

The current schedule for July 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 will post Friday, 07/31/2009.
- \* All batch posting/processing for July needs to be completed by 5:00 PM on Friday, 07/31/2009.
- \* Monthly Reoccurring Entries Levels A, FRRGRNT, B, F, G, T, X will be processed on Monday, 08/03/2009 & Tuesday, 08/04/2009.
- \* July Financial Reports run Tuesday evening, 08/04/2009.
- \* July report distribution – Wednesday & Thursday 08/05 & 08/06/2009.

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

Thank you,  
Cindy Hickman  
(8-3204) or ([cmh3@lehigh.edu](mailto:cmh3@lehigh.edu))