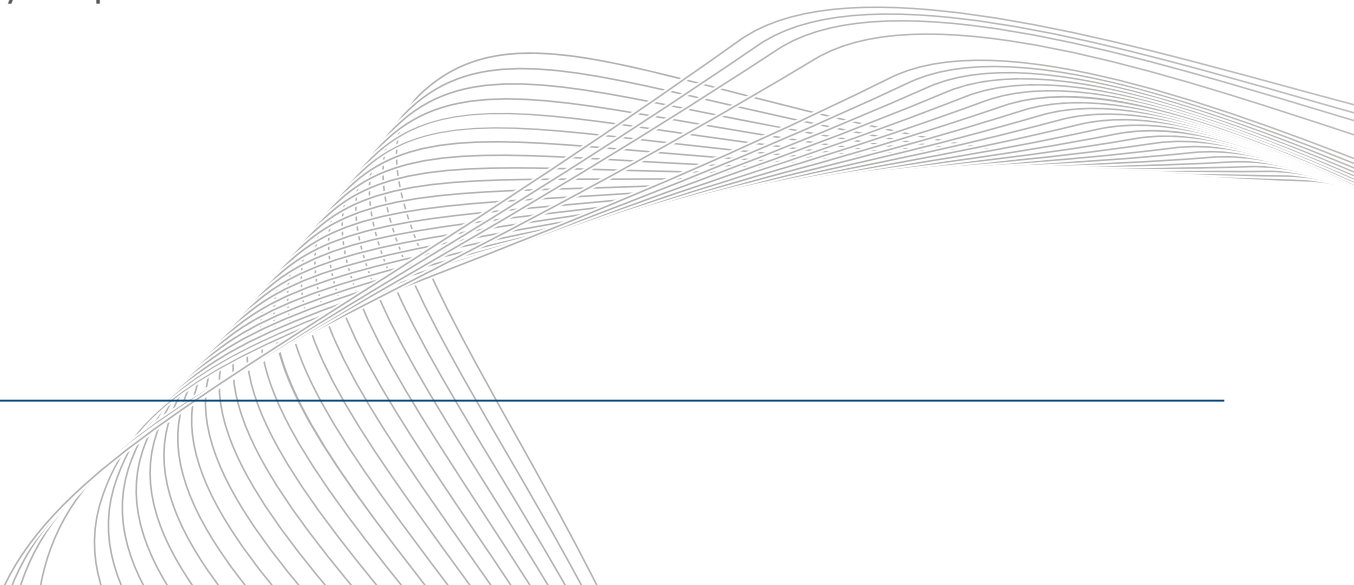


## Checklist: The best questions to ask when choosing a disbursement accounting solution

### 1. Why choose a disbursement accounting solution?

- What advantages will we see over our existing manual process?
- Can your partner help build your business case with you?
- How can we be confident about a third-party handling our disbursement accounting?
- Why should we prioritise DA automation – how will it help our broader digital goals?
- How will our internal teams develop and refocus once they access the solution?

### 2. Has your partner got the “human touch”?

- Your team will use the new platform daily... so is it easy to use?
  - Has your intended partner gone the extra mile to map and understand your existing DA process and demonstrate the financial and operational upsides of the change?
  - Has your partner demonstrated success with similar customers?
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## 3. Security

### Data protection essentials

- What data do I need to provide to set up the integration and how will this be managed and secured?
- How do you protect against unauthorised access to data, both internally and externally?
- What are your procedures for detecting & responding to security breaches?
- What is your policy on data retention and destruction?
- What access controls can limit access to and use of data?
- What support do you provide in the event of a security incident/breach?

### Transactional security

Can the solution:

- Support you to process payments based on your predefined schedules?
  - Record and track available discounts and rebates, and correctly apply and validate them?
  - Allow you to obtain and apply any preferential supplier rates?
  - Track compulsory charges?
  - Recognise invoices and allocate them?
  - Flag unrecognised or unusual invoices for investigation?
  - Ensure against fraud during the payment process?
  - Minimise payment timelines having access to multiple payment channels?
  - Support you with communication with agents through a dedicated team?
  - Assist you in recovering funds for overfunded port calls?
  - Help you avoid having payments stopped for compliance reasons?
  - Provide an effective process for managing your port cost FX exposure?
  - Help reduce excessive transactional charges?
-

## 4. Compliance

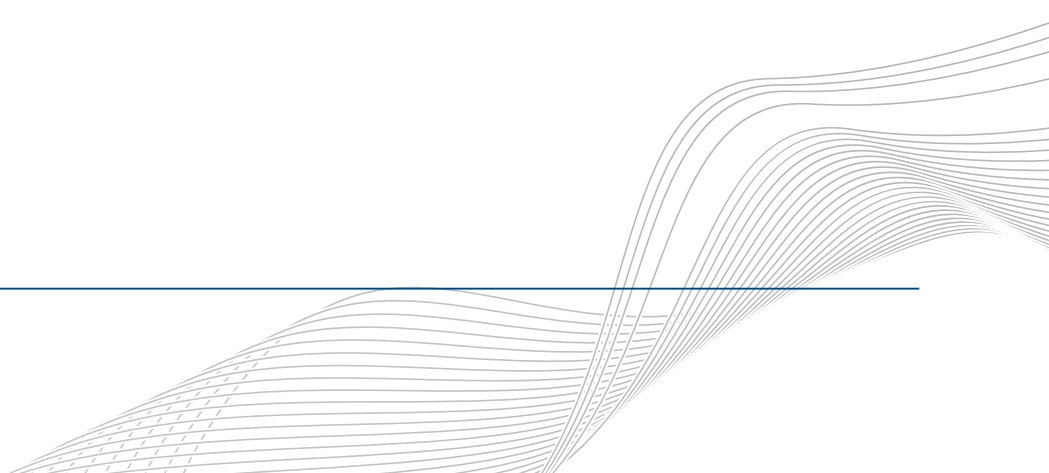
- What are your processes around Customer Due Diligence (CDD)?
- How often are lists and checks carried out and updated?
- Do you offer compliance tools such as bank account verification, auditable anti-money laundering, anti-bribery and anticorruption?

## 5. The onboarding process

### System integration

- What are the system requirements for the software?
- Will any additional hardware or software be needed to support integration?

### Training and enablement

- How is training carried out? (Especially important if you have an international or multi-language team.)
  - Will hands-on guidance be available on the go-live date?
  - What is the post-implementation review, and how is feedback from this incorporated and distributed?
  - Is a chat feature/dedicated personnel available in case manual intervention is required?
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## 6. Reporting:

Can the solution:

- Streamline port cost management accounting and audit functions?
- Lower the cost of cross-border payment and receipt transactions?
- Improve cash or working capital position? Track and monitor every aspect of the port call, including PDA, DDA and FDA (submission, approval and processing times), with DA timelines?
- Track spend on particular cost items within individual ports, through online cost item reports?

**If you have a question about DA-Desk or would like an initial chat with a solutions specialist then please visit [www.DA-Desk.com](http://www.DA-Desk.com)**

