Digital approval of offers and expenses · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Along with the decision, keep the amount, the document version, the time and the approver.

Record and working document

Try refusal, correction and the absence of the principal approver.

For a request sent in error, retract it using the trace and re-verify the new authorisation.

Working example · Digital approval of offers and expenses

Try refusal, correction and the absence of the principal approver.

Specific next steps

1. Try refusal, correction and the absence of the principal approver.
2. For a request sent in error, retract it using the trace and re-verify the new authorisation.
3. Tie approval to limits and the right to view the history.

Limits of application

Apply the guideline to your documents and working methods.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-digital-odobravanje-dokazi