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COMMISSIONER OF ADMINISTRATION

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

June 9, 2009

**ISIS Memorandum 09-028**

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

Subject: AFS, AGPS, and CFMS Extended Availability during 2009 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 22 – June 26                      7 am until 8 pm  
June 29 – June 30                      7 am until 8 pm  
July 1 – Access for Control Agencies Only

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

August 3 – August 7                      7 am until 9 pm  
August 10 – August 14                      7 am until 9 pm  
August 15 (Saturday) – Access for Control Agencies Only

**The Encumbrance Rollover process is scheduled to run on Saturday, August 8 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 22 – 26, June 29 - 30, August 3 - 7, and August 10-14. The AGPS/CFMS Help Desk will be remotely monitored June 22 – 26, June 29 - 30, and August 3 – August 7.

For any 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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