

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 will post Friday, 10/30/2009.

The upgrade for Banner 8 will take place beginning on Saturday, October 31, 2009 and will continue through Monday, November 2, 2009.

You will have Tuesday, November 3, 2009 to process data for the month of October.

- \* All batch posting/processing for October needs to be completed by 5:00 PM on **Tuesday, 11/03/2009**.
- \* Monthly Reoccurring Entries Levels A, FRRGRNT, B, F, G, T, X will be processed on Wednesday, 11/04/2009 & Thursday, 11/05/2009 (if necessary).
- \* October Financial Reports run Thursday or Friday evening, 11/05/2009 or 11/06/2009.
- \* October report distribution – Friday, Monday & Tuesday 11/06-09/2009.

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))