

Fiduciary Accountings Submission Tool (FAST) Training Job Aid Review Requested Revisions on an Accounting



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)

 VANOREply@va.gov
To: Doyle, Henry G. Tue 4/7/2020 7:53 PM

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=http%3A%2F%2Fwww.my.va.gov%2FFAST&data=02%7C01%7Cb-henry.g.doyle%40accenturefederal.com%7C9fcbf1b713024eb3f39d08d7db680350%7C0ee6c63b4eab4748b74ad1dc22fc1a24%7C0%7C0%7C637219112119097839&data=LmsuDYClq1dd%2Bys1ADSi6OrcT5KIAMbpdHpnAXWsXhs%3D&reserved=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%2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40accenturefederal.com%7C9fcbf1b713024eb3f39d08d7db680350%7C0ee6c63b4eab4748b74ad1dc22fc1a24%7C0%7C0%7C637219112119097839&data=OEKZompS0249DowpKmSG6UJKjOKT%2F2tKh4Ls4OODxc%3D&reserved=0>

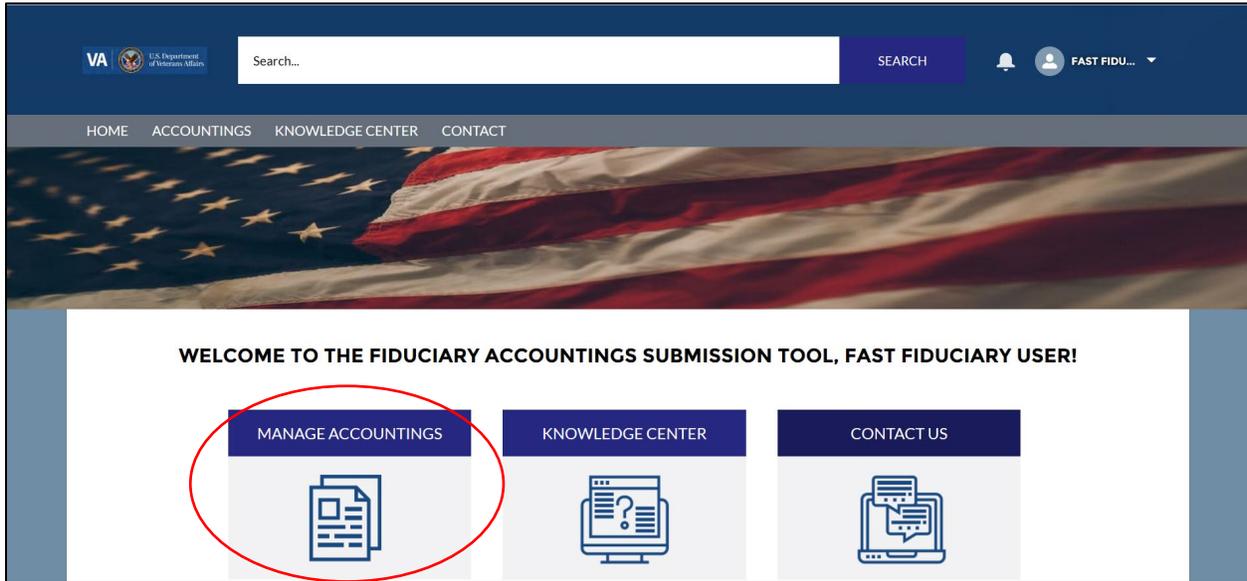
Sincerely yours,

RO Director
VA Regional Office

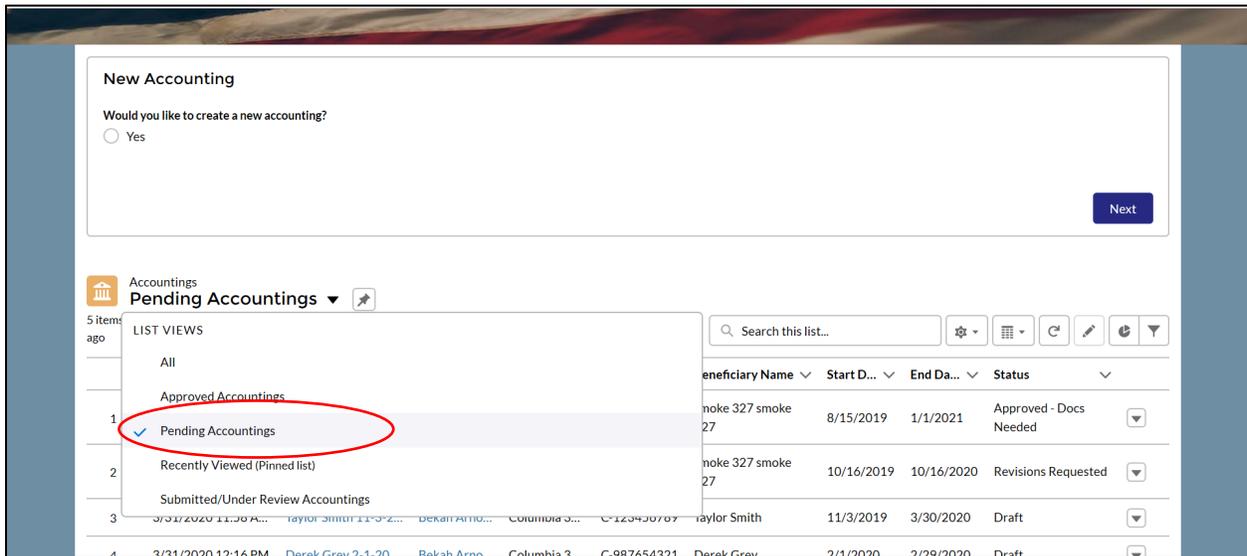
2. **Login to FAST**
3. **Click Manage Accountings** on the FAST Homepage



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4. Filter accounting listview by **Pending Accountings**



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Training Job Aid

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5. Select Accounting with requested revisions

New Accounting

Would you like to create a new accounting?

Yes

Next

Accountings

Pending Accountings

5 items • Sorted by Created Date • Filtered by all accountings - Status, Sub-Status, Created by Me • Updated a few seconds ago

Search this list...

	Created Date ↑	Accounting Name	Fiduciar...	VA Fidu...	VA File ...	Beneficiary Name	Start D...	End Da...	Status
1	3/27/2020 3:45 PM	smoke 327 smoke 3...	Bekah Arno...	Columbia 3...	C-32732732	smoke 327 smoke 327	8/15/2019	1/1/2021	Approved - Docs Needed
2	3/27/2020 4:53 PM	smoke 327 smoke 3...	Bekah Arno...	Columbia 3...	C-32732732	smoke 327 smoke 327	10/16/2019	10/16/2020	Revisions Requested
3	3/31/2020 11:58 A...	Taylor Smith 11-3-2...	Bekah Arno...	Columbia 3...	C-123456789	Taylor Smith	11/3/2019	3/30/2020	Draft
4	3/31/2020 12:16 PM	Derek Grey 2-1-20...	Bekah Arno...	Columbia 3...	C-987654321	Derek Grey	2/1/2020	2/29/2020	Draft

6. Verify Accounting Status updated to Revisions Requested

VA U.S. Department of Veterans Affairs

Search... SEARCH

FAST FIDU...

HOME ACCOUNTINGS KNOWLEDGE CENTER CONTACT

Accounting Status

Status: Revisions Requested

This accounting has been returned for revisions. Please review and implement the requested changes from the reviewer:

Revisions Requested:
Return

For new line items, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to the 'Edit Line Items' tab and select the applicable record from the lists.

Please note: if you wish to delete a line item, you must click the 'Deactivate' checkbox within the line item record. The line item will still display, however it will not be included in your accounting.

After completing the changes, you **must re-acknowledge** the Accounting before you re-submit. If you have questions please contact the Fiduciary Hotline ([1-888-407-0144](tel:1-888-407-0144)).

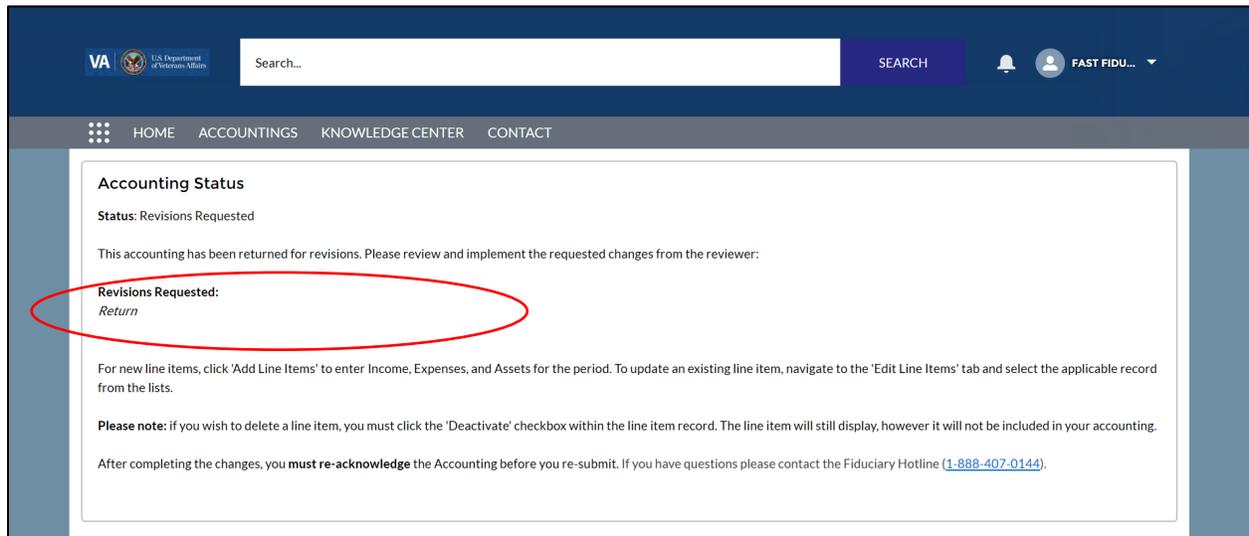


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7. Review Revisions Requested



The screenshot shows the FAST web application interface. At the top, there is a navigation bar with the VA logo, a search bar, and a user profile dropdown labeled 'FAST FIDU...'. Below the navigation bar is a menu with 'HOME', 'ACCOUNTINGS', 'KNOWLEDGE CENTER', and 'CONTACT'. The main content area is titled 'Accounting Status' and shows 'Status: Revisions Requested'. A red oval highlights the 'Revisions Requested:' section, which contains the text 'Return'. Below this, there are instructions for adding and updating line items, a 'Please note' section about deactivating line items, and a note about re-acknowledging the accounting after changes.

Outcome

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

