

DEFAULT PROJECT QUICK START

Why are they important?

What are default projects?

They are designated OFC chartstrings that provide a place for undeliverable transactions to go. Every financial unit and UCPath department has one. Project Name: DFLT <financial unit code>

They act as a safety net and catch transactions that did not succeed with the given financial system controls. It provides another chance to get it right.

PREVENTION IS KEY



While there to help, it can take significant time and effort to correct something that ended up on the default. Your best bet is to prevent it in the first place!



LEARN

Learn what issues cause a transaction to hit the default. Examples include:

- No valid funding entry in effect at time of payroll
- Funding entry chartstring problems
 - Contracts & Grants fund but no project
 - Project but no task
 - Sponsored project but no funding source
- Earnings period end date is not between task start and end dates
- Payroll on tasks set up with function 780
- Did you know non-payroll can also hit the default? This can happen when the POETAF has expired or if customer does not provide a specific project.



LOOK

Routinely look at the [Funding Issues Report](#) that identifies pending issues that will result in items hitting the default.

Need a reminder? Be sure to sign up for Default Day notifications on the 2nd business day of each month. The mailing list includes fund managers and fiscal managers. To request updates, contact hmehranpoor@ucsd.edu or agabriel@ucsd.edu.



REDIRECT

Work together with your department and your PIs to correct the issues before the UCPath deadlines.

Positions Without Funding – add missing funding components.

Funding and Project End Dates – identify new funding source.

No Task or Allowable Funding Source – make corrections to related chartstring(s).



KEEP CALM AND RESOLVE YOUR DEFAULT

Despite our best efforts, default charges happen. When they do, departments must work to resolve them.

FIND THE ISSUE

- Run the [Default Project Payroll report](#). Use the Summary tabs to see patterns and the Detail tab to help find the issue.
- See the right Corrective Action on the Detail tab, and drill in for more details about what happened. Despite its name, the Default Project Payroll report has non-payroll transactions too!

RECTIFY THE TRANSACTION

- [Determine what corrective action to take.](#)
 - [How to Find the Payroll-Related PPM Transactions for an Oracle PPM Cost Transfer](#)
 - [Processing Cost Transfers](#)