

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Submit an Accounting



#### Objective

To provide the Fiduciary with steps on how to submit a completed accounting for review.



#### Audience

User: Fiduciary

#### Prerequisite

The Fiduciary has acknowledged an accounting.

#### Instructions

1. Select the accounting that is ready for submission

	Created Date	Accounting Name	Fiduciary	VA File	Beneficiary Name	Start Date	End Date	Status
1	3/27/2020 3:45 PM	smoke 327 smoke 3...	Bekah Arno...	Columbia 3...	C-32732732	smoke 327 smoke 327	8/15/2019 1/1/2021	Approved - Docs Needed
2	3/27/2020 4:53 PM	smoke 327 smoke 3...	Bekah Arno...	Columbia 3...	C-32732732	smoke 327 smoke 327	10/16/2019 10/16/2020	Revisions Requested
3	3/31/2020 11:58 A...	Taylor Smith 11-3-2...	Bekah Arno...	Columbia 3...	C-123456789	Taylor Smith	11/3/2019 3/30/2020	Draft
4	3/31/2020 12:16 PM	Derek Grey 2-1-20...	Bekah Arno...	Columbia 3...	C-987654321	Derek Grey	2/1/2020 2/29/2020	Draft
5	3/31/2020 1:16 PM	Lisa Brown 3-24-20...	Bekah Arno...	Columbia 3...	C-11111111	Lisa Brown	3/24/2020 3/31/2021	Draft
6	3/31/2020 1:32 PM	Bekah Arnold 3-1-2...	Bekah Arno...	Columbia 3...	C-12345678	Bekah Arnold	3/1/2020 3/31/2020	Draft



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2. **Verify Status** to ensure the accounting is ready for submission. *At this time, changes can still be made to the accounting. However, should any change be made at this point, such as adding a line item, editing a line item, or attaching a file, the Fiduciary will need to acknowledge the accounting again.*

Accounting Status

**Next Step: Submit Accounting**

You are now ready to submit your accounting. Please ensure you have attached all required documentation to the accounting. You can attach documentation in the Files section in the page below. This Accounting will be locked for further edits, unless it is returned to you.

Create Draft Accounting > Enter Accounting Items > Acknowledge Accounting > **Submit Accounting**

Accounting  
Bekah Arnold 3-1-2020 3-31-2020

Add Line Items Acknowledge Submit

3. **Click Submit**

Accounting Status

Next Step: Submit Accounting

You are now ready to submit your accounting. Please ensure you have attached all required documentation to the accounting. You can attach documentation in the Files section in the page below. This Accounting will be locked for further edits, unless it is returned to you.

Create Draft Accounting > Enter Accounting Items > Acknowledge Accounting > Submit Accounting

Accounting  
Bekah Arnold 3-1-2020 3-31-2020

Add Line Items Acknowledge **Submit**

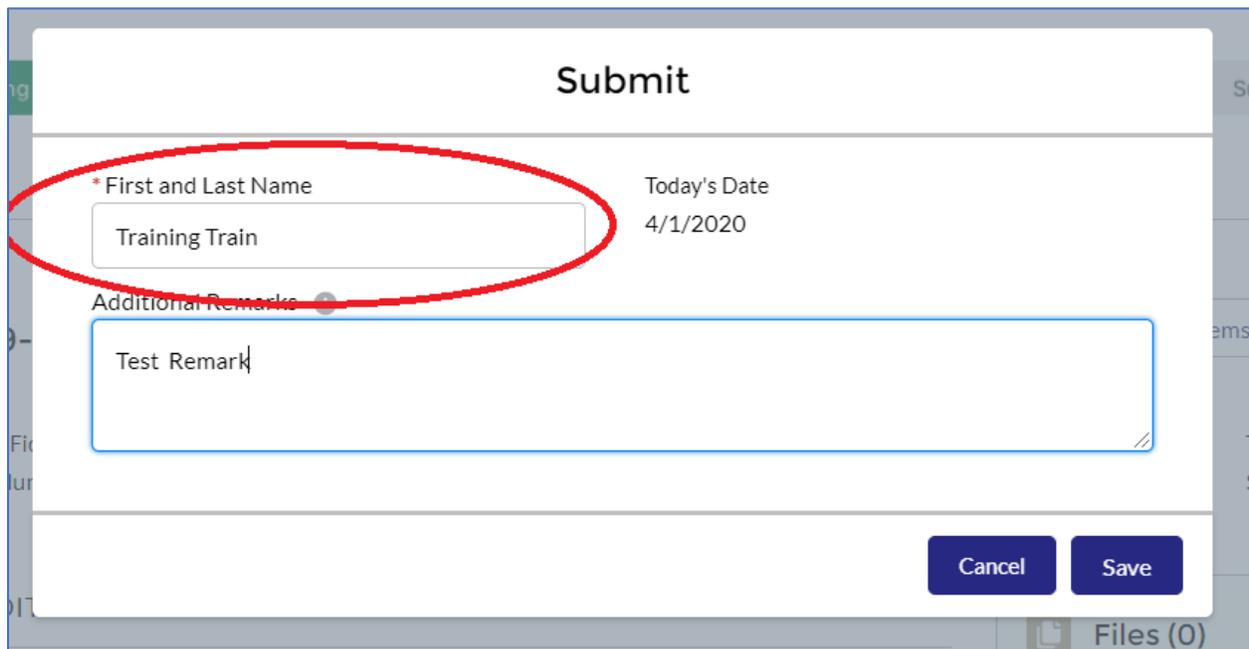


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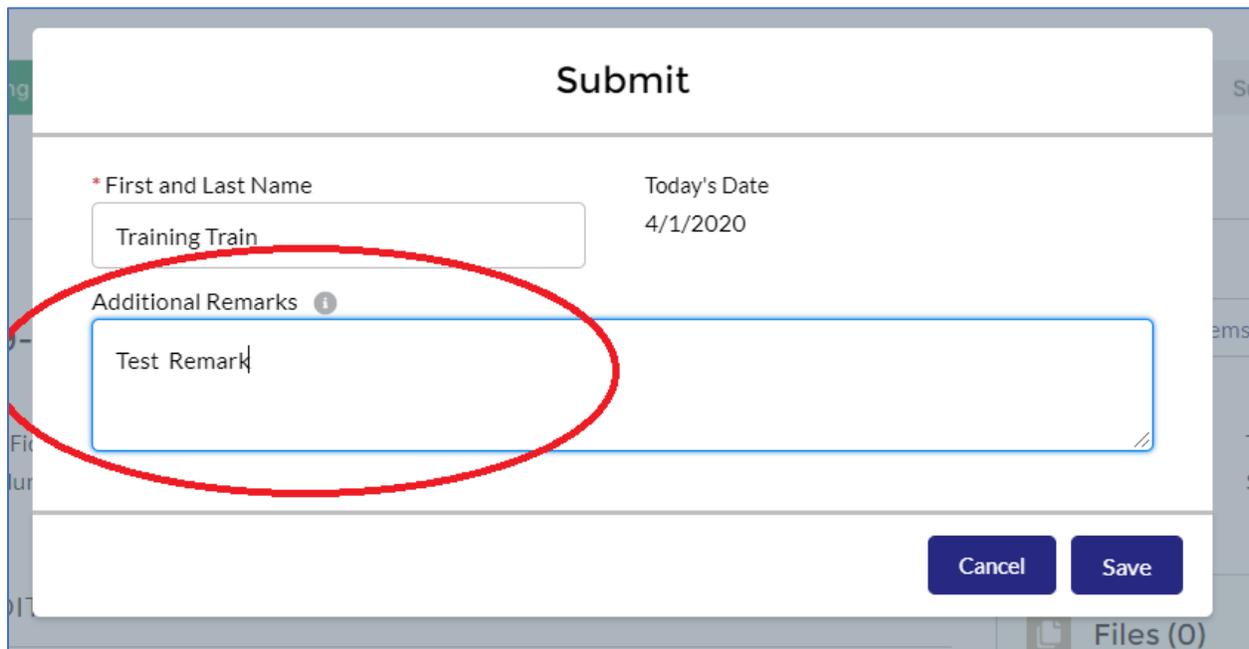
### Submit an Accounting

#### 4. Enter Fiduciary's First and Last Name



The screenshot shows a web form titled "Submit". It contains a text input field labeled "\* First and Last Name" with the text "Training Train" entered. To the right of this field is a label "Today's Date" with the value "4/1/2020". Below the name field is a larger text area labeled "Additional Remarks" containing the text "Test Remark". At the bottom right of the form are two buttons: "Cancel" and "Save". A red circle highlights the "First and Last Name" input field.

#### 5. Enter Additional Remarks if necessary



This screenshot is identical to the one above, showing the "Submit" form with "Training Train" in the name field and "4/1/2020" for the date. The "Additional Remarks" field contains "Test Remark". A red circle highlights the "Additional Remarks" text area.



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6. Click Save

Submit

\*First and Last Name: Training Train

Today's Date: 4/1/2020

Additional Remarks: Test Remark

Buttons: Cancel, Save

7. View updated Accounting Status: Accounting Submitted. *At this time, no edits or additions can be made to the accounting. The pencil icon within each line item will not be available.*

VA U.S. Department of Veterans Affairs

Search... SEARCH

HOME ACCOUNTINGS KNOWLEDGE CENTER CONTACT

**Accounting Status**

**Accounting Submitted.**

This accounting has been submitted to VA and will be audited soon. Please note that you cannot submit any changes to your accounting entries unless it is returned to you.

Accounting  
Bekah Arnold 3-1-2020 3-31-2020



# Fiduciary Accountings Submission Tool (FAST)

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### Submit an Accounting

8. *Receive email notification of accounting submission. Once an accounting has been submitted, a reviewer will be assigned to audit the submitted accounting, at which point, the Fiduciary will receive an email notification that their accounting is under review.*

[External] Sandbox: DEPT OF VA - FAST Accounting Received



VANORReply@va.gov  
To Doyle, Henry G.

Reply Reply All Forward

Tue 4/7/2020 7:54 PM

Dear FAST,

Thank you for using the Department of Veterans Affairs Fiduciary Accountings Submission Tool (FAST). We have received your accounting, and our fiduciary staff will review your accounting soon.

You can check the status of your accounting on FAST at <https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.my.va.gov%2FFAST&data=02%7C01%7Cb-henry.g.doyle%40accenturefederal.com%7C0c3cf803b3f04c04746c08d7db6823f6%7C0ee6c63b4eab4748b74ad1dc22fc1a24%7C0%7C0%7C637219112672051339&sd=0&data=w8fgFULKtoxu3lkdWDvuu8Qr6HI7dUsYSUYAAhCaFPU%3D&reserved=0>.

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://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40accenturefederal.com%7C0c3cf803b3f04c04746c08d7db6823f6%7C0ee6c63b4eab4748b74ad1dc22fc1a24%7C0%7C0%7C637219112672051339&sd=0&data=XnlxE6d%2BAVe5JQNIchG3NsyEZ7v9slCOxmcn%2FRCCw4%3D&reserved=0>.

Sincerely yours,

RO Director  
VA Regional Office



# Fiduciary Accountings Submission Tool (FAST)

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### Submit an Accounting

[External] Sandbox: DEPT OF VA - FAST Accounting Under Review



VANOReply@va.gov  
To Doyle, Henry G.

Reply

Reply All

Forward



Tue 4/7/2020 7:52 PM

Dear FAST,

Your accounting is now under review and we will notify you when the review is complete.

You can check the status of your accounting on the Fiduciary Accountings Submission Tool (FAST) at <https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.my.va.gov%2FFAST&data=02%7C01%7Cb-henry.g.doyle%40accenturefederal.com%7C759e4039d84c451db44b08d7db67d7d2%7C0ee6c63b4eab4748b74ad1dc22fc1a24%7C0%7C0%7C637219111407737957&sd=JPblmQahQDNFSEes0ghYyOk5Ha3RuM16b6mwH6Rtv4A%3D&reserved=0>.

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.

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Sincerely yours,

RO Director  
VA Regional Office

## Outcome

The Fiduciary will have completed the submission of an accounting and the LIE will be able to review the accounting.

