

# Creating Nicknames

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## 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 PTAE0 (Grants) and GL Accounts
    - Click "Add Another Row"
    - Enter an Allocation Name that makes sense to you
    - Enter each segment of the PTAE0 and GL Account
      - ◻ Note "Project Expenditure Organization" is the Organization Name, not Organization number

**Dartmouth Expense Reports**

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**Expenses Preferences: My Allocations**

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry. [Cancel](#) [Revert](#) [Save](#) [Apply](#)

**My Project Allocation Sets**

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
No results found.								
<a href="#">Add Another Row</a>								

**My Account Allocation Sets**

Line	Allocation Name	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	Split Criteria	Duplicate	Remove
No results found.									
<a href="#">Add Another Row</a>									

[Cancel](#) [Revert](#) [Save](#) [Apply](#)

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