Request: How to add Corporation/Sponsored Program chartfield string to a Request
Adding a Chartfield String

- Concur automatically adds the traveler’s default chartfield string (CFS) to their Concur Request Header.
- If you will be traveling on corporation funds, a CFS should be added so that the Fund approvers for that CFS can review and approve prior to travel.

To Add Chartfield String:

1. **TYPE IN** each line. DO NOT scroll to find the Fund, Department, Program or Project. There are chartfield strings for multiple CSU campuses available.
2. Once you type in the Fund (SL002), you will see a list of chartfield strings that you have used before. You can select one of those and it will auto fill the Dept ID, Program and Project Codes for you.

3. OR if it is a new chartfield string, you will type in each line AND select from the dropdown (will be at the bottom of the list)

4. Once all fields are entered, hit CREATE to start adding expenses to your Request.