

CPCS
2007 Fiscal Year End
Invoice Load and Sweep Dates

September 04, 2007	Invoice Load. Invoice files will cover purchases from August 06, 2007 through September 03, 2007. CPCS will be unavailable to users beginning at 5:30 am ET.
September 21, 2007	Sweep September 04, 2007 invoice files at 7:00 am ET. CPCS will be unavailable to users beginning at 5:30 am ET.
September 21, 2007	Invoice load - Partial 1 fiscal year end invoice files. Partial 1 invoice files will cover transactions posted from September 04, 2007 through September 20, 2007. Users will be notified as soon as CPCS is available.
September 22, 2007	CPCS will be available for the reconciliation and approval process.
September 23, 2007	CPCS will be available for the reconciliation and approval process.
September 24, 2007	To avoid overloading CPCS and CBS due to the volume of Bankcard users accessing CPCS, we strongly recommend that users observe and follow the time zone schedule below to reconcile and approve their CPCS transactions.

- Cardholders/Group Administrators/Approving Officials in the **Eastern Time zone** should reconcile and approve their transactions between **9:00 am and 11:00 am ET.**
- Cardholders/Group Administrators/Approving Officials in the **Central Time zone** should reconcile and approve their transactions between **10:00 am and 12:00 pm CT.**
- Cardholders/Group Administrators/Approving Officials in the **Mountain Time zone** should reconcile and approve their transactions between **11:00 am and 1:00 pm MT.**
- Cardholders/Group Administrators/Approving Officials in the **Pacific Time zone** should reconcile and approve their transactions between **12:00 pm and 2:00 pm PT.**

Approving Officials should wait until their cardholders have reconciled before accessing CPCS.

Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET on Monday, September 24, 2007 to reconcile and approve CPCS transactions.

September 24, 2007	Statement Period Closes for Purchases Received by Citibank. <u>Note: Purchases not received by Citibank by COB September 24, 2007 will be charged to FY08. Therefore, it is recommended that cardholders should not make any purchases after September 18, 2007.</u>
September 25, 2007	Sweep Partial 1 fiscal year end invoice files at 7:00 am ET. CPCS will be unavailable to users beginning at 5:30 am ET.

September 25, 2007 Invoice load and sweep - Partial 2 fiscal year end invoice files. Partial 2 invoice files will cover transactions posted from September 21, 2007 through September 24, 2007. All transactions will be loaded and immediately swept to the cardholder's default accounting code. *Note: Users will be able to reconcile their swept transactions once CPCS becomes available on October 4, 2007.*

Note: CPCS will be unavailable to users beginning at 5:30 a.m. ET on September 25, 2007 through October 4, 2007 in order to complete FY07 year end activity, to update the Bureau, LO, and Cardholder Default Accounting Codes for the new Fiscal Year, and to load the October 4, 2007 invoice files.