



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

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

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
FEBRUARY 2024 (FM08/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Weekly Report Run	3
4	5	6 <b>SFMS User Group Meeting</b> 9:00-11:00 a.m. Jan24 CA Proof 1 Run	7	8 <b>Vendor Training</b> Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms Jan 24 CA Proof 2 Run	9 Jan 24 CA Post Run Jan 24 WDPR Close R2 Weekly Report Run	10
11	12 Jan 24 WDPR Load SFMA	13 Jan 24 WDPR Post R2	14	15	16 <b>EOM Close Jan 24</b> Weekly Report Run	17
18	19 <b>President's Day Holiday</b> 	20	21 DAFJ620-Close Dates for Eligible Docs prior to INAE	22 <b>ACH Training</b> <b>Pmt Control/Cancel</b> <b>Archive</b> Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms	23 Weekly Report Run	24
25 INAE Nov 23	26 <b>File Corrected 1099-NEC</b> Feb24 WDPR Close R1	27 Feb 24 WDPR Load SFMA	28 Feb 24 WDPR Post R1	29		

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
MARCH 2024 (FM09/FY24)**

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

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
APRIL 2024 (FM10/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b>	<b>2</b> Generate Pre-Expire Warrant Report	<b>3</b>	<b>4</b>	<b>5</b> Financial Table Archive Weekly Report Run	<b>6</b> SFMA Closed Financial Archive Verification
<b>7</b>	<b>8</b> SFMA Closed Financial Archive Verification – Open TBD No Expedite Cycle	<b>9</b> SFMS/SARS Joint Training Mar 24 CA Proof 1 Run Mar 24 WDPR Close R2	<b>10</b> Mar 24 WDPR Load SFMA	<b>11</b> Print Corrected 1099Misc Print Corrected 1099NEC Mar 24 CA Proof 2 Run Mar 24 WDPR Post R2	<b>12</b> Mar 24 CA Post Run Weekly Report Run	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> EOM Close Mar 24 Weekly Report Run	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Final Date for Agencies to Send Requests for Corrected 1099- MISC/NEC Forms DAFJ620-Close Dates for Eligible Docs prior to INAE	<b>25</b> Print Corrected 1099Misc Print Corrected 1099NEC Apr 24 WDPR Close R1	<b>26</b> Apr 24 WDPR Load Weekly Report Run	<b>27</b>
<b>28</b> INAE Jan 24	<b>29</b> File Corrected 1099-MISC File Corrected 1099-NEC Apr 24 WDPR Post R1	<b>30</b>				

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
MAY 2024 (FM11/FY24)**

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. Apr 24 CA Proof 1 Run	8	9 Apr 24 CA Proof 2 Run Apr 24 WDPR Close R2	10 Apr 24 CA Post Run Apr 24 WDPR Load SFMA Weekly Report Run	11
12	13 Apr 24 WDPR Post R2	14 Vendor Table Purge	15 DAFJ620-Close Dates for Eligible Docs prior to INAE	16	17 EOM Close Apr 24 Weekly Report Run	18
19 INAE Feb 24	20	21	22 Run DAFJA20 - Profile Archive	23	24 May 24 WDPR Close R1 Weekly Report Run	25
26	27 Memorial Day Holiday 	28 May 24 WDPR Load SFMA	29 May 24 WDPR Post R1	30 Payment Info Ctr Website Purge	31 Weekly Report Run	

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
JUNE 2024 (FM12/FY24)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 May 24 CA Proof 1 Run	5	6 May 24 CA Proof 2 Run	7 May 24 CA Post Run Weekly Report Run	8
9	10 May 24 WDPR Close R2	11 May 24 WDPR Load SFMA	12 May 24 WDPR Post R2	13	14 <b>EOM Close May 24</b> Weekly Report Run	15
16	17	18 DAFJ620-Close Dates for Eligible Docs prior to INAE	19 <b>Juneteenth Holiday</b> 	20	21 Weekly Report Run	22
23 INAE Mar 24	24	25 June 24 WDPR Close R1	26 June 24 WDPR Load SFMA	27 June 24 WDPR Post R1	28 <b>Year End Rollover</b> Weekly Report Run  <b>FY24 ENDS</b>	29 <b>SFMA Closed</b> <b>Year-End Rollover</b> <b>Verification – Open</b> <b>TBD</b>
30						

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
JULY 2024 (FM01/FY25)**

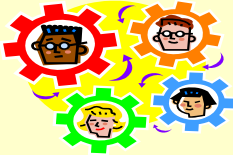
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  <b>FY25 BEGINS</b>	2	3	4 <b>Independence Day</b> 	5 Weekly Report Run	6
7	8	9 June 24 CA Proof 1 Run June 24 WDPR Close R2	10 June 24 WDPR Load SFMA	11 June 24 CA Proof 2 Run June 24 WDPR Post R2	12 June 24 CA Post Run Weekly Report Run	13
14	15 <b>Run Warrant Expiration Programs:</b> Print Final DAFRXRR3 Reports	16	17	18	19 <b>EOM Close June 24 (Mo12)</b> Weekly Report Run	20
21	22	23 ACFR Weekly Report Run	24 DAFJ620-Close Dates for Eligible Docs prior to INAE	25 <b>Receipt Table Archive</b>	26 July 24 WDPR Close R1 Weekly Report Run	27
28 INAE Apr 24	29 July 24 WDPR Load SFMA	30 ACFR Weekly Report Run July 24 WDPR Post R1	31			

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
AUGUST 2024 (FM02/FY25)**

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> ACFR Weekly Report Run	<b>7</b>	<b>8</b>	<b>9</b> Mo13 – Soft Close July 24 WDPR Close R2 Weekly Report Run	<b>10</b>
<b>11</b>	<b>12</b> July 24 WDPR Load SFMA	<b>13</b> July 24 WDPR Post R2 ACFR Weekly Report Run	<b>14</b>	<b>15</b>	<b>16</b> EOM Close 13/24 Weekly Report Run	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> DAFJ620-Close Dates for Eligible Docs prior to INAE	<b>22</b>	<b>23</b> Weekly Report Run	<b>24</b>
<b>25</b> INAE May 24	<b>26</b> Aug 24 WDPR Close R1	<b>27</b> July 24 CA Proof 1 Run Aug 24 WDPR Load SFMA	<b>28</b> Aug 24 WDPR Post R1	<b>29</b> July 24 CA Proof 2 Run	<b>30</b> Year End Close Program July 24 CA Post Run Weekly Report Run	<b>31</b>



**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
SEPTEMBER 2024 (FM03/FY25)**

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

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
OCTOBER 2024 (FM04/FY25)**

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

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
NOVEMBER 2024 (FM05/FY25)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b> Weekly Report Run	<b>2</b>
<b>3</b> Daylight Saving Time Ends 	<b>4</b>	<b>5</b> SFMS User Group Meeting 9:00-11:00 am Oct 24 CA Proof 1 Run	<b>6</b>	<b>7</b> Oct 24 CA Proof2 Run	<b>8</b> Oct 24 CA Post Run Oct 24 WDPR Close R2 Weekly Report Run	<b>9</b>
<b>10</b>	<b>11</b> Veteran's Day 	<b>12</b> Oct 24 WDPR Load SFMA	<b>13</b> Oct 24 WDPR Post R2	<b>14</b>	<b>15</b> EOM Close Oct 24 Print DAFR7940 Print DAFRNE40 Weekly Report Run	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> DAFJ620-Close Dates for Eligible Docs prior to INAE	<b>21</b> Nov 24 WDPR Close R1	<b>22</b> Nov 24 WDPR Load SFMA Weekly Report Run	<b>23</b>
<b>24</b> INAE Aug 24	<b>25</b> Nov 24 WDPR Post R1	<b>26</b>	<b>27</b> Weekly Report Run	<b>28</b> Thanksgiving Day Holiday 	<b>29</b> State Employee Holiday NOT Bank Holiday	<b>30</b>

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
DECEMBER 2024 (FM06/FY25)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b> Cum Payment Purge 43M Purge 43N Purge	<b>3</b> <b>1099 Training</b> Nov24 CA Proof 1 Run	<b>4</b>	<b>5</b> Nov 24 CA Proof 2 Run	<b>6</b> Nov 24 CA Post Run Weekly Report Run	<b>7</b>
<b>8</b>	<b>9</b> Nov 24 WDPR Close R2	<b>10</b> Nov 24 WDPR Load SFMA	<b>11</b> Nov 24 WDPR Post R2	<b>12</b>	<b>13</b> EOM Close Nov 24 Weekly Report Run	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> DAFJ620-Close Dates for Eligible Docs prior to INAE	<b>19</b>	<b>20</b> Weekly Report Run	<b>21</b>
<b>22</b> INAE Sep 24	<b>23</b>	<b>24</b>	<b>25</b> <b>Christmas Day Holiday</b> 	<b>26</b> Dec 24 WDPR Close R1	<b>27</b> Dec 24 WDPR Load SFMA Weekly Report Run	<b>28</b>
<b>29</b>	<b>30</b> Dec 24 WDPR Post R1	<b>31</b> Print DAFR7940 Print DAFRNE40				

**SFMA CALENDAR YEAR 2024  
CLOSING SCHEDULES for AGENCIES  
JANUARY 2025 (FM07/FY25)**

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