Creating Nicknames for iExpense Expense Reporting and Finance Center e-Forms

Within iExpense go to Preferences
- Under Expense Preferences
  - Click on My Allocations
    - Nicknames can be created for both PTAEO (Grants) and GL Accounts
    - Click "Add Another Row"
    - Enter an Allocation Name that makes since to you
    - Enter each segment of the PTAEO and GL Account
      - Note "Project Expenditure Organization" is the Organization Name, not Organization number

![Image of screenshot of iExpense interface showing Preferences and My Allocations options]