

# 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**.

The screenshot displays the 'Accounting' record for 'Example Training' from 10-3-2020 to 10-3-2021. The record shows a beneficiary of 'VA Fiduciary Hub Indianapolis 326', a start date of 10/3/2020, an end date of 10/3/2021, and total funds under management of \$4,140.00. The 'Details' tab is active, showing 'Review Information' with fields for Status (Submitted), Additional Remarks, Disapproval Reason, and Revisions Requested. The 'Reviewer' field is highlighted with a red box and contains a search prompt 'Search People...'. At the bottom right, the 'Save' button is also highlighted with a red box.

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Mana
Example Training	Indianapolis 326	10/3/2020	10/3/2021	\$4,140.00

**Details** | Line Items | Fund Misused Flags

Review Information

Status: Submitted  
*This field is calculated upon save*

Reviewer: Search People... [Magnifying Glass Icon]

Additional Remarks [Info Icon]

Disapproval Reason [Info Icon]

Revisions Requested [Info Icon]

Explanation of Background Information

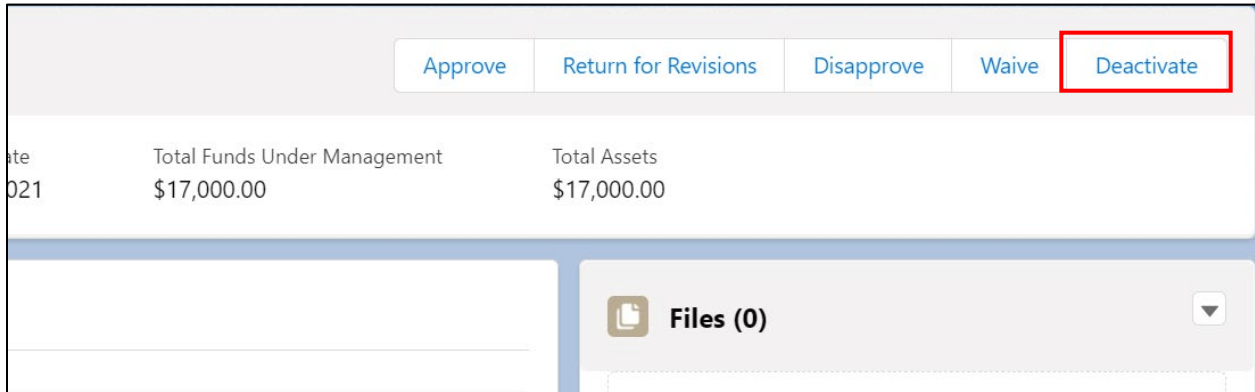
Additional Bonds Purchased

Cancel Save



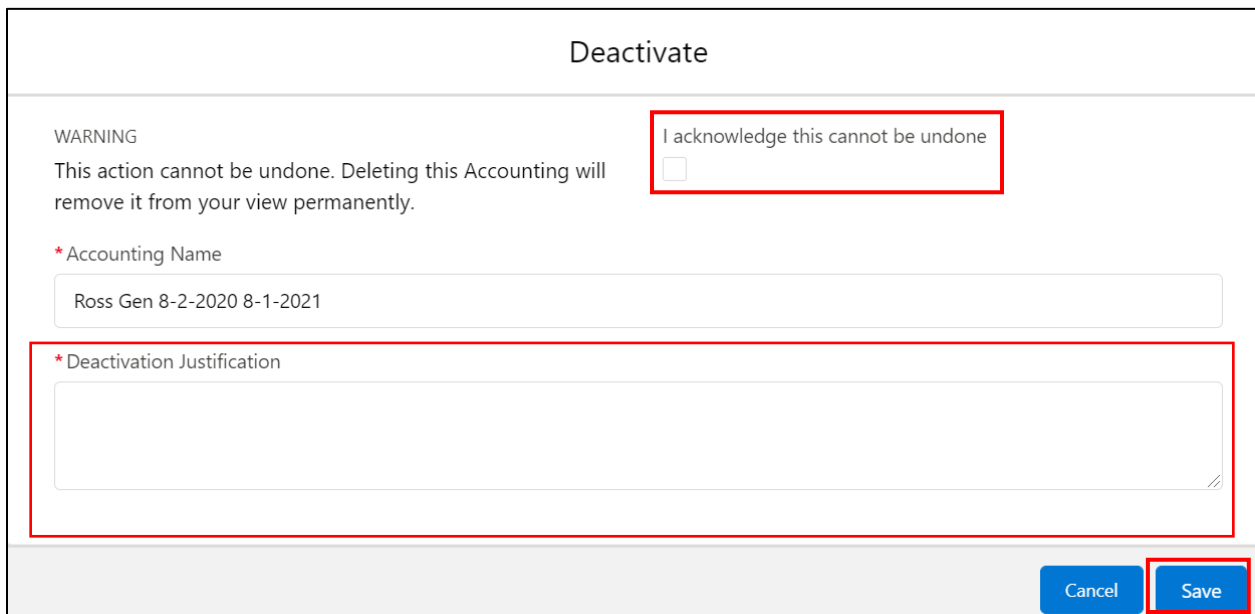
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2. To deactivate the accounting, you will need to click the **deactivate** button.



The screenshot shows a web interface with a top navigation bar containing five buttons: 'Approve', 'Return for Revisions', 'Disapprove', 'Waive', and 'Deactivate'. The 'Deactivate' button is highlighted with a red rectangular box. Below the buttons is a table with three columns: 'Accounting Name', 'Total Funds Under Management', and 'Total Assets'. The first row of the table shows '021' in the first column, '\$17,000.00' in the second, and '\$17,000.00' in the third. Below the table is a section for 'Files (0)' with a document icon and a dropdown arrow.

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**.

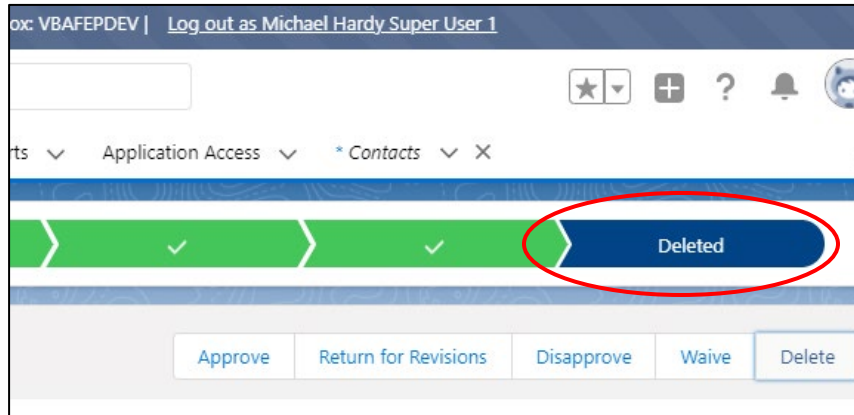


The screenshot shows a 'Deactivate' confirmation form. At the top, it says 'Deactivate'. Below that is a 'WARNING' section: 'WARNING This action cannot be undone. Deleting this Accounting will remove it from your view permanently.' To the right of this warning is a checkbox labeled 'I acknowledge this cannot be undone', which is highlighted with a red box. Below the warning is a text input field for '\* Accounting Name' containing 'Ross Gen 8-2-2020 8-1-2021'. Below that is a large text area for '\* Deactivation Justification', which is also highlighted with a red box. At the bottom right of the form are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted in a red box.



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- 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".

