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COMMISSIONER OF ADMINISTRATION

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

June 6, 2018

**ISIS Memorandum 18-003**

To: ISIS Agency Liaisons  
Fiscal Officers  
Financial Management Personnel

Subject: AFS System Unavailable Sunday, July 1, 2018

Agencies will not have access to the ISIS AFS system Sunday, July 1 as part of the June 30 year-end close procedures.

The monthly close for accounting period 12 18 will run on the evening of July 1. Monthly reports will be available in BUNDL for agencies the next day. The ISIS security lockout will be removed on 7/2/18, after the June 30 close processes are complete, to allow all user agencies access to process transactions in accounting period 01 19 for BFY 2019 and in accounting period 13 18 for BFY 2018. Transactions charged to accounting period 01 19, with the exception of payroll, will be restricted based on budget availability.

**ISIS AFS** system will resume the normal daily/weekend operational schedule on Monday, July 2nd, after the June 30 close processes are complete.

If you have any questions or concerns, please call the ISIS Help Desk at (225) 342-2677.

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