



Pegasys Quick Reference Guide

Entering a Vendor Change for a Lease

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

No results

Code	Name	Short Name	Status	Start Date	End Date	Security Org
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10 per page << < Page 1 of 1 > >>

2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **lease profile** for the vendor change.
5. Select **Open**.
 - a. The Lease Info page will display.



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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Succeeded/Superseded Lease:

Succeeded/Superseded By: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

6. Select the **Document Chains** tab.
7. Select the appropriate **Document Chain**.
8. Select the **Vendors** link.
 - a. The Vendors page will display.

Figure 3: Vendors Page

Pegasys / Reference / Document / Lease Profiles / Lease Info: 1B3G70016 / Document Chains: 1 / Vendors

Lease Info | Document Chains

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

Vendor

1 - 1 of 1 results

Change Effective Date	Vendor	Vendor Address	Remit To Address	Designated Agent	Designated Agent Address
08/27/2013	521525622	00004	00004		

[Add](#) [Copy](#) [Remove](#)

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9. Select **Add**.
10. Enter the new **Change Effective Date**.



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Figure 4: Add New Vendor

Pegasys / Reference / Document / Lease Profiles / Lease Info: 1B3G70016 / Document Chains: 1 / Vendors: **Vendor**

Lease Info | Document Chains

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

Vendor

Item: 1 2 Item 2 of 2

[Expand All](#) [Collapse All](#)

General

* Change Effective Date

Currency

Vendor Information

Vendor

Vendor [More](#)

Address Name

Remit To Address [More](#)

Designated Agent

Vendor [More](#) [Default](#)

[More](#)

Address Name

[Save](#)

11. Enter the **Vendor Code** in the **Vendor Information** group box.
12. Enter the **Address Code** in the **Remit To Address** field.
13. Enter the **Vendor Code** in the **Designated Agent** field, if necessary.
14. Select the **Document Template** tab.

Figure 5: Document Template Tab

Pegasys / Reference / Document / Lease Profiles / Lease Info: 1B3G70016 / Document Chains: 1 / **Document Templates**

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

1 - 2 of 2 results [Print](#) [Refresh](#) [Close](#) [Close](#)

	Record Number	Document Type	Final Last Reference	Referenced Record Number
<input type="radio"/>	1	RO	False	0
<input checked="" type="radio"/>	1	LP	False	0

[Add](#) [Copy](#) [Remove](#) 10 per page << Page 1 of 1 >>

15. Select the **LP** payment document template record.
16. Select the **Schedules** tab to review the schedules for the change made.
 - a. The Schedules page will display.
17. Select **Save**.