





**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
JANUARY 2021 (FM07/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day 	2
3	4	5 Dec 20 CA Proof 1 Run	6	7 Dec 20 CA Proof 2 Run Dec 20 OSPA Preliminary Cutoff	8 Dec 20 CA Post Run Weekly Report Run	9
10	11 Dec 20 OSPA Cutoff	12 Dec 20 OSPA Load	13 Dec 20 OSPA Post R2	14	15 EOM Close Dec 20 Print Final DAFR7940 Report Populates 43M Print Final DAFRNE40 Report Populates 43N Weekly Report Run	16
17	18 Martin Luther King Jr Holiday 	19 DAFJE099-Employees paid with 1099 reportable COBJ	20 DAFJ620-Close Dates for Eligible Docs prior to INAE	21 Final day for Agencies to submit 1099-MISC & 1099-NEC Changes	22 Print 1099-MISC Print 1099-NEC Jan 21 OSPA Preliminary Cutoff Weekly Report Run	23
24 INAE Oct 20	25	26 Jan 21 OSPA Cutoff	27 Jan 21 OSPA Load SFMA	28 File 1099-NEC Jan 21 OSPA Post R1	29 ADPICS 250 Report Run Weekly Report Run	30
31						


**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
FEBRUARY 2021 (FM08/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 SFMS User Group Meeting 9:00-11:00 a.m. Jan 21 CA Proof 1 Run	3	4 Jan 21 CA Proof 2 Run Jan 21 OSPA Preliminary Cutoff	5 Jan 21 CA Post Run Weekly Report Run	6
7	8 Jan 21 OSPA Cutoff	9 Jan 21 OSPA Load SFMA	10 Jan 21 OSPA Post R2	11 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms	12 EOM Close Jan 21 Weekly Report Run	13
14	15 President's Day Holiday 	16	17 DAFJ620-Close Dates for Eligible Docs prior to INAE	18	19 Feb 21 OSPA Preliminary Cutoff Weekly Report Run	20
21 INAE Nov 20	22	23 Feb 21 OSPA Cutoff	24 Feb 21 OSPA Load SFMA	25 Pmt Control/Cancel Archive Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms Feb 21 OSPA Post R1	26 ADPICS 250 Report Run Weekly Report Run	27
28						

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
MARCH 2021 (FM09/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 File Corrected 1099-NEC	2 Feb 21 CA Proof 1 Run	3	4 Feb 21 CA Proof 2 Run Feb 21 OSPA Preliminary Cutoff	5 Feb 21 CA Post Run Weekly Report Run	6
7 Daylight Saving Time Begins 	8 Feb 21 OSPA Cutoff	9 Feb 21 OSPA Load SFMA	10 Feb 21 OSPA Post R2	11 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms	12 EOM Close Feb 21 Weekly Report Run	13
14	15	16	17 DAFJ620-Close Dates for Eligible Docs prior to INAE	18	19 Weekly Report Run	20
21 INAE Dec 20	22	23	24 Mar 21 OSPA Preliminary Cutoff	25 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms	26 Mar 21 OSPA Cutoff Weekly Report Run	27
28	29 Mar 21 OSPA Load SFMA	30 File 1099-MISC Mar 21 OSPA Post R1	31 ADPICS 250 Report Run			

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
APRIL 2021 (FM10/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 File 1099-NEC	2 Weekly Report Run	3
4	5	6 Generate Pre-Expire Warrant Report Mar 21 CA Proof 1 Run	7 Mar 21 OSPA Preliminary Cutoff	8 Print Corrected 1099-Misc Print Corrected 1099-NEC Mar 21 CA Proof 2 Run	9 Financial Table Archive Mar 21 CA Post Run Mar 21 OSPA Cutoff Weekly Report Run	10 SFMA Closed Financial Archive Verification
11	12 SFMA Closed Financial Archive Verification – Open TBD Mar 21 OSPA Load SFMA	13 Mar 21 OSPA Post R2	14	15	16 EOM Close Mar 21 Weekly Report Run	17
18	19	20	21 Profile Roll Final Date for Agencies to Send Requests for Corrected 1099- MISC/NEC Forms DAFJ620-Close Dates for Eligible Docs prior to INAE	22 Print Corrected 1099Misc Print Corrected 1099NEC Apr 21 OSPA Preliminary Cutoff	23 Weekly Report Run	24
25 INAE Jan 21	26 Apr 21 OSPA Cutoff	27 Apr 21 OSPA Load SFMA	28 Apr 21 OSPA Post R1	29 File Corrected 1099-MISC File Corrected 1099-NEC	30 ADPICS 250 Report Run Weekly Report Run	

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
MAY 2021 (FM11/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 SFMS User Group Meeting 9:00-11:00 a.m. Apr 21 CA Proof 1 Run	5	6 Apr 21 CA Proof 2 Run Apr 21 OSPA Preliminary Cutoff	7 Apr 21 CA Post Run Weekly Report Run	8
9	10 Apr 21 OSPA Cutoff	11 Apr 21 OSPA Load SFMA	12 Apr 21 OSPA Post R2	13	14 EOM Close Apr 21 Weekly Report Run	15
16	17	18 Vendor Table Purge	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20	21 May 21 OSPA Preliminary Cutoff Weekly Report Run	22
23 INAE Feb 21	24	25 May 21 OSPA Cutoff	26 May 21 OSPA Load SFMA	27 May 21 OSPA Post R1	28 ADPICS 250 Report Run Weekly Report Run	29
30	31 Memorial Day Holiday 					

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
JUNE 2021 (FM12/FY21)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Weekly Report Run	5
6	7 May 21 OSPA Preliminary Cutoff	8 May 21 CA Proof 1 Run	9 May 21 OSPA Cutoff	10 May 21 CA Proof 2 Run May 21 OSPA Load SFMA	11 May 21 CA Post Run May 21 OSPA Post R2 Weekly Report Run	12
13	14	15	16	17	18 EOM Close May 21 Weekly Report Run	19
20	21	22	23 DAFJ620-Close Dates for Eligible Does prior to INAE June 21 OSPA Preliminary Cutoff	24	25 June 21 OSPA Cutoff Weekly Report Run	26
27 INAE Mar 21	28 June 21 OSPA Load SFMA	29 June 21 OSPA Post R1	30 Year End Rollover ADPICS 250 Report Run FY21/AY21 ENDS			


**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
JULY 2021 (FM01/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 SFMA Closed Year-End Rollover Verification – Open TBD FY22/AY23 BEGINS	2 Weekly Report Run	3
4 Independence Day Holiday 	5 Independence Day (Observed) 	6 June 21 CA Proof 1 Run	7 June 21 OSPA Preliminary cutoff	8 June 21 CA Proof 2 Run	9 June 21 CA Post Run June 21 OSPA Cutoff Weekly Report Run	10
11	12 June 21 OSPA Load SFMA	13 June 21 OSPA Post R2	14	15	16 EOM Close June 21 (Mo12) Weekly Report Run	17
18	19 Run Warrant Expiration Programs	20 CAFR Full Report Run	21 DAFJ620-Close Dates for Eligible Does prior to INAE	22 July 21 OSPA Preliminary Cutoff	23 Weekly Report Run	24
25 INAE Apr 21	26 July 21 OSPA Cutoff	27 July 21 OSPA Load SFMA CAFR Full Report Run	28 July 21 OSPA Post R1	29	30 ADPICS 250 Report Run Weekly Report Run	31

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
AUGUST 2021 (FM02/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2	3 CAFR Full Report Run	4	5 July 21 OSPA Preliminary Cutoff	6 Weekly Report Run	7
8	9 July 21 OSPA Cutoff	10 July 21 OSPA Load SFMA CAFR Full Report Run	11 July 21 OSPA Post R2	12	13 EOM Close 13/21 Weekly Report Run	14
15	16	17	18 DAFJ620-Close Dates for Eligible Docs prior to INAE	19 Receipt Table Archive	20 Weekly Report Run	21
22 INAE May 21	23	24 July 21 CA Proof 1 Run Aug 21 OSPA Preliminary Cutoff	25	26 July 21 CA Proof 2 Run Aug 21 OSPA Cutoff	27 Year End Close Program July 21 CA Post Run Aug 21 OSPA Load SFMA Weekly Report Run	28
29	30 Aug 21 OSPA Post R1	31 ADPICS 250 Report Run				




**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
SEPTEMBER 2021 (FM03/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 EOM Close July 21 Weekly Report Run	4
5	6 Labor Day Holiday 	7 Aug 21 CA Proof 1 Run Aug 21 OSPA Preliminary Cutoff	8	9 Aug 21 CA Proof 2 Run Aug 21 OSPA Cutoff	10 Aug 21 CA Post Run Aug 21 OSPA Load SFMA Weekly Report Run	11
12	13 Aug 21 OSPA Post R2	14	15	16	17 EOM Close Aug 21 Weekly Report Run	18
19	20	21	22 DAFJ620-Close Dates for Eligible Does prior to INAE	23 Sep 21 OSPA Preliminary Cutoff	24 Weekly Report Run	25
26 INAE Jun 21	27 Sep 21 OSPA Cutoff	28 Sep 21 OSPA Load SFMA	29 Sep 21 OSPA Post R1	30 ADPICS 250 Report Run		



**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
OCTOBER 2021 (FM04/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Weekly Report Run	2
3	4	5 Sep 21 CA Proof 1 Run	6	7 Sep 21 CA Proof 2 Run Sep 21 OSPA Preliminary Cutoff	8 Sep 21 CA Post Run Weekly Report Run	9
10	11 Sep 21 OSPA Cutoff Columbus Day – Bank Holiday NOT State Holiday	12 Sep 21 OSPA Load SFMA	13 Sep 21 OSPA Post R2	14	15 EOM Close Sep 21 Print DAFR7940 Print DAFRNE40 Weekly Report Run	16
17	18	19	20 DAFJ620-Close Dates for Eligible Docs prior to INAE	21	22 ACPT Region Refresh Oct 21 OSPA Preliminary Cutoff Weekly Report Run	23
24 INAE 13/21 INAE July 21	25	26 Oct 21 OSPA Cutoff	27 Oct 21 OSPA Load SFMA	28 Oct 21 OSPA Post R1	29 ADPICS 250 Report Run Weekly Report Run	30
31 Halloween 						

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
NOVEMBER 2021 (FM05/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 SFMS User Group Meeting 9:00-11:00 Oct 21 CA Proof 1 Run	3	4 Oct 21 CA Proof 2 Run Oct 21 OSPA Preliminary	5 Oct 21 CA Post Run Weekly Report Run	6
7 Daylight Saving Time Ends 	8 Oct 21 OSPA Cutoff Oct 21 OSPA Load SFMA *Hold SFMS Batch to pick up Payroll Information	9 Oct 21 DAFJ482 Oct 21 OSPA Post R2	10	11 Veteran's Day 	12 EOM Close Oct 21 Print DAFR7940 Print DAFRNE40 Weekly Report Run	13
14	15	16	17 DAFJ620-Close Dates for Eligible Does prior to INAE	18	19 Nov 21 OSPA Preliminary Cutoff Weekly Report Run	20
21 INAE Aug 21	22	23 Nov 21 OSPA Cutoff	24 Nov 21 OSPA Load SFMA Weekly Report Run	25 Thanksgiving Day Holiday 	26 State Employee Holiday NOT Bank Holiday	27
28	29 Nov 21 OSPA Post R1	30 ADPICS 250 Report Run				

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
DECEMBER 2021 (FM06/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Cumulative Payment Purge	2	3 Weekly Report Run	4
5	6	7 Nov 21 CA Proof 1 Run Nov 21 OSPA Preliminary Cutoff	8	9 Nov 21 CA Proof 2 Run Nov 21 OSPA Cutoff	10 Nov 21 CA Post Run Nov 21 OSPA Load SFMA Weekly Report Run	11
12	13 Liquidate Encumb/Pre- Encumb Nov 21 OSPA Post R2	14	15	16	17 EOM Close Nov 21 Weekly Report Run	18
19 INAE Sep 21	20	21	22 DAFJ620-Close Dates for Eligible Docs prior to INAE Dec 21 OSPA Preliminary Cutoff	23 Weekly Report Run	24 Christmas Day Holiday (Observed) 	25 Christmas Day Holiday 
26	27 Dec 21 OSPA Cutoff	28 Dec 21 OSPA Load SFMA	29 Dec 21 OSPA Post R1	30 AY21 CLOSE Print DAFR7940 Print DAFRNE40 ADPICS 250 Report Run Weekly Report Run	31 New Year's Day (Observed) 	

**SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
JANUARY 2022 (FM07/FY22)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year's Day 
2	3	4 Dec 21 CA Proof 1 Run	5	6 Dec 21 CA Proof 2 Run Dec 21 OSPA Preliminary Cutoff	7 Dec 21 CA Post Run Weekly Report Run	8
9	10 Dec 21 OSPA Cutoff	11 Dec 21 OSPA Load SFMA	12 Dec 21 OSPA Post R2	13	14 EOM Close Dec 21 Print Final DAFR7940 Report Populates 43M Print Final DAFRNE40 Report Populates 43N Weekly Report Run	15
16	17 Martin Luther King Jr Holiday 	18 DAFJE099-Employees paid with 1099 reportable COBJ	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20 Final day for Agencies to submit 1099 MISC/NEC Changes	21 Print 1099-MISC Print 1099-NEC Weekly Report Run	22
23 INAE Oct 21	24 Jan 22 OSPA Preliminary Cutoff	25	26 Jan 22 OSPA Cutoff	27 Jan 22 OSPA Load SFMA	28 File 1099-NEC Jan 22 OSPA Post R1 Weekly Report Run	29
30	31 ADPICS 250 Report Run					