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.

The drop-down arrow for the Grant/Non Grant and Oracle Alias fields shows search options by Text or Code.

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, click within that field and select the desired option from the drop-down menu.

Once Grant or Non-Grant is selected, go to the Oracle Alias field. You will see that the most recently used Alias is given at the top of the menu list. To choose an alias from this list, click on the alias to populate it in this field.
Alternately, a user can remove the existing alias number and type in the desired alias. The new alias number will appear in the drop-down menu. Click on the alias to populate it in this field. Click the Next or Save button to continue with the report.

NOTES

Use the Report Header if all of the expenses in the report go to the same grant or non-grant alias. Use the Allocations screen within the report if you have expenses with differing aliases. See these instructions on allocating expenses in a report.

When the Banner number is not available, you can use the Award Number. To do this, remove any entry that shows in the Oracle Alias field. Then click your mouse within that field. A drop-down appears with all PTA – Award numbers for the university. Select the one you need to enter it into the Alias field. Likewise, you can click in a blank Oracle Alias field to search for all Non-Grant university aliases.

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.