

## 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 Genae Jenkins ([gbrown06@calpoly.edu](mailto:gbrown06@calpoly.edu)) or Valerie Maijala ([vmajjala@calpoly.edu](mailto:vmajjala@calpoly.edu)) with the Org Key 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 for it 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>				
Misc1	Misc2	Misc3	Misc4	Misc5	Misc6	Misc7	Misc8				
Select1 300	Select2	Select3	Select4	Select5	Select6	Select7	Select8				