

Objective

To provide the LIE, FSR, and Superuser with steps on how to view accountings submitted by the Fiduciary with various status types and assign themselves to accountings to review



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The LIE, FSR, or Superuser will need to log into Salesforce.

Instructions

1. Access FAST Salesforce Landing Homepage

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2. <u>Click</u> on the Accountings tab





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3. <u>Select</u> the appropriate **listview**. Each geographical hub will have four listviews: (1) All, (2) Approved, (3) Pending, and (4) Disapproved.

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	Lincoln - Disapproved Accountings			

 If the user would like to view All Accountings click <u>Listview 1</u>. If the user would like to view Approved Accountings click <u>Listview 2</u>. If the user would like to view Pending Accountings click <u>Listview 3</u>. If the user would like to view Disapproved Accountings click <u>Listview 4</u>.

Pension and Fiduciary Last Updated: April 2020



Listview 1: All Accountings

 Filter listview for All Accountings. View filtered list for All Accountings is appropriate when a LIE intends to view all accountings that have been created across all completion statuses. Accountings can be in the following statuses: (1) Submitted, (2) Under Review, (3) Approved, (4) Approved – Docs Needed, (5) Disapproved, and (6) Approved - Unlock. The LIE cannot assign accountings in the draft status but can review.

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Listview 2: Approved Accountings

1. <u>Filter</u> listview for **Approved Accountings**. View filtered list for Approved Accountings is appropriate when a LIE intends to view all approved accountings. Accountings can be in the following statuses: (1) Approved and (2) Approved – Docs Needed.

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Listview 3: Pending Accountings

1. <u>Filter</u> listview for **Pending Accountings**. View filtered list for Pending Accountings is appropriate when a LIE intends to view accountings where actions are required by either the Fiduciary or the LIE. Accountings can be in the following statuses: (1) Approved – Docs Needed, (2) Revisions Requested.

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Listview 4: Disapproved Accountings

1. <u>Filter</u> listview for **Disapproved Accountings**. *View filtered list for Disapproved Accountings is appropriate when a LIE intends to view all accountings that have been disapproved.*

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Assign Accounting

In the event that the LIE needs to assign an accounting to themselves to review, follow steps 5-8.

5. <u>Click</u> the accounting name that was assigned

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2	Abraha	m 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 E	ourne 4-1)1/2020 10:24 AM	FAST Fiduciary User	C-23434343	Milwaukee 330	Jason Bourne	4/1/2020	7/10/2020		Submittee	t	
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	220 10-16-	2/20/2020 6-21 PM	EAST Eiduciary User	C-22022022	Columbia 219	Smoke 220	10/16/2019	10/16/2020		Draft		

6. <u>Click</u> the **pencil icon** next to Reviewer

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Accounting Jason Bourne 4-1-2020 7-10-	2020		Approve Return for Revisions	Disapprove Waive
Name of Beneficiary VA Fiduciary Hub Jason Bourne Milwaukee 330	Start Date End Date 4/1/2020 7/10/2020	Total Funds Under Management \$60.00	Total Assets \$60.00	
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7. <u>Type</u> the LIE's name into the **Reviewer** field. *The LIE should only assign accountings to themselves as directed.*

Details	
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8. Click Save

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Outcome

The LIE, FSR, or Superuser has viewed accountings in their appropriate listviews and assigned an accounting to themselves. The Fiduciary will be notified when the LIE has assigned themselves as a reviewer.

Pension and Fiduciary Last Updated: April 2020

