2024 Pcard Billing Cycle/Reconciliation Calendar

For greater process efficiency, state agencies are strongly encouraged to take advantage of the Pcard interface and automated payment process.

Below is the calendar of monthly Pcard payment processing dates and deadlines. (Payment terms are Net 30, and accounts must be paid in full.)

There is a 15-day "allocation window" between the billing cycle close date, and the date transaction data is extracted from U.S. Bank to generate Payment Request Commodity (PRC) documents in I/3.

This Means …

To ensure accurate PRCs, transactions and accounting strings must be verified or reallocated in Access Online by the allocation deadline. (If the allocation deadline falls on a Saturday or Sunday, allocations should be completed on Friday; PRCs will be available Monday or next business day if Monday is a holiday.)

Depending on an agency's internal processes, cardholder deadlines within the 15-day allocation window may vary to allow time for corrections or adjustments. All documentation and allocations need to be pre-audited and approved by an agency's Accounts Payable or Finance Department *before* data extraction. If this deadline is not met, PRCs will need to be manually corrected or created in I/3. (See 6-step Interface Process overview or contact the Pcard team.)

Month (2024)	Billing Cycle End Date	Statement Date	Allocation Deadline	PRCs in I/3
January	M 1/22	T 1/23	T 2/6	W 2/7
February	T 2/20	W 2/21	W 3/6	TH 3/7
March	W 3/20	TH 3/21	TH 4/4	F 4/5
April	M 4/22	T 4/23	T 5/7	W 5/8
May	M 5/20	T 5/21	T 6/4	W 6/5
June	TH 6/20	F 6/21	F 7/5	M 7/8
July	M 7/22	T 7/23	T 8/6	W 8/7
August	T 8/20	W 8/21	W 9/4	TH 9/5
September	F 9/20	M 9/23	F 10/4	M 10/7
October	M 10/21	T 10/22	T 11/5	W 11/6
November	W 11/20	TH 11/21	TH 12/5	F 12/6
December	F 12/20	M 12/23	F 1/3	M 1/6

State of Iowa Pcard Team

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Get with the program – the Pcard Program!
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