

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Request Accounting Revisions



Objective

To provide the LIE, FSR, or Superuser with steps on how to return accountings to Fiduciary that require revisions



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The LIE, FSR, or Superuser has reviewed the accounting and noted there are errors that need to be revised.

Instructions

1. Click **Return for Revisions**

The screenshot displays the FAST web application interface. At the top, there is a search bar and navigation tabs for 'Submitted', 'Under Review', 'Revisions Requested', 'Revisions Submitted', 'Disapproved', and 'Approved'. The 'Submitted' tab is active. Below the navigation, there is a card for 'Accounting Training Accounting 4-1-2020 4-29-2020'. The card includes a table with the following data:

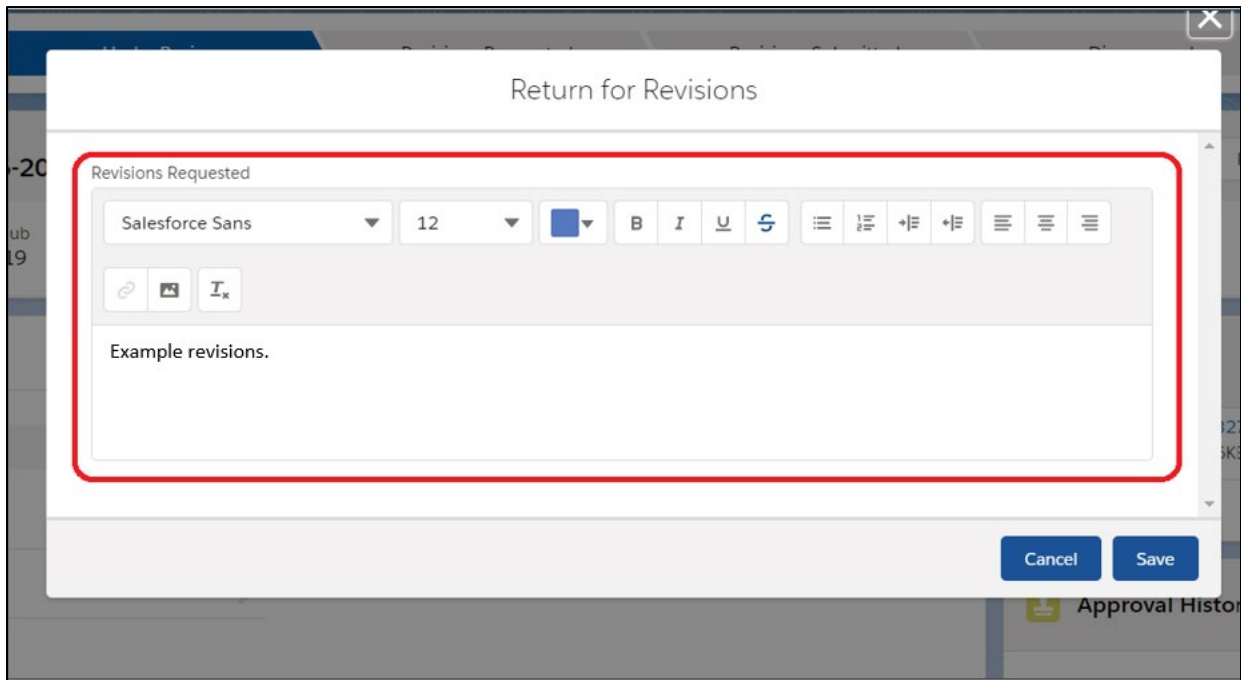
Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Training Accounting	Columbia 319	4/1/2020	4/29/2020	\$4.00	\$4.00

Below the table, there are sections for 'Details' (Review Information), 'Files (0)', and 'Approval History (0)'. The 'Return for Revisions' button is circled in red in the original image.

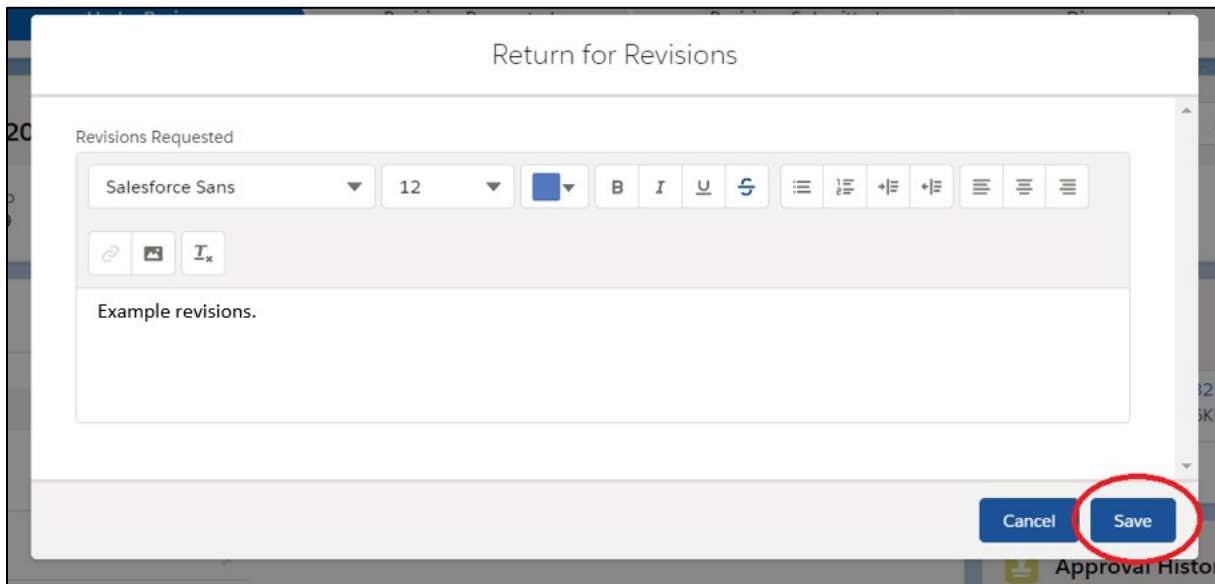
2. Type the **reason** for revision(s) in comment box. *There is a 255-character limit in the comment box. If the reason exceeds 255 characters, the revisions request will not send.*



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3. Click **Save**. Requesting revisions does not lock the accounting (i.e. The LIE can continue to make changes to the accounting).



Outcome



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The LIE, FSR, or Superuser has sent revisions to the Fiduciary to implement to their accounting and the Fiduciary will be notified via email when the reviewer has requested revisions. Once revisions are completed by the Fiduciary, the LIE can continue with accounting disposition process.

