

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Review a Waived Accounting



Objective

To provide the Fiduciary on steps on how to review a waived accounting to determine next steps for Fiduciary duties



Audience

User: Fiduciary

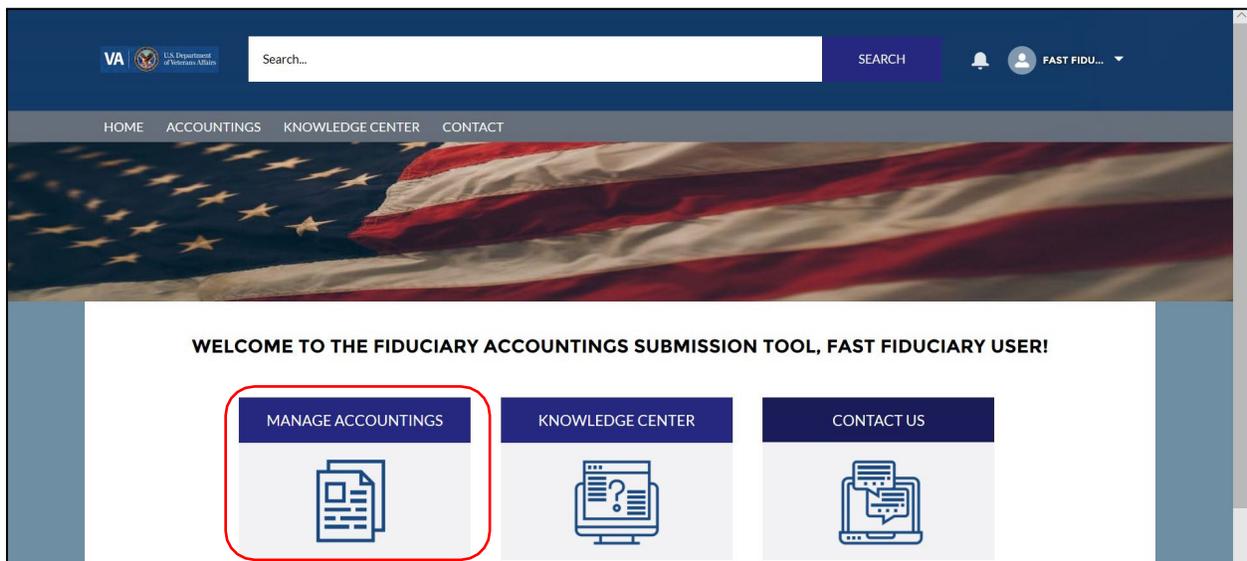
Prerequisite

The Supervisor waived an accounting.

Review a Waived Accounting Note: The Waive an Accounting process is rare and is only completed in instances where a Fiduciary is unable to fulfill their accounting requirements or submit an approvable accounting.

Instructions

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



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3. Filter accounting listview by Pending Accountings

The screenshot shows the FAST interface with the 'Pending Accountings' filter selected in the 'LIST VIEWS' dropdown menu. The table below displays the filtered results.

Name of Bene...	Start D...	End Da...	Status
Dest Len	4/1/2020	4/2/2021	Revisions Requested
Training Accounting	4/27/2020	5/26/2020	Draft
Training Train	4/29/2020	5/27/2020	Draft
Training Train	4/1/2020	4/29/2020	Approved - Docs Needed
Veronia Lab	4/1/2020	4/30/2020	Disapproved - Waived
Abraham Lincoln	4/1/2020	6/2/2020	Draft

4. Select Accounting with Disapproved – Waived status

The screenshot shows the FAST interface with the 'Disapproved - Waived' status selected for the 'Veronia Lab' accounting entry. The table below displays the filtered results.

Accounting N...	Created Date	Fiduciary User	VA Fiduci...	VA File ...	Name of Bene...	Start D...	End Da...	Status
Dest Len 4-1-202...	4/2/2020 1:11 PM	FAST Fiduciary U...	Columbia 319	C-98778675	Dest Len	4/1/2020	4/2/2021	Revisions Requested
Training Accounti...	4/1/2020 5:40 PM	FAST Fiduciary U...	Columbia 319	C-00000000	Training Accounting	4/27/2020	5/26/2020	Draft
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
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
Veronia Lab 4-1-...	4/1/2020 11:23 ...	FAST Fiduciary U...	Columbia 319	C-12345678	Veronia Lab	4/1/2020	4/30/2020	Disapproved - Waived
Abraham Lincoln ...	4/1/2020 9:51 AM	FAST Fiduciary U...	Louisville 327	C-232323233	Abraham Lincoln	4/1/2020	6/2/2020	Draft

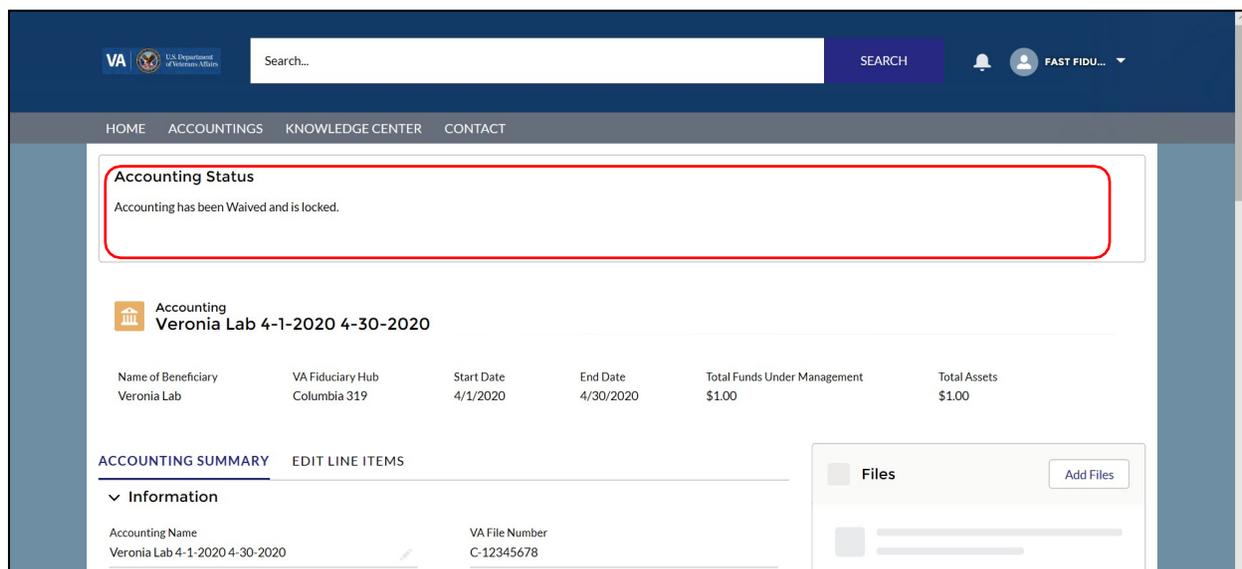


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5. Review associated accounting comments. *Note that when an accounting has been waived, the accounting will be locked.*



The screenshot displays the FAST web application interface. At the top, there is a search bar and navigation links for HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. The main content area features a red-bordered box with the message: "Accounting Status: Accounting has been Waived and is locked." Below this, the accounting details are shown for "Veronia Lab 4-1-2020 4-30-2020". A table lists the following information:

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Veronia Lab	Columbia 319	4/1/2020	4/30/2020	\$1.00	\$1.00

Below the table, there are tabs for "ACCOUNTING SUMMARY" and "EDIT LINE ITEMS". Under "ACCOUNTING SUMMARY", there is a section for "Information" with the following details:

Accounting Name	VA File Number
Veronia Lab 4-1-2020 4-30-2020	C-12345678

On the right side, there is a "Files" section with an "Add Files" button.

Outcome

The Fiduciary has reviewed the Disapproved - Waived accounting. The Fiduciary will be notified of next steps regarding their Fiduciary duties outside of FAST.

