

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Review a Disapproved Accounting



Objective

To provide the Fiduciary with steps on how to review and implement the reviewer's requested revisions on a disapproved accounting



Audience

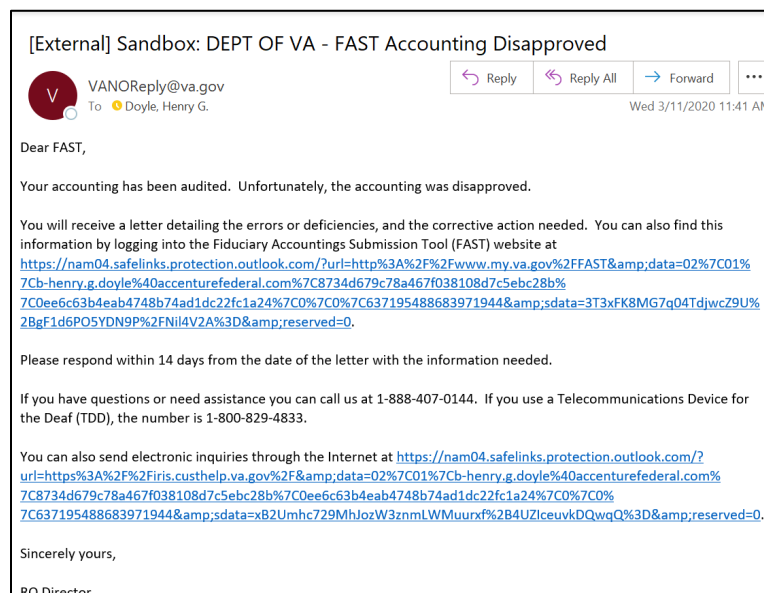
User: Fiduciary

Prerequisite

The LIE, FSR, and Superuser has disapproved an accounting.

Instructions

1. Receive **Notification Email** stating that the accounting has been disapproved



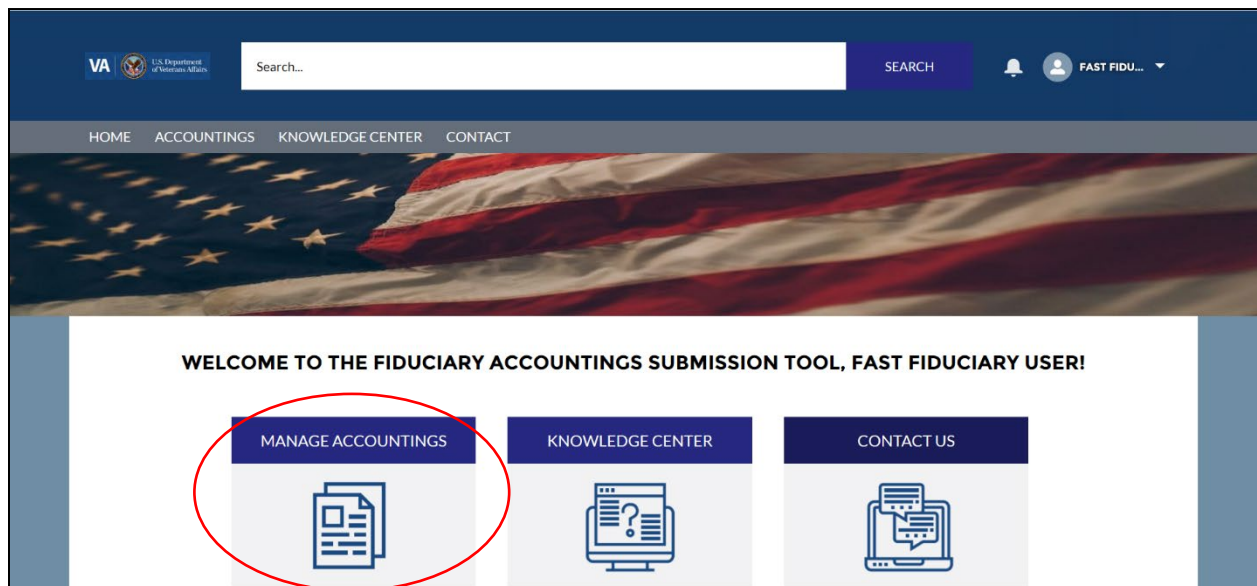
2. Login to **FAST**
3. Click **Manage Accountings** on the FAST Homepage



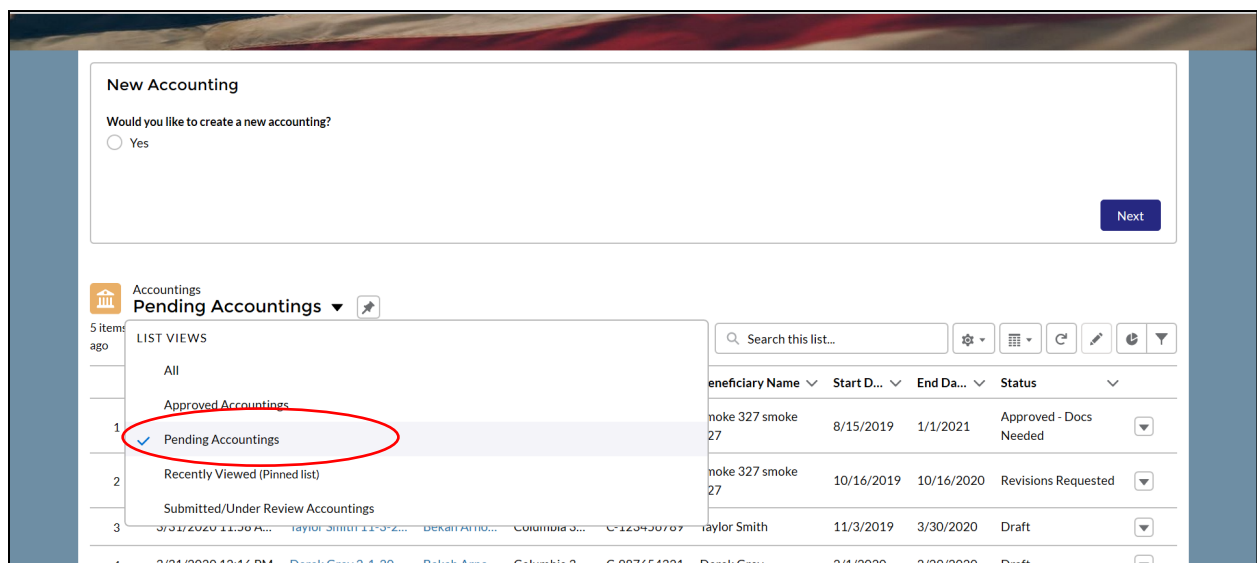
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4. Filter accounting listview by **Pending Accountings**




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5. Select **Accounting** with Status: Disapproved

Accountings Pending Accountings 									
9 items • Sorted by Created Date • Filtered by all accountings - Status, Sub-Status, Created by Me • Updated a few seconds ago									
	Accounting N...	Created Date ↓	Fiduciary User ↓	VA Fiduci...	VA File ...	Name of Bene...	Start D...	End Da...	Status ↓
1	Derek Grey 4-1-...	4/2/2020 6:18 PM	FAST Fiduciary U...	Columbia 319	C-11111111	Derek Grey	4/1/2020	4/29/2020	Draft
2	Training Accounti...	4/1/2020 5:40 PM	FAST Fiduciary U...	Columbia 319	C-00000000	Training Accounting	4/27/2020	5/26/2020	Draft
3	FE Smith 4-1-202...	4/1/2020 2:10 PM	FAST Fiduciary U...	Columbia 319	C-12121212	FE Smith	4/1/2020	4/29/2020	Disapproved
4	Training Train 4-2...	4/1/2020 1:27 PM	FAST Fiduciary U...	Columbia 319	C-00000000	Training Train	4/29/2020	5/27/2020	Draft
5	Training Train 4-1...	4/1/2020 12:07 P...	FAST Fiduciary U...	Columbia 319	C-00000000	Training Train	4/1/2020	4/29/2020	Approved - Docs Needed

6. Verify **Accounting Status** updated to Disapproved





FAST FIDU...

[HOME](#)
[ACCOUNTINGS](#)
[KNOWLEDGE CENTER](#)
[CONTACT](#)

Accounting Status

Status: Disapproved


This accounting has been disapproved. Please review the reasons for disapproval and make updates to the accounting accordingly.

Reasons for Disapproval:

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.

Once you have made the fixes to your Accounting, you must **re-acknowledge** before you can re-submit. If you have questions please contact the Fiduciary Hotline ([1-888-407-0144](tel:1-888-407-0144)).


Accounting
FE Smith 4-1-2020 4-29-2020

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
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7. Review **Reasons for Disapproval** for requested corrections

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. Below the navigation bar is a menu with links to HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. The main content area displays the 'Accounting Status' for a specific accounting. The status is 'Disapproved'. A message states: 'This accounting has been disapproved. Please review the reasons for disapproval and make updates to the accounting accordingly.' Below this, the 'Reasons for Disapproval' section is circled in red, showing the text: '- please fix this'. Further instructions are provided for adding new line items, updating existing ones, and deleting items. A 'Please note' section explains the 'Deactivate' checkbox. At the bottom, there is a section for the accounting details, including the accounting name 'FE Smith 4-1-2020 4-29-2020' and buttons for 'Add Line Items', 'Acknowledge', and 'Submit'. A table at the very bottom lists fields: Name of Beneficiary, VA Fiduciary Hub, Start Date, End Date, Total Funds Under Management, and Total Assets.

Outcome

The Fiduciary has provided and submitted revisions on a disapproved accounting and the LIE, FSR, or Superuser will review the accounting to provide a follow-up disposition.

