

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

conds ag		Filtered by all accounting	gs - Status, Sub-Status, C	reated by Me • Upd	lated a few	Q Search this list		\$t •	🖩 • C' 💉	CT
	Accounting N \vee	Created Date $\downarrow \lor$	Fiduciary User 🗸 🗸	VA Fiduci $$	VA File 🗸	Name of Bene \vee	Start D 🗸	End Da \lor	Status	/
1	George Washingt	2/2/2020 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	

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2. Click Add Line Items

	tems						
To complete the draft of this Ac the applicable record from the		ems' to enter Income, Exp	penses, and Assets for	r the period. To update an existir	ig line item, naviga	te to the 'Edit Line Items' tab	and select
Please note: if you wish to dele	ete a line item, you must clio	k the "Deactivate" check	box within the line ite	m record. The line item will still	display, however it	will not be included in your a	accounting.
Once you have entered all acco	ounting line items and have	balanced your accounting	g, click 'Acknowledge'				
Create Draft Ace	counting	Enter Accounting Items		Acknowledge Accounting		Submit Accounting	
Accounting							
Accounting George Washi	ngton 4-1-2020 4	-29-2020			Add Line It	ems cknowledge	Submit
	ngton 4-1-2020 4	-29-2020 Start Date	End Date	Total Funds Under Mana		Total Assets	Submit

3. Select Enter Assets

		×
	Add Line Items	v
Please select the type of line item you Enter Money Received Enter Money Spent Enter Assets	would like to report.	
1	Next	e



4. Click Next

	×
Add Line Items	v
Please select the type of line item you would like to report. Enter Money Received Enter Money Spent Enter Assets 	
Ne	ext

5. <u>Select</u> Type of Asset

nting	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, naviga	te to
line	Add Line Items	will
ng lir ting	*What type of asset are you reporting? Total Amount of Checking Account(s)	Su
	Total Amount of Savings Account(s) Total Amount of Certificate(s) of Deposit Savings Bonds Other	
	Previous Next	ems

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6. Click Next

ting	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, naviga	ite f
nei	Add Line Items	wi
g li		
	* What type of asset are you reporting?	
ing	Total Amount of Checking Account(s)	~
	Previous Next	em

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 <u>Scenario</u>
 <u>1</u>.
- If the user would like to add a line item for Total Amount of Savings Account(s) click <u>Scenario</u>
 <u>2</u>.
- 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 <u>Scenario 4</u>.
- If the user would like to add a line item for Other assets click <u>Scenario 5</u>.



Scenario 1: Total Amount of Checking Account(s) Line Items

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

		×
nŧ	Add Line Items	te
e i lii	Checking Account(s)	v
9	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	
r	Previous	en



2. Click Next

		×
nį	Add Line Items	te
ei		v
li	Checking Account(s)	
g	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?	
l	\$12,000	
r	Previous	



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, navigation of the period.	te to
ei	Add Line Items	wil
g	* Do you manage any additional Assets that you would like to report at this time? Yes No	S
n	Next	ems

i. If the Fiduciary has additional assets to add, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 6</u>.

าย	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate
0	Add Line Items
li	
g	* Do you manage any additional Assets that you would like to report at this time? • Yes • No
n	Next

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ii. If the Fiduciary does not have additional assets to add, <u>Select No</u>, <u>Click Next</u>, and click <u>Scenario 7</u>.

n	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat
е	Add Line Items
li	* Do you manage any additional Assets that you would like to report at this time?
g	Yes No
ır	Next



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 Acco	ount(s)
Note: Pounding	
	is not permitted and balance must be supported by financial banking statements.
	Is not permitted and balance must be supported by financial banking statements. Inding balance of this asset for this accounting period?



2. Click Next

	Add Line Items
Savings Account(s)
	permitted and balance must be supported by financial banking statements.
* What was the ending b	alance of this asset for this accounting period?
* What was the ending b \$12,000	alance of this asset for this accounting period?



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, navigation of the period.	te to
ei	Add Line Items	wil
g	* Do you manage any additional Assets that you would like to report at this time? Yes No	S
n	Next	ems

i. If the Fiduciary has additional assets to add, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 6</u>.

า	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate
2	Add Line Items
() ()	* Do you manage any additional Assets that you would like to report at this time? Yes No
r	Next

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ii. If the Fiduciary does not have additional assets to add, <u>Select No</u>, <u>Click Next</u>, and click <u>Scenario 7</u>.

n	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat
е	Add Line Items
li	* Do you manage any additional Assets that you would like to report at this time?
g	Yes No
ır	Next



Scenario 3: Total Amount of Certificate(s) of Deposit Line Items

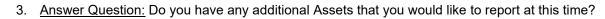
1. <u>Answer Question:</u> What was the ending balance of this asset for this accounting period?

٦٤	Add Line Items	te
	Certificate(s) of Deposit	v
	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	er



2. Click Next

	Add	Line Items	
Certificate(s)	of Deposit		
Note: Rounding is	not permitted and balance r	nust be supported by finan	cial banking statements.
What was the end	ing balance of this asset for thi	s accounting period?	
\$12,000			
			\sim



ľ	ng, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, naviga	te to
¢	Add Line Items	wil
	 * Do you manage any additional Assets that you would like to report at this time? Yes No 	S
	Next	ems

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i. If the Fiduciary has additional assets to add, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 6</u>.

۱g,	, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate
2	Add Line Items
9	* Do you manage any additional Assets that you would like to report at this time? Yes No
h	4-1-7070 4-79-7070

ii. If the Fiduciary does not have additional assets to add, <u>Select No</u>, <u>Click Next</u>, and click <u>Scenario 7</u>.

ng	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat
e	Add Line Items
ıg	* Do you manage any additional Assets that you would like to report at this time? Yes No
'n	Next

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Scenario 4: Savings Bonds Line Items

1. <u>Enter Serial Number</u> 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.

v		
	Add Line Items	
in٤	Savings Bonds	∧ te
e	Instructions: For each savings bond under ownership, please enter the serial number, date of purchase, and purchase price.	v
; lii	Note: Rounding is not permitted.	
ıg	* Serial Number 123456789E	
	* Date of Purchase	
	* Purchase Price	_
n		
Fig		\sim
ur	Previous	lext



2. Enter Date of Purchase of the savings bonds

	Add Line Items	
ľ		^
ng	Savings Bonds	te
ei	Instructions: For each savings bond under ownership, please enter the serial number, date of purchase, and purchase price.	W
lii	Note: Rounding is not permitted.	
g	* Serial Number	
	123456789E	
(* Date of Purchase Apr 1, 2020	
	* Purchase Price	en
r		
Fic		\sim
ur	Previous	ext
		_



3. Enter Purchase Price

Add Line Items			
Add Line Reins			
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	i		
* Purchase Price			
\$500			
			l
Previous	Ne	ext	
			1



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	



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

וק, כווכא אמע בוויב זנט הווכר וויכטווכ, באףכרוזכז, מוע אזזכנז דטר נווכ פברוטע. דט עףעמנכ מדכאוזנווק ווויכ זנכוו, זומיוז	arc
Add Line Items	W
* Do you have additional Savings Bonds to report at this time? Yes No	
Next	er

i. If the Fiduciary does have additional savings bonds to report, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 4</u>.

ig, c	lick Add Line items, to enter income, expenses, and Assets for the period. To update an existing line item, naviga	πε
4	Add Line Items	V
li		1
, (* Do you have additional Savings Bonds to report at this time? • Yes No	
	Next) .ei
	+-1-2020 4-29-2020	

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

In	g, CIICK 'Add Line Items' to enter income, Expenses, and Assets for the period. To update an existing line item, havigate
ne	Add Line Items
g li	
	* Do you have additional Savings Bonds to report at this time?
ng	Ves 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, navigat	te to
e	Add Line Items	wil
lii	* Do you manage any additional Assets that you would like to report at this time?	
g	 Yes No 	S
n	Next	ems

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iii. If the Fiduciary has additional assets to add, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 6</u>.

ng, click 'Add	Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat
2 İ	Add Line Items
ii	
	You manage any additional Assets that you would like to report at this time?
	No
	Next
0 4-1-70	

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

n	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigat
e	Add Line Items
li	
	* Do you manage any additional Assets that you would like to report at this time?
g	Yes No
	Next
1	1 4-1-2020 4-29-2020

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Scenario 5: Other Asset Line Items

1. <u>Answer Question:</u> What is the asset you are reporting?

Note: The Fiduciary will type in the asset into a text field

	Add Line Items	
31	Other Assets	N N
li	Instructions: List outstanding checks or other issues that impact the total assets.	
	Note: Rounding is not permitted.	
9	* What is the asset you are reporting? Asset Type X	
	*What was the ending balance of this asset for this accounting period?	
n		er
ic Ir	Previous Next	



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 time of time of the time of time of the time of	he 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



3. Click Next

		Add Lin	e items		
Other Assets					
Instructions: Lis	t outstanding checl	ks or other issues	s that impact the to	otal assets.	
Note: Rounding	is not permitted.				
* What is the as	et you are reporting	?			
Asset Type					
* What was the er	ding balance of this	asset for this acco	unting period?		
\$300					
				Previous	Next



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, navigat	te to
ei	Add Line Items	wil
li g	* Do you manage any additional Assets that you would like to report at this time? Yes No	S
n	Next	ems

i. If the Fiduciary has additional assets to add, <u>Select</u> Yes, <u>Click</u> Next, and click <u>Scenario 6</u>.

า	g, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navigate
10	Add Line Items
9	* Do you manage any additional Assets that you would like to report at this time? Yes No
r	Next

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ii. If the Fiduciary does not have additional assets to add, <u>Select No</u>, <u>Click Next</u>, and click <u>Scenario 7</u>.

ng, click 'A	d Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, navi	gat
ei	Add Line Items	Y
lii *c	you manage any additional Assets that you would like to report at this time?	-
	Yes No	
	Next)
11 4-1-7	020 4-29-2020	

Scenario 6: Additional Assets to Report

1. Select Type of Asset

nting, c	lick 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, naviga	ite to
line	Add Line Items	will
ng li	* What type of asset are you reporting?	
ting	Total Amount of Checking Account(s) Total Amount of Savings Account(s) Total Amount of Certificate(s) of Deposit Savings Bonds Other	Su
	Previous Next	tems

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2. Click Next

ting	, click 'Add Line Items' to enter Income, Expenses, and Assets for the period. To update an existing line item, naviga	ate
nei	Add Line Items	w
g lir		
	* What type of asset are you reporting?	l
ing	Total Amount of Checking Account(s)	
	Previous Next) ten

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 <u>Scenario</u>
 <u>1</u>.
- If the user would like to add a line item for Total Amount of Savings Account(s) click <u>Scenario</u>
 <u>2</u>.
- 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 <u>Scenario 4</u>.
- If the user would like to add a line item for Other assets click <u>Scenario 5</u>.



Scenario 7: No Additional Assets to Report

1. <u>Answer Question:</u> 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.*

in	Add Line Items	te
; li	What would you like to do next? Return to Accounting Form Enter Money Received Enter Money Spent Enter Assets	
pr	Previous	el



2. Click Next

inŧ	Add Line Items	t€
e		٧
; lii	What would you like to do next? Return to Accounting Form Enter Money Received Enter Money Spent Enter Assets	
or	Previous	e

Outcome

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

