

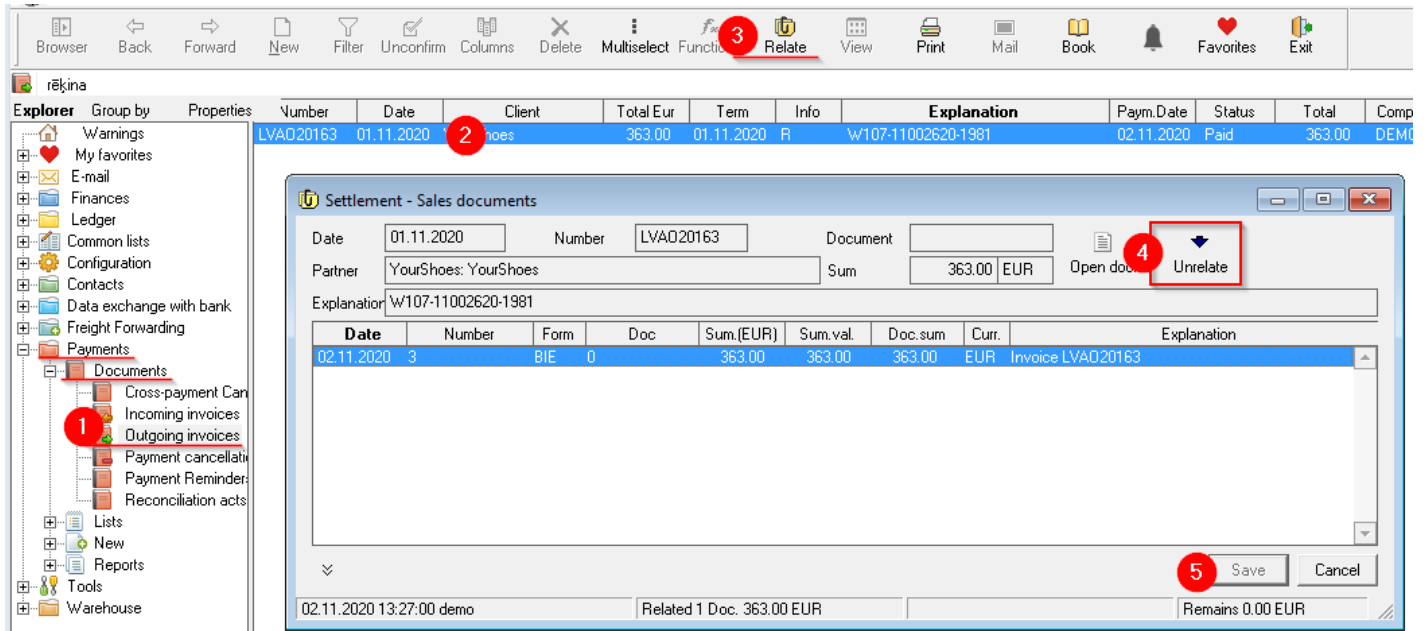


Unrelate a payment from an outgoing invoice

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.



The screenshot shows the OZOLS software interface. The main window displays a table of sales documents with the following columns: Number, Date, Client, Total Eur, Term, Info, Explanation, Paym.Date, Status, Total, and Comp. The selected row is LVA020163, dated 01.11.2020, for client 'shoes', with a total of 363.00 EUR. The 'Relate' button in the toolbar is highlighted with a red circle (3). The 'Settlement - Sales documents' dialog box is open, showing the date 01.11.2020, number LVA020163, and partner 'YourShoes: YourShoes'. The 'Unrelate' button is highlighted with a red circle (4). The 'Save' button is highlighted with a red circle (5). The status bar at the bottom shows 'Related 1 Doc. 363.00 EUR' and 'Remains 0.00 EUR'.

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](#)

Revision #7

Created Tue, Oct 25, 2022 7:52 AM by [Janis Veldre](#)

Updated Mon, Jul 6, 2026 7:04 AM by [Janis Veldre](#)