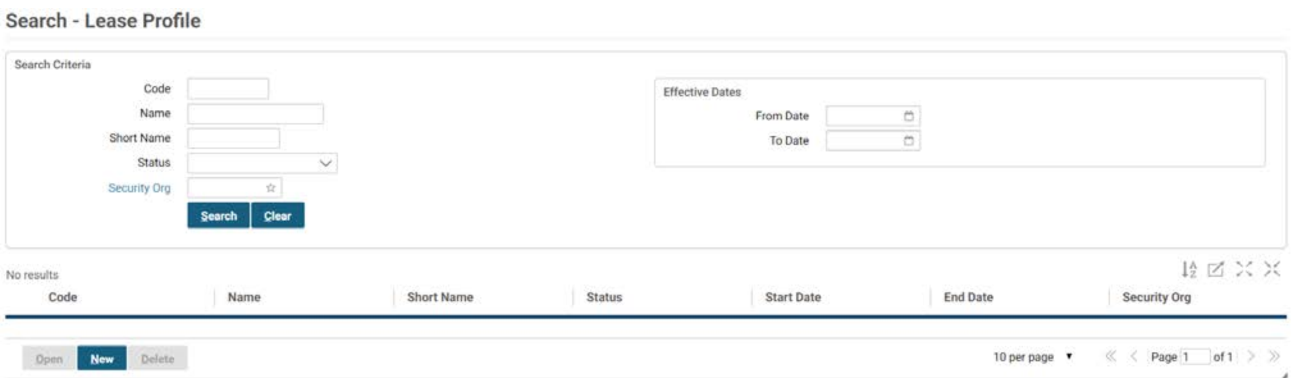
Pegasys Quick Reference Guide

Create a Lease Payment Document Template

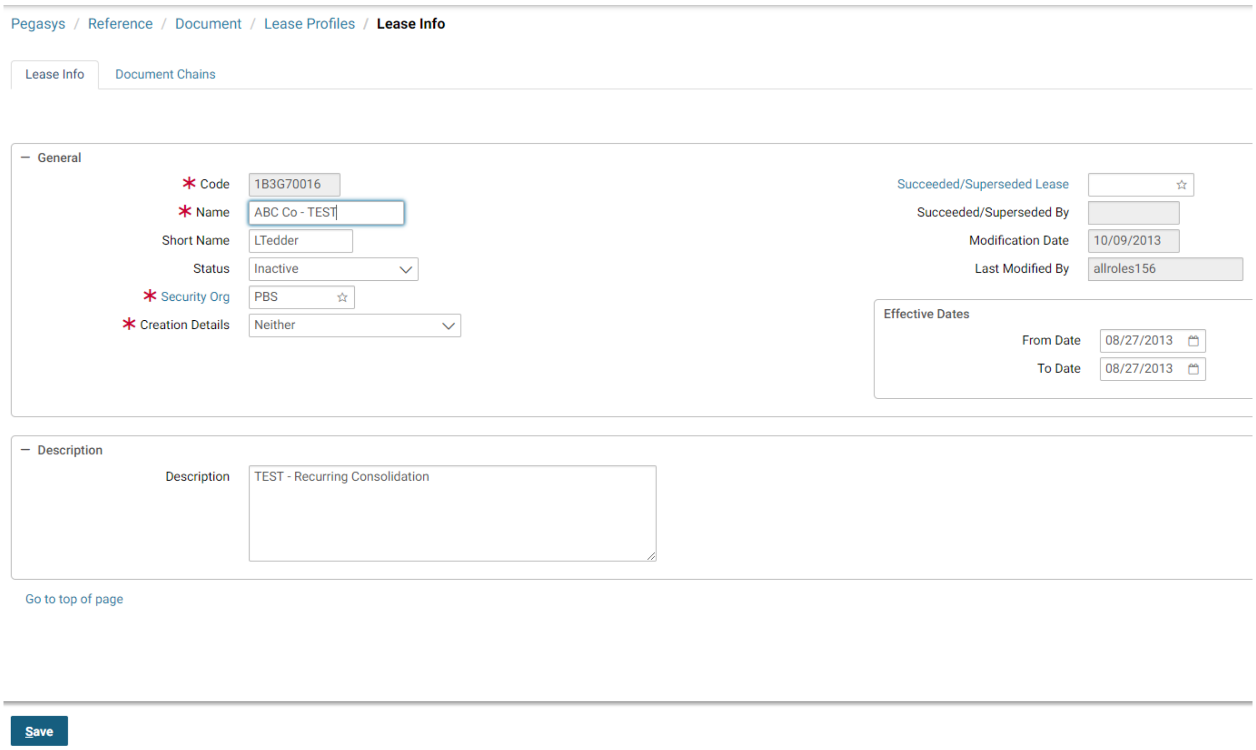
1. Open the **Lease Profile** by selecting **Reference → Document → Lease Profiles** on the Pegasys menu bar.
2. Enter the lease code in the **Code** field.

Figure 1: Search Lease Profile



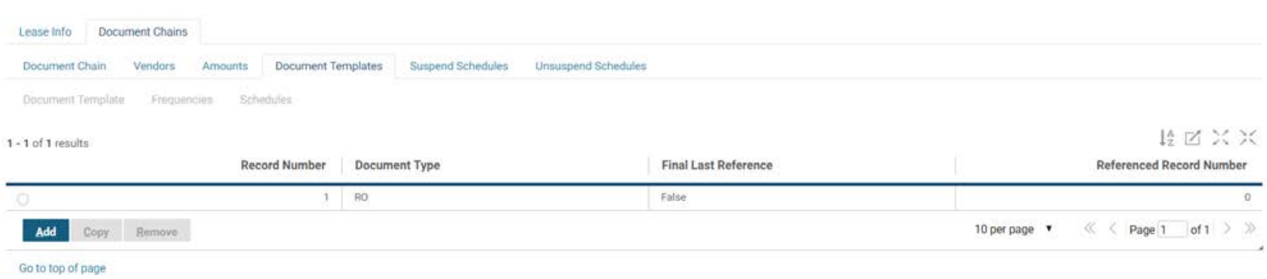
3. Select **Search**.
4. Select the lease profile.
5. Select **Open**.
    a. The Lease info page will display.

Figure 2: Lease Info Page



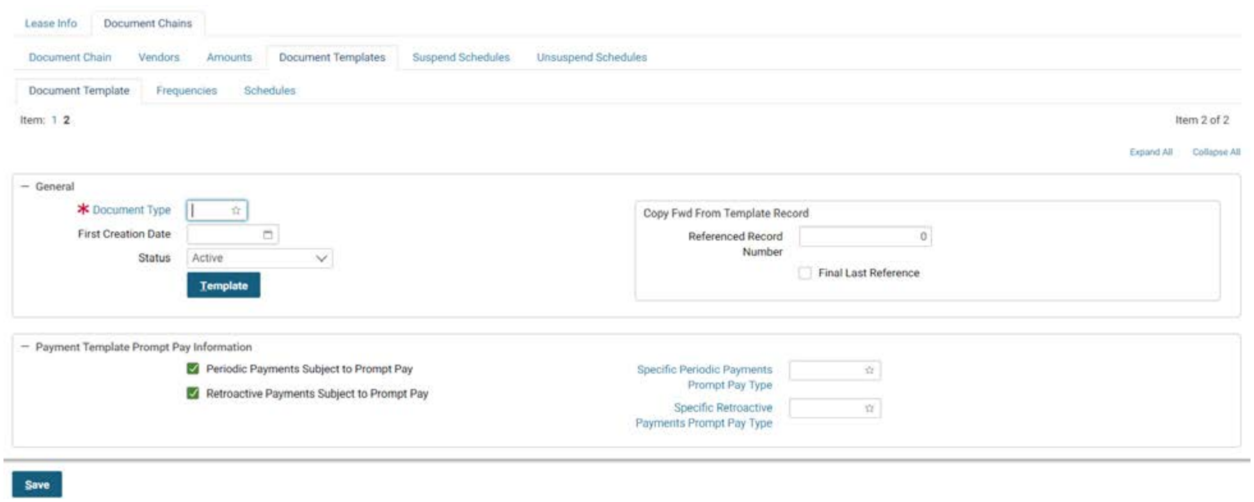
6. Select the **Document Chains** tab.
7. Select the appropriate Document Chain.
8. Select the **Document Templates** tab, and the Document Templates page will display.

Figure 3: Document Templates Page



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

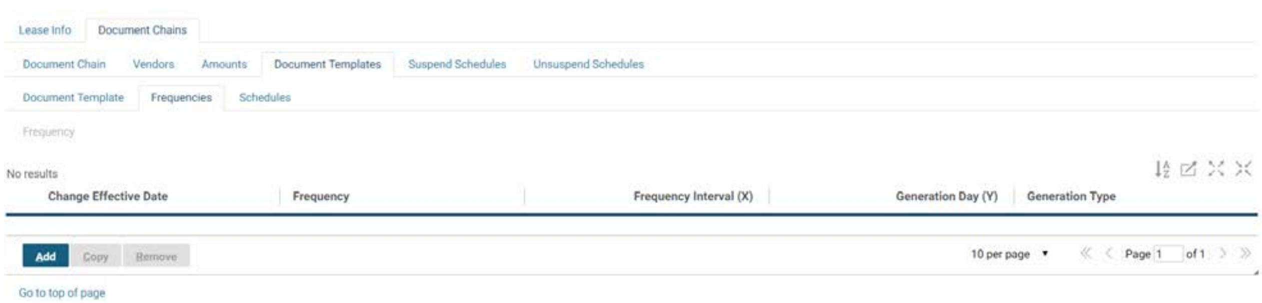
Figure 4: New Document Template Page



10. Enter **LP** in the **Document Type** field.
11. Enter the **First Creation Date**.

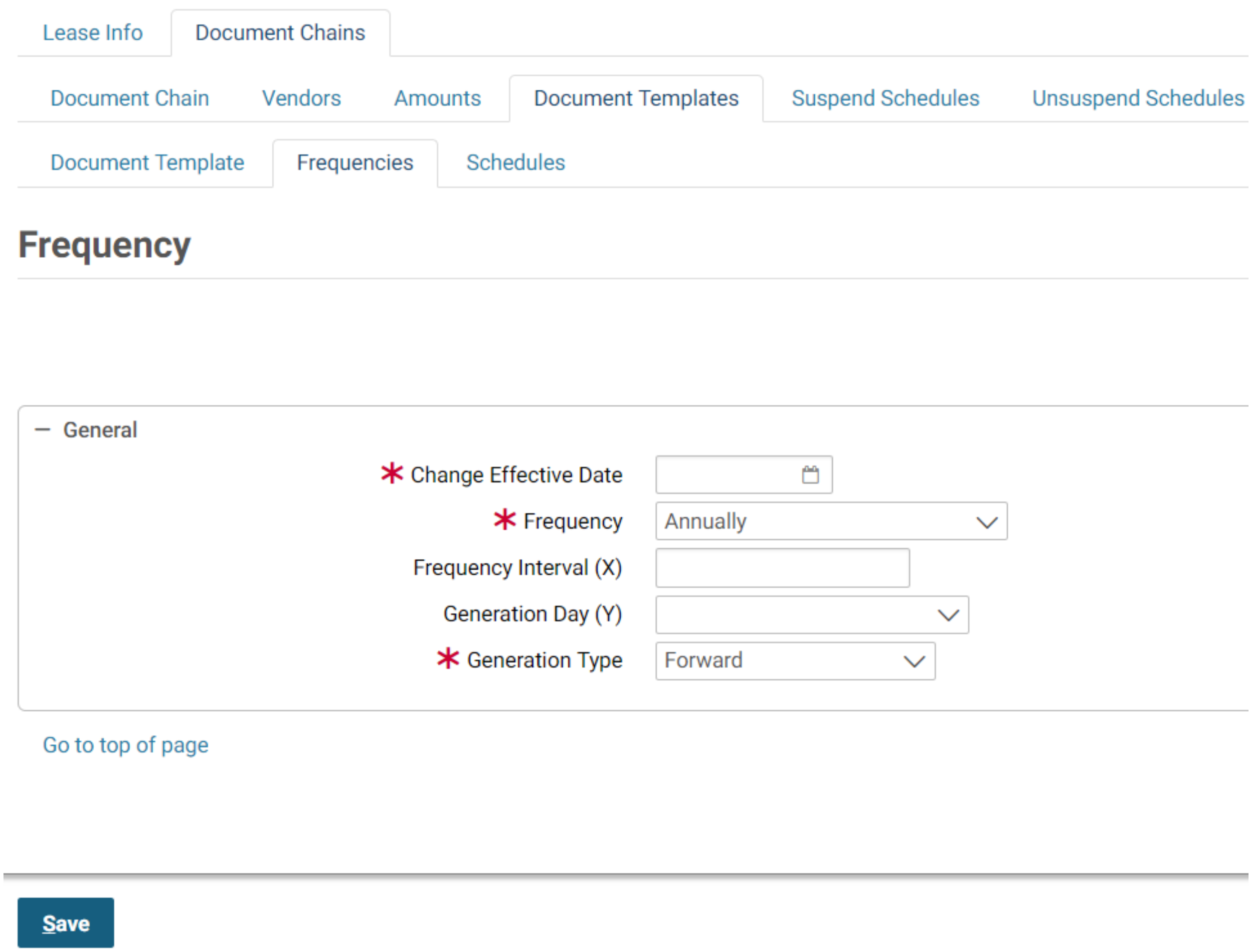
    NOTE: The Periodic Payments Subject to Prompt Pay and Retroactive Payments Subject to Prompt Pay checkboxes will be selected by default. To use a specific prompt pay type, enter **LEASE** or **STD** (depending on the chain and type of payment) in the **Specific Periodic Payments Prompt Pay Type** and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



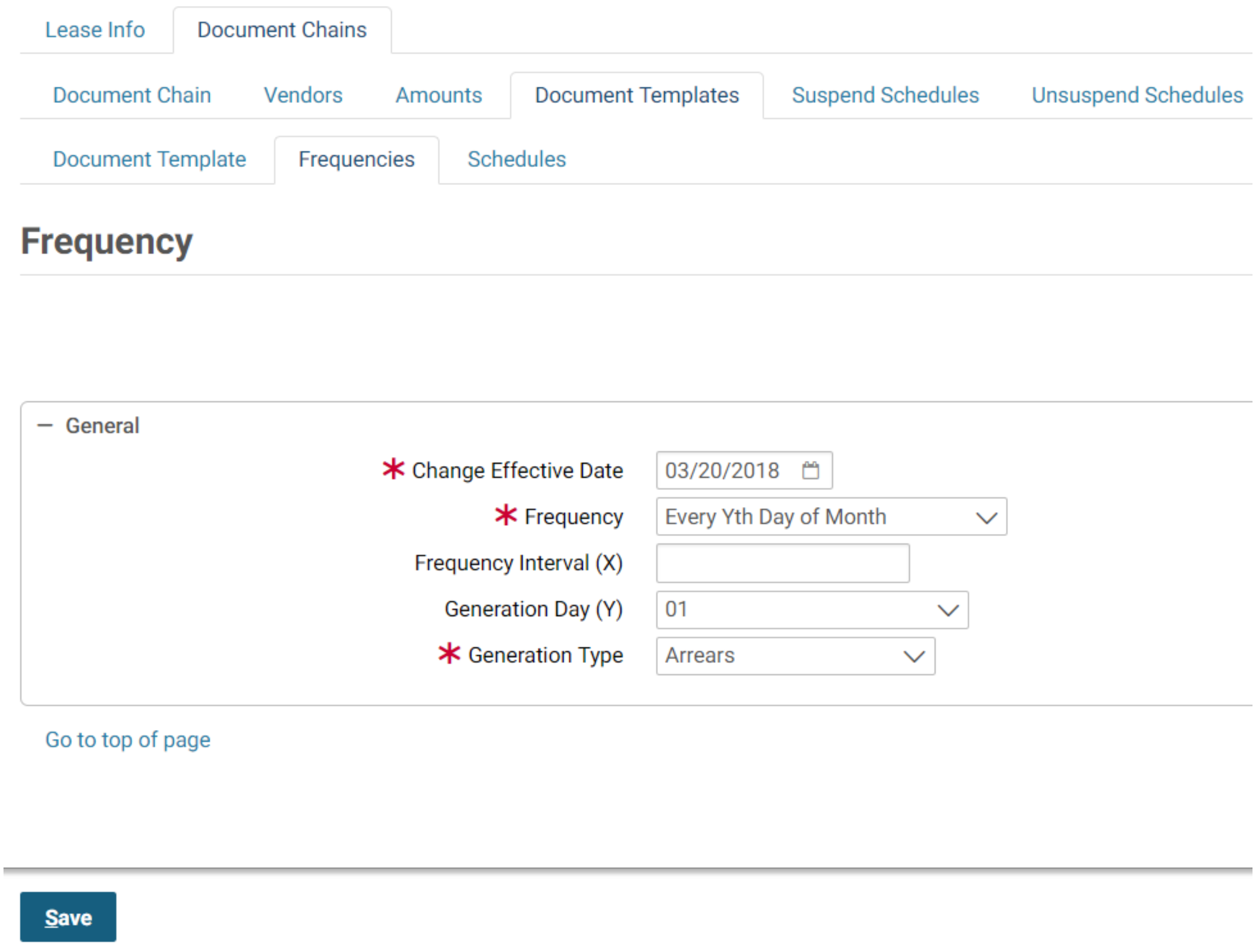
13. Select **Add**, and the new Frequency page will display.

Figure 6: New Frequency Page



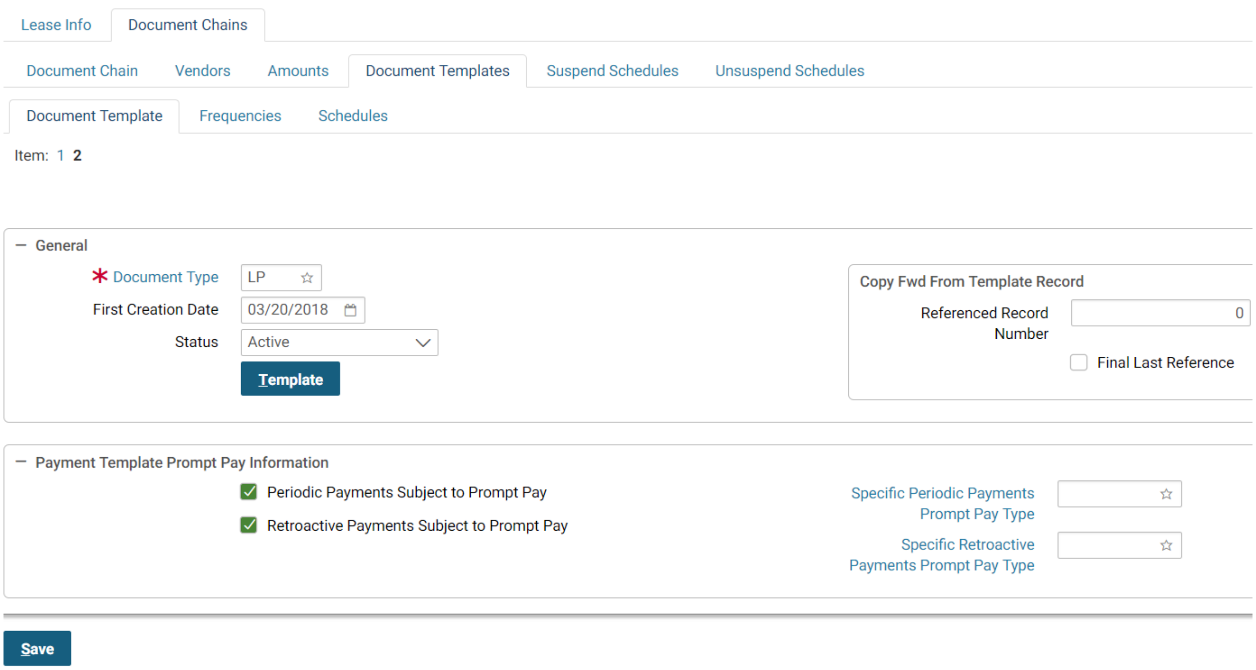
14. Enter the **Change Effective Date**.
15. Select **Every Yth Day of Month** from the **Frequency** drop-down list.
16. Select **01** from the **Generation Day** drop-down list.
17. Select **Arrears** from the **Generation Type** drop-down list.

Figure 7: New Frequency Page-Fields Populated



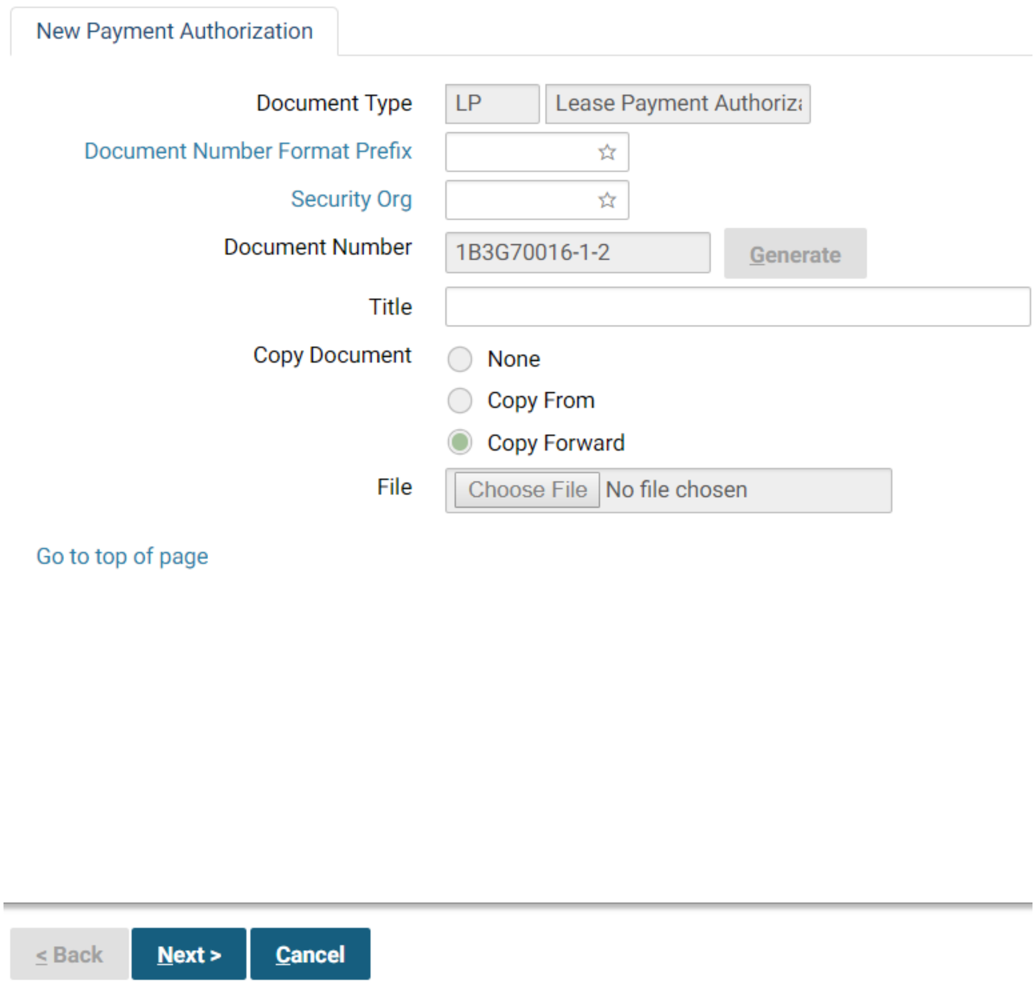
18. Select the **Document Template** link, and the Document Template page will be displayed.

Figure 8: Document Template Page



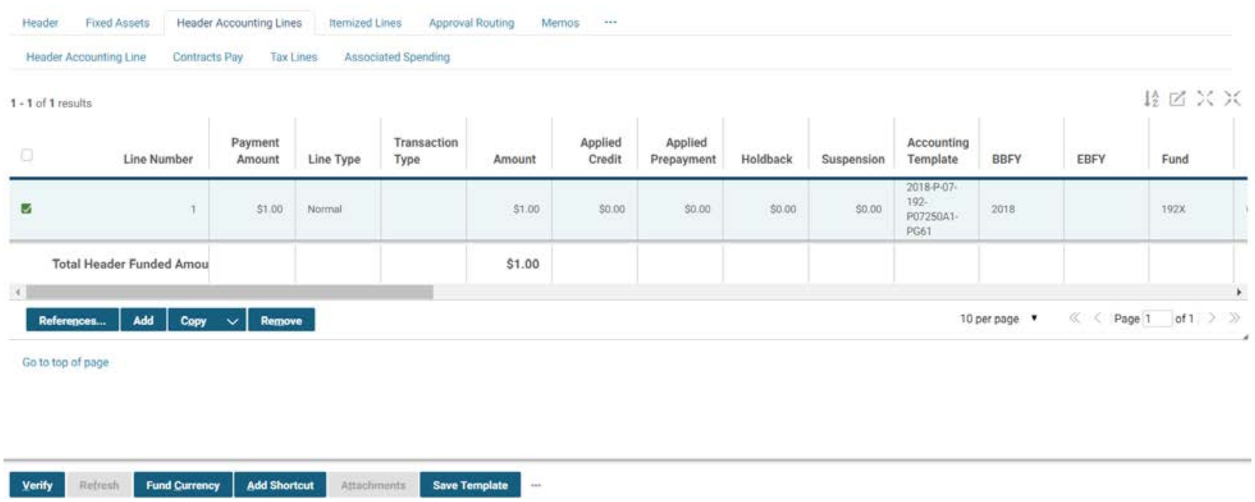
19. Enter the referenced record number from the commitment record entered in the **Referenced Record Number** field.
20. Check the **Final Last Reference** box.
21. Select **Template**, and the New Payment Authorization page will display.

Figure 9: New Payment Authorization Page



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.

Figure 10: Header Accounting Lines Page - Line Selected



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.

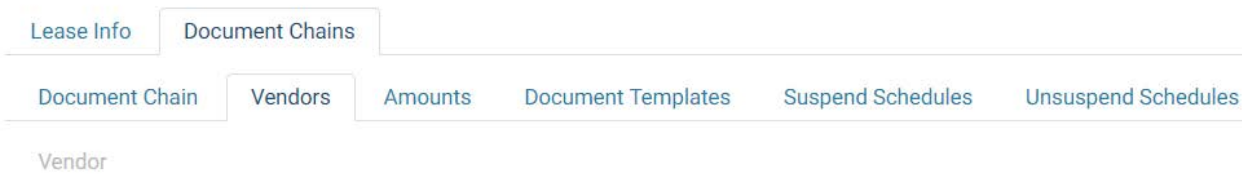
Modify Vendor/Amount on Existing Lease Profile

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

Figure 11: Search Lease Profile

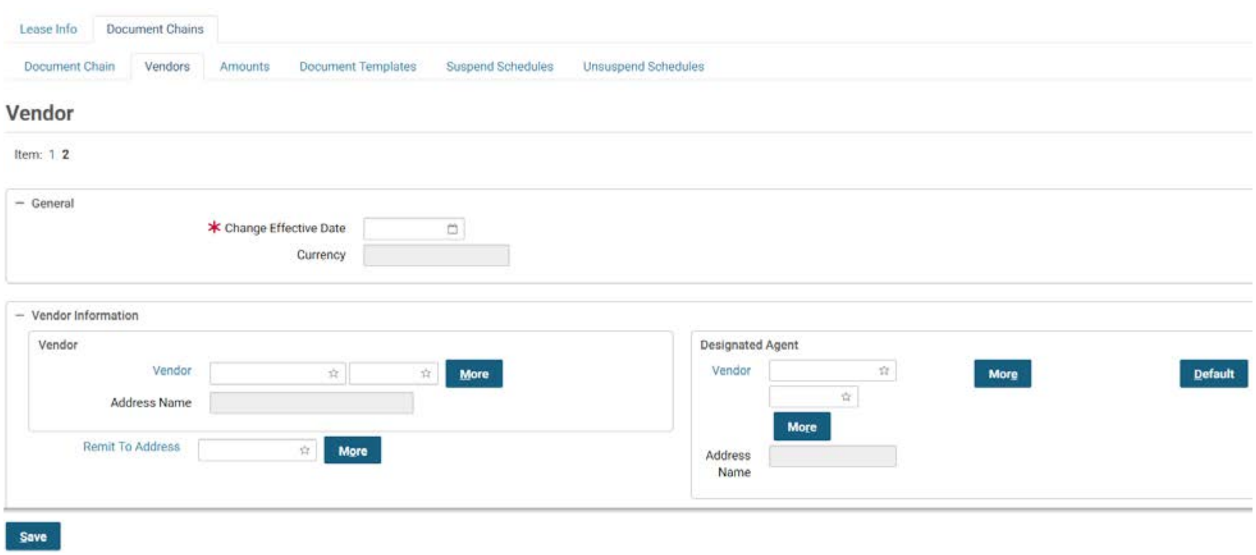
2. Select the **Document Chains** tab.
3. Select a document chain.
4. If the vendor is changing, select the **Vendors** link. If the vendor is not changing, continue to step 10.

Figure 32: Vendors Link



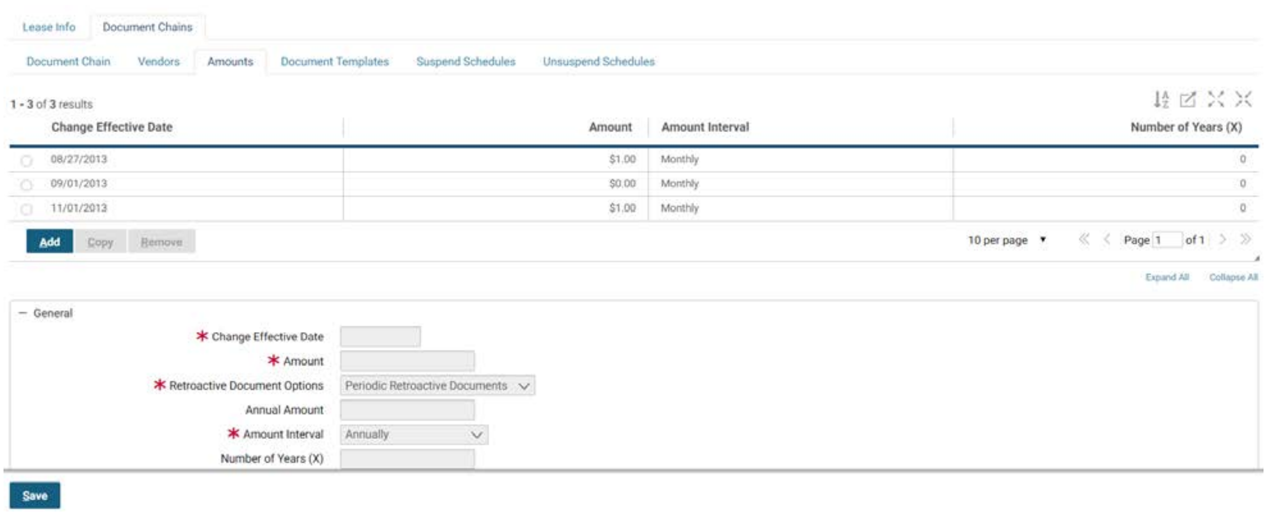
5. Select **Add** to add a new vendor, and the Vendors page will display.
6. Enter the **Change Effective Date** for a new vendor.
    a. The effective date is used to determine when the new vendor will be paid instead of the old.
7. Enter the **vendor code** in the **Vendor Code** field.
8. Enter the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

Figure 14: Amounts Page

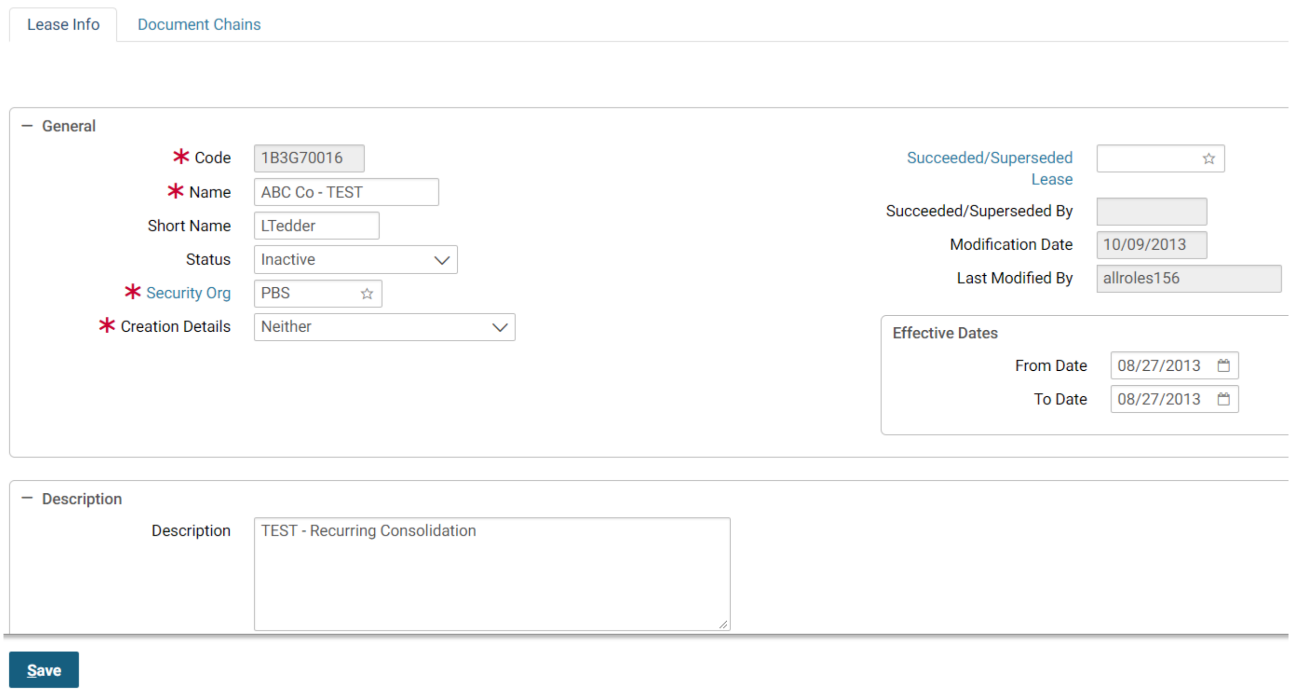


11. Select **Add** to add the amount information.
12. Enter the **Change Effective Date**.
    a. The effective date is used to determine when the new amount will be paid instead of the old.
13. Enter the amount in the **Amount** field.
14. Select **Periodic Retroactive Documents** from the **Retroactive 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

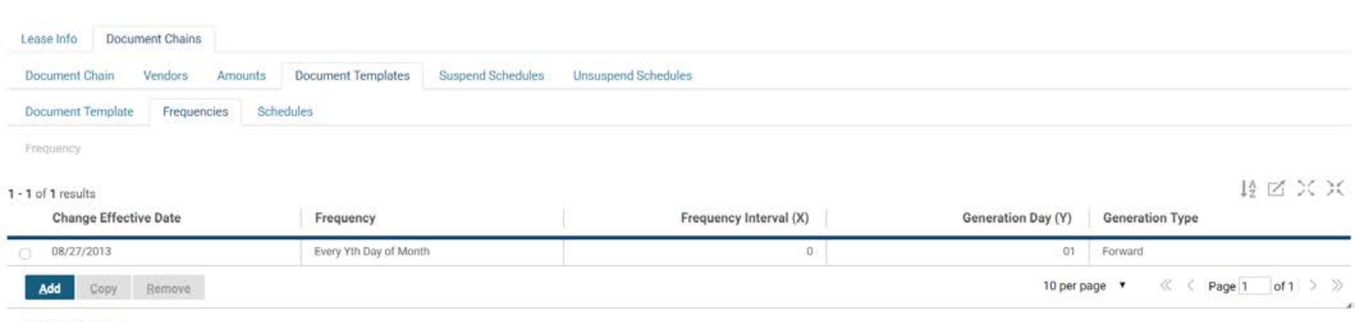
1. Open the Lease Profile using an existing Lease Code.

Figure 15: Lease Info Page



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**.

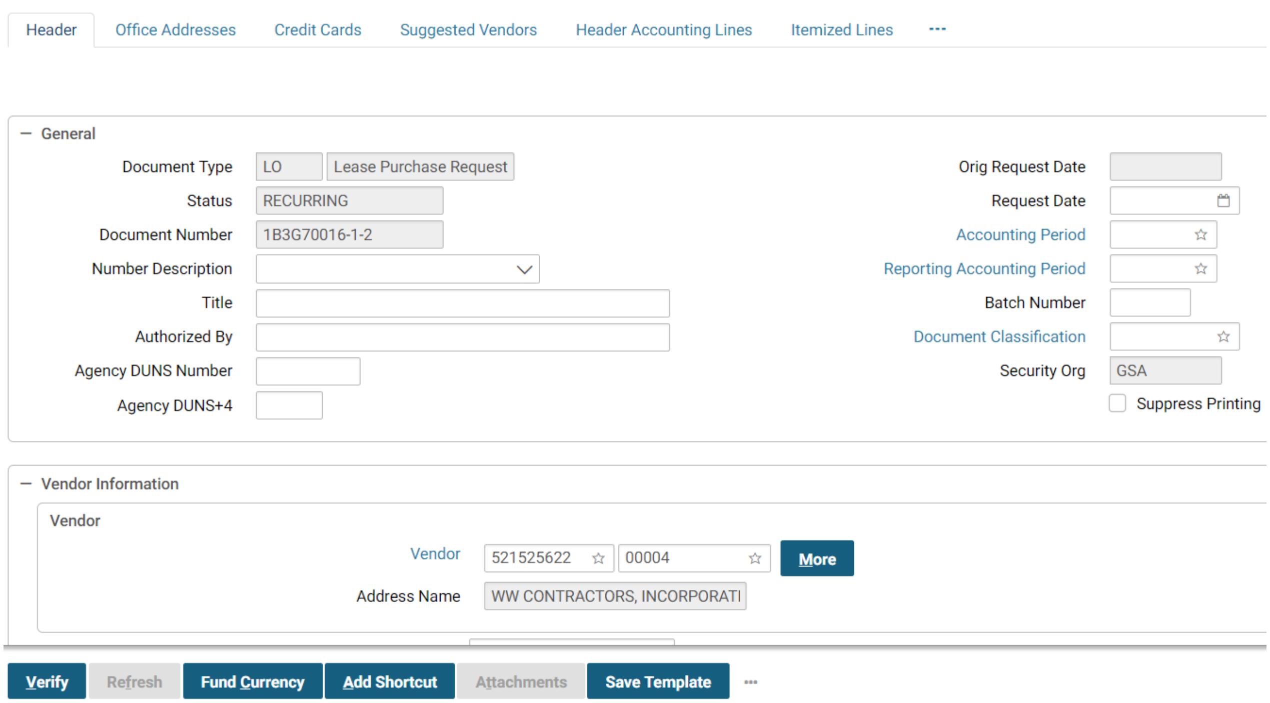
Figure 16: Frequencies Page



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

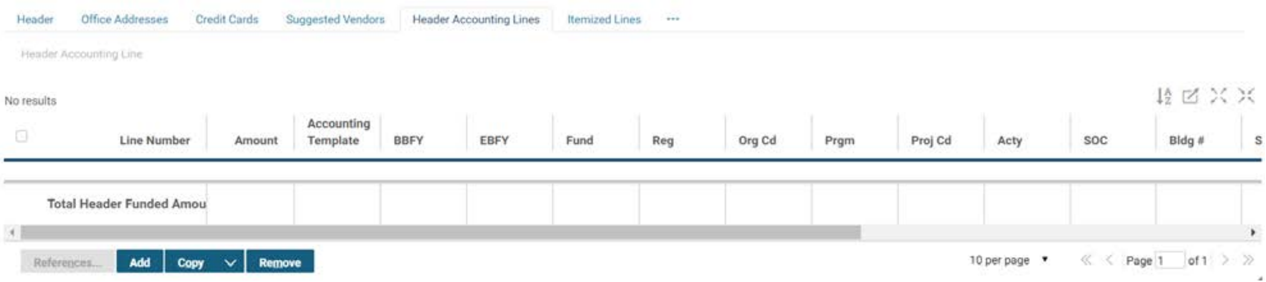
10. Select **One-Time** from the **Frequency** drop-down list box.
11. Confirm that the **Forward** option in the **Generation Type** drop-down list box is selected.
12. Select the **Document Template** link.
13. Select **Template**.
14. Select **Finish**.
    a. The Header page of the Payment Form will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

Figure 47: Payment Form Header Page



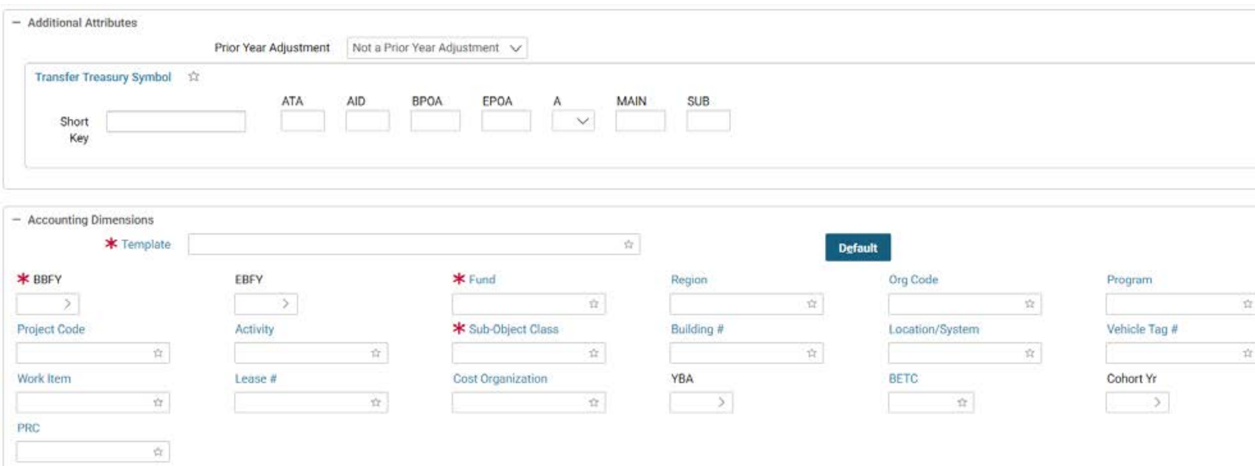
16. Select the **Header Accounting Lines** tab.
17. Select **Add** to add the new accounting line.

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.