

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.

FY2026 Monthly Close Schedule

Calendar Month	Fiscal Month	Central Close in SCEIS @5:00 p.m.
July	FM1	8/8/2025
August	FM2	9/9/2025
September	FM3	10/8/2025
October	FM4	11/10/2025
November	FM5	12/8/2025
December	FM6	1/9/2026
January	FM7	2/9/2026
February	FM8	3/9/2026
March	FM9	4/8/2026
April	FM10	5/8/2026
May	FM11	6/8/2026
June - FY26 A/P cut-off	FM12	7/14/2026
June - FY26 JECut-off	FM13	7/22/2026