



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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July 18, 2007

ISIS Memorandum 08-001

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

Subject: Change in AFS, APGS and CFMS Extended Availability during 2007 Year-End Closes

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

ISIS Memorandum 07-045 dated June 8, 2007, listed extended hours of availability relating to the 2007 year-end closes. This memo is an update to reflect additional days for the extended hours (weekdays only). Extended hours will begin today, Wednesday July 18, 2007, and will continue through Tuesday August 14, 2007. The only weekend day to which extended hours applies during this period is Saturday August 11, 2007. The revised schedule for extended hours of availability is as follows:

For Encumbrance Rollover and 13th Period Close:

July 18-20	7am until 7pm
July 23-27	7am until 7pm
July 30-August 3	7am until 7pm
August 6-August 11	7am until 9pm
August 13-August 14	7am until 9pm
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. The 13th period close processes will run on Wednesday August 15, 2007.

This updated 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 August 6-10 and August 13-14, 2007. The AGPS/CFMS Help Desk will be remotely monitored July 30-August 4, 2007.

For questions concerning this schedule, please call the AFS Help Desk at (225) 342-2677.

PC/gk