

State Procard cycle schedule - FISCAL YEAR 2026

Cycle dates	FINAL Transactions Available	**Cardholders** documents due <u>NO LATER THAN</u>	**Accounting Personnel** Accounting edits MUST be completed by 2 pm on this date	NOTES
7/22 - 8/21/25	8/22/2025	8/27/2025	8/28/2025	
8/22 - 9/22/25	9/23/2025	9/26/2025	9/29/2025	
9/23 - 10/21/25	10/22/2025	10/29/2025	10/30/2025	
10/22 - 11/21/25	11/24/2025	11/25/2025	11/26/2025	
11/22 - 12/22/25	12/23/2025	12/29/2025	12/30/2025	
12/23 - 1/21/26	1/22/2026	1/28/2026	1/29/2026	
1/22 - 2/23/26	2/24/2026	2/25/2026	2/26/2026	
2/24 - 3/23/26	3/24/2026	3/27/2026	3/30/2026	
3/24 - 4/21/26	4/22/2026	4/28/2026	4/29/2026	
4/22 - 5/21/26	5/22/2026	5/27/2026	5/28/2026	
5/22 - 6/22/26	6/23/2026	6/26/2026	6/29/2026	

TENTATIVE FYE SCHEDULE

		June dated transactions due ASAP no later than 7/8/26	7/8/2026	FYE journal generate process at 2 pm. All June dated transactions posted by this date will be on the PRO journals created this date. July dated transactions will not be on these PRO journals.
6/23 - 7/7/26	7/8/2026			
7/8 - 7/21/26	7/22/2026	7/29/2026	7/30/2026	Journal generate will create PRO journals for the remaining transactions for the cycle. Agencies will need to manually add 2101A/1104 lines to clear lines that were created on the PRO journals created on 7/8/26