



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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COMMISSIONER OF ADMINISTRATION

May 26, 2005

ISIS Memorandum 05-045

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: AFS, AGPS and CFMS Availability for 2005 Year-End Closes

Please distribute this important information to all AFS, AGPS and CFMS Users.

AFS, AGPS and CFMS will be available according to the following schedule during the annual close period:

For June 30 Close:

June 22 – June 24	7:00 AM until 7:00 PM
June 27 – June 29	7:00 AM until 7:00 PM
June 30	7:00 AM until 8:00 PM
July 1	<u>Access for Control Agencies Only</u>

For Encumbrance Rollover and August 14 Close:

August 1 – August 5	7:00 AM until 7:00 PM
August 6	7:00 AM until 5:00 PM
August 8 – 12	7:00 AM until 9:00 PM
August 13	7:00 AM until 5:00 PM
August 14	7:00 AM until 2:00 PM
August 15	<u>Access for Control Agencies Only</u>

The Encumbrance Rollover process is scheduled to run on Saturday August 6, 2005 at 5:00 p.m.

This schedule is being implemented to give agencies more time to complete fiscal year closing tasks. Help desk calls will be remotely monitored during these time periods. Voice mail messages will be returned as soon as possible.

If you have questions about this schedule, please call the ISIS Help Desk at (225) 342-2677 and select option 2, then option 4.

PC/gk