Payment without a reference number · What should be recorded?

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.

Keep the bank statement and the customer's written confirmation if the purpose of the payment is not clear.

Record and working document

Check whether there are two open items of the same amount.

Do not close the first account for the same amount if there are other matches.

Working example · Payment without reference number

Check whether there are two open items of the same amount.

Specific next steps

1. Check whether there are two open items of the same amount.
2. Do not close the first account for the same amount if there are other matches.
3. Add the mandatory reference to the payment instructions template.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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