

The current schedule for **August** data is as follows:

- \* Levels D & E Reoccurring Entries will be processed after Endowment Earnings from Asset Accounting are posted.
- \* Monthly Employee Benefit (Level H) entries and FRRGRNT will post Thursday, 08/31/2017.
- \* All batch posting/processing for August needs to be completed by 5:00 PM on Thursday, 08/31/2017.
- \* Monthly Reoccurring Entries Levels P, A, B, F, G, T, X will be processed on Friday, 09/01/2017 & Tuesday, 09/05/2017.
- \* Desktop Finance Reports for August will be available on 09/06/2017.
- \* August report distribution emailed on 09/08/2017.

Please contact me if you have any questions or problems concerning the information above.

Thank you,  
Cindy Hickman  
Phone : 8-3204  
E-mail : **cmh3@lehigh.edu**