



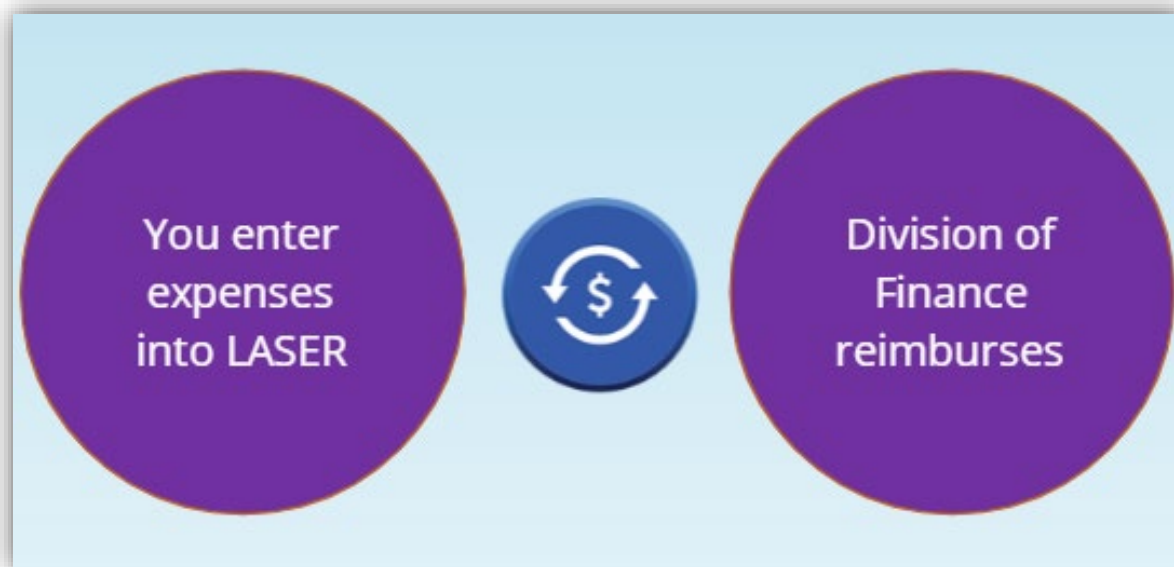
VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Local Reimbursement
**Guided Plan for Successful
LASER Reporting**

**VDSS Division of Finance Presenters:
Torsheba Givens, Local Reimbursement Manager
Chanell Taylor, Financial Analyst Senior**

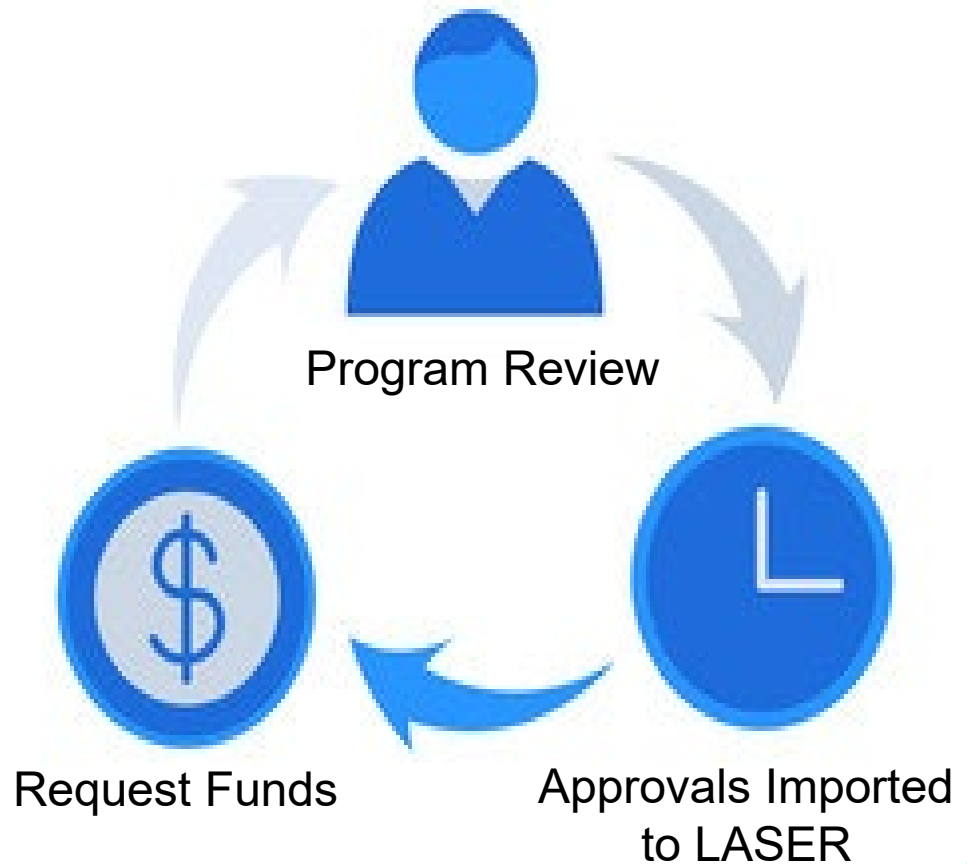
What Is LASER?

- ▶ The Locality Automated System for Expenditure Reimbursement (LASER) is the system that Virginia Department of Social Services, Division of Finance, uses to process monthly expenditures that localities submit for reimbursement for federal and state funds.
- ▶ The localities spend money to run their programs.(SNAP, TANF, other programs.)



What Is BRS?

- ▶ The Budget Request System (BRS) provides an automated means for submitting and processing changes to local budget line allocations.
- ▶ BRS is designed to allow program management to approve budget requests for a budget line independently of the budget office staff so long as returns from localities equal or exceed increases to localities. This means on average fewer state staff will have to handle each request.



Continued....



The Budget Request System (BRS) is integrated with LASER and cannot be accessed unless the user is set up in LASER; the user must have approved authorization for BOTH systems.



An LDSS authorization form must be completed, approved and submitted to the Local Reimbursement office. The Local Reimbursement Office reviews and approves LDSS access.



A VDSS authorization form must be completed, approved by the Budget Office and submitted to Financial Systems to gain access.

Access forms are available on FUSION:

<https://fusion.dss.virginia.gov/dof/DOF-Home/FINANCIAL-SYSTEMS/LASER-Application>

BRS and LASER

- ▶ Understanding your localities' budget allocations and expenditures is an extremely important route that leads to a successful monthly reimbursement.



BRS and LASER Items to Know:



- ▶ **The relationship between BRS and LASER.**
- ▶ **The State Budget Timeline and Closing Schedule**
- ▶ **Reports to Review**

BRS and LASER



Plan ahead! When the budget request in BRS gets approved, the funds are not available in LASER until the following business day.

Once a request is approved, BRS generates the necessary coded transactions. The daily batch of approved budget transactions must then be posted by DSS Finance to LASER at the end of each business day.



State Budget Timeline



General Assembly reviews / amends the Governor's budget.



Preliminary local budget guidance distributed to local departments



Final local budget guidance and allocations. New Appropriations Act is published.



The VDSS Budget Office manages year end budget adjustments and then submits two year budget plans to Department of Planning and Budget.



Governor's budget proposal released.

FY 2023 LASER SCHEDULE CLOSE/OPEN DATES

LASER Expenditures for Period Month/Year	LASER CLOSES Month-end Close and LASER Monthly Expenditure Certification Deadline Closing Time For LASER Dates is 7 pm	LASER RE-OPENS Month-end processing completion date LASER access is available (Report data is final & the next period is open).
JUN 2022	Tue, July 12, 2022	Tue, July 19, 2022
JUL 2022	Tue, August 9, 2022	Tue, August 16, 2022
AUG 2022	Mon, September 12, 2022	Mon, September 19, 2022
SEP 2022	Wed, October 12, 2022	Wed, October 19, 2022
OCT 2022	Thu, November 10, 2022	Fri, November 18, 2022
NOV 2022	Fri, December 9, 2022	Fri, December 16, 2022
Mid-Year BRS	Fri, December 16, 2022 **Closes for Mid-Year at 5 pm**	Thu, January 19, 2023 **BRS Re-opens**
DEC 2022	Wed, January 11, 2023	Thu, January 19, 2023
JAN 2023	Thu, February 9, 2023	Wed, February 16, 2023
FEB 2023	Thu, March 9, 2023	Thu, March 16, 2023
MAR 2023	Tue, April 11, 2023	Tue, April 18, 2023
APR 2023	Tue, May 9, 2023	Tue, May 16, 2023
FY 2023 BRS	Fri, June 2, 2023 **Closes for FY at 5 pm**	Fri, June 16, 2023 **Tentative FY 24 BRS**
MAY 2023	Fri, June 9, 2023 ****YEAR END****	Fri, June 16, 2023 ****Tentative FY 24 LASER****
JUN 2023	Wed, July 12, 2023	Wed, July 19, 2023



LASER Close/Open Dates

Know the Right Budget Review Dates

- ▶ **Mid-Year Review** – BL request usually need to be entered by mid-December
- ▶ BRS remains closed until mid-January for program manager and financial staff review
- ▶ **Year-End Review** –FY 2023 BL request deadline will be on June 2nd



Preliminary Budget Guidance Letter

- VDSS issues preliminary allocations to assist localities with planning



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

March 31, 2022

MEMORANDUM

Distribution: Local Directors/Superintendents
Local Office Managers
Executive Team
Division Directors

FROM: Ida Witherspoon, Chief Financial Officer
Kelly Zeoli, Budget Director

SUBJECT: ANNUAL BUDGET, FISCAL YEAR ENDING MAY 31, 2023

---- PRELIMINARY GUIDANCE ----

This bulletin provides program instructions and information intended to assist Local Departments of Social Services (LDSS) in preparing annual budgets for state fiscal year 2023. In combination with the final budget guidance to be issued in May, this document will supersede all previous annual budget guidance.

Information presented in this bulletin is based on the Governor's 2022 Budget Bill. Committee amendments have not been approved by the General Assembly. The Governor called the General Assembly into a special session beginning April 4th to finish their work on the state budget. The reconvened session of the General Assembly is scheduled for April 27, 2022. All

Final Budget Guidance Letter

Typically a **FINAL**
Budget Allocations
letter is distributed
in early May



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

June 15, 2022

ADDENDUM

To: Local Directors/Superintendents
Local Office Managers
Executive Team
Division Directors

Vida Witherspoon, Chief Financial Officer
Kelly Zeoli, Budget Director

FINAL BUDGET ALLOCATIONS, FISCAL YEAR 2023

---- FINAL GUIDANCE ----

A copy of your revised allocations for the fiscal year reporting period ending May 31, 2023, is attached. These allocations are based on the Governor's 2022 Budget Executive Order and the Governor's Budget with General Assembly Conference Report amendments. New allocations will be issued if necessary based on the state budget that is signed by the Governor; however, VDSS does not anticipate any further changes.

The information provided should be considered an addendum to the "Annual Budget Allocations, Fiscal Year Ending May 31, 2023" memorandum dated March 31, 2022, and the "Final Budget Allocations, Fiscal Year 2023" memorandum dated May 4, 2022. This document should be reviewed in conjunction with one another. This document only

Sample SFY 2023 Annual Allocation

SAMPLE LOCALITY NAME Department of Social Services
FIPS 000
SFY 2023 LASER Budget Allocation

Budget Line	Budget Line Description	Federal/State	Local	Total
804	Auxiliary Grants	600	100	700
807	Auxiliary Grants Supportive Housing	0	0	0
808	TANF Manual Checks	400	0	400
810	TANF Emergency Assistance	200	0	200
811	IV-E (AFDC) Foster Care	2,000	0	2,000
812	IV-E Adoption Subsidy and Non-Recurring Expenses	1,000	0	1,000
813	General Relief	0	0	0
814	Fostering Futures Foster Care Assistance	0	0	0
815	Fostering Futures Federal Adoption Assistance	0	0	0
817	State Adoption Subsidy and Special Service Payments	3,000	0	3,000
818	Fostering Futures State Adoption Assistance	0	0	0
819	Refugee Resettlement	0	0	0
820	Adoption Incentive	0	0	0
829	Family Preservation (SSBG)	1,000	500	1,500
830	Child Welfare Substance Abuse and Supplemental Services	2,000	700	2,700
833	Adult Services	3,000	1,500	4,500
843	Central Services Cost Allocation	0	0	0
844	SNAPET Purchased Services	0	0	0
848	TANF - UP Manual Checks	500	0	500
855	Local Staff and Operations	50,000	5,000	55,000
858	Local Staff and Operations Pass-Thru	0	0	0
861	Education & Training Vouchers - PS	0	0	0
862	Independent Living Program - PS	900	0	900
864	Foster Parent Respite Care	700	0	700
866	Promoting Safe and Stable Families - PS	1,000	300	1,300
867	Employment Advancement for TANF Participants	0	0	0
872	VIEW Purchased Services	3,000	1,000	4,000
873	FC Approved Child Welfare Training - PS	0	0	0
875	IV-E App Foster/Adopt Parent, Vol, & CW Trng	2,000	1,200	3,200
895	Adult Protective Services	3,000	500	3,500
897	SNAPET Purchased Services Pass-Thru	0	0	0
LOCALITY TOTAL LASER ALLOCATION		74,300	10,800	85,100



Annual Budget Allocations

Know how each budget line is allocated for each new fiscal year.

Local Budget Balance Report

(Budget YTD w/YTD Revis)

LASER

Date: 25-APR-23 14:38:33

Local Budget Balance Report (Budget YTD w/YTD Revis)

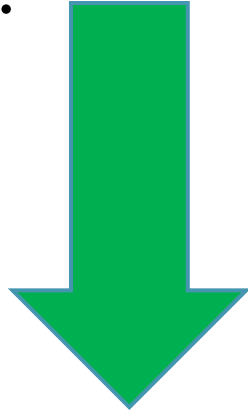
Page: 1

Current Period: MAR-23

Currency: USD
FIPS=

Budget Line	FIPS	Budget-YTD JUN-22	Budget-YTD MAR-23	Budget YTD Change	MTD Actuals MAR-23	YTD Actuals MAR-23	YTD Funds Avail MAR-23
Budget Line							
804 Auxiliary Grants	0001	121,391.00	141,391.00	20,000.00	11,099.00	112,698.00	28,693.00
808 TANF - Manual Check	0001	1,000.00	1,000.00	0.00	0.00	(85.00)	1,085.00
810 TANF - Emergency As	0001	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
811 AFDC - Foster care	0001	17,514.00	41,114.00	23,600.00	3,058.00	31,538.04	9,575.96
812 Title IV-E Adoption	0001	347,168.00	357,168.00	10,000.00	28,975.00	291,949.00	65,219.00
814 Fostering Futures I	0001	4,554.00	12,254.00	7,700.00	1,226.08	7,128.08	5,125.92
817 State Adoption Subs	0001	48,832.00	63,380.00	14,548.00	9,967.00	47,894.00	15,486.00
829 Family Preservation	0001	3,565.00	3,565.00	0.00	1,066.81	3,163.71	401.29
830 Child Welfare Subst	0001	4,248.00	4,248.00	0.00	332.52	1,005.59	3,242.41
833 Adult Services	0001	33,217.00	33,217.00	0.00	1,984.24	23,352.66	9,864.34
835 IV-E Prevention Ser	0001	59,946.00	59,946.00	0.00	0.00	0.00	59,946.00
848 TANF - Up Manual Ch	0001	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
849 Staff & Operations	0001	98,603.00	98,603.00	0.00	7,183.77	64,907.94	33,695.06
855 Staff & Operations	0001	3,928,187.00	3,931,787.00	3,600.00	298,510.67	2,746,185.75	1,185,601.25
861 Chafee Education &	0001	1,514.00	1,514.00	0.00	0.00	28.00	1,486.00
862 Independent Living	0001	550.00	550.00	0.00	45.63	316.01	233.99
864 Respite Care for Fo	0001	900.00	1,200.00	300.00	30.00	480.00	720.00
866 Promoting Safe and	0001	22,076.00	22,076.00	0.00	329.22	9,251.55	12,824.45
872 VIEW - Purchased Se	0001	62,096.00	62,096.00	0.00	866.42	1,766.42	60,329.58
873 IV-E Foster/Adopt P	0001	9,500.00	9,500.00	0.00	0.00	0.00	9,500.00
884 CHAFEE Independent	0001	0.00	5,793.81	5,793.81	0.00	5,793.81	
885 CHAFEE EDUCATION AN	0001	0.00	2,667.87	2,667.87	0.00	2,667.87	
895 Adult Protective Se	0001	7,771.00	7,771.00	0.00	(5.00)	6,926.00	845.00
898 Adult Protective Se	0001	9,747.67	9,747.67	0.00	1,001.70	3,019.68	6,727.99
Total		4,784,879.67	4,873,089.35	88,209.68	365,671.06	3,359,987.11	1,513,102

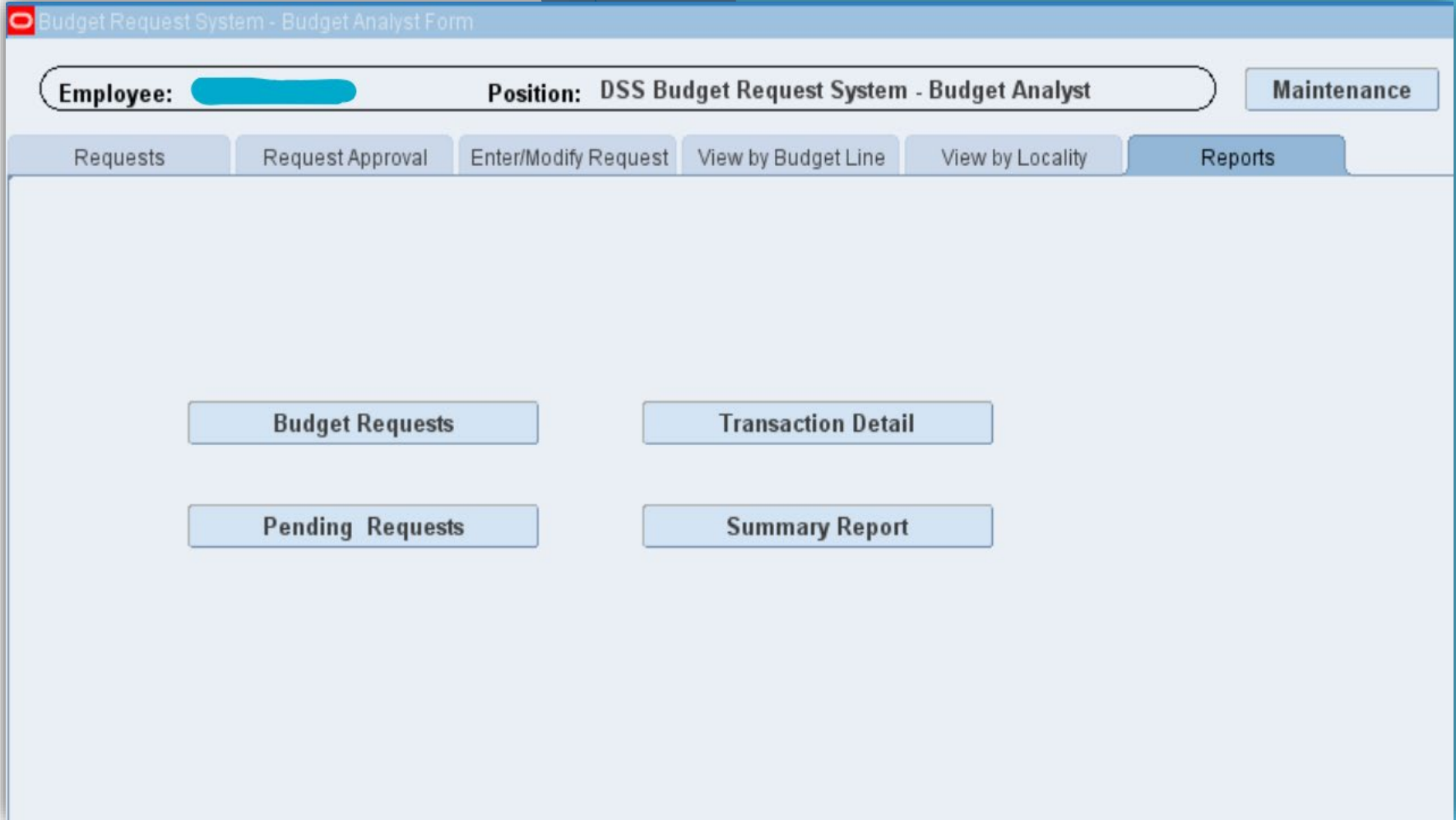
NOTE: There are Budget reports in LASER that will allow you to check each budget line prior to entering expenditures for the current period:



2 YTD Supported Rprt (FY14SP)

60	Bud YTD w/Prior Mo Rev
70	Budget YTD w/YTD Rev
75	Bud Bal for a Bud Line
80	CO-Bud Line Detail YTD





Budget Reports in BRS

The above reports will allow you to search on budget lines, allocations, pending requests and retrieve a summary for your FIPS.



Budget Requests Report

dssbreq		Department of Social Services				25-Apr-23 12:24:12		
Prepared By:	TGIVENS	BRS Budget Requests Report				Page	1 of 1	
From FIPS:	0000	To FIPS:	0000					
From Budget Line:	217	To Budget Line:	895					
From Submit Date:	01-Jun-2022	To Submit Date:	25-Apr-2023					
Fips	Locality	Transfer	Budget Line	Request Number	Submit Date	Status	Request Amount	Approved Amount
0000	Sample County		804	BRS12345	02-Dec-22	Sent to LASER	5,000.00	5,000.00
			811	BRS67890	29-Nov-22	Void	100.00	100.00
			811	BRS55553	29-Nov-22	Sent to LASER	2,200.00	2,200.00
			829	BRS22200	29-Nov-22	Denied	700.00	700.00
			833	BRS45812	02-Dec-22	Denied	200.00	200.00
			885	BRS45495	29-Sep-22	Void	100.00	100.00
			Locality Total:				8,300.00	8,300.00
							8,300.00	8,300.00
Report Total:							8,300.00	8,300.00

**CHARACTERISTICS
OF A GOOD REPORT**

BRS Transaction Detail Report

dssbrttd Department of Social Services 25-Apr-23 12:38:34
BRS Transaction Detail Page 1 of 2

Prepared By: TGIVENS
 From FIPS: 0000 To FIPS: 0000
 From Budget Line: 899 To Budget Line: 899
 From Submit Date: 01-Jun-2022 To Submit Date: 25-Apr-2023

Request Number: BRS12345

Transfer Desc	Fips	Locality	Budget Line	Submit Date	Request Program Amount	Mgr Date	Budget Anlst Date	Approved Status/ Amount Disposition
	0000	Sample County	899	01-Jun-22	10,200.00	02-JUN-22		10,200.00 Sent to LASER Approved by Program Manager

Submitter: LDSS Staff

Memo: LDSS Staff should use this section to enter a justification for the budget request.

Program Manager: VDSS Staff (Program Manager on BRS Approval Listing)

Memo: VDSS Program Staff should enter a response based on the approved or denied amount.

Budget Analyst: VDSS Budget Staff (Budget Analyst on BRS Approval Listing)

Memo: VDSS Budget Staff should enter a response based on the approved or denied amount

Pending Requests Report



dssbrpen	Department of Social Services		25-Apr-23 12:53:46	
Prepared By:	TGIVENS	BRS Pending Requests Report		Page 1 of 1
From FIPS:	0000	To FIPS:	0000	
From Budget Line:	899	To Budget Line:	899	
From Submit Date:	01-Apr-2023	To Submit Date:	25-Apr-2023	

Fips Locality Name	Budget Line	Budget Line Name	Transfer Desc	Request Number	Submit Date	Request Amount	Status	Disposition
0000 Sample County	899	Sample Budget Line for Training		BRS12345	25-Apr-23	1,700.00	Pending	Needs Approval by Program Manag
						Budget Line Total:	1,700.00	
						Locality Total:	1,700.00	
						Report Total:	1,700.00	



BRS Summary Report

BRSSUMTR Department of Social Services 25-Apr-23 13:00:38
 Prepared By: TGIVENS **BRS Summary Report** Page 1 of 1
 From FIPS: 0000 To FIPS: 0000
 From Budget Line: 899 To Budget Line: 899
 Fiscal Year Date: 01-Jun-2022

Fips: 0000 Sample County

Budget Line	Budget Line Name	Original Allocation	Current Allocation	Ytd Expenditures	Funds Available	Pending Requests	Funds Remaining Upon BRS Approval
899	Sample BL Training	8,000.00	8,000.00	7,800.00	200.00	0.00	200.00
Locality Total:		8,000.00	8,000.00	7,800.00	200.00	0.00	200.00
Report Total:		8,000.00	8,000.00	7,800.00	200.00	0.00	200.00

General Rules for Budget Line Transfers

- ▶ Transfers from an eligible Purchased Service budget line to a Staff and Operations budget line requires two Budget Request System (BRS) requests.
- ▶ Localities may transfer unused Staff and Operations funding back to eligible Purchased Service budget lines.
- ▶ All transfers are subject to funds availability and program office/budget office approval.





Allowable Budget Line Transfers

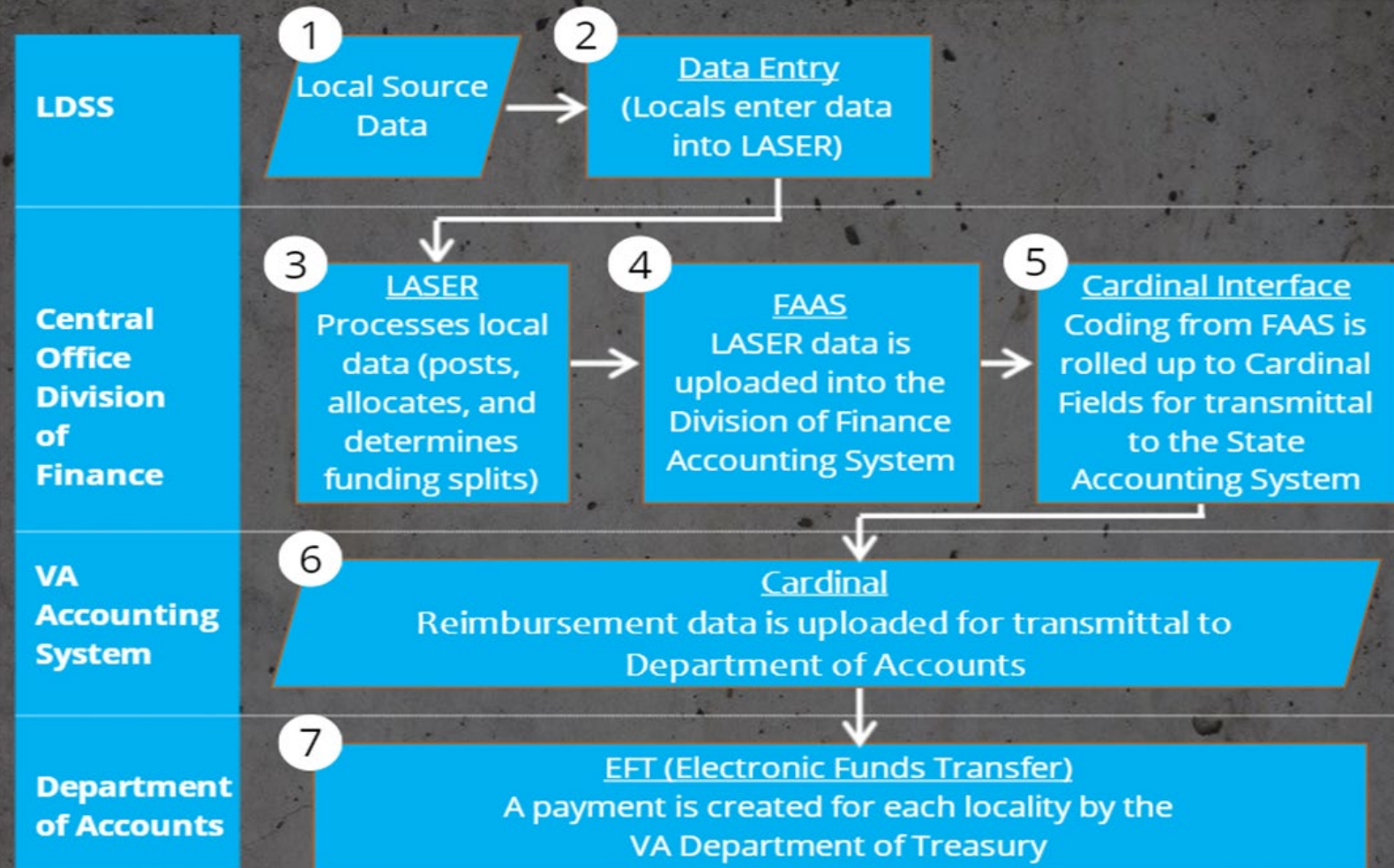
It is important to know what budget lines that may have funds transferred to and from BL 855 – Staff & Operations Base Budget are as follows:

- ▶ **829** – Family Preservation and Support (SSBG)
- ▶ **844** – SNAPET
- ▶ **862** – Independent Living
- ▶ **866** – Promoting Safe and Stable Families (PSSF)
- ▶ **872** – VIEW
- ▶ **895** – Adult Protective Services

Funds can also be transferred from BL 855 to any of the above purchase of services budget lines with the proper authorization.

EXPLORE

LDSS Reimbursement Process



Important PRE-LASER Close Steps



As previously mentioned understanding your localities' budget allocations and expenditures is an **EXTREMELY** important route that leads to a successful monthly reimbursement.

First things First...

- ▶ LDSS should always check funds available before entering expenditures into LASER to ensure enough funds remain on each budget line to receive reimbursement. Doing so, will avoid funds failures.
- ▶ If there are not sufficient funds available, you should submit BRS, contact the program manager and copy the RAM. Always allow time for VDSS staff to review the request.
- ▶ If not approved timely prior to LASER Close the LDSS should move to non-reimbursable.
- ▶ If the expense has to be moved to non-reimbursable in one month, it can be reimbursed once additional funding is received.
- ▶ An exception is at year end; non-reimbursable expenditures in one fiscal year (FY 2023) **cannot** be reimbursed in the next fiscal year (FY 2024) **unless** utilizing new FY 2024 funding.

Funds are available...

LDSSs enter and/or upload expenditures into **LASER**.

LRU (Local Reimbursement Unit)
processes the reimbursement for
all LDSSs for services and
financial assistance on behalf of
its clients.



Key Points to Remember when Requesting LASER Reimbursement

- ▶ Report only **ACTUAL** costs – **ESTIMATES** are **NOT** allowed.
- ▶ Charge expenses to the **CORRECT** Budget Line. All staff costs are charges to Staff and Operations.
- ▶ **DO NOT** report duplicate costs.
- ▶ **Make sure all expenditures are entered correctly!**



LASER - RESOURCE DOCUMENTS

Summary of Local Finance Guidelines Manual Updates

- [Summary of Local Finance Guidelines Manual Updates](#)

LASER Resource Documents

- [LASER Account Codes](#)
- [LASER Adjustments](#)
- [LASER Master Table FY 2021](#)
- [LASER Master Table FY 2022](#)
- [LASER Master Table FY 2023](#)
- [LASER Overview](#)
- [LASER Supported Report Sets](#)
- [Mandated Budget Lines - FY20](#)

The following resources will assist in knowing what coding should be used:

- **LASER Account Codes**
- **LASER Master Table (Updated Monthly)**

<https://fusion.dss.virginia.gov/dof/DOF-Home/BUDGET-LOCAL-REIMBURSEMENT/LASER-Local-Reimbursement/LASER-Resource-Documents>

FGM: Section 4.30 - LASER Account Codes

September 2022



Virginia Department of Social Services
Finance Guidelines Manual for Local Departments of Social Services
Section – 4.30 Account Codes

LASER Account Codes listing provides a 5 digit account code, the title and a definition.

Account Code	Title	Definition
40895	RECEIPT OF FEES	Receipt of Guardianship Fees. (Used with Cost Code 89503)
51100	SALARIES AND WAGES - REGULAR	Salaries and Wages – Regular
51131	SALARIES AND WAGES – BONUSES AND INCENTIVES	Bonuses and Incentives. <i>Please refer to Section 1.20 Definitions for Bonus and Incentive definitions and Chapter 2 of the Admin/HR Manual for more information.</i>
51200	SALARIES AND WAGES - OVERTIME	Salaries and Wages - Overtime
51300	PART-TIME SALARIES AND WAGES - REGULAR	Part-Time Salaries and Wages - Regular
51400	PART-TIME SALARIES AND WAGES - OVERTIME	Part-Time Salaries and Wages - Overtime
52100	FICA	Payroll taxes for the employer match of Social Security under the authority of the Federal Insurance Contributions Act for payments to the US Treasury on behalf of old-age and survivors' benefits.

LASER Master Table

FY 2023 LASER MASTER TABLE INCLUDES ALL UPDATES AS OF 04/01/2023

**Required Changes/Corrections are highlighted in Yellow

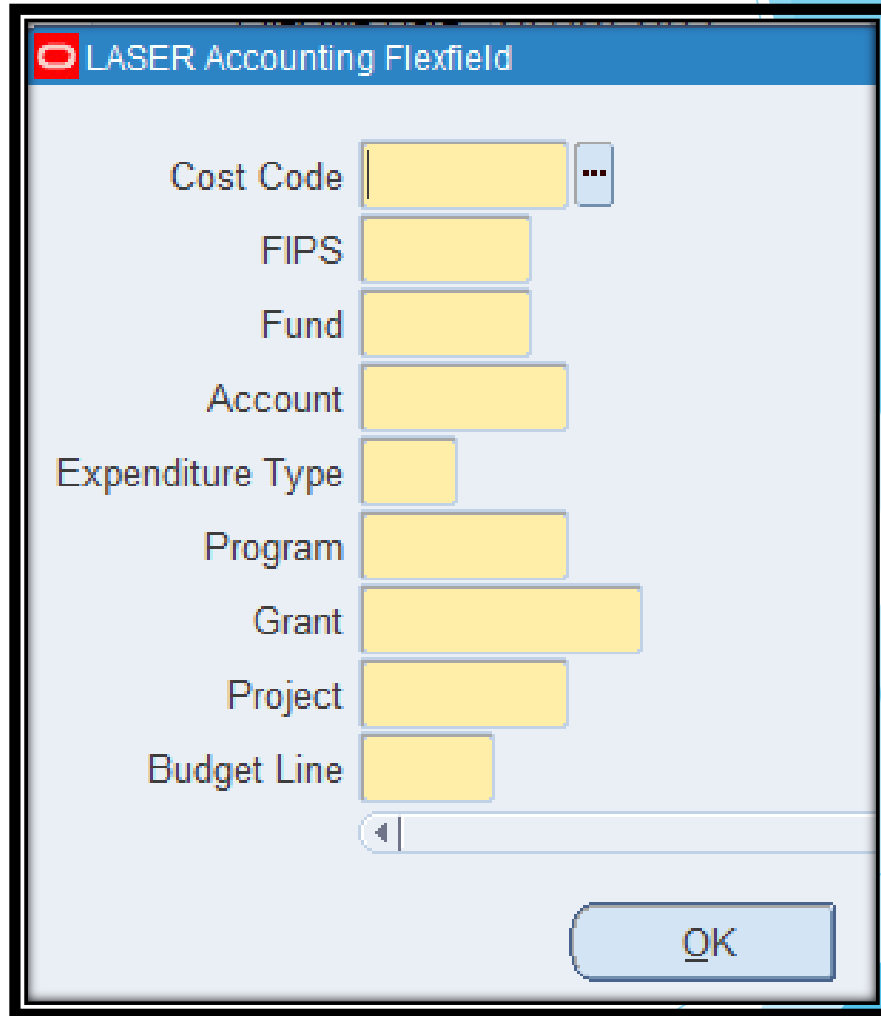
Finance Guidelines Manual (FGM) FUSION Link: <https://fusion.dss.virginia.gov/dof/DOF-Home/LOCAL-RE-SOURCE-S/Finance-Guidelines-Manual-LDSS>

LASER Account Codes Resource Document available in Section 4.30 of the FGM

SA = Original source pools used for Alloc A = CC's Allocated within LASER				Changes are effective with April 2023 LASER period		Account Segments					Funding Splits				Count Requirements by Cost Code					
CFDA	LASER Alias Name	Cost Code	Allocated (see legend above)	Cost Code Description	Prgrm	Grant	Proj	B-line	Exp Type	Federal 1000	State 0100	Local 0500	Special Fund ¹	Cost Code	Cases	Child- ren	Adult	Recip- ient	Child in Res. Fac.	
00000	0001B	00001	SA	Staff & Operations Base Budget	33333	0000000	90001	855	B	N/A	N/A	N/A		00001	n/a	n/a	n/a	n/a	n/a	n/a
00000	0204N	00204	SA	Staff & Operations Pass-Through	33333	0000000	90204	858	N	N/A	N/A	N/A		00204	n/a	n/a	n/a	n/a	n/a	n/a
00000	00336	00336		Purchased Services - Local Only	33333	0000000	90336	000	P	N/A	N/A	N/A		00336	n/a	n/a	n/a	Y	n/a	n/a
00000	00630	00630		Assistance Payments - Local Only	33333	0000000	90630	000	A	N/A	N/A	N/A		00630	Y	Y	Y	n/a	n/a	n/a
00000	00849	00849	SA	Staff & Operations - No Local Match	33333	0000000	92001	849	B	N/A	N/A	N/A		00849	n/a	n/a	n/a	n/a	n/a	n/a
00000	00850	00850	SA	Outstationed Workers	33333	0000000	90850	850	N					00850						
00000	00851	00851	SA	Local Extra Work	33333	0000000	90851	851	B	N/A	N/A	N/A		00851						
00000	00852	00852	SA	Local Medicaid and FAMIS Dedicated Work	33333	0000000	90170	852	N					00852						
00000	21704	21704		Guardianship Petitions	46802	0000000	90068	217	P		100.00%			21704	n/a	n/a	n/a	n/a	n/a	n/a
00000	80401	80401		Adult Foster Care - Blind	46801	8210288	90615	804	A		80.00%	20.00%		80401	Y	n/a	Y	n/a	n/a	n/a
00000	80402	80402		Adult Foster Care - Aged	46801	8210188	90613	804	A		80.00%	20.00%		80402	Y	n/a	Y	n/a	n/a	n/a
00000	80403	80403		Adult Foster Care - Disabled	46801	8210388	90614	804	A		80.00%	20.00%		80403	Y	n/a	Y	n/a	n/a	n/a
00000	80404	80404		Assisted Living Facilities - Aged	46801	8020188	90610	804	A		80.00%	20.00%		80404	Y	n/a	Y	n/a	n/a	n/a
00000	80405	80405		Assisted Living Facilities - Blind	46801	8020288	90612	804	A		80.00%	20.00%		80405	Y	n/a	Y	n/a	n/a	n/a
00000	80406	80406		Assisted Living Facilities - Disabled	46801	8020388	90611	804	A		80.00%	20.00%		80406	Y	n/a	Y	n/a	n/a	n/a
00000	80501	80501		Pre-Occupancy/Local Facilities Costs	46010	0000000	90203	805	B		100.00%			80501	n/a	n/a	n/a	n/a	n/a	n/a
00000	80701	80701		Auxiliary Grants - Supportive Housing -Aged	46801	8020188	90616	807	A		80.00%	20.00%		80701	Y	n/a	Y	n/a	n/a	n/a
00000	80702	80702		Auxiliary Grants - Supportive Housing -Blinded	46801	8020288	90617	807	A		80.00%	20.00%		80702	Y	n/a	Y	n/a	n/a	n/a
00000	80703	80703		Auxiliary Grants - Supportive Housing - Disabled	46801	8020388	90619	807	A		80.00%	20.00%		80703	Y	n/a	Y	n/a	n/a	n/a
93558	80801	80801		TANF - Manual Checks	45201	0400123	90603	808	A	51.00%	49.00%			80801	Y	Y	Y	n/a	n/a	n/a
93558	81001	81001		Emergency Assistance - TANF	45201	0400123	90601	810	A	51.00%	49.00%			81001	Y	Y	Y	n/a	n/a	n/a
93558	81107	81107		Children's Residential Facility (CRF)	46901	1100123	90636	811	A	55.65%	44.35%			81107	n/a	n/a	n/a	Y	n/a	n/a
93558	81108	81108		Licensed Child Placing Agency - Basic Maintenance	46901	1100123	90637	811	A	55.65%	44.35%			81108	n/a	n/a	n/a	Y	n/a	n/a
93558	81110	81110		Local Agency Foster Homes - Basic Maintenance	46901	1100123	90639	811	A	55.65%	44.35%			81110	n/a	n/a	n/a	Y	n/a	n/a
93558	81112	81112		Licensed Child Placing Agency - Enhanced Maintenance for Additional Daily Supervision	46901	1100123	90657	811	A	55.65%	44.35%			81112	n/a	n/a	n/a	Y	n/a	n/a
93558	81113	81113		Local Agency Foster Homes - Enhanced Maintenance for Additional Daily Supervision	46901	1100123	90658	811	A	55.65%	44.35%			81113	n/a	n/a	n/a	Y	n/a	n/a
93558	81114	81114		Qualified Residential Treatment Program (QRTP)	46901	1100123	90680	811	A	50.00%	50.00%			81114	n/a	n/a	n/a	Y	n/a	n/a
93558	81115	81115		Prenatal, Post-partum or Parenting Support of Youth	46901	1100123	90681	811	A	50.00%	50.00%			81115	n/a	n/a	n/a	Y	n/a	n/a
93558	81116	81116		Actual or At Risk of Becoming a Sex Trafficking Victim	46901	1100123	90683	811	A	50.00%	50.00%			81116	n/a	n/a	n/a	Y	n/a	n/a
93558	81118	81118		Substance Abuse treatment Facility	46901	1100123	90685	811	A	55.65%	44.35%			81118	n/a	n/a	n/a	Y	n/a	n/a
93559	81201	81201		Federal Adoption Assistance - Basic Maintenance	46903	1120123	90606	812	A	55.65%	44.35%			81201	Y	Y	n/a	n/a	n/a	Y
93559	81202	81202		Non-Recurring Adoption Assistance	46903	1120123	90627	812	A	50.00%	50.00%			81202	Y	Y	n/a	n/a	n/a	n/a
93559	81203	81203		Federal Adoption Assistance - Enhanced Maintenance for Additional Daily Supervision	46903	1120123	90607	812	A	55.65%	44.35%			81203	Y	Y	n/a	n/a	n/a	n/a
00000	81301	81301		General Relief	49101	8030288	90609	813	A		62.50%	37.50%		81301	Y	Y	Y	n/a	n/a	n/a
93558	81401	81401		Fostering Futures Licensed Child Placing Agency - Basic Maintenance	46901	1100123	90638	814	A	55.65%	44.35%			81401	n/a	n/a	n/a	Y	n/a	n/a
93558	81402	81402		Fostering Futures Local Agency Foster Homes - Basic Maintenance	46901	1100123	90640	814	A	55.65%	44.35%			81402	n/a	n/a	n/a	Y	n/a	n/a
93558	81403	81403		Fostering Futures Independent Living Arrangement - Basic Maintenance	46901	1100123	90635	814	A	55.65%	44.35%			81403	n/a	n/a	n/a	Y	n/a	n/a
93558	81404	81404		Fostering Futures Licensed Child Placing Agency - Enhanced Maintenance	46901	1100123	90656	814	A	55.65%	44.35%			81404	n/a	n/a	n/a	Y	n/a	n/a
93558	81405	81405		Fostering Futures Local Agency Foster Homes - Enhanced Maintenance	46901	1100123	90655	814	A	55.65%	44.35%			81405	n/a	n/a	n/a	Y	n/a	n/a
93559	81501	81501		Fostering Futures Federal Adoption Assistance - Basic Maintenance	46903	1120123	90604	815	A	55.65%	44.35%			81501	Y	Y	n/a	n/a	n/a	Y

10 Required LASER Master Table Segments

1. Cost Code
2. FIPS Code
3. Fund
4. Account
5. Expenditure Type
6. Program
7. Grant
8. Project
9. Budget Line
10. CFDA



The screenshot shows a window titled "LASER Accounting Flexfield" with a list of segments and their corresponding input fields. The segments are: Cost Code, FIPS, Fund, Account, Expenditure Type, Program, Grant, Project, and Budget Line. Each segment has a yellow input field. The Cost Code field has a dropdown arrow on its right side. At the bottom right of the window is an "OK" button.

Segment	Input Field
Cost Code	Yellow field with dropdown arrow
FIPS	Yellow field
Fund	Yellow field
Account	Yellow field
Expenditure Type	Yellow field
Program	Yellow field
Grant	Yellow field
Project	Yellow field
Budget Line	Yellow field

Segment definitions can be found in FGM in
Section 4.05 Overview of LASER Reimbursement Process

CHECK FOR FUNDS FAILURES

If a Batch fails fund check and it contains journals affecting more than one budget line, you will need to determine which budget line is causing the failure.

All fund failures are to be resolved **before** LASER closes for the period. (A BRS REQUEST will need to be submitted for approval and approved by the day before LASER closes)

If it cannot be resolved, the Fund is to be changed from reimbursable (1111) to non-reimbursable (0077-exceeds state allocation). The correction can be made the following LASER close period.

This is done by reviewing the journal and changing the Fund and then resaving the batch



LOCAL BUDGET OFFICE

The Budget Office compiles local budgets, notifies localities of their allocations, and loads budget allocations into LASER and BRS. This office also determines funds available for allocation for each budget line, develops and issues budget guidelines, conducts mid-year reviews, and enters/modifies requests by localities.

Guidance

- BRS Approval Contacts
- FY2024 Preliminary Local Budget Guidance
- FY2023 Final Local Budget Update Letter
- FY2023 Preliminary Final Local Budget Letter
- FY2023 Preliminary Local Budget Guidance
- FY2022 Final Budget Letter
- FY2022 Preliminary Local Budget Guidance
- FY2021 Final Update Letter
- FY2021 Preliminary Local Budget Letter
- FY2021 Preliminary Local Budget Guidance
- Laser Budget Lines & Cost Code Descriptions (see LASER Guidance & Procedures)
- Local Match Rates
- Mandated Budget Lines_2023
- Procedures for Local Budget Administration
- Program and Budget Staff Assignments

Budget Request System (BRS)

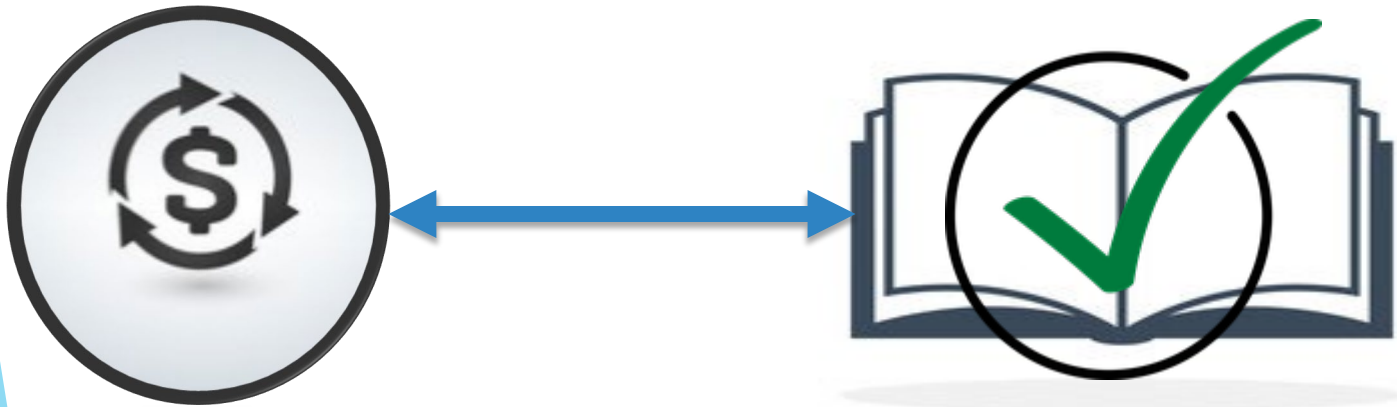
- BRS Application Page

If additional funds are needed, you can contact the Budget/Program manager to assist and approve BRS Requests.

When will my journals post?

ALL journals **POST** overnight IF:

There are **NO** errors or **Funds Failures**



EXCEPTON: On the day that LASER Closes, automatic postings occur every 30 minutes from 10:00 am – 7:00 pm.

LASER CERTIFICATIONS AND RECONCILIATIONS REPORT SUBMISSIONS

Expenditure Certifications are due the **same day** LASER CLOSES.

Expenditure Reconciliations are due the **LAST BUSINESS DAY OF EVERY MONTH.**

What will happen if the Monthly LASER Expenditure AND Reconciliation Certifications are not received on time?

NOTE:

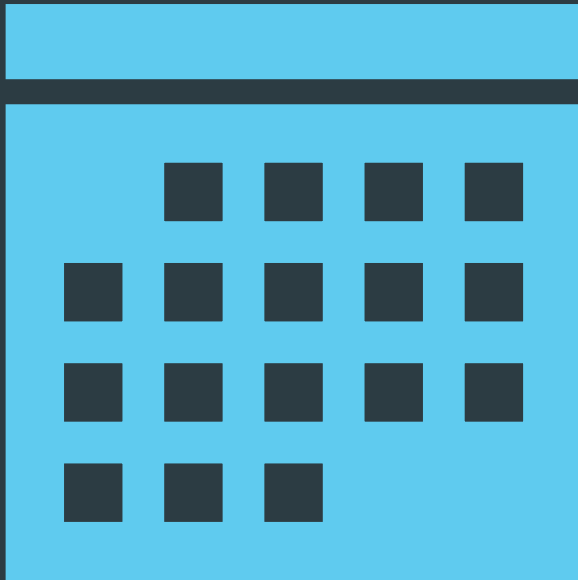
Reimbursements can and will be withheld if any Certifications are not received on time.

The LRU tracks repetitive late submissions and shares this information with Directors and RAMS so they can provide proactive guidance.



****Please submit all LASER Certifications to laser.certifications@dss.virginia.gov ****

- Make sure **ALL JOURNALS HAVE POSTED TO LASER** before generating your LASER Expenditure Certification.
- Need help posting or uploading your journals in order to meet the deadlines? Send an email to the LRU (laser.certifications@dss.virginia.gov) to request assistance.



- ▶ Utilize MS OUTLOOK or other reminder tools to help prioritize around these important dates.
- ▶ You will not be able to run and submit your LASER Expenditure Certification after the LASER CLOSE date because the system is locked.
- ▶ A friendly reminder email will be sent from LRU a few days before the due date of the certifications and reconciliations.
- ▶ LDSS Directors and RAMS are notified and copied on all reminders.

The LASER Expenditure Certification Report **MUST NOT** be altered once it has been generated. No modifications or additional numerical data should be keyed into the ***LASER Monthly Expenditure Certification Report*** once it has been generated from LASER.

If you believe the information generated on your LASER Expenditure Certification is incorrect, please seek assistance from your RAM or LRU to ensure your questions are addressed before the established deadlines.

Below are those responsible for completing and signing the LASER Expenditure Certification and Reconciliation

LASER Certification Verification and Signature – LDSS staff member

LASER Certification Review - LDSS Administrative Services Manager, Office Manager, Director or Director's authorized designee

LASER Reconciliation Completion and Signature – LDSS Administrative Services Manager, Office Manager or authorized LDSS staff member

LASER Reconciliation Review - LDSS Director or Director's authorized designee

The proper way to submit Monthly Expenditure Certifications and Reconciliations

Always print your standard Certifications from **LASER** E-Business Suite unless otherwise instructed by the LRU.

You can submit your Certification and Reconciliation Separately, or on the Combined Monthly Expenditure Certification and Reconciliation Report.

When completing your monthly reconciliation, write in the GL/Sub Ledger Amounts **(A)**, Total the GL/Sub Ledger Amounts **(B)**, and write in any Differences **(C)** in the Differences column:

DSS LASER Monthly Expenditure Reconciliation Certification			
Expend Type	Sub Ledger	Total Expenditures	Differences
Administrative Assistance	<u>297,643.98</u>	297,643.98	_____
Purchase of Service	<u>46,282.00</u>	46,282.00	_____
Other	<u>5,821.56</u>	5,821.56	_____
	<u>0</u>	0.00	_____
-----		-----	
Total:	B \$349,747.54	349,747.54	

By signing this report, I certify that this locality is not suspended, disbarred, or ineligible from participation in Federal assistance programs or activities. I certify the expenditure data, as reflected above and entered into LASER for the stated period, have been satisfactorily reconciled between the systems that generated checks and LASER. All reconciling differences have been identified and the appropriate adjustments have been made. Upon request, explanations and supporting documentation for reconciling items are available for review.

Completed by LDSS Office Manager or Delegate:	Reviewed by LDSS Director or Authorized Designee:
Print Name <u>John Doe</u>	Print Name <u>Janie Doe</u>
Signature <u>John Doe</u>	Signature <u>Janie Doe</u>

PLEASE NOTE:

The Excel Spreadsheet version is ONLY used as a default option in the event LASER is not functioning properly. LRU will advise when to utilize this version.

Any certifications received in the excel format will be rejected and submission in the LASER format will be requested.

Reconciliations will be returned if the Sub-ledger and Differences Columns are not completed and totaled correctly and required signatures are missing.

What if the LDSS Director is not available to sign a certification?

Each LDSS Director is encouraged to designate another LDSS staff member that is on site in the event he/she will not be available to sign a Certification. This form can be accessed on FUSION under Section 6.0 Forms: [LDSS Director Signatory Designee Authorization Form](#)

February 2023

Virginia Department of Social Services
Finance Guidelines Manual for Local Departments of Social Services
Section – 6.0 Forms (LASER)

SIGNATORY DESIGNEE AUTHORIZATION

LOCALITY _____ FIPS _____

Assign Designee

I hereby authorize _____ to review and sign the LASER
(Print Name of authorized LDSS designee)

Monthly Expenditure Certification and/or Reconciliations as my authorized signatory designee. I understand that it is still my responsibility to ensure the accuracy of both reimbursable and non-reimbursable expenditures reported in LASER and the completion of a full and satisfactory reconciliation of those expenditures between LASER and the LDSS' local government GL/Subsidiary system(s).

Designee Signature: _____ Date: _____

Designee Title: _____

Director's Printed Name: _____

Director's Signature: _____ Date: _____

- The Signatory Designee Authorization Form must be on file and signed by the Director designating other(s) to sign on his/her behalf.
- Any certifications received without proper signatures (including electronic) will be returned to be re-submitted with the proper signature.
- The LDSS Director can assign as many designees they want who are familiar with the LASER Certification & Reconciliation process to ensure signatures can be obtained when needed.

The correct format to submit the Monthly LASER Expenditure Certifications and Reconciliation Certifications

After **generating** your report, please use one of the **naming conventions** below when **saving** your file:

FIPS 123 Feb-23 Certification
FIPS 123 Feb-23 Reconciliation
FIPS 123 Feb-23 Certification & Reconciliation

When **emailing** your report, please use one of the following as the **subject line** of your email:

FIPS 123 Feb-23 LASER Certification
FIPS 123 Feb-23 LASER Reconciliation
FIPS 123 Feb-23 LASER Certification & Reconciliation

- **Using the naming convention and email subject descriptions listed will assist in locating submissions prior to being notified to re-submit.**
- **Electronic signatures are accepted during the pandemic and must include an email thread stating the certification/reconciliation has been “reviewed and approved”. This will serve as documentation for the electronic signatures.**

KEY LASER REPORTS

The LASER Report Sets document below is located on FUSION:

<https://fusion.dss.virginia.gov/dof/DOF-Home/BUDGET-LOCAL-REIMBURSEMENT/LASER-Local-Reimbursement/LASER-Resource-Documents>



Virginia Department of Social Services LASER Report Sets

April 2023

Set name

Reports: Name

1.1 MTD Single Pool Reports

- 10 LASER Cert Adm, Assist, POS SP
- 20 Admin, Assist and POS MTD SP
- 30 Local Reimb Rpt MTD for a FIPS
- 40 Elect Funds Tsf MTD for a FIP
- 50 Ck Non/Reim MTD Exp for a FIPS
- 60 CFDA Detail MTD
- 70 CO-Bud Line Detail MTD
- 80 LASER Exp by Ac, BL & FIPS MTD

2 YTD Supported Rprt (FY14SP)

- 5 Local Reimb Rpt YTD for a FIPS
- 15 Admin, Assist and POS YTD SP
- 20 Elect Funds Tsf YTD for a FIPS
- 30 Ck Non/Reim YTD Exp for a FIPS
- 40 CFDA Detail YTD

Set name

Reports: Name

4 LRU reports

- 1 JLARC Exp by BL Nonreim
- 2 JLARC Rpt w/NR-No Sub Totals
- 4 House Approp Comm YTD
- 5 CO-Bud YTD w/ YTD Rev

5 Local CFDA Reports

- 510 LDSS YTD SEFA
- LDSS YTD Expend by CFDA
- 770 1000
- 800 Local SEFA Report- July to Jun

6 Fiscal Monitoring

- 10 16000 MTD BEN
- 20 16000 YTD BEN
- 30 16000 MTD CCD

Admin, Assist and POS MTD SP

LASER

Date: 25-APR-23 11:12:24

Administrative, Assistance and Purchase of Service MTD Expenditures (Admin, Assist and POS MTD)

Page: 1

Current Period: MAR-23

Currency: USD
FIPS=XXX

Cost Code	Proje Bud	Federal MAR-23	Special Fund MAR-23	State MAR-23	Local MAR-23	Non Reim/Undist MAR-23	Total Funds MAR-23
Administrative							
Assistance							
80404	Assisted Living 90610 804	0.00	0.00	800.00	200.00	0.00	1,000.00
80406	Assisted Living 90611 804	0.00	0.00	8,079.20	2,019.80	0.00	10,099.00
81110	Local Agency Fos 90639 811	592.38	0.00	449.62	0.00	0.00	1,042.00
81113	Local Agency Fos 90658 811	1,146.10	0.00	869.90	0.00	0.00	2,016.00
81201	Federal Adoption 90606 812	6,524.67	0.00	4,952.33	0.00	0.00	11,477.00
81203	Federal Adoption 90607 812	9,947.61	0.00	7,550.39	0.00	0.00	17,498.00
81402	Fostering Future 90640 814	697.02	0.00	529.06	0.00	0.00	1,226.08
81702	State Adoption A 90647 817	0.00	0.00	3,023.00	0.00	0.00	3,023.00
81703	State Adoption A 90659 817	0.00	0.00	6,944.00	0.00	0.00	6,944.00
Total Assistance		18,907.78	0.00	33,197.50	2,219.80	0.00	54,325.08

Elect Funds Tsf MTD for a FIP

LASER

Date: 31-MAR-23 12:44:09

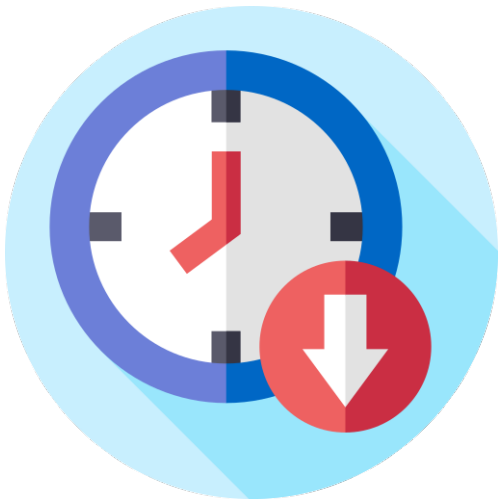
Electronic Funds Transfer (Elect Funds Tsf MTD for a FIP)

Page: 1

Current Period: FEB-23

Currency: USD
FIPS=XXX

Cost Code	FIPS Fund Progr Proje Grant	Federal FEB-23	Special Fund FEB-23	State FEB-23	Total Funds FEB-23
80404	Assisted Living Facilities - Aged	46801 90610 8020188	0.00		4,617.60
80406	Assisted Living Facilities - Disabled	46801 90611 8020388	0.00		6,626.40
81107	Children's Residential Facility (CRF)	46901 90636 1100123	8,804.86		6,683.03
81108	Licensed Child Placing Agencies - Basic	46901 90637 1100123	9,544.53		7,244.43
81110	Local Agency Foster Homes - Basic Maint	46901 90639 1100123	3,931.28		2,983.89
81112	Licensed Child Placing Agency - Enhanced	46901 90657 1100123	6,593.07		5,004.24
81113	Local Agency Foster Homes - Enhanced	46901 90658 1100123	1,400.78		1,063.22
81201	Federal Adoption Assistance - Basic	46903 90606 1120123	9,514.98		7,222.02
81202	IV-E Adoption Assistance Non-Recurring	46903 90627 1120123	1,456.50		1,456.50
81203	Federal Adoption Assistance - Enhanced	46903 90607 1120123	11,688.36		8,871.64
81401	Fostering Futures LCPA - Basic Maint	46901 90638 1100123	1,169.97		888.03
81403	Fostering Futures Independent Living Ar	46901 90635 1100123	1,394.55		1,058.48



LDSS YTD SEFA

IMPORTANT TO KNOW:

Each year an email is sent to the RAMS stating not to run any YTD/SEFA reports for the first several business days after the LRU reopens LASER in July.

This will allow localities to obtain their monthly and annual reports timely, as the YTD and SEFA reports take a lot of the limited LASER server resources.

Local Agency Budget Balance Report



Where collaboration and creativity SPARK positive change



Search...

BROADCASTS



TOUTS



PORTFOLIOS



DOF HOME



LASER BUDGET & EXPENDITURE REPORTS

2023 FY

- [2022_06_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_07_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_08_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_09_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_10_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_11_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_12_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_01_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_02_Locality_Agency_Budget_Balance_Rpt_YTD](#)

2022 FY

- [2021_06_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_07_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_08_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_09_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_10_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_11_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_12_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_01_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_02_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_03_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_04_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_05_Locality_Agency_Budget_Balance_Rpt_YTD](#)

IMPORTANT: Expenditures must be entered in LASER correctly for them to appear correctly on the Local Agency Budget Balance report uploaded by the RAMS.



Key Resource Documents

FGM

What is the Finance Guidelines Manual (FGM)?

This manual is a compilation of various financial and administrative guidelines located throughout the Finance Web pages on FUSION. Its purpose is to provide additional functionality to Local Departments of Social Service for locating financial, reimbursement, and general service assistance. The guidelines are to supplement and help apply, but not replace or change, applicable federal, state, and local regulations, and other related VDSS programs.

Where is the FGM?

▶ <https://fusion.dss.virginia.gov/dof/DOF-Home/LOCAL-RESOURCES/Finance-Guidelines-Manual-LDSS>

A screenshot of the FUSION website. The header features the 'FUSION' logo with a globe icon, social media icons for Facebook, Twitter, LinkedIn, and YouTube, and a search bar. Below the header is a navigation menu with 'BROADCASTS', 'TOUTS', 'PORTFOLIOS', 'DOF HOME', and 'QUICK LINKS'. The main content area has a blue banner with the title 'FINANCE GUIDELINES MANUAL FOR LOCAL DEPARTMENTS OF SOCIAL SERVICES'. Below the banner, there is a paragraph of introductory text, followed by an 'Updates Summary' section with a link to 'Summary of Local Finance Guidelines Manuals Updates (PDF)'. There are also sections for 'Section 1.0 Purpose & Overview' and 'Section 2.0 Budget' with their respective sub-links.

FUSION Where collaboration and creativity SPARK positive change

Search...

BROADCASTS TOUTS PORTFOLIOS DOF HOME QUICK LINKS

FINANCE GUIDELINES MANUAL FOR LOCAL DEPARTMENTS OF SOCIAL SERVICES

This manual is a compilation of various financial and administrative guidelines located throughout the Finance Web pages on SPARK. Its purpose is to provide additional functionality to Local Departments of Social Service for locating financial, reimbursement, and general service assistance. The guidelines are to supplement and help apply, but not replace or change, applicable federal, state, and local regulations, and other related VDSS programs.

Updates Summary

- Summary of Local Finance Guidelines Manuals Updates (PDF)

Section 1.0 Purpose & Overview

- 1.01 Table of Contents
- 1.05 Purpose of Manual
- 1.10 Overview of Social Services Financial Responsibilities
- 1.15 Acronyms
- 1.20 Definitions

Section 2.0 Budget

- 2.00 FY 2024 Preliminary Local Budget Guidelines

A blurred screenshot of the FUSION website content, showing a list of links or items under a heading, likely related to the budget guidelines mentioned in the main screenshot.



**Virginia Department of Social Services
Finance Guidelines Manual for Local Departments of Social Services**

- SECTION 1.0 PURPOSE/OVERVIEW**
- SECTION 2.0 BUDGET**
- SECTION 3.0 REIMBURSEMENT**
- SECTION 4.0 LASER**
- SECTION 5.0 GENERAL SERVICES**
- SECTION 6.0 FORMS**
- SECTION 7.0 FREQUENTLY ASKED QUESTIONS**

What Section Should I Access?



- ▶ All expenses reported in LASER must be supported by locality accounting records and **must** be certified monthly.
- ▶ Expenses reported in LASER **must** be reconciled to locality books.
- ▶ Expenses **must** be **ALLOWABLE** for reimbursement under the appropriate budget line as detailed in the Finance Guidelines Manual.
- ▶ LDSSs **must** follow established state and federal regulations for each program and can **only** go back eight quarters including the current quarter to claim prior period expenditures as noted in Section 4.11 LASER Adjustments of the FGM.

ADDITIONAL

MUST-HAVES

**TO
REMEMBER**

TIME = MONEY

- ▶ Timely Expenditure Submissions
- ▶ Timely Certifications
- ▶ Timely Reconciliations
- ▶ **DO NOT** wait until the last minute to submit uploads, Certifications and/or Reconciliations



Refer to the LASER Close Schedule for Deadlines

➤ **The Finance Guidelines Manual**

- <https://fusion.dss.virginia.gov/dof/DOF-Home/LOCAL-RESOURCES/Finance-Guidelines-Manual-LDSS>

➤ **The LASER Master Table and Account Codes**

- <https://fusion.dss.virginia.gov/dof/DOF-Home/BUDGET-LOCAL-REIMBURSEMENT/LASER-Local-Reimbursement/LASER-Resource-Documents>

➤ **RMS Guidance and Reports**

- <https://fusion.dss.virginia.gov/dof/DOF-Home/BUDGET-LOCAL-REIMBURSEMENT/LASER-Local-Reimbursement/Effort-Reporting-RMS>

➤ **LASER and RMS Schedules**

- <https://fusion.dss.virginia.gov/dof/DOF-Home/LOCAL-RESOURCES/Schedules>

COVLC LASER and BRS Training Courses

- ▶ **VDSS – FIN1044: LASER – An Introduction to LASER.** This course provides a brief overview of LASER, discusses reimbursable expenditures, and how to access and navigate the LASER system. (search word FIN1044) **MANDATORY FOR NEW LASER USERS**
- ▶ **VDSS – FIN1045: LASER – The LASER Expenditure/ Reimbursement Process.** This course will provide an in depth look at entering expenditures in LASER, checking available funds, certifying and reconciling expenditures for month-end close, and distributing reimbursements. (search word FIN1045)
- ▶ **VDSS – FIN1046: LASER Reports.** This course is designed to give you an understanding of the types of reports available in LASER (Standard and Financial) along with descriptions of the data provided in each. You will also see how to navigate LASER to generate a standard and financial report. (search word FIN1046)
- ▶ **VDSS – FIN1032: Budget Request System.** This course will take you through an overview of the Budget Request System (BRS) and the transactions you can carry out. (search word FIN1032)

Know Who To Contact For LASER and BRS Questions

Regional Administrative Managers (RAMS)

Regional Administrative Managers (RAM)		
Central Region	Graham, Sandy	sandy.graham@dss.virginia.gov
Eastern Region	Powell, Christopher	Christopher1.Powell@dss.virginia.gov
Northern Region	Hoff, William	will.hoff@dss.virginia.gov
Piedmont Region	Hubert, Kathleen	kathleen.hubert@dss.virginia.gov
Western Region	Richmond, Andre	andre.richmond@dss.virginia.gov

Certifications and Reconciliations:

laser.certifications@dss.virginia.gov

RMS Team:

dss.rmsteam@dss.virginia.gov

Local Guidance:

dssdoflocalguidance@dss.virginia.gov

BRS Approval Listing:

<https://fusion.dss.virginia.gov/dof/DOF-Home/BUDGET-LOCAL-REIMBURSEMENT/Local-Budget-Office>





LASER and BRS Questions

Answers
