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State of Louisiana
Division of Administration
Office of Information Services

June 22, 2010

ISIS Memorandum 10-028

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

Subject: AFS, AGPS, and CFMS Extended Availability During 2010 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 21 – June 25	7 a.m. until 8 p.m.
June 28 – June 30	7 a.m. until 8 p.m.
July 1	Access for Control Agencies Only

For Encumbrance Rollover and 13th Period Close:

August 2 – August 6	7 a.m. until 9 p.m.
August 9 – August 13	7 a.m. until 9 p.m.
August 14 (Saturday)	Access for Control Agencies Only

The Encumbrance Rollover process is scheduled to run on Saturday, August 7 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 21 – 25, June 28 - 30, August 2 - 6, and August 9 - 13. The AGPS/CFMS Help Desk will be remotely monitored June 21 – 25, June 28 - 30, and August 2 – 6.

For questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677 or submit a [web ticket](#) to AFS.

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