Payment without a reference number · How to integrate the procedure into routine operations?

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.

Add the mandatory reference to the payment instructions template.

Regular application

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

Limits of application

Apply the guideline to your documents and working methods.

Original page

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