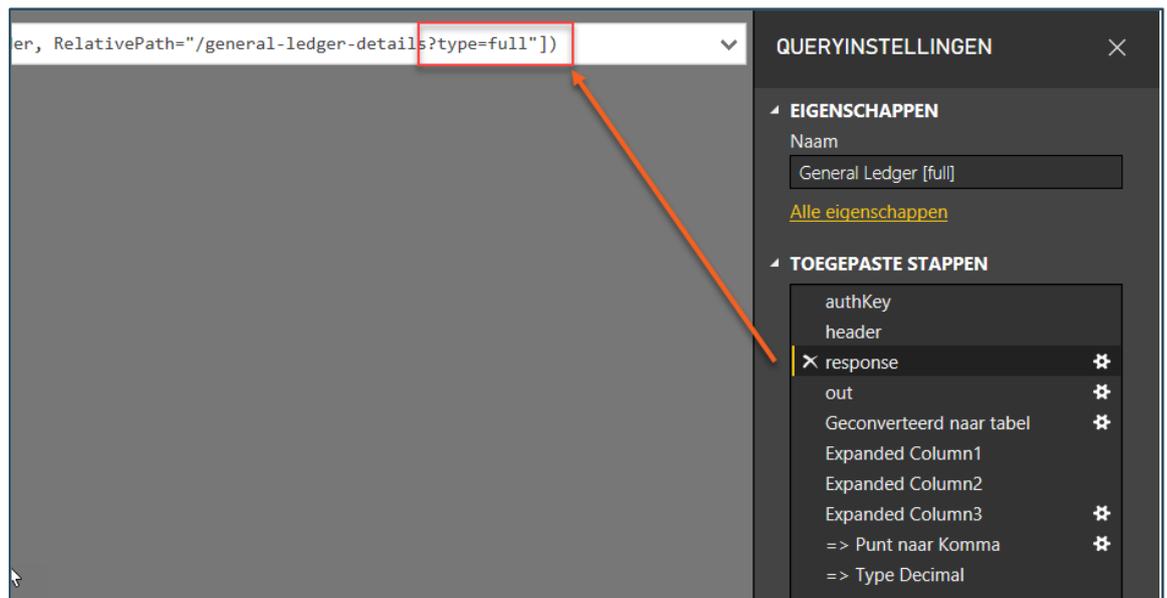
In order to edit the budget, first choose a balance code.

In the query-step “Response” (see down below), it’s possible that after the parameter `RelativPath=` it indicates which data should be downloaded. If this is the case, see the concerning query’s in the example file for the right coding per end-point.

Difference Frozen / Last / Current / Full

With regard to a piece of performance, multiple end-points can also be called up in parts. By giving an extra command “`?type=xxxx`” in the step response, a part of the transactions can be retrieved.

- current => Current calendar year
- last => Last calendar year
- frozen => All the years **before** last calendar year
- full => All years, so current + last + frozen together



8. Request balance

Next to the periodic (daily/weekly/monthly) refreshment of the data, it's also possible to retrieve the data from Twinfield at any time. For example: during the process of period-end or year-end closing, it could be desirable not to have to wait for the next refreshment. Per refresh / per administration € 0.20 will be deducted from the balance per manual refresh.

Contact us to request extra balance by mail: info@bi-on-focus.nl. Please state thereby:

- For which company/account this applies
- What amount you want to get available

In the menu "My Credits" you can find your balance.



The screenshot shows a web application interface. On the left is a navigation menu with a search bar and the following items: My Account, My Organisations, My Credits (highlighted), and Api Log. The main content area is titled "My Credits" and features a light blue bar with the text "Total amount: € 98,40". Below this, there are two date pickers labeled "Date" with the format "dd-mm-yyyy" and a minus sign between them, followed by an "Invoice nr." input field. To the right of the input field are two buttons: "Filter" (blue) and "Reset" (orange).

9. Refresh data manually

To manually, in the meantime refresh the data from Twinfield, you have to sign up to our portal: <https://twinfield.bi-on-focus.nl/login>

Choose “My Organisations”.

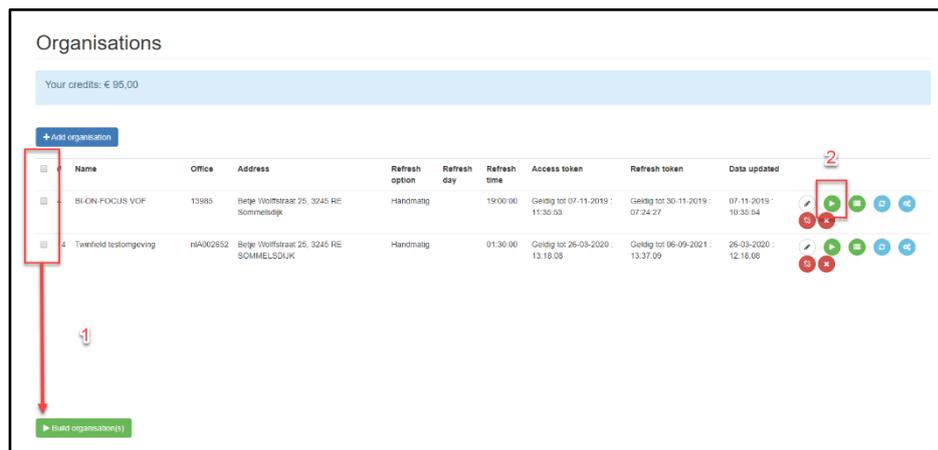
Depending the number of administrations you wish to renew, you can choose from the methods down below:

1. Tick one or more administrations and choose “Build Organisation(s)”

Or

2. Press the green button with the arrow pointing to the right to refresh that specific administration.

The refreshment of your data will start. Once this process is finished, you will receive an e-mail at the e-mail addresses you have provided (see chapter 4).



NB. The button “Build Organisations” is not available if there is not enough budget available for manual refreshments.

10. Support

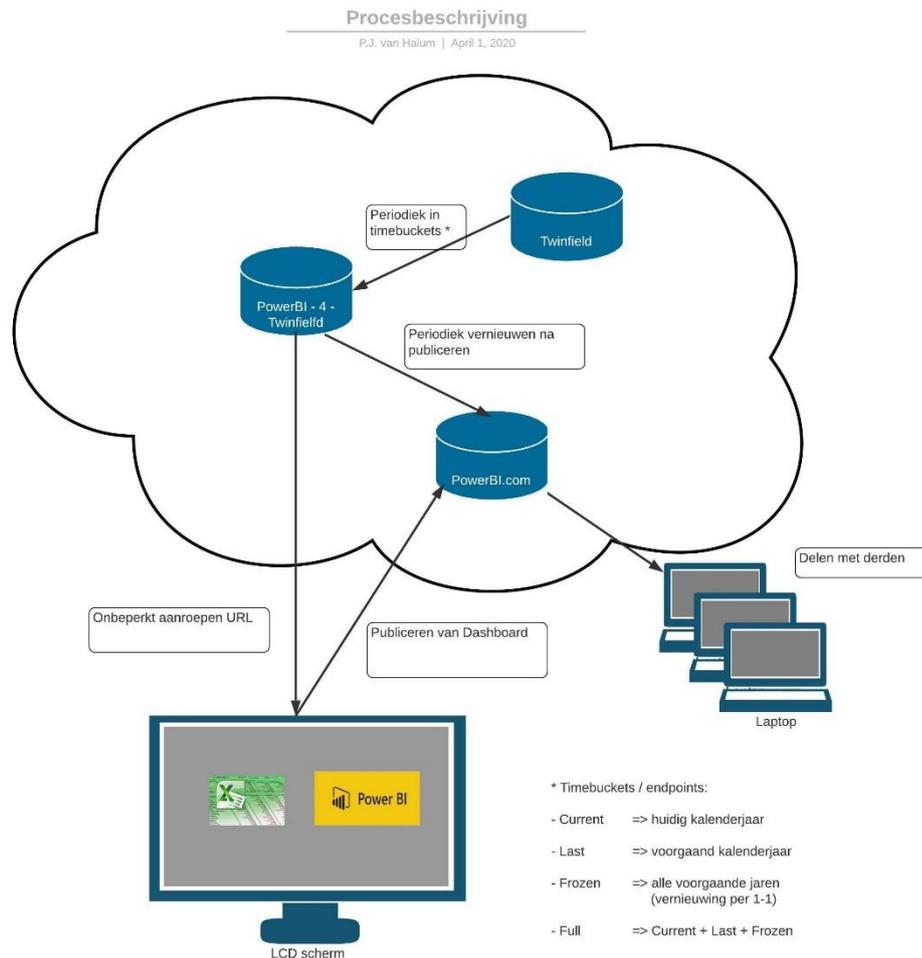
For support questions, you can contact us during office hours by the contact number:

+31 187 66 43 84

For less urgent questions it's also possible to contact us by mail:

info@bi-on-focus.nl

Appendix 1: functional description of the connector



Depending on the data subscription (see chapter 3), the data from Twinfield will be refreshed daily, weekly, monthly or manually. The end-points (see chapter 7) will be divided in different time-buckets. This concerns the following:

- Current => All transactions of the current calendar year
- Last => All transactions of the previous calendar year
- Frozen => All transactions of all the previous calendar years prior to the previous calendar year

The most important reasons for this division of data are:

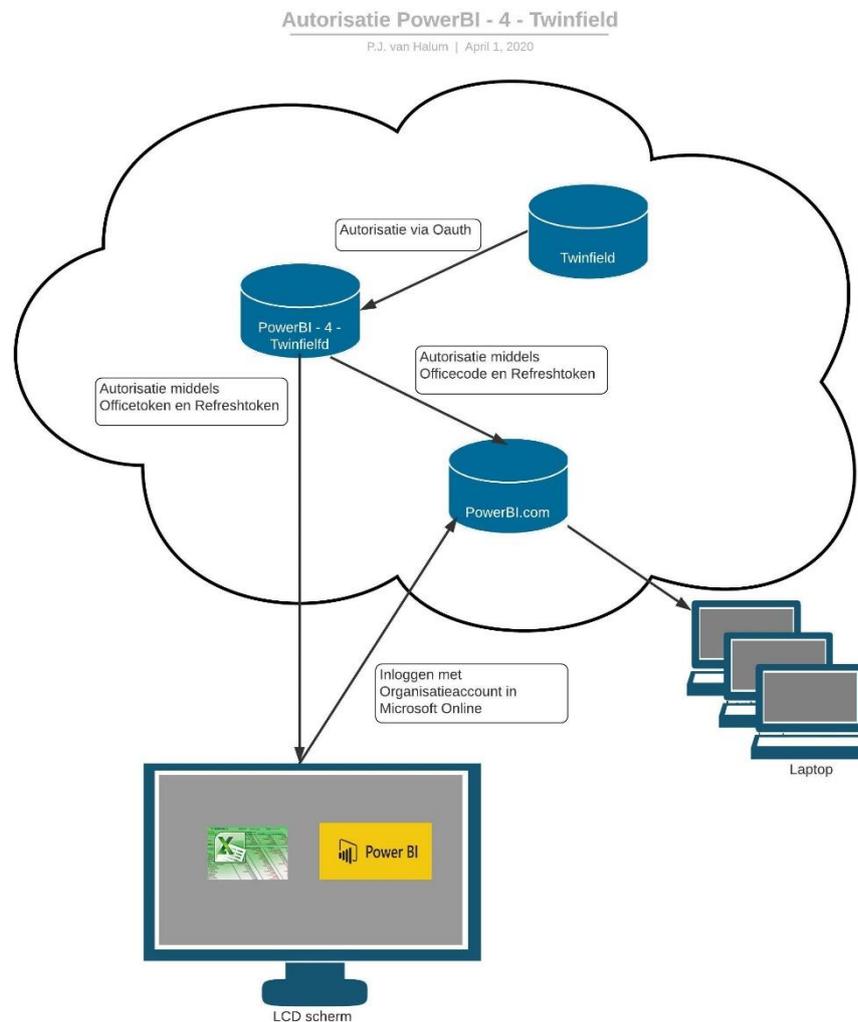
- To reduce the amount of unnecessary data traffic
- To prevent unnecessary extra load on the system
- To reduce the data streams to prevent time-outs etc.

NB. Within the indicated end-points the data is then also received per period

This data will be encrypted, cached and saved on the servers of BI-ON-FOCUS.

From that point the data can be refreshed unlimitedly by the web-URL's within PowerBI, PowerBI.com and/or Excel. Although the last option is beyond the responsibility of BI-ON-FOCUS.

Appendix 2: Authorizations around the connector



FOCUS Prior: authorization on BI-ON-FOCUS portal

To be able to create and maintain your own administrations within BI-ON-FOCUS' portal, the user should create a personal account with username and password (see chapter 1).

After finishing creating the account, this account needs to be released by an administrator of BI-ON-FOCUS for creating the actual administrations.

If the user has forgotten his or her username and/or password, these can be requested by following the steps in chapter 2.

The usernames and passwords will be encrypted and saved in a separate database/server.

Authorization Twinfield

After the creation of an administration within BI-ON-FOCUS' portal, the user needs to log in to Twinfield once to receive the Access-Token (and the Refresh-Token). The Refresh-Token will only be shown once to the user and will then also be encrypted and saved within BI-ON-FOCUS' portal. The token has a validity of 2 years. The end-user always has the possibility to request these tokens again by BI-ON-FOCUS' portal.

Authorization from PowerBI

The combination of the Office code and the Refresh-Token serve as "username" and "password" for the relevant user/query to access the cached data on the servers of BI-ON-FOCUS. As indicated in the previous paragraph, it is possible to renew the Refresh-Token at any time. This means that access to the cached data via the old token is no longer possible. This, for example, when an employee leaves.

Authorization PowerBI

PowerBI Desktop is a free application where no authorizations apply. Using the aforementioned Office code and Refresh-Token, the data can be retrieved unlimitedly from the BI-ON-FOCUS servers.

As soon as a user wants to publish a created dashboard to the cloud in PowerBI.com, he needs to have a subscription to be able to do so. In terms of responsibility, purchase and use, this falls outside the responsibility of BI-ON-FOCUS. To publish the dashboards and to have access to the published dashboards, users need to log in on their own Microsoft account.

Refreshment of data in PowerBI.com

After publishing a dashboard in PowerBI.com by the user, it is possible to refresh the data from this dashboard periodically. To this end, access must also be obtained to the cached data on BI-ON-FOCUS servers. Again, the combination of the Office code and the Refresh-Token will grant access to the relevant data.