Two payments for the same invoice · How to access?

For: Sole trader under flat-rate taxation

Practical business guidance · Reviewed: 2026-11-22

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

For each invoice, create a line for each individual payment and the outstanding balance.

A starting point in practice

Save the date, amount, currency and document reference for each receipt.

Check whether the total of the payments matches the part of the bill that has been settled.

Working example · Two payments for the same invoice

Check whether the total of the payments matches the part of the bill that has been settled.

Specific next steps

1. Save the date, amount, currency and document reference for each receipt.
2. Check whether the total of the payments matches the part of the bill that has been settled.
3. Include open balances in the weekly billing review.

Limits of application

Apply the guideline to your documents and working methods.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-kpr-djelomicno-odluka