


**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

JANUARY 2009 (FM07/FY09)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day Holiday 	2 Weekly Report Run	3
4	5	6 Dec 08 CA Proof 1 Run	7 Dec 08 OSPA Preliminary Cutoff	8 Dec 08 CA Proof 2 Run	9 Dec 08 CA Post Run Dec 08 OSPA Cutoff Weekly Report Run	10
11	12 Dec 08 OSPA Load SFMA	13 Dec 08 OSPA Post	14	15	16 EOM Close Dec 08 Print Final DAFR7940 Report Populate 43M EOM Report Run	17
18	19 Martin Luther King Jr Holiday 	20	21 Run DAFJ620	22 Jan 09 OSPA Preliminary Cutoff	23 Clean-up IT File Closed 6:00 am - 10:30 am Final day for Agencies to submit 1099-MISC Changes Weekly Report Run	24
25 INAE Oct 08	26 Print 1099-MISC Jan 09 OSPA Cutoff	27 Jan 09 OSPA Load SFMA	28 Jan 09 OSPA Post	29	30 ADPICS 250 Report Run Weekly Report Run	31

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

FEBRUARY 2009 (FM08/FY09)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Jan 09 CA Proof 1 Run SFMS User Group Meeting @ Veteran's Dept Auditorium 9:00-11:00	4	5 Jan 09 CA Proof 2 Run Jan 09 OSPA Preliminary Cutoff	6 Jan 09 CA Post Run Weekly Report Run	7
8	9 Jan 09 OSPA Cutoff	10 Print Corrected 1099- MISC Forms Jan 09 OSPA Load SFMA	11 Jan 09 OSPA Post	12	13 EOM Close Jan 09 EOM Report Run	14
15	16 Presidents' Day Holiday 	17	18 Run DAFJ620	19 Feb 09 OSPA Preliminary Cutoff	20 Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	21
22 INAE Nov 08	23 Feb 09 OSPA Cutoff	24 Feb 09 OSPA Load SFMA	25 Feb 09 OSPA Post	26	27 Print Corrected 1099-MISC Forms ADPICS 250 Report Run Weekly Report Run	28

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

MARCH 2009(FM09/FY09)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Feb 09 CA Proof 1 Run	4	5 Feb 09 CA Proof 2 Run Feb 09 OSPA Preliminary Cutoff	6 Feb 09 CA Post Run Weekly Report Run	7
8  Daylight Saving Time Begins	9 Feb 09 OSPA Cutoff	10 Print Corrected 1099-MISC Forms Feb 09 OSPA Load SFMA	11 Feb 09 OSPA Post	12	13 EOM Close Feb 09 EOM Report Run	14
15	16	17	18 Run DAFJ620	19	20 Pmt Control/Cancel Archive Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	21
22 INAE Dec 08	23	24 Mar 09 OSPA Preliminary Cutoff	25	26 Mar 09 OSPA Cutoff	27 Mar 09 OSPA Load SFMA Weekly Report Run	28
29	30 Mar 09 OSPA Post	31 ADPICS 250 Report Run				

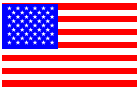
APRIL 2009(FM10/FY09)

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Final Date for Agencies to Send Requests for Corrected 1099-MISC Forms	2 Print Corrected 1099-MISC Forms	3 Weekly Report Run	4
5	6	7 Mar 09 CA Proof 1 Run Mar 09 OSPA Preliminary Cutoff	8 DAFJ355 Profile Roll	9 Mar 09 CA Proof 2 Run Mar 09 OSPA Cutoff	10 Mar 09 CA Post Run Mar 09 OSPA Load SFMA Weekly Report Run	11
12  EASTER	13 Mar 09 OSPA Post	14	15	16	17 EOM Close Mar 09 EOM Report Run	18
19	20	21	22 Run DAFJ620	23 Apr 09 OSPA Preliminary Cutoff	24 Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	25
26 INAE Jan 09	27 Apr 09 OSPA Cutoff	28 Apr 09 OSPA Load SFMA	29 Apr 09 OSPA Post	30 ADPICS 250 Report Run		

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

MAY 2009(FM11/FY09)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Weekly Report Run	2
3	4	5 Apr 09 CA Proof 1 Run	6	7 Apr 09 CA Proof 2 Run Apr 09 OSPA Preliminary Cutoff	8 Apr 09 CA Post Run Weekly Report Run	9
10	11 Apr 09 OSPA Cutoff	12 Apr 09 OSPA Load SFMA	13 Apr 09 OSPA Post	14	15 EOM Close Apr 09 EOM Report Run	16
17	18	19 SFMS User Group Meeting @ Veteran's Dept Auditorium 9:00-11:00	20 Run DAFJ620	21 May 09 OSPA Preliminary Cutoff	22 Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	23
24 INAE Feb 09	25  Memorial Day Holiday	26 May 09 OSPA Cutoff	27 May 09 OSPA Load SFMA	28 May 09 OSPA Post	29 ADPICS 250 Report Run Weekly Report Run	30
31						

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

JUNE 2009(FM12/FY09)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 May 09 CA Proof 1 Run	3	4 May 09 CA Proof 2 Run May 09 OSPA Preliminary Cutoff	5 May 09 CA Post Run Weekly Report Run	6
7	8 May 09 OSPA Cutoff	9 May 09 OSPA Load SFMA	10 May 09 OSPA Post	11	12 EOM Close May 09 EOM Report Run	13
14	15	16	17 Run DAFJ620	18	19 Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	20
21 INAE Mar 09	22	23 June 09 OSPA Preliminary Cutoff	24	25 June 09 OSPA Cutoff	26 June 09 OSPA Load SFMA Weekly Report Run	27
28	29 June 09 OSPA Post	30 ADPICS 250 Report Run Run DAFJ353/356B Year End Rollover END OF FY09 END OF AY09				

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

JULY 2009(FM01/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 System Unavailable - SFMA Closed for DAFM353/356 Validation FY10 BEGINS AY11 BEGINS	2 Weekly Report Run	3  July 4th Holiday Observed	4  July 4th Holiday
5	6	7 June 09 CA Proof 1 Run June 09 OSPA Preliminary Cutoff	8	9 June 09 CA Proof 2 Run June 09 OSPA Cutoff	10 June 09 CA Post Run June 09 OSPA Load SFMA Weekly Report Run	11
12	13 June 09 OSPA Post	14	15	16	17 EOM Close June 09 EOM Report Run	18
19	20	21 CAFR Report Run	22 Run DAFJ620	23 July 09 OSPA Preliminary Cutoff	24 Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	25
26 INAE Apr 09	27 July 09 OSPA Cutoff	28 July 09 OSPA Load SFMA CAFR Report Run	29 Receipt Table Archive July 09 OSPA Post	30	31 ADPICS 250 Report Run Weekly Report Run	

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

AUGUST 2009 (FM02/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 July 09 CA1 Proof 1 Run CAFR Report Run	5	6 July 09 CA1 Proof 2 Run July 09 OSPA Preliminary Cutoff	7 July 09 CA1 Post Run Weekly Report Run	8
9	10 July 09 OSPA Cutoff	11 July 09 OSPA Load SFMA CAFR Report Run	12 July 09 OSPA Post	13	14 Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	15
16	17	18 CAFR Report Run	19	20	21 EOM Close 13/09 EOM Report Run	22
23	24 Aug 09 OSPA Preliminary Cutoff	25 July 09 CA2 Proof 1 Run	26 Run DAFJ620 Aug 09 OSPA Cutoff	27 July 09 CA2 Proof 2 Run Aug 09 OSPA Load SFMA	28 Run DAFM351 July 09 CA2 Post Run Aug 09 OSPA Post Weekly Report Run	29
30	31 ADPICS 250 Report Run					

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

SEPTEMBER 2009 (FM03/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 EOM Close July 09 Aug 09 OSPA Preliminary Cutoff EOM Report Run	5
6	7 Labor Day Holiday 	8 Aug 09 CA Proof 1 Run	9 Aug 09 OSPA Cutoff	10 Aug 09 CA Proof 2 Run Aug 09 OSPA Load SFMA	11 Aug 09 CA Post Run Aug 09 OSPA Post Weekly Report Run	12
13 INAE May 09	14	15	16	17	18 EOM Close Aug 09 EOM Report Run	19
20	21	22	23 Run DAFJ620 Sep 09 OSPA Preliminary Cutoff	24	25 Clean-up IT File Closed 6:00 am - 10:30 am Sep 09 OSPA Cutoff Weekly Report Run	26
27 INAE Jun 09	28 Sep 09 OSPA Load SFMA	29 Sep 09 OSPA Post	30 ADPICS 250 Report Run			




**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

OCTOBER 2009 (FM04/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Weekly Report Run	3
4	5 Run Expiration Programs	6 Sep 09 CA Proof 1 Run	7 Sep 09 OSPA Preliminary Cutoff	8 Sep 09 CA Proof 2 Run	9 Sep 09 CA Post Run Sep 09 OSPA Cutoff Weekly Report Run	10
11	12 Columbus Day – Bank Holiday NOT State Holiday Sep 09 OSPA Load SFMA	13 Sep 09 OSPA Post	14	15	16 EOM Close Sep 09 Print DAFR7940 Report EOM Report Run	17
18	19	20	21 Run DAFJ620	22 Oct 09 OSPA Preliminary Cutoff	23 Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	24
25 INAE 13/09 INAE July 09	26 Oct 09 OSPA Cutoff	27 Oct 09 OSPA Load SFMA	28 Oct 09 OSPA Post	29	30 ADPICS 250 Report Run Weekly Report Run	31  Halloween


**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

NOVEMBER 2009 (FM05/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  Daylight Saving Time Ends	2	3 Oct 09 CA Proof 1 Run	4 Oct 09 OSPA Preliminary Cutoff	5 Oct 09 CA Proof 2 Run	6 Oct 09 CA Post Run Oct 09 OSPA Cutoff Weekly Report Run	7
8	9 Oct 09 OSPA Load SFMA	10 Oct 09 OSPA Post	11 Veteran's Day Holiday 	12	13 EOM Close Oct 09 Print DAFR7940 Report EOM Report Run	14
15	16	17 SFMS User Group Meeting @ Veteran's Dept Auditorium 9:00-11:00	18 Run DAFJ620	19 Nov 09 OSPA Preliminary Cutoff	20 Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	21
22 INAE Aug 09	23 Nov 09 OSPA Cutoff	24 Nov 09 OSPA Load SFMA	25 Nov 09 OSPA Post	26 Thanksgiving Day Holiday 	27 Weekly Report Run	28
29	30 ADPICS 250 Report Run					

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

DECEMBER 2009 (FM06/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Cum Payment Purge	2	3	4 Weekly Report Run	5
6	7 Nov 09 OSPA Preliminary Cutoff	8 Nov 09 CA Proof 1 Run	9 Nov 09 OSPA Cutoff	10 Nov 09 CA Proof 2 Run Nov 09 OSPA Load SFMA	11 Nov 09 CA Post Run Clean-up IT File Closed 6:00 am – 10:30 am Nov 09 OSPA Post Weekly Report Run	12
13	14	15	16	17	18 EOM Close Nov 09 EOM Report Run	19
20	21 Run DAFJ348-Liquidate Enc/Pre-Enc AY09	22	23 Run DAFJ620 Dec 09 OSPA Preliminary Cutoff	24 Weekly Report Run	25 Christmas Day Holiday 	26
27 INAE Sep 09	28 Dec 09 OSPA Cutoff	29 Dec 09 OSPA Load SFMA	30 Dec 09 OSPA Post	31 Run Biennium Close Program Print DAFR7940 Report ADPICS 250 Report Run Weekly Report Run		

**CALENDAR YEAR 2009
SFMA CLOSING SCHEDULES**

JANUARY 2010 (FM07/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day Holiday 	2
3	4	5 Dec 09 CA Proof 1 Run	6	7 Dec 09 CA Proof 2 Run Dec 09 OSPA Preliminary Cutoff	8 Dec 09 CA Post Run Weekly Report Run	9
10	11 Dec 09 OSPA Cutoff	12 Dec 09 OSPA Load SFMA	13 Dec 09 OSPA Post	14	15 EOM Close Dec 09 Print Final DAFR7940 Report Populate 43M EOM Report Run	16
17	18 Martin Luther King Jr Holiday 	19	20 Run DAFJ620	21	22 Clean-up IT File Closed 6:00 am - 10:30 am Jan 10 OSPA Preliminary Cutoff Weekly Report Run	23
24 INAE Oct 09	25 Final day for Agencies to submit 1099-MISC Changes	26 Print 1099-MISC Jan 10 OSPA Cutoff	27 Jan 10 OSPA Load SFMA	28 Jan 10 OSPA Post	29 ADPICS 250 Report Run Weekly Report Run	30
31						