



**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**JANUARY 2012 (FM07/FY12)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b> 	<b>2</b> <b>New Year's Holiday</b> 	<b>3</b> Dec 11 CA Proof 1 Run	<b>4</b>	<b>5</b> Dec 11 CA Proof 2 Run Dec 11 OSPA Preliminary Cutoff	<b>6</b> Dec 11 CA Post Run Weekly Report Run	<b>7</b>
<b>8</b> INAE Sep 11	<b>9</b> Dec 11 OSPA Cutoff	<b>10</b> Dec 11 OSPA Load SFMA	<b>11</b> Dec 11 OSPA Post	<b>12</b>	<b>13</b> <b>EOM Close Dec 11</b> Print Final DAFR7940 Report, Populate 43M EOM Report Run	<b>14</b>
<b>15</b>	<b>16</b> <b>Martin Luther King Jr Holiday</b> 	<b>17</b> Run DAFJE099	<b>18</b> Run DAFJ620	<b>19</b>	<b>20</b> Final day for Agencies to submit 1099-MISC Changes Print 1099-MISC Weekly Report Run	<b>21</b>
<b>22</b> INAE Oct 11	<b>23</b>	<b>24</b> Jan 12 OSPA Preliminary Cutoff	<b>25</b>	<b>26</b> Jan 12 OSPA Cutoff	<b>27</b> Jan 12 OSPA Load SFMA Weekly Report Run	<b>28</b>
<b>29</b>	<b>30</b> Jan 12 OSPA Post	<b>31</b> ADPICS 250 Report Run				

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**FEBRUARY 2012(FM08/FY12)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b>	<b>2</b>	<b>3</b> Weekly Report Run	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> Jan 12 CA Proof 1 Run Jan 12 OSPA Preliminary Cutoff	<b>8</b> Print Corrected 1099-MISC Forms	<b>9</b> Jan 12 CA Proof 2 Run Jan 12 OSPA Cutoff	<b>10</b> Jan 12 CA Post Run Jan 12 OSPA Load SFMA Weekly Report Run	<b>11</b>
<b>12</b>	<b>13</b> Jan 12 OSPA Post	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> EOM Close Jan 12 EOM Report Run	<b>18</b>
<b>19</b>	<b>20</b> <b>President's Day Holiday</b> 	<b>21</b>	<b>22</b> Run DAFJ620 Feb 12 OSPA Preliminary Cutoff	<b>23</b>	<b>24</b> Feb 12 OSPA Cutoff Weekly Report Run	<b>25</b>
<b>26</b> INAE Nov 11	<b>27</b> Print Corrected 1099-MISC Forms Feb 12 OSPA Load SFMA	<b>28</b> Feb 12 OSPA Post	<b>29</b> ADPICS 250 Report Run			

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**MARCH 2012(FM09/FY12)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b>	<b>2</b> Weekly Report Run	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> Feb 12 CA Proof 1 Run	<b>7</b> Feb 12 OSPA Preliminary Cutoff	<b>8</b> Feb 12 CA Proof 2 Run	<b>9</b> Feb 12 CA Post Run Feb 12 OSPA Cutoff Weekly Report Run	<b>10</b>
<b>11</b>  Daylight Saving Time Begins	<b>12</b> Feb 12 OSPA Load SFMA	<b>13</b> Feb 12 OSPA Post	<b>14</b> Print Corrected 1099-MISC Forms	<b>15</b>	<b>16</b> EOM Close Feb 12 EOM Report Run	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Run DAFJ620 Mar 12 OSPA Preliminary Cutoff	<b>22</b> Weekly Report Run	<b>23</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>24</b>
<b>25</b> INAE Dec 11	<b>26</b> Mar 12 OSPA Cutoff	<b>27</b> Mar 12 OSPA Load SFMA	<b>28</b> Mar 12 OSPA Post	<b>29</b> Pmt Control/Cancel Archive	<b>30</b> ADPICS 250 Report Run Weekly Report Run	<b>31</b>


**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**APRIL 2012(FM10/FY12)**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>1</b>	<b>2</b>	<b>3</b> Mar 12 CA Proof 1 Run Final Date for Agencies to Send Requests for Corrected 1099-MISC Forms	<b>4</b> Print Corrected 1099-MISC Forms	<b>5</b> Mar 12 CA Proof 2 Run Mar 12 OSPA Preliminary Cutoff	<b>6</b> Mar 12 CA Post Run Weekly Report Run	<b>7</b>
<b>8</b> 	<b>9</b> Mar 12 OSPA Cutoff	<b>10</b> Mar 12 OSPA Load SFMA	<b>11</b> Mar 12 OSPA Post	<b>12</b> <b>Run Expire Report</b>	<b>13</b> <b>EOM Close Mar 12</b> EOM Report Run	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Run DAFJ620	<b>19</b>	<b>20</b> Weekly Report Run	<b>21</b>
<b>22</b>	<b>23</b> Apr 12 OSPA Preliminary Cutoff	<b>24</b>	<b>25</b> Apr 12 OSPA Cutoff	<b>26</b> Apr 12 OSPA Load SFMA	<b>27</b> <b>Financial Table Archive</b> <b>DAFJA01,DAFJIAUL</b> ADPICS 250 Report Run Apr 12 OSPA Post Weekly Report Run	<b>28</b>
<b>29</b>	<b>30</b> <b>SFMA Closed</b> <b>Financial Archive</b> <b>Verification</b>					

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**MAY 2012(FM11/FY12)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> SFMA Closed Financial Archive Verification	<b>2</b>	<b>3</b>	<b>4</b> Weekly Report Run	<b>5</b>
<b>6</b> INAE Jan 12	<b>7</b> Apr 12 OSPA Preliminary Cutoff	<b>8</b> Apr 12 CA Proof 1 Run	<b>9</b> Apr 12 OSPA Cutoff	<b>10</b> Apr 12 CA Proof 2 Run Apr 12 OSPA Load SFMA	<b>11</b> Apr 12 CA Post Run Apr 12 OSPA Post Weekly Report Run	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Weekly Report Run	<b>18</b> EOM Close Apr 12 EOM Report Run	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> SFMS User Group Meeting @ Veteran's Dept Auditorium 9:00-11:00 May 12 OSPA Preliminary Cutoff	<b>23</b> Run DAFJ620	<b>24</b> May 12 OSPA Cutoff Weekly Report Run	<b>25</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>26</b>
<b>27</b>	<b>28</b>  <b>Memorial Day</b>	<b>29</b> May 12 OSPA Load SFMA	<b>30</b> May 12 OSPA Post	<b>31</b> <b>Profile Table Archive</b> ADPICS 250 Report Run		


**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**JUNE 2012(FM12/FY12)**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
					<b>1</b> Weekly Report Run	<b>2</b>
<b>3</b> INAE Feb 12	<b>4</b>	<b>5</b> May 12 CA Proof 1 Run	<b>6</b>	<b>7</b> May 12 CA Proof 2 Run May 12 OSPA Preliminary Cutoff	<b>8</b> May 12 CA Post Run Weekly Report Run	<b>9</b>
<b>10</b>	<b>11</b> May 12 OSPA Cutoff	<b>12</b> May 12 OSPA Load SFMA	<b>13</b> May 12 OSPA Post	<b>14</b>	<b>15</b> <b>EOM Close May 12</b> EOM Report Run	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Run DAFJ620	<b>21</b> June 12 OSPA Preliminary Cutoff	<b>22</b> Weekly Report Run	<b>23</b>
<b>24</b> INAE Mar 12	<b>25</b> June 12 OSPA Cutoff	<b>26</b> June 12 OSPA Load SFMA	<b>27</b> June 12 OSPA Post	<b>28</b>	<b>29</b> ADPICS 250 Report Run <b>Run Year End Rollover Program</b> Weekly Report Run  <b>END OF FY12</b>	<b>30</b> <b>System Unavailable - SFMA Closed for DAFM353/356 Validation</b>

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**JULY 2012(FM01/FY13)**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>1</b>	<b>2</b>  <b>FY13 BEGINS</b>	<b>3</b> June 12 CA Proof 1 Run	<b>4</b>  <b>July 4<sup>th</sup> Holiday</b>	<b>5</b> June 12 CA Proof 2 Run June 12 OSPA Preliminary Cutoff	<b>6</b> June 12 CA Post Run Weekly Report Run	<b>7</b>
<b>8</b>	<b>9</b> June 12 OSPA Cutoff	<b>10</b> June 12 OSPA Load SFMA	<b>11</b> June 12 OSPA Post	<b>12</b>	<b>13</b> <b>EOM Close June 12</b> EOM Report Run	<b>14</b>
<b>15</b>	<b>16</b> <b>Run Expiration Programs</b>	<b>17</b> CAFR Weekly Report Run	<b>18</b> Run DAFJ620	<b>19</b>	<b>20</b> Weekly Report Run	<b>21</b>
<b>22</b> INAE Apr 12	<b>23</b>	<b>24</b> July 12 OSPA Preliminary Cutoff CAFR Weekly Report Run	<b>25</b>	<b>26</b> <b>Doc Tracking Archive</b> July 12 OSPA Cutoff	<b>27</b> July 12 OSPA Load SFMA Weekly Report Run	<b>28</b>
<b>29</b>	<b>30</b> July 12 OSPA Post	<b>31</b> July 12 CA1 Proof 1 Run ADPICS 250 Report Run CAFR Weekly Report Run				

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**AUGUST 2012 (FM02/FY13)**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
			<b>1</b>	<b>2</b> July 12 CA1 Proof 2 Run	<b>3</b> July 12 CA1 Post Run Weekly Report Run	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> July 12 OSPA Preliminary Cutoff CAFR Weekly Report Run	<b>8</b>	<b>9</b> July 12 OSPA Cutoff	<b>10</b> <b>EOM Close 13/12</b> July 12 OSPA Load SFMA EOM Report Run	<b>11</b>
<b>12</b>	<b>13</b> July 12 OSPA Post	<b>14</b>	<b>15</b> Run DAFJ620	<b>16</b> Weekly Report Run	<b>17</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>18</b>
<b>19</b> INAE May 12	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Aug 12 OSPA Preliminary Cutoff	<b>24</b> <b>Run Year End Close Program</b> Weekly Report Run	<b>25</b>
<b>26</b>	<b>27</b> Aug 12 OSPA Cutoff	<b>28</b> July 12 CA2 Proof 1 Run Aug 12 OSPA Load SFMA	<b>29</b> Aug 12 OSPA Post	<b>30</b> July 12 CA2 Proof 2 Run	<b>31</b> July 12 CA2 Post Run ADPICS 250 Report Run Weekly Report Run	

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**SEPTEMBER 2012 (FM03/FY13)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b>	<b>3</b> <b>Labor Day Holiday</b> 	<b>4</b>	<b>5</b>	<b>6</b> Aug 12 OSPA Preliminary Cutoff	<b>7</b> EOM Close July 12 EOM Report Run	<b>8</b>
<b>9</b>	<b>10</b> Aug 12 OSPA Cutoff	<b>11</b> Aug 12 CA Proof 1 Run Aug 12 OSPA Load SFMA	<b>12</b> Aug 12 OSPA Post	<b>13</b> Aug 12 CA Proof 2 Run	<b>14</b> Aug 12 CA Post Run Weekly Report Run	<b>15</b>
<b>16</b> INAE Jun 12	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> EOM Close Aug 12 Sep 12 OSPA Preliminary Cutoff EOM Report Run	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Sep 12 OSPA Cutoff	<b>26</b> Run DAFJ620 Sep 12 OSPA Load SFMA	<b>27</b> Sep 12 OSPA Post	<b>28</b> ADPICS 250 Report Run Weekly Report Run	<b>29</b>
<b>30</b> INAE 13/12						

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**OCTOBER 2012 (FM04/FY13)**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
	<b>1</b>	<b>2</b> Sep 12 CA Proof 1 Run	<b>3</b>	<b>4</b> Sep 12 CA Proof 2 Run Sep 12 OSPA Preliminary Cutoff	<b>5</b> Sep 12 CA Post Run Weekly Report Run	<b>6</b>
<b>7</b>	<b>8</b> Columbus Day – Bank Holiday NOT State Holiday Sep 12 OSPA Cutoff	<b>9</b> Sep 12 OSPA Load SFMA	<b>10</b> Sep 12 OSPA Post	<b>11</b>	<b>12</b> EOM Close Sep 12 Print DAFR7940 Report EOM Report Run	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Run DAFJ620	<b>18</b> Weekly Report Run	<b>19</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>20</b>
<b>21</b> INAE July 12	<b>22</b>	<b>23</b>	<b>24</b> Oct 12 OSPA Preliminary Cutoff	<b>25</b>	<b>26</b> Oct 12 OSPA Cutoff Weekly Report Run	<b>27</b>
<b>28</b>	<b>29</b> Oct 12 OSPA Load SFMA	<b>30</b> Oct 12 OSPA Post	<b>31</b> ADPICS 250 Report Run  <b>Halloween</b>			


**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**NOVEMBER 2012 (FM05/FY13)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b>	<b>2</b> Weekly Report Run	<b>3</b>
<b>4</b>  Daylight Saving Time Ends	<b>5</b>	<b>6</b> Oct 12 CA Proof 1 Run Oct 12 OSPA Preliminary Cutoff	<b>7</b>	<b>8</b> Oct 12 CA Proof 2 Run Oct 12 OSPA Cutoff	<b>9</b> Oct 12 CA Post Run Oct 12 OSPA Load SFMA Weekly Report Run	<b>10</b>
<b>11</b>	<b>12</b> <b>Veteran's Day Holiday</b> 	<b>13</b> Oct 12 OSPA Post	<b>14</b>	<b>15</b>	<b>16</b> <b>EOM Close Oct 12</b> Print DAFR7940 Report EOM Report Run	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> Nov 12 OSPA Preliminary Cutoff	<b>21</b> Run DAFJ620 Weekly Report Run	<b>22</b> <b>Thanksgiving Day Holiday</b> 	<b>23</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>24</b>
<b>25</b>	<b>26</b> Nov 10 OSPA Cutoff	<b>27</b> Nov 12 OSPA Load SFMA	<b>28</b> Nov 12 OSPA Post	<b>29</b>	<b>30</b> ADPICS 250 Report Run Weekly Report Run	



**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**DECEMBER 2012 (FM06/FY13)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b> INAE Aug 12	<b>3</b>	<b>4</b> Nov 12 CA Proof 1 Run	<b>5</b>	<b>6</b> <b>Cum Payment Purge</b> Nov 12 CA Proof 2 Run Nov 12 OSPA Preliminary Cutoff	<b>7</b> Nov 12 CA Post Run Weekly Report Run	<b>8</b>
<b>9</b>	<b>10</b> Nov 12 OSPA Cutoff	<b>11</b> Nov 12 OSPA Load SFMA	<b>12</b> Nov 12 OSPA Post	<b>13</b>	<b>14</b> <b>EOM Close Nov 12</b> EOM Report Run	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Run DAFJ620	<b>20</b>	<b>21</b> Dec 12 OSPA Preliminary Cutoff Weekly Report Run	<b>22</b>
<b>23</b> INAE Sep 12	<b>24</b>	<b>25</b> <b>Christmas Day</b> 	<b>26</b> Dec 12 OSPA Cutoff	<b>27</b> Dec 12 OSPA Load SFMA	<b>28</b> Dec 12 OSPA Post Weekly Report Run	<b>29</b>
<b>30</b>	<b>31</b> Print DAFR7940 Report ADPICS 250 Report Run					

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**

**JANUARY 2013 (FM07/FY13)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> <b>New Year's Holiday</b> 	<b>2</b> Dec 12 CA Proof 1 Run	<b>3</b> Dec 12 CA Proof 2 Run	<b>4</b> Dec 12 CA Post Run Weekly Report Run	<b>5</b>
<b>6</b>	<b>7</b> Dec 12 OSPA Preliminary Cutoff	<b>8</b>	<b>9</b> Dec 12 OSPA Cutoff	<b>10</b> Dec 12 OSPA Load SFMA	<b>11</b> Dec 12 OSPA Post Weekly Report Run	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> EOM Close Dec 12 Print Final DAFR7940 Report, Populates 43M EOM Report Run	<b>17</b> Weekly Report Run	<b>18</b> <b>STATEWIDE FURLOUGH DAY</b>	<b>19</b>
<b>20</b>	<b>21</b> <b>Martin Luther King Jr Holiday</b> 	<b>22</b> Run DAFJE099	<b>23</b> Run DAFJ620	<b>24</b> Jan 13 OSPA Preliminary Cutoff	<b>25</b> Print 1099-MISC Weekly Report Run	<b>26</b>
<b>27</b> INAE Oct 12	<b>28</b> Jan 13 OSPA Cutoff	<b>29</b> Jan 13 OSPA Load SFMA	<b>30</b> Jan 13 OSPA Post	<b>31</b> ADPICS 250 Report Run		

**CALENDAR YEAR 2012  
SFMA CLOSING SCHEDULES**