Changing the Grant/Non-Grant status and Oracle Alias fields in an Expense Report

All GW Expense (Concur) users are assigned a 6-digit default Oracle Alias which appears automatically in the Report Header of a new report. However, since all active EAS Aliases are selectable in iBuy Expense, users are able to select an alternate Grant or Non-Grant alias from the Oracle Alias drop-down menu. To facilitate quicker expense reporting, Concur retains the selections a user enters into the Grant/Non-Grant and Oracle Alias fields and lists the most recently used values in **bold**. That way, if you are entering multiple expense reports to the same alias, you will not need to search for the alias. Below are instructions on how to change to a different alias.

Always check if you are working with a (PTA) Grant or (GL) Non-Grant alias. To make a change in the Grant/Non-Grant field, select the drop-down menu and *wait* for the "Searching…" process to complete. After the two options appear at the bottom of the menu, click the one you need.

Once Grant or Non-Grant is selected, you will see that in the Oracle Alias field the most recently used Alias is given in **bold** at the top of the menu list. The **bold** list will grow as different aliases are used (5 - 10 max). If you want to use a different alias, *click* on the alias from the drop-down menu and it will populate in that field.

➔ If the alias you need does not appear in the Oracle Alias field, click the drop-down menu, select **Code**, then type in your Oracle Alias (Banner Index) number. Do Not Press the ENTER key. Wait for the data to populate in the drop-down menu, then *click on* your alias, which should appear at the bottom of the drop-down menu. Click the Save or Next button to continue with the report.

Use the Report Header if all of the expenses in the report go to the same grant

1. In the Grant/Non-Grant field, select the drop-down menu and *wait* for the "Searching..," process to complete. After the two options appear at the bottom of the menu, click the one you need.

2. Tab to the Oracle/Alias field and select the drop-down menu, click the Code radio button, and *wait* for the "Searching..." process to complete.

3. Enter the Banner Index number in the field, then *wait* for the full award line to appear at the bottom of the drop-down menu. Do Not press the Enter key.

4. Click on the award line to save it, then click the Next >> button to continue with the report

> **When the Banner number is not available, you can use the Award Number**
> Follow the above steps, but in the Oracle Alias field, type an *asterisk* * followed by the award number. Again, *wait* for the award line to appear before selecting it.

Use the Allocations screen within the report if you have expenses with differing aliases

1. In the expense report, go to the Details drop-down menu and choose Allocations

2. In the Expense list section, select each box that needs to be changed.

3. In the Allocations section, follow Steps 1–4 above. Each expense line with an added allocation will show:

Full Allocation: Indicates that the expense entry has been fully allocated.

Partial Allocation: Indicates that the expense entry has only been partially allocated.

If the alias is not given in the search list, please provide the PTA number or Award name to the iBuy Help Desk at ibuy@gwu.edu so we can verify if the alias is active.