Two payments for the same invoice · How to integrate the process into routine operations?

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.

Include open balances in the weekly billing review.

Regular application

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

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

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. Save the date, amount, currency and document reference for each receipt.
2. Check whether the total of the payments matches the part of the bill that has been settled.
3. If the payment covers multiple invoices, request an allocation from the customer.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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