



Pegasys Quick Reference Guide

Create One-Time Payment 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

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2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **lease profile** for the one-time payment.
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Succeeded/Superseded Lease:

Succeeded/Superseded By: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** for the one-time payment.
8. Select the **Document Templates** link.

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. Choose the appropriate document template.
10. Select the **Schedules** link.
 - a. The Schedules page will display.



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Figure 4: Schedules Page

Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	Payment
<input type="radio"/> 01/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 02/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 03/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 04/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 05/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 06/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 07/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 08/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 09/12/2014	\$1.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False
<input type="radio"/> 10/12/2013	\$0.00		521525622	WW CONTRACTORS, INCORPORATED	False	False	False	False

11. Select **Add**.

12. Enter the date for the one-time payment in the **Date** field.

13. Enter the amount for the one-time payment in the **Amount** field.

14. Enter a **Justification**.

15. Select the **Miscellaneous Reference** from the **Reference Type** drop-down list, and select the **One-Time Payment** checkbox.

16. Select **Save**.

Figure 5: Add Schedule

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

Schedule

Item: 1 2 3 4 5 6 7 8 9 10 11 12 13

General

* Date: 05/01/2018

* Amount: \$1.00

Reference Type: Miscellaneous Reference

Currency: []

Retroactive Payment

Withhold Applied

One-Time Manual Payment

Suspense Release

Vendor Information

Vendor: [] [] [] **More**

Address Name: []

Remit To Address: [] **More**

Designated Agent

Designated Agent

Vendor: [] [] **More**

Address Name: []

Justification

Justification: [] Justification example: []

Save