

# Unmapping documents

If for some reason it is necessary to move the document to an unclassified state, for example, if the document has been incorrectly classified, we have this option in the system.

To **unmap** a document, make sure the document has no dependencies:

- Relationship Invoice -> Commitment
- Relationship Agreement -> Commitment
- Relationship Agreement -> Agreement annex.

Find the document you want to move to an unclassified state.  
Open its Viewing/Editing.

Click the "**Unmap**" button

Then confirm the action by clicking the "**OK**" button

Invoice
VAT Number:

Save
List Invoices
Unmapping

You definitely want to unmap the document?
Anuluj
OK

Commitment
Go to commitment
No commitments
Create new commitment

ID
84
Number
FV/2021/10/50
Netto
300,00
VAT
69,00
Brutto
369,00
Document Date
02.10.2021
Receipt Date
02.10.2021
Tags
OBSŁUGA KSIĘGOWA
Księgowość

(anonymous)
1 / 1
100%

Lp.	Nazwa	PKWiU	Ilość	Jm	Cena netto	Wartość netto	Stawka VAT	Kwota VAT	Wartość brutto
1	OBSŁUGA KSIĘGOWA	xxx	1.00	szt	300,00	300,00	23%	69,00	369,00
						300,00	23%	69,00	369,00
RAZEM						300,00		69,00	369,00

Uwagi

Odbiorca:
Wystawca:

After a document is successfully unmapped, the document enters the unclassified state. It will be in the menu item **"Documents"** -> **"List of unclassified"**.

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