



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

May 31, 2006

ISIS Memorandum 06-046r

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

Subject: Revised AFS, AGPS and CFMS Extended Availability during 2006 Year-End Closes

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

AFS, AGPS and CFMS will have the following extended hours of availability:

For June 30th Close:

June 23	7am until 7pm
June 26 – June 29	7am until 7pm
June 30	7am until 8pm
July 1	Access for Control Agencies Only

For Encumbrance Rollover and 13th Period Close:

July 31 – August 4	7am until 7pm
August 7 – August 12	7am until 9pm
August 14	7am until 9pm
August 15	Access for Control Agencies Only

The Encumbrance Rollover process is scheduled to run on Saturday, August 5, 2006, at 5:00 pm.

This schedule is being implemented to give agencies more time to complete fiscal-year closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 26-30, August 7-11 and August 14, 2006. The AGPS/CFMS Help Desk will be remotely monitored June 26-30 and July 31-August 5, 2006. Voicemail messages will be returned as soon as possible.

If there are any questions concerning this schedule, please call the AFS Help Desk at (225)342-2677.

PC/ksl