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.

   ![Email Image]
   
   Dear FAST,
   
   Your accounting has been audited. Unfortunately, the accounting was disapproved.
   
   You will receive a letter detailing the errors or deficiencies, and the corrective action needed. You can also find this information by logging into the Fiduciary Accountings Submission Tool (FAST) website at [https://cam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.my.va.gov%2FFAST&data=0%7C0%7Chenry.g.doyle%40accenturefederal.com%7C0%7C87346679%7C8a46769381308d7c5e6c2b09%7Ce6edc3b3beabfb748d7ae1d1c26c1a23f%7C0%7C6371548689739444%7C7z%2Bgf1d9F050D09F3%2FfAV%3D0%26amp%3Breserved%3D0](https://cam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.my.va.gov%2FFAST&data=0%7C0%7Chenry.g.doyle%40accenturefederal.com%7C0%7C87346679%7C8a46769381308d7c5e6c2b09%7Ce6edc3b3beabfb748d7ae1d1c26c1a23f%7C0%7C6371548689739444%7C7z%2Bgf1d9F050D09F3%2FfAV%3D0%26amp%3Breserved%3D0)

   Please respond within 14 days from the date of the letter 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://cam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.my.va.gov%2FFAST&data=0%7C0%7Chenry.g.doyle%40accenturefederal.com%7C0%7C87346679%7C8a46769381308d7c5e6c2b09%7Ce6edc3b3beabfb748d7ae1d1c26c1a23f%7C0%7C6371548689739444%7C7z%2Bgf1d9F050D09F3%2FfAV%3D0%26amp%3Breserved%3D0](https://cam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.my.va.gov%2FFAST&data=0%7C0%7Chenry.g.doyle%40accenturefederal.com%7C0%7C87346679%7C8a46769381308d7c5e6c2b09%7Ce6edc3b3beabfb748d7ae1d1c26c1a23f%7C0%7C6371548689739444%7C7z%2Bgf1d9F050D09F3%2FfAV%3D0%26amp%3Breserved%3D0).

   Sincerely yours,

   [Name]
   [Position]

2. **Login** to FAST

3. **Click Manage Accountings** on the FAST Homepage
4. **Filter** accounting listview by **Pending Accountings**
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Review a Disapproved Accounting

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

![Image of Accounting List with Disapproved Accounting Highlighted]

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

![Image of Accounting Status Screen with Disapproved Status Highlighted]
7. Review **Reasons for Disapproval** for requested corrections

![Image of FAST Accounting Status](image)

**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.