



Tips from the Business Manager

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The FY2017 program year has brought a new data system to report locality pool fund expenditures. The Local Expenditure, Data and Reimbursement System (LEDRS) is a combination of the Pool Fund reporting system, Dataset upload and the SAS Quarterly Expenditure upload. To date, numerous localities have successfully uploaded and reported July and/or August files and related expenditures. Below are some tips you may find helpful as you file your 2017 pool fund expenditures:

- LEDRS files should be submitted sequentially, including the input of the pool fund report into the 2017 pool fund reporting system. Be sure to finish each month before creating a new upload. In other words, if you desire to report July expenditures, first file a July LEDRS file and then, once accepted/ approved, enter the totals into the July pool report. Then go to August, etc.
- Make sure that not only grand total expenditures match your local software, ensure the individual expenditure categories/rows match as well.
- Remember to enter the pool report into the pool fund reporting system in the appropriate month.

The IT unit is developing editing to assist with LEDRS reporting. Questions about the CSA Local Expenditure, Data and Reimbursement System (LEDRS) may be directed to the OCS IT Manager, Preetha Agrawal at preetha.agrawal@csa.virginia.gov or (804) 662-9814.