Fiduciary Accountings Submission Tool (FAST) Training Job Aid
Account Deactivation

Objective

To provide user with guidance on how to deactivate an accounting in FAST.

Audience

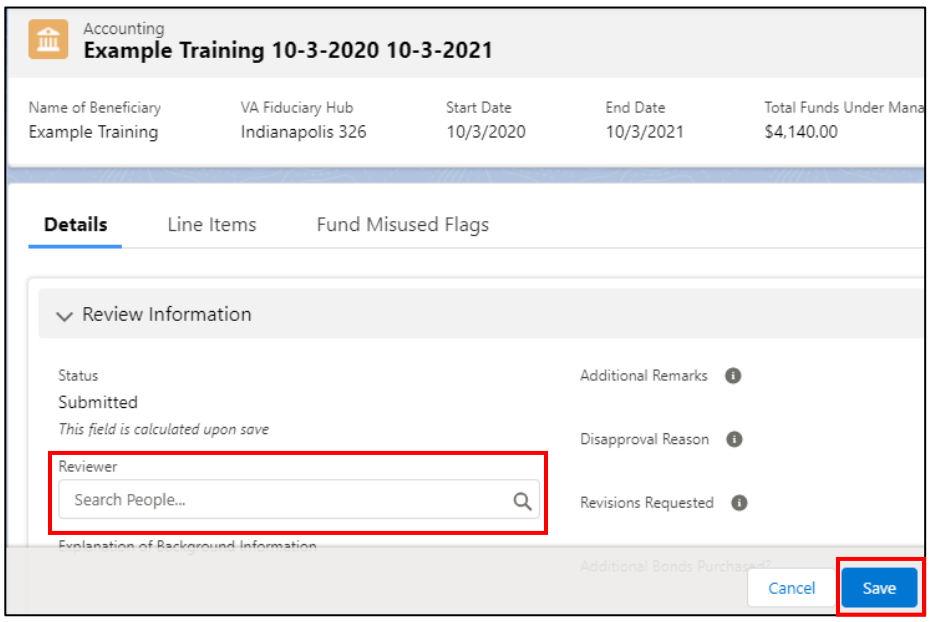
User: User with deactivation permission.

Prerequisite

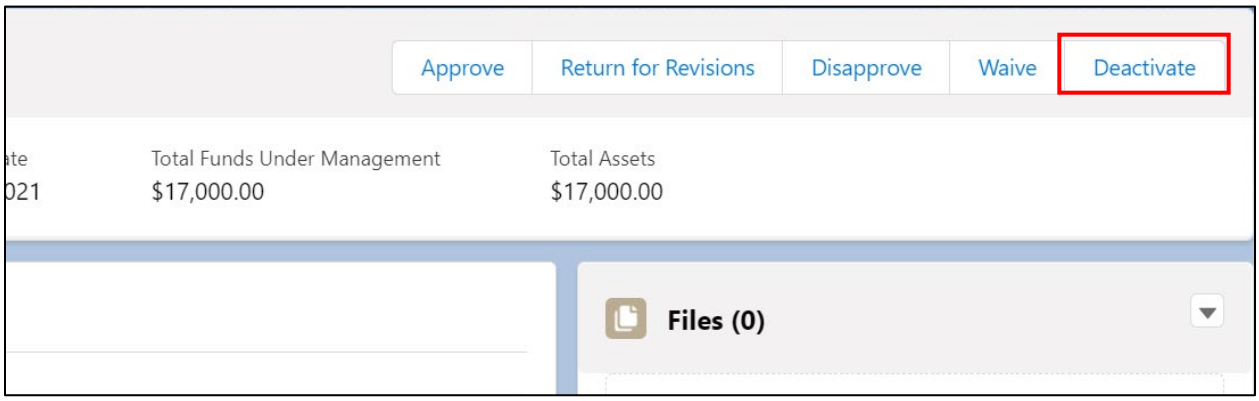
The Fiduciary has submitted a partially completed accounting or submitted the accounting in error.

Instructions

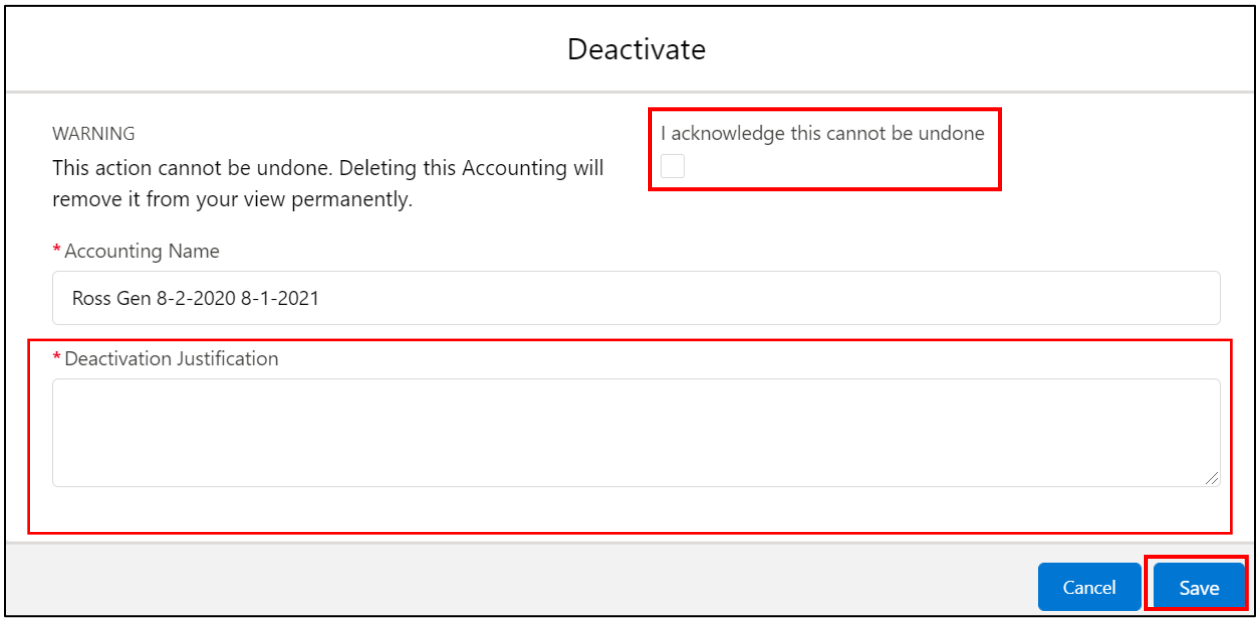
1. Once in the account record, you will need to assign yourself as a **reviewer**. Then click **save**.



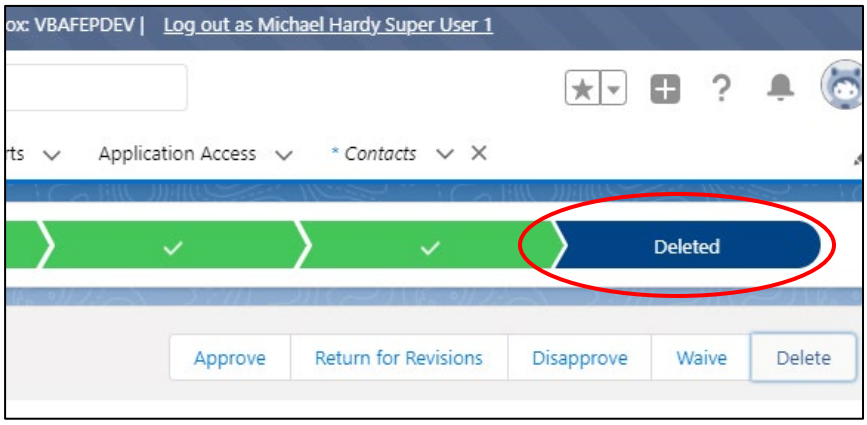
2. To deactivate the accounting, you will need to click the **deactivate** button.



3. Once the deactivate button is clicked. You will need to mark the check box to acknowledge the deactivation and provide a justification. Then click **save**.



4. The account status will then change to **deleted**.



Outcome

Once the user deactivates the accounting it will only be viewable in the queue under the list view titled "Deactivated Accountings by VA".