

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting



Objective

To provide the Fiduciary with steps on how to create a new accounting for submission within the accounting period.



Audience

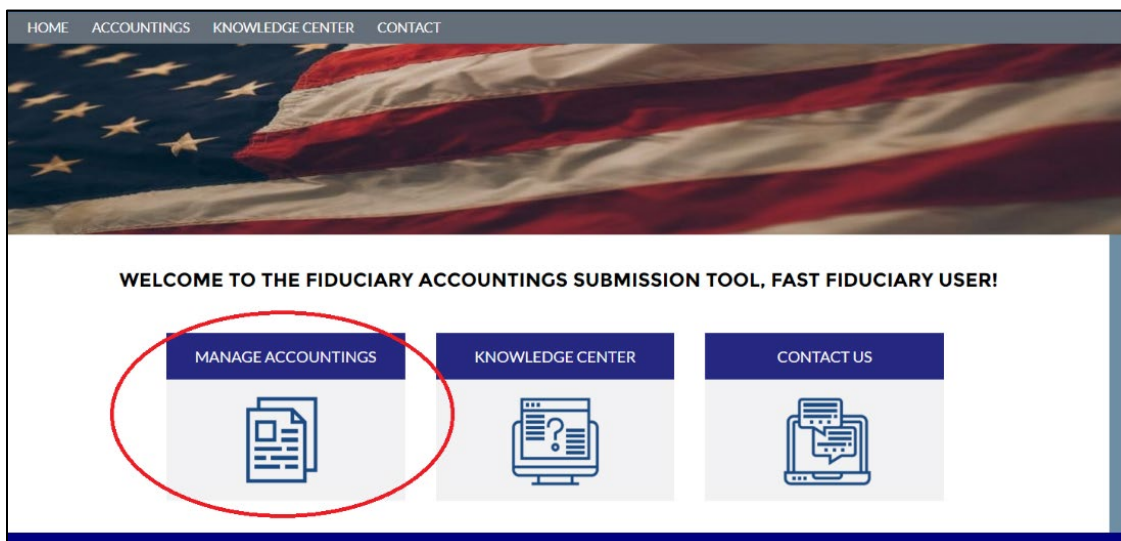
User: Fiduciary

Prerequisite

The Fiduciary has navigated through the FAST homepage and features.

Instructions

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



2. Select **Yes** under the prompt: *Would you like to create a new accounting?*



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid



Create a New Accounting

New Accounting

Would you like to create a new accounting?

☒ Yes

[Next](#)

 Accountings
Pending Accountings ▼ 

1 item • Sorted by Created Date • Filtered by all accountings - Sub-Status • Updated a few seconds ago

Search this list...

Settings Table Refresh Edit Print Filter

	Created Date ↑	Accounting Name	
1	3/27/2020 3:45 PM	smoke 327 smoke 327 8-15-2019 1-1-2021	▼



3. Click **Next**

New Accounting

Would you like to create a new accounting?

☐ Yes

[Next](#)

 Accountings
Pending Accountings ▼ 

1 item • Sorted by Created Date • Filtered by all accountings - Sub-Status • Updated a few seconds ago

Search this list...

Settings Table Refresh Edit Print Filter

	Created Date ↑	Accounting Name	
1	3/27/2020 3:45 PM	smoke 327 smoke 327 8-15-2019 1-1-2021	▼



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

The Fiduciary will now be prompted to enter a series of data fields indicated in steps 4-10. At any time, the Fiduciary may **click Previous** to go back to a previous question. All required data fields are denoted by an asterisk.

4. Enter the applicable **Veteran's First Name**
5. Enter the applicable **Veteran's Middle Name** (if applicable). *Veteran's middle name is not a required field.*
6. Enter the applicable **Veteran's Last Name**
7. Enter the applicable **Beneficiary's First Name**
8. Enter the applicable **Beneficiary's Last Name**
9. Enter the applicable **Fiduciary Hub**
10. Enter the **VA File Number**. *The VA file number is an 8- or 9-digit number starting with C-.*

New Accounting

* Please enter the First Name of the applicable Veteran.
John

Please enter the Middle Name of the applicable Veteran (optional).
Rudolph

* Please enter the Last Name of the applicable Veteran.
Doe

* Please enter the First Name of the applicable Beneficiary.
Jane

* Please enter the Last Name of the applicable Beneficiary.
Doe

* Please select the applicable Fiduciary Hub.
Columbia 319

* Please enter the VA File Number
C-123456899

4

5

6

7

8

9

10

Previous

Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

11. Click **Next**

New Accounting

* Please enter the First Name of the applicable Veteran.

Please enter the Middle Name of the applicable Veteran (optional).

* Please enter the Last Name of the applicable Veteran.

* Please enter the First Name of the applicable Beneficiary.

* Please enter the Last Name of the applicable Beneficiary.

* Please select the applicable Fiduciary Hub.

* Please enter the VA File Number

[Previous](#) [Next](#)

If the Fiduciary is a **court appointed**, click [Scenario 1](#). If the Fiduciary is **not court appointed**, click [Scenario 2](#).

Scenario 1: Court Appointed

1. Select **Yes** to answer question: *Are you also a court-appointed fiduciary for this beneficiary?*

New Accounting

Are you also a court-appointed fiduciary for this beneficiary? (Yes/No)

[Previous](#) [Next](#)

Accountings
Pending Accountings ▼

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

Search this list...

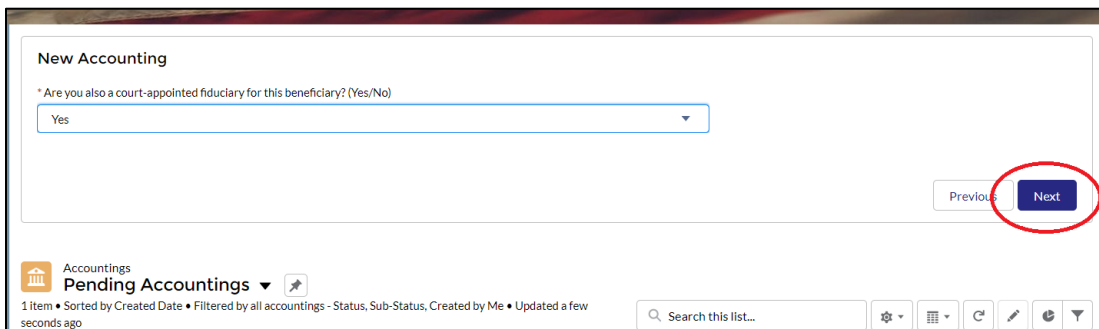


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

2. Click **Next**



New Accounting

* Are you also a court-appointed fiduciary for this beneficiary? (Yes/No)

Yes

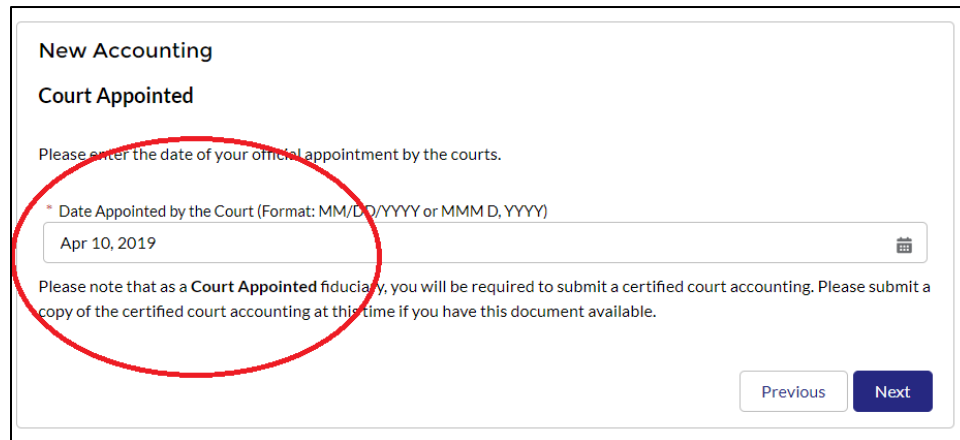
Previous Next

Accountings
Pending Accountings ▾

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

Search this list...

3. Enter the **date you were appointed** by the court. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*



New Accounting

Court Appointed

Please enter the date of your official appointment by the courts.

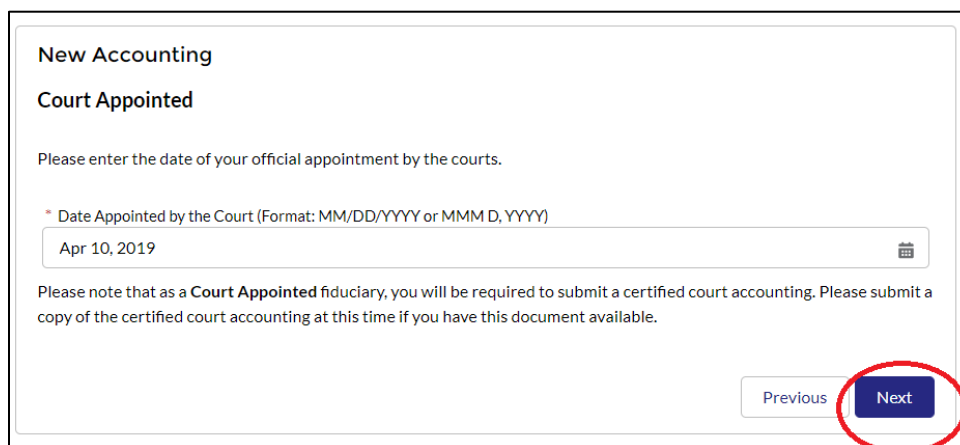
* Date Appointed by the Court (Format: MM/DD/YYYY or MMM D, YYYY)

Apr 10, 2019

Please note that as a **Court Appointed** fiduciary, you will be required to submit a certified court accounting. Please submit a copy of the certified court accounting at this time if you have this document available.

Previous Next

4. Click **Next**



New Accounting

Court Appointed

Please enter the date of your official appointment by the courts.

* Date Appointed by the Court (Format: MM/DD/YYYY or MMM D, YYYY)

Apr 10, 2019

Please note that as a **Court Appointed** fiduciary, you will be required to submit a certified court accounting. Please submit a copy of the certified court accounting at this time if you have this document available.

Previous Next



Fiduciary Accountings Submission Tool (FAST)

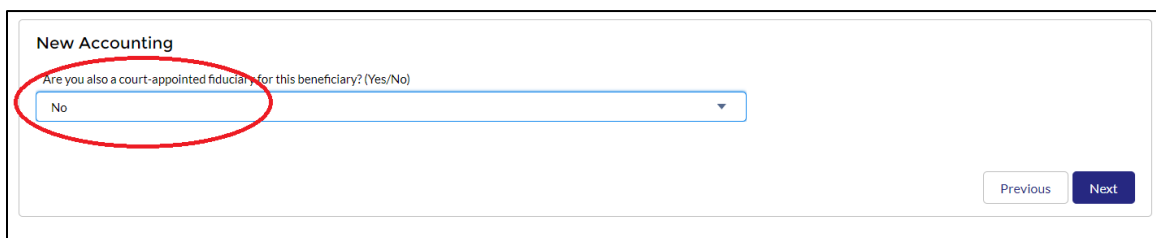
Training Job Aid

Create a New Accounting

5. If this is the Fiduciary's first accounting for this beneficiary, click [Scenario 3](#). If this is not the Fiduciary's first accounting for the beneficiary, click [Scenario 4](#).

Scenario 2: Not a Court Appointed Fiduciary

1. Select No to answer question: *Are you also a court-appointed fiduciary for this beneficiary?*



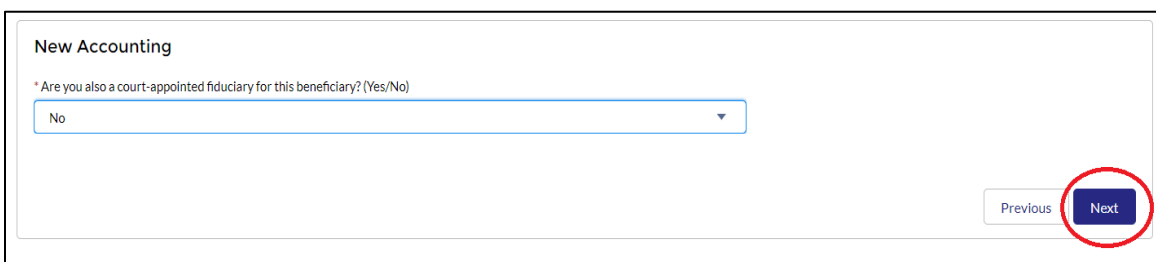
New Accounting

Are you also a court-appointed fiduciary for this beneficiary? (Yes/No)

No

Previous Next

2. Click Next



New Accounting

* Are you also a court-appointed fiduciary for this beneficiary? (Yes/No)

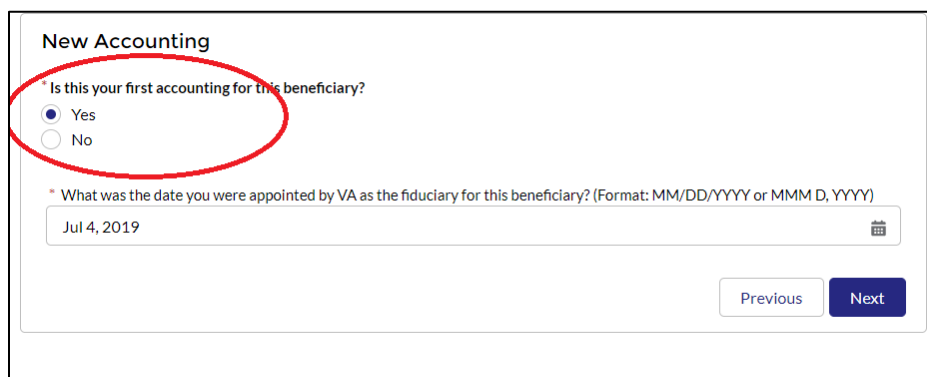
No

Previous Next

3. If this is the Fiduciary's first accounting for this beneficiary click [Scenario 3](#). If this is not the Fiduciary's first accounting for the beneficiary click [Scenario 4](#).

Scenario 3: Fiduciary's First Accounting

1. Select Yes, to answer question: *Is this your first accounting for this beneficiary?*



New Accounting

* Is this your first accounting for this beneficiary?

☒ Yes

☐ No

* What was the date you were appointed by VA as the fiduciary for this beneficiary? (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

Previous Next

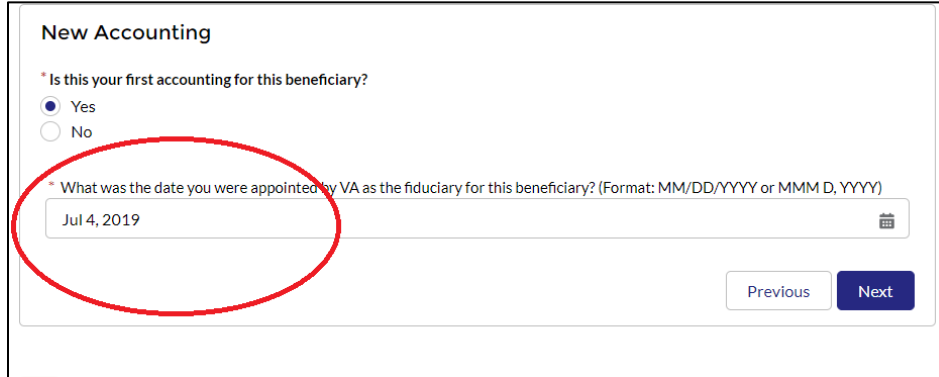


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

2. Enter the **date you were appointed** by the VA as the fiduciary for this beneficiary. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*



New Accounting

* Is this your first accounting for this beneficiary?

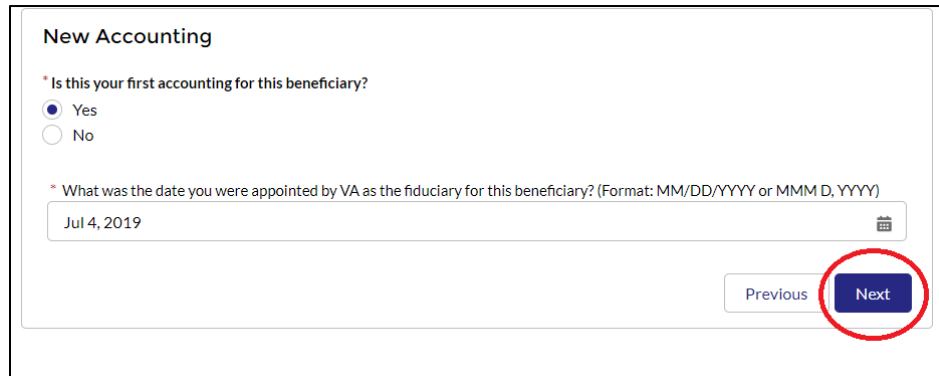
☒ Yes
☐ No

* What was the date you were appointed by VA as the fiduciary for this beneficiary? (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

Previous Next

3. Click **Next**



New Accounting

* Is this your first accounting for this beneficiary?

☒ Yes
☐ No

* What was the date you were appointed by VA as the fiduciary for this beneficiary? (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

4. Enter the **beginning and end dates** for this accounting period. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*

New Accounting

Please enter the beginning and end dates for this accounting period.

Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Apr 1, 2020

Please Enter the Starting Balance for this accounting period

* Starting Balance

\$0

Note: If this is the first accounting for this beneficiary, this starting balance should equal \$0.

Previous Next

5. Enter the **starting balance** for this accounting period. *The starting balance should equal \$0 since this is the Fiduciary's first accounting*

New Accounting

Please enter the beginning and end dates for this accounting period.

* Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Apr 1, 2020

Please Enter the Starting Balance for this accounting period

Starting Balance

\$0

Note: If this is the first accounting for this beneficiary, this starting balance should equal \$0.

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

6. Click **Next**

New Accounting

Please enter the beginning and end dates for this accounting period.

* Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Apr 1, 2020

Please Enter the Starting Balance for this accounting period

* Starting Balance

\$0

Note: If this is the **first** accounting for this beneficiary, this starting balance should equal \$0.

Previous **Next**

7. Click **Finish**

New Accounting

Accounting Created

Click 'Finish' to create a new Draft Accounting. Once completed, please select the Accounting name from the list below to update and submit your Accounting.

Finish



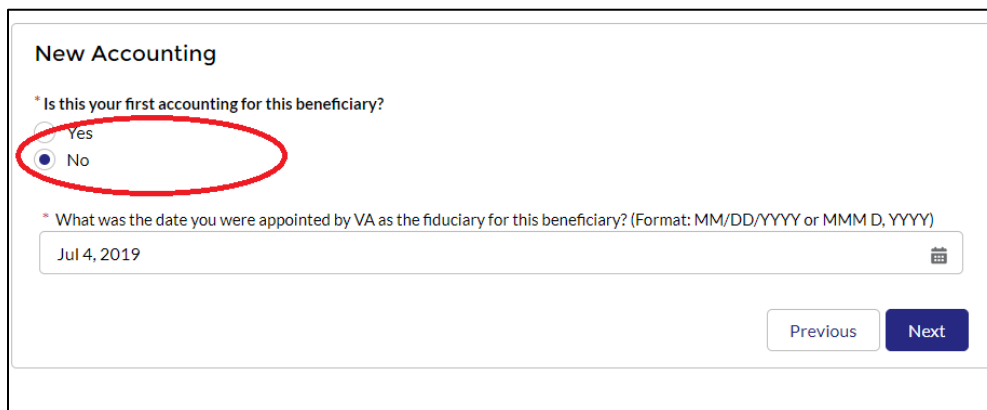
Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

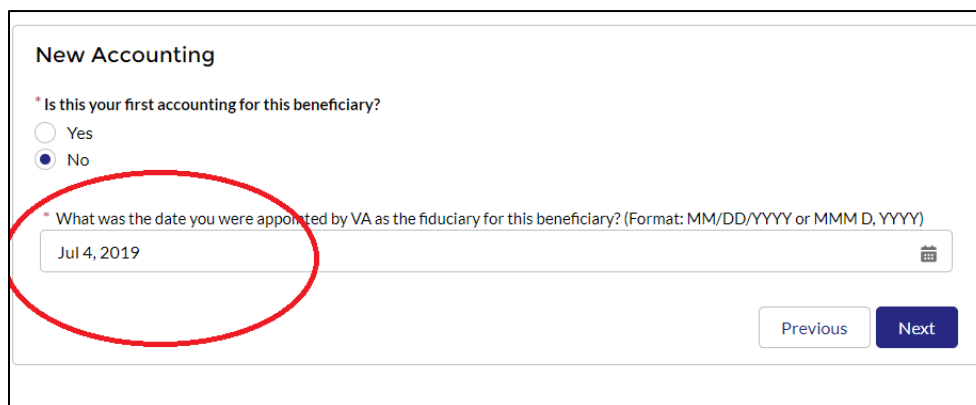
Scenario 4: Not Fiduciary's First Accounting

1. Select **No**, to answer question: *Is this your first accounting for this beneficiary?*



The screenshot shows the 'New Accounting' form. The first question is '* Is this your first accounting for this beneficiary?'. The 'No' radio button is selected and circled in red. Below this is a date field with the text 'Jul 4, 2019' and a calendar icon. At the bottom right are 'Previous' and 'Next' buttons.

2. Enter the **date you were appointed** by the VA as the fiduciary for this beneficiary. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*



The screenshot shows the 'New Accounting' form. The 'No' radio button is selected. The date field, which contains 'Jul 4, 2019', is circled in red. At the bottom right are 'Previous' and 'Next' buttons.

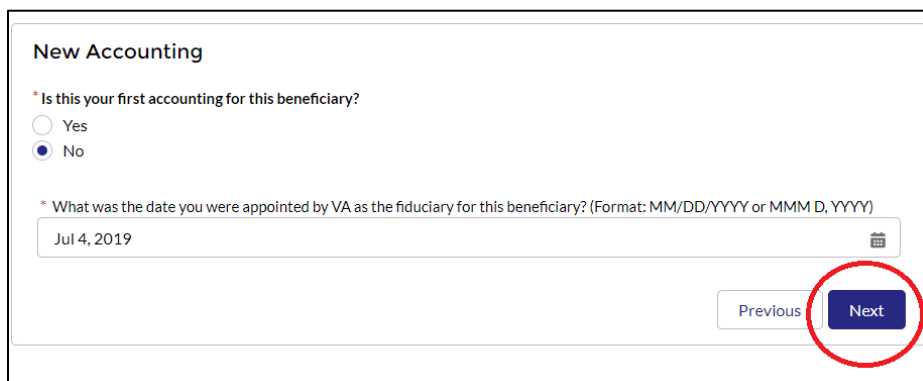


Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

3. Click **Next**



New Accounting

* Is this your first accounting for this beneficiary?

☐ Yes

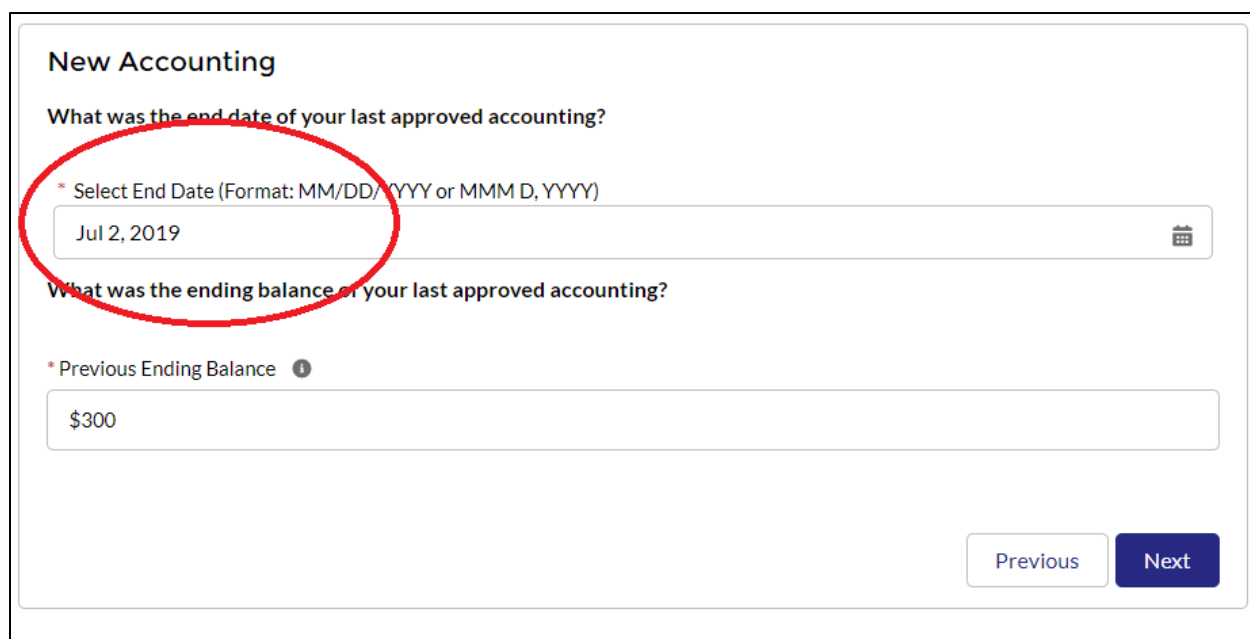
☒ No

* What was the date you were appointed by VA as the fiduciary for this beneficiary? (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 4, 2019

Previous **Next**

4. Select **end date** of your last approved accounting. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*



New Accounting

What was the **end date** of your last approved accounting?

* Select End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 2, 2019

What was the ending balance of your last approved accounting?

* Previous Ending Balance ⓘ

\$300

Previous **Next**



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

5. Enter the **previous ending balance** of your last approved accounting

New Accounting

What was the end date of your last approved accounting?

* Select End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 2, 2019

What was the ending balance of your last approved accounting?

* Previous Ending Balance ⓘ

\$300

Previous Next

6. Click **Next**

New Accounting

What was the end date of your last approved accounting?

* Select End Date (Format: MM/DD/YYYY or MMM D, YYYY)

Jul 2, 2019

What was the ending balance of your last approved accounting?

* Previous Ending Balance ⓘ

\$300

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

7. Enter the **beginning and end dates** for this accounting period. *The date's format should either be MM/DD/YYYY or MMM, D, YYYY.*

New Accounting

Please enter the beginning and end dates for this accounting period.

* Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 1, 2020

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 29, 2020

Please Enter the Starting Balance for this accounting period

* Starting Balance
\$300

Note: If this is the first accounting for this beneficiary, this starting balance should equal \$0.

Previous Next

8. Enter the **starting balance** for this accounting period

New Accounting

Please enter the beginning and end dates for this accounting period.

* Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 1, 2020

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 29, 2020

Please Enter the Starting Balance for this accounting period

* Starting Balance
\$300

Note: If this is the first accounting for this beneficiary, this starting balance should equal \$0.

Previous Next



Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Create a New Accounting

9. Click **Next**

New Accounting
Please enter the beginning and end dates for this accounting period.

* Beginning Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 1, 2020

* End Date (Format: MM/DD/YYYY or MMM D, YYYY)
Feb 29, 2020

Please Enter the Starting Balance for this accounting period

* Starting Balance
\$300

Note: If this is the first accounting for this beneficiary, this starting balance should equal \$0.

Previous **Next**

10. Click **Finish**

New Accounting
Accounting Created

Click 'Finish' to create a new Draft Accounting. Once completed, please select the Accounting name from the list below to update and submit your Accounting.

Finish

Outcome

The Fiduciary has entered all data to submit an accounting and the LIE will now be able to review the accounting to provide a disposition.

