

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### View and Assign Accounting



#### 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

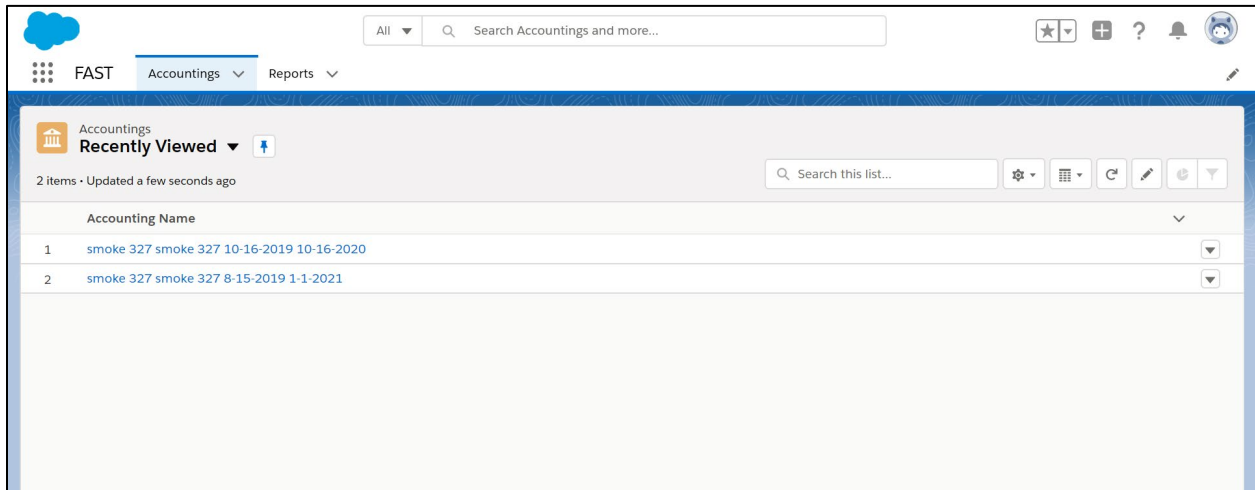
User: LIE, FSR, and other Superusers

#### Prerequisite

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

#### Instructions

1. Access **FAST Salesforce Landing Homepage**



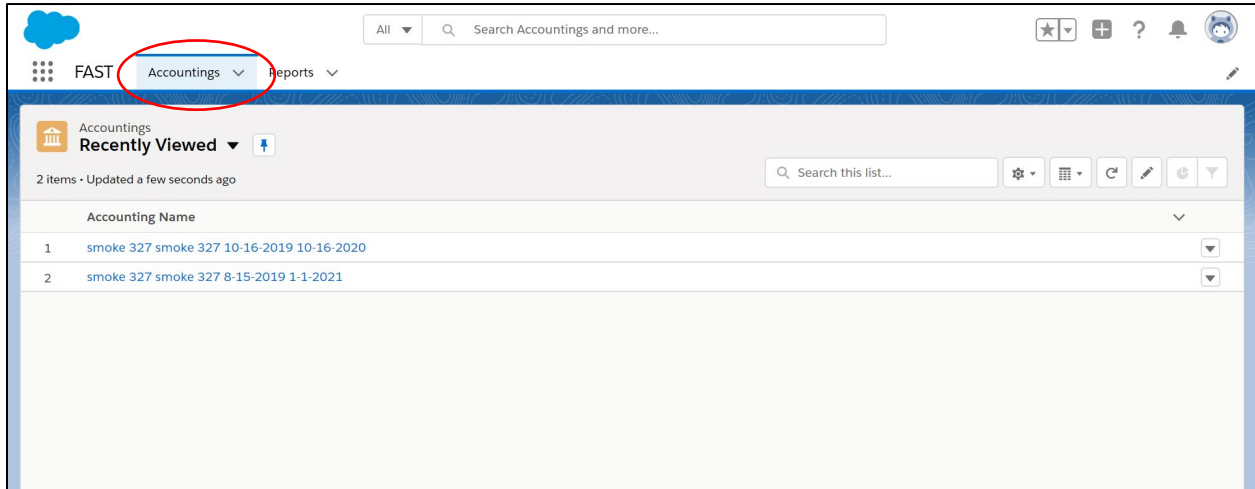
2. Click on the **Accountings** tab



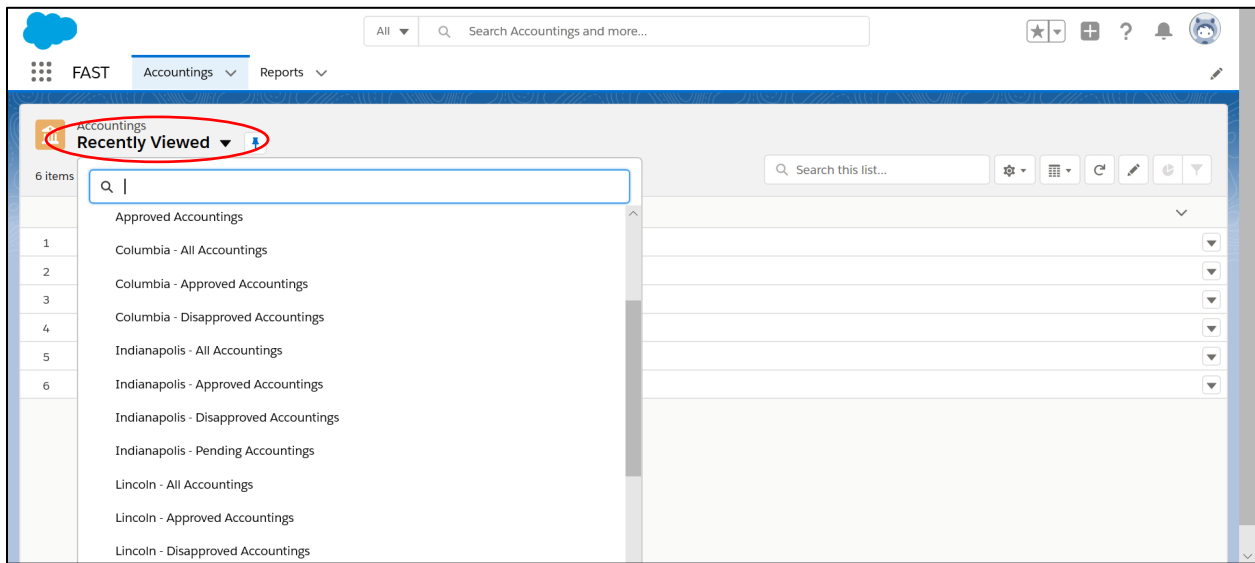
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3. Select the appropriate **listview**. Each geographical hub will have four listviews: (1) All, (2) Approved, (3) Pending, and (4) Disapproved.



4. If the user would like to view **All Accountings** click [Listview 1](#). If the user would like to view **Approved Accountings** click [Listview 2](#). If the user would like to view **Pending Accountings** click [Listview 3](#). If the user would like to view **Disapproved Accountings** click [Listview 4](#).



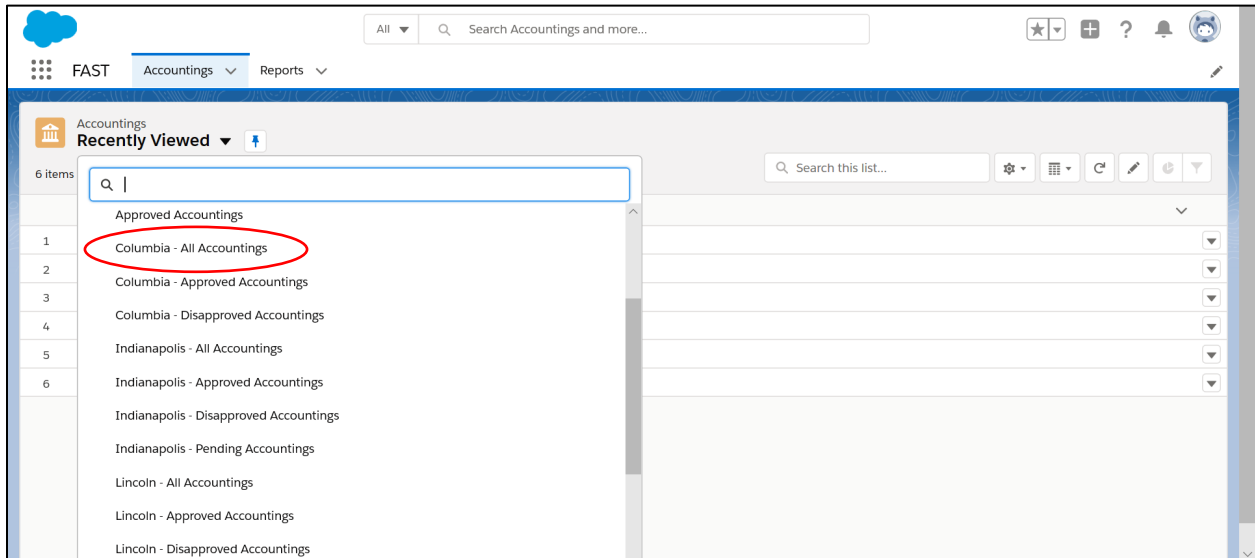
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#### Listview 1: All Accountings

1. 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.*



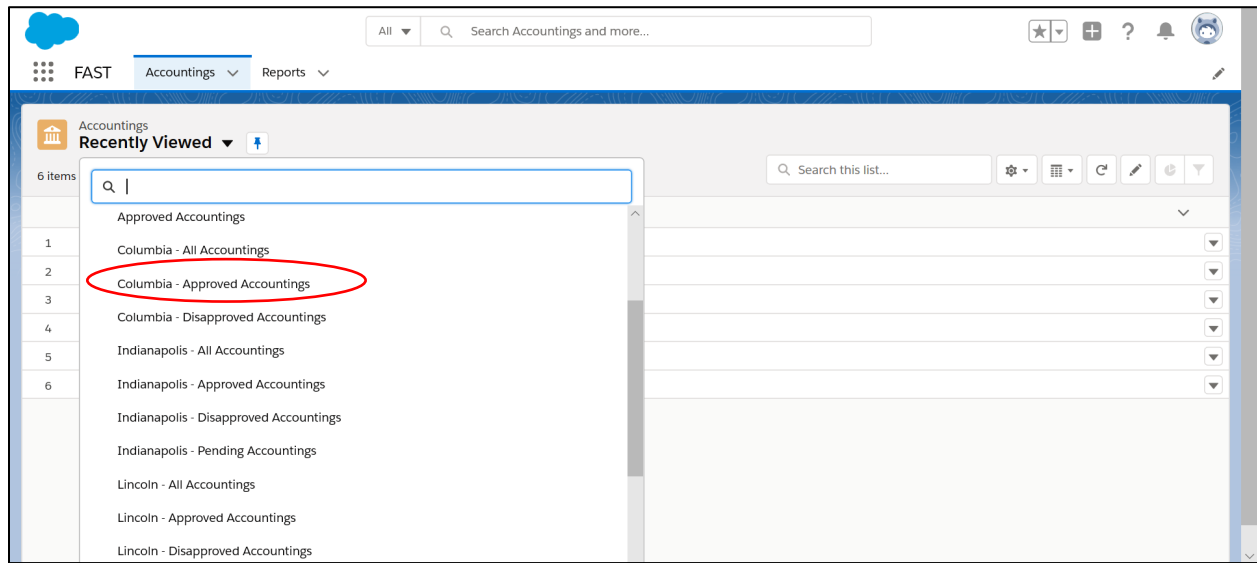
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#### Listview 2: Approved Accountings

1. Filter 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.*



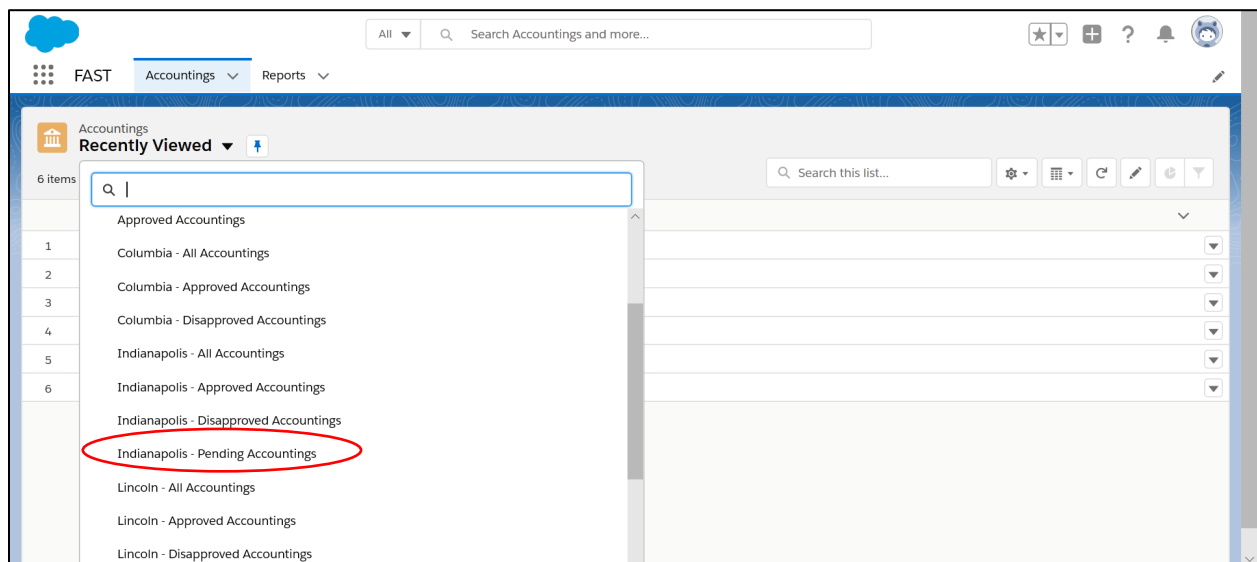
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#### Listview 3: Pending Accountings

1. Filter 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.*



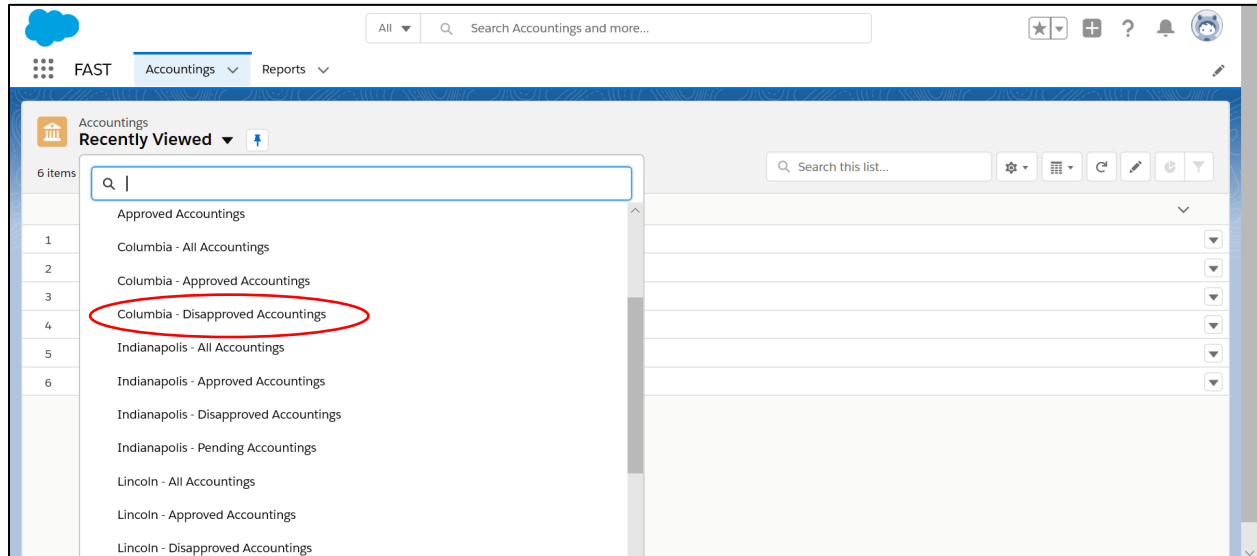
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#### Listview 4: Disapproved Accountings

1. Filter 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. Click the **accounting name** that was assigned

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 Spoke 320-10-15...	3/20/2020 6:23 PM	FAST Fiduciary User	C-23023023	Columbia 319	Spoke 320	10/16/2019	10/16/2020		Draft

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

Accounting: Jason Bourne 4-1-2020 7-10-2020

Buttons: Approve, Return for Revisions, Disapprove, Waive

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Jason Bourne	Milwaukee 330	4/1/2020	7/10/2020	\$60.00	\$60.00

Details

Review Information

Status: Submitted

Reviewer: [Pencil icon circled in red]

Revisions Requested: 1

Files (0)

Approval History (0)

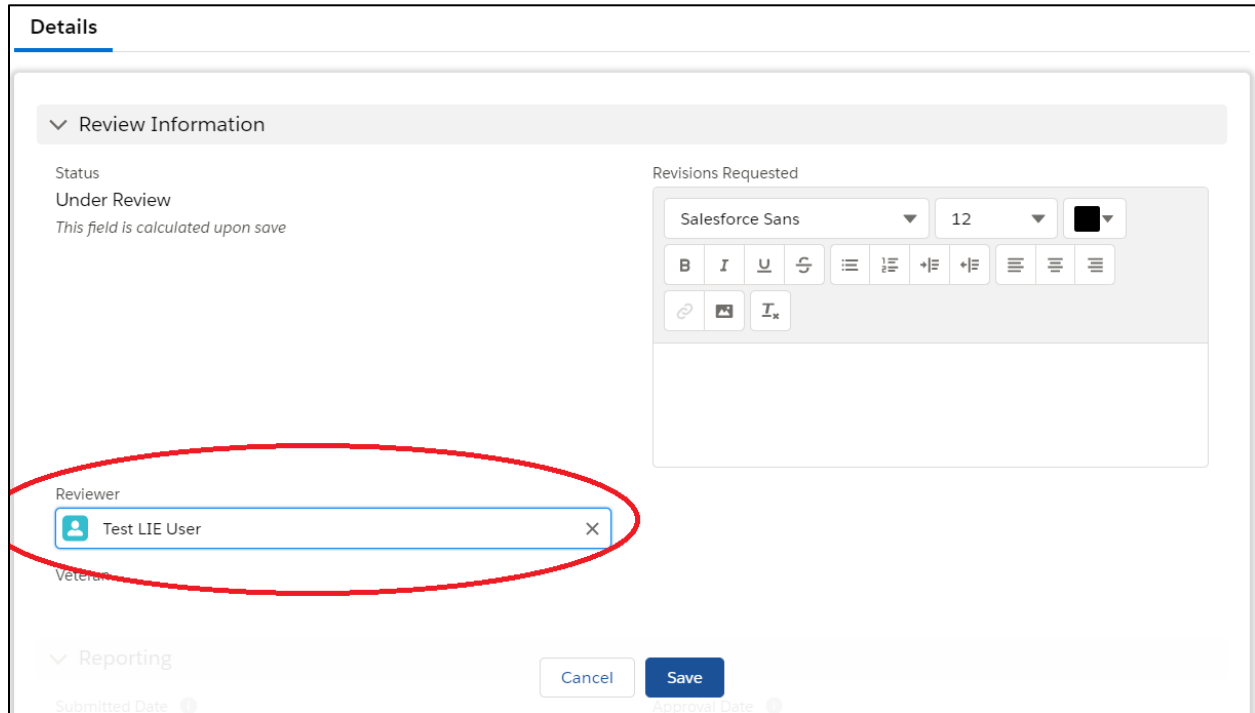


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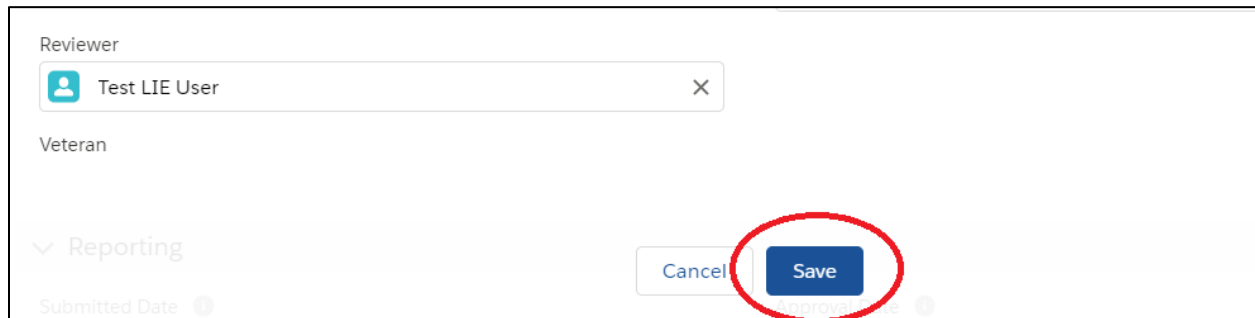
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7. Type the LIE's name into the **Reviewer** field. *The LIE should only assign accountings to themselves as directed.*



The screenshot shows the 'Details' page of the FAST tool. The 'Review Information' section is expanded, showing the 'Status' as 'Under Review' and 'Revisions Requested' as 'Salesforce Sans' with a count of '12'. The 'Reviewer' field is highlighted with a red oval and contains the text 'Test LIE User'. Below the 'Reviewer' field, there is a 'Veteran' field. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

8. Click **Save**



This screenshot is a zoomed-in view of the 'Reviewer' field and the 'Save' button. The 'Reviewer' field contains 'Test LIE User'. The 'Save' button is highlighted with a red oval.

## 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.

