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.
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.
2. If a **fiduciary fee** was recorded in this accounting, complete the following steps:
   
i. Check box acknowledging that **fiduciary fee documentation** was attached
   
   ![Image of Acknowledge dialog]

   ii. Click **Next**

   ![Image of Acknowledge dialog with Next button highlighted]
3. If the Fiduciary was **court-appointed**, complete the following steps:
   
   i. Check box acknowledging that **court-appointed fiduciary certification** was attached.
4. If **savings bonds** were included in the accounting, complete the following steps:

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

iii. **Click Next**
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
Acknowledge an Accounting

6. Click **Next**

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

9. **Read** the **Legal Acknowledgements**
10. Check **boxes** of Legal Acknowledgements

11. Click **Next**
12. **View Updated Status** Next Step: Submit Accounting

**Outcome**

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