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

![Filter pending accountings](image1)

4. **Select** Accounting with Disapproved – Waived status

![Select disapproved waived accounting](image2)
5. **Review** associated accounting comments. *Note that when an accounting has been waived, the accounting will be locked.*

![Accounting Status](image)

**Outcome**

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