Two payments for the same invoice · How to check this with an example?

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.

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

Checking by example

For each invoice, create a line for each individual payment and the outstanding balance.

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

Working example · Two payments for the same invoice

Record the date, amount, currency and document reference for each receipt. If the payment covers multiple invoices, request a breakdown from the customer.

Specific next steps

1. For each invoice, create a line for each individual payment and the outstanding balance.
2. Save the date, amount, currency and document reference for each receipt.
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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