

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item



Objective

To provide the Fiduciary with steps on how to add a Money Spent 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 Spent 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...

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 Washingt...	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 Spent 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

Add Line Items Acknowledge Submit

3. Select Enter Money Spent

Add Line Items

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

☐ Enter Money Received

☒ Enter Money Spent

☐ Enter Assets

Next

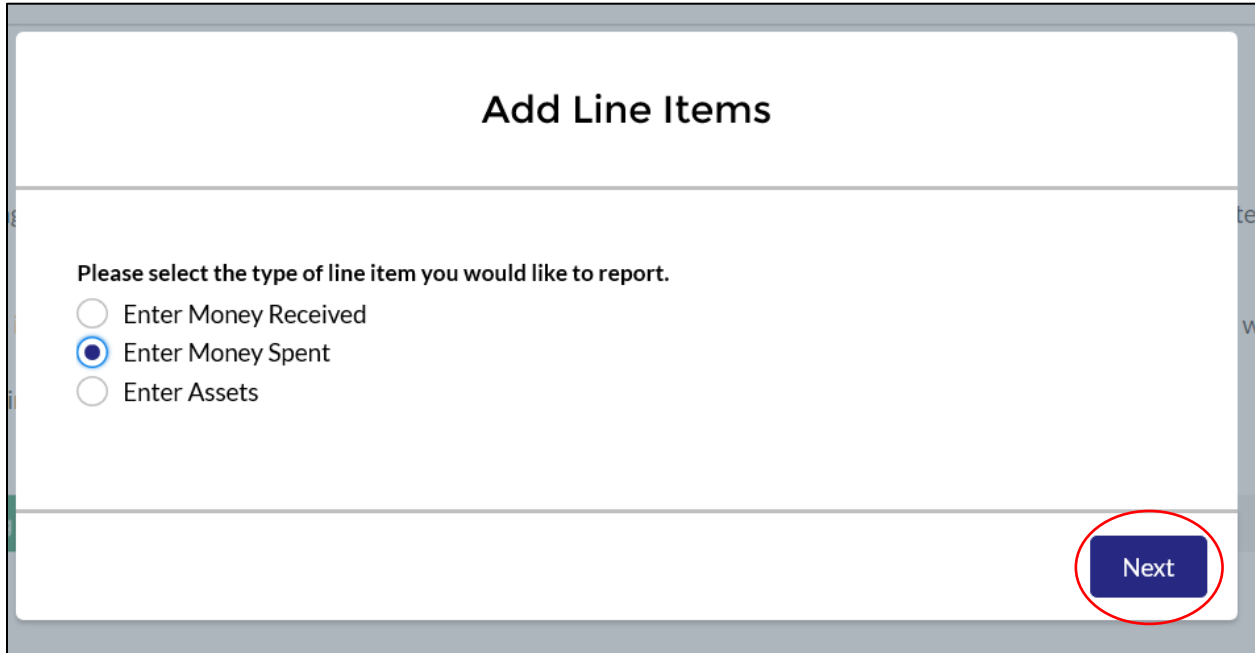


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Add a Money Spent Line Item

4. Click **Next**



Add Line Items

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

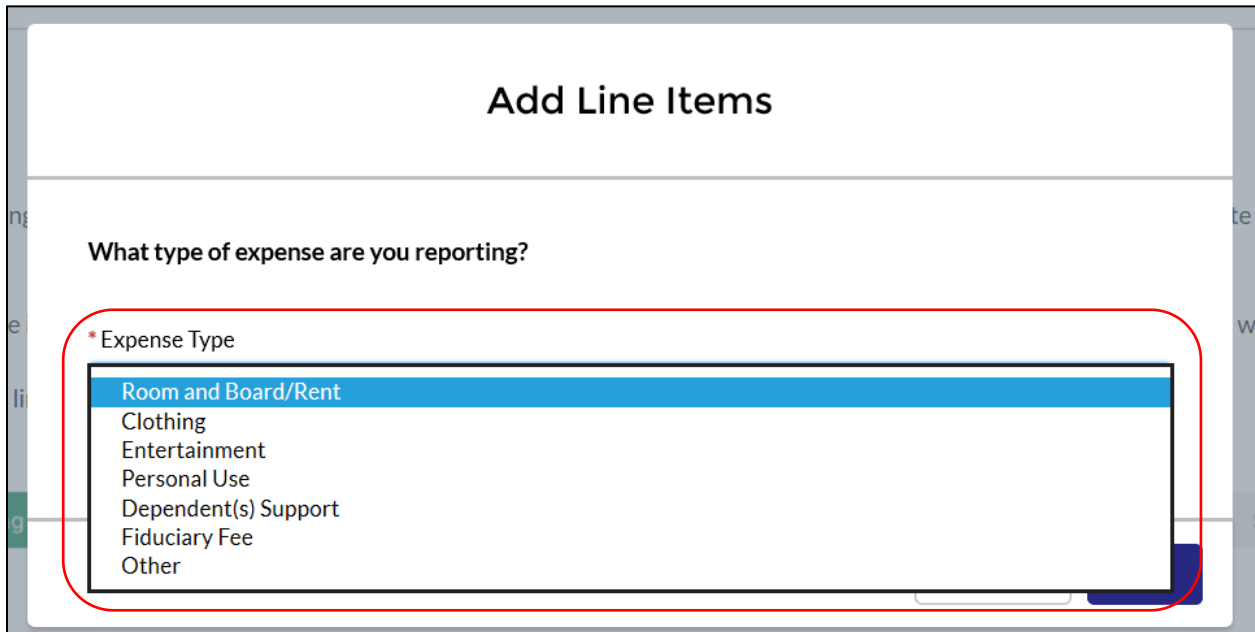
☐ Enter Money Received

☒ Enter Money Spent

☐ Enter Assets

Next

5. Select **Expense Type**



Add Line Items

What type of expense are you reporting?

* Expense Type

- Room and Board/Rent
- Clothing
- Entertainment
- Personal Use
- Dependent(s) Support
- Fiduciary Fee
- Other

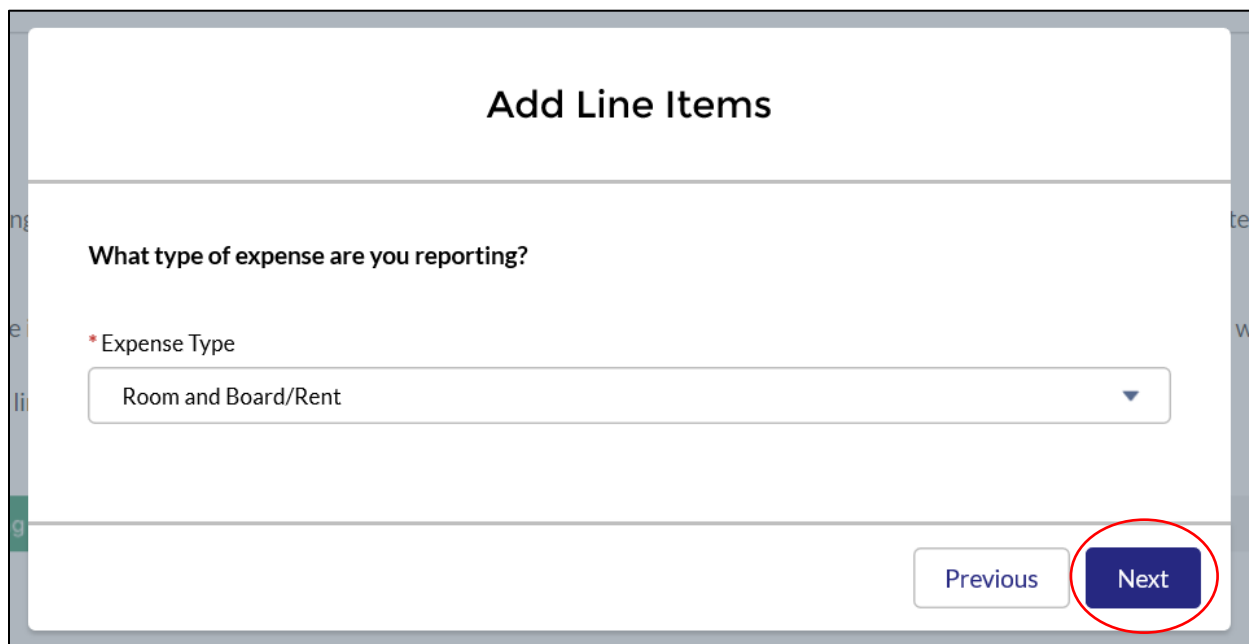


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Add a Money Spent Line Item

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 recording an expense will differ based on the expense type. Go to the appropriate steps based on the expense type selected:

- If the user would like to add a line item for **Room and Board/Rent** click [Scenario 1](#).
- If the user would like to add a line item for **Clothing expense** click [Scenario 2](#).
- If the user would like to add a line item for **Entertainment expense** click [Scenario 3](#).
- If the user would like to add a line item for **Personal Use expense** click [Scenario 4](#).
- If the user would like to add a line item for **Dependent(s) Support** click [Scenario 5](#).
- If the user would like to add a line item for **Fiduciary Fee** click [Scenario 6](#).
- If the user would like to add a line item for **Other expenses** click [Scenario 7](#).



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Add a Money Spent Line Item

Scenario 1: Room and Board/Rent

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

Add Line Items

Room & Board/Rent

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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Add a Money Spent Line Item

2. Answer Question: How many times was the monthly expense incurred?

Add Line Items

Room & Board/Rent

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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Add a Money Spent Line Item

3. Answer Question: Did the monthly expense amount change within the accounting period?
 - i. If the monthly expense amount did change, complete the following steps: (If **yes**, see below. If no, click no then click [here](#))
 1. Select **Yes**

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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

☒ Yes

☐ No

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



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2. Click **Next**

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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

☒ Yes
☐ No

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Add a Money Spent Line Item

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

Add Line Items

Room & Board/Rent

*What was the new monthly expense amount?

\$1,100

*How many times was the monthly expense amount incurred?

Next

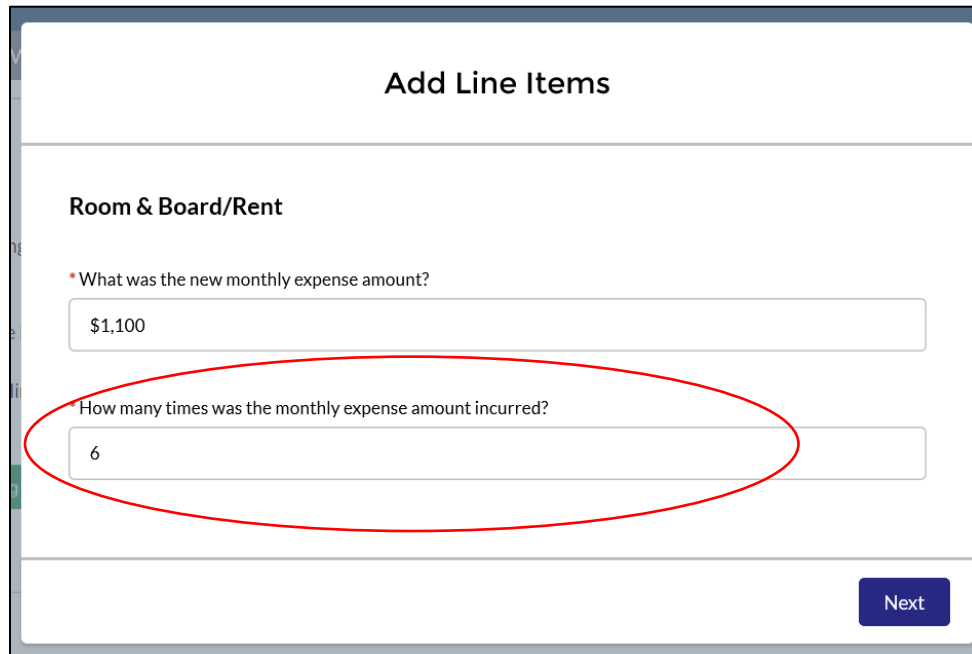


Fiduciary Accountings Submission Tool (FAST)

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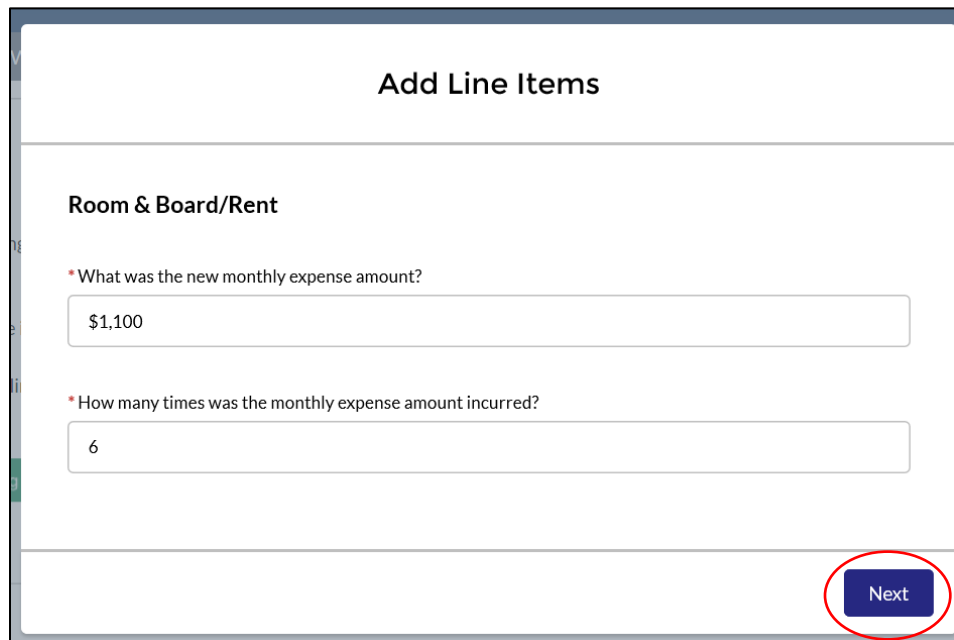
Add a Money Spent Line Item

4. Answer Question: How many times was the monthly expense amount incurred?



The screenshot shows the 'Add Line Items' form. Under the 'Room & Board/Rent' section, there are two questions. The first question, '*What was the new monthly expense amount?', has a text input field containing '\$1,100'. The second question, 'How many times was the monthly expense amount incurred?', has a text input field containing '6'. This second question and its input field are circled in red. A blue 'Next' button is located at the bottom right of the form.

5. Click **Next**



This screenshot shows the same 'Add Line Items' form. The input fields for '\$1,100' and '6' are visible. In this view, the blue 'Next' button at the bottom right is circled in red, indicating the next step in the process.



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Add a Money Spent Line Item

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

1. Select **No**

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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

☐ Yes

☒ No

Previous Next



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Add a Money Spent Line Item

2. Click [Next](#)

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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

☐ Yes

☒ No

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

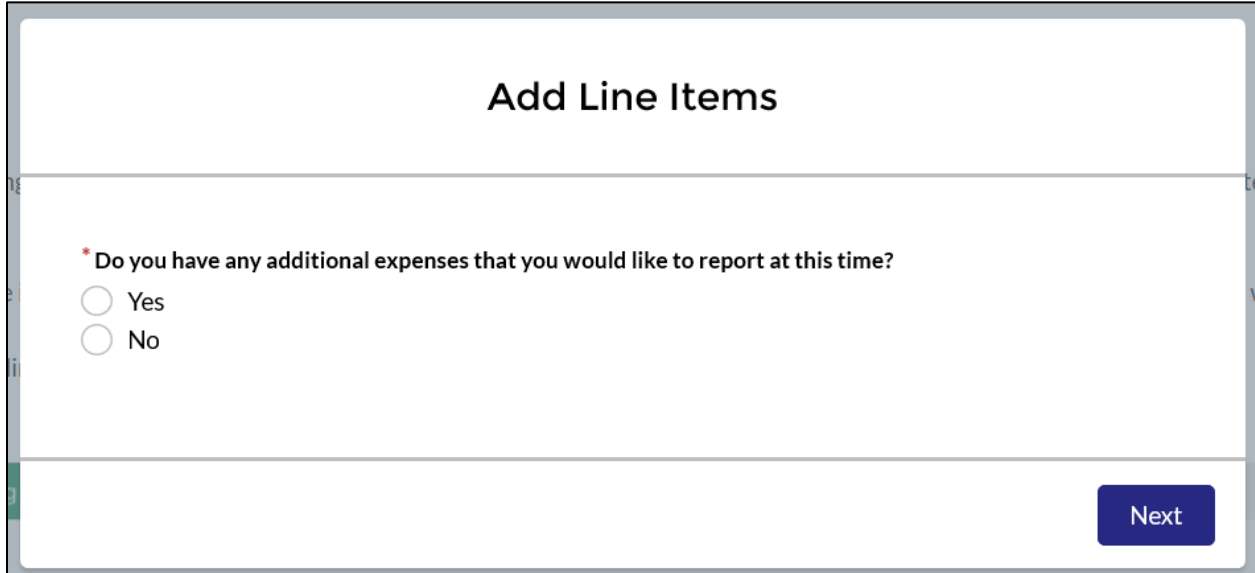


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Add a Money Spent Line Item

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



Add Line Items

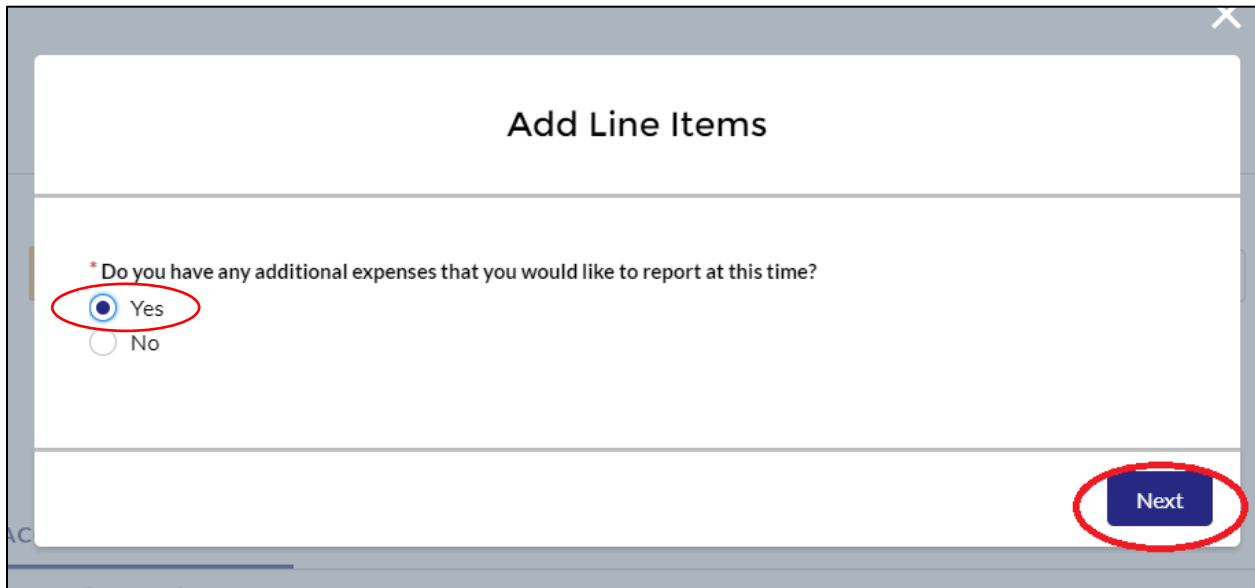
* Do you have any additional expenses that you would like to report at this time?

☐ Yes

☐ No

Next

- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8](#).



Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☒ Yes

☐ No

Next



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Add a Money Spent Line Item

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9.](#)

Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☐ Yes

☒ No

Next



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Add a Money Spent Line Item

Scenario 2: Clothing Expense Line Item

1. Answer Question: What was the total amount incurred for this expense during the accounting period?

Add Line Items

Clothing

*What was the total amount incurred for this expense during the accounting period?

\$200

Previous Next

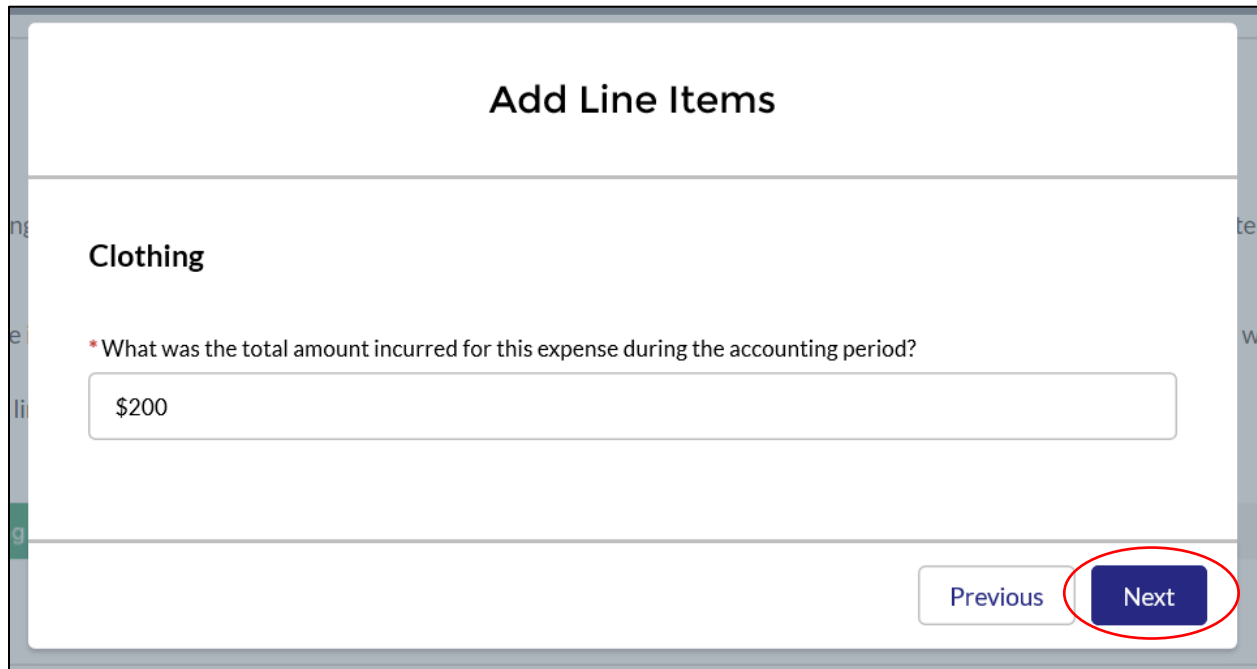


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Add a Money Spent Line Item

2. Click [Next](#)



Add Line Items

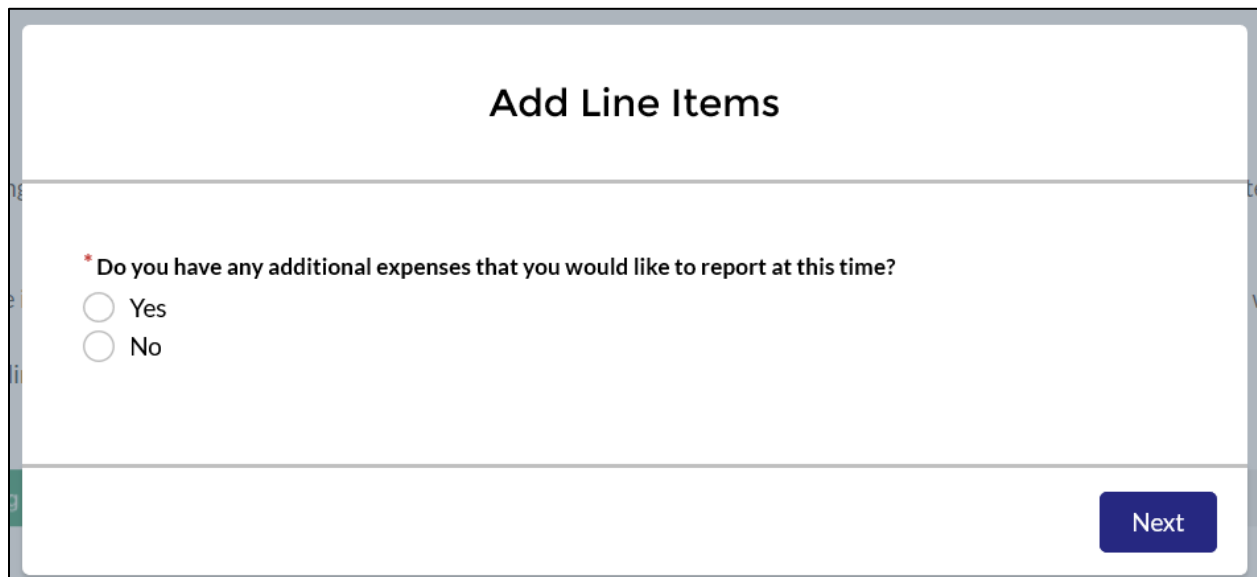
Clothing

*What was the total amount incurred for this expense during the accounting period?

\$200

Previous **Next**

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



Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☐ Yes

☐ No

Next

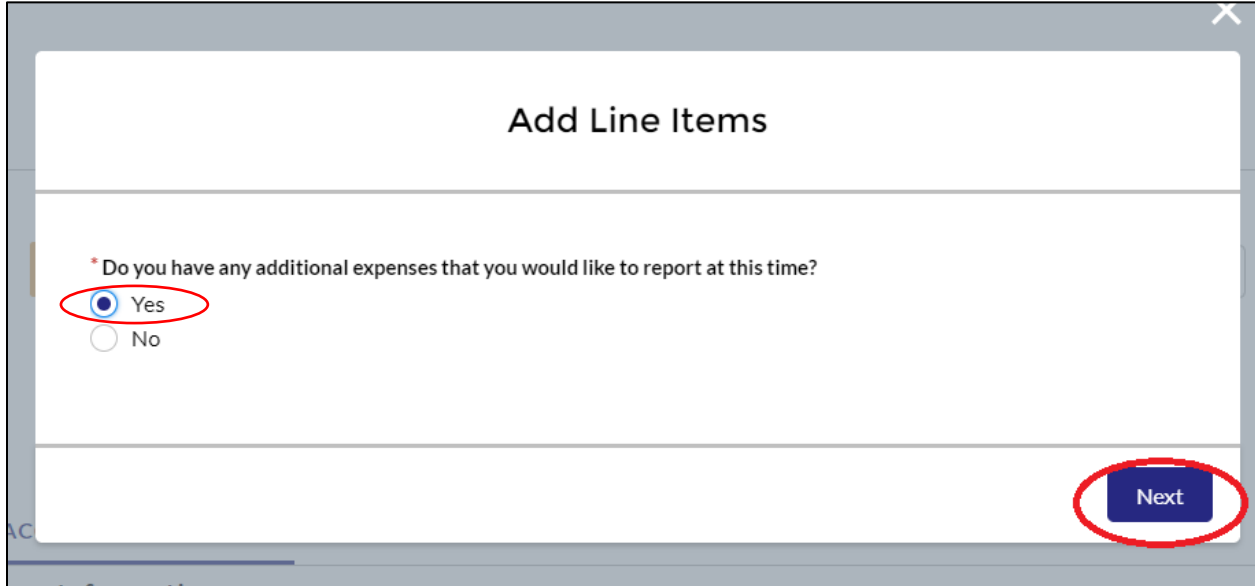


Fiduciary Accountings Submission Tool (FAST)

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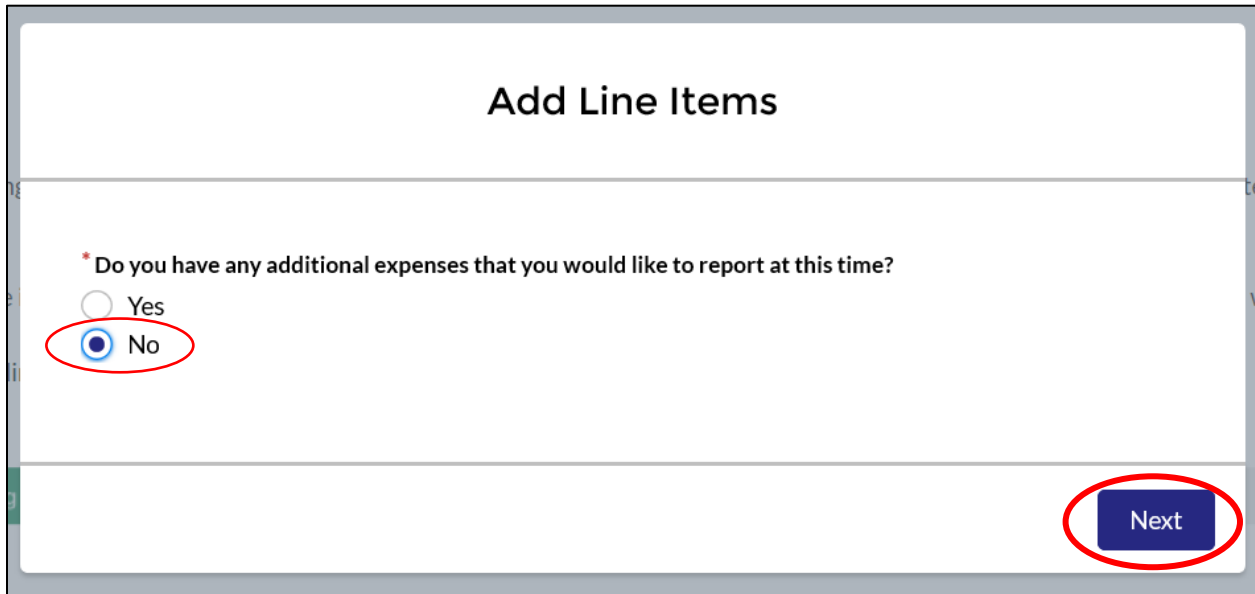
Add a Money Spent Line Item

- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8](#).



The screenshot shows a web form titled "Add Line Items" with a close button (X) in the top right corner. Below the title is a question: "* Do you have any additional expenses that you would like to report at this time?". There are two radio button options: "Yes" and "No". The "Yes" radio button is selected and circled in red. At the bottom right of the form, there is a blue button labeled "Next", which is also circled in red.

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9](#).



The screenshot shows the same "Add Line Items" form. In this instance, the "No" radio button is selected and circled in red. The "Next" button at the bottom right remains circled in red.



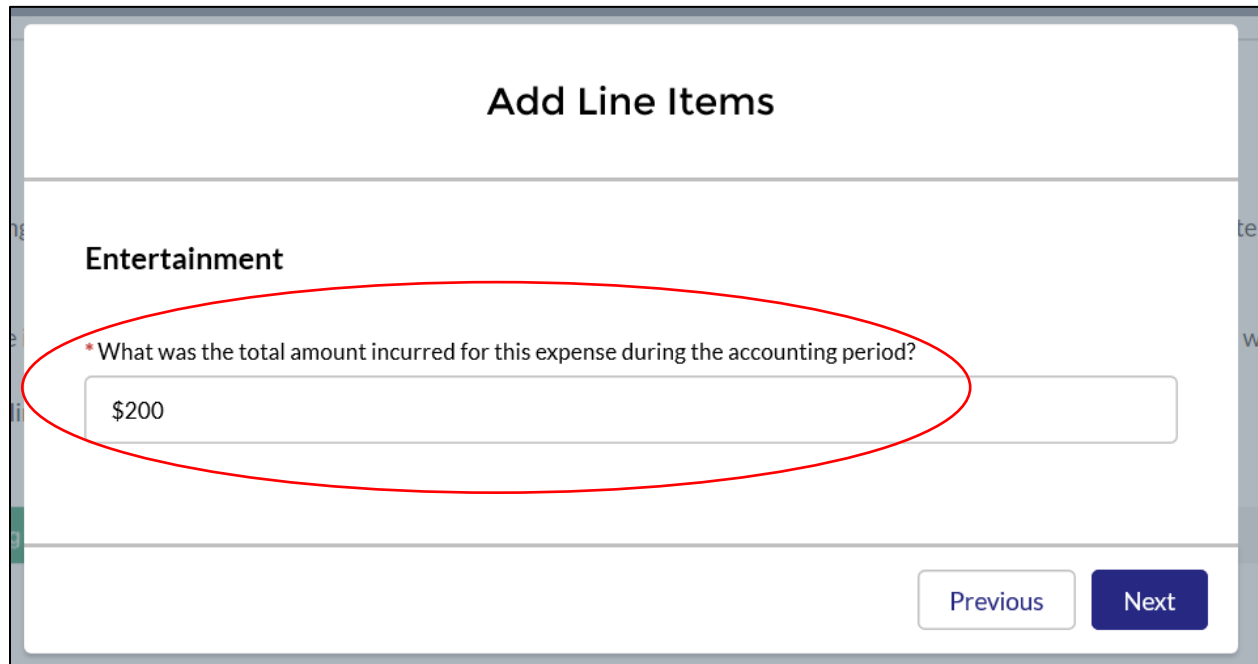
Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

Scenario 3: Entertainment Expense Line Item

1. Answer Question: What was the total amount incurred for this expense during the accounting period?



The screenshot shows a web form titled "Add Line Items". Under the heading "Entertainment", there is a red asterisk followed by the question: "What was the total amount incurred for this expense during the accounting period?". Below this question is a text input field containing the value "\$200". A red oval is drawn around the question and the input field. At the bottom right of the form, there are two buttons: "Previous" and "Next".

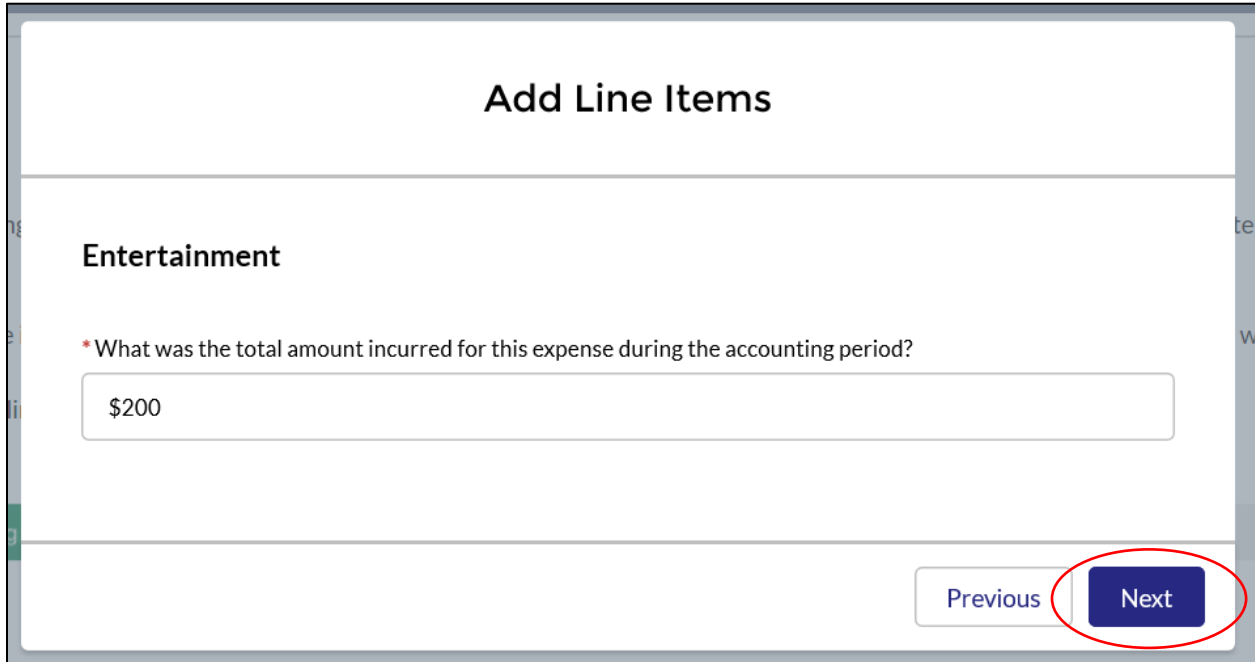


Fiduciary Accountings Submission Tool (FAST)

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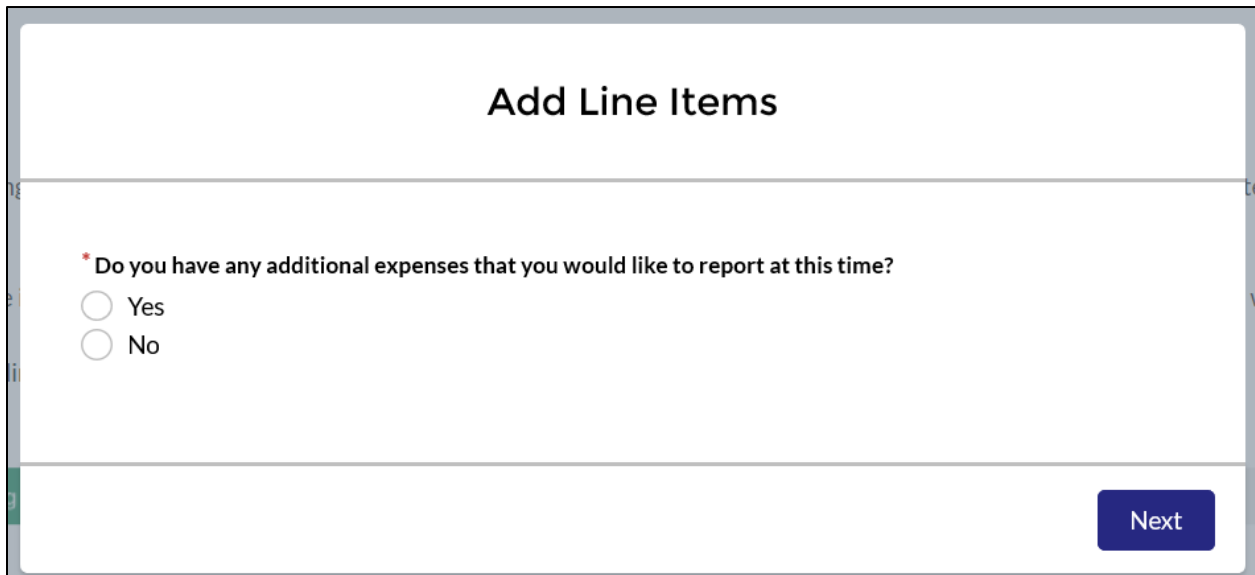
Add a Money Spent Line Item

2. Click [Next](#)



The screenshot shows a web form titled "Add Line Items". Below the title, the category "Entertainment" is displayed. A question is asked: "* What was the total amount incurred for this expense during the accounting period?". A text input field contains the value "\$200". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

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



The screenshot shows a web form titled "Add Line Items". Below the title, a question is asked: "* Do you have any additional expenses that you would like to report at this time?". There are two radio button options: "Yes" and "No". At the bottom right of the form, there is a "Next" button.

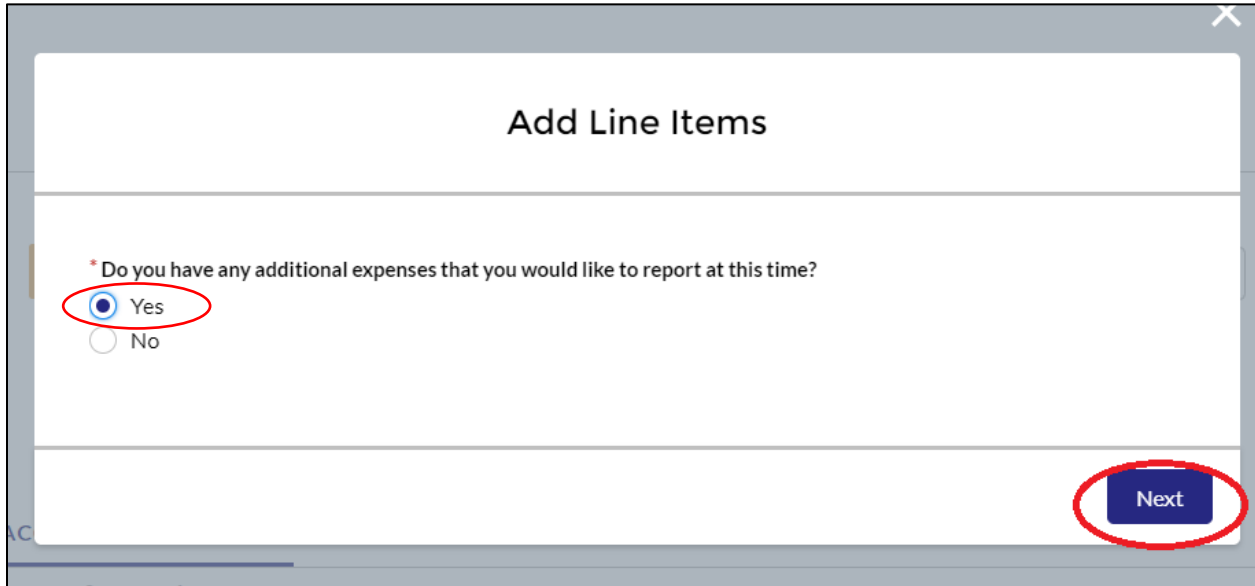


Fiduciary Accountings Submission Tool (FAST)

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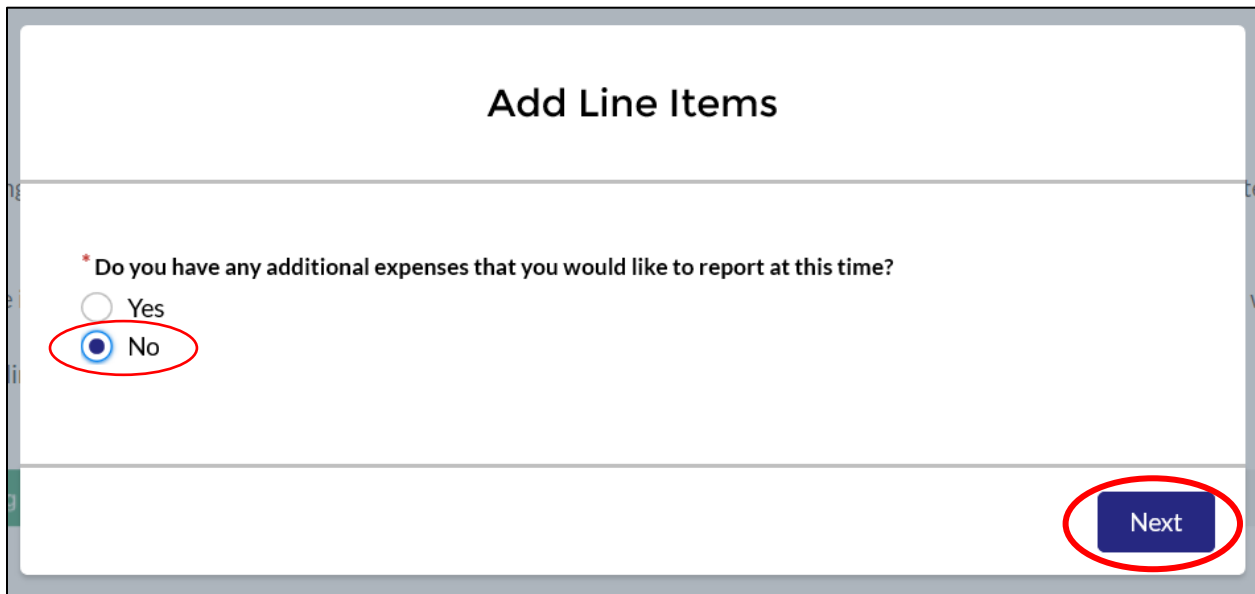
Add a Money Spent Line Item

- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8.](#)



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

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9.](#)



The screenshot shows the same "Add Line Items" web form. The question is the same: "* Do you have any additional expenses that you would like to report at this time?". In this case, the "No" radio button is selected and circled in red. The "Next" button at the bottom right is also circled in red.



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

Scenario 4: Personal Use Expense Line Item

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

Add Line Items

Personal Use

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

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

*What was the initial monthly expense amount?

*How many times was the monthly expense incurred?

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



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

2. Answer Question: How many times was the monthly expense incurred?

Add Line Items

Personal Use

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

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Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

3. Answer Question: Did the monthly expense amount change within the accounting period?
 - i. If the monthly expense amount did change, complete the following steps: (If **yes**, see below. If no, click no then click [here](#))
 1. Select **Yes**

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☒ Yes

☐ No

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



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

2. Click **Next**

Add Line Items

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

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

* What was the initial monthly expense amount?

\$45

* How many times was the monthly expense incurred?

6

* Did the monthly expense amount change?

☒ Yes

☐ No

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Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

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

Add Line Items

Personal Use

*What was the new monthly expense amount?

*How many times was the monthly expense amount incurred?

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

4. Answer Question: How many times was the monthly expense amount incurred?

Add Line Items

Personal Use

*What was the new monthly expense amount?

*How many times was the monthly expense amount incurred?

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

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

1. Select **No**

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☐ Yes

☒ No

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

2. Click [Next](#)

Add Line Items

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☐ Yes

☒ No

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



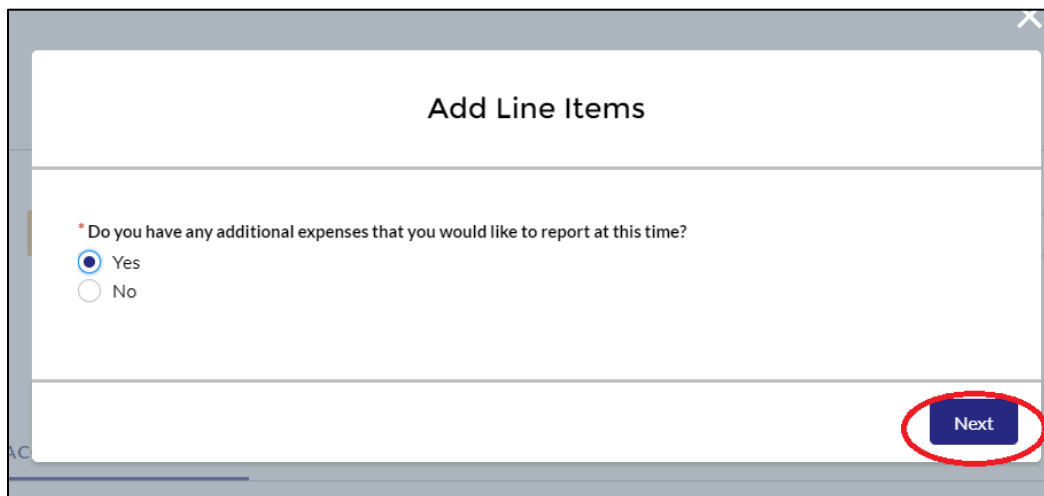
Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

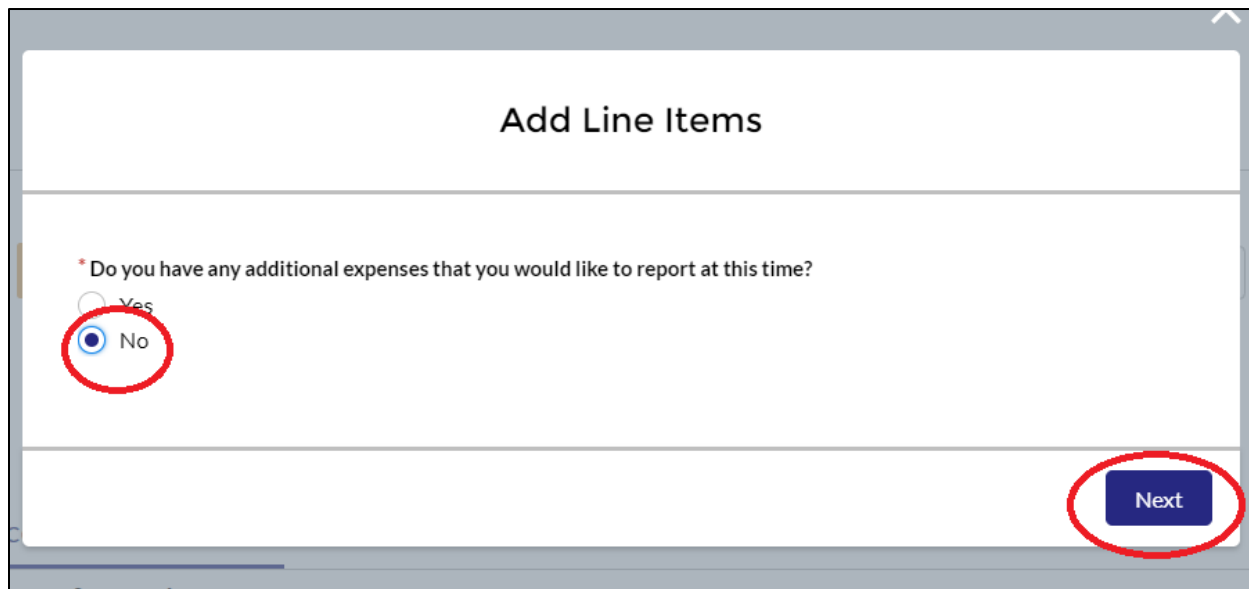
4. Answer Question: Do you manage any additional expenses that you would like to report at this time?

- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8](#).



The screenshot shows a web form titled "Add Line Items". Below the title is a question: "* Do you have any additional expenses that you would like to report at this time?". There are two radio button options: "Yes" (which is selected with a blue dot) and "No". At the bottom right of the form is a blue button labeled "Next", which is circled in red.

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9](#).



The screenshot shows the same "Add Line Items" form. In this instance, the "No" radio button is selected with a blue dot and is circled in red. The "Next" button at the bottom right is also circled in red.



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

Scenario 5: Dependent(s) Support Line Item

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

The screenshot shows the 'Add Line Items' form in the FAST system. The title 'Add Line Items' is at the top. Below it is the section 'Dependent(s) Support'. A note states: 'Note: If the monthly amount changed within the accounting period, you will be asked to enter the initial monthly amount and then the updated amount in the following screen.' Another note states: 'Note: Rounding is **not permitted** and expense amounts must be supported by transactions included within the financial banking statements.' There are three questions with input fields: 1. '* What was the initial monthly expense amount?' with a text box containing '\$600'. This question and its input field are circled in red. 2. '* How many times was the monthly expense incurred?' with a text box containing '12'. 3. '* Did the monthly expense amount change?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom right are 'Previous' and 'Next' buttons. At the bottom left are labels for 'First Name of Beneficiary' and 'End Date'.

Add Line Items

Dependent(s) Support

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

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

* What was the initial monthly expense amount?
\$600

* How many times was the monthly expense incurred?
12

* Did the monthly expense amount change?
☒ Yes
☐ No

Previous Next

First Name of Beneficiary End Date



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

2. Answer Question: How many times was the monthly expense incurred?

Add Line Items

Dependent(s) Support

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☒ Yes
☐ No

Previous Next

First Name of Beneficiary End Date



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

3. Answer Question: Did the monthly expense amount change within the accounting period?

iii. If the monthly expense amount did change, complete the following steps: (If **yes**, see below. If no, click no then click next)

1. Select Yes

Add Line Items

Dependent(s) Support

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☒ Yes
☐ No

Previous Next

First Name of Beneficiary End Date



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

2. Click **Next**

Add Line Items

Dependent(s) Support

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

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

*What was the initial monthly expense amount?

\$600

*How many times was the monthly expense incurred?

12

*Did the monthly expense amount change?

☒ Yes
☐ No

Previous **Next**

First Name of Beneficiary End Date



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

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

Add Line Items

Dependent(s) Support

* What was the new monthly expense amount?

* How many times was the monthly expense amount incurred?

Next

Accounting Name
Derek Grey 4-1-2020 4-29-2020

VA File Number
C-11111111



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

4. Answer Question: How many times was the monthly expense amount incurred?

Add Line Items

Dependent(s) Support

* What was the new monthly expense amount?

\$800

* How many times was the monthly expense amount incurred?

1

Next

Accounting Name

Derek Grey 4-1-2020 4-29-2020

VA File Number

C-11111111



Fiduciary Accountings Submission Tool (FAST)

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Add a Money Spent Line Item

5. Click [Next](#)

Add Line Items

Dependent(s) Support

* What was the new monthly expense amount?

\$800

* How many times was the monthly expense amount incurred?

1

Next

Accounting Name

Derek Grey 4-1-2020 4-29-2020

VA File Number

C-11111111



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

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

1. Select **No**

Add Line Items

Dependent(s) Support

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

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

* What was the initial monthly expense amount?

* How many times was the monthly expense incurred?

* Did the monthly expense amount change?

☐ Yes
☒ No

Previous Next

First Name of Beneficiary End Date



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

2. Click **Next**

Add Line Items

Dependent(s) Support

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

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

* What was the initial monthly expense amount?
\$600

* How many times was the monthly expense incurred?
12

* Did the monthly expense amount change?
☐ Yes
☒ No

Previous Next

4. Answer Question: Do you manage any additional expenses that you would like to report at this time?
- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8.](#)

Add Line Items

* Do you have any additional expenses that you would like to report at this time?
☒ Yes
☐ No

Next

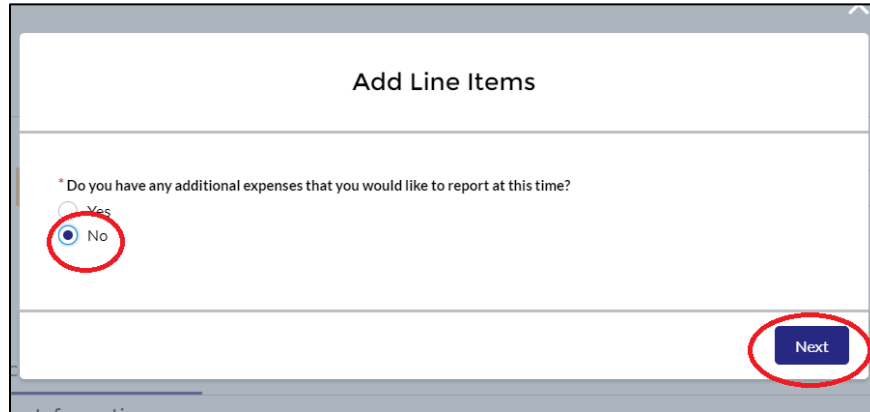


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9.](#)



Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☐ Yes

☒ No

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

Scenario 6: Fiduciary Fee Line Item

1. Answer Question: What was the total fiduciary fee you charged during the accounting period?

To complete the draft of this Accounting, click "Add Line Items" to enter Income, Expenses, and Assets for the period. To update

Add Line Items

Fiduciary Fee

Note: By law, VA cannot authorize a fiduciary fee greater than four percent of the beneficiary's monthly VA benefits. The amount charged during this accounting period also cannot exceed the fee percentage authorized to you in writing. If a fee greater than the authorized amount was taken, you will be required to provide proof of reimbursement to the beneficiary prior to your accounting submission.

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

* What was the total fiduciary fee you charged during the accounting period?

* What was the monthly fee percentage authorized by the VA?

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

2. **Answer Question:** What was the fiduciary fee percentage authorized by the VA? *By law, VA cannot authorize a fiduciary fee greater than four percent of the beneficiary's monthly VA benefits. The amount charged during this accounting period also cannot exceed the fee percentage authorized to you in writing. If a fee greater than the authorized amount was taken, the Fiduciary will be required to provide proof of reimbursement to the beneficiary prior to your accounting submission.*

To complete the draft of this Accounting, click Add Line Items to enter Income, Expenses, and Assets for the period. To update

Add Line Items

Fiduciary Fee

Note: By law, VA cannot authorize a fiduciary fee greater than four percent of the beneficiary's monthly VA benefits. The amount charged during this accounting period also cannot exceed the fee percentage authorized to you in writing. If a fee greater than the authorized amount was taken, you will be required to provide proof of reimbursement to the beneficiary prior to your accounting submission.

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

* What was the total fiduciary fee you charged during the accounting period?

* What was the fiduciary fee percentage authorized by the VA?

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Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

3. Click **Next**

To complete the draft of this Accounting, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update

Add Line Items

Fiduciary Fee

Note: By law, VA cannot authorize a fiduciary fee greater than four percent of the beneficiary's monthly VA benefits. The amount charged during this accounting period also cannot exceed the fee percentage authorized to you in writing. If a fee greater than the authorized amount was taken, you will be required to provide proof of reimbursement to the beneficiary prior to your accounting submission.

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

* What was the total fiduciary fee you charged during the accounting period?

\$50

* What was the fiduciary fee percentage authorized by the VA?

3

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4. Answer Question: Do you manage any additional expenses that you would like to report at this time?
- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8](#).

Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☒ Yes

☐ No

Next

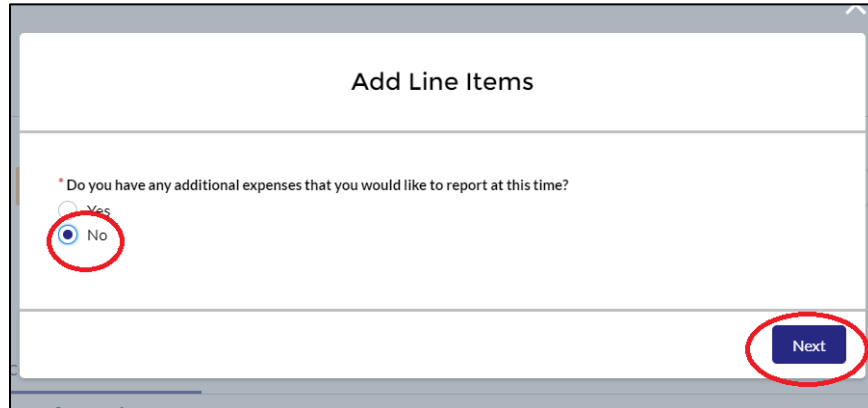


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

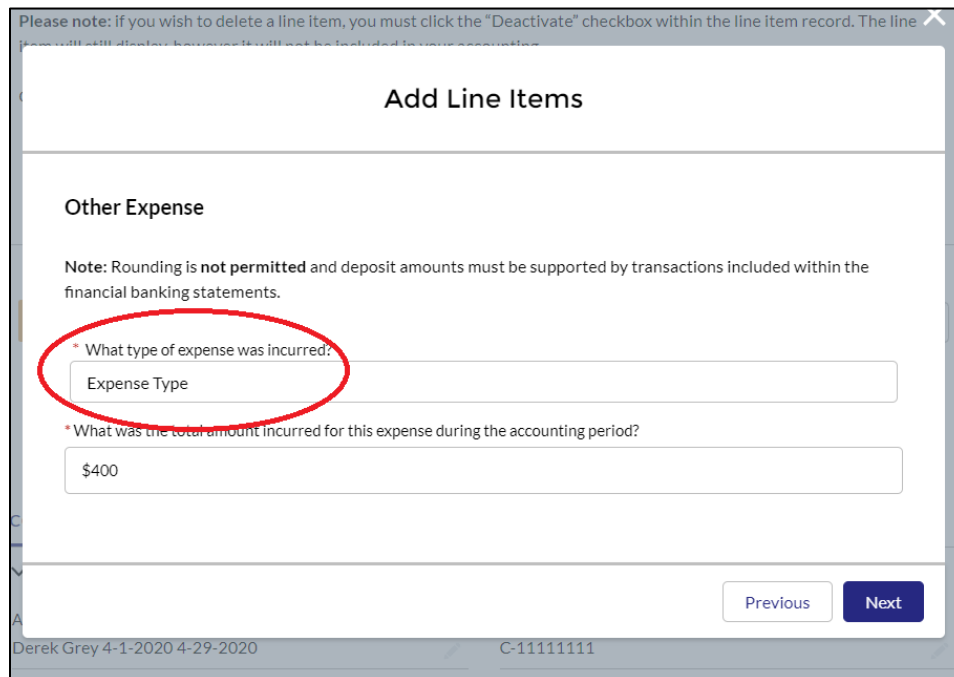
- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9](#)



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

Scenario 7: Other Expense Line Item

1. Answer Question: What type of expense was incurred?



The screenshot shows a web form titled "Add Line Items" with a sub-section "Other Expense". A note states: "Note: Rounding is **not permitted** and deposit amounts must be supported by transactions included within the financial banking statements." Below this, there are two questions. The first question, "* What type of expense was incurred:", has a text input field labeled "Expense Type" which is circled in red. The second question, "* What was the total amount incurred for this expense during the accounting period?", has a text input field containing "\$400". At the bottom right, there are "Previous" and "Next" buttons. At the bottom left, there is a footer with the text "Derek Grey 4-1-2020 4-29-2020" and "C-11111111".



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Add a Money Spent Line Item

2. Answer Question: What was the total amount incurred for this expense during the accounting period?

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 be deactivated for review.

Add Line Items

Other Expense

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

* What type of expense was incurred?

Expense Type

* What was the total amount incurred for this expense during the accounting period?

\$400

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Derek Grey 4-1-2020 4-29-2020 C-11111111



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

3. Click **Next**

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.

Add Line Items

Other Expense

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

* What type of expense was incurred?

Expense Type

* What was the total amount incurred for this expense during the accounting period?

\$400

Previous **Next**

Derek Grey 4-1-2020 4-29-2020 C-11111111

4. Answer Question: Do you manage any additional expenses that you would like to report at this time?
- i. If the Fiduciary has additional expenses to add, Select **Yes**, Click **Next**, and click [Scenario 8.](#)

Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☒ Yes

☐ No

Next

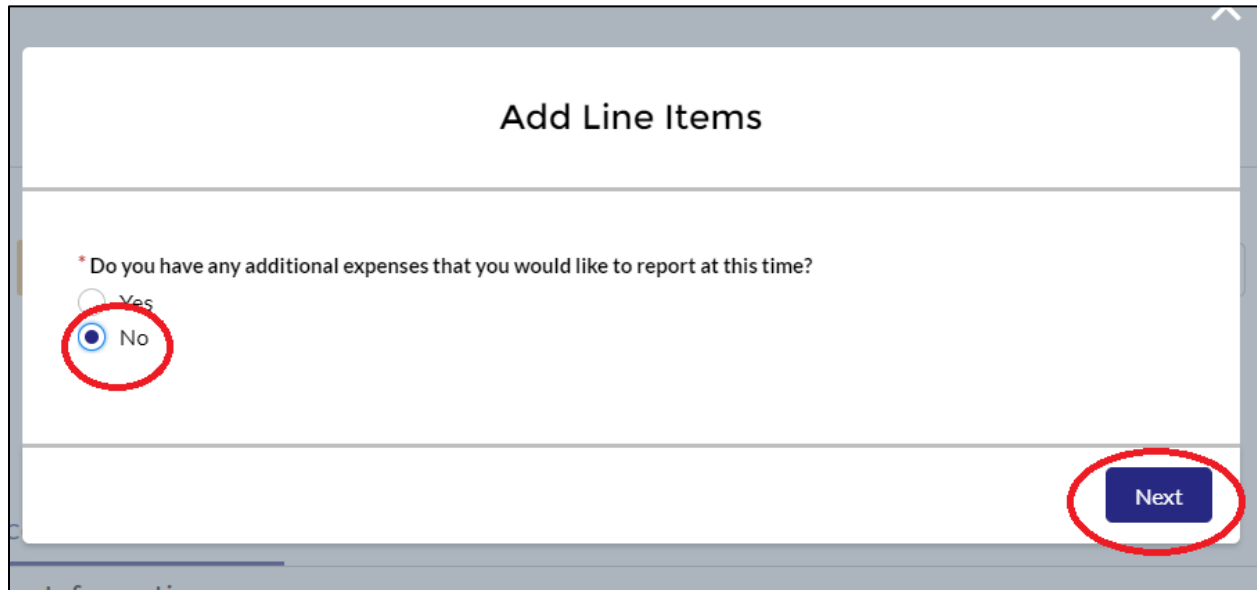


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

- ii. If the Fiduciary does not have additional expenses to add, Select **No**, Click **Next**, and click [Scenario 9.](#)



Add Line Items

* Do you have any additional expenses that you would like to report at this time?

☐ Yes

☒ No

Next



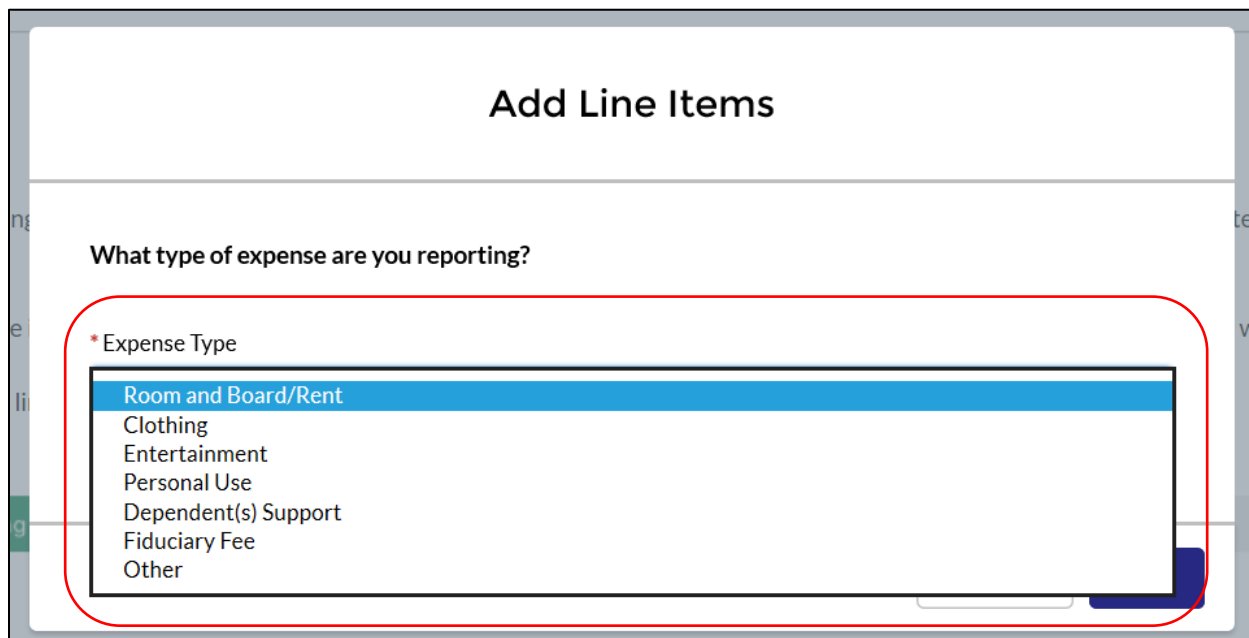
Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

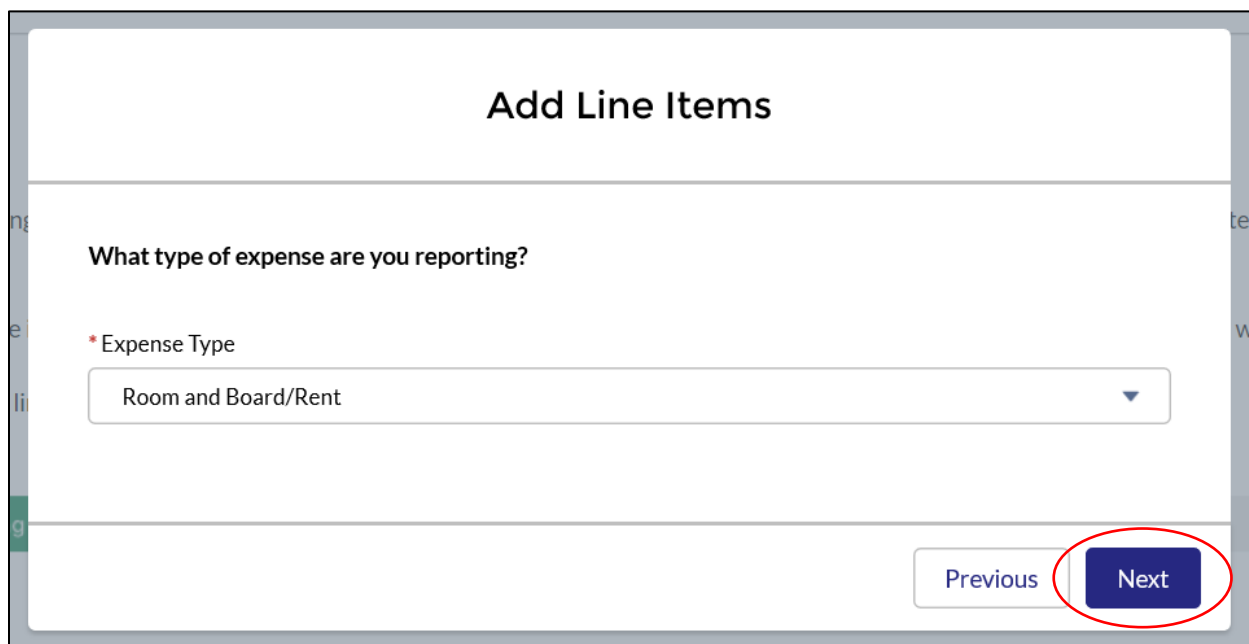
Scenario 8: Additional Expenses

1. Select Expense Type



The screenshot shows the 'Add Line Items' form. The title 'Add Line Items' is at the top. Below it is the question 'What type of expense are you reporting?'. Underneath is a label '* Expense Type' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Room and Board/Rent' (highlighted in blue), 'Clothing', 'Entertainment', 'Personal Use', 'Dependent(s) Support', 'Fiduciary Fee', and 'Other'. A red rounded rectangle highlights the dropdown menu area.

2. Click Next



The screenshot shows the 'Add Line Items' form. The title 'Add Line Items' is at the top. Below it is the question 'What type of expense are you reporting?'. Underneath is a label '* Expense Type' followed by a dropdown menu. The dropdown menu is closed, and the text 'Room and Board/Rent' is visible in the dropdown box. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red rounded rectangle.



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

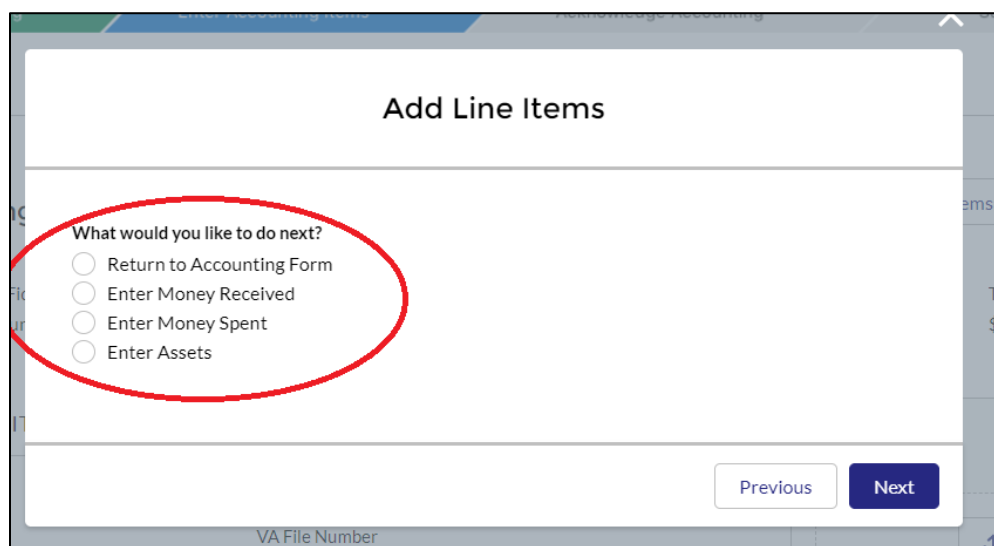
Note: For any line item added, rounding is not permitted and must be supported by transactions included within the financial banking statements attached.

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

- If the user would like to add a line item for **Room and Board/Rent** click [Scenario 1.](#)
- If the user would like to add a line item for **Clothing expense** click [Scenario 2.](#)
- If the user would like to add a line item for **Entertainment expense** click [Scenario 3.](#)
- If the user would like to add a line item for **Personal Use expense** click [Scenario 4.](#)
- If the user would like to add a line item for **Dependent(s) Support** click [Scenario 5.](#)
- If the user would like to add a line item for **Fiduciary Fee** click [Scenario 6.](#)
- If the user would like to add a line item for **Other expenses** click [Scenario 7.](#)

Scenario 9: No Additional Expenses

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

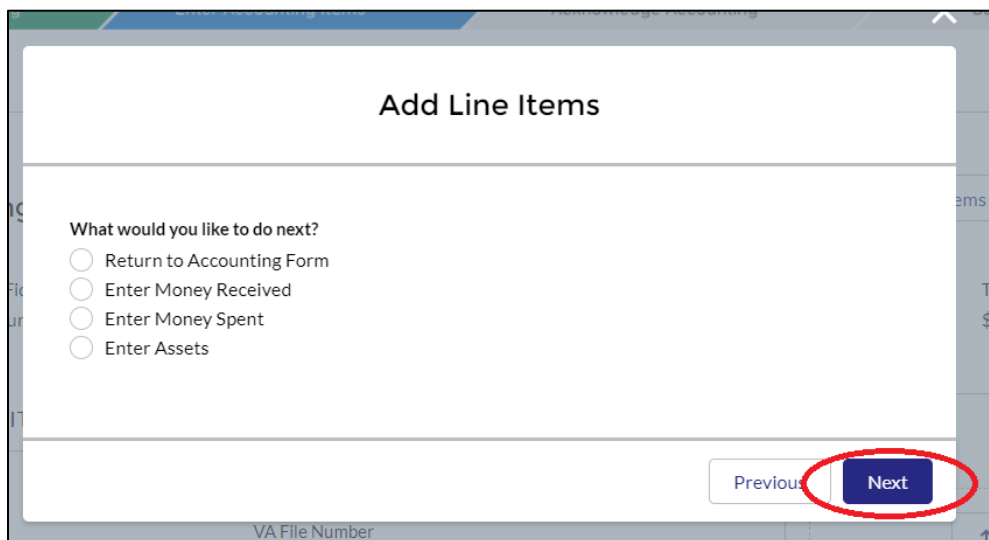


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add a Money Spent Line Item

2. Click **Next**



If the user would like to add a line item for **Money Received** reference *Add a Money Received 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 Spent line items to the accounting.

