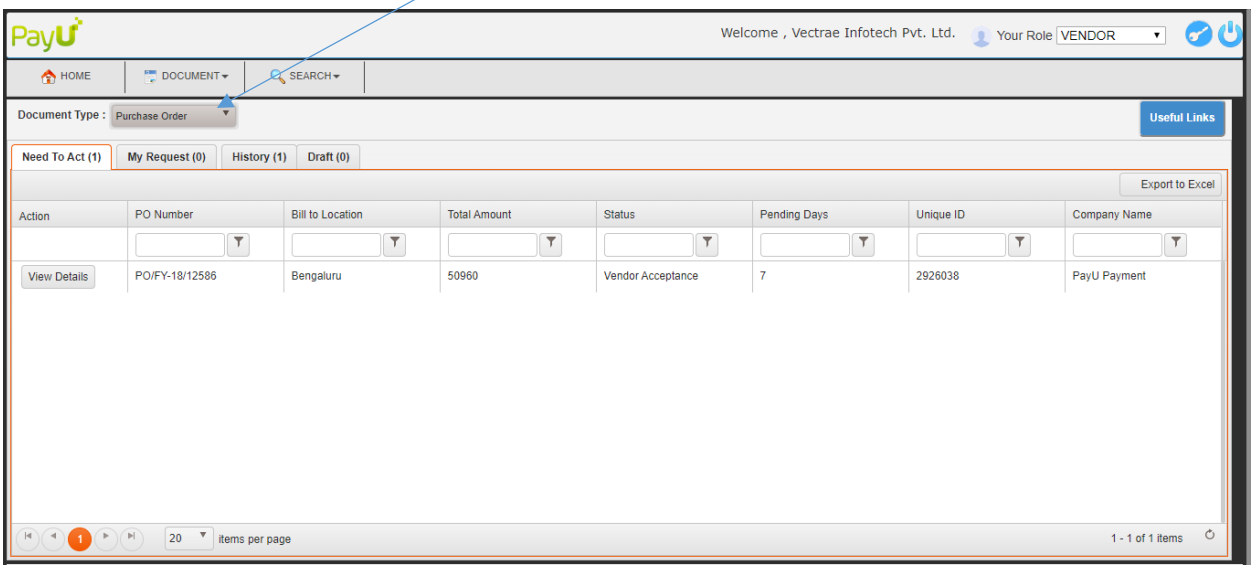
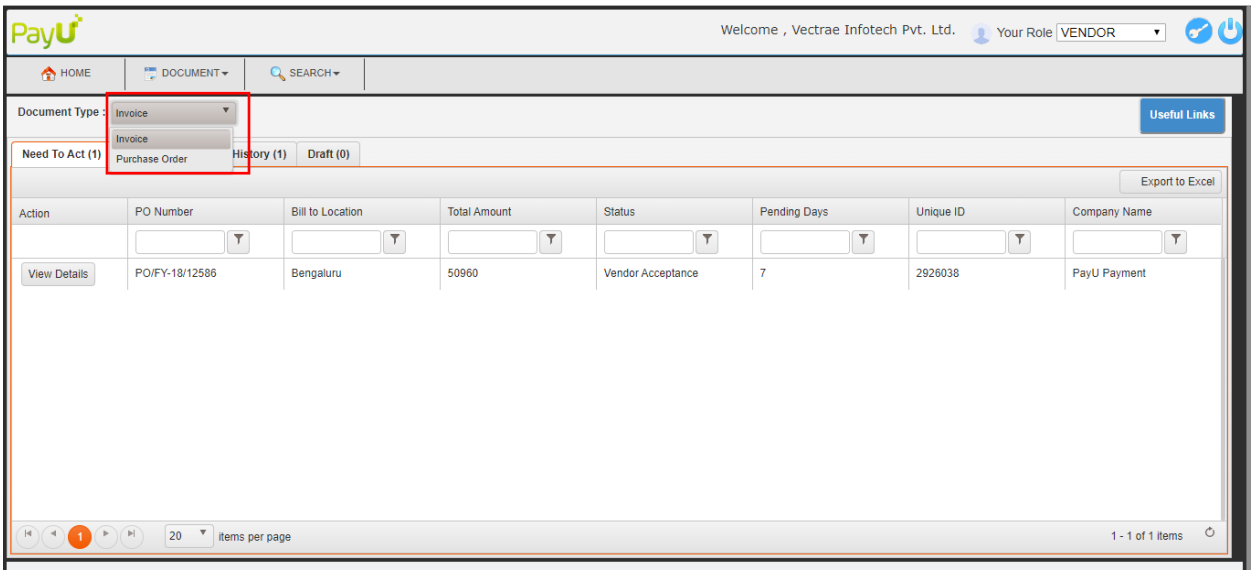
How to treat documents which gets reconsider to Creator’s bucket?

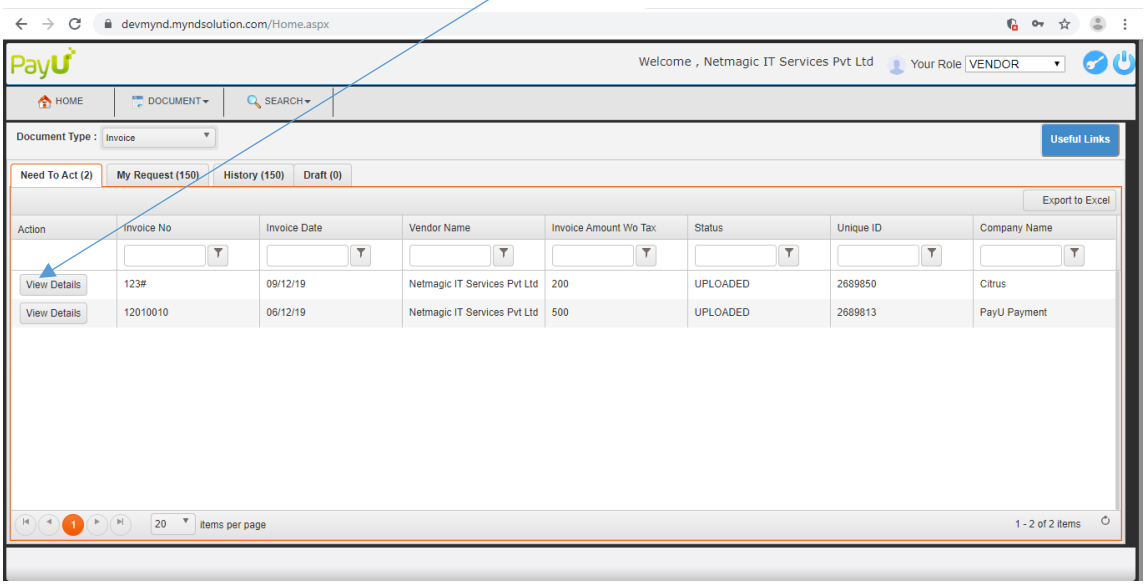
What to do if document gets reconsider back to creator?

- After log in to pearl user need to change **document type** to **invoice** (Highlighted in red box) then system will show documents (Invoice) on which user need to take action.

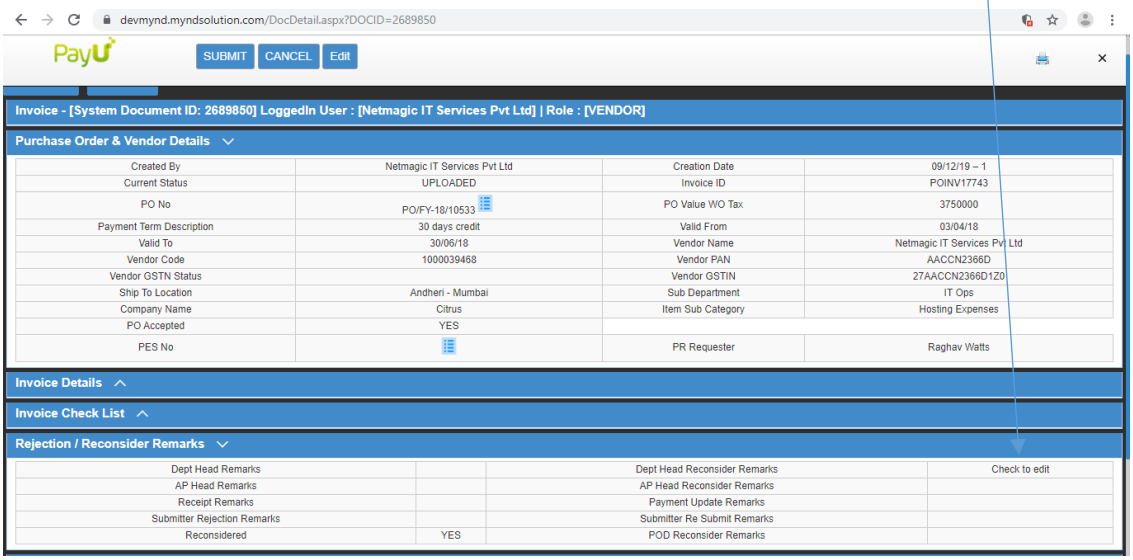




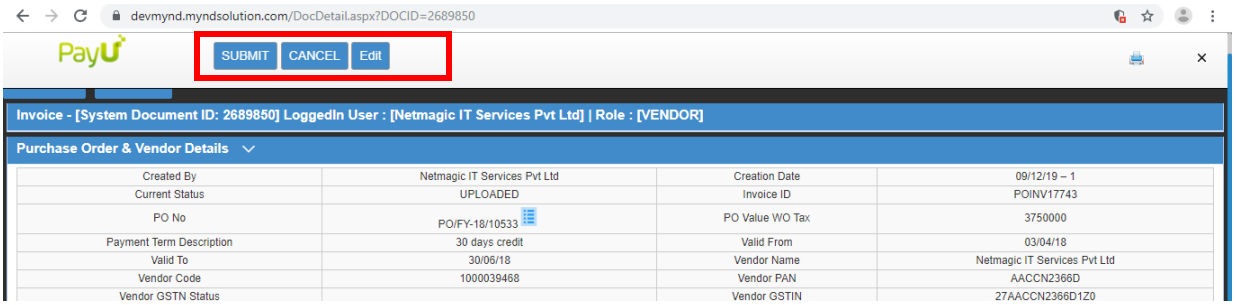
- System shows documents (Which got reconsider) in the bucket (Need to act) of creator. User need to click on **View details** to open the document detail page.



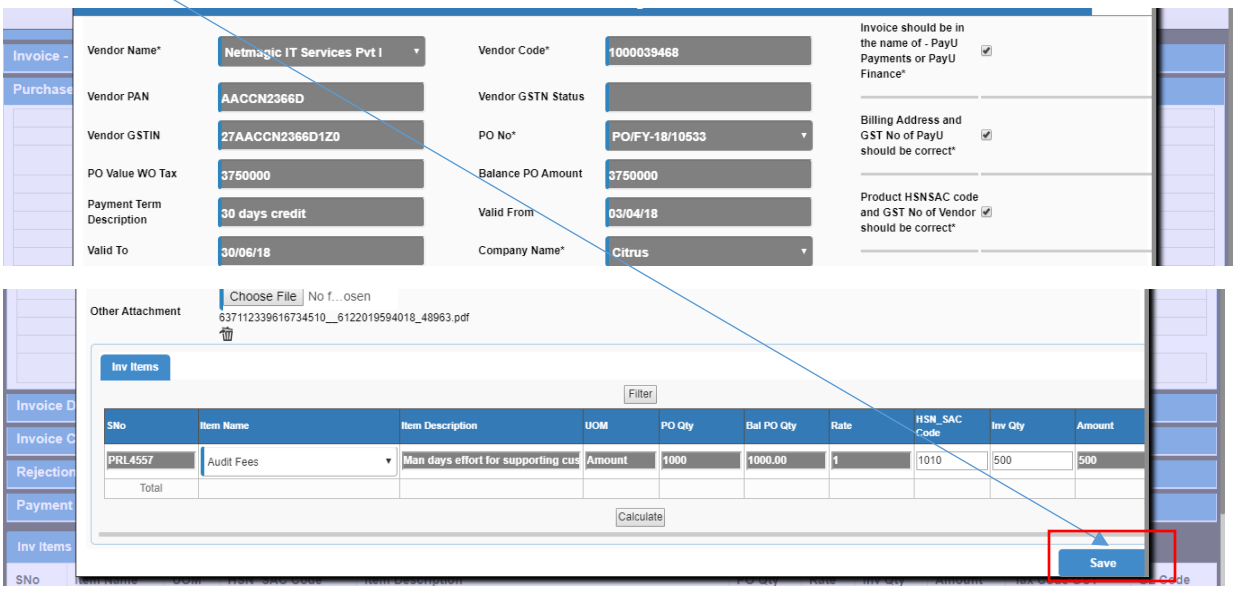
- Once Document page is opened user can check **remarks or reason** due to which invoice got reconsider in Rejection/Reconsider Remarks.



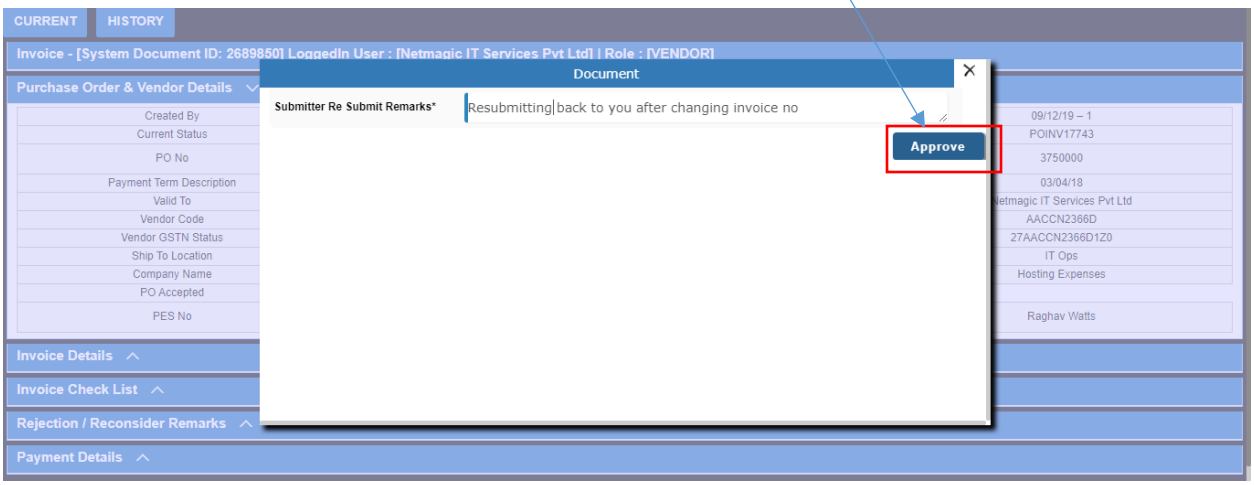
- There are three actions which User can take given on the top of Document detail page which are :-
  1) **Edit** - If user wants to edit some of the details (editable Details)
  2) **Cancel** - If user wants to Reject the invoice
  3) **Submit** - User has to resubmit document after editing the required details for which invoice got reconsider.

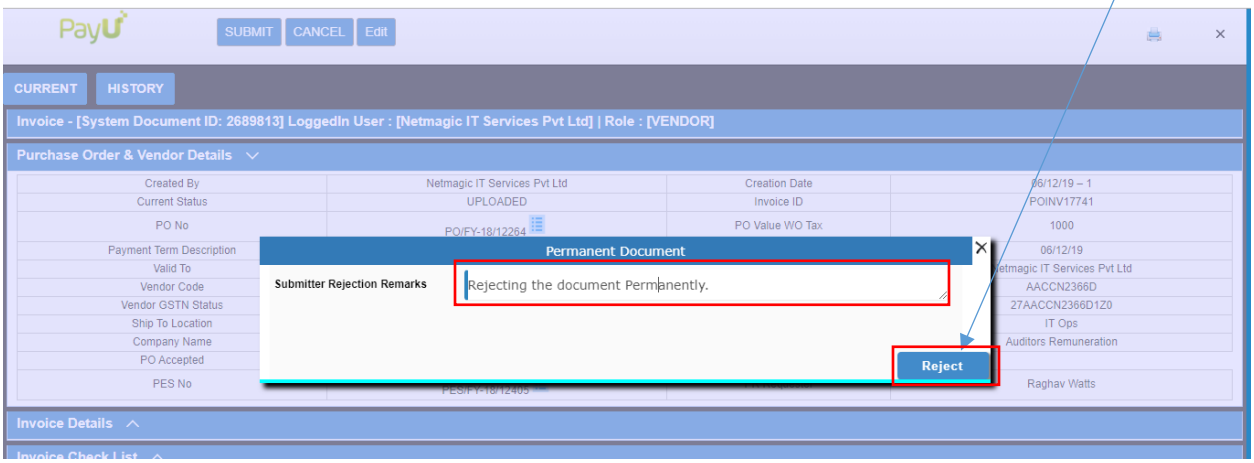


- If User wants to edit the document, he needs to click on edit button. Edit screen will appear on system and he can edit any required information and **save** it.



- After doing editing in document, User need to Re submit the document for further approval. User need to click on Submit button, Submit screen will appear in system. Then User need to fill **re submit remarks** which is mandatory to fill and resubmit it by click on **approve** button



- Once invoice gets re submitted by user, Invoice would go for the further assigned workflow.

- In case there is something, which user cannot edit in invoice or there is no need of invoice user can cancel the document by using **Cancel** Button. User need to click on cancel button given on top of doc detail page. Then User need to fill **Rejection remarks** and cancel the document by click on **reject** button.