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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Information Services**

June 18, 2008

**ISIS Memorandum 08-033**

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

Subject: AFS, AGPS, and CFMS Extended Availability During 2008 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 - June 27	7 a.m. until 8 p.m.
June 30	7 a.m. until 8 p.m.
July 1	Access for Control Agencies Only

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

August 4 - August 8	7 a.m. until 9 p.m.
August 11 - 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 9 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 23 - 27, June 30, August 4 - 8, and August 11 - 14. The AGPS/CFMS Help Desk will be remotely monitored June 23 - 27, June 30, and August 4 - August 8.

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

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