



Pegasys Quick Reference Guide

Create a Lease Commitment Document Template

1. Open the **Lease Profile** by selecting **Reference** → **Document** → **Lease Profiles** on the Pegasys menu bar.
2. Enter the lease code in the **Code** field.

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
------	------	------------	--------	------------	----------	--------------

10 per page | Page 1 of 1

3. Select **Search**.
4. Select the lease profile.
5. Select **Open**.
 - a. The Lease info page will display.



Pegasys Quick Reference Guide

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Succeeded/Superseded Lease: ☆

Succeeded/Superseded By: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 **Document Templates** tab, and the Document Templates Page will display.

Figure 3: Document Templates Page

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

1 - 2 of 2 results

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

Add | Copy | Remove

10 per page | Page 1 of 1

[Go to top of page](#)

9. Select **Add**, and a new Document Template page will display.



Pegasys Quick Reference Guide

Figure 4: New Document Template Page

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

Lease Info | Document Chains

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

Document Template | **Frequencies** | Schedules

Item: 1 2 3 Item 3 of 3

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

General

* Document Type [✪](#)

First Creation Date [📅](#)

Status: Active [▼](#)

[Template](#)

Copy Fwd From Template Record

Referenced Record Number

Final Last Reference

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay

Retroactive Payments Subject to Prompt Pay

Specific Periodic Payments Prompt Pay Type [✪](#)

Specific Retroactive Payments Prompt Pay Type [✪](#)

[Go to top of page](#)

[Save](#)

10. Enter **LO** in the **Document Type** field.

11. Enter the **First Creation Date**.

12. Select the **Frequencies** tab.

Figure 5: Frequencies Tab

Lease Info | Document Chains

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

Document Template | **Frequencies** | Schedules

Frequency

No results

Change Effective Date	Frequency	Frequency Interval (X)	Generation Day (Y)	Generation Type
-----------------------	-----------	------------------------	--------------------	-----------------

[Add](#) [Copy](#) [Remove](#) 10 per page [▼](#) [⏪](#) [⏩](#) Page 1 of 1 [⏪](#) [⏩](#)

[Go to top of page](#)

13. Select **Add**, and a new Frequency page will display.



Pegasys Quick Reference Guide

Figure 6: New Frequency Page

Pegasys / Reference / Document / Lease Profiles / Lease Info: / Document Chains: 1 / Document Templates: 2 / Frequencies: / **Frequency**

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

Frequency

— General

* Change Effective Date

* Frequency

Frequency Interval (X)

Generation Day (Y)

* Generation Type

[Go to top of page](#)

Save

14. Enter the **Change Effective Date**.
15. Select **Government Fiscal Quarterly** from the **Frequency** drop-down list.
16. Select **Forward** from the **Generation Type** drop-down list.
17. Select the **Vendors** tab.
18. Select **Add**, and a new Vendor page will display.



Pegasys Quick Reference Guide

Figure 7: New Vendor

19. Enter the **Vendor Code** in the **Vendor Information** group box.
20. Enter the **Address Code** in the **Remit To Address** field.
21. Enter the **Vendor Code** in the **Designated Agent** field, if necessary.
22. Select the **LO Document Type**, and then select the **Document Templates** link.

Figure 8: LO Document Template

23. Select **Template**, and the New Request page will be displayed.



Pegasys Quick Reference Guide

Figure 9: New Request

New Request

Document Type

Document Number Format Prefix ☆

Document Number Format Team ☆

Security Org ☆

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

[Go to top of page](#)

24. Select **Finish**, and the Lease Purchase Request Header page will be displayed.



Pegasys Quick Reference Guide

Figure 10: Lease Purchase Request Header Page

Header Office Addresses Credit Cards Suggested Vendors Header Accounting Lines Itemized Lines ...

General

Document Type	LO	Lease Purchase Request	Orig Request Date	
Status	RECURRING		Request Date	
Document Number	1B3G70016-1-3		Accounting Period	
Number Description			Reporting Accounting Period	
Title			Batch Number	
Authorized By			Document Classification	
Agency DUNS Number			Security Org	GSA
Agency DUNS+4				<input type="checkbox"/> Suppress Printing

Vendor Information

Vendor

Vendor 521525622 ☆ 00004 ☆ **More**

Address Name WW CONTRACTORS, INCORPORATI

Verify Refresh **Fund Currency** **Add Shortcut** Attachments **Save Template** ...

25. In the Contracts section, enter the **Lease Code** in the **Contracts Number** field.

Figure 11: Contracts Section

Contracts

Contracts Number		View Contract / Blanket Agreement
Blanket Agreement Number		Default Contract / Blanket Agreement To Lines
Delivery Order Number		Suggested Preference Program
Schedule Number		Suggested Type Of Contracts
Start Date		Min Guarantee Award Quantity %
End Date		Min Guarantee Award Quantity
Procurement Plan Number		Max Ceiling Award Quantity
Type of Action		Min Guarantee Award Amount %
Priority		Min Guarantee Award Amount
Priority Rating		Minimum Quantity
<input type="checkbox"/> Update Blanket Agreement		Maximum Quantity
Primary NAICS		Minimum Amount
Estimated Contract Value Amount	\$0.00	Maximum Amount

26. Select the **Header Accounting Lines** tab.

27. Select **Add** to add the accounting line to the Commitment form.



Pegasys Quick Reference Guide

Figure 12: Header Accounting Lines Page

Header Accounting Lines

No results

Line Number	Amount	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	S
Total Header Funded Amou													

References... Add Copy Remove 10 per page Page 1 of 1

28. Select an accounting template for the accounting line.

Add accounting elements that are required but not populated by the accounting dimension template, including activity, SOC, Lease #, and Bldg #.

29. Select **Verify**.

30. Select **Save Template**.

31. Select **Close Template** to return to the Lease Profile.