



# Pegasys Quick Reference Guide

## Create a New Lease Profile for Leases Paid Monthly

1. From the Pegasys menu bar, select **Reference** → **Document** → **Lease Profiles**.
2. Select **New**.

**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. Enter the **Lease Code** in the **Code** field.
4. Enter the **Lease Name** in the **Name** field.
5. Enter property identification information in the **Short Name Field**.
6. Enter **GSA** in the **Security Org** field.
7. Allow the **Neither** option in the **Creation Details** drop-down list box to default.
8. In the Effective Dates group box, enter or select on the **From Date** and **To Date** fields to select the dates the lease profile should begin and end.
9. Select the **Document Chains** tab to display.



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**Figure 2: Lease Info Page**

Lease Info | Document Chains

Expand All | Collapse All

General

- \* Code
- \* Name
- Short Name
- Status: Active
- \* Security Org
- \* Creation Details: Neither

Succeeded/Superseded Lease

Succeeded/Superseded By

Modification Date

Last Modified By

Effective Dates

From Date

To Date

Description

Description

Save

10. Select **Add**, and the Document Chains page will display.

**Figure 3: Document Chains Tab**

Lease Info | Document Chains

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

No results

Document Chain Number | Status | Suspended | Generate Past Forms | Funding Level

Add | Copy | Remove

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11. Select the **Generate Past Forms** checkbox.

12. Select the **Vendors** tab.

13. Select **Add**, and the Vendors page will display.

**Figure 4: Vendors Tab**

Lease Info | Document Chains

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

Vendor

No results

Change Effective Date | Vendor | Vendor Address | Remit To Address | Designated Agent | Designated Agent Address

Add | Copy | Remove

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14. Enter the **Change Effective Date**.

15. Enter or search for the **Vendor Code**.



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- a. To search for the Vendor Code, select the **Code** hyperlink to search for a vendor. The Search - Vendor Code page displays. Enter the applicable search criteria and select **Search**.
- b. Find the appropriate vendor record, and select the corresponding **Select** button. The Vendor Name field will populate from the Vendor Code that is selected.

16. Enter or search for the **address code** in the **Remit To** field.

17. Enter or search for the **vendor code** in the **Designated Agent** field, if necessary.

**Figure 5: Vendors Page**

Lease Info Document Chains

Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules

Vendor

Item 1 of 1  
Expand All Collapse All

General

\* Change Effective Date

Currency

Vendor Information

Vendor

Address Name

Remit To Address

Designated Agent

Vendor

Address Name

18. Select the **Amounts** tab.

**Figure 6: Amounts Tab**

Lease Info Document Chains

Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules

No results

Change Effective Date Amount Amount Interval Number of Years (X)

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Expand All Collapse All

General

\* Change Effective Date

\* Amount

\* Retroactive Document Options Periodic Retroactive Documents

Annual Amount

\* Amount Interval Annually

Number of Years (X)

Description

19. Select **Add**.



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**Figure 7: Add Amount**

20. Enter the **Change Effective Date**.
21. Enter the amount in the **Amount** field.
22. Select **Periodic Retroactive Documents** from the **Retroactive Document Options** drop-down list.
23. Select **Annually** from the **Amount Interval** drop-down list.

**Figure 8: Amount Fields**

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24. Select **Save** to update the Lease Profile.  
**NOTE:** An error message will be displayed unless at least one document template is added to the Lease Profile. For steps to create a document template, please see the Lease Payment Document Template QRG or Lease Commitment Document Template QRG.



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**Figure 9: Save Lease Profile**

Lease Info | Document Chains

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

---

– General

\* Change Effective Date

\* Amount

\* Retroactive Document Options  ▾

Annual Amount

\* Amount Interval  ▾

Number of Years (X)

---

– Description

Description

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**Save**