

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Review Accounting



Objective

To provide the FE or QRT on steps on how to review data entries in an accounting submitted by the Fiduciary



Audience

User: FE and QRT

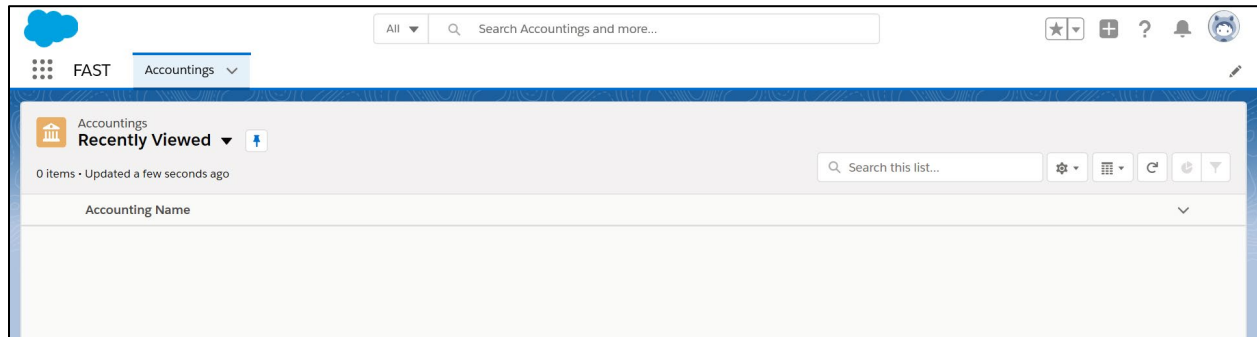
Prerequisite

The Fiduciary has submitted an accounting.

Instructions

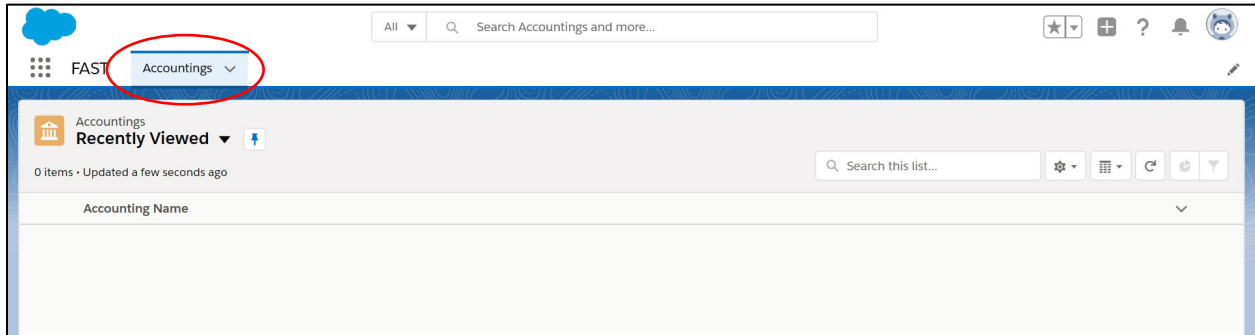
Review Accounting Note: The FE and QRT can only review accounting line items. FE and QRT users do not have permission to approve or disapprove an accounting.

1. Access **FAST Salesforce Landing Homepage**

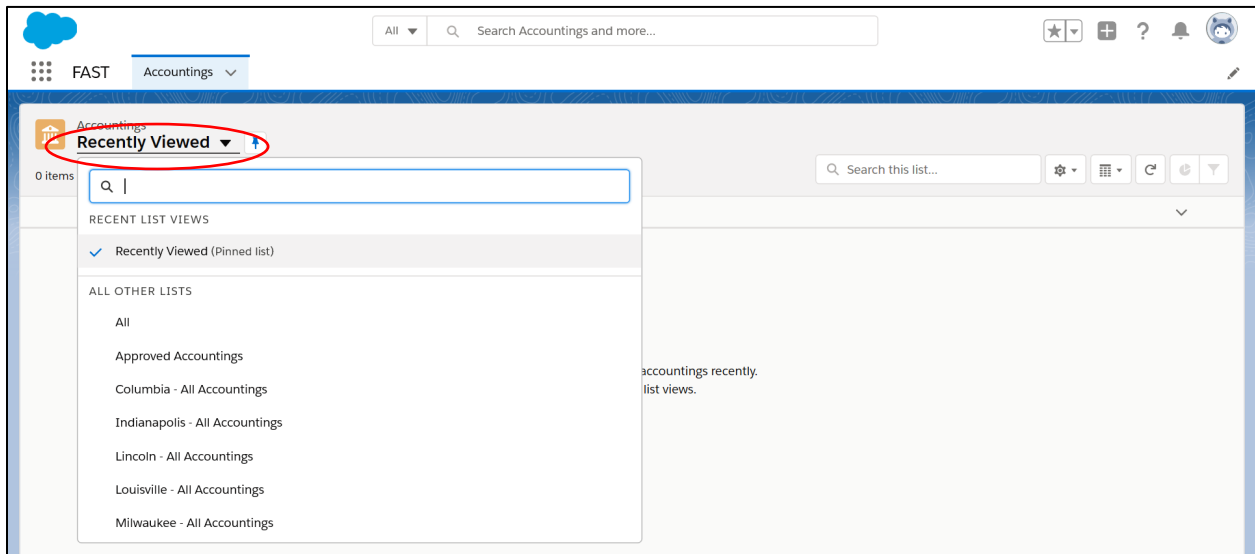


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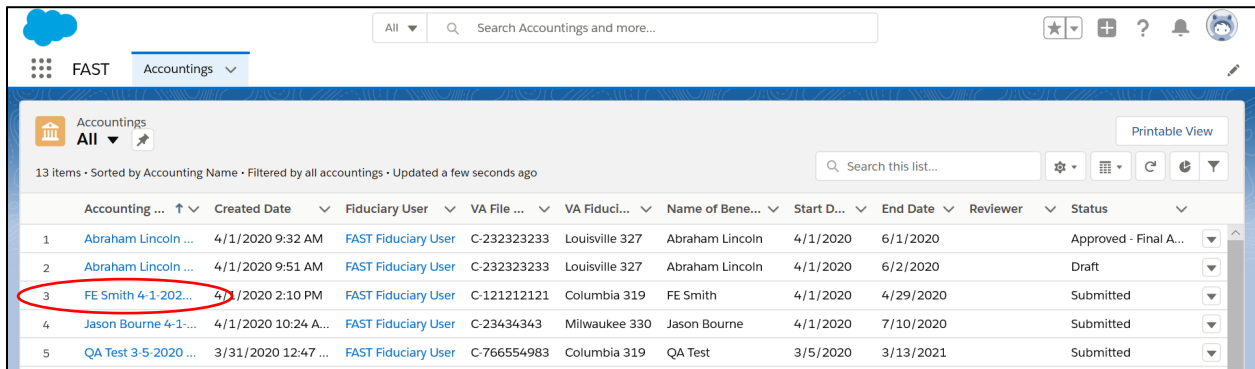
1. Click on the **Accountings** tab



2. Select the appropriate listview



3. Click the **accounting name** that was assigned



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4. Verify Details Section

The screenshot shows the FAST interface for an accounting entry. The 'Details' section is highlighted with a red box and contains the following information:

| Review Information | |
|---------------------|-----------|
| Status | Submitted |
| Reviewer | |
| Veteran | |
| Additional Remarks | |
| Revisions Requested | |

Other visible information includes: Accounting: FE Smith 4-1-2020 4-29-2020, Name of Beneficiary: FE Smith, VA Fiduciary Hub: Columbia 319, Start Date: 4/1/2020, End Date: 4/29/2020, Total Funds Under Management: \$3.00, Total Assets: \$3.00.

5. Verify Money Received Section. *The FE/QRT should verify the section using the existing protocols. Click each line item (MR – 4 digits) for additional details.*

The screenshot shows the FAST interface for an accounting entry. The 'Money Received' section is highlighted with a red box and contains the following table:

| Income Type | Total Received | Deactivate | Income Item # |
|----------------------------|----------------|--------------------------|---------------|
| VA Retroactive or Lump ... | \$12.00 | <input type="checkbox"/> | MR-0002 |
| Amount Received from VA | \$1.00 | <input type="checkbox"/> | MR-0003 |
| Interest Earned on Depo... | \$12.00 | <input type="checkbox"/> | MR-0004 |

Other visible information includes: System Information, Created By: Bekah Arnold, 3/31/2020 1:32 PM, Last Modified By: Test LIE User, 3/31/2020 3:06 PM.



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- Verify **Money Spent** Section. The FE/QRT should verify the section using the existing protocols. Click each line item (MS – 4 digits) for additional details.

The screenshot shows the FAST web application interface. At the top, there is a search bar and navigation tabs for 'FAST', 'Accountings', and 'Reports'. Below the navigation, there is a table with one row: 'Interest Earned on Depo...' with a value of '\$12.00' and an 'MR-0004' dropdown menu. Below this table is a 'View All' link. The 'Money Spent (1)' section is highlighted with a red box. It contains a table with the following data:

| Expense Type | Total Spent | Deactivate | Expense Item # |
|---------------|-------------|--------------------------|----------------|
| Fiduciary Fee | \$1.00 | <input type="checkbox"/> | MS-0001 |

Below the 'Money Spent' table is a 'View All' link. The 'Assets at the End of the Period (2)' section is also visible, containing a table with two rows:

| Asset Type | Amount | Deactivate | Asset Item # |
|----------------------------|---------|--------------------------|--------------|
| Total Amount of Checkin... | \$12.00 | <input type="checkbox"/> | AS-0003 |
| Savings Bonds | \$12.00 | <input type="checkbox"/> | AS-0004 |

Below the 'Assets at the End of the Period' table is a 'View All' link.

- Verify **Assets at the End of the Period** Section. The FE/QRT should verify the section using the existing protocols. Click each line item (AS – 4 digits) for additional details.

The screenshot shows the FAST web application interface, similar to the previous one. The 'Assets at the End of the Period (2)' section is highlighted with a red box. It contains a table with the following data:

| Asset Type | Amount | Deactivate | Asset Item # |
|----------------------------|---------|--------------------------|--------------|
| Total Amount of Checkin... | \$12.00 | <input type="checkbox"/> | AS-0003 |
| Savings Bonds | \$12.00 | <input type="checkbox"/> | AS-0004 |

Below the 'Assets at the End of the Period' table is a 'View All' link.



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8. **Review files attached.** The FE/QRT should verify the section using the existing protocols. Click the file name to open the file.

The screenshot displays the FAST interface for reviewing an accounting. At the top, there is a navigation bar with tabs for 'Submitted', 'Under Review', 'Revisions Requested', 'Revisions Submitted', 'Disapproved', and 'Approved'. The 'Submitted' tab is active. Below the navigation bar, the accounting details for 'FE Smith 4-1-2020 4-29-2020' are shown. A table lists the following information:

| Name of Beneficiary | VA Fiduciary Hub | Start Date | End Date | Total Funds Under Management | Total Assets |
|---------------------|------------------|------------|-----------|------------------------------|--------------|
| FE Smith | Columbia 319 | 4/1/2020 | 4/29/2020 | \$3.00 | \$3.00 |

Below the table, there is a 'Details' section with a 'Review Information' tab. The 'Review Information' section shows the status as 'Submitted', the reviewer's name, and the veteran's name. A red box highlights the 'Files (1)' section, which contains an 'Attached File' named 'Apr 1, 2020 - 11KB - docx'. There is also an 'Approval History (0)' section.

Outcome

The FE and QRT reviewed the accounting for accuracy.

