

# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Fiduciary Fund Usage Reviews (Incomplete)



## Objective

To provide the LIE with steps on how to incomplete a Fiduciary Fund Usage Review after it has been submitted by a Fiduciary.



## Audience

User: LIE

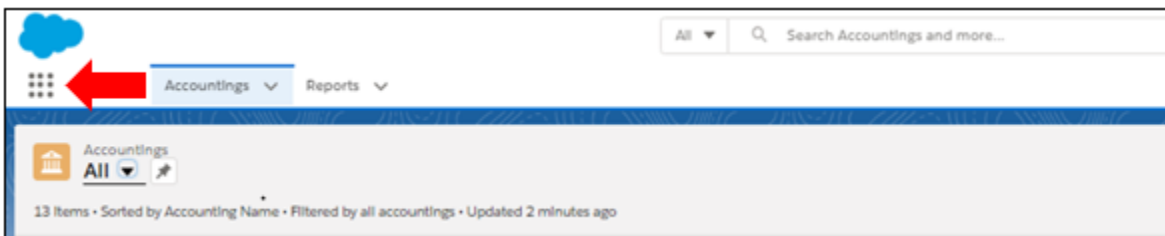
## Prerequisite

The LIE has reviewed the Fiduciary Fund Usage Review and determined it's incomplete.

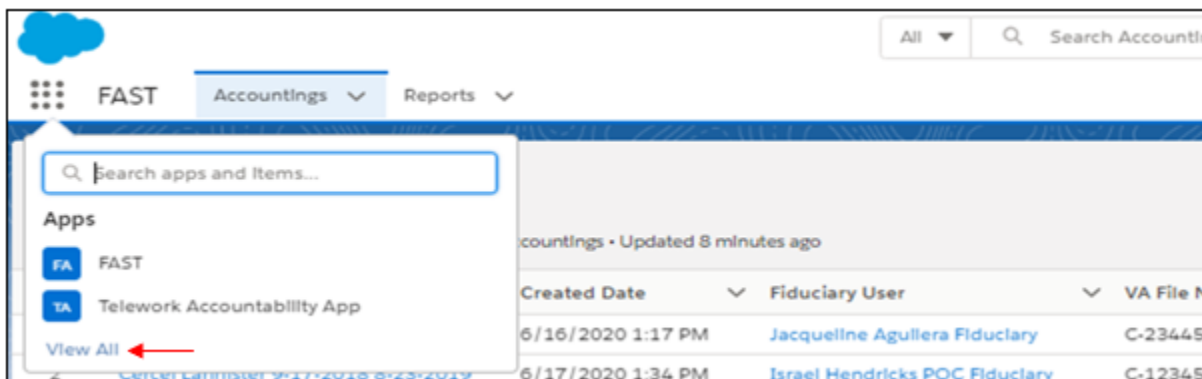
## Instructions

Log into **Salesforce**

1. Click the **Apps** icon at the top left of the homepage screen.

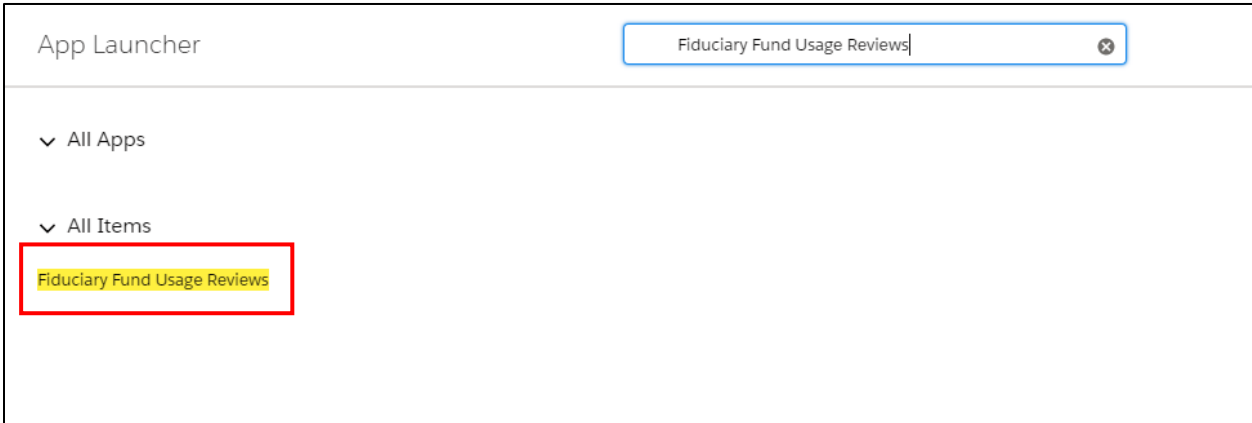


2. Then click the **View All** button.

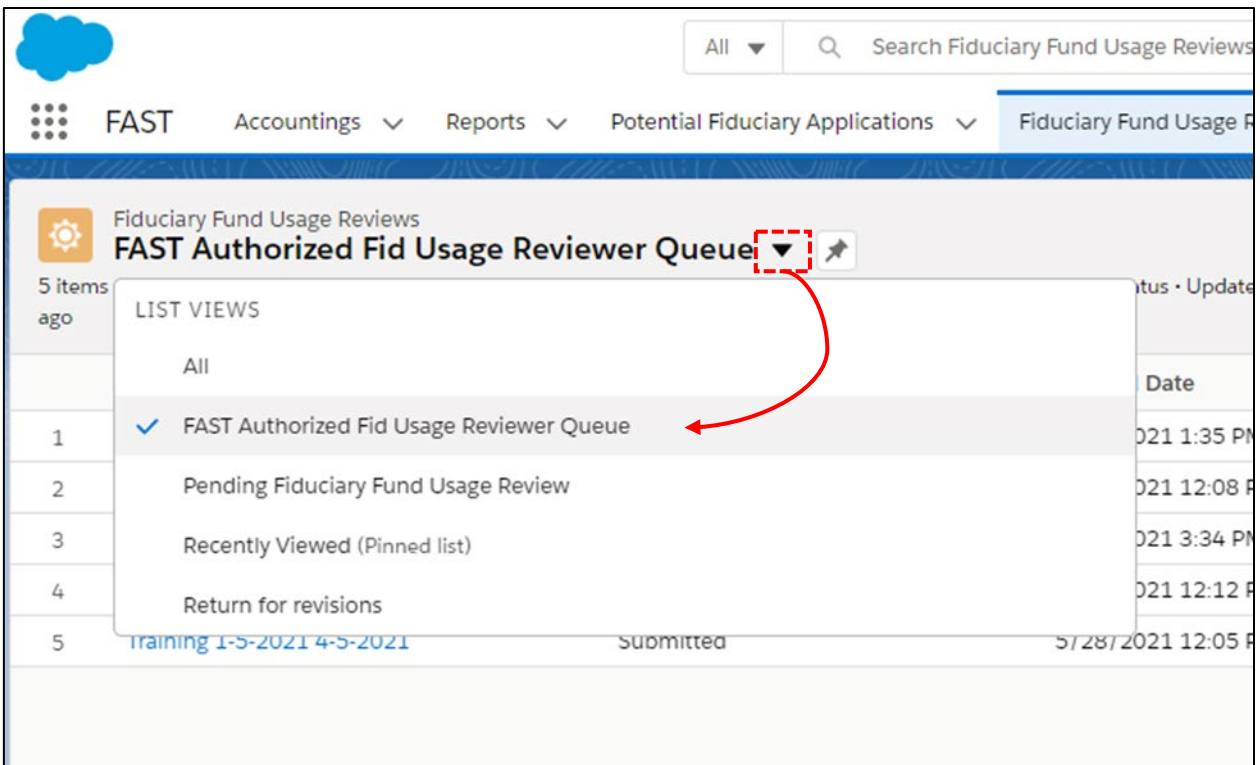


# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Fiduciary Fund Usage Reviews (Incomplete)

- Next, in the search box type “Fiduciary Fund Usage Reviews” then click the option to open the tab.



- Click the **list view** drop down arrow and select '**FAST Authorized Fid Usage Reviewer Queue**'.



# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Fiduciary Fund Usage Reviews (Incomplete)


5. Click on the name of the **submitted** Fiduciary Fund Usage Review.

FAST Accountings Reports Potential Fiduciary Applications Fiduciary Fund Usage Reviews FAST Potential Fid Email Logs						
Fiduciary Fund Usage Reviews						
FAST Authorized Fid Usage Reviewer Queue						
5 items · Sorted by Fiduciary Fund Usage Review Name · Filtered by FAST Authorized Fid Usage Reviewer Queue · Status · Updated a few seconds ago						
	Fiduciary Fund Usage Review Name ↑	Status	Reviewer	Created Date	VA Fiduciary Hub	VA File Numb...
1	<a href="#">Diana 5-1-2021 5-7-2021</a>	Revisions Submitted	Barbara John...	5/26/2021 1:35 PM	Columbia 319	123456789
2	<a href="#">John 2-10-2021 5-10-2021</a>	Submitted		5/28/2021 12:08 P...	Columbia 319	123456789
3	<a href="#">Mini 5-1-2021 5-14-2021</a>	Submitted		5/21/2021 3:34 PM	Lincoln 334	123456789
4	<a href="#">Sara 11-9-2020 2-9-2021</a>	Submitted		5/28/2021 12:12 P...	Lincoln 334	123456789
5	<a href="#">Training 1-5-2021 4-5-2021</a>	Submitted		5/28/2021 12:05 P...	Indianapolis 326	123456789

6. Within the **Fiduciary Fund Usage Review** record scroll down to the **'Reviewer'** field, click the edit button (pencil icon), input your name, and click **Save**.

**Fiduciary Fund Usage Review**  
**Training 1-5-2021 4-5-2021**

Review Information

Reviewer 

Surety Bond Outstanding?

Court Documents Outstanding?

Additional Bonds Purchased?

Savings Bonds Cashed?

**Fiduciary Fund Usage Review**  
**Training 1-5-2021 4-5-2021**

Submitted Date  
5/28/2021

Review Information

Reviewer

Status  
Submitted

Surety Bond Outstanding?

Disposition

Court Documents Outstanding?  
--None--

Reason for Incomplete

Additional Bonds Purchased?

Revisions Requested

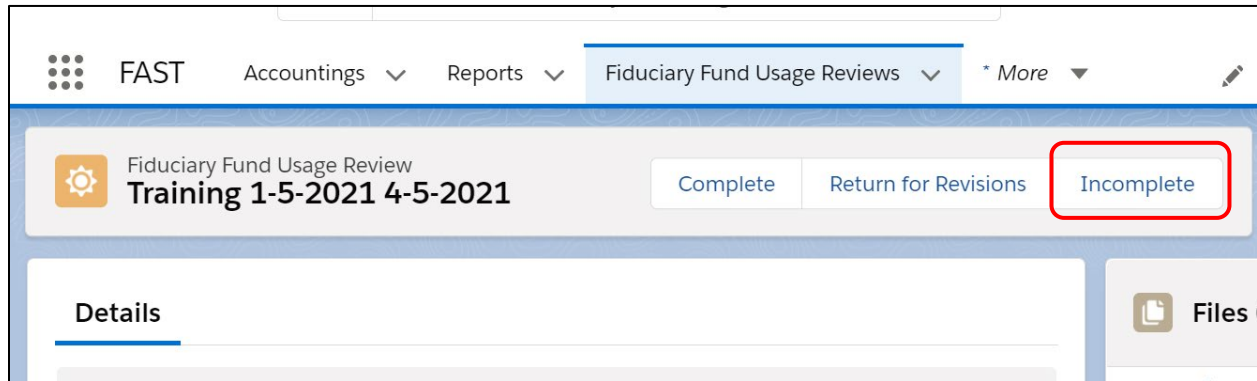
Savings Bonds Cashed?

Additional Remarks



# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Fiduciary Fund Usage Reviews (Incomplete)

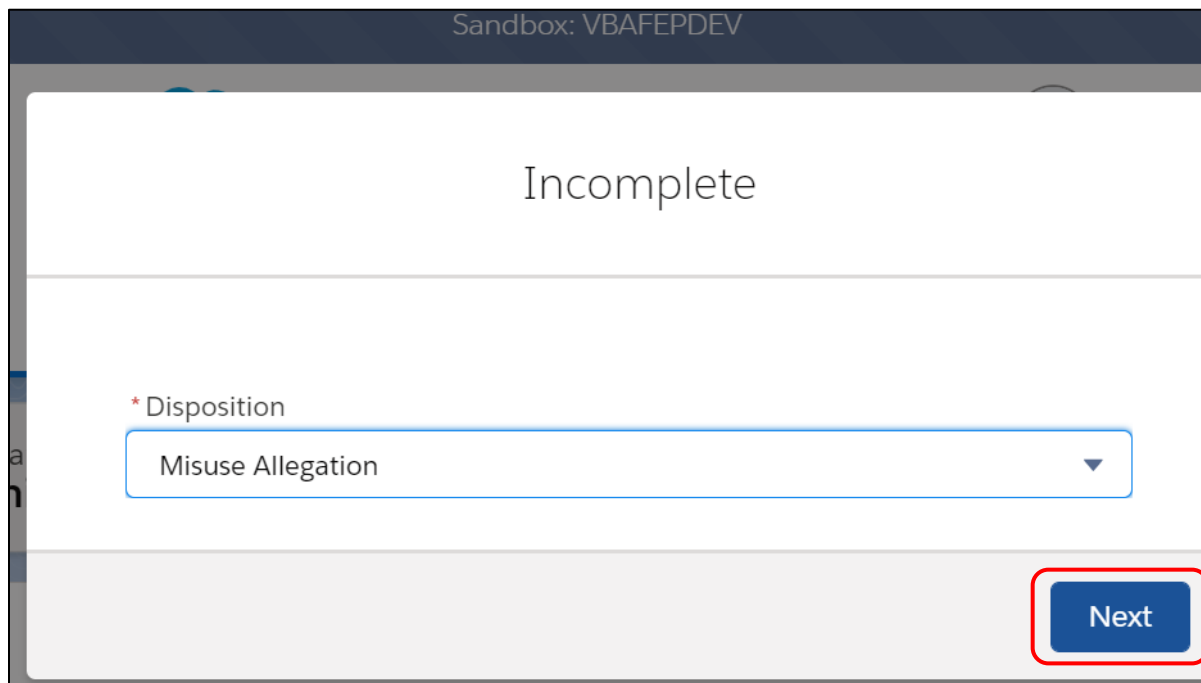
7. As the **Reviewer** on the top right of the screen click the **Incomplete** button.



The screenshot shows the FAST application interface. At the top, there is a navigation bar with 'FAST', 'Accountings', 'Reports', and 'Fiduciary Fund Usage Reviews'. Below this, the main header displays 'Fiduciary Fund Usage Review' and 'Training 1-5-2021 4-5-2021'. Three buttons are visible: 'Complete', 'Return for Revisions', and 'Incomplete'. The 'Incomplete' button is highlighted with a red rectangular box. Below the header, there are sections for 'Details' and 'Files'.

8. Click the **dropdown** to select the disposition for the incomplete Fiduciary Fund Usage Review. There are **three** categories:

- **Misuse Allegation**
- **Follow-up field examination EP 590**
- **Other (This is a free text option with up to 255 characters)**



The screenshot shows a form titled 'Incomplete' for selecting a disposition. The form has a header 'Sandbox: VBAFEPDEV'. Below the title, there is a dropdown menu labeled '\* Disposition' with 'Misuse Allegation' selected. At the bottom right of the form, there is a blue 'Next' button highlighted with a red rectangular box.



# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Fiduciary Fund Usage Reviews (Incomplete)

9. The status field will change to **Incomplete**.

The screenshot shows the FAST interface for a Fiduciary Fund Usage Review. The review title is "Training 1-5-2021 4-5-2021". Under the "Review Information" section, the "Status" field is circled in red and displays "Incomplete". Other fields include "Reviewer", "Surety Bond Outstanding?", "Court Documents Outstanding?", "Additional Bonds Purchased?", and "Savings Bonds Cashed?", each with a checkbox and an edit icon. To the right of these fields are "Disposition", "Misuse Allegation", "Reason for Incomplete", "Revisions Requested", and "Additional Remarks", each with an edit icon.

## Outcome

The LIE has marked the Fiduciary Fund Usage Review incomplete. Once a Fiduciary Fund Usage Review has been marked incomplete, an email notification will be sent to the Fiduciary.

