SCEIS AUTOMATED USE TAX PROCESSING – RUN SCHEDULE
August 17, 2015

Actual Run (*sends return file and creates payable to SCDOR*) Schedule

The run schedule follows the same format for all months *except* for the *July run.* The July run schedule may vary due to fiscal year-end closing - see further details below.

- **For run dates: August – June**
    - **Actual runs** are scheduled for the **15th – 19th of each month (August – June), excluding Saturday, Sunday and state holidays**
    - Also, an **actual** run will occur on the **20th (This run will occur regardless if it falls on a Saturday, Sunday or state holiday)**
    - Once a run is <u>successful</u> for a business area (BA), no additional runs are processed for that BA
    - If an <u>error</u> occurs for a BA on the first actual run attempt, the system creates the simulation reports which include the error message
        - System continues to process that BA on subsequent actual run dates
        - BA is responsible for monitoring and resolving errors
    - If NO successful run occurs by the 20th, the BA must contact SCEIS to have a special run processed for that filing period once the error is resolved

- **July run schedule** (return for entries with June posting dates):   Depending upon the Comptroller General's (CG) Office year-end schedule, the first actual run may be delayed until completion of accounts payable-vendor transactions. SCEIS will coordinate with the CG's Office and notify business areas. At least one actual run will occur by July 20th (SCDOR due date)

SIMULATION Run Schedule
- **Business Area**

    - Use tax monitors should run at least one simulation for the return period before the CG's Office closes that period to allow time to make any necessary adjustments to U1 use tax activity in the posting period for that return.   BAs are encouraged to run additional simulations as often as needed.

- **SCEIS**
    - SCEIS will run a simulation on **last business day prior to the 15th** of each month for prior period activity. This run is scheduled just prior to actual run to notify monitors of error status.