Fiduciary Accountings Submission Tool (FAST) Training Job Aid
Edit a Line Item

Objective
To provide the Fiduciary with steps on how to correct a line item that was added.

Audience
User: Fiduciary

Prerequisite
The Fiduciary has added a line item.

Instructions
1. Click on Manage Accountings on the FAST Homepage

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

4. Select the **Item Number** of the line item that the Fiduciary intends to edit
### Money Received (5)

<table>
<thead>
<tr>
<th>Income Type</th>
<th>Total Received</th>
<th>Deactivate</th>
<th>Income Item #</th>
<th>Number of</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Amount Received</td>
<td>$1,300.00</td>
<td></td>
<td>MR-0013</td>
<td>2</td>
</tr>
<tr>
<td>2 VA Retroactive</td>
<td>$500.00</td>
<td></td>
<td>MR-0014</td>
<td></td>
</tr>
<tr>
<td>3 VA Retroactive</td>
<td>$200.00</td>
<td>✔️</td>
<td>MR-0015</td>
<td></td>
</tr>
<tr>
<td>4 Amount Received</td>
<td>$60.00</td>
<td></td>
<td>MR-0016</td>
<td>12</td>
</tr>
<tr>
<td>5 Other</td>
<td>$40.45</td>
<td></td>
<td>MR-0017</td>
<td></td>
</tr>
</tbody>
</table>
5. Click the pencil icon next to the field that the Fiduciary intends to edit.

6. Make appropriate changes (If you would like to undo the change made, click the undo arrow above the field.)
7. **Click Save**

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**Outcome**

The Fiduciary will be able to correct a line item and continue to add additional line or submit an accounting.