

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Disapprove Accounting



Objective

To provide the LIE/FSR/Superuser with steps on how to disapprove an accounting after an accounting has been submitted by a Fiduciary



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The LIE/FSR/Superuser has reviewed the accounting.

Instructions

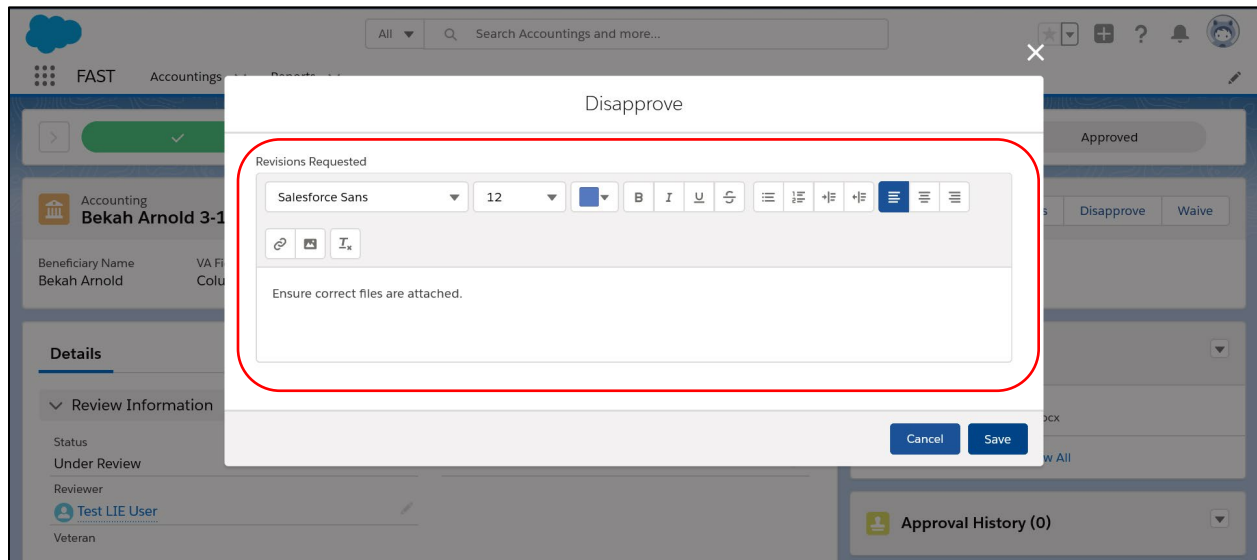
1. Click Disapprove

The screenshot displays 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 stages: 'Under Review' (active), 'Revisions Requested', 'Revisions Submitted', 'Disapproved', and 'Approved'. The main content area shows an accounting entry for 'Bekah Arnold' with a status of 'Under Review'. Action buttons include 'Approve', 'Return for Revisions', 'Disapprove' (circled in red), and 'Waive'. A table below provides details: Beneficiary Name (Bekah Arnold), VA Fiduciary Hub (Columbia 319), Start Date (3/1/2020), End Date (3/31/2020), Total Funds Under Management (\$24.00), and Total Assets (\$24.00). A 'Details' section on the left shows 'Review Information' with fields for Status (Under Review), Revisions Requested, Reviewer (Test LIE User), and Veteran. On the right, there are sections for 'Files (1)' (Attached File: Mar 31, 2020 - 11KB - docx) and 'Approval History (0)'.

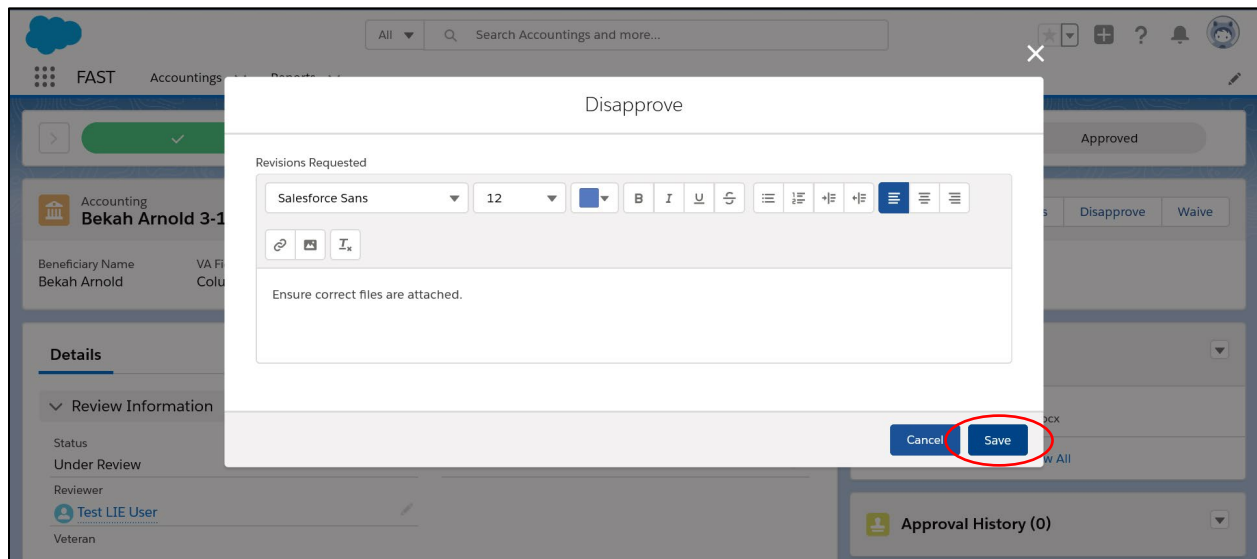


Fiduciary Accountings Submission Tool (FAST) Training Job Aid Disapprove Accounting

2. Add Comments (if necessary)



3. Click Save. Accounting status should now be reflected as "Disapproved."



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Disapprove Accounting

The screenshot shows the FAST web application interface. At the top, there is a search bar and navigation tabs for 'FAST', 'Accountings', and 'Reports'. A progress bar at the top indicates the status of various accountings, with the current one highlighted in blue and labeled 'Disapproved'. Below this, the accounting details for 'Bekah Arnold 3-1-2020 3-31-2020' are displayed, including fields for Beneficiary Name, VA Fiduciary Hub, Start Date, End Date, Total Funds Under Management, and Total Assets. The 'Details' section is expanded to show 'Review Information', where the 'Status' is 'Disapproved' (circled in red). A 'Revisions Requested' section indicates 'Ensure correct files are attached.' To the right, there is a 'Files (1)' section with an 'Attached File' (Mar 31, 2020, 11KB, docx) and an 'Approval History (0)' section.

Outcome

The LIE/FSR/Superuser has disapproved the accounting and requested additional revisions from the Fiduciary. Once an accounting has been disapproved, an email notification will be sent to the Fiduciary.

