Two payments for the same invoice · What should be recorded?

For: Sole trader under flat-rate taxation

Practical business guidance · Reviewed: 2026-11-22

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

Save the date, amount, currency and document reference for each receipt.

Record and working document

Check whether the total of the payments matches the part of the bill that has been settled.

If the payment covers multiple invoices, request an allocation from the customer.

Working example · Two payments for the same invoice

Check whether the total of the payments matches the part of the bill that has been settled.

Specific next steps

1. Check whether the total of the payments matches the part of the bill that has been settled.
2. If the payment covers multiple invoices, request an allocation from the customer.
3. Include open balances in the weekly billing review.

Limits of application

Apply the guideline to your documents and working methods.

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