



State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER

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To: Department Undersecretaries

From: Whitman J. Kling
Deputy Undersecretary

Subject: Discontinuance of DOA support for Travel Management System

The Travel Management System (TMS) is a PC based system developed in the early 1990s by Software Applications, Inc. In conjunction with the Y2K effort, the Division of Administration assumed responsibility for centralized support in order to ensure that the system was Y2K compliant at all agencies and avoid adverse impact on the central financial system (ISIS AFS). Since that time the Division has provided training, first level help desk support, and coordination of a maintenance contract with the developer for software updates and problem resolution. In recent years, the majority of the work completed through the maintenance contract has been for the correction of data problems caused by incorrect use of the system. Agencies now use TMS to support travel advances, travel expense reports, petty cash vouchers, payroll payables special checks written on the imprest account used for travel and petty cash, manual checks written on the imprest account, and deposit transactions to the imprest account.

Although the Division has provided a centralized maintenance contract, TMS is PC based and remains under the control of each agency. Some agencies have worked directly with the developer to implement department specific changes. Because of this, TMS is not uniform across state departments and centralized support is no longer practical. When the current maintenance contract with Software Applications, Inc. expires at the end of this fiscal year, the Division will discontinue all support of TMS, including help desk support. **Effective July 1, 2005, agencies will be totally responsible for their own support of TMS.** The last series of training classes will be held in August, 2004.

A current DOA initiative is underway to implement a travel management solution for the agencies as part of ISIS HR. A pilot of this new system will be implemented in the fall of 2005. Since some agencies use TMS for producing checks other than travel reimbursement, DOA will also be issuing guidelines and recommendations for imprest fund management in the near future.

If you have any questions, please contact the ISIS Help Desk at 342-2677, options 2, 5, then 1.

cc: TMS User Group
TMS Technical Coordinators