

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting



Objective

To provide the Fiduciary with steps on how to acknowledge an accounting to prepare for final submission.



Audience

User: Fiduciary

Prerequisite

The Fiduciary has added, edited, and/or attached all information to line items and accountings.

Instructions

Acknowledge an Accounting Note: After acknowledging an accounting, changes can still be made. Total Funds Under Management must equal Total Assets for the accounting to be balanced when changes are made and before the accounting can be submitted. Additionally, if the Fiduciary changes their court-appointed status or modifies the fiduciary fee reimbursement, the Fiduciary will need to re-acknowledge the completed form.



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Training Job Aid

Acknowledge an Accounting

1. Click **Acknowledge**. An error message will populate if the accounting is not balanced. At this point, please review all entries and ensure the entered information is accurate. Total Funds Under Management must equal Total Assets for an accounting to be balanced.

The screenshot displays the FAST web application interface. At the top, there is a navigation bar with the VA logo, a search bar, and a user profile dropdown labeled 'FAST FIDU...'. Below this is a secondary navigation bar with links for HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. The main content area is titled 'Accounting Status' and indicates the 'Next Step: Acknowledge Accounting'. A progress bar shows four steps: 'Create Draft Accounting' (green), 'Enter Accounting Items' (green), 'Acknowledge Accounting' (blue and active), and 'Submit Accounting' (grey). Below the progress bar, there is a section for an existing accounting entry for 'Bekah Arnold' from 3-1-2020 to 3-31-2020. This section includes buttons for 'Add Line Items', 'Acknowledge' (which is circled in red), and 'Submit'. At the bottom, a table provides details for the accounting entry.

Beneficiary Name	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Bekah Arnold	Columbia 319	3/1/2020	3/31/2020	\$12.00	\$12.00



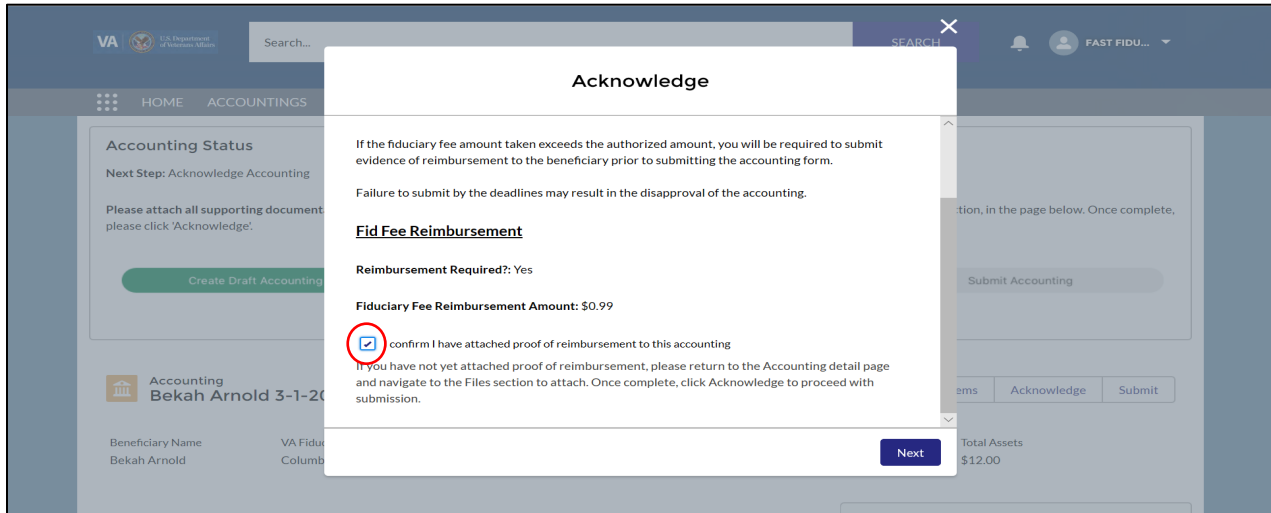
Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

2. If a **fiduciary fee** was recorded in this accounting, complete the following steps:

i. Check box acknowledging that **fiduciary fee documentation** was attached



The screenshot shows the 'Acknowledge' dialog box in the FAST system. The dialog box contains the following text:

Acknowledge

If the fiduciary fee amount taken exceeds the authorized amount, you will be required to submit evidence of reimbursement to the beneficiary prior to submitting the accounting form.

Failure to submit by the deadlines may result in the disapproval of the accounting.

Fid Fee Reimbursement

Reimbursement Required?: Yes

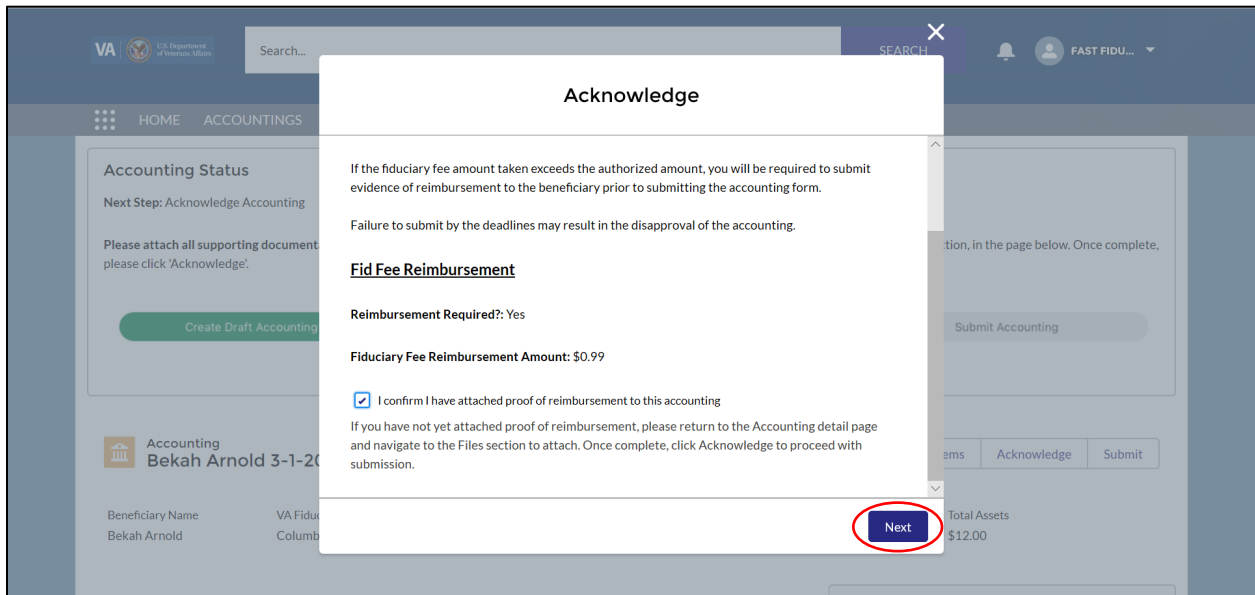
Fiduciary Fee Reimbursement Amount: \$0.99

☒ I confirm I have attached proof of reimbursement to this accounting

If you have not yet attached proof of reimbursement, please return to the Accounting detail page and navigate to the Files section to attach. Once complete, click Acknowledge to proceed with submission.

The 'Next' button is located at the bottom right of the dialog box.

ii. Click **Next**



The screenshot shows the 'Acknowledge' dialog box in the FAST system, identical to the previous one. The 'Next' button at the bottom right is circled in red, indicating it should be clicked.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

3. If the Fiduciary was **court-appointed**, complete the following steps:

i. Check box acknowledging that **court-appointed fiduciary certification** was attached

The screenshot displays the FAST web application interface. A modal window titled "Acknowledge" is centered on the screen. The modal contains the following text:

- Acknowledge Accounting Flags**
- Please confirm your acknowledgement of the following accounting flags regarding your accounting.
- If certified court documents are required, you will be required to submit a copy of the certified court documents within **30 days** of submitting the accounting form.
- Failure to submit by the deadlines may result in your removal as fiduciary.
- Certified Court Documents**
- Certified Court Documents Required?: Yes
- ☒ confirm my acknowledgement of the accounting flags regarding this accounting

At the bottom of the modal are "Previous" and "Next" buttons. The background of the application shows the "Accounting Status" section with a "Next Step: Acknowledge Accounting" and a "Create Draft Accounting" button. The beneficiary name "Bekah Arnold" is visible.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

ii. Click Next

The screenshot shows the 'Acknowledge' modal in the FAST system. The modal title is 'Acknowledge'. Below the title, it says 'Acknowledge Accounting Flags'. The text reads: 'Please confirm your acknowledgement of the following accounting flags regarding your accounting.' It then states: 'If certified court documents are required, you will be required to submit a copy of the certified court documents within 30 days of submitting the accounting form.' and 'Failure to submit by the deadlines may result in your removal as fiduciary.' There is a section titled 'Certified Court Documents' with the question 'Certified Court Documents Required?: Yes'. Below this is a checkbox labeled 'I confirm my acknowledgement of the accounting flags regarding this accounting', which is checked. At the bottom right of the modal are 'Previous' and 'Next' buttons. The 'Next' button is circled in red. The background shows the 'Accounting Status' section with 'Next Step: Acknowledge Accounting' and a 'Create Draft Accounting' button.

4. If **savings bonds** were included in the accounting, complete the following steps:

- Answer Question: *Were additional savings bonds purchased during accounting period? (Yes/No). Answering yes or now will result in the same following step.*

The screenshot shows the 'Acknowledge' modal in the FAST system, specifically the 'Acknowledgement of Savings Bonds' section. The modal title is 'Acknowledge'. Below the title, it says 'Acknowledgement of Savings Bonds'. There are two questions, each with a dropdown menu. The first question is 'Were additional savings bonds purchased during accounting period? (Yes/No)' and the dropdown is set to 'No'. The second question is 'Were savings bonds cashed during this accounting period? (Yes/No)' and the dropdown is also set to 'No'. Both dropdown menus are circled in red. At the bottom right of the modal are 'Previous' and 'Next' buttons. The background shows the 'Accounting Status' section with 'Next Step: Acknowledge Accounting' and a 'Create Draft Accounting' button.

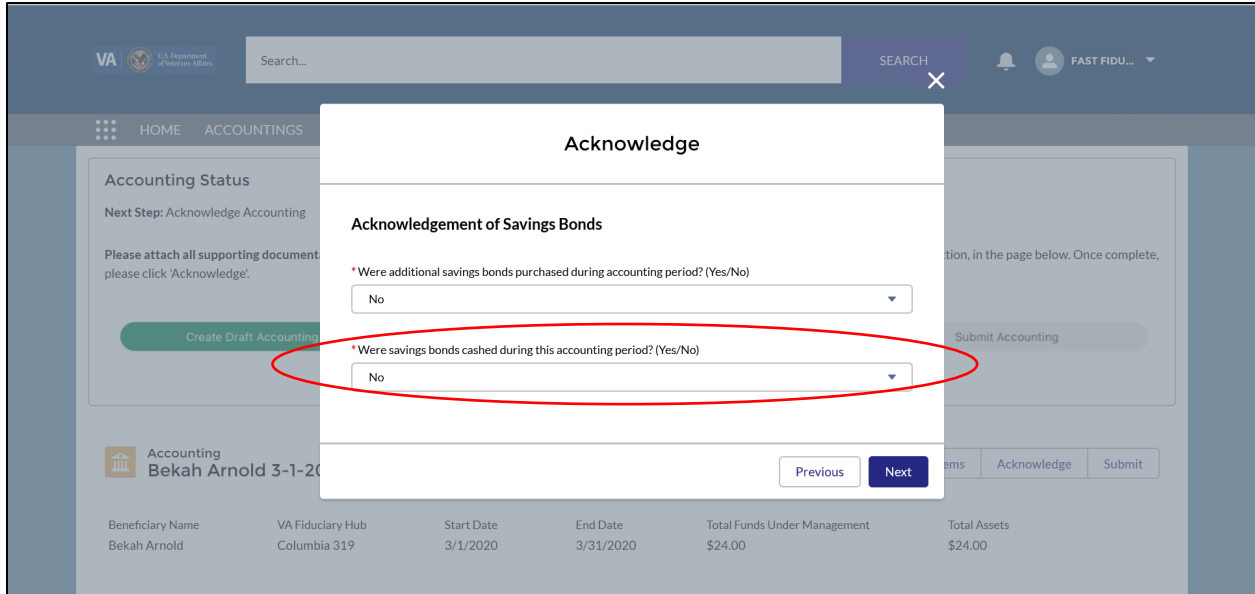


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

- ii. Answer Question: Were savings bonds cashed during this accounting period? (Yes/No).
Answering yes or no will result in the same following step.



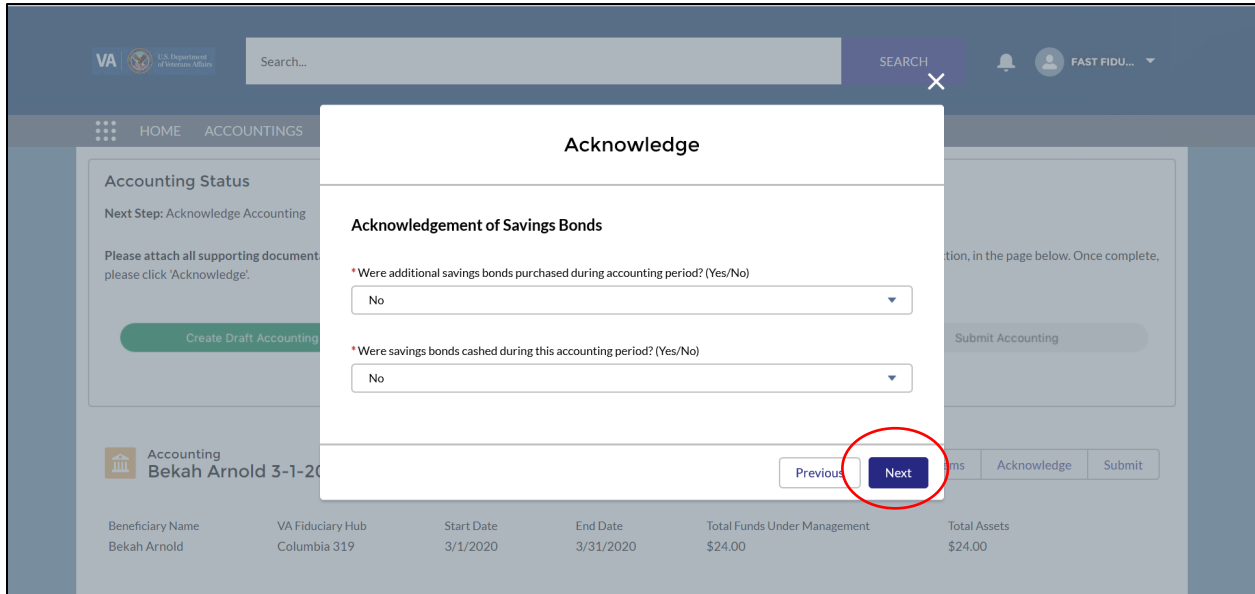
The screenshot shows the 'Acknowledge' dialog box in the FAST tool. The dialog has a title bar 'Acknowledge' and a section 'Acknowledgement of Savings Bonds'. It contains two questions, each with a dropdown menu set to 'No':

- * Were additional savings bonds purchased during accounting period? (Yes/No)
- * Were savings bonds cashed during this accounting period? (Yes/No)

The second dropdown menu is circled in red. At the bottom of the dialog are 'Previous' and 'Next' buttons. The background shows the 'Accounting Status' page for 'Bekah Arnold' with a table of accounting details.

Beneficiary Name	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Bekah Arnold	Columbia 319	3/1/2020	3/31/2020	\$24.00	\$24.00

- iii. Click Next



This screenshot is identical to the previous one, showing the 'Acknowledge' dialog box with the 'No' option selected for savings bonds cashed. In this view, the 'Next' button at the bottom right of the dialog is circled in red, indicating the next step in the process.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

5. Update Fiduciary's **Contact Information**

Acknowledge

If any changes are required, please update accordingly.

* First Name
FAST

* Last Name
Fiduciary User

* Email
ian.m.norris@accenturefederal.com

* Phone Number
5555555555

Address
Country
United States

Address
123 Fake St.

City
Chicago

State/Province
Illinois

Previous Next

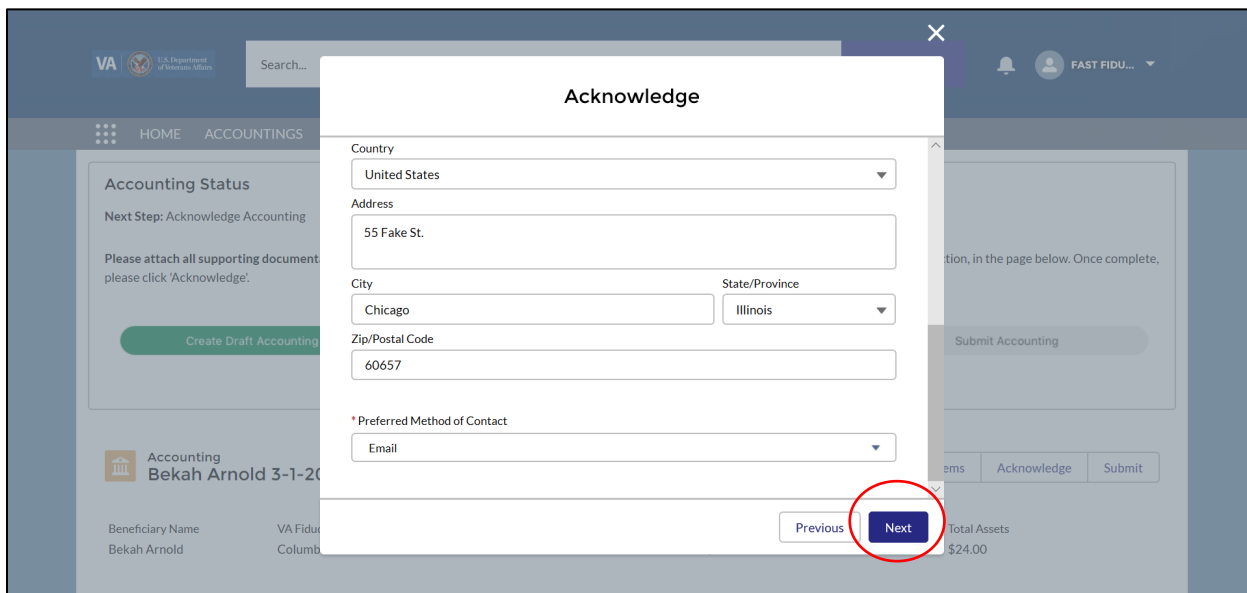


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

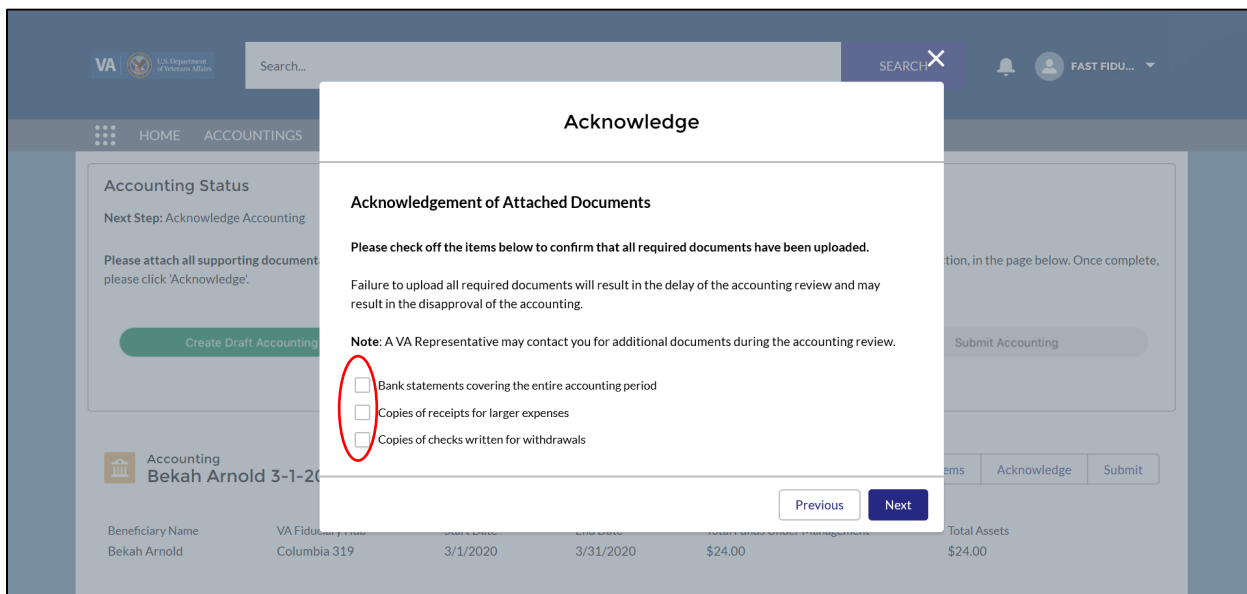
Acknowledge an Accounting

6. Click **Next**



The screenshot shows the 'Acknowledge' modal form in the FAST system. The form contains the following fields: Country (United States), Address (55 Fake St.), City (Chicago), State/Province (Illinois), Zip/Postal Code (60657), and Preferred Method of Contact (Email). At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is circled in red. The background shows the 'Accounting Status' section with the text 'Next Step: Acknowledge Accounting' and a 'Create Draft Accounting' button.

7. Check **boxes** acknowledging that all relevant documents were attached. In order to move forward all boxes must be checked.



The screenshot shows the 'Acknowledge' modal form with the 'Acknowledgement of Attached Documents' section. It includes the following text: 'Please check off the items below to confirm that all required documents have been uploaded. Failure to upload all required documents will result in the delay of the accounting review and may result in the disapproval of the accounting. Note: A VA Representative may contact you for additional documents during the accounting review.' Below this text are three checkboxes, each circled in red: 'Bank statements covering the entire accounting period', 'Copies of receipts for larger expenses', and 'Copies of checks written for withdrawals'. At the bottom right, there are 'Previous' and 'Next' buttons. The background shows the 'Accounting Status' section with the text 'Next Step: Acknowledge Accounting' and a 'Create Draft Accounting' button.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

8. Click **Next**

The screenshot shows the FAST interface with a modal window titled "Acknowledge". The modal contains the following text:

Acknowledgement of Attached Documents

Please check off the items below to confirm that all required documents have been uploaded.

Failure to upload all required documents will result in the delay of the accounting review and may result in the disapproval of the accounting.

Note: A VA Representative may contact you for additional documents during the accounting review.

- ☒ Bank statements covering the entire accounting period
- ☒ Copies of receipts for larger expenses
- ☒ Copies of checks written for withdrawals

At the bottom of the modal, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

9. Read the **Legal Acknowledgements**

The screenshot shows the FAST interface with a modal window titled "Acknowledge". The modal contains the following text:

Legal Acknowledgements

Please review and confirm the statement below pertaining to the accounting.

☐ Pursuant to my signed Fiduciary Agreement (VA Form 21P-4703), this is a complete accounting of all funds I received for the beneficiary. I certify that this is a true account of the beneficiary's estate for the period stated, to the best of my knowledge and belief.

Please review and confirm the statements below pertaining to your personal criminal and credit history.

☐ I certify that during this accounting period, I have not been convicted of any offense under Federal or State law, which resulted in imprisonment for more than one year. I understand the Department of Veterans Affairs may obtain my criminal background history to verify my response.

☐ I certify that during this accounting period, I did not default on a debt, was not the subject of collection action by a creditor and did not file bankruptcy. To the best of my knowledge, no adverse credit information was reported to a credit bureau because I was unable to meet my personal financial obligations.

At the bottom of the modal, there are two buttons: "Previous" and "Next".



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

10. Check **boxes** of Legal Acknowledgements

The screenshot shows the 'Acknowledge' modal in the FAST system. The modal is titled 'Acknowledge' and contains a section for 'Legal Acknowledgements'. It instructs the user to 'Please review and confirm the statement below pertaining to the accounting.' and 'Please review and confirm the statements below pertaining to your personal criminal and credit history.' There are three checkboxes, each circled in red: the first checkbox is for the accounting statement, the second checkbox is for the criminal history statement, and the third checkbox is for the credit history statement. The background shows the 'Accounting Status' page with the next step being 'Acknowledge Accounting' and a 'Create Draft Accounting' button. The beneficiary name is 'Bekah Arnold' and the VA Fiduciary is 'Columb'.

11. Click **Next**

This screenshot is identical to the previous one, showing the 'Acknowledge' modal. In this step, the 'Next' button at the bottom right of the modal is circled in red, indicating the action to be taken after reviewing the legal acknowledgements. The background page and the modal content remain the same.

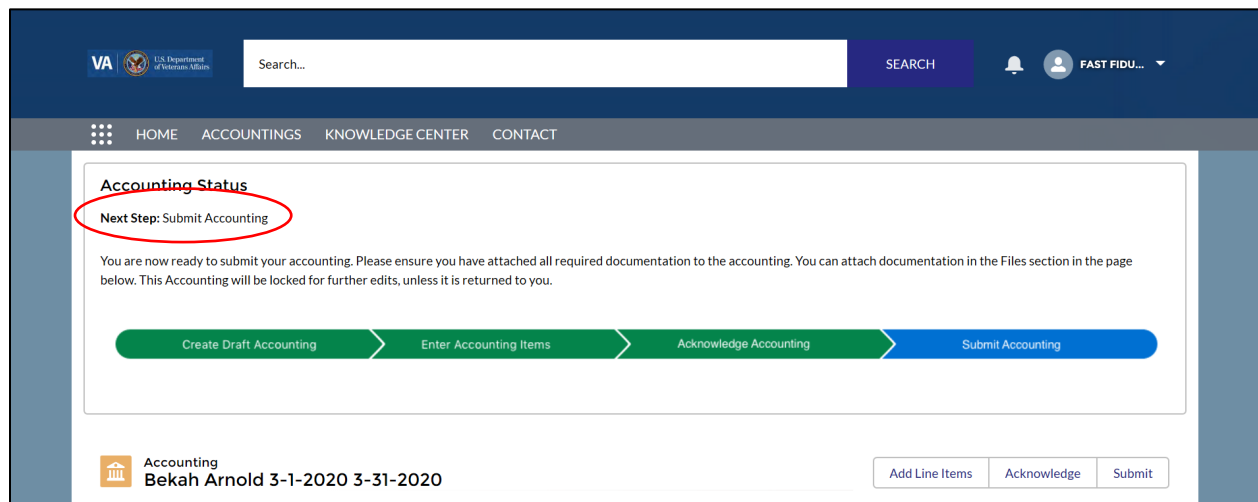


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Training Job Aid

Acknowledge an Accounting

12. View Updated Status Next Step: Submit Accounting



VA U.S. Department of Veterans Affairs

Search...

SEARCH

FAST FIDU...

HOME ACCOUNTINGS KNOWLEDGE CENTER CONTACT

Accounting Status

Next Step: Submit Accounting

You are now ready to submit your accounting. Please ensure you have attached all required documentation to the accounting. You can attach documentation in the Files section in the page below. This Accounting will be locked for further edits, unless it is returned to you.

Create Draft Accounting > Enter Accounting Items > Acknowledge Accounting > **Submit Accounting**

Accounting
Bekah Arnold 3-1-2020 3-31-2020

Add Line Items Acknowledge Submit

Outcome

The Fiduciary has reviewed all line items, acknowledged the accounting is accurate, and is ready for submission.

