Fiduciary Accountings Submission Tool (FAST) Training Job Aid

Add Needed Documents to an Approved Accounting



Objective

To provide the Fiduciary with steps on how to attach required documents to an approved accounting.



Audience

User: Fiduciary

Prerequisite

LIE, FSR, or Superuser has requested needed documents (surety bond and/or court appointed certification) on an approved accounting.

Instructions

Add Needed Documents to an Approved Accounting Note: Failure to attach the documents needed may result in your removal as a Fiduciary.

1. Receive Email Notification stating that additional documents are needed on an accounting

VANOReply@va.gov	← Reply	🤲 Reply All	\rightarrow Forward			
To ODyle, Henry G.			Mon 3/30/2020	3:22 PN		
Dear FAST,						
Your accounting has been audited and approved. However, we need addit	tional information to f	inalize vour acco	ounting.			
·····		,	5			
You will receive a letter explaining the information we need to finalize you	ir accounting and you	responsibilities	. You can also fi	nd this		
information by logging into the Fiduciary Accountings Submission Tool (FA	ST) website at		20010/3Ch			
https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fww	ww.my.va.gov%2FFAS	&data=02%	<u>%/CU1%/Cb-</u>	700%		
henry.g.doyle%40accenturefederal.com%7C02a17e50046341a3658908d7d4f8c1c6%7C00e6c63b4eab4748b74ad1dc22fc1a24%7C0%						
7C0%7C637212037242793738&:sdata=0KwaPcvuE8LNEXumHdpvcIN8	Bp076V%2BVB0IgM5C	k0lg4%3D&amr	reserved=0	/ 20/0		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8	8p076Y%2BYBOIqM5C	0k0Jg4%3D&	;reserved=0.	10010		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144	Bp076Y%2BYBOIqM5C	0k0Jg4%3D&	p;reserved=0.	f		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833.	8p076Y%2BYBOlqM5C 4. If you use a Telecon	0k0Jg4%3D&	p; <u>reserved=0</u> .	f		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at https://nam	8p076Y%2BYBOIqM5C 4. If you use a Telecon 04.safelinks.protectio	0k0Jg4%3D& nmunications De n.outlook.com/?	p;reserved=0.	f 2F%		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at <u>https://nam</u> <u>2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40acc</u>	Bp076Y%2BYBOIqM5C 4. If you use a Telecon 04.safelinks.protectio ccenturefederal.com%	0k0Jg4%3D& nmunications De n.outlook.com/?	evice for the Dea	f 2 <u>F%</u>		
7C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at https://nami 2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.gt.doyle%40ac 7C02a12650046341a365890847d4f8c1c6%7C0e6c63b4eab4748b74ab1d	8p076Y%2BYBOIqM5C 4. If you use a Telecon 04.safelinks.protectio centurefederal.com% ic22fc1a24%7C0%7C0	9k0Jg4%3D& nmunications De n.outlook.com/? %	evice for the Dea	f 2 <u>F%</u>		
2C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at https://nami 2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40acc 7C02a1r650046341a36580980fd4R61ct6%7C0e6c63b4eab4748F74adtd 7C637212037242793738&sdata=CYWdnv57wTldtz2lujkjWtp2RwF%21	Bp076Y%2BYB0IqM5C 4. If you use a Telecon 04.safelinks.protectio ccenturefederal.com% icc2fc1a24%7C0%7C0 BQ2NY5yzKFvgYU1g%	01000000000000000000000000000000000000	evice for the Dea evice for the Dea Purl=https%3A%2 ed=0.	f 2 <u>F%</u>		
2C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at https://nami 2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40ac 7C02a17e50046341a3658908d7d4f8c1c6%7C0e6c63b4eab4748b74ad1d 7C637212037242793738&sdata=cYWdnv57wTldtzzJujkjWtpZRwF%2I Sincerely yours,	8p076Y%2BYBOlqMSC 4. If you use a Telecon 04.safelinks.protectio centurefederal.com% Ic22fc1a24%7C0%7C0 B02NY5yzKFvgYU1g%	0k0Jg4%3D& nmunications De n.outlook.com/? % 3D&reserve	evice for the Dea Purl=https%3A%2 ed=0.	f 2 <u>F%</u>		
2C0%7C637212037242793738&sdata=QKwaPcyuF8LNFXumHdrycIN8 If you have questions or need assistance you can call us at 1-888-407-0144 (TDD), the number is 1-800-829-4833. You can also send electronic inquiries through the Internet at https://nami 2Firis.custhelp.va.gov%2F&data=02%7C01%7Cb-henry.g.doyle%40acr 2C02a12650046341a36580980f2df8c1c6%7C0e6c63b4eab4748b74ad1d 7C637212037242793738&sdata=cYWdnv57wTldtzzlujkjWtpZRwF%2I Sincerely yours, 80 Director	8p076Y%2BYBOlqMSC 4. If you use a Telecon 04.safelinks.protectio centurefederal.com% c22fc1a24%7C0%7C0 B0ZNY5yzKFvgYU1g%	0k0Jg4%3D& nmunications De n.outlook.com/? % 3D&reserve	evice for the Dea evice for the Dea Purl=https%3A%2 ed=0.	f 2 <u>F%</u>		

Pension and Fiduciary Last Updated: April 2020



2. Login to FAST

Sign in with your organizational account
someone@example.com Password
Sign in
Sign in using an X.509 certificate

3. <u>Click</u> Manage Accountings on the FAST Homepage

HOME	ACCOUNTINGS	KNOWLEDGE CENTER	CONTACT		
	-+				
-	+	10	Law F	-	
	*	- 25	1.20	and the second s	
*	-		CONTRACTOR OF THE OWNER		
22	Carlos De			and the second sec	
	WELCO	ME TO THE FIDUC	CIARY ACCOUNTINGS SUBMISS	ION TOOL, FAST FIDUCIARY (JSER!
		MANAGE ACCOUNTING	GS KNOWLEDGE CENTER	CONTACT US	
	(
		(<u> </u>	F		



4. Filter accounting listview by Approved Accounting

	-		-		State of the local division in which the local division in the loc	-			
	27 wohnesday	-	-	-			-		
Nev	Accounting								
Wasi	d you like to create a new accounting?								
01	es								
									Sec. 1
									Next
1									
	Approved Accountings				O Search this I	k*			
-	Sorted by Accounting Frame • Fatered by a	Il accountings - Status, Crea	ited by Me • Update	ed a few seconds ago	Search this	194	- aga		
1 item •			VA Fiduc V	VA File 🗸 🕴	Beneficiary Name 🔍	Start 🗸	End 🗸	Status	~
1 item •	Accounting Name †	✓ Fiduciar ∖							
1 item • 1	Accounting Name 1 smoke 327 smoke 327 8-15-2019 1	Fiduciar Fiduciar -1-2021 Bekah Arnolo	Columbia 319	C-32732732	moke 327 smoke 327	8/15/2019	1/1/2021	Approved - Docs	s Needed

5. Select Accounting with status: Approved - Docs Needed

-	- Conner	2					1
New	Accounting						
Would y	ou like to create a new accounting?						
O Yes							
							Next
Ac	countings						
- Aj	oproved Accountings 👻	*					
1 item • Sor	ted by Accounting Name • Filtered by all a	countings - Status, Crea	ted by Me • Updater	i a few seconds ago	Q. Search this list	☆・ Ⅲ・	C / C Y
	Accounting Name 1	✓ Fiduciar ∨	✓ VA Fiduc ∨	VA File 🗸 Ben	eficiary Name \vee Start	🗸 End 🗸 Status	~
1	smoke 327 smoke 327 8-15-2019 1-1-	2021 Boliah Arnold	Columbia 319	C-32732732 smo	oke 327 smoke 327 8/15/2	2019 1/1/2021 Approved	- Docs Needed
							A

Pension and Fiduciary Last Updated: April 2020



6. <u>Verify</u> which **documents are needed** at the top of the page. *Documents needed will include* evidence of a Surety Bond change and/or court-appointed certification.

Accounting Status

This accounting has been approved, and requires your submittal of the certified copy of your court accounting documents. You are required to submit these certified court documents within 30 days.

Failure to submit by the deadlines may result in your removal as fiduciary. Please attach your court documents to the Files section of the accounting form.

7. Click Add Files

Accounting smoke 327 smo	oke 327 8-15-2019 1	-1-2021					
Beneficiary Name smoke 327 smoke 327	VA Fiduciary Hub Columbia 319	Start Date 8/15/2019	End Date 1/1/2021	Total Funds Under \$92.00	r Management	Total Assets \$92.00	
CCOUNTING SUMMARY	EDIT LINE ITEMS				Files (1)	(Add Files
✓ Information Accounting Name smoke 327 smoke 327 8-15-201	19 1-1-2021	VA File Number C-32732732			FEP_acknow Mar 27, 2020	wled 0 •	
VA Fiduciary Hub Columbia 319		Start Date 8/15/2019					View All
First Name of Veteran smoke 327		End Date 1/1/2021			GUIDANCE FOR	SUCCESS	
Middle Name of Veteran		Total Estate at Begin \$0.00	ning of Period 🕕		Helpful Tips • Collect all deta	iled financial institutio	on records for all of
Last Name of Veteran smoke 327		Total Funds Under № \$92.00	lanagement		entire account noted on this a	/'s accounts you mana; ing period to support f accounting. Note: acco	the transactions unting periods may
First Name of Beneficiary smoke 327					not match up v date. Make sur account for all	vith your banking state the financial institut days within the accou	ement start/end ion records ating period. For
Last Name of Beneficiary smoke 327					example, if you 1st and ends o	n December 31st, plea	e begins on January se include the
Status Approved - Docs Needed					records that sh an ending bala full accounting Disease collect	now a starting balance nce on December 31si period.	on January 1st and to account for the



8. <u>Attach</u> **Needed Documents** from Fiduciary's PC. For additional instructions on how to add files, refer to the Attach a File Job Aid.

			×
e 3	Upload Files	Select Files	
VA Col	1 Upload Files	Q Search Files	
DIT	Owned by Me Shared with Me	You don't have any files here. Try a different filter, or upload a file.	
1-2	Recent Following		.0
	Related Files		
			ai y' tii
			ac N re
	0 of 10 files selected	Cancel Add	ur ends on



9. Click Done

	LINETTEMS		Files (1)
		Upload Files	wie
2	Click Save.png 30 KB		Ø
	1 of 1 file uploaded		Done St
		Total Estate at Beginning of Period ()	Helpful Tips

Outcome

The Fiduciary has completed all outstanding request to complete accounting approval process and can now share the completed 4706b form with the beneficiary.

