

# 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

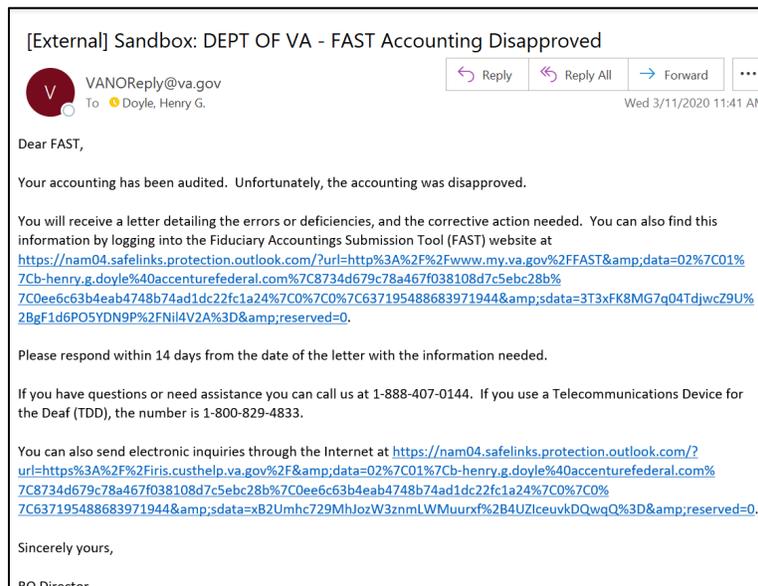
User: Fiduciary

#### Prerequisite

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

#### Instructions

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



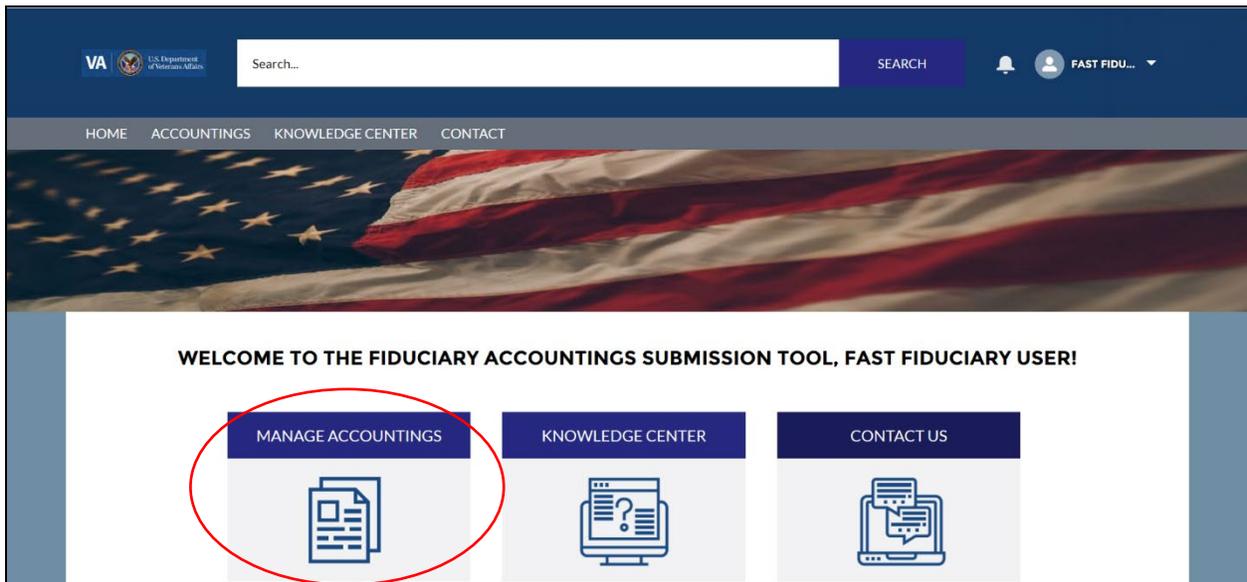
2. Login to **FAST**
3. Click Manage Accountings on the FAST Homepage



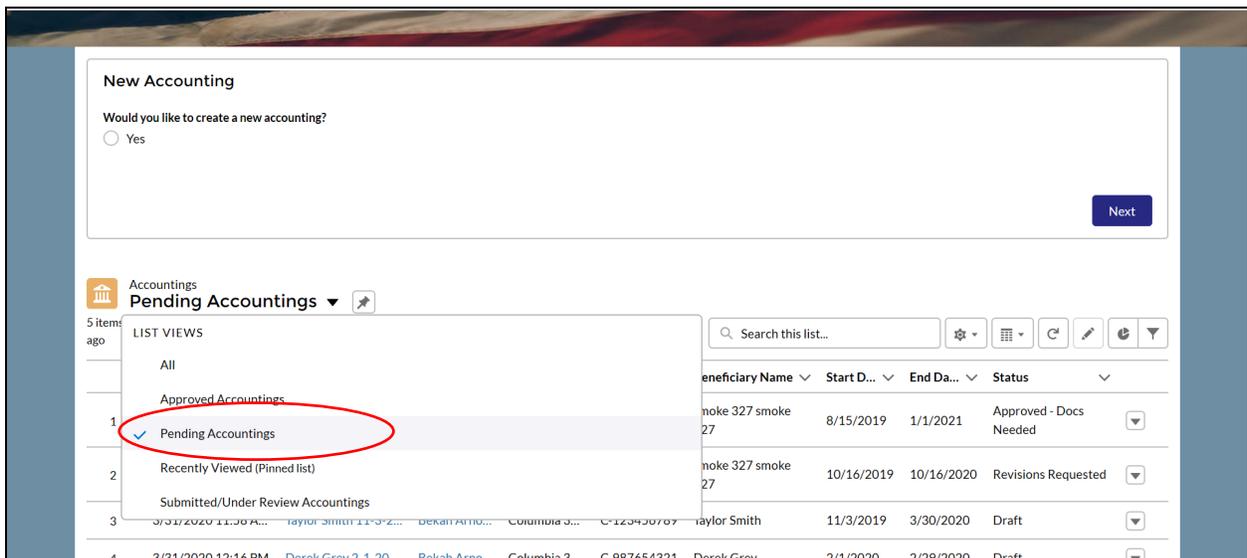
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#### 4. Filter accounting listview by **Pending Accountings**

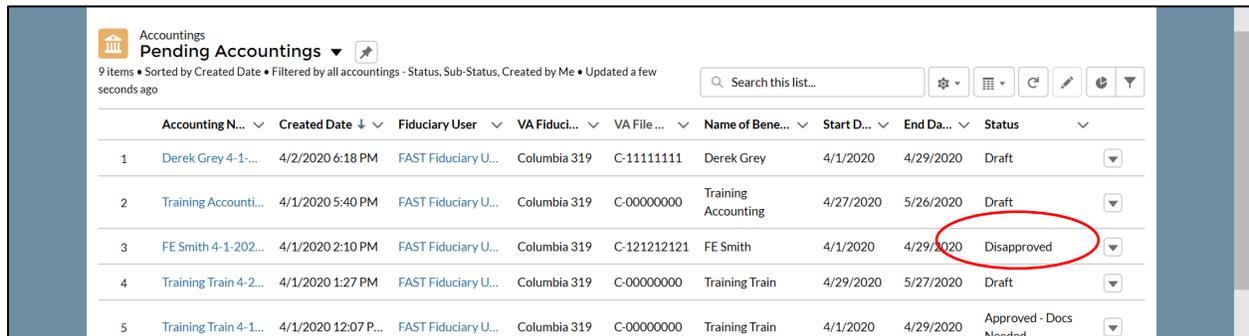


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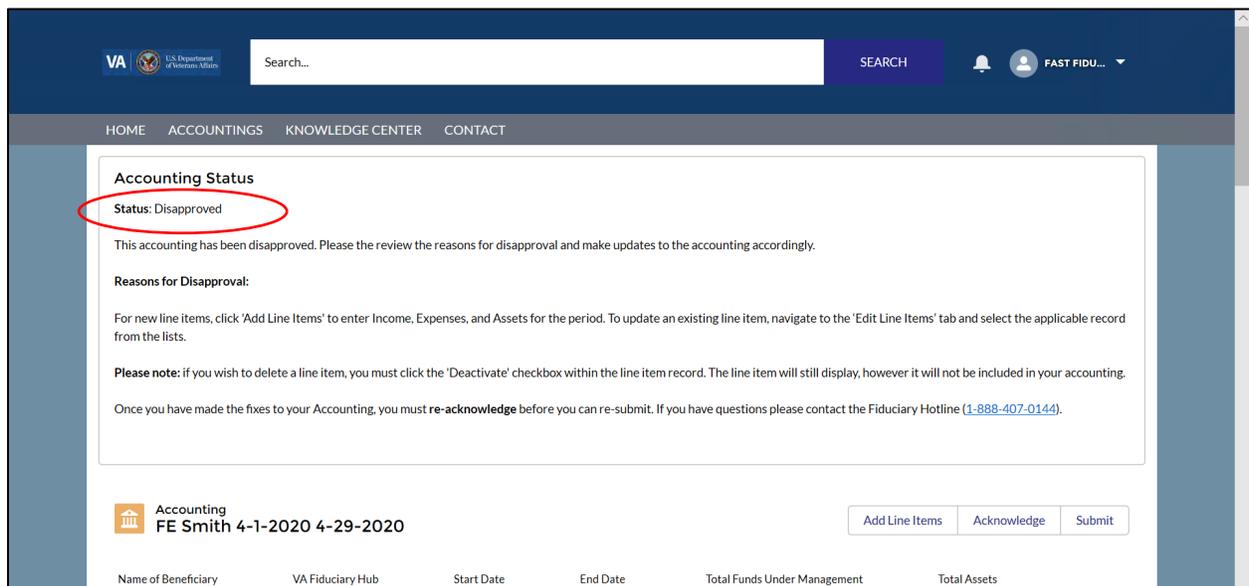
### Review a Disapproved Accounting

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



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



**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

Add Line Items Acknowledge Submit

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, there are tabs for HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. The main content area is titled 'Accounting Status' and shows the following information:

- Accounting Status:** Disapproved
- Status:** Disapproved
- Reasons for Disapproval:** - please fix this (circled in red)

Below the reasons for disapproval, there is a message: "This accounting has been disapproved. Please review the reasons for disapproval and make updates to the accounting accordingly." There are also instructions for adding new line items and a note about deactivating line items. At the bottom of the page, there are buttons for 'Add Line Items', 'Acknowledge', and 'Submit'. The accounting details are: Accounting FE Smith 4-1-2020 4-29-2020. At the very bottom, there is a table with columns for 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.

