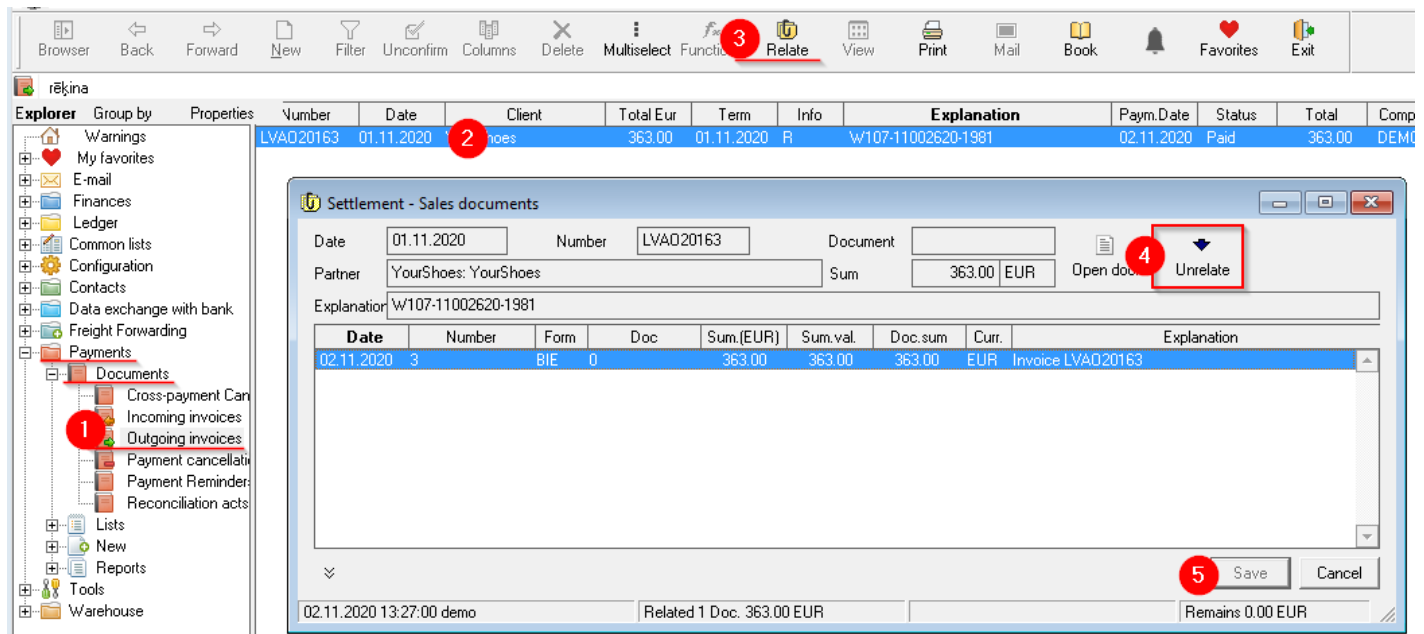# Unrelate a payment from an outgoing invoice

Sometimes it is necessary to unrelate a payment from an outgoing invoice. To do this, the following steps are required:

1. **OZOLS > Payments > Documents > Outgoing invoices**
2. **Mark the invoice** for which payment should be unrelated
3. Click **Relate** in **the toolbar**
4. In the Billing - Sales documents window, select **Unrelate**
5. Save changes.

If the payment is unlinked with the intention of making corrections to the payment order, then the **payment must be re-added to the invoice** afterwards . You will find the

instructions here

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