Objective
To provide the Fiduciary with steps on how to delete a line item from an accounting.

Audience
User: Fiduciary

Prerequisite
The Fiduciary has added a line item.

Instructions

Deactivate Line Item Note: Accounting line items cannot be deleted for auditing purposes. Once a Fiduciary deactivates a line item, it will be shown in the accounting summary; however, the line item amount will not be reflected in the total balance.
1. Click on Manage Accountings on the FAST Homepage

2. Select the accounting that the Fiduciary would like to edit
3. Click **Edit Line Items**

![Image of FAST interface with 'Edit Line Items' highlighted]

4. **Select** the **Item Number** that the line item that the Fiduciary intends to delete

5. **Click** the **pencil icon** beside the Deactivate field

![Image of FAST interface with line item details and 'Deactivate' checkbox]

**Accounting**

*Smoke 330 10-16-2019 10-16-2020*

**Income Type**

VA Retroactive or Lump Sum Payment

**Amount**

$200.00

**Total Received**

$200.00

**Deactivate**

☑️

**Created By**

FAST Fiduciary User, 4/1/2020 1:15 PM
Deactivate a Line Item

6. Check **Deactivate**
7. Click **Save**

**Note:** The Fiduciary may undo a deactivation by redoing steps 6-8 and unchecking deactivate.

**Outcome**

The Fiduciary will be able to remove a line item from being calculated in the accounting.