# Evidence map accompanying the annual financial statements · How to access it?

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.

**At the beginning of the year, open a folder for each business year and purpose of submission.**

## A starting point in practice

Put the final forms, documentation and proof of submission into it.

Compare the submitted version with the version approved by the responsible persons.

## Working example · Evidence map for the annual financial statements

Compare the submitted version with the version approved by the responsible persons.

## Specific next steps

1. Put the final forms, documentation and proof of submission into it.
2. Compare the submitted version with the version approved by the responsible persons.
3. Arrange a consistent file-naming convention and the person responsible for handover.

## Limits of application

By type of taxpayer, purpose of submission and reporting period.

## Sources

**FAQ · Answers to the most common questions about GFI**

https://www.fina.hr/javne-usluge-za-poslovne-subjekte/registri/registar-godisnjih-financijskih-izvjestaja/odgovori-na-vasa-najcesca-pitanja

## Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-gfi-mapa-dokaza-odluka