

Comptroller General's Office Fiscal Period Close Policy: 6th Business Day After Month-End (SCEIS Central Close)

Policy Overview

The Comptroller General's (CG) Office centrally closes all fiscal periods in the South Carolina Enterprise Information System (SCEIS) at **5:00 p.m. on the 6th business day following the last calendar day of the month**. This centralized process ensures uniform, timely, and accurate financial reporting across all state agencies.

Agencies must complete and approve all transactions (including invoices, journal entries, and other postings) **prior to the 5:00 p.m. deadline**, as the CG's Office will lock the period system-wide at that time. No further transactions will be accepted for the closed fiscal month once the central close is executed.

Definition of "Business Day"

- Monday through Friday.
- Excludes weekends (Saturday and Sunday).
- Excludes official **South Carolina state employee holidays** as designated by the Department of Administration.

How the Close Date is Determined

1. Identify the last calendar day of the month.
2. Begin counting the next calendar day as **business day #1**.
3. Count forward, skipping weekends and state holidays, until the **6th business day** is reached.
4. The CG's Office executes the central period close in SCEIS at **5:00 p.m.** on that day.

Year-End (June 2026): Separate accounts payable and journal entry cut-off dates will apply

The year-end close memorandum will be sent out to agencies in April and will contain further agency cut-off dates. This year-end memorandum will also be posted with the accounting guidance on our [website](#).

Agencies are encouraged to monitor SCEIS workflows and approve transactions well in advance to avoid last-minute issues. Questions about the central close process or specific deadlines should be directed to the Comptroller General's Office Statewide Accounting team.

Comptroller General's Office

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FY2027 Monthly Close Schedule

Central Close occurs at 5:00 p.m. on the dates shown below

Calendar Month	Fiscal Month	Central Close in SCEIS @ 5:00 p.m.
July	FM 1	8/10/2026
August	FM 2	9/9/2026
September	FM 3	10/8/2026
October	FM 4	11/9/2026
November	FM 5	12/8/2026
December	FM 6	1/11/2027
January	FM 7	2/8/2027
February	FM 8	3/8/2027
March	FM 9	4/8/2027
April	FM 10	5/11/2027
May	FM 11	6/8/2027
June - FY27 A/P cut-off	FM 12	7/14/2027
June - FY27 JE cut-off	FM 13	7/22/2027