




**CALENDAR YEAR 2010
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 OSPA Preliminary Cutoff Dec 09 CA Proof 2 Run	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 Run DAFJE099	20 Run DAFJ620	21	22 Jan 10 OSPA Preliminary Cutoff Weekly Report Run	23
24 INAE Oct 09 <hr/> 31	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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES
FEBRUARY 2010(FM08/FY10)**

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


**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

MARCH 2010(FM09/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Feb 10 CA Proof 1 Run	3	4 Feb 10 CA Proof 2 Run	5 Feb 10 CA Post Run Feb 10 OSPA Preliminary Cutoff Weekly Report Run	6
7	8	9 Print Corrected 1099- MISC Forms Feb 10 OSPA Cutoff Feb 10 OSPA Load SFMA	10 Feb 10 OSPA Post	11	12 EOM Close Feb 10 EOM Report Run	13
14  Daylight Saving Time Begins	15	16	17 Run DAFJ620	18 Weekly Report Run	19 STATEWIDE FURLOUGH DAY	20
21 INAE Dec 09	22	23	24 Mar 10 OSPA Preliminary Cutoff	25	26 Mar 10 OSPA Cutoff Weekly Report Run	27
28	29 Mar 10 OSPA Load SFMA	30 Mar 10 OSPA Post	31 ADPICS 250 Report Run			

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

APRIL 2010(FM10/FY10)

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

MAY 2010(FM11/FY10)

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

JUNE 2010(FM12/FY10)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 May 10 CA Proof 1 Run	2	3 May 10 CA Proof 2 Run	4 May 10 CA Post Run Weekly Report Run	5
6	7 May 10 OSPA Preliminary Cutoff	8	9 May 10 OSPA Cutoff	10 May 10 OSPA Load SFMA	11 Vendor Table Purge May 10 OSPA Post Weekly Report Run	12
13	14	15	16 Agency Month-End Report Run	17 Weekly Report Run	18 STATEWIDE FURLOUGH DAY	19
20	21 EOM Close May 10 EOM Report Run	22	23 Run DAFJ620 June 10 OSPA Preliminary Cutoff	24	25 Clean-up IT File Closed 6:00 am – 10:30 am June 10 OSPA Cutoff Weekly Report Run	29
27 INAE Mar 10	28 June 10 OSPA Load SFMA	29 June 10 OSPA Post	30 ADPICS 250 Report Run Run Year End Rollover Program END OF FY10			

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

JULY 2010(FM01/FY11)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 System Unavailable - SFMA Closed for DAFM353/356 Validation FY11 BEGINS	2 Weekly Report Run	3
4  July 4th Holiday	5  July 4th Holiday Observed	6 June 10 CA Proof 1 Run	7 June 10 OSPA Preliminary Cutoff	8 June 10 CA Proof 2 Run	9 June 10 CA Post Run June 10 OSPA Cutoff Weekly Report Run	10
11	12 June 10 OSPA Load SFMA	13 June 10 OSPA Post	14	15	16 EOM Close June 10 EOM Report Run	17
18	19	20 CAFR Report Run	21 Run DAFJ620	22 July 10 OSPA Preliminary Cutoff CAFR Report Run	23 Weekly Report Run	24
25 INAE Apr 10	26 July 10 OSPA Cutoff	27 July 10 OSPA Load SFMA CAFR Report Run	28 July 10 OSPA Post	29 CAFR Report Run	30 Doc Tracking Archive ADPICS 250 Report Run Weekly Report Run	31

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

AUGUST 2010 (FM02/FY11)

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


**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

SEPTEMBER 2010 (FM03/FY11)

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

OCTOBER 2010 (FM04/FY11)

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES**

NOVEMBER 2010 (FM05/FY11)

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES
DECEMBER 2010 (FM06/FY11)**

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

**CALENDAR YEAR 2010
SFMA CLOSING SCHEDULES
JANUARY 2011 (FM07/FY11)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 
2	3	4 Dec 10 CA Proof 1 Run	5	6 Dec 10 CA Proof 2 Run Dec 10 OSPA Preliminary Cutoff	7 Dec 10 CA Post Run Weekly Report Run	8
9	10 Dec 10 OSPA Cutoff	11 Dec 10 OSPA Load SFMA	12 Dec 10 OSPA Post	13	14 EOM Close Dec 10 Print Final DAFR7940 Report Populate 43M EOM Report Run	15
16	17 Martin Luther King Jr Holiday 	18 Run DAFJE099	19 Run DAFJ620	20	21 Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	22
23 INAE Oct 10	24 Final day for Agencies to submit 1099-MISC Changes Jan 10 OSPA Prel Cutoff	25 Print 1099-MISC	26 Jan 10 OSPA Cutoff	27 Jan 10 OSPA Load SFMA	28 Jan 10 OSPA Post Weekly Report Run	29
30	31 ADPICS 250 Report Run					