



USER MANUAL

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INTRODUCTION

Why choose Cynera?

Cynera is the only software solution on the blockchain, providing unmatched security, transparency, and growth opportunities for your business. It is a cloud-based solution easy to implement, so you don't need extra IT infrastructure. You don't need to adapt to Cynera, because this business solution adapts to your needs.

What is Cynera?

Cynera is an integrated business platform, a software solution that helps businesses manage key operations—such as finance, HR, warehouse management, and customer relationships. Unlike traditional ERP systems that require on-premises servers, Cynera offers real-time data access, scalability, automatic updates, and cost efficiency without the need for extensive IT infrastructure. This system enables teams to collaborate easily from any location, improving productivity and decision-making.

How does it all fit together?

The essence of Cynera is that it is customizable and adaptable to almost any business model out there. Using Identity Access Management (IAM), it gives business owners the ability to customize user roles and directly define accountabilities in the software infrastructure.

Core module

The Core Module provides your business with essential tools for everyday operations - easy invoicing (multi-currency), clear financial overviews, automatic customer card generation, streamlined company info, and organized product and service catalogs. It's designed to simplify financial tracking and manage products for both wholesale and retail.

Setting up the system

My Company

Before using the application, users should fill in the basic information, which will later be used for document automation, invoice issuance, and report generation. The first step in this process is to complete the company's basic details.

Under the "Settings" section, there is a page titled "My Company". By clicking on this page, the following screen will appear:

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& Client				Basic information				Logo image	Signature image		
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8 Setting	3e	_		Postal code *	Co	ountry *					
Ш Му с	company			71022	U	United States	~	STORE			
🗊 Reg	istry			Phone number *	en	mail *					
[]] Offic	285			+1987546464	5	southenticbooks@mailinator.com					
0.1				Website *	Re	esponsible person *					
S ⊺ax	groups			Website	R	Responsible Person					
() Das	hboard settings			Legal form *	Se	equence mark *					
🗅 Bulleti	ns			Firm	• В	Business space	~				
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0				No	• N	No	~				
Acces	5			VAT number *	Bo	ank account number *					
鸷 Users				VAT Number	16	60-600000122505086-44					
				Bank account number	We	fallet id					
				IBAN	v	Wallet Id					
				SWIFT	En	mployer identification number					
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JF Jas Own	er er								🖨 Sav	0	
& Dork	Ught Q Syst	tem	Copyright © 2025								Cynera

On this page, we can input the company information as follows:

- 1. <u>OIB</u> unique identification number for your company
- 2. <u>Company Name</u> which is going to be the name of your company
- 3. Address the address on which the company is registered at
- 4. <u>City</u> city location of your company
- 5. <u>Postal Code</u> postal code for the location of your company

- 6. <u>Country</u> under this dropdown you should choose the country where your company is based.
- 7. <u>Phone number</u> where you add your company business phone number
- 8. <u>Email</u> an email which your company uses regularly.
- 9. Website URL for the company website
- 10. <u>Responsible person</u> this is the place for the responsible person for the company (usually CEO)
- 11. <u>Legal form</u> this is where you define whether your company operates as a Firm, Turnover or an independent activity.
- 12. <u>Sequence mark</u> determines which mark is going to be used when fiscalizing your invoices, whether office space or collection device
- 13. Is VAT user whether the company is in the VAT system or no
- 14. Is flat trade whether the company is flat taxation or no
- 15. VAT number an identifier used in many countries for value-added tax purposes
- 16. Bank account number a place to store your bank account number
- 17. IBAN additional place for your Bank account number
- 18. Wallet id This is the place to add your wallet ID to get access to Blockchain
- 19. <u>SWIFT</u> Society for Worldwide Interbank Financial Telecommunication (usually provided by your Bank
- 20. EIN employer identification number regulated by the federal law in the United States

In order to save changes made on this page, there is a "Save" button in the bottom right of the screen.

On the right-hand-side, you can find a place to upload your logo and signature. These two are images that can be uploaded from your device and are later used on printed documents generated through Cynera. Don't worry about the image size – Cynera will scale these images to fit on your document perfectly.



Under My company card, users can find a top navigation bar with multiple additional settings for the company. Info is preselected the first time you arrive on the My company page.

0.00						
My company	Info	History	Document print settings	Stripe connect	Fiscalization	E-invoice
, , ,						

Histo, ,

Company information changes (not so often, but sometimes the company changes its name or address). In order to keep your older documents with the old data, and every other document with the new one, use History functionality.

Settings My company	Document print settings Strip	e connect Fiscalization	E-invoice				
	Name	Address	City	Postal code	Valid from	Valid until	Actions
	Booklovers Club	E 17th Street	Tulsa Oklahoma	71022	01/06/2020	12/31/2024	/ 10
	Show 10						« < Page 1 of 1

In this table you can find information about previous company name and address changes. Each row in this table has an actions menu on the right-hand side. The \checkmark button is for editing the existing history record, while $\boxed{10}$ is for deleting the history record.

In the upper-right corner of the screen, you can find the "+Add history button". This button opens the following form:

New history			
Name *	Valid from *		
Name	mm/dd/yyyy		
Address *	Valid until *		
Address	mm/dd/yyyy		
City *			
City			
Postal code *			
Postal code			
		Save Can	icel

On this form, you can record the newest changes in your company information (Name, address, city, postal code). The information on the right side of this screen is from which date is this change going to be taken into action (Valid from), and if this change has a date until it's valid, it is added in the "Valid to".

There are two buttons for this form – "Save" is going to save your changes, while cancel is going to discard them and get you back on the history screen.

Document print settings

Through Cynera, you can customize your documents, add additional notes that need to be printed on invoices, offers and other documents. Clicking on the Document print settings tab will take you to the form where you can see the document and all the options that will be displayed when you decide to print one document.

Info History Document print settings Stripe connect Fiscalization E	-involce	
Document print settings togo position Right Vat rotice Company is not a VAT system payer.	Position client into	Client info
Ceneral conditions General Conditions	docept coard creating and on the payments for in Document footer Document Footer	litems
Document footer center alignment		Remark International note
		Terms of payment General conditions Document footer
		G Sove

- 1. Logo position defines whether your company logo will be printed on the left or right side of the document. Also, Company info will automatically be changed to the opposite side of where you chose the logo to be.
- 2. Position client info defines whether client information will be displayed on the right or the left side of the document. Also, document details will automatically be changed to the opposite side of where you chose the client info to be.
- 3. VAT notice this is made primarily for the companies that are not VAT payers to make a notice on their documents.
- 4. Terms of payment this is the info where you can add your payment information.
- 5. General conditions if your company has any conditions your clients might be interested in.
- 6. Document footer if there is any other information (such as contact number, responsible person or contact email) that needs to be printed in the document footer.

There are two additional buttons:

- Document footer centre alignment which centers the text in the document footer,
- Save which saves the changes you made on these pages.

Stripe connect

On this page, Cynera connects your Stripe account to its payment system. In order to do that, you need to have a Stripe company account.

Settings My company	Info H	story Document print settings	Chipa convect Fiscalization E-Invalce
		Stripe connect	
			to allow clients to pay involces in our application, you need to create a new or connect your existing stripe account to our platform.

Clicking on the Stripe connect, you will be taken to the stripe page, where Stripe will require you to fill out their form in a few steps in order to register your company or login if you already have a business service. Stripe will onboard your business, and once you finish their registration form, you will be redirected back to the Cynera Dashboard.

When you go back to your Stripe connect page, the screen will be changed and look like this:

Settings My company	Info History Document print settings Strips	convect Facolicition E-Involce		Connect new account
	Stripe connect		\odot	
		To view your Stripe account connected to our application, you can go to the Stripe Dashboard. Connected Stripe account: milos.lumenspei@gmail.com		
		To dashboard		
		Publishable key *		
		🖨 Submit publish key		

In order to receive payments, Cynera will need your publishable key, so that every payment will be transferred directly to your Stripe business account. Once you have uploaded the Publishable key from your Stripe account, you will be able to receive payments from other Cynera users. Also, there are two new buttons:

- To dashboard which takes you to your Stripe dashboard where you can explore all of your payments.
- Connect new account in the upper-right corner, which allows you to change the Stripe account Cynera is connected with.

More on how to request payments in the Invoice section of this document.

Fiscalization

Fiscalization only works for clients from Croatia. Fiscalization uses FINA as a service and becomes available for users who have FINA Certificate.

History Document print settings Stripe connect	Fiscalization E-invoice		
Basic information Dear users, to be able to fiscalize outgoing in and the procedure for its issuance can be fo certificate password, and click the Save but	voices through the Cynera system, you ne nal hare. After obtaining the certificate, cl m.	ed to have a fiscalization certificate. The certificate is issued by FINA, ick below on Enable fiscalization, upload the certificate, enter the	Fiscalization not enabled
Password Password	File	No file added	+ Add file
			⊖ Save

If you don't have a FINA certificate, there is a link in the Basic information text where you can find out how to get the certificate.

In order to activate your fiscalization, you need to upload your FINA certificate by clicking on + Add file in the File section (bottom right corner). A file that is required in this field has an extension .p12 or Personal Information Exchange. After uploading the certificate, you will need to input the password in the password field on the left-hand side. Once you have done that, you should click 'Save' in the lower right corner and if your certificate is valid and your password is correct, you should receive the following information in the fiscalization screen.

Fiscalization enabled	\odot
Valid until: 11/20/2029	

Once you complete the enabling process, your Fiscalization field in the upper right corner should look like in the screenshot above. In the same field, you can see the validity of your certificate and when it is about to expire.

e-Invoice

e-Invoices are the modern form of invoices that do not require physical printing to be valid, as they are issued digitally. Given this, it is possible to send and receive invoices digitally, as well as create receipts.

Xcynera.	=				⊗ ¾
💼 Warehouse	Settings My company	Document print settings Stripe connect	Fiscalization E-Involta		
8 HR	-> Basic information			Active	
Settings My company Registry Controls Con	Cynera enables direct connection with a To exchange e-invoices via web service e- Possess o PI2 opplication certificate Fill out the Application for isung an business entilies – Application certificate submit an opplication for the e-invol Fill out the Application for the e-invol Fill out the Application for the e-invol Fill out the Application for the e-invol Rote: FINA charges 5176 EUE + VAT for is entities, as well as for each issued invoc Atter you have obtained the certificate password, select the service type, and opplication for the service type.	-involce for business entities (828) and s, you need to: application certificate for TNA e-involce cates, and submit it to the FNA branch o ce service ce service for business entities or Applica- tion of the service of the service of the service e - more information can be found here and registered for the desired e-involce s lick the Save button.	e-invoice for the state (R20) FNA web services: and e-invoice for the state and the Contract for the provision of certification services for fice. Ition for the e-invoice service for the state, and submit it to the FNA branch office. It, see here. There is also a monthly fee for using the FNA e-invoice service for business envice, click below on Enable e-invoice, upload the certificate, enter the certificate	You can now send e-invoices to your clients.	
 <i>∂</i> Task management <i>∂</i> Access <i>∂</i> Users 	Password Possed	File	No file added	+ Add file	
Report a bug SS Sophie Sutton Owner Owner C. Dark: * Light Ught Ught System	m copyright 0 2025			a sove	Cynera

In order to activate e-Inovice, you need to upload your FINA certificate by clicking on "+Add file" button. A file that is required is this field has an extension .p12 or Personal Information Exchange. After uploading the certificate, you will need to input the password in the password field on the left-hand side. Once you done that, you should click on "Save" button in the lower right corner and if your certificate is valid and your password is correct, you should receive notification saying your e-Invoice has been activated.

Clients Module

Clients are one of the fundamental elements that must be defined before processing documents within the Cynera. Clients are defined within the 'Clients' menu. After successfully logging into the Cynera application with a username and password, the user can select the Clients module.

) Home	Clients	ts					+ Nev
g Clients							
Documents \sim		Name	OIB	City	Туре	Actions	Ξ
1 Products V		Pinnacle Nexus	2222222222	Sydney	BUSINESS PERSON	1	Û
] Warehouse ∨		Horizon Arcadia	45665445665	Barcelona	BUSINESS PERSON	I	۵
3 Settings 🗸 🗸		LunarWave Entertainment	67887667888	Vancouver	BUSINESS PERSON	0	Û
) Bulletins		Chronos Logistics	35678901233	London	BUSINESS PERSON	Ø	۵
Project board		EcoSphere Solutions	89009889099	Berlin	BUSINESS PERSON	1	0
Access		Aether Dynamics	12332112332	San Francisco	BUSINESS PERSON	1	۵
g Users		NovaTech Innovations	26738299891	Osijek	BUSINESS PERSON	1	0
		Ipswich book cafee	00123456789	Nis	BUSINESS PERSON	0	Ū
🙊 Report a bua		Antique bookstore	12354643522	Palm Springs	BUSINESS PERSON	1	
MK Publishing		Axan Tonners	123241253521	Dallas	BUSINESS PERSON	1	0

Adding new client

To add a new client, click on the "+New client" button and fill out all the required fields. Additionally, a client can be both a customer and a supplier. A discount can also be assigned to the client, which will be applied to all invoices and offers.

Xcynera.	=			@ %
☆ Home		Clients / Add client Add client		
Scients		RECEIVE DATA FROM THE COURT REGISTER		
🖉 Documents	\sim	In addition to manual entry, certain information about the company ca	in also be retrieved from the court register. For that click Here	
(?) Products	\sim	New client		
☆ Warehouse	\sim			
& HR	\sim	Name *	OIB *	
Settings	\sim	Address *	City *	
Bulletins				
Project board		Postal code *	Country	
			Select	~
Access		Email	Phone number	
😤 Users				
		Client type	Responsible person	
		Select	▼	
		VAT number	Buyer	
器 Report a bug			No	~
MK Publishing		Supplier	International client	
Owner		No	✓ No	~
G Dark ∦ Light Q 5	ystem	IBAN	SWIFT	

After filling out all of the required fields, you need to press the "Save" button to save all the data.

Table filters

Since the table can contain a large number of clients, we have enabled the filtering of specific data sets by a defined key for easier searching.

Simply start entering the value by which you want to filter the entire table within the column header, and Cynera will automatically display the values that match the entered text.

Clients Clients						- New client
	Name	OIB	City	Туре	Actions	=

Documents Module

Offers

After defining the input parameters for the system to function properly (see the Setup chapter), the user can work in the Offers module.

After successfully logging into the Cynera application with a username and password, the user can select the module Documents -> Offers

Upon selecting the module, a table will be displayed containing a list of all offers created within the Cynera system.

Xcynera.	=											٢	泓
🔂 Home		Documen Offers	ts						e	CSV ex	tport	+ New	offer
Clients			Verse										
🖉 Documents	^					1-							
D Offers			Number	Client	Payment method	Invoice number	Total	Actions				\equiv	
Incoming invoices													
Outgoing invoices			0041-2025	Pinnacle Nexus	CASH	106-1-1-2025	937500.00 EUR	۲	6 0	ů	Ô		
E-invoices			0040-2025	Horizon Arcadia	CARD	105-1-1-2025	1250000.00 EUR	٥	8 B	٩	ŵ		
③ Wholesale invoices			0039-2025	EcoSphere Solutions	CASH	103-1-1-2025	2250000.00 EUR	۲	8 D	٥	۵		
 Unpaid invoices Official conductor 			0038-2025	LunarWave Entertainment	CASH	101-1-1-2025	1312500.00 EUR	۲	8 8	٩	Î		
D Purchase orders			0037-2025	Antique Bookstore	CASH	99-1-1-2025	937500.00 EUR	۲	8 8	ů	Ŵ		
(2) Products	~		0036-2025	LunarWave Entertainment	CASH	96-1-1-2025	1125000.00 EUR	٢	8 8	٥	۵		
☆ Warehouse	~		0035-2025	Horizon Arcadia	CASH	94-1-1-2025	937500.00 EUR	۲	8 D	ů	ø		
峇 Report a bug			0034-2025	Antique Bookstore	CASH	92-1-1-2025	750000.00 EUR	۲	0 D	٩	ŵ		
MK Publishing Owner			0033-2025	Pinnacle Nexus	CASH	89-1-1-2025	187500.00 EUR	0	8 D	٥	۵		
🕒 Dark 🛞 Light 📮 Sys	tem		0032-2025	Horizon Arcadia	CASH	86-1-1-2025	562500.00 EUR	۲	ô 🖂	ů	đ		

Creating a new offer

A new offer is created by clicking the "+New offer" button.

Upon selecting this option, an entry form will open where all required fields must be filled in.

Xcynera.	F													٢	泓
☆ Home		Documer New of	nts / Offers fer												
& Clients			Basic informati	on					Additiona	I informatio	'n				
& Documents	^		Client *			Issue date *			Input currency			Currency			
P1 Offers			Select		~	dd.mm.yyyy.		•	EUR		~	EUR		~	
Incoming invoices			+ Add client			Method of non-me			Include VAT			Exchange rates for 02/03/2025 1 USD = 1.024705 EUR 1 CHF = 0.938225 FUR			
Outgoing invoices			dd.mm.vvvv.			Cash	Dirk.	~				1 GBP = 0.833767 EUR			
🗋 E-invoices					-				Note			1 JPY = 159.256141 EUR			
③ Wholesale invoices															
Unpaid invoices															
E Client cards															
Purchase orders														h	
() Products	\sim		Offer items									+ Add produc	t item + Add ite	m	
☆ Warehouse	\sim														
嶲 Report a bug			Name	Unit	Quantity		Price	Discount (%)		Vat	Discount	Total	Actions	=	
MK Publishing Owner															
💪 Dark 🔆 Light 🖵 Sys	tem														

Note 1: Fields marked with an asterisk () are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

*Note 2: When filling in the "Client" and "Items" fields, it is possible to directly enter a new client and new item by clicking the "+Add client" and "+Add product item" button.

Xcynera.	F													0	泓
☆ Home		New of	ints / Offers ffer												
Og Clients			Basic informati	ion					Additiona	ıl informatio	'n				
🖉 Documents	^		Client *			Issue date *			Input currency			Currency			
D offers			Ipswich book cafee		~	dd.mm.yyyy.			EUR		~	EUR		~	
									Include VAT			Exchange rates for 02/03/2025			
Incoming invoices			Nis Serbia									1 USD = 1.024705 EUR			
Outgoing invoices			E OIB: 00123456789						-			1 CHF = 0.938225 EUR			
			□ games.arts.crafts2	019@gmail.com								1 JPY = 159.256141 EUR			
🗋 E-invoices			€ 0612998324						Note						
③ Wholesale invoice:			+ Add client												
 Unpaid invoices 			Due date *			Method of payme	ent *								
			dd.mm.yyyy.			Cash		~							
[E] Client cards															
Purchase orders														11	
												_	_		
(y) Products	~		Offer items									+ Add produc	t item + Add	item	
🕅 Warehouse	\sim														
器 Report a bug			Name	Unit Q	uantity		Price	Discount (%)		Vat	Discount	Total	Actions	=	
MK Publishing															
Owner															
💪 Dark 🛞 Light 📮 S	stem														

After filling out all of the required fields, you need to press the "Save" button to save all the data.

Creating outgoing invoices from Offers module

In the "Offers" module, the user has the option to create an outgoing invoice based on an already created offer.

Documer Offers	nts						ල් CSV export	+ New offer
	Year			v				
	Number	Client	Payment method	Invoice number	Total	Actions		=
	0042-2025	lpswich Book Cafee	CASH		275.00 EUR	/ 6) 🖸 🖞	Ū

Incoming invoices

After defining the input parameters for the system to function properly (see the Setup chapter), the user can work with invoices.

Upon selecting the module, a table will be displayed containing a list of all incoming invoices created within the Cynera..

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☆ Home		Documents Incomin	g invoices								也 CSV expo	ort	+ New i	invoice
& Clients			Year				~							
🖉 Documents	^													
C Offers				Number	Client	Payment method		Status	Amount		Actions		\equiv	
Incoming invoices														
Outgoing invoices				DAL114	Axan Tonners	CASH		PAID		370.81 EUR		F	Û	
🗋 E-invoices				DAL125	Axan Tonners	CASH		NOT PAID		523.50 EUR	0		ŵ	
③ Wholesale invoices														
 Unpaid invoices 			Show 10								< < Page	1 0	f1 > >>	
E Client cards														
Purchase orders														
(9) Products	~													
🗎 Warehouse	\sim													
器 Report a bug														
MK Publishing Owner														
🕒 Dark 🌸 Light 📮 Sys	em	Copyright	D 2025											Cynera

Creating a new incoming invoice

A new incoming invoice is created by clicking the "+ New invoice" button.

Upon selecting this option, an entry form will open where all required fields must be filled in.

Note 1: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the invoice creation process.

Note 2: When filling in the "Client" and "Items" fields, it is possible to directly enter a new client and a new item by clicking on the "+Add client" and "+Add product item".

The client can be also added by clicking Clients in the menu.

Once all the necessary data is filled in, click the "Save" button.

Xcynera.	=								۲	泓
☆ Home		Documents / Incoming invoices New invoice								
& Clients		Basic informa	tion			Additional infor	rmation			
🖉 Documents	^	Client *		Issue date *		Input currency		Currency		
Offers		Select	~	dd.mm.yyyy.	•	EUR	~	EUR	~	
Incoming invoices		+ Add client		Due date *		Includes VAT		Exchange rates for 02/03/2025 1 USD = 1.024705 EUR 1 CHF = 0.938225 EUR		
Outgoing invoices				dd.mm.yyyy.				1 GBP = 0.833767 EUR		
🗅 E-invoices		Status of payment		Method of payment *		Note		13P1 = 108200141E0K		
③ Wholesale invoice		Not paid	~	Cash	~					
 Unpaid invoices 										
21 Client cards										
Purchase orders									h	
्रि Products	\sim	File								
@ Warehouse	\sim				No files up	loaded				
岩 Report a bug									+ Add files	
MK Publishing Owner		Invoice items						+ Add product item	+ Add item	
🕒 Dark 🌸 Light 📮 S	stem								_	
		Name	Unit	Ougntity	Price	Discount	Vat Notes	Total	Actions	

Outgoing invoices

After defining the input parameters for the system to function properly (see the Setup chapter), the user can work with invoices.

Upon selecting the module, a table will be displayed containing a list of all outgoing invoices created within the Cynera.

Xcynera a	=														0
☆ Home	Doct	uments tgoing invol	ices									CSV	export		+ New invoice
23 Clients	^	Year					~								
Offers Incoming invoices			Number	Client	Registry	Date issued dd.mm. yyyy.	Payment method	Status	Amount	Fiscalization	Action	55			=
Outgoing invoices			108-0-0-2025	Horizon Arcadia		02/13/2025	CASH	NOT PAID	97.50 EUR	\otimes	1	0		۵	Û
E-invoices Whateacts invoices			107-0-0-2025	lpswich Book Cafee		02/13/2025	CASH	NOT PAID	220.00 EUR	$\overline{\otimes}$	1	0		đ	0
Unpaid invoices			106-1-1-2025	Pinnacle Nexus		02/15/2025	CASH	PAID	937500.00 EUR	\otimes		0		۵	
Client cards			105-1-1-2025	Horizon Arcadia		12/12/2025	CARD	PAID	1250000.00 EUR	(*)		0		ø	
말 Purchase orders			104-1-2-2025	Axan Tonners	Registry1	12/19/2025	CASH	PAID	1875000.00 EUR	(*)		0		Ø	
(}) Products	×.		103-1-1-2025	EcoSphere Solutions		02/07/2025	CASH	PAID	750000.00 EUR	۲		0		۵	
晋 warenouse 哥 Report a bug			102-1-2-2025	Horizon Arcadia	Registryl	11/21/2025	CARD	PAID	2875000.00 EUR	\otimes		6		ŵ	
MK Publishing Owner			101-1-1-2025	LunarWave Entertainment		11/16/2025	CASH	PAID	1312500.00 EUR	\odot		0		đ	
💪 Dark 🔅 Light 📮 Syste	m		100-1-2-2025	Horizon Arcadia	Registry1	09/19/2025	CARD	PAID	562500.00 EUR	*		0		ற	

Creating a new Outgoing invoice

A new invoice is created by clicking the "+ New invoice" button.

衣 Xcynera. = Documents / Ou New invoice ⇔ Home 28 Clients **Basic information** Additional information 🖉 Documents Client * Issue date * Input currency Currency EUR Select... EUR ✓ dd.mm.yyyy D Offers Exchange rates for 02/03/2025 1 USD = 1.024705 EUR + Add client Incoming invoices VAT 1 CHF = 0.938225 EUR Outgoing invoices 1 GBP = 0.833767 EUF Select dd.mm.yyyy E-invoices Status of pay Not paid Cash (\$) Wholesale invoices Unpaid invoices dd.mm.yyy E Client cards Select... Purchase o (?) Products File m Warehouse No files unle 書 Report a bug + Add files MK Publishing Invoice items + Add product item + Add item 🕓 Dark 🔆 Light 📮 System

Upon selecting this option, an entry form will open where all required fields must be filled in.

Note 1: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the invoice creation process.

Note 2: When filling in the "Client" and "Items" fields, it is possible to directly enter a new client and a new item by clicking on the "+Add client" and "+Add product item".

The client can be also added by clicking Clients in the menu.

Once all the necessary data is filled in, click the "Save" button.

After entering all the data and clicking on "save" icon, Cynera displays additional actions:

- Send e-Invoice
- Fiscalize
- Void invoice
- Print invoice
- Send invoice to mail



e-Invoices

e-Invoices are the modern form of invoices that do not require physical printing to be valid but are issued digitally.

As a result, it is possible to send and receive invoices digitally, as well as create receipts.

Outgoing e-Invoices

After defining the input parameters for the system to function properly (see the Setup chapter), the user can work with invoices.

Upon selecting the module, a table will be displayed containing a list of all outgoing invoices created within the Cynera.

In this module, the user has the ability to view all issued outgoing e-Invoices and their statuses.

Incoming e-Invoices

After defining the input parameters for the system to function properly (see the Setup chapter), the user can work with invoices.

Upon selecting the module, a table will be displayed containing a list of all outgoing invoices created within the Cynera.

In this module, the user has the ability to view all issued outgoing e-Invoices and their statuses.

Wholesale invoices

After defining the input parameters for the normal operation system (see the setup chapter), the user is able to work with invoices.

Upon selecting the module, a table will be displayed containing a list of all unpaid outgoing invoices created with the Cynera system.

Client cards

After defining the input parameters for the normal operation system (see the setup chapter), the user is able to work with client cards

After successfully logging in with a username and password within the Cynera application, the user can select the module Documents \rightarrow Client cards.

Xcynera.	=						©	泓
☆ Home		Documer Client o	nts cards					
Scients			Pinnacle Nexus		✔ 2025		~	
C Offers	~		Number	Date issued	Due date	Amount	Paid amount	
Incoming invoices			57-6-2-2025	2025.11.25 00:00	2025.11.29 00:00	1500.00 EUR	0.00 EUR	
Outgoing invoices			79-1-1-2025	2025.02.07 00:00	2025.02.22 00:00	253500.00 EUR	253500.00 EUR	
E-invoices			85-1-1-2025	2025.02.07 00:00	2025.02.22 00:00	562500.00 EUR	562500.00 EUR	
(\$) Wholesale invoices			37-6-2-2025	2025.07.24 00:00	2025.07.24 00:00	1218.75 EUR	0.00 EUR	
Unpaid invoices			54-6-2-2025	2025.11.11 00:00	2025.11.11 00:00	4362.50 EUR	4362.50 EUR	
El Client cards			47-6-2-2025	2025.09.10 00:00	2025.09.10 00:00	5500.00 EUR	0.00 EUR	
₽ Purchase orders			106-1-1-2025	2025.02.15 00:00	2025.02.15 00:00	937500.00 EUR	937500.00 EUR	
्रि Products	\sim		81-1-1-2025	2025.02.07 17:42	2025.02.22 17:42	-79656.25 EUR	0.00 EUR	
Warehouse	Ň,		87-1-2-2025	2025.04.17 00:00	2025.04.18 00:00	750000.00 EUR	750000.00 EUR	
25 Report a bug			89-1-1-2025	2025.08.17 00:00	2025.06.17 00:00	187500.00 EUR	187500.00 EUR	
Owner								
🕒 Dark 🔆 Light 🖵 Sys	stem						Amount: 2623925.00 Debt: -71437.50	

Upon selecting the module, two input fields will be displayed. One field is for searching the company for which the Client card is to be displayed, and the other is for selecting the year to view the transaction history.

Selecting a client

In the first field, a recursive search is performed for the client whose debit-credit balance is to be viewed.

Document Client co	a contraction of the second se				
	bleast	Vogs			
	Pinnacle Nexus	Teur			•
	Horizon Arcadia		Amount	Paid amount	
	LunarWave Entertainment				
	Chronos Logistics				
	EcoSphere Solutions				
	Aether Dynamics				
	NovaTech Innovations				
	Ipswich book cafee				
	Antique bookstore				
	Axan Tonners				

After selecting the desired company, the user selects the year for which they want to view the transaction history.

Documents Client ca	ards			
	Horizon Arcadia		~	Year V
	Number	Date issued	Due date	2025
				2021 2020 2020 2019 2018 2017 2016
			No data	2015

Purchase order

Other receipts

PO-SD

After defining the input parameters for the normal operation system (see the setup chapter), the user is able to work within the PO-SD module.

After successfully logging in with a username and password in the Cynera application, the user

can select the module Documents \rightarrow PO-SD.

The PO-SD form is a report on a flat-rate income from self-employment and the paid flat-rate income tax and surtax for the previous year.

Based on this report, the Tax Administration determines the annual flat-rate tax obligation for the following year, which is calculated according to the revenue generated in the previous year.

Cynera allows the generation of a new PO-SD form in Excel format (.XLSX).

All you need to do is click the "Generate a new PO-SD form" button.



Business books

After defining the input parameters for the normal operation system (see the setup chapter), the user is able to work within the Business books module.

After successfully logging in with a username and password in the Cynera application, the user can select the module Documents \rightarrow Business books.

Standard contracts

After defining the input parameters for the normal operation of the system (see the Setting up the system chapter), the user can work in the Standard contracts submodule.

After successfully logging in with a username and password within the Cynera application, the user can select the module: Documents -> Standard contracts.

Standard contracts are standardized contracts that have been pre-prepared and are frequently used in certain business situations. These contracts are available for download and use, enabling faster and easier contract creation without the need to write a contract from scratch.

Products Module

For the system to function properly, it is also necessary to enter product categories within the corresponding registers.

Filling out these registers is done within the Products menu, which is divided into Categories, Product and services and Wholesale products.

Categories

Products → Categories

Product categories are used for easier organization of the assortment offered by the company/trade.

;Xcynera =			© 34
යි Home	Products Categories		+ Add
Se Clients			=
🖉 Documents 🗸 🗸	Name	dd.mm.yyyy.	Actions =
1) Products	In purchase	10/14/2024	/ 0
Categories Product and services	Newspapers - print	10/14/2024	/ 0
Wholesale products	Books in print	10/14/2024	/ 0
	Show 10		\ll $<$ Page $~$ 1 of 1 $>~\gg$
₿ HR ∨			
Settings ~			
Bulletins			
Project board			
Access			
MK Publishing Owner			
& Dark 🔆 Light 📮 System	Copyright © 2025		Cynero

A new category is added by clicking on the "+ADD" button.

On this screen, you can freely enter the category name that you will use within the Cynera system.

After entering the desired category name, you need to click the "Save" button.

Xcynera	=	©	泓
🗇 Home		Categories / Add category Add category	
& Clients		Basic information	
🖉 Documents	\sim	Home *	
🔅 Products	^		
🛇 Categories		Subcrategory	
Product and service	:05		
③ Wholesale produce	ts	G Sove	
@ Warehouse	\sim		
8 HR	\sim		
③ Settings	\sim		
Bulletins			
Project board			
Access Report a bug			
MK Publishing Owner			
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Products and services

Products \rightarrow Products and services is one of the essential elements that need to be defined before processing documents within the Cynera application.

After successfully logging in with a username and password in the Cynera application, the user can select the module: Products \rightarrow Products and services.

Xcynera =	-										۲	泓
☆ Home	Pro Pr	oducts roducts and services							Ø	£) (+ /	Add
Sg Clients												
🖉 Documents	<i>x</i>	sku	Name	Category	Туре	Unit	Tax group	Price			=	
() Products	~											
🛇 Categories		852546444	DR Assessment	Books In Print	SERVICE ~ SIMPLE	HOUR	25%	150000.00 EUR		/	U	
Product and services		44221	Quite Don	Books In Print	PRODUCT - SIMPLE	QUANTITY	25%	22.00 EUR	ø	1	Û	
Wholesole products		77889999	Tonner	In Purchase	PRODUCT - SIMPLE	QUANTITY	25%	17.45 EUR		0	Û	
🟦 Warehouse	2	444	Daily Magazine	Newspapers - Print	PRODUCT - SIMPLE	QUANTITY	0%	0.75 EUR		1	۵	
₿ HR	~	111236666	Lord of the Flies	Books In Print	PRODUCT - SIMPLE	QUANTITY	25%	12.00 EUR		1	Û	
③ Settings	~	774121213	The Great Gatsby	Books In Print	PRODUCT - SIMPLE	QUANTITY	25%	5.50 EUR		1	0	
D Bulletins		852546	20000 Leagues under the Sea	Books In Print	PRODUCT - SIMPLE	QUANTITY	25%	9.75 EUR		0	Ū	
ල්) Project board		Show 10						<i>K</i> (Page	1 of1	> >>	
Access Report a bug												
MK Publishing Owner												
🖏 Dark 🔆 Light 📮 System	n _{Co}	pyright © 2025										Cynera

A new product or service is added by clicking on the "+Add" button.

Once you have filled in all the required information, click the "Save" button.

Xcynera.	=						۵ گ
습 Home		Products / Products and services Add product					Cancel Save
& Clients		Basic information			Additional information		
🖉 Documents	\sim	Name *	Туре *		sku *	Wholesale product	
() Products	^	Harry Potter and the Philosopher's Stone	Product	~		Active	
		Unit of measure	Category *		Product type		
♦ Categories		Quantity	Books in print	~	Simple	~	
Product and service	:05	Price (EUR) *	Tax group		WooCommerce product		
③ Wholesale produce	ts	20	25%	~	Active		
A Watehouse	~	Short description					
III Harenouse					Files		
⊖ HR	\sim	Description				No files uploaded	
(3) Settings	\sim						+ Add files
Bulletins							
-		Dissistant		h			
Project board		Discorrier					
Access							
贵 Report a bug				4			
MK Publishing							
Owner							🖨 Save
📞 Dark 🔆 Light 🖵 s	ystem						

Since the table may contain a large number of items, we have enabled filtering of specific data sets by a selected key for easier searching.

Simply start entering the value you want to filter by in the column header, and Cynera will automatically display the values that match the entered text.

Products Products	and services							C ⊥ + Add
	SKU	Name Harry	Category	Туре	Unit	Tax group	Price	=
	322	Harry Potter and the Philosopher's Stone	Books In Print	PRODUCT - SIMPLE	QUANTITY	25%	20.00 EU	· / û
	Show 10						«	$<$ Page 1 of 1 $>$ \gg

Example of using the filter:

Warehouse Module

Dispatch notes

Manage your warehouse effortlessly. The "Warehouse" section is divided into:

- Dispatch notes A document used for dispatching products from the warehouse
- Receipts A form that serves as confirmation that certain items have been received in the warehouse

- Delivery notes A document used for sending products from the warehouse to a department or branch
- Inventory notes A record of a company's assets and liabilities on a specific date
- Warehouse sections A list of sections that are organized to optimize storage, handling and distribution of products
- Warehouses A list of your warehouses

By selecting one of the listed elements, a table with the corresponding list will open.

Note 1: These dispatch notes are related to warehouse management.

In the next step, you will learn how to create individual elements of the warehouse module.

Note 2: Since a warehouse is required to create most elements, be sure to first create

warehouses in Warehouse \rightarrow Warehouses.

Xcynera.	=					3
🔂 Home		Warehouse Dispatch notes				也 CSV export + Add
& Clients		Number	Client	Warahousa	Status	Actions =
🖉 Documents	\sim	Ranber	UNIT	a chouse	Status	Actions —
t∑) Products	×	0005-2025		Primary Warehouse	PENDING	/ 0
Warehouse	^	0004-2025		Primary Warehouse	PENDING	/ 0
Receipts		0003-2025		Primary Warehouse	PENDING	/ 0
Delivery notes		0002-2025		Primary Warehouse	PROCESSED	/
Inventory notes		0001-2025		Primary Warehouse	PROCESSED	/
Warehouse sectio	ns	Show 10				\ll < Page 1 of 1 $>$ \gg
Warehouses						
Settings	\sim					
🕒 Bulletins 😤 Report a bug						
MK Publishing Owner						
& Dark 🔆 Light 📮 s	ystem	Copyright © 2025				Cynera

Creating a new Dispatch note

A new delivery note is created by clicking on the "+Add" button in the upper right corner. After selecting this option, an entry form will open, where the required fields must be filled in.

Note: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

Example: Adding a new dispatch note

Once you have entered all the necessary data, click on the "Save" button.

💢 cynera.	=									0	泓
☆ Home		Warehouse / Dispatch notes New dispatch note									
😤 Clients		Basic information				Additional i	information				
🖉 Documents	\sim	Buyer *	Warehous	o *		Show prices					
() Products	\sim	Select	▼ Select		~	🗸 Show prices					
🛗 Warehouse	^	+ Add client	Add w	arehouse		Note					
Dispatch notes		issue date *	-								
🗄 Receipts		aa.mm.yyyy.	U								
Delivery notes										4	
Inventory notes		Dispatch note items						+ Add product	item + Add item		
Warehouse sectio	ns			a							
Warehouses		Name		Quantity			Price		Actions =	-	
Settings	\sim										
Bulletins Bulletins Report a bug MK Publishing Owner											
& Dark 🔆 Light 🖵 s	ystem				No dat	a found					

Receipts

A form that serves as confirmation that certain items have been received in the warehouse.

Note 1: Since a warehouse is required to create most elements, be sure to first create warehouses in Warehouse \rightarrow Warehouses.

Xcynera.	=						◎
☆ Home		Warehouse Receipts					+ Add
& Clients						-	
🖉 Documents	\sim	Number	dd.mm.yyyy.	Warenouse	status	Actions ==	
्रि) Products	\sim	0002-2025	03/13/2025	Automated Warehouse	PENDING	ı û	
🟦 Warehouse	^	0001-2024	06/20/2024	Primary Warehouse	PROCESSED		
Dispatch notes		Show 10				// / Page 1 of1)	
Receipts						(ruge 1 off / //	
Delivery notes							
Warehouse section	15						
🕅 Warehouses							
Settings	\sim						
🕒 Bulletins 😤 Report a bug							
MK Publishing Owner							
🕒 Dark 🔆 Light 📮 S	stem	Copyright © 2025					Cynera

Adding a new receipt

The receipts are located under Warehouse \rightarrow Receipts.

A new receipt is created by clicking the "+Add" button in the upper right corner. After selecting this option, an entry form will open, where the required fields must be filled in.

Note 1: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

Note 2: To select an item under "Add item", you must have a product created in Products \rightarrow Product and services

Product and services,

Note 3: Besides selecting an existing item, you can directly create a new product by clicking the "+Add product item" button.

Once you have entered all the necessary data, click the "Save" button.

Xcynera.	=										٢	泓
🔂 Home		Wareho New re	use / Receipts eceipt									
& Clients			Basic information				Additional inf	formation				
🖉 Documents	\sim		Supplier *		Warehouse *		Note					
Products	\sim		Select	~	Select	~						
🚔 Warehouse	^		Date * dd.mm.yyyy,:									
Dispatch notes												
🕒 Receipts											4	
Delivery notes			Receipt items						+ Add product it	em +	Add item	
Inventory notes			Manua		Quantita			Poles			=	
Warehouse section	ıs		Nulle		Quantity			File		Actions	_	
I Warehouses												
Settings	\sim											
🕒 Bulletins 볹 Report a bug												
MK Publishing Owner						No dat	a found					
💪 Dark 🌸 Light 📮 S	stem											

Delivery notes

A document used for sending products from the warehouse to a department or branch

Note 1: Since a warehouse is required to create most elements, be sure to first create warehouses in Warehouse \rightarrow Warehouses.

Xcynera.	=							0	泓
Home		Warehouse Delivery notes						+ A	Add
28 Clients									
🖉 Documents	\sim	Number	Date		Warehouse	Status	Actions	=	
(?) Products	~		da.mm.yyyy.	0					
Watehouse	~	0004-2025	03/04/2025		Primary Warehouse	PENDING	/ 1		
		0003-2025	03/04/2025		Primary Warehouse	PENDING	/ 🗊		
Dispatch notes							11 / Anna 11 att		
P Receipts		show IU					« (Page I off	7 11	
Delivery notes									
Inventory notes									
Warehouse section	i.								
Warehouses									
Settings	\sim								
D Bulletins									
MK Publishing Owner									
& Dark 🔆 Light 📮 Sys	tem	Copyright © 2025						c	Cynera

Adding a new delivery note

Delivery notes are located under Warehouse \rightarrow Delivery notes.

A new delivery note is created by clicking the "+ADD" button in the upper right corner. Selecting this option will open an input form where the required fields must be filled out.

Note: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

Example: Adding a new delivery note.

Once you have filled in all the required information, click the "Save" button.

Xcynera.	=							0	泓
Home		Warehouse / Delivery notes New delivery note							
& Clients		Basic information			Additional information				
🖉 Documents	\sim	Warehouse *	Date *		Note				
(2) Products	\sim	Select	♥ 04.03.2025	., 14:50 🗖					
😭 Warehouse	^	Approved by *	Received by *						
Dispatch notes		Select	Select	,					
Receipts								4	
Delivery notes		Delivery note items					+ Add ite	m	
Inventory notes		Manua	Quantita	Prince		Tabal		_	
Warehouse sectio	ns	Name	Quantity	Phee		Iotal	Actions	_	
Warehouses									
Settings	\sim								
🗅 Bulletins 😤 Report a bug									
MK Publishing Owner				No de	ta found				
& Dark 🔆 Light 📮 S	ystem								

Inventory notes

A record of a company's assets and liabilities on a specific date.

Note 1: Since a warehouse is required to create most elements, be sure to first create warehouses in Warehouse \rightarrow Warehouses.

Xcynera.	=							6	>
🟠 Home		Warehouse Inventory notes							+ Add
S Clients									
🖉 Documents	\sim	Number	Date dd.mm.vvvv.		Warehouse	Status	Actions	=	
(2) Products	\sim			-					
🛗 Warehouse	^	0004-2025			Cold Storage Warehouse	PENDING	1	Ŵ	
Dispatch notes		0003-2025			Automated Warehouse	PENDING	1	Û	
Receipts		0002-2025			Automated Warehouse	PROCESSED	1		
Delivery notes		0001-2025	01/23/2025		Archive Warehouse	PROCESSED	1		
Inventory notes		Show 10					« < Page 1	of 1 $> \gg$	
Warehouse section	ns								
🕅 Warehouses									
Settings	\sim								
🕒 Bulletins 😤 Report a bug									
MK Publishing Owner									
💪 Dark 🔅 Light 📮 S	ystem	Copyright © 2025							Cynera

Creating a new inventory note

The inventory notes are located under Warehouse \rightarrow Inventory notes.

Example: Adding a new inventory note

A new inventory note is created by clicking the "+Add" button in the upper right corner.

Before filling out the inventory note, a pop-up window will appear where you need to select a warehouse. By choosing a warehouse and clicking on "Save" button, the entry form will open.

Once you have entered all the necessary data, click the "Save" button.

Note: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

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die internet								
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			- •					
-				Conference Realities		-	/ 8	
C Instantions				Automatical New Yorks		_	2.8	
		Add new inventory n	ote					
		Warehouse *				_		
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#	Bas II						1 . Top 1 4	1.1.1
2 manual action								
2								
8 mm -								
() manual								
S April 199								
an opposing								
1.000 to an (\$10000)								
Xcynera. ≓	Warehouse / inventure							<u>ه</u> ک
Home	Edit inventure 0005-2025	PENDING						
& Clients	Basic information			Additiona	I information			
🖉 Documents 🔍 🗸	Warehouse *	Number		Note				
(f) Products \sim	Archive Warehouse	✓ 0005-3	2025					
🚔 Warehouse 🛛 🔿	Date							
Dispatch notes	04.03.2025, 14:53							
Receipts								<i>h</i>
Delivery notes	Inventory note item							
Inventory notes	intenery note term			10.10.1				-
Warehouse sections	Name	SKU	Quantity	updated quantity			Actions	-
Warehouses								
Settings								
🗅 Bulletins 😤 Report a bug								
MK Publishing Owner				No data found				
💪 Dark 🔆 Light 📮 System								

Warehouse sections

A list of sections that are organized to optimize storage, handling and distribution of products.

Note 1: Since a warehouse is required to create most elements, be sure to first create warehouses in Warehouse \rightarrow Warehouses.

Xcynera.	F						© %
Home		Warehouse Warehouse sections					+ Add
& Clients							
🖉 Documents	~	Name	Warehouse	Date updated dd.mm.yyyy.	Ð	Actions	1
Products Warehouse	~	Blabla	Cold Storage Warehouse	03/04/2025		1	
Dispatch notes		1/3	Automated Warehouse	02/05/2025		/ 0	
🖹 Receipts		1/3	Primary Warehouse	10/16/2024		0	
Delivery notes		1/2	Primary Warehouse	10/16/2024		1	
Inventory notes		1/1	Primary Warehouse	10/16/2024		Ø	
Warehouse section	s	Show 10				<pre>« < Page 1 of1 > ;</pre>	>
Warehouses							
③ Settings	~						
🗅 Bulletins 😤 Report a bug							
MK Publishing Owner							
🕒 Dark 🔅 Light 📮 Sy	stem	Copyright © 2025					Cynera

Adding a new warehouse section

The warehouse sections are located under Warehouse \rightarrow Warehouse sections.

Example: Adding a new warehouse section.

A new warehouse section is created by clicking the "+Add" button in the right upper corner.

Once you have entered all the necessary data, click the "Save" button.

Note: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!

									1.5
		Wantinger and large							-
2 mar		-		No.					
C Transit	1	-	Add warehouse sectior	1					
 Statement Statement 		-	Warehouse * Select Name *			~			
2		-	Notes				11		
1 ************************************	•	Res II			Cance	A Gave	$(\cdot,\cdot) = (-1) (\mu (t) - (-1) (t) (t) - (-1) (t) (t) (t) (t) (t) (t) (t) (t) (t) (t$	1.41.1	
0.000									
8 married									
1.00.100.00	-								

Warehouses

The Warehouse module in our IBP system provides a comprehensive solution for managing warehouse operations efficiently. In this submodule, you can see a list of all your warehouses.

Xcynera.	=										٢	沟
යි Home		Warehouse Warehous	ses								+	Add
E Clients												
10 Documents	~		Name	Address	City	Phone	Status	Date updated	Actions		≡	
() production								dd.mm.yyyy.				
Warehouse	~		Archive Warehouse	109 Greenfield Parkway	Dublin		ACTIVE	01/23/2025	1	1	ŧ.	
Dispatch notes			Automated Warehouse	345 Baltic Avenue	Gdansk		ACTIVE	01/23/2025	1	Û 8	i i	
🖹 Receipts			Cold Storage Warehouse	33 Mirage Way	Dubai		ACTIVE	01/23/2025	0	Û 8	ť.	
Delivery notes			Secondary Warehouse	Via Dante 42	Milan		ACTIVE	01/23/2025	0	Û 8	8	
Inventory notes			Primary warehouse	Ottis Street	New Hope		ACTIVE	10/16/2024	0	1		
Warehouse sectio	ns		Show 10					4	< Page	1 of 1	> >>	
Warehouses												
Settings	\sim											
Bulletins												
書 Report a bug												
MK Publishing Owner												
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Adding a new warehouse

A new warehouse is created by clicking the "+Add" button in the right upper corner.

Once you have entered all the necessary data, click the "Save" button.

Note: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!



HR Module

Employees

Employees are all individuals employed within a company.

Note: An employee does not have to be a user of the Cynera application. Defining employees is necessary only if data processing will involve their name (e.g. issuing a travel order, delivery note, etc.).

After successfully logging in with a username and password in the Cynera application, the user can select the module: $HR \rightarrow Employees$.

Xcynera	=								@ %
le vocuments	~	HR Employees						(+ A	dd employee
(2) Products	×								
@ Warehouse	\sim	Last name	First name	Email	Telephone	Job position	Employment type	Date updated Acti	ons
& HR	^							dd.mm.yyyy.	
& Employees		Alvarez	Diego	Diego.Alvarez@Example.Com	7874208402	Operations Manager	Full-Time	01/27/2025	
Evaluations		Nguyen	Chloe	Chloe.Nguyen@Example.Com	1728648201	Content Creator	Full-Time	01/27/2025	
Employment types		Moreau	Lucas	Lucas.Moreau@Example.Com	2847267424	UX Designer	Full-Time	01/27/2025	
Generate documen		Muller	Anna	Anna.Mueller@Example.Com	829742903	Product Manager	Full-Time	01/27/2025	
③ Settings	\sim	O'Connor	Liam	Liam.Oconnor@Example.Com	29742648201	Civil Engineer	Full-Time	01/27/2025	
Bulletins		Patel	Amara	Amara.Patel@Example.Com	837487210	Financial Analyst	Full-Time	01/27/2025	
්ඩ Project board		Tanaka	Hiroshi	Hiroshi.Tanaka@Example.Com	0922738201	Data Scientist	Full-Time	01/27/2025	
-		Garcia	Emma	Emma.Garcia@Example.Com	099876787	Graphic Designer	Full-Time	01/27/2025	
(3 Access		Smith	David	David.Smith@Example.Com	0995677652	Software Developer	Full-Time	01/27/2025	
😤 Users		Johnson	Sarah	Sarah.Johnson@Example.Com	09927374	Marketing Manager	Full-Time	01/27/2025	
😹 Report a bug		Show 10						≪ < Poge 1 of2	> >>
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Adding a new employee

By clicking on the "+Add employee" button on the previous screen, a new screen opens for adding a new user.

HR / Emplo Add em	oyees ployee		Cancel	🔒 Save
	Basic information			
	First name *		Last name *	
	OIB *		Emoil *	
	Telephone *		Date of birth *	
			dd.mm.yyyy.	•
	Address *		City *	
	Postal code *		Job position *	
	Work start date *		Work end date *	
	dd.mm.yyyy.		dd.mm.yyyy.	•
	Gross salary *		Employment type *	
	0		Select	~
	Office *			
	Select	~		
	Days off in current year		Number of days off used in the current year	

After entering the desired employee's information, you need to press the "Save" button.

Evaluations

The evaluations feature in our HR module provides a structured and transparent way to assess employee performance, track progress, and plan for the future development. This tool helps the HR team and managers to ensure continuous growth and alignment with company goals.

tions								
Employee name	Evaluator name	Comments	Raise amount	KPI achieved	Next KPI goals	Evaluation date	Next evaluation date	Actions
Anna Muller	Morgan.Kowalsky@Mailinator.Com	Anna Has A Talent For Aligning Product Features With Customer Needs. She Needs To Work On Reducing Feature Backlog Delays.	300.00	\bigotimes	Decrease Feature Backlog By 20% In The Next Quarter. Launch At Least 2 New Product Features Per Quarter.	01/27/2025	04/28/2025	
Hiroshi Tanaka	Morgan.Kowalsky@Mailinator.Com	Hiroshi is Excellent At Analyzing Complex Datasets And Delivering Actionable Insights. Occasionally, He Over-Complicates Presentations, Making Findings Harder To Understand.	400.00	×	Produce Monthly Reports With 95% Actionable Insights. Deliver 2 Workshops On Data Storytelling To Colleagues.	01/10/2025	07/10/2025	
Emma Garcia	Morgan.Kowalsky@Mailinator.Com	Emma Is A Highly Creative Designer Who Regularly Delivers Visually Compelling Content. However, Her Work Could Benefit From Better Alignment With Marketing Goals.	300.00	\oslash	Emma Is A Highly Creative Designer Who Regularly Delivers Visually Compelling Content. However, Her Work Could Benefit From Better Alignment With Marketing Goals.	01/13/2025	07/14/2025	
David Smith	Morgan.Kowalsky@Mailinator.Com	David Excels In Coding Efficiency And Debugging, Often Solving Complex Issues. However, He Sometimes Struggles With Cross-Team Communication.	400.00	\odot	Deliver 95% Of Development Tasks On Schedule. Facilitate At Least Two Team Workshops On Coding Best Practices.	01/10/2025	07/10/2025	

Employment types

The employment types feature ensures structured employee classification within the organization. This module allows HR teams to define different employment categories, making it a crucial prerequisite for adding a new employee to the system.

HR Employm	ent types			+ Add type
	Name	Date updated dd.mm.yyyy.	Actions	=
	Full-Time	02/03/2025		
	Show 10		« < Page 1 of	1 > >>

Creating a new employment type

By clicking on the "+Add type" button on the previous screen, a new screen opens for adding a new user.

HR / Empl Add typ	ayment types e	🔒 Save	Cancel
	Basic information		
	Description *		
			11
		🖨 Sav	P

After entering the desired information, you need to press the "Save" button.

Generating documents

The generate documents feature simplifies HR paperwork by allowing users to quickly create essential employee-related documents. With just a few clicks, HR teams can select an employee and generate the required document, ensuring efficiency and compliance.

How to generate a document

HR Generat	e Document			
	Liam O'Connor	~	015_redoviti_otkaz_zaposlenika	
	Generate document			

Choose an employee and a type of document and click on the "Generate document" button.

Settings

Preparation before first use of Cynera

Although you can start using Cynera immediately, certain settings need to be configured, and your business entity's data must be entered for optimal application functionality.

You should do this by following the instructions in the System Setup chapter and by adjusting the settings.

My Company

You can find this module at the beginning of the document in the "My Company" chapter.

Registry

Each company/trade is considered a payment device. This information is particularly important for users who require fiscalization.

After successfully logging in with a username and password in the Cynera application, the user can select the module: Settings \rightarrow Registry.

Xcynera.	=				© %
E) 2000110100		Settings Registry			+ Add registry
() Products	\sim	region y			
🛱 Warehouse	\sim	Mark	Office	Actions	=
③ Settings	^				
🗒 My company		Registryl	Main Office	/ 11	
Registry		XVI	Main Office	/ 1	
Diffices		Show 10		« < Page	1 of1 > >>
🚫 Tax groups					
Dashboard setting	IS				
Bulletins					
😢 Task management	\sim				
Access					
😤 Users					
器 Report a bug					
MK Publishing Owner					
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Adding new registry

By clicking on the purple "+Add registry" button on the previous screen, the screen for adding a new payment device opens.

Note: Before defining a new payment device, if it is not located in the primary (predefined) business location, a new business location must be entered.

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C Parlance							
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0.000	-						
1		August		600 - 1974 a		2.0	
\$ 1000		-	Create registry			/ 8	
2		Bas II	Mark *			1.100	Take 1
To the property			Office *				
8 1000000000			Select		~		
D manual					Cancel Save		
1. ************************************							
1							
8 mar - 1 m							
200.000							1000

After entering the desired payment device, it is necessary to click on the "Save" button.

Offices

Every company/business has a business location, whether it is a physical place (office, workshop, apartment, store, etc.) or an e-business location from which operations are conducted.

After successfully logging into the Cynera application with a username and password, the user can select the Offices module: Settings -> Offices

💢 cynera.	=									٢	沟
(F) population	-	Settings Offices								+ Add offic	се
() Products	\sim										
@ Warehouse	\sim		Label	Name	Country	Address	City	Telephone	Date updated	$_{\rm Actions}~\equiv$	
Settings	^								dd.mm.yyyy. 🗖		
🔄 My company			1	Main office	United States	110th Street	Hot Springs	+189964646	10/14/2024	/ û	
Registry			Show 10						« < Page	1 of1 > >>	
I Offices											
🚫 Tax groups											
Dashboard setting	gs										
Bulletins											
🈥 Task management	\sim										
Access											
龄 Users											
👫 Report a bug											
MK Publishing Owner											
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Adding a new office

By clicking on the purple "+Add office" button on the previous screen, the screen for adding a new business location opens.

Xcynera.	÷			<u>ه</u> کم
		Settings / Offices Create offices		Cancel 🖨 Save
Products Warehouse	~	Basic information		
Settings	^	Lobel *	Nome *	
My company		Telephone *	Country* Select	~
Gffices		Address *	City *	
🚫 Tax groups		Postal code *	Working hours *	
Dashboard setting Dashboard setting	s			
🕤 Jask management	\sim			G Save
Access				
参 Users 著 Report a bug				
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After entering the desired business location, it is necessary to click on the "Save" button.

Tax groups

Tax groups are taxes regulated by the laws of the Republic of Croatia. Cynera has two default tax groups that are automatically set for all users: VAT with a standard rate of 25% and zero rate with a 0% rate for users who are not in the VAT system.

After successfully logging into the Cynera application with a username and password, the user can select the Tax groups module: Settings -> Tax groups.

💢 cynera.	=				<u>مَ</u>
£ 2000110110		Settings			+ Add tax group
() Products	\sim	3 P.			
🗎 Warehouse	\sim	Name	Date created	Actions	=
Settings	^		dd.mm.yyyy.	٥	
🛄 My company		25%	10/14/2024	/ 1	
Registry		0%	10/14/2024	/ 0	
Offices		Show 10		\ll $<$ F	'age 1 of1 > ≫
🛇 Tax groups					
Dashboard setting	IS .				
🗋 Bulletins					
😥 Task management	\sim				
Access					
🖧 Users					
寄 Report a bug					
MK Publishing Owner					
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Adding a new tax group

By clicking on the purple "+Add tax group" button on the previous screen, the screen for adding a new tax group opens.

💢 cynera.	=			0	入入
El corrente	•	Settings / Tax groups			
() Products	\sim	U .			
🚔 Warehouse	\sim	Name *	Percentage *		
© Sottings			0		
(g) betangs	~	Valid since *	Note *		
🔛 My company		dd.mm.yyyy.	D		
Registry					
0ffices				🔒 Save	
🚫 Tax groups					
Dashboard settings					
Bulletins					
😢 Task management	\sim				
Access					
绘 Users					
器 Report a bug					
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After entering the desired tax group, it is necessary to click on the "Save" button.

Dashboard settings

Dashboard settings allow users to customize their dashboard by selecting which information and widgets they want to see upon logging into the app. Users can enable or disable specific options based on their preferences, ensuring a personalized and streamlined experience. Changes made in this module will immediately reflect on the dashboard, helping users focus on the most relevant data for their workflow.

Xcynera.	=				© %
E contraints	÷	Settings Dashboard			Save
(?) Products	\sim	General settings			
Warehouse Settings	~	Table page size	10		
🔢 My company		Widgets settings			
Registry		Unpaid incoming invoices	0	Unpaid outgoing invoices	0
D Offices		Total issued invoices	0	Total paid invoices	0
Tax groups Dashboard setting		Total unpaid invoices	0	Total issued realized offers	0
Bulletins		Bulletins	0	Top buyers	0
🔗 Task management	\sim	Products per client	0	Products per year	0
Access		Products per warehouse	0		
绘 Users					
贵 Report a bug					
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Bulletins

Bulletins allow users to create and display important notifications on the dashboard for all users. This module is designed for sharing critical updates, announcements, or reminders, ensuring that key information is easily accessible to everyone upon logging in. Bulletins help improve communication and keep users informed about important events, changes, or urgent messages within the system.

Xcynera.	=							6	》
🛆 Home		Bulletins Bulletins						+ New b	oulletin
Clients		Name	Date created		Date updated		Actions	≡	
() Products	~		dd.mm.yyyy.	۰	dd.mm.yyyy.	٥			
🛱 Warehouse	\sim	Holiday ahead!	12/11/2024		12/11/2024		1	Ì	
Settings	\sim	Great News!	10/16/2024		10/16/2024		/	Ì	
Bulletins		Day off	10/15/2024		10/15/2024		/ 0	D	
😥 Task management	~	Show 10					« < Page	1 of 1 > \gg	
Access									
绘 Users									
贵 Report a bug									
MK Publishing Owner									
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Adding a new bulletin

By clicking on the purple "+New bulletin" button on the previous screen, the screen for adding a new bulletin opens.

After entering the desired bulletin, it is necessary to click on the "Save" button.

Task management module

The Task management module in the Cynera provides a structured and efficient way to organize and track work across projects. Like any other task management tools, this module allows users to create projects, assign tasks, set deadlines and monitor progress.

;xcynera. =			٢	泓
☆ Home	Bulletings Add bulletin			
S Clients	New bulletin			
${igside C}$ Documents ${}{}{$				
\bigcirc Products $~~\checkmark$		Cancel	🗟 Save	
$\widehat{\square}$ Warehouse \lor	Title *	Access groups		
\odot Settings \checkmark		Select	~	
Bulletins	Content *			
😥 Task management 🛛 🗸				
Access				
终 Users				
		h		
	⊖ Sove			
酱 Report a bug				
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Access Module

Access allows users to create and manage groups to control which information and modules specific users/employees can view or modify. Within this module, owner can define access permissions by assigning individuals to groups and determining whether they can only view certain modules or have the ability to make changes. This ensures a secure and organized way to manage user roles and access levels within the system.

Xcynera.	=					@ %
습 Home		Accesses				
Se Clients		Access groups +				🖨 Delete 🛛 🖨 Save
Documents	~	HR	Warehouse Document	Read Write	Warehouse	Read Write
(y) Products	~	Finance	Task Management	Read Write	Employee	Read Write
Settings	~	Nexa default access group	Bulletin	Read 💽 Write 💽	Company Users	Read Write
Bulletins			Company	Read Write	Blockchain	Read Write
😢 Task management	*		Product	Read Write	Offer	Read Write
Access			Invoice	Read Write	Client	Read Write
S Users			Access	Read Write		
			Users			Add user to group
B Report a bug MK Publishing Owner © Dark (* Light)	ystem					

Adding a new access group

By clicking on the purple "+" button on the previous screen, the screen for adding a new bulletin opens.

Accesses	
Access groups	+
HR	
Management	
Finance	
Nexa default access group	

By clicking on purple "+" button, a new field is shown where user can name a new access group. After naming the new access group and choose the access options, user should click on "Save" button.

Accesses				
Access groups	Name			Delete Save
Unnamed Group HR	Warehouse Document	Read 🕒 Write 🌒	Warehouse	Read 🕚 Write 🌒
Management	Task Management	Read Write	Employee	Read Write
Finance	Bulletin	Read Write	Company Users	Read Write
Nexa derauit access group	Company	Read Write	Blockchain	Read Write
	Product	Read Write	Offer	Read Write
	Invoice	Read Write	Client	Read Write
	Access	Read Write		
	Users			Add user to group

After saving a new access group, owner can now add users to that group by click on the "Add user to group" button.

Add users		
Users		
Select users		~
	Add users	Cancel

After choosing one or multiple users, you need to click on "Add users" button.

Users

Users are all individuals who will use the e-Ured application within a company. The primary user is automatically created during the registration and activation of the Cynera application.

After successfully logging into the Cynera application with a username and password, the user can select the Users module to view currently active users for a specific business entity: Settings -> Users.

Xcynera.	=									¢	多落
☆ Home		Users								+ No	w user
& Clients			ID	Name	Last name	Role	Status	Date updated	Deleted	Actions =	
🖉 Documents	\sim							dd.mm.yyyy.			
(2) Products	\sim		333332225546698	Jason	Newstead	USER	ACTIVE	10/15/2024	\bigotimes	1 1	
m Warehouse	×		10114455578454635	МК	Publishing	OWNER	ACTIVE	02/03/2025	\bigotimes		
Bulletins			Show 10						« < Page	1 of 1 $>$ \gg	
🔗 Task management	\sim										
Access											
🕸 Users											
Report a bug											
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Adding a new user

By clicking on the purple "+ New user" button on the previous screen, the screen for adding a new user opens.

							8 X
							1.000.000
1			New user			-	 and it
Statements			Name *	Sumame *		····· ··· ··· ··· ··· ··· ··· ··· ···	
C Property		_	Name	Surname		-	
			E-mail *	Password *		-	
		104003040	E-mail	Password		and the second	
		100	Phone number *	Personal identification number *			1000
			Phone number	Personal identification number	er		
E in reason			Notes				
1.			Note				
						4	
					Cancel 🛛 🖨 Save		
B. Hanning	-						
· ···							
1.00.100.0	-						

After entering the desired user, it is necessary to click on the "Save" button.