



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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June 1, 2007

ISIS Memorandum 07-042

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

Subject: New Subrecipient field available in CFMS

****** Please distribute this important information to all CFMS users. ******

There is a new field available in CFMS that offers state agencies an opportunity to indicate if a contract has a subrecipient. The name of the new field is "Subrecipient" and can be located on the KAUD screen.

If you would like to take advantage of this feature and your contract does not have a KAUD record associated with it, a KAUD record can be added. Existing KAUD records will automatically be set to an "N" to indicate a subrecipient does not exist for this contract. If a subrecipient does exist, the KAUD Subrecipient field can be changed to a "Y" at any time.

To retrieve a list of your agency's contracts having a KAUD record, you can run an ad hoc report using Business Objects. Once a KAUD record has been attached to your contract in CFMS, you can generate another ad hoc report to get a complete listing of contracts having subrecipients.

Please direct any questions to the AGPS/CFMS Help Desk at (225) 342-2677.

PC/ksl

c: Denise Lea, OSP Director
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