

The current schedule for **October** 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 Wednesday, 10/31/2018.
- * All batch posting/processing for October needs to be completed by 5:00 PM on Wednesday, 10/31/2018.
- * Monthly Reoccurring Entries Levels P, A, B, F, G, T, X will be processed on Thursday, 11/01/2018 & Friday, 11/02/2018.
- * Desktop Finance Reports for October will be available on 11/05/2018.
- * October report distribution emailed on 11/07/2018.

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**