



# Pegasys Quick Reference Guide

## Change a Regularly Scheduled Lease Payment

1. Select **Reference** → **Document** → **Lease Profiles** from the Pegasys menu bar.

**Figure 1: Search-Lease Profile**

Search - Lease Profile

Search Criteria

Code

Name

Short Name

Status

Security Org

Effective Dates

From Date

To Date

Search Clear

No results

Code	Name	Short Name	Status	Start Date	End Date	Security Org
No results						

Open New Delete

10 per page Page 1 of 1

Go to top of page

2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **lease profile** for the one-time payment.
5. Select **Open**.
  - a. The Lease info page will display.

**Figure 2: Lease Info Page**

Pegasys / Reference / Document / Lease Profiles / Lease Info

Lease Info Document Chains

General

\* Code 1B3G70016

\* Name ABC Co - TEST

Short Name LTedder

Status Inactive

\* Security Org PBS

\* Creation Details Neither

Succeeded/Superseded Lease

Succeeded/Superseded By

Modification Date 10/09/2013

Last Modified By allroles156

Effective Dates

From Date 08/27/2013

To Date 08/27/2013

Description

Description TEST - Recurring Consolidation

Go to top of page

Save



# Pegasis Quick Reference Guide

6. Select the **Document Chains** tab.

**Figure 3: Document Chains Tab**

Pegasis / Reference / Document / Lease Profiles / Lease Info: 183G70016 / Document Chains

Lease Info | Document Chains

Document Chain | Vendors | Amounts | Document Templates | Suspend Schedules | Unsuspend Schedules

1 - 1 of 1 results

Document Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Inactive	False	True	Header Accounting

Add Copy Remove

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Go to top of page

7. Select the appropriate **Document Chain** for the payment change.
8. Select the **Document Templates** link.
9. Choose the appropriate document template.
10. Select the **Schedules** link.
  - a. The Schedules page will display.

**Figure 4: Schedules Page**

Pegasis / Reference / Document / Lease Profiles / Lease Info: / Document Chains: 1 / Document Templates: 11 / Schedules

Lease Info | Document Chains

Document Chain | Vendors | Amounts | Document Templates | Suspend Schedules | Unsuspend Schedules

Document Template | Frequencies | Schedules

Schedule

1 - 10 of 12 results

Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
<input type="checkbox"/> 01/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 02/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 03/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 04/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 05/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 06/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 07/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 08/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 09/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="checkbox"/> 10/12/2013	\$0.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False

Reset Periods Reset Line Add Copy Remove

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Save

11. Select the appropriate line, and select the **Schedule** link.
12. Enter the new amount in the **Amount** field.
13. Enter a **Justification**.
14. Select **Save** to save the changes to the schedule.
15. Select **Save** to update the lease profile.