Objective
To provide the Fiduciary with steps on how to add a Money Received line item to an accounting

Audience
User: Fiduciary

Prerequisite
The Fiduciary has created a new accounting.

Instructions
1. Access the accounting that you would like to add a Money Received line item.
2. Click **Add Line Items**

3. Select **Enter Money Received**
Add a Money Received Line Item

4. Click Next

5. Select Income Type
6. Click **Next**

**Note:** For any line item added, rounding is not permitted and must be supported by transactions included within the financial banking statements attached.

The next steps for logging an income will differ based on the income type. Go to the appropriate steps based on the income type selected:

- If the user would like to add a line item for **Amount Received from VA** click [Scenario 1](#).
- If the user would like to add a line item for **VA Retroactive or Lump Sum Payment** click [Scenario 2](#).
- If the user would like to add a line item for **Amount Received from Social Security** click [Scenario 3](#).
- If the user would like to add a line item for **Interest Earned on Deposits** click [Scenario 4](#).
- If the user would like to add a line item for **Other Income Types** click [Scenario 5](#).
Scenario 1: Amount Received from VA Line Items

1. **Answer Question:** What was the initial monthly deposit amount?

   ![Image of Add Line Items window](image-url)

   - **What was the Initial monthly deposit amount?**
     - $1,000
   - **How many times did you receive this monthly deposit?**
     - 12
   - **Did the monthly deposit amount change within the accounting period?**
     - Yes
2. **Answer Question:** How many times did you receive this monthly deposit?

![Add Line Items Form](image)

- **What was the initial monthly deposit amount?**
  
  $1,000

- **How many times did you receive this monthly deposit?**
  
  12

- **Did the monthly deposit amount change within the accounting period?**
  
  - Yes
  - No
3. **Answer Question**: Did the monthly deposit amount change within the accounting period?

   i. If the monthly deposit amount did change, complete the following steps: (If **yes**, see below. If no, click [here](#))

   1. **Select** **Yes**
2. Click Next
3. **Answer Question:** What was the new monthly deposit amount?

   - $1,200

4. **Answer Question:** How many times did you receive this monthly deposit?

   - 6
ii. If the monthly deposit amount did not change, complete the following steps:

1. Select No
2. Click Next

Add Line Items

Note:
If the monthly deposit amount changed within the accounting period, you will be asked to enter the initial VA monthly amount and then the updated amount in the following screen.

Note: Rounding is not permitted and deposit amounts must be supported by transactions included within the financial banking statements.

* What was the initial monthly deposit amount?
  $1200

* How many times did you receive this monthly deposit?
  6

* Did the monthly deposit amount change within the accounting period?
  - Yes
  - No

Next
Previous
4. **Answer Question:** Do you manage any additional sources of income that you would like to report at this time?

<table>
<thead>
<tr>
<th>Add Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Do you manage any additional sources of income that you would like to report at this time?</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
</tbody>
</table>

i. If the Fiduciary manages additional sources of income, **Select Yes**, **Click Next**, and click **Scenario 6**.
ii. If the Fiduciary does not manage additional sources of income, select No, click Next, and click Scenario 7.
2. **Click Next**

3. **Answer Question:** Do you manage any additional sources of income that you would like to report at this time?
i. If the Fiduciary manages additional sources of income, Select Yes, Click Next, and click Scenario 6.

Add Line Items

* Do you manage any additional sources of income that you would like to report at this time?

- [ ] Yes
- [ ] No

ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click Scenario 7.

Add Line Items

* Do you manage any additional sources of income that you would like to report at this time?

- [ ] Yes
- [ ] No
Scenario 3: Amount Received from Social Security Line Items

1. **Answer Question**: What was the initial monthly deposit amount?

   ![Add Line Items](image)

   * What was the initial monthly deposit amount?
     
     $2,000

   * How many times did you receive this monthly deposit?
     
     12

   * Did the monthly deposit amount change within the accounting period?
     
     - Yes
     - No
2. **Answer Question:** How many times did you receive this monthly deposit?

![Add Line Items form](image)

- *What was the initial monthly deposit amount?*
  - $2,000

- *How many times did you receive this monthly deposit?*
  - 12

- *Did the monthly deposit amount change within the accounting period?*
  - Yes
  - No
3. **Answer Question**: Did the monthly deposit amount change within the accounting period?

   i. If the monthly deposit amount did change, complete the following steps (If **yes**, see below. If no, click here):

   1. Select **Yes**

   ![Add Line Items](image-url)
2. Click Next
3. **Answer Question**: What was the new monthly deposit amount?

* What was the new monthly deposit amount?
  
  $1,500

* How many times did you receive this new monthly deposit amount?

6
4. **Answer Question**: How many times did you receive this monthly deposit?

![Image of a question asking for the number of times a monthly deposit was received, with the answer circled as 6.](image_url)
5. Click Next
ii. If the monthly deposit amount did not change, complete the following steps:

   1. Select **No**
4. **Click Next**

### Add Line Items

**Social Security Income**

*Note:* If the monthly deposit amount changed within the accounting period, you will be asked to enter the initial Social Security monthly amount and then the updated amount in the following screen.

Note: Rounding is **not permitted** and deposit amounts must be supported by transactions included within the financial banking statements.

* What was the initial monthly deposit amount?
  
  $1,500

* How many times did you receive this monthly deposit?
  
  6

* Did the monthly deposit amount change within the accounting period?
  
  - [ ] Yes
  - [x] No
5. **Answer Question**: Do you manage any additional sources of income that you would like to report at this time?

   ![Add Line Items](image)

   *Do you manage any additional sources of income that you would like to report at this time?*

   - [ ] Yes
   - [ ] No

   ![Add Line Items](image)

   - [ ] Yes
   - [ ] No

   i. If the Fiduciary manages additional sources of income, **Select Yes**, **Click Next**, and click **Scenario 6**.
ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click Scenario 7.
Scenario 4: Interest Earned on Deposits Line Item

1. **Answer Question:** What was the total amount of interest earned within the accounting period?

   ![Add Line Items]

   - Interest Earned on Deposits
   - Note: Rounding is **not permitted** and must be supported by transactions included within the financial banking statements.
   - What was the total amount of interest earned within the accounting period?
   - 200
2. **Click Next**

3. **Answer Question:** Do you manage any additional sources of income that you would like to report at this time?
i. If the Fiduciary manages additional sources of income, Select Yes, Click Next, and click Scenario 6.

ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click Scenario 7.
Scenario 5: Other Income Types Line Item

1. Answer Question: What was the source of this additional income? The Fiduciary will type in the source of income into a text field.

![Image of the Fiduciary Accountings Submission Tool (FAST) interface showing the adding of a money received line item. The interface includes a text field labeled 'Source' where the user will enter the source of the additional income. There is also a note that rounding is not permitted and must be supported by transactions included within the financial banking statements. The total amount received from this source is $300.]
2. **Answer Question**: What was the total amount of money received from this source within the accounting period? *The Fiduciary will type in the total amount of money received into a text field.*

   ![Image of the Fiduciary Accountings Submission Tool (FAST) Add a Money Received Line Item interface](image)

   - **Note**: Rounding is **not permitted** and must be supported by transactions included within the financial banking statements.
   - **What was the total amount of money received from this source within the accounting period?**
     - $300

3. **Click Next**

   ![Image of the Fiduciary Accountings Submission Tool (FAST) Add a Money Received Line Item interface with Next button highlighted](image)
4. **Answer Question:** Do you manage any additional sources of income that you would like to report at this time?

   ![Add Line Items](image1)

   - Yes
   - No

   *Do you manage any additional sources of income that you would like to report at this time?*

   - **Yes**
   - **No**

   i. If the Fiduciary manages additional sources of income, **Select Yes**, **Click Next**, and click **Scenario 6**.

   ![Add Line Items](image2)
ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click Scenario 7.

Scenario 6: Additional Sources of Income

1. Select Income Type
2. **Click Next**

![Add Line Items](image)

- If the user would like to Add a line item for **Amount Received from VA** click **Scenario 1**.
- If the user would like to add a line item for **VA Retroactive or Lump Sum Payment** click **Scenario 2**.
- If the user would like to add a line item for **Amount Received from Social Security** click **Scenario 3**.
- If the user would like to add a line item for **Interest Earned on Deposits** click **Scenario 4**.
- If the user would like to add a line item for **Other Income Types** click **Scenario 5**.

**Scenario 7: Other Income Types Line Item**

1. **Answer Question**: What would you like to do next? *From here, the Fiduciary may either add additional line items (Money Spent or Assets) or return to the Accounting Form.*

![Add Line Items](image)
Add a Money Received Line Item

2. Click **Next**

If the user would like to add a line item for **Money Spent** reference *Add a Money Spent Line Item* Job Aid. If the user would like to add a line item for **Assets** reference *Add an Asset Line Item* Job Aid.

**Outcome**

The Fiduciary will have added Money Received line items to the accounting.