

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Filter Existing Accountings



Objective

To provide the Fiduciary with steps on how to filter accountings to identify appropriate accounting to select or review



Audience

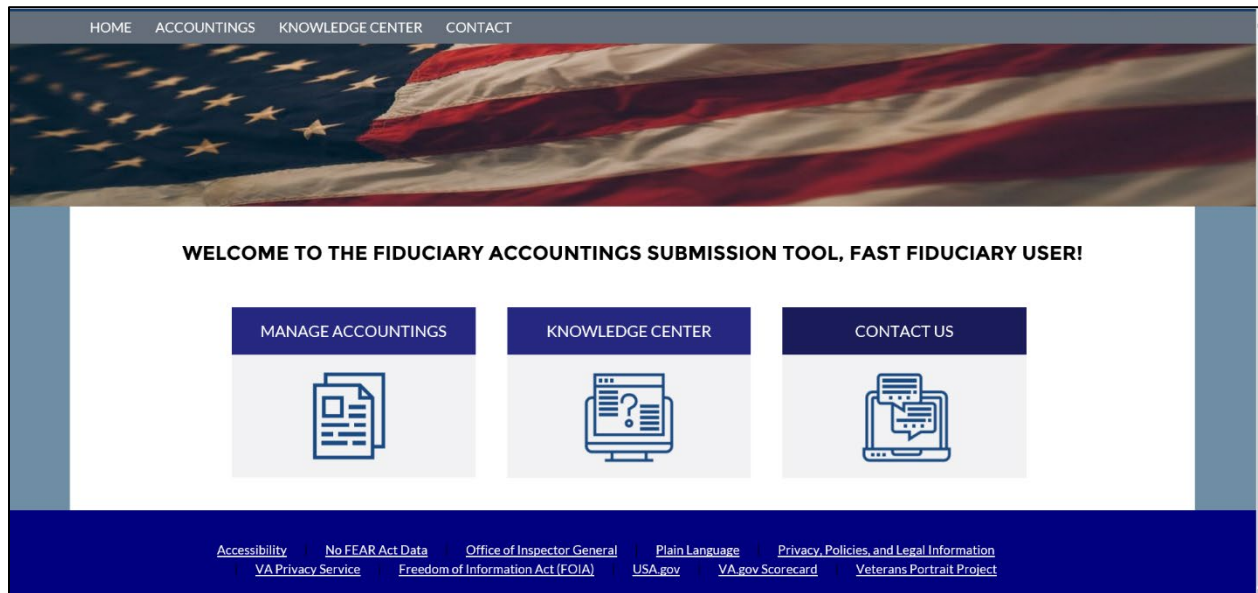
User: Fiduciary

Prerequisite

The Fiduciary has navigated the FAST homepage and features.

Instructions

1. Access **FAST Homepage**



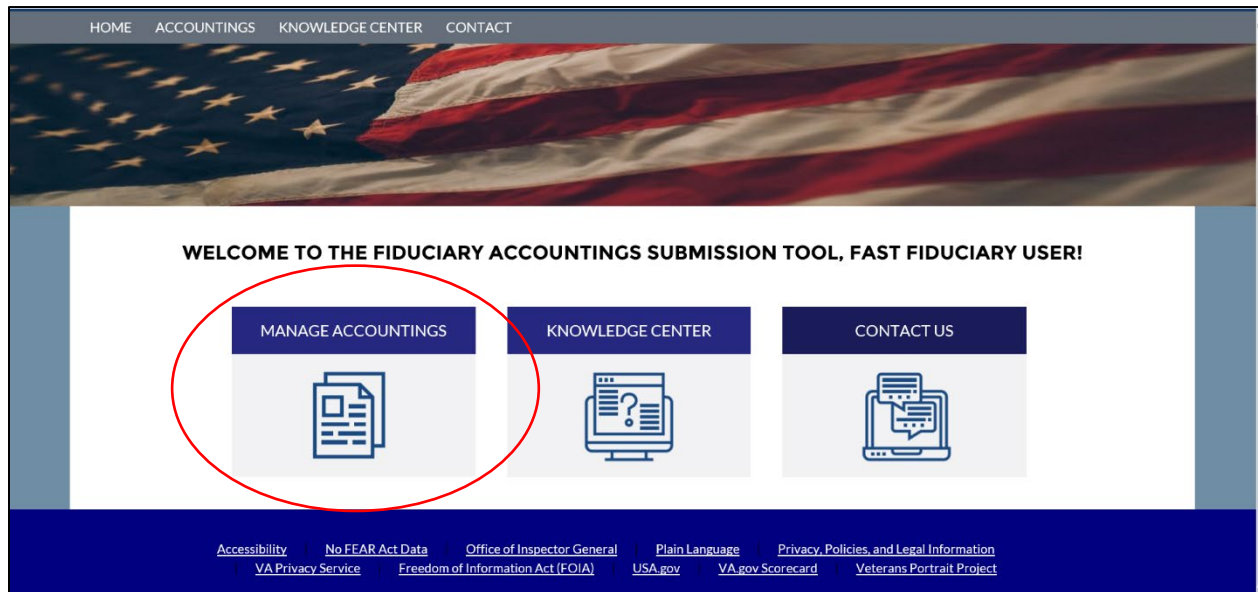
2. Click **Manage Accountings**



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3. Scroll down to accounting listview. If the user would like to view **All Accountings** click [Listview 1](#). If the user would like to view **Approved Accountings** click [Listview 2](#). If the user would like to view **Pending Accountings** click [Listview 3](#). If the user would like to view **Recently Viewed Accountings** click [Listview 4](#). If the user would like to view **Submitted/Under Review Accountings** click [Listview 5](#).



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Listview 1: All Accountings

1. Filter listview for **All Accountings**. Viewing a filtered list for All Accountings is appropriate when a Fiduciary intends to view all accountings that have been created across all completion statuses. Accountings can be in the following statuses: (1) Submitted, (2) Draft, (3) Under Review, (4) Approved – Final Approval, and (5) Approved – Docs Needed.

The screenshot shows the 'Accountings' section with a dropdown menu for 'LIST VIEWS'. The 'All' option is circled in red. Below the dropdown, a table of accountings is visible, including entries for Abraham Lincoln, Smoke 330, Test A, Training Train, and Veronia Lab.

| Name of Be... | Start D... | End Da... | Status |
|-----------------|------------|------------|------------------------|
| Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |

The screenshot shows the 'Accountings' section with the 'All' filter selected. The interface displays 13 items, sorted by Accounting Name. The table below shows the details for these accountings, including their names, dates, users, and statuses.

| Accountin... | Created Date | Fiduciary User | VA File... | VA Fiduci... | Name of Bene... | Start D... | End Da... | Status |
|---------------------|---------------------|---------------------|-------------|----------------|---------------------|------------|------------|---------------------------|
| Abraham Lincoln... | 4/1/2020 9:32 AM | FAST Fiduciary U... | C-232323233 | Louisville 327 | Abraham Lincoln | 4/1/2020 | 6/1/2020 | Approved - Final Approval |
| Abraham Lincoln... | 4/1/2020 9:51 AM | FAST Fiduciary U... | C-232323233 | Louisville 327 | Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| FE Smith 4-1-20... | 4/1/2020 2:10 PM | FAST Fiduciary U... | C-121212121 | Columbia 319 | FE Smith | 4/1/2020 | 4/29/2020 | Submitted |
| FE Smith 4-1-20... | 4/1/2020 10:24... | FAST Fiduciary U... | C-23434343 | Milwaukee 330 | Training Account | 4/1/2020 | 7/10/2020 | Submitted |
| QA Test 3-5-202... | 3/31/2020 12:47... | FAST Fiduciary U... | C-766554983 | Columbia 319 | QA Test | 3/5/2020 | 3/13/2021 | Submitted |
| Smoke 330 10-1... | 3/30/2020 6:21 P... | FAST Fiduciary U... | C-33033033 | Columbia 319 | Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Smoke 330 8-15... | 3/30/2020 6:11 P... | FAST Fiduciary U... | C-33033033 | Columbia 319 | Smoke 330 | 8/15/2019 | 9/22/2019 | Under Review |
| Test A 3-24-202... | 3/31/2020 11:04... | FAST Fiduciary U... | C-98878768 | Milwaukee 330 | Test A | 3/24/2020 | 3/26/2021 | Under Review |
| Test A 3-25-202... | 3/31/2020 4:17 P... | FAST Fiduciary U... | C-98878768 | Milwaukee 330 | Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Account... | 4/1/2020 12:03 P... | FAST Fiduciary U... | C-00000000 | Columbia 319 | Training Accounting | 4/1/2020 | 4/29/2020 | Under Review |



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Listview 2: Approved Accountings

1. Filter listview for **Approved Accountings**. Viewing a filtered list for Approved Accountings is appropriate when a Fiduciary intends to view all accountings that have been approved by the assigned LIE. Accountings can be in the following statuses: (1) Approved – Docs Needed, (2) Approved – Unlock Requested, (3) Approved – Final Approval.

The screenshot shows the 'Accountings' listview in the FAST tool. A dropdown menu is open, showing 'LIST VIEWS' with options: 'All', 'Approved Accountings' (circled in red), 'Pending Accountings', 'Recently Viewed (Pinned list)', and 'Submitted/Under Review Accountings'. The main table displays the following data:

| Name of Be... | Start D... | End Da... | Status |
|-----------------|------------|------------|------------------------|
| Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |

The screenshot shows the 'Accountings' listview filtered to 'Approved Accountings'. The table displays the following data:

| Accounting Na... | Created Date | Fiduciary User | VA Fid... | VA File... | Name of Be... | Star... | End... | Status |
|--------------------------|-------------------|----------------------|----------------|-------------|-----------------|----------|------------|---------------------------|
| Abraham Lincoln 4-1-... | 4/1/2020 9:32 AM | FAST Fiduciary Us... | Louisville 327 | C-232323233 | Abraham Lincoln | 4/1/2020 | 6/1/2020 | Approved - Final Approval |
| Training Train 4-1-2-... | 4/1/2020 12:07 PM | FAST Fiduciary Us... | Columbia 3... | C-00000000 | Training Train | 4/1/2020 | 4/29/20... | Approved - Docs Needed |



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Listview 3: Pending Accountings

1. Filter listview for **Pending Accountings**. Viewing a filtered list for Pending Accountings is appropriate when a Fiduciary intends to view accountings where actions are required by either the Fiduciary or the LIE (reviewer). Accountings can be in the following statuses: (1) Draft, (2) Approved – Docs Needed, (3) Revisions Requested.

The screenshot shows the FAST interface with the 'Pending Accountings' filter selected. The list view menu is open, and 'Pending Accountings' is highlighted with a red circle. The main table displays a list of accountings with columns for Name of Beneficiary, Start Date, End Date, and Status.

| Name of Be... | Start D... | End Da... | Status |
|-----------------|------------|------------|------------------------|
| Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |

The screenshot shows the FAST interface with the 'Pending Accountings' filter selected. The list view menu is closed, and the main table displays a list of accountings with columns for Accounting Name, Created Date, Fiduciary User, VA Fiduciary Number, VA File Number, Name of Beneficiary, Start Date, End Date, and Status.

| Accounting... | Created Date | Fiduciary User | VA Fiduci... | VA File... | Name of Be... | Start D... | End Da... | Status |
|-----------------------|-------------------|----------------------|----------------|-------------|-----------------|------------|------------|------------------------|
| Abraham Lincoln... | 4/1/2020 9:51 AM | FAST Fiduciary Us... | Louisville 327 | C-232323233 | Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 10-16... | 3/30/2020 6:21 PM | FAST Fiduciary Us... | Columbia 319 | C-33033033 | Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A 3-25-2021... | 3/31/2020 4:17 PM | FAST Fiduciary Us... | Milwaukee 330 | C-98878768 | Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train 4-1... | 4/1/2020 12:07 PM | FAST Fiduciary Us... | Columbia 319 | C-00000000 | Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train 4-2... | 4/1/2020 1:27 PM | FAST Fiduciary Us... | Columbia 319 | C-00000000 | Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab 4-1-2... | 4/1/2020 11:23 AM | FAST Fiduciary Us... | Columbia 319 | C-12345678 | Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |



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Listview 4: Recently Viewed Accountings

1. Filter listview for **Recently Viewed Accountings**. *Viewing a filtered list for Recently Viewed Accountings is appropriate when a Fiduciary intends to view all accountings that have been recently viewed.*

The screenshot shows the 'Accountings Pending Accountings' view. A dropdown menu for 'LIST VIEWS' is open, with 'Recently Viewed (Pinned list)' selected and circled in red. The main table displays a list of accountings with columns for Name of Beneficiary, Start Date, End Date, and Status.

| Name of Be... | Start D... | End Da... | Status |
|-----------------|------------|------------|------------------------|
| Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |

The screenshot shows the 'Accountings Recently Viewed' view. The 'Recently Viewed' filter is selected. The main table displays a list of accountings with columns for Accounting Name and a dropdown arrow.

| Accounting Name |
|--|
| Abraham Lincoln 4-1-2020 6-2-2020 |
| FE Smith 4-1-2020 4-29-2020 |
| QA Test 3-5-2020 3-13-2021 |
| Training Train 4-1-2020 4-29-2020 |
| Smoke 330 10-16-2019 10-16-2020 |
| Training Accounting 4-1-2020 4-29-2020 |
| Veronia Lab 4-1-2020 4-30-2020 |



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Listview 5: Submitted/Under Review Accountings

1. Filter listview for **Submitted/Under Review Accountings**. Viewing a filtered list for Submitted/Under Review is appropriate when a Fiduciary intends to view all accountings that have been submitted for review or accountings that a LIE (reviewer) is currently reviewing. Accountings can be in the following statuses: (1) Submitted, (2) Revisions Submitted, and (3) Under Review.

The screenshot shows the FAST interface with the 'Accountings' section selected. The listview is currently set to 'Pending Accountings'. A dropdown menu is open, showing various listview options. The option 'Submitted/Under Review Accountings' is circled in red. The main table below shows a list of accountings with columns for Name of Beneficiary, Start Date, End Date, and Status.

| Name of Be... | Start D... | End Da... | Status |
|-----------------|------------|------------|------------------------|
| Abraham Lincoln | 4/1/2020 | 6/2/2020 | Draft |
| Smoke 330 | 10/16/2019 | 10/16/2020 | Draft |
| Test A | 3/25/2021 | 3/25/2022 | Draft |
| Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed |
| Training Train | 4/29/2020 | 5/27/2020 | Draft |
| Veronia Lab | 4/1/2020 | 4/30/2020 | Disapproved |

The screenshot shows the FAST interface with the 'Accountings' section selected. The listview is currently set to 'Submitted/Under Review Accountings'. The main table below shows a list of accountings with columns for Accounting Name, Created Date, Fiduciary User, VA Fiduciary, VA File, Name of Beneficiary, Start Date, End Date, and Status.

| Accounting Name | Created Date | Fiduciary User | VA Fiduciary | VA File | Name of Beneficiary | Start... | End... | Status |
|--------------------------|----------------------|----------------------|---------------|-------------|---------------------|------------|------------|----------------|
| FE Smith 4-1-2020 4-... | 4/1/2020 2:10 PM | FAST Fiduciary Us... | Columbia 319 | C-121212121 | FE Smith | 4/1/2020 | 4/29/20... | Submitted |
| FE Smith 4-1-2020 4-... | 4/1/2020 10:24 AM | FAST Fiduciary Us... | Milwaukee 330 | C-234343434 | Training Accounting | 4/1/2020 | 7/10/20... | Submitted |
| QA Test 3-5-2020 3-1... | 3/31/2020 12:47 PM | FAST Fiduciary Us... | Columbia 319 | C-766554983 | QA Test | 3/5/2020 | 3/13/20... | Submitted |
| Smoke 330 8-15-2019... | 3/30/2020 6:11 PM | FAST Fiduciary Us... | Columbia 319 | C-33033033 | Smoke 330 | 8/15/20... | 9/22/20... | Under Revie... |
| Test A 3-24-2020 3-2... | 3/31/2020 11:04 A... | FAST Fiduciary Us... | Milwaukee 330 | C-98878768 | Test A | 3/24/20... | 3/26/20... | Under Revie... |
| Training Accounting 4... | 4/1/2020 12:03 PM | FAST Fiduciary Us... | Columbia 319 | C-00000000 | Training Accounting | 4/1/2020 | 4/29/20... | Under Revie... |

Outcome

The Fiduciary will view all accountings and select an accounting from a listview.

