

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File



#### Objective

To provide the Fiduciary with steps on how to attach necessary files and documentation to supplement an accounting.

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#### Audience

User: Fiduciary

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#### Prerequisite

The Fiduciary has created a new accounting.

#### Instructions

There are three different methods to achieve the same goal of adding a file. All methods are outlined below:

[Method 1 – Add Files](#)

[Method 2 – Upload Files](#)

[Method 3 – Drop Files](#)



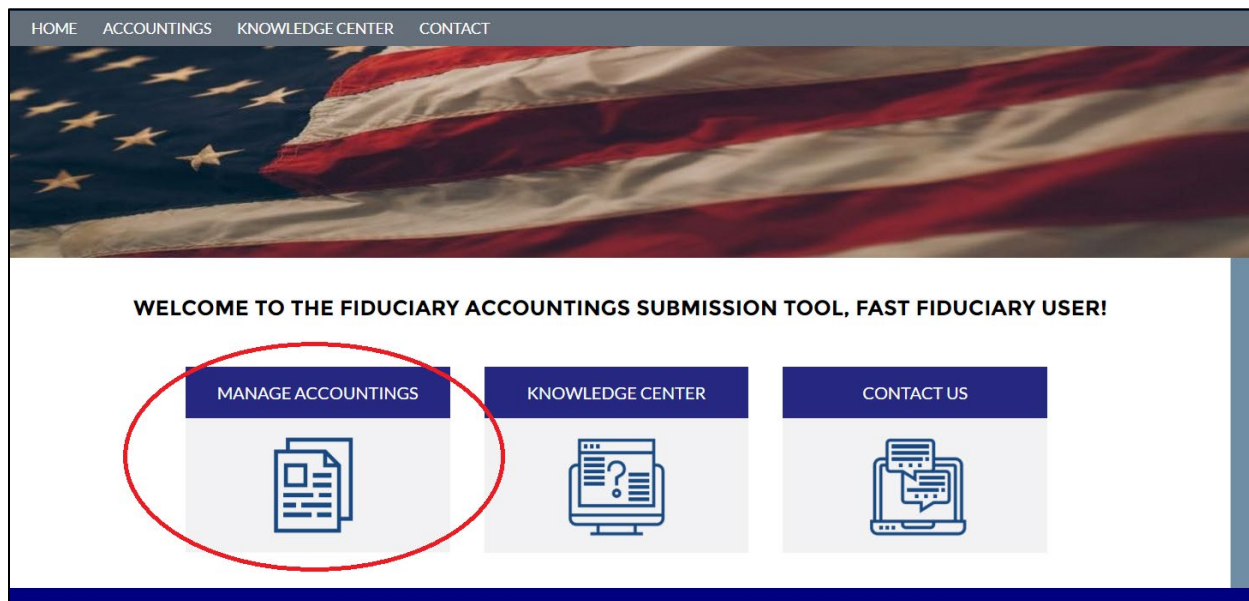
# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

#### Method 1: Add Files

1. Click on **Manage Accountings** on FAST Homepage



2. Select the **accounting** to add a file

The screenshot shows the 'Accountings' list in the FAST tool. The table has 4 items. The third item, 'smoke 327 smoke 327 8-15-201...', is circled in red. The table columns are: Accounting Name, Fiduciary User, VA File #, VA Fiduc..., Beneficiary Name, Start Date, End Date, and Status.

	Accounting Name ↑	Fiduciary User	VA File ...	VA Fiduc...	Beneficiary Name	Start D...	End Da...	Status
1	Derek Grey 2-1-2020 2-29-2020	FAST Fiduciary User	C-987654321	Columbia 319	Derek Grey	2/1/2020	2/29/2020	Draft
2	smoke 327 smoke 327 10-16-20...	FAST Fiduciary User	C-32732732	Columbia 319	smoke 327 smoke 327	10/16/20...	10/16/20...	Under Review
3	smoke 327 smoke 327 8-15-201...	FAST Fiduciary User	C-32732732	Columbia 319	smoke 327 smoke 327	8/15/2019	1/1/2021	Approved - Docs Needed
4	Taylor Smith 11-3-2019 3-30-2...	FAST Fiduciary User	C-123456789	Columbia 319	Taylor Smith	11/3/2019	3/30/2020	Draft




# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

#### 3. Click Add File

 Accounting  
**smoke 327 smoke 327 8-15-2019 1-1-2021**

Beneficiary Name smoke 327 smoke 327	VA Fiduciary Hub Columbia 319	Start Date 8/15/2019	End Date 1/1/2021	Total Funds Under Management \$92.00	Total Assets \$92.00
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[ACCOUNTING SUMMARY](#) [EDIT LINE ITEMS](#)

▼ Information

Accounting Name  
smoke 327 smoke 327 8-15-2019 1-1-2021

VA Fiduciary Hub  
Columbia 319

First Name of Veteran  
smoke 327

Middle Name of Veteran

Last Name of Veteran  
smoke 327

First Name of Beneficiary  
smoke 327

Last Name of Beneficiary  
smoke 327

Status  
Approved - Docs Needed


VA File Number  
C-32732732

Start Date  
8/15/2019

End Date  
1/1/2021

Total Estate at Beginning of Period ⓘ  
\$0.00

Total Funds Under Management  
\$92.00

 **Files (1)** [Add Files](#)

FEP\_acknowledg...

Mar 27, 2020 • ...

[View All](#)

#### **GUIDANCE FOR SUCCESS**

**Helpful Tips**

- Collect all detailed financial institution records for all of the beneficiary's accounts you managed during the entire accounting period to support the transactions noted on this accounting. Note: accounting periods may not match up with your banking statement start/end date. Make sure the financial institution records account for all days within the accounting period. For example, if your accounting start date begins on January 1st and ends on December 31st, please include the records that show a starting balance on January 1st and an ending balance on December 31st to account for the full accounting period.
- Please collect all check images that have been

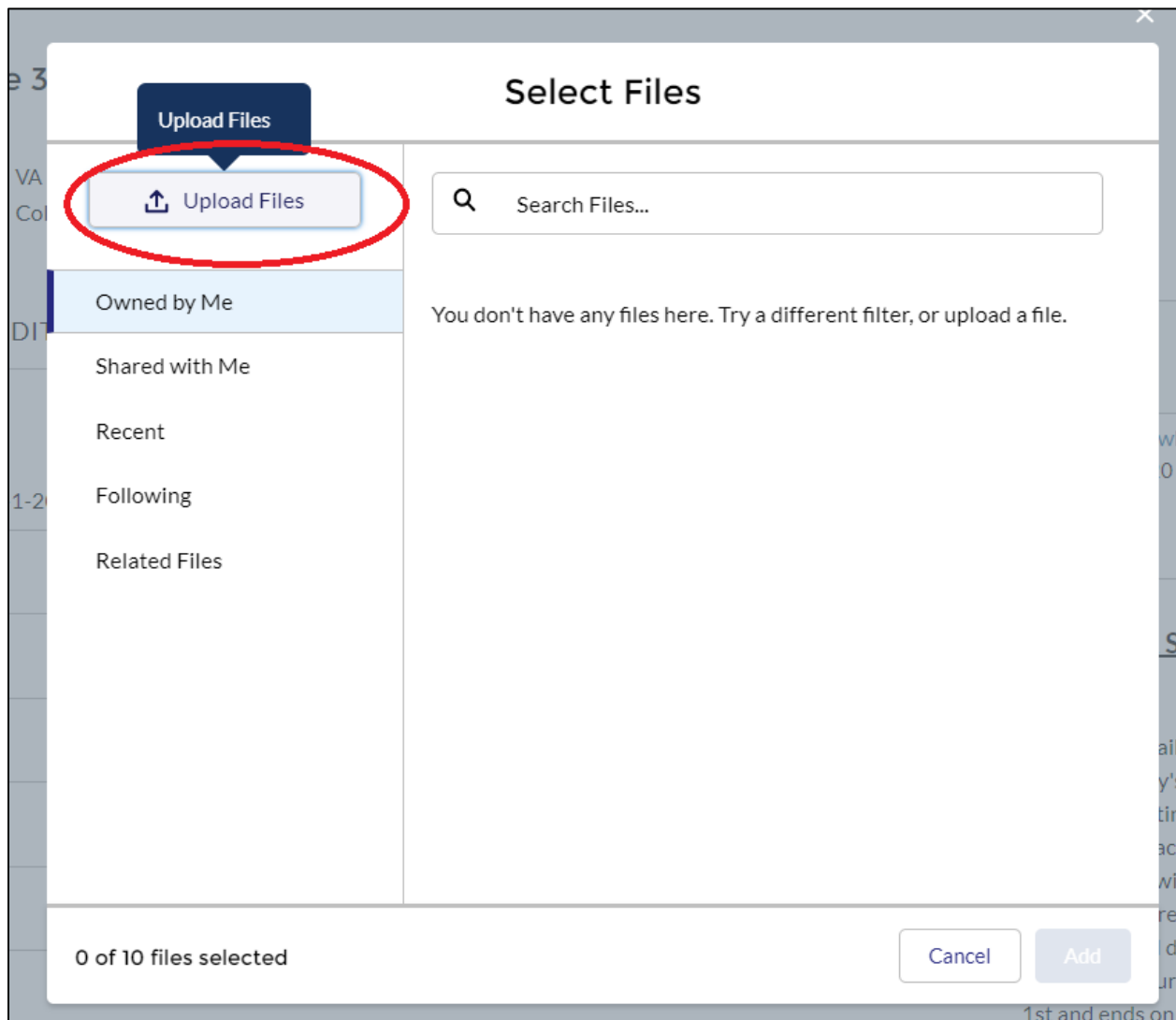


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

4. Click Upload File



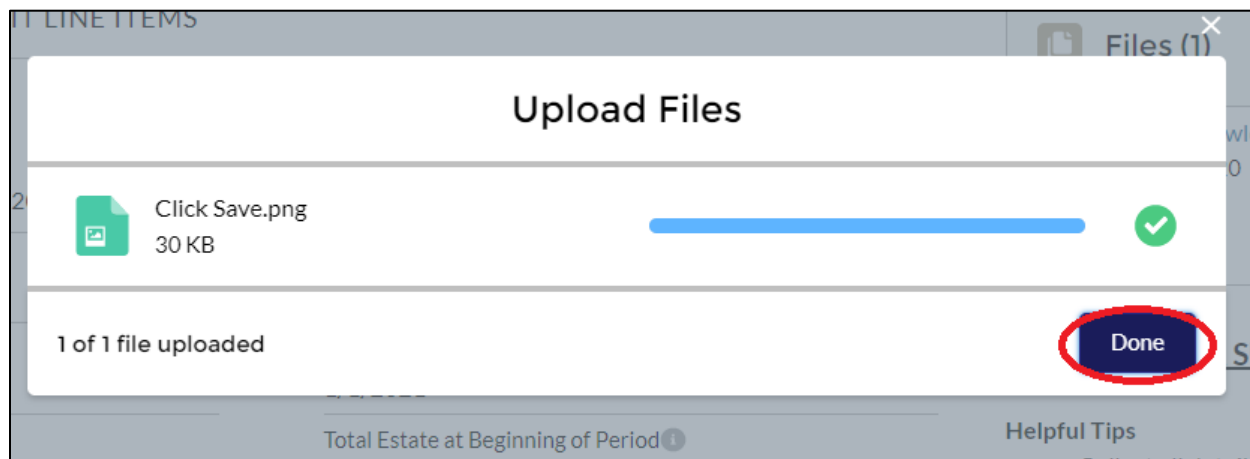
# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

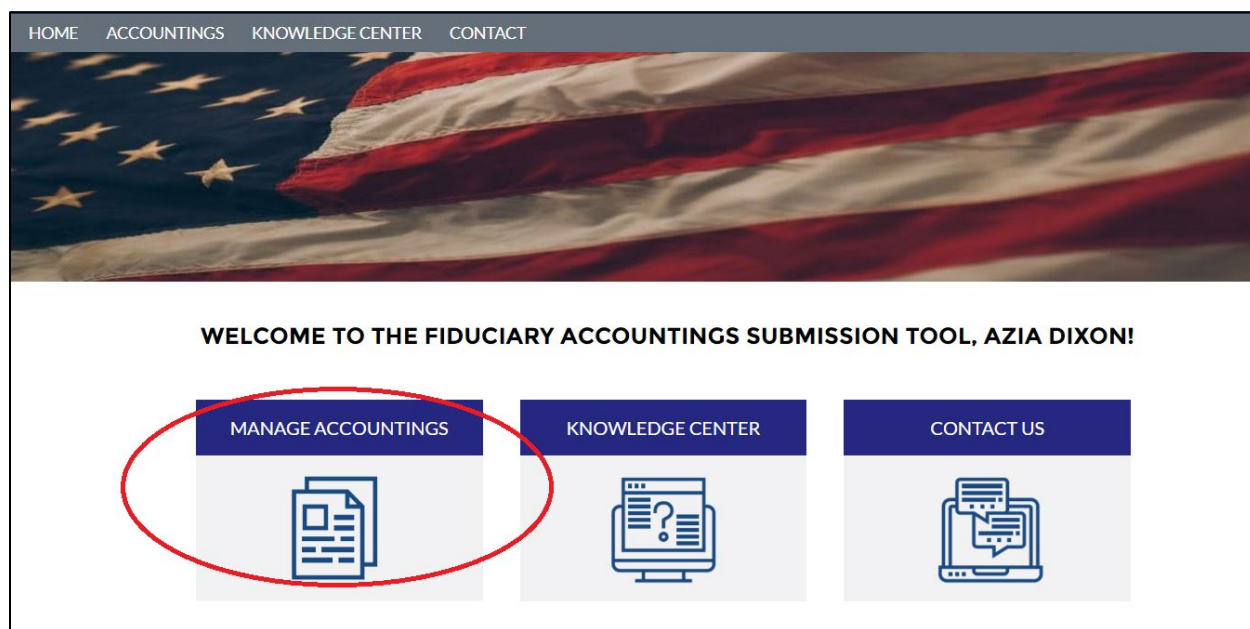
5. Select **File(s)** to upload from Fiduciary's PC

6. Click **Done**



## Method 2: Upload Files

1. Click on **Manage Accountings** on FAST Homepage





# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

2. Select the **accounting** to add a file

New Accounting

Would you like to create a new accounting?

☐ Yes

Next

Accountings

Pending Accountings

4 items • Sorted by Created Date • Filtered by all accountings - Status, Sub-Status, Created by Me • Updated a few seconds ago

Search this list...

Settings

Table

Refresh

Edit

Print

Filter

	Created Date	Accounting Na...	Fiduciary User	VA Fidu...	VA File ...	Beneficiary Na...	Start ...	End ...	Status	
1	3/27/2020 3:45 PM	smoke 327 smoke ...	FAST Fiduciary User	Columbia 3...	C-32732732	smoke 327 smoke 327	8/15/20...	1/1/2021	Approved - Docs Needed	
2	3/31/2020 11:58 ...	Taylor Smith 11-3-...	FAST Fiduciary User	Columbia 3...	C-123456789	Taylor Smith	11/3/20...	3/30/20...	Draft	
3	3/31/2020 12:16 ...	Derek Grey 2-1-2...	FAST Fiduciary User	Columbia 3...	C-987654321	Derek Grey	2/1/2020	2/29/20...	Draft	
4	3/31/2020 1:16 PM	Lisa Brown 3-24-2...	FAST Fiduciary User	Columbia 3...	C-11111111	Lisa Brown	3/24/20...	3/31/20...	Draft	

3. Click **Upload File**

Create Draft Accounting

Enter Accounting Items

Acknowledge Accounting

Submit Accounting

Accounting

Lisa Brown 3-24-2020 3-31-2021

Add Line Items

Acknowledge

Submit

Beneficiary Name	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Lisa Brown	Columbia 319	3/24/2020	3/31/2021	\$12.00	\$0.00

ACCOUNTING SUMMARY

EDIT LINE ITEMS

Information

Accounting Name

Lisa Brown 3-24-2020 3-31-2021

VA File Number

C-11111111

VA Fiduciary Hub

Columbia 319

Start Date

3/24/2020

First Name of Beneficiary

Lisa

End Date

3/31/2021

Last Name of Beneficiary

Brown

Total Estate at Beginning of Period

\$12.00

Files (0)

Add Files

Upload Files

Or drop files

**GUIDANCE FOR SUCCESS**

**Helpful Tips**

Collect all detailed financial institution records for all of the beneficiary's accounts you managed during the

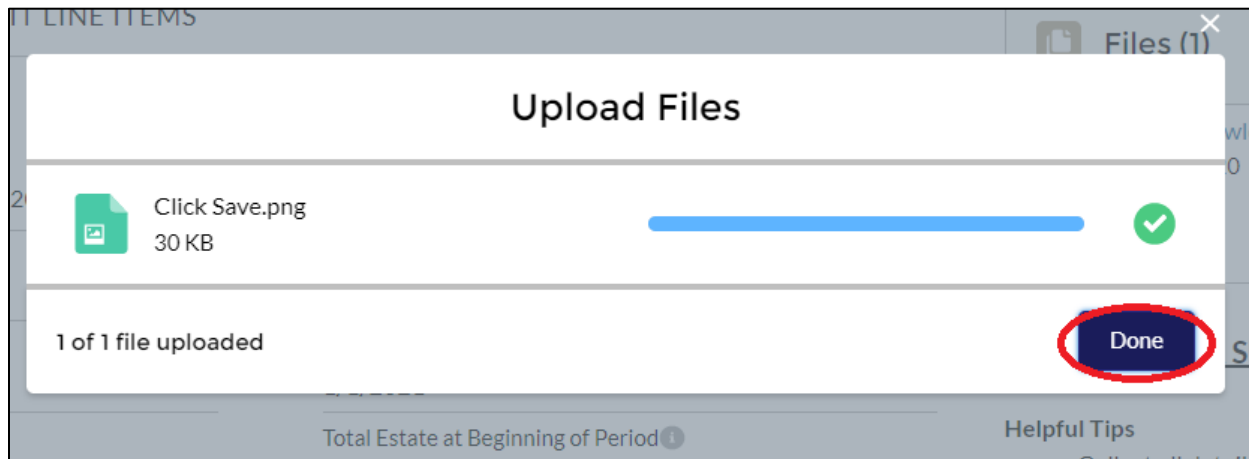


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## Training Job Aid

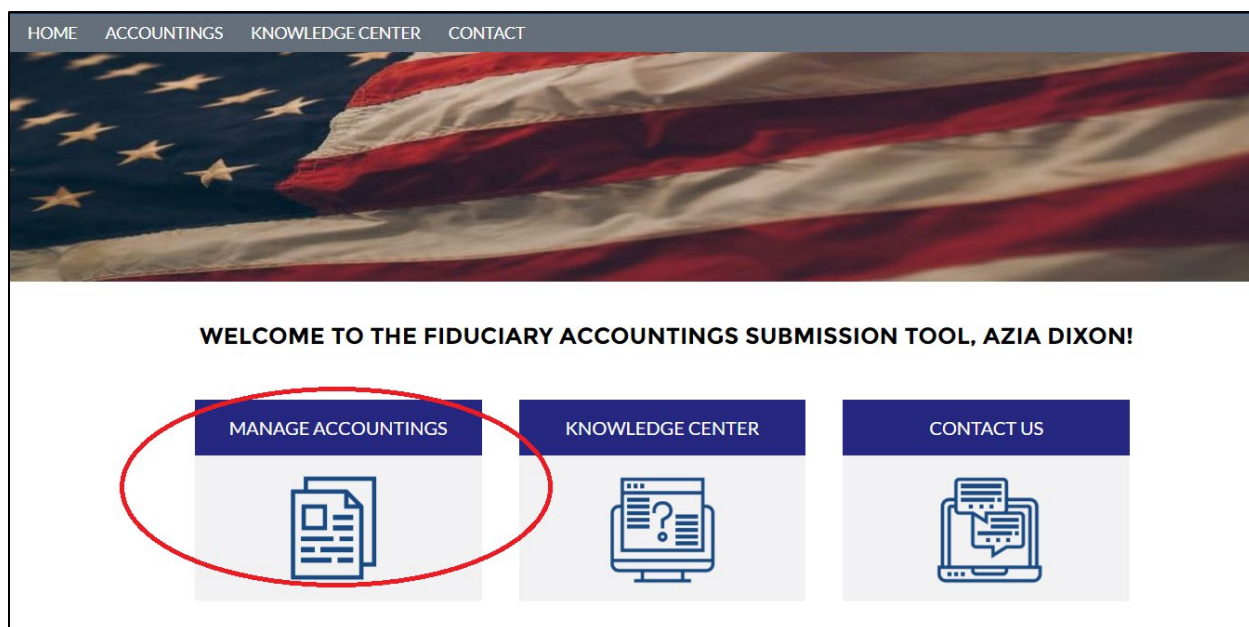
### Attach a File

4. Select **File(s)** to upload from Fiduciary's PC
5. Click **Done**



### Method 3: Drop Files

1. Click on **Manage Accountings**

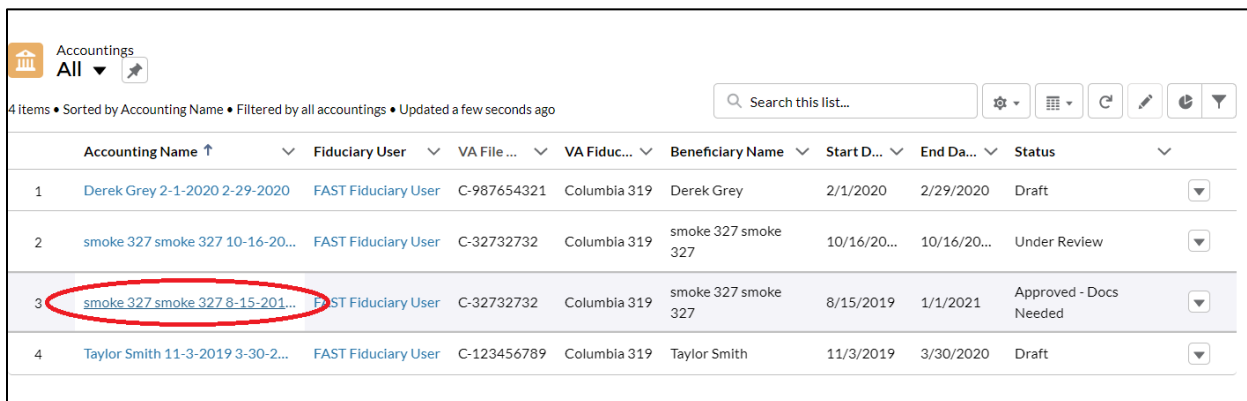


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

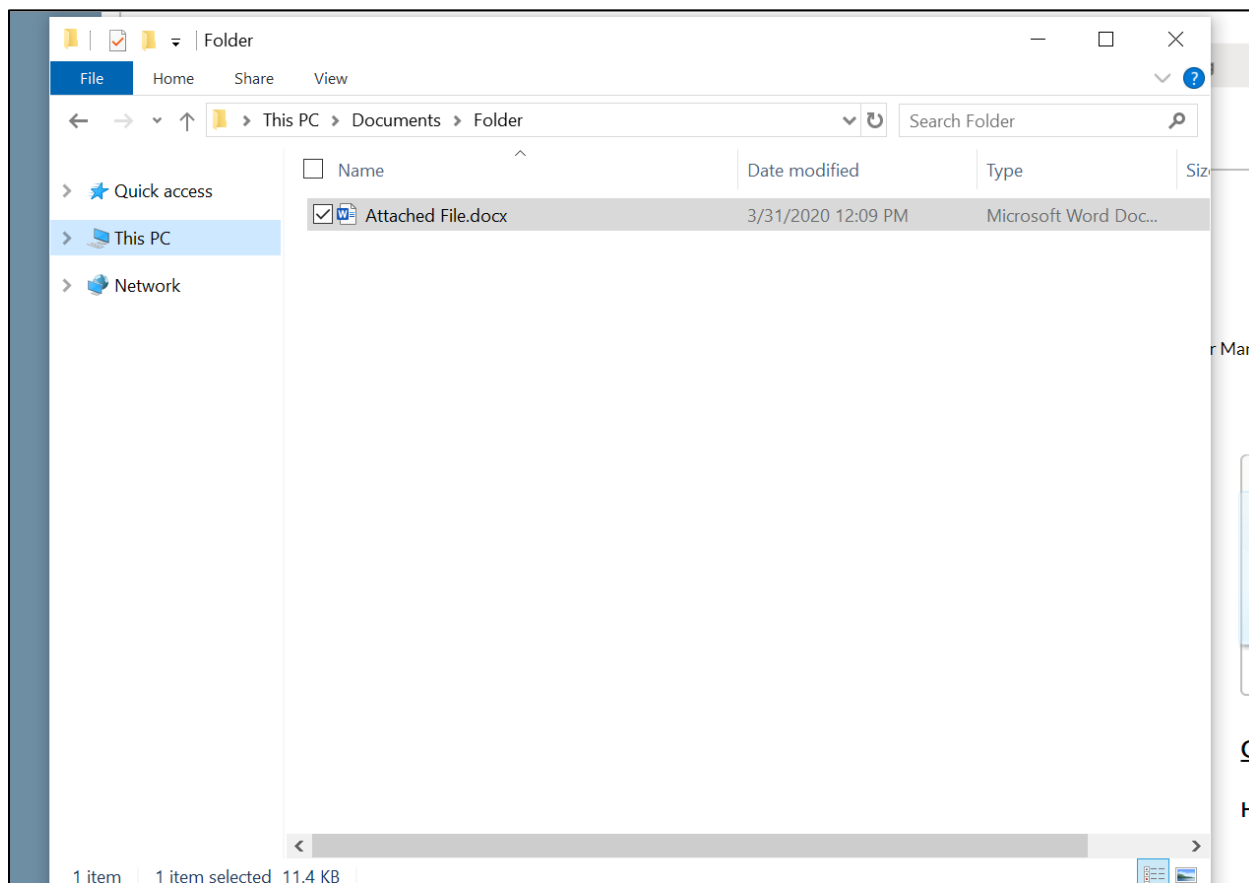
2. Select the **accounting** to add a file



The screenshot shows the 'Accountings' section of the FAST tool. It displays a table with 4 items, sorted by Accounting Name. The third item, 'smoke 327 smoke 327 8-15-201...', is highlighted with a red circle. The table columns include Accounting Name, Fiduciary User, VA File, VA Fiduc..., Beneficiary Name, Start D..., End Da..., and Status.

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3. Locate the file you would like to attach on the Fiduciary's PC



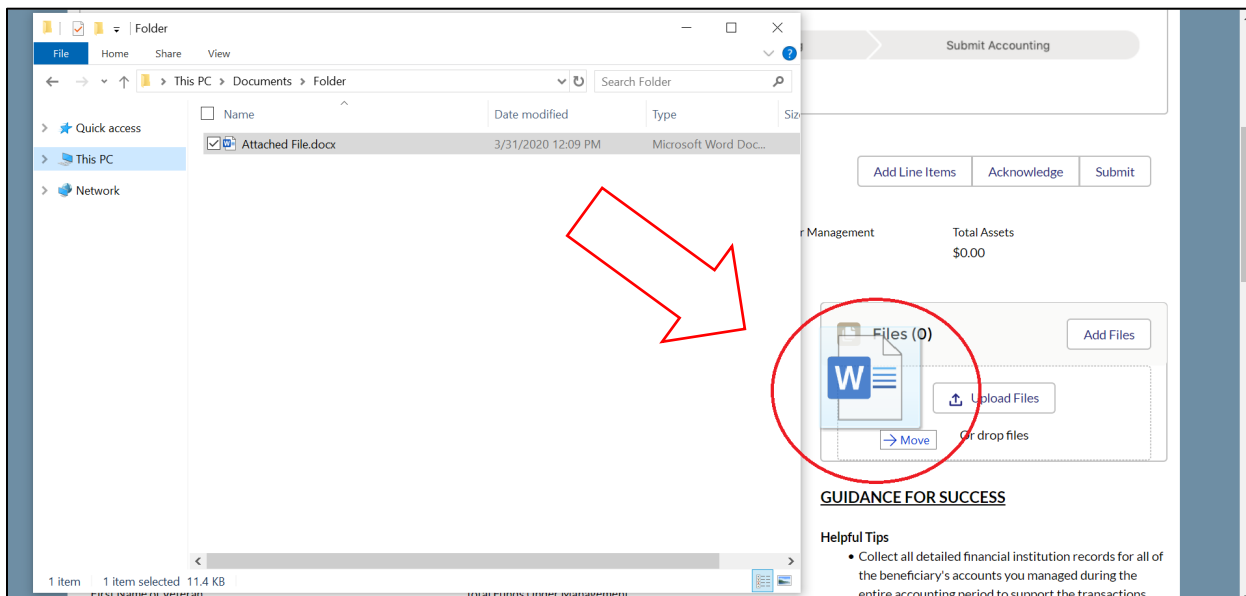


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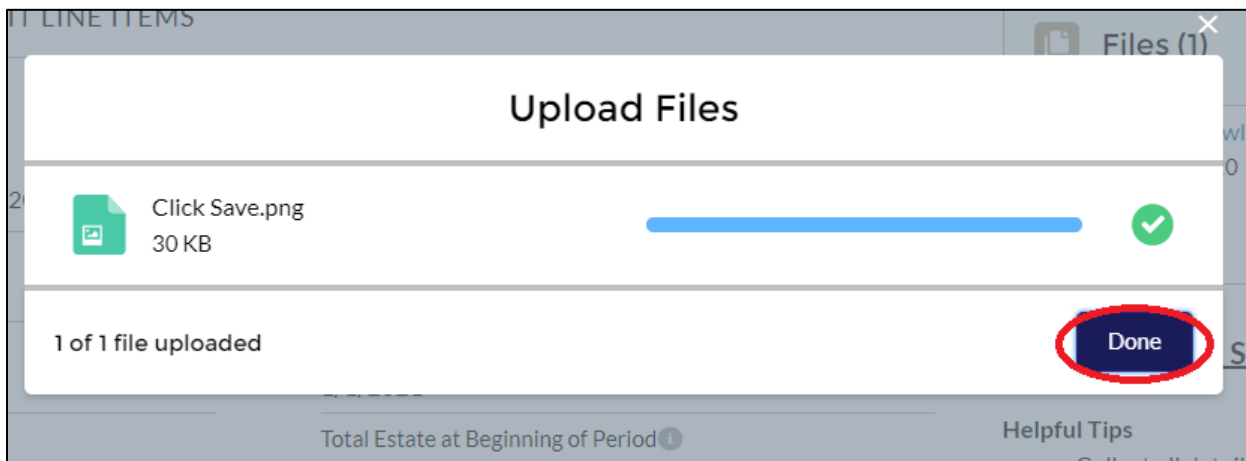
## Training Job Aid

### Attach a File

4. Left Click and Hold the file you like to attach then Drag and Drop into **File(s)** section to upload from Fiduciary's PC



5. Click **Done**



**Note:** Attached files must reflect all accounting line items. Attached files can include the following: bank statements, receipts, financial records, certificates of deposit, and other relevant documents.

If the Fiduciary is court-appointed, court certification documentation is required and must be attached.

If a Fiduciary fee is recorded in the accounting, documentation of the fiduciary fee must be attached.



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Attach a File

When files are attached to an accounting, there is the option to delete the file from the accounting. However, once an accounting has been submitted, attached files may not be deleted from the accounting.

#### Outcome

The Fiduciary has successfully uploaded a file to supplement an accounting.

