Digital approval of offers and expenses · How to integrate the process into routine operations?

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.

Tie approval to limits and the right to view the history.

Regular application

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

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

Working example · Digital approval of offers and expenses

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

Specific next steps

1. Along with the decision, keep the amount, the document version, the time and the approver.
2. Try refusal, correction and the absence of the principal approver.
3. For a request sent in error, retract it using the trace and re-verify the new authorisation.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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