

# How to Retrieve Document Rejection Comments

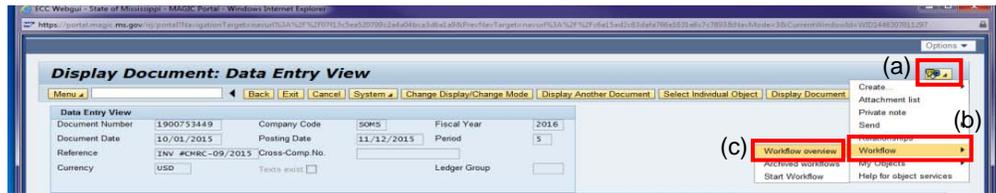


This job aid will provide two options on how to retrieve document rejection comments within MAGIC.

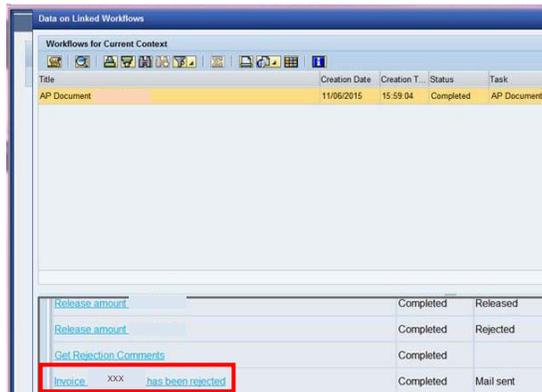
## Option 1: Refer to the Workflow Overview

When a document is rejected, the document work item is placed back in the initiators inbox. Please follow the steps below to view the reason for the rejection.

- 1.) Use T-Code FBV3 or MIR4 (LIV) to view the document.
- 2.) Once the document is displayed:
  - a. Click the **Services for Object** pull down menu then;
  - b. Select **Workflow** then;
  - c. Select **Workflow overview**.



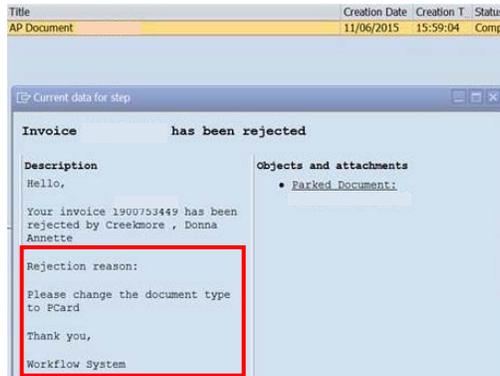
- 3.) Select the appropriate **Invoice ### has been rejected** link.



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- 4.) The rejection comments should be displayed. Please note that it will always say that it was rejected by the final agency approver. You must refer to the workflow to determine who rejected the document.

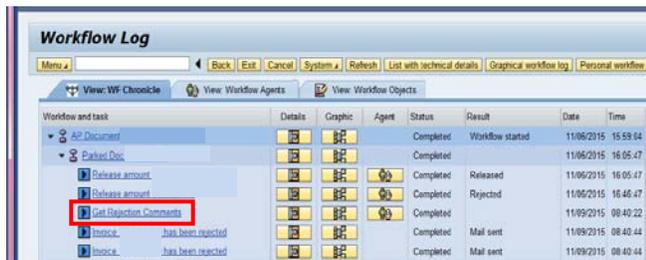


## Option 2: Look in the Document Container

- 1.) Complete steps 1 and 2 from Option 1
- 2.) Select the **Display Workflow Log** icon



- 3.) Select the **Get Rejection Comments** link

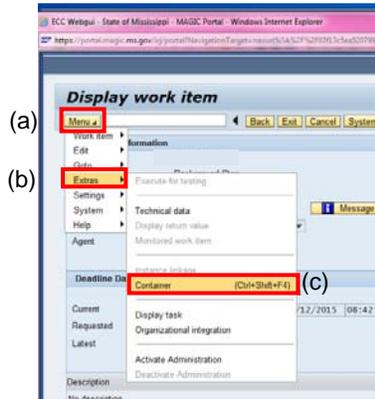


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4.) When the next screen is displayed:

- a. Select **Menu** then;
- b. Select **Extras** then;
- c. Select **Container**.



5.) Click **< # Entry >** then the rejection should be listed under the **COMMENTS** section. The # will display the number of comments available. All comments will be listed in the comments section.

