



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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June 8, 2007

**ISIS Memorandum 07-045**

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

Subject: AFS, AGPS and CFMS Extended Availability During 2007 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 25 – June 29                      7 a.m until 8 p.m.  
June 30                                      Access for Control Agencies Only

**For Encumbrance Rollover and 13th Period Close:**

July 30 – August 3                      7 a.m. until 7 p.m.  
August 6 – August 11                      7 a.m. until 9 p.m.  
August 13 – August 14                      7 a.m. until 9 p.m.  
August 15                                      Access for Control Agencies Only

**The Encumbrance Rollover process is scheduled to run on Saturday, August 4, 2007 at 5:00 p.m.**

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 25–29, August 6-10 and August 13-14, 2007. The AGPS/CFMS Help Desk will be remotely monitored June 25-29 and July 30 – August 4, 2007.

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

PC/luh