Partially paid B2B service invoice · How to proceed?

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.

Separate the settled portion of the invoice amount and show the remaining outstanding balance.

A starting point in practice

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

Check whether the payment applies exclusively to that account.

Working example · Partially paid invoice for a B2B service

Check whether the payment applies exclusively to that account.

Specific next steps

1. Keep the original invoice, proof of payment and confirmation of the agreed balance.
2. Check whether the payment applies exclusively to that account.
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.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-djelomicna-uplata-odluka