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
2. **Click Add Line Items**

3. **Select Enter Money Spent**
4. Click **Next**

4. Click **Next**

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

**Add Line Items**

**What type of expense are you reporting?**

*Expense Type*

- Room and Board/Rent

**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 1: Room and Board/Rent

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

*What was the initial monthly expense amount?*

$1,000

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

![Add Line Items Form]

**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?*

$1,000

*How many times was the monthly expense incurred?*

6
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](image-url)
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?

$1,000

* How many times was the monthly expense incurred?

6

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

- [ ] Yes
- [ ] No
3. **Answer Question:** What was the new monthly expense amount?

![Add Line Items](image)

- **Room & Board/Rent**
  - *What was the new monthly expense amount?*
  - $1,100
  
  *How many times was the monthly expense amount incurred?*
4. **Answer Question:** How many times was the monthly expense amount incurred?

5. **Click Next**
ii. If the monthly expense amount did not change, complete the following steps:

1. Select No
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?

$1,000

* How many times was the monthly expense incurred?

6

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

- Yes
- No

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**.
ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click Scenario 9.
Scenario 2: Clothing Expense Line Item

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

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

   $200
2. Click Next

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

* Do you have any additional expenses that you would like to report at this time?
- Yes
- No
Add a Money Spent Line Item

i. If the Fiduciary has additional expenses to add, Select Yes, Click Next, and click Scenario 8.

ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click Scenario 9.
Scenario 3: Entertainment Expense Line Item

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

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

   [Image of the interface with the entered amount of $200]
2. Click **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

   Previous  Next
i. If the Fiduciary has additional expenses to add, Select Yes, Click Next, and click Scenario 8.

ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click Scenario 9.
Scenario 4: Personal Use Expense Line Item

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

   ![Add Line Items form](image)

   **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?*
   
   $45

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

![Add Line Items](image)

**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?*

$45

*How many times was the monthly expense incurred?*

6
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](image-url)

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

2. Click Next
3. **Answer Question:** What was the new monthly expense amount?

*What was the new monthly expense amount?*

$50

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

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

- Personal Use
  - What was the new monthly expense amount?
    - $50
  - How many times was the monthly expense amount incurred?
    - 6
ii. If the monthly expense amount did not change, complete the following steps:

1. **Select No**
2. Click **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](image1)

   ii. If the Fiduciary does not have additional expenses to add, select **No**, click **Next**, and click **Scenario 9**.

   ![Add Line Items](image2)
Scenario 5: Dependent(s) Support Line Item

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

   ![Add Line Items](image)

   - What was the initial monthly expense amount?
     - $400
   - How many times was the monthly expense incurred?
     - 12
   - Did the monthly expense amount change?
     - Yes
     - No
2. **Answer Question:** How many times was the monthly expense incurred?

   * 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
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
2. Click Next
3. **Answer Question**: What was the new monthly expense amount?

![Image of Add Line Items form]

- **What was the new monthly expense amount?**
  - $900

- **How many times was the monthly expense amount incurred?**
  - [Blank]
4. **Answer Question:** How many times was the monthly expense amount incurred?

![Image of Add Line Items form with circle highlighting answer to the question: 1]
5. Click Next
ii. If the monthly expense amount did not change, complete the following steps:

1. Select **No**
2. **Click Next**

3. **Add Line Items**

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**.
ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click Scenario 9.
Scenario 6: Fiduciary Fee Line Item

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

   ![Add Line Items](image)

   **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?*
   
   [ ]
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.*

![Add Line Items](image)

*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
3. **Click Next**

![Add Line Items](image)

**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?*

![Answer Question](image)

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

**Scenario 7: Other Expense Line Item**

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

   ![Add Line Items](image-url)
2. **Answer Question:** What was the total amount incurred for this expense during the accounting period?

![Add Line Items](image)

**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
3. **Click 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**.
ii. If the Fiduciary does not have additional expenses to add, Select No, Click Next, and click Scenario 9.
Scenario 8: Additional Expenses

1. 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

2. 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.

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.
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.