Payment without a reference number · How to access?

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.

Begin the matching with the amount, the customer's name and the date, then confirm the purpose.

A starting point in practice

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

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

Working example · Payment without reference number

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

Specific next steps

1. Keep the bank statement and the customer's written confirmation if the purpose of the payment is not clear.
2. Check whether there are two open items of the same amount.
3. Add the mandatory reference to the payment instructions template.

Limits of application

Apply the guideline to your documents and working methods.

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