Payment without a reference number · How to check it using an example?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

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

Checking by example

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

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

Working example · Payment without reference number

Keep the bank statement and the customer's written confirmation if the purpose of the payment is not clear. Do not close the first account for the same amount if there are other matches.

Specific next steps

1. Begin the matching with the amount, the customer's name and the date, then confirm the purpose.
2. Keep the bank statement and the customer's written confirmation if the purpose of the payment is not clear.
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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