

SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
JANUARY 2023 (FM07/FY23)

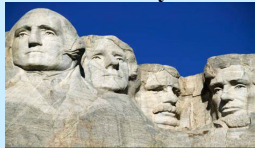
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day 	2 New Year's Day (Observed) 	3 Dec 22 CA Proof 1 Run	4 Dec 22 OSPA Cutoff	5 Dec 22 CA Proof 2 Run Dec 22 OSPA Load SFMA	6 Dec 22 CA Post Run Dec 22 OSPA Post R2 Weekly Report Run	7
8	9 Dec 22 WDPR Close R2*	10 Dec 22 WDPR Load SFMA*	11 Dec 22 WDPR Post R2*	12	13 EOM Close Dec 22 Print Final DAFR7940 Report 43M Populates Print Final DAFRNE40 Report 43N Populates Weekly Report Run	14
15	16 Martin Luther King Jr Holiday 	17 Reports Introduction Training DAFRE099-Employees paid with 1099 reportable COBJ	18 DAFJ620-Close Dates for Eligible Docs prior to INAE	19 Final day for Agencies to submit 1099MISC/NEC Changes	20 Print 1099-MISC Print 1099-NEC Weekly Report Run	21
22 INAE Oct 22	23	24 Vendor Training	25	26 Jan 23 WDPR Close R1*	27 File 1099-NEC Jan 23 WDPR Load SFMA* Weekly Report Run	28
29	30 Jan 23 WDPR Post R1*	31 ADPICS 250 Report Run				

*WDPR Dates Subject to Change

Updated 12/30/2022

Note: WDPR=Workday Payroll

**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
FEBRUARY 2023 (FM08/FY23)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Weekly Report Run	4
5	6	7 SFMS User Group Meeting 9:00-11:00 a.m. Jan23 CA Proof 1 Run	8	9 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms Jan 23 CA Proof 2 Run Jan 23 WDPR Close R2	10 Jan23 CA Post Run Jan 23 WDPR Load SFMA Weekly Report Run	11
12	13 Jan 23 WDPR Post R2	14	15	16	17 EOM Close Jan 23 Weekly Report Run	18
19	20 President's Day Holiday 	21	22 DAFJ620-Close Dates for Eligible Docs prior to INAE	23 Pmt Control/Cancel Archive Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms Feb23 WDPR Close R1	24 Feb 23 WDPR Load SFMA Weekly Report Run	25
26 INAE Nov 22	27 File Corrected 1099-NEC Feb 23 WDPR Post R1	28 ADPICS 250 Report Run				

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SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
MARCH 2023 (FM09/FY23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Weekly Report Run	4
5	6	7 D23 Fund Basic Training Feb 23 CA Proof 1 Run	8	9 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms Feb 23 CA Proof 2 Run Feb 23 WDPR Close R2	10 Feb 23 CA Post Run Feb 23 WDPR Load SFMA Weekly Report Run	11
12 Daylight Saving Time Begins 	13 Feb 23 WDPR Post R2	14	15	16	17 EOM Close Feb 23 Weekly Report Run	18
19	20	21	22 DAFJ620-Close Dates for Eligible Docs prior to INAE	23 Print Revised 1099-MISC Forms Print Corrected 1099-NEC Forms	24 Weekly Report Run	25
26 INAE Dec 22	27 Mar 23 WDPR Close R1	28 Mar 23 WDPR Load SFMA	29 File 1099-MISC File Corrected 1099-NEC Mar 23 WDPR Post R1	30	31 ADPICS 250 Report Run Weekly Report Run	

Updated 12/30/2022

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SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
APRIL 2023 (FM10/FY23)

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

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SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
MAY 2023 (FM11/FY23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 SFMS User Group Meeting 9:00-11:00 a.m. Apr 23 CA Proof 1 Run	3	4 Apr 23 CA Proof 2 Run	5 Apr 23 CA Post Run Weekly Report Run	6
7	8	9 Apr 23 WDPR Close R2 Apr 23 WDPR Load SFMA	10 Apr 23 WDPR Post R2	11	12 EOM Close Apr 23 Weekly Report Run	13
14	15	16 Vendor Table Purge	17 DAFJ620-Close Dates for Eligible Docs prior to INAE	18	19 Weekly Report Run	20
21 INAE Feb 23	22	23 D23 Fund Advanced Training	24	25 May 23 WDPR Close R1	26 May 23 WDPR Load SFMA Weekly Report Run	27
28	29 Memorial Day Holiday 	30 May 23 WDPR Post R1	31 ADPICS 250 Report Run			

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SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
JUNE 2023 (FM12/FY23)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Payment Info Ctr Website Purge	2 Weekly Report Run	3
4	5	6 May 23 CA Proof 1 Run	7	8 May 23 CA Proof 2 Run	9 May 23 CA Post Run May 23 WDPR Close R2 Weekly Report Run	10
11	12 May 23 WDPR Load SFMA	13 May 23 WDPR Post R2	14	15	16 EOM Close May 23 Weekly Report Run	17
18	19 Juneteenth Holiday 	20	21 DAFJ620-Close Dates for Eligible Docs prior to INAE	22	23 Weekly Report Run	24
25 INAE Mar 23	26 June 23 WDPR Close R1	27 June 23 WDPR Load SFMA	28 June 23 WDPR Post R1	29	30 Year End Rollover ADPICS 250 Report Run Weekly Report Run FY23 & AY23 ENDS	

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
JULY 2023 (FM01/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 FY24 & AY25 BEGINS SFMA Closed Year-End Rollover Verification – Open TBD
2	3	4 Independence Day 	5 June 23 CA Proof 1 Run	6 June 23 CA Proof 2 Run	7 June 23 CA Post Run Weekly Report Run	8
9	10 June 23 WDPR Close R2	11 June 23 WDPR Load SFMA	12 June 23 WDPR Post R2	13	14 EOM Close June 23 (Mo12) Weekly Report Run	15
16	17 Run Warrant Expiration Programs Print Final DAFRXRR3 Report	18 ACFR Full Report Run	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20	21 Weekly Report Run	22
23 INAE Apr 23	24	25 ACFR Full Report Run	26 July 23 WDPR Close R1	27 July 23 WDPR Load SFMA	28 July 23 WDPR Post R1 Weekly Report Run	29
30	31 ADPICS 250 Report Run					

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
AUGUST 2023 (FM02/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 ACFR Full Report Run	2	3	4 Mo13 – Soft Close Weekly Report Run	5
6	7	8 ACFR Full Report Run	9 July 23 WDPR Close R2	10 July 23 WDPR Load SFMA	11 EOM Close 13/23 July 23 WDPR Post R2 Weekly Report Run	12
13	14	15	16 DAFJ620-Close Dates for Eligible Docs prior to INAE	17 Receipt Table Archive	18 Weekly Report Run	19
20 INAE May 23	21	22 July 23 CA Proof 1 Run	23	24 July 23 CA Proof 2 Run	25 Run Year End Close Program July 23 CA Post Run Weekly Report Run	26
27	28 Aug 23 WDPR Close R1	29 Aug 23 WDPR Load SFMA	30 Aug 23 WDPR Post R1	31 ADPICS 250 Report Run		

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
SEPTEMBER 2023 (FM03/FY24)**

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

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SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
OCTOBER 2023 (FM04/FY24)

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

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
NOVEMBER 2023 (FM05/FY24)**

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

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
DECEMBER 2023 (FM06/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Weekly Report Run	2
3	4 Cum Payment Purge	5 1099 Training Nov23 CA Proof 1 Run	6	7 Nov 23 CA Proof 2 Run	8 Nov 23 CA Post Run Weekly Report Run	9
10	11 Liquidate Encumb/Pre-Encumb Nov 23 WDPR Close R2	12 Nov 23 WDPR Load SFMA	13 DAFJ620-Close Dates for Eligible Docs prior to INAE Nov 23 WDPR Post R2	14	15 EOM Close Nov 23 Weekly Report Run	16
17 INAE Sep 23	18	19	20	21	22 Weekly Report Run	23
24	25 Christmas Day Holiday 	26 Dec 23 WDPR Close R1	27 Dec 23 WDPR Load SFMA	28 Dec 23 WDPR Post R1	29 Biennium Close Print DAFR7940 Print DAFRNE40 ADPICS 250 Report Run Weekly Report Run	30
31						

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**SFMA CALENDAR YEAR 2023
CLOSING SCHEDULES for AGENCIES
JANUARY 2024 (FM07/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day 	2 Dec 23 CA Proof 1 Run	3	4 Dec 23 CA Proof 2 Run	5 Dec 23 CA Post Run Weekly Report Run	6
7	8 Dec 23 WDPR Close R2	9 Dec 23 WDPR Load SFMA	10 Dec 23 WDPR Post R2	11	12 EOM Close Dec 23 Print Final DAFR7940 Report 43M Populates Print Final DAFRNE40 Report 43N Populates Weekly Report Run	13
14	15 Martin Luther King Jr Holiday 	16 DAFRE099-Employees paid with 1099 reportable COBJ	17 DAFJ620-Close Dates for Eligible Docs prior to INAE	18 Final day for Agencies to submit 1099MISC/NEC Changes	19 Print 1099-MISC Print 1099-NEC Weekly Report Run	20
21 INAE Oct 23	22	23	24	25	26 Jan 24 WDPR Close R1 Weekly Report Run	27
28	29 File 1099-NEC Jan 24 WDPR Load SFMA	30 Jan 24 WDPR Post R1	31 ADPICS 250 Report Run			

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