

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Request Accounting Unlock



Objective

To provide the LIE/FSR/Superuser with steps on how to request an unlock for an accounting that was previously approved



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The LIE/FSR/Superuser has approved the accounting.

Instructions

Request Accounting Unlock Note: An accounting unlock request may be needed if additional revisions need to be made or if the accounting was approved by mistake.

1. View Approved Accounting

Accounting ...	Created Date	Fiduciary User	VA File ...	VA Fiduci...	Name of Bene...	Start D...	End Date	Reviewer	Status
1 Abraham Lincoln 4...	4/1/2020 9:32 AM	FAST Fiduciary User	C-232323233	Louisville 327	Abraham Lincoln	4/1/2020	6/1/2020		Approved - Final A...
2 Abraham Lincoln 4...	4/1/2020 9:51 AM	FAST Fiduciary User	C-232323233	Louisville 327	Abraham Lincoln	4/1/2020	6/2/2020		Draft
3 Jason Bourne 4-1-...	4/1/2020 10:24 AM	FAST Fiduciary User	C-23434343	Milwaukee 330	Jason Bourne	4/1/2020	7/10/2020		Submitted
4 QA Test 3-5-2020 ...	3/31/2020 12:47 ...	FAST Fiduciary User	C-766554983	Columbia 319	QA Test	3/5/2020	3/13/2021		Draft
5 Smoke 330 10-16-...	3/30/2020 6:21 PM	FAST Fiduciary User	C-33033033	Columbia 319	Smoke 330	10/16/2019	10/16/2020		Draft
6 Smoke 330 8-15-2...	3/30/2020 6:11 PM	FAST Fiduciary User	C-33033033	Columbia 319	Smoke 330	8/15/2019	9/22/2019	FAST LIE Us...	Under Review
7 Test A 3-24-2020 3...	3/31/2020 11:04 ...	FAST Fiduciary User	C-98878768	Milwaukee 330	Test A	3/24/2020	3/26/2021	FAST LIE Us...	Under Review
8 Test A 3-25-2021 3...	3/31/2020 4:17 PM	FAST Fiduciary User	C-98878768	Milwaukee 330	Test A	3/25/2021	3/25/2022		Draft
9 Training Accountin...	4/1/2020 12:03 PM	FAST Fiduciary User	C-00000000	Columbia 319	Training Accounting	4/1/2020	4/29/2020		Approved - Final A...
10 Training Train 4-1-...	4/1/2020 12:07 PM	FAST Fiduciary User	C-00000000	Columbia 319	Training Train	4/1/2020	4/29/2020		Approved - Docs N...
11 Training Train 4-29...	4/1/2020 1:27 PM	FAST Fiduciary User	C-00000000	Columbia 319	Training Train	4/29/2020	5/27/2020		Draft



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2. Click the **pencil icon** next to Reviewer

The screenshot shows the FAST interface for 'Training Accounting 4-1-2020 4-29-2020'. The 'Review Information' section is expanded, showing fields for Status (Approved - Final Approval), Revisions Requested, Reviewer, Shared 4706-B with Fiduciary (checked), Veteran, and Additional Remarks. A red circle highlights the pencil icon next to the Reviewer field. The 'Files (1)' section shows a PDF file named '(4706b) Training Accounting-2020-04-01 17:30:56.pdf'.

3. Type LIE/FSR/Supersuser's name into the **Reviewer** field

The screenshot shows the FAST interface for 'Training Accounting 4-1-2020 4-29-2020'. The 'Review Information' section is expanded, showing fields for Status (Approved - Final Approval), Revisions Requested, Reviewer, Shared 4706-B with Fiduciary (checked), Veteran, and Additional Remarks. The 'Reviewer' field is highlighted in yellow and contains the text 'FAST LIE User 2'. A red circle highlights the 'Reviewer' field.



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4. Click **Save**

Status
Approved - Final Approval
This field is calculated upon save

Revisions Requested ⓘ

Reviewer
FAST LIE User 2

Shared 4706-B with Fiduciary

This field is calculated upon save

Veteran

Additional Remarks ⓘ

Surety Bond Outstanding? ⓘ

This field is calculated upon save

Court Documents Outstanding? ⓘ

This field is calculated upon save

Cancel Save

5. Click **Unlock**

FAST Accountings Reports

Approved

Key Fields

Status
Approved - Final Approval

Shared 4706-B with Fiduciary

Accounting
Training Accounting 4-1-2020 4-29-2020

Approve Share 4706-B with Fiduciary Request Unlock

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Training Accounting	Columbia 319	4/1/2020	4/29/2020	\$4.00	\$4.00

Details

Review Information

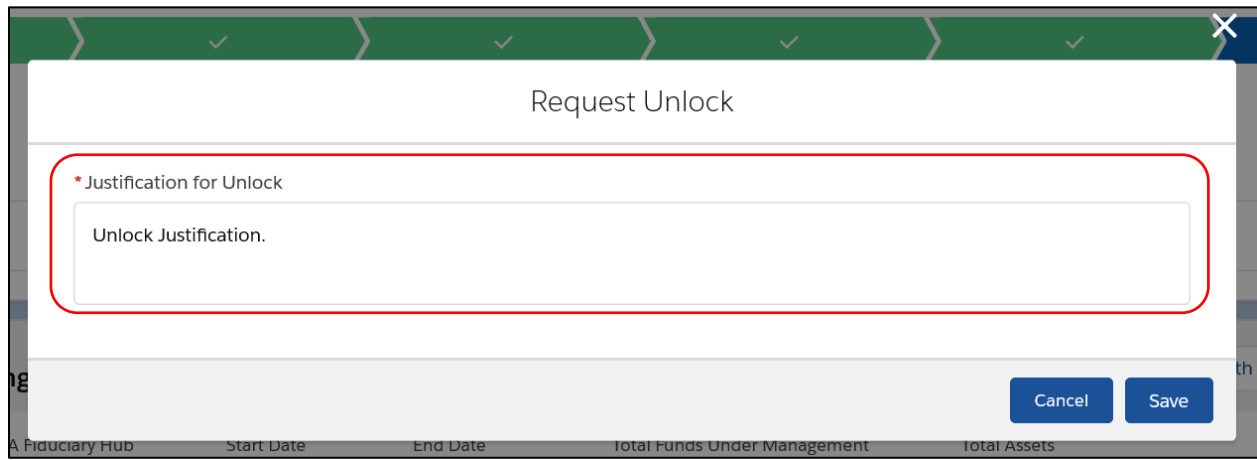
Files (1)

(4706b) Training Accounting-2020-04-01 17:30:56.pdf
Apr 1, 2020 · 128KB · pdf



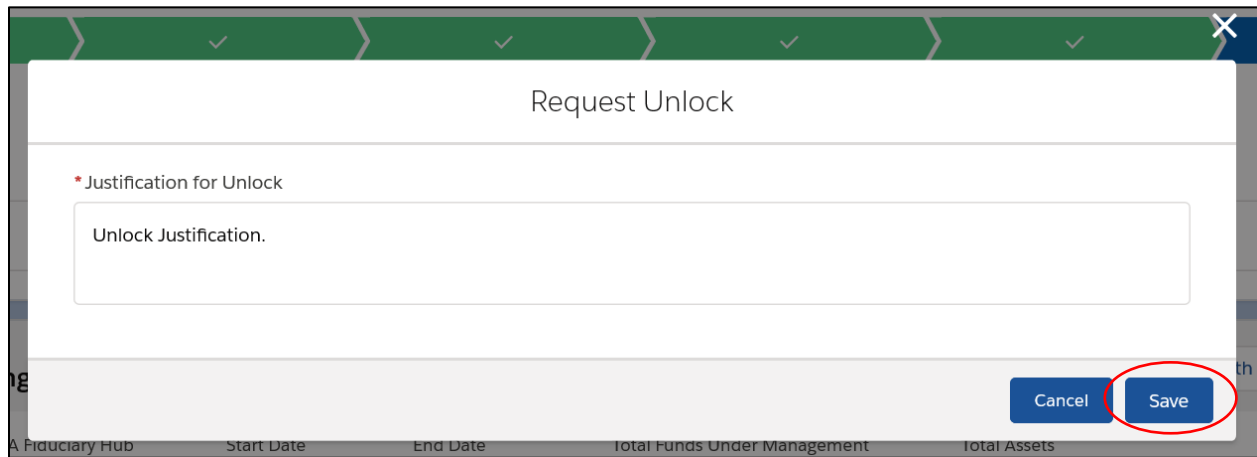
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6. Enter reason for unlocking



The screenshot shows a web application window titled "Request Unlock". At the top, there is a green progress bar with five chevron icons. Below the title, there is a section labeled "* Justification for Unlock" which contains a text input field with the placeholder text "Unlock Justification.". At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is circled in red. Below the form, a table header is partially visible with columns: "Fiduciary Hub", "Start Date", "End Date", "Total Funds Under Management", and "Total Assets".

7. Click Save. Accounting status should now be reflected as "Approved – Unlock Request."



This screenshot is identical to the previous one, showing the "Request Unlock" form. The "Save" button at the bottom right is now circled in red, indicating the next step in the process. The rest of the form, including the justification text box and the table header below, remains the same.



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The screenshot shows the FAST web application interface. At the top, there is a search bar and navigation tabs for 'FAST', 'Accountings', and 'Reports'. Below this is a progress bar with several green checkmarks and a final blue 'Approved' button. Underneath the progress bar, the 'Key Fields' section is visible, with the 'Status' field containing the text 'Approved - Unlock Requested', which is circled in red. Below the status field, there is a checkbox labeled 'Shared 4706-B with Fiduciary' which is checked. At the bottom of the screenshot, there is a table with the following data:

Accounting		Training Accounting 4-1-2020 4-29-2020		Approve	Share 4706-B with Fiduciary	Request Unlock
Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets	
Training Accounting	Columbia 319	4/1/2020	4/29/2020	\$4.00	\$4.00	

Outcome

The LIE/FSR/Superuser has requested an unlock request on an approved accounting and will await a response from a supervisor.

