



PENSION AND FIDUCIARY SERVICE

UPLOADING MISUSE CALCULATION TOOL TO VBMS

Job Aid

April 2024

Uploading Misuse Calculation to VBMS

Misuse Calculation

This job aid was created to provide instructions for how to capture misuse calculations and upload to VBMS.

Reference	Description
<p>FPM II.3.A.4.d.</p> <p>Calculating the Misuse Amount</p>	<ul style="list-style-type: none"> The final misuse amount must be determined by using the Misuse Calculation tool currently authorized by P&F Service. This tool is used to calculate VA and other misuse amounts to include both the remaining FUM and the misuse amount. Specified financial information and associated calculations from the Misuse Calculation tool must be uploaded to the beneficiary's eFolder.

Capturing misuse calculation for upload to VBMS

Open the *Misuse Calculator and Instructions* from the letter repository. Add misuse data and perform calculation in tool. Follow the steps below to save the calculations as a PDF.

1. Select **Enable Content**, if applicable.

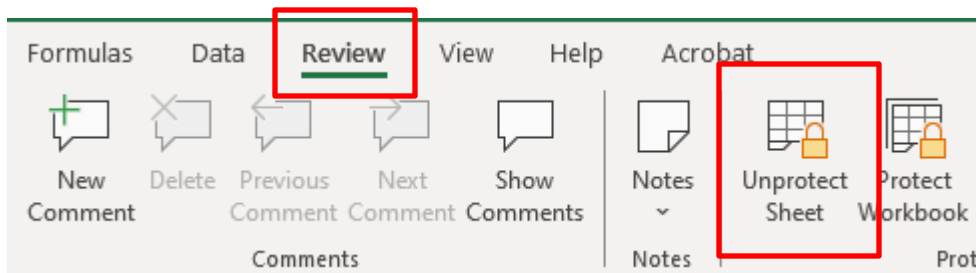
The screenshot shows the Microsoft Office ribbon interface for the 'Misuse Calculation Tool'. A yellow security warning banner is visible, stating 'SECURITY WARNING: Application add-ins have been disabled.' A red box highlights the 'Enable Content' button. Below the warning, a table is displayed with the following data:

Beneficiary	File Number	Fiduciary	Misuse Period Date
Jane/John Doe	xxx-xx-xxxx	Misuse, Fiduciary	October 1, 2014 - February 28, 2017

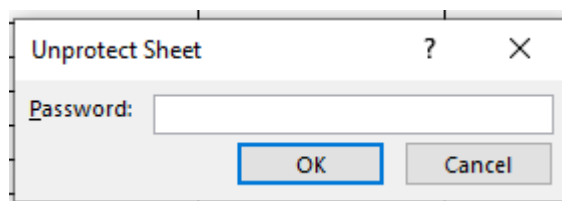
Below the table, there is a detailed table for 'Income VA' with columns for 'From - Day 01 (i.e., 01-01-2018)', 'To - Up To Day 31 (i.e., 01-31-2018)', 'Monthly or Lump Sum Benefit', 'Amount', and 'Comments VA Income'. The data rows show various dates and corresponding benefit amounts.

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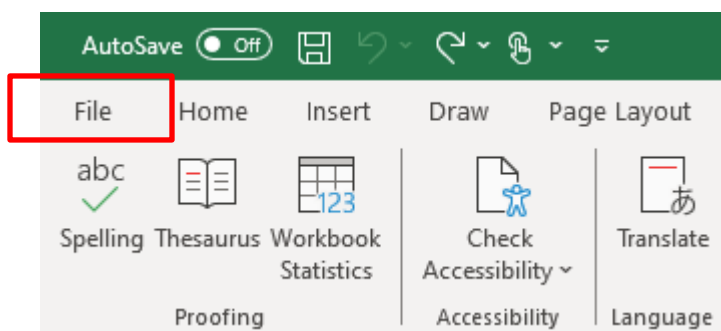
2. Select **Review** from the top ribbon and then select **Unprotect Sheet**.



3. In the **Unprotect Sheet** pop-up box, enter password **misuse**.

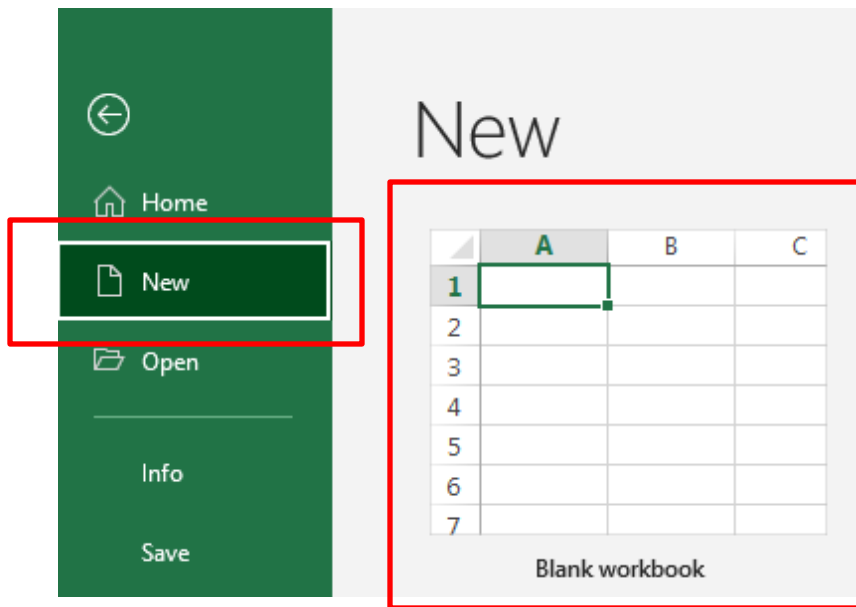


4. Highlight cells to copy (Columns A-F and Rows 1-95, or area used).
5. Copy the highlighted cells by either hitting **Ctrl+C** or right clicking and selecting **Copy**.
6. Select **File** from the top ribbon.

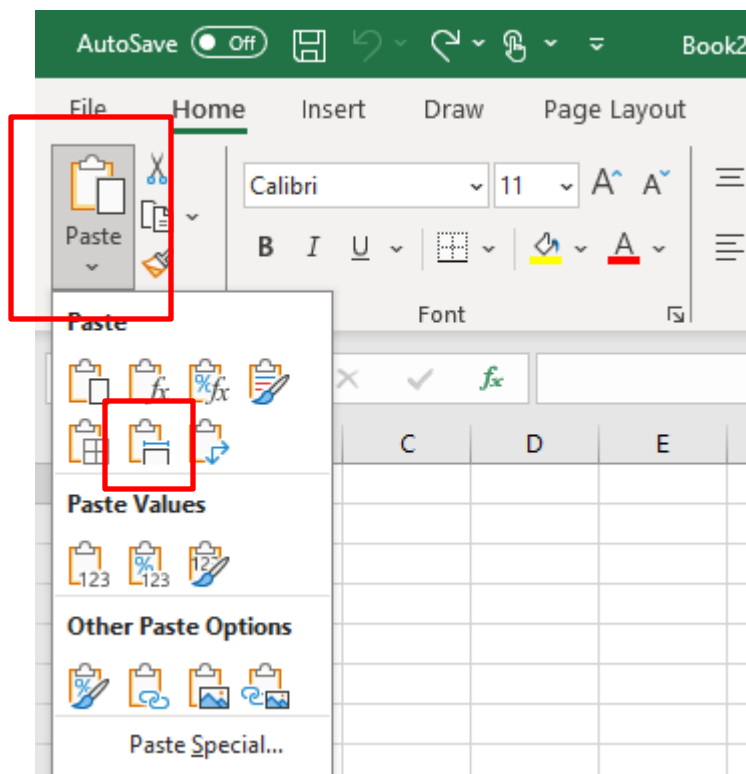


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7. Select **New** and then select **Blank workbook**.



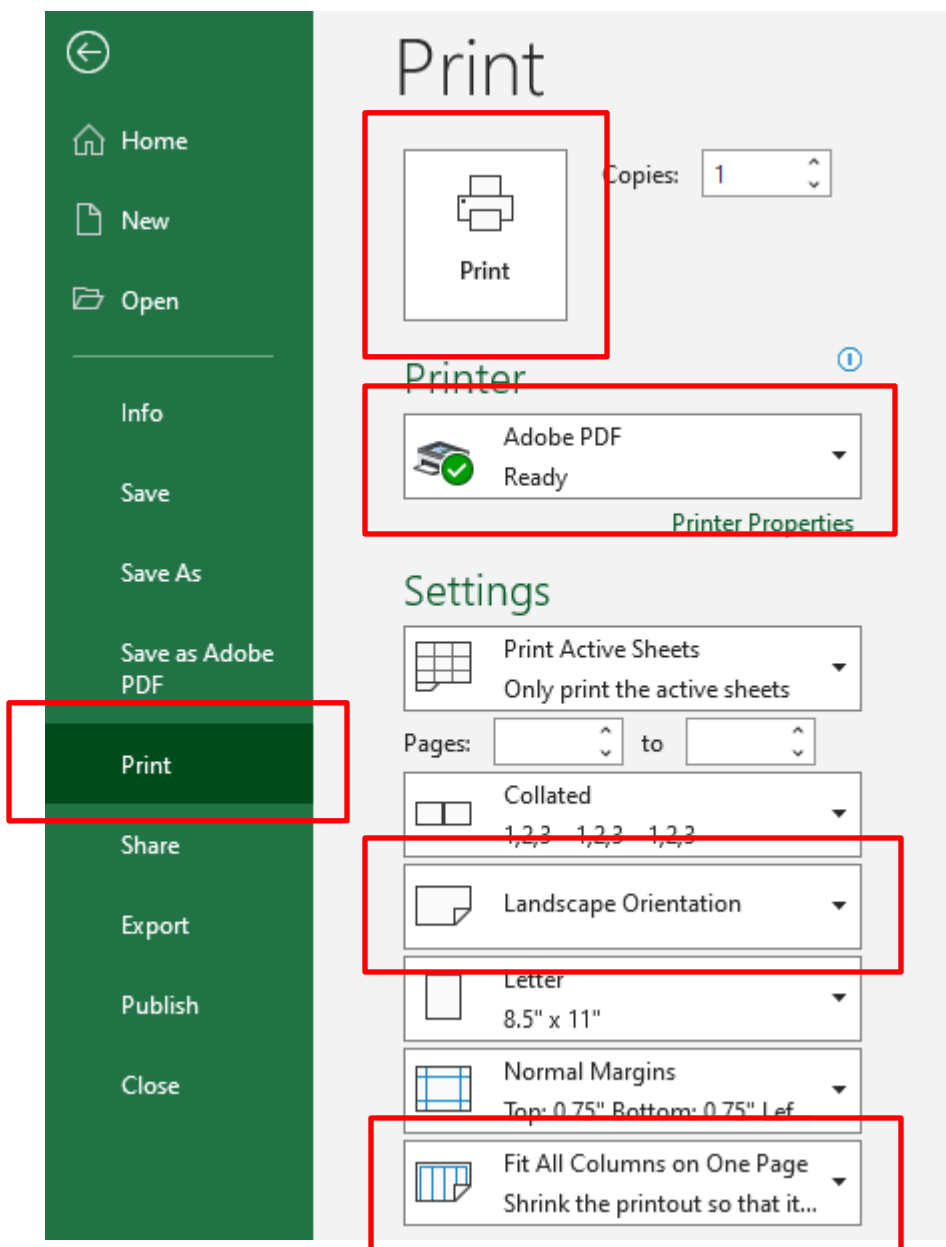
8. Select **Paste** from the top ribbon and then select **Keep Source Column Widths (W)**.



9. Select **File** from the top ribbon again.

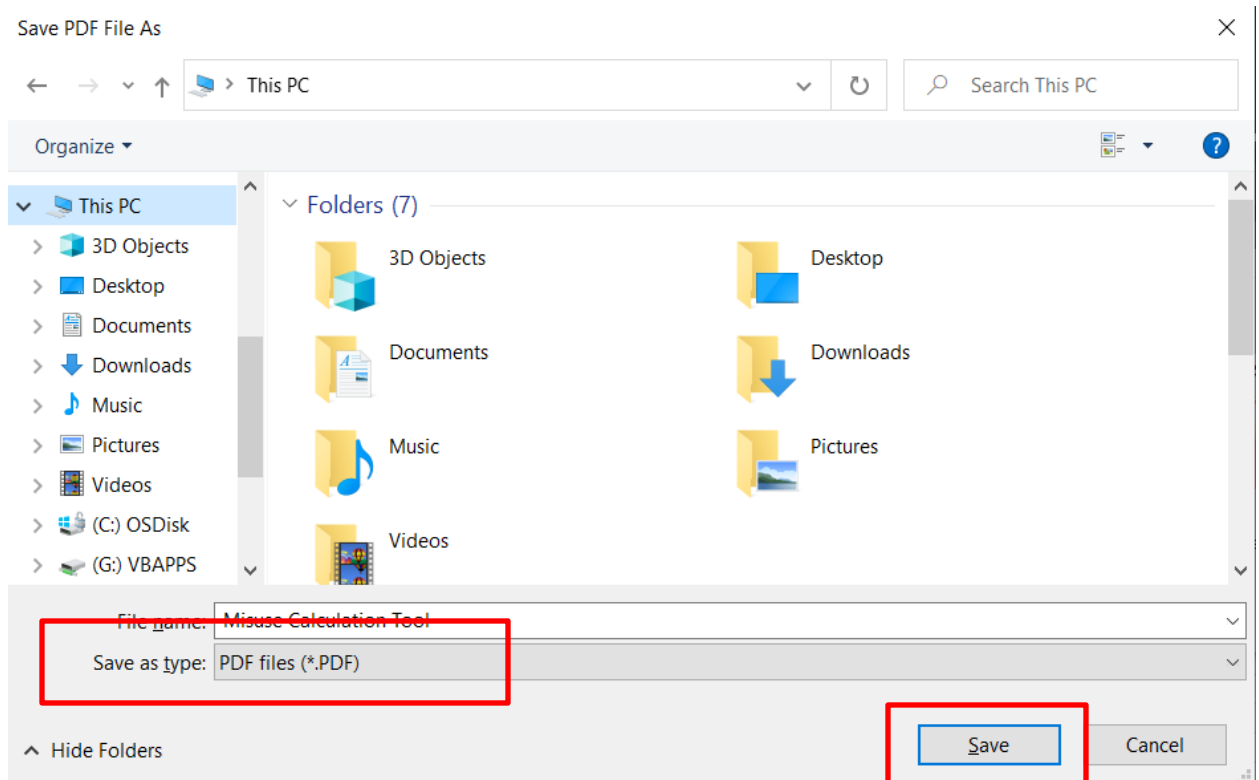
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10. Select **Print** on the left toolbar. Set printer to **Adobe PDF**. Change **Portrait Orientation** to **Landscape Orientation**. Change **No Scaling** to **Fit All Columns on One Page**. Select the **Print** Icon at the top of the screen.



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11. Ensure **Save as type** is **PDF files (*.PDF)**. Verify that you are saving the PDF to your desired location and select **Save**.



For upload to VBMS, refer to the VBMS User Guide.