

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Draft Accountings



#### Objective

To provide the Fiduciary with steps on how to edit or delete a draft accounting.



#### Audience

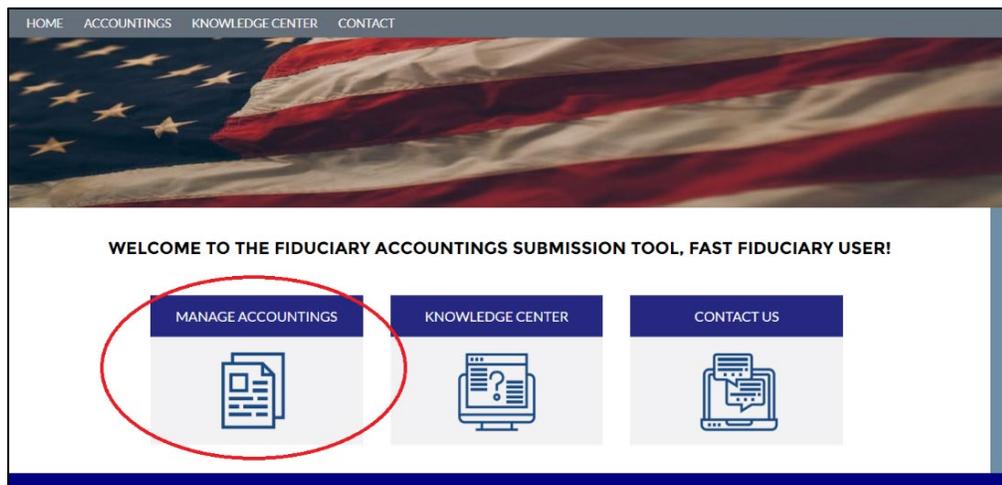
User: Fiduciary

#### Prerequisite

The Fiduciary initiated a new accounting but never completed action to submit the accounting or the fiduciary's previous accounting was approved creating an automatic draft accounting for next year's accounting.

#### Instructions

1. Please choose **one** of the following options below:
  - For instructions on how to **edit** a draft accounting, please proceed to the **next** step.
  - For instructions on how to **delete** a draft accounting, [click here](#).
2. In order to edit a draft accounting, you will need to access your accountings by clicking on **Manage Accountings** located on the FAST Homepage.



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### Draft Accountings

- Under the list view option “**Pending accountings**”, you will be able to locate accountings in **draft** status.

**New Accounting**

Would you like to create a new accounting?

Yes

Next

---

Accountings  
**Pending Accountings**

2 items • Sorted by Accounting Name • Filtered by All accountings - Status, Sub-Status, Created by Me • Updated a minute ago

Search this list...

	Accounting Name ↑	Created Date	Fiduciary...	VA Fiduci...	VA File N...	Name of B...	Start...	End D...	Sta...
1	Test Testing 12-1-2019 12-1-2020	1/12/2021 5:17 PM		Lincoln 334	C-234789044	Test Testing	12/1/2019	12/1/2020	Draft
2	Testing Testing 1-1-2020 1-1-2021	1/12/2021 4:05 PM		Columbia 319	C-123456789	Testing Testing	1/1/2020	1/1/2021	Draft

- Locate the **draft accounting** that will need to be **edited**, and then click the drop-down feature located next to draft status and select **edit**.

Accountings  
**Pending Accountings**

2 items • Sorted by Accounting Name • Filtered by All accountings - Status, Sub-Status, Created by Me • Updated 4 minutes ago

Search this list...

	Accounti...	Created Da...	Fiduciar...	VA Fidu...	VA File...	Name of...	Start...	End...	St...
1	Test Testing 1...	1/12/2021 5:1...		Columbia 3...	C-234789044	Test Testing	12/1/20...	12/1/20...	Draft
2	Testing Testin...	1/12/2021 4:0...		Columbia 3...	C-123456789	Testing Testi...	1/1/2020	1/1/2021	Edit

Change Owner

**Please note:** LIE’s may approve a submitted accounting with annotations in the approval letter for the next accounting period (changes to accounting period dates, beginning/ending balances etc.), that may not match the Draft accounting. In this instance please use the edit draft function.



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### Draft Accountings

5. Once the edit feature is selected the Fiduciary will be able to update the following information:

- **Accounting Name**
- **VA File Number**
- **VA Fiduciary Hub**
- **Accounting start and end date**
- **First and Last Name of Beneficiary**
- **First and Last Name of Veteran**
- **Date Appointed**
- **End Date of Last Approved Accounting**
- **Ending Balance of Previous Accounting**
- **Total Estate at Beginning of Period**

Once, the Fiduciary has updated the necessary information click **save** and proceed with the accounting process.

The screenshot shows a web form titled "Edit Test Testing 12-1-2019 12-1-2020". The form is divided into two columns of input fields. The left column includes: Accounting Name (Test Testing 12-1-2019 12-1-2020), VA Fiduciary Hub (Columbia 319), First Name of Beneficiary (Test), Last Name of Beneficiary (Testing), First Name of Veteran (Testing), Middle Name of Veteran, and Last Name of Veteran (Test). The right column includes: VA File Number (C-234789044), Start Date (12/1/2019), End Date (12/1/2020), Total Estate at Beginning of Period (\$0.00), Total Funds Under Management (\$0.00), End Date of Last Approved Accounting, Ending Balance of Previous Accounting, and Date Appointed (11/13/2019). At the bottom, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is circled in red.

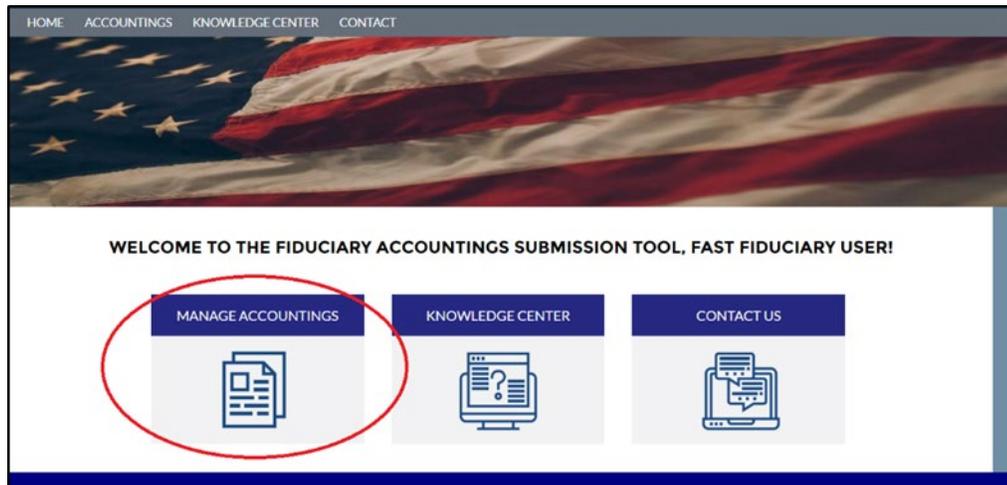


# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Draft Accountings

1. In order to **delete** a draft accounting, you will need to access your accountings by clicking on **Manage Accountings** located on the FAST Homepage.



2. Under the list view option “**Pending accountings**”, you will be able to locate accountings in **draft** status.

New Accounting

Would you like to create a new accounting?

Yes

Next

Accountings **Pending Accountings**

2 Items • Sorted by Accounting Name • Filtered by All accountings - Status, Sub-Status, Created by Me • Updated a minute ago

Search this list...

Accounting Name ↑	Created Date	Fiduciary...	VA Fiduci...	VA File N...	Name of B...	Start...	End D...	Sta...
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2 Testing Testing 1-1-2020 1-1-2021	1/12/2021 4:05 PM	Columbia 319	C-123456789	Testing Testing	1/1/2020	1/1/2021	Draft	

**Please note:** Fiduciaries are only able to delete an accounting in **draft status** and cannot delete any accounting records that have been submitted in FAST.



# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Draft Accountings

- In order to **delete** an accounting in draft status select the accounting you wish to delete.

New Accounting

Would you like to create a new accounting?

Yes

Next

Accountings Pending Accountings

2 items • Sorted by Accounting Name • Filtered by All accountings - Status, Sub-Status, Created by Me • Updated a minute ago

Search this list...

	Accounting Name	Created Date	Fiduciary...	VA Fiduci...	VA File N...	Name of B...	Start...	End D...	Sta...
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- Once the selected **draft** accounting is opened, use the **drop-down** option located next to the submit button. Select the option to **delete**.

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'.

Create Draft Accounting → Enter Accounting Items → Acknowledge Accounting → Submit Accounting

Accounting Test Testing 12-1-2019 12-1-2020

Add Line Items Acknowledge Submit

Delete

Name of Beneficiary VA Fiduciary Hub Start Date End Date Total Funds Under Management Total Assets

**Please note:** Once the draft accounting is deleted it will no longer be viewable.

## Outcome

The Fiduciary has successfully edited or deleted a draft accounting.

