

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.

New Accounting

Would you like to create a new accounting?

☐ Yes

Next

Accountings

Pending Accountings

9 items • Sorted by Created Date • Filtered by all accountings - Status, Sub-Status, Created by Me • Updated a few seconds ago

Search this list...

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	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)

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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

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

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



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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". In the bottom right corner 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, but now the "Enter Money Received" option is selected. Below the radio buttons, there is a question: "What type of income are you reporting?". Underneath this is a label "* Income Type" followed by a dropdown menu. The dropdown menu is open, showing several options: "Amount Received from VA" (which is highlighted in blue), "VA Retroactive or Lump Sum Payment", "Amount Received from Social Security", "Interest Earned on Deposits", and "Other". At the bottom right of the form, there are two buttons: "Previous" and "Next".

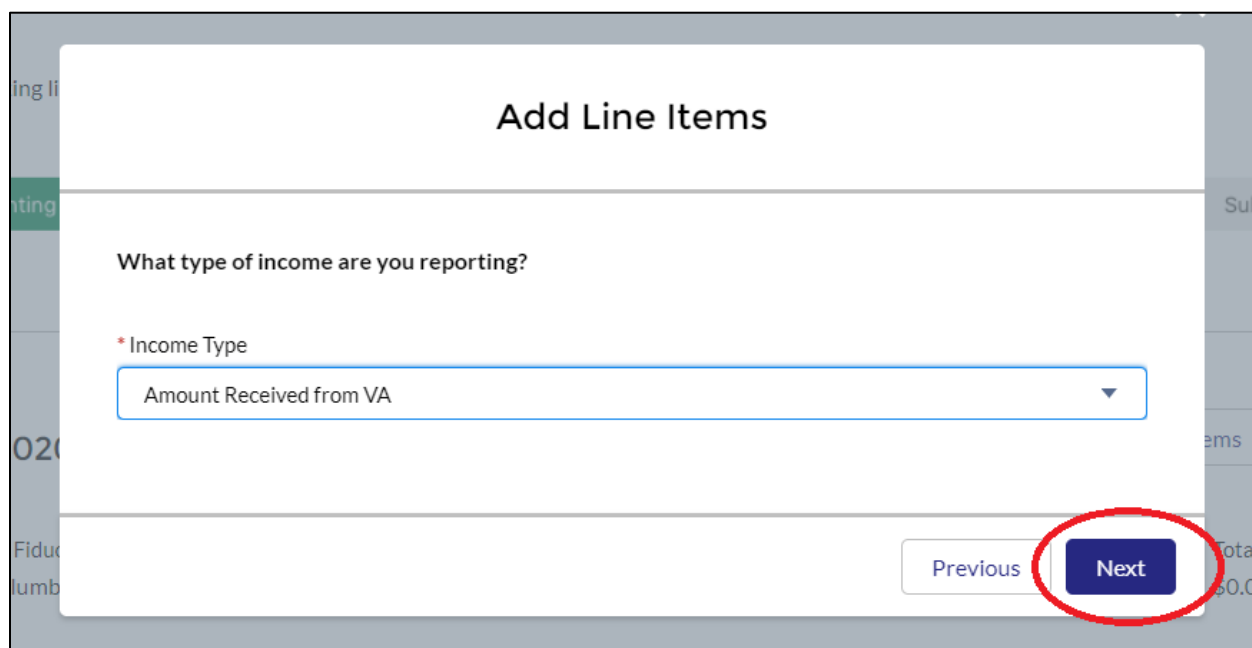


Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

6. Click **Next**



The screenshot shows a web form titled "Add Line Items". Below the title is a question: "What type of income are you reporting?". Underneath is a label "* Income Type" followed by a dropdown menu. The dropdown menu is open, showing "Amount Received from VA" as the selected option. 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](#).



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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?
\$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

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 1



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

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

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)

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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

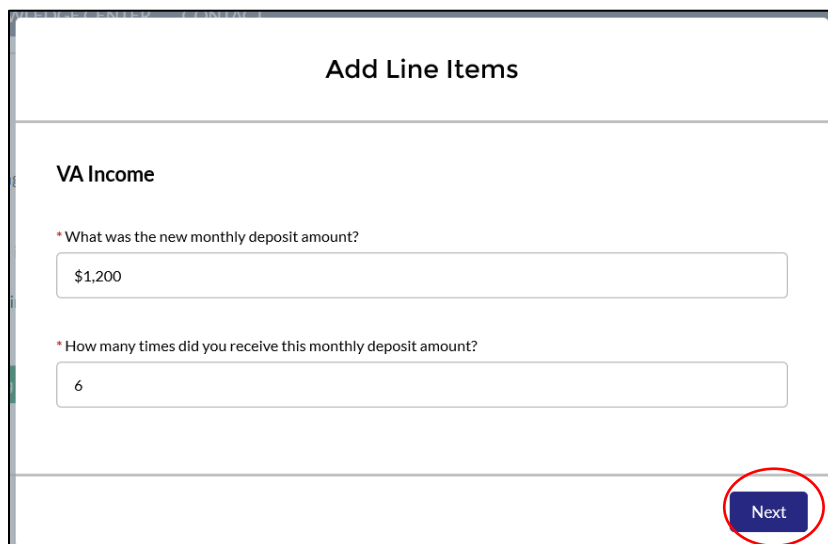


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Received Line Item

5. Click **Next**

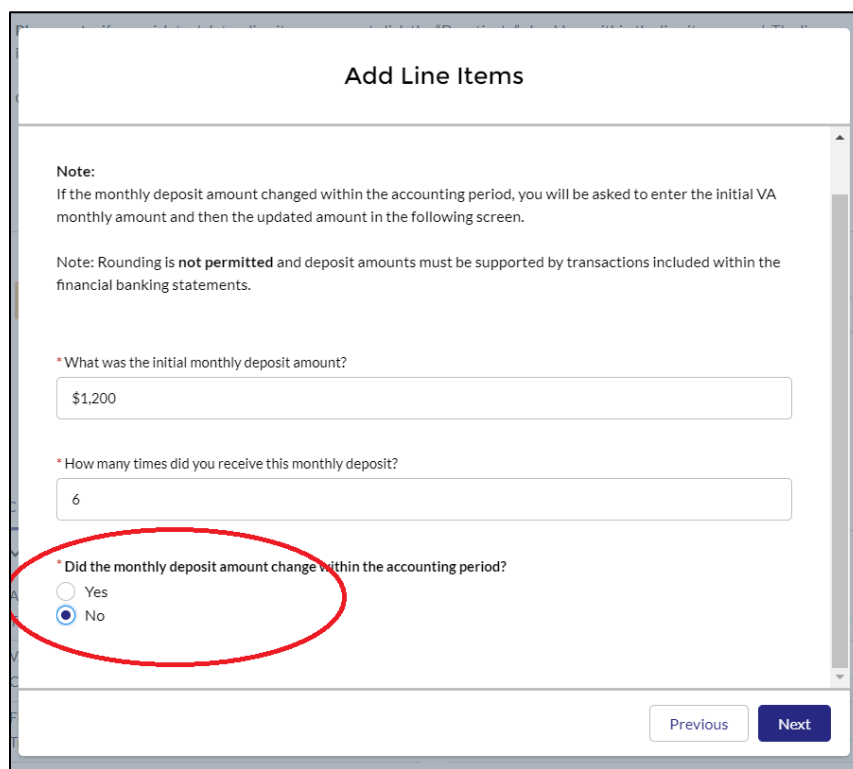


The screenshot shows the 'Add Line Items' form with the following content:

- 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** button (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 the following content:

- 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?
\$1,200
- *How many times did you receive this monthly deposit?
6
- *Did the monthly deposit amount change within the accounting period?
☐ Yes
☒ No (circled in red)
- Previous** and **Next** buttons



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?

* 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. 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?

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 two notes: one about entering initial and updated monthly amounts if they change, and another stating that rounding is not permitted and amounts must be supported by transactions. There are two text input fields: "What was the initial monthly deposit amount?" with the value "\$2,000" and "How many times did you receive this monthly deposit?" with the value "12". At the bottom, there is a question "Did the monthly deposit amount change within the accounting period?" with two radio button options: "Yes" (which is selected and circled in red) and "No". At the bottom right of the form are "Previous" and "Next" buttons. The footer of the form contains the labels "Last Name of Beneficiary" and "Total Estate at Beginning of Period".



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" for "Social Security Income". It includes two informational notes: one about entering initial and updated monthly deposit amounts, and another stating that rounding is not permitted and deposits must be supported by transactions. There are three input fields: a text field for the initial monthly deposit amount (containing "\$2,000"), a text field for the number of times received (containing "12"), and a radio button selection for whether the deposit amount changed (with "Yes" selected). At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button circled in red. The footer of the form contains labels for "Last Name of Beneficiary" and "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

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

×

Add Line Items

Social Security Income

* What was the new monthly deposit amount?

\$1,500

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

6

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?

\$1,500

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

6

Next

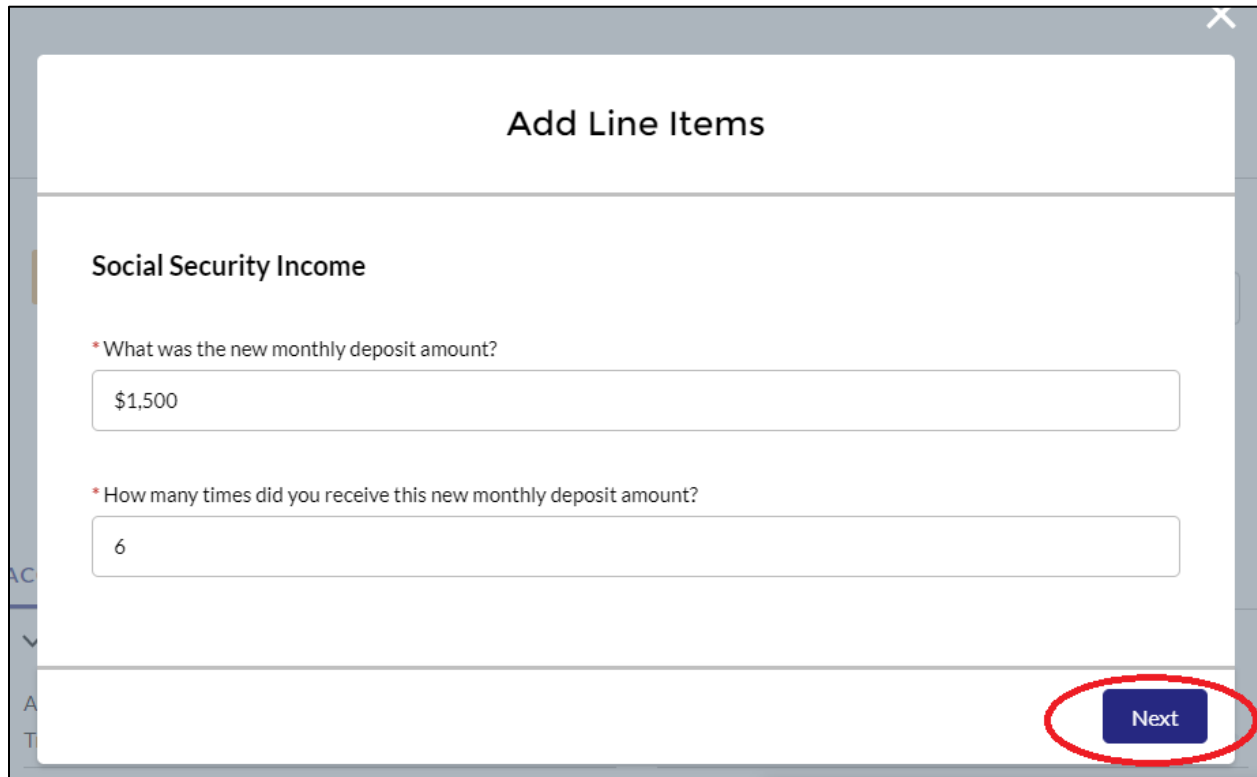


Fiduciary Accountings Submission Tool (FAST)

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?

\$1,500

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

6

[Next](#)



Fiduciary Accountings Submission Tool (FAST)

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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?
\$1,500

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

*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-'. Inside, a modal window titled 'Add Line Items' is open. The modal has a header 'Interest Earned on Deposits' and a note: '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'. The input field and the question are circled in red. At the bottom right of the modal are 'Previous' and 'Next' buttons. The background of the window shows a table with columns for 'Accounting', 'Date', and 'Amount', with one row visible showing 'Accounting' and '\$4.00'.

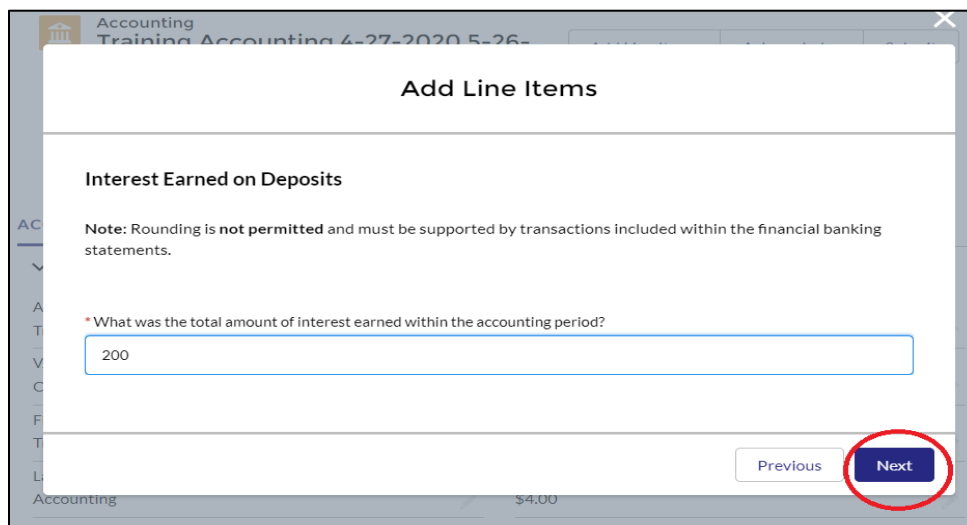


Fiduciary Accountings Submission Tool (FAST)

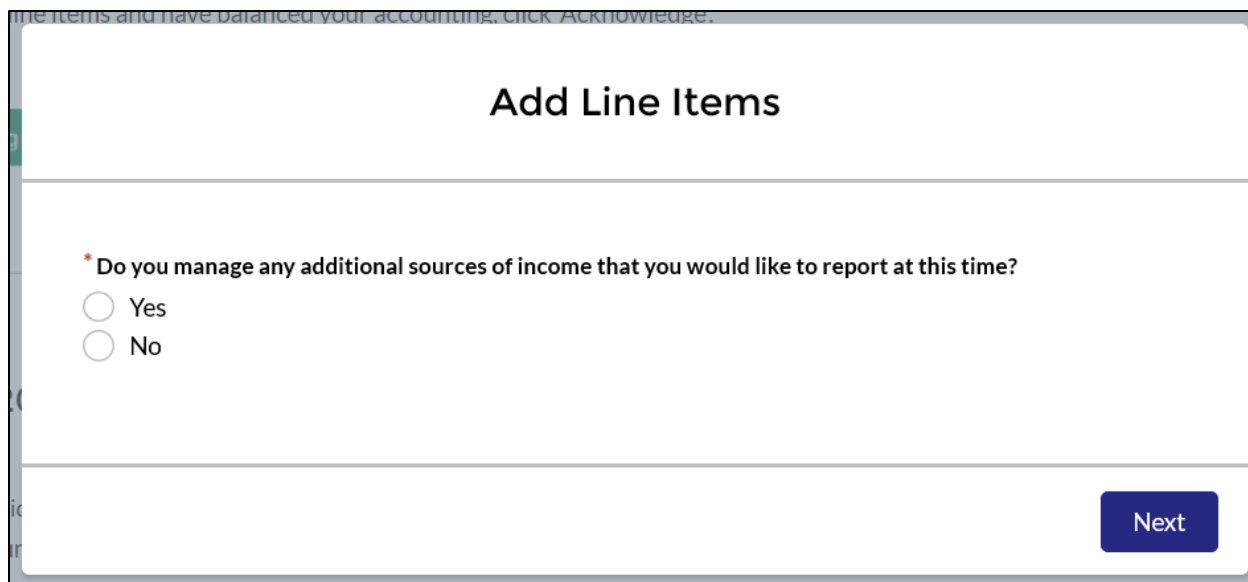
Training Job Aid

Add a Money Received Line Item

2. Click **Next**



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



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.*

The screenshot shows the 'Add Line Items' form in the FAST system. The form is titled 'Add Line Items' and has a section for 'Other Income'. A note states: 'Note: Rounding is **not permitted** and must be supported by transactions included within the financial banking statements'. There are two required questions, both marked with an asterisk. The first question is 'What was the source of this additional income?' and its text input field contains the word 'Source'. This question and its input field are circled in red. The second question is 'What was the total amount of money received from this source within the accounting period?' and its text input field contains '\$300'. At the bottom right of the form are 'Previous' and 'Next' buttons. The footer of the form includes 'First Name of Veteran' and 'Total Funds Under Management'.

Accounting

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?

Source

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

\$300

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*

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?

Source

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

\$300

Previous Next

First Name of Veteran Total Funds Under Management

3. **Click [Next](#)**

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?

Source

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

\$300

Previous **Next**

First Name of Veteran Total Funds Under Management



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 6: Additional Sources of Income

1. Select **Income Type**

Add Line Items

What type of income are you reporting?

* Income Type

Amount Received from VA

Amount Received from VA

VA Retroactive or Lump Sum Payment

Amount Received from Social Security

Interest Earned on Deposits

Other

Previous Next

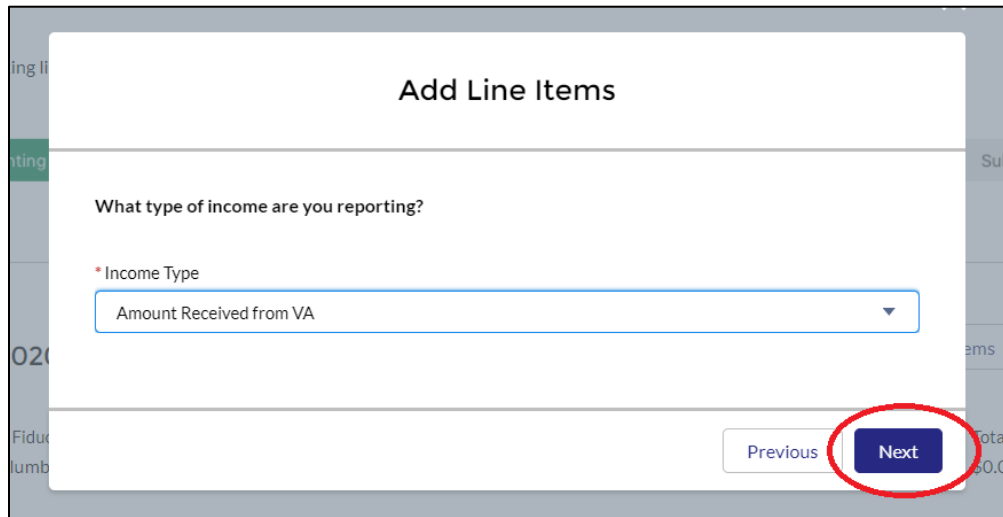


Fiduciary Accountings Submission Tool (FAST)

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Add a Money Received Line Item

2. Click **Next**



Add Line Items

What type of income are you reporting?

* Income Type

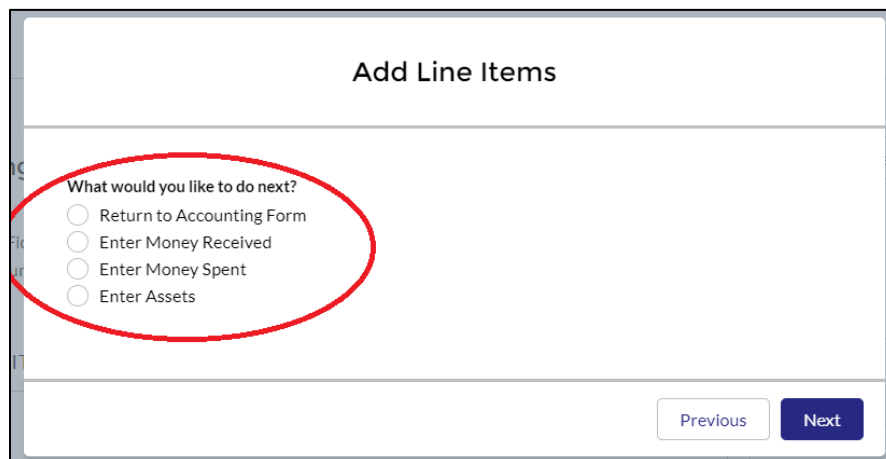
Amount Received from VA

Previous Next

- 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

What would you like to do next?

☐ Return to Accounting Form

☐ Enter Money Received

☐ Enter Money Spent

☐ Enter Assets

Previous Next

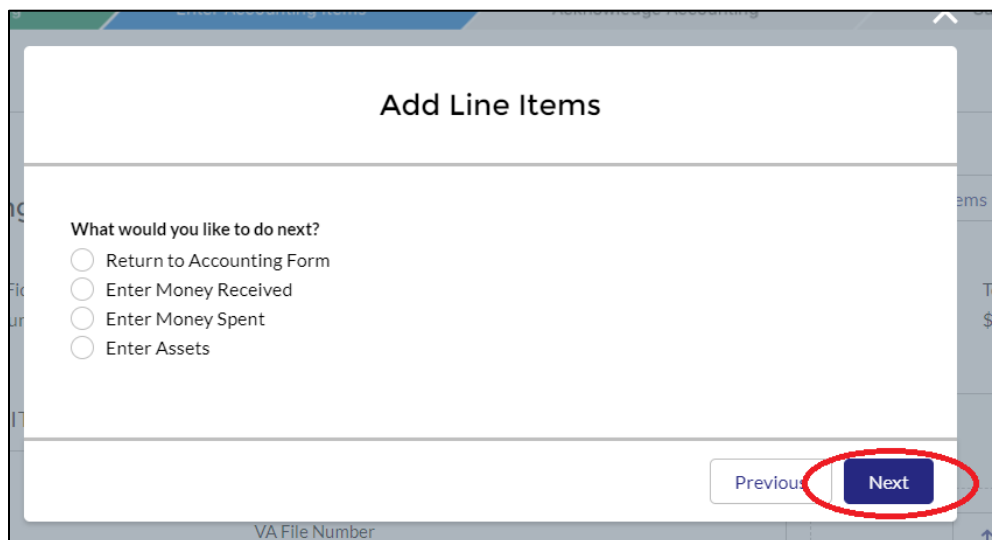


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

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.

