

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add an Asset Line Item



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

| | Accounting N... | Created Date | Fiduciary User | VA Fiduci... | VA File ... | Name of Bene... | Start D... | End Da... | Status | |
|---|-----------------------|---------------------|---------------------|--------------|-------------|---------------------|------------|-----------|------------------------|---|
| 1 | George Washing... | 4/2/2020 4:01 PM | FAST Fiduciary U... | Columbia 319 | C-12345678 | George Washington | 4/1/2020 | 4/29/2020 | Draft | ▼ |
| 2 | Dest Len 4-1-202... | 4/2/2020 1:11 PM | FAST Fiduciary U... | Columbia 319 | C-98778675 | Dest Len | 4/1/2020 | 4/2/2021 | Revisions Requested | ▼ |
| 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 | ▼ |
| 4 | Training Train 4-2... | 4/1/2020 1:27 PM | FAST Fiduciary U... | Columbia 319 | C-00000000 | Training Train | 4/29/2020 | 5/27/2020 | Draft | ▼ |
| 5 | Training Train 4-1... | 4/1/2020 12:07 P... | FAST Fiduciary U... | Columbia 319 | C-00000000 | Training Train | 4/1/2020 | 4/29/2020 | Approved - Docs Needed | ▼ |



Fiduciary Accountings Submission Tool (FAST)

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Add an Asset 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'.

Progress Bar: Create Draft Accounting (green) → Enter Accounting Items (blue) → Acknowledge Accounting (grey) → Submit Accounting (grey)

Accounting Summary:
Accounting: George Washington 4-1-2020 4-29-2020

Buttons: Add Line Items (circled in red), Acknowledge, Submit

| Name of Beneficiary | VA Fiduciary Hub | Start Date | End Date | Total Funds Under Management | Total Assets |
|---------------------|------------------|------------|-----------|------------------------------|--------------|
| George Washington | Columbia 319 | 4/1/2020 | 4/29/2020 | \$0.00 | \$0.00 |

Navigation: ACCOUNTING SUMMARY | EDIT LINE ITEMS

3. Select **Enter Assets**

Add Line Items

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

- ☐ Enter Money Received
- ☐ Enter Money Spent
- ☒ Enter Assets (circled in red)

Next (button)

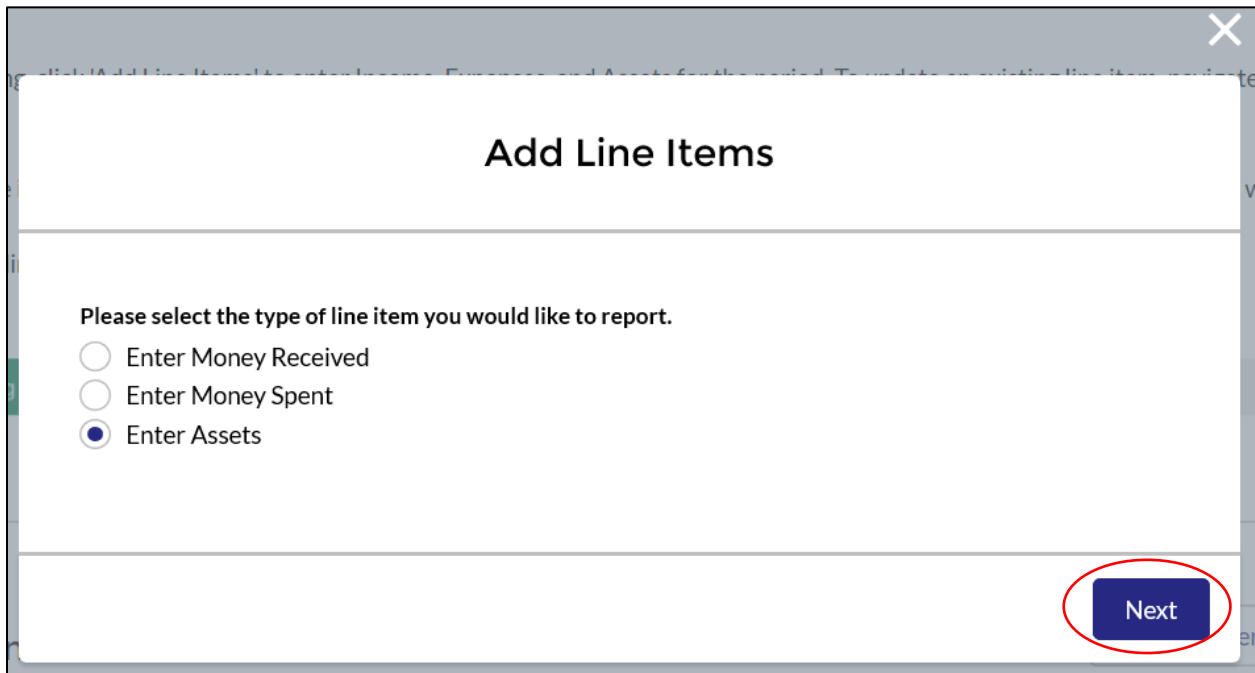


Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

4. Click **Next**



Add Line Items

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

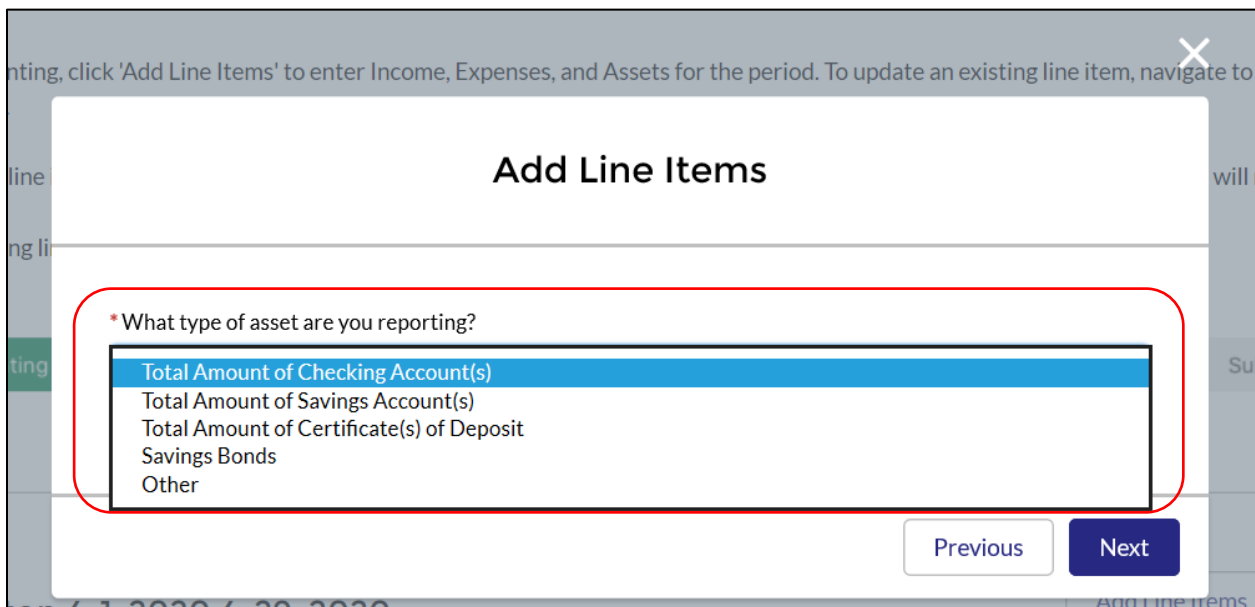
☐ Enter Money Received

☐ Enter Money Spent

☒ Enter Assets

Next

5. Select **Type of Asset**



Add Line Items

*What type of asset are you reporting?

- Total Amount of Checking Account(s)
- Total Amount of Savings Account(s)
- Total Amount of Certificate(s) of Deposit
- Savings Bonds
- Other

Previous **Next**

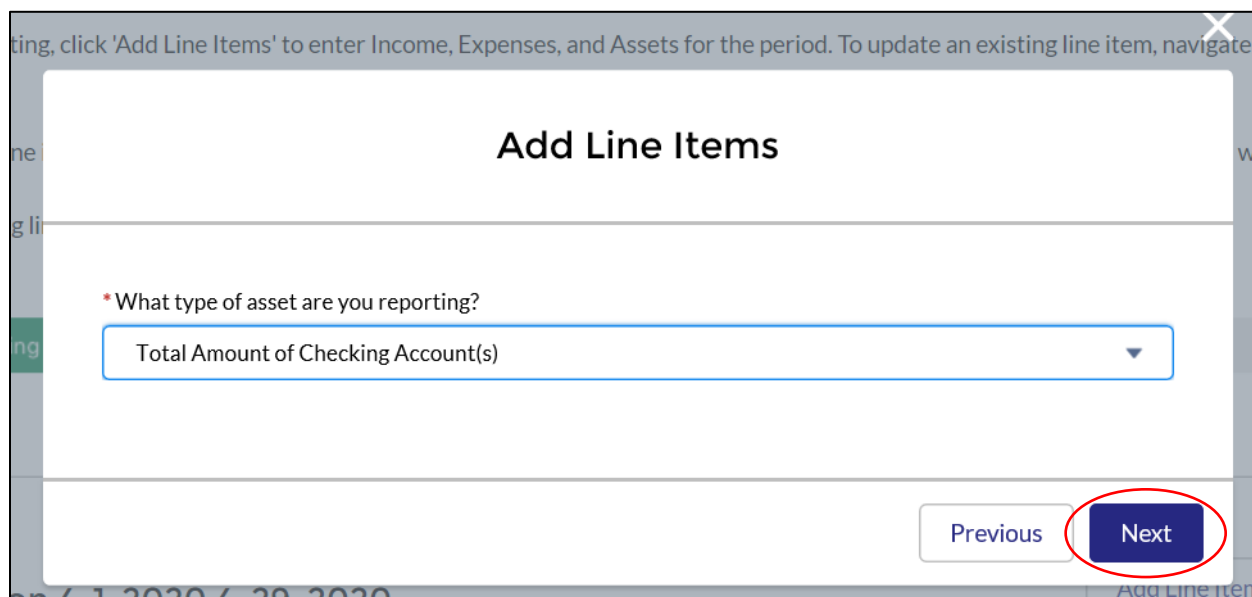


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Training Job Aid

Add an Asset Line Item

6. Click **Next**



ting, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

*What type of asset are you reporting?

Total Amount of Checking Account(s)

Previous 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](#).



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Add an Asset Line Item

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

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

Previous Next

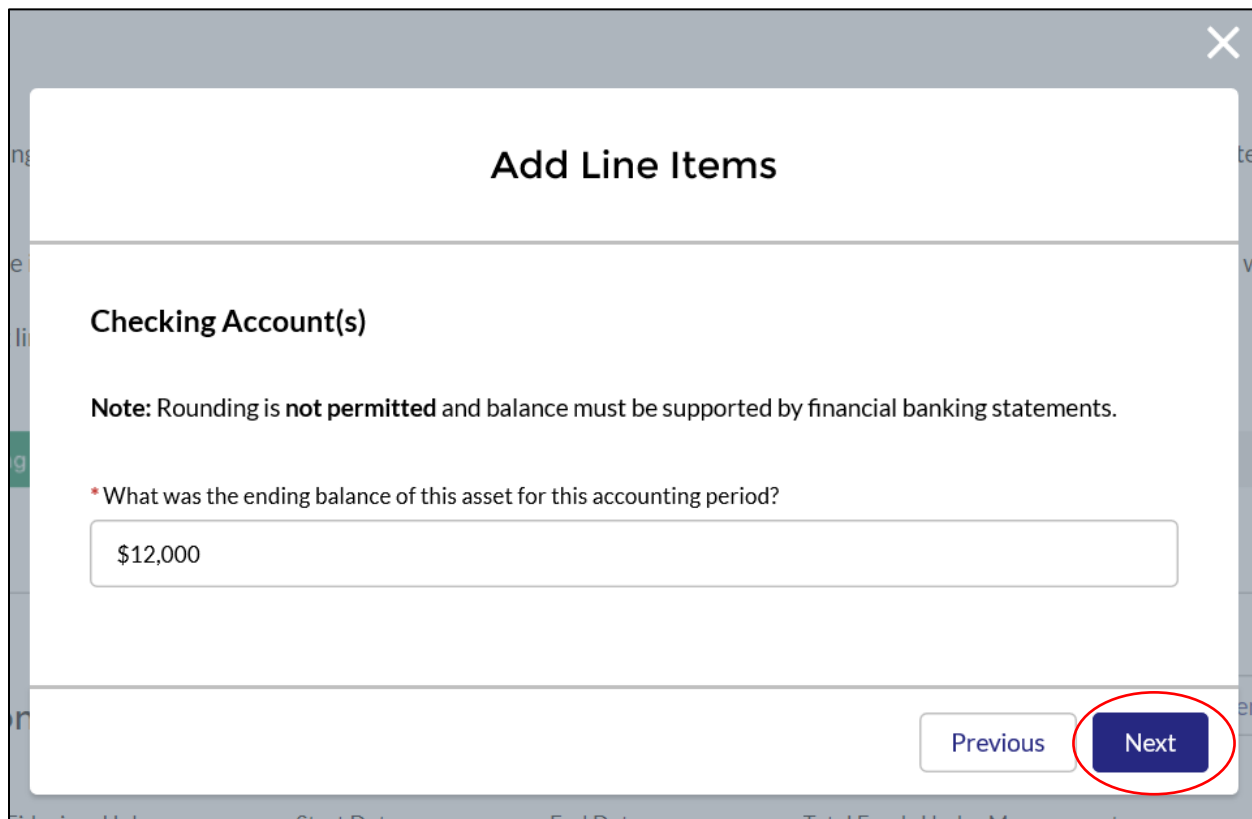


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Add an Asset Line Item

2. Click [Next](#)



Add Line Items

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

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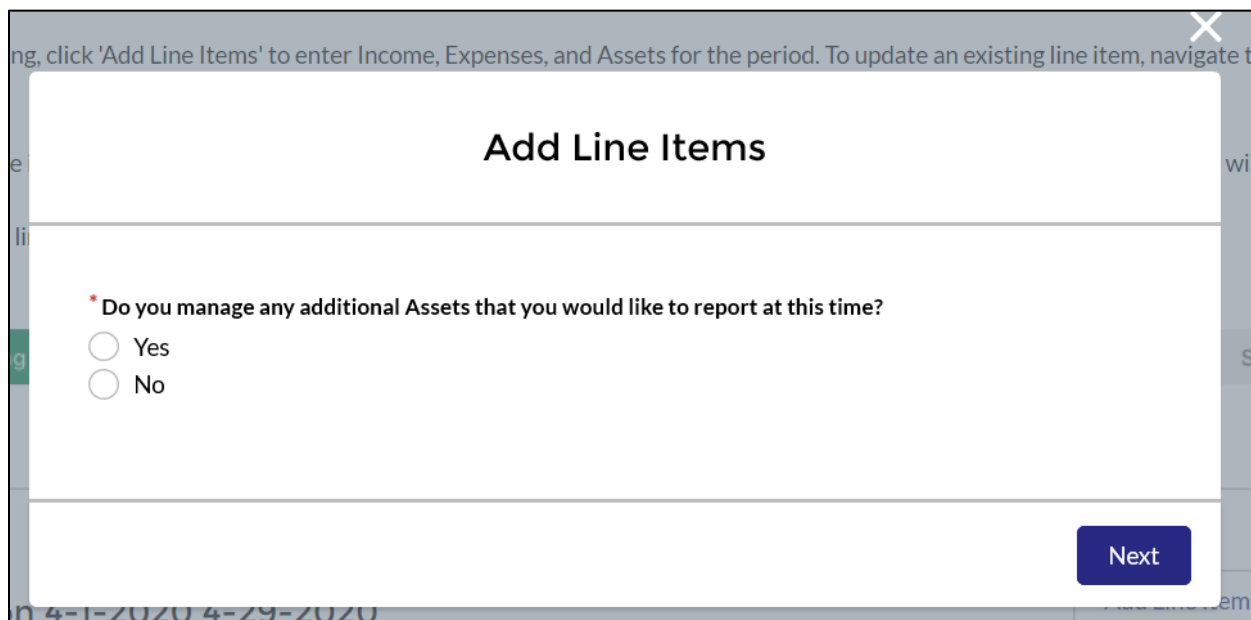


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Add an Asset Line Item

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



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

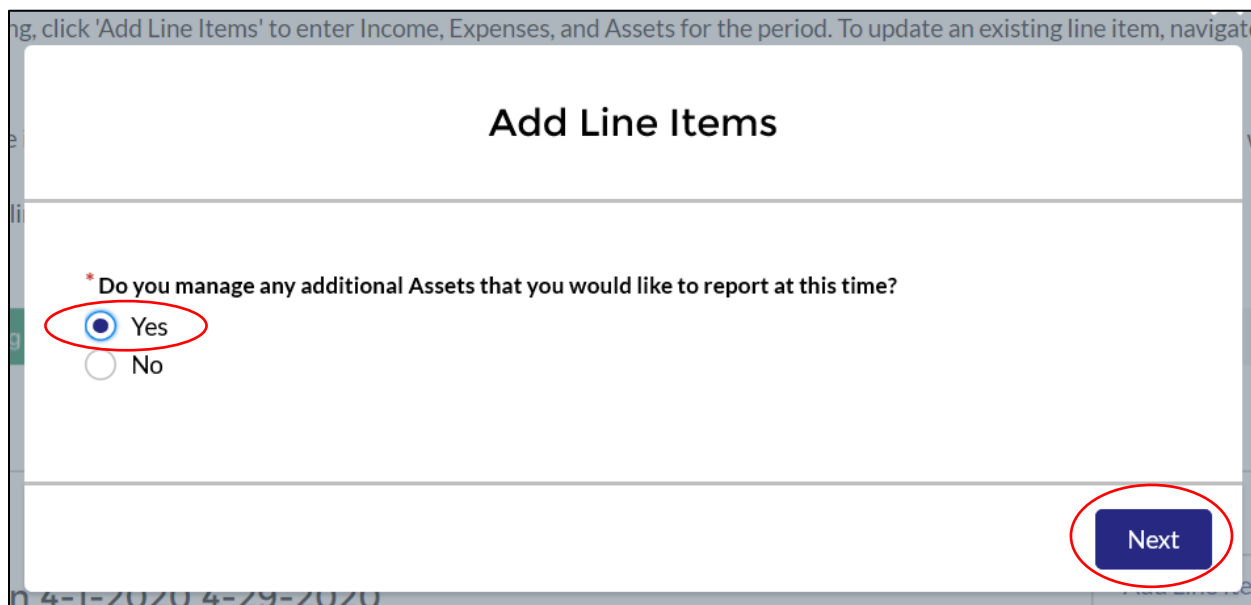
* Do you manage any additional Assets that you would like to report at this time?

☐ Yes

☐ No

Next

- i. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click [Scenario 6](#).



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

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

☒ Yes

☐ No

Next



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Add an Asset Line Item

- ii. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click [Scenario 7](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat

Add Line Items

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

☐ Yes

☒ No

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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

Savings 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?

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Add an Asset Line Item

2. Click [Next](#)

Add Line Items

Savings 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?

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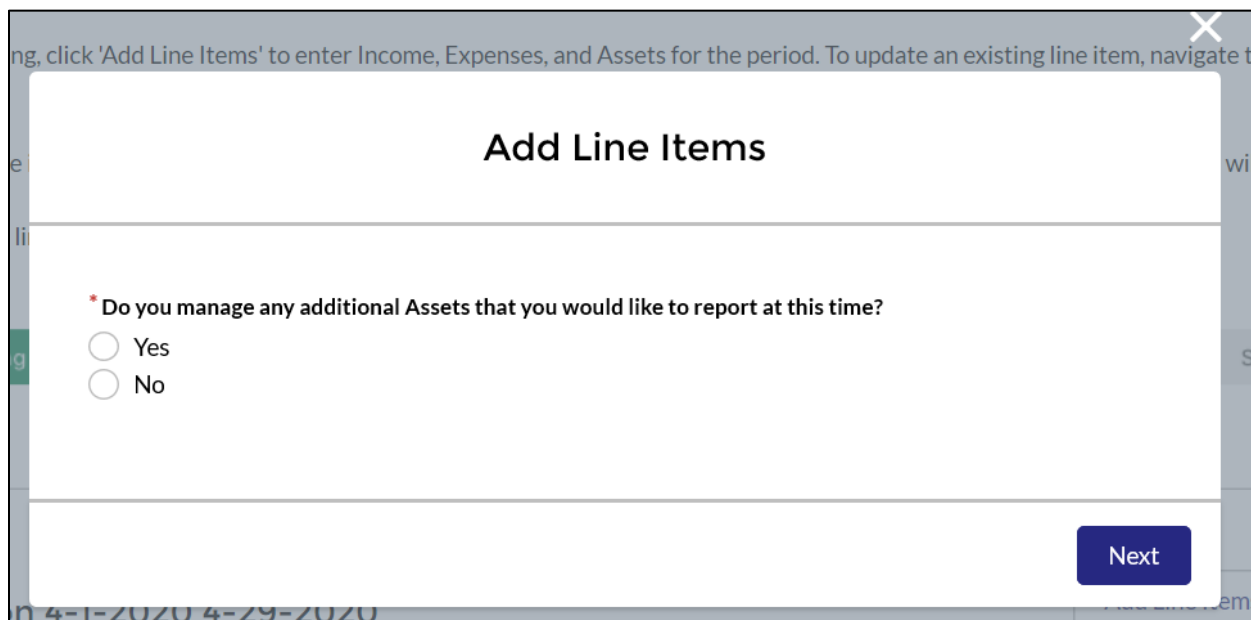


Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

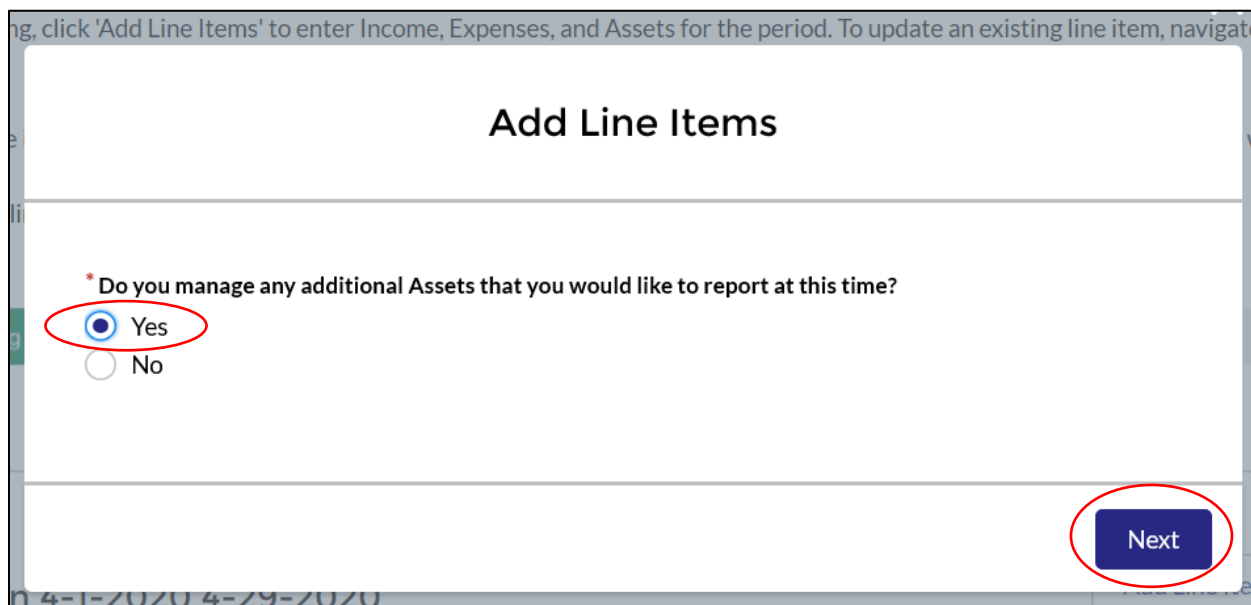
* Do you manage any additional Assets that you would like to report at this time?

☐ Yes

☐ No

Next

- i. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click [Scenario 6](#).



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

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

☒ Yes

☐ No

Next



Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

- ii. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click [Scenario 7](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat

Add Line Items

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

☐ Yes

☒ No

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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?*

Add Line Items

Certificate(s) of Deposit

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?

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

2. Click [Next](#)

Add Line Items

Certificate(s) of Deposit

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?

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3. 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

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

- i. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click [Scenario 6](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

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

☒ Yes

☐ No

Next

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- ii. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click [Scenario 7](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

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

☐ Yes

☒ No

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Add an Asset Line Item

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

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

* Purchase Price

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

2. Enter **Date of Purchase** of the savings bonds

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

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

3. Enter Purchase Price

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

* Date of Purchase

* Purchase Price

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Add an Asset Line Item

4. Click [Next](#)

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

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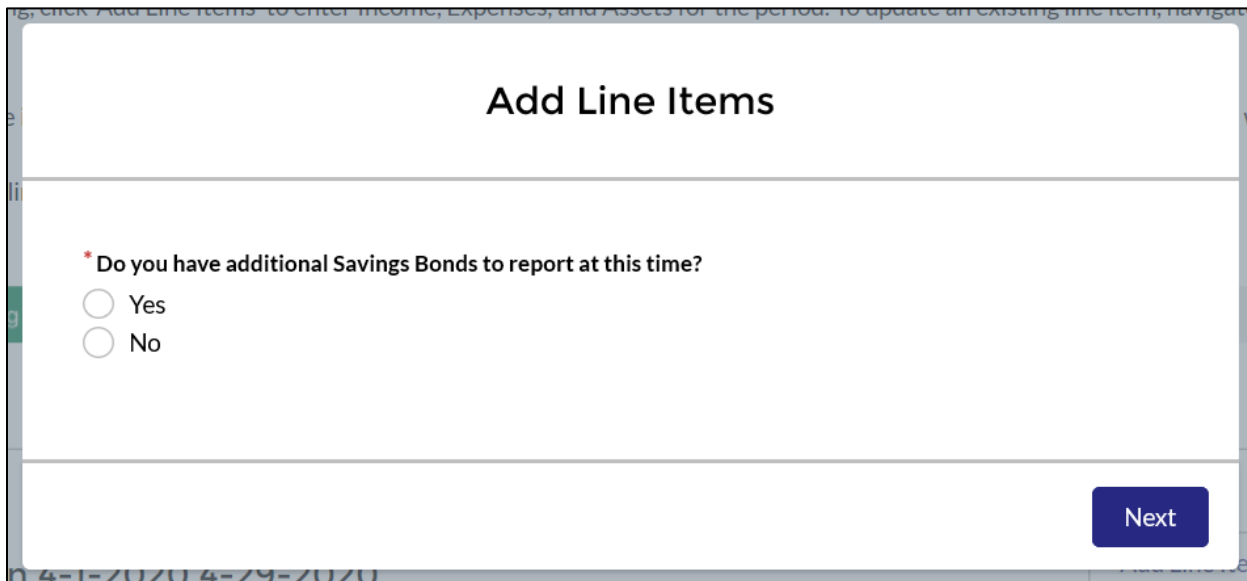


Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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



Add Line Items

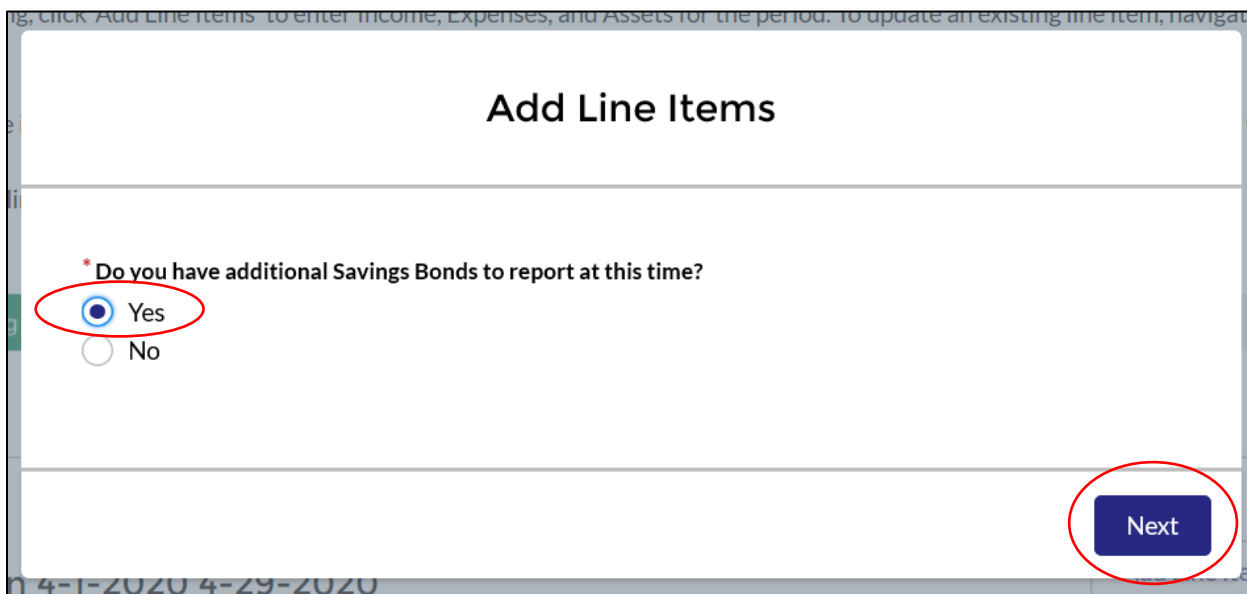
* Do you have additional Savings Bonds to report at this time?

☐ Yes

☐ No

Next

- i. If the Fiduciary does have additional savings bonds to report, Select **Yes**, Click **Next**, and click [Scenario 4](#).



Add Line Items

* Do you have additional Savings Bonds to report at this time?

☒ Yes

☐ No

Next



Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

- ii. If the Fiduciary does not have additional savings bonds to report, Select **No** and Click **Next**.

ing, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

* Do you have additional Savings Bonds to report at this time?

☐ Yes

☒ No

Next

6. Answer Question: Do you have any additional Assets that you would like to report at this time?

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

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

☐ Yes

☐ No

Next



Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

iii. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click [Scenario 6](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

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

☒ Yes
☐ No

Next

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

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

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

☐ Yes
☒ No

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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

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?

X

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

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Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Add an Asset Line Item

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

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

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Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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?

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

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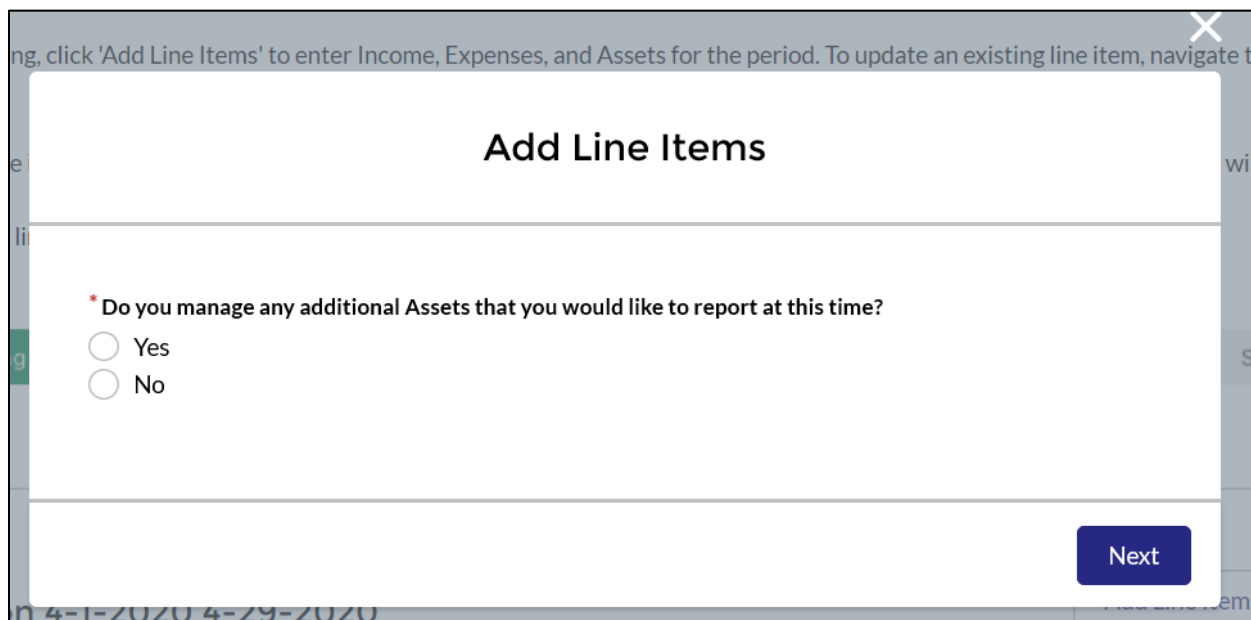


Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

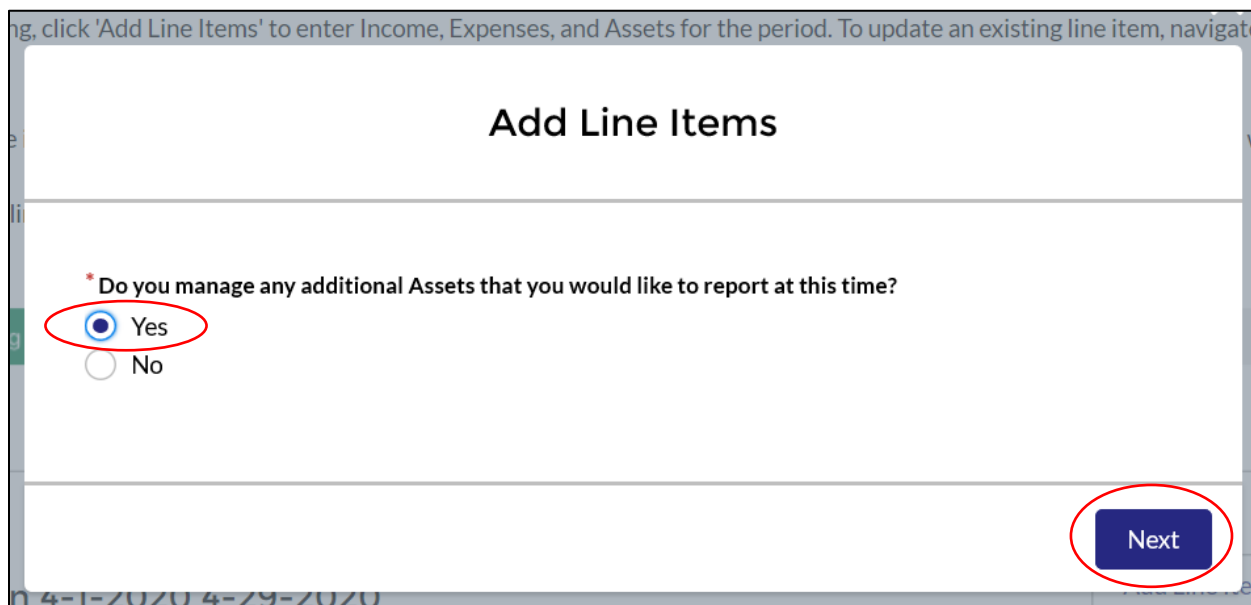
* Do you manage any additional Assets that you would like to report at this time?

☐ Yes

☐ No

Next

- i. If the Fiduciary has additional assets to add, Select **Yes**, Click **Next**, and click [Scenario 6](#).



ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

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

☒ Yes

☐ No

Next



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Add an Asset Line Item

- ii. If the Fiduciary does not have additional assets to add, Select **No**, Click **Next**, and click [Scenario 7](#).

ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat

Add Line Items

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

☐ Yes

☒ No

Next

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Scenario 6: Additional Assets to Report

1. Select **Type of Asset**

nting, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate to

Add Line Items

* What type of asset are you reporting?

- Total Amount of Checking Account(s)
- Total Amount of Savings Account(s)
- Total Amount of Certificate(s) of Deposit
- Savings Bonds
- Other

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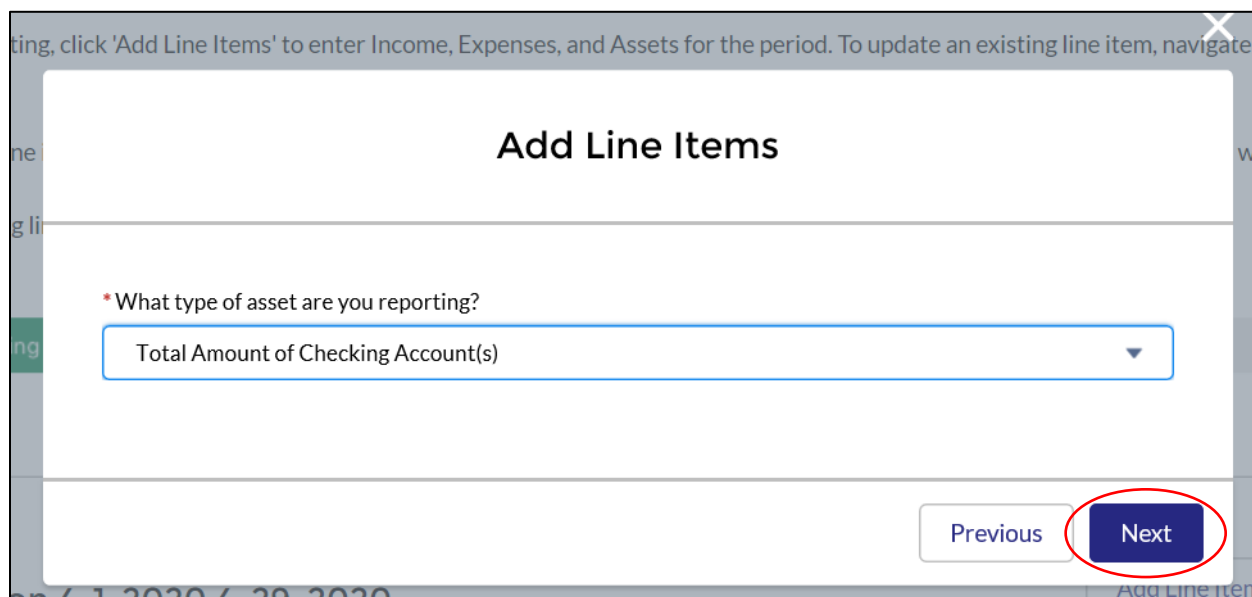


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Add an Asset Line Item

2. Click **Next**



ting, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate

Add Line Items

*What type of asset are you reporting?

Total Amount of Checking Account(s)

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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](#).



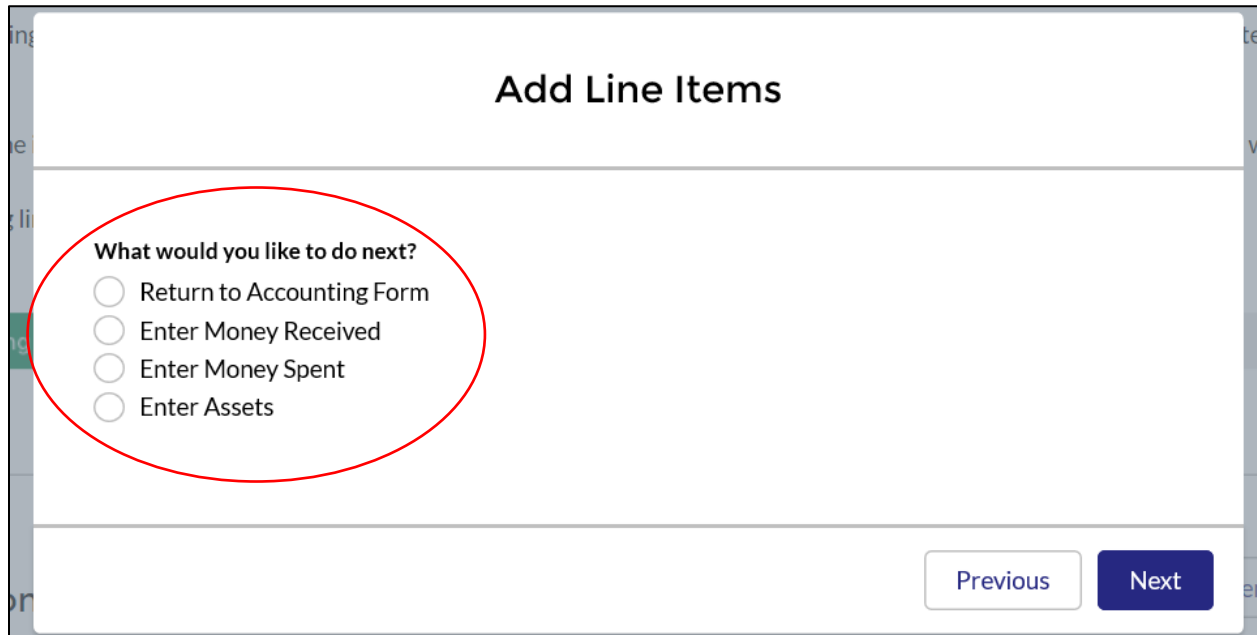
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Add an Asset Line Item

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

What would you like to do next?

- ☐ Return to Accounting Form
- ☐ Enter Money Received
- ☐ Enter Money Spent
- ☐ Enter Assets

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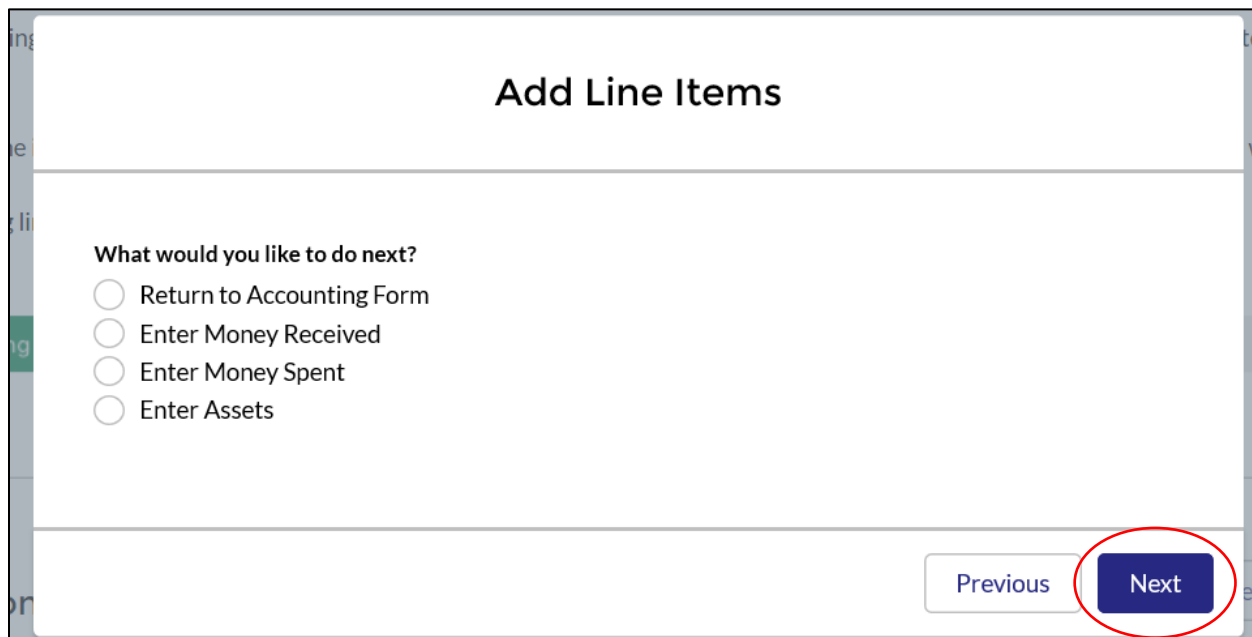


Fiduciary Accountings Submission Tool (FAST)

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Add an Asset Line Item

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

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Outcome

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

