

# 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 [redacted] VAT Number: [redacted] You definitely want to unmap the document?

Save List Invoices **Unmapping** Anuluj OK

**Commitment**

Go to commitment

No commitments

Create new commitment

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**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**

OBSLUGA KSIĘGOWA x

Księgowość x

(anonymous) 1 / 1 | 100%

Lp.	Nazwa	PKWIU	Ilość	Jm	Cena netto	Wartość netto	Stawka VAT	Kwota VAT	Wartość brutto
1	OBSLUGA KSIĘGOWA	xxx	1.00	szt	300,00	300,00	23%	69,00	369,00
						300,00	23%	69,00	369,00
<b>RAZEM</b>						<b>300,00</b>		<b>69,00</b>	<b>369,00</b>

**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**".

Revision #2

Created 6 November 2021 08:54:21 by Ruslan

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