

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]

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 x

Księgowość x

(anonymous) 1 / 1 100%

[REDACTED]

[REDACTED]

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

[REDACTED]

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 14:54:21 by Ruslan

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