

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Deactivate a Line Item



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.

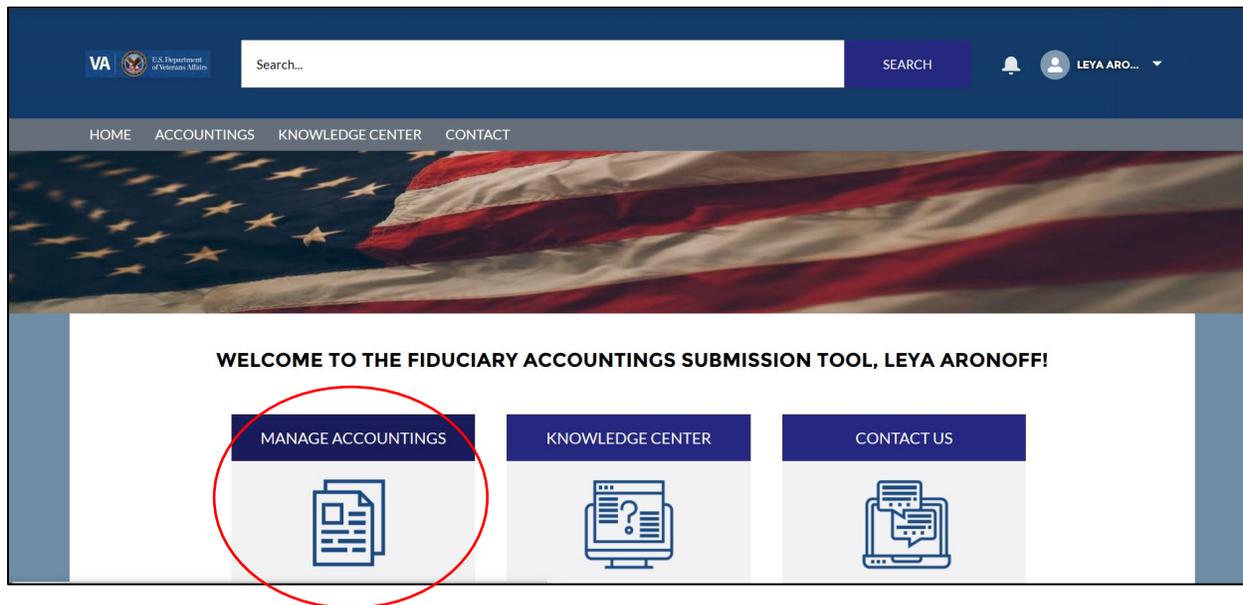


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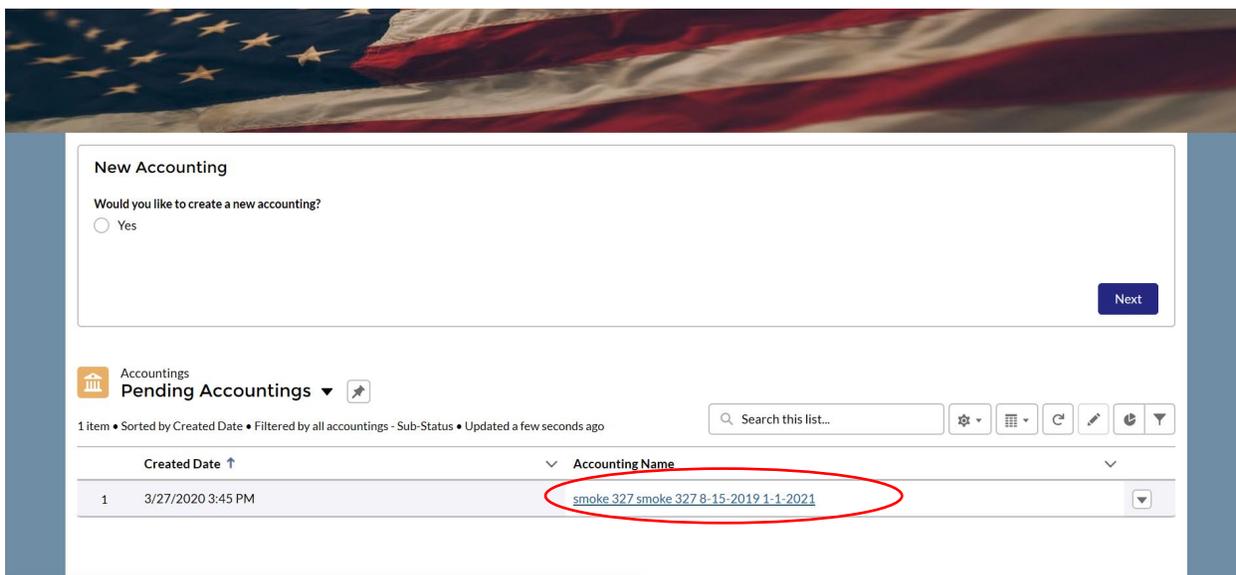
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1. Click on **Manage Accountings** on the FAST Homepage

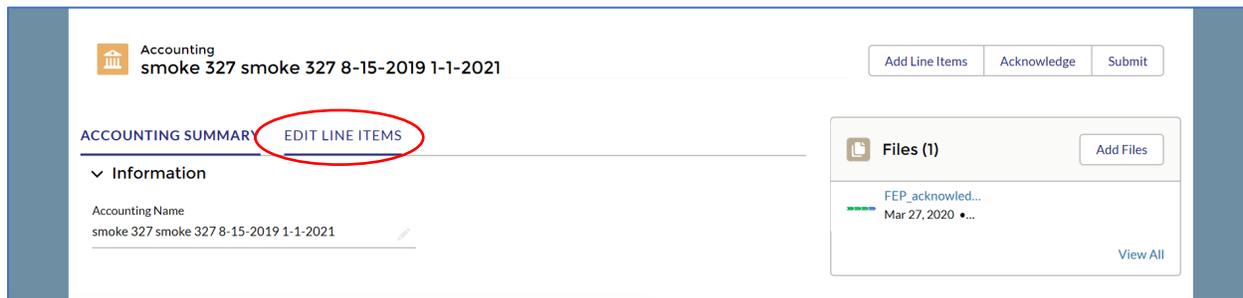


2. Select the **accounting** that the Fiduciary would like to edit

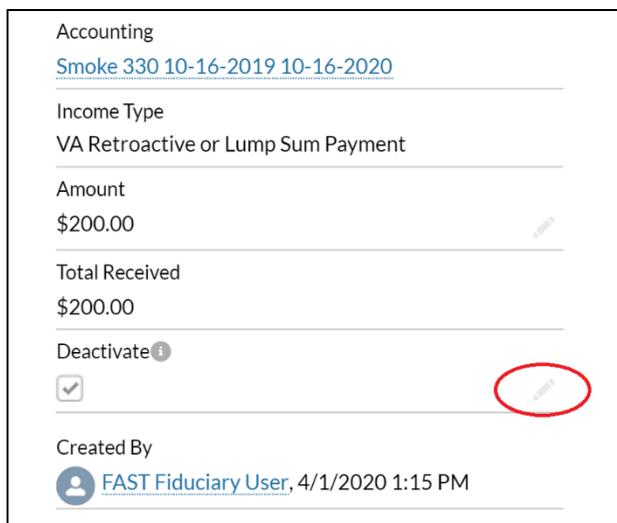


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3. Click [Edit Line Items](#)



4. Select the **Item Number** that the line item that the Fiduciary intends to delete
5. Click the **pencil icon** beside the Deactivate field



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6. Check Deactivate

The screenshot shows the FAST web application interface. At the top, there is a navigation bar with links for HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. Below the navigation bar, the page title is "Money Received MR-0000". The main content area displays the following information:

- Accounting: smoke 327 smoke 327 8-15-2019 1-1-2021
- Income Type: Amount Received from VA
- Monthly Amount: \$6.00
- Number of Months: 12
- Total Received: \$72.00

At the bottom of the form, there is a "Deactivate" checkbox which is checked and highlighted with a red circle. To the right of the checkbox is a "Deactivate" label with a small information icon. Below the checkbox area are "Cancel" and "Save" buttons.



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7. Click **Save**

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At the bottom of the form, there is a "Deactivate" section with a blue checkmark and a red circle around the "Save" button. The "Cancel" button is also visible.

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.

