LUMEN SPEI

2025

USER MANUAL

Table of Contents

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

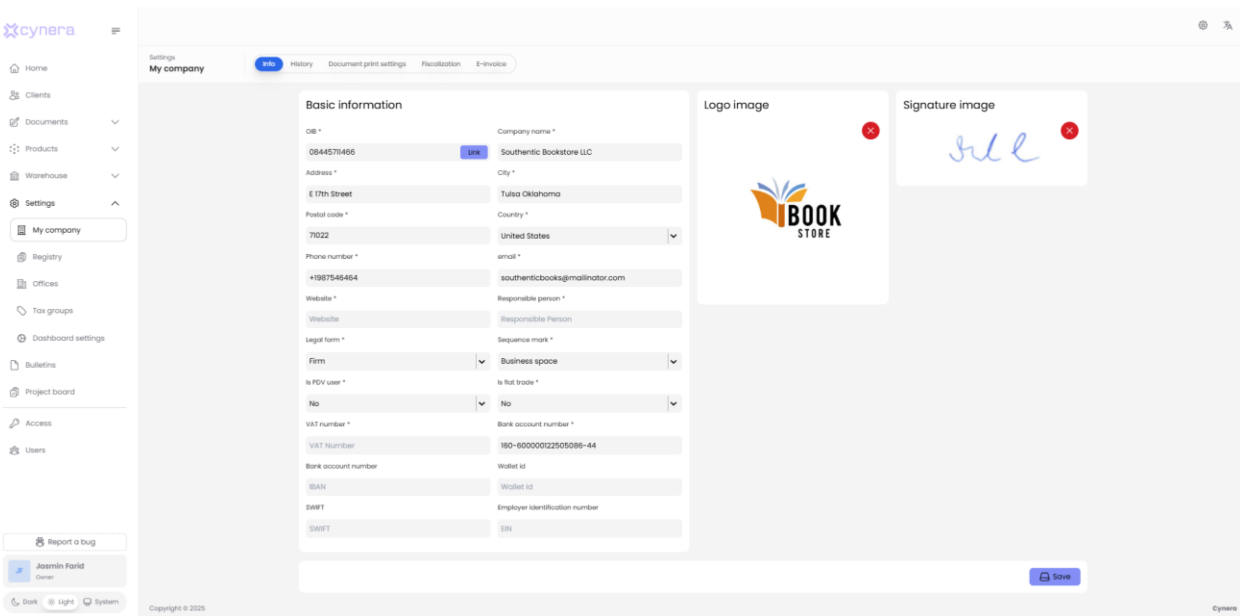
The Core Module provides your business with essential tools for everyday operations - easy invoicing (multi-currency), clear financial overviews, automatic customer card generation, streamlined company info, and organized product and service catalogs. It's designed to simplify financial tracking and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



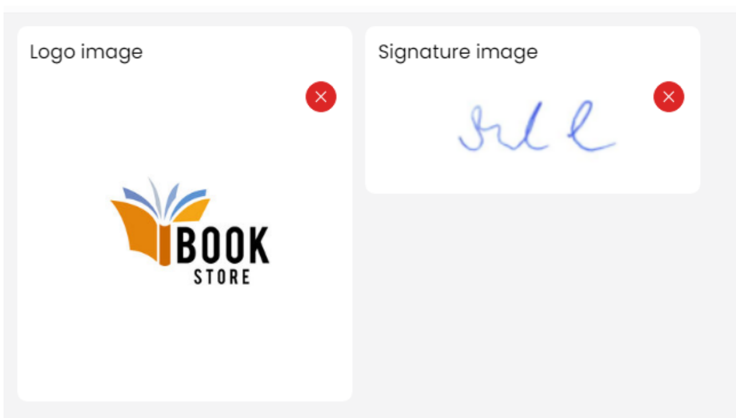
On this page, we can input the company information as follows:

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. <u>Address</u> - 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

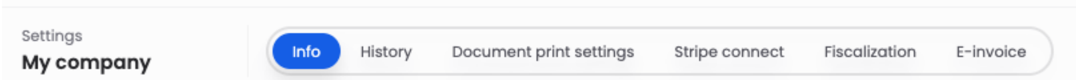
6. Country - under this dropdown you should choose the country where your company is based.
7. Phone number - where you add your company business phone number
8. Email - an email which your company uses regularly.
9. Website - URL for the company website
10. Responsible person - this is the place for the responsible person for the company (usually CEO)
11. Legal form - this is where you define whether your company operates as a Firm, Turnover or an independent activity.
12. Sequence mark - 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. SWIFT - 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.

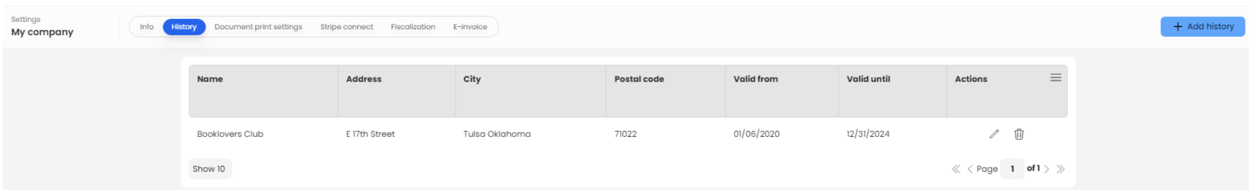


Under My company card, users can find a top navigation bar with multiple additional settings for the company. Info is preselected the first time you arrive on the My company page.



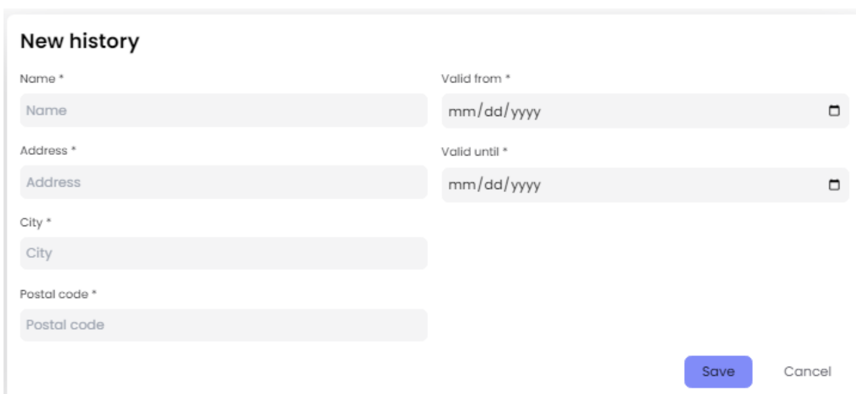
History

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.



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 button is for editing the existing history record, while 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:

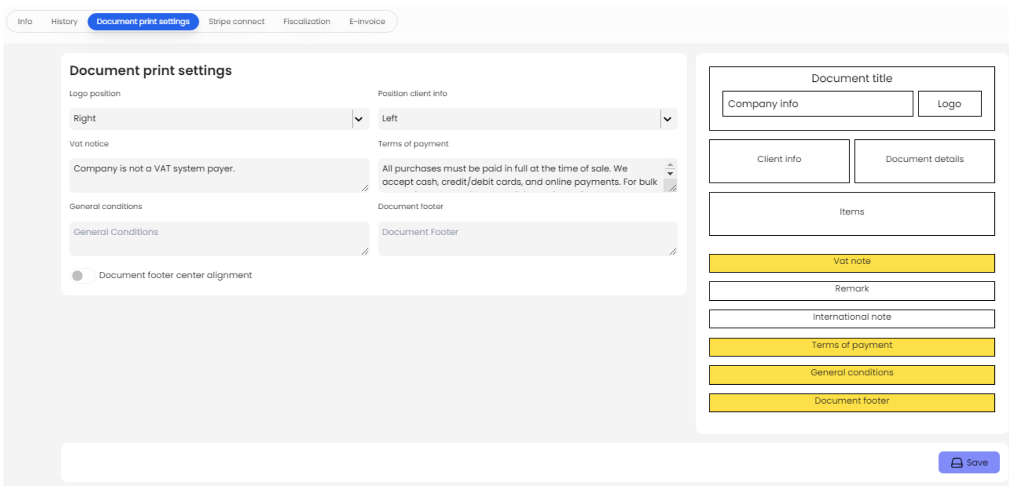


On this form, you can record the newest changes in your company information (Name, address, city, postal code). The information on the right side of this screen is from which date is this change going to be taken into action (Valid from), and if this change has a date until it's valid, it is added in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



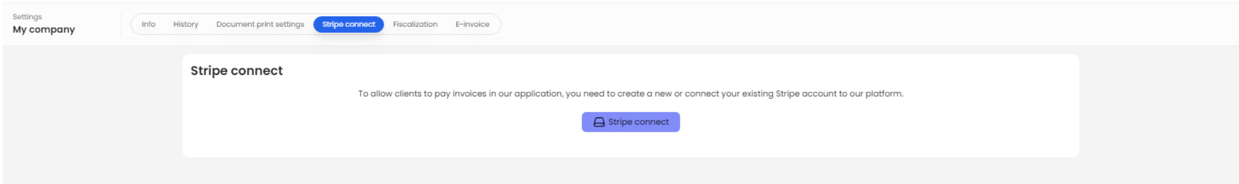
1. Logo position – defines whether your company logo will be printed on the left or right side of the document. Also, Company info will automatically be changed to the opposite side of where you chose the logo to be.
2. Position client info – defines whether client information will be displayed on the 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.

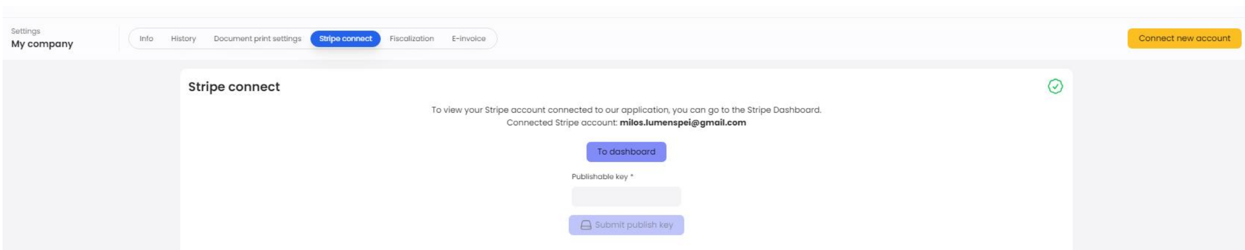
Stripe connect

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.



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:



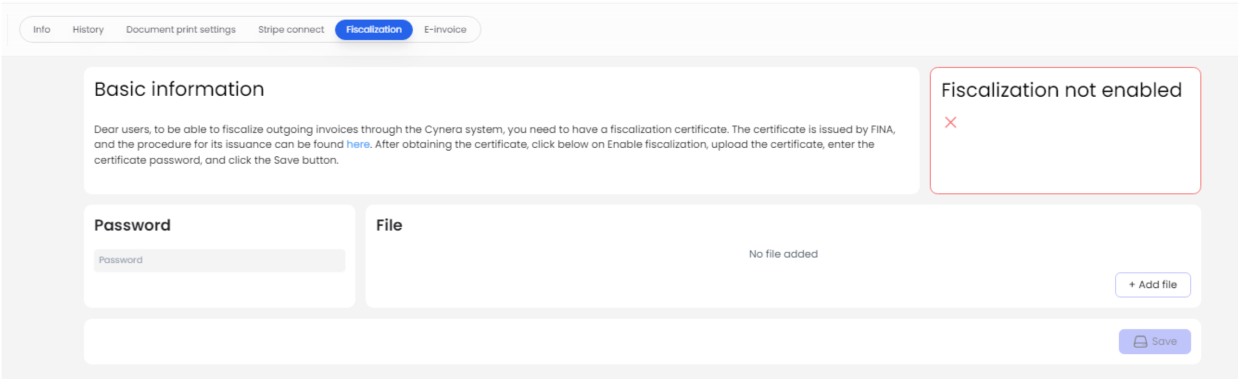
In order to receive payments, Cynera will need your publishable key, so that every payment will be transferred directly to your Stripe business account. Once you have uploaded the Publishable key from your Stripe account, you will be able to receive payments from other Cynera users. Also, there are two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

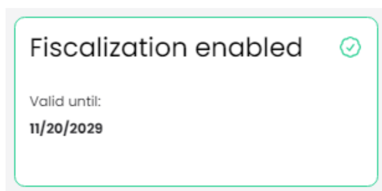
Fiscalization

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



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.

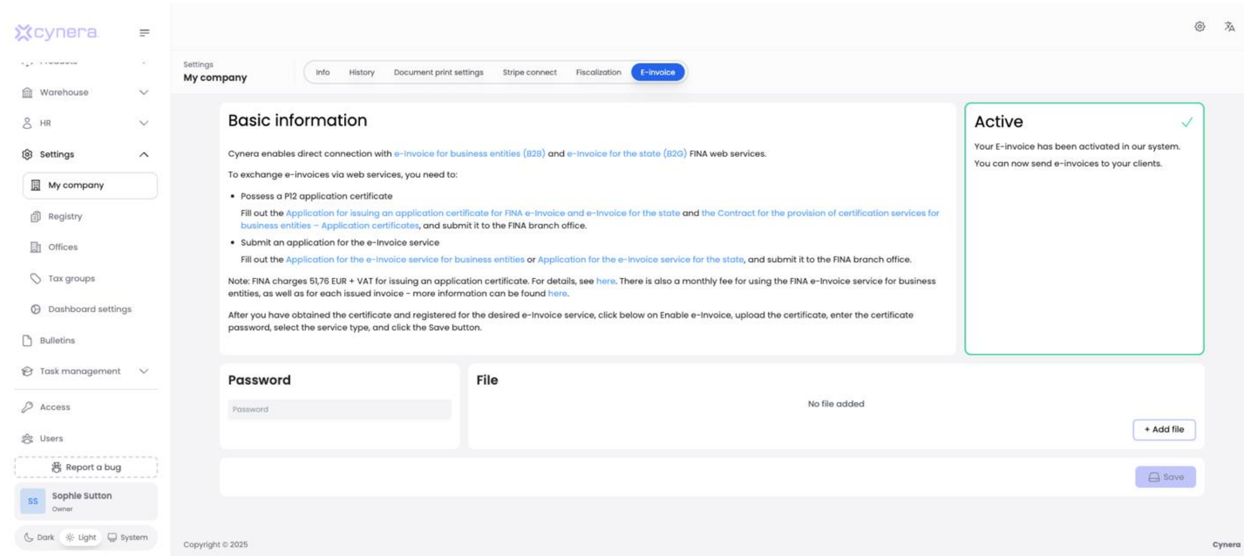
In order to activate your fiscalization, you need to upload your FINA certificate by clicking on + Add file in the File section (bottom right corner). A file that is required in this field has an extension .p12 or Personal Information Exchange. After uploading the certificate, you will need to input 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.



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

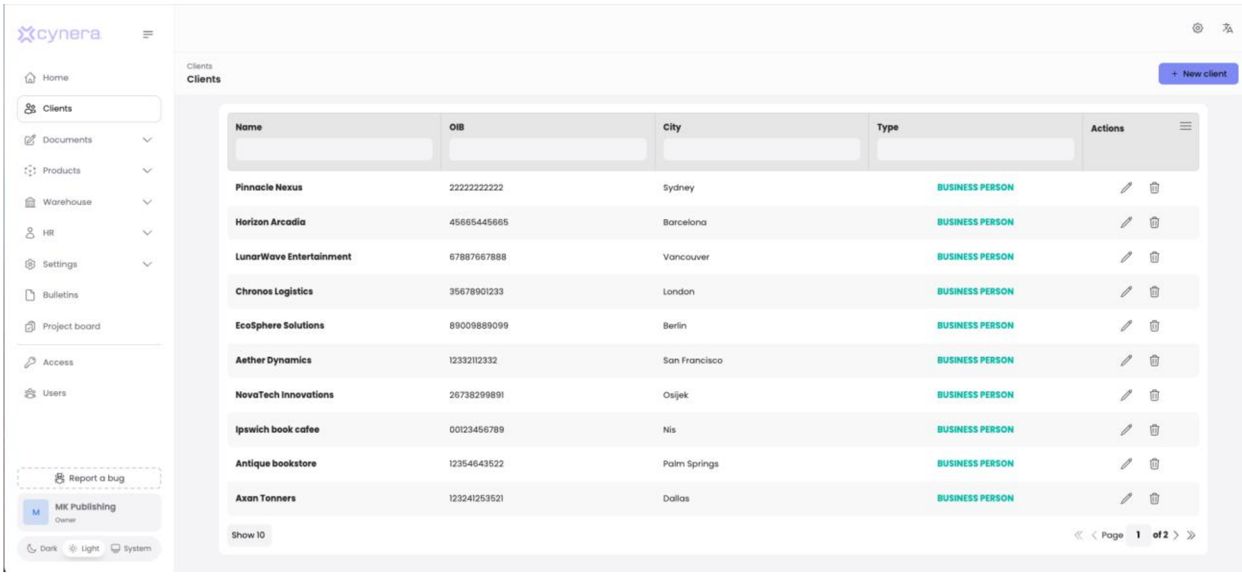
e-Invoices are the modern form of invoices that do not require physical printing to be valid, as they are issued digitally. Given this, it is possible to send and receive invoices digitally, as well as create receipts.



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.

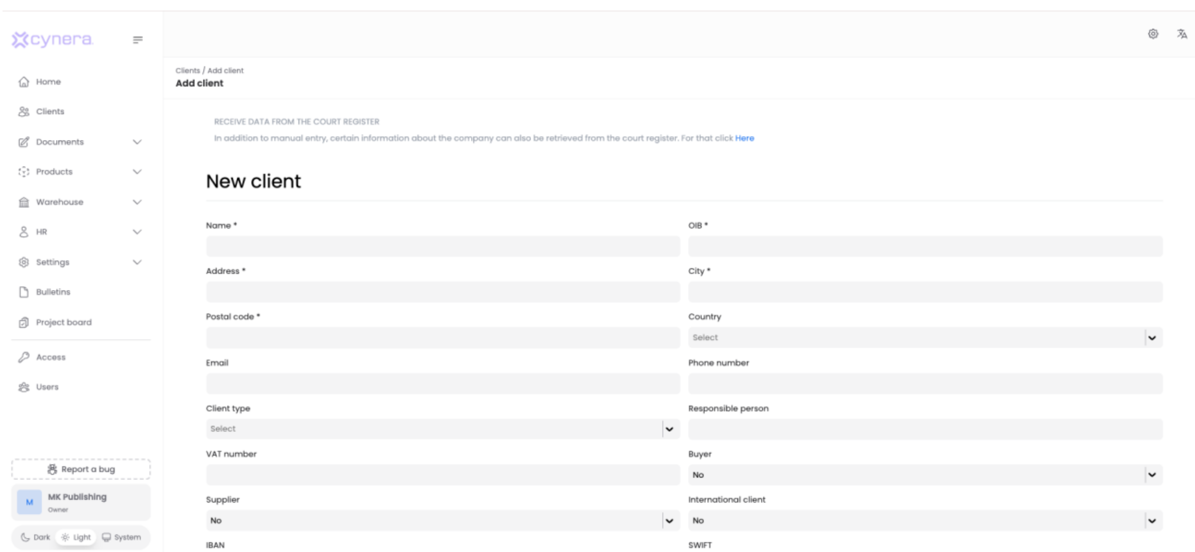
Clients Module

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.



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.

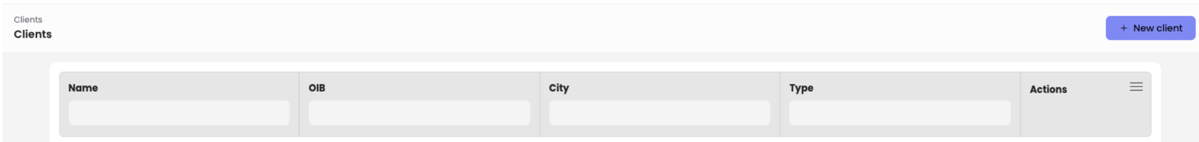


After filling out all of the required fields, you need to press the “Save" button to save all the data.

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.



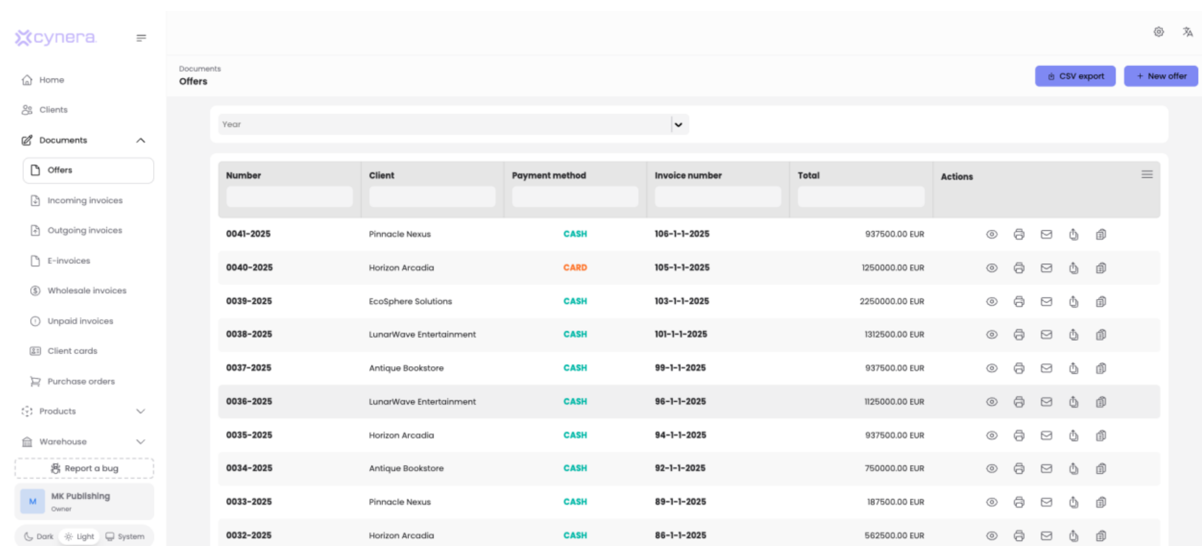
Documents Module

Offers

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

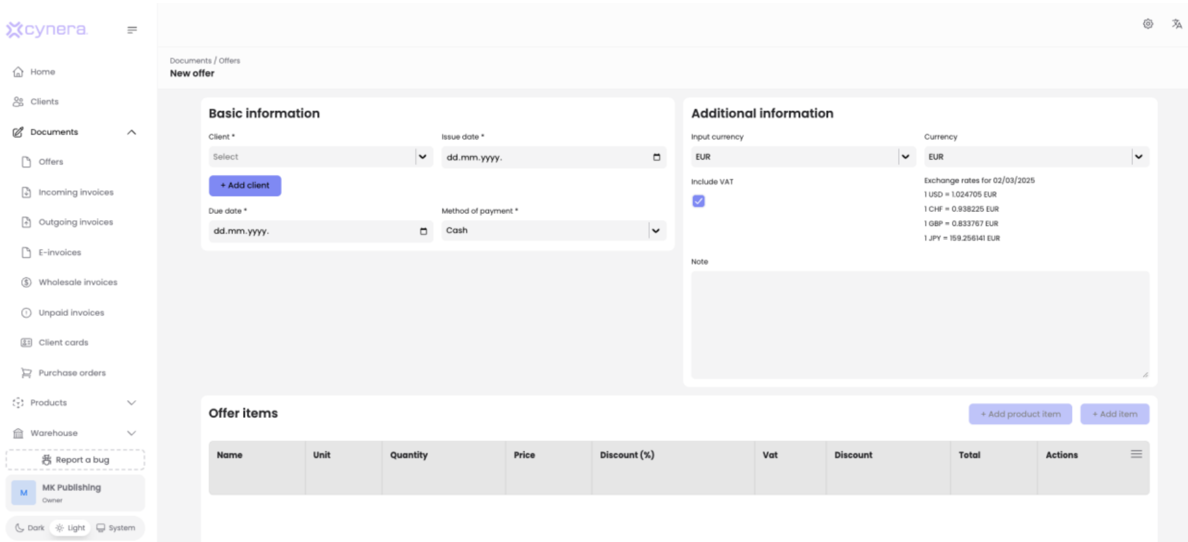
After successfully logging into the Cynera application with a username and password, the user can select the module Documents –> Offers

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

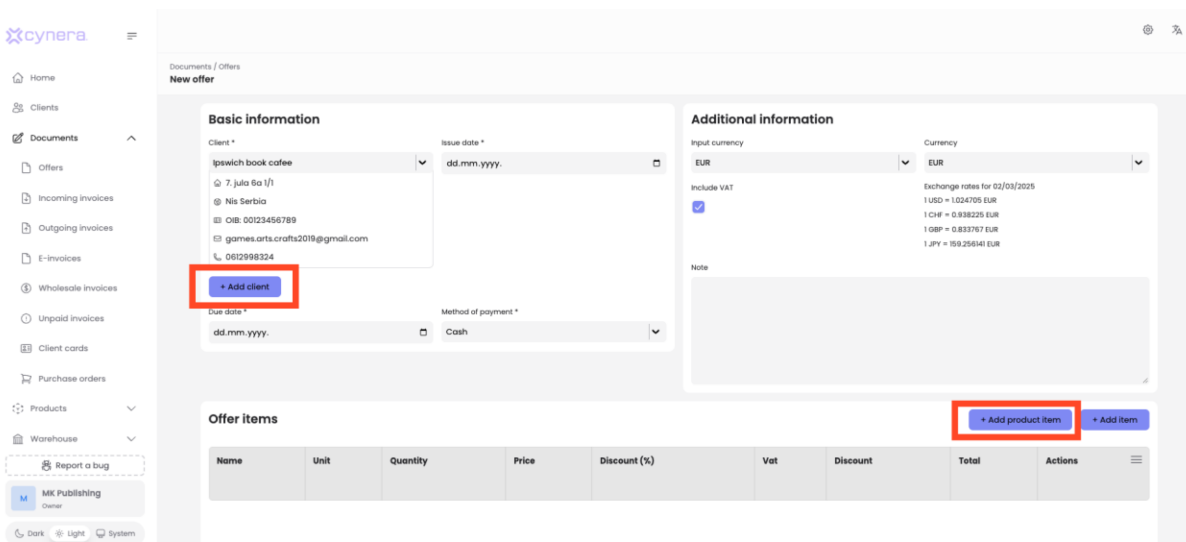


Creating a new offer

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.



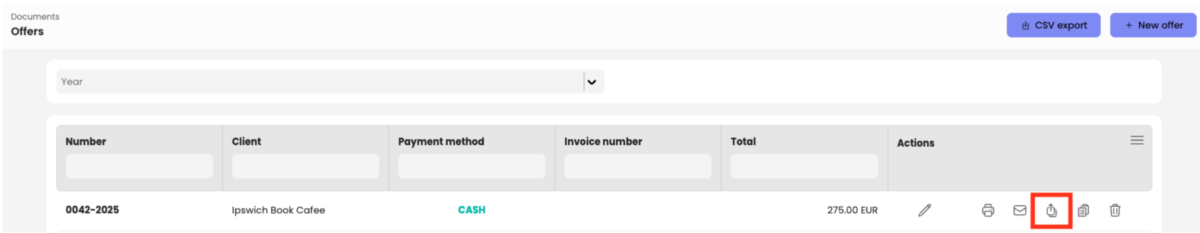
*Note 1: Fields marked with an asterisk (*) are mandatory. If they are not entered, it will not be possible to complete the offer creation process!
*Note 2: When filling in the "Client" and "Items" fields, it is possible to directly enter a new client and new item by clicking the "+Add client" and “+Add product item” button.



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

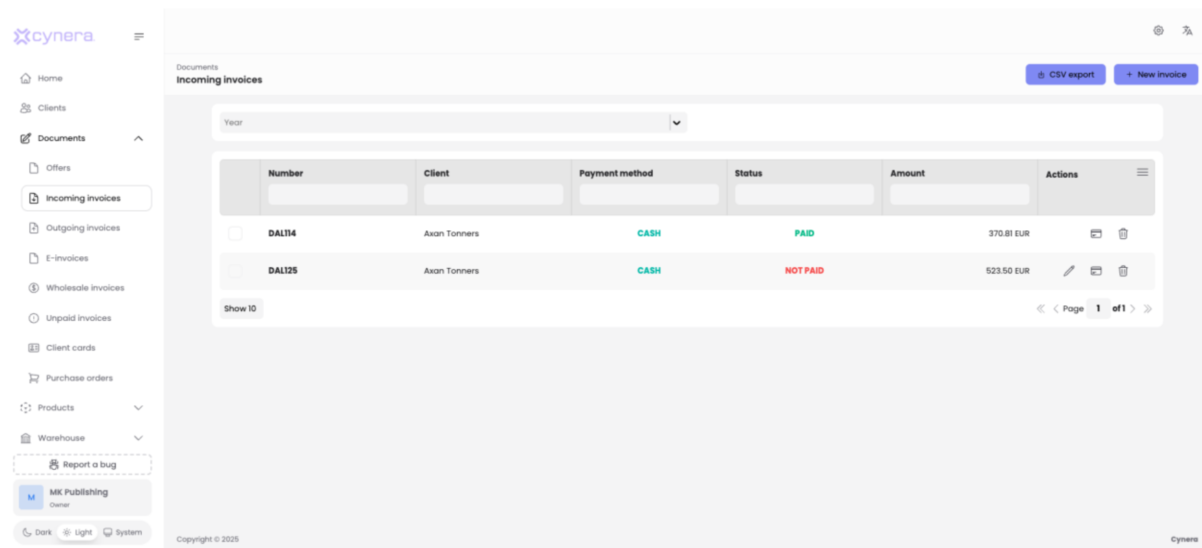
In the "Offers" module, the user has the option to create an outgoing invoice based on an already created offer.



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..



Creating a new incoming invoice

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

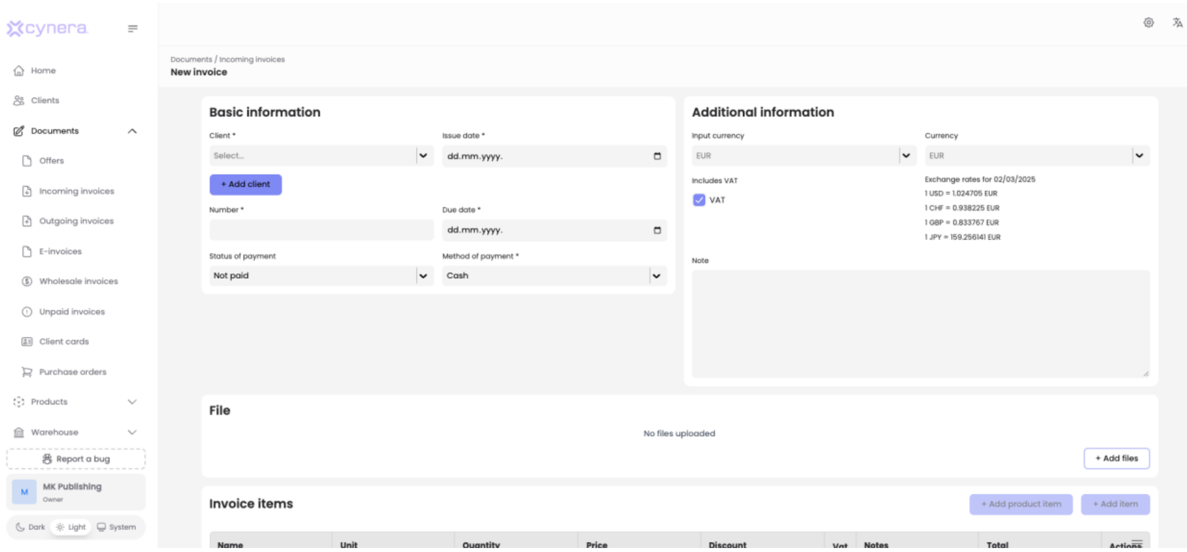
Upon selecting this option, an entry form will open where all required fields must be filled in.

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.

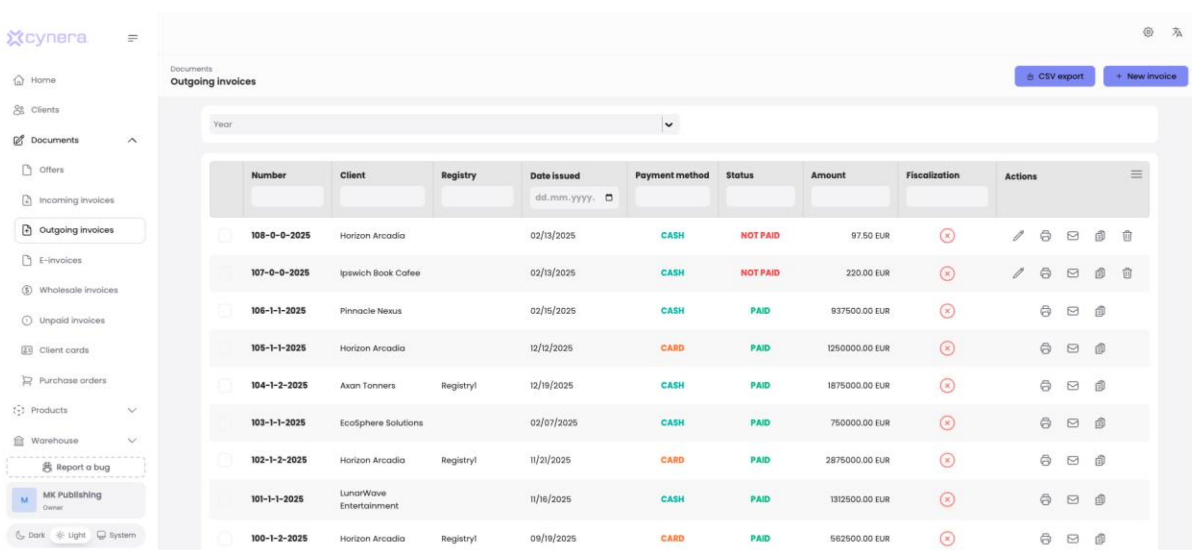
Once all the necessary data is filled in, click the “Save” button.



Outgoing invoices

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

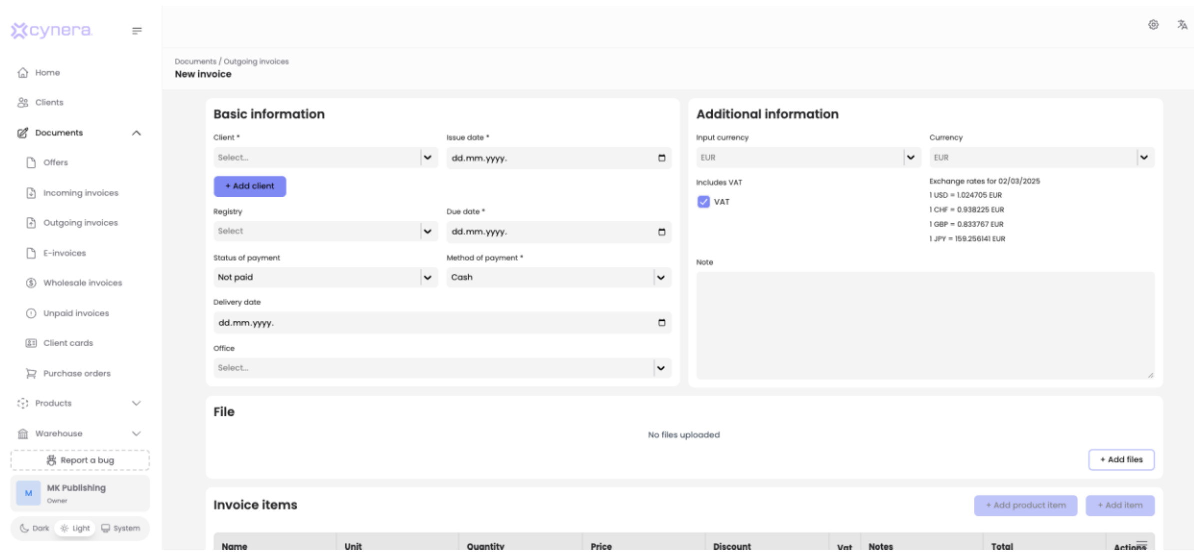
Upon selecting the module, a table will be displayed containing a list of all outgoing invoices created within the Cynera.



Creating a new Outgoing invoice

A new 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.

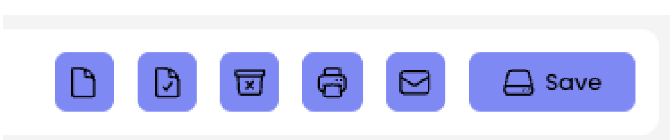
Note 2: When filling in the “Client” and “Items” fields, it is possible to directly enter a new client and a new item by clicking on the "+Add client" and “+Add product item”.

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

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

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

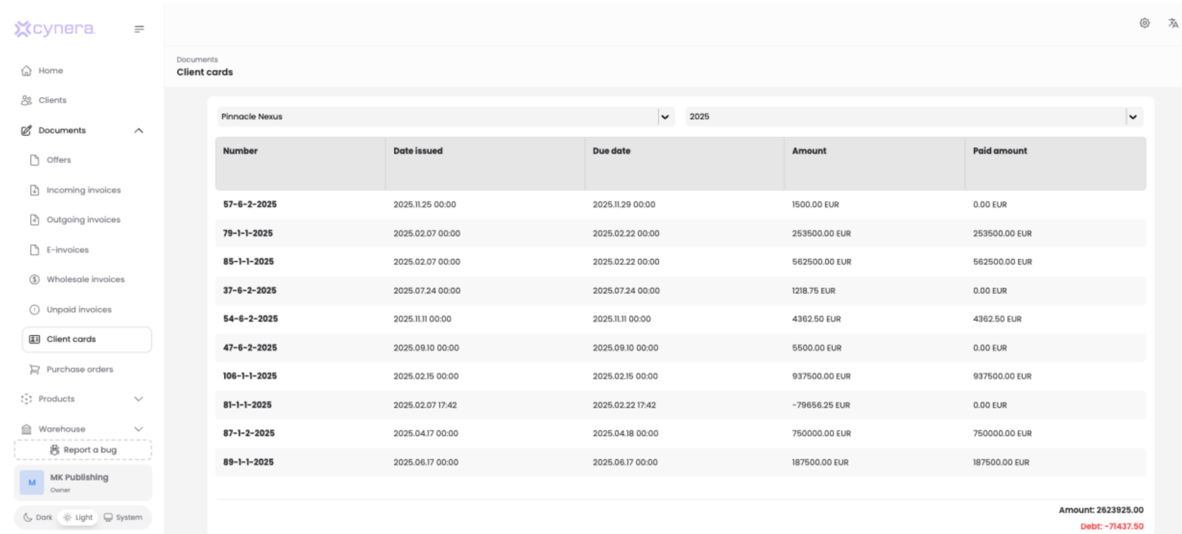
After defining the input parameters for the normal operation system (see the setup chapter), the user is able to work with invoices.

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

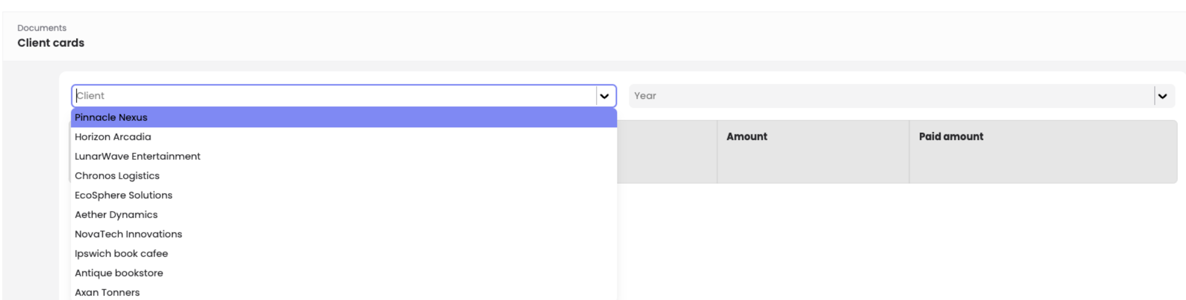
After successfully logging in with a username and password within the Cynera application, the user can select the module Documents → Client cards.



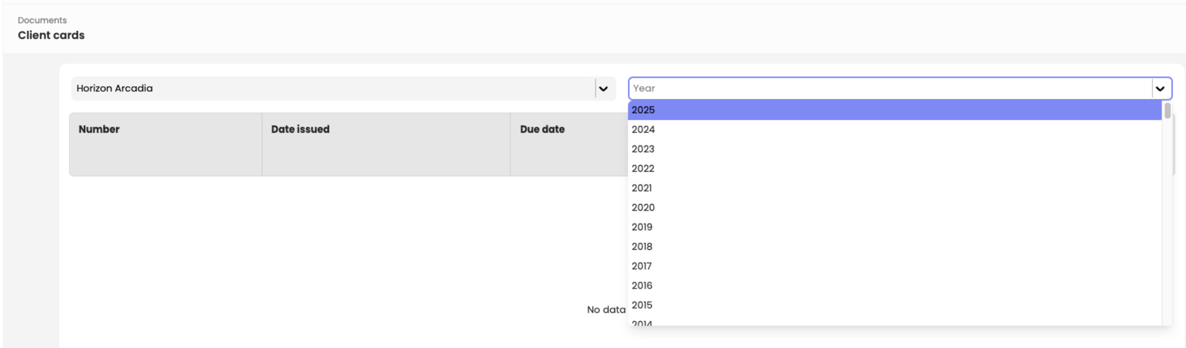
Upon selecting the module, two input fields will be displayed. One field is for searching the company for which the Client card is to be displayed, and the other is for selecting the year to view the transaction history.

Selecting a client

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



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



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.

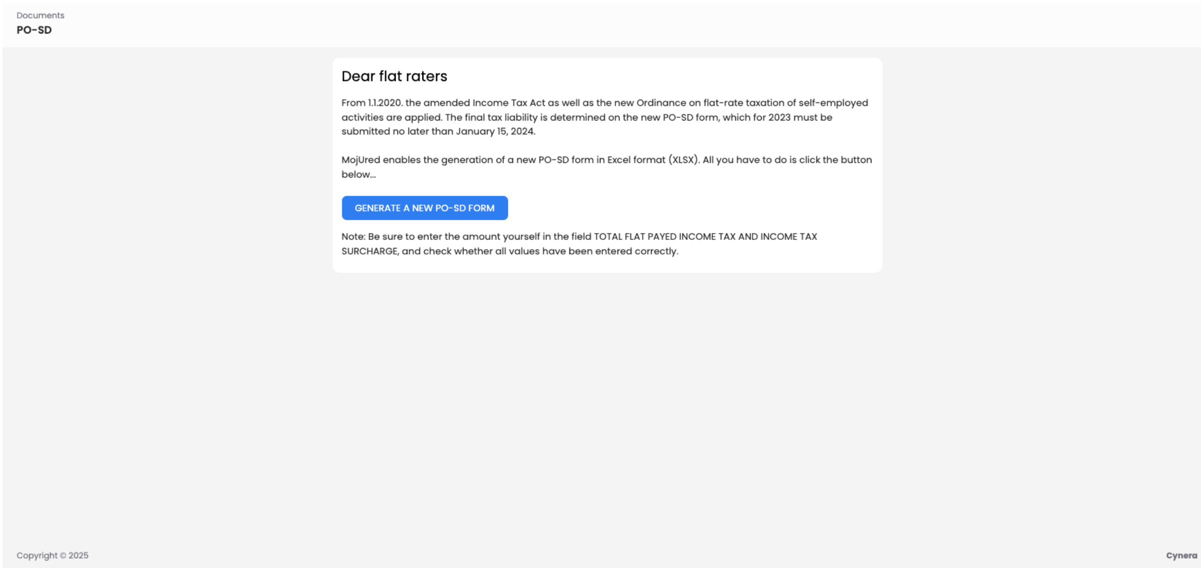
After successfully logging in with a username and password in the Cynera application, the user can select the module Documents → PO-SD.

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 → 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

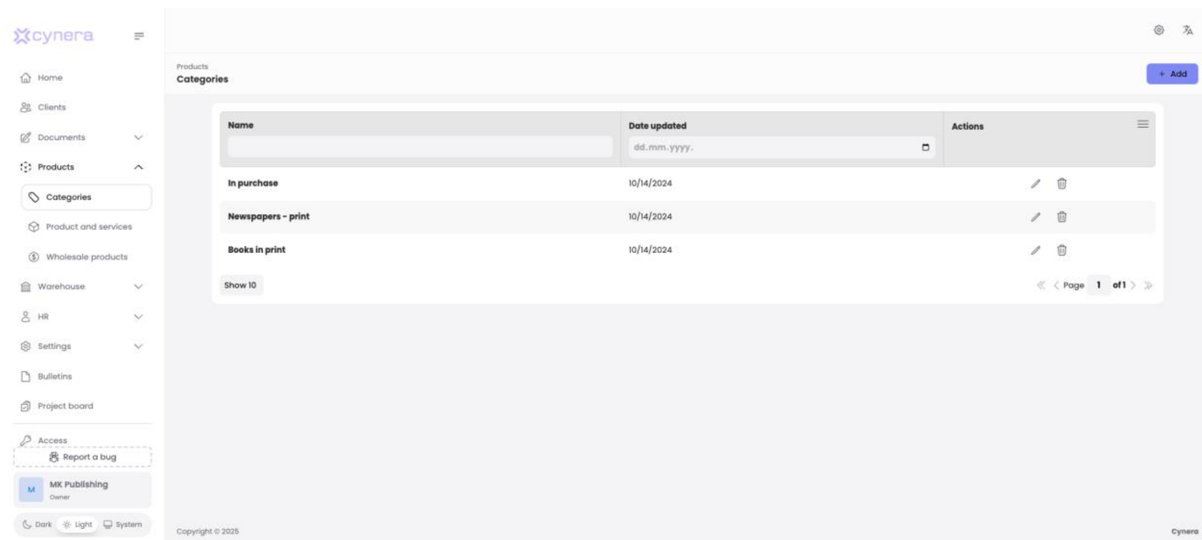
For the system to function properly, it is also necessary to enter product categories within the corresponding registers.

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

Categories

Products → Categories

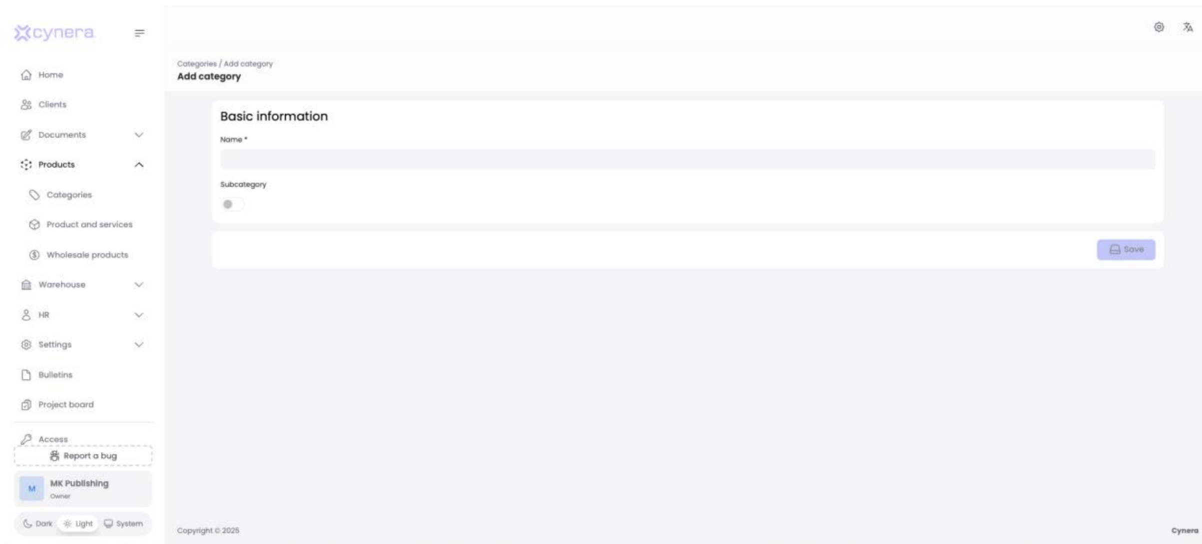
Product categories are used for easier organization of the assortment offered by the company/trade.



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.

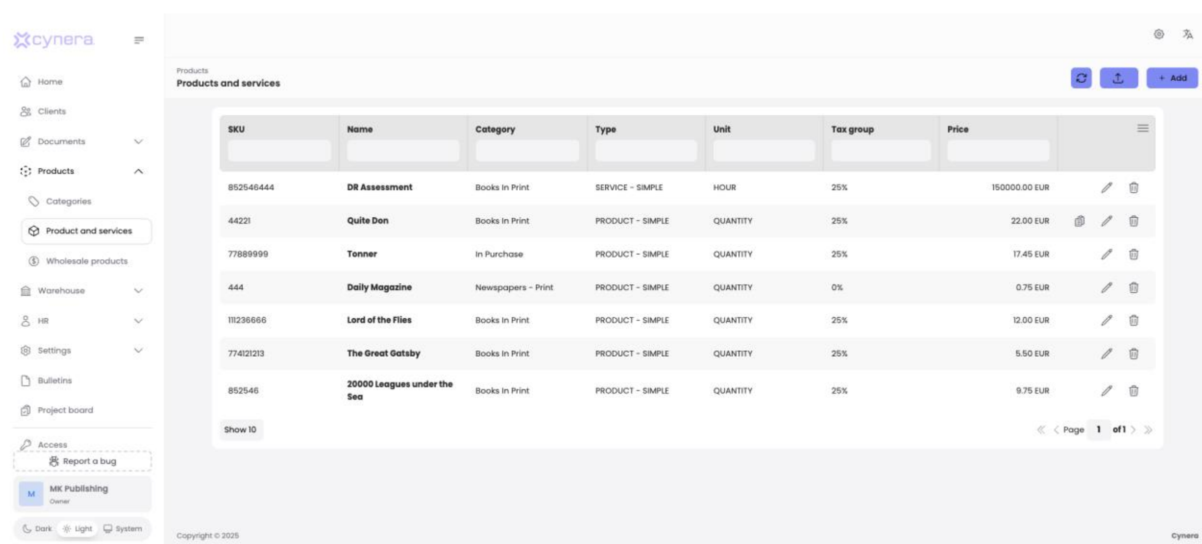
After entering the desired category name, you need to click the “Save” button.



Products and services

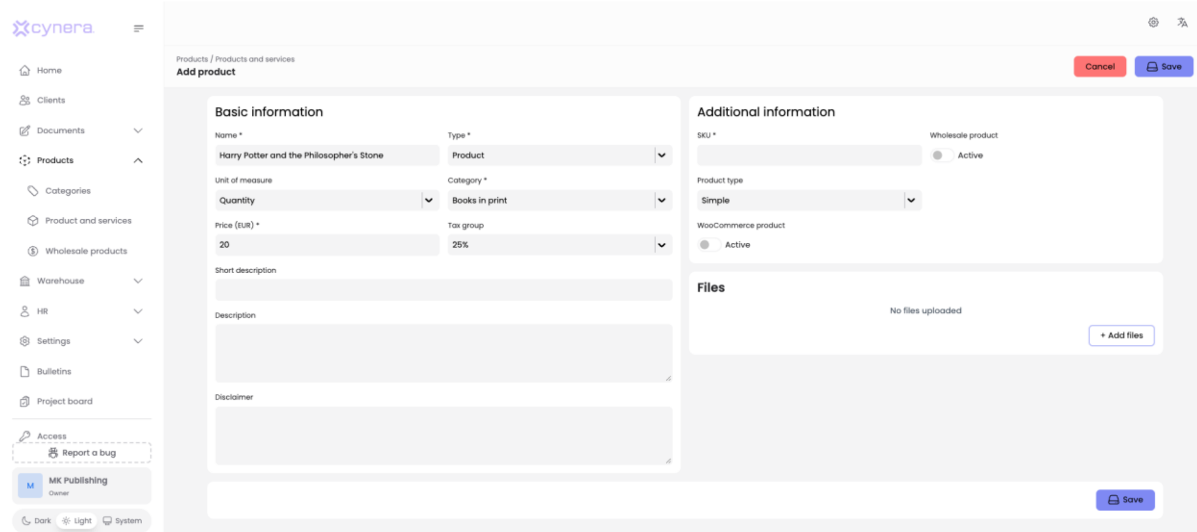
Products → Products and services is one of the essential elements that need to be defined before processing documents within the Cynera application.

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



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

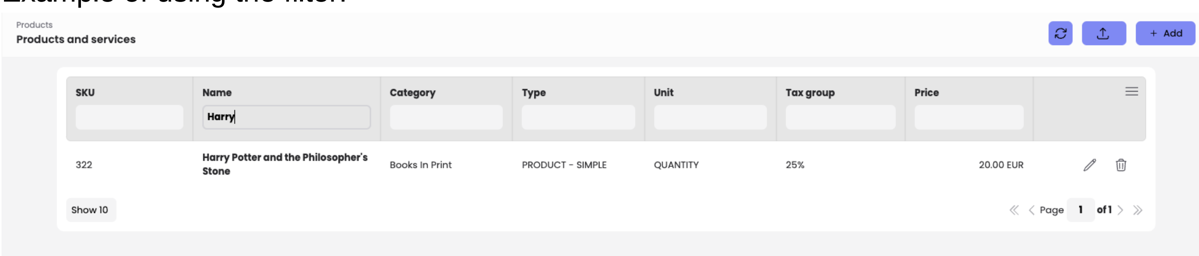
Once you have filled in all the required information, click the “Save” button.



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.

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

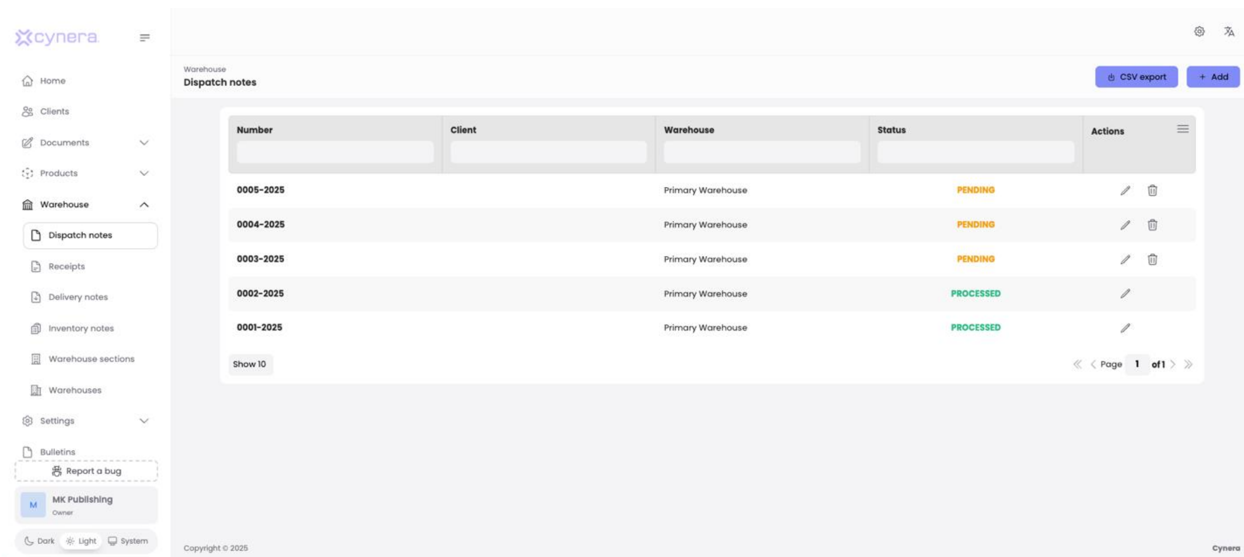
- Delivery notes - A document used for sending products from the warehouse to a department or branch
- Inventory notes - A record of a company's assets and liabilities on a specific date
- Warehouse sections - A list of sections that are organized to optimize storage, handling and distribution of products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



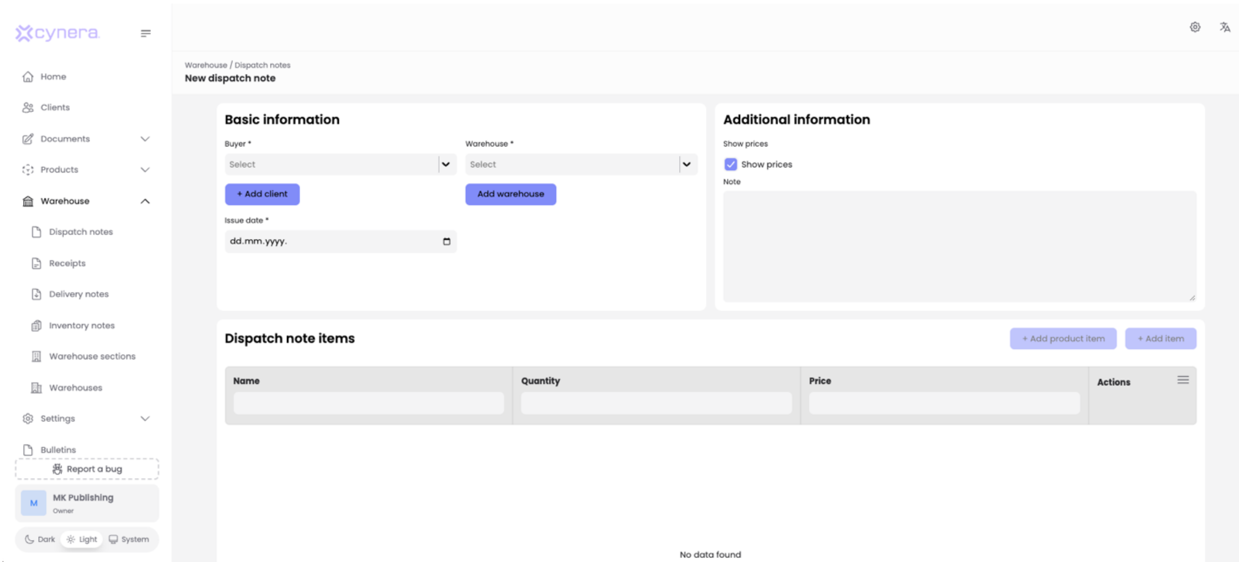
Creating a new Dispatch note

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

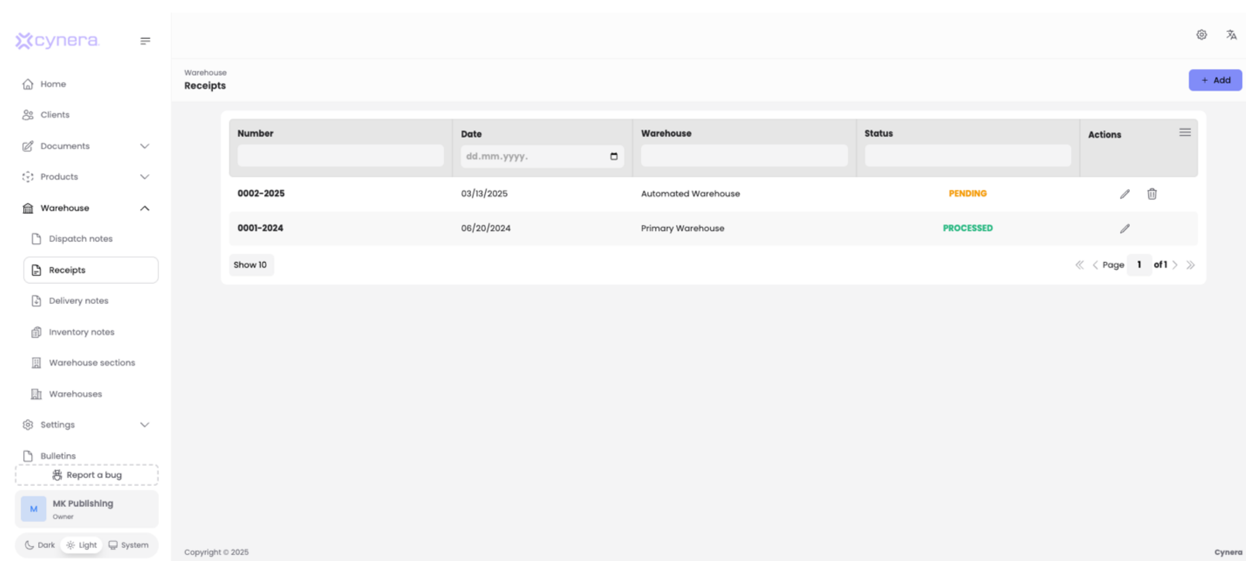
Once you have entered all the necessary data, click on the "Save" button.



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 → Warehouses.



Adding a new receipt

The receipts are located under Warehouse → Receipts.

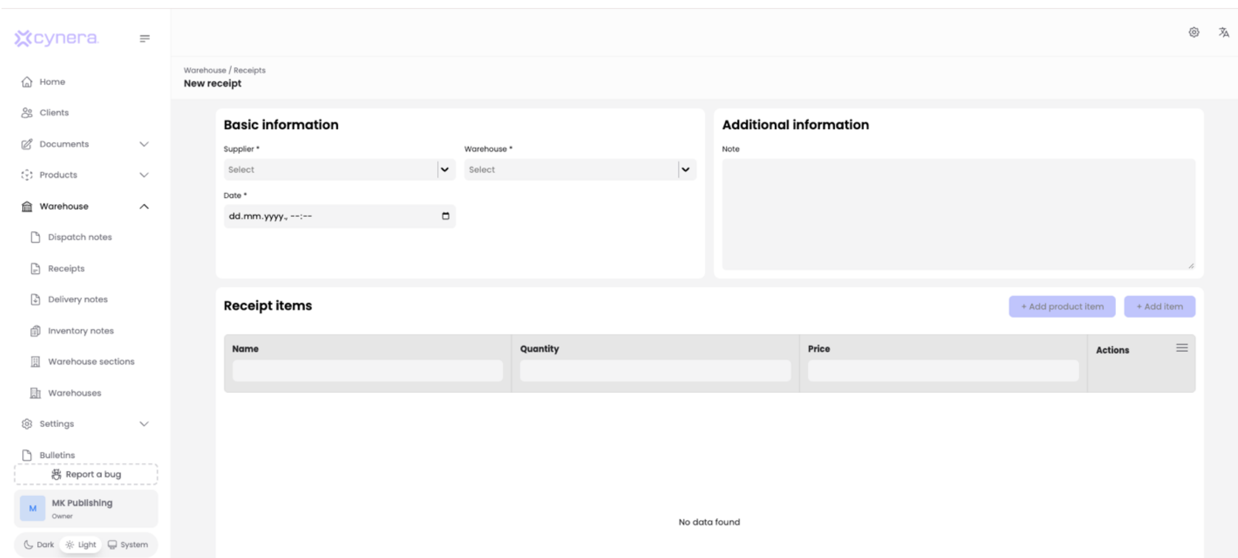
A new receipt is created by clicking the “+Add” button in the upper right corner. After selecting this option, an entry form will open, where the required fields must be filled in.

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 → Product and services,

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

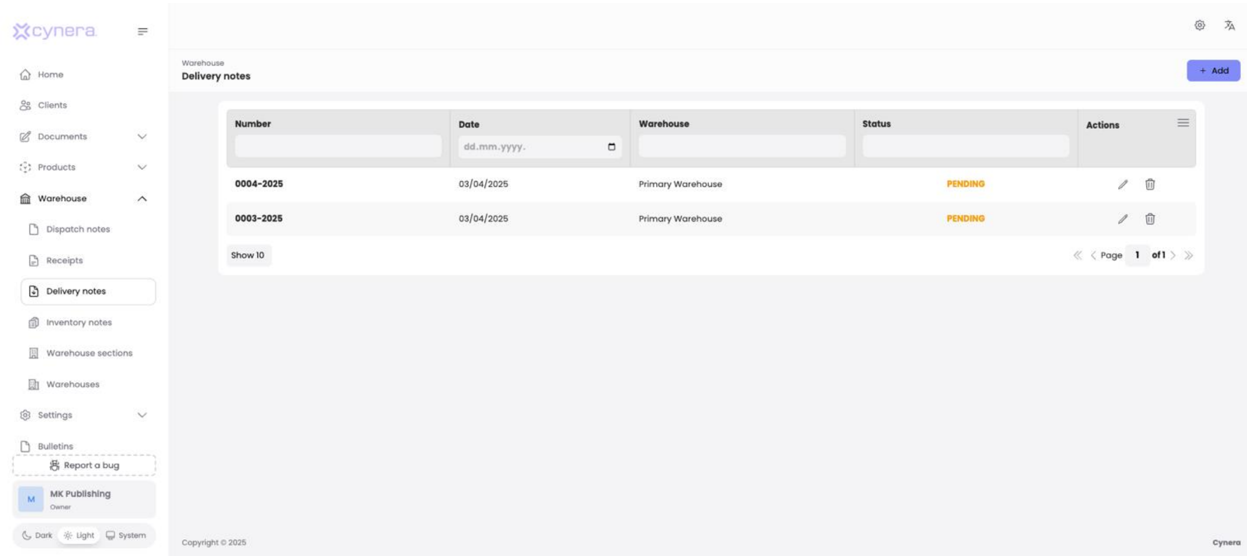
Once you have entered all the necessary data, click the “Save” button.



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 → Warehouses.



Adding a new delivery note

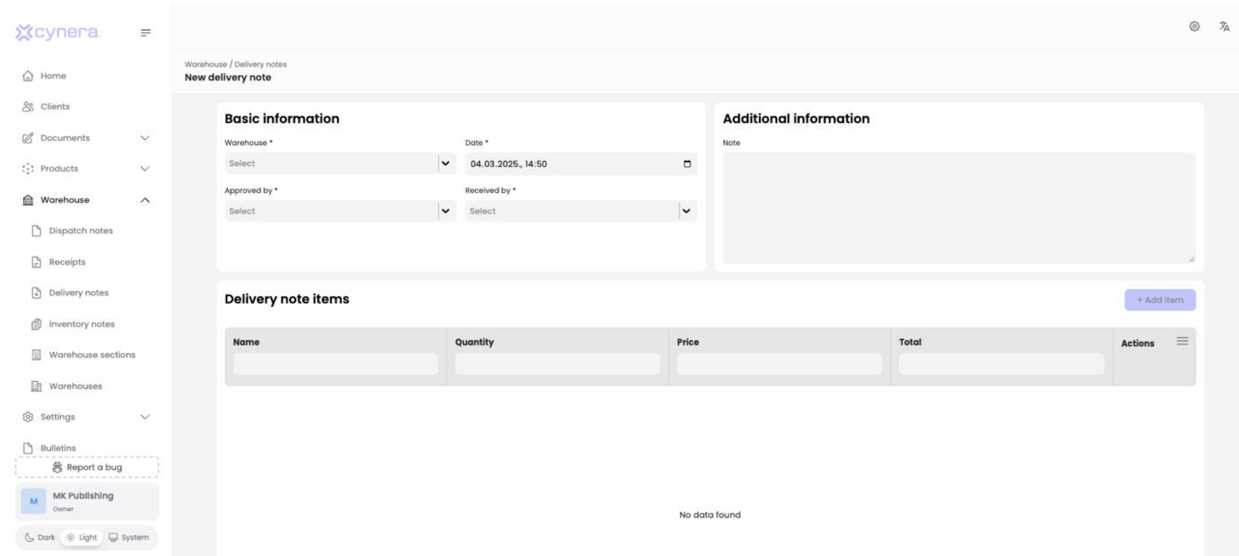
Delivery notes are located under Warehouse → Delivery notes.

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.

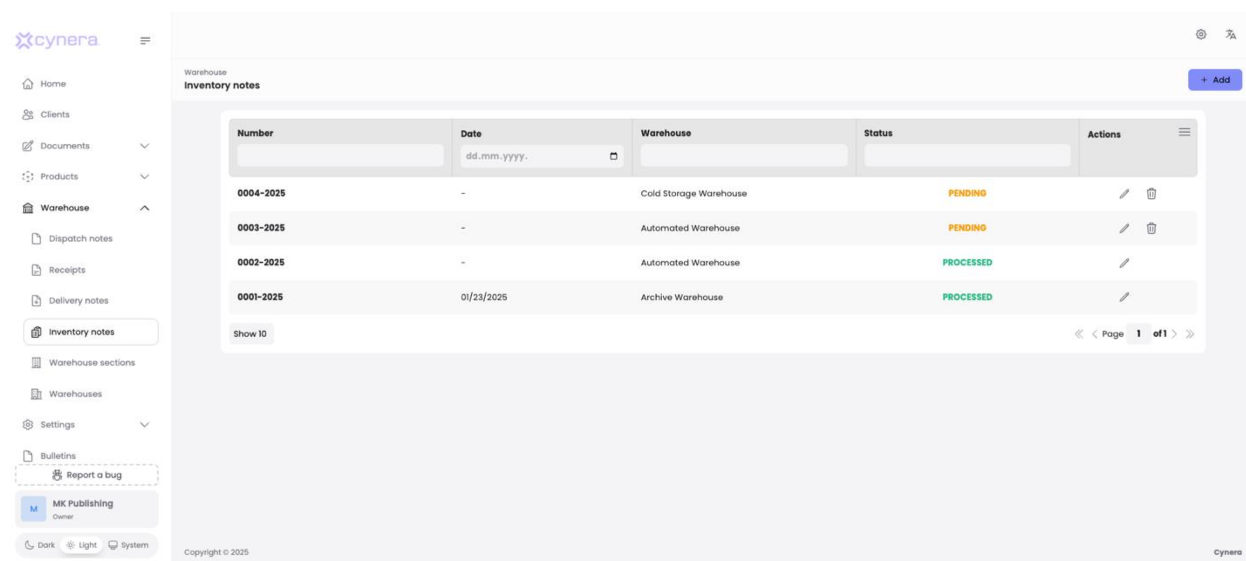
Once you have filled in all the required information, click the “Save” button.



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 → Warehouses.



Creating a new inventory note

The inventory notes are located under Warehouse → Inventory notes.

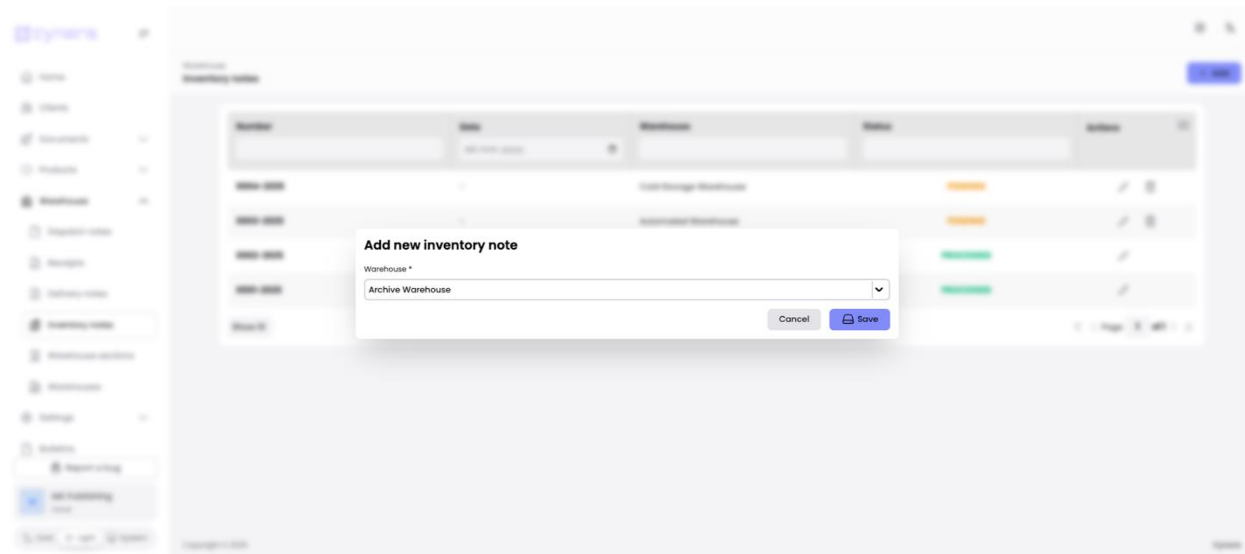
Example: Adding a new inventory note

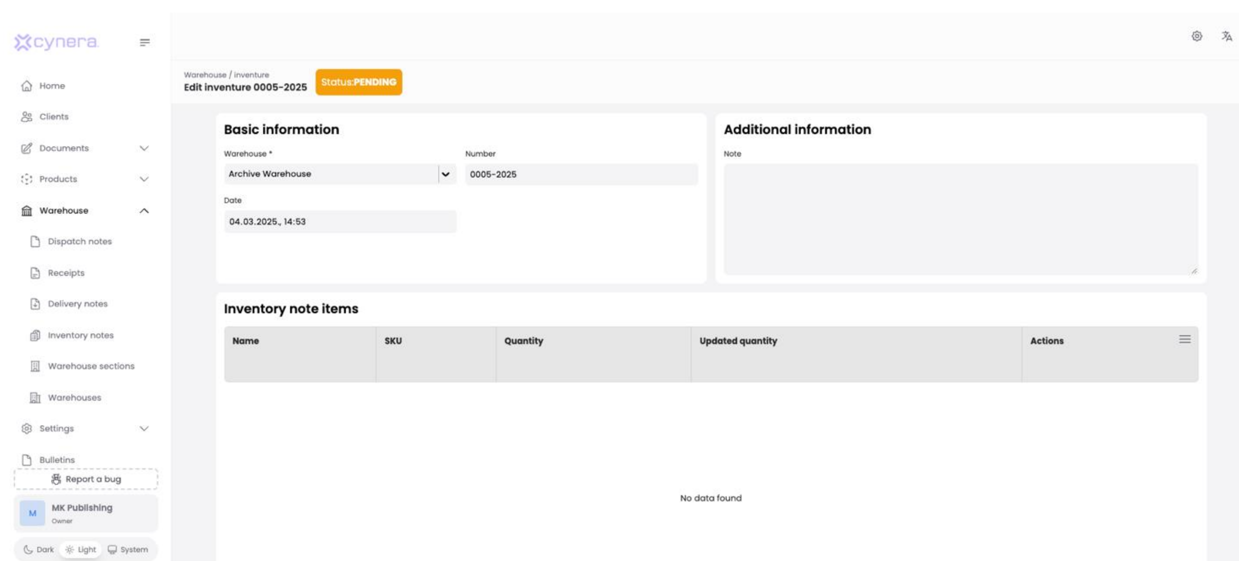
A new inventory note is created by clicking the “+Add” button in the upper right corner.

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!

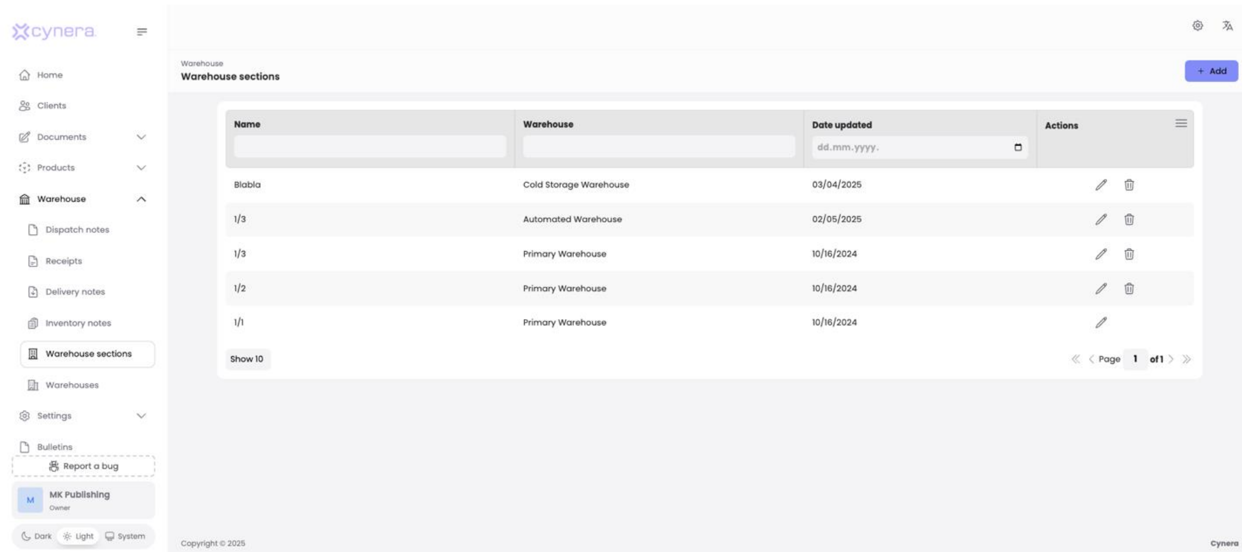




Warehouse sections

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 → Warehouses.



Adding a new warehouse section

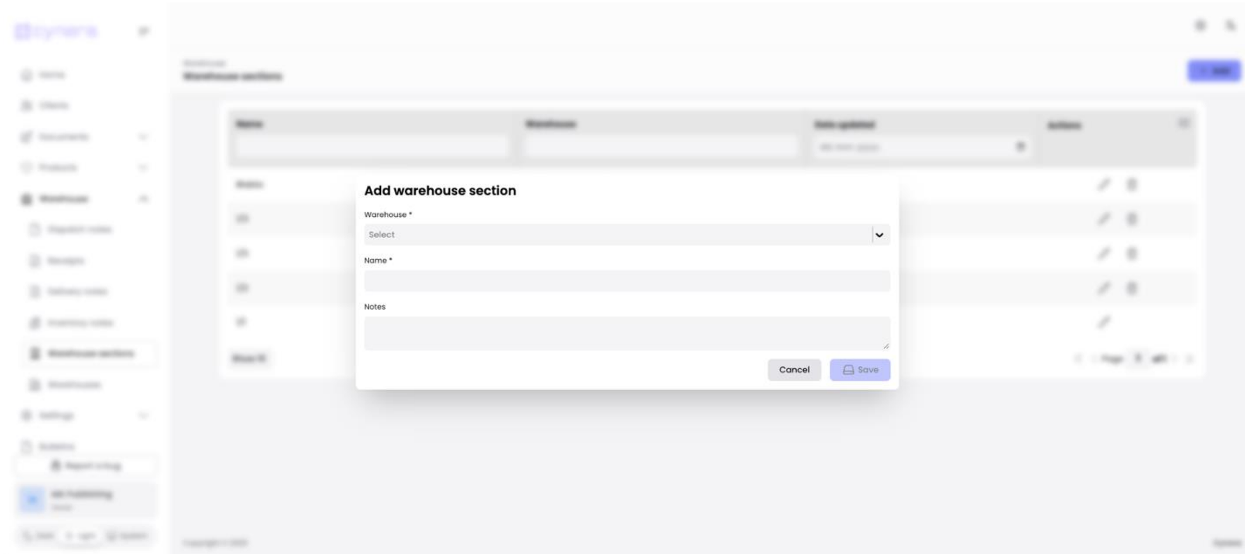
The warehouse sections are located under Warehouse → Warehouse sections.

Example: Adding a new warehouse section.

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

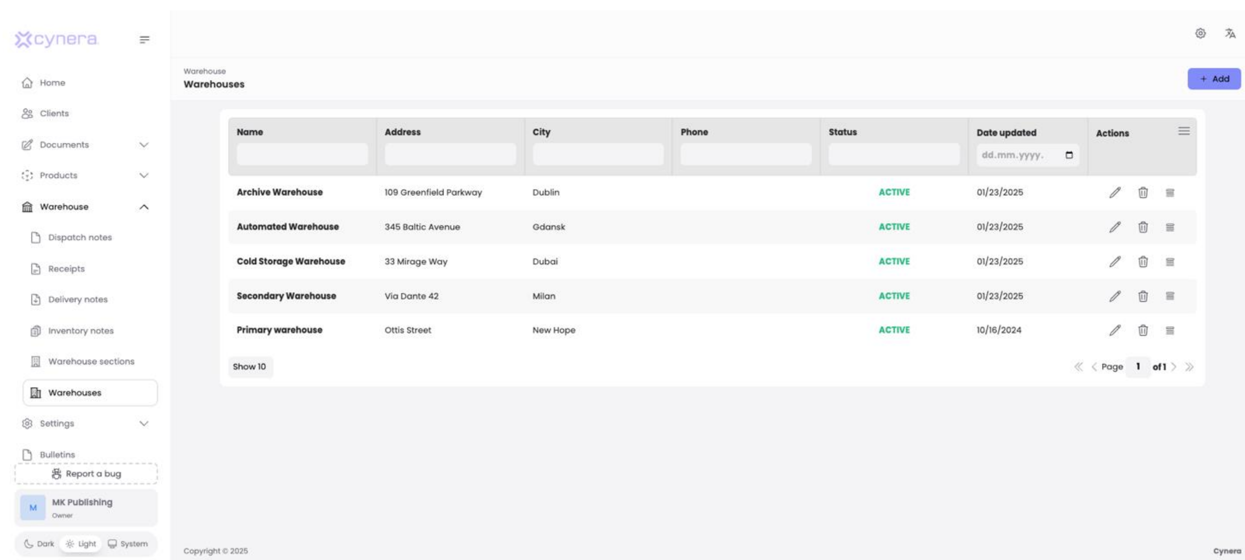
Once you have entered all the necessary data, click the “Save” button.

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



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.

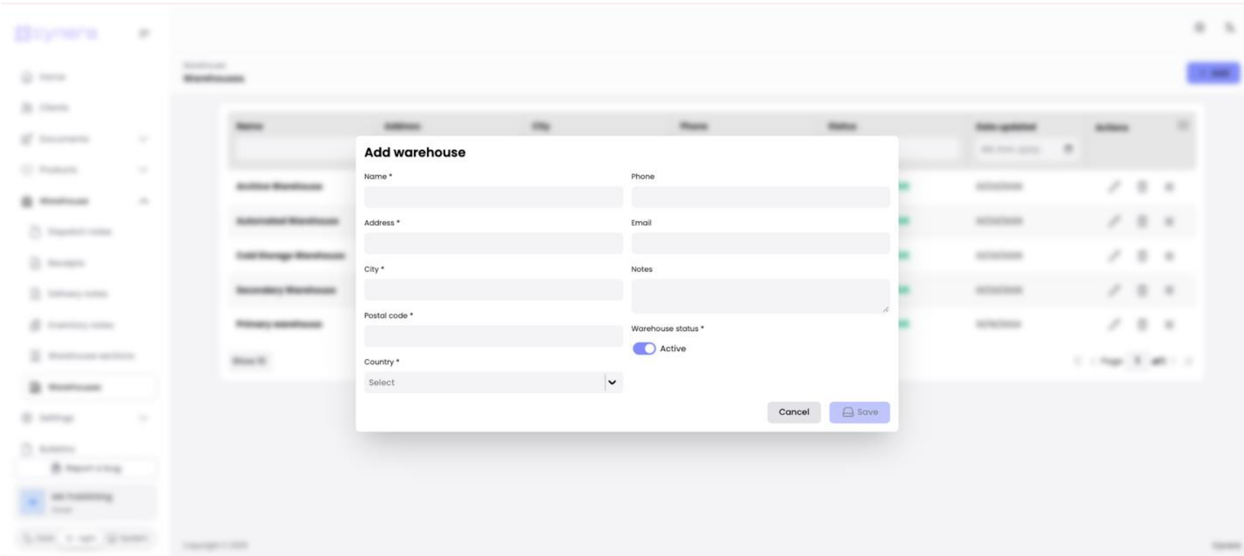


Adding a new warehouse

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!



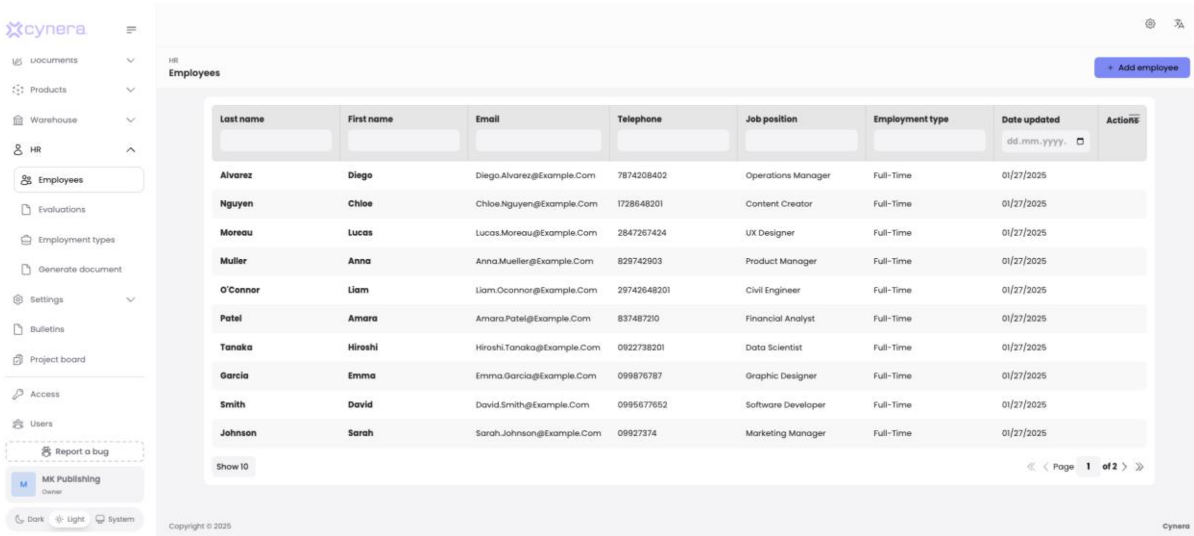
HR Module

Employees

Employees are all individuals employed within a company.

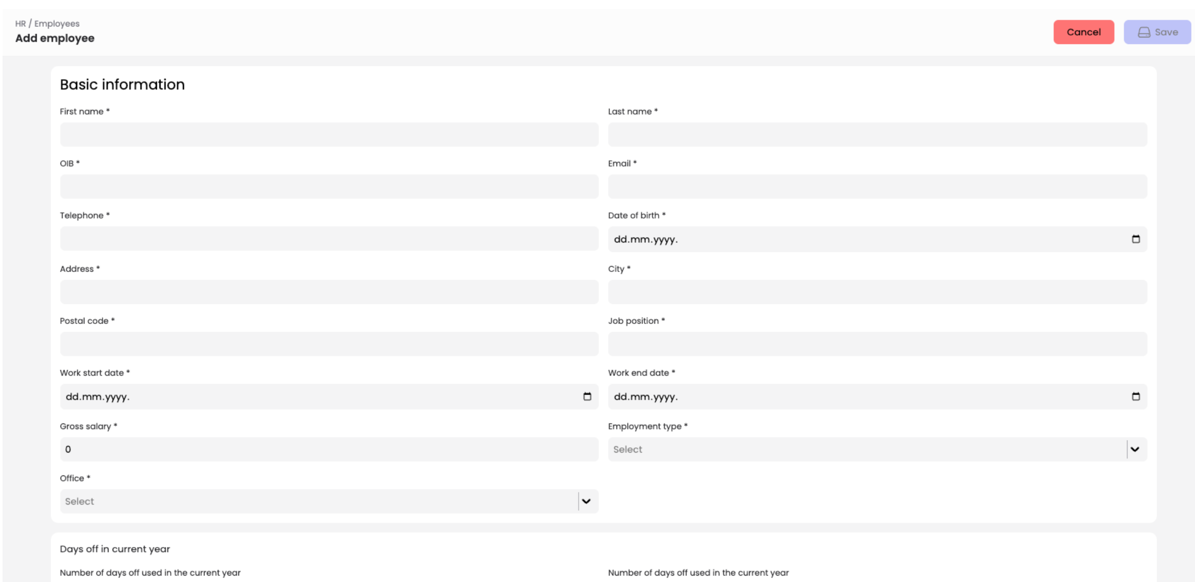
Note: An employee does not have to be a user of the Cynera application. Defining employees is necessary only if data processing will involve their name (e.g. issuing a travel order, delivery note, etc.).

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



Adding a new employee

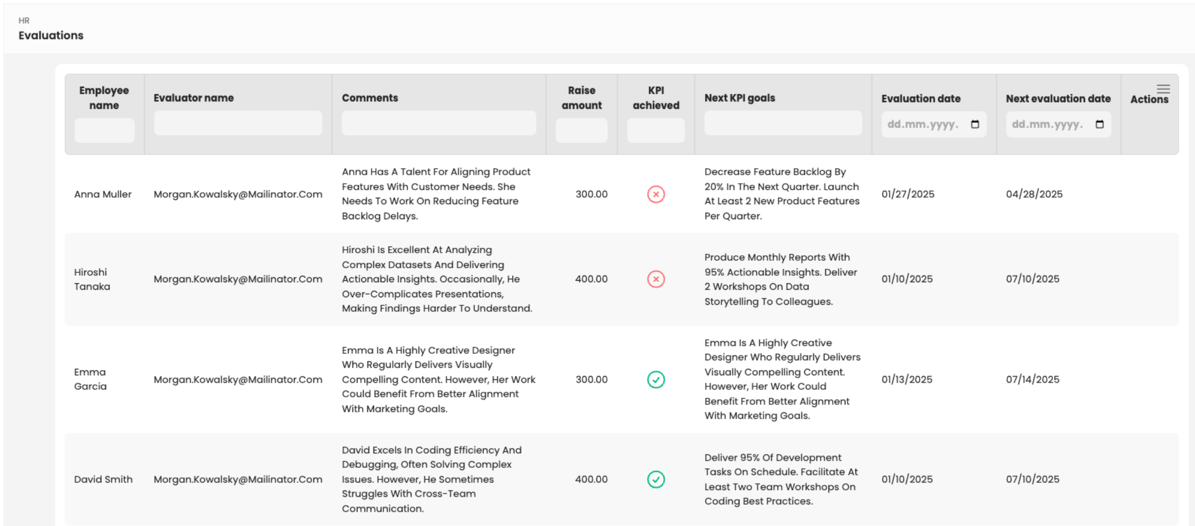
By clicking on the “+Add employee” button on the previous screen, a new screen opens for adding a new user.



After entering the desired employee’s information, you need to press the “Save” button.

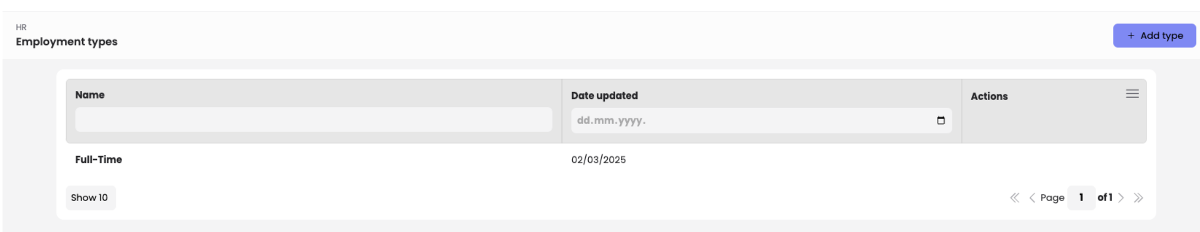
Evaluations

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.



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.



Creating a new employment type

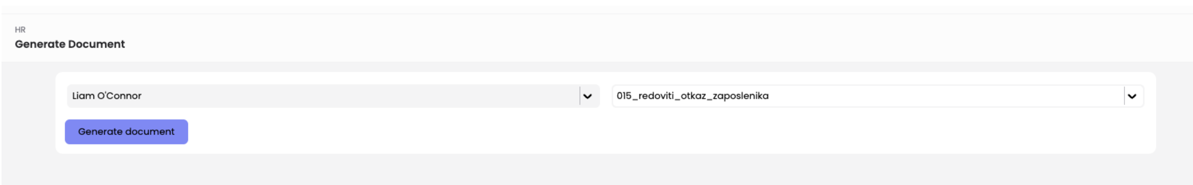
By clicking on the “+Add type” button on the previous screen, a new screen opens for adding a new user.

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



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.

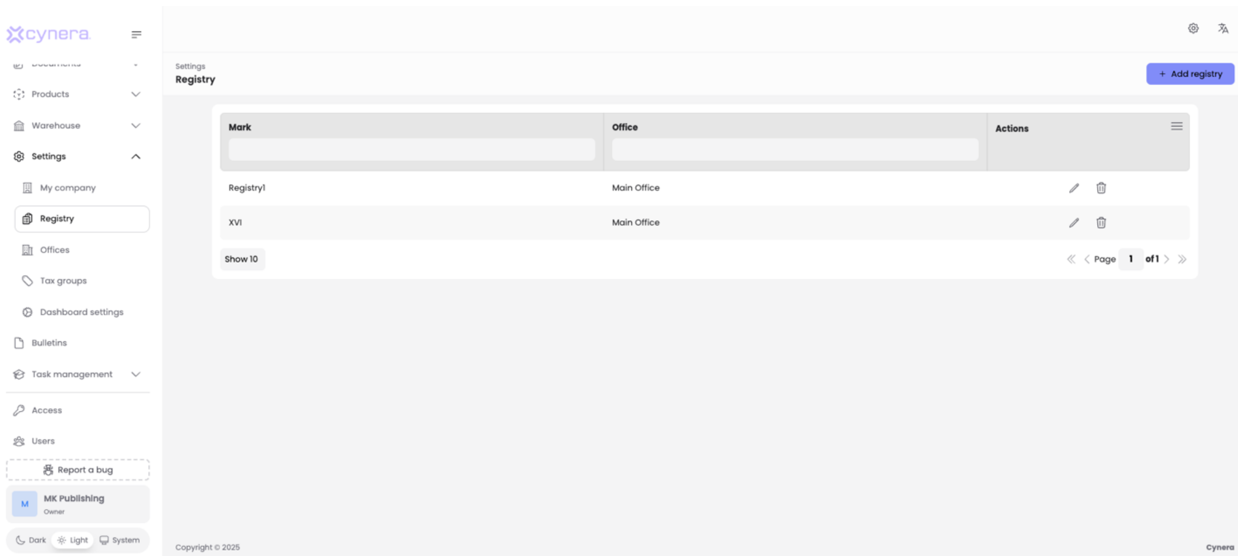
My Company

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.

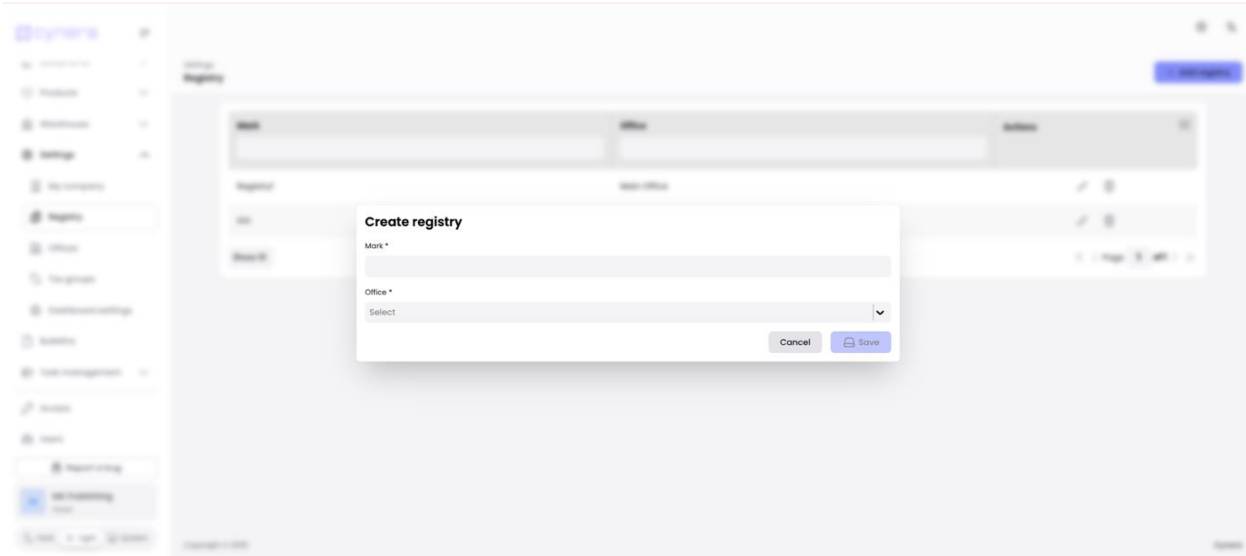
After successfully logging in with a username and password in the Cynera application, the user can select the module: Settings → Registry.



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.

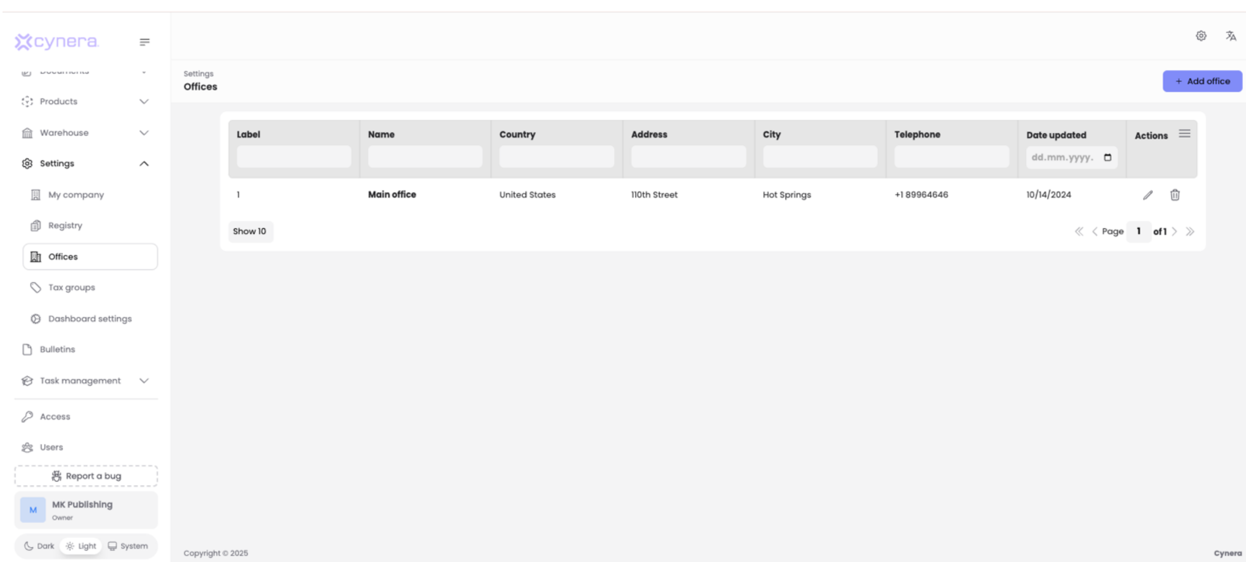


After entering the desired payment device, it is necessary to click on the "Save" button.

Offices

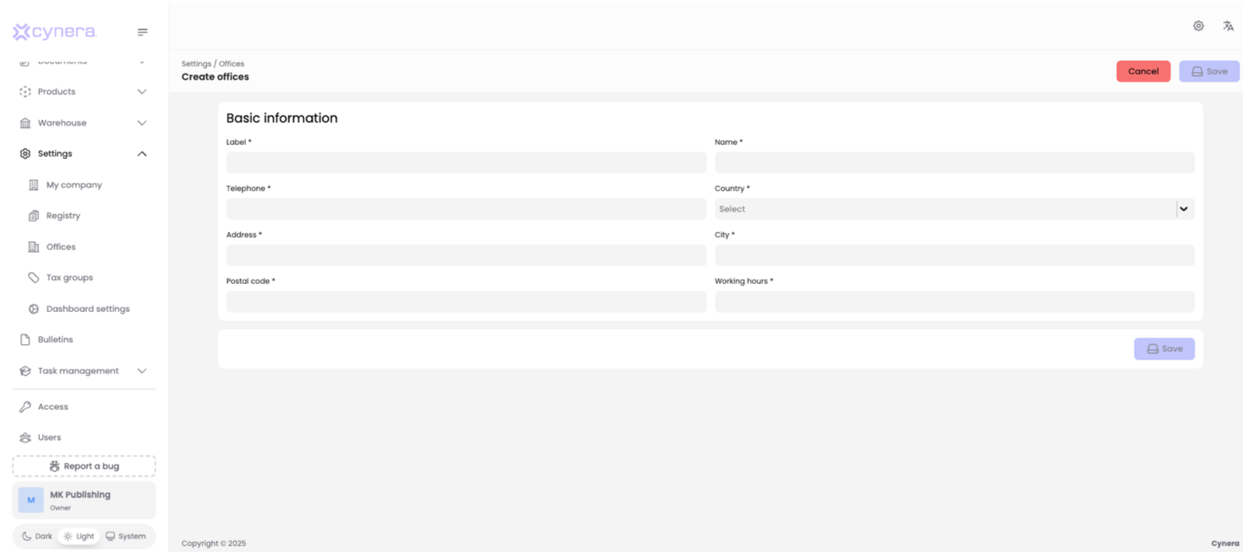
Every company/business has a business location, whether it is a physical place (office, workshop, apartment, store, etc.) or an e-business location from which operations are conducted.

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



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.

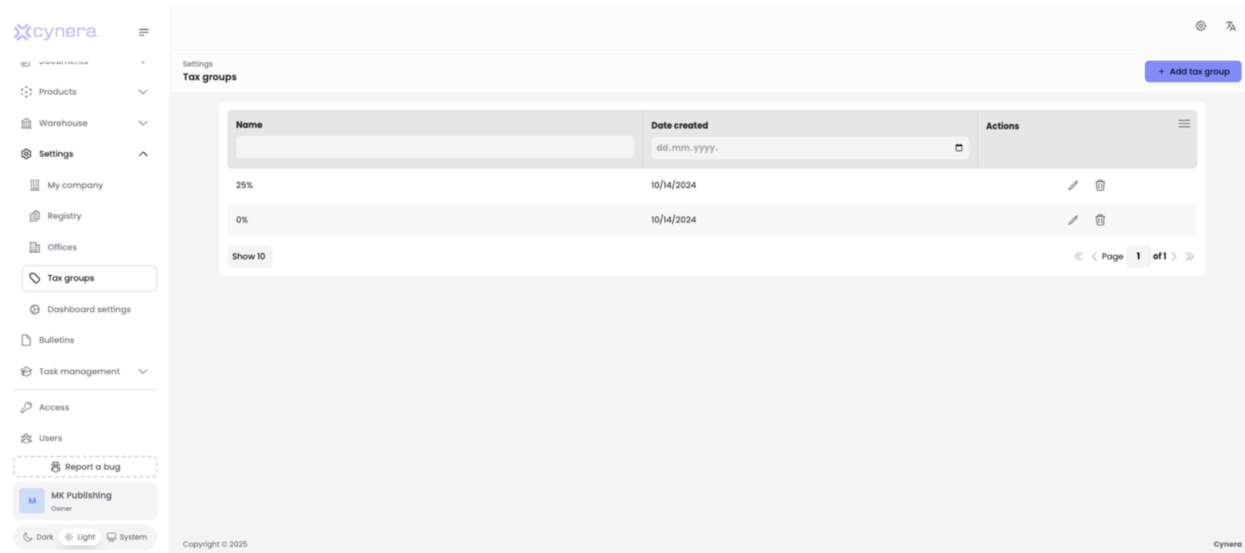


After entering the desired business location, it is necessary to click on the "Save" button.

Tax groups

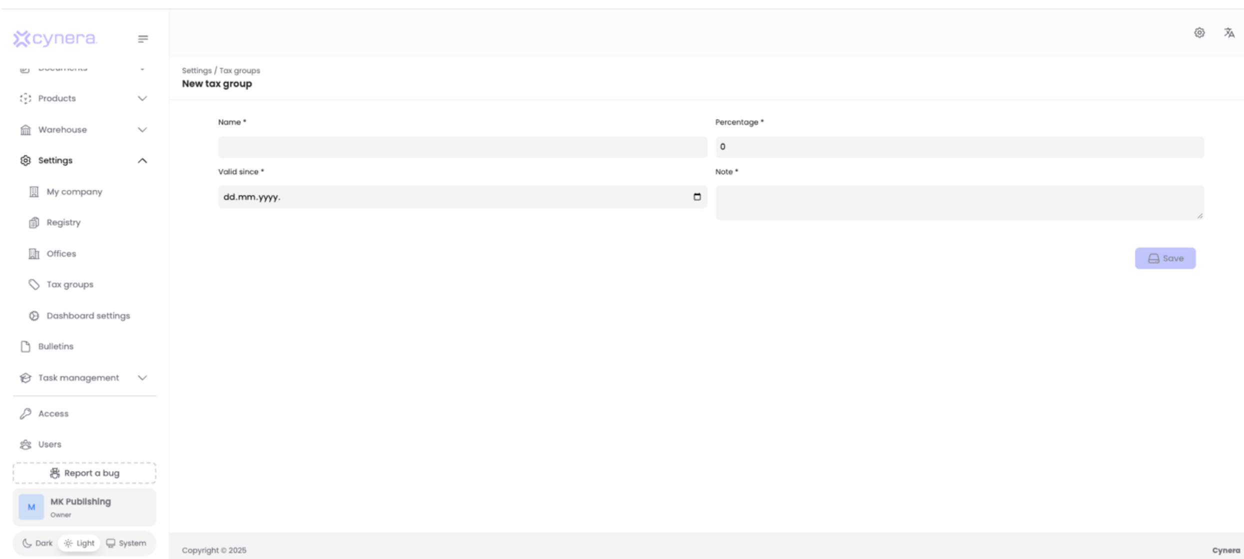
Tax groups are taxes regulated by the laws of the Republic of Croatia. Cynera has two default tax groups that are automatically set for all users: VAT with a standard rate of 25% and zero rate with a 0% rate for users who are not in the VAT system.

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



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.

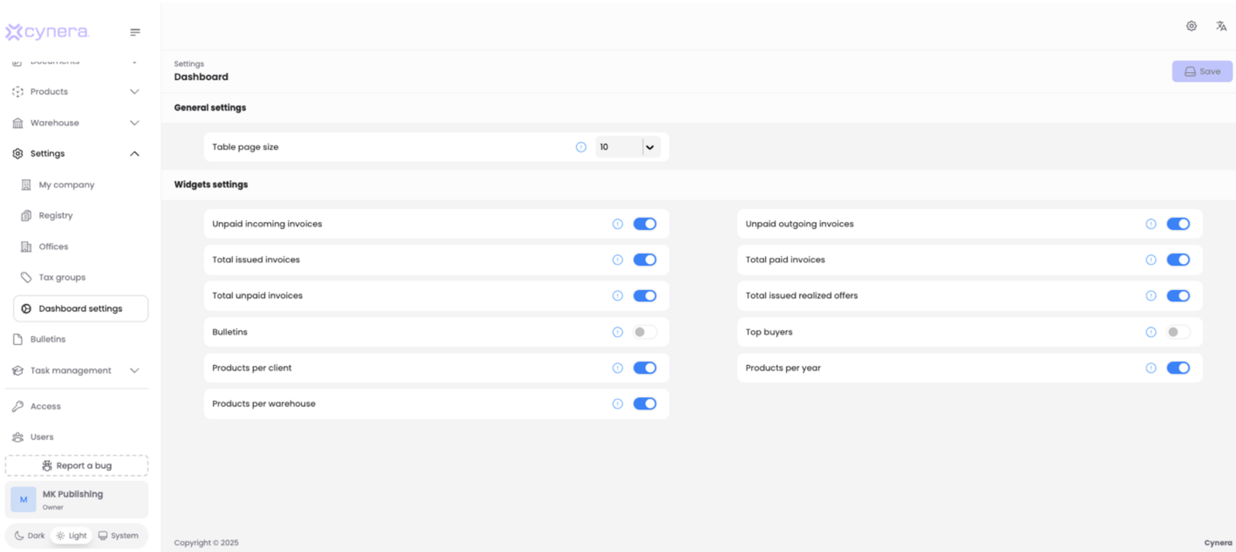


After entering the desired tax group, it is necessary to click on the "Save" button.

Dashboard settings

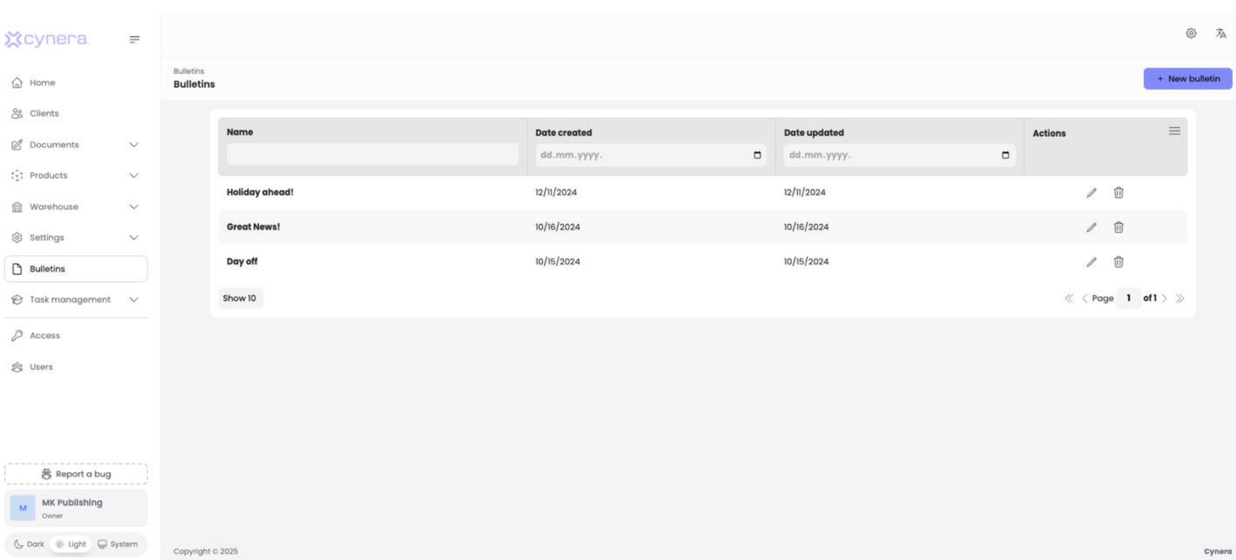
Dashboard settings allow users to customize their dashboard by selecting which information and widgets they want to see upon logging into the app. Users can enable or disable specific options based on their preferences, ensuring a personalized and streamlined experience.

Changes made in this module will immediately reflect on the dashboard, helping users focus on the most relevant data for their workflow.



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.



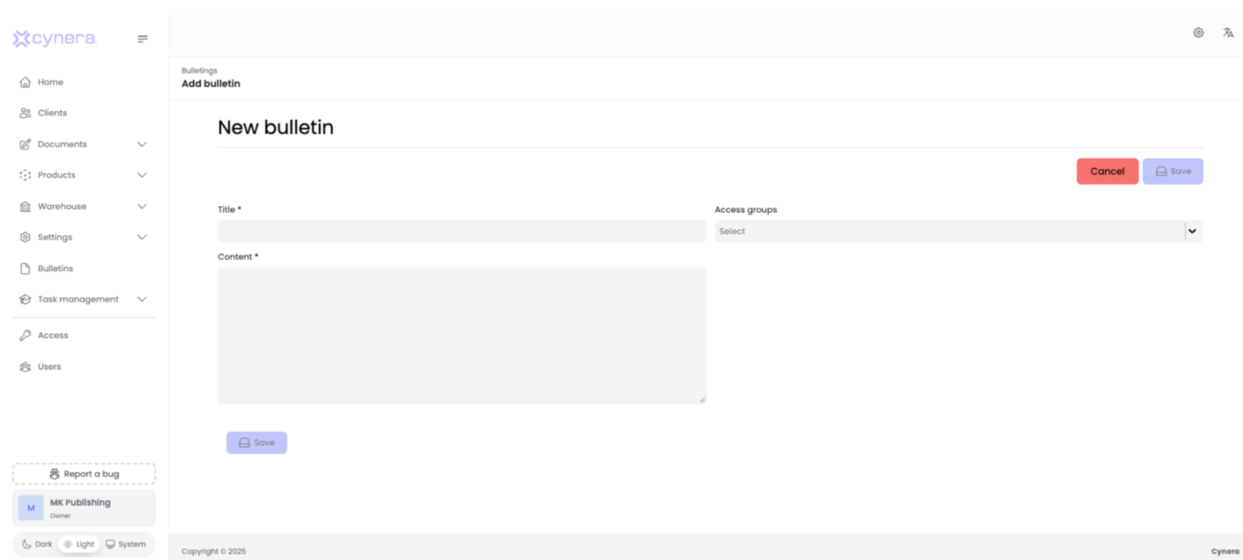
Adding a new bulletin

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.

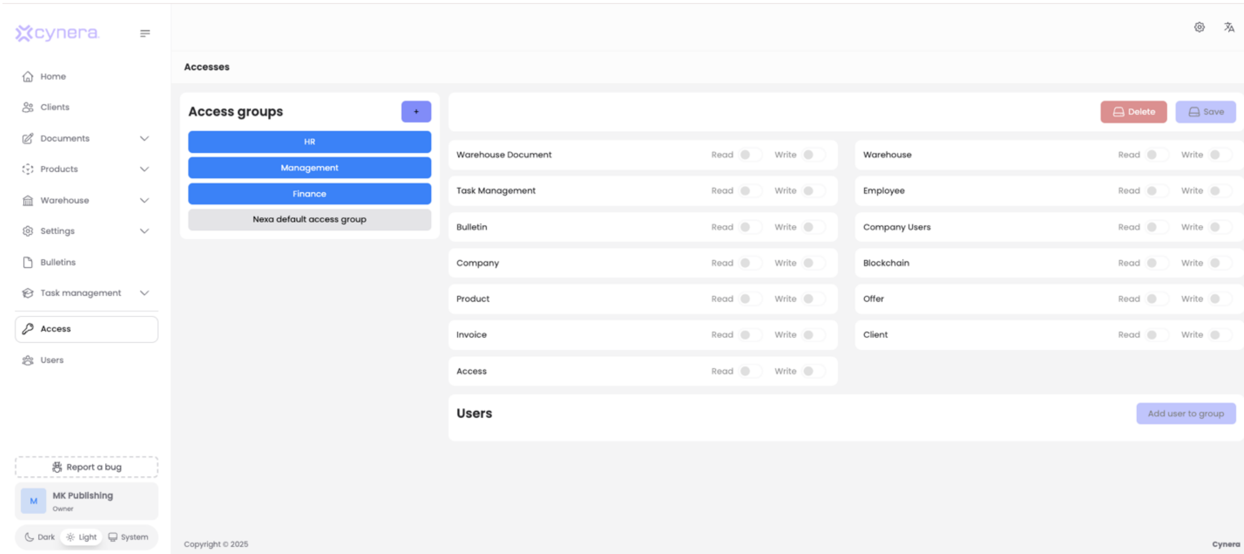
Task management module

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.



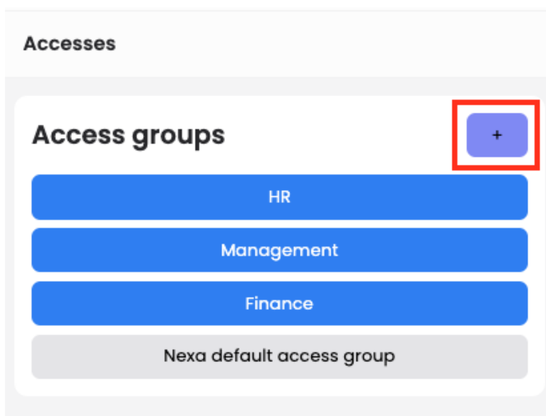
Access Module

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.

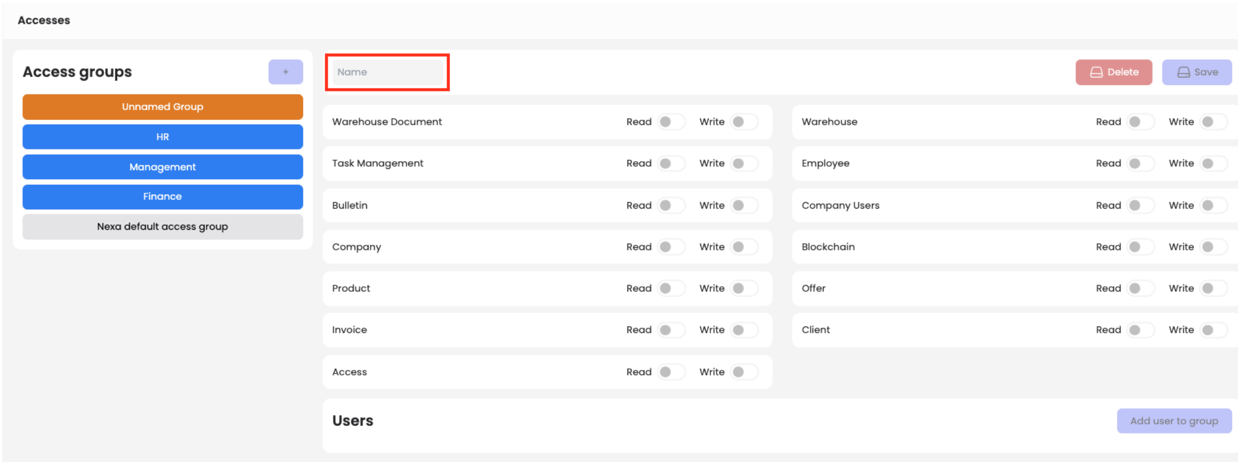


Adding a new access group

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



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.



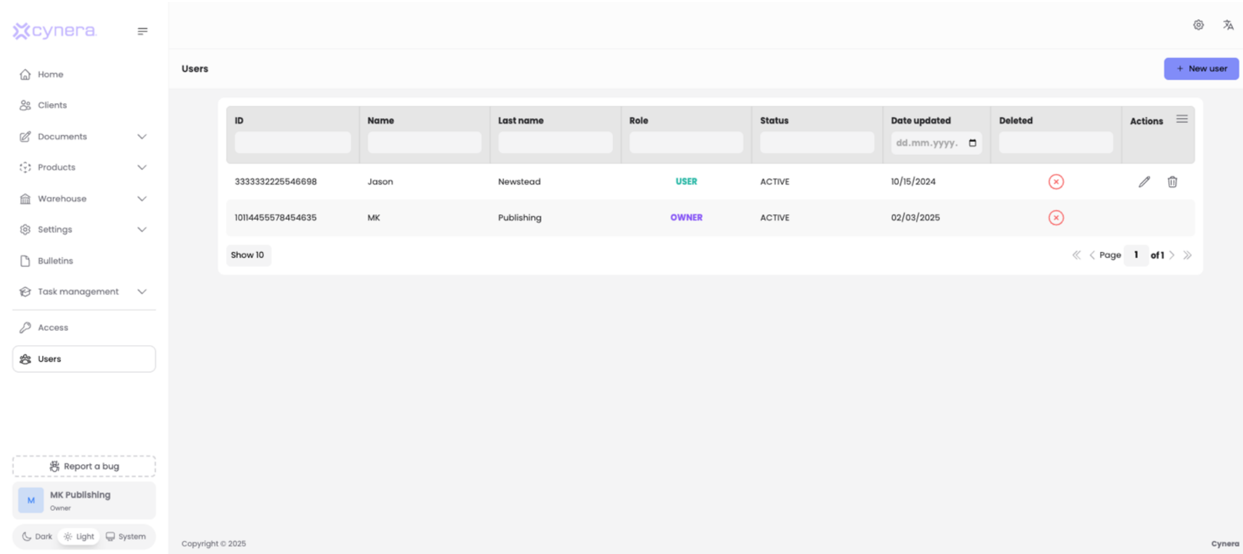
After saving a new access group, owner can now add users to that group by click on the “Add user to group” button.

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

Users

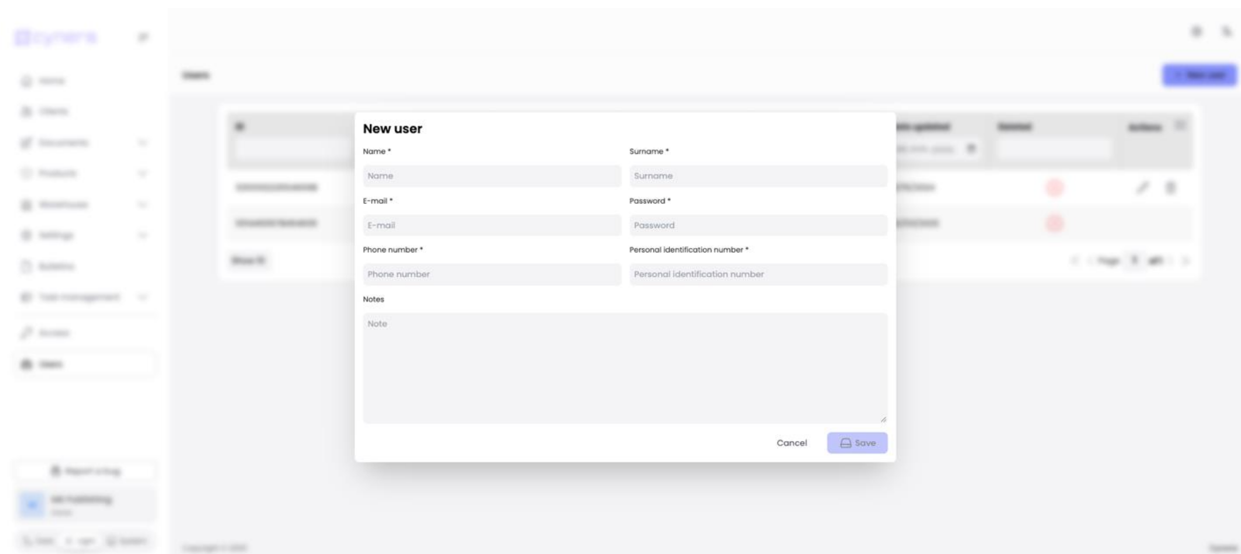
Users are all individuals who will use the e-Ured application within a company. The primary user is automatically created during the registration and activation of the Cynera application.

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.



Adding a new user

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



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