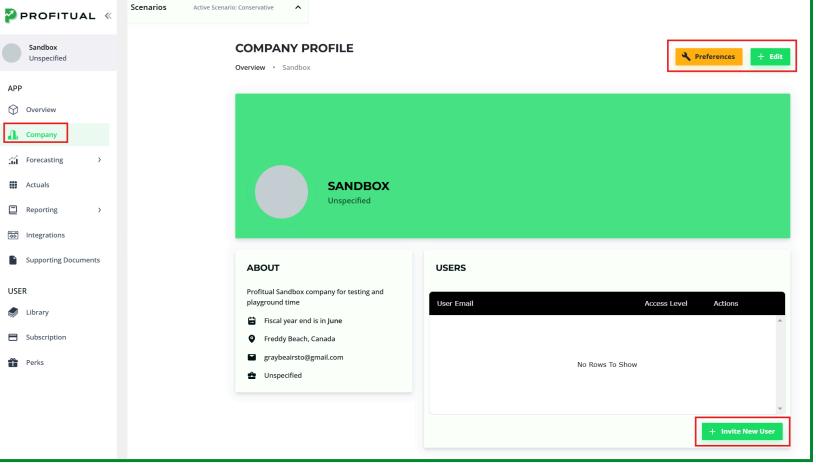
Company Settings Tool

Use the Company Settings tool to customize your platform preferences, and manage user permissions:

General:

1) Navigate to the Company in our Platform using the below path:

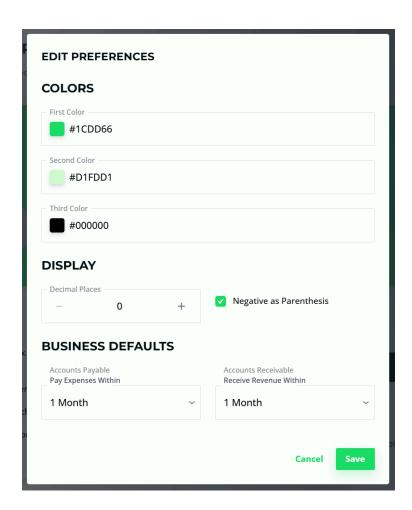
Company



Preferences tool:

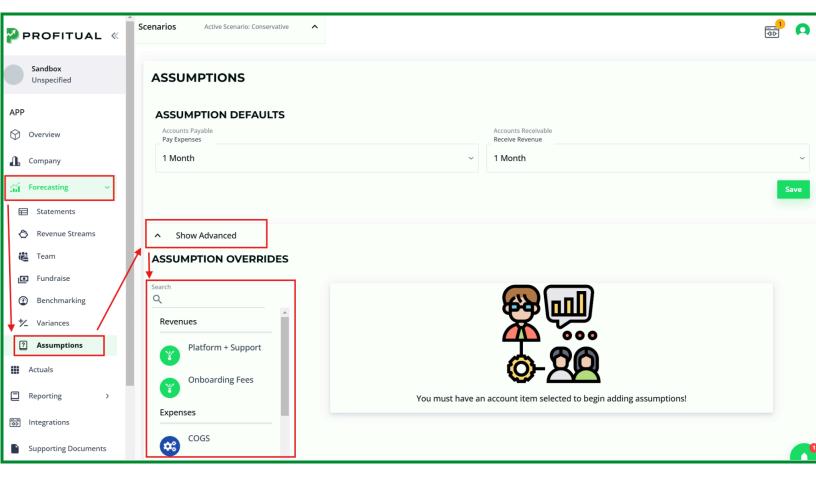
- 1) Use [Preferences] Button to adjust the presentation and high level assumptions of your Platform instance:
 - a) Colours can be adjusted by inputting Hex codes to align with company branding
 - b) Select the number of decimal places you would like to forecast to
 - i) As well decide on how negative balances will be presented
 - (1) Parenthesis (\$1,000)

(2) Non-Parenthesis -\$1,000



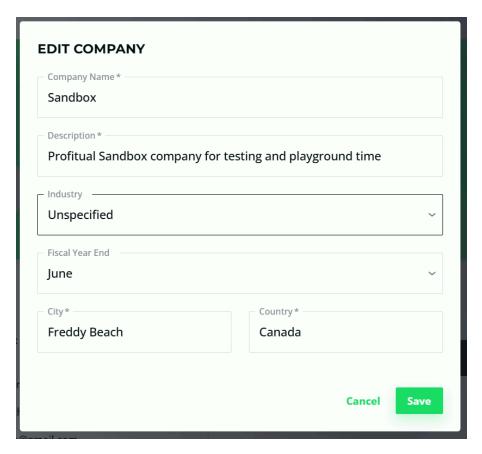
- c) Accounts Payable & Accounts Receivable assumption on cash impact timing
 - This will determine an offset for Expenses (Accounts Payable) and Revenue (Accounts Receivable) between the Income statement and Balance sheet.
 - (1) EX// 1 Month Expenses included in the income statement in January 2025 will impact February 2025 balance sheet and cash
 - ii) These assumptions can be adjusted at the specific line item level in the Assumptions section below

Forecasting > Assumptions > Show Advanced



Edit Tool:

- 1) Update company info and fiscal year for your platform instance:
 - a) Company Name Title of the Platform instance you are working in
 - b) Description Another layer of detail attached to your instance
 - c) Industry select an option from the drop down for the industry that your company best fits into
 - d) Fiscal Year End Select the end month of your fiscal year, this will impact the formatting of your statements
 - e) City and Country inputs



Invite New User:

- 1) Input the email address of the user being added
- 2) Decide on an Access Level from the drop down:
 - a) Viewer Can observe the Platform and results, but can not edit or make changes
 - Potential investors, management needing information but not actioning on financial adjustments
 - b) Editor Can make edits, but not add new users
 - i) Operators of the tool not owners
 - c) Admin Has the super admin access to adjust and access all areas of the platform

