Partially paid B2B service invoice · How to integrate the process 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.

The maturity report should show the outstanding, not the full, amount of the invoice.

Regular application

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

Limits of application

Apply the guideline to your documents and working methods.

Original page

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