

# 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

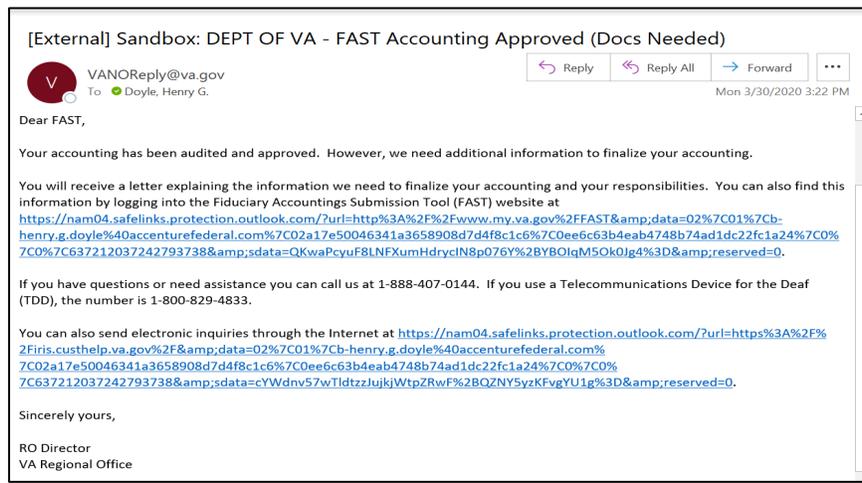
## Prerequisite

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

## Instructions

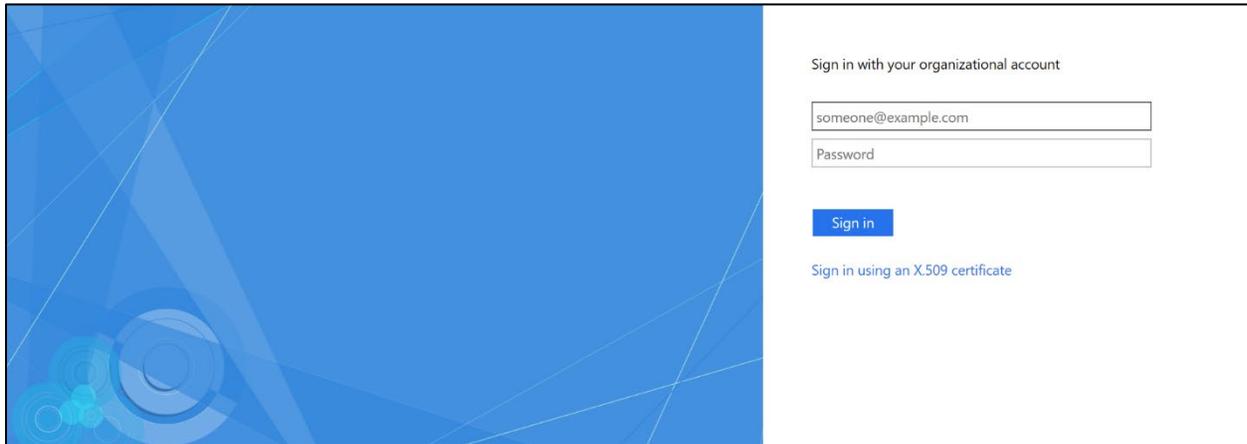
**Add Needed Documents to an Approved Accounting Note:** Failure to attach the documents needed may result in your removal as a Fiduciary.

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



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## 2. Login to FAST

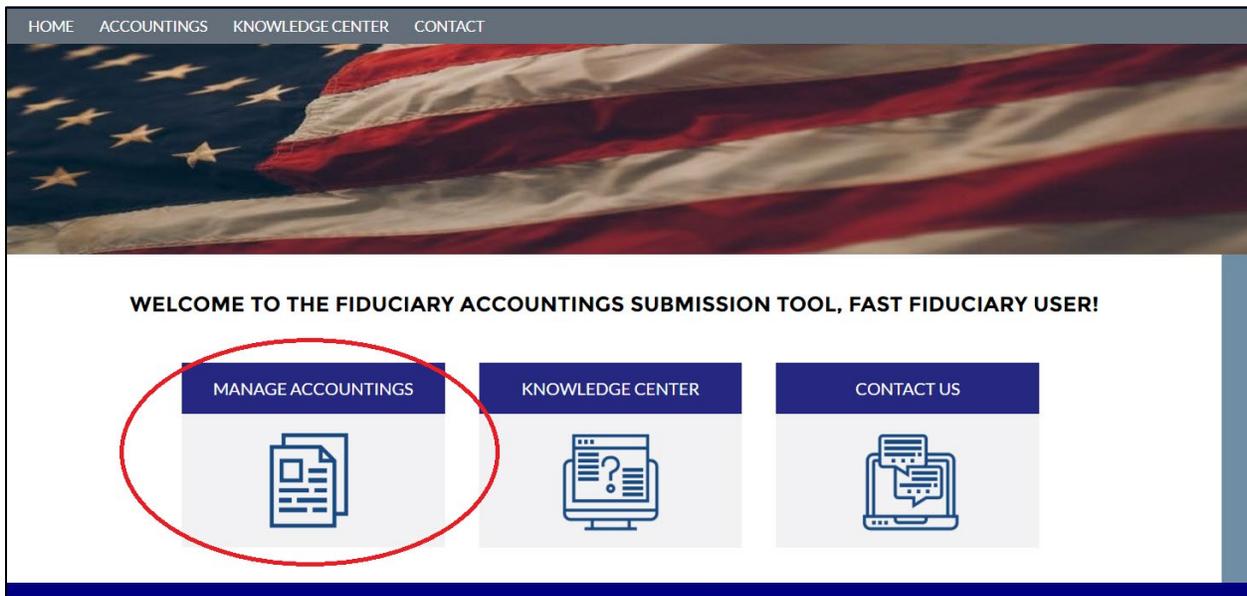


Sign in with your organizational account

[Sign in](#)

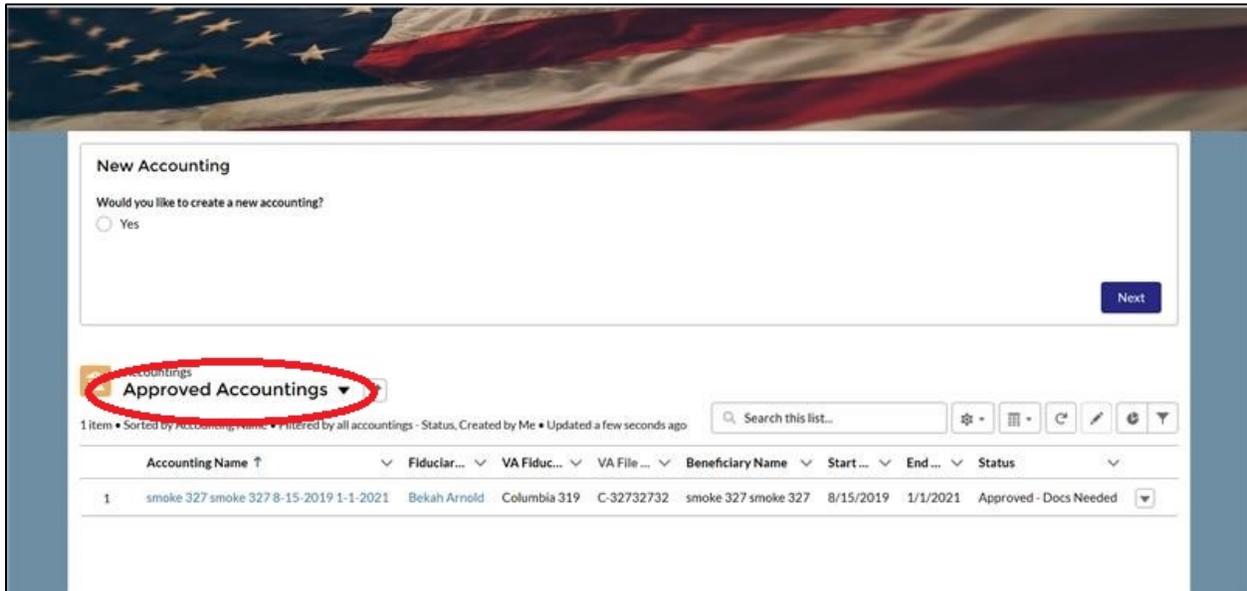
[Sign in using an X.509 certificate](#)

## 3. Click Manage Accountings on the FAST Homepage

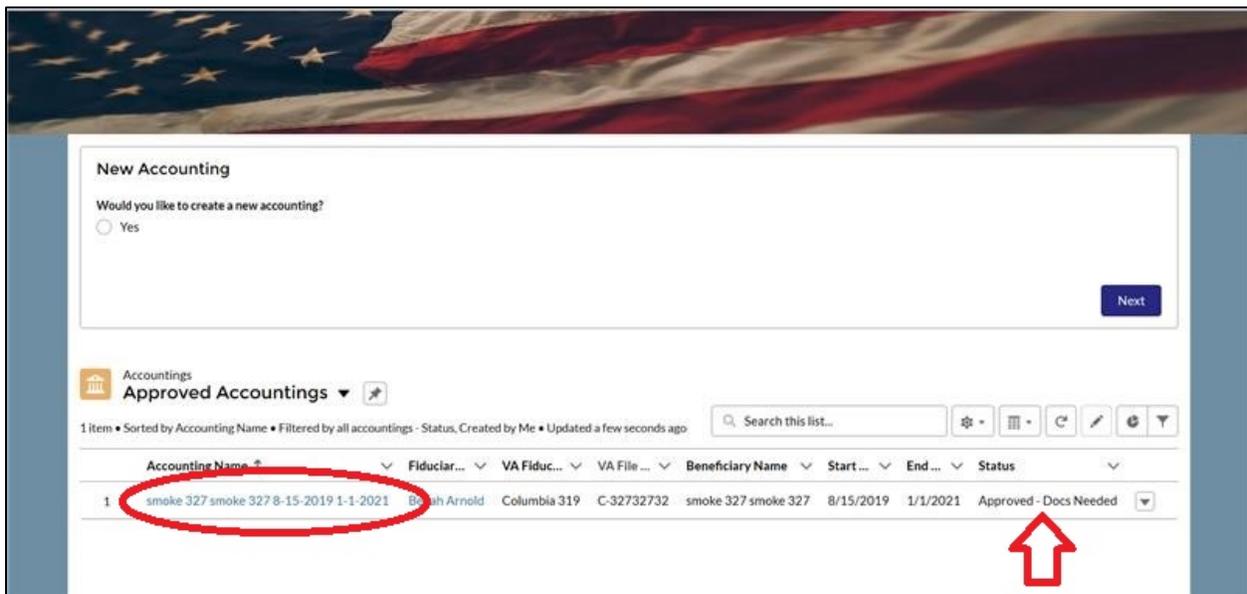


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4. Filter accounting listview by **Approved Accounting**



5. Select Accounting with status: **Approved - Docs Needed**



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6. Verify 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 smoke 327 8-15-2019 1-1-2021

Beneficiary Name	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
smoke 327 smoke 327	Columbia 319	8/15/2019	1/1/2021	\$92.00	\$92.00

**ACCOUNTING SUMMARY**    [EDIT LINE ITEMS](#)

#### Information

Accounting Name smoke 327 smoke 327 8-15-2019 1-1-2021	VA File Number C-32732732
VA Fiduciary Hub Columbia 319	Start Date 8/15/2019
First Name of Veteran smoke 327	End Date 1/1/2021
Middle Name of Veteran	Total Estate at Beginning of Period \$0.00
Last Name of Veteran smoke 327	Total Funds Under Management \$92.00
First Name of Beneficiary smoke 327	
Last Name of Beneficiary smoke 327	
Status Approved - Docs Needed	

#### Files (1)

FEP\_acknowledged...  
Mar 27, 2020

[View All](#)

**Add Files**

#### GUIDANCE FOR SUCCESS

##### Helpful Tips

- Collect all detailed financial institution records for all of the beneficiary's accounts you managed during the entire accounting period to support the transactions noted on this accounting. Note: accounting periods may not match up with your banking statement start/end date. Make sure the financial institution records account for all days within the accounting period. For example, if your accounting start date begins on January 1st and ends on December 31st, please include the records that show a starting balance on January 1st and an ending balance on December 31st to account for the full accounting period.

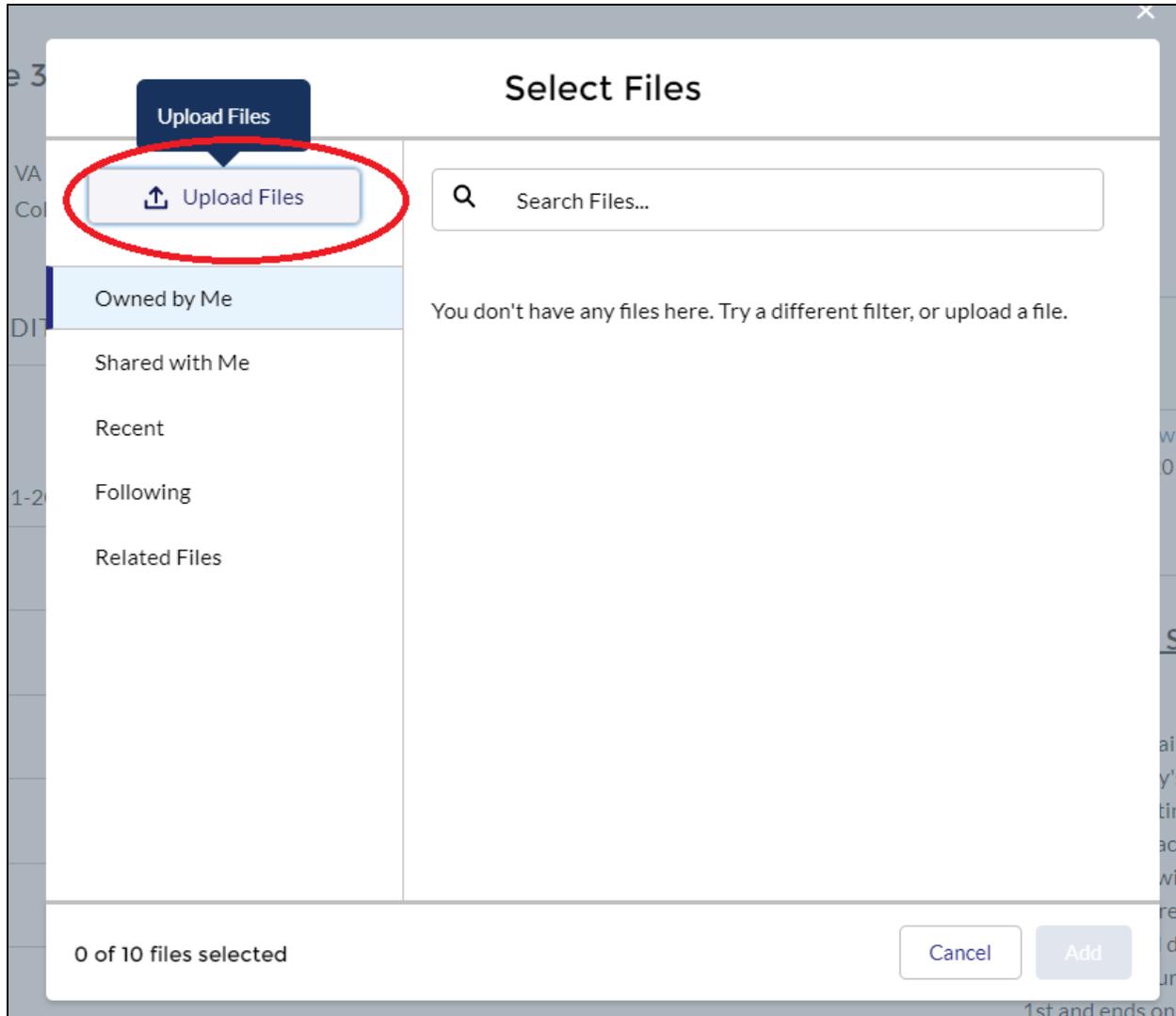


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add Needed Documents to an Approved Accounting

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

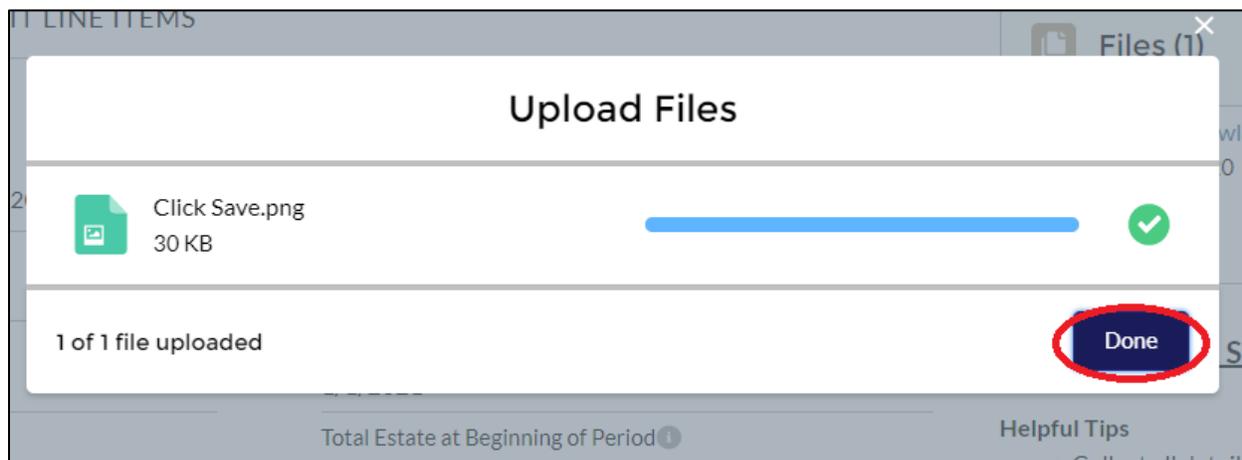


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add Needed Documents to an Approved Accounting

9. Click **Done**



### Outcome

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

