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

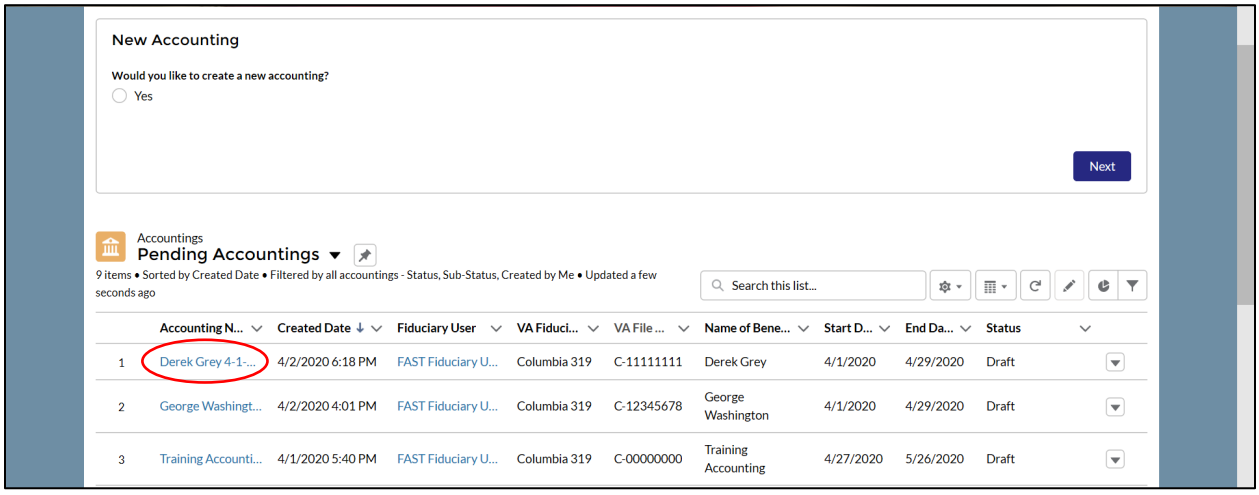
User: Fiduciary

Prerequisite

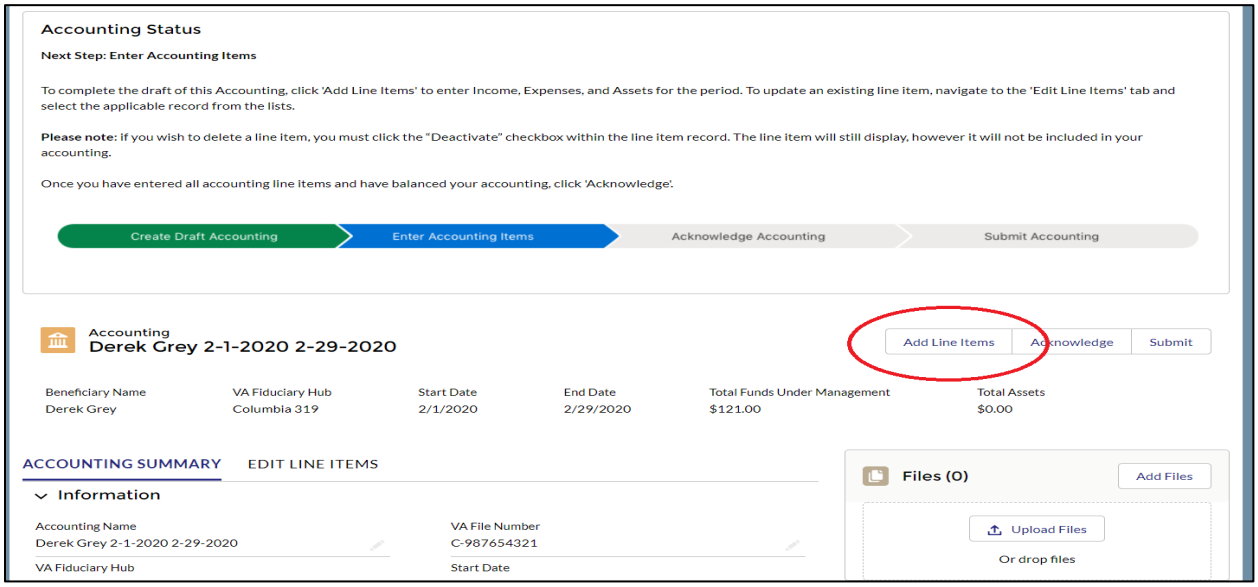
The Fiduciary has created a new accounting.

Instructions

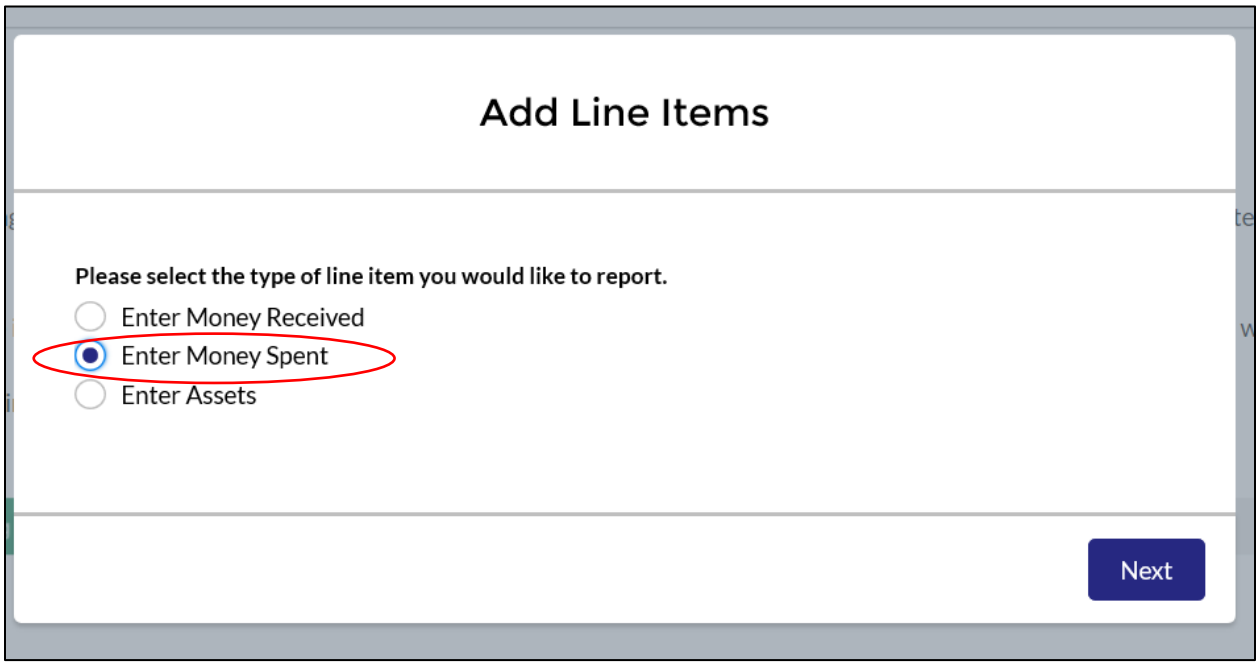
1. Access the **accounting** that you would like to add a Money Spent line item



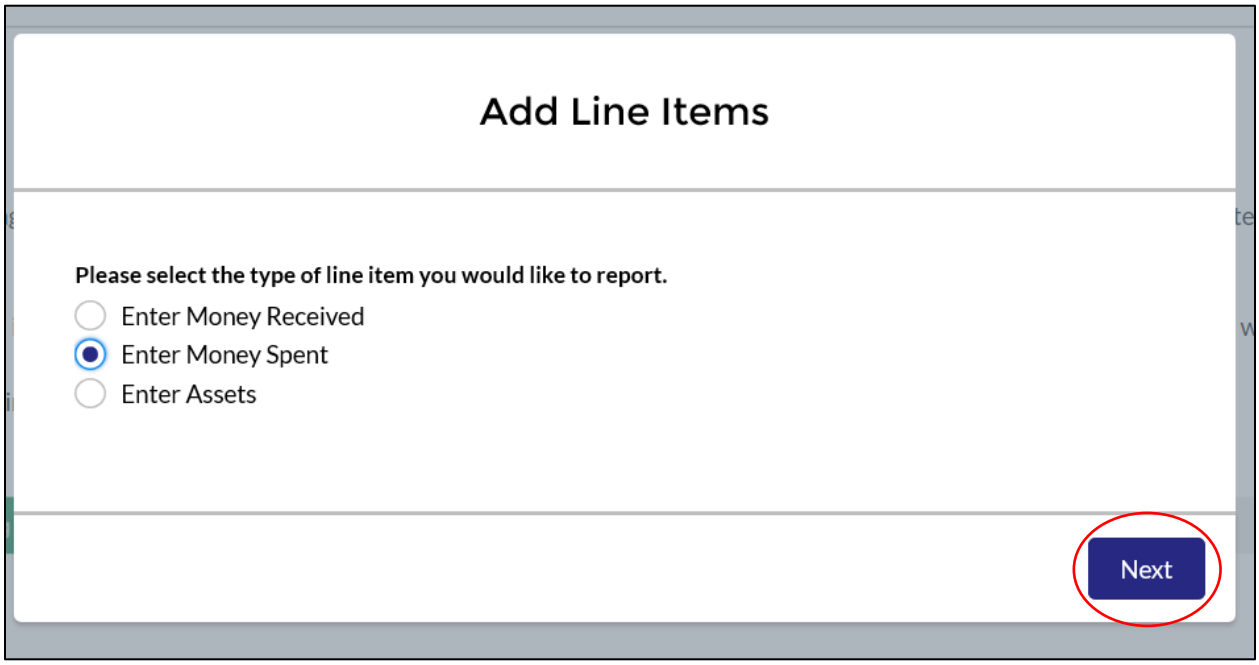
2. Click **Add Line Items**



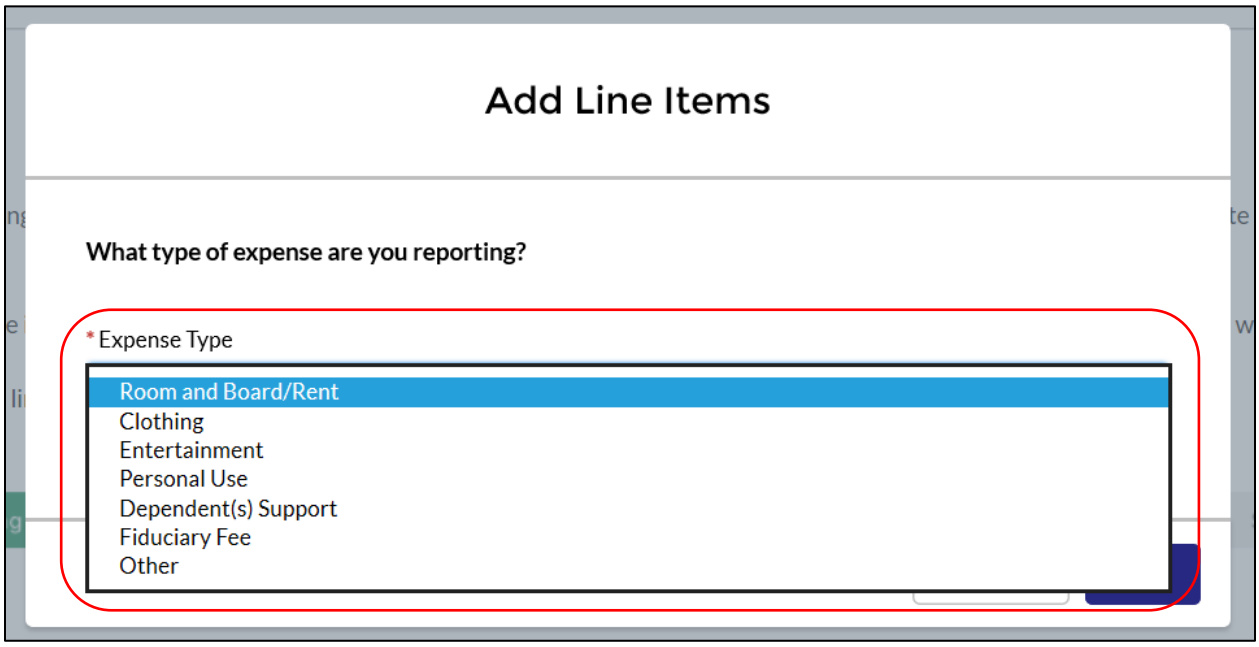
3. Select **Enter Money Spent**



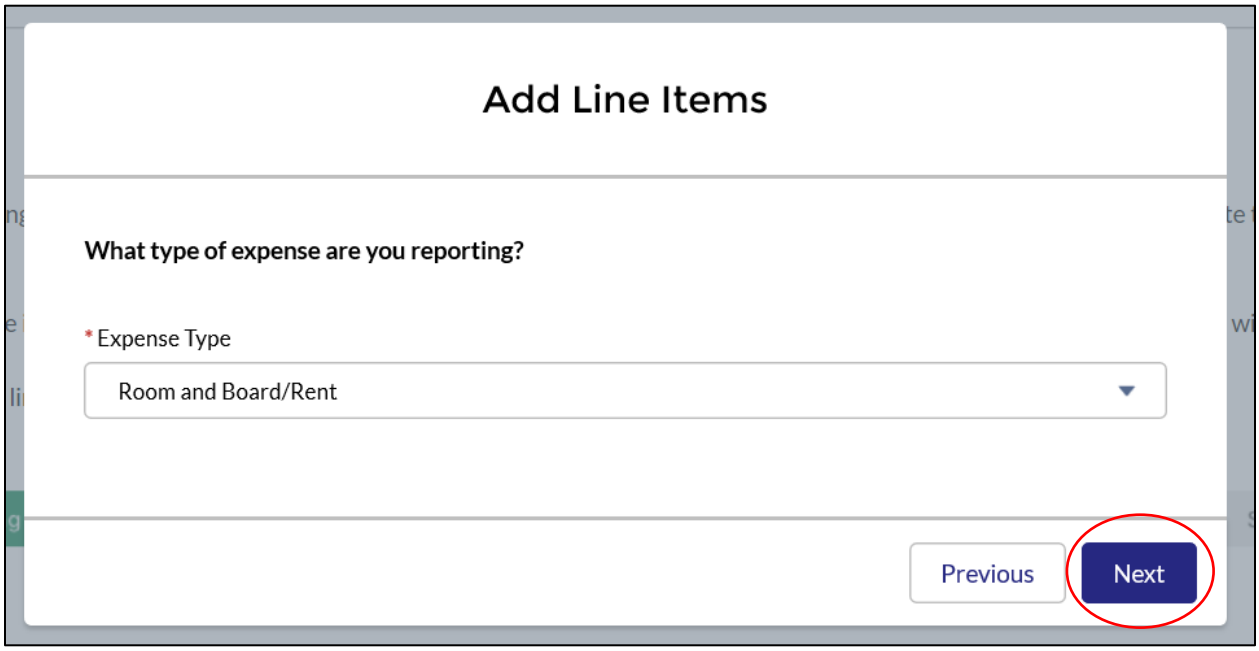
4. Click **Next**



5. Select **Expense Type**



6. Click **Next**



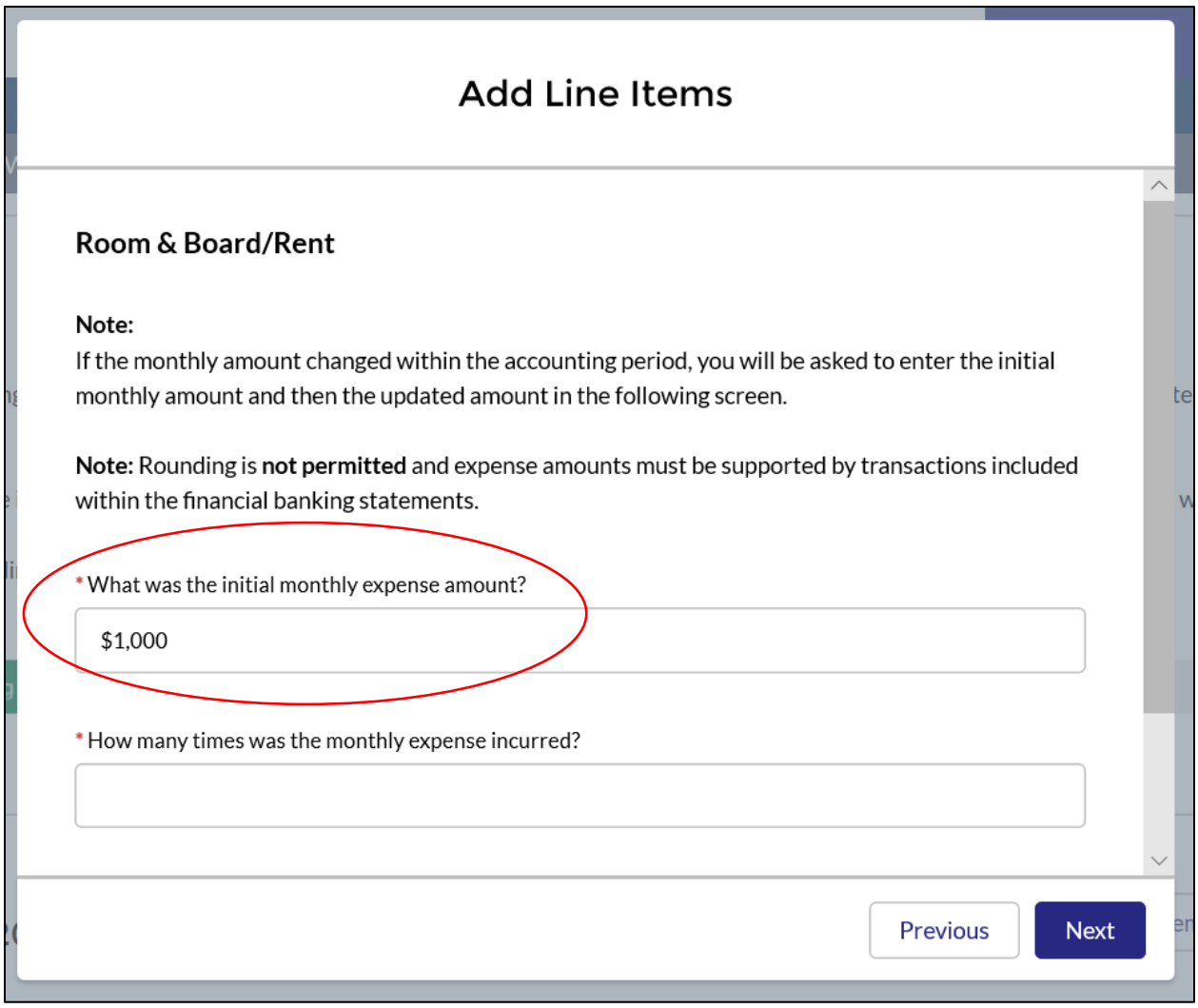
Note: For any line item added, rounding is not permitted and must be supported by transactions included within the financial banking statements attached.

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:

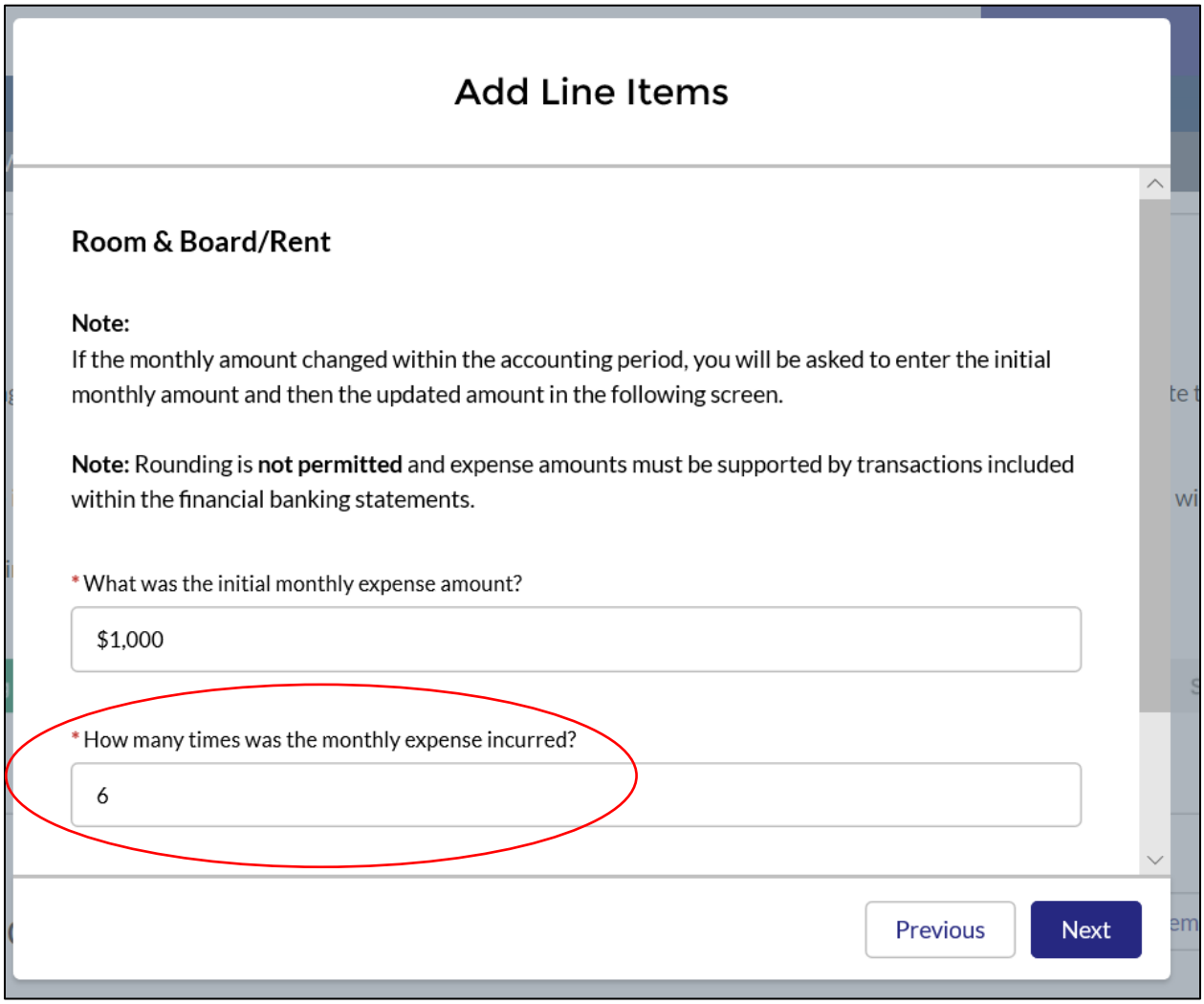
- If the user would like to add a line item for **Room and Board/Rent** click Scenario 1.
- If the user would like to add a line item for **Clothing expense** click Scenario 2.
- If the user would like to add a line item for **Entertainment expense** click Scenario 3.
- If the user would like to add 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.

Scenario 1: Room and Board/Rent

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



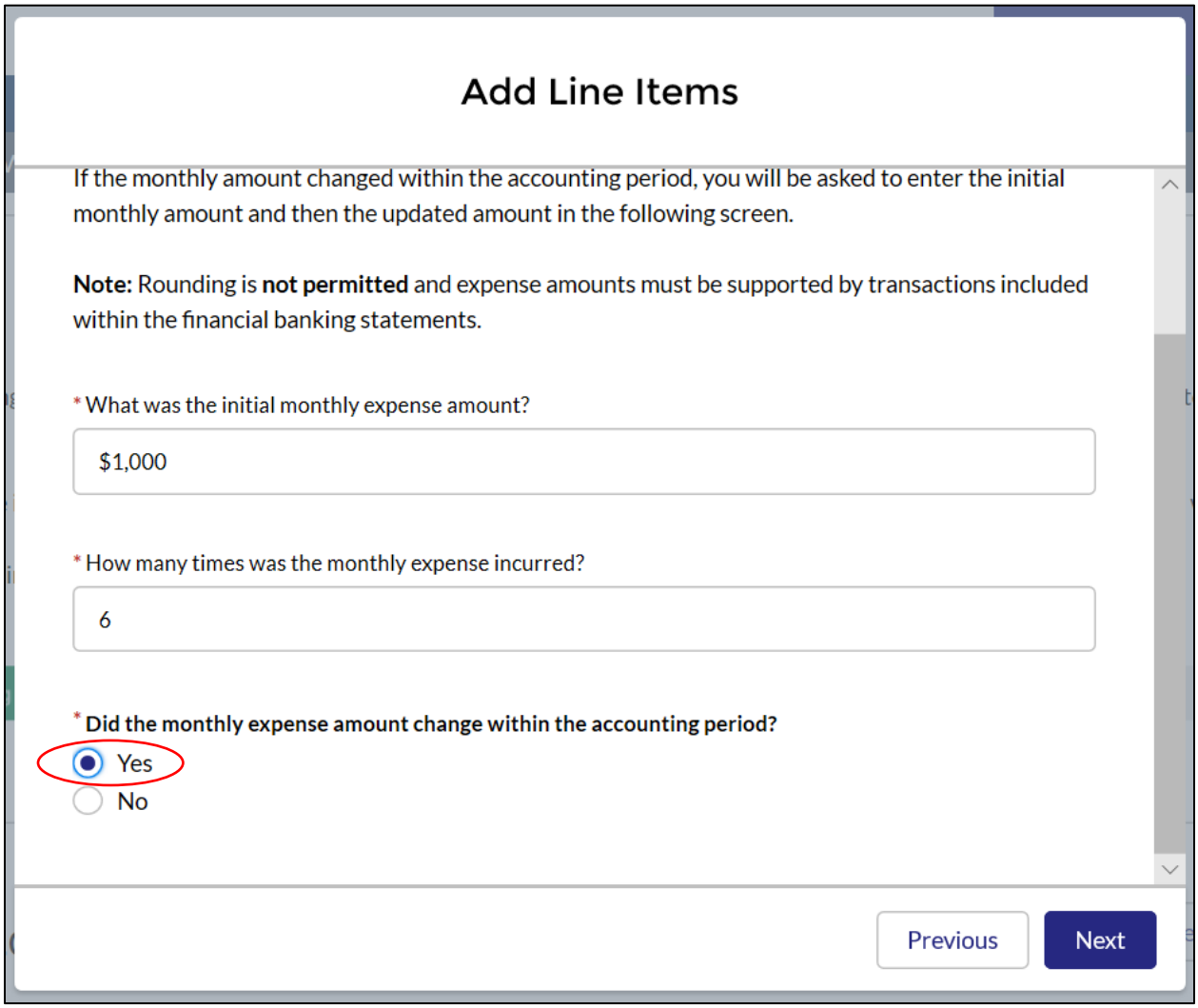
2. Answer Question: How many times was the monthly expense incurred?



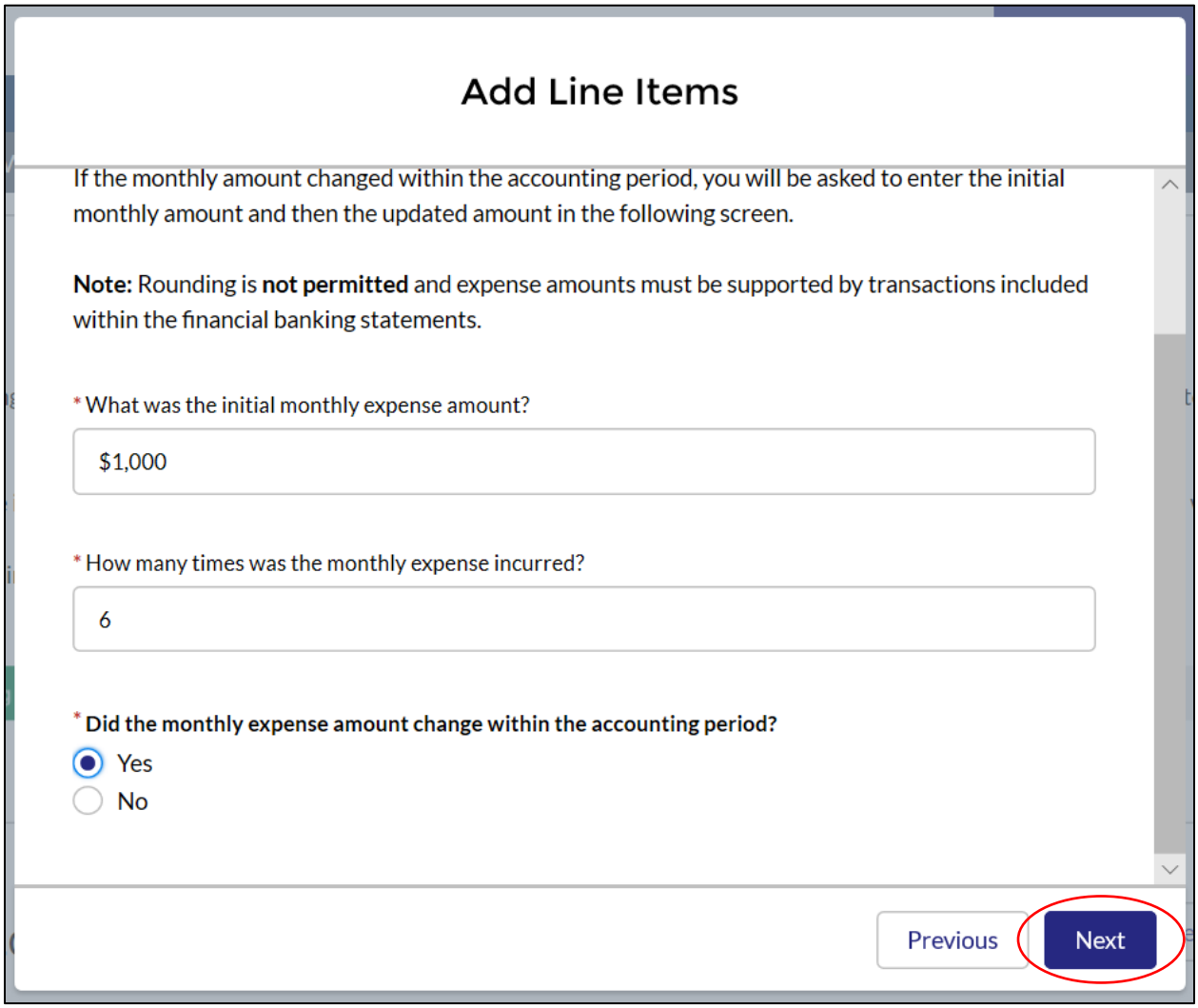
3. Answer Question: Did the monthly expense amount change within the accounting period?

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

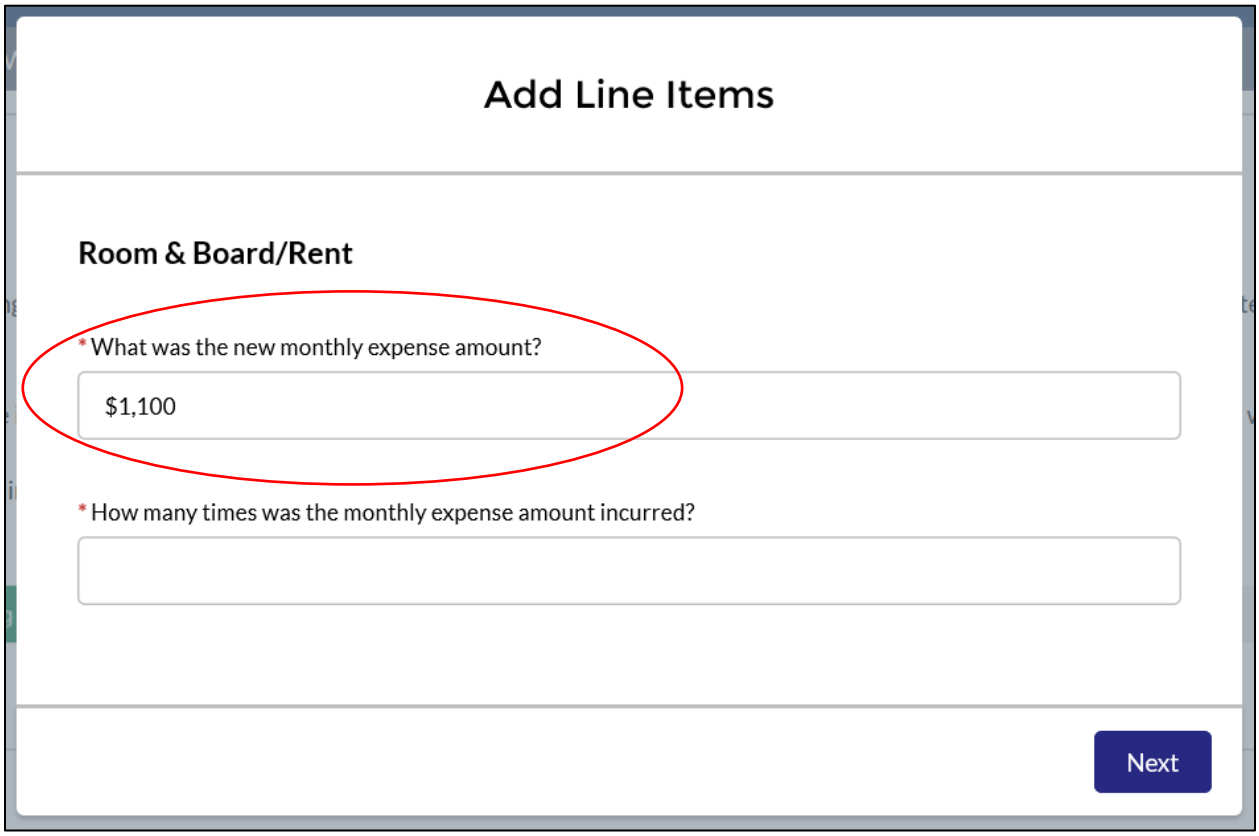
        1. Select **Yes**



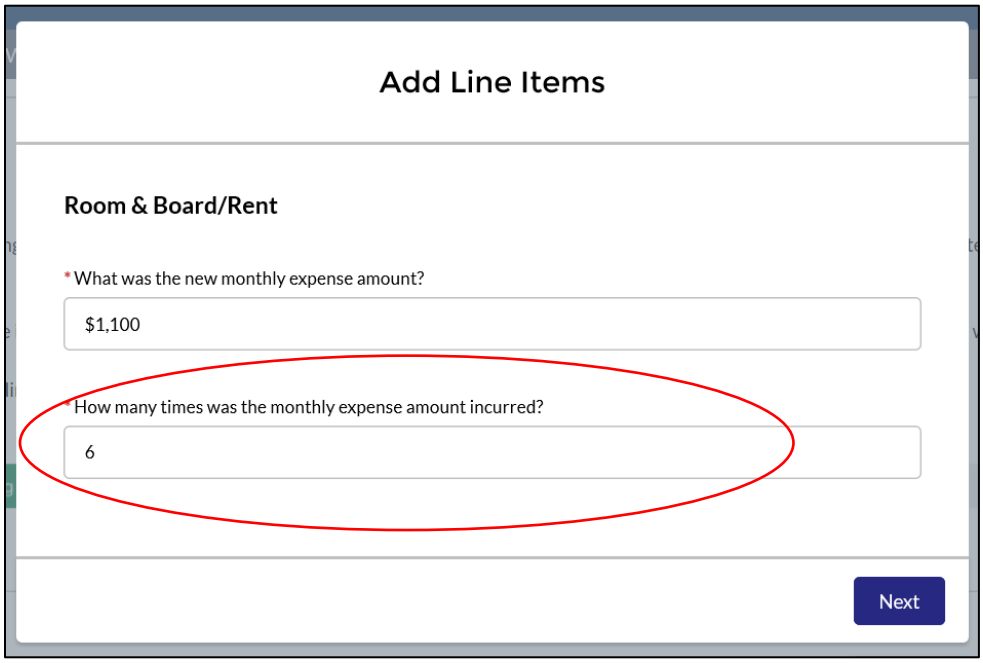
2. Click **Next**


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
Previous
Next

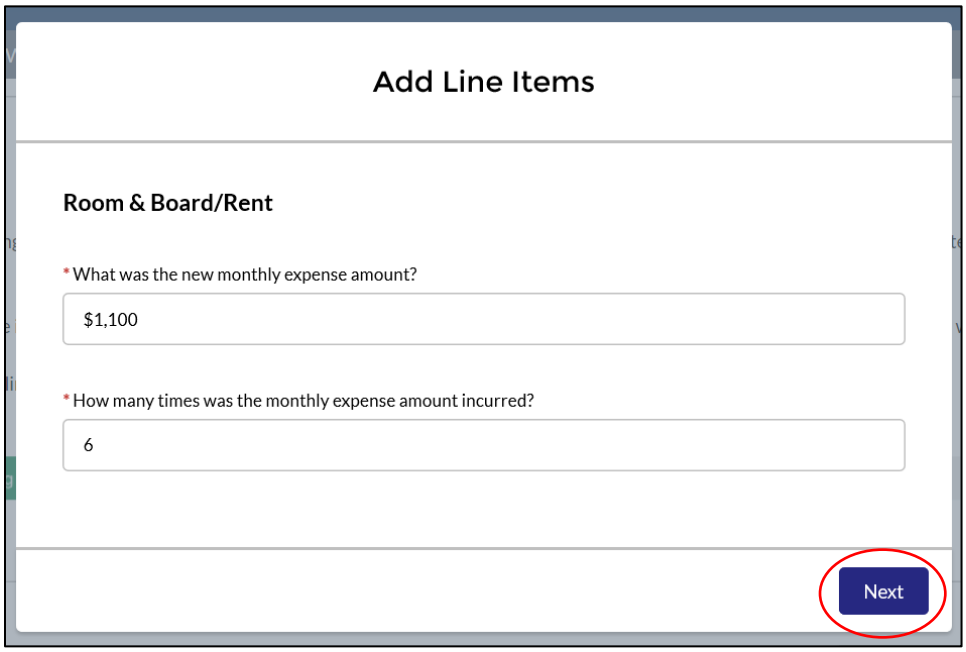
3. Answer Question: What was the new monthly expense amount?



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

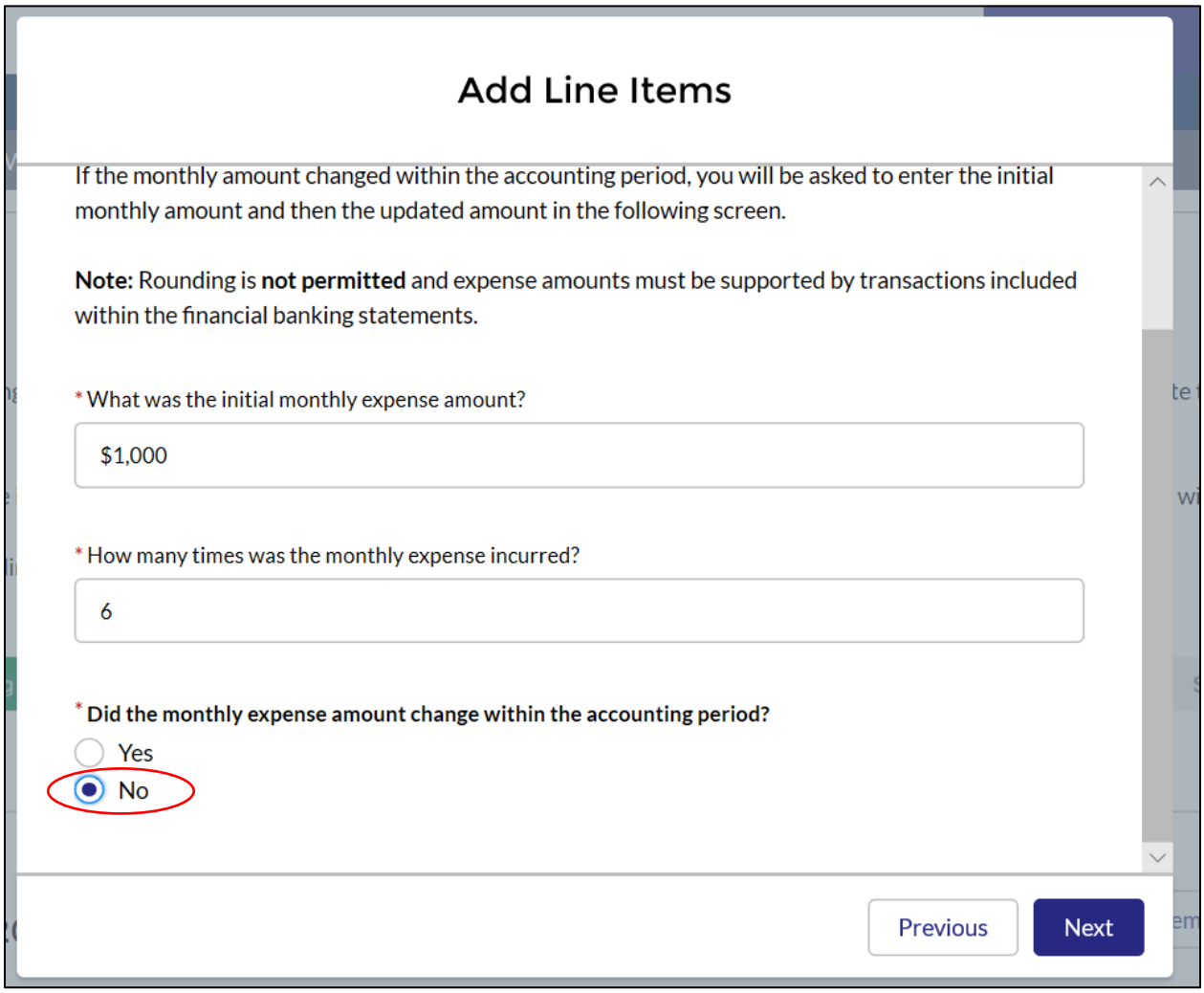


5. Click **Next**

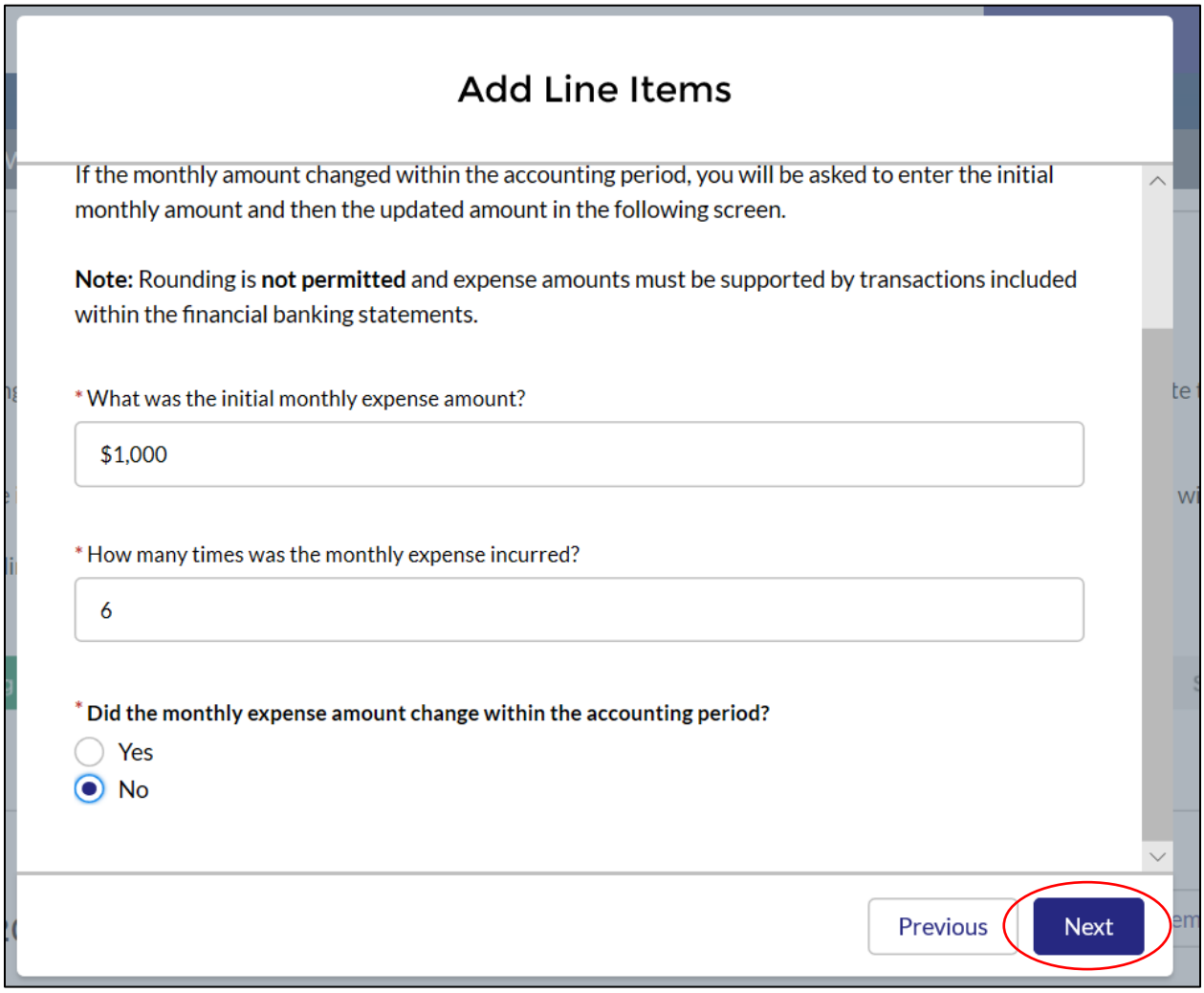


ii. If the monthly expense amount did not change, complete the following steps:

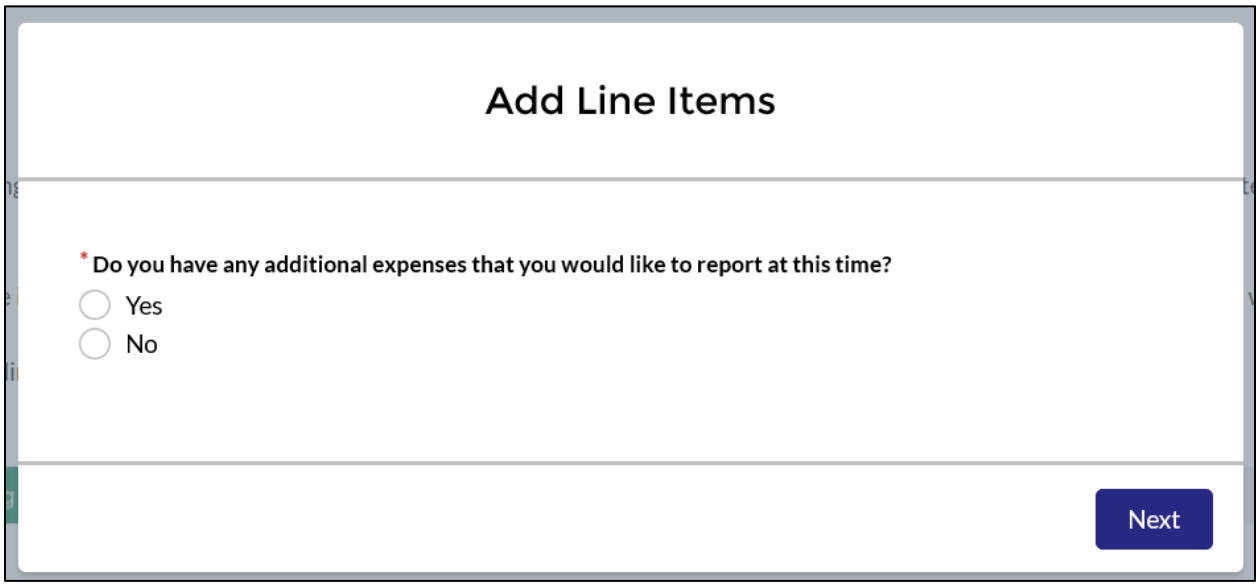
1. Select **No**



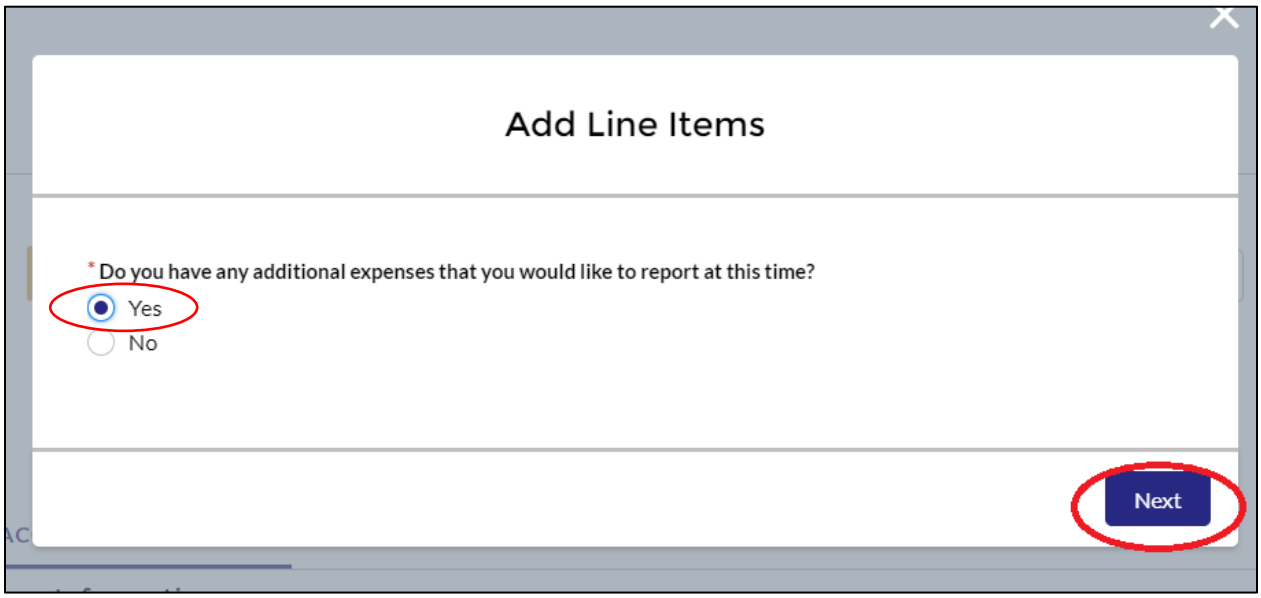
2. Click **Next**


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
Previous
Next

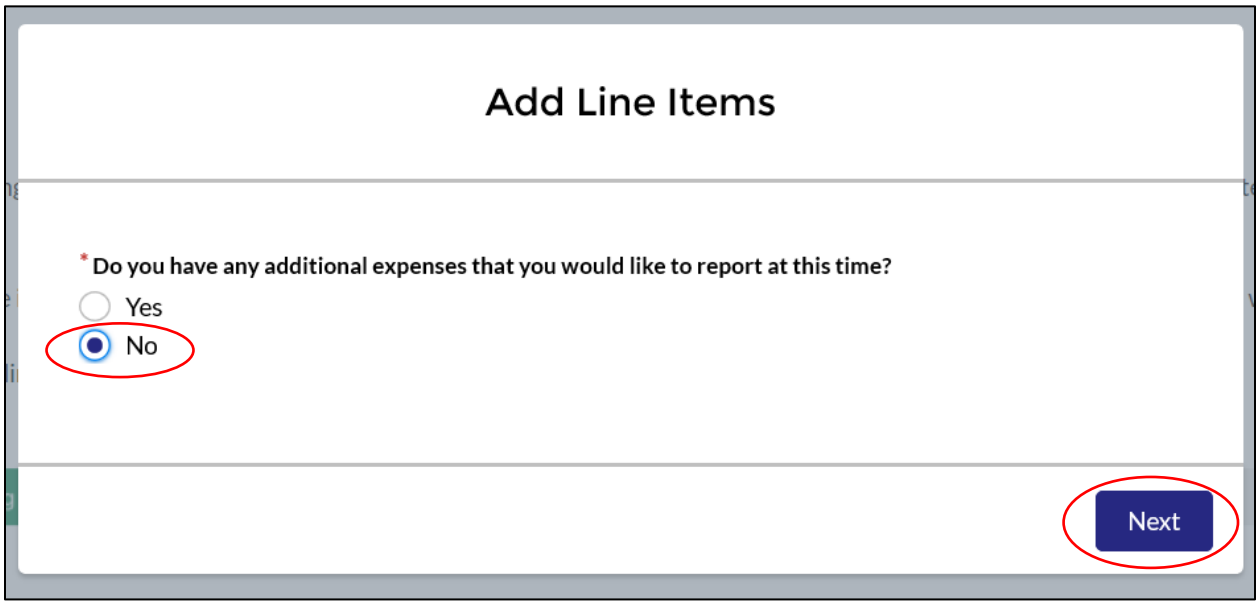
4. Answer Question: Do you manage any additional expenses that you would like to report at this time?



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

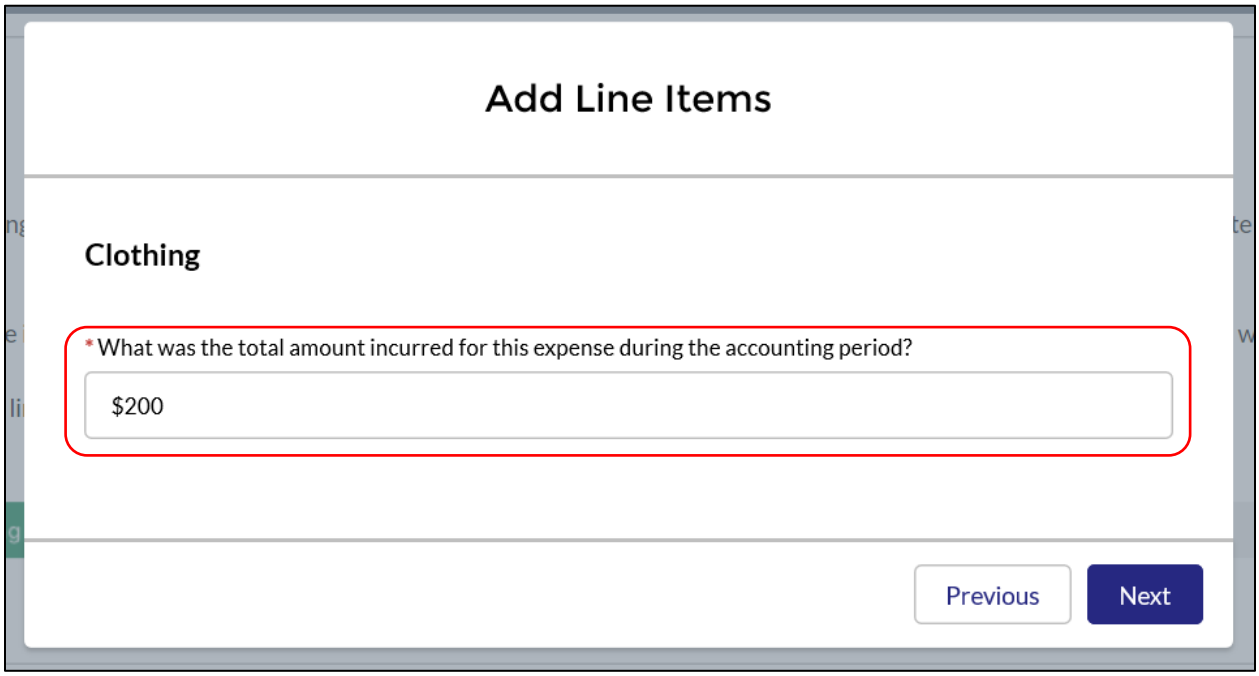


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

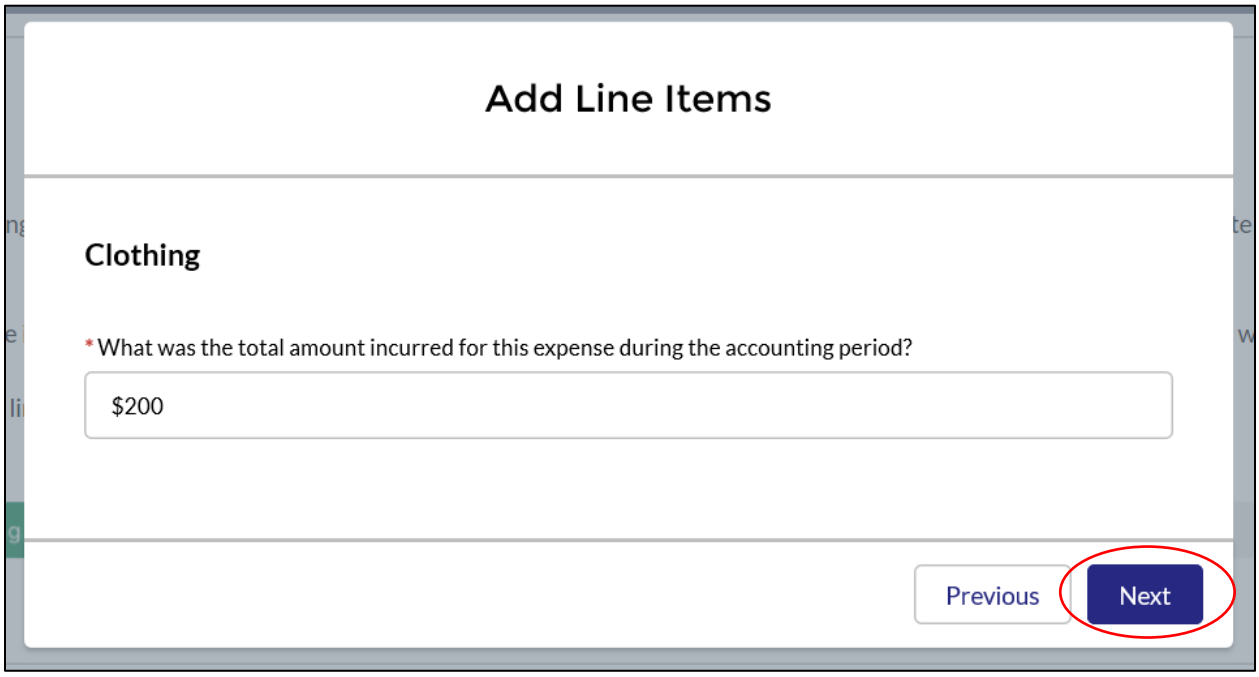


Scenario 2: Clothing Expense Line Item

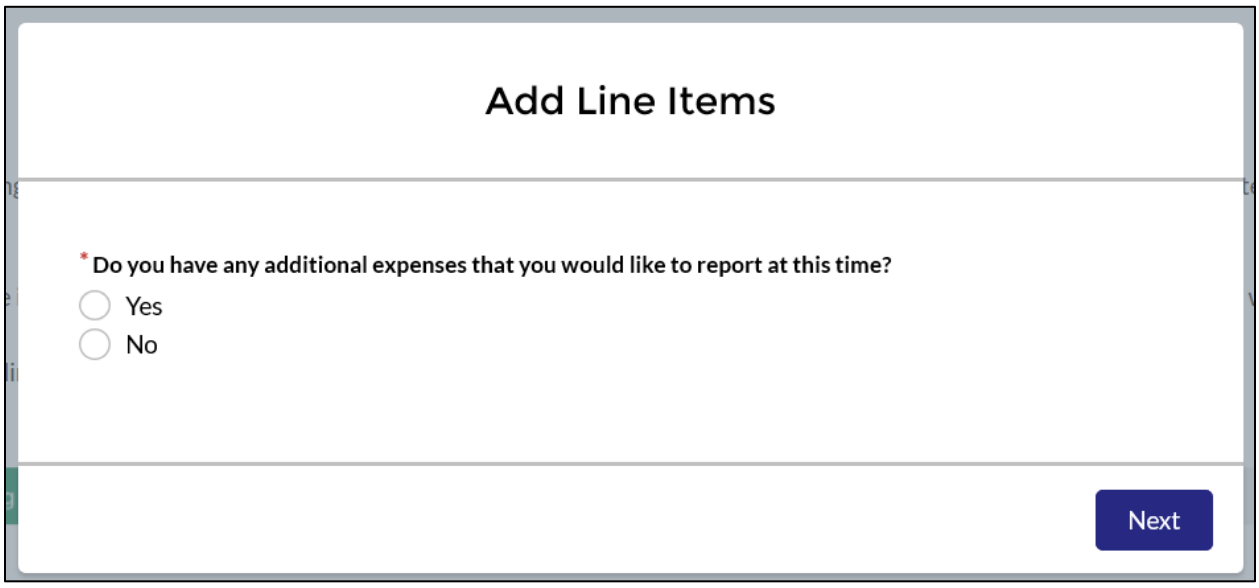
1. Answer Question: What was the total amount incurred for this expense during the accounting period?



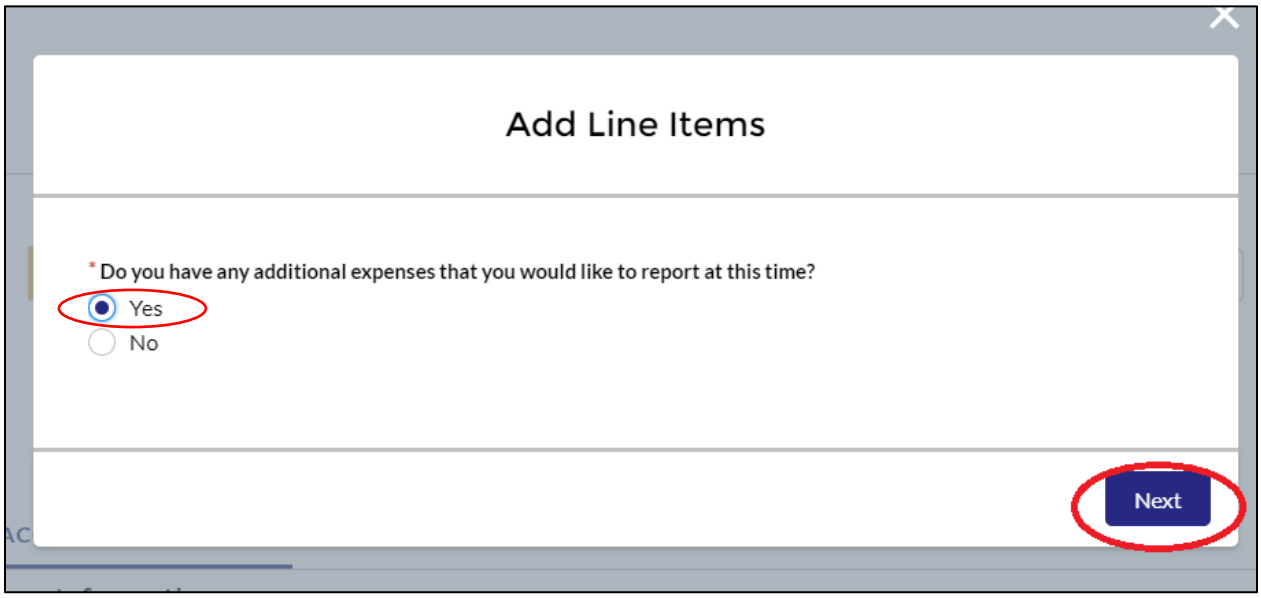
2. Click **Next**



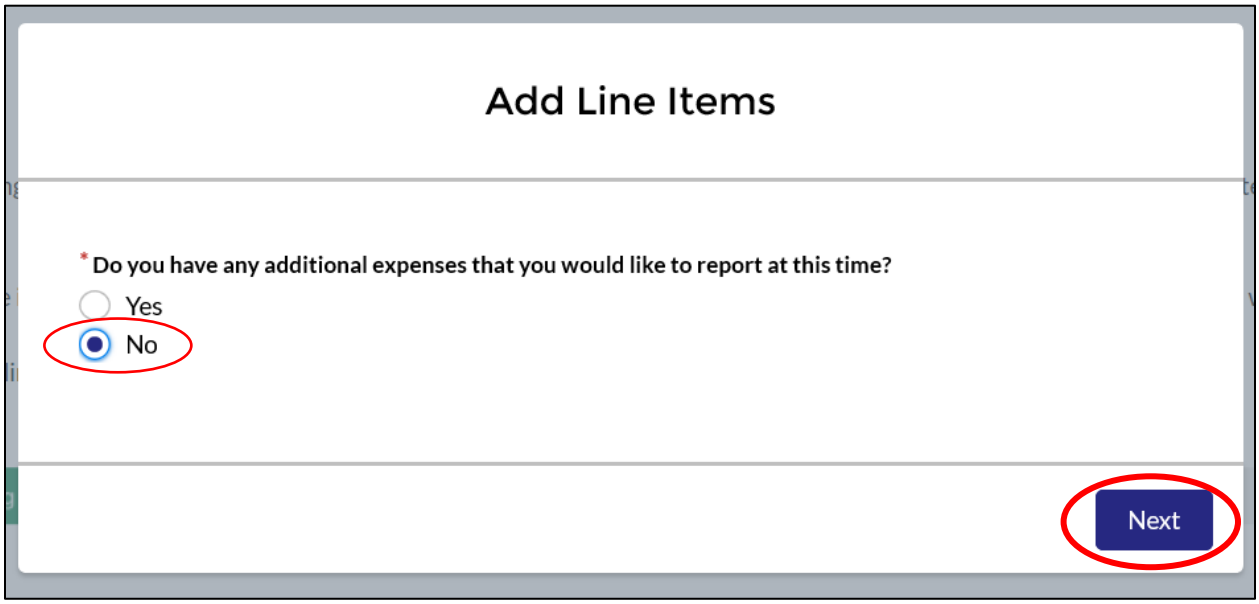
3. Answer Question: Do you manage any additional expenses that you would like to report at this time?



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

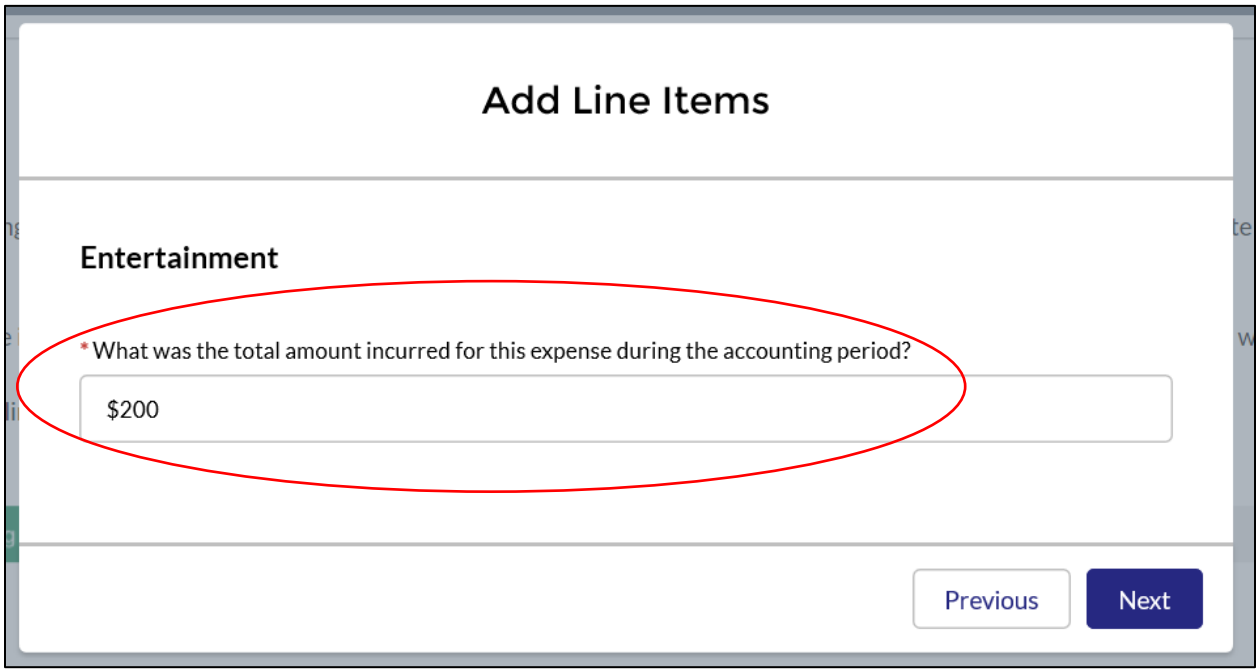


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

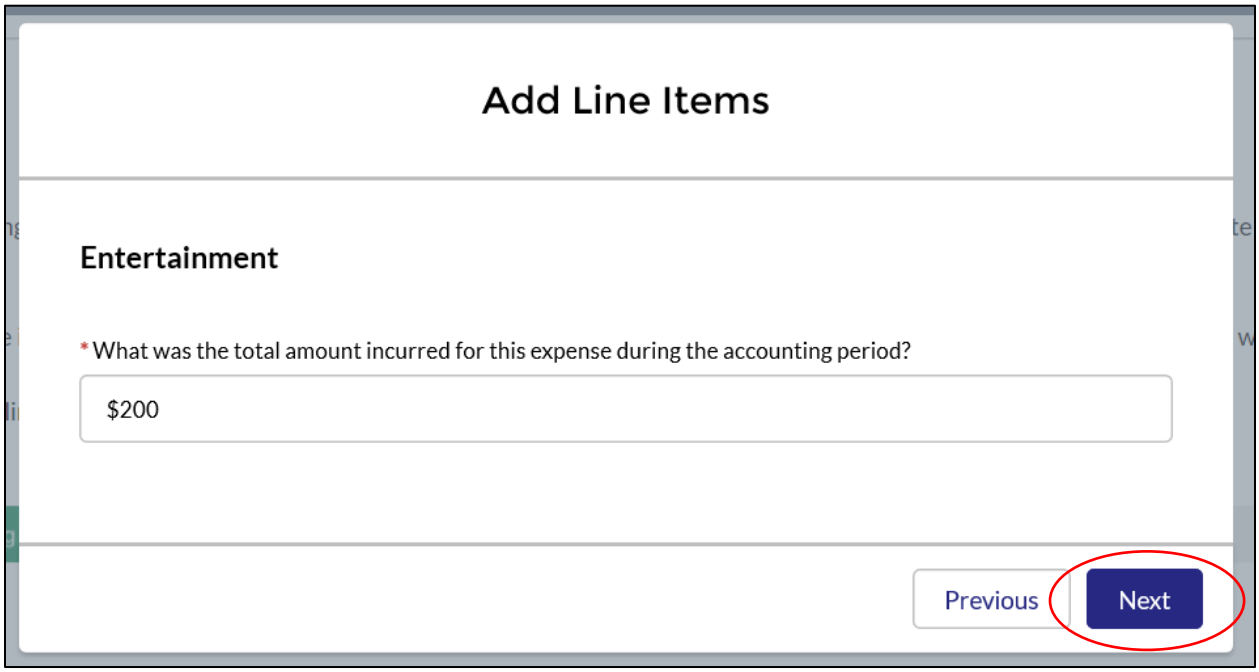


Scenario 3: Entertainment Expense Line Item

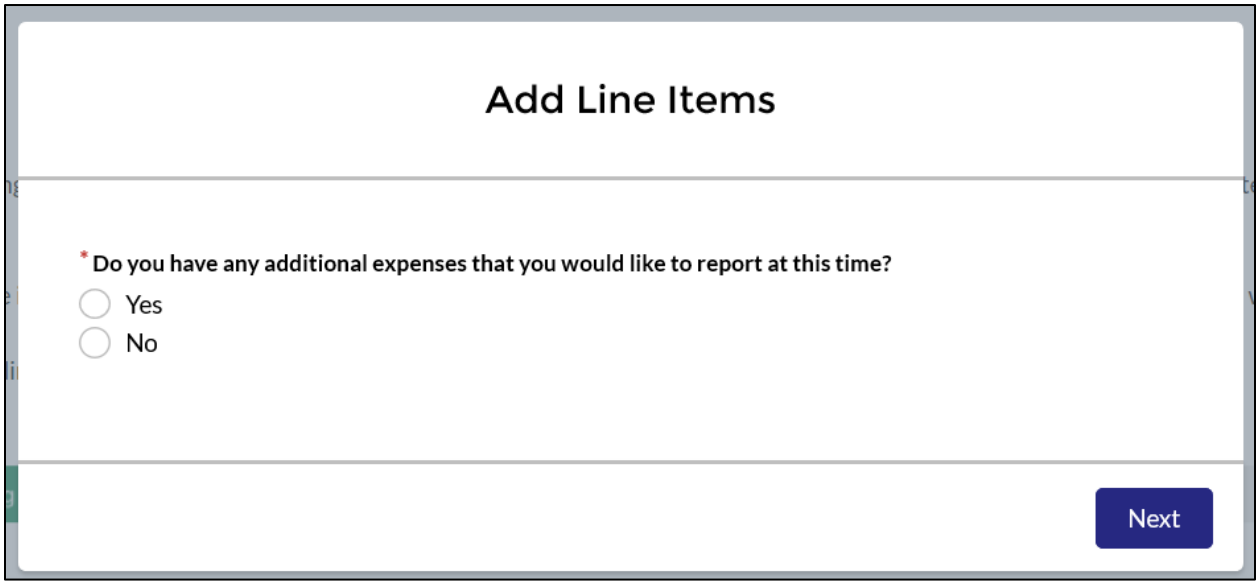
1. Answer Question: What was the total amount incurred for this expense during the accounting period?



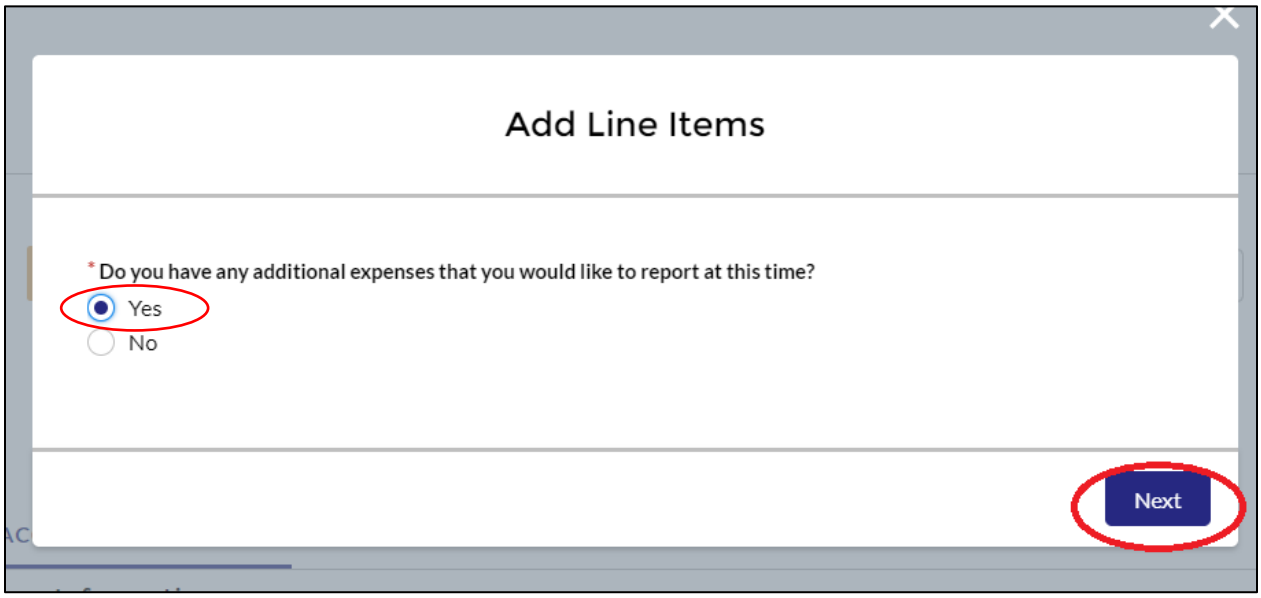
2. Click **Next**



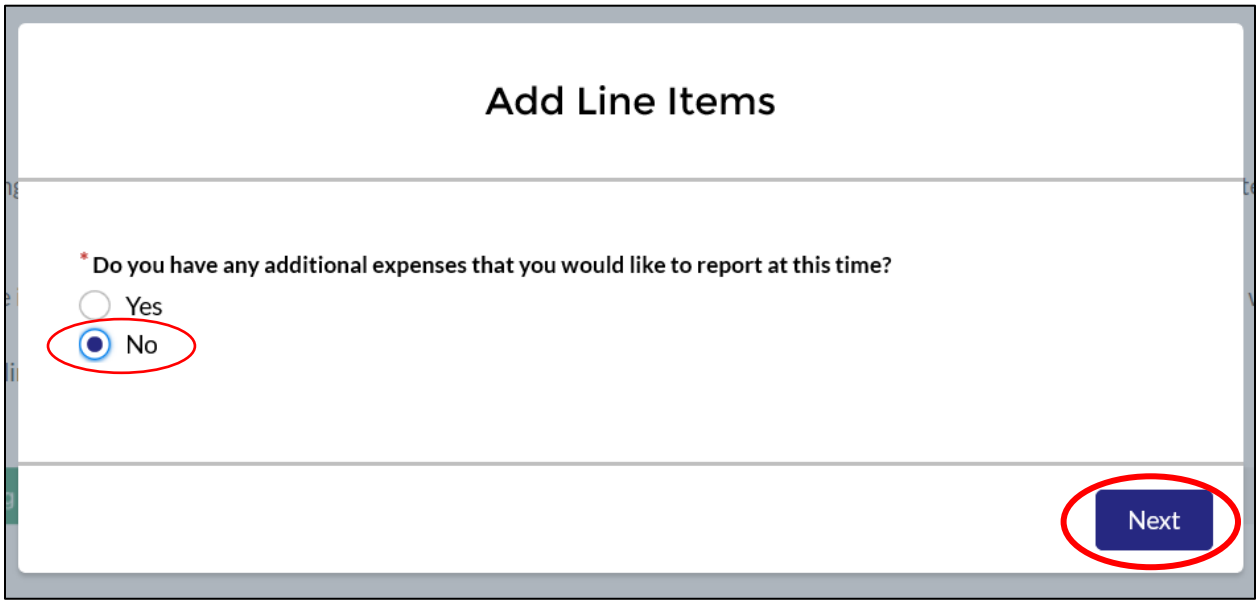
3. Answer Question: Do you manage any additional expenses that you would like to report at this time?



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

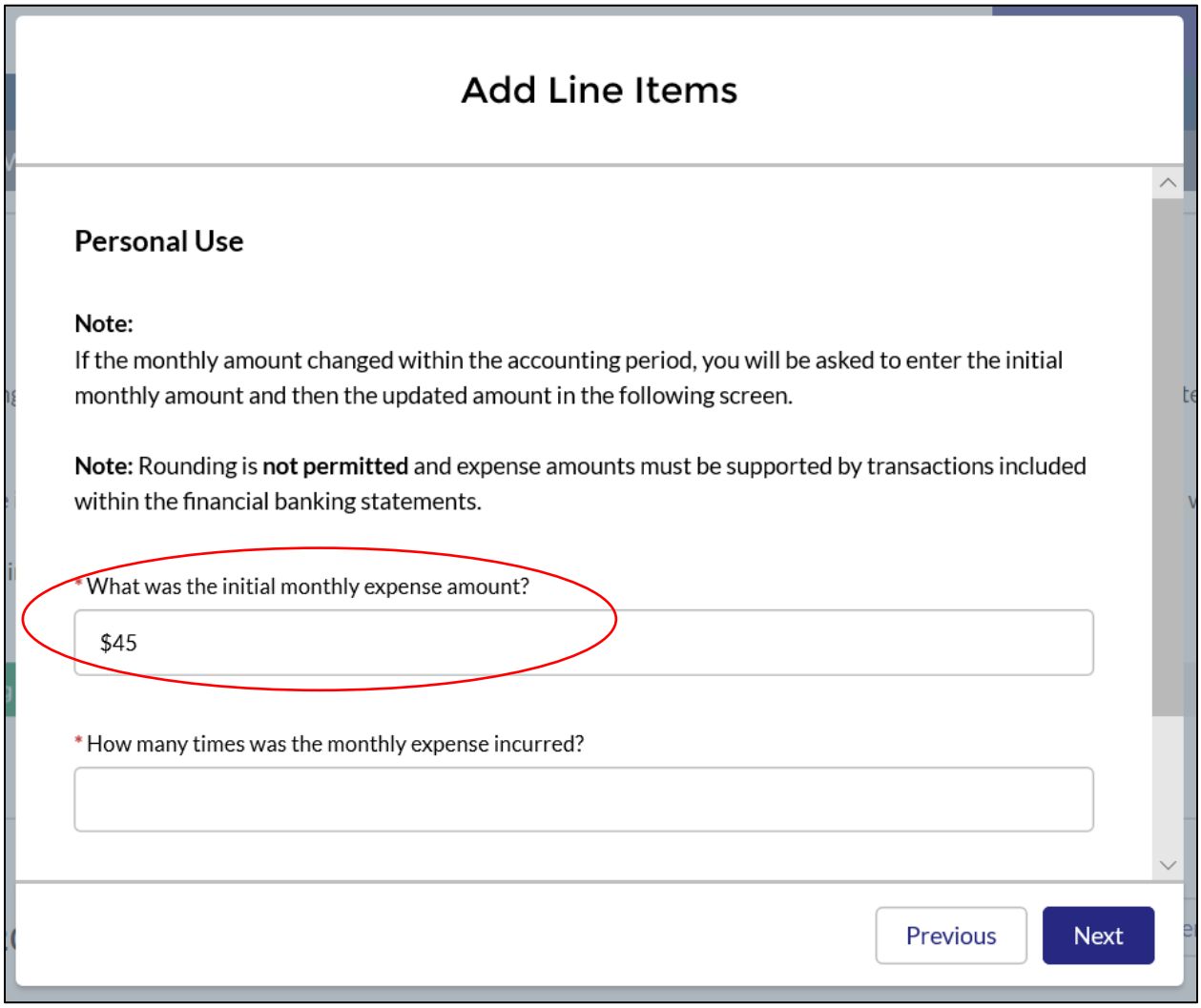


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

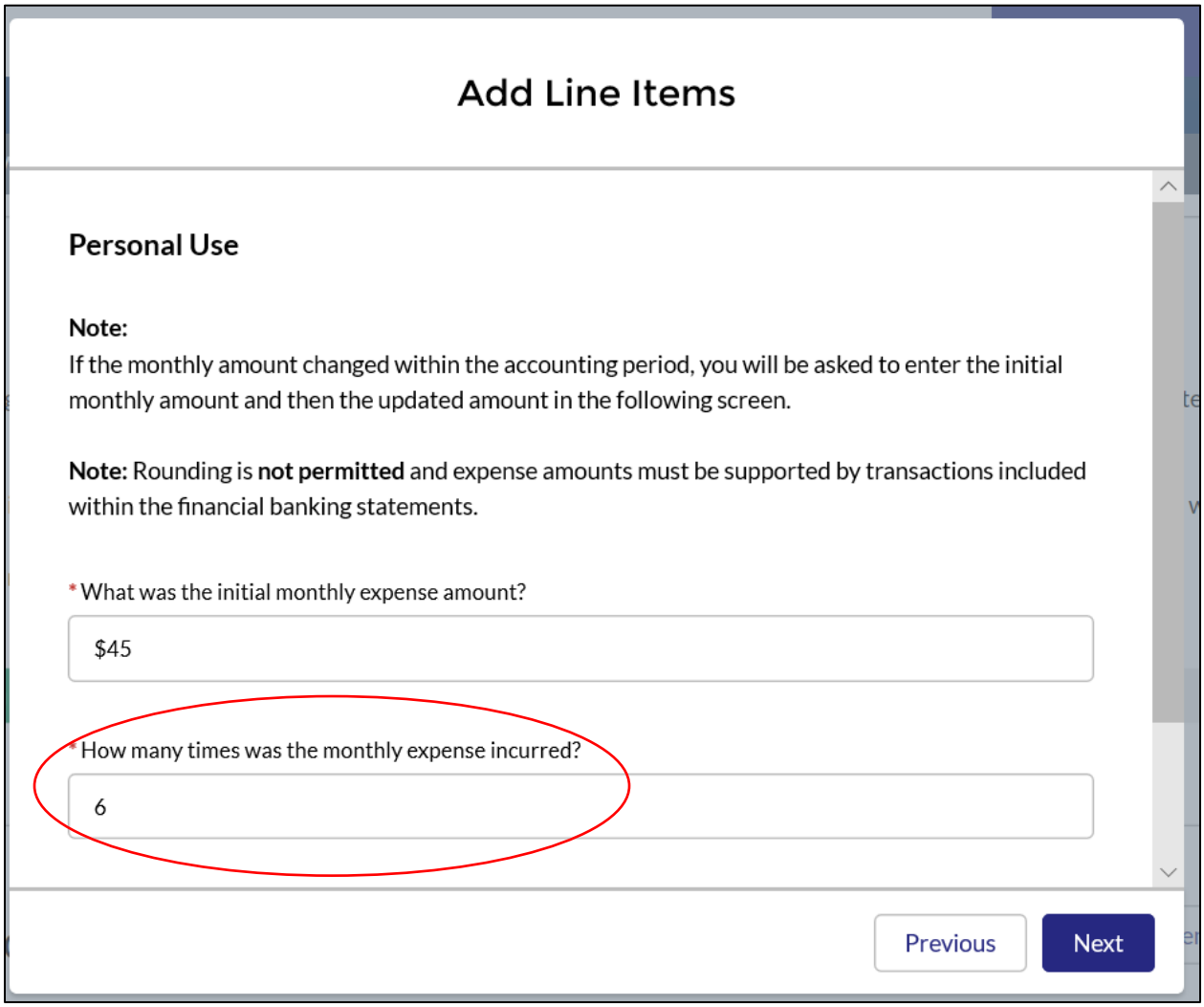


Scenario 4: Personal Use Expense Line Item

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



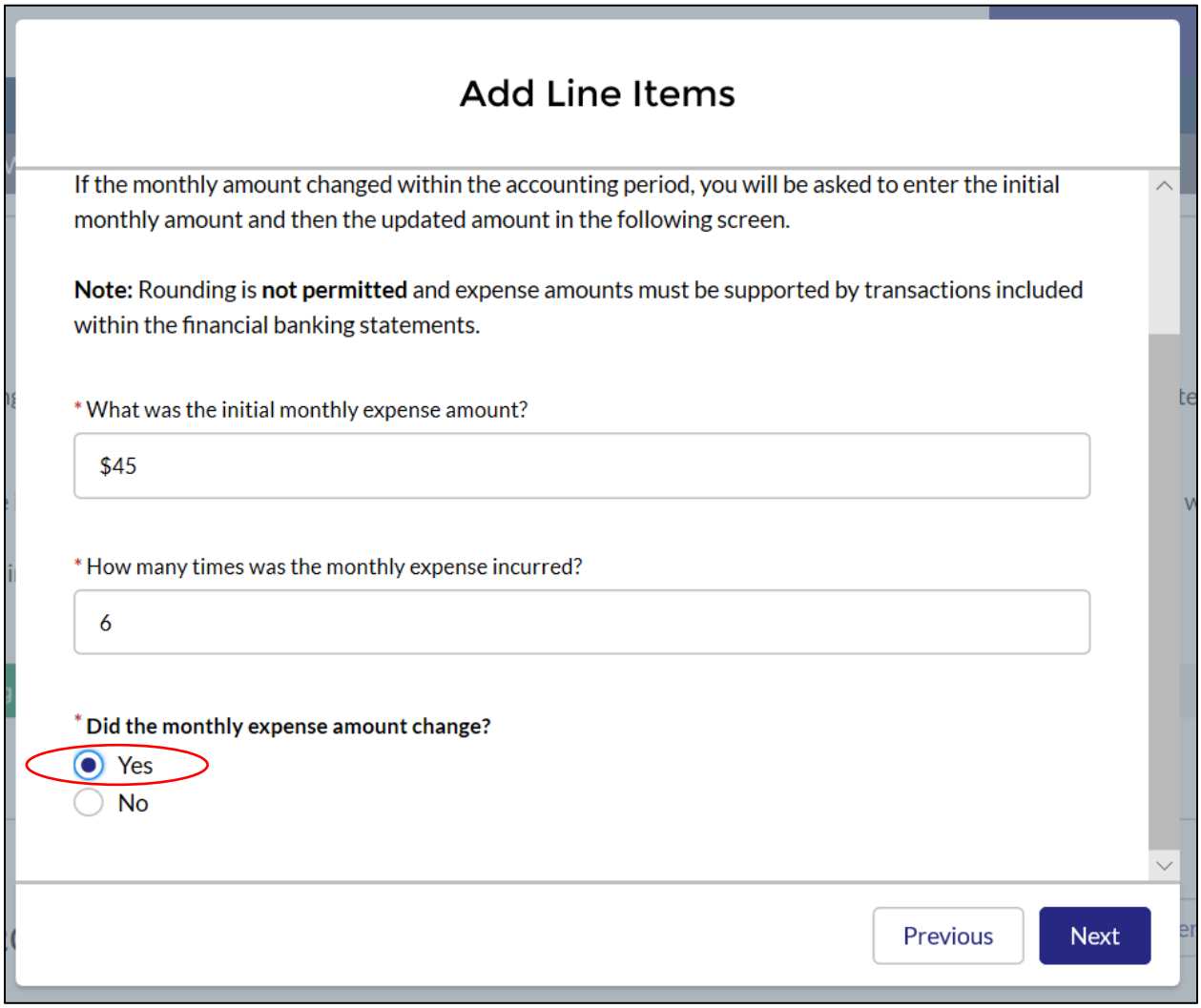
2. Answer Question: How many times was the monthly expense incurred?



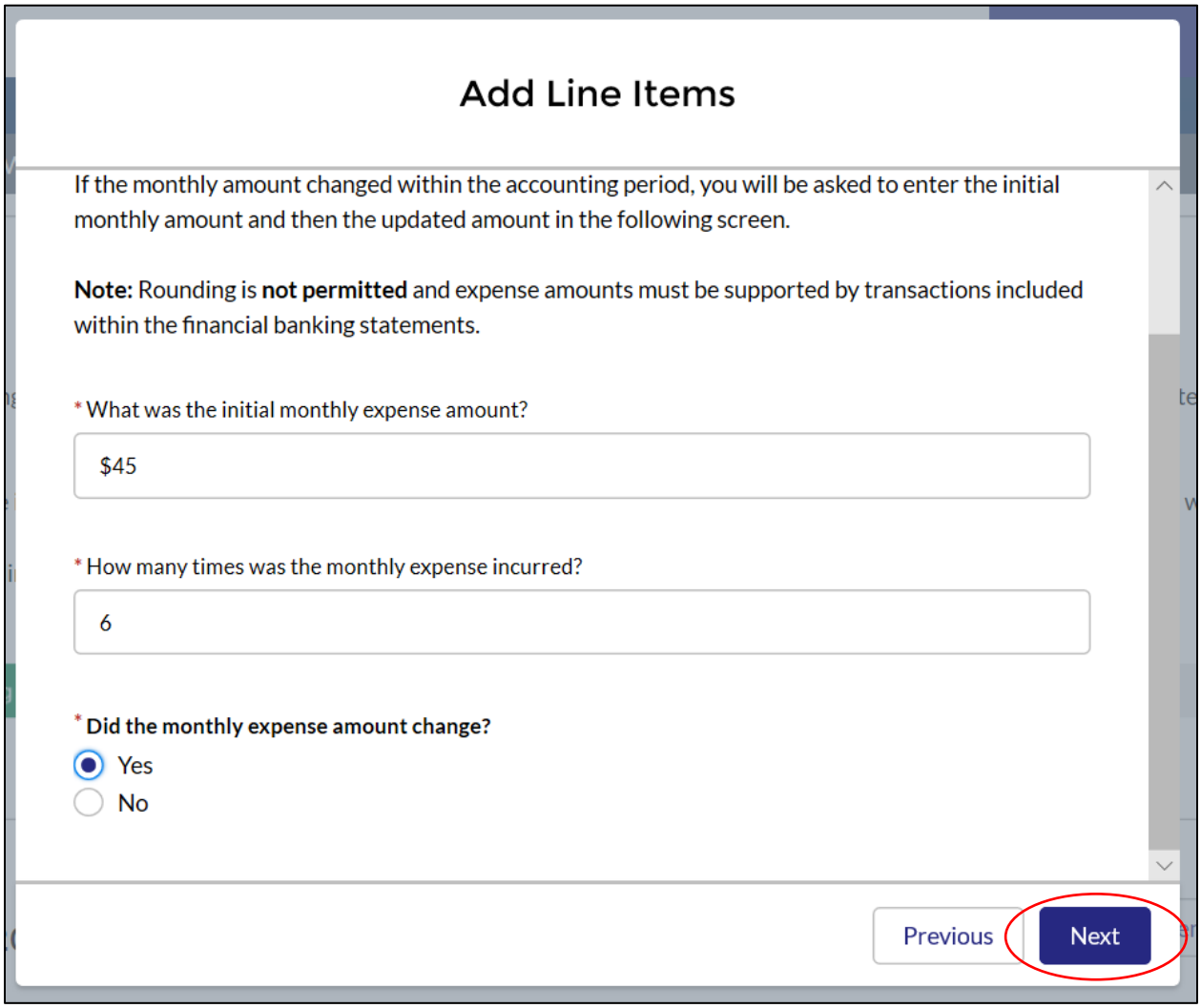
3. Answer Question: Did the monthly expense amount change within the accounting period?

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

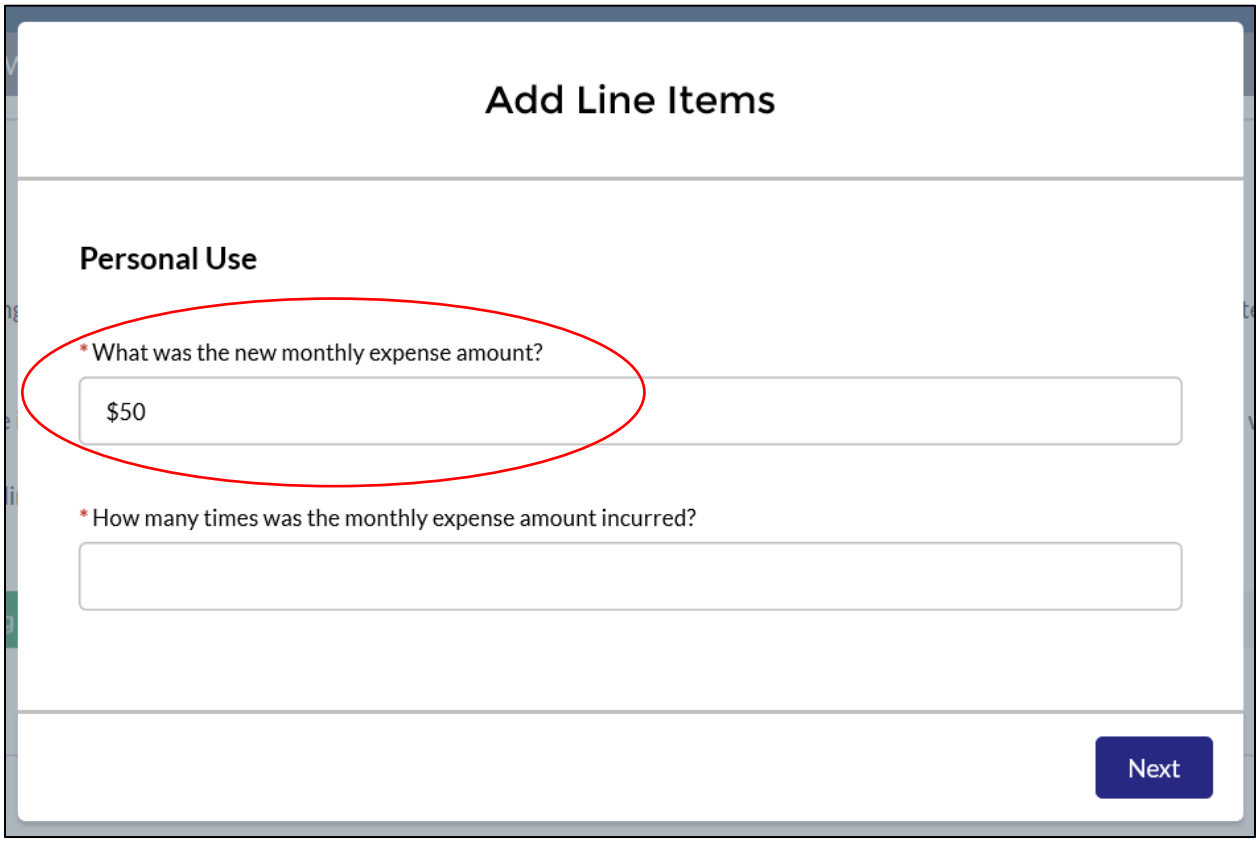
        1. Select **Yes**



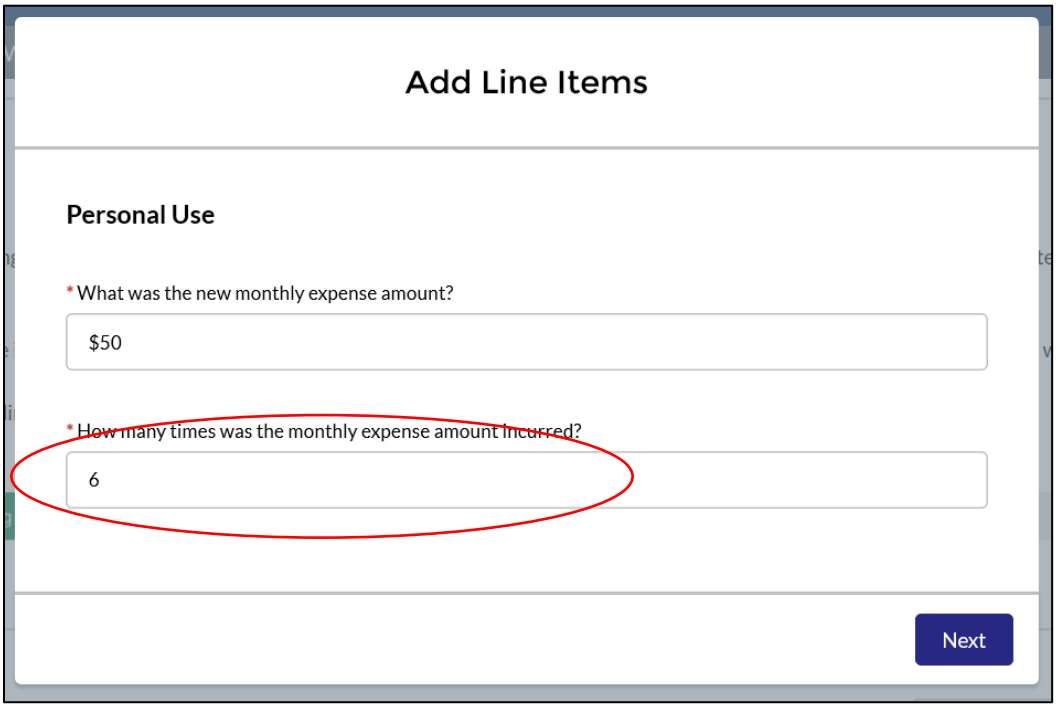
2. Click **Next**


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
Previous
Next

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

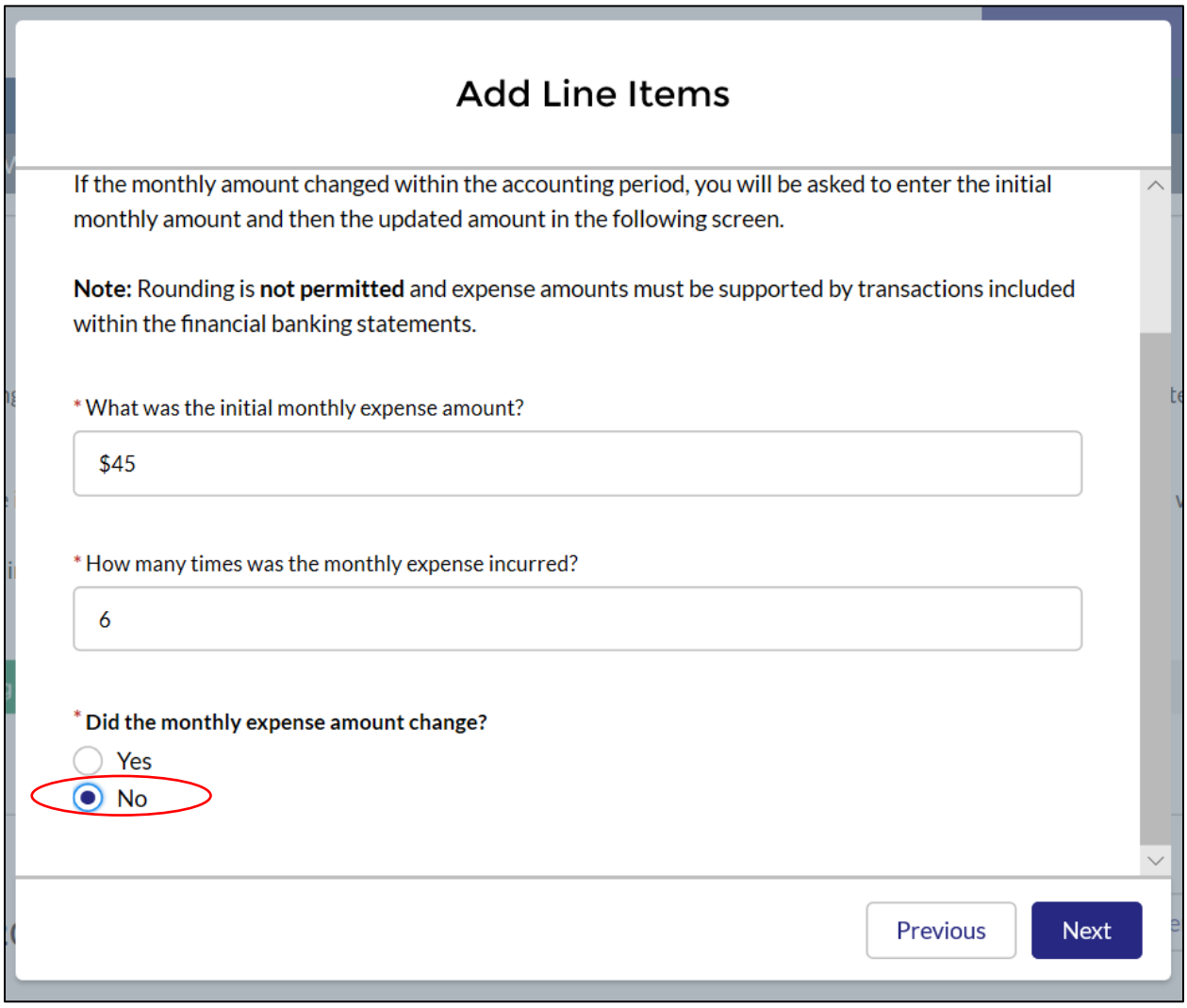


4. Answer Question: How many times was the monthly expense amount incurred?

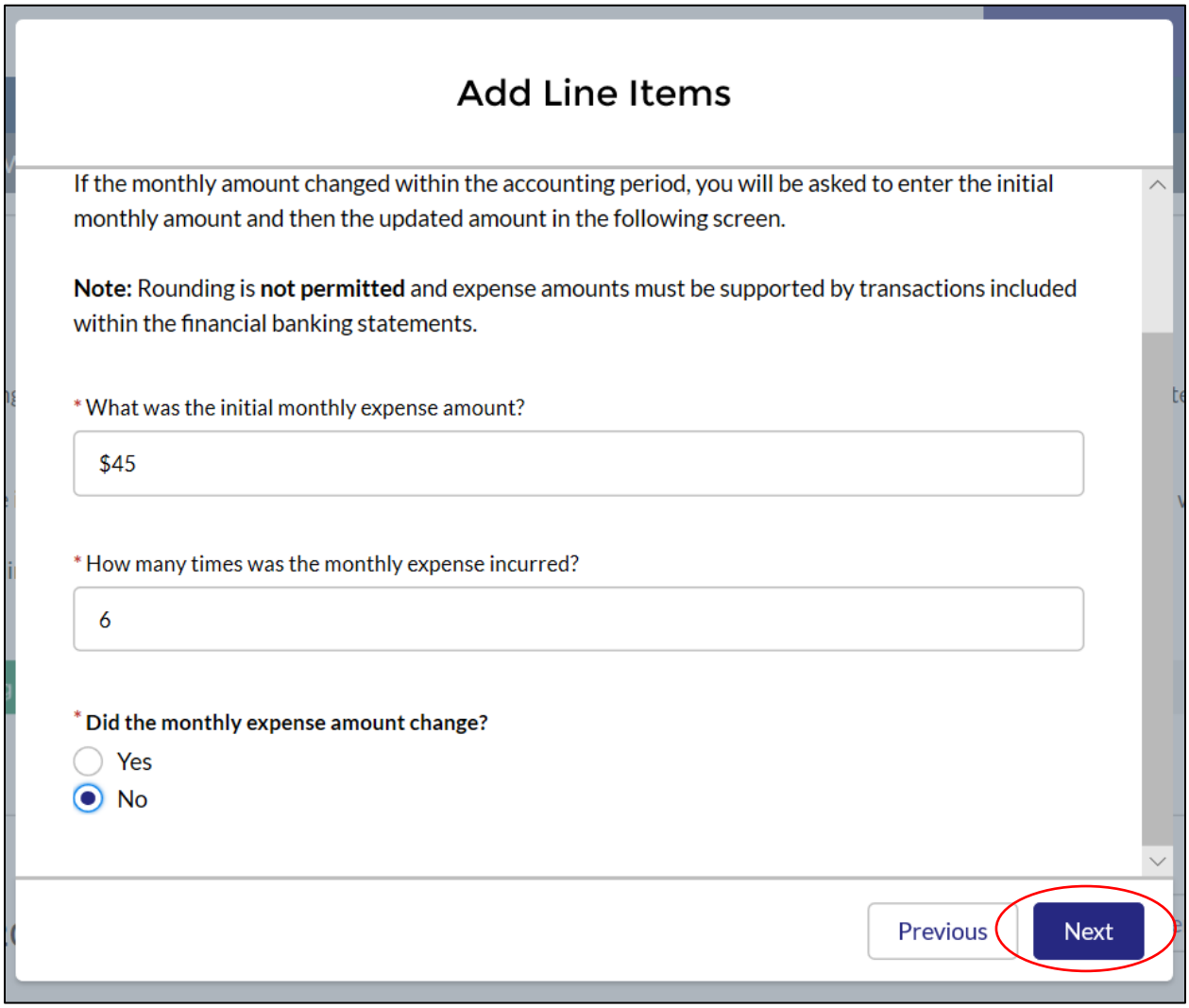


ii. If the monthly expense amount did not change, complete the following steps:

1. Select **No**

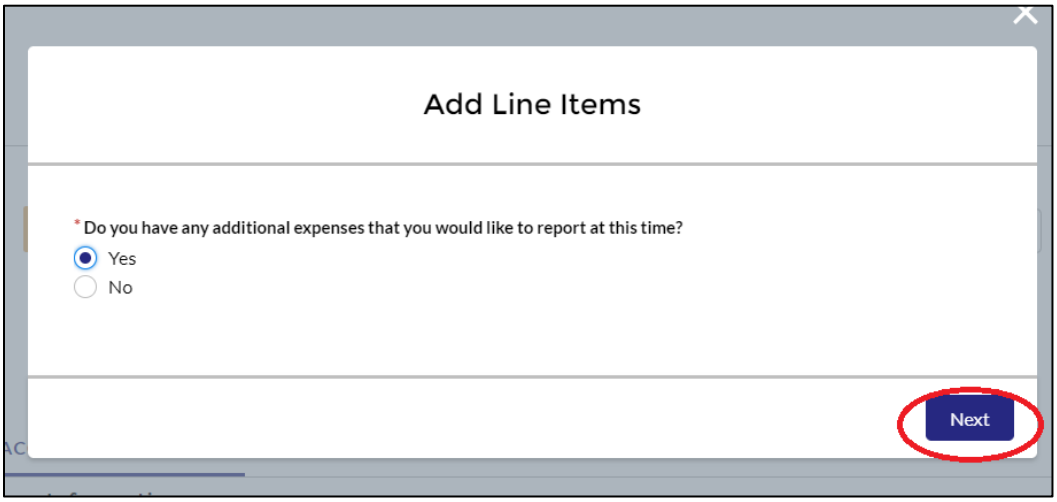


2. Click **Next**

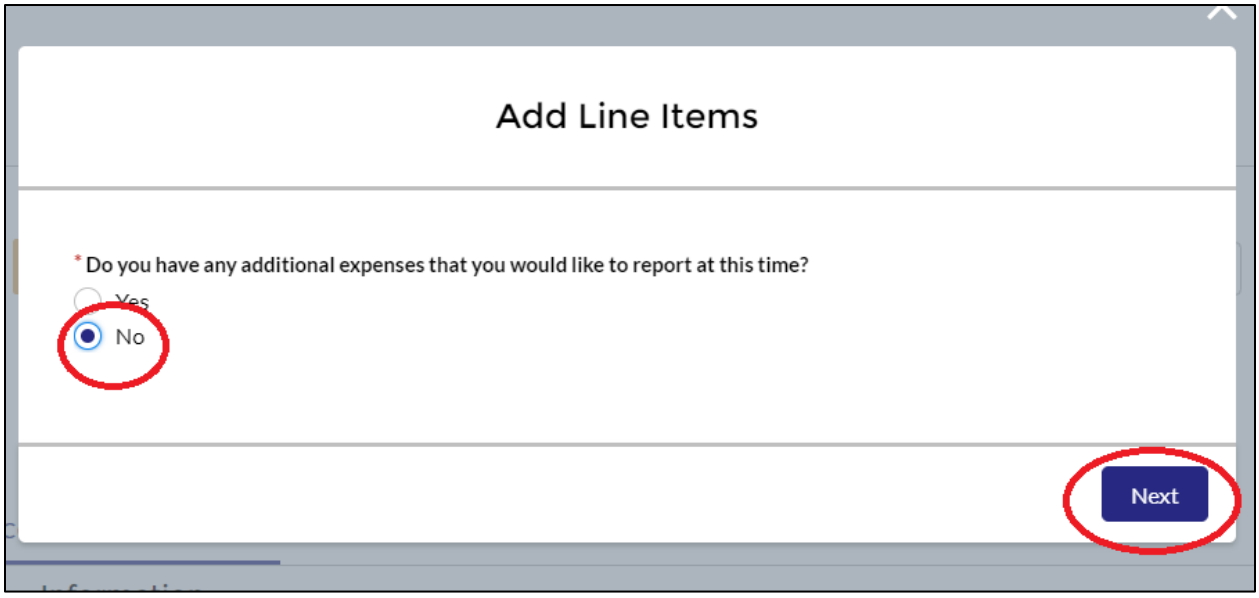

Add Line Items
If the monthly amount changed within the accounting period, you will be asked to enter the initial monthly amount and then the updated amount in the following screen.
Note: Rounding is not permitted and expense amounts must be supported by transactions included within the financial banking statements.
* What was the initial monthly expense amount?
$45
* How many times was the monthly expense incurred?
6
* 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.

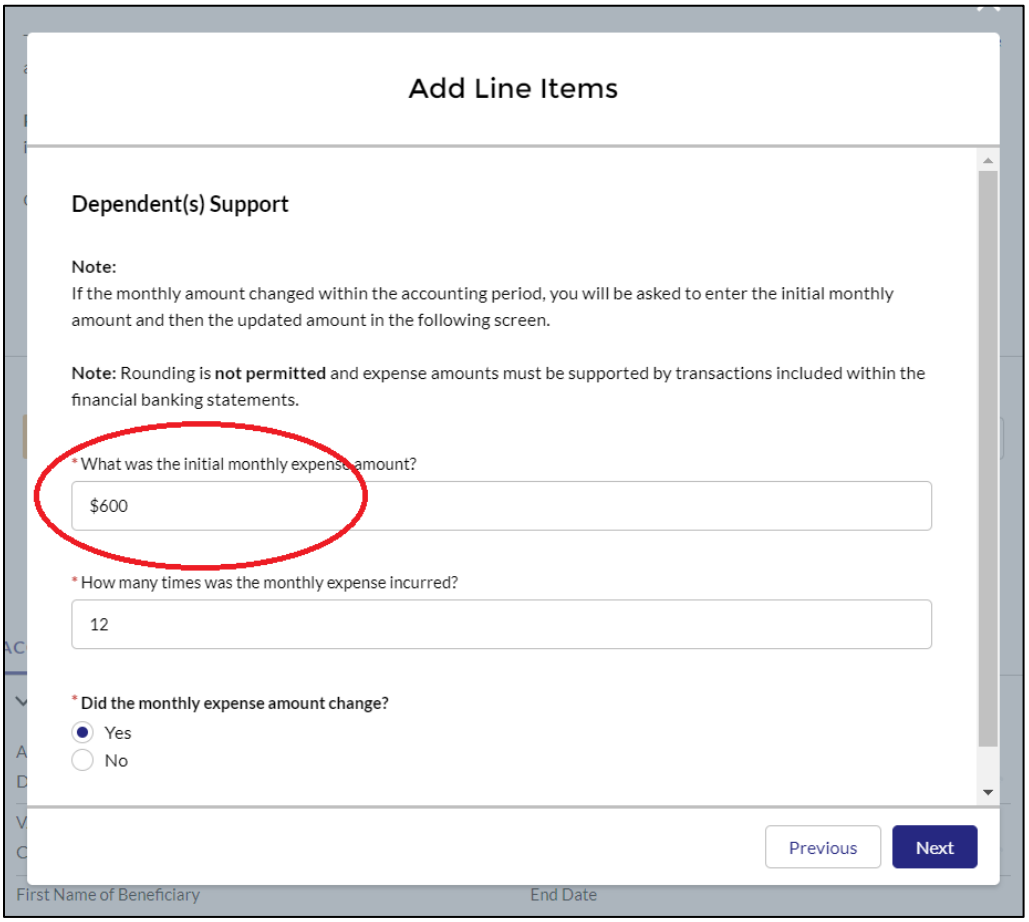


   ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

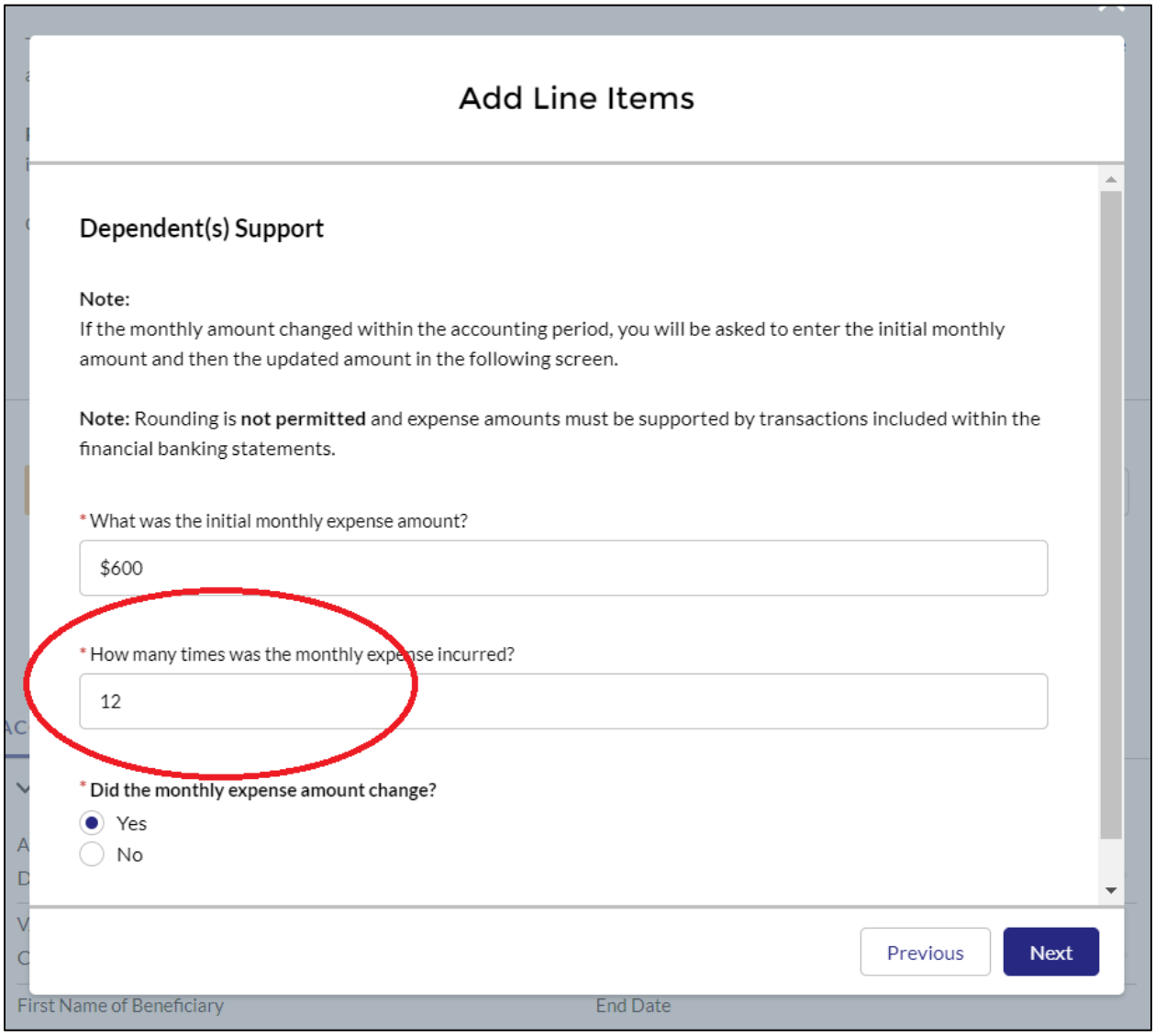


Scenario 5: Dependent(s) Support Line Item

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



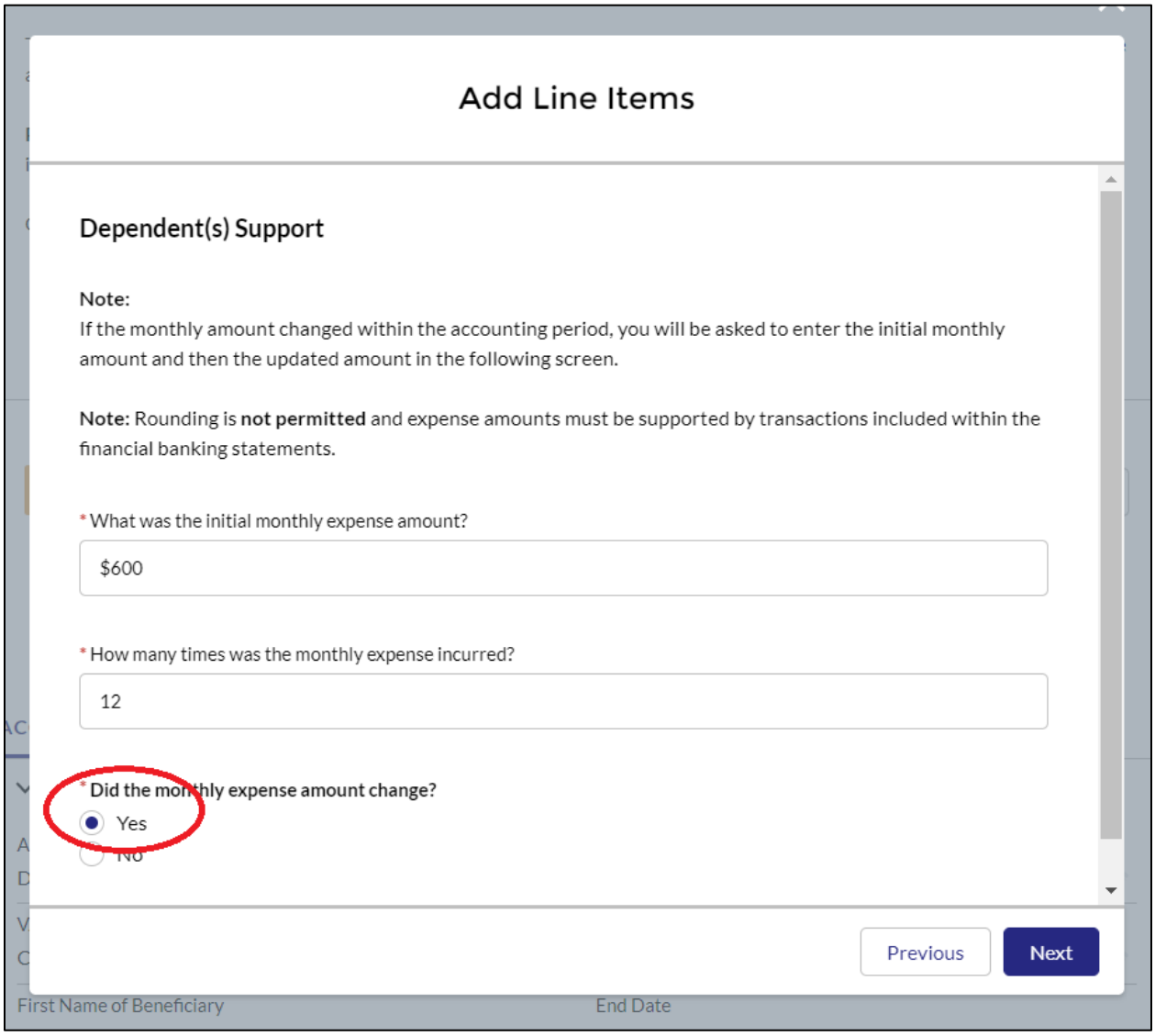
2. Answer Question: How many times was the monthly expense incurred?



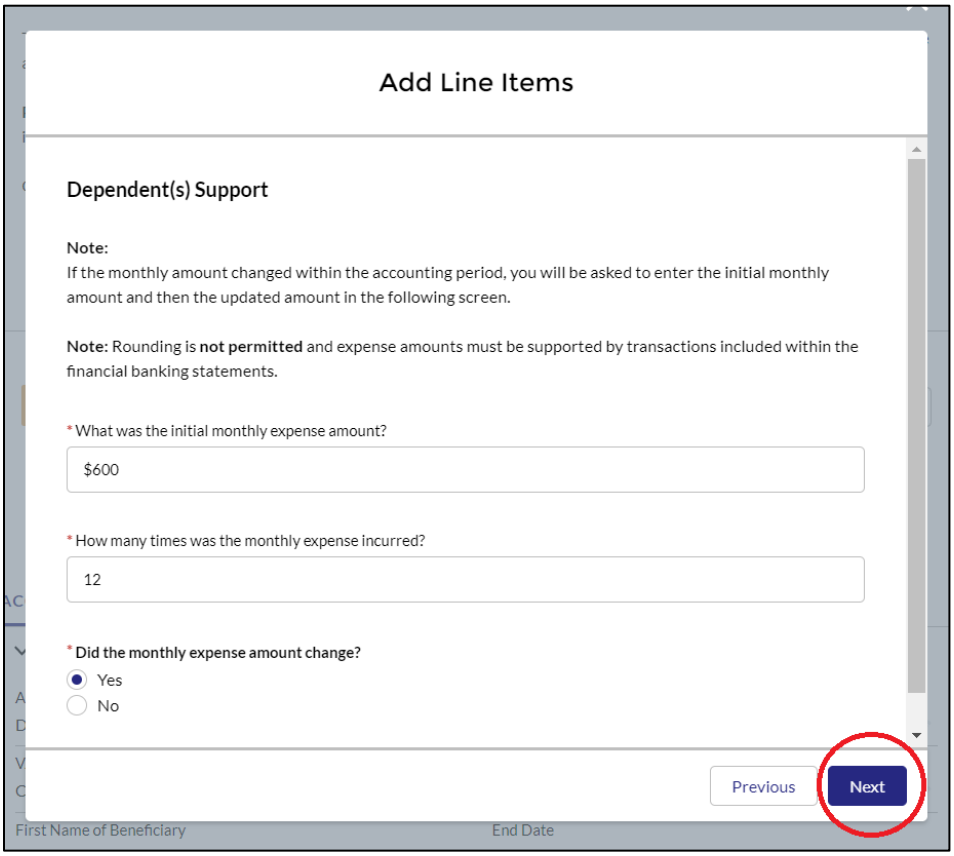
3. Answer Question: Did the monthly expense amount change within the accounting period?

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

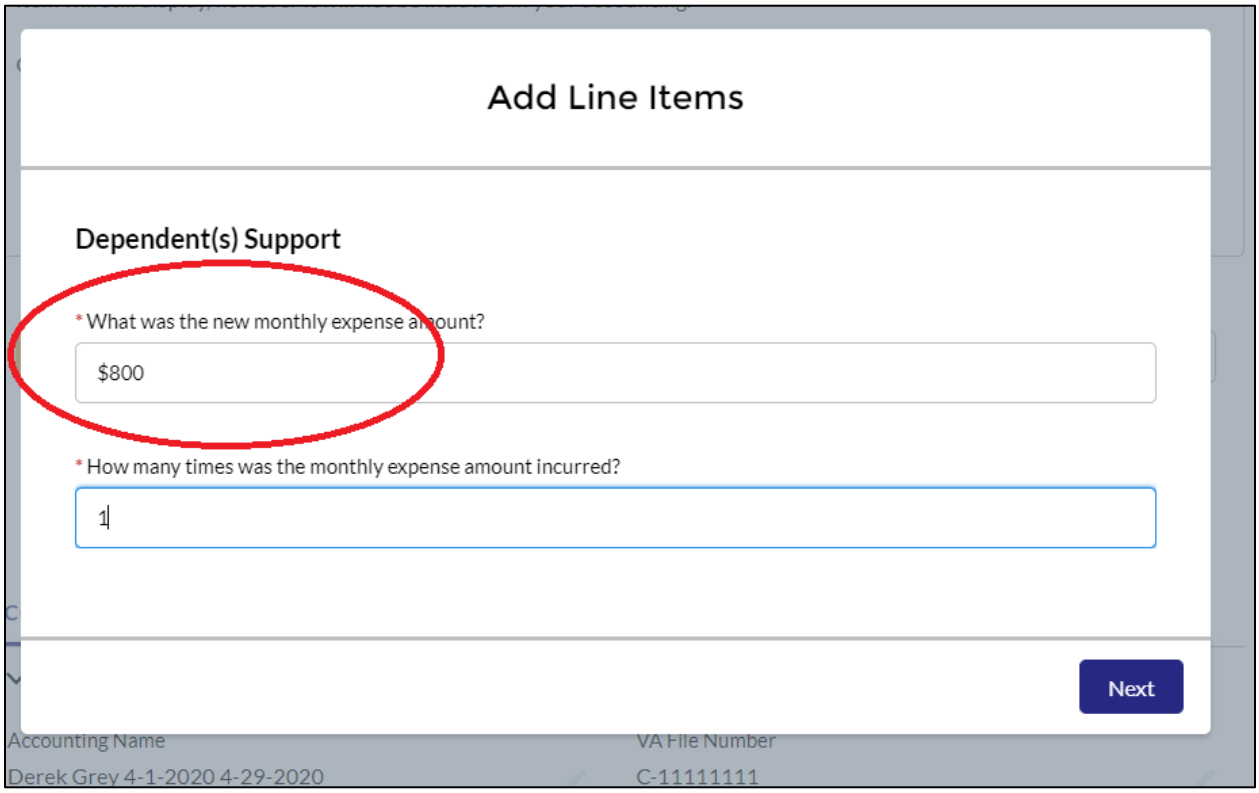
      1. Select **Yes**



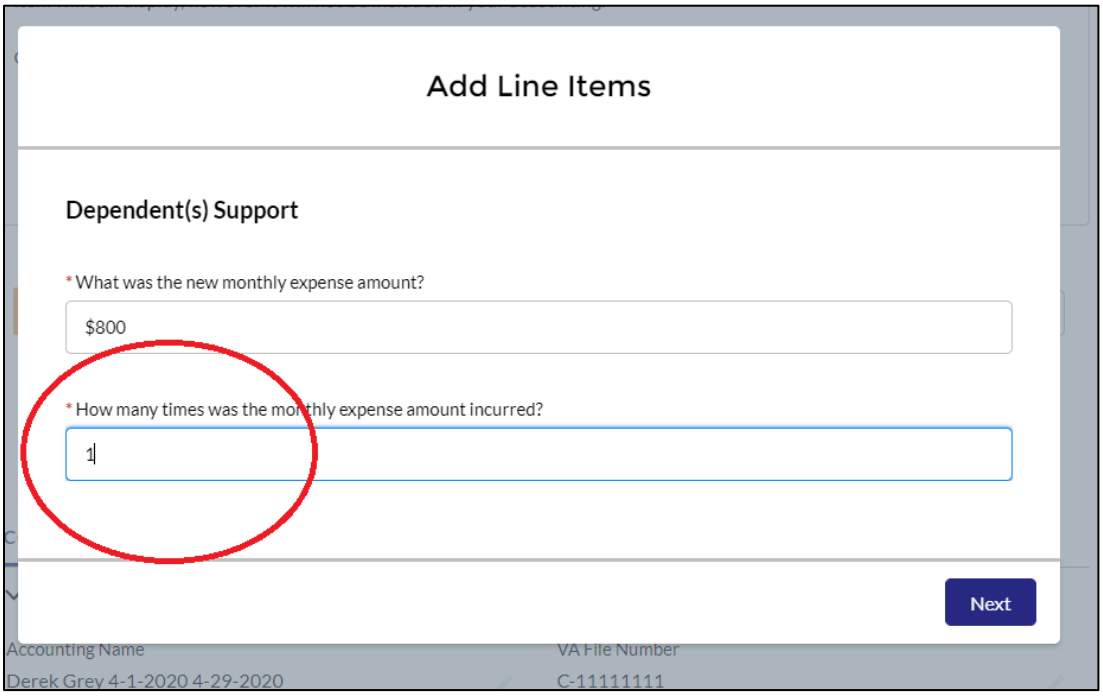
2. Click **Next**


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

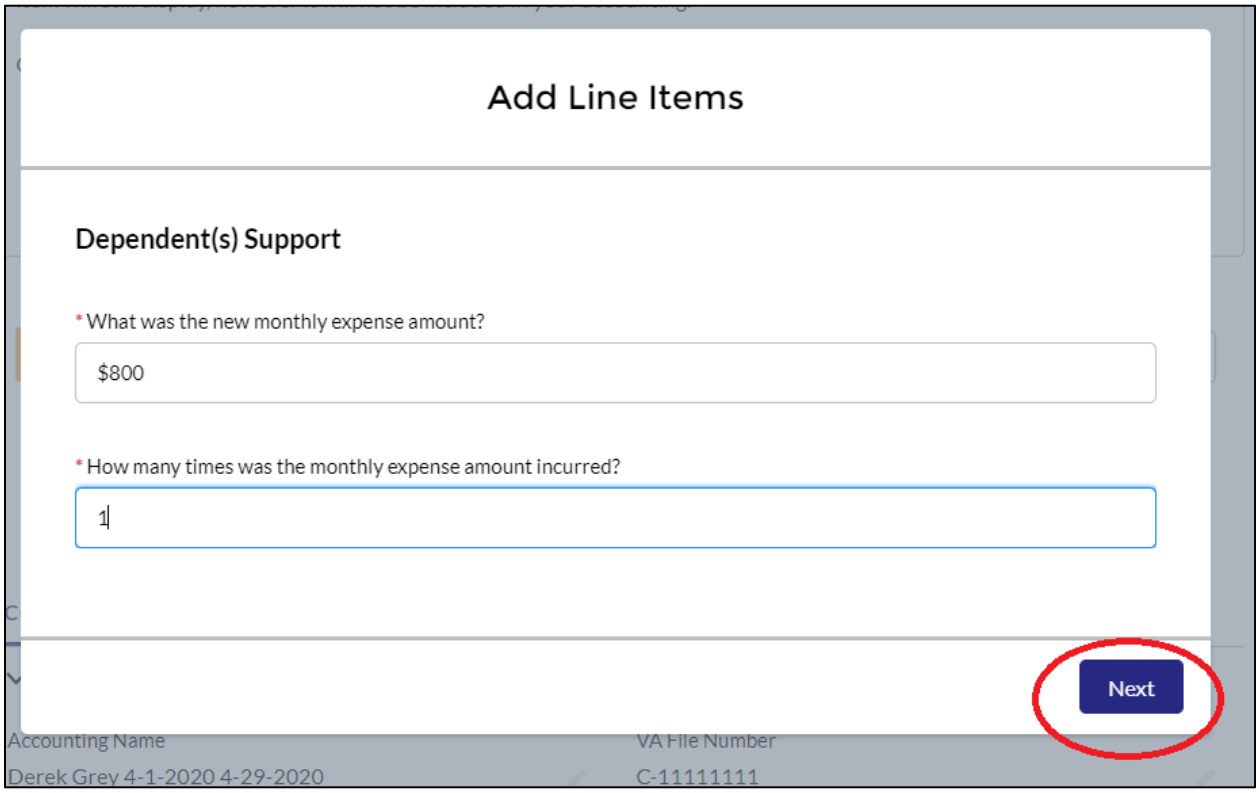
3. Answer Question: What was the new monthly expense amount?



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

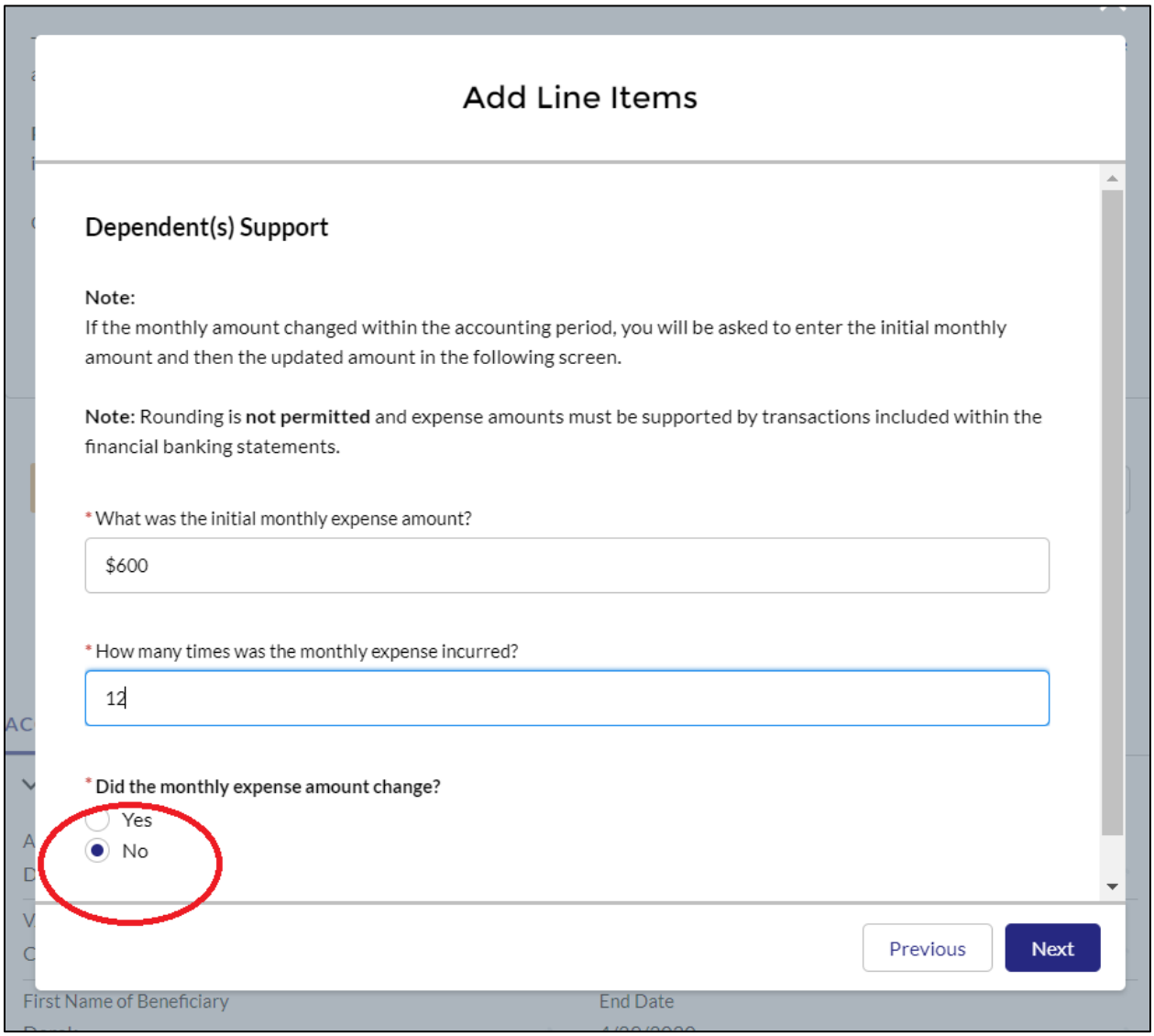


5. Click **Next**

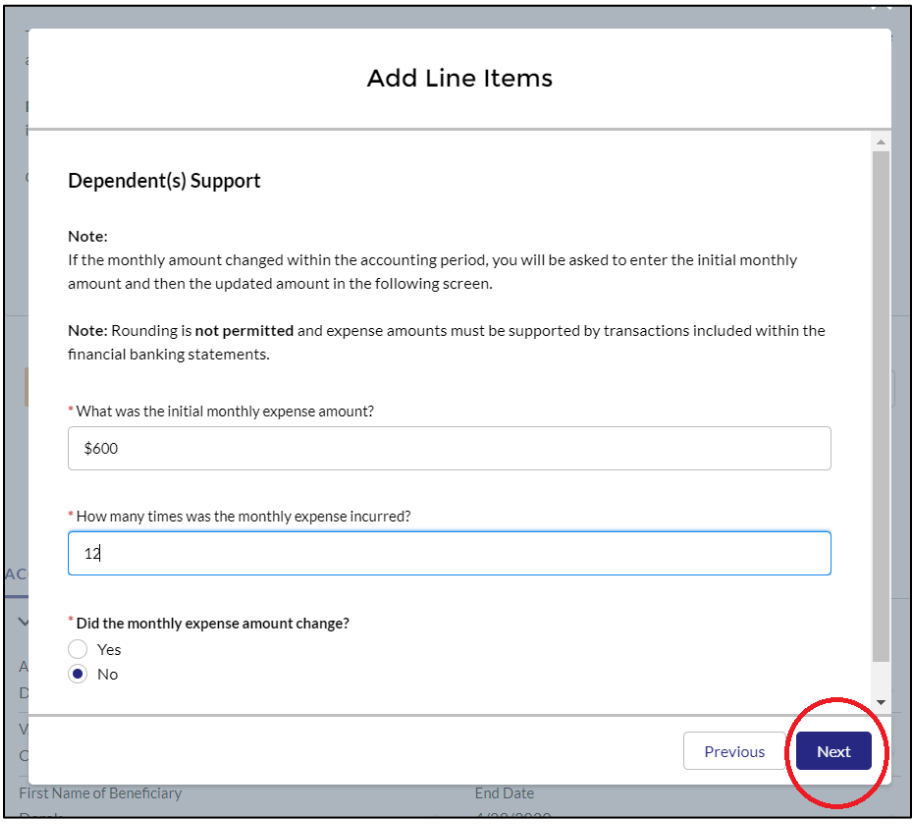

Add Line Items
Dependent(s) Support
* What was the new monthly expense amount?
$800
* How many times was the monthly expense amount incurred?
1
Next
Accounting Name
Derek Grey 4-1-2020 4-29-2020
VA File Number
C-11111111

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

1. Select **No**

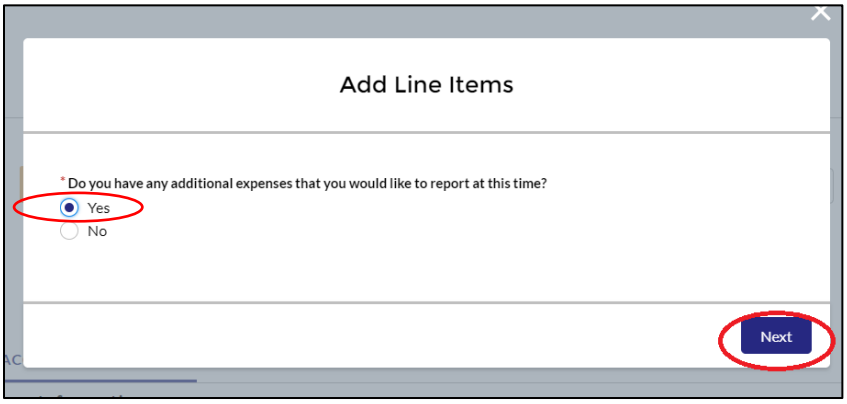


2. Click **Next**

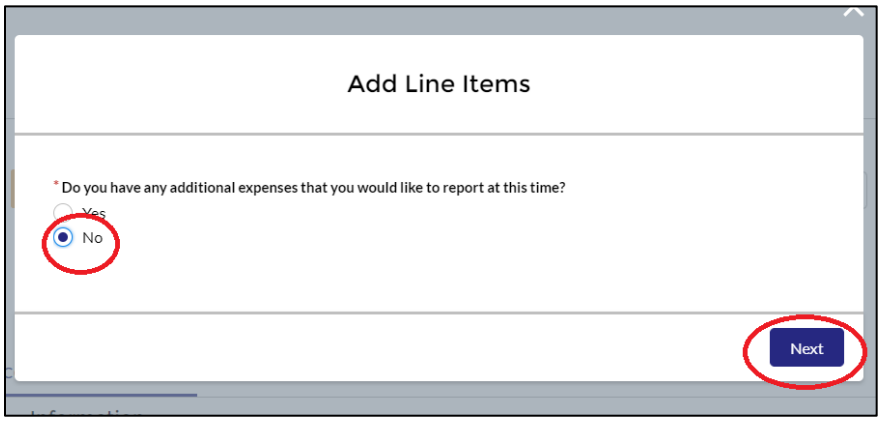


4. Answer Question: Do you manage any additional expenses that you would like to report at this time?

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

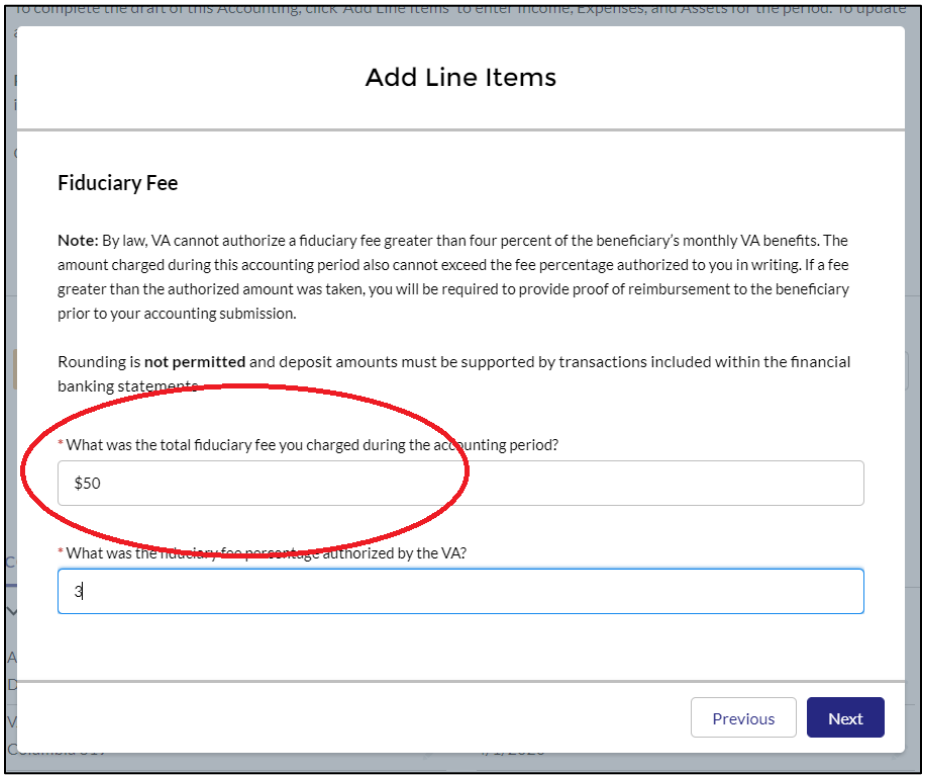


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

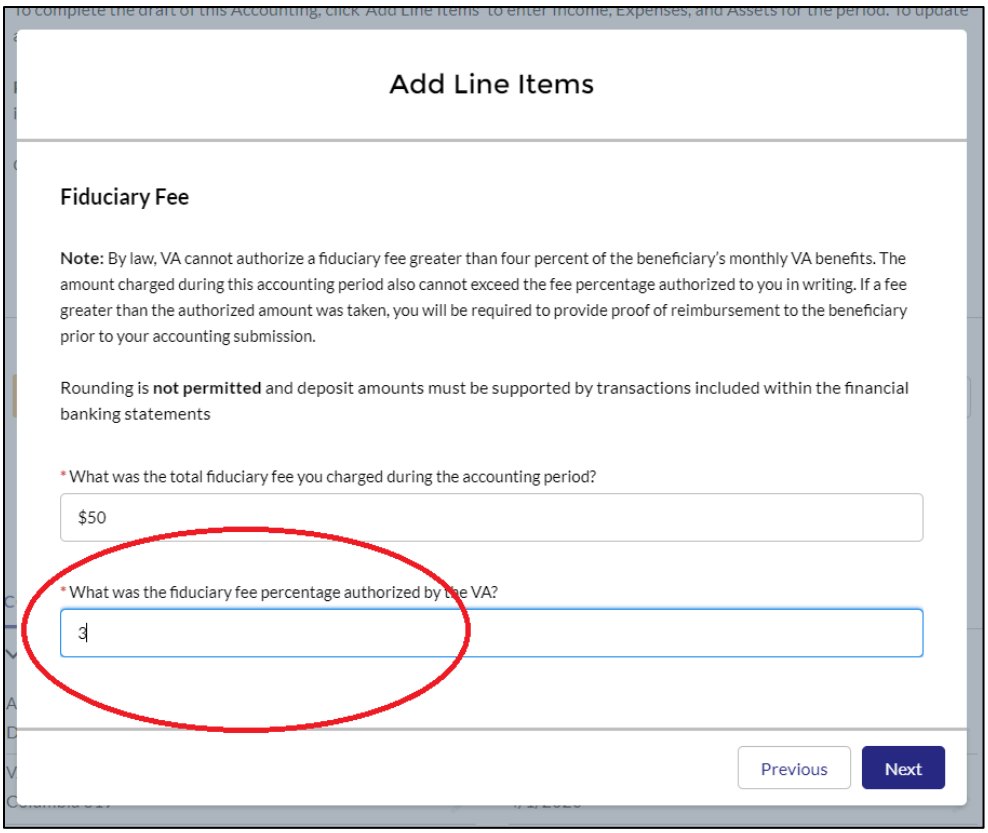


Scenario 6: Fiduciary Fee Line Item

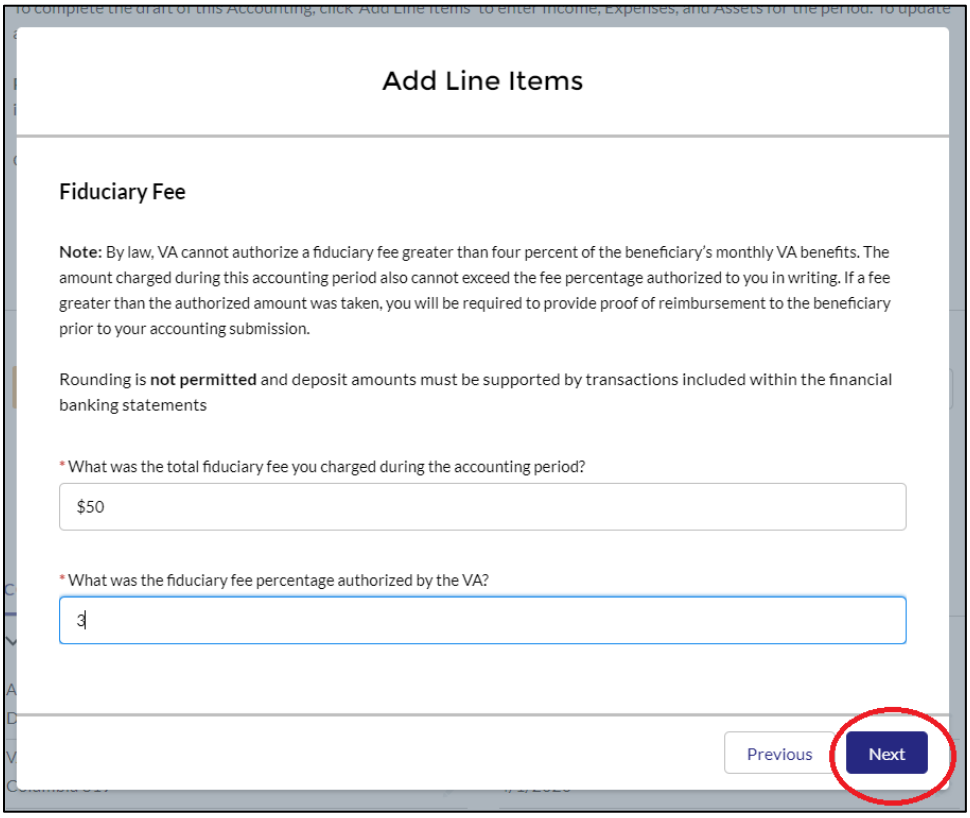
1. Answer Question: What was the total fiduciary fee you charged during the accounting period?



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.*

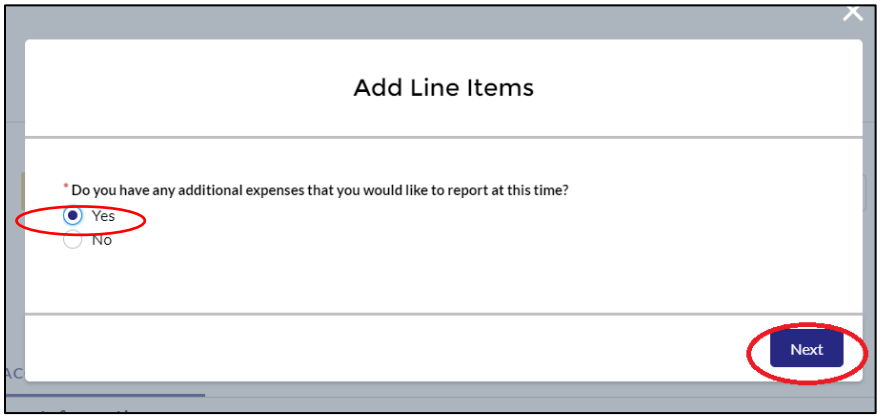


3. Click **Next**

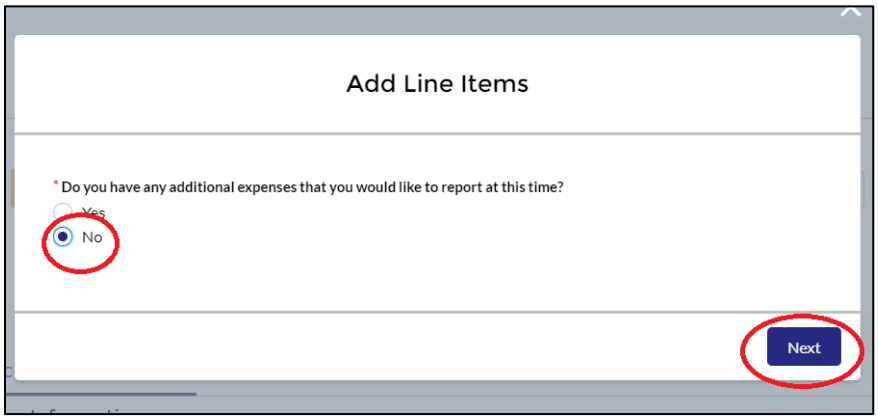


4. Answer Question: Do you manage any additional expenses that you would like to report at this time?

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

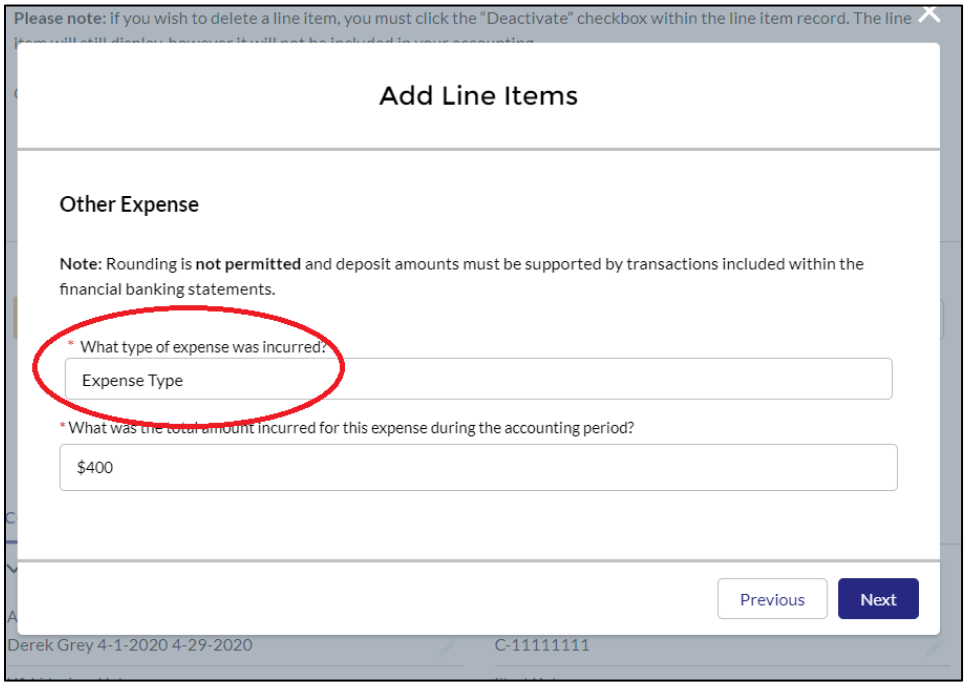


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9

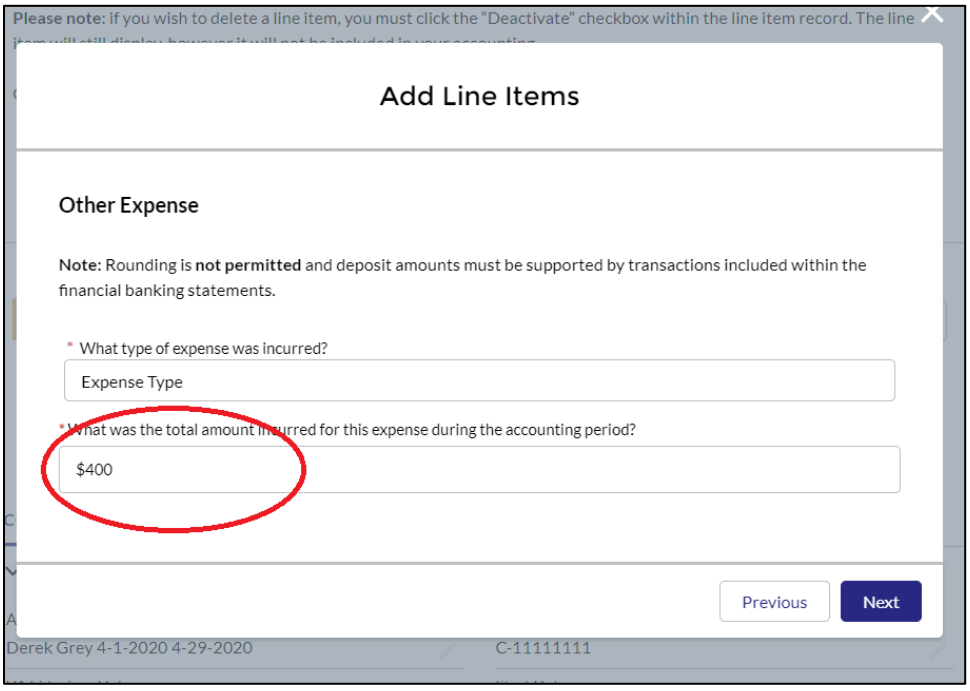


Scenario 7: Other Expense Line Item

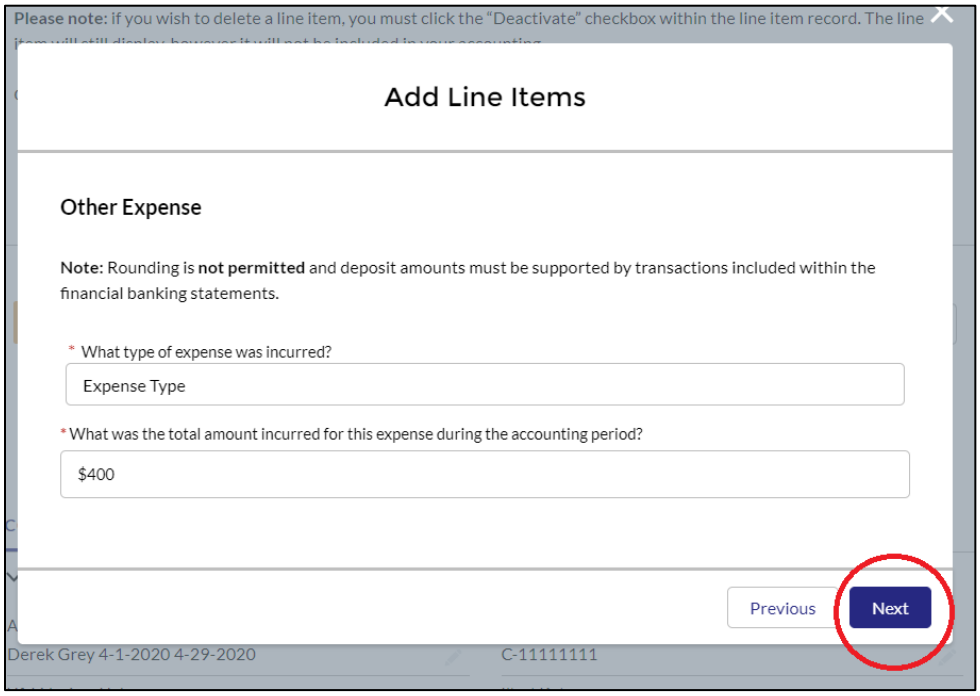
1. Answer Question: What type of expense was incurred?



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

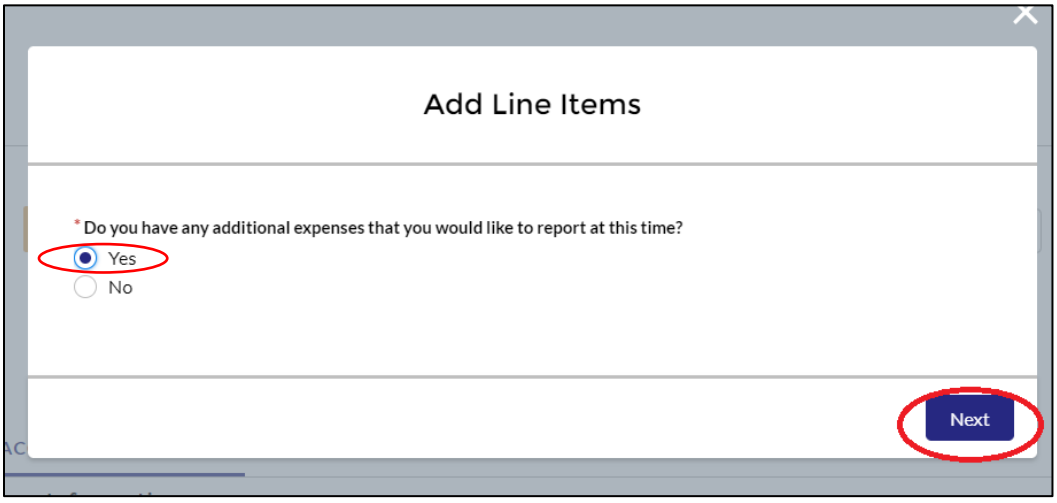


3. Click **Next**

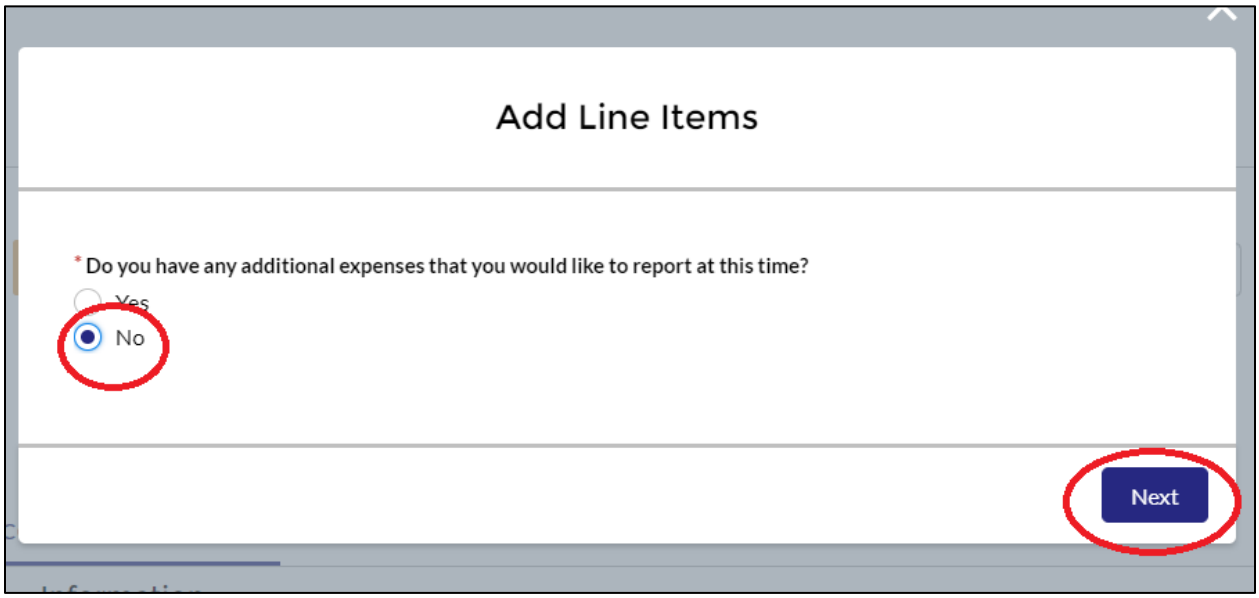


4. Answer Question: Do you manage any additional expenses that you would like to report at this time?

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

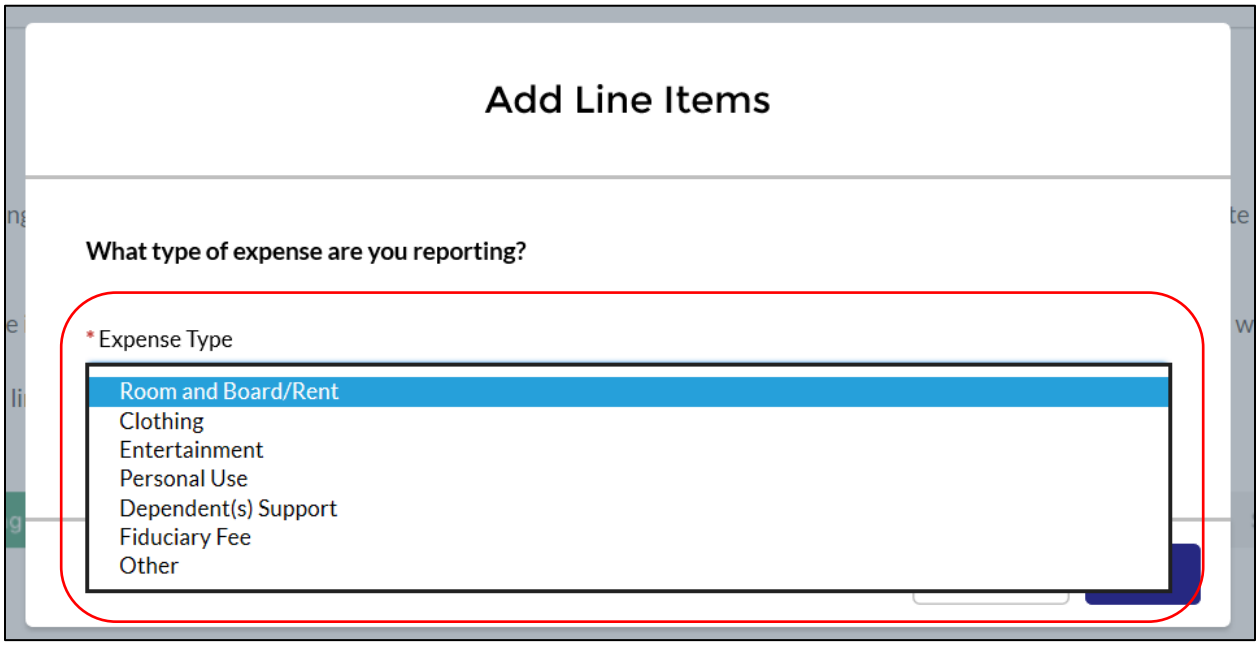


ii. If the Fiduciary does not have additional expenses to add, Select **No,** Click **Next**, and click Scenario 9.

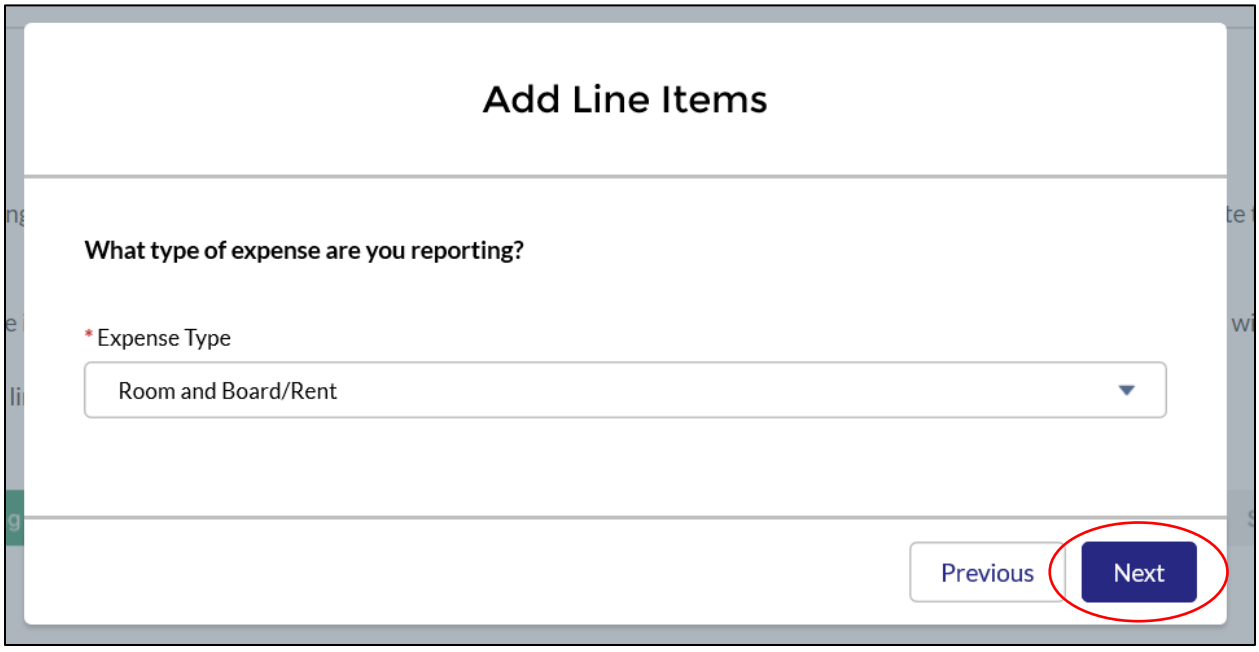


Scenario 8: Additional Expenses

1. Select **Expense Type**



2. Click **Next**



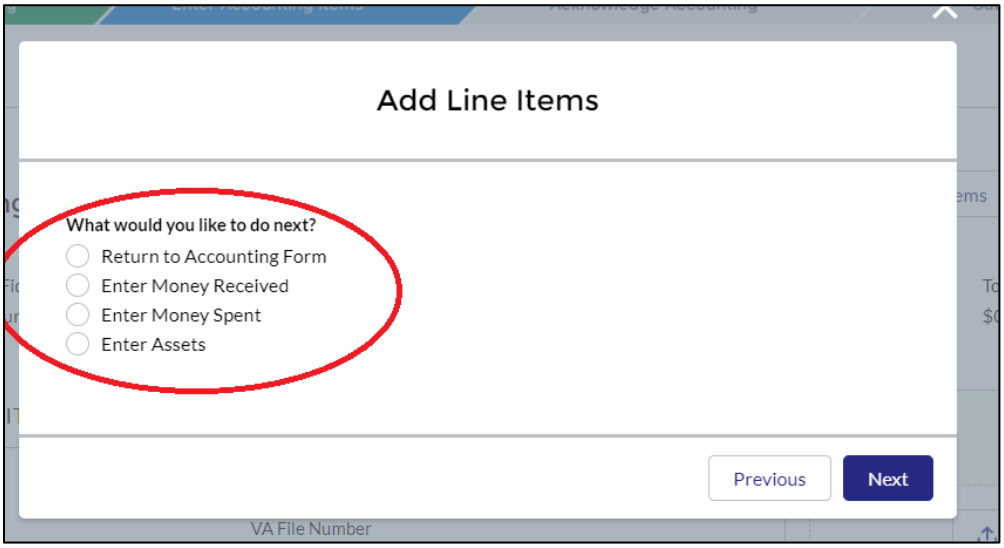
Note: For any line item added, rounding is not permitted and must be supported by transactions included within the financial banking statements attached.

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:

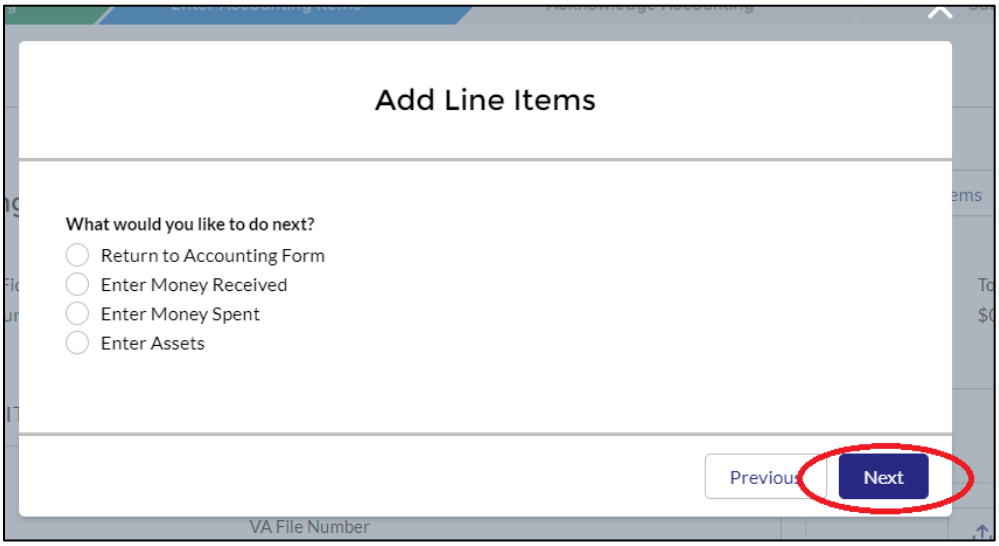
- If the user would like to add a line item for **Room and Board/Rent** click Scenario 1.
- If the user would like to add a line item for **Clothing expense** click Scenario 2.
- If the user would like to add a line item for **Entertainment expense** click Scenario 3.
- If the user would like to add 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.

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.