

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

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

July 31, 2017

**ISIS Memorandum 17-004**

To: ISIS Agency Liaisons  
Fiscal Officers  
Financial Management Personnel

Subject: AFS Extended Availability during FY 17 13<sup>th</sup> Period Close

**\*\*\*\*Please distribute this important information to all AFS Users. \*\*\*\***

AFS will have the following extended hours of availability:

**For 13<sup>th</sup> Period Close:**

July 31 – August 4	7 a.m. until 9 p.m.
August 5	7 a.m. until 5 p.m. (AFS Encumbrance Rollover 5:00 PM)
August 6	7 a.m. until 4 p.m.
August 7 – August 11	7 a.m. until 9 p.m.
August 12	7 a.m. until 5 p.m.
August 13	7 a.m. until 4 p.m.
August 14	7 a.m. until 9 p.m.
August 15	ISIS unavailable due to the 13 <sup>th</sup> Period Close.

This schedule is being implemented to give agencies more time to complete 13<sup>th</sup> period closing tasks.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677 Option 2, 2.

HI/bg