Objective
To provide the Fiduciary with steps on how to add an Asset line item to an accounting

Audience
User: Fiduciary

Prerequisite
The Fiduciary has created a new accounting.

Instructions
1. Select the accounting that the Fiduciary would like to add an Asset Line
Fiduciary Accountings Submission Tool (FAST) Training Job Aid
Add an Asset Line Item

2. **Click** Add Line Items

![Add Line Items](image)

3. **Select** Enter Assets

![Enter Assets](image)
4. Click **Next**

5. Select **Type of Asset**

   Please select the type of line item you would like to report.
   - Enter Money Received
   - Enter Money Spent
   - Enter Assets
6. Click **Next**

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

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

- If the user would like to add a line item for **Total Amount of Checking Account(s)** click **Scenario 1**.
- If the user would like to add a line item for **Total Amount of Savings Account(s)** click **Scenario 2**.
- If the user would like to add a line item for **Total Amount of Certificate(s) of Deposit** click **Scenario 3**.
- If the user would like to add a line item for **Savings Bonds** click **Scenario 4**.
- If the user would like to add a line item for **Other assets** click **Scenario 5**.
Scenario 1: Total Amount of Checking Account(s) Line Items

1. **Answer Question**: What was the ending balance of this asset for this accounting period?

   ![Add Line Items](image)

   **Note**: Rounding is **not permitted** and balance must be supported by financial banking statements.

   * What was the ending balance of this asset for this accounting period?

   $12,000
2. Click **Next**

![Add Line Items](image)

**Checking Account(s)**

*Note: Rounding is **not permitted** and balance must be supported by financial banking statements.*

*What was the ending balance of this asset for this accounting period?*

$12,000
3. **Answer Question:** Do you manage any additional Assets that you would like to report at this time?

   i. If the Fiduciary has additional assets to add, **Select Yes**, Click **Next**, and click **Scenario 6**.
ii. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click **Scenario 7**.
Scenario 2: Total Amount of Savings Account(s) Line Items

1. **Answer Question:** What was the ending balance of this asset for this accounting period?

   ![Add Line Items](Add Line Items.png)

   **Note:** Rounding is **not permitted** and balance must be supported by financial banking statements.

   * What was the ending balance of this asset for this accounting period?
   
   $12,000
2. Click **Next**
3. Answer Question: Do you have any additional Assets that you would like to report at this time?

- If the Fiduciary has additional assets to add, Select Yes, Click Next, and click Scenario 6.
ii. If the Fiduciary does not have additional assets to add, **Select No**, **Click Next**, and click **Scenario 7**.
Scenario 3: Total Amount of Certificate(s) of Deposit Line Items

1. Answer Question: What was the ending balance of this asset for this accounting period?

   Note: Rounding is not permitted and balance must be supported by financial banking statements.

   *What was the ending balance of this asset for this accounting period?
   $12,000
3. **Answer Question:** Do you have any additional Assets that you would like to report at this time?
i. If the Fiduciary has additional assets to add, Select Yes, Click Next, and click [Scenario 6].

ii. If the Fiduciary does not have additional assets to add, Select No, Click Next, and click [Scenario 7].
Scenario 4: Savings Bonds Line Items

1. Enter **Serial Number** of the savings bonds. A savings bond’s serial number is a unique number for a savings bond. The serial number can be found on the lower right corner of the Fiduciary’s savings bond. The serial number will be a series of 9-10 characters followed by either I, E, or EE depending on the type of savings bond.

![Add Line Items](image-url)
2. Enter **Date of Purchase** of the savings bonds
Add an Asset Line Item

3. Enter Purchase Price

Savings Bonds

* Serial Number
123456789E

* Date of Purchase
Apr 1, 2020

* Purchase Price
$500
Add Line Items

Savings Bonds

Instructions: For each savings bond under ownership, please enter the serial number, date of purchase, and purchase price.

Note: Rounding is not permitted.

* Serial Number
  123456789E

* Date of Purchase
  Apr 1, 2020

* Purchase Price
  $500

4. Click Next
5. **Answer Question:** Do you have additional Savings Bonds to report at this time?

i. If the Fiduciary does have additional savings bonds to report, **Select Yes,** **Click Next,** and click Scenario 4.
ii. If the Fiduciary does not have additional savings bonds to report, Select No and Click Next.

6. Answer Question: Do you have any additional Assets that you would like to report at this time?
iii. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click **Scenario 6**.

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Add Line Items

* Do you manage any additional Assets that you would like to report at this time?

☐ Yes
☐ No
```

iv. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click **Scenario 7**.

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Add Line Items

* Do you manage any additional Assets that you would like to report at this time?

☐ Yes
☐ No
```
Scenario 5: Other Asset Line Items

1. **Answer Question**: *What is the asset you are reporting?*

   **Note**: The Fiduciary will type in the asset into a text field.
2. **Answer Question:** What was the ending balance of this asset for this accounting period?

**Note:** The Fiduciary will type in the ending balance into a text field.
3. Click Next

Add Line Items

Other Assets

Instructions: List outstanding checks or other issues that impact the total assets.

Note: Rounding is not permitted.

* What is the asset you are reporting?
  Asset Type

* What was the ending balance of this asset for this accounting period?
  $300

Previous  Next
4. **Answer Question:** Do you have any additional Assets that you would like to report at this time?

   **Add Line Items**

   *Do you manage any additional Assets that you would like to report at this time?*

   - [ ] Yes
   - [ ] No

   ![Add Line Items](image)

   i. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click **Scenario 6**.
ii. If the Fiduciary does not have additional assets to add, select No, click Next, and click Scenario 7.

Scenario 6: Additional Assets to Report

1. Select Type of Asset
2. Click **Next**

![Add Line Items](image)

*What type of asset are you reporting?*

- Total Amount of Checking Account(s)

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

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

- If the user would like to add a line item for **Total Amount of Checking Account(s)** click [Scenario 1](#).
- If the user would like to add a line item for **Total Amount of Savings Account(s)** click [Scenario 2](#).
- If the user would like to add a line item for **Total Amount of Certificate(s) of Deposit** click [Scenario 3](#).
- If the user would like to add a line item for **Savings Bonds** click [Scenario 4](#).
- If the user would like to add a line item for **Other assets** click [Scenario 5](#).
Scenario 7: No Additional Assets to Report

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

![Add Line Items](image-url)
2. Click **Next**

**Add Line Items**

What would you like to do next?
- Return to Accounting Form
- Enter Money Received
- Enter Money Spent
- Enter Assets

**Outcome**

The Fiduciary will have added Money Received line items to the accounting.