




**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

JANUARY 2012 (FM07/FY12)

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

**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

FEBRUARY 2012(FM08/FY12)

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


**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

MARCH 2012(FM09/FY12)

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


**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

APRIL 2012(FM10/FY12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Mar 12 CA Proof 1 Run SFMS User Group Meeting @ Veteran's Dept Auditorium 9:00-11:00 Final Date for Agencies to Send Requests for Corrected 1099-MISC Forms	4 Print Corrected 1099-MISC Forms	5 Mar 12 CA Proof 2 Run Mar 12 OSPA Preliminary Cutoff	6 Mar 12 CA Post Run Weekly Report Run	7
8 	9 Mar 12 OSPA Cutoff	10 Mar 12 OSPA Load SFMA	11 Mar 12 OSPA Post	12 Run Expire Report	13 EOM Close Mar 12 EOM Report Run	14
15	16	17	18 Run DAFJ620	19	20 Weekly Report Run	21
22	23 Apr 12 OSPA Preliminary Cutoff	24	25 Apr 12 OSPA Cutoff	26 Apr 12 OSPA Load SFMA	27 Financial Table Archive DAFJA01,DAFJIAUL ADPICS 250 Report Run Apr 12 OSPA Post Weekly Report Run	28
29	30 SFMA Closed Financial Archive Verification					

**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

MAY 2012(FM11/FY12)

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


**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

JUNE 2012(FM12/FY12)

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

**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

JULY 2012(FM01/FY13)

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

**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

AUGUST 2012 (FM02/FY13)

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



**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

OCTOBER 2012 (FM04/FY13)

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


**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

NOVEMBER 2012 (FM05/FY13)

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



**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

DECEMBER 2012 (FM06/FY13)

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

**CALENDAR YEAR 2012
SFMA CLOSING SCHEDULES**

JANUARY 2013 (FM07/FY13)

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