

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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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.

Accounting Status
Next Step: Acknowledge Accounting

Please attach all supporting documentation to the accounting at this time, if you have not already done so. You can attach documentation in the Files section, in the page below. Once complete, please click 'Acknowledge'.

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

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

Add Line Items Acknowledge Submit

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



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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: '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 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.' A red circle highlights the checked checkbox. In the background, the 'Accounting Status' section shows 'Next Step: Acknowledge Accounting' and 'Please attach all supporting documents please click 'Acknowledge''. A 'Next' button is visible at the bottom right of the dialog box.

- ii. Click Next

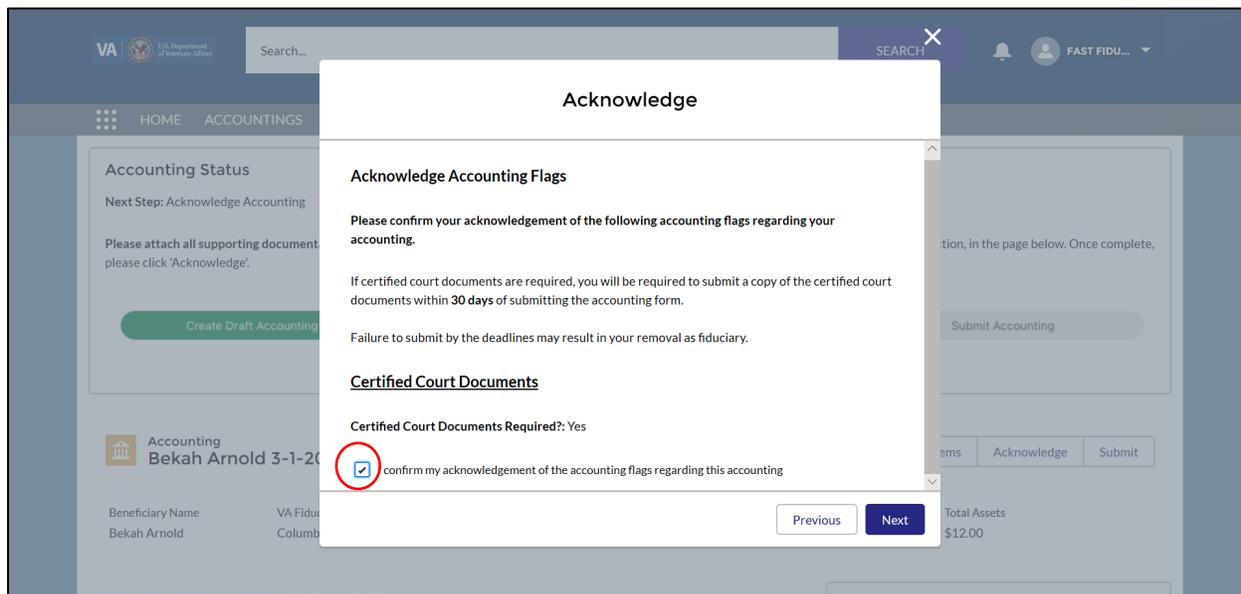
This screenshot is identical to the one above, showing the 'Acknowledge' dialog box with the confirmation checkbox checked. A red circle highlights the 'Next' button at the bottom right of the dialog box. The background shows the 'Accounting Status' section with 'Next Step: Acknowledge Accounting' and 'Please attach all supporting documents please click 'Acknowledge''. A 'Next' button is visible at the bottom right of the dialog box.



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

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



The screenshot shows the 'Acknowledge Accounting Flags' dialog box in the FAST system. The dialog box 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

Buttons: Previous, Next

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 3-1-20' and the total assets are '\$12.00'.



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ii. Click Next

The screenshot shows the 'Acknowledge Accounting Flags' dialog box. The text inside reads: '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', and a checked checkbox 'I confirm my acknowledgement of the accounting flags regarding this accounting'. The 'Next' button is circled in red.

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.*

The screenshot shows the 'Acknowledgement of Savings Bonds' dialog box. The text inside reads: 'Acknowledgement of Savings Bonds', '*Were additional savings bonds purchased during accounting period? (Yes/No)', and a dropdown menu with 'No' selected. Below it, another question asks '*Were savings bonds cashed during this accounting period? (Yes/No)' with a dropdown menu also showing 'No'. The 'Next' button is circled in red.



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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 system. The dialog is titled 'Acknowledge' and contains the following text: 'Acknowledgement of Savings Bonds'. Below this, there are 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, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted in blue. In the background, the 'Accounting Status' section is visible, showing the next step as 'Acknowledge Accounting' and a 'Submit Accounting' button.

iii. Click Next

This screenshot is identical to the previous one, showing the 'Acknowledge' dialog box. In this view, the 'Next' button at the bottom of the dialog is circled in red, indicating the next step in the process. The background elements, including the 'Accounting Status' section and the 'Submit Accounting' button, remain the same.



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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

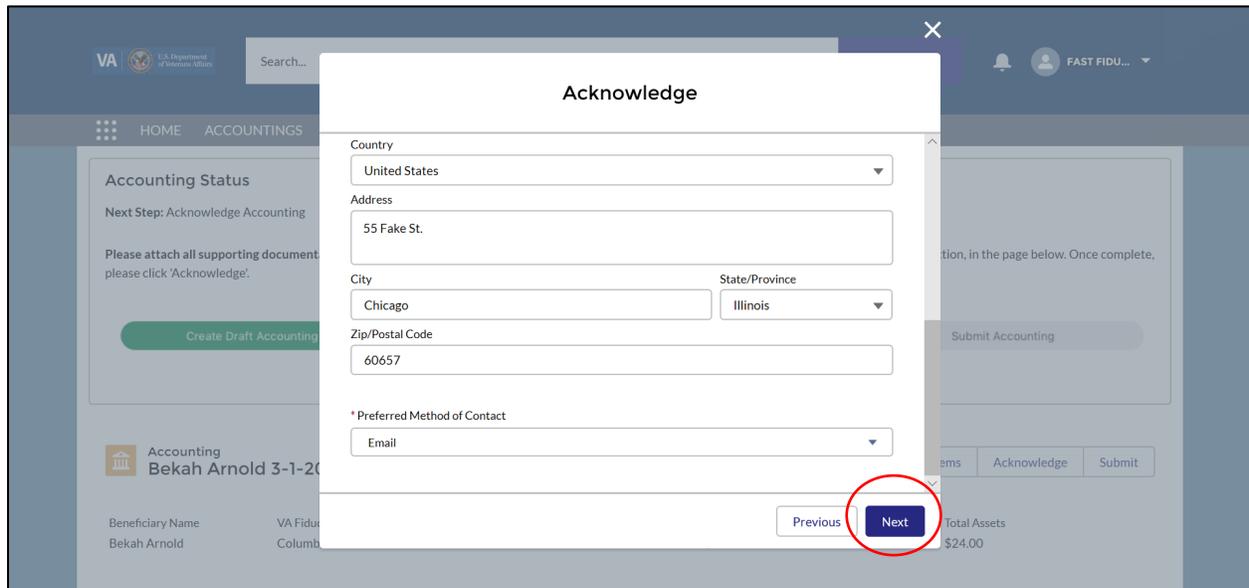
State/Province
Illinois

Previous Next



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6. Click Next

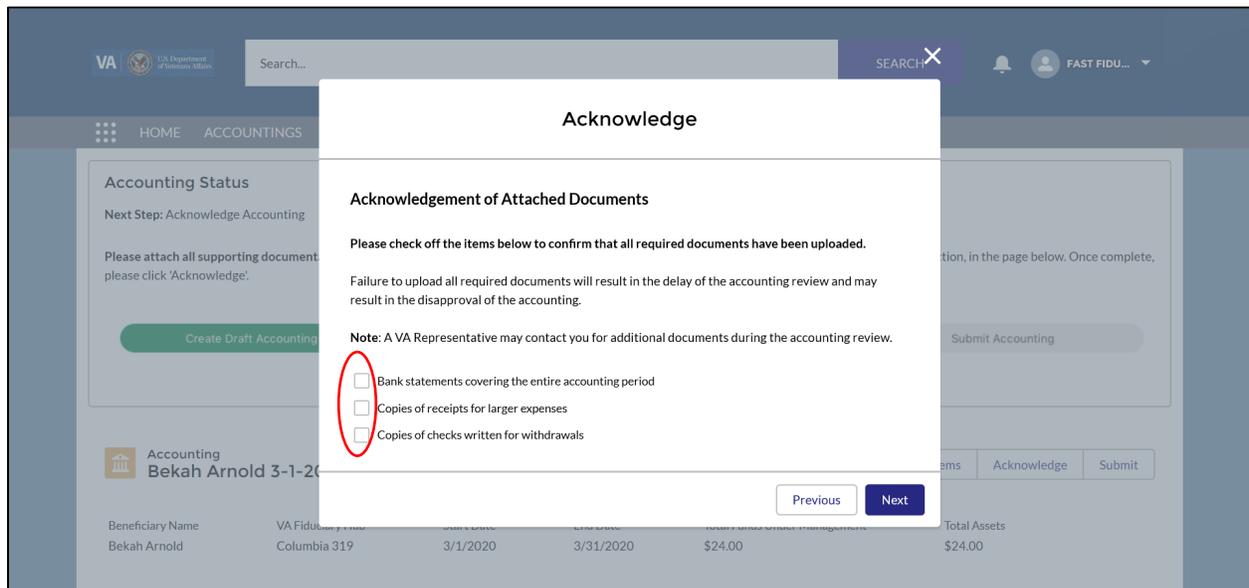


The screenshot shows the 'Acknowledge' modal window in the FAST system. The form contains the following fields:

- Country: United States
- Address: 55 Fake St.
- City: Chicago
- State/Province: Illinois
- Zip/Postal Code: 60657
- * Preferred Method of Contact: Email

At the bottom of the modal, there are two buttons: 'Previous' and 'Next'. The 'Next' button is circled in red.

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 window with the 'Acknowledgement of Attached Documents' section. The text reads:

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

The checkboxes are circled in red. At the bottom of the modal, there are two buttons: 'Previous' and 'Next'.



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8. Click Next

The screenshot shows the 'Acknowledge' dialog box in the FAST system. The dialog is titled 'Acknowledge' and 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 dialog, there are two buttons: 'Previous' and 'Next'. The 'Next' button is circled in red.

9. Read the Legal Acknowledgements

The screenshot shows the 'Acknowledge' dialog box in the FAST system, displaying the 'Legal Acknowledgements' section. The dialog is titled 'Acknowledge' and 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 dialog, there are two buttons: 'Previous' and 'Next'.

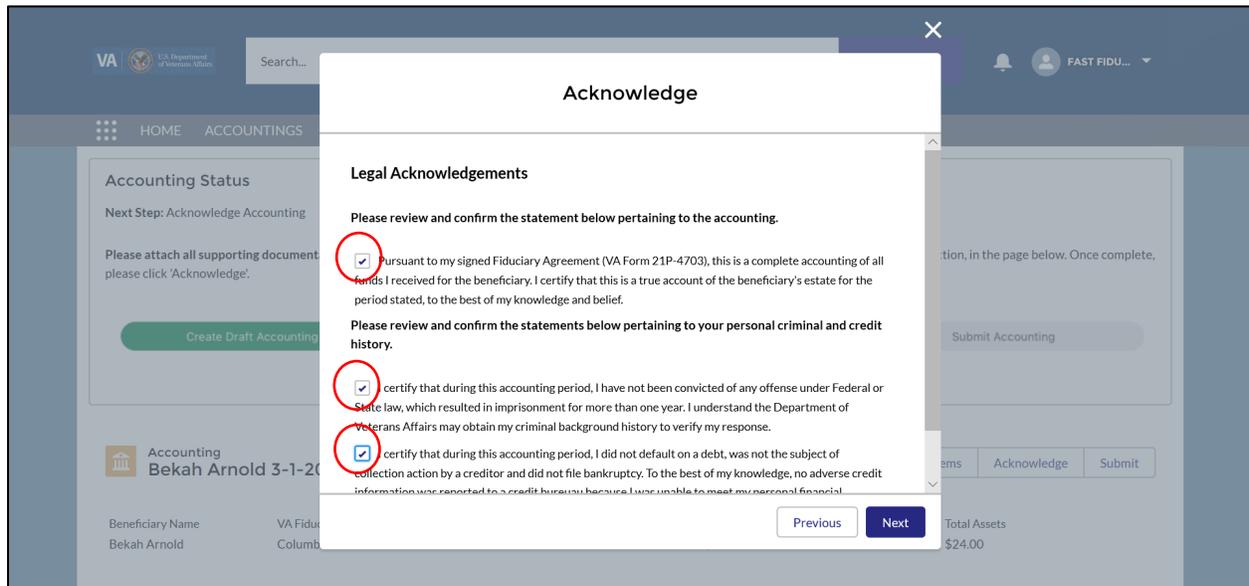


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10. Check **boxes** of Legal Acknowledgements

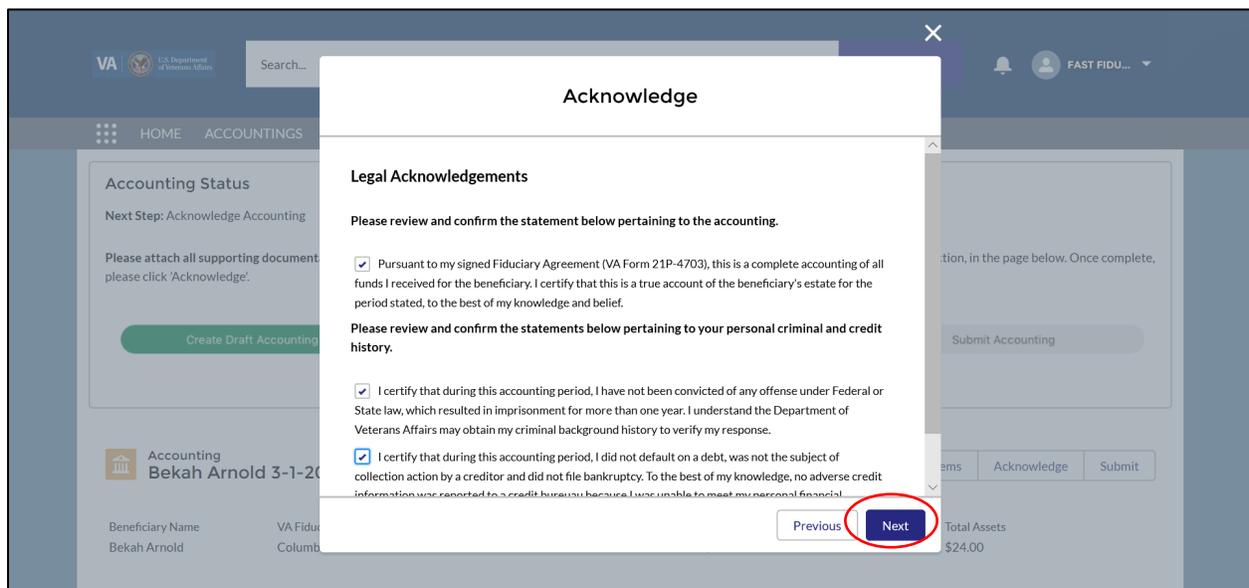


The screenshot shows the 'Acknowledge' dialog box in the FAST application. The dialog is titled 'Acknowledge' and contains a section for 'Legal Acknowledgements'. It instructs the user to review and confirm the following statements:

- 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.
- 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.

The 'Next' button is highlighted with a red circle. The background shows the 'Accounting Status' page for 'Bekah Arnold' with a 'Total Assets' of '\$24.00'.

11. Click **Next**



This screenshot is identical to the previous one, showing the 'Acknowledge' dialog box. In this view, the 'Next' button is highlighted with a red circle, indicating the final step in this section of the process. The background information remains the same.



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12. View Updated Status Next Step: Submit Accounting

The screenshot shows the FAST interface. At the top, there is a search bar and a user profile dropdown labeled 'FAST FIDU...'. Below the search bar is a navigation menu with 'HOME', 'ACCOUNTINGS', 'KNOWLEDGE CENTER', and 'CONTACT'. The main content area is titled 'Accounting Status' and features a red circle around the text 'Next Step: Submit Accounting'. Below this, a message states: '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.' A progress bar below the message shows four steps: 'Create Draft Accounting', 'Enter Accounting Items', 'Acknowledge Accounting', and 'Submit Accounting'. The 'Submit Accounting' step is highlighted in blue. At the bottom of the page, there is a section for 'Accounting' with the name 'Bekah Arnold' and dates '3-1-2020 3-31-2020'. To the right of this section are three buttons: 'Add Line Items', 'Acknowledge', and 'Submit'.

Outcome

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

