

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item



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.

The screenshot displays the 'New Accounting' form and a table of 'Pending Accountings'. The 'Derek Grey 4-1-...' entry in the first row of the table is circled in red.

Accounting N...	Created Date ↓	Fiduciary User ↓	VA Fiduci...	VA File...	Name of Bene...	Start D...	End Da...	Status	
1	Derek Grey 4-1-...	4/2/2020 6:18 PM	FAST Fiduciary U...	Columbia 319	C-11111111	Derek Grey	4/1/2020	4/29/2020	Draft
2	George Washing...	4/2/2020 4:01 PM	FAST Fiduciary U...	Columbia 319	C-12345678	George Washington	4/1/2020	4/29/2020	Draft
3	Training Accounti...	4/1/2020 5:40 PM	FAST Fiduciary U...	Columbia 319	C-00000000	Training Accounting	4/27/2020	5/26/2020	Draft



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

2. Click Add Line Items

Accounting Status
Next Step: Enter Accounting Items

To complete the draft of this Accounting, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to the 'Edit Line Items' tab and select the applicable record from the lists.

Please note: If you wish to delete a line item, you must click the "Deactivate" checkbox within the line item record. The line item will still display, however it will not be included in your accounting.

Once you have entered all accounting line items and have balanced your accounting, click 'Acknowledge'.

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

Accounting
Derek Grey 2-1-2020 2-29-2020

Beneficiary Name Derek Grey	VA Fiduciary Hub Columbia 319	Start Date 2/1/2020	End Date 2/29/2020	Total Funds Under Management \$121.00	Total Assets \$0.00
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ACCOUNTING SUMMARY **EDIT LINE ITEMS**

Information

Accounting Name Derek Grey 2-1-2020 2-29-2020	VA File Number C-987654321
VA Fiduciary Hub	Start Date

Files (0) Add Files

Upload Files
Or drop files

Add Line Items Acknowledge Submit

3. Select Enter Money Received

Add Line Items

Please select the type of line item you would like to report.

Enter Money Received

Enter Money Spent

Enter Assets

Next



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

4. Click **Next**

The screenshot shows a web form titled "Add Line Items". Below the title, there is a prompt: "Please select the type of line item you would like to report." There are three radio button options: "Enter Money Received" (which is selected), "Enter Money Spent", and "Enter Assets". At the bottom right of the form, there is a blue button labeled "Next" which is circled in red.

5. Select **Income Type**

The screenshot shows the same "Add Line Items" form. The prompt now is "What type of income are you reporting?". Below this is a dropdown menu labeled "* Income Type". The dropdown is open, showing several options: "Amount Received from VA" (highlighted in blue), "VA Retroactive or Lump Sum Payment", "Amount Received from Social Security", "Interest Earned on Deposits", and "Other". At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted in blue.

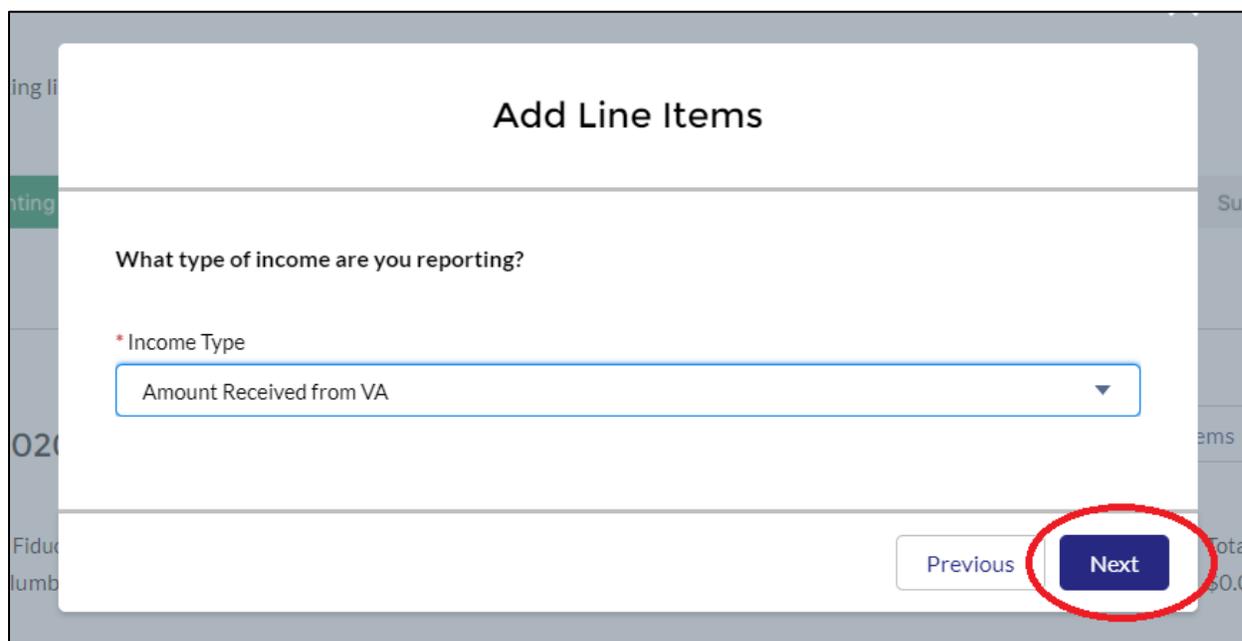


Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

6. Click **Next**



The screenshot shows a web form titled "Add Line Items". The main heading is "Add Line Items". Below this, the question "What type of income are you reporting?" is displayed. Underneath, there is a label "* Income Type" followed by a dropdown menu. The dropdown menu is currently set to "Amount Received from VA". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

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](#).



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

Scenario 1: Amount Received from VA Line Items

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

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?

* How many times did you receive this monthly deposit?

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

Previous Next

Last Name of Beneficiary Total Estate at Beginning of Period ⓘ



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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

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?
\$1,000

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

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

Previous Next

Last Name of Beneficiary Total Estate at Beginning of Period



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

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

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?
\$1,000

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

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

[Previous](#) [Next](#)

Last Name of Beneficiary Total Estate at Beginning of Period ⓘ



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

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?
\$1,000

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

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

Previous **Next**

Last Name of Beneficiary Total Estate at Beginning of Period



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

3. Answer Question: What was the new monthly deposit amount?

Add Line Items

VA Income

* What was the new monthly deposit amount?
\$1,200

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

Next

VA Fiduciary Hub Start Date

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

Add Line Items

VA Income

* What was the new monthly deposit amount?
\$1,200

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

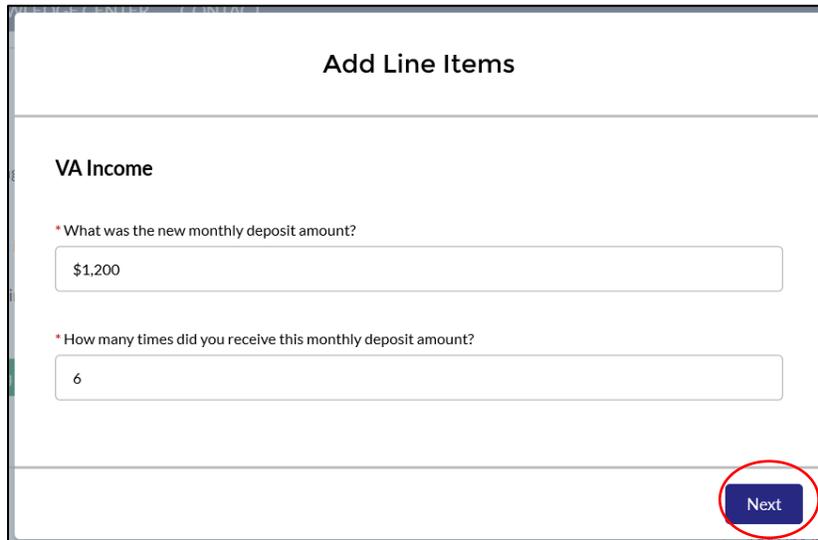
Next

VA Fiduciary Hub Start Date



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

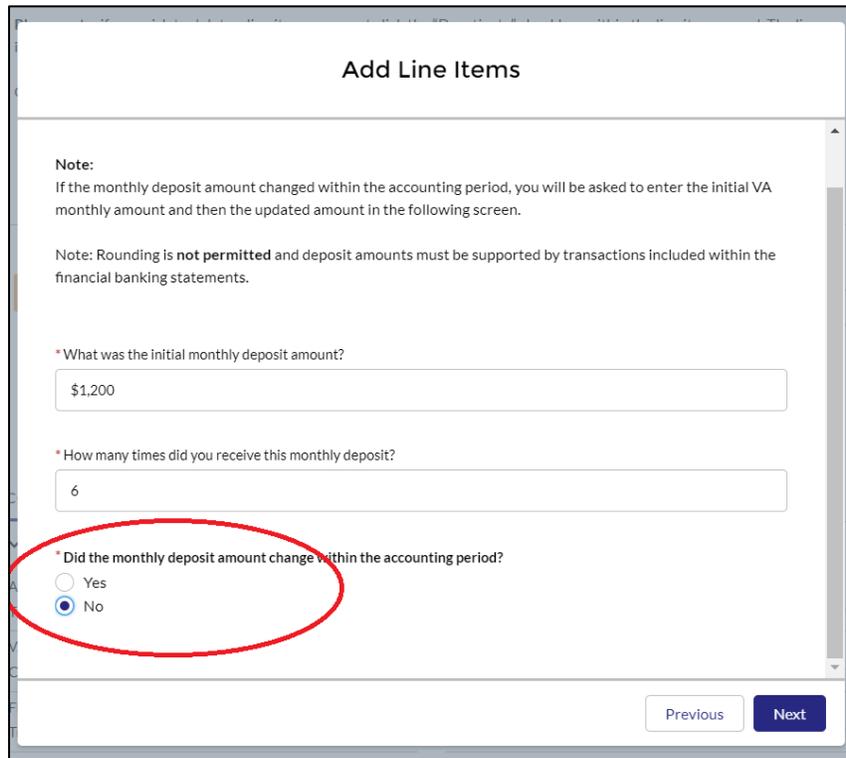
5. Click **Next**



The screenshot shows a web form titled "Add Line Items". Under the heading "VA Income", there are two questions with input fields. The first question is "*What was the new monthly deposit amount?" with a text box containing "\$1,200". The second question is "*How many times did you receive this monthly deposit amount?" with a text box containing "6". At the bottom right of the form, there is a blue button labeled "Next" which is circled in red.

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

1. Select **No**



The screenshot shows the "Add Line Items" form with a "Note" section. The note states: "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." Below the note, there are two questions with input fields: "*What was the initial monthly deposit amount?" with a text box containing "\$1,200" and "*How many times did you receive this monthly deposit?" with a text box containing "6". Below these, there is a question: "*Did the monthly deposit amount change within the accounting period?" with two radio button options: "Yes" and "No". The "No" option is selected and circled in red. At the bottom right, there are "Previous" and "Next" buttons.



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

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?

* How many times did you receive this monthly deposit?

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



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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

the items and have balanced your accounting. Click 'Acknowledge'.

Add Line Items

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

Yes

No

Next

- i. If the Fiduciary manages additional sources of income, Select **Yes**, Click **Next**, and click [Scenario 6](#).

the items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes

No

Next



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

- ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click [Scenario 7](#)

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes

No

Next

Scenario 2: VA Retroactive or Lump Sum Payment Line Items

1. Answer Question: What was the total amount of VA Retroactive/Lump Sum payment earned within the accounting period?

Add Line Items

VA Retroactive or Lump Sum Payment

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

* What was the total amount of VA Retroactive/Lump Sum payment earned within the accounting period?

12,000

Previous Next

VA Fiduciary Hub Start Date



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

2. Click [Next](#)

Add Line Items

VA Retroactive or Lump Sum Payment

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

* What was the total amount of VA Retroactive/Lump Sum payment earned within the accounting period?

12,000

Previous **Next**

VA Fiduciary Hub Start Date

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

Add Line Items

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

Yes

No

Next



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

- i. If the Fiduciary manages additional sources of income, Select **Yes**, Click **Next**, and click [Scenario 6](#).

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next

- ii. If the Fiduciary does not manage additional sources of income, Select **No**, Click **Next**, and click [Scenario 7](#).

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

Scenario 3: Amount Received from Social Security Line Items

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

The screenshot shows the 'Add Line Items' form for Social Security Income. The form includes a title 'Add Line Items', a section for 'Social Security Income', and three questions. The first question, '*What was the initial monthly deposit amount?', is circled in red and has a text input field containing '\$2,000'. The second question, '*How many times did you receive this monthly deposit?', has a text input field containing '12'. The third question, '*Did the monthly deposit amount change within the accounting period?', has radio buttons for 'Yes' (selected) and 'No'. At the bottom right, there are 'Previous' and 'Next' buttons. At the bottom left, there is a label 'Last Name of Beneficiary' and at the bottom right, 'Total Estate at Beginning of Period'.

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?
\$2,000

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

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

Previous Next

Last Name of Beneficiary Total Estate at Beginning of Period



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

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

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?
\$2,000

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

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

Previous Next

Last Name of Beneficiary Total Estate at Beginning of Period



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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

The screenshot shows a web form titled "Add Line Items" for "Social Security Income". It includes a "Note" about monthly deposit changes, a question about the initial monthly deposit amount (with a text input field containing "\$2,000"), a question about the number of times the deposit was received (with a text input field containing "12"), and a question "Did the monthly deposit amount change within the accounting period?" with radio button options for "Yes" (selected) and "No". The "Yes" option is circled in red. At the bottom right are "Previous" and "Next" buttons. At the bottom left, there is a label "Last Name of Beneficiary" and at the bottom right, "Total Estate at Beginning of Period".



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

2. [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?
\$2,000

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

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

Previous **Next**

Last Name of Beneficiary Total Estate at Beginning of Period



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

3. Answer Question: What was the new monthly deposit amount?

Add Line Items

Social Security Income

* What was the new monthly deposit amount?

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

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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

Add Line Items

Social Security Income

*What was the new monthly deposit amount?

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

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

5. [Click Next](#)

Add Line Items

Social Security Income

* What was the new monthly deposit amount?

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

[Next](#)



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

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

1. Select No

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?

* How many times did you receive this monthly deposit?

* Did the monthly deposit amount change within the accounting period?

Yes
 No

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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?

*How many times did you receive this monthly deposit?

*Did the monthly deposit amount change within the accounting period?

Yes
 No

Previous **Next**



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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

the items and have balanced your accounting. Click 'Acknowledge'.

Add Line Items

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

Yes

No

Next

- i. If the Fiduciary manages additional sources of income, Select **Yes**, Click **Next**, and click [Scenario 6](#).

the items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes

No

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

- ii. If the Fiduciary does not manage additional sources of income, Select **No**, Click **Next**, and click [Scenario 7](#).

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes

No

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

Scenario 4: Interest Earned on Deposits Line Item

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

The screenshot shows a web application window titled "Accounting Training Accounting 4-27-2020 5-26-". The main content area is titled "Add Line Items" and contains a section for "Interest Earned on Deposits". A note states: "Note: Rounding is not permitted and must be supported by transactions included within the financial banking statements." Below the note is a question: "*What was the total amount of interest earned within the accounting period?". A text input field contains the number "200", which is circled in red. At the bottom right of the form are "Previous" and "Next" buttons. The bottom of the window shows a table with "Accounting" and "\$4.00" visible.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

2. Click **Next**

The screenshot shows a web browser window titled 'Accounting Training Accounting 4-27-2020 5-26-'. The main heading is 'Add Line Items'. Below this, the section is titled 'Interest Earned on Deposits'. A note states: 'Note: Rounding is **not permitted** and must be supported by transactions included within the financial banking statements.' A question asks: '*What was the total amount of interest earned within the accounting period?'. The input field contains the number '200'. At the bottom right, there are two buttons: 'Previous' and 'Next'. The 'Next' button is circled in red.

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

The screenshot shows the 'Add Line Items' form. The question is: '*Do you manage any additional sources of income that you would like to report at this time?'. There are two radio button options: 'Yes' and 'No'. At the bottom right, there is a blue 'Next' button.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

- i. If the Fiduciary manages additional sources of income, Select **Yes**, Click **Next**, and click [Scenario 6](#).

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next

- ii. If the Fiduciary does not manage additional sources of income, Select **No**, Click **Next**, and click [Scenario 7](#).

line items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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.*

Add Line Items

Other Income

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

* What was the source of this additional income?

* What was the total amount of money received from this source within the accounting period?

Previous Next

First Name of Veteran Total Funds Under Management



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

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*

The screenshot shows the 'Add Line Items' form in the FAST system. The 'Other Income' section is active. A note states: 'Note: Rounding is not permitted and must be supported by transactions included within the financial banking statements'. There are two questions: '* What was the source of this additional income?' with a text field containing 'Source', and '* What was the total amount of money received from this source within the accounting period?' with a text field containing '\$300'. The '\$300' field is circled in red. At the bottom right, there are 'Previous' and 'Next' buttons. At the bottom left, it says 'First Name of Veteran' and at the bottom right, 'Total Funds Under Management'.

3. **Click Next**

This screenshot is identical to the previous one, showing the 'Add Line Items' form with the 'Other Income' section. The 'Total amount of money received' field still contains '\$300'. In this screenshot, the 'Next' button at the bottom right is circled in red, indicating the next step in the process. The rest of the form, including the note and the 'Source' field, remains the same.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

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

the items and have balanced your accounting. Click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next

- i. If the Fiduciary manages additional sources of income, Select **Yes**, Click **Next**, and click [Scenario 6](#).

the items and have balanced your accounting. click 'Acknowledge'.

Add Line Items

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

Yes
 No

Next



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

- ii. If the Fiduciary does not manage additional sources of income, Select No, Click Next, and click [Scenario 7](#).

The screenshot shows a web form titled "Add Line Items". The main heading is "Add Line Items". Below the heading is a question: "* Do you manage any additional sources of income that you would like to report at this time?". There are two radio button options: "Yes" and "No". The "No" option is selected and circled in red. At the bottom right of the form, there is a blue "Next" button, also circled in red.

Scenario 6: Additional Sources of Income

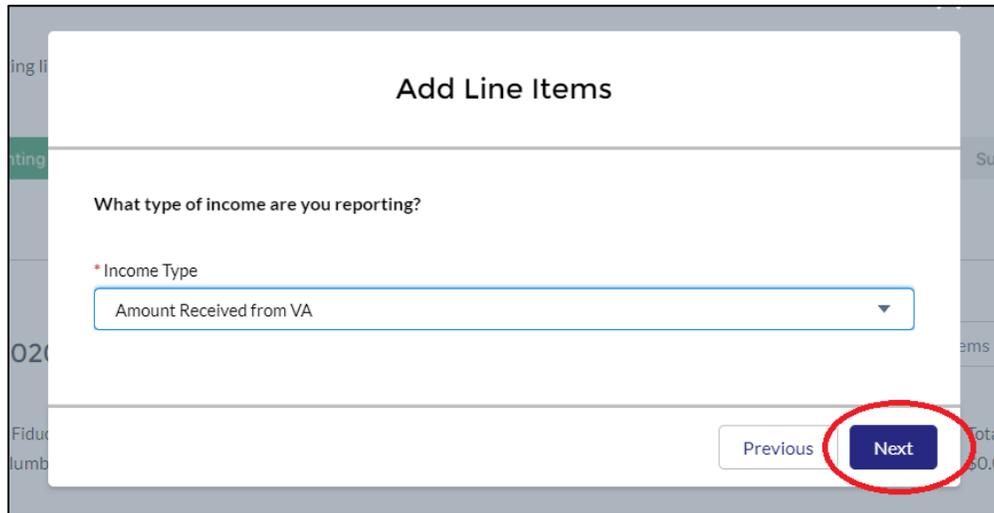
1. Select Income Type

The screenshot shows the "Add Line Items" form with the question "What type of income are you reporting?". Below the question is a dropdown menu labeled "* Income Type". The dropdown menu is open, showing several options: "Amount Received from VA", "Amount Received from VA", "VA Retroactive or Lump Sum Payment", "Amount Received from Social Security", "Interest Earned on Deposits", and "Other". The first "Amount Received from VA" option is highlighted in blue. At the bottom right of the form, there are "Previous" and "Next" buttons.



Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Received Line Item

2. Click **Next**

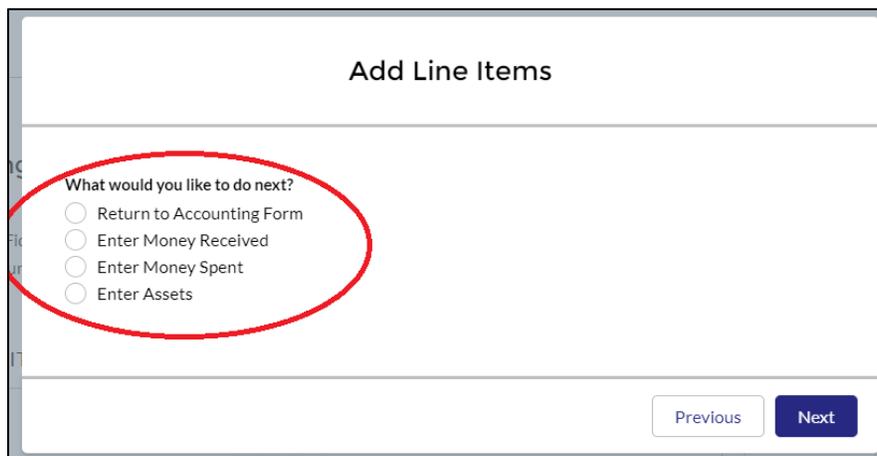


The screenshot shows a web form titled "Add Line Items". The question "What type of income are you reporting?" is followed by a dropdown menu labeled "Income Type" with "Amount Received from VA" selected. At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is circled in red.

- 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.*



The screenshot shows a web form titled "Add Line Items". The question "What would you like to do next?" is followed by four radio button options: "Return to Accounting Form", "Enter Money Received", "Enter Money Spent", and "Enter Assets". The "Return to Accounting Form" option is circled in red. At the bottom right, there are two buttons: "Previous" and "Next".

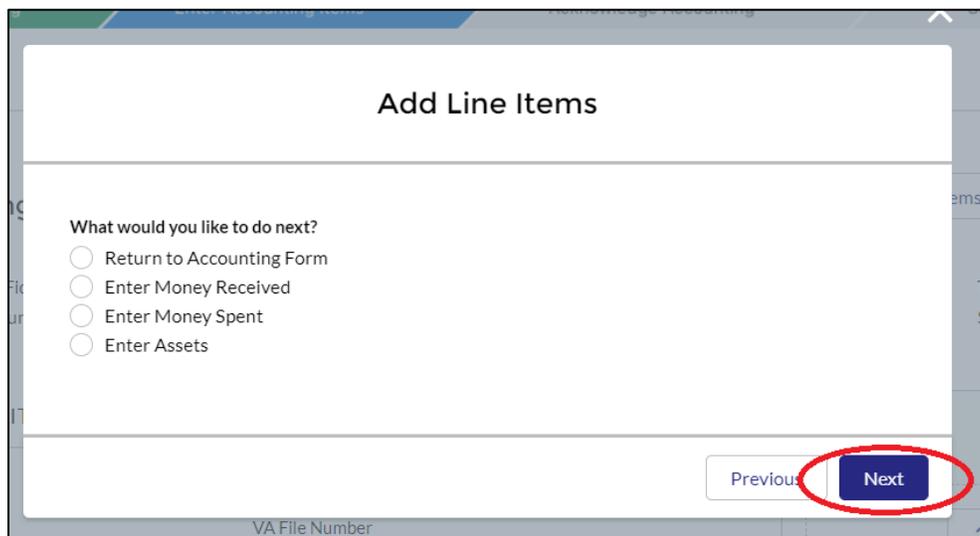


Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

2. Click **Next**



The screenshot shows a web form titled "Add Line Items". Below the title, there is a question: "What would you like to do next?". There are four radio button options: "Return to Accounting Form", "Enter Money Received", "Enter Money Spent", and "Enter Assets". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is circled in red. The form is part of a larger application window, with "VA File Number" visible at the bottom left.

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.

