

# 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

The screenshot shows the 'New Accounting' form with a 'Next' button. Below it is a table of 'Pending Accountings' with columns for Accounting N..., Created Date, Fiduciary User, VA Fiduci..., VA File..., Name of Bene..., Start D..., End Da..., and Status. The first row 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 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



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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

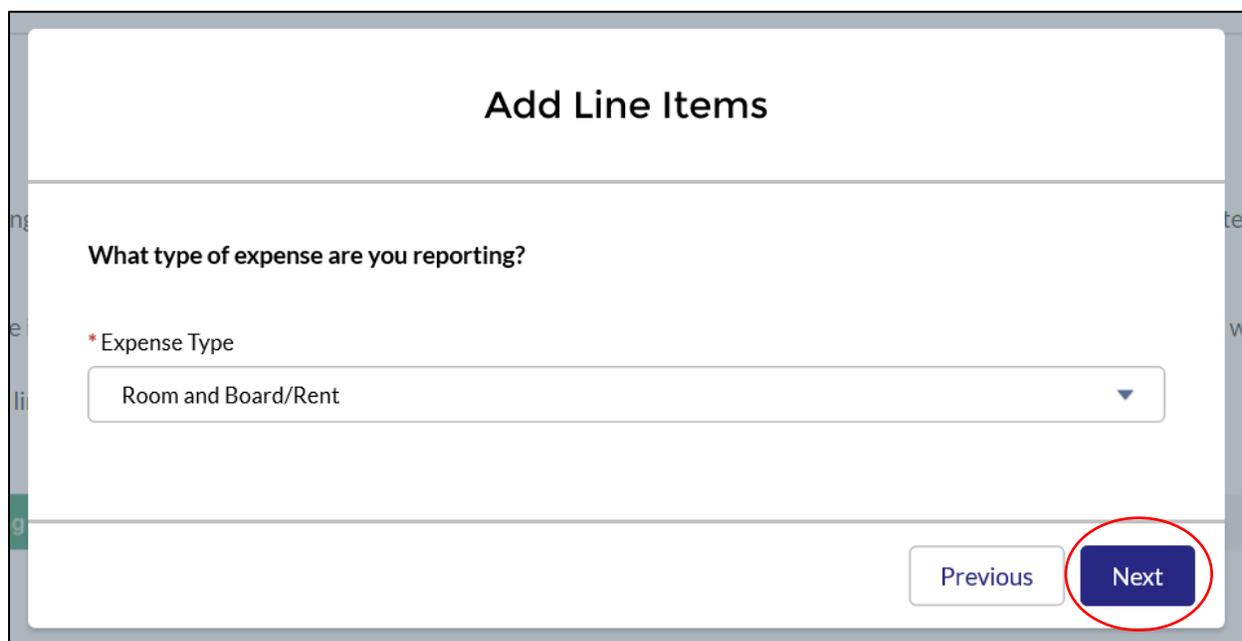


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add a Money Spent Line Item

6. Click **Next**



**Add Line Items**

What type of expense are you reporting?

\* Expense Type

Room and Board/Rent

Previous **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](#).



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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?

Previous Next



# 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

**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?

Previous Next



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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



# 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 within the accounting period?

Yes  
 No

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



# 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

---

**Room & Board/Rent**

\* 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**

**Room & Board/Rent**

\*What was the new monthly expense amount?

\$1,100

How many times was the monthly expense amount incurred?

6

Next

5. Click Next

**Add Line Items**

**Room & Board/Rent**

\*What was the new monthly expense amount?

\$1,100

\*How many times was the monthly expense amount incurred?

6

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 within the accounting period?

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 within the accounting period?

Yes

No

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

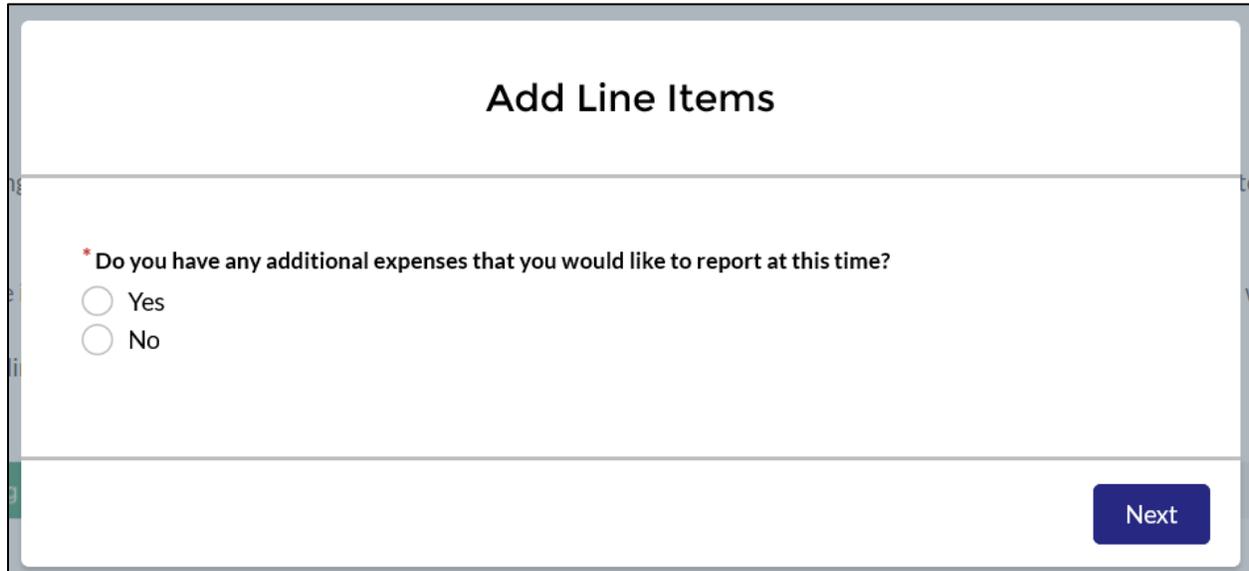


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

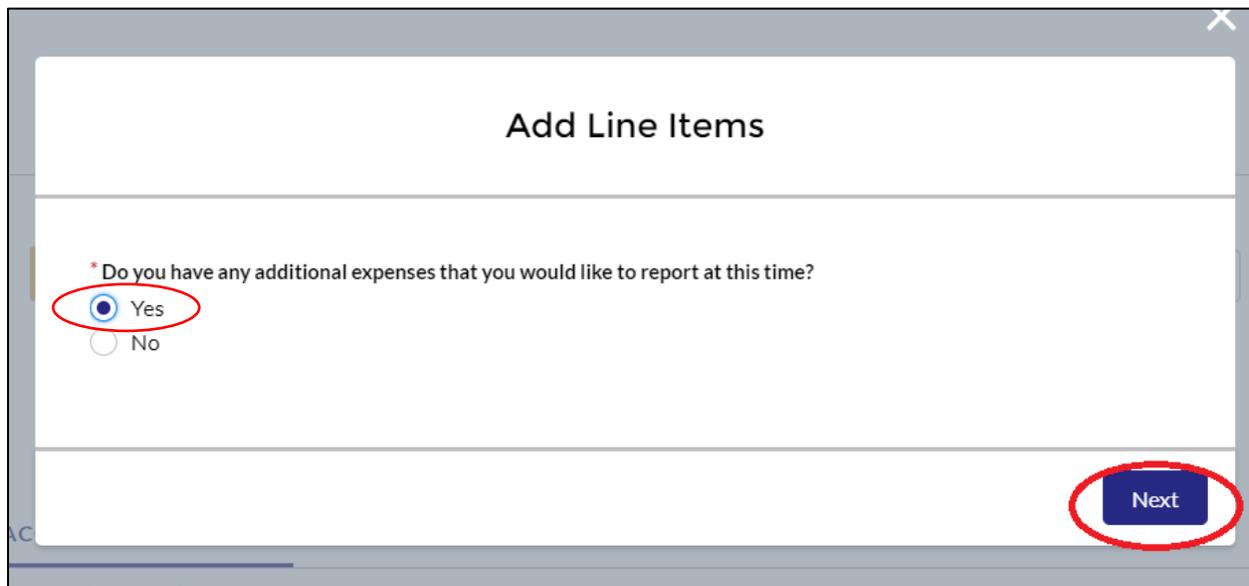
### Add a Money Spent Line Item

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



The screenshot shows a window 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 "No" option is selected. In the bottom right corner, there is a blue button labeled "Next".

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



This screenshot is identical to the previous one, but with red circles highlighting the "Yes" radio button and the "Next" button. The "Yes" radio button is now selected, and the "Next" button is highlighted with a red circle.



# 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 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?

Previous Next



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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?

[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

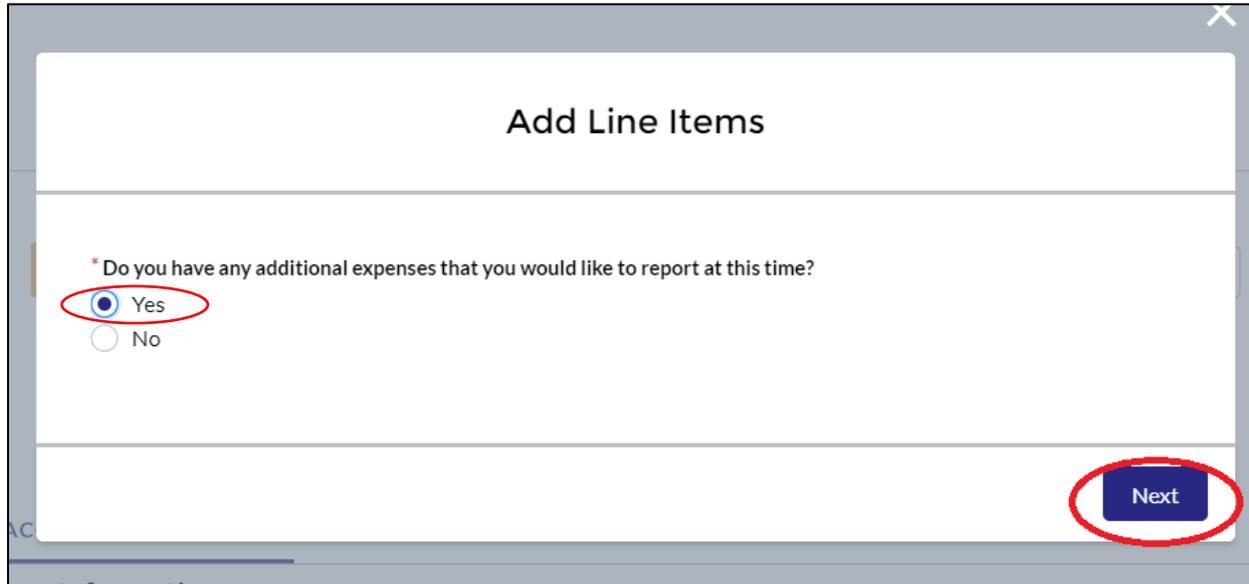
No

[Next](#)



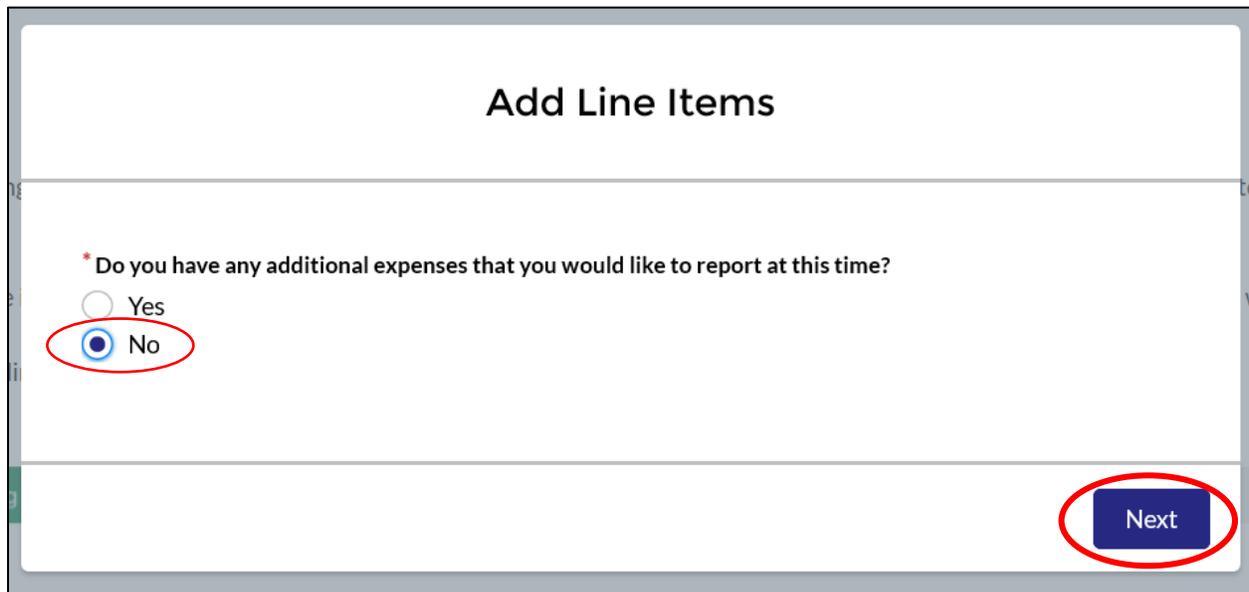
# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Spent Line Item

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



The screenshot shows a window titled "Add Line Items" with a close button 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" option 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 a window titled "Add Line Items" with a close button 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 "No" option 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.



# 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?

### Add Line Items

**Entertainment**

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

Previous Next



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add a Money Spent Line Item

2. Click [Next](#)

### Add Line Items

**Entertainment**

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

[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

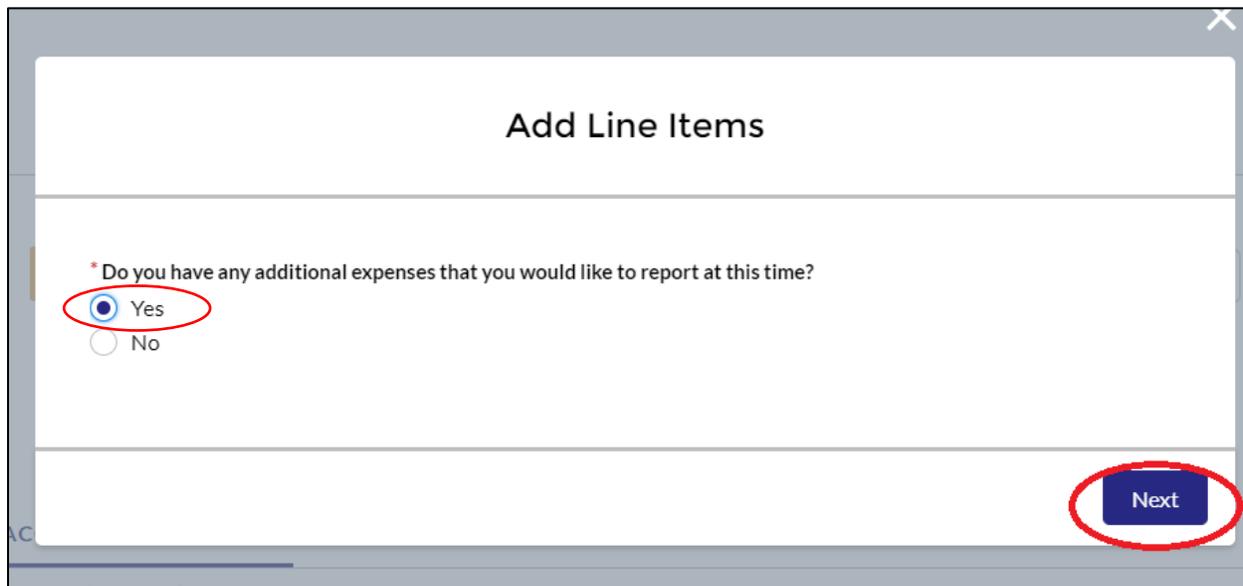
No

[Next](#)



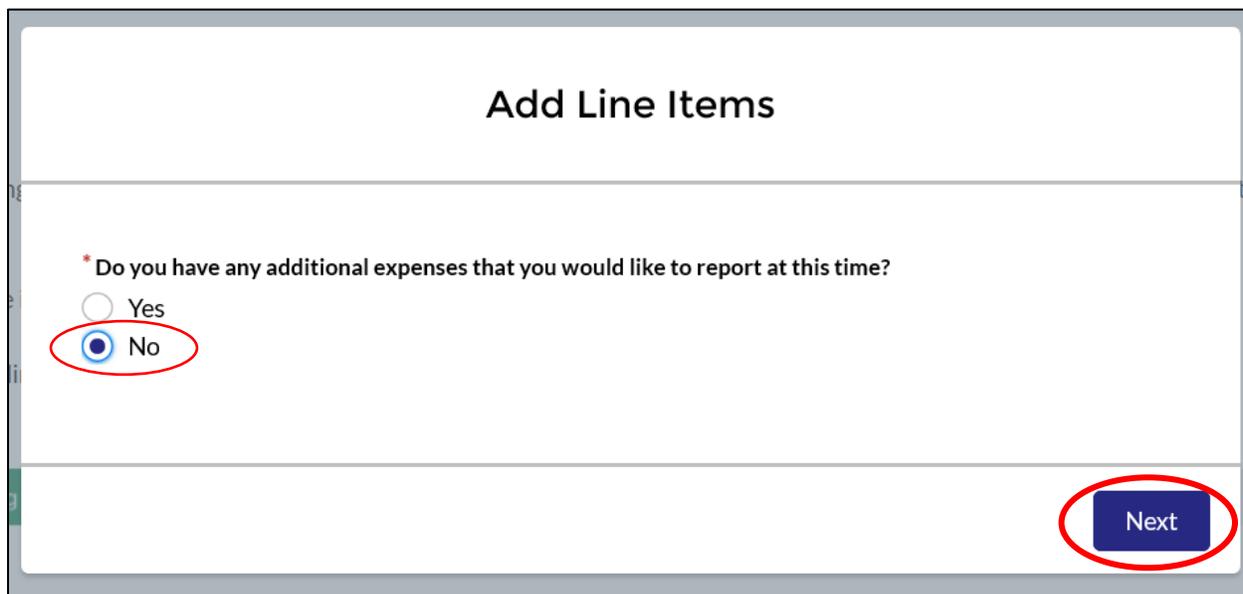
# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Spent Line Item

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



The screenshot shows a window titled "Add Line Items" with a close button 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" option 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 a window titled "Add Line Items" with a close button 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 "No" option 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.



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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)

## Training Job Aid

### 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?

Previous Next



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### 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



# 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)

## 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

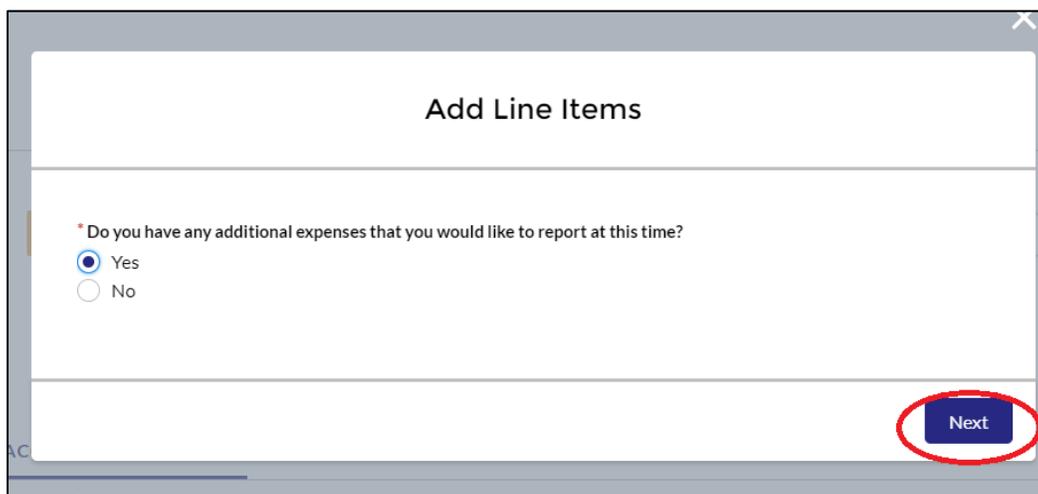
No

Previous **Next**



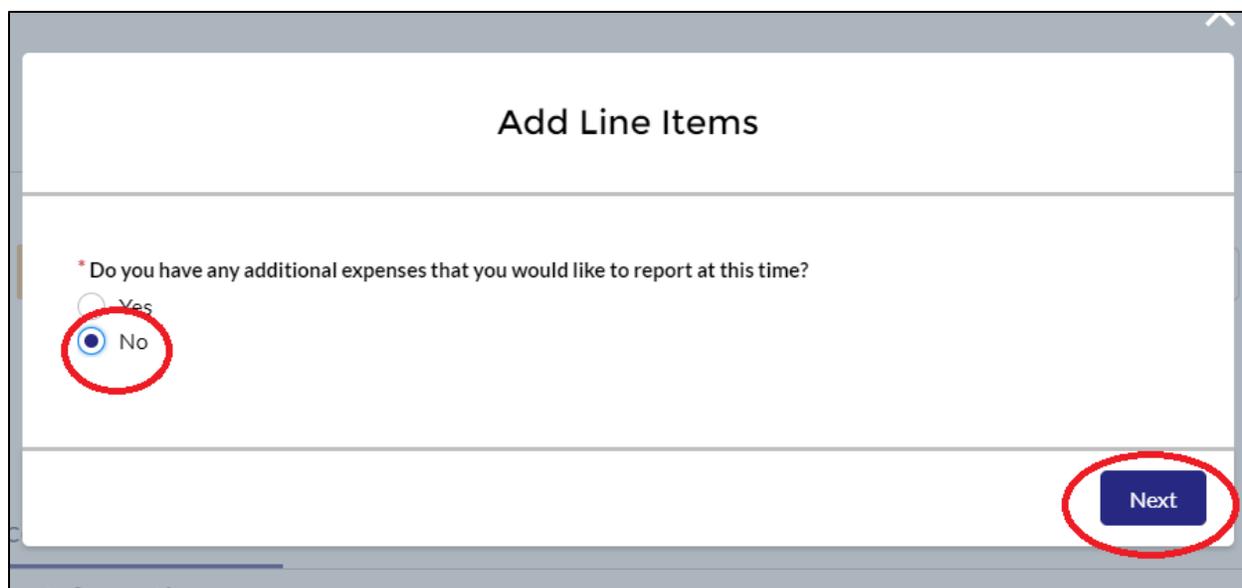
# Fiduciary Accountings Submission Tool (FAST) Training Job Aid Add a Money Spent Line Item

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 window titled "Add Line Items". Inside the window, there is a question: "\* Do you have any additional expenses that you would like to report at this time?". Below the question are two radio button options: "Yes" (which is selected) and "No". In the bottom right corner of the window, there 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 a window titled "Add Line Items". Inside the window, there is a question: "\* Do you have any additional expenses that you would like to report at this time?". Below the question are two radio button options: "Yes" and "No" (which is selected). In the bottom right corner of the window, there is a blue button labeled "Next", which is circled in red.



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add a Money Spent Line Item

#### Scenario 5: Dependent(s) Support Line Item

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

### 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. 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)

## Training Job Aid

### 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

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?

\*How many times was the monthly expense incurred?

\*Did the monthly expense amount change?  
 Yes  
 No

First Name of Beneficiary      End Date



# 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

**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)

## Training Job Aid

### 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?

\* 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)

## Training Job Aid

### Add a Money Spent Line Item

5. [Click Next](#)

### 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)

## 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?
- 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 button options: "Yes" and "No". The "No" option is selected, indicated by a blue dot and a red circle around it. At the bottom right of the form, there is a blue button labeled "Next", which is also circled in red.



# 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 fiduciary 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?

 **(Circled in red)**

Previous **Next**



# 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?

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

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?

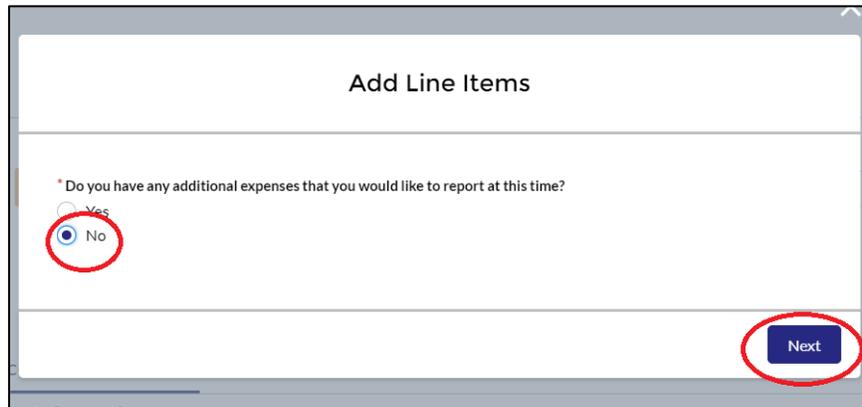
Yes  
 No

**Next**



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

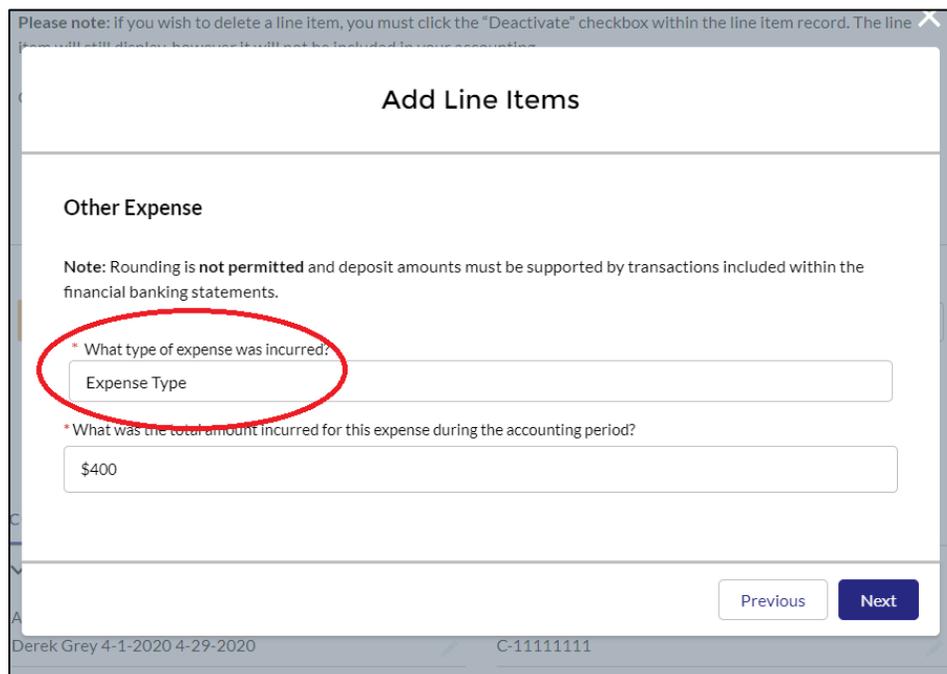
- ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click [Scenario 9](#)



The screenshot shows a window titled "Add Line Items". Below the title bar, there 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 "No" option 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 window titled "Add Line Items" with a sub-section for "Other Expense". At the top, there is a note: "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 because it will not be included in your accounting." Below this, there is another note: "Note: Rounding is **not permitted** and deposit amounts must be supported by transactions included within the financial banking statements." The main question is "\* What type of expense was incurred:". Below this question is a text input field containing "Expense Type", which is circled in red. Below that is another question: "\* What was the total amount incurred for this expense during the accounting period?". Below this question is a text input field containing "\$400". At the bottom right, there are two buttons: "Previous" and "Next". At the bottom left, there is a footer: "Derek Grey 4-1-2020 4-29-2020". At the bottom center, there is a footer: "C-11111111".



# Fiduciary Accountings Submission Tool (FAST) Training Job Aid 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 still be listed in your account but will not be included in your submission.

### 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



# 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?

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

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



# 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**



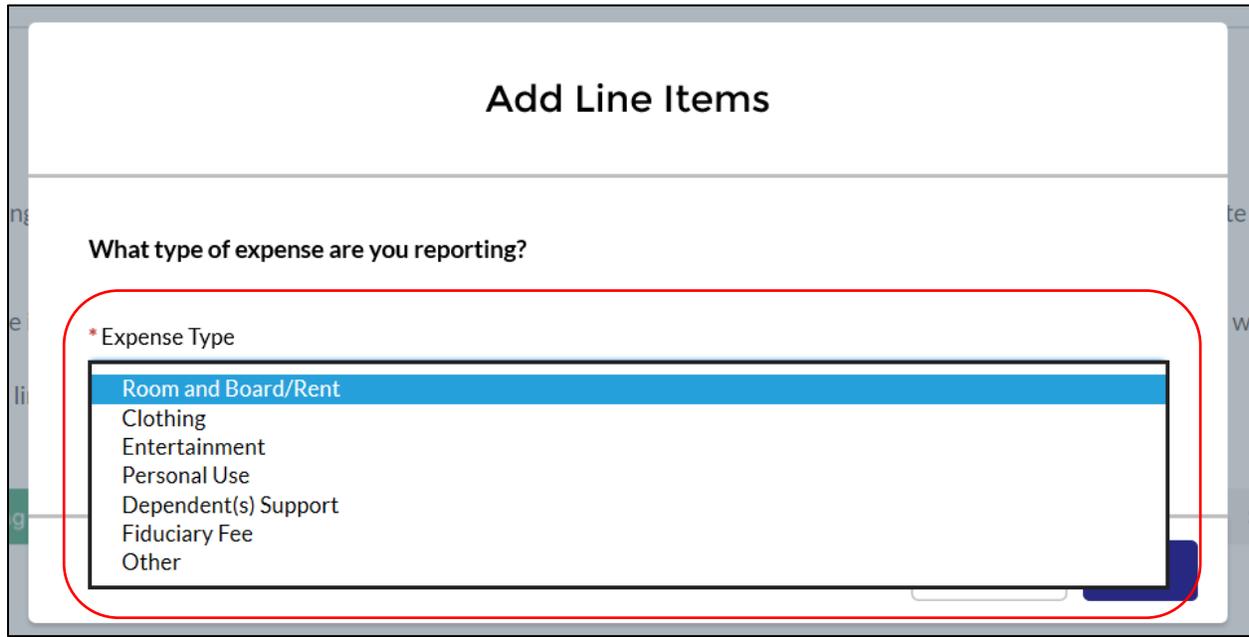
# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Add a Money Spent Line Item

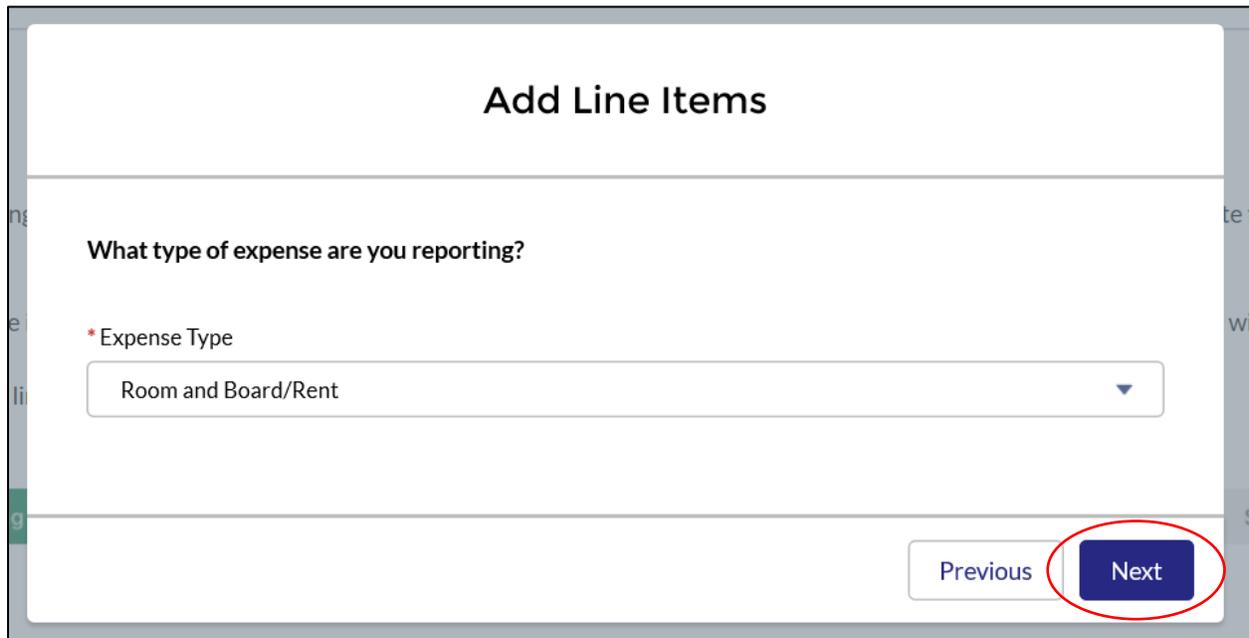
#### Scenario 8: Additional Expenses

1. Select Expense Type



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

2. Click Next



The screenshot shows the 'Add Line Items' form. The title 'Add Line Items' is centered at the top. Below the title is the question 'What type of expense are you reporting?'. Underneath this question is a dropdown menu labeled '\* Expense Type'. 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 circle.



# 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

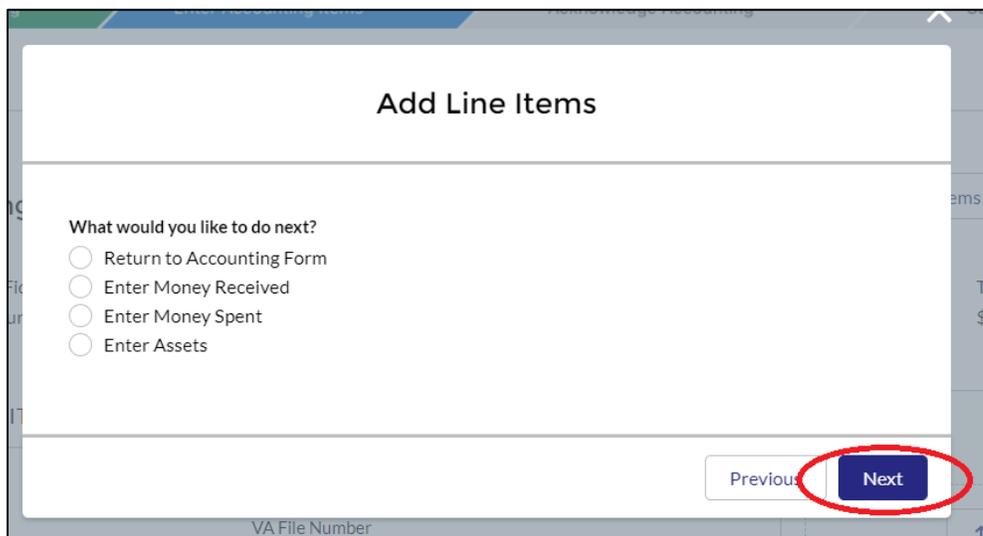
1. Answer Question: What would you like to do next? From here, the Fiduciary may either add additional line items (Money Received or Assets) or return to the Accounting Form.

The screenshot shows a web interface titled "Add Line Items". Below the title is a question: "What would you like to do next?". There are four radio button options listed below the question: "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 of the form area, there are two buttons: "Previous" and "Next". At the bottom left, there is a label "VA File Number" followed by a text input field.



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

2. Click **Next**



The screenshot shows a web interface titled "Add Line Items". It contains a section with the heading "What would you like to do next?" and four radio button options: "Return to Accounting Form", "Enter Money Received", "Enter Money Spent", and "Enter Assets". 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 **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.

