

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
January 2025 (FM07/FY25)

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

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
February 2025 (FM08/FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 SFMA User Group Meeting 9:00 am – 11:00 am Jan 25 CA Proof 1 Run	5	6 Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms Jan 25 CA Proof 2 Run	7 Jan 25 CA Post Run Weekly Report Run	8
9	10 Jan 25 WDPR Close	11 Vendor Training Jan 25 WDPR Load SFMA	12 Jan 25 WDPR Post R2	13	14 EOM Close Jan 25 Weekly Report Run	15
16	17 Presidents Day Holiday 	18	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20 Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms Pmt Control/Cancel Archive	21 Weekly Report Run	22
23 INAE Nov 24	24 File Corrected 1099-NEC Feb 25 WDPR Close	25 Feb 25 WDPR Load SFMA	26 Feb 25 WDPR Post R1	27	28 Weekly Report Run	

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
March 2025 (FM09/FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Feb 25 CA Proof 1 Run	5	6 Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms Feb 25 CA Proof 2 Run	7 Feb 25 CA Post Run Weekly Report Run	8
9 Daylight Saving Time Begins 	10 Feb 25 WDPR Close	11 Feb 25 WDPR Load SFMA	12 Feb 25 WDPR Post R2	13	14 EOM Close Feb 25 Weekly Report Run	15
16	17	18	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20 Print Adjusted 1099-MISC Forms Print Corrected 1099-NEC Forms	21 Weekly Report Run	22
23 INAE Dec 24	24 File 1099-MISC File Corrected 1099-NEC	25	26 Mar 25 WDPR Close	27 Mar 25 WDPR Load SFMA	28 Mar 25 WDPR Post R1 Weekly Report Run	29
30	31					

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
April 2025 (FM10/FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Generate Pre-Expire Warrant Report	3	4 Financial Table Archive Weekly Report Run	5 SFMA Closed Financial Archive Verification
6	7 SFMA Closed Financial Archive Verification – Open TBD No Expedite Cycle	8 Mar 25 CA Proof 1 Run	9 Profile Roll Mar 25 WDPR Close	10 Print Corrected 1099-MISC Forms Print Corrected 1099-NEC Forms Mar 25 CA Proof 2 Run Mar 25 WDPR Load SFMA	11 Mar 25 CA Post Run Mar 25 WDPR Post R2 Weekly Report Run	12
13	14	15	16	17	18 EOM Close Mar 25 Weekly Report Run	19
20	21	22 D23 Basic Training	23 Final Date for Agencies to Send Requests for Corrected 1099 MISC/NEC Forms DAFJ620-Close Dates for Eligible Docs prior to INAE	24 Print Corrected 1099-MISC Forms Print Corrected 1099-NEC Forms	25 File Corrected 1099-MISC File Corrected 1099-NEC Apr 25 WDPR Close Weekly Report Run	26
27 INAE Jan 25	28 Apr 25 WDPR Load SFMA	29 Apr 25 WDPR Post R1	30			

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
May 2025 (FM11/FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Weekly Report Run	3
4	5	6 SFMA User Group Meeting @ DAS West Training Rm/Hybrid 9:00 – 11:00 am Apr 25 CA Proof 1 Run	7	8 Apr 25 CA Proof 2 Run	9 Apr 25 CA Post Run Apr 25 WDPR Close Weekly Report Run	10
11	12 Apr 25 WDPR Load SFMA	13 Apr 25 WDPR Post R2	14 DAFJ620-Close Dates for Eligible Docs prior to INAE	15	16 EOM Close Apr 25 Weekly Report Run	17
18 INAE Feb 25	19	20 Vendor Purge	21 D23 Advanced Training	22	23 May 25 WDPR Close Weekly Report Run	24
25	26 Memorial Day Holiday 	27 May 25 WDPR Load SFMA	28 May 25 WDPR Post R1	29 Vendor Website Purge	30 Weekly Report Run	31

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
June 2025 (FM12/FY25)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 May 25 CA Proof 1 Run	4	5 May 25 CA Proof 2 Run	6 May 25 CA Post Run Weekly Report Run	7
8	9 May 25 WDPR Close	10 May 25 WDPR Load SFMA	11 May 25 WDPR Post R2	12	13 EOM Close May 25 Weekly Report Run	14
15	16	17	18 DAFJ620-Close Dates for Eligible Docs prior to INAE	19 Juneteenth Holiday 	20 Weekly Report Run	21
22 INAE Mar 25	23	24	25 June 25 WDPR Close	26 June 25 WDPR Load SFMA	27 June 25 WDPR Post R1 Weekly Report Run	28
29	30 Year End Rollover FY25 & AY25 ENDS					

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
July 2025 (FM01/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 SFMA Closed Year-End Rollover Verification – Open TBD FY26 & AY27 BEGINS	2	3 Weekly Report Run	4 Independence Day Holiday 	5
6	7	8 June 25 CA Proof 1 Run	9 June 25 WDPR Close	10 June 25 CA Proof 2 Run June 25 WDPR Load SFMA	11 June 25 CA Post Run June 25 WDPR Post R2 Weekly Report Run	12
13	14 Expiration Programs: Print Final DAFRXRR3 Report	15	16	17	18 EOM Close June 25 (Mo12) Weekly Report Run	19
20	21	22 ACFR Weekly Report Run	23 DAFJ620-Close Dates for Eligible Docs prior to INAE	24 Receipt Table Archive	25 Weekly Report Run	26
27 INAE Apr 25	28 July 25 WDPR Close	29 July 25 WDPR Load SFMA ACFR Weekly Report Run	30 July 25 WDPR Post R1	31		

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
August 2025 (FM02/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Weekly Report Run	2
3	4	5 ACFR Weekly Report Run	6	7	8 Mo 13 – Soft Close Weekly Report Run	9
10	11 July 25 WDPR Close	12 July 25 WDPR Load SFMA ACFR Weekly Report Run	13 July 25 WDPR Post R2	14	15 EOM Close 13/25 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 May 25	25 Aug 25 WDPR Close	26 July 25 CA Proof 1 Run Aug 25 WDPR Load SFMA	27 Aug 25 WDPR Post R1	28 July 25 CA Proof 2 Run	29 Year End Close Program July 25 CA Post Run Weekly Report Run	30
31						

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
September 2025 (FM03/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day Holiday 	2	3	4	5 EOM Close July 25 Weekly Report Run	6
7	8	9 Aug 25 CA Proof 1 Run Aug 25 WDPR Close	10 Aug 25 WDPR Load SFMA	11 Aug 25 CA Proof 2 Run Aug 25 WDPR Post R2	12 Aug 25 CA Post Run Weekly Report Run	13
14	15	16	17	18	19 EOM Close Aug 25 Weekly Report Run	20
21	22	23 T-Code Advanced Training	24 DAFJ620-Close Dates for Eligible Docs prior to INAE	25 Sept 25 WDPR Close	26 Sept 25 WDPR Load SFMA Weekly Report Run	27
28 INAE June 25	29 Sept 25 WDPR Post R1	30				

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
October 2025 (FM04/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Weekly Report Run	4
5	6	7 Sept CA Proof 1 Run	8	9 Sept 25 CA Proof 2 Run Sept 25 WDPR Close	10 Sept 25 CA Post Run Sept 25 WDPR Load SFMA Weekly Report Run	11
12	13 Columbus/Indigenous Peoples Day – Bank Holiday NOT State Holiday Sept 25 WDPR Post R2	14	15	16	17 EOM Close Sept 25 Print DAFR7940 Print DAFRNE40 Weekly Report Run	18
19	20	21 Foreign Vendor Training	22 DAFJ620-Close Dates for Eligible Docs prior to INAE	23	24 ACPT Region Refresh- Subject to Change Weekly Report Run	25
26 INAE 13/25 INAE July 25	27 Oct 25 WDPR Close	28 Oct 25 WDPR Load SFMA	29 Oct 25 WDPR Post R1	30	31 Halloween Weekly Report Run 	

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
November 2025 (FM05/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Daylight Saving Time Ends 	3	4 SFMA User Group Meeting 9:00-11:00 am Oct 25 CA Proof 1 Run	5	6 Oct 25 CA Proof 2 Run	7 Oct 25 CA Post Run Oct 25 WDPR Close Weekly Report Run	8
9	10 Oct 25 WDPR Load SFMA	11 Veteran's Day Holiday 	12 Oct 25 WDPR Post R2	13	14 EOM Close Oct 25 Print DAFR7940 Print DAFRNE40 Weekly Report Run	15
16	17	18	19 DAFJ620-Close Dates for Eligible Docs prior to INAE	20	21 Nov 25 WDPR Close Weekly Report Run	22
23 INAE Aug 25	24 Nov 25 WDPR Load SFMA	25 Nov 25 WDPR Post R1	26 Weekly Report Run	27 Thanksgiving Day Holiday 	28 State Employee Holiday NOT Bank Holiday	29
30						

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
December 2025 (FM06/FY26)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Cum Payment Purge 43M Purge 43N Purge	2 1099 Training	3	4	5 Weekly Report Run	6
7	8 Liquidate Enc/Pre Enc	9 Nov 25 CA Proof 1 Run Nov 25 WDPR Close	10 Nov 25 WDPR Load SFMA	11 Nov 25 CA Proof 2 Run Nov 25 WDPR Post R2	12 Nov 25 CA Post Run Weekly Report Run	13
14	15	16	17	18	19 EOM Close Nov 25 Weekly Report Run	20
21	22	23	24 DAFJ620-Close Dates for Eligible Docs prior to INAE	25 Christmas Day Holiday 	26 Dec 25 WDPR Close Weekly Report Run	27
28 INAE Sept 25	29 Dec 25 WDPR Load SFMA	30 Dec 25 WDPR Post R1	31 Biennium Close Print DAFR7940 Print DAFRNE40			

SFMA CALENDAR YEAR 2025
Closing Schedules for Agencies
January 2026 (FM07/FY26)

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