Digital approval of offers and costs · How to verify this with an example?

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

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

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

Checking by example

Determine who proposes, who confirms and when a second person is required.

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

Working example · Digital approval of offers and expenses

Alongside the decision, record the amount, the document version, the time and the approver. If a request has been sent in error, withdraw it via the audit trail and obtain a new approval.

Specific next steps

1. Determine who proposes, who confirms and when a second person is required.
2. Along with the decision, keep the amount, the document version, the time and the 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

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