

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Review Unlocked Accounting



Objective

To provide the LIE/FSR/Superuser with steps on how to review an accounting that was unlocked by a supervisor



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The Supervisor will review an unlocked request submitted by the LIE/FSR/Superuser.

Instructions

1. Receive email notification regarding unlock decision. *If the unlock request was rejected, then the accounting status will remain Approved. No further action is needed.*

[External] Sandbox: FAST -- Unlock Request Denied



VANORReply@va.gov
To Doyle, Henry G.

Reply Reply All Forward

Wed 4/1/2020 11:49 AM

Your unlock request has been denied for the following reasons:

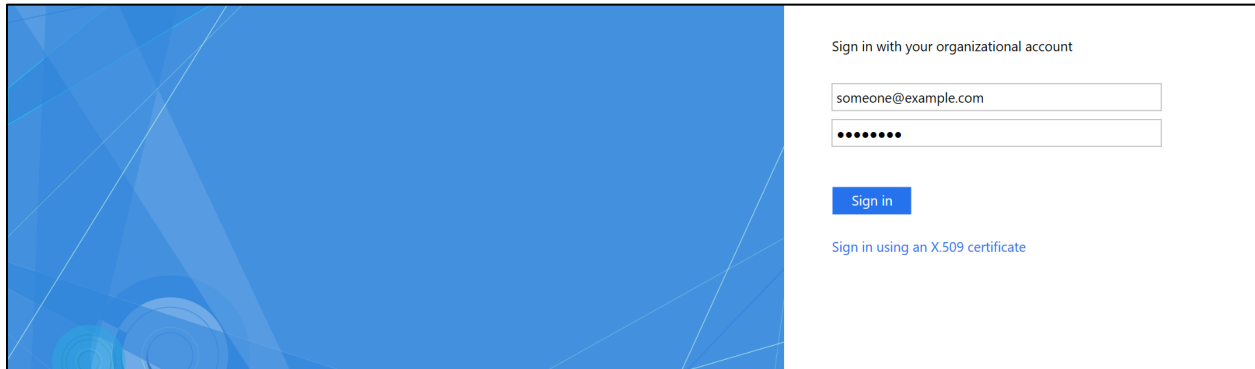


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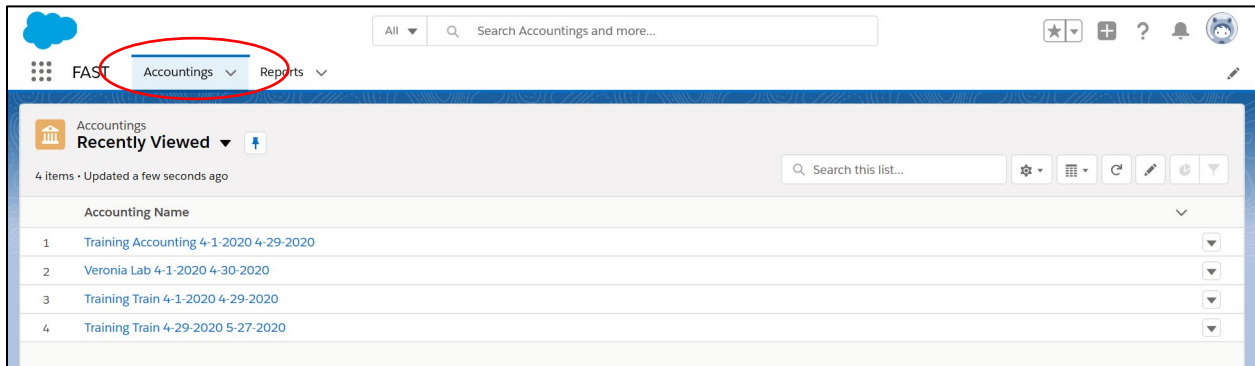
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2. Login to Salesforce ([Salesforce Homepage](#))



3. Click Accountings tab



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4. **Select Appropriate listview**. The recommendation would be to filter the listview by the reviewer's respective geographical area – approved.

The screenshot shows the FAST interface with the 'Accountings' dropdown menu open. The 'Recently Viewed' option is highlighted and circled in red. Below it, a list of accounting categories is displayed, including 'Indianapolis - All Accountings', 'Indianapolis - Approved Accountings', 'Indianapolis - Disapproved Accountings', 'Indianapolis - Pending Accountings', 'Lincoln - All Accountings', 'Lincoln - Approved Accountings', 'Lincoln - Disapproved Accountings', 'Lincoln - Pending Accountings', 'Louisville - All Accountings', and 'Louisville - Approved Accountings'.

5. **Select the accounting** that has been unlocked. If the unlock request was accepted, the accounting will appear with the status *Under Review*. If the unlock request was rejected, the accounting will remain under the status *Approved*.

The screenshot shows the FAST interface with a table of accountings. The table has columns for Accounting Name, Fiduciary User, VA File, VA Fiduc..., Name of Bene..., Start D..., End Date, Reviewer, and Status. The row for 'Training Accounting 4-1-2020 4-29-20...' is circled in red, and a red arrow points to the 'Under Review' status.

	Accounting Name ↑	Fiduciary User	VA File ...	VA Fiduc...	Name of Bene...	Start D...	End Date	Reviewer	Status
1	FE Smith 4-1-2020 4-29-2020	FAST Fiduciary User	C-121212121	Columbia 3...	FE Smith	4/1/2020	4/29/2020		Submitted
2	QA Test 3-5-2020 3-13-2021	FAST Fiduciary User	C-766554983	Columbia 3...	QA Test	3/5/2020	3/13/2021		Submitted
3	Smoke 330 10-16-2019 10-16-2020	FAST Fiduciary User	C-33033033	Columbia 3...	Smoke 330	10/16/2019	10/16/2020		Draft
4	Smoke 330 8-15-2019 9-22-2019	FAST Fiduciary User	C-33033033	Columbia 3...	Smoke 330	8/15/2019	9/22/2019	FAST LIE User	Under Review
5	Training Accounting 4-1-2020 4-29-20...	FAST Fiduciary User	C-00000000	Columbia 3...	Training Accounting	4/1/2020	4/29/2020	FAST LIE User...	Under Review
6	Training Train 4-1-2020 4-29-2020	FAST Fiduciary User	C-00000000	Columbia 3...	Training Train	4/1/2020	4/29/2020		Appro...ocs Need...
7	Training Train 4-29-2020 5-27-2020	FAST Fiduciary User	C-00000000	Columbia 3...	Training Train	4/29/2020	5/27/2020		Draft
8	Veronia Lab 4-1-2020 4-30-2020	FAST Fiduciary User	C-12345678	Columbia 3...	Veronia Lab	4/1/2020	4/30/2020		Disapproved



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6. Verify that the LIE/FSR/Superuser's name is in the **Reviewer** field

The screenshot shows the FAST interface for an accounting entry. The account name is "Training Accounting 4-1-2020 4-29-2020". The status is "Under Review". The reviewer field is circled in red and contains "FAST LIE User 2". Other fields include "Name of Beneficiary: Training Accounting", "VA Fiduciary Hub: Columbia 319", "Start Date: 4/1/2020", "End Date: 4/29/2020", "Total Funds Under Management: \$4.00", and "Total Assets: \$4.00".

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

7. View **Approval History**

The screenshot shows the "Approval History" section of the FAST interface. The "Approval History (3+)" section is circled in red. It contains two entries: "Approve the unlock" and "Approval Request Submitted".

Action	Date	Status	Assigned To	Actual Appro...	Comments
Approve the unlock	4/1/2020 2:54 PM	Approved	FAST Supervisor Queue	FAST Supervisor User	
Approval Request Submitted	4/1/2020 2:50 PM	Submitted			



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8. Verify Approval History is updated to reflect unlocked accounting

The screenshot shows the FAST interface for a specific accounting. The 'Approval History' section on the right is expanded, showing three entries. The top entry, 'Approve the unlock', is circled in red. Its details are: Date: 4/1/2020 2:54 PM, Status: Approved, Assigned To: FAST Supervisor Queue, and Actual Approver: FAST Supervisor User. Below it is 'Approval Request Submitted' with Date: 4/1/2020 2:50 PM and Status: Submitted. The 'Review Information' section on the left shows the status as 'Under Review'.

9. View status as Under Review

This screenshot is identical to the previous one, but the 'Status' field in the 'Review Information' section is circled in red, showing 'Under Review'. The 'Approval History' section remains expanded and visible on the right.

Outcome

The LIE/FSR/Superuser has reviewed an accounting unlock decision. If the accounting unlock request was approved, the LIE/FSR/Superuser will review the accounting.

