

# TripsWare

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The leading provider of expense management solutions to the private equity field

## About

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TripsWare is the expense reporting system exclusively focused on the private equity industry. It lets you track your costs of fundraising, portfolio company oversight and due diligence initiatives while simplifying expense report submission for your employees.

TripsWare is owned and operated by Paragon Computer Solutions Inc., a New York-based private company that has been providing business solutions for the private equity field since 1997.

Our team of expert professionals has extensive experience in private equity, accounting, and financial systems. As a boutique firm, we have the flexibility to meet the most complex and bespoke needs of our clients.

Our mission is to establish and maintain long-term relationships with our clients in order to meet their accounting, reporting, and compliance requirements on an ongoing basis.

## Clients

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- Private equity, buyout and venture firms
- Fund of funds
- Spin-outs and first time funds
- Investment advisory firms, placement agents
- Fund administrators

## Key facts

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Cloud-based solution in production since 2006.

Strategic partners include American Express, Master Card and Visa, Microsoft, Intuit, Sage and Intacct.

Integrates with MS Dynamics, QuickBooks, Sage, Intacct, Netsuite as well as fund administrators, GL/ERP systems and custom apps.

Compatible with desktop or hosted environments.

## Services

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### Travel and Entertainment Expense Reporting

TripsWare manages Travel and Entertainment (T & E) expenses from all sources for all aspects of deal flow including fund raising, due diligence, portfolio company management, and management company overhead. We provide an end-to-end automated solution that streamlines each step of the expense reporting process, from capture, allocation and submission to approval, reimbursement and bill-back.

### Key Features and Benefits

- Integrate expense data with general ledger and back office accounting system, eliminating manual data entry and errors.
- Generate detailed reports for expense tracking, spend management analysis, audits, and compliance.
- Create custom invoices for portfolio company bill-back, expediting recovery of billable expenses.
- Assign pre-set allocation percentages to multiple funds or investors to automate complex and time-consuming calculations.
- Auto-import of corporate and personal credit card charges for fast expense report preparation.
- Manage vendor invoices such as limo services, legal, etc. for consolidation with T & E spending.
- Submit e-receipts in real time with the TripsWare Mobile App for paperless backup.
- Fund Administrator options to optimize communication with management company.

## Core services

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T & E expense reporting automation

GL Integration tools

Best practices for PE expense management

Portfolio company invoicing

Due diligence cost tracking

CFO reporting tools

## Services cont...

### Custom Accounting Solutions

We help investment firms with all types of expense management challenges. If you have a specific nuance related to your back office operations or accounting workflow, we can design a customized solution for your needs.

### Best Practices for Expense Management

Our knowledge and first-hand experience in the private equity field allows us to provide domain expertise and suggestions for best practices. We work with well-established firms looking to migrate from inefficient legacy systems, new firms that are just getting started, or spin-off entities that need to set up their own back office. We can also make recommendations to optimize your GL set up to improve your ability to track expenses within your accounting software.

### Support

We pride ourselves on our consistent record of excellent customer support. Your firm will be assigned a dedicated TripsWare team who will assist you with all services, including roll out, training and ongoing support

## You need TripsWare if...

- You want real-time visibility into company spending for control, compliance, and transparency
- You need an efficient way to track spending associated with fundraising, portfolio company oversight, due diligence initiatives and management company overhead
- You want to work with a technology partner who understands your business
- You outsource your fund administration
- You need to expedite recording expenses, reimbursing employees and recovering receivables

Join the growing number of satisfied private equity, venture, and investment firms who use TripsWare to manage their expenses.

**“After looking at other vendors, we found that nobody understands the particular challenge of private equity firms the way TripsWare does. TripsWare has made expense management easier for everyone.”**

Accounting Manager, investment firm - \$1bn AUM

## Contacts

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