

Upgrading Your Back Office - A Better Approach to Data Conversion

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Private equity managers create value by enhancing strategy and assisting their portfolio companies with financial, operational and technological improvements. While that is exactly where their primary focus should be, opportunities to create value by improving efficiencies within their own back office are often overlooked. Many private equity firms continue to use spreadsheets and inadequate general ledger software as their primary back office tools. Others struggle with an ineffective fund administrator, wasting valuable time “shadowing” to ensure accuracy and timeliness.

Think. 05

Breaking the cycle is not easy . . .

Many CFOs know their back office must be upgraded, but . . .

Private equity software has come a long way since it was first introduced in the 1990s. Powerful, flexible solutions are available today, yet many CFOs have concluded that they cannot devote the required resources to effectively implement a software solution. They simply do not have the time to handle the data migration project and ongoing software maintenance.

Breaking the cycle is not easy. There is always the next project, reporting deadline or new fund launch. As a result, many firms simply continue to use manual systems or continue to struggle with a fund administrator they would prefer to replace. Their back office staff remains inefficient and overworked and the firm and its investors miss out on the benefits available from an efficient, proactive administrator and powerful private equity software, with dynamic portal solutions.

Many CFOs know their back office must be upgraded, but are just too busy or too fearful of the data conversion process. Data conversion is assumed to be a massive undertaking, dominating staff attention, disrupting day-to-day operations and creating all manner of distraction for the entire back office team.

Here's the good news. We've helped many others and we can help you!

Broadscope Takes On the Heavy Lifting

Broadscope client teams have completed successful conversions from firms who have in-house teams as well as from those using third-party administrators. We have developed an efficient process that makes investment funds operationally ready for full-service administration quickly. In fact, we have completed conversions of single fund complexes within 30 days and multiple fund complexes within 60 days. We work together during the planning phase to define your reporting requirements, decide how much historical data is to be converted and develop a timeline for completion. Then Broadscope does the heavy lifting throughout the conversion process - gathering, uploading and verifying fund data.

The Right People - The Right Tools - The Right Process

Like any significant project, data conversions will progress smoothly when there is a thoughtful process in place with clearly defined roles. The conversion process requires effective planning, execution and data verification:

Plan - Establish requirements, goals and timelines

Execute - Collect, process and upload fund data and documents

Verify - Monitor progress and verify accuracy of converted data

Our client teams utilize proven tools and processes to complete a seamless conversion.

Successful data conversions require a team of experts with deep accounting and investor services experience. Broadscope client service teams provide that experience. The involvement of your Broadscope client team throughout the conversion process establishes the foundation for a productive long-term working relationship. The knowledge gained by your client team is not lost because there is no handoff to a separate operations team at the completion of the conversion process.

Our client teams utilize proven tools and processes to complete a seamless conversion. This begins with a tight project plan that defines goals, responsibilities and timelines. The plan provides all parties with clear expectations and establishes benchmarks and milestones that are reviewed at regular progress meetings until the data conversion is completed.

Throughout the process, the client team utilizes:

- Detailed checklists at various stages of the process
- A secure Web portal for safely gathering important documents and sensitive data
- Standardized data upload templates to save time and simplify data entry

Our Initial Focus Is Operational Readiness

Our approach has been successful because we focus our initial efforts on converting the critical data needed to support operational readiness. As a result, your Broadscope client team is quickly prepared to issue a capital call or distribution to your investors, wire funds for deal closings, pay vendor invoices and ensure that financial statements and partner capital statements are issued timely.

Once we have uploaded the data needed to support the fund's day-to-day operations, we turn our attention to the conversion of the fund's historical data and documents. Our technology solution includes performance-reporting dashboards that are available to you and, at your discretion, your investors. These performance dashboards provide portfolio metric tracking, portfolio performance and investor capital returns. Gross and net IRRs are provided on a real-time basis. And you and your investors can drill down to obtain specific detailed reports, all easily downloadable to your PC or mobile device. To generate this dashboard reporting, we upload and verify all historical investor cash flows and portfolio investment cash flows from inception for each fund entity.

Our experienced teams have repeatedly demonstrated that conversions can be completed smoothly and with minimal disruption . . .

Making the Decision

Don't let the thought of a messy data conversion project keep you from implementing a more efficient back office model. Your Broadscope client team will handle the heavy lifting!

Our experienced teams have repeatedly demonstrated that conversions can be completed smoothly and with minimal disruption to our clients. Critical data is converted and verified quickly. Consequently, your funds are fully operational with an administrator that delivers the efficiencies you expect. Once operational, we shift our focus to creating Web-based performance reporting dashboards that make your firm stand out with your investors and among your peers.

About Broadscope Fund Administrators

Broadscope uses a high touch, boutique style model to provide full-service fund administration to private equity fund managers. Broadscope's mission is to deliver a premium service model based on direct access to senior management, robust quality controls and innovative technology. The Company's founders and senior employees have significant industry-specific experience and knowledge of a broad range of private equity fund types and structures. The Company prides itself on the experience of its senior team, which forms the basis of its personalized service offering.

Contact Us

If you want to free up time to focus on important strategic issues, please contact us.

We have a lot to offer.

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