TRIRIGA TRAINING Accounts (GSL) Override

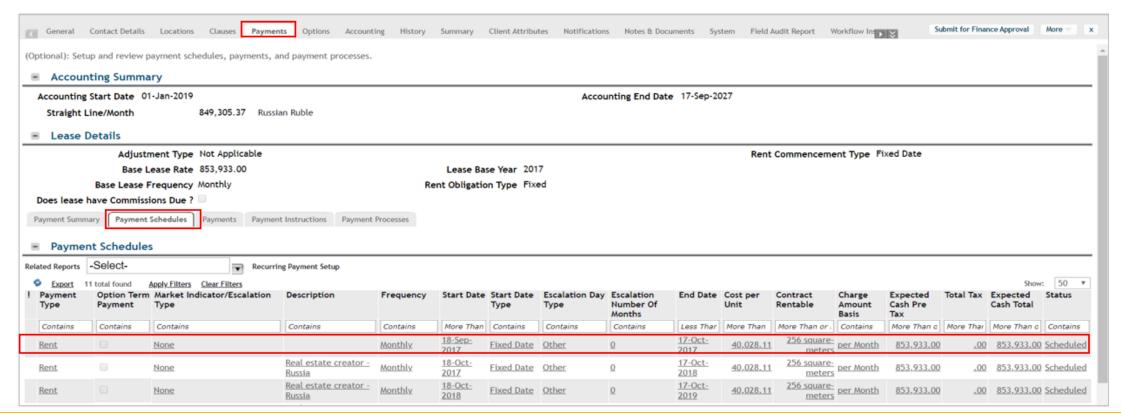
Revise Expense or Owned contract with "Accounts Override" Revision Type



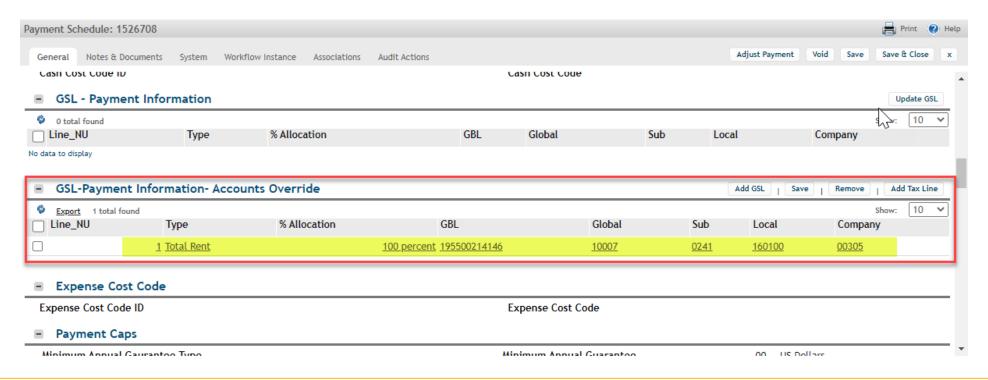
- 1. Open the Active Lease Record in TRIRIGA
- 2. Revise the Lease using Accounting Revise and Select Change Type as "Data Revise"
- 3. Select the Revision Type as "Accounts Override"
- 4. Hit "Continue" to Send the Lease to "Revision Accounting in Review" state

Payment Schedule Level

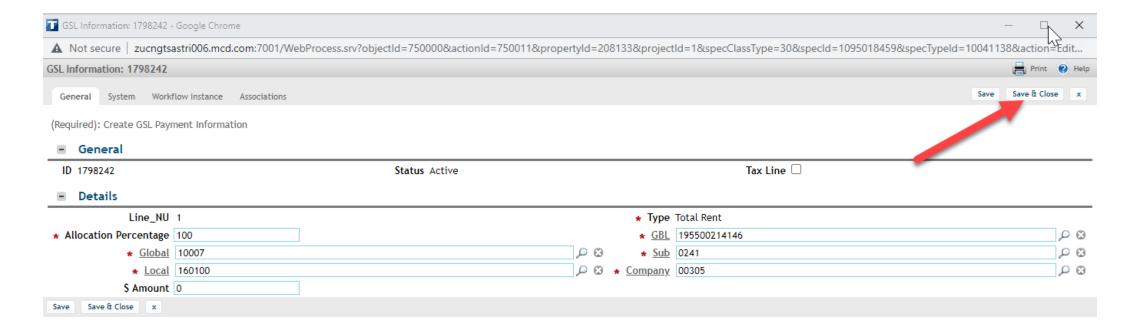
Payment Schedule Level: Navigate to Payment Schedule that needs GSL update(s) For PLI Level Updates, please see Slide 11



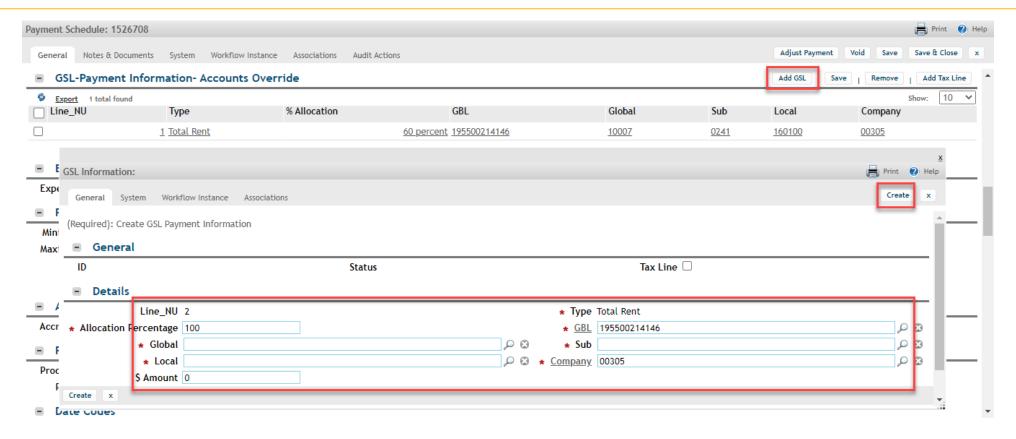
- 5. On the Payments Tab, click on "Payment Schedules" sub tab
- 6. Identify the Payment Schedule and open the record to update the "GSL Payment Information" table



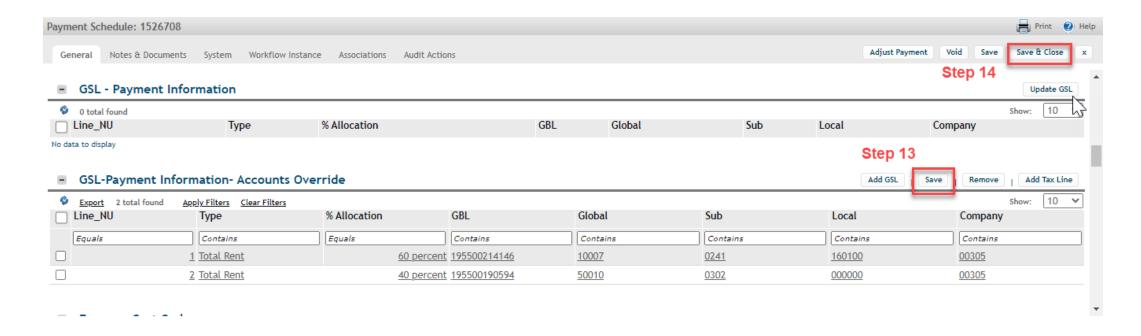
- 7. Click on "**Update GSL**", to add a "**GSL-Payment Information-Accounts Override**" section below "GSL Payment Information"
- 8. Update the Allocation %, GBL, SGL values by clicking on the record



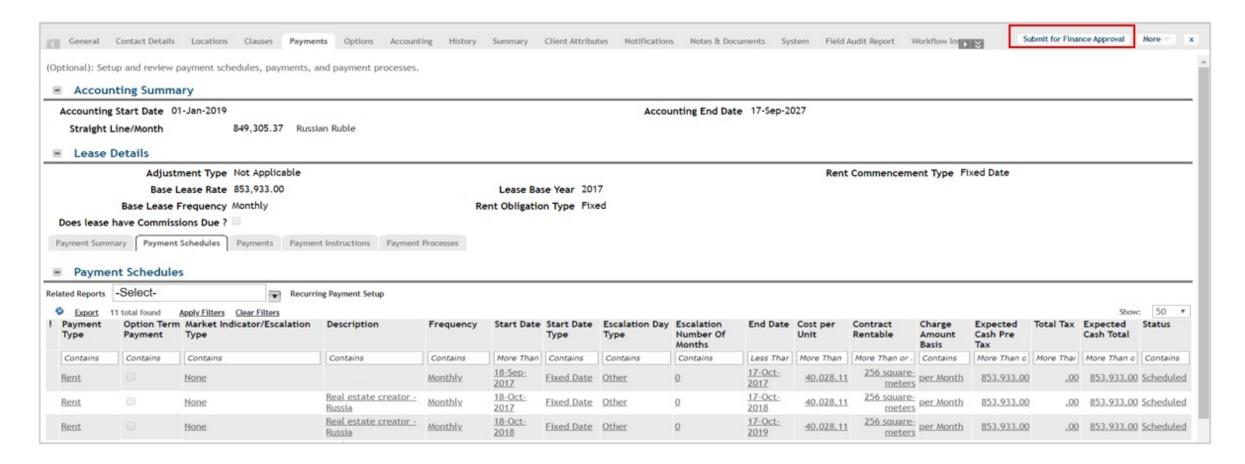
- 9. Populate/confirm the Allocation Percentage GBL, GSL values, Company Code
- 10. Click "Save & Close"



- 11. Click "Add GSL" to add an additional row if there is a GBL and/or GSL split. Populate/confirm the Allocation Percentage GBL, GSL values, Company Code
- 12. Click "Create"



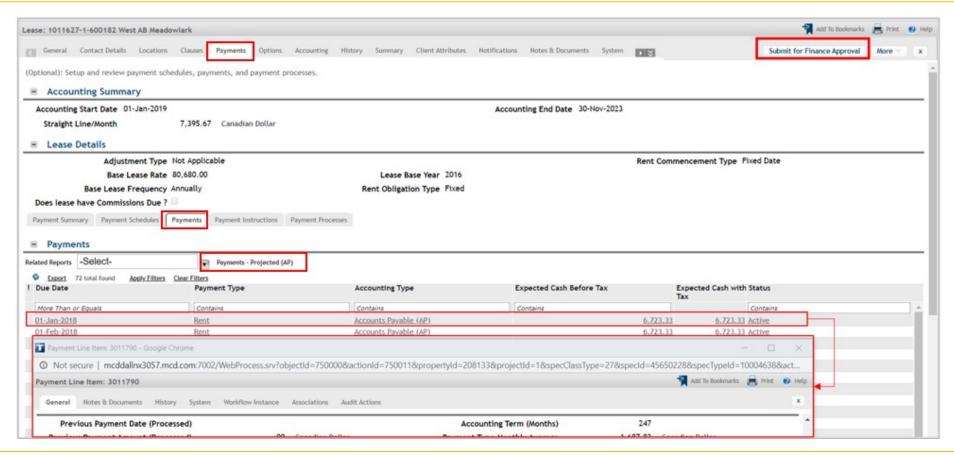
- 13. Important: Once changes are complete, click "Save" on the "GSL-Payment Information-Accounts Override" section
- 14. Click "Save & Close" on the Payment Schedule form
- 15. Repeat steps 1-14 for any additional Payment Schedules, if needed
- 16. Once all Accounts Override changes are made, click "Submit for Finance Approval" on the lease



17. Submit Lease for Finance Approval

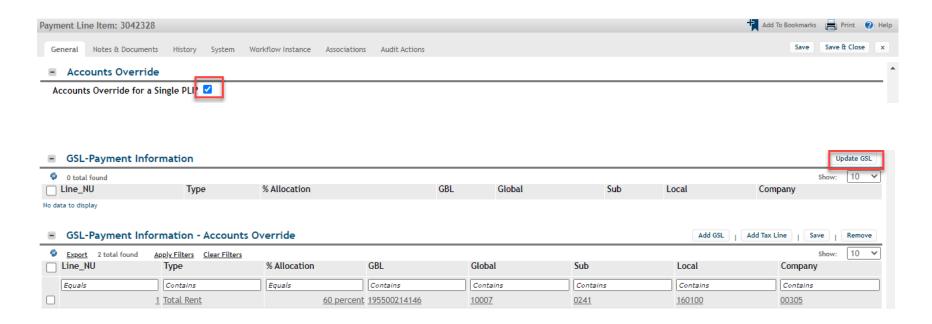
Payment Line Item Level

Payment Line Item Level: Navigate to Payment Line Item(s) that need(s) GSL update(s)



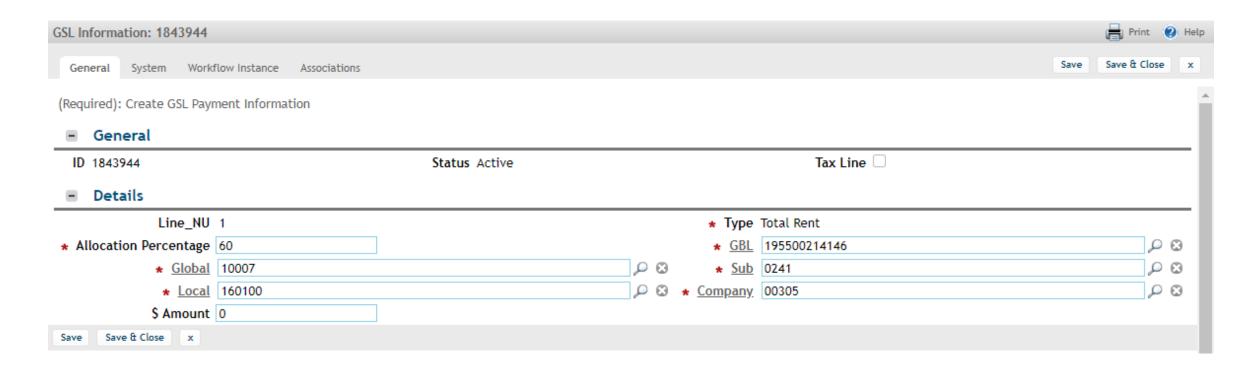
- 5. On the Payments Tab, click on "Payments" sub tab
- 6. Scroll down to find the PLI and click on the PLI row to open the PLI form

Payment Line Item Level: Navigate to Payment Line Item(s) that need(s) GSL update(s)



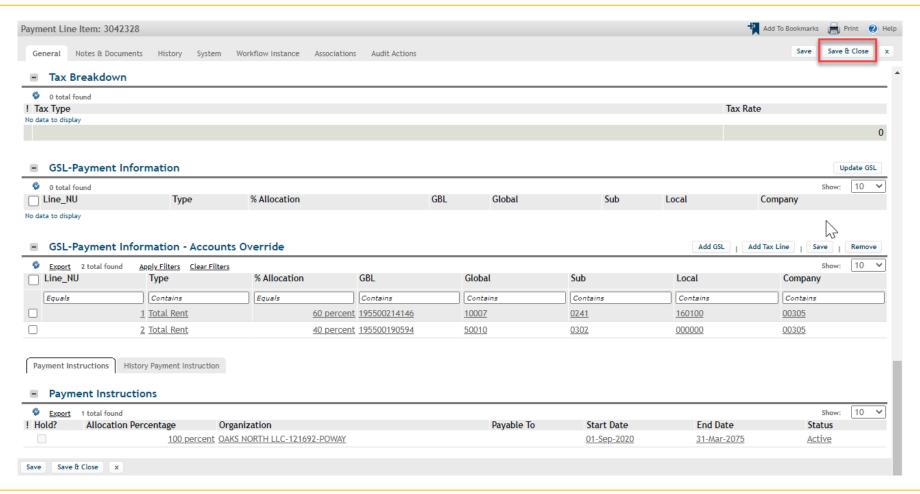
- 5. Within the PLI form , place a checkmark on the "Accounts Override for a Single PLI?" field. The "Update GSL" button will appear in the "GSL-Payment Information" section
- Click on "Update GSL", then click on and update the record(s) in the "GSL-Payment Information Accounts Override" section
- 7. Click "Add GSL" if additional GBL and/or GSL splits are needed

Payment Line Item Level: Navigate to Payment Line Item(s) that need(s) GSL update(s)

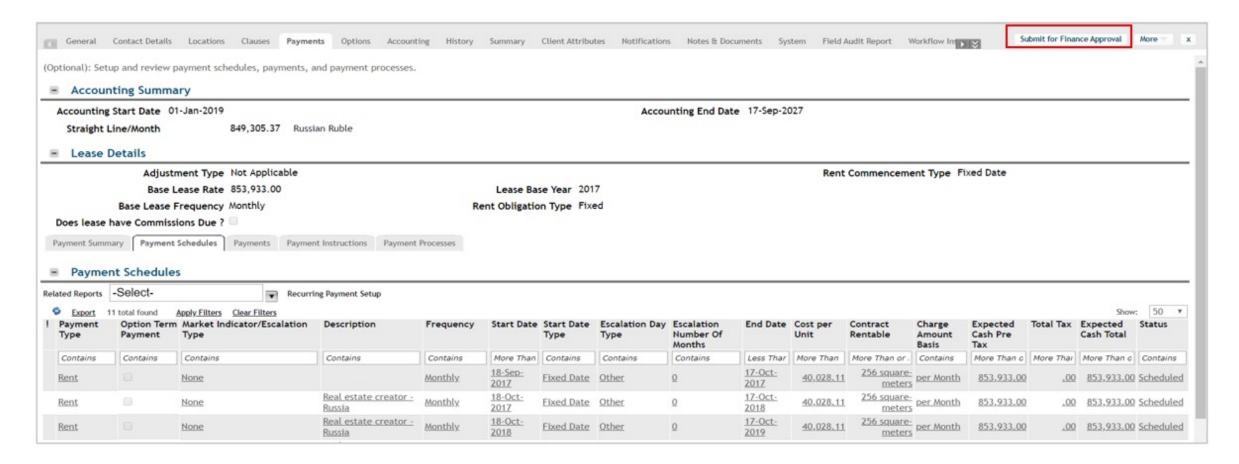


- 8. Populate/confirm the Allocation Percentage GBL, GSL values, Company Code
- 9. Click "Save & Close"

Payment Line Item Level: Navigate to Payment Line Item(s) that need(s) GSL update(s)



10. Click "Save & Close"



11. Submit Lease for Finance Approval