

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Waive an Accounting



Objective

To provide the supervisor with steps on how to waive a disapproved accounting



Audience

User: Supervisor

Prerequisite

The LIE/FSR/Superuser disapproved an accounting.

Instructions

Waive an Accounting Note: The Waive an Accounting process is rare and is only completed in instances where a Fiduciary is unable to fulfill their accounting requirements or submit an approvable accounting.

1. [Access FAST Salesforce Landing Homepage](#)

The screenshot displays the FAST Salesforce landing page. At the top, there is a search bar with the text "Search Accountings and more...". Below the search bar, the page title "FAST" is visible, followed by a dropdown menu for "Accountings". The main content area shows a "Recently Viewed" section with a search bar and a list of three accountings. The list is as follows:

Accounting Name
1 Smoke 330 8-15-2019 9-22-2019
2 Training Accounting 4-1-2020 4-29-2020
3 Test A 3-24-2020 3-26-2021

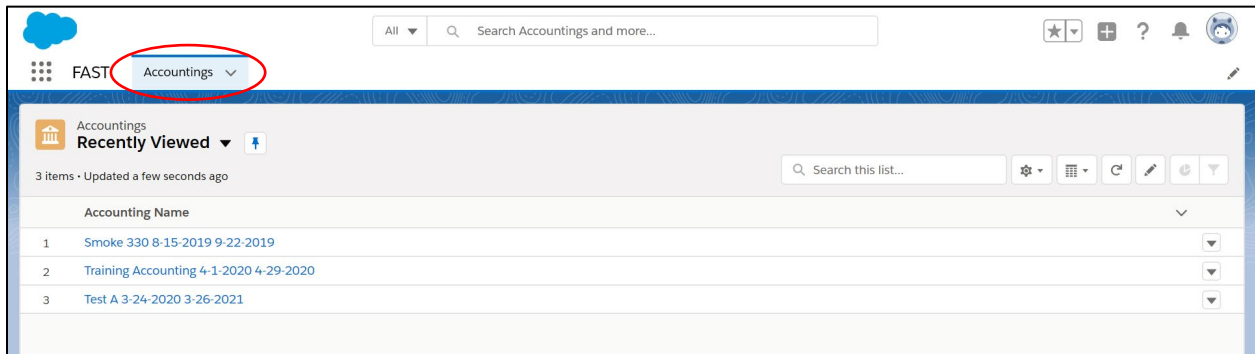


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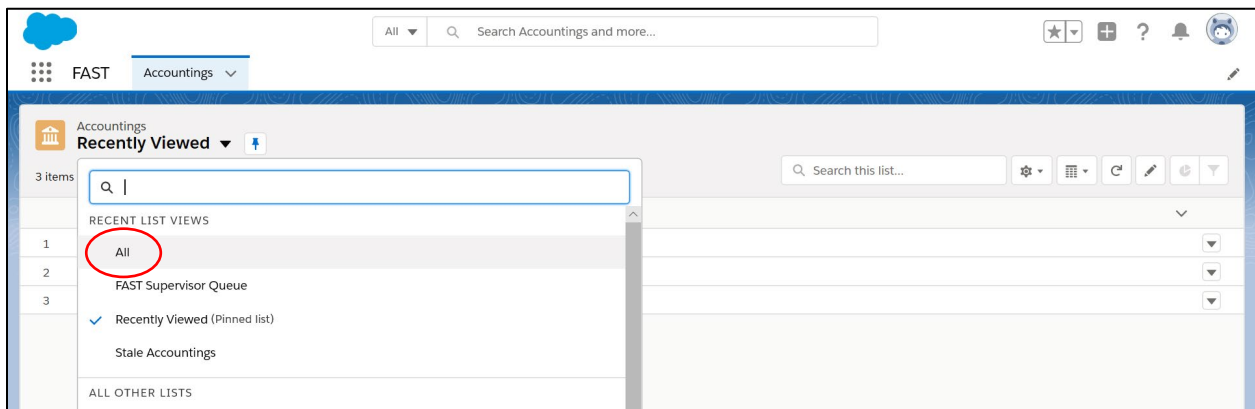
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2. Click **Accountings** tab



3. Select **All** listview



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4. Select the **Disapproved** accounting

Accounting ...	Created Date	Fiduciary User	VA File ...	VA Fiduci...	Name of Bene...	Start D...	End Date	Reviewer	Status
4 FE Smith 4-1-202...	4/1/2020 2:10 PM	FAST Fiduciary User	C-121212121	Columbia 319	FE Smith	4/1/2020	4/29/2020		Submitted
5 Jason Bourne 4-1-...	4/1/2020 10:24 A...	FAST Fiduciary User	C-23434343	Milwaukee 330	Jason Bourne	4/1/2020	7/10/2020		Submitted
6 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		Approved - Final A...
7 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
8 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 User	Under Review
9 Test A 3-24-2020 ...	3/31/2020 11:04 ...	FAST Fiduciary User	C-98878768	Milwaukee 330	Test A	3/24/2020	3/26/2021	FAST LIE User	Under Review
10 Test A 3-25-2021 ...	3/31/2020 4:17 PM	FAST Fiduciary User	C-98878768	Milwaukee 330	Test A	3/25/2021	3/25/2022		Draft
11 Training Accounti...	4/1/2020 12:03 PM	FAST Fiduciary User	C-00000000	Columbia 319	Training Accounting	4/1/2020	4/29/2020	FAST LIE User...	Approved - Final A...
12 Training Accounti...	4/1/2020 5:40 PM	FAST Fiduciary User	C-00000000	Columbia 319	Training Accounting	4/27/2020	5/26/2020		Draft
13 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...
14 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
15 Veronia Lab 4-1-2...	4/1/2020 11:23 A...	FAST Fiduciary User	C-12345678	Columbia 319	Veronia Lab	4/1/2020	4/30/2020		Disapproved

5. Verify appropriate accounting selected

Accounting: **Veronia Lab 4-1-2020 4-30-2020**

Buttons: Approve, Return for Revisions, Disapprove, Waive

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Veronia Lab	Columbia 319	4/1/2020	4/30/2020	\$1.00	\$1.00

Details

Review Information

Status: Disapproved

Reviewer: Veteran

Additional Remarks

Revisions Requested

Files (0)

Upload Files

Or drop files

Approval History (0)



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6. View Disapproved accounting status

The screenshot shows the FAST interface for an accounting entry. At the top, there is a search bar and navigation icons. Below that is a progress bar with five green steps and one blue step labeled 'Disapproved'. The accounting details are as follows:

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Veronia Lab	Columbia 319	4/1/2020	4/30/2020	\$1.00	\$1.00

Buttons for 'Approve', 'Return for Revisions', 'Disapprove', and 'Waive' are visible. The 'Details' section is expanded to show 'Review Information':

- Status: Disapproved (circled in red)
- Reviewer: Veteran
- Revisions Requested: 1

Additional sections include 'Files (0)' with an 'Upload Files' button and 'Approval History (0)'.

7. Click the pencil icon next to Reviewer

This screenshot is identical to the previous one, but with a red circle around the pencil icon next to the 'Reviewer' field in the 'Review Information' section.



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8. Type the supervisor's name into the **Reviewer** field

The screenshot shows the FAST web application interface. The 'Review Information' section is expanded, and the 'Reviewer' field is highlighted with a red circle. The field contains the text 'FAST Supervisor User'. The 'Status' is 'Disapproved'. The 'Reporting' section shows 'Submitted Date' as 4/1/2020 12:02 PM and 'Disapproval Date' as 4/1/2020 1:42 PM. The 'Approval History' and 'Accounting History' sections are visible on the right side of the screen.

9. Click **Save**

The screenshot shows the FAST web application interface. The 'Reviewer' field is still highlighted with a red circle. The 'Save' button is highlighted with a red circle. The 'Status' is 'Disapproved'. The 'Reporting' section shows 'Submitted Date' as 4/1/2020 12:02 PM and 'Disapproval Date' as 4/1/2020 1:42 PM. The 'Approval History' and 'Accounting History' sections are visible on the right side of the screen.

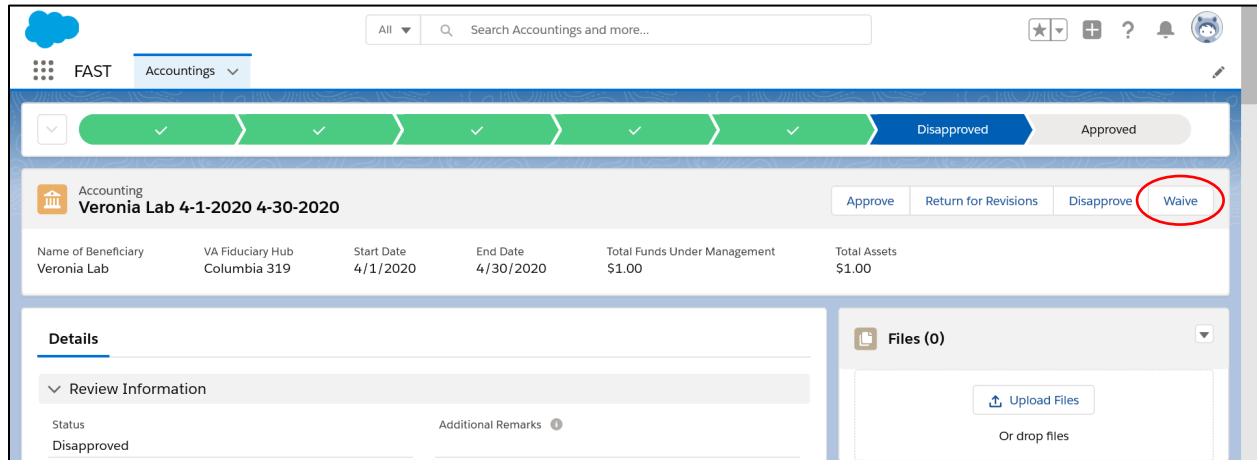


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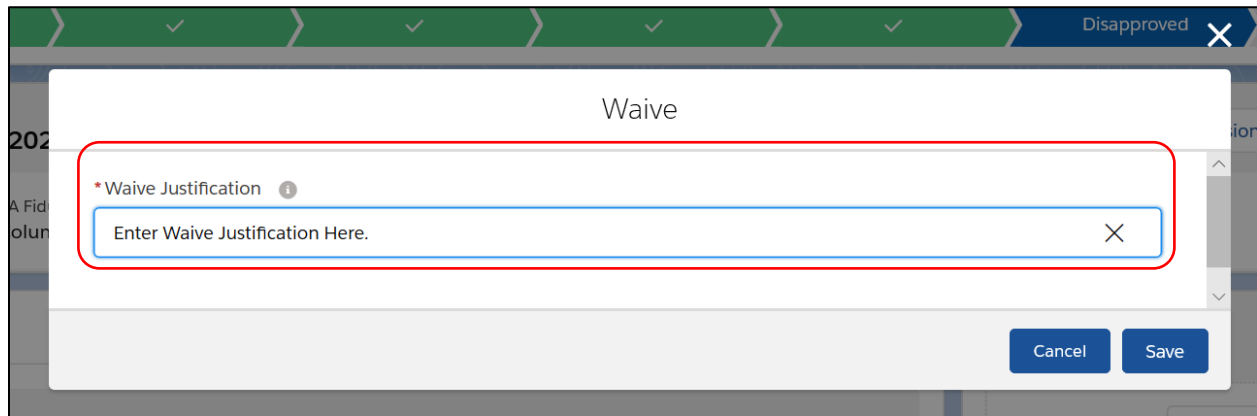
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10. Click **Waive**



The screenshot shows the FAST interface for an accounting entry. At the top, there is a search bar and navigation icons. Below that, a progress bar shows several steps completed in green and the current step, 'Disapproved', highlighted in blue. The main content area displays the accounting details for 'Veronia Lab' from 4-1-2020 to 4-30-2020. A table lists the beneficiary, VA Fiduciary Hub, start and end dates, and total funds/assets. Below the table, there are buttons for 'Approve', 'Return for Revisions', 'Disapprove', and 'Waive'. The 'Waive' button is circled in red. A 'Details' section is partially visible, showing 'Review Information' and 'Status: Disapproved'.

11. Add **Comments**



The screenshot shows a 'Waive' dialog box. The title is 'Waive'. Below the title, there is a red-bordered box containing a text input field with the placeholder text 'Enter Waive Justification Here.' and a close button (X). Below the input field, there are two buttons: 'Cancel' and 'Save'.

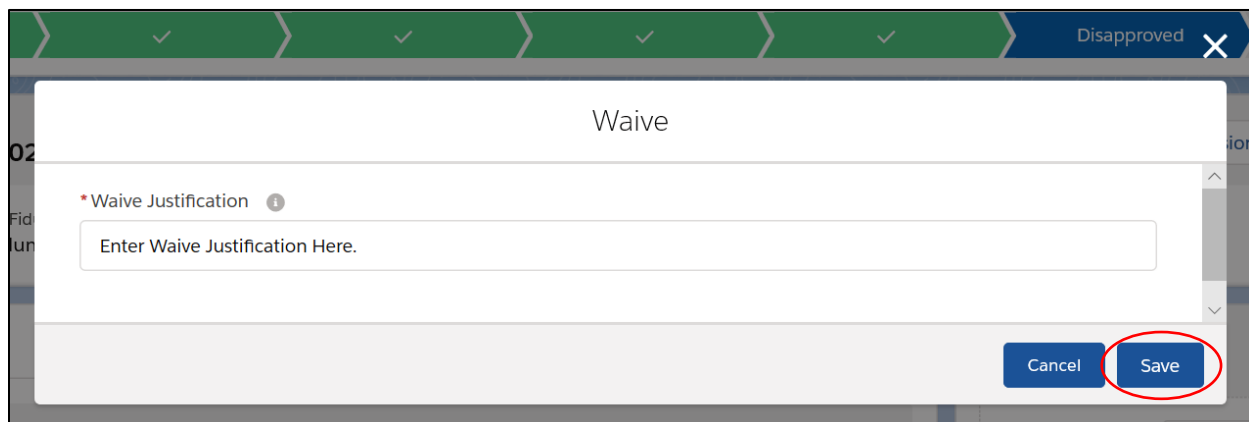


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12. Click **Save**



The screenshot shows a web interface for waiving an accounting. At the top, there is a navigation bar with a 'Disapproved' status and a close button. Below this is a form titled 'Waive'. The form contains a required field labeled '*Waive Justification' with a red asterisk and an information icon. The field has a placeholder text 'Enter Waive Justification Here.' and a scrollable area. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red, indicating it is the action to be taken.

Outcome

The supervisor has waived a disapproved accounting due to rare circumstances.

