Objective
To provide the Fiduciary with steps on how to review and implement the LIE’s requested revisions

Audience
User: Fiduciary

Prerequisite
The LIE has reviewed the accounting and requested revisions on the accounting.

Instructions
1. Receive Notification Email stating that the accounting requires revisions

   [External] Sandbox: DEPT OF VA - FAST Accounting Returned (First Notice)

   Dear FAST,

   Your accounting has been reviewed and cannot be approved at this time.

   You can find the information detailing the errors or deficiencies, and the corrective action needed by logging into Fiduciary Accountings Submission Tool (FAST) website at https://nam04.safelinks-protection.outlook.com/?url=https%3A%2F%2Fwww.va.gov%2F%2FFAST%2Famp;cid=627191121190097339%26amp;data=8y11d%2Fy14D0660c75AM8lpDtvXWx%26%3D%26reserved=0.

   Please respond within 3 days from the date of this email with the information needed.

   If you have questions or need assistance you can call us at 1-888-407-0144. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.

   You can also send electronic inquiries through the Internet at https://nam04.safelinks-protection.outlook.com/?url=https%3A%2F%2Firs.outhelp.va.gov%2F%2Famp;cid=627191121190097339%26amp;data=8y11d%2Fy14D0660c75AM8lpDtvXWx%26%3D%26reserved=0.

   Sincerely yours,
   RD Director
   VA Regional Office

2. Login to FAST

3. Click Manage Accountings on the FAST Homepage
4. Filter accounting listview by Pending Accountings
5. Select **Accounting** with requested revisions

6. **Verify Accounting Status** updated to Revisions Requested
Review Revisions Requested

Outcome

The Fiduciary has provided and submitted revisions and the LIE will continue to review and provide a disposition.