

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Approve Accounting



Objective

To provide the LIE/FSR/Superuser with steps on how to approve an accounting after an accounting has been submitted by a Fiduciary



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The LIE/FSR/Superuser has reviewed the accounting.

Instructions

1. Click **Approve**

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 this is a progress bar with stages: 'Under Review' (active), 'Revisions Requested', 'Revisions Submitted', 'Disapproved', and 'Approved'. The main content area displays an accounting entry for 'Ally King 3-3-2020 3-31-2020'. The 'Approve' button is circled in red. Below the entry is a table with the following data:

Beneficiary Name	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Ally King	Columbia 319	3/3/2020	3/31/2020	\$3.00	\$3.00

Below the table, there is a 'Details' section with a 'Review Information' tab. The status is 'Under Review' and 'Revisions Requested'. To the right, there is a 'Files (0)' section with an 'Upload Files' button and the text 'Or drop files'.

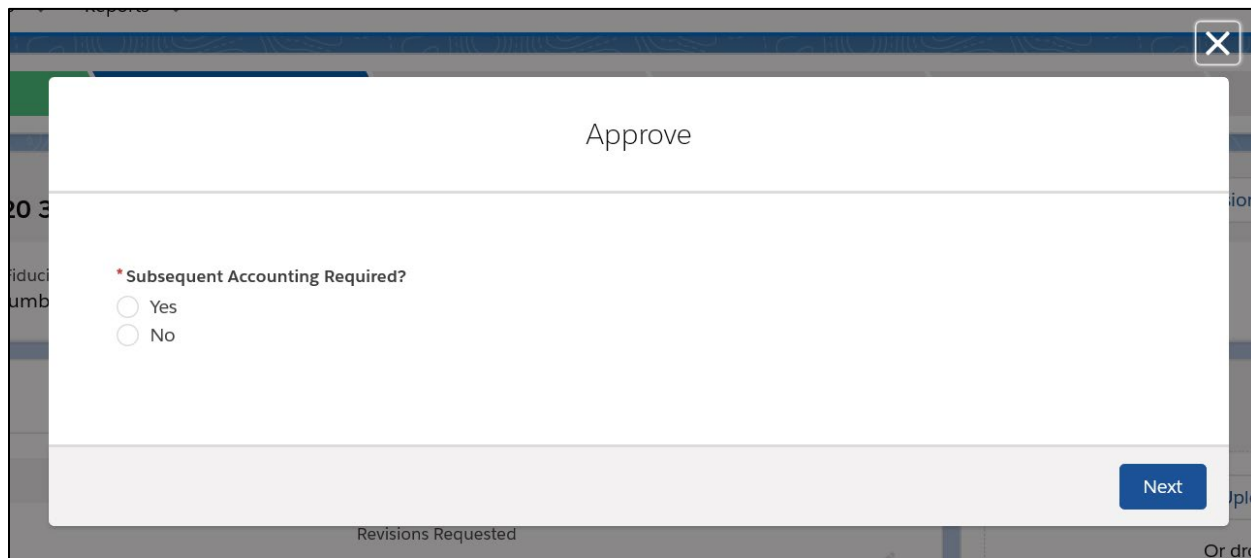


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2. Answer Question: Subsequent Accounting Required? If a subsequent accounting is required, click [Scenario 1](#). If a subsequent accounting is not required click [Scenario 2](#).



Approve

*Subsequent Accounting Required?

Yes

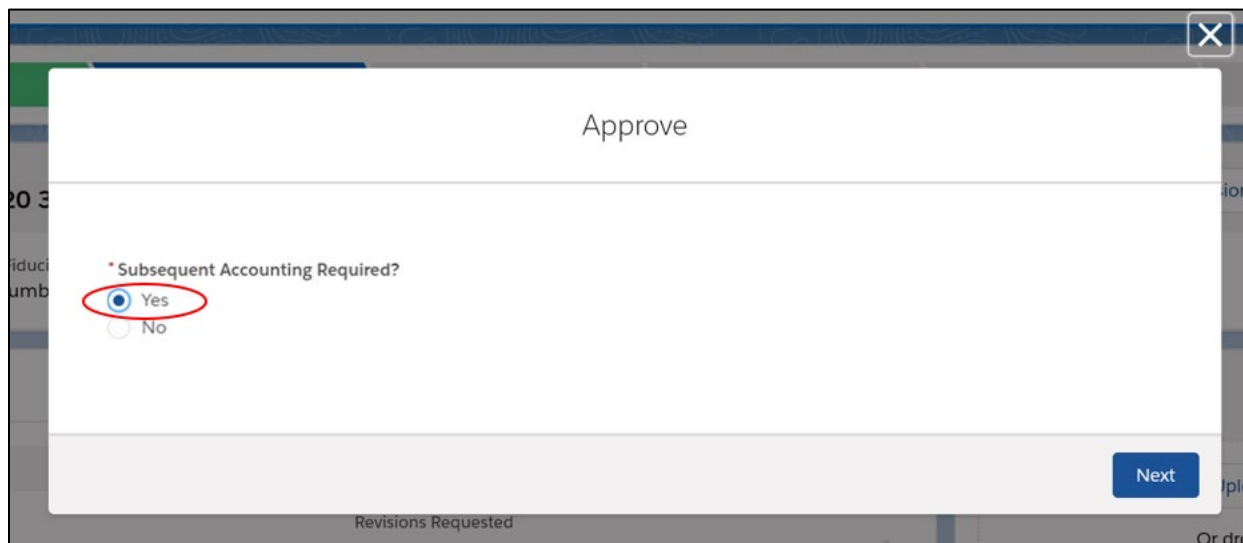
No

Next

Revisions Requested

Scenario 1: Subsequent Accounting is Required

1. Select Yes



Approve

*Subsequent Accounting Required?

Yes

No

Next

Revisions Requested



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2. Enter the **Subsequent Accounting Period Start Date**

The screenshot shows a web application window titled "Approve". At the top, there is a search bar with the text "Search Accountings and more...". Below the search bar, the word "Approve" is centered. The form contains the following elements:

- A question: "* Subsequent Accounting Required?" with two radio button options: "Yes" (selected) and "No".
- A prompt: "Please enter the Diary Dates for the required subsequent Accounting."
- A date input field: "* Subsequent Accounting Period Start Date" with the value "Apr 29, 2020" and a calendar icon. This field is circled in red.
- A date input field: "* Subsequent Accounting Period End Date" with the value "Apr 29, 2021" and a calendar icon.
- A "Next" button at the bottom right.



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3. Enter the Subsequent Accounting Period End Date

The screenshot shows a web application window titled "Approve". At the top, there is a search bar with the text "Search Accountings and more...". Below the search bar, the word "Approve" is centered. The form contains the following elements:

- A section titled "* Subsequent Accounting Required?" with two radio buttons: "Yes" (selected) and "No".
- A prompt: "Please enter the Diary Dates for the required subsequent Accounting."
- A field for "* Subsequent Accounting Period Start Date" with the value "Apr 29, 2020" and a calendar icon.
- A field for "* Subsequent Accounting Period End Date" with the value "Apr 29, 2021" and a calendar icon. This field is circled in red.
- A "Next" button at the bottom right.

At the bottom of the window, there is a link for "Approval History (3)".



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4. Click [Next](#)

All Search Accountings and more...

Approve

* Subsequent Accounting Required?

Yes
 No

Please enter the Diary Dates for the required subsequent Accounting.

* Subsequent Accounting Period Start Date
Apr 29, 2020

* Subsequent Accounting Period End Date
Apr 29, 2021

[Next](#)

Approval History (3)

5. Answer Question: Change in the Surety bond required? If there is a change required in the Surety bond click [Scenario 3](#). If there is no change required in the Surety bond click [Scenario 4](#).

Approve

* Change in Surety Bond Required?

Yes
 No

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

Revisions Requested



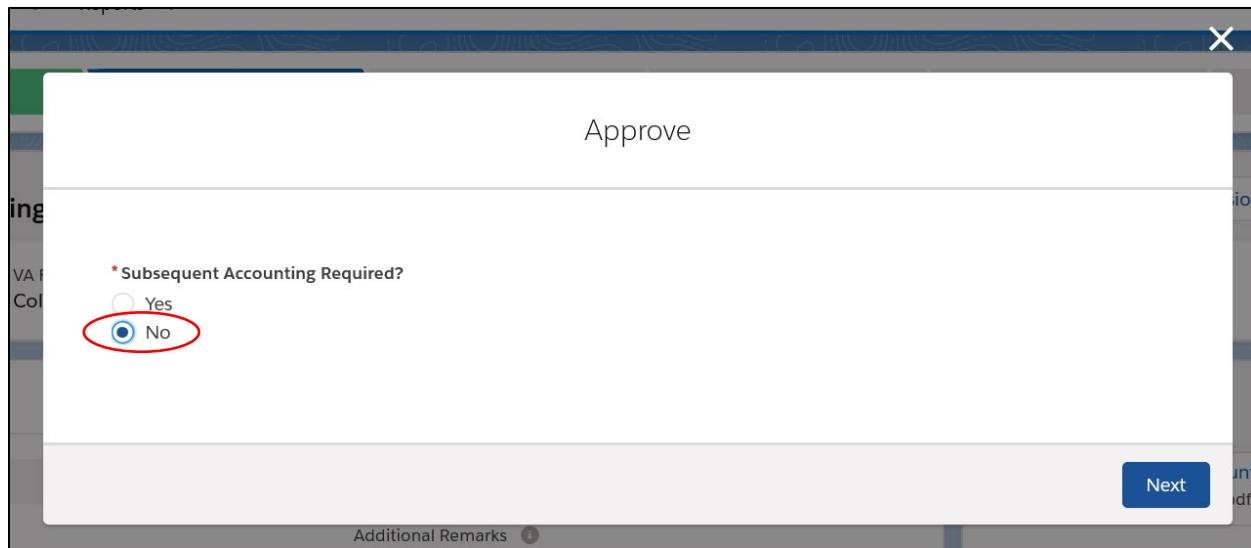
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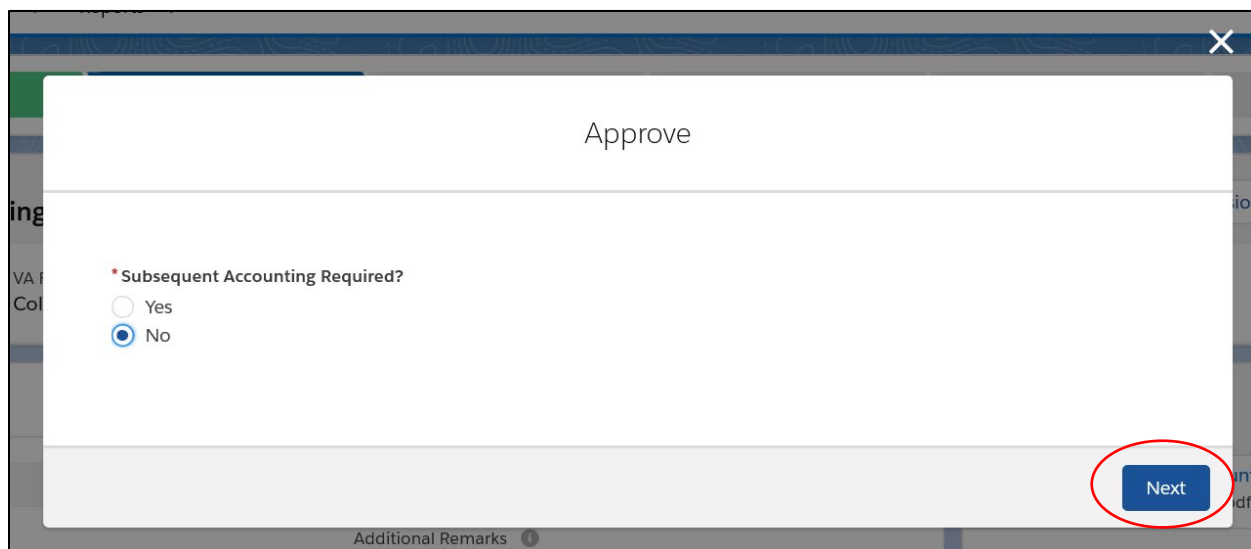
Scenario 2: Subsequent Accounting is Not Required

1. Select No



A screenshot of the FAST 'Approve' form. The form has a title bar with a close button (X) in the top right corner. The main content area is titled 'Approve'. Below the title, there is a question: '* Subsequent Accounting Required?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected and circled in red. At the bottom right of the form, there is a blue 'Next' button. At the bottom left, there is a label 'Additional Remarks' with a help icon.

2. Click Next



A screenshot of the FAST 'Approve' form, identical to the previous one. The 'No' option is selected. In this screenshot, the blue 'Next' button at the bottom right is circled in red, indicating the next step in the process.



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3. Select the **reason** why the subsequent accounting is not required

The screenshot shows a web form titled "Approve". Below the title is a dropdown menu with the label "* Reason Subsequent Accounting is Not Required". The dropdown is open, showing a list of options: "Beneficiary deceased - No Previous Accounting Required and Escheat N/A" (highlighted in blue), "Exception to accounting requirements met", "Fee not authorized", "Fiduciary deceased", "No longer required by Hub Manager", "One-time or final accounting approved", "VA FUM < \$10K", and "Fiduciary not court appointed". A red circle is drawn around the entire dropdown menu area. To the right of the dropdown is a blue "Next" button.

4. Click **Next**. Next question will only populate if the Fiduciary is court appointed. If the Fiduciary is court appointed click [Scenario 5](#). If the Fiduciary is not court appointed click [Scenario 6](#).

The screenshot shows the same "Approve" form. The dropdown menu is now closed, and the selected option "Beneficiary deceased - No Previous Accounting Required and Escheat N/A" is visible. At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is circled in red.



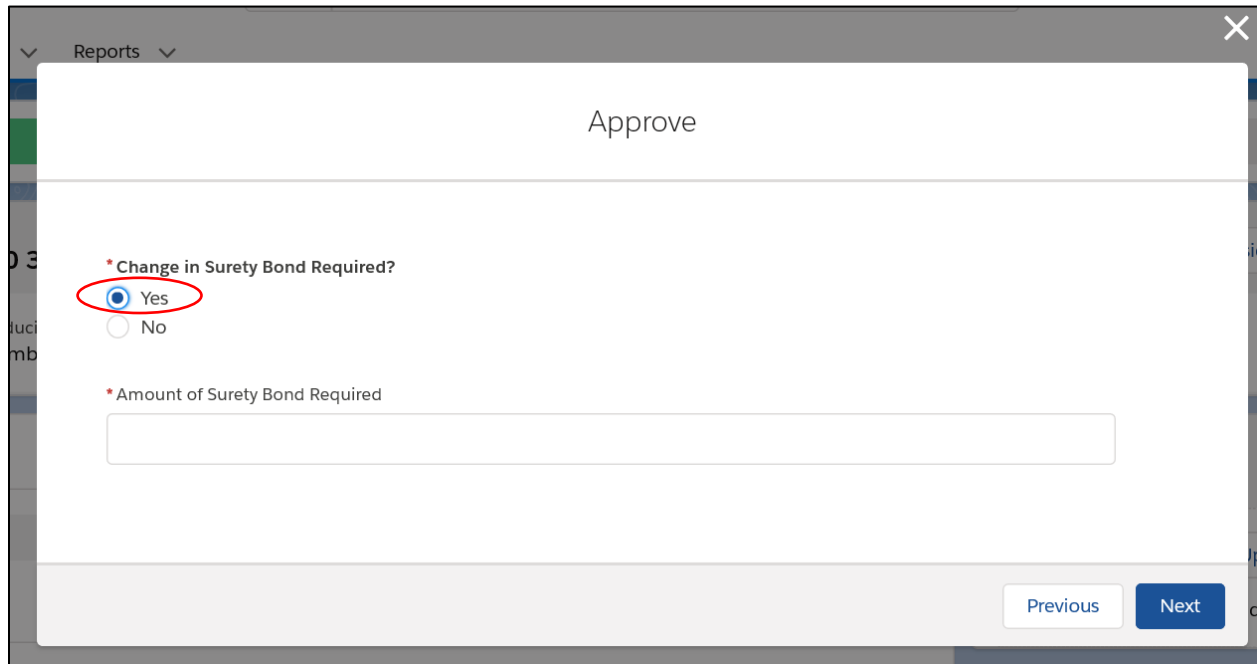
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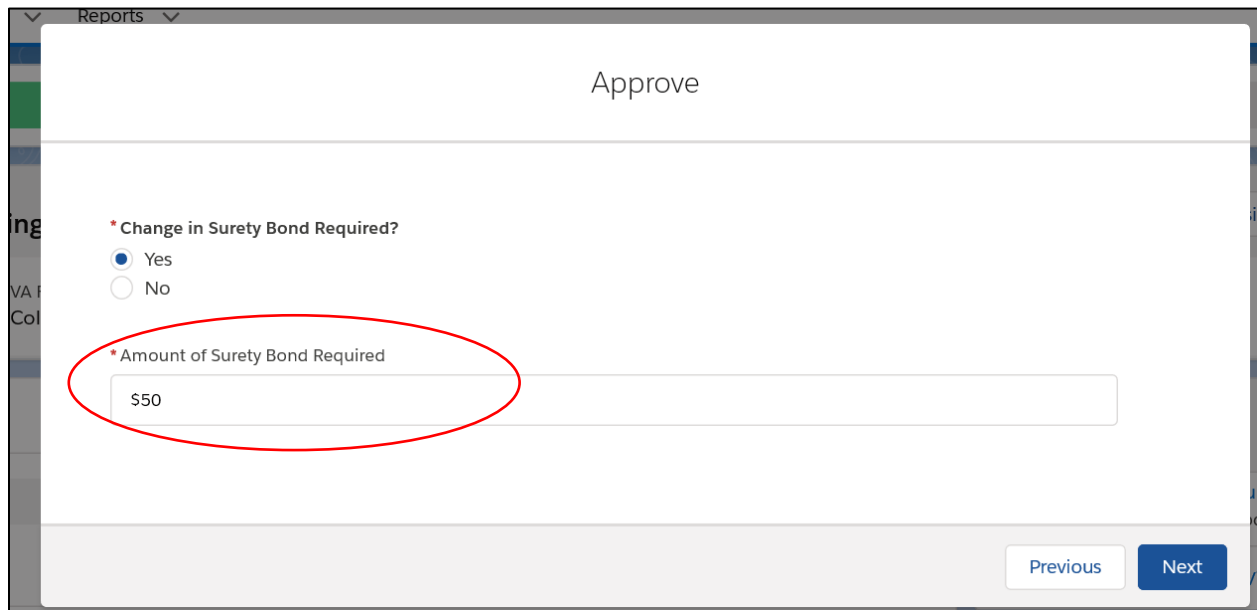
Scenario 3: Surety Bond Change Required

1. Select Yes



The screenshot shows a web form titled "Approve" with a "Reports" dropdown menu. The form contains two main sections. The first section is titled "* Change in Surety Bond Required?" and has two radio button options: "Yes" (which is selected and circled in red) and "No". The second section is titled "* Amount of Surety Bond Required" and has an empty text input field. At the bottom right of the form, there are two buttons: "Previous" and "Next".

2. Enter amount of Surety bond required



The screenshot shows the same "Approve" form as above. In this step, the "Yes" radio button is still selected. The text input field for "* Amount of Surety Bond Required" now contains the value "\$50", which is circled in red. The "Previous" and "Next" buttons remain at the bottom right.



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3. [Click Next](#)

Reports

Approve

* Change in Surety Bond Required?

Yes
 No

* Amount of Surety Bond Required

\$50

Previous **Next**

4. **Answer Question:** Evidence of Surety bond attached? *Surety bond evidence is required. If evidence of Surety bond is not attached, the accounting status will automatically update to Approved – Docs Needed.*

Approve

* Evidence of Surety Bond Purchase Provided?

Yes
 No

Previous **Next**

Revisions Requested



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5. Click **Next**. Next question will only populate if the Fiduciary is court appointed. If the Fiduciary is court appointed click [Scenario 5](#). If the Fiduciary is not court appointed click [Scenario 6](#).

The screenshot shows a web application window titled "Approve". The main content area contains a question: "*Evidence of Surety Bond Purchase Provided?". Below the question are two radio button options: "Yes" (which is selected) and "No". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is circled in red. At the bottom left, there is a label "Additional Remarks" with a plus icon.

Scenario 4: Surety Bond Change Not Required

1. Select No

The screenshot shows a web application window titled "Approve". The main content area contains a question: "*Change in Surety Bond Required?". Below the question are two radio button options: "Yes" and "No" (which is selected and circled in red). At the bottom right of the form, there are two buttons: "Previous" and "Next". At the bottom left, there is a label "Revisions Requested" with a plus icon.



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2. Click **Next**. Next question will only populate if the Fiduciary is court appointed. If the Fiduciary is court appointed click [Scenario 5](#). If the Fiduciary is not court appointed click [Scenario 6](#).

The screenshot shows a dialog box titled "Approve" with a close button (X) in the top right corner. The question is "Change in Surety Bond Required?". There are two radio button options: "Yes" and "No". The "No" option is selected. At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is circled in red. The text "Revisions Requested" is visible at the bottom of the dialog box.

Scenario 5: Fiduciary is Court Appointed

1. Answer Question: If court appointed, Certified Court Documents Provided? *If court appointed documents were provided, **select yes**. If court appointed documents were not provided, **select no**.*

The screenshot shows a dialog box titled "Approve" with a close button (X) in the top right corner. The text reads: "This Accounting has been identified as a Court-Appointed Accounting. Therefore, the fiduciary is required to attach certified court documents to the Accounting. Please indicate whether these documents were provided by the fiduciary." Below this text is the question "Certified Court Documents Provided?". There are two radio button options: "Yes" and "No". The "Yes" option is selected and circled in red. At the bottom right, there are two buttons: "Previous" and "Next".



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2. Click **Next**. If documents have not been provided, the accounting status will automatically update to *Approved – Docs Needed*.

Approve

This Accounting has been identified as a Court-Appointed Accounting. Therefore, the fiduciary is required to attach certified court documents to the Accounting. Please indicate whether these documents were provided by the fiduciary.

* Certified Court Documents Provided?

Yes
 No

Previous **Next**



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3. Verify that the **new 21P-4706b Form** has been populated under Files. *Once accounting is approved, a new 4706b file will be generated. Generating a new 4706b Form may take some time, if LIE/FSR/Superuser attempts to share before the file is available an error will occur.*

The screenshot shows the FAST interface for an accounting record. At the top, there is a navigation bar with 'FAST', 'Accountings', and 'Reports'. Below this is a progress bar with five green checkmarks and a blue 'Approved' button. The 'Key Fields' section shows 'Status: Approved - Final Approval' and a checkbox for 'Shared 4706-B with Fiduciary'. The main record details include 'Accounting Training Accounting 4-1-2020 4-29-2020' with buttons for 'Approve', 'Share 4706-B with Fiduciary', and 'Request Unlock'. A table below lists 'Name of Beneficiary', 'VA Fiduciary Hub', 'Start Date', 'End Date', 'Total Funds Under Management', and 'Total Assets'. The 'Details' section has a 'Review Information' link. The 'Files (1)' section shows a PDF file: '(4706b) Training Accounting-2020-04-01 17:30:56.pdf' with a date of 'Apr 1, 2020' and size of '128KB'. This file is circled in red.

The screenshot shows a dialog box titled 'Share 4706-B with Fiduciary'. A red error message box is highlighted, containing the text: 'Review the errors on this page. Can't Share 4706-B. Please ensure you refresh your page and the 4706-B is visible in the Files section of the accounting.' Below the error message is a 'Sharing Confirmation' section with the text: 'Please do not share until you can see the PDF version of the 4706-B form in the Files section of the accounting. If you cannot see the PDF, please exit this screen and make sure to refresh your screen until it appears. Sharing the 4706-B with the Fiduciary will expose the PDF form to the Fiduciary in FAST. This action cannot be undone.' At the bottom right, there are 'Cancel' and 'Save' buttons.



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4. Click **Share 4706b Form with Fiduciary**. If the LIE/FSR/Superuser clicks Share 4706b with Fiduciary before 4706b Form is populated under Files, the form will not be shared with the Fiduciary.

The screenshot shows the FAST interface for an accounting record. At the top, there is a navigation bar with 'FAST', 'Accountings', and 'Reports'. Below this is a progress bar with several green arrows and a blue 'Approved' button. The 'Key Fields' section shows 'Status: Approved - Final Approval' and a checkbox for 'Shared 4706-B with Fiduciary'. The main record details include 'Accounting Training Accounting 4-1-2020 4-29-2020' and a table with columns: Name of Beneficiary (Training Accounting), VA Fiduciary Hub (Columbia 319), Start Date (4/1/2020), End Date (4/29/2020), Total Funds Under Management (\$4.00), and Total Assets (\$4.00). In the 'Details' section, there is a 'Files (1)' section containing a PDF file named '(4706b) Training Accounting-2020-04-01 17:30:56.pdf'. The 'Share 4706-B with Fiduciary' button is circled in red.

5. Click **Save**

The screenshot shows a confirmation dialog box titled 'Share 4706-B with Fiduciary'. The dialog contains the following text: 'Sharing Confirmation. Please do not share until you can see the PDF version of the 4706-B form in the Files section of the accounting. If you cannot see the PDF, please exit this screen and make sure to refresh your screen until it appears. Sharing the 4706-B with the Fiduciary will expose the PDF form to the Fiduciary in FAST. This action cannot be undone.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red. The background shows the same accounting record details as the previous screenshot.



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Scenario 6: Fiduciary is Not Court Appointed

1. Verify that the **new 4706b Form** has been populated under Files. *Once accounting is approved, a new 4706b file will be generated. Generating a new 4706b Form may take some time, if LIE/FSR/Superuser attempts to share before the file is available an error will occur.*

The screenshot shows the FAST interface for an accounting record. At the top, there is a navigation bar with 'FAST', 'Accountings', and 'Reports'. Below this is a progress bar with several green checkmarks and an 'Approved' button. The 'Key Fields' section shows 'Status: Approved - Final Approval' and a checkbox for 'Shared 4706-B with Fiduciary' which is currently unchecked. Below this is a table with columns for 'Name of Beneficiary', 'VA Fiduciary Hub', 'Start Date', 'End Date', 'Total Funds Under Management', and 'Total Assets'. The table contains one row: 'Training Accounting', 'Columbia 319', '4/1/2020', '4/29/2020', '\$4.00', '\$4.00'. To the right of the table are buttons for 'Approve', 'Share 4706-B with Fiduciary', and 'Request Unlock'. Below the table is a 'Details' section with a 'Review Information' link. On the right side, there is a 'Files (1)' section containing a file named '(4706b) Training Accounting-2020-04-01 17:30:56.pdf' with a date of 'Apr 1, 2020' and a size of '128KB'. This file entry is circled in red.

The screenshot shows a dialog box titled 'Share 4706-B with Fiduciary'. A red box highlights the error message: 'Review the errors on this page. Can't Share 4706-B. Please ensure you refresh your page and the 4706-B is visible in the Files section of the accounting.' Below the error message is a 'Sharing Confirmation' section with the text: 'Please do not share until you can see the PDF version of the 4706-B form in the Files section of the accounting. If you cannot see the PDF, please exit this screen and make sure to refresh your screen until it appears. Sharing the 4706-B with the Fiduciary will expose the PDF form to the Fiduciary in FAST. This action cannot be undone.' At the bottom right of the dialog box are 'Cancel' and 'Save' buttons.



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2. Click **Share 4706-B Form with Fiduciary**. If the LIE/FSR/Superuser clicks Share 4706b with Fiduciary before 4706b Form is populated under Files, the form will not be shared with the Fiduciary.

The screenshot shows the FAST interface for an accounting record. At the top, there is a navigation bar with 'FAST', 'Accountings', and 'Reports'. Below this is a progress bar with several green checkmarks and an 'Approved' button. The 'Key Fields' section shows 'Status: Approved - Final Approval' and a checkbox for 'Shared 4706-B with Fiduciary'. The main record details include 'Accounting Training Accounting 4-1-2020 4-29-2020', 'Name of Beneficiary: Training Accounting', 'VA Fiduciary Hub: Columbia 319', 'Start Date: 4/1/2020', 'End Date: 4/29/2020', 'Total Funds Under Management: \$4.00', and 'Total Assets: \$4.00'. A table below these details shows the same information. In the 'Files (1)' section, a PDF file '(4706b) Training Accounting-2020-04-01 17:30:56.pdf' is listed. The 'Share 4706-B with Fiduciary' button is circled in red.

3. Click **Save**

The screenshot shows a confirmation dialog box titled 'Share 4706-B with Fiduciary'. The dialog contains the following text: 'Sharing Confirmation. Please do not share until you can see the PDF version of the 4706-B form in the Files section of the accounting. If you cannot see the PDF, please exit this screen and make sure to refresh your screen until it appears. Sharing the 4706-B with the Fiduciary will expose the PDF form to the Fiduciary in FAST. This action cannot be undone.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red. The background of the dialog shows the same accounting record details as the previous screenshot.

Outcome

The LIE/FSR/Superuser has approved the accounting, either has a final approval or as docs needed if additional documents are requested. Once an accounting has been approved, an email notification will be sent to the Fiduciary.

