

## Adding Org Key (Project) to Finance, Questica or Concur

CPC and ASI Org Keys are not automatically created in the State side Finance system (CFS) since they are not always used. If your Org Key needs to be used in CFS, Questica or Concur, please email [uar@calpoly.edu](mailto:uar@calpoly.edu) with the Subject Line: CHARTFIELD REQUEST. Include Org Key (Project) number and description. We will validate that the Org Key is open and active before entering it into CFS. Once entered in CFS, the system needs to refresh overnight before it can be used in CFS and Questica. It takes two business days to be available in Concur.

Org Keys on the State side are referred to as Projects and will begin with a Z for CPC, and Y for ASI.

Example: Org Key 89344 becomes Project Z89344 in CFS.

<b>89344</b>	CubeSat 2021 4/27-4/29/21		NUGENT, RYAN		A	Y	05	UNRES	7701	6839	300
<b>Start Dt.:</b>	10/23/2019	<b>End Dt.:</b>		<b>Short Descr:</b>	CubeSat 2021 4/2		<b>Budget CL:</b>				
<b>Misc1</b>	<b>Misc2</b>	<b>Misc3</b>	<b>Misc4</b>	<b>Misc5</b>	<b>Misc6</b>	<b>Misc7</b>	<b>Misc8</b>				
<b>Select1</b>	<b>Select2</b>	<b>Select3</b>	<b>Select4</b>	<b>Select5</b>	<b>Select6</b>	<b>Select7</b>	<b>Select8</b>				
300											

When an Org Key is used on the State side, the Fund must always be SL002, and the appropriate Program number added.

CPC Org Keys use R1000 and ASI Org Keys use R1001.

Examples of the complete chartfield string:

SL002-DeptID-Account-R1000-Z89344

SL002-DeptID-Account-R1001-Y15360