or staff with financial responsibilities, identify their resources based on the following questions:

- How are you reviewing the transactions posted to the General Ledger with no project segment (colloquially “Project Zero,” “Zero Project,” “Project 0000000”). How are you reviewing these transactions? Are they okay or do they always need to be corrected? How do you go about correcting them? This will be a time for fund managers to all share their best practices with each other.

At this week’s office hours, we’ll discuss transactions posted to the General Ledger with no project segment (colloquially “Project Zero,” “Zero Project,” “Project 0000000”). How are you reviewing these transactions? Are they okay or do they always need to be corrected? How do you go about correcting them? This will be a time for fund managers to all share their best practices with each other.

**Office Depot Name Change: ODP Business Solutions LLC**

Office Depot will officially change its name to ODP Business Solutions LLC. The Office Depot Panorama will show the name change in the PPM Budget Version History. The new report provides a summary and detailed information about a single project or task, with information from PPM, General Ledger, and UCPath.

The report includes:

- PPM Commitment details
- PPM Contract revenue details
- Payroll Projection details
- Office Exceptions Panorama
- Interlocation Transaction Blink Page

For more information, please refer to the **Business Analytics Hub**.

**Interlocation Transaction Blink Page**

The Interlocation Transaction Blink page will show a view of Interlocation Transfer of Funds (ILTF) transactions. The next step is to open the Office Hours to provide feedback to the Interoffice Financial Management team to correct the issues. The schools are working together to identify the root cause of the issue and develop a plan to mitigate the issue. You can reach out to the Interoffice Financial Management team for more information:

- ODP Business Solutions LLC items.
- reminder: always use the punchout search engine rather than the Oracle search bar when shopping for Office Depot items.
- Reminder: Ratifying the Office Depot Items (colloquially “ODP Business Solutions LLC Items”).

**Fiscal Year Close Preparations**

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are responsible for submitting, approving, and reconciling expenses. This course will be helpful for users who plan to submit expenses for reimbursement in late May or early June. You can download the course brochure for more information from the **Finance-related questions**.

**How to Process Interlocation Transfer of Funds KBA**

This course is designed to help the Budget & Finance community, including faculty, staff, and students, process Interlocation Transfer of Funds. The course will cover the process for submitting and processing Interlocation Transfer of Funds. The course will be delivered online at the following date and time:

- **Tuesday, April 26, 2022**
- **8:30am - 9:30am**
- **Thursday, April 28, 2022**
- **8:30am - 9:30am**
- **Friday, May 6, 2022**
- **9:00am - 11:00am**

The course includes instructions on how to use the Office Hours to submit Interlocation Transfer of Funds and how to process Interlocation Transfer of Funds in the Oracle General Ledger. The course also covers best practices for processing Interlocation Transfer of Funds. You can access the course at the following link:

- [Interoffice Financial Management](https://example.com/interoffice)

**Introduction to Oracle Procurement & Payables eCourse**

This course is designed to help the Budget & Finance community, including faculty, staff, and students, understand how to use Oracle Procurement & Payables. The course will cover the process for submitting and processing Interlocation Transfer of Funds. The course will be delivered online at the following date and time:

- **Tuesday, April 26, 2022**
- **8:30am - 9:30am**
- **Thursday, April 28, 2022**
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- [Oracle Procurement & Payables](https://example.com/procurement)

**Concur: Event and Expense Reimbursements**

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are responsible for submitting, approving, and reconciling expenses. This course will be helpful for users who plan to submit expenses for reimbursement in late May or early June. You can download the course brochure for more information from the **Finance-related questions**.

**Fiscal Year Close Preparations**

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are responsible for submitting, approving, and reconciling expenses. This course will be helpful for users who plan to submit expenses for reimbursement in late May or early June. You can download the course brochure for more information from the **Finance-related questions**.

**Office Hours**

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**Interoffice Financial Management**

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