

**CPCS**  
**2009 Fiscal Year End**  
**Invoice Load and Sweep Dates**

- September 04, 2009 Invoice Load and Sweep. Invoice files will cover purchases from August 04, 2009 through September 03, 2009. CPCS will be unavailable to users beginning at 6:00 am ET. Users will be notified as soon as CPCS is available. *Note: Reconcile By Date is COB September 21, 2009.*
- September 16, 2009 Invoice Load and Sweep - Partial 1 fiscal year end invoice files. Partial 1 invoice files will cover transactions posted from September 04, 2009 through September 15, 2009. CPCS will be unavailable to users beginning at 6:00 am ET. Users will be notified as soon as CPCS is available. *Note: Reconcile By Date is COB September 21, 2009.*
- September 17, 2009 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.**
- Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.*
- September 18, 2009 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.**
- Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.*

- September 21, 2009 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**.
- Note: Users may access CPCS anytime before 9:00 am ET and anytime after 5:00 pm ET to reconcile and approve CPCS transactions.*
- September 21, 2009 Statement Period Closes for Purchases Received by JPMC. *Note: Purchases not received by JPMC by COB September 21, 2009 will be charged to FY10. Therefore, it is recommended that cardholders should not make any purchases after September 15, 2009.*
- Note: CPCS will not be available to users beginning at 6:00 a.m. ET on September 22, 2009 through October 6, 2009 in order to load and sweep invoices, complete FY09 year end activity, and to update the Bureau, LO, and Cardholder Default Accounting Codes for the new Fiscal Year.***
- September 22, 2009 Invoice Load and Sweep - Partial 2 fiscal year end invoice files. Partial 2 invoice files will cover transactions posted from September 16, 2009 through September 21, 2009. All transactions will be loaded and immediately swept to the cardholder's FY2009 default accounting code. *Note: Users will be able to reconcile their swept transactions once CPCS becomes available on October 6, 2009.*
- October 5, 2009 Invoice Load and Sweep – Partial 3 fiscal year end invoice files. Partial 3 invoice files will cover transactions posted from September 22, 2009 through October 2, 2009. All transactions will be loaded and immediately swept to the cardholder's FY2010 default accounting code.
- October 6, 2009 Citibank Negative Invoice file processing. Users will be notified as soon as CPCS is available.