Reconciling cash collected on order · How to check it with an example?

For: Platformski radnik kod poslodavca · Platformski rad preko vlastitog obrta

Practical business guidance · Reviewed: 2026-11-22

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

Check the cash balance against orders placed and returns.

Checking by example

The instruction must clearly specify who is to receive the amount, when, and on the basis of which records.

For each submission, keep the date, amount, identifier and confirmation of the responsible person.

Working example · Reconciliation of cash collected on order

For each delivery, record the date, amount, identifier and confirmation of the responsible person. If there is a discrepancy, do not manually adjust the balance without following the verification and signing procedure.

Specific next steps

1. The instruction must clearly specify who is to receive the amount, when, and on the basis of which records.
2. For each submission, keep the date, amount, identifier and confirmation of the responsible person.
3. When a discrepancy arises, do not manually alter the status without the verification and signature procedure.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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