

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Edit a Line Item



Objective

To provide the Fiduciary with steps on how to correct a line item that was added.



Audience

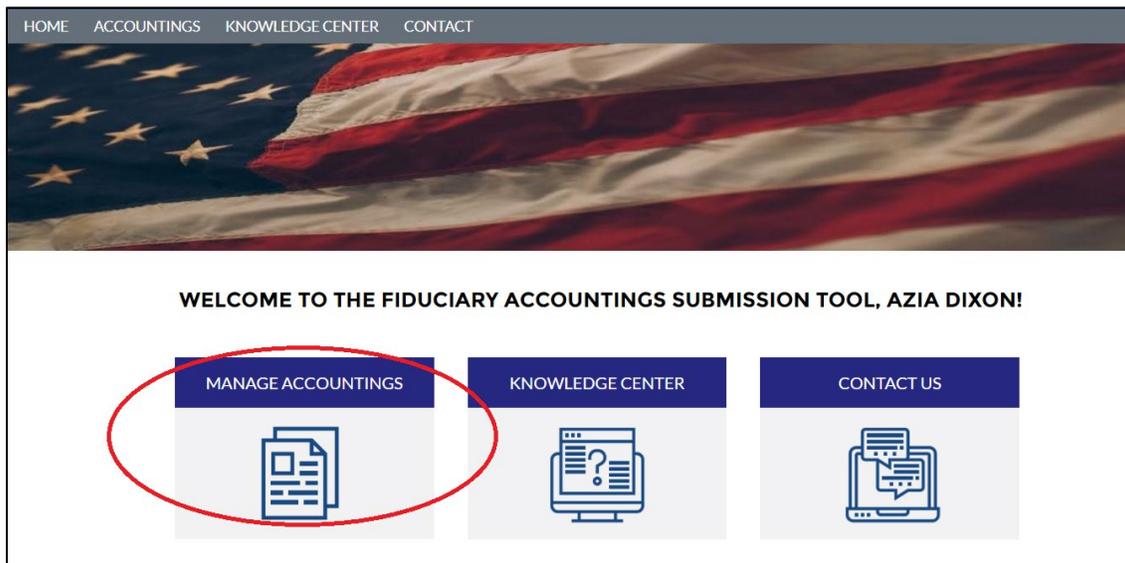
User: Fiduciary

Prerequisite

The Fiduciary has added a line item.

Instructions

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



2. Select the **accounting** that the Fiduciary intends to edit



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Accountings
All

4 Items • Sorted by Accounting Name • Filtered by all accountings • Updated a few seconds ago

Search this list...

	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

3. Click **Edit Line Items**

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 File Number C-32732732
VA Fiduciary Hub Columbia 319	Start Date 8/15/2019
First Name of Veteran smoke 327	End Date 1/1/2021
Middle Name of Veteran	Total Estate at Beginning of Period \$0.00
Last Name of Veteran smoke 327	Total Funds Under Management \$92.00
First Name of Beneficiary smoke 327	

Files (1) Add Files

FEP_acknowled...
Mar 27, 2020

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

4. Select the **Item Number** of the line item that the Fiduciary intends to edit



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Accounting
Smoke 330 10-16-2019 10-16-2020

Add Line Items
Acknowledge
Submit

Name of Benefici...	VA Fiduciary H...	Start Date	End Date	Tr
Smoke 330	Columbia 319	10/16/20...	10/16/20...	

[EDIT LINE ITEMS](#) [MORE](#)

Money Received (5)

5 items • Updated a few seconds ago

⚙️
↻

	Income Type	Total Received	Deactivate	Income Item #	Number of ...	
1	Amount Receive...	\$1,300.00	<input type="checkbox"/>	MR-0013	2	▼
2	VA Retroactive ...	\$500.00	<input type="checkbox"/>	MR-0014		▼
3	VA Retroactive ...	\$200.00	<input checked="" type="checkbox"/>	MR-0015		▼
4	Amount Receive...	\$60.00	<input type="checkbox"/>	MR-0016	12	▼
5	Other	\$40.45	<input type="checkbox"/>	MR-0017		▼

[View All](#)



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5. Click the **pencil icon** next to the field that the Fiduciary intends to edit

Money Received
MR-0016

Accounting
Smoke 330 10-16-2019 10-16-2020

Income Type
Amount Received from Social Security

Monthly Amount
\$5.00

Number of Months
12

Monthly Amount (if changed)

Number of Months (if changed)

Total Received
\$60.00

Deactivate

Edit

6. **Make appropriate changes** (If you would like to undo the change made, click the undo arrow above the field.)

Money Received
MR-0016

Accounting
Smoke 330 10-16-2019 10-16-2020

Income Type
Amount Received from Social Security

Monthly Amount
\$10.00

Number of Months
12

Monthly Amount (if changed)

Number of Months (if changed)

Total Received
\$60.00

Deactivate

Cancel Save

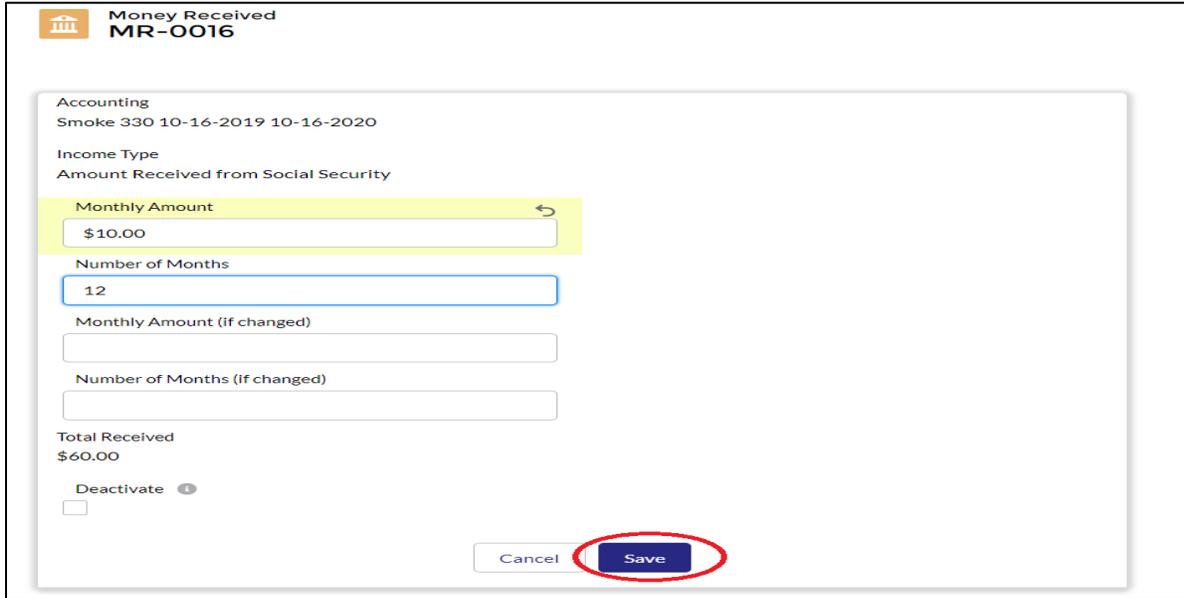


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7. Click **Save**



The screenshot shows a web form titled "Money Received MR-0016". The form contains the following fields and elements:

- Accounting: Smoke 330 10-16-2019 10-16-2020
- Income Type: Amount Received from Social Security
- Monthly Amount: \$10.00 (highlighted in yellow)
- Number of Months: 12
- Monthly Amount (if changed): [Empty field]
- Number of Months (if changed): [Empty field]
- Total Received: \$60.00
- Deactivate: [Info icon]
- Buttons: Cancel and Save (circled in red)

Outcome

The Fiduciary will be able to correct a line item and continue to add additional line or submit an accounting.

