

# How to Get Started!

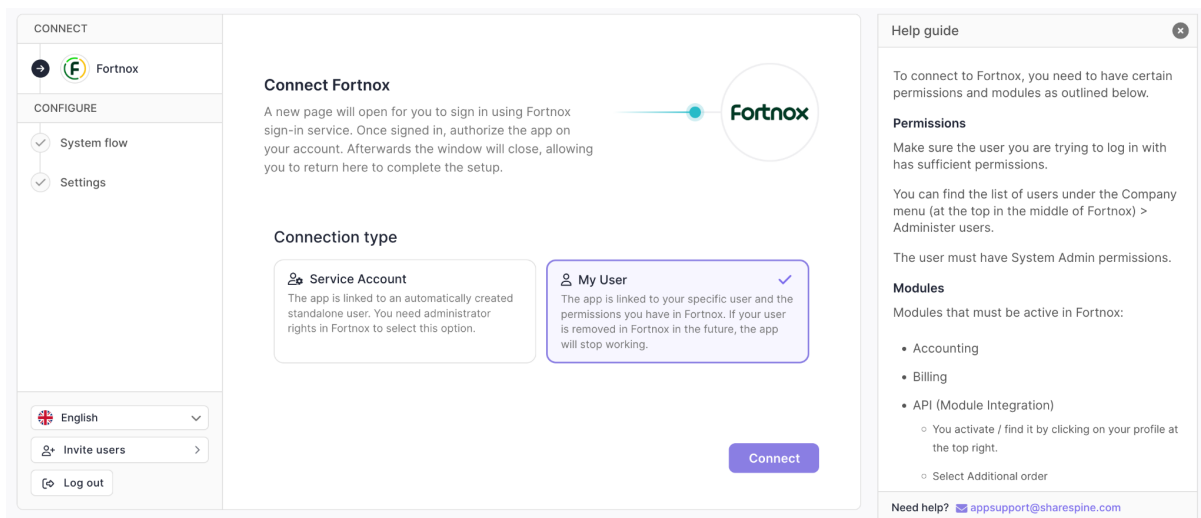
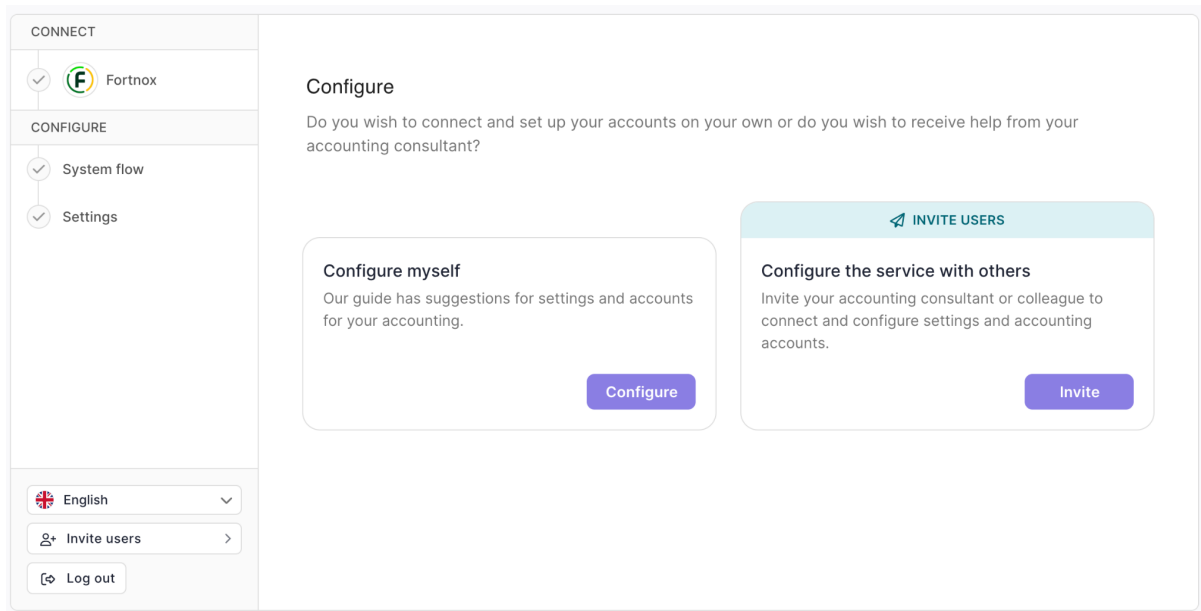
## Step 1 - Get a Sharespine Account

Sharespine is the platform that will receive data from ExtendaGO to create your accounting entries in the bookkeeping software. The first step is to get an account on Sharespine. Once you do, you'll receive a welcome email to log in to Sharespine.

## Step 2 - Configure Your Sharespine Account

Follow the instructions in the email to log in to Sharespine. Once you're in, follow these steps:

1. Connect Sharespine to your accounting software. In our example, this is Fortnox.



## Step 2 - Configure Your Sharespine Account

Follow the instructions in the email to log in to Sharespine. Once you're in, follow these steps:

**Submit files via SFTP:** Choose to submit files via SFTP. You don't need to save these files at this step, as you can copy them after completing the assistant configuration.

The screenshot shows the 'CONNECT' section with 'Sharespine Ab' selected. Under 'CONFIGURE', 'System flow' is active and 'Settings' is selected. The main area asks 'How do you want to transfer the files?' with two options: 'SFTP' (selected) and 'E-mail'. Below, the 'SFTP (SSH File Transfer Protocol)' section prompts for account details: Host (sftp.pluginboard.io), Port, Username, and Password. A 'Continue' button is at the bottom right. The left sidebar includes language (English), 'Invite users', and 'Log out' options.

**Select series, email, and start date:** Select the verification series you want to use, the email address for reporting frequency, and the start date. Then, click "Finish."

The screenshot shows the 'CONNECT' section with 'Sharespine Ab' selected. Under 'CONFIGURE', 'System flow' is active and 'Settings' is selected. The main area shows configuration for 'Connected company' (Sharespine Ab), 'Ledger entry series' (A Redovisning), 'Email receipt' (with a redacted email address), and 'Start date' (2024-02-01). 'Back' and 'Complete' buttons are at the bottom right. The left sidebar includes language (English), 'Invite users', and 'Log out' options.

**Save settings:** Save the configuration. In this view, you can copy all the information under the overview for use in the next step. Keep this tab open in your browser and open a new tab for ExtendaGO.

**sharespine** SIE

Overview Transfers Users Log out

**SFTP (SSH File Transfer Protocol)**  
 Enter the account details below in your external system so that files can be submitted directly for processing.

**SFTP**

Host:  Port:

Username:

Password:

**Start date**  
 Set the date when the app should start transferring data from Sharespine to Fortnox.

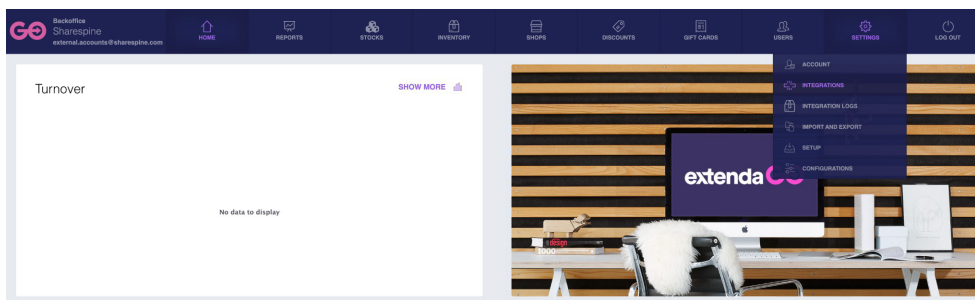
**Ledger entry series**  
 Ledger entry series to be posted in. The series must be marked as manual posting in all fiscal years you intend to post.

**Save**

### Step 3 - Configure ExtendaGO

Now that you've set up the foundation to send data from ExtendaGO to Sharespine:

1. Log in to ExtendaGO and go to **“Settings”** → **“Integrations.”**



2. Select **Accounting SFTP (SIE4)**.



## Step 4 - Accounting Settings

### SFTP Details - Sending Data to Sharespine

At the top, enter the SFTP credentials provided by Sharespine (this is where the information will be sent; it's unique to you):

Select "SFTP" and enter the credentials provided by Sharespine.

The screenshot shows a configuration form with two tabs: 'FTP' and 'SFTP'. The 'SFTP' tab is selected. The form contains the following fields:
 

- HOST:** sftp.pluginboard.io
- USERNAME:** [Redacted]
- PASSWORD:** Password
- PATH ON SERVER:** /
- PORT:** [Redacted]

 A 'CHANGE' button is located to the right of the password field.

### Accounting Accounts - For Payments

Choose the accounting accounts you want to use for different payment methods:

The screenshot shows a 'Payments' configuration screen with a grid of account selection fields:
 

- CASH PAYMENTS ACCOUNT:** 1910
- RECURRING PAYMENTS ACCOUNT:** 1530
- LOYALTY POINTS PAYMENTS ACCOUNT:** 6090
- APP PAY ACCOUNT:** 1580
- GIFT CARD PAYMENTS ACCOUNT:** 2421
- APPLICATION PAYMENTS ACCOUNT:** 1910
- SMART SMART PAY ACCOUNT:** 1910

For example, account **1910** for cash payments. If you don't use gift cards, app payments, etc., you can assign any account since these features won't be used. For sales, this account acts as the counter-account for payments. Usually:

- **1 account (DEBIT)** for the payment method, e.g., **1910** for cash payments.
- **1 account (CREDIT)** for sales, e.g., **3001** for sales with 25% VAT.
- **1 account (CREDIT)** for VAT, e.g., account **2610** for 25% VAT.

(Sales and VAT accounts will be configured in the next step.) Consult your accountant to determine what's suitable for you.

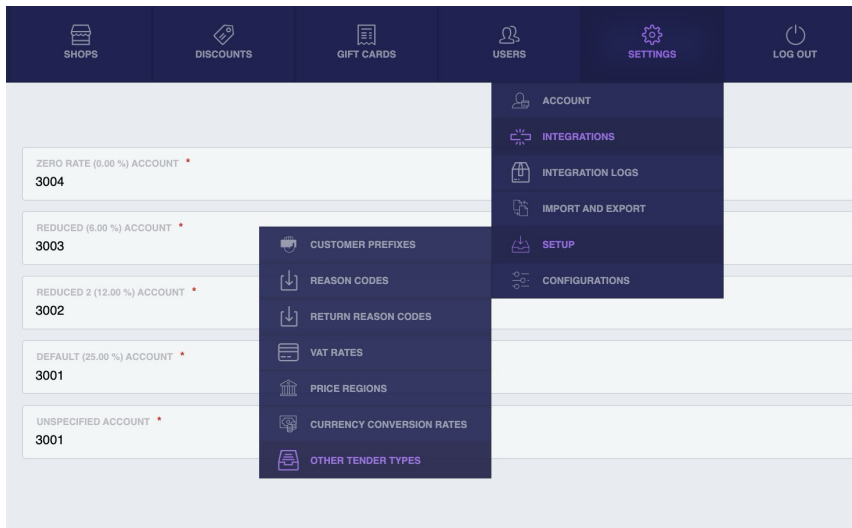
For card payments, follow the same principle but note that an offset account (or receivables account) should be used. Unlike cash payments, funds won't be deposited directly into the bank. Often, **1580** (Receivables for credit cards and coupons) or a custom **151x** receivables account is used. You can assign accounts per card type, which may be helpful if you have different card processors (providers). However, generally, one provider handles all card payments. In our example, we use **1580** for all card types since we have the same provider for all transactions:

The screenshot shows a 'Card types' configuration screen with a grid of account selection fields for various card types:
 

- BOOKING LEFT ACCOUNT:** 1530
- DANAWORT ACCOUNT:** 1530
- VISA ACCOUNT:** 1530
- VISA DEBIT ACCOUNT:** 1530
- MASTERCARD ACCOUNT:** 1530
- MASTERCARD CREDIT ACCOUNT:** 1530
- AMERICAN EXPRESS ACCOUNT:** 1530
- UNIONBANK CLUB ACCOUNT:** 1530
- FORMERLEISTUNGSBERECHTIGT ACCOUNT:** 1530
- WIRE TRANSFER ACCOUNT:** 1530
- UNKNOWN CARD ACCOUNT:** 1530
- VISA DANAWORT ACCOUNT:** 1530
- EDANAWORT ACCOUNT:** 1530
- VISA CREDIT ACCOUNT:** 1530
- VISA ELECTRON ACCOUNT:** 1530
- DEBIT MASTERCARD ACCOUNT:** 1530
- MASTERCARD ACCOUNT:** 1530
- JOB ACCOUNT:** 1530
- UNKNOWN ACCOUNT:** 1530
- FORMAL ACCOUNT:** 1530
- INTERO ACCOUNT:** 1530

- **1 account (CREDIT)** for VAT, e.g., account **2610** for 25% VAT.

**Note!** For other payment methods like **Swish**, you can select them on the same page. However, it's important to configure the payment methods under **SETTINGS** → **CONFIGURATION** → **CUSTOM PAYMENT METHODS**.



### Accounting Accounts - For VAT

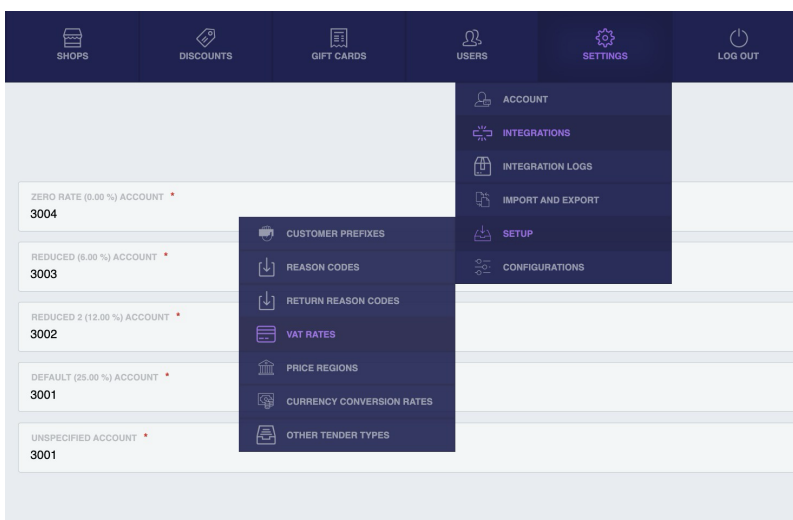
In one column, select the VAT account, and in the other, select the sales account. See the example:

The fields for 0% VAT must be filled in, even if they will not be applicable.

VAT Rates	
ZERO RATE (0.00 %) VAT 3004	ZERO RATE (0.00 %) ACCOUNT 3004
REDUCED (6.00 %) VAT 3003	REDUCED (6.00 %) ACCOUNT 3003
REDUCED 2 (12.00 %) VAT 3002	REDUCED 2 (12.00 %) ACCOUNT 3002
DEFAULT (25.00 %) VAT 3001	DEFAULT (25.00 %) ACCOUNT 3001
UNSPECIFIED VAT 3001	UNSPECIFIED ACCOUNT 3001

### Note!

If you're missing VAT rates or want to use multiple accounts for different product categories (even with the same VAT rate), you can create several VAT rates with the same percentage. This is done in **“Settings”** → **“Configuration”** → **“VAT Rates.”**



## Accounting Accounts - Deviations & Custom Payment Methods

After selecting accounts for sales and VAT, there are two additional options: **Custom Payment Methods** and **Deviations**.

- **Custom Payment Methods:** Use accounts for payment types not covered by standard payment methods (e.g., Swish).
- **Deviations:** Set an OBS account to handle items not covered by the above settings.

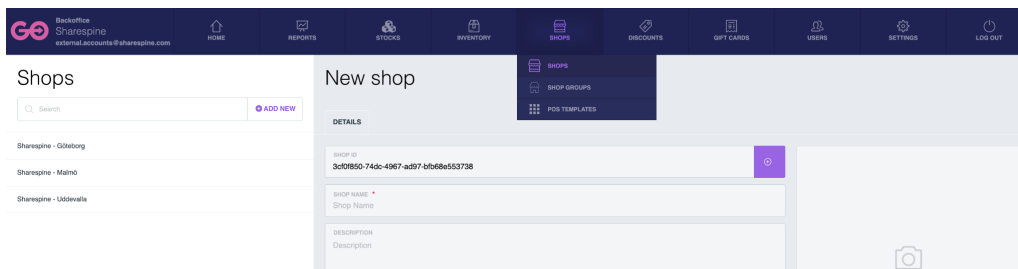
## Accounting Accounts - Stores

A loved concept with many names. Accounting systems often refer to this as **Cost Centers** or **Accounting Units**. Sometimes it's called a **Business Area** or **Unit**. Here, you can distinguish each store through tagging. In Fortnox, this is known as a cost center.

In ExtendaGO, we view stores as cost centers. In our example, we've used the cost center ID in Fortnox for each cost center. We've also created "Stores" in ExtendaGO, naming them something more recognizable than an ID

Shops	
SHARESPINE - GÖTEBORG 1	SHARESPINE - MALMO 3
SHARESPINE - UDDEVALLA 2	UNSPECIFIED 9

To find "Stores" in ExtendaGO, go to the top menu:



## Other Settings

"Notification Email": A mandatory field where you must enter the email address to which error reports should be sent.

"Cost Center": A mandatory field that is not used for any purpose but must be filled in to save.

"Report Number": A mandatory field that needs to be filled in, but it is automatically generated when the integration is active.

"Verification Series Key": Refers to the verification series, and since it is already configured in Sharespine, it does not need to be set up here as well.

Other settings	
NOTIFICATION EMAIL [Redacted]	REPORT NUMBER 6325
COST CENTER 123	VERIFICATION SERIES KEY TST
<input checked="" type="checkbox"/> GENERATE SEPARATE REPORT FOR EVERY SHOP	

## How Will the Accounting Entry Look?

This is an example of what the accounting entry looks like and describes the outcome based on the selected accounts.

Series ID	A	Attachments <a href="#">+ ADD</a>	Comment
Entry ID	5384	No attachments available	Sharespine - Göteborg
Entry date	2024-01-25		
Currency	SEK		
SIE Fileimport by Auto reference	TST-5384		
Fortnox by Auto reference	A-3		

Account	Name	Cost centers	Comment	Debit	Credit
1910	Kassa		Cash payments	613.00	
1530	Kontraktfordringar		Unknown card	2 100.00	
3002	Försäljning inom Sverige, 12 % moms		Reduced 2 (12.00 %)		12.43
3002	Försäljning inom Sverige, 12 % moms		Reduced 2 (12.00 %)		103.57
3003	Försäljning inom Sverige, 6 % moms		Reduced (6.00 %)		
3003	Försäljning inom Sverige, 6 % moms		Reduced (6.00 %)		
3001	Försäljning inom Sverige, 25 % moms		Default (25.00 %)		519.40
3001	Försäljning inom Sverige, 25 % moms		Default (25.00 %)		2 077.60
<b>Total</b>				<b>2 713.00</b>	<b>2 713.00</b>

## Support & Troubleshooting

If your verification is not transferred to your business system, follow these steps:

1. Check Integration Logs:

Go to Settings > Integration Logs.

Here, you can view the status of the transfer and download the complete file that was sent.

The screenshot displays the 'Integration logs' interface in the Sharespine Backoffice. The main table lists several integration attempts, all with a 'Processed' status. A sidebar menu on the right is open, with 'INTEGRATION LOGS' selected. A modal window is open for a specific log entry, showing a download icon and a file name.

TIMESTAMP	INTEGRATION	ENTITY	ID	STATUS	FILE NAME
04.12.2024 04:13	Accounting SFTP (SIE4)	-	-	Processed	wm_app_87463822449501507
02.12.2024 04:13	Accounting SFTP (SIE4)	-	-	Processed	wm_app_8746774897740820115
02.12.2024 04:13	Accounting SFTP (SIE4)	-	-	Processed	wm_app_8746250007506921749
01.12.2024 04:13	Accounting SFTP (SIE4)	-	-	Processed	wm_app_874649505518854991
30.11.2024 04:13	Accounting SFTP (SIE4)	-	-	Processed	wm_app_874682415838243347
29.11.2024 10:18	Accounting SFTP (SIE4)	-	-	Processed	wm_app_874686272191175379
29.11.2024 10:18	Accounting SFTP (SIE4)	-	-	Processed	wm_app_874686272191175379
29.11.2024 04:13	Accounting SFTP (SIE4)	-	-	Failed	wm_app_874686272191175379

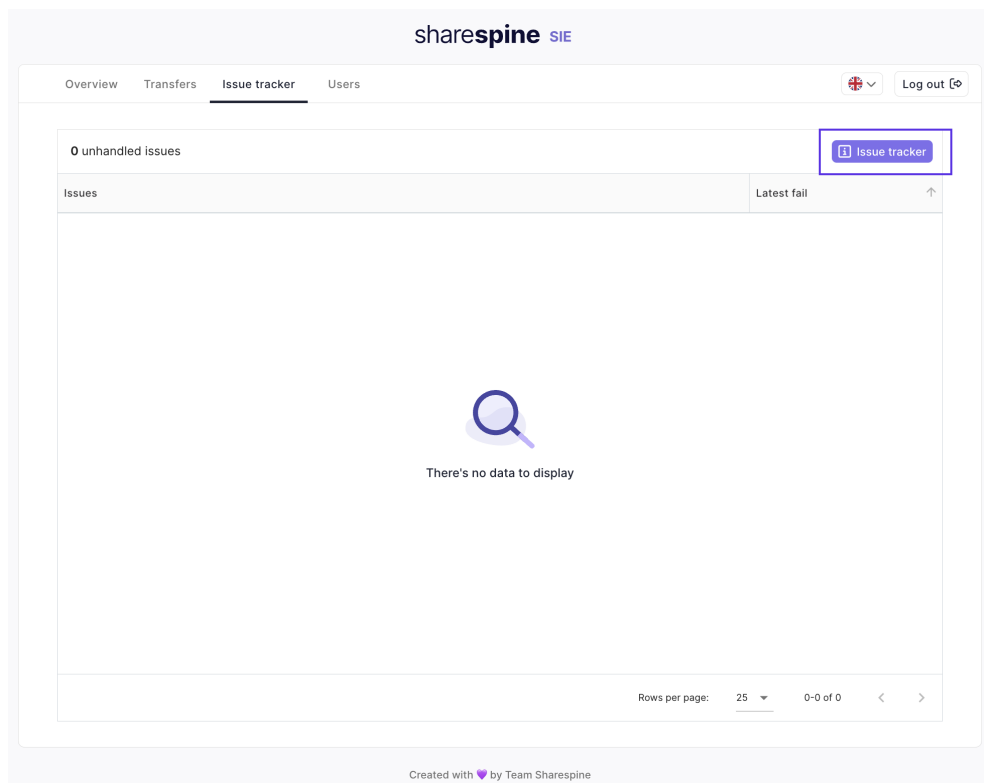
## Status Messages:

If the status says **"Failed"**:

The connection to ExtendaGO has failed. Verify that you have entered the correct SFTP credentials from Sharespine into ExtendaGO according to the guide.

If the status says **"Processed"**:

The data has been sent to Sharespine. Check for any error messages in Sharespine by navigating to the Issue tracker. The error message will also include a help text explaining how to resolve the issue, such as: *"Account 1530 is not active in Fortnox."* This lets you know what actions to take. Click the purple info button for a guide on how the Issue tracker works.



## 2. If You Cannot Resolve the Issue:

For "Failed" status:

Download the file from the integration logs in ExtendaGO and email it to **support@sharespine.com**.

For "Processed" status:

Copy the error message from Sharespine and email it to **support@sharespine.com**. If possible, please attach the file from the integration logs in ExtendaGO as a precaution in case our technicians need it.