



Pegasys Quick Reference Guide

Create a Lease Payment 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
------	------	------------	--------	------------	----------	--------------

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3. Select **Search**.
4. Select the lease profile.
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Succeeded/Superseded Lease: ☆

Succeeded/Superseded By: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

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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 - 1 of 1 results

Record Number	Document Type	Final Last Reference	Referenced Record Number
1	RO	False	0

Add | Copy | Remove

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



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Figure 4: New Document Template Page

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

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

NOTE: The Periodic Payments Subject to Prompt Pay and Retroactive Payments Subject to Prompt Pay checkboxes will be selected by default. To use a specific prompt pay type, enter **LEASE** or **STD** (depending on the chain and type of payment) in the **Specific Periodic Payments Prompt Pay Type** and **Specific Retroactive Payments Prompt Pay Type** fields. If left blank, the default prompt pay type will be used.

12. Select the **Frequencies** tab, and the Frequencies page will display.

Figure 5: Frequencies Page

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



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Figure 6: New Frequency Page

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 **Every Yth Day of Month** from the **Frequency** drop-down list.
16. Select **01** from the **Generation Day** drop-down list.
17. Select **Arrears** from the **Generation Type** drop-down list.



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Figure 7: New Frequency Page-Fields Populated

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

18. Select the **Document Template** link, and the Document Template page will be displayed.



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Figure 8: Document Template Page

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

Item: 1 2

— General

* Document Type LP ☆

First Creation Date 03/20/2018 📅

Status Active ▾

Template

Copy Fwd From Template Record

Referenced Record Number 0

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 ☆

Save

19. Enter the referenced record number from the commitment record entered in the **Referenced Record Number** field.
20. Check the **Final Last Reference** box.
21. Select **Template**, and the New Payment Authorization page will display.



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Figure 9: New Payment Authorization Page

New Payment Authorization

Document Type

Document Number Format Prefix ☆

Security Org ☆

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

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22. Select **Next**.
23. Select the **LO** document.
24. Select **Finish**.
25. Select the **Header Accounting Lines** tab, choose a line and select the **Header Accounting Line** link.



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Figure 10: Header Accounting Lines Page - Line Selected

Header Fixed Assets **Header Accounting Lines** Itemized Lines Approval Routing Memos ...

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 1 of 1 results

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund
1	\$1.00	Normal		\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	2018-P-07-192-P07250A1-PG61	2018		192X
Total Header Funded Amount				\$1.00								

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

Go to top of page

Verify Refresh Fund Currency Add Shortcut Attachments Save Template

26. Review the accounting template, and enter the **Lease Code** in the Invoice Number field.
27. Select **Verify**.
28. Select **Save Template**.
29. Select **Close Template** to return to the Lease Profile.

Modify Vendor/Amount on Existing Lease Profile

1. Open the Lease Profile by selecting **Reference** → **Document** → **Lease Profiles**.

Figure 11: 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
------	------	------------	--------	------------	----------	--------------

Open **New** Delete 10 per page Page 1 of 1

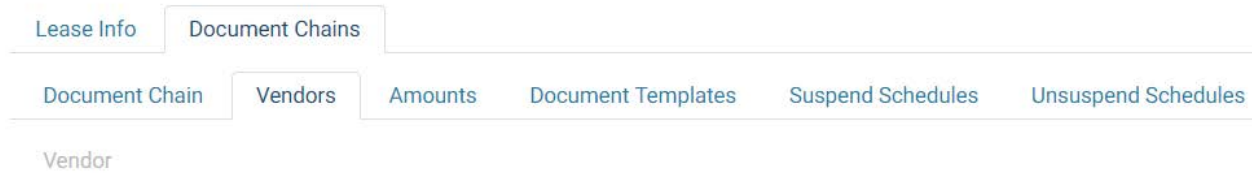
Go to top of page

2. Select the **Document Chains** tab.
3. Select a document chain.
4. If the vendor is changing, select the **Vendors** link. If the vendor is not changing, continue to step 10.



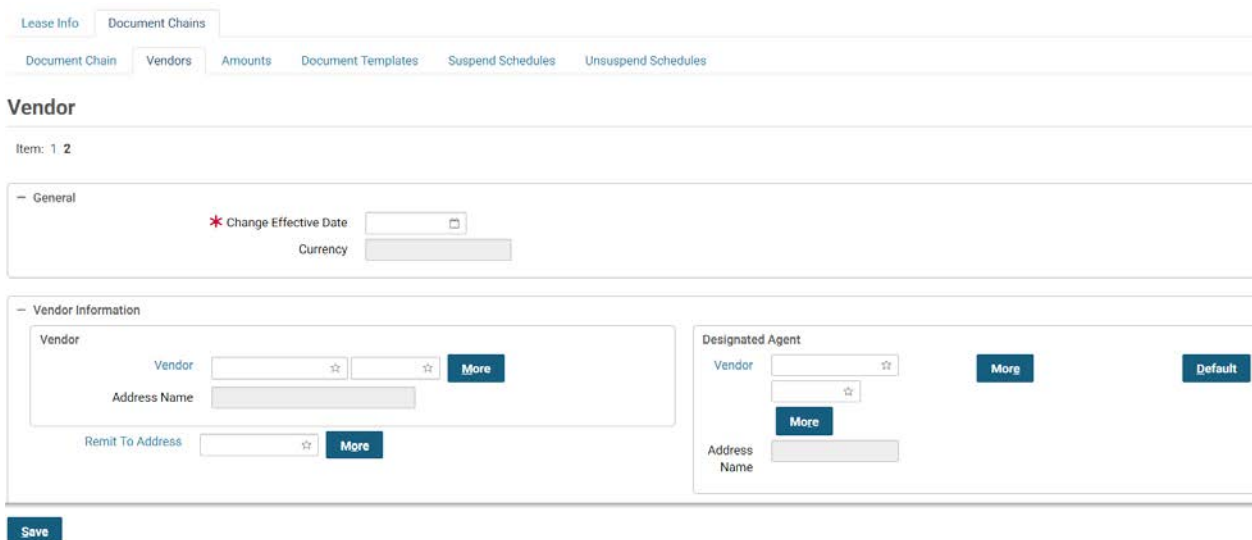
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Figure 32: Vendors Link



5. Select **Add** to add a new vendor, and the Vendors page will display.
6. Enter the **Change Effective Date** for a new vendor.
 - a. The effective date is used to determine when the new vendor will be paid instead of the old.
7. Enter the **vendor code** in the **Vendor Code** field.
8. Enter the **address code** in the **Remit To Address** field.
9. Enter the **vendor code** in the **Designated Agent** field, if necessary.

Figure 13: New Vendor Page



10. Select the **Amounts** link, and the Amounts page will display.



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Figure 14: Amounts Page

The screenshot displays the 'Amounts Page' in the Pegasys system. At the top, there are navigation tabs: 'Lease Info', 'Document Chains', 'Document Chain', 'Vendors', 'Amounts', 'Document Templates', 'Suspend Schedules', and 'Unsuspend Schedules'. Below the tabs, it shows '1 - 3 of 3 results'. A table lists the following data:

Change Effective Date	Amount	Amount Interval	Number of Years (X)
08/27/2013	\$1.00	Monthly	0
09/01/2013	\$0.00	Monthly	0
11/01/2013	\$1.00	Monthly	0

Below the table are buttons for 'Add', 'Copy', and 'Remove'. The 'Add' button is highlighted. To the right of the table, there is a '10 per page' dropdown and pagination controls showing 'Page 1 of 1'. Below the table is a form titled 'General' with the following fields:

- * Change Effective Date: [Text Input]
- * Amount: [Text Input]
- * Retroactive Document Options: Periodic Retroactive Documents (dropdown)
- Annual Amount: [Text Input]
- * Amount Interval: Annually (dropdown)
- Number of Years (X): [Text Input]

A 'Save' button is located at the bottom left of the form.

11. Select **Add** to add the amount information.
12. Enter the **Change Effective Date**.
 - a. The effective date is used to determine when the new amount will be paid instead of the old.
13. Enter the amount in the **Amount** field.
14. Select **Periodic Retroactive Documents** from the **Retroactive Document Options** drop-down list.
15. Select **Annually** from the **Amount Interval** drop-down list box.
16. Select **Save**.

Create a One-Time Payment Document Template to an Existing Vendor

1. Open the Lease Profile using an existing Lease Code.



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Figure 15: Lease Info Page

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

[Save](#)

2. Select the **Document Chains** tab.
3. Select **Add** to add a new document chain.
4. Follow the earlier steps found in this document to add an amount/vendor/document template.
5. When creating a document template, enter the appropriate payment document type in the **Document Type** field.
6. Enter the **First Creation Date**.
7. Select the **Frequencies** tab.
8. Select **Add**.

Figure 16: Frequencies Page

Lease Info | Document Chains

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

Document Template | **Frequencies** | Schedules

Frequency

1 - 1 of 1 results

Change Effective Date	Frequency	Frequency Interval (X)	Generation Day (Y)	Generation Type
<input type="checkbox"/> 08/27/2013	Every Yth Day of Month	0	01	Forward

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

10 per page | Page 1 of 1

[Go to top of page](#)

9. Select the **Change Effective Date** link.



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10. Select **One-Time** from the **Frequency** drop-down list box.
11. Confirm that the **Forward** option in the **Generation Type** drop-down list box is selected.
12. Select the **Document Template** link.
13. Select **Template**.
14. Select **Finish**.
 - a. The Header page of the Payment Form will display.
15. Review the **Vendor Information** fields to ensure that the appropriate vendor codes are displayed.

Figure 47: Payment Form Header Page

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

— General

Document Type Lease Purchase Request

Status

Document Number

Number Description

Title

Authorized By

Agency DUNS Number

Agency DUNS+4

Orig Request Date

Request Date

Accounting Period

Reporting Accounting Period

Batch Number

Document Classification

Security Org

Suppress Printing

— Vendor Information

Vendor

Vendor

Address Name

...

16. Select the **Header Accounting Lines** tab.
17. Select **Add** to add the new accounting line.



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Figure 18: Header Accounting Lines Page

18. In the Vendor Invoice Reference group box, enter the **Lease Code** in the **Invoice Number** field.
19. Enter or search for a template for the accounting line in the **Accounting Dimensions** box.

Figure 19: Accounting Dimensions

20. Select **Verify**.
21. Select **Save Template**.
22. Select **Close Template** to return to the Lease Profile.