Partially paid invoice for a B2B service · What should be recorded?

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.

Keep the original invoice, proof of payment and confirmation of the agreed balance.

Record and working document

Check whether the payment applies exclusively to that account.

In a dispute over part of a delivery, set aside the undisputed matters and agree a procedure with appropriate expert verification.

Working example · Partially paid invoice for a B2B service

Check whether the payment applies exclusively to that account.

Specific next steps

1. Check whether the payment applies exclusively to that account.
2. In a dispute over part of a delivery, set aside the undisputed matters and agree a procedure with appropriate expert verification.
3. The maturity report should show the outstanding, not the full, amount of the invoice.

Limits of application

Apply the guideline to your documents and working methods.

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