



CGI
Federal

Lease

Pegasys 6.5 User Guide

General Services Administration

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Pegasys 6.5 Upgrade

Final

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1 General

1.1 Introduction

1.1.1 What Is The Purpose Of The Pegasys Lease Profile User Guide?

The Pegasys Lease Profile User's Guide details the concepts and functions and provides step-by-step instructions of the Pegasys Lease Profile functionality. The User's guide is separated into the seven chapters and two appendices. Each chapter is self-standing to allow users to become proficient in a functional area quickly.

- Chapter 1—General
- Chapter 2—Lease Profile Overview
- Chapter 3—Lease Special Scenarios
- Chapter 4—Search, View, or Query Forms and Documents
- Chapter 5—Vendor and Disbursement Queries
- Chapter 6—Standard Lease Profile Reports
- Appendix A—Lease Profile Field Descriptions
- Appendix B—Lease Document Types

1.1.2 What Is Pegasys Lease Profile?

The Pegasys Lease Profile functionality will allow GSA to enter and save lease contract information; update lease terms and conditions; and create and process lease payments and any other necessary documents for each lease contract serviced by GSA. GSA currently maintains over 8,000 leases.

1.2 Pegasys Security Policies

1.2.1 What Methods Of Access Are Used To Maintain Security Of The Pegasys System?

- **Logins**—Grace logins for new and expired passwords will be set to three. The user will need to re-verify login after 15 minutes of inactivity. Three login attempts are permitted. **Note:** *If a user is locked out after three attempts, please call the service desk at 866-740-0994. Or click the forgotten password link.*
- **Passwords**—Passwords are valid for 90 days and may be reused after 5 iterations. Expired passwords will be stored for 90 days.

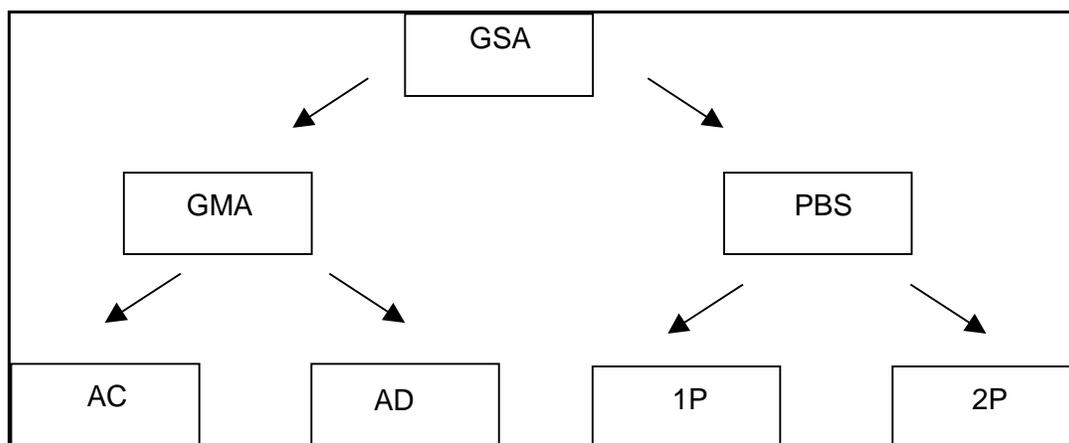
- **Role—R7 Lease.** The R7 Lease Role will have view access to all reference data and the automated disbursements queries. The R7 Lease Role will have update access to the Lease Profile Reference table.
- **Security Organizations—**Security levels are established as a hierarchy with the highest level (Pegasys as the parent organization) containing the most document access and the lowest level (Correspondence Symbol) containing at least document access. A child organization is established for each of the Services. This allows users to gain access to the general data of the parent organization, as well as the specific data for the child organization. Each Service organization will have several two-digit Correspondence Symbol child organizations.

Users are grouped under these organizations base on their functional roles and system needs. In Pegasys, the Security Organization is established at the document level. A user would only be able to view documents associated with the Security Organization(s) to which they belong.

If a user does not select a Security Organization when creating a new document, it will default to the user’s “default security organization.” The default Security Organization for users belonging to FSS, PBS, or FTS (Central Office) will be their Service or GSA. The default Security Organization for users belonging to IG, FCIC or FTS (Regions) will be their two-digit Correspondence Symbol. Users belonging to GM&A, NARA, DC Courts, EOP, or DFNSB will have the agency name as their default Security Organization.

In *Figure 1-1: Security Organization Hierarchy Example* GSA is the parent Security Organization; GMA and PBS are child Security Organizations called “Service Levels”; and AC, AD, 1P and 2P are Security Organizations called “Correspondence Symbols”.

Figure 1-1: Security Organization Hierarchy Example



2 \Lease Profile Overview

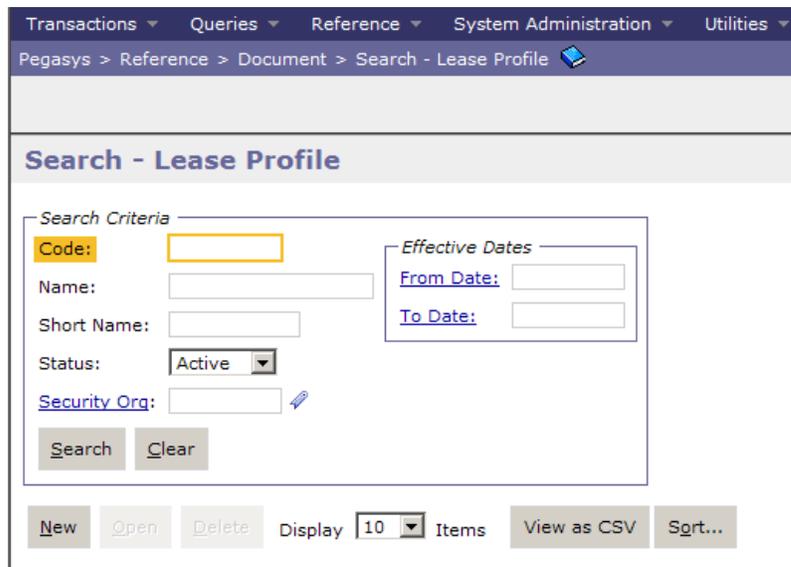
2.1 How Do I Create A New Lease Profile For Leases That Are Paid Monthly?

The following steps describe how to setup a New Lease Profile in Pegasys.

Notes

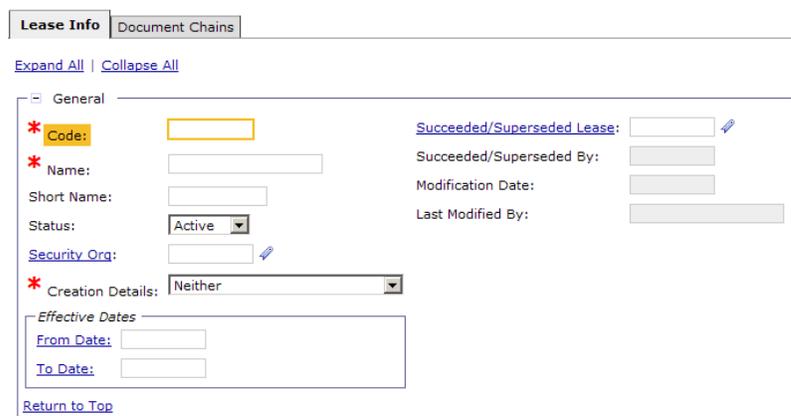
1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Click the **New** button.

The Lease Info page will be displayed.



3. **REQUIRED**—Enter the Lease Code in the **Code** field.

Note: *The Lease Code format is the Region Number, the letter 'B'*

Notes

and the 5 digit Lease Number (i.e., ##B#####).

4. **REQUIRED**—Enter the Lease Name in the **Name** field.

Note: *The Lease Name is the Lessor Name.*

5. Enter the property identification information (e.g., zip code, street number, street name) in the **Short Name** field.

Note: *If the Lease is paid on an **Annual**, **Semi-Annual**, or **Quarterly** basis, enter **Annual**, **Semi-Annual** or **Quarterly** in the **Short Name** fields.*

6. Enter **GSA** in the **Security Org** field.

7. **REQUIRED**—Enter the date the lease profile should begin and end in the **Effective Dates From** and **Effective Dates To** fields.

8. Select the **Status** from the drop-down box.

Note: *The lease profile will be considered terminated if the box is unchecked and the **Effective To Date** is passed.*

9. Allow the **Neither** option in the **Creation Details** drop-down box to default.

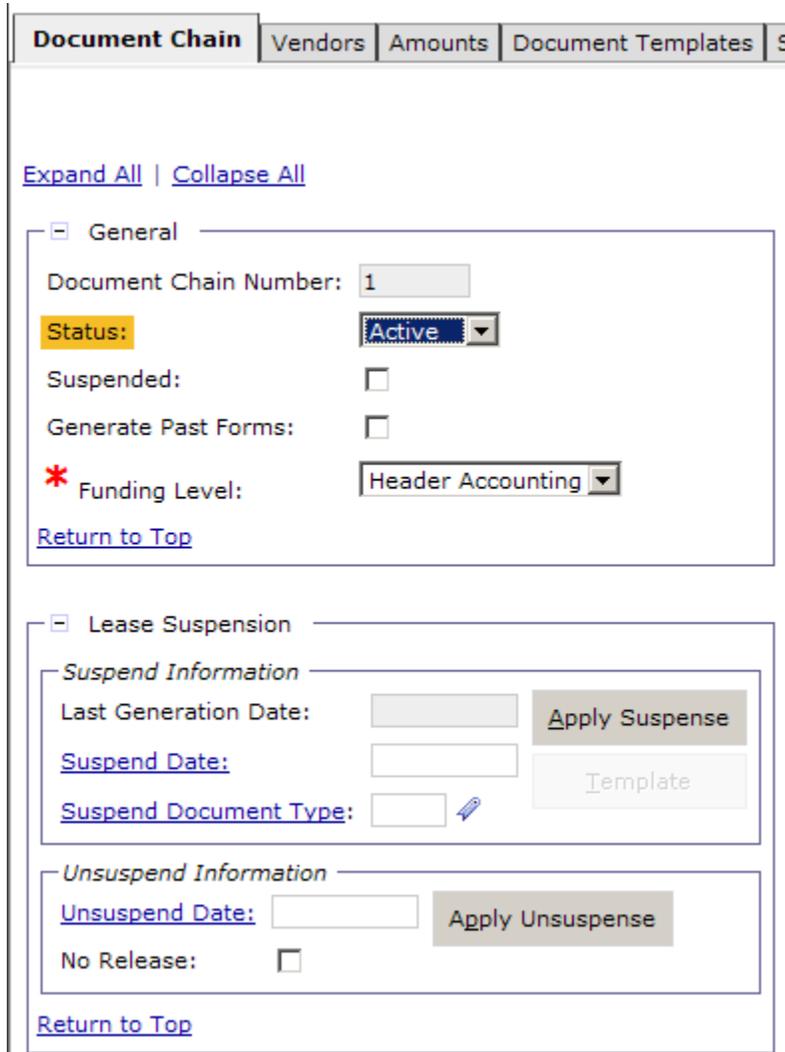
10. **IF NECESSARY**—If the new lease profile is to succeed or supersede a lease profile, enter the succeeded or superseded lease profile code in the **Succeeded/Superseded Lease** field.

11. Select the **Document Chains** tab.

12. Click the **Add** button.

*The **Documents Chain** page will be displayed.*

Notes



Note: On the **Document Chains** tab, if the **Effective From** date for Lease is in the past, and user desires retroactive forms to be generated for that **Document Chain**, the **Generate Past Forms** checkbox must be selected.

2.1.1 How do I Add Lessor Information to a New Lease Profile?

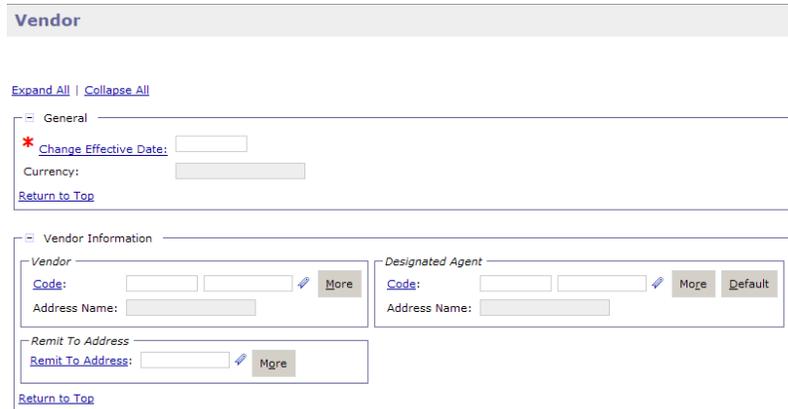
The following steps describe how to add lessor information to a New Lease Profile in Pegasys.

Notes

1. On the **Document Chains** page, click the **Vendors** tab.
The Vendors page will be displayed.
2. Click the **Add** button.

Notes

The **Vendor** page will be displayed.



3. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The **Change Effective Date** must equal the **Lease Effective From** date on a new lease profile.*
4. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *This is the vendor receiving the 1099 form.*
 - To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
5. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. **Remit to Address** field is completed on **Vendor** page.**Note:** *This field is required by GSA policy.*
6. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *The **Designated Agent Code** field will be used only for assignments.*
 - To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter

Notes

Search criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. **Code** field is completed on **Vendor** page.

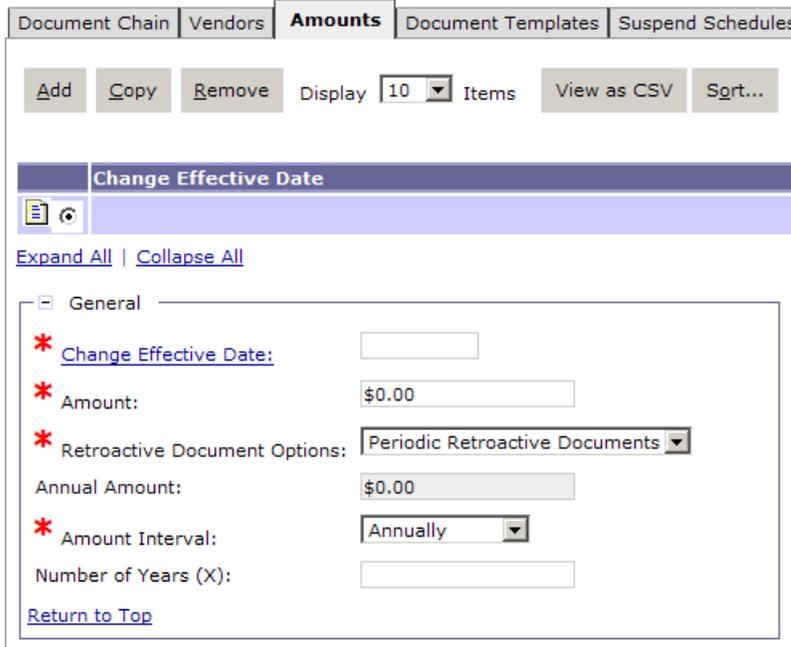
7. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

2.1.2 How Do I Add Amount Information To A New Lease Profile?

The following steps describe how to add amount information to a New Lease Profile in Pegasys.

Notes

1. Click the **Amounts** tab.
The Amount page will be displayed.
2. Click the **Add** button.
The Amount record will be displayed.



The screenshot shows the 'Amounts' tab selected in a navigation bar. Below the navigation bar are buttons for 'Add', 'Copy', 'Remove', 'Display' (with a dropdown set to '10'), 'Items', 'View as CSV', and 'Sgrrt...'. A 'Change Effective Date' section is highlighted in blue. Below this section are links for 'Expand All' and 'Collapse All'. A 'General' section is expanded, showing the following fields:

- * Change Effective Date:** [Text input field]
- * Amount:** [\$0.00]
- * Retroactive Document Options:** [Periodic Retroactive Documents]
- Annual Amount:** [\$0.00]
- * Amount Interval:** [Annually]
- Number of Years (X):** [Text input field]

A 'Return to Top' link is located at the bottom of the form.

3. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The Change Effective Date must equal the Lease Effective From date on a new lease profile.*
4. **REQUIRED**—Enter the annual amount in the **Amount** field.
5. **REQUIRED**—Select **Annually** from the **Amount Interval** drop-down box.

Notes

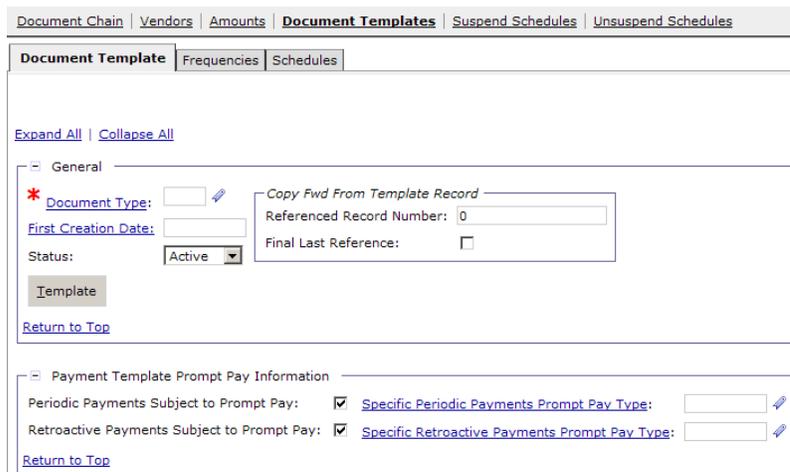
6. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
7. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

2.1.3 How Do I Add A Commitment Document Template To A New Lease Profile?

The following steps describe how to add a commitment document template to a New Lease Profile in Pegasys.

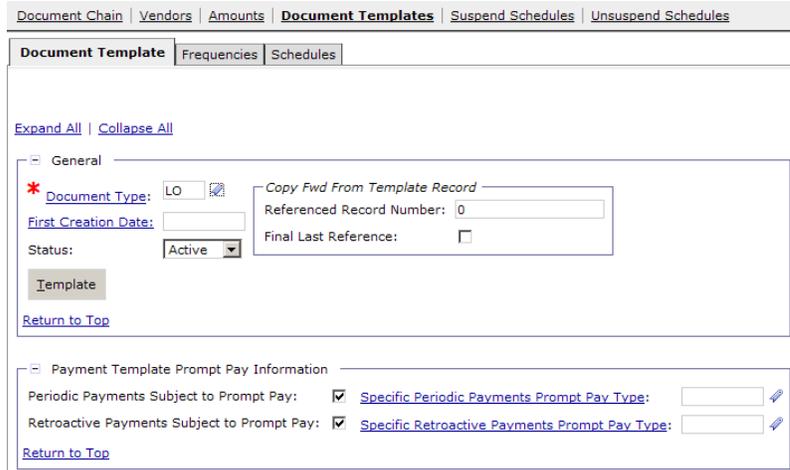
Notes

1. Click the **Document Templates** tab.
The Document Templates page will be displayed.
2. Click the **Add** button.
The Document Template page will be displayed.



3. **REQUIRED**—Enter **LO** in the **Document Type** field to generate a commitment document.
4. Enter the first creation date in the **First Creation Date** field.
Note: *The First Creation Date should be equal to the Lease Effective From date. If no value is entered for First Creation Date, it will default to the Lease Effective From date when the Lease Profile is saved.*
5. Click the **Template** button.
The New Request page will be displayed.

Notes



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

Document Template | Frequencies | Schedules

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

General

* Document Type: LO Copy Fwd From Template Record
 Referred Record Number: 0
 First Creation Date:
 Status: Active Final Last Reference:

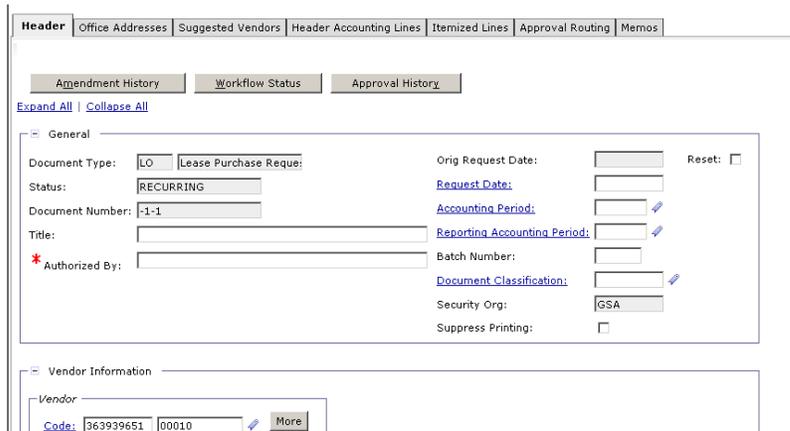
[Return to Top](#)

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay: [Specific Periodic Payments Prompt Pay Type:](#)
 Retroactive Payments Subject to Prompt Pay: [Specific Retroactive Payments Prompt Pay Type:](#)
[Return to Top](#)

6. Click the **Finish** button.

The Header page of the LO Commitment Form will be displayed. Vendor information is defaulted in the Vendor group box.



Header | Office Addresses | Suggested Vendors | Header Accounting Lines | Itemized Lines | Approval Routing | Memos

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

General

Document Type: LO Lease Purchase Reque: Orig Request Date: Reset:
 Status: RECURRING Request Date:
 Document Number: -1-1 Accounting Period:
 Title: Reporting Accounting Period:
 * Authorized By: Batch Number:
 Document Classification:
 Security Org: GSA
 Suppress Printing:

Vendor Information

Vendor:

Code: 363939651 00010

7. **REQUIRED**—Enter the name of the requesting person in the **Requested By** field.
8. **REQUIRED**—Enter the **Lease Code** in the **Contracts Number** field.
9. Select the **Header Accounting Lines** tab.
10. Click the **Add** button to add a **Header Accounting Line**.

The Header Accounting Lines page will be displayed.

*TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.*

*TO COPY an existing line, select the line to copy and click the **Copy** button.*

Notes

Note: *Only one line is needed for standard GSA leases.*

11. **REQUIRED**—Select an accounting template for **the Header Accounting Line**.

Note: *To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button for the corresponding Template.*

12. Click the **Default** button to populate the fields in the **Accounting Dimension** section.

Complete the Bldg #, F/C (PGC11), and any other required accounting elements that were not populated by the accounting template.

13. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

14. Click the **Save Template** button.

The Successful Save message appears.

15. Click the **Close Template** button.

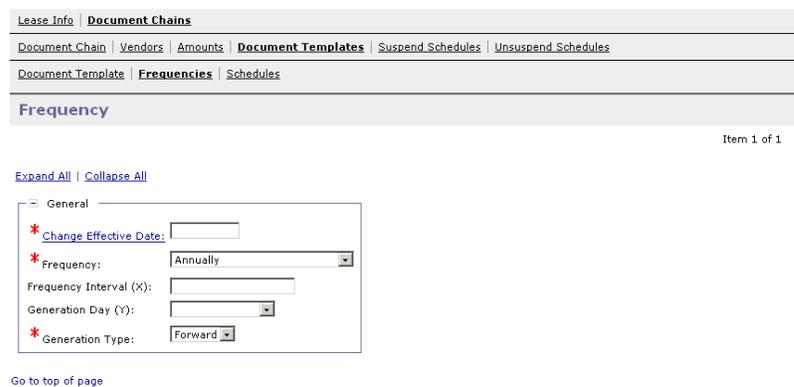
The Document Template page will be displayed.

16. Click the **Frequency** tab.

The Frequencies page will be displayed.

17. Click the **Add** button.

The Frequency page will be displayed.



18. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note: *The Change Effective Date must equal the Lease Effective*

Notes

From date on a new lease profile.

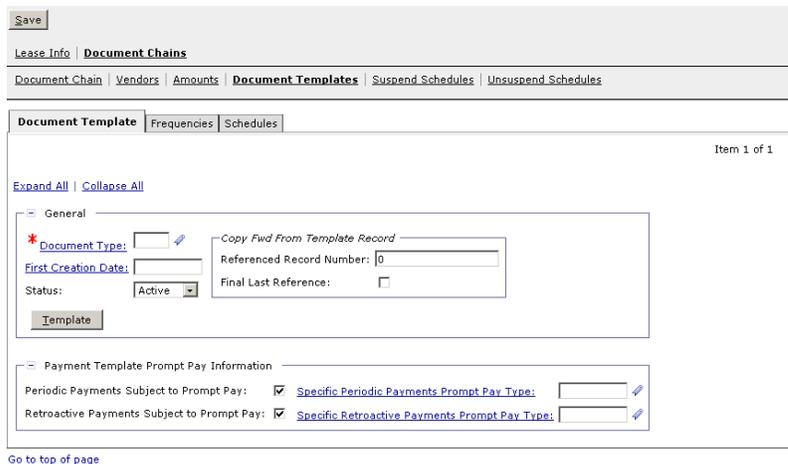
19. **REQUIRED**—Select **Government Fiscal Quarters** from the **Frequency** drop-down box.
20. Confirm that **Forward** is selected in the **Generation Type** drop-down box.

2.1.4 How Do I Add A Payment Document Template To A New Lease Profile?

The following steps describe how to add a payment document template to a New Lease Profile in Pegasys.

Notes

1. Click the **Document Templates** tab.
The Document Templates page will be displayed.
2. Click the **Add** button.
The Document Template page will be displayed.



The screenshot shows the 'Document Template' page in Pegasys. At the top, there is a 'Save' button and a navigation bar with tabs for 'Lease Info', 'Document Chains', 'Document Template', 'Frequencies', and 'Schedules'. The 'Document Template' tab is selected. Below the navigation bar, there are links for 'Expand All' and 'Collapse All'. The main form area is divided into two sections: 'General' and 'Payment Template Prompt Pay Information'. The 'General' section contains fields for 'Document Type' (with a red asterisk), 'First Creation Date', 'Status' (set to 'Active'), 'Referenced Record Number' (set to '0'), and 'Final Last Reference' (with a checkbox). There is a 'Template' button below these fields. The 'Payment Template Prompt Pay Information' section contains two checkboxes: 'Periodic Payments Subject to Prompt Pay' (checked) and 'Retroactive Payments Subject to Prompt Pay' (checked), each followed by a 'Specific' dropdown menu and a text input field. At the bottom left, there is a 'Go to top of page' link.

3. **REQUIRED**—Enter **LP** in the **Document Type** field to generate a payment document.

Note: Document chain may include:

- **RO** - PBS Recurring Contracts Order
- **RA** - PBS Recurring Contracts Estimated Accrual
- **RT** - PBS Recurring Contracts Blanket Receipt

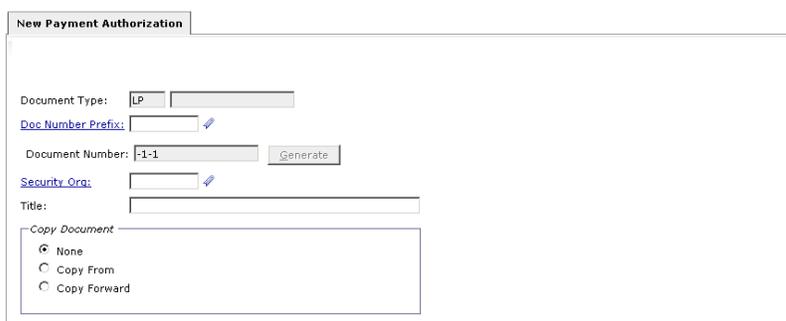
4. Enter the first creation date in the **First Creation Date** field.

Note: *The First Creation Date should be the date of when the first payment should be paid.*

Notes

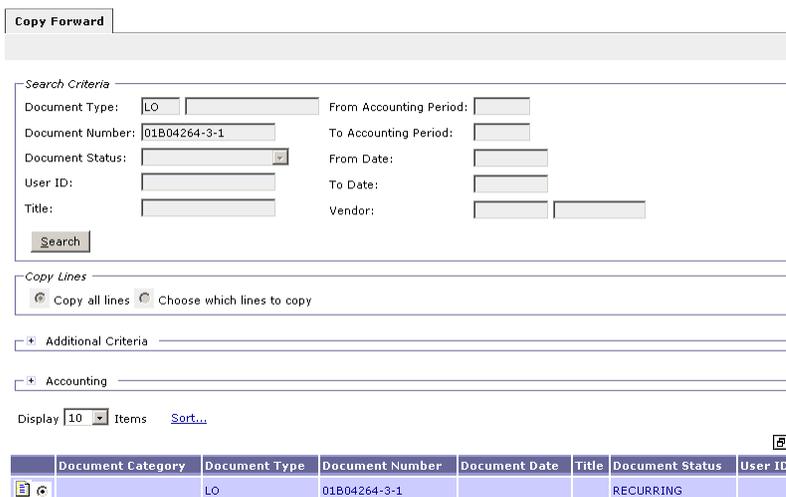
5. Enter the referenced record number from the commitment record entered in the **Referenced Record Number** field.
6. In the **Payment Template Prompt Pay Information** section, accept the default value of **True** for the **Periodic Payments Subject to Prompt Pay** flag.
7. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Periodic Payments Prompt Pay Type** field.
8. Accept the default value of **True** for the **Retroactive Payments Subject to Prompt Pay** flag.
9. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Retroactive Payments Prompt Pay Type** field.
10. Click the **Template** button.

The New Payment Authorization page will be displayed.



[Go to top of page](#)

11. Click the **Next** button to select the appropriate document to copy forward.

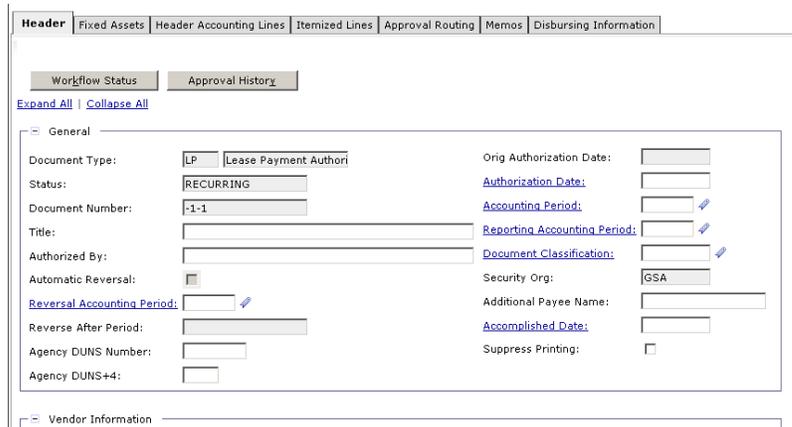


Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
	LO	01B04264-3-1			RECURRING	

12. Click the **Finish** button.

Notes

The Header page will be displayed.



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

The Header Accounting Lines page will be displayed.

14. Click the **Add** button to add a **Header Accounting Line**.

TO REMOVE an existing line, select the line and click the **Remove** button.

TO COPY an existing line, select the line to copy and click the **Copy** button.

15. Enter the **Lease Code** in the **Invoice Number** field.

16. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

17. Click the **Save Template** button.

The Successful Save message appears.

18. Click the **Close Template** button.

The Document Template page will be displayed.

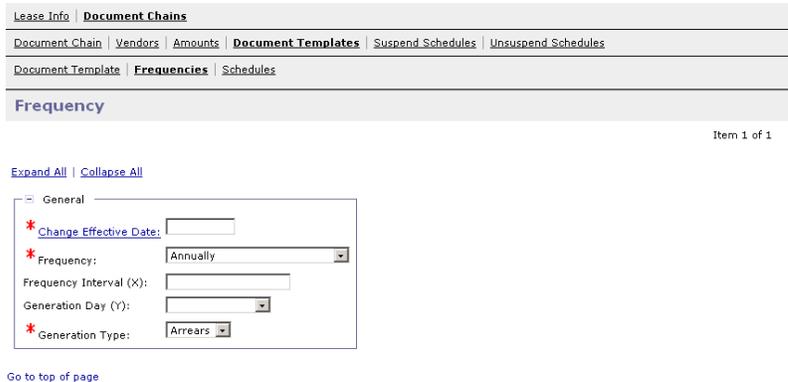
19. Click the **Frequency** tab.

The Frequencies page will be displayed.

20. Click the **Add** button.

The Frequency page will be displayed.

Notes



21. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
*Note: The **Change Effective Date** must equal the **Lease Effective From** date on a new lease profile.*
22. **REQUIRED**—Select **Every Yth Day of Month** from the **Frequency** drop-down box.
*Note: When selecting **Frequency**, if the LP template is referencing an LO template, the **Generation Day (Y)** must be the same as the LO template even if the generation periods are different*
23. **REQUIRED**—Enter the generation date of **01** in the **Generation Date (Y)** field by selecting the drop-down box.
24. Select **In Arrears** in the **Generation Type** drop-down box.
25. Click the **Save** button to save the new lease profile.

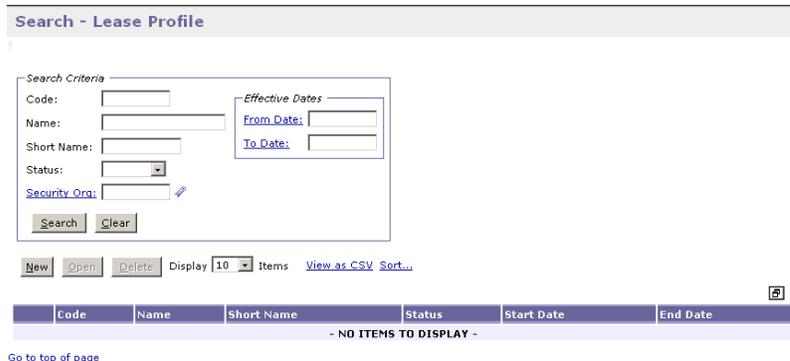
2.1.5 How Do I Review The Document Creation Schedule For A New Lease Profile?

The following steps describe how to review the document creation Schedule for a New Lease Profile in Pegasys.

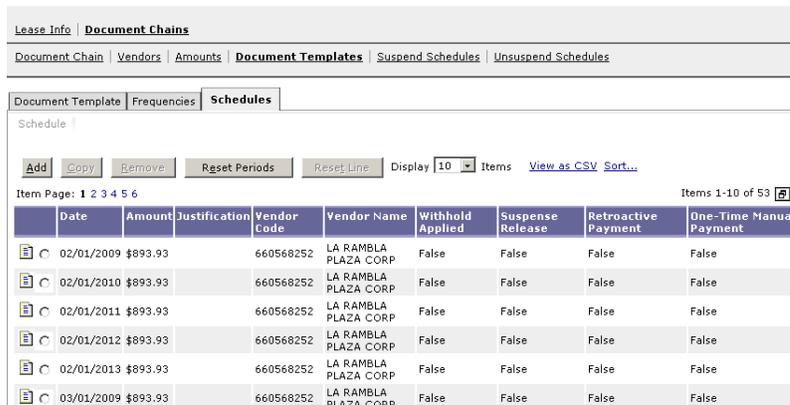
Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the schedule to be reviewed.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Select the appropriate **Document Chain Number**, and then click the **Document Templates** hyperlink.
*The **Document Templates** page will be displayed.*
7. Select the **LP** payment document template record.
8. Click the **Schedule** hyperlink.
*The **Schedule** page will be displayed.*



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False

9. Review the schedule displayed for the new lease profile selected.
10. To return to the **Document Chains** page, click on the **Document**

Notes

Chains hyperlink.

*The **Document Chains** page will be displayed.*

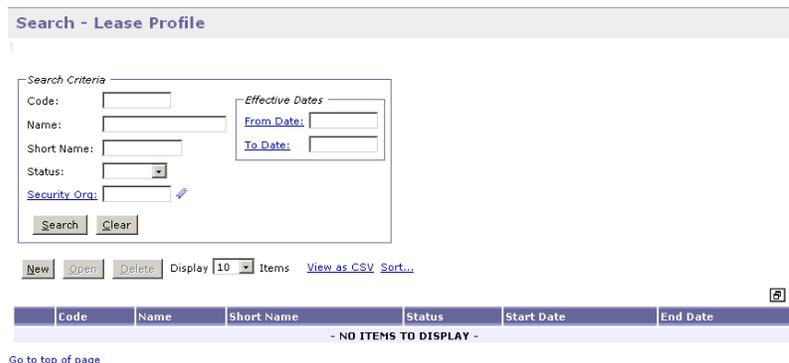
2.1.6 How Can I Add A New Chain For Taxes, CPI Accrual Payments, Buyouts, Manual Interest, Or Credits On A New Lease?

Follow **Steps 1–18** for each new document chain in **Section 3.1.6**. Proceed to the specific section to add the document payment templates for each new chain. **Note:** *If Lease is already selected, select the **New** button to create the next chain and skip to **Step 5**.*

Notes

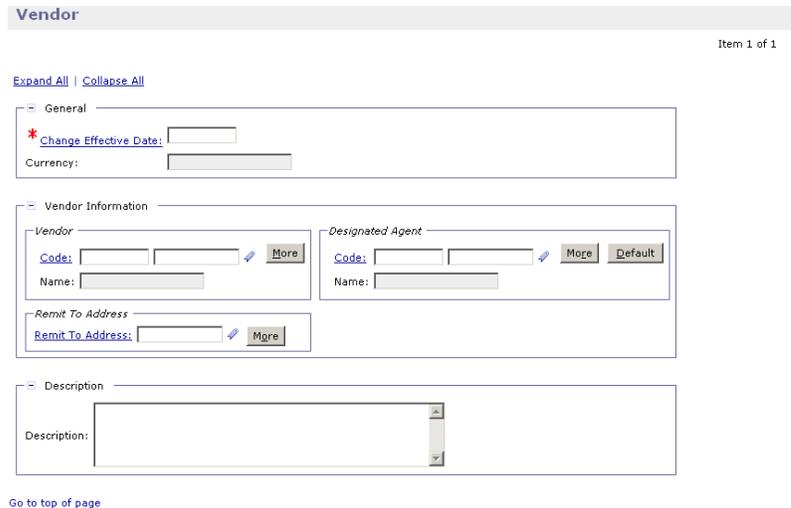
1. Select **Reference—Document—Lease Profiles**.

*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to be modified.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Select the appropriate **Document Chain Number**, and then click the **Vendors** hyperlink.
*The **Vendors** page will be displayed.*
7. Click the **Add** button.
*The **Vendor** page will be displayed.*

Notes



8. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
- Note:** *The Change Effective Date is the Lease Effective From date.*
9. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
- Note:** *This is the vendor receiving the 1099 form.*
- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
10. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
- Note:** *This field is required by GSA policy.*
11. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
- Note:** *The Designated Agent Code field will be used only for assignments.*
- To **Search** for a **Designated Agent Code**, click on the **Code** field

Notes

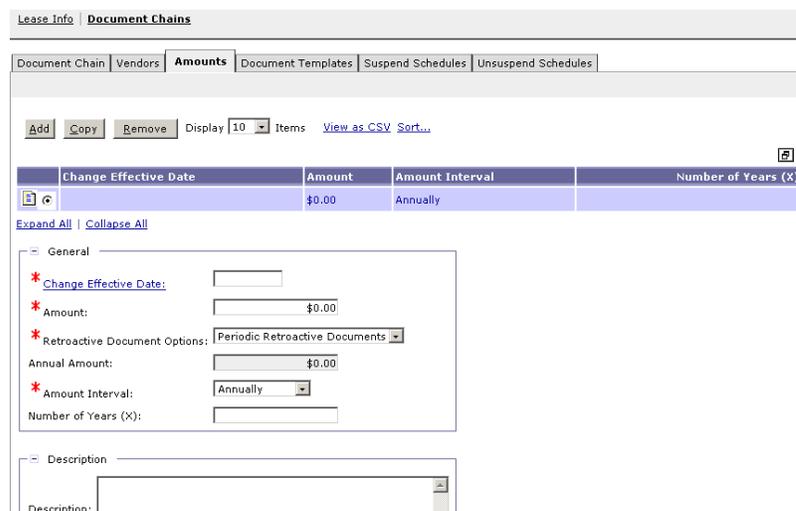
label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

12. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
13. Click the **Amounts** hyperlink.

The Amounts page will be displayed

14. Click the **Add** button.

The Amount record will be displayed



The screenshot shows the 'Amounts' page with a table and a form. The table has the following data:

Change Effective Date	Amount	Amount Interval	Number of Years (X)
	\$0.00	Annually	

The form below the table contains the following fields:

- Change Effective Date: [Text Field]
- Amount: [Text Field] \$0.00
- Retroactive Document Options: [Drop-down Menu] Periodic Retroactive Documents
- Annual Amount: [Text Field] \$0.00
- Amount Interval: [Drop-down Menu] Annually
- Number of Years (X): [Text Field]
- Description: [Text Field]

15. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note: *The Change Effective Date is the Lease Effective From date.*

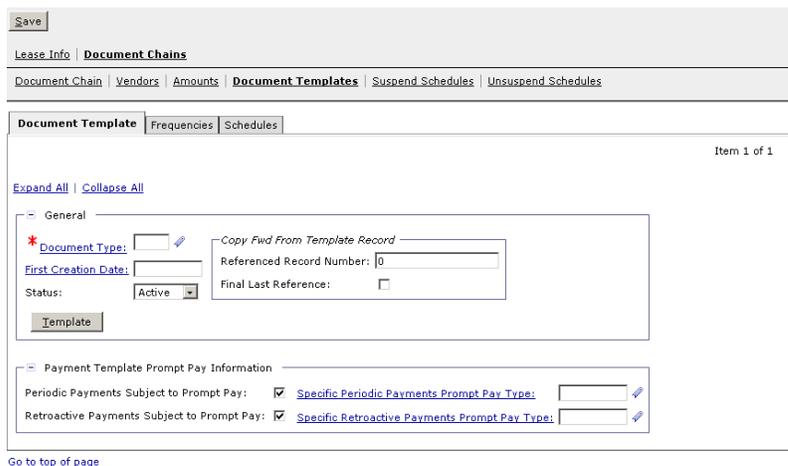
16. **REQUIRED**—Leave the amount of **\$0.00** in the **Amount** field.
17. **REQUIRED**—Select **Annual** in the **Amount Interval** from the drop-down box.
18. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
19. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

2.1.6.1 How do I Add the Document Template for Real Estate Taxes?

The following steps describe how to add a new document template for one-time payments. Chain 2 will be used for real estate tax payments.

Notes

1. Complete **Steps 1–18** in *Section 3.1.6: How can I Add a New Chain for Taxes, CPI Accrual Payments, Buyouts, Manual Interest, or Credits on a New Lease?*
2. Click the **Document Templates** tab.
The Document Templates page will be displayed.
3. Click the **Add** button.
The Document Template page will be displayed.

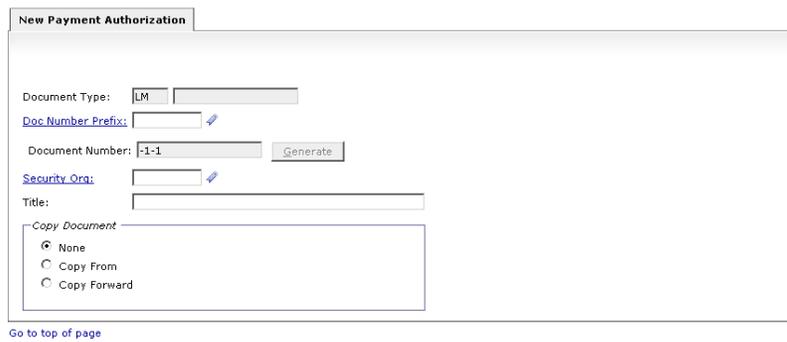


4. **REQUIRED**—Enter **LM** in the **Document Type** field to generate a payment document.
5. Enter the first creation date in the **First Creation Date** field.
Note: *The First Creation Date is the Lease Effective From date. If no value is entered for First Creation Date, it will default to the Lease Effective From date when the Lease Profile is saved.*
6. In the **Payment Template Prompt Pay Information** section, accept the default value of **True** for the **Periodic Payments Subject to Prompt Pay** flag.
7. **REQUIRED**—Enter the prompt pay type of **STD** in the **Specified Periodic Payments Prompt Pay Type** field.
8. Accept the default value of **True** for the **Retroactive Payments Subject to Prompt Pay** flag.
9. **REQUIRED**—Enter the prompt pay type of **STD** in the **Specified Retroactive Payments Prompt Pay Type** field.

Notes

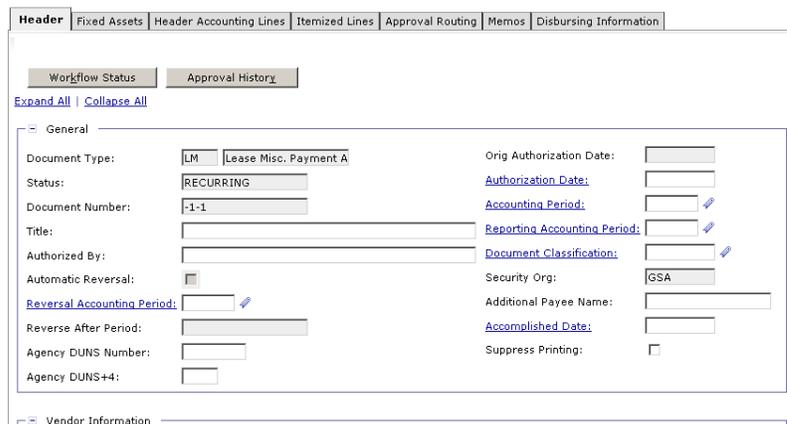
- Click the **Template** button.

The New Payment Authorization page will be displayed



- Click the **Finish** button.

The Header page will be displayed.



- REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

- Click the **Add** button to add a **Header Accounting Line**.

***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*

***TO COPY** an existing line, select the line to copy and click the **Copy** button.*

Note: *Only one line is needed for standard GSA leases.*

- Enter the **Lease Code** in the **Invoice Number** field.

- REQUIRED**—Select an accounting template for **the Header**

Notes

Accounting Line.

Note: To *Search* for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.

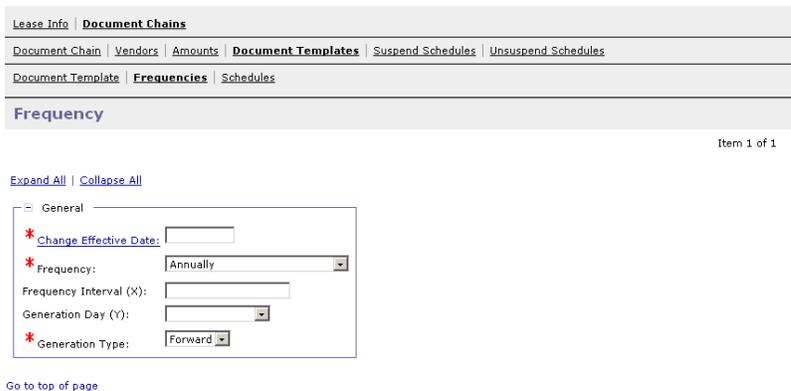
17. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.

*Complete the **Bldg #, F/C (PGC32)**, and any other required accounting elements that were not populated by the accounting template.*

18. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.
19. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

20. Click the **Save Template** button.
*The **Successful Save** message appears.*
21. Click the **Close Template** button.
*The **Document Template** page will be displayed.*
22. Click the **Frequency** tab.
*The **Frequencies** page will be displayed.*
23. Click the **Add** button.
*The **Frequency** page will be displayed.*



24. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note: *The **Change Effective Date** must equal the **Lease Effective***

Notes

From date on new lease profiles.

25. **REQUIRED**—Select **One-Time** from the **Frequency** drop-down box in the **Frequency Details** box.
26. Confirm that **Forward** is selected in the **Generation Type** drop-down box.

2.1.6.2 How Do I Add The Document Template For Interest?

The following steps describe how to add a new document template for interest. Chain 3 will be used for interest payments.

Notes

1. Select the **Document Chains** hyperlink at the top of the screen.
2. Select Document Chain **2** and click the **Copy** button.

Note: *Pegasys will copy the Vendor, Amount, and Document Template information.*

3. Select the **Document Templates** tab.
The Document Templates page will be displayed.
4. Open the appropriate **Document Template**.
The Document Template page will be displayed.

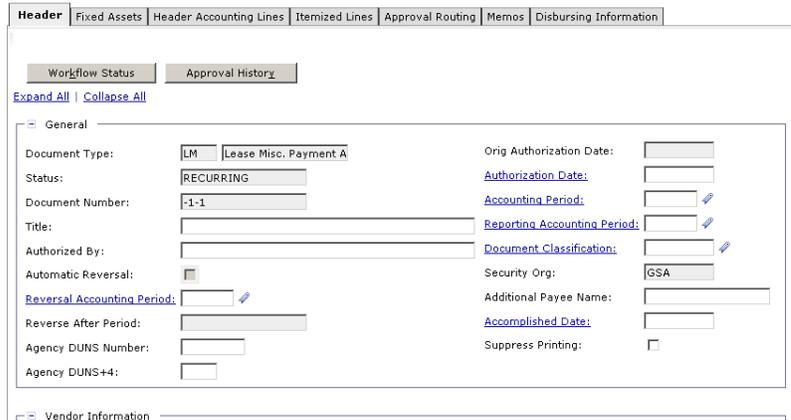
5. Enter **LM** in the **Document Type** field.
6. Click the **Template** button.
The New Payment Authorization page will be displayed



[Go to top of page](#)

7. Click the **Finish** button.
The Header page will be displayed.

Notes



8. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
9. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
10. Click the **Add** button to add a **Header Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases.*
11. Select the **Line Type** of **Manual Interest** from the drop-down box.
12. Enter the **Lease Code** in the **Invoice Number** field.
13. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: *To Search for an Accounting Template, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.*
14. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #, F/C (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*
15. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.

Notes

- Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

- Click the **Save Template** button.

*The **Successful Save** message appears.*

- Click the **Close Template** button.

*The **Document Template** page will be displayed.*

2.1.6.3 How Do I Add The Document Template For Rental Of Facilities, Other?

The following steps describe how to add a new document template for rental of facilities, other. Chain 4 will be used for rental of facilities, other payments.

Notes

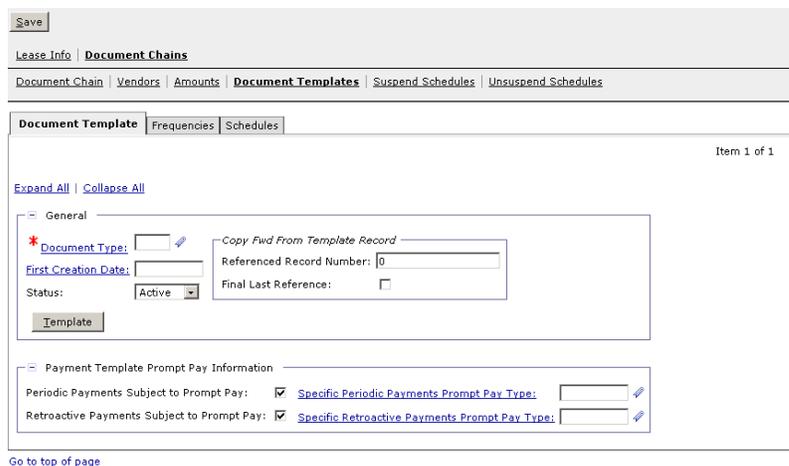
- Complete **Steps 1–18** in **Section 3.1.6: How can I Add a New Chain for Taxes, CPI Accrual Payments, Buyouts, Manual Interest, or Credits on a New Lease?**

- Click the **Document Templates** tab.

*The **Document Templates** page will be displayed.*

- Click the **Add** button.

*The **Document Template** page will be displayed.*



- REQUIRED**— Enter **LM** in the **Document Type** field to generate a payment document.

- REQUIRED**—Enter the first creation date in the **First Creation Date** field.

Note: *The **First Creation Date** is the **Lease Effective From date**.*

Notes

*If no value is entered for the **First Creation Date**, it will default to the **Lease Effective From** date when the **Lease Profile** is saved.*

6. In the **Payment Template Prompt Pay Information** section, **accept** the default value of **True** for the **Periodic Payments Subject to Prompt Pay** flag.
7. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Periodic Payments Prompt Pay Type** field.
8. Accept the default value of **True** for the **Retroactive Payments Subject to Prompt Pay** flag.
9. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Retroactive Payments Prompt Pay Type** field.
10. Click the **Template** button.

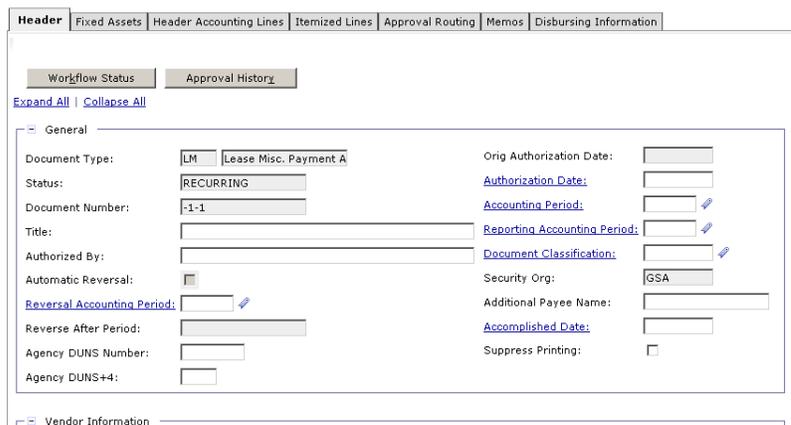
*The **New Payment Authorization** page will be displayed.*



[Go to top of page](#)

11. Click the **Finish** button.

*The **Header** page will be displayed.*

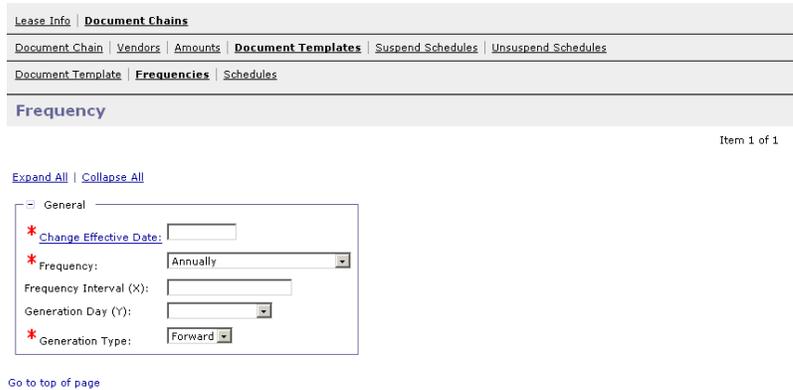


12. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

Notes

13. Select the **Header Accounting Lines** tab.
*The **Header Accounting Lines** page will be displayed.*
14. Click the **Add** button to add a **Header Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases.*
15. Enter the **Lease Code** in the **Invoice Number** field.
16. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: *To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.*
17. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **F/C (PGC35)**, and any other required accounting elements that were not populated by the accounting template.*
18. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.
19. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
20. Click the **Save Template** button.
*The **Successful Save** message appears.*
21. Click the **Close Template** button.
*The **Document Template** page will be displayed.*
22. Click the **Frequency** tab.
*The **Frequencies** page will be displayed.*
23. Click the **Add** button.
*The **Frequency** page will be displayed.*

Notes



24. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The Change Effective Date must equal the Lease Effective From date on a new lease profile.*
25. **REQUIRED**—Select **One-Time** from the **Frequency** drop-down box.
26. Confirm that **Forward** is selected in the **Generation Type** drop-down box.

2.1.6.4 How Do I Add The Document Template For CPI Accrual Payments?

The following steps describe how to add a new document template for CPI accrual payments. Chain 5 will be used for CPI accrual payments.

Notes

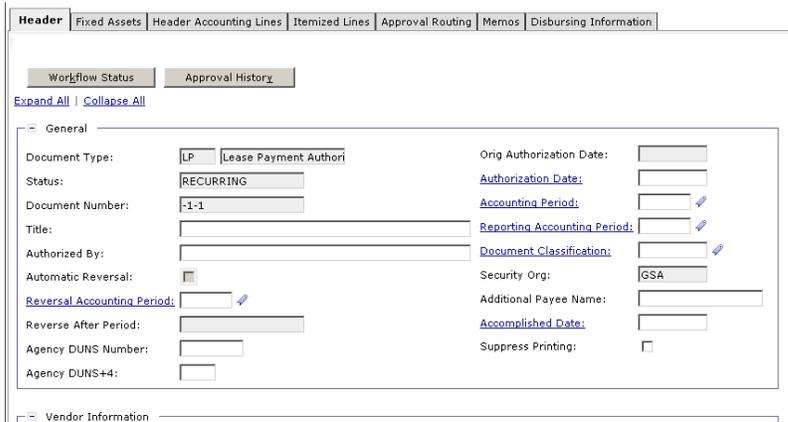
1. Select the **Document Chains** hyperlink at the top of the page.
2. Select Document Chain **4** and click the **Copy** button.
Note: *Pegasys will copy the Vendor, Amount, and Document Template information.*
3. Select the **Document Templates** hyperlink.
The Document Templates page will be displayed.
4. Open the appropriate **Document Template**.
The Document Template page will be displayed.
5. Enter the **LP** record information on the **Document Template** page.
6. Click the **Template** button.
The New Payment Authorization page will be displayed.

Notes



7. Click the **Finish** button.

The Header page will be displayed.



8. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

10. Click the **Add** button to add a **Header Accounting Line**.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy and click the **Copy** button.

Note: Only one line is needed for standard GSA leases.

11. Enter the **Lease Code** in the **Invoice Number** field.

Notes

12. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button for the corresponding Template.
13. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
Complete the Bldg #, F/C (PGC11), and any other required accounting elements that were not populated by the accounting template.
14. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.
15. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
16. Click the **Save Template** button.
The Successful Save message appears.
17. Click the **Close Template** button.
The Document Template page will be displayed.

2.1.6.5 How Do I Add The Document Template For Settlements?

The following steps describe how to add a new document template for settlements. Chain 6 will be used for settlement payments.

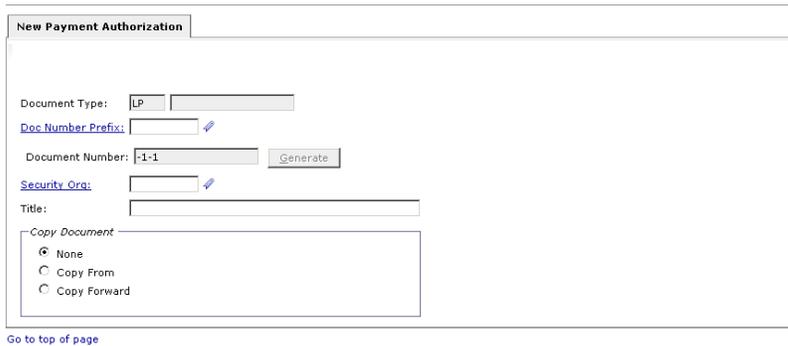
Notes

1. Select the **Document Chains** hyperlink at the top of the page.
2. Select Document Chain **5** and click the **Copy** button.
Note: The system will copy the Vendor, Amount, and Document Template information.
3. Select the **Document Templates** hyperlink.
The Document Templates page will be displayed.
4. Open the appropriate **Document Template**.
The Document Template page will be displayed.
5. Enter the **LP** record information on the **Document Template** page.

Notes

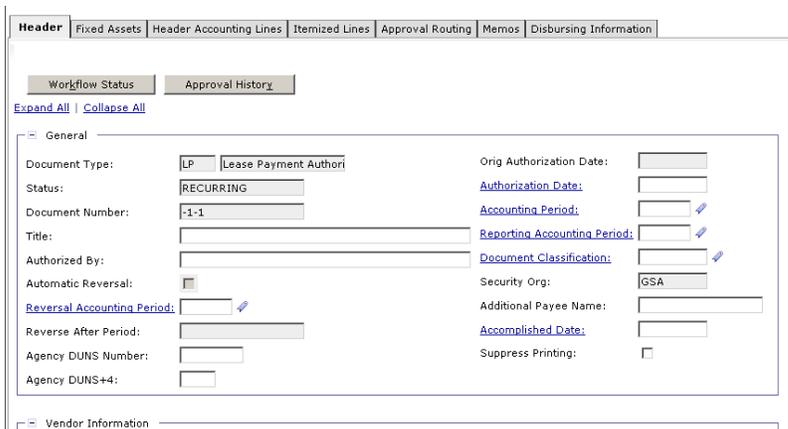
- Click the **Template** button.

The New Payment Authorization page will be displayed.



- Click the **Finish** button.

The Header page will be displayed.



- REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

- Click the **Add** button to add a **Header Accounting Line**.

***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*

***TO COPY** an existing line, select the line to copy and click the **Copy** button.*

Note: *Only one line is needed for standard GSA leases.*

- Enter the **Lease Code** in the **Invoice Number** field.

Notes

12. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.

Note: To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button for the corresponding Template.

13. Click the **Default** button populate the fields in the **Accounting Dimensions** section.

Complete the Bldg #, F/C (PGC33), and any other required accounting elements that were not populated by the accounting template.

14. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.

15. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

16. Click the **Save Template** button.

The Successful Save message appears.

17. Click the **Close Template** button.

The Document Template page will be displayed.

2.1.6.6 How Do I Add The Document Template For Buyouts?

The following steps describe how to add a new document template for buyouts. Chain 7 will be used for buyout payments.

Notes

1. Select the **Document Chains** hyperlink at the top of the page.
2. Select Document Chain **6** and click the **Copy** button.

Note: Pegasys will copy the Vendor, Amount, and Document Template information.

3. Select the **Document Templates** hyperlink.

The Document Templates page will be displayed.

4. Open the appropriate **Document Template**.

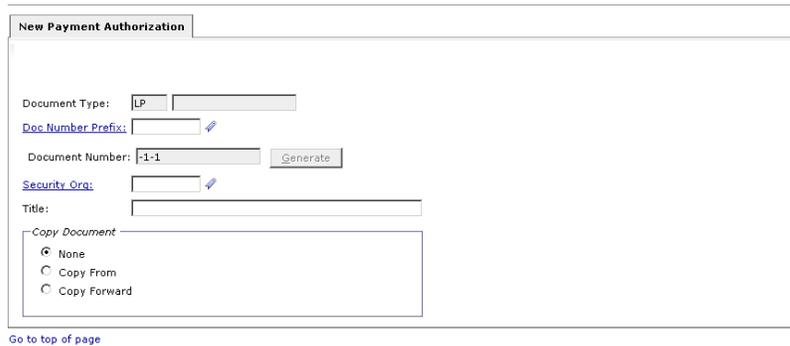
The Document Template page will be displayed.

5. Enter the **LP** record information on the **Document Template** page.

Notes

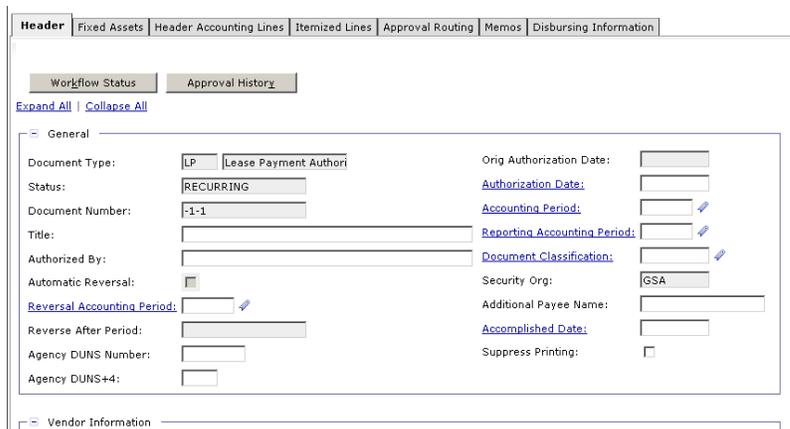
- Click the **Template** button.

The New Payment Authorization page will be displayed.



- Click the **Finish** button.

The Header page will be displayed.



- REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

- Click the **Add** button to add a **Header Accounting Line**.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy and click the **Copy** button.

Note: Only one line is needed for standard GSA leases.

- Enter the **Lease Code** in the **Invoice Number** field.
- REQUIRED**—Select an accounting template for **the Header**

Notes

Accounting Line.

Note: To *Search* for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.

13. Click the **Default** button populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #, F/C (PGC34)**, and any other required accounting elements that were not populated by the accounting template.*
14. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.
15. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
16. Click the **Save Template** button.
*The **Successful Save** message appears.*
17. Click the **Close Template** button.
*The **Document Template** page will be displayed.*

2.1.6.7 How Do I Add The Document Template For Bid Taxes?

The following steps describe how to add a new document template for bid taxes. Chain 8 will be used for bid tax payments.

Notes

1. Select the **Document Chains** hyperlink at the top of the screen.
2. Select Document Chain **2** and click the **Copy** button.
Note: *Pegasys will copy the **Vendor, Amount, and Document Template** information.*
3. Select the **Document Templates** hyperlink.
*The **Document Templates** page will be displayed.*
4. Open the appropriate **Document Template**.
*The **Document Template** page will be displayed.*
5. Enter the **LM** record information on the **Document Template** page.

Notes

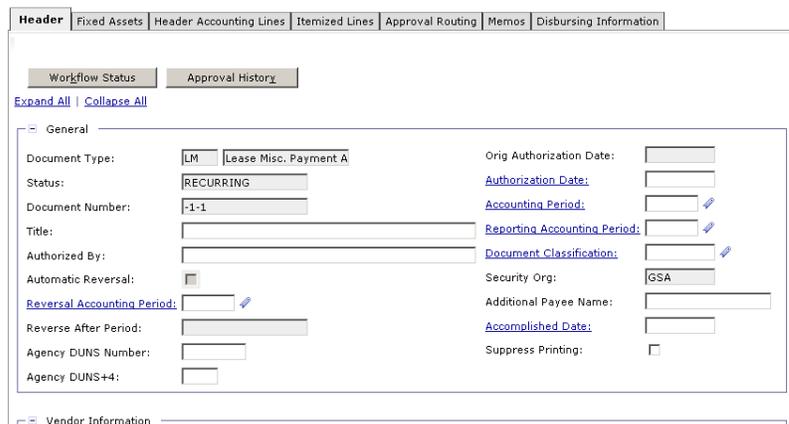
- Click the **Template** button.

The New Payment Authorization page will be displayed.



- Click the **Finish** button.

The Header page will be displayed.



- REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

- Click the **Add** button to add a **Header Accounting Line**.

***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*

***TO COPY** an existing line, select the line to copy and click the **Copy** button.*

Note: *Only one line is needed for standard GSA leases.*

- Enter the **Lease Code** in the **Invoice Number** field.

Notes

12. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.

Note: To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button for the corresponding Template.

13. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.

Complete the Bldg #, F/C (PGC31), and any other required accounting elements that were not populated by the accounting template.

14. **REQUIRED**—Enter the **Lease Code** in the **Contract Number** field.

15. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

16. Click the **Save Template** button.

The Successful Save message appears.

17. Click the **Close Template** button.

The Document Template page will be displayed.

2.2 How Do I Create A Lease That Is Paid On An Annual, Semi-Annual, Or Quarterly Basis?

The following steps describe how to add a lease profile that is to be paid on an annual, semi-annual, or quarterly basis in Pegasys.

Notes

1. Follow the procedures in **Sections 3.1 – 3.1.5** to create the lease profile to be paid on an Annual, Semi-Annual, or Quarterly basis.
2. Select the lease profile that is to be paid on an Annual, Semi-Annual, or Quarterly basis.
3. Select the **Document Chains** hyperlink at the top of the page.
4. Open the appropriate **Document Chain Number**.
5. Verify the **Document Chain Number** to be suspended is selected.
6. Enter the suspend date in the **Suspend Date** field.

Note: The suspend date is the Lease Effective From date for

Notes

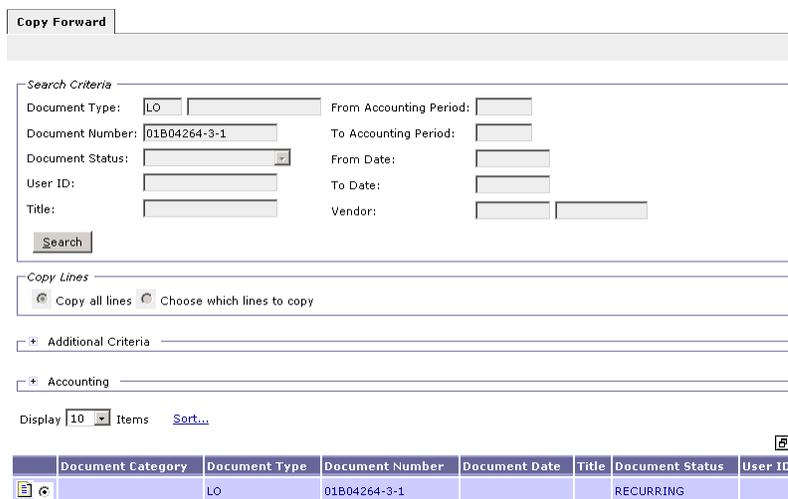
leases paid annually, semi-annually, or quarterly.

7. **REQUIRED**—Enter **LR** in the **Suspend Document Type** field to generate an accrual document.
8. Click the **Template** button.

*The **New Estimated Accrual** page will be displayed.*



9. Click the **Next** button to select the appropriate document to copy forward.

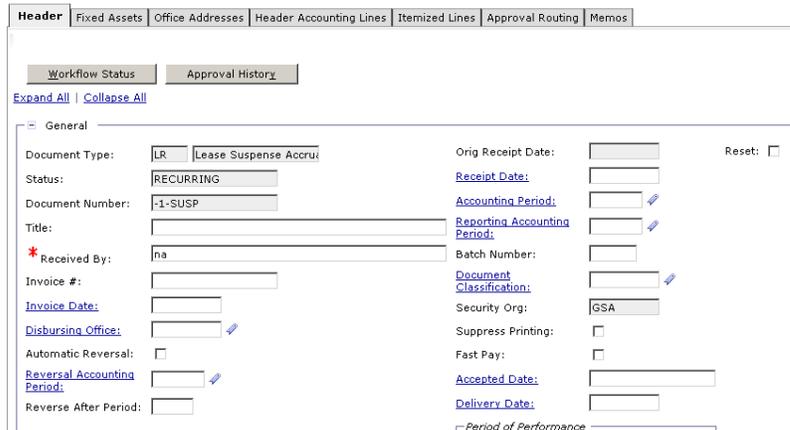


Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
LO	LO	01B04264-3-1			RECURRING	

10. Click the **Finish** button.

*The **Header** page will be displayed.*

Notes



11. Review the **Vendor Code** field to ensure that the appropriate vendor code will be displayed.
12. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
13. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: Only one line is needed for standard GSA leases.
14. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: To Search for an Accounting Template, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
15. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
Complete the Bldg #, F/C (PGC11), and any other required accounting elements that were not populated by the accounting template.
16. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
17. Click the **Save Template** button.

Notes

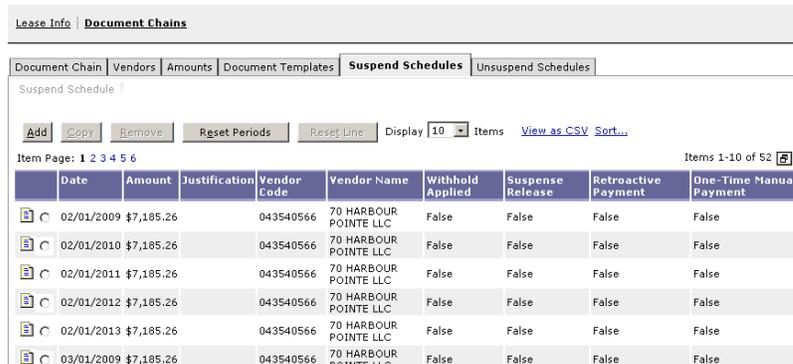
The Successful Save message appears.

18. Click the **Close Template** button.

The Document Chain page will be displayed.

19. Click the **Suspend Schedules** tab.

The Suspend Schedule page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

20. Review the suspend schedule.

21. Click the **Save** button to update the suspension information to the lease profile.

Note: Refer to *Section 4.1: How do I make a Payment for an Annual, Semi-Annual, or Quarterly Lease to schedule the payments.*

2.2.1 How Do I Review The Document Creation Schedule For A Lease Profile, Which Is Paid On An Annual, Semi-Annual, Or Quarterly Basis?

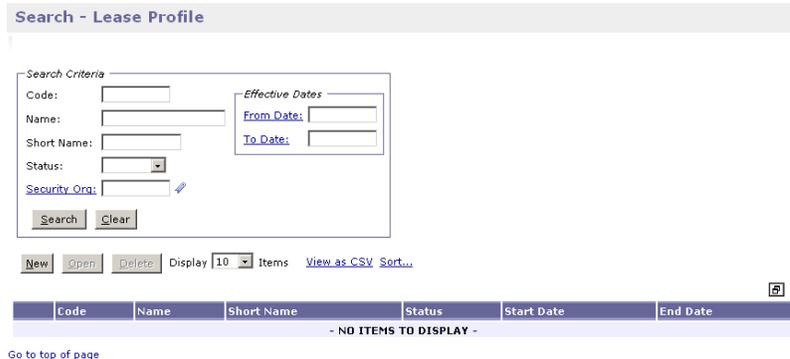
The following steps describe how to review the document creation schedule for a Lease Profile, which is paid on an Annual, Semi-Annual, or Quarterly basis in Pegasys.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the schedule to be reviewed.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Select the appropriate **Document Chain Number** and then click the **Document Templates** hyperlink.
*The **Document Templates** page will be displayed.*
7. Select the **LP** document template record.
8. Click the **Schedules** hyperlink.
*The **Schedules** page will be displayed.*
9. Review the schedule displayed for the new lease profile selected.
Note: *Only documents prior to the **Suspend Date** are displayed on the schedule.*

2.3 How Do I Enter An Annual Amount Change?

The following sections describe how to complete an annual amount change for a lease profile that results in retroactive payments; payments with an applied withhold; or prorated payments.

2.3.1 How Do I Enter An Annual Amount Change Resulting In A Retroactive Payment?

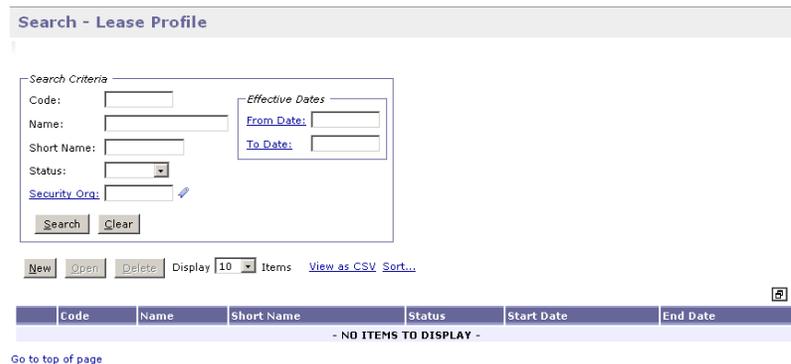
The following steps describe how to enter an amount change for a Lease Profile resulting in a Retroactive Payment and how to review the new schedule.

Notes

Notes

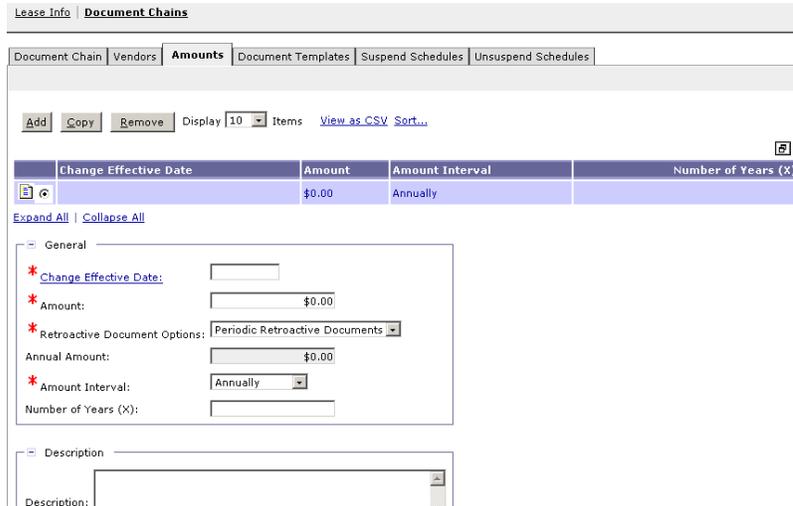
1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the amount change.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Select the **Amounts** tab.
The Amounts page will be displayed.
8. Click the **Add** button.
The Amount record will be displayed.

Notes



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note: *To result in retroactive payments, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.*
 - *The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.*
10. **REQUIRED**—Enter the new annual amount in the **Amount** field.

Note: *To result in retroactive payments, the **Amount** will be greater than the **Current Amount**.*
11. **REQUIRED**—Select **Annually** from the **Amount Interval** drop-down box.
12. Select the **Lump Retroactive Documents** option from the **Retroactive Document Options** drop-down box.

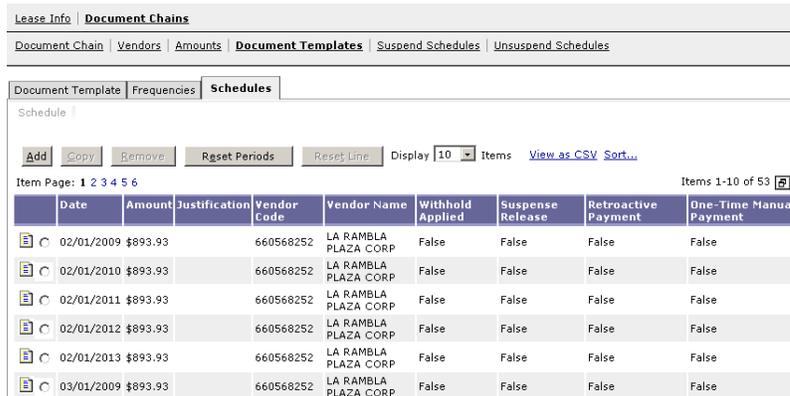
Note: *The **Lump Retroactive Documents** option will lump the entire retroactive amount onto one document for each document template.*

Note: *If the lump-sum retroactive option does not reference multiple commitments for the periods created, then it should not be used.*
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Templates** tab.

*The **Document Templates** page will be displayed.*
15. Select the **LP** payment document template record.

Notes

- Click the **Schedules** hyperlink.
The Schedules page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False

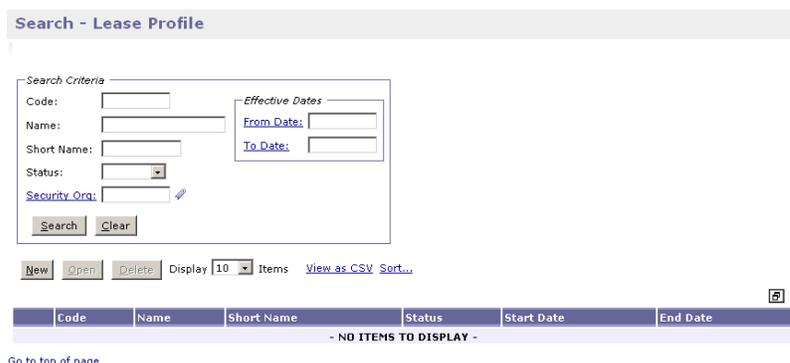
- Review the updated document creation schedule.
- Click the **Save** button to update the lease profile.

2.3.2 How Do I Enter An Annual Amount Change Resulting In A Payment With An Applied Withhold?

The following steps describe how to enter an amount change for a Lease Profile resulting in a Payment with an Applied Withhold and how to review the new schedule.

Notes

- Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.

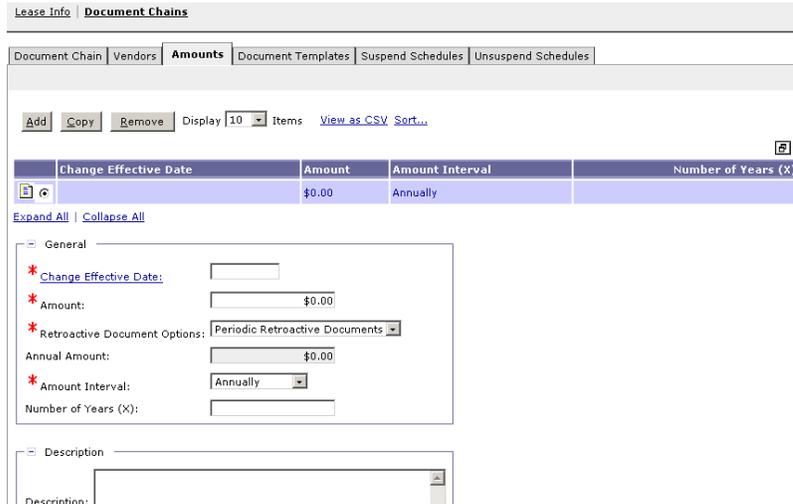


Code	Name	Short Name	Status	Start Date	End Date
- NO ITEMS TO DISPLAY -					

- Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
- Select the lease profile for the amount change resulting in an applied withhold payment.

Notes

4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Select the **Amounts** tab.
The Amounts page will be displayed.
8. Click the **Add** button.
The Amount record will be displayed.



Change Effective Date	Amount	Amount Interval	Number of Years (X)
	\$0.00	Annually	

Expand All | Collapse All

General

* Change Effective Date:

* Amount:

* Retroactive Document Options:

Annual Amount:

* Amount Interval:

Number of Years (X):

Description:

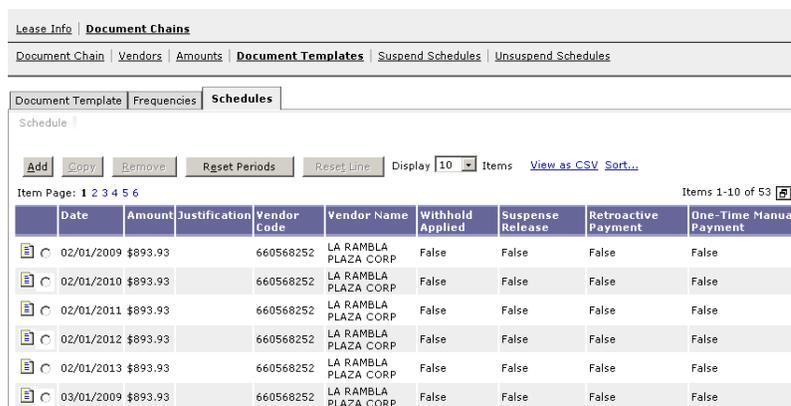
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note:
 - To result in an applied withhold, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.
 - The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.
10. **REQUIRED**—Enter the new annual amount in the **Amount** field.
Note: *To result in an applied withhold, the Amount will be less than the Current Amount.*
11. **REQUIRED**—Select **Annual** from the **Amount Interval** drop-down list box.
12. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.

Notes

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Templates** tab.
15. Select the **LP** payment document template record.
16. Click the **Schedules** tab.

The Document Templates page will be displayed.

The Schedules page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False

17. Review the updated document creation schedule.
18. Click the **Save** button to update the lease profile.

2.3.3 How Do I Enter An Annual Amount Change Resulting In A Prorated Monthly Payment?

The following steps describe how to enter an amount change for a Lease Profile resulting in a Prorated Monthly Payment and how to review the new schedule.

Notes

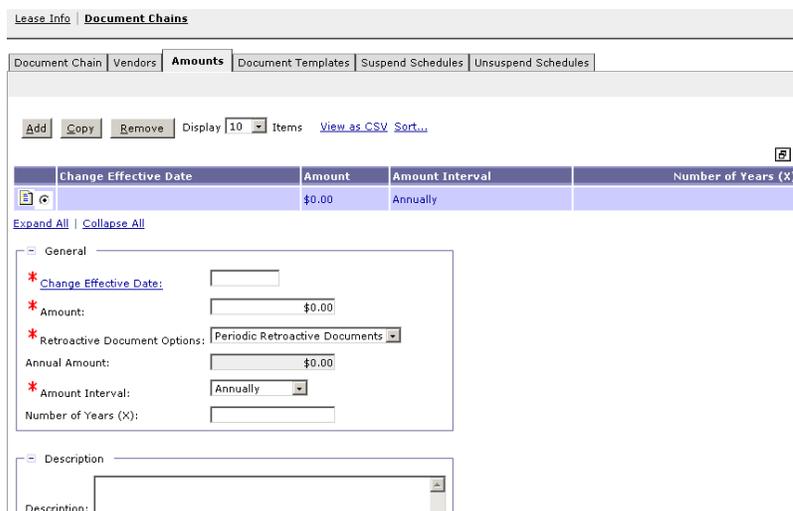
1. Select **Reference—Document—Lease Profiles**.
- The Search - Lease Profile page will be displayed.*

Notes



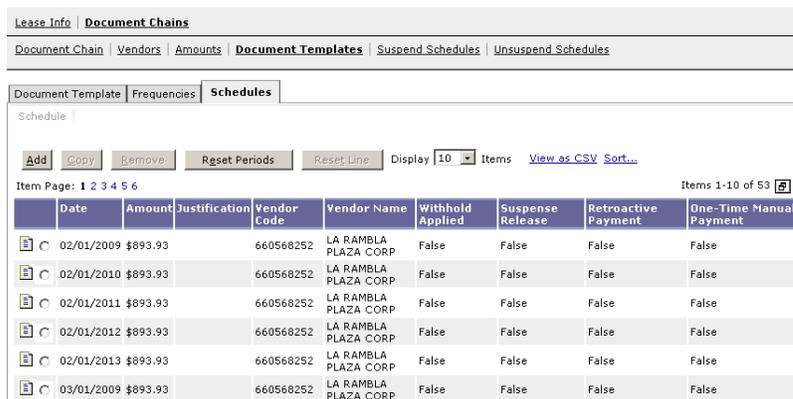
2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.

3. Select the lease profile for the mid-month amount change.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Open the appropriate **Document Chain Number**.
7. Select the **Amounts** tab.
*The **Amounts** page will be displayed.*
8. Click the **Add** button.
*The **Amount** record will be displayed.*



Notes

9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note:
 - The **Change Effective Date** will be in the current month.
 - The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.
10. **REQUIRED**—Enter the new annual amount in the **Amount** field.
11. **REQUIRED**—Select **Annual** from the **Amount Interval** drop-down box.
12. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Templates** tab.
The Document Templates page will be displayed.
15. Select the **LP** payment document template record.
16. Click the **Schedules** tab.
The Schedules page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False

17. Review the updated document creation schedule.
18. Click the **Save** button to update the lease profile.

2.4 How Do I Enter A Vendor Change?

The following sections describe how to make a retroactive vendor change or a vendor change that results in the current payment split between two vendors.

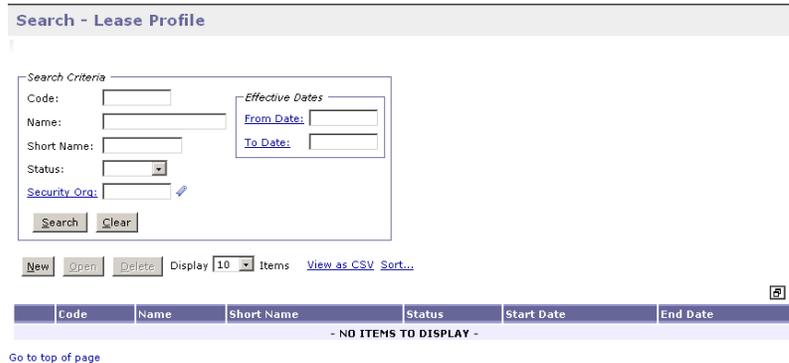
2.4.1 How Do I Enter A Retroactive Vendor Change?

The following steps describe how to enter a retroactive vendor change.

Notes

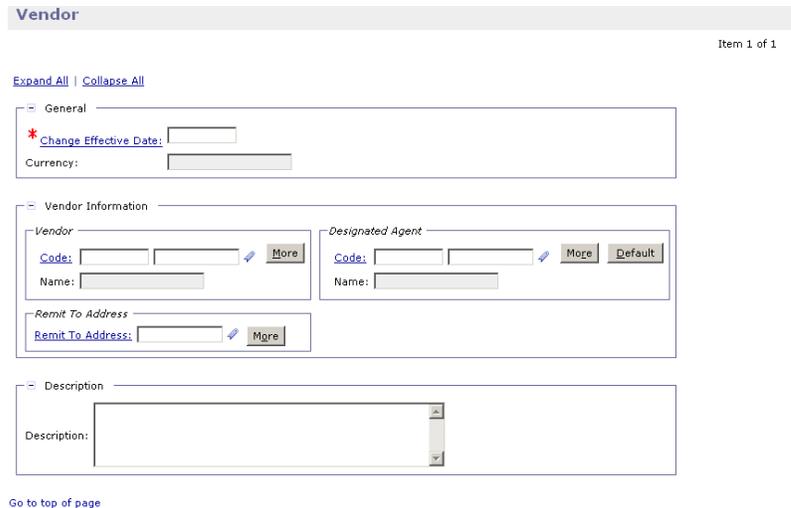
1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the retroactive vendor change.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Click the **Vendors** tab.
The Vendors page will be displayed.
8. Click **Add** button.
The Vendor page will be displayed.

Notes



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note:

- To result in a retroactive vendor change, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.
- The Change Effective Date cannot be earlier than the Lease Effective From date.

10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.

- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that

Notes

is entered.

Note: *The **Designated Agent Code** field will be used only for assignments.*

- To Search for a **Designated Agent Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter Search criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
 14. Select **Document Templates** tab.
*The **Document Templates** page will be displayed.*
 15. Select the **LP** payment document template record.
 16. Click the **Schedules** tab.

*The **Schedules** page will be displayed.*

Lease Info Document Chains									
Document Chain		Vendors	Amounts	Document Templates	Suspend Schedules	Unsuspend Schedules			
Document Template		Frequencies	Schedules						
Schedule									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...									
Item Page: 1 2 3 4 5 6 Items 1-10 of 53									
Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment	
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False	

17. Review the document creation schedule for the vendor change.
Note: *No retroactive payments are scheduled.*
18. Click the **Save** button to update the lease profile.
19. **Override** the warning message.
20. Click the **Save** button.

2.4.2 How Do I Enter A Vendor Change So That The Current Payment Is Split Between Two Vendors?

The following steps describe how to enter a vendor change so that the current payment is split between two vendors.

Notes

Notes

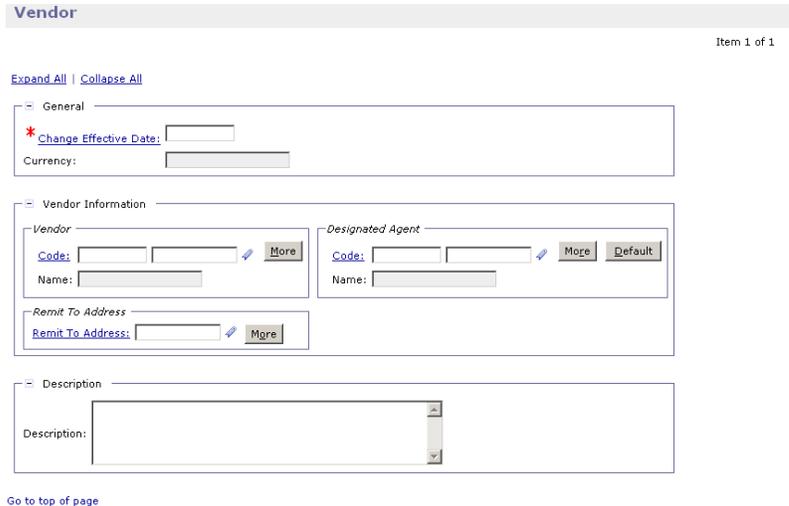
1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the vendor change.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Click the **Vendors** tab.
The Vendors page will be displayed.
8. Click the **Add** button.
The Vendor page will be displayed.

Notes



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note:

- To result in a payment split between two vendors, the **Change Effective Date** will be after the **Last Generation Date**.
- The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.

10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.

- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Notes

Note: The *Designated Agent Code* field will be used only for assignments.

- To **Search** for a **Designated Agent Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

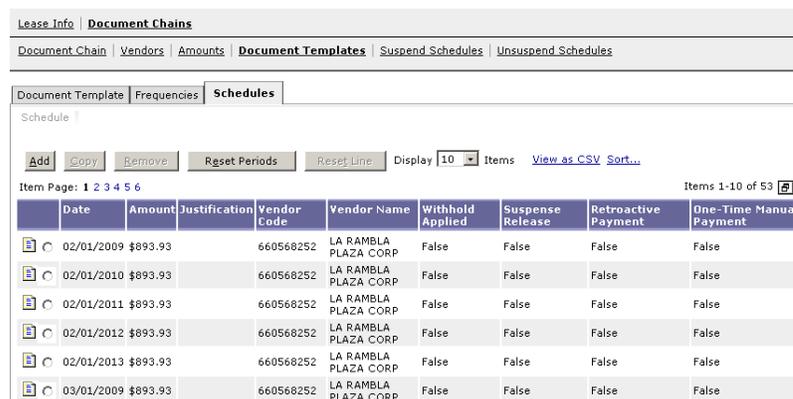
14. Select the **Document Templates** tab.

The Document Templates page will be displayed.

15. Select the **LP** payment document template record.

16. Click the **Schedules** tab.

The Schedules page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2010	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2011	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2012	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
02/01/2013	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False
03/01/2009	\$893.93		660568252	LA RAMBLA PLAZA CORP	False	False	False	False

17. Review the updated document creation schedule for the vendor change.

18. Click the **Save** button to update the lease profile.

2.5 How Can I Manage The Document Creation Schedule?

The document creation schedule can be managed in a variety of ways. A regularly scheduled payment can be changed or a one-time manual payment can be added. The following sections give step-by-step instructions on how to perform these actions.

2.5.1 How Do I Make A Change To A Regularly Scheduled Payment?

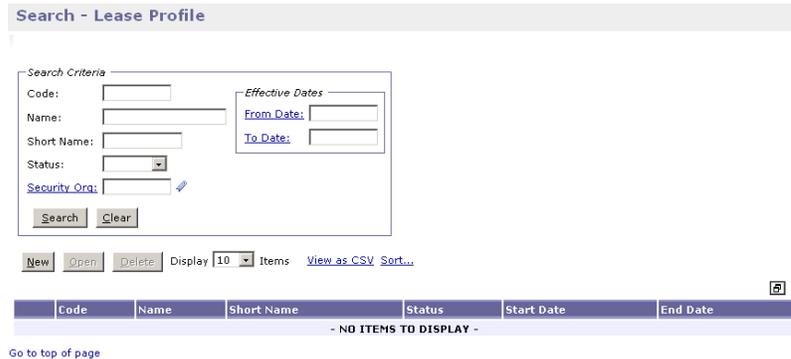
The following steps describe how to make a change to a regularly scheduled payment.

Notes

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to change the regularly scheduled payment.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Select the appropriate **Document Chain Number** and then click the **Document Templates** hyperlink.
The Document Templates page will be displayed.
7. Select the **LP** payment document template record.
8. Click the **Schedules** hyperlink.
The Schedules page will be displayed.
9. Open the schedule line to be changed.
10. Enter the new amount in the **Amount** field or the new payment date in the **Date** field.
11. Enter a justification in the **Justification** field.
12. Click the **Save** button to update the schedule line.
13. Review the document creation schedule.
14. Click the **Save** button to update the lease profile.

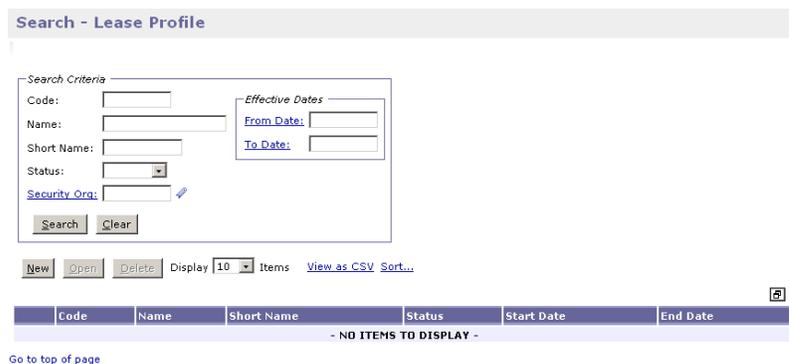
2.5.2 How Can I Add A One-Time Manual Payment To The Document Creation Schedule?

The following steps describe how to add a one-time manual payment to the document creation schedule.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



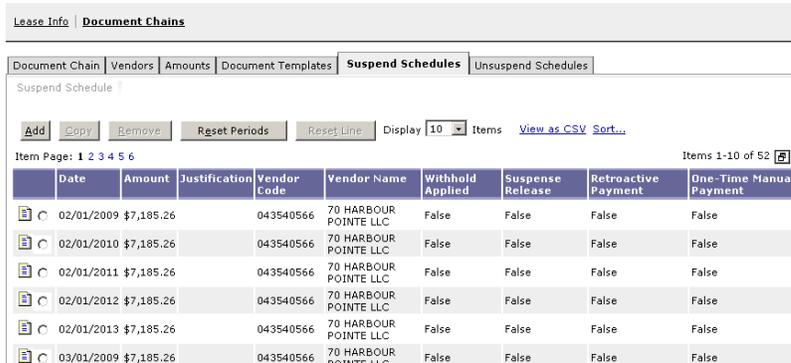
2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to add the one-time payment.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Select the appropriate **Document Chain Number** and then click the **Document Templates** hyperlink.
The Document Templates page will be displayed.
7. Select the **LP** payment document template record.
8. Click the **Schedules** hyperlink.
The Schedules page will be displayed.
9. Click the **Add** button to add the one-time payment to the schedule.
10. Enter the date for the one-time payment in the **Date** field.
11. Enter the amount for the one-time payment in the **Amount** field.
12. Enter a justification in the **Justification** field.
13. Verify that **Miscellaneous Reference** is selected from the **Reference Type** drop-down box, and the **One-Time Payment**

Notes

check box is selected.

Note: *If the **One-Time Payment** should reference an accrual, it cannot be paid on **Chain 1**.*

- Review the document creation schedule.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

- Click the **Save** button to update the lease profile.

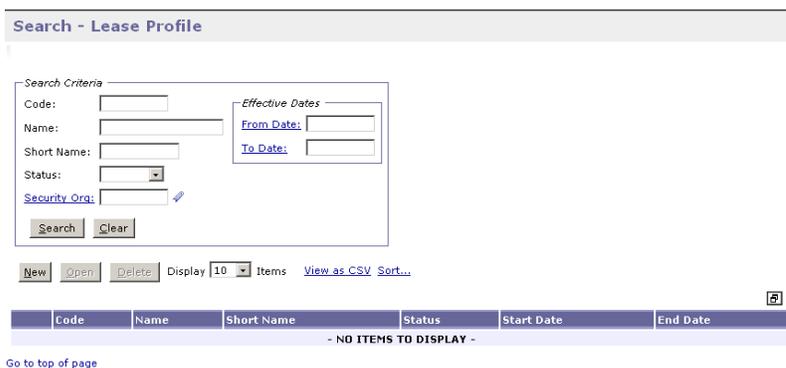
2.5.3 Can I Recalculate The Schedule?

The answer is yes! To recalculate the document creation schedule so that all manual changes to the regularly scheduled payments are cleared and the payments are returned to their original system calculated amounts and dates follow the steps listed below.

Notes

- Select **Reference—Document—Lease Profiles**.

*The **Search - Lease Profile** page will be displayed.*



Search - Lease Profile

Search Criteria

Code:

Name:

Short Name:

Status:

Security Org:

Effective Dates

From Date:

To Date:

Search Clear

New Open Delete Display 10 Items View as CSV Sort...

Code	Name	Short Name	Status	Start Date	End Date
- NO ITEMS TO DISPLAY -					

Go to top of page

- Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
- Select the lease profile for the document schedule to be reset.
- Click the **Open** button.

Notes

The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.

The Document Chains page will be displayed.

6. Select the appropriate **Document Chain Number** and then click the **Document Templates** hyperlink.

The Document Templates page will be displayed.

7. Select the **LP** payment document template record.

8. Click the **Schedules** hyperlink.

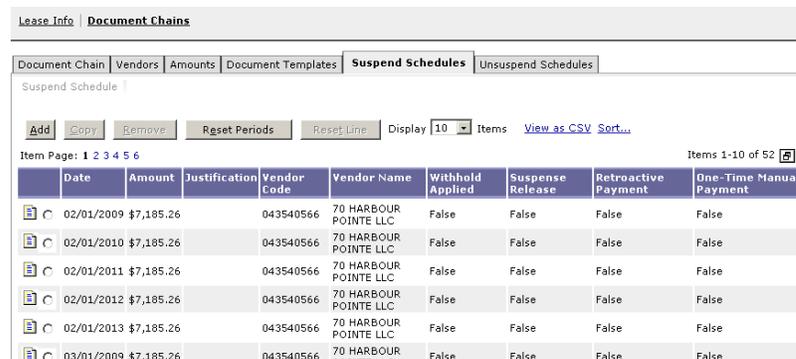
The Schedules page will be displayed.

9. Click the **Reset Periods** button.

- *The following warning message appears.*

Note: *The schedule will be cleared of all manual changes to regularly scheduled payments and the payments will return to their system calculated amounts. One-time payments, retroactive payments, or payments with an applied withhold will not be cleared from the schedule when resetting periods.*

10. Review the updated document creation schedule.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

11. Click the **Save** button to update the lease profile.

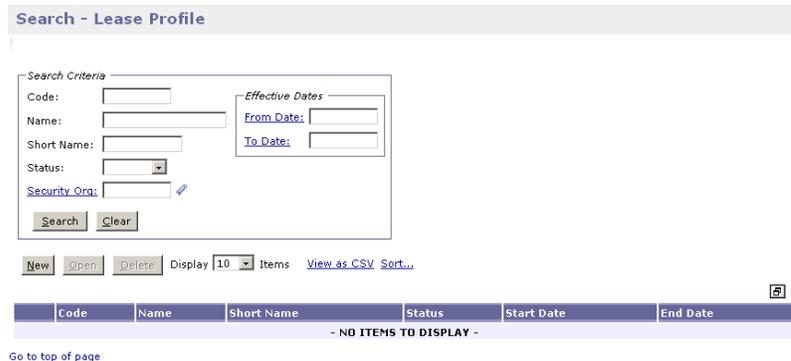
2.5.4 Can I Recalculate A Line On The Schedule?

The answer is yes! To recalculate a line on the document creation schedule so that a manual change to a regularly scheduled payment line is cleared and the payment is returned to its original system calculated amount and date, follow the steps listed below. **Note:** *This feature can also be used to remove a system calculated applied withhold from a schedule payment line. If a withhold has been applied to a payment line, using this feature will remove the withhold and return the scheduled payment line to its original amount.*

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



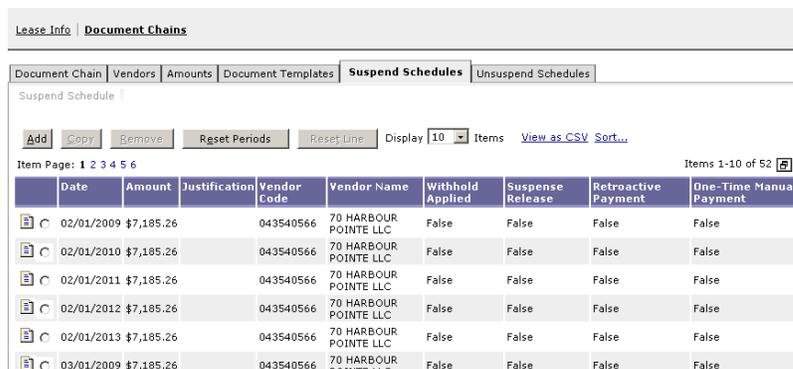
2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile for the document schedule line to be reset.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Select the appropriate **Document Chain Number** and then click the **Document Templates** hyperlink.
The Document Templates page will be displayed
7. Select the **LP** payment document template record.
8. Click the **Schedules** hyperlink.
The Schedules page will be displayed.
9. Select the schedule line to reset.
10. Click the **Reset Line** button.
 - *The following warning message appears.*

Note: *Any manual change and/or system calculated applied*

Notes

withhold to the schedule payment line will be removed and the schedule payment line will return to its original system calculated date and amount. Resetting a schedule payment line cannot be used for a one-time payment schedule line, a retroactive payment schedule line, or a suspense release payment schedule line.

- Review the updated document creation schedule.



The screenshot shows the 'Suspend Schedules' interface. At the top, there are tabs for 'Document Chain', 'Vendors', 'Amounts', 'Document Templates', 'Suspend Schedules', and 'Unsuspend Schedules'. Below the tabs, there are buttons for 'Add', 'Copy', 'Remove', 'Reset Periods', and 'Reset Line'. A 'Display' dropdown is set to '10' items, and there are links for 'View as CSV' and 'Sort...'. The main area contains a table with the following data:

Item Page:	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
1	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
2	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
3	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
4	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
5	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
6	03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

- Click the **Save** button to update the lease profile.

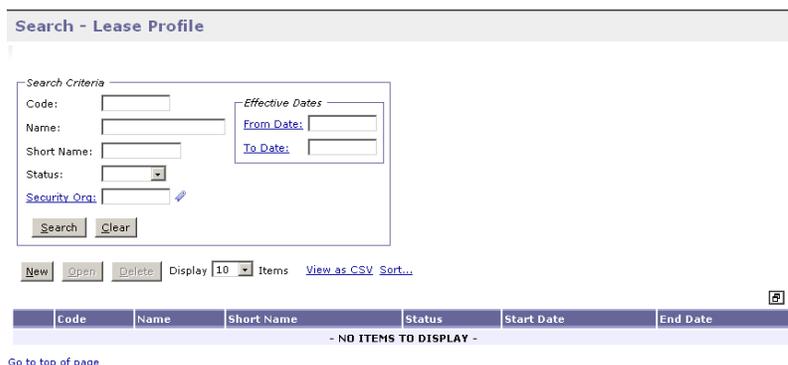
2.6 How Can I Suspend An Existing Lease Contract?

The following steps describe how to suspend an existing lease contract.

Notes

- Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



The screenshot shows the 'Search - Lease Profile' interface. It has a search criteria form with fields for Code, Name, Short Name, Status, Security Org, and Effective Dates (From Date and To Date). There are 'Search' and 'Clear' buttons. Below the form, there are buttons for 'New', 'Open', and 'Delete'. A 'Display' dropdown is set to '10' items, and there are links for 'View as CSV' and 'Sort...'. The main area contains a table with the following data:

Code	Name	Short Name	Status	Start Date	End Date
- NO ITEMS TO DISPLAY -					

- Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
- Select the lease profile to suspend.
- Click the **Open** button.

Notes

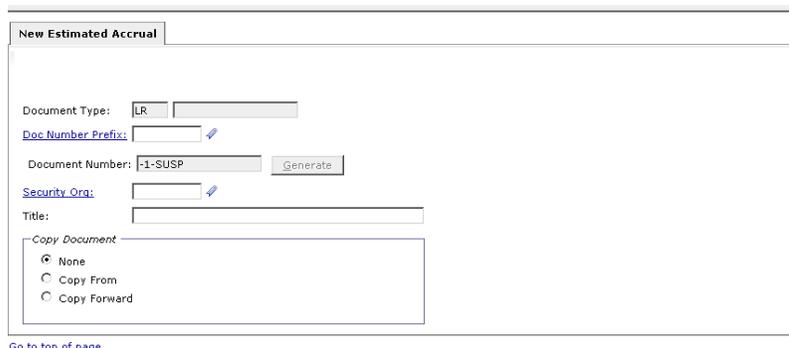
The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.
6. Open appropriate **Document Chain Number**.
7. Verify the **Document Chain Number** to be suspended is selected.
8. Enter the date of suspension in the **Suspend Date** field.

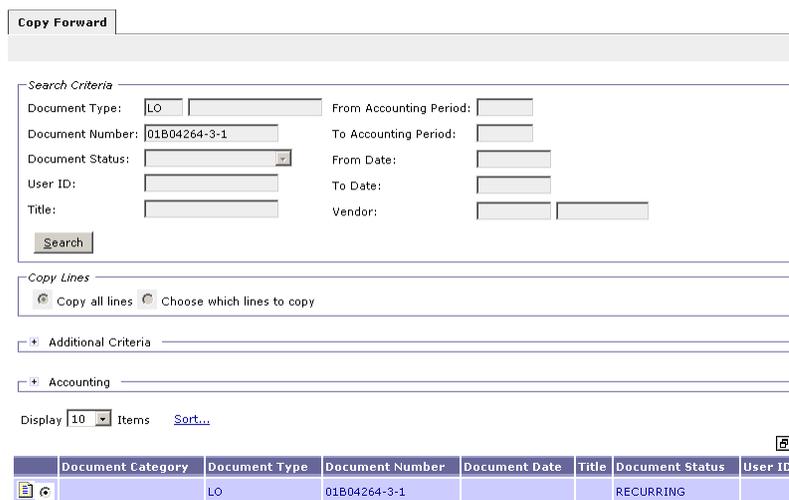
Note: *The Suspend Date cannot be earlier than the Last Generation Date.*

9. **REQUIRED**—Enter **LR** in the **Suspend Document Type** field to generate an accrual document.
10. Click the **Template** button.

The New Estimated Accrual page will be displayed.



11. Click the **Next** button to select the appropriate document to copy forward.

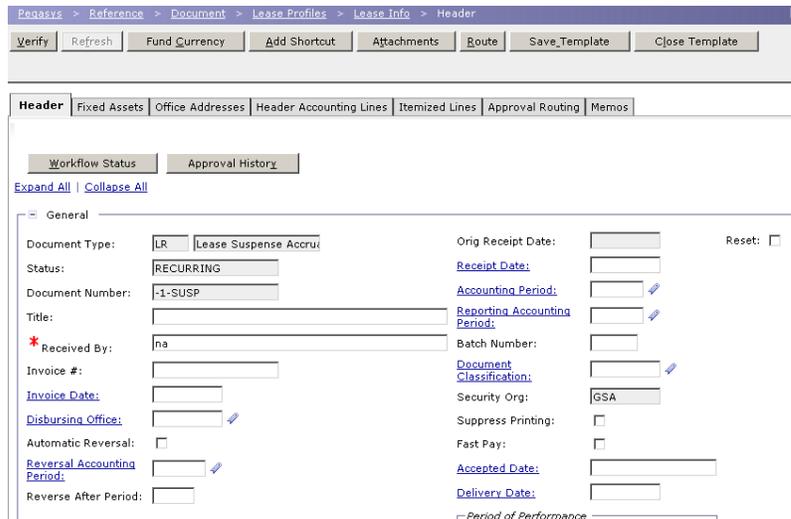


	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
		LO	01B04264-3-1			RECURRING	

12. Click the **Finish** button.

Notes

The Header page will be displayed.



- Review the vendor code field to ensure that the appropriate vendor code is displayed.

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

The Header Accounting Lines page will be displayed.

- Click the **Add** button to add a **Header Accounting Line**.

***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*

***TO COPY** an existing line, select the line to copy and click the **Copy** button.*

Note: *Only one line is needed for standard GSA leases.*

- REQUIRED**—Select an accounting template for the **Header Accounting Line**.

Note: *To Search for an Accounting Template, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to the corresponding **Template**.*

- Click the **Default** button populate the fields in the **Accounting Dimensions** section.

*Complete the **Bldg #**, **F/C (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*

- Click the **Verify** button.

Notes

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

19. Click the **Save Template** button.
*The **Successful Save** message appears.*
20. Click the **Apply Suspense** button.
21. Click the **Suspend Schedules** tab to review the suspended schedule.
*The **Suspend Schedules** page will be displayed.*
22. Click the **Document Templates** tab.
*The **Document Templates** page will be displayed.*
23. Select the **LP** document template record.
24. Click the **Schedules** hyperlink.

Note:

- The **Schedules** page will be displayed.
 - The following documents will remain on the regular schedule one-time payments, retroactive payments that were previously scheduled, and payments scheduled prior to suspense.
 - If the **Suspend Date** is mid-period, a prorated document will be scheduled for the period prior to suspense.
25. Click the **Save** button to update the lease profile.

2.6.1 How Do I Enter An Annual Amount Change On A Suspended Lease?

The following sections provide step-by-step instructions on how to make annual amount changes on a suspended lease resulting in a retroactive accrual or an accrual with an applied withhold.

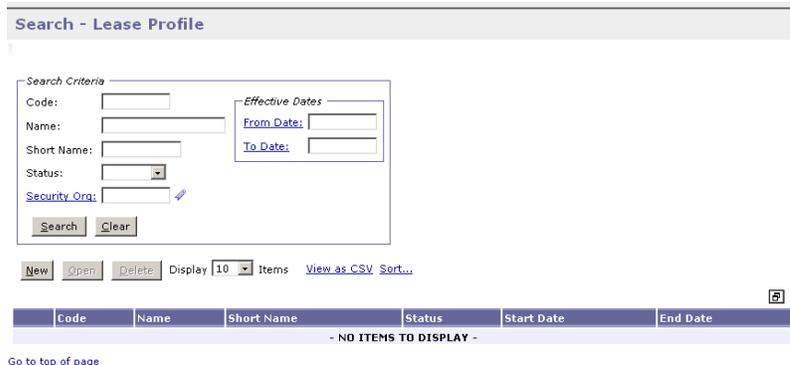
How do I Enter an Amount Change Resulting in a Retroactive Accrual on a Suspended Lease?

The following steps describe how to enter an amount change for a Lease Profile resulting in a Retroactive Accrual on a Suspended Lease.

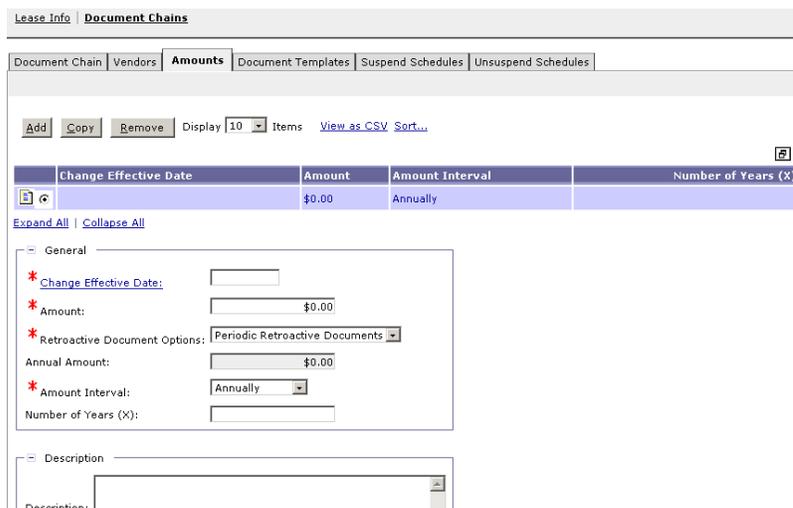
Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the retroactive amount change.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
6. Open the appropriate **Document Chain Number**.
7. Click the **Amounts** button.
*The **Amounts** page will be displayed.*
8. Click the **Add** button.
*The **Amount** record will be displayed.*



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Notes

Note:

- To result in a retroactive accrual, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.
- The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.

10. **REQUIRED**—Enter the new annual amount in the **Amount** field.

*Note: To result in a retroactive accrual, the **Amount** will be greater than the current amount.*

11. **REQUIRED**—Select **Annual** from the **Amount Interval** drop-down box.

12. Click the **Lump Retroactive Documents** option from the **Retroactive Document Options** drop-down box.

*Note: The **Lump Retroactive Documents** option will lump the entire retroactive amount onto one document for each document template.*

Note: If the rent change precedes the suspension date, Pegasys will release those retro changes. Be sure to zero out any payments created by this action as no rent should automatically release while under suspension.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

14. Select the **Suspend Schedules** tab.

*The **Suspend Schedules** page will be displayed.*

15. Review the updated suspend schedule.

16. Click the **Save** button to update the lease profile.

2.6.1.1 How Do I Enter An Amount Change Resulting In An Accrual With An Applied Withhold On A Suspended Lease?

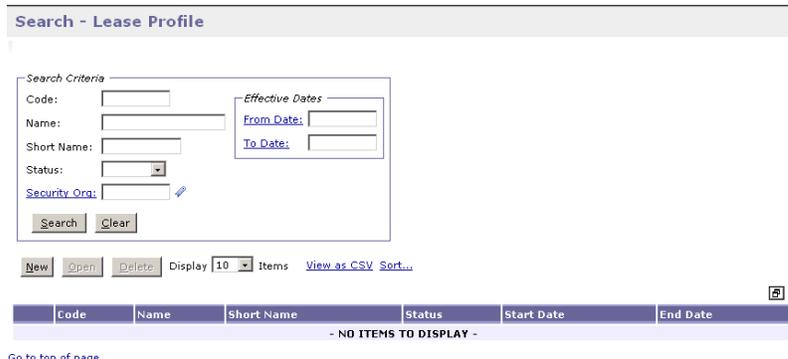
The following steps describe how to enter an amount change for a Lease Profile resulting in an accrual with an applied withhold on a Suspended Lease.

Notes

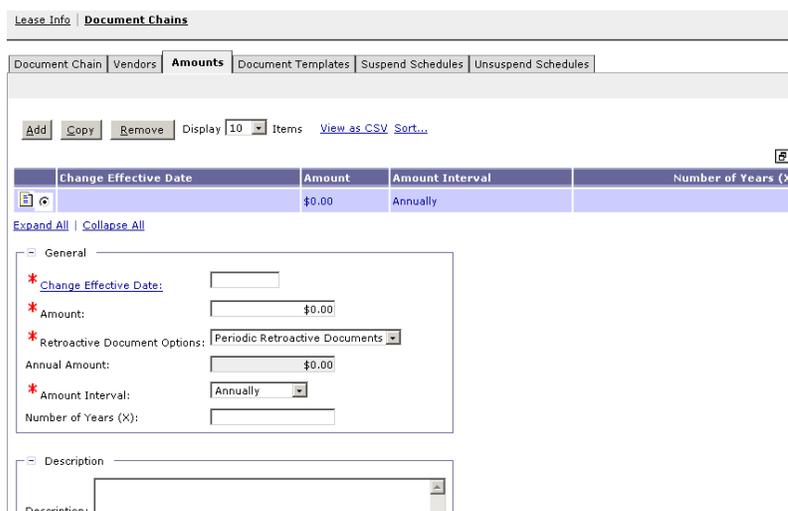
1. Select **Reference—Document—Lease Profiles**.

*The **Search - Lease Profile** page will be displayed.*

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the amount change resulting in an accrual with an applied withhold.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
6. Open the appropriate **Document Chain Number**.
7. Click the **Amounts** tab.
*The **Amounts** page will be displayed.*
8. Click the **Add** button.
*The **Amount** record will be displayed.*



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Notes

Note:

- To result in an accrual with an applied withhold, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.
- The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.

10. **REQUIRED**—Enter the new annual amount in the **Amount** field.

Note: To result in an accrual with an applied withhold, the Amount will be less than the current amount.

11. **REQUIRED**—Select **Annual** from the **Amount Interval** drop-down box.
12. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Click the **Document Chains** hyperlink, and then select the **Document Chain Number** for the lease that is suspended.
15. Select the **Suspend Schedules** hyperlink.
The Suspend Schedules page will be displayed.
16. Review the updated suspend schedule.
17. Click the **Save** button to update the lease profile.

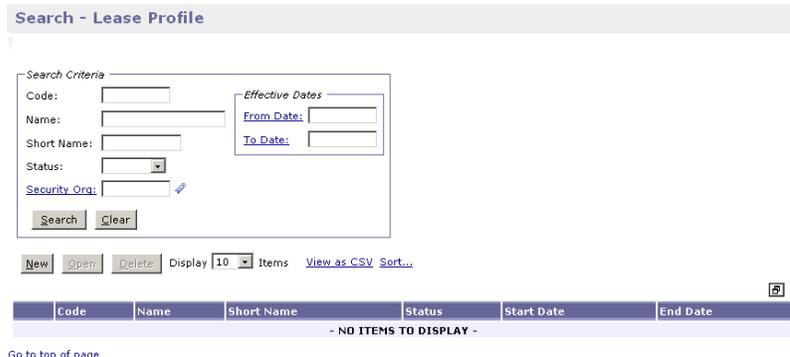
2.6.1.2 How Do I Enter An Annual Amount Change Resulting In A Prorated Monthly Suspense Accrual?

The following steps describe how to enter an amount change for a Lease Profile resulting in a Prorated Monthly Suspense Accrual and how to review the new suspend schedule.

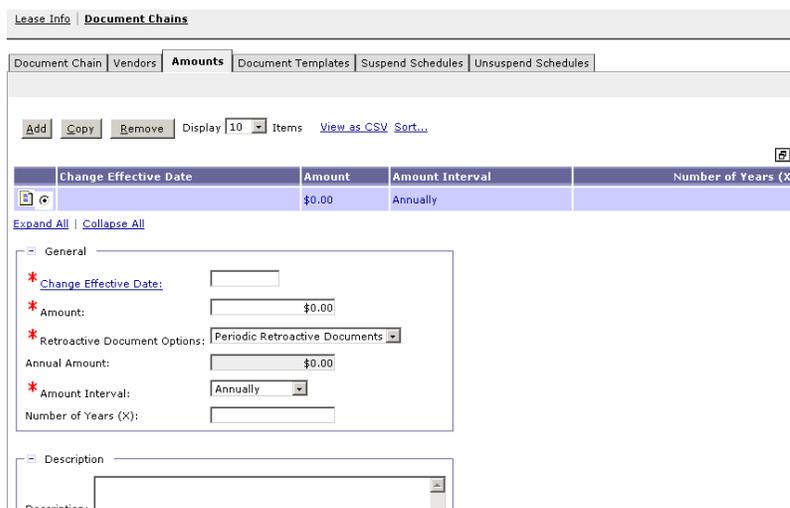
Notes

1. Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the mid-month amount change.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
6. Open the appropriate **Document Chain Number**.
7. Click the **Amounts** tab.
*The **Amounts** page will be displayed.*
8. Click the **Add** button.
*The **Amount** record will be displayed.*



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Notes

Note:

- The **Change Effective Date** will be in the current month.
 - The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.
10. **REQUIRED**—Enter the new annual amount in the **Amount** field.
 11. **REQUIRED**—Select **Annual** from the **Amount Interval** drop-down box.
 12. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
 13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
 14. Select the **Suspend Schedules** tab.
The Suspend Schedules page will be displayed.
 15. Review the updated suspend schedule.
 16. Click the **Save** button to update the lease profile.

2.6.2 How Do I Enter A Vendor Change On A Suspended Lease?

The following sections describe how to make a retroactive vendor change or vendor change that results in the current accrual split between two vendors.

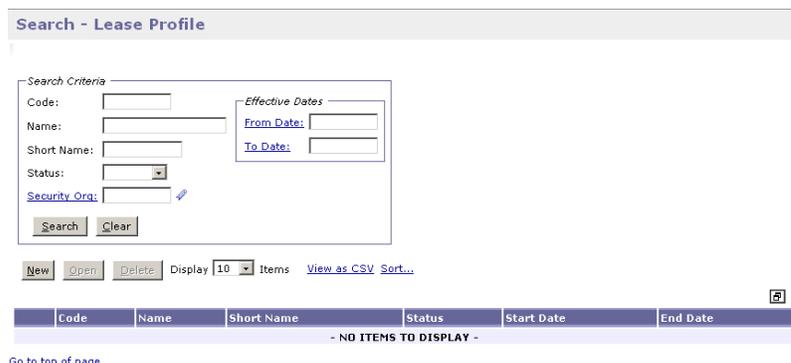
2.6.2.1 How Do I Enter A Retroactive Vendor Change On A Suspended Lease?

The following steps describe how to enter a retroactive vendor change on a suspended lease.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.

Notes

All lease profiles matching the search criteria will be displayed.

3. Select the suspended lease profile for the retroactive vendor change.
4. Click the **Open** button.

*The **Lease Info** tab of the **Lease Profile** will be displayed.*

5. Select the **Document Chains** tab.

*The **Document Chains** page will be displayed.*

6. Open the appropriate **Document Chain Number**.

7. Click the **Vendors** tab.

*The **Vendors** page will be displayed.*

8. Click the **Add** button.

*The **Vendor** page will be displayed.*



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note:

- To result in a retroactive vendor change, the **Change Effective Date** will be earlier than the **Last Generation Date** for the Lease.
- The Change Effective Date cannot be earlier than the Lease Effective From date.

10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

Notes

- To **Search** for a **Vendor Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
 - **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
 - Note: *This field is required by GSA policy.*
11. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *The Designated Agent Code field will be used only for assignments.*

 - To **Search** for a **Designated Agent Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
 12. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
 13. Select the **Document Chain** hyperlink.

The Document Chain page will be displayed.
 14. Verify the **Document Chain Number** for the lease that is suspended.
 15. Select the **Suspend Schedules** hyperlink.

The Suspend Schedules page will be displayed.
 16. Review the suspended schedule.

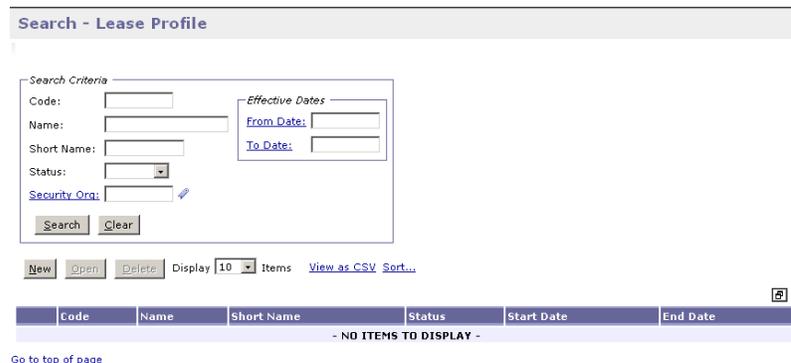
Note: *The suspend schedule should reflect whatever the current vendor code is for future documents. It will not affect LR's already created.*
 17. Click the **Save** button to update the lease profile.
 18. **Override** the errors.
 19. Click the **Save** button.

2.6.2.2 How Can I Enter A Vendor Change So That The Current Accrual Is Split Between Two Vendors?

Notes

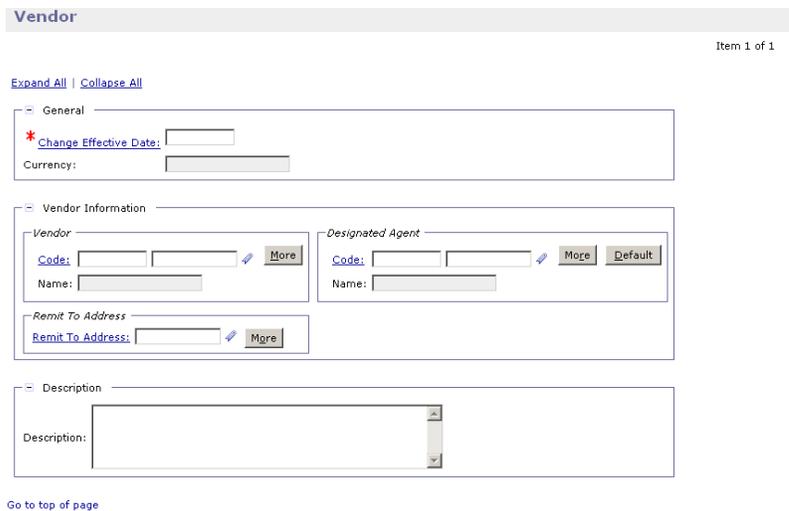
1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the accrual to be split between two vendors.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Click the **Vendors** tab.
The Vendors page will be displayed.
8. Click the **Add** button.
The Vendor page will be displayed.

Notes



- REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note:

- To result in an accrual split between two vendors, the **Change Effective Date** will be after the **Last Generation Date**.
- The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.

- REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

- REQUIRED**—Enter the Address Code in the **Remit To Address** field.

- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

- Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that

Notes

is entered.

Note: *The Designated Agent Code field will be used only for assignments.*

- To **Search** for a **Designated Agent Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
 14. Select the **Document Chains** tab.
The Document Chains page will be displayed.
 15. Verify that the **Document Chain Number** for the suspended lease is selected.
 16. Select the **Suspend Schedules** hyperlink.
The Suspend Schedules page will be displayed.
 17. Review the updated suspend schedule.
 18. Click the **Save** button to update the lease profile.

2.6.3 How Do I Manage The Suspend Schedule?

The suspend schedule can be managed in a variety of ways. A regularly scheduled suspend payment can be changed or a one-time manual suspend payment can be added. The following sections give step-by-step instructions on how to perform these actions.

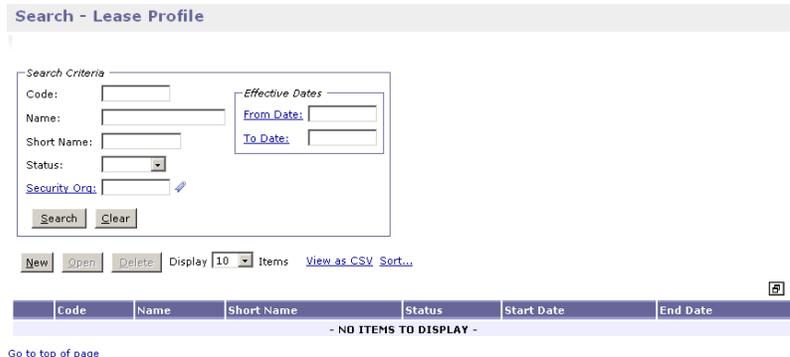
2.6.3.1 How Can I Change A Regularly Scheduled Accrual On The Suspend Schedule?

The following steps describe how to make a change to a regularly scheduled accrual on the suspend schedule.

Notes

1. Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to change the regularly scheduled accrual on a suspended lease profile.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Open the appropriate **Document Chain Number**.
7. Select the **Suspend Schedules** tab.
*The **Suspend Schedules** page will be displayed.*
8. Select the suspended schedule line to be changed and click the **Suspend Schedule** hyperlink.
9. Enter the new amount in the **Amount** field or the new date in the **Date** field.
10. Enter a justification in the **Justification** field.
11. Click the **Save** button to update the suspend schedule line.
12. Review the updated suspend schedule.
13. Click the **Save** button to update the lease profile.

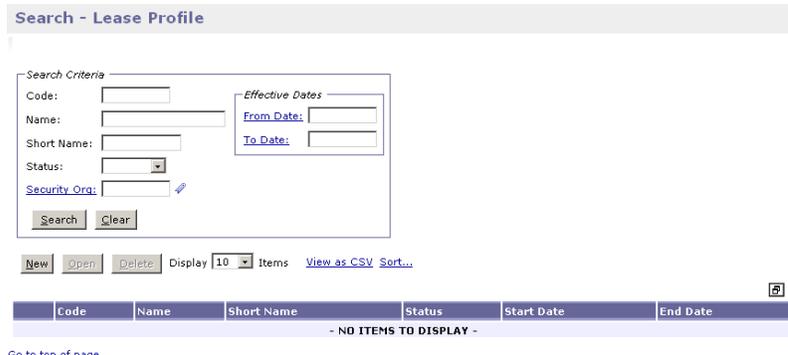
2.6.3.2 How Can I Add A One-Time Manual Accrual To The Suspend Schedule?

The following steps describe how to add a one-time manual accrual to the suspend schedule.

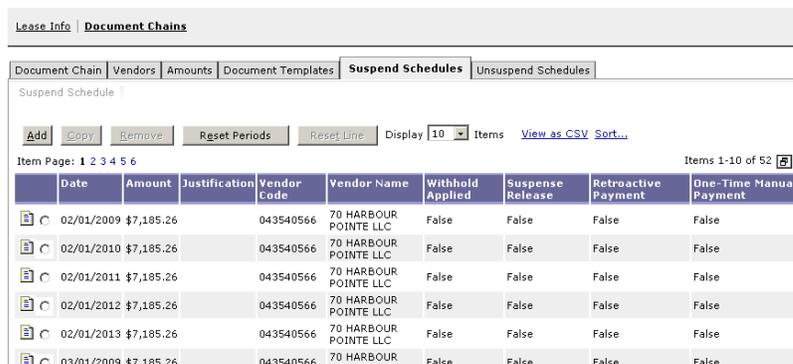
Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile to add the one-time manual accrual.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Open the appropriate **Document Chain Number**.
7. Select the **Suspend Schedules** tab.
*The **Suspend Schedules** page will be displayed.*



	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

8. Click the **Add** button to add the one-time manual accrual to the suspend schedule.
9. Enter the date for the one-time manual accrual in the **Date** field.
10. Enter the amount in the **Amount** field.
11. Enter a justification in the **Justification** field.

Notes

12. Verify that **Miscellaneous Reference** is selected from the **Reference Type** drop-down box, and the **One-Time Manual Payment** check box is selected.
13. Review the suspend schedule.
14. Click the **Save** button to update the lease profile.

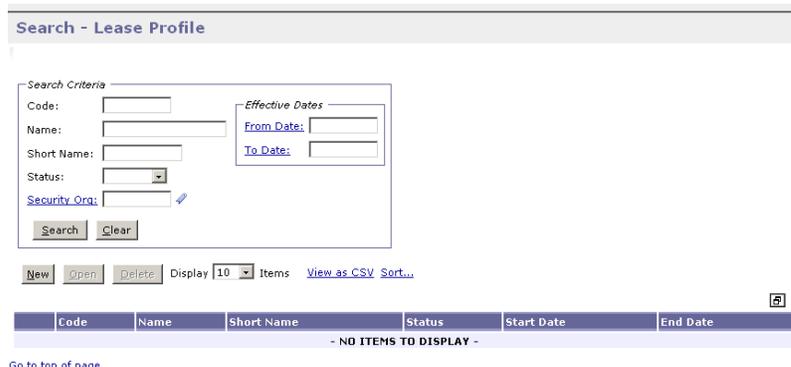
2.6.3.3 Can I Recalculate The Suspend Schedule?

The answer is yes! To recalculate the suspend schedule so that all manual changes to the regularly scheduled suspend payments are cleared and the suspend payments are returned to their original system calculated amounts and dates, follow the steps listed below.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the suspense schedule to be reset.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.
6. Open the appropriate **Document Chain Number**.
7. Select the **Suspend Schedules** tab.
The Suspend Schedules page will be displayed.

Notes

Lease Info | Document Chains

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

Suspend Schedule

Add Copy Remove Reset Periods Reset Line Display 10 Items View as CSV Sort...

Item Page: 1 2 3 4 5 6 Items 1-10 of 52

	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

8. Select the suspend schedule line to reset.
9. Click the **Reset Periods** button.

The following warning message appears.

Note: *The suspend schedule will be cleared of all manual changes to regularly scheduled suspend payments and the suspend payments will return to their system calculated amounts. One-time suspend payments, retroactive suspend payments, or suspend payments with an applied withhold will not be cleared from the schedule when resetting periods.*

10. Review the updated suspend schedule.
11. Click the **Save** button to update the lease profile.

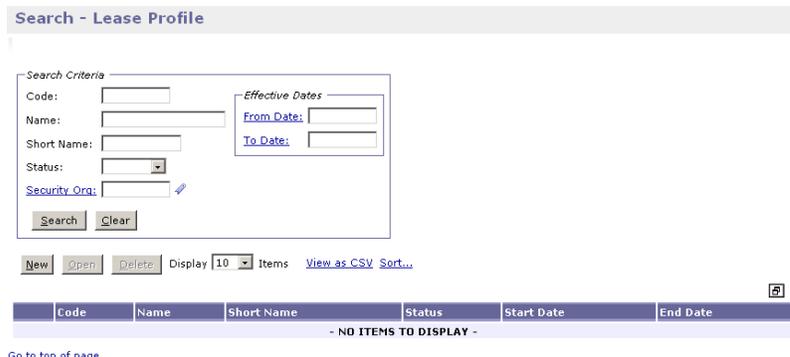
2.6.3.4 Can I Recalculate A Line On The Suspend Schedule?

The answer is yes! To recalculate a line on the suspend schedule so that a manual change to a regularly scheduled suspend payment line is cleared and the suspend payment returns to its original system calculated amount and date, follow the steps listed below. **Note:** *This feature can also be used to remove a system calculated applied withhold from a schedule payment line. If a withhold has been applied to a payment line, using this feature will remove the withhold and return the scheduled payment line to its original amount.*

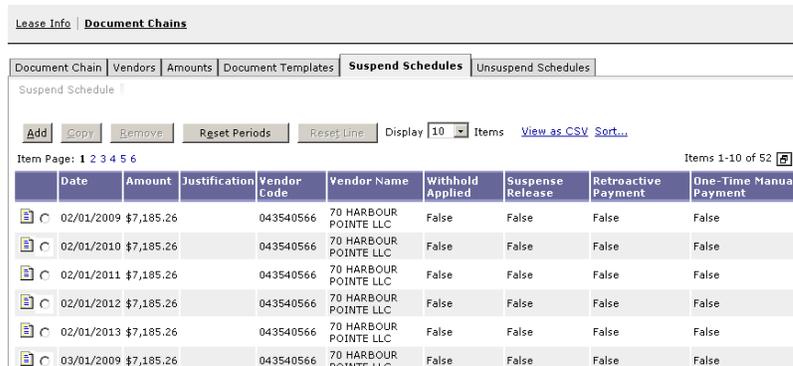
Notes

1. Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile for the suspense schedule line to be reset.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Select the appropriate **Document Chain Number**.
7. Select the **Suspend Schedules** hyperlink.
*The **Suspend Schedules** page will be displayed.*



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

8. Select the suspend schedule line to reset.

Notes

- Click the **Reset Line** button.

The following warning message appears.

Note: *Any manual change and/or system calculated applied withhold to the schedule payment line will be removed and the schedule payment line will return to its original system calculated date and amount. Resetting a schedule payment line cannot be used for a one-time payment schedule line, a retroactive payment schedule line, or a suspense release payment schedule line.*

- Review the updated suspend schedule.
- Click the **Save** button to update the lease profile.

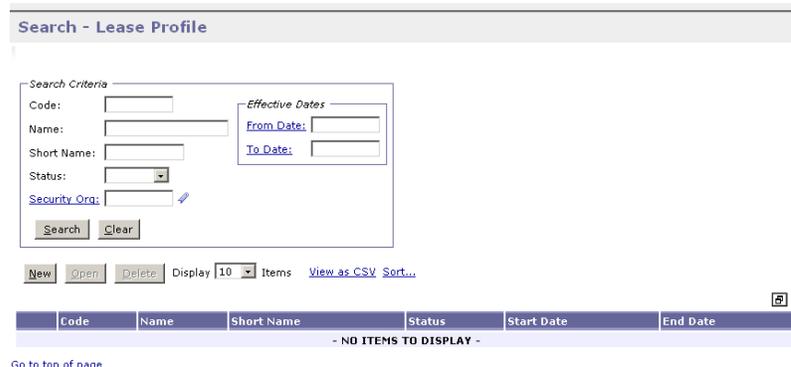
2.7 How Can I Unsuspend A Lease?

The following steps describe how a suspended lease can be unsuspended.

Notes

- Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



- Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
- Select the suspended lease profile to be unsuspended.
- Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
- Select the **Document Chains** tab.
The Document Chains page will be displayed.
- Open the appropriate **Document Chain Number**.
- Enter the date to unsuspend in the **Unsuspend Date** field.
- Click the **Apply Unsuspense** button.

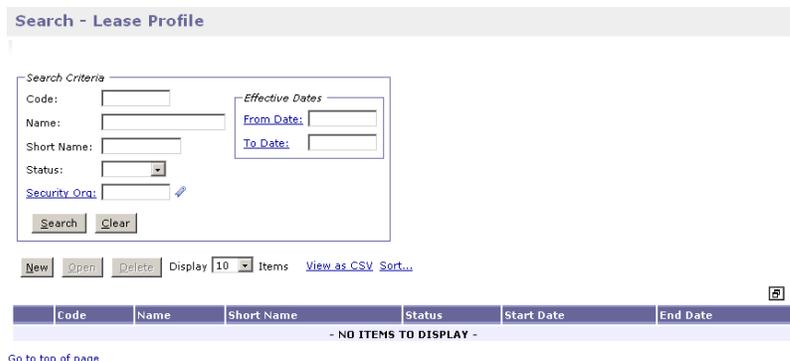
Notes

9. Select the **Unsuspend Schedules** tab.
*The **Unsuspend Schedules** page will be displayed.*
10. Review the unsuspend schedule and make changes, if necessary.
11. Click the **Save** button to update the lease profile.
12. Select the **Document Templates** tab.
*The **Document Templates** page will be displayed.*
13. Select the **LP** payment document template.
14. Click the **Schedules** hyperlink.
*The **Schedules** page will be displayed.*
15. Review the document creation schedule.

2.8 How Can I Unsuspend A Lease And Have The Documents Released For \$0.00?

Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile to be unsuspended.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*
6. Open the appropriate **Document Chain Number**.
7. Enter the date to unsuspend in the **Unsuspend Date** field.

Notes

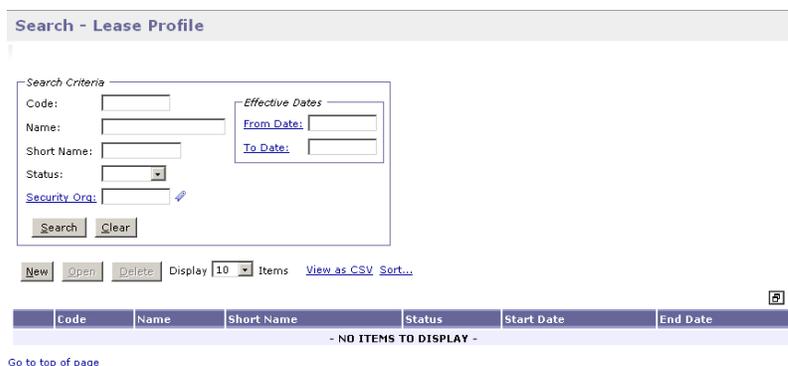
8. Select the **No Release** check box.
9. Click the **Apply Unsuspense** button.
10. Select the **Unsuspend Schedules** tab.
*The **Unsuspend Schedules** page will be displayed.*
11. Review the unsuspend schedule and make changes, if necessary.
12. Click the **Save** button to update the lease profile.
13. Select the **Document Templates** tab.
*The **Document Templates** page will be displayed.*
14. Select the **LP** payment document template.
15. Click the **Schedules** link.
*The **Schedules** page will be displayed.*
16. Review the document creation schedule.

2.9 How Can I Succeed Or Supersede An Existing Lease?

Follow the steps outlined in *Section 3.1: How do I Create a New Lease Profile for Leases that are Paid Monthly?*, followed by the steps outlined below.

Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease that was **Succeeded/Superseded**.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*

Notes

5. Verify the selected lease has a Lease Code of a Succeeding/Superseding Lease in the **Succeeded/Superseded By** field.
6. Change the **Effective Dates To Date** to the date of termination.
7. Select **Inactive** from the **Status** drop-down box so that no new payments are created.

Note: *The lease profile will be considered terminated if **Active** is not selected from the drop-down box.*

8. Click the **Save** button at the bottom to update the lease profile.

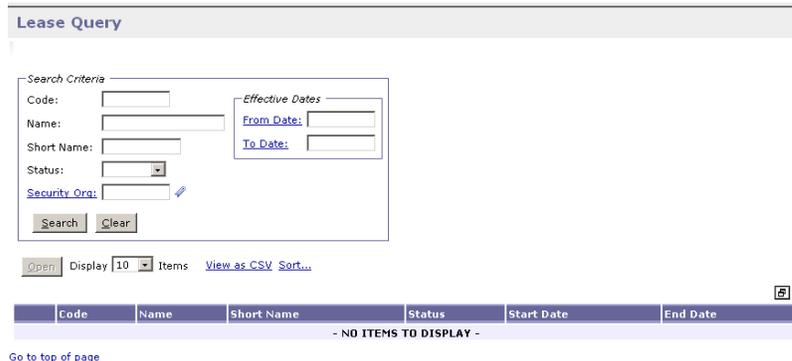
2.10 How Can I Review Lease Activity?

The following steps describe how to review lease activity via the Lease Activity Query.

Notes

1. Select **Queries—Document—Lease Query**.

The Lease Query will be displayed.

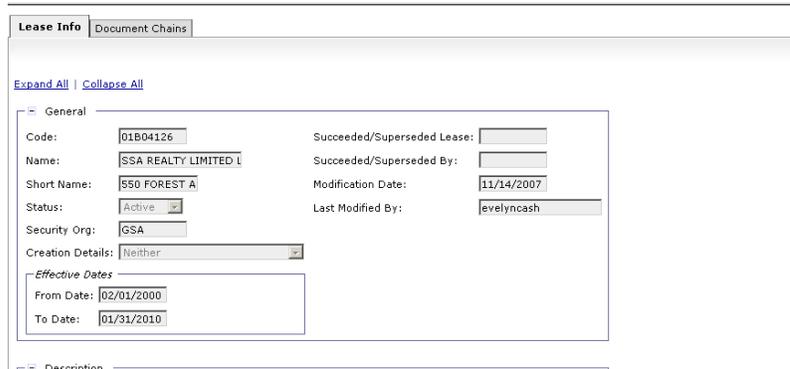


The screenshot shows a web interface titled "Lease Query". It contains a "Search Criteria" section with the following fields: Code, Name, Short Name, Status (a dropdown menu), Security Org, From Date, and To Date. There are "Search" and "Clear" buttons. Below the search criteria, there is an "Open" button, a "Display 10 Items" dropdown, and a "View as CSV Sort..." link. At the bottom, there is a table with columns: Code, Name, Short Name, Status, Start Date, and End Date. The table content is "- NO ITEMS TO DISPLAY -". A "Go to top of page" link is located below the table.

2. Search for specific lease information by entering any of the following search criteria: **Lease Code, Lease Name, Status, Security Org, From Date, and To Date**.
3. Click the **Search** button.
4. Select the lease document to review.
5. Click the **Open** button.

The Lease Info page of the document selected will be displayed.

Notes



6. Review the lease document.

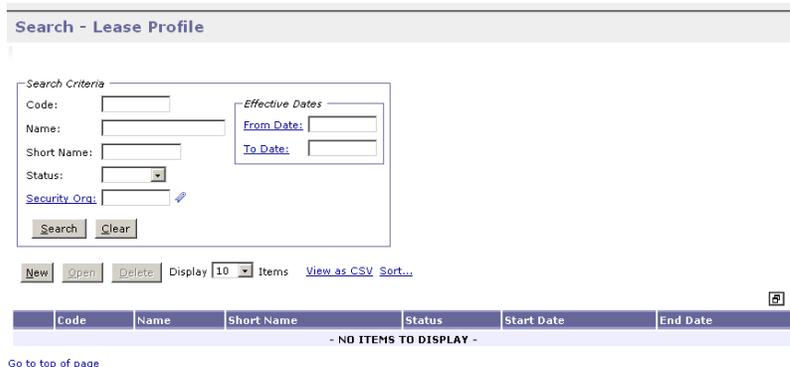
2.11 How Can I Terminate A Lease Profile?

The following steps describe how to terminate a Lease Profile in Pegasys.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to be terminated.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Change the **Effective To** date to the lease termination date.
6. Select **Inactive** from the **Status** drop-down box to deactivate if lease expired in prior month. If in current month, select **Active**.

Note: Check the *Expiring Leases Report* prior to deactivating a lease profile. Refer to *Chapter 7: Standard Lease Profile Reports*

Notes

*for more information on the **Expiring Leases Report**.*

7. Click the **Save** button to update the lease profile.

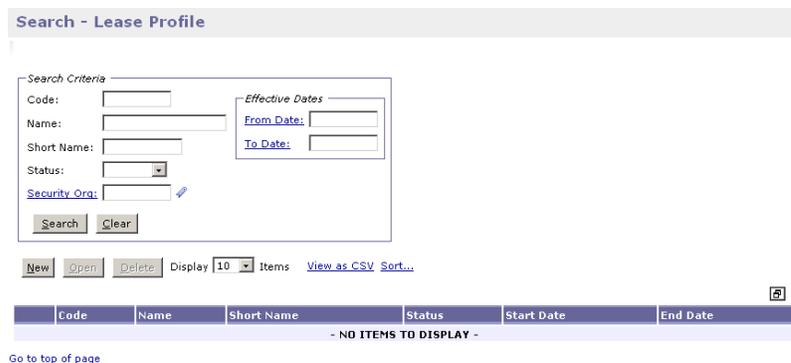
2.12 How Can I Review The Last Modification Information On A Lease Profile?

The following steps describe how to review the last modification information on a lease.

Notes

1. Select **Reference—Document—Lease Profiles**.

*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

3. Select the lease to review the last modification information.

4. Click the **Open** button.

*The **Lease Info** tab of the **Lease Profile** will be displayed.*

5. Review the **Modification Date** and **Last Modified By** fields.

3 Lease Exception Scenarios

The following sections give step-by-step procedures on specific scenarios when working with Leases.

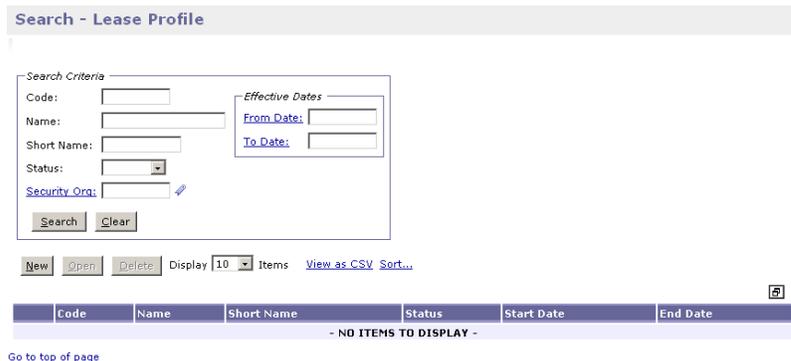
3.1 How Do I Make A Payment For An Annual, Semi-Annual, Or Quarterly Lease?

The following steps identify how to make a payment for an annual, semi-annual, or quarterly lease.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the annual, semi-annual, or quarterly lease profile for the payment to be made.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.



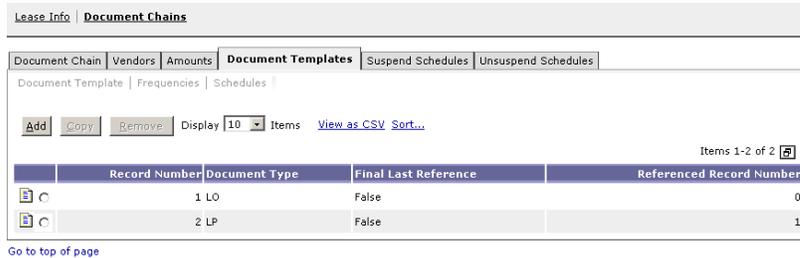
6. Open the appropriate **Document Chain Number**.
7. Enter the date to unsuspend in the **Unsuspend Date** field.
8. Click the **Apply Unsuspense** button.
9. Select the **Unsuspend Schedules** tab.
The Unsuspend Schedules page will be displayed.
10. To make one payment only, calculate the total dollar amount for the annual, semi-annual, or quarterly payment and change the amount

Notes

on the last scheduled document to this amount.

11. Change all other scheduled document amounts to **\$0.00**.
12. Click the **Save** button to update each line in the unsuspend schedule when updating the document amounts.
13. Select the **Document Templates** tab.

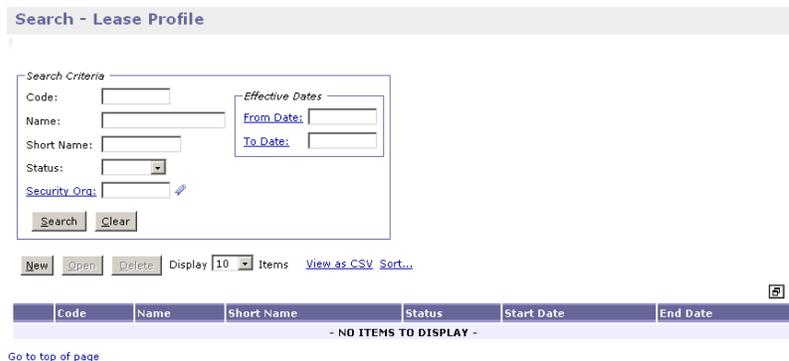
The Document Templates page will be displayed.



Record Number	Document Type	Final Last Reference	Referenced Record Number
1	LO	False	0
2	LP	False	1

14. Select the **LP** payment document template.
15. Click the **Schedules** hyperlink.
16. Review the document creation schedule.
17. Once the payment has been made, the lease will need to be resuspended. **Steps 18–38** are instructions on how to resuspend the lease.
18. Select Reference—**Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



Code	Name	Short Name	Status	Start Date	End Date
- NO ITEMS TO DISPLAY -					

19. Enter the appropriate search criteria and click the **Search** button.
20. Select the annual, semi-annual, or quarterly lease to resuspend.
21. Click the **Open** button.
22. Select the **Document Chains** tab.

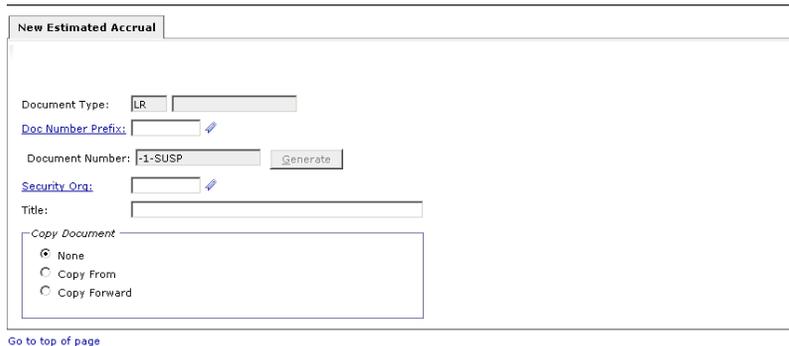
Notes

The Document Chains page will be displayed.



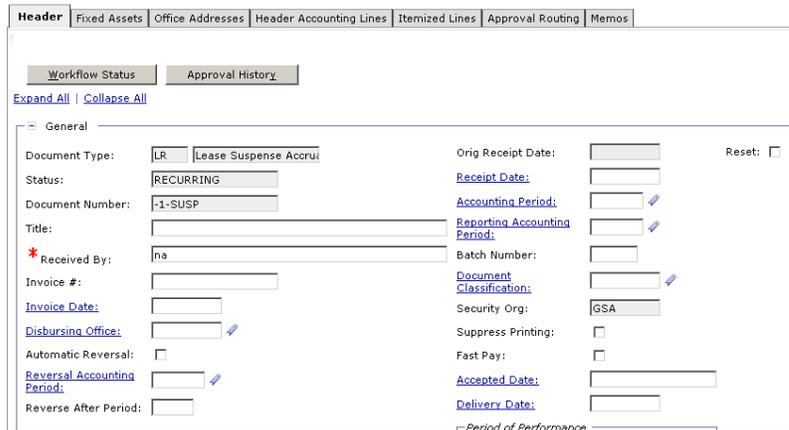
23. Open the appropriate **Document Chain Number**.
24. Enter the date of suspension in the **Suspend Date** field.
25. **REQUIRED**—Enter **LR** in the **Suspend Doc Type** field to generate an accrual document.
26. Click the **Template** button.

The New Estimated Accrual page will be displayed.



27. Click **Finish** button.

The Header page will be displayed.



28. Review the vendor code field to ensure that the appropriate vendor code is displayed.
29. Select the **Header Accounting Lines** tab.

The Accounting Lines page will be displayed.

Notes

30. Click the **Add** button to add a **Header Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases.*
31. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: *To Search for an Accounting Template, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria. Click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to corresponding **Template**.*
32. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*
33. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
34. Click the **Save Template** button.
*The **Successful Save** message appears.*
35. Click the **Close Template** button.
*The **Document Chain** page will be displayed.*
36. Click the **Apply Suspense** button.
37. Select the **Suspend Schedules** tab.
*The **Suspend Schedules** page will be displayed.*



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

38. Review the document creation suspend schedule.
39. Click the **Save** button to update the lease profile.

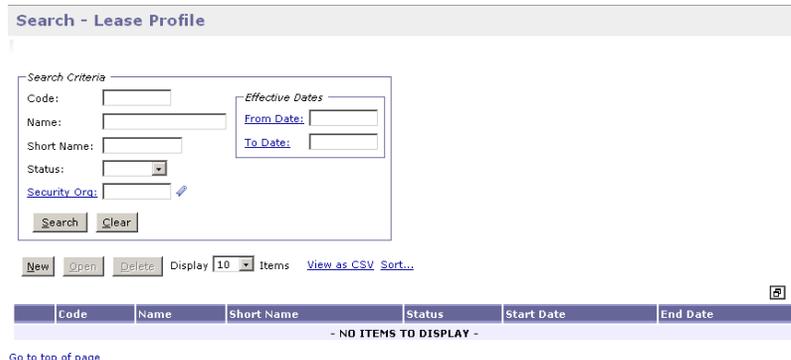
3.2 How Do I Make A Partial Release Of A Suspended Lease Without Unsuspending The Entire Lease?

The following steps describe how to make a partial release of a suspended lease without unsuspending the entire lease.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile to be partially unsuspending.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.
The Document Chains page will be displayed.

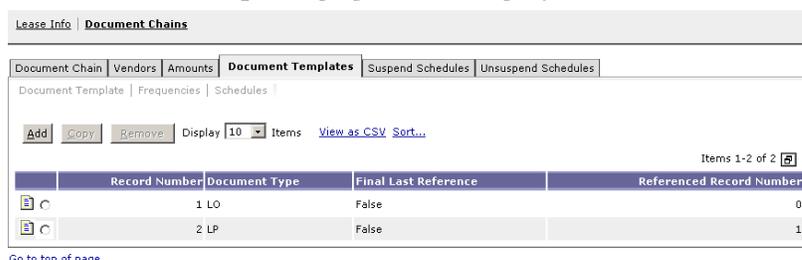


6. Open the appropriate **Document Chain Number**.
7. Enter a future date to unsuspend in the **Unsuspend Date** field.
Note: *The unsuspend date will be after the Last Generation Date and must be a future date within the current month to keep the lease profile suspended while partially unsuspending some payments.*
8. Click the **Apply Unsuspense** button.
9. Click the **Unsuspend Schedules** tab.
The Unsuspend Schedules page will be displayed.

Notes

10. Select the unsuspended schedule line to be released at this time.
11. Enter the current date in the **Date** field.
12. Change the amount in the **Amount** field, if necessary.
13. Enter a justification in the **Justification** field.
14. Click the **Save** button to save the changes to the unsuspend schedule line.
15. Review the unsuspend document creation schedule.
16. Click the **Save** button to update the lease profile.
17. Select the **Document Templates** tab.

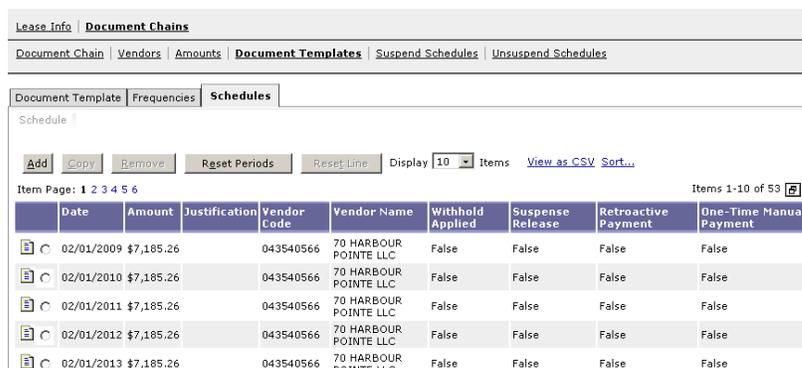
The Document Templates page will be displayed.



Record Number	Document Type	Final Last Reference	Referenced Record Number
1	LO	False	0
2	LP	False	1

18. Select the **LP** payment document template.
19. Click the **Schedules** hyperlink.

The Schedules page will be displayed.

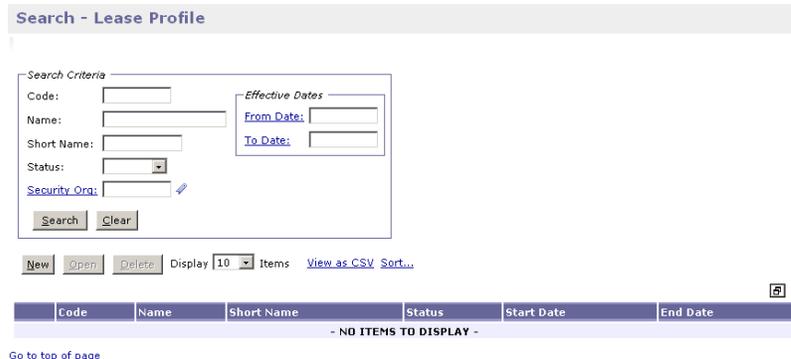


Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

20. Review the document creation schedule.
21. After the selected document has been processed, the unsuspend date will need to be deleted. **Steps 22–31** are instructions on how to delete the unsuspend date on the lease profile and return the lease to suspended status.
22. Select **Reference—Document—Lease Profiles**.

Notes

The Search - Lease Profile page will be displayed.



23. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
24. Select the lease profile to change the unsuspend date.
25. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
26. Select the **Document Chains** tab.
The Document Chains page will be displayed.



27. Open the appropriate **Document Chain Number**.
28. Delete the date in the **Unsuspend Date** field.
29. Click the **Save** button to update the lease profile.
30. Select the **Suspend Schedules** tab.
The Suspend Schedules page will be displayed.
31. Review the suspend schedule.



	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
	03/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

Note: When unsuspending, only the suspense accruals that have not been released will be displayed on the Unsuspend Schedule

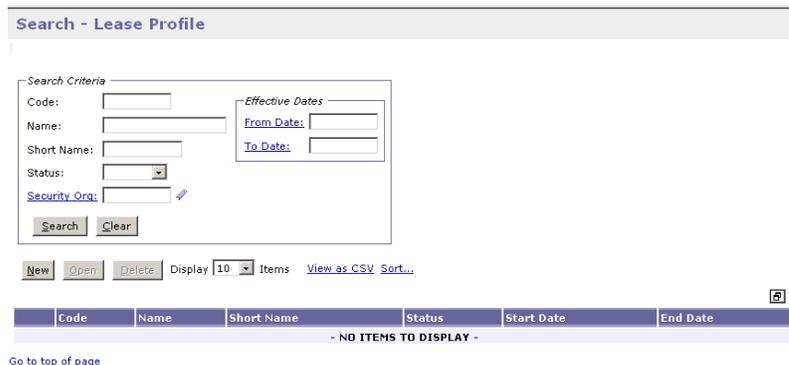
3.3 How Do I Release A Suspended Lease To A Different Vendor?

The following steps describe how to unsuspend a lease to a different vendor.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

3. Select the suspended lease profile to unsuspend to a different vendor.

4. Click the **Open** button.

The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.

The Document Chains page will be displayed.



6. Open the appropriate **Document Chain Number**.

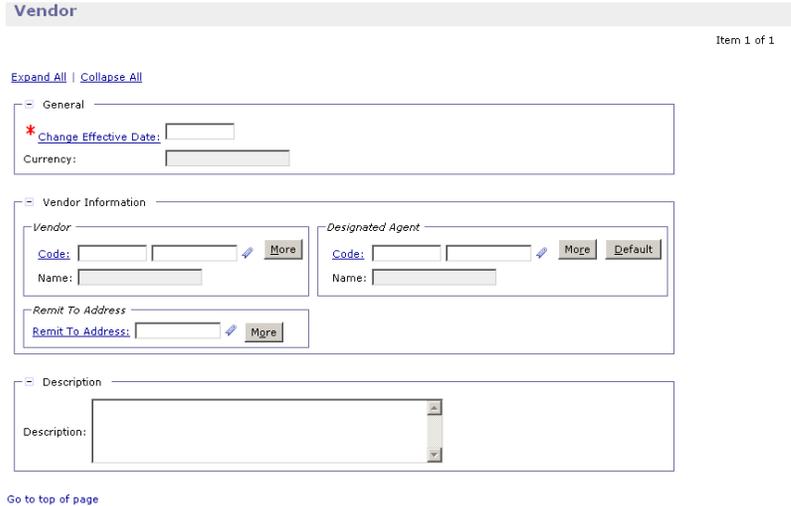
7. Click the **Vendors** tab.

The Vendors page will be displayed.

8. Click the **Add** button.

The Vendor page will be displayed.

Notes



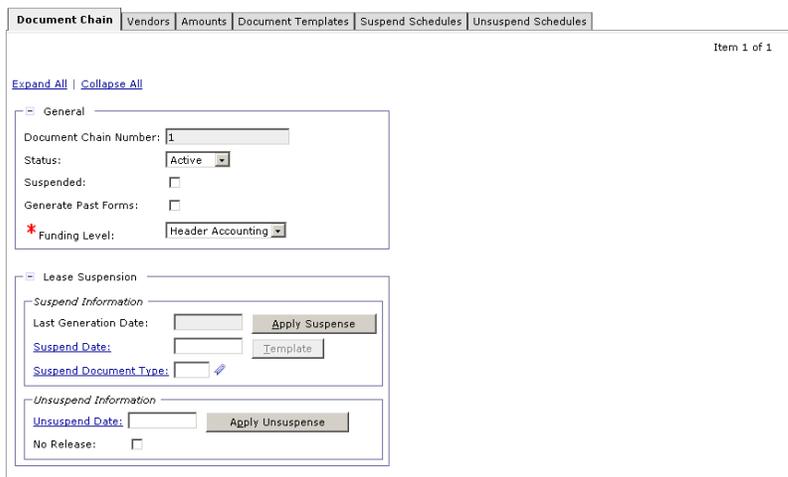
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
- Note:** *The Change Effective Date cannot be earlier than the Lease Effective From date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
- Note:** *This is the vendor receiving the 1099 form.*
- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. **Remit to Address** field is completed on **Vendor** page.
- Note:** *This field is required by GSA policy.*
12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
- Note:** *The Designated Agent Code field will be used only for assignments.*
- To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor**

Notes

from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Chain** hyperlink.

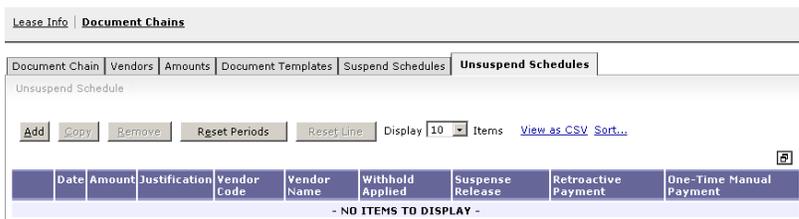
The Document Chain page will be displayed.



The screenshot shows the 'Document Chain' page with several tabs: Document Chain, Vendors, Amounts, Document Templates, Suspend Schedules, and Unsuspend Schedules. The 'Document Chain' tab is active. The page displays 'Item 1 of 1' and has 'Expand All' and 'Collapse All' links. The 'General' section includes fields for Document Chain Number (1), Status (Active), Suspended (checkbox), Generate Past Forms (checkbox), and Funding Level (Header Accounting). The 'Lease Suspension' section has 'Suspend Information' and 'Unsuspend Information' sub-sections with various date and application buttons.

15. Verify that the **Document Chain Number** for the suspended lease is selected.
16. Enter the date to unsuspend in the **Unsuspend Date** field.
17. Click the **Apply Unsuspense** button.
18. Select the **Unsuspend Schedules** tab.

The Unsuspend Schedules page will be displayed.

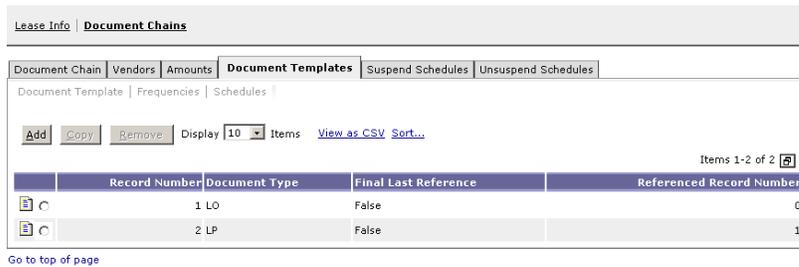


The screenshot shows the 'Unsuspend Schedules' page with tabs for Document Chain, Vendors, Amounts, Document Templates, Suspend Schedules, and Unsuspend Schedules. The 'Unsuspend Schedules' tab is active. The page has a toolbar with buttons: Add, Copy, Remove, Rgset Periods, Reset Line, Display 10 Items, View as CSV, and Sort... Below the toolbar is a table with the following columns: Date, Amount, Justification, Vendor Code, Vendor Name, Withhold Applied, Suspense Release, Retroactive Payment, and One-Time Manual Payment. The table content is currently empty, showing '- NO ITEMS TO DISPLAY -'.

19. Review the unsuspend schedule and make changes, if necessary.
20. Click the **Save** button to update the lease profile.
21. Select the **Document Templates** tab.

The Document Templates page will be displayed.

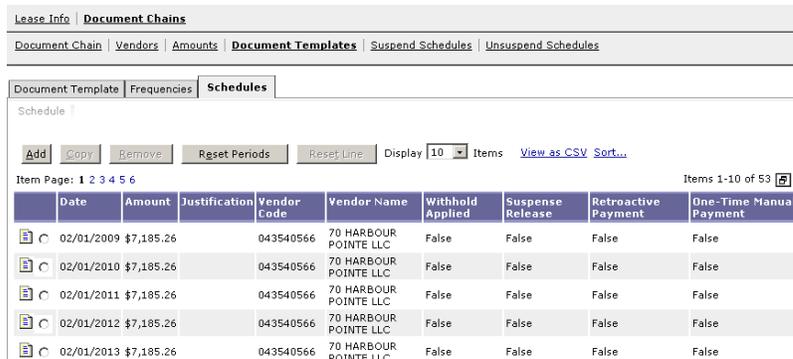
Notes



Record Number	Document Type	Final Last Reference	Referenced Record Number
1	LO	False	0
2	LP	False	1

22. Select the **LP** payment document template.
23. Click the **Schedules** hyperlink.

The Schedules page will be displayed.



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

24. Review the document creation schedule, which will display the release payments to the new vendor.

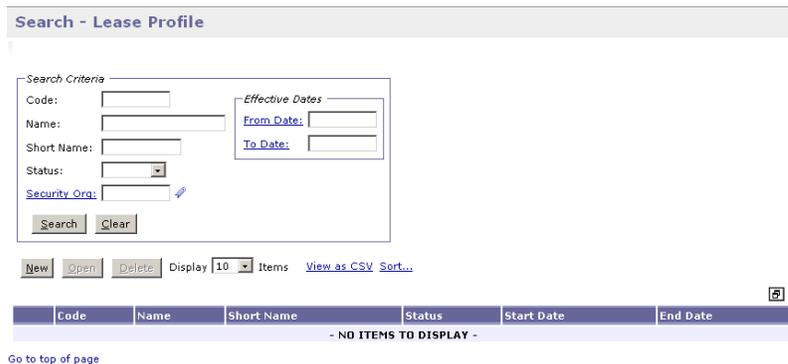
3.4 How Do I Unsuspend A Lease That Was Suspended In A Prior Fiscal Year?

No special procedures are needed to unsuspend a lease that crosses fiscal years **unless** more funds need to be released than were accrued. If more funds are needed, the funds must come from current year funds. The user can modify a Suspense Release document that was accrued in the current year or enter a one-time payment. The following steps describe how to unsuspend a lease that was suspended in a prior fiscal year and create a one-time payment to reference current year funds.

Notes

1. Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.

Notes

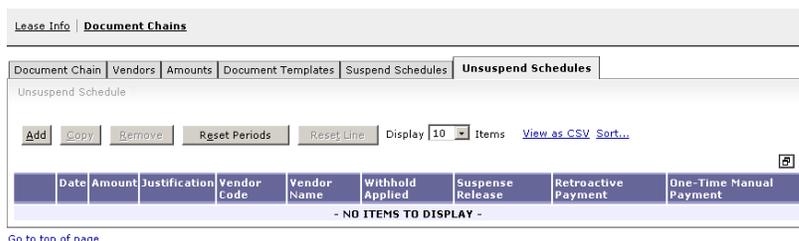


2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the suspended lease profile to be unsuspended.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*



Document Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Active	False	True	Header Accounting

6. Open the appropriate **Document Chain Number**.
7. Enter the date to unsuspend in the **Unsuspend Date** field.
8. Click the **Apply Unsuspense** button.
9. Click the **Unsuspend Schedules** tab.
*The **Unsuspend Schedules** page will be displayed.*

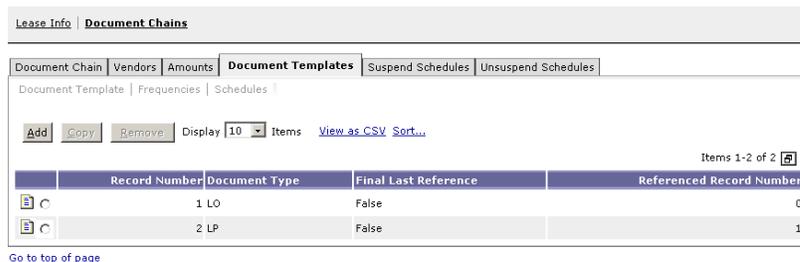


10. Review the unsuspend schedule and make changes, if necessary.
Note: *Documents that reference an accrual from a prior fiscal year cannot be changed to a greater release amount.*

Notes

11. Click the **Save** button, if updates to an unsuspend schedule line were made.
12. Complete **Steps 13–17** if a one-time payment needs to be entered to reference current year funds, if not skip to **Step 18**.
13. Click the **Add** button to add the one-time payment to the schedule.
14. Enter the date for the one-time payment in the **Date** field.
15. Enter the amount in the **Amount** field.
16. Enter a justification in the **Justification** field.
17. Verify that **Miscellaneous Reference** is selected from the **Reference Type** drop-down box, and the **One-Time Payment** check box is selected.
18. Click the **Save** button to update the lease profile.
19. Select the **Document Templates** tab.

The Document Templates page will be displayed.



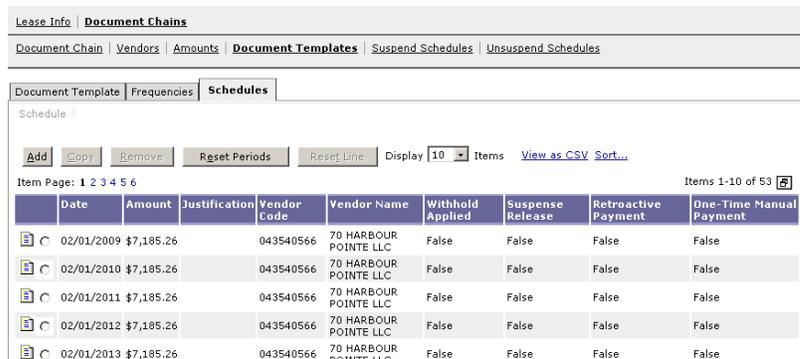
The screenshot shows the 'Document Chains' section of the software. It includes a navigation bar with 'Document Chain', 'Vendors', 'Amounts', 'Document Templates', 'Suspend Schedules', and 'Unsuspend Schedules'. Below this is a sub-navigation bar with 'Document Template', 'Frequencies', and 'Schedules'. A table lists document templates with columns for Record Number, Document Type, Final Last Reference, and Referenced Record Number.

Record Number	Document Type	Final Last Reference	Referenced Record Number
1 LO		False	0
2 LP		False	1

20. Select the **LP** payment document template.

21. Click the **Schedules** hyperlink.

The Schedules page will be displayed.



The screenshot shows the 'Schedules' section of the software. It includes a navigation bar with 'Document Chain', 'Vendors', 'Amounts', 'Document Templates', 'Suspend Schedules', and 'Unsuspend Schedules'. Below this is a sub-navigation bar with 'Document Template', 'Frequencies', and 'Schedules'. A table lists schedules with columns for Date, Amount, Justification, Vendor Code, Vendor Name, Withhold Applied, Suspense Release, Retroactive Payment, and One-Time Manual Payment.

Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

22. Review the document creation schedule.

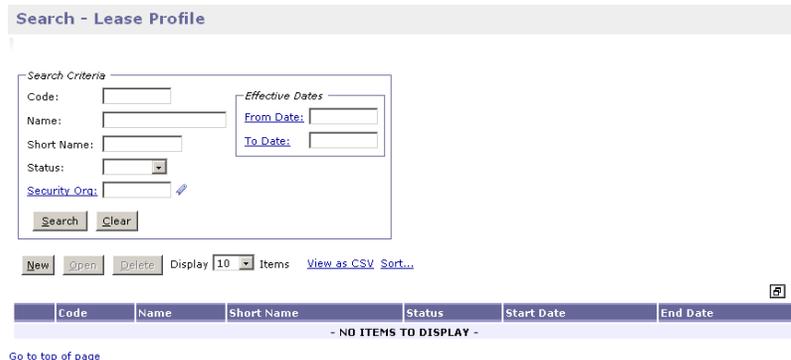
3.5 How Can I Release A Specific Suspense Accrual Without Unsuspending The Entire Lease?

The following steps describe how to release a specific suspense accrual without unsuspending the entire lease.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



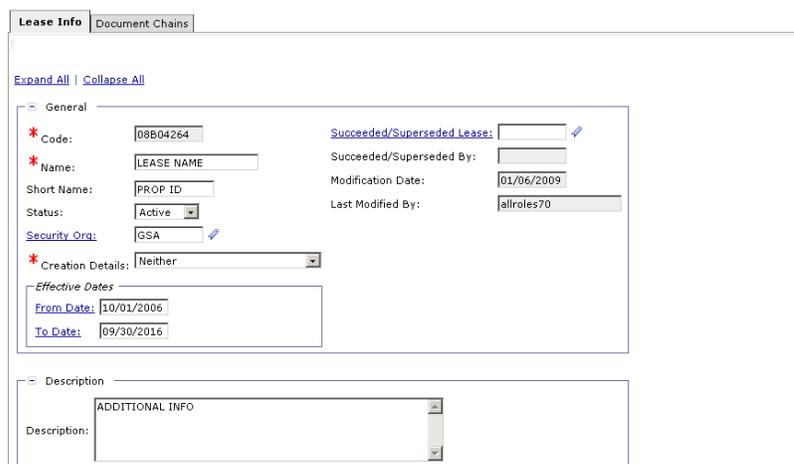
2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

3. Select the lease profile to be modified.

4. Click the **Open** button.

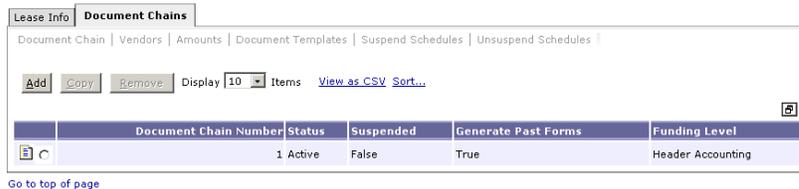
The Lease Info tab of the Lease Profile will be displayed.



5. Select the **Document Chains** tab.

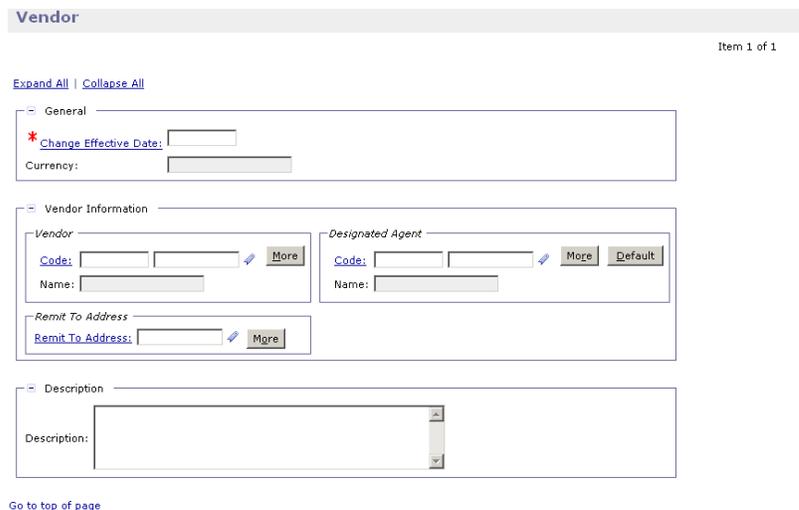
The Document Chains page will be displayed.

Notes



Document Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Active	False	True	Header Accounting

6. Open the appropriate **Document Chain Number**.
7. Click the **Vendors** tab.
The Vendors page will be displayed.
8. Click the **Add** button.
The Vendor page will be displayed.



9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The Change Effective Date is the Lease Effective From date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *This is the vendor receiving the 1099 form.*
 - To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To

Notes

select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

- Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *The **Designated Agent Code** field will be used only for assignments.*

To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

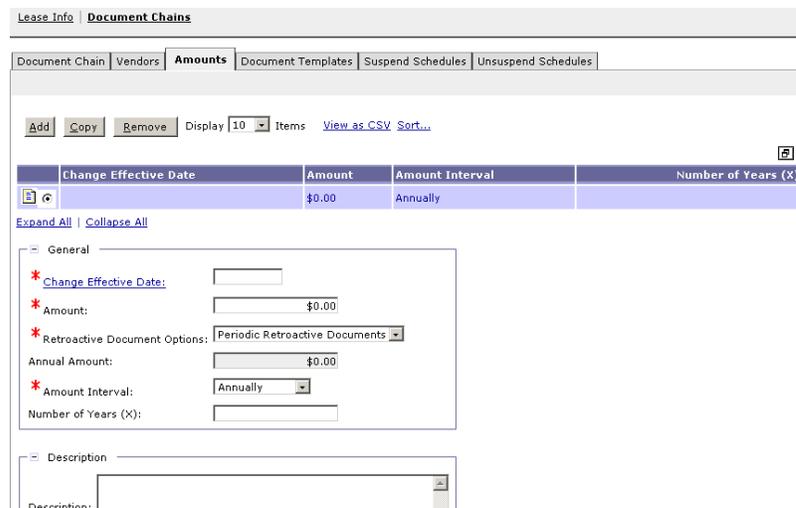
- In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

- Click the **Amounts** tab.

*The **Amounts** page will be displayed.*

- Click the **Add** button to add the amount information.

*The **Amount** record will be displayed.*



Change Effective Date	Amount	Amount Interval	Number of Years (X)
	\$0.00	Annually	

General

* **Change Effective Date:**

* **Amount:**

* **Retroactive Document Options:**

Annual Amount:

* **Amount Interval:**

Number of Years (X):

Description

Description:

- REQUIRED**—Enter the effective date in the **Change Effective Date** field.

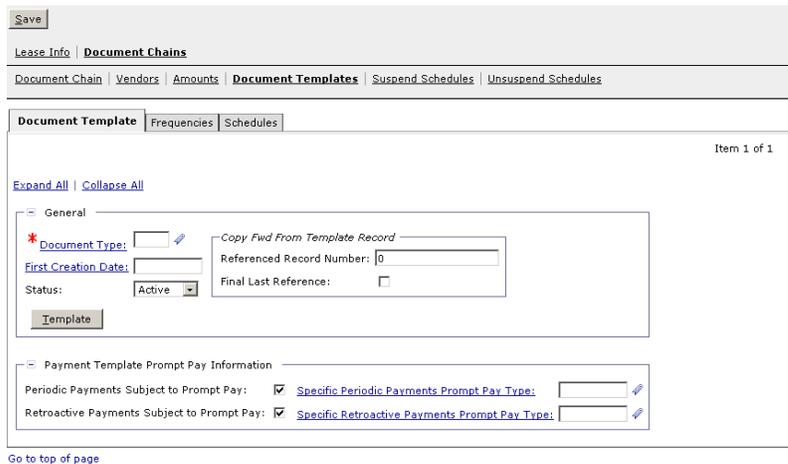
Note: *The **Change Effective Date** is the **Lease Effective From date**.*

- REQUIRED**—Enter the amount of **\$0.00** in the **Amount** field.

- REQUIRED**—Enter the amount interval of **Annual** in the **Amount Interval** field by selecting the drop-down list box.

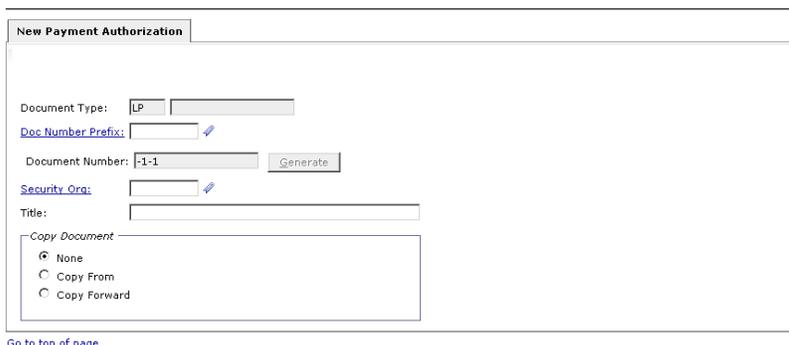
Notes

19. Allow the **Periodic Retroactive Documents** value to default in the **Retroactive Document Options** drop-down box.
20. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
21. Click the **Document Templates** tab.
The Document Templates page will be displayed.
22. Click the **Add** button.
The Document Template page will be displayed.



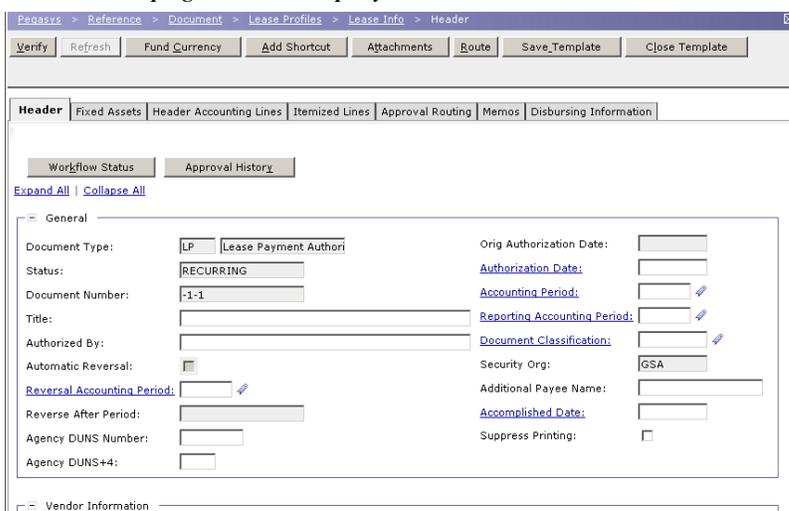
23. **REQUIRED**—Enter **LP** in the **Document Type** field to generate a payment document.
24. **REQUIRED**—Enter the first creation date in the **First Creation Date** field.
Note: *The First Creation Date will be the Lease Effective From date.*
25. In the **Payment Template Prompt Pay Information** section, accept the default value of **True** for the **Periodic Payments Subject to Prompt Pay** flag.
26. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Periodic Payments Prompt Pay Type** field.
27. Accept the default value of **True** for the **Retroactive Payments Subject to Prompt Pay** flag.
28. **REQUIRED**—Enter the prompt pay type of **LEASE** in the **Specified Retroactive Payments Prompt Pay Type** field.
29. Click the **Template** button.
The New Payment Authorization page will be displayed.

Notes



30. Click **Finish** button.

The Header page will be displayed.



31. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.

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

The Header Accounting Lines page will be displayed.

33. Click the **Add** button to add a **Header Accounting Line**.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy and click the **Copy** button.

Note: Only one line is needed for standard GSA leases.

34. In the **Document Reference** group box, enter **LR** in the **Type** field for the suspense accrual document to liquidate.

35. **REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.

Search page will be displayed.

Notes

36. Enter the search criteria and click the **Search** button.
37. Select the desired accrual document to liquidate and click the **Select** button.
38. **REQUIRED**—Enter a document reference line number in the **Accounting** field.
39. Select the **Final** check box, if this is the last payment to reference the accrual.
40. Click the **Default** button.
41. **REQUIRED**—Review the **Amount** field with the amount from the **LR** accrual document and change if necessary.
42. In the **Vendor Invoice Reference** group box, enter the **Lease Code** in the **Invoice Number** field.
43. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria. Click the Search button. Results are displayed. To select a Template, click the Select button next to corresponding Template.
44. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
Complete the Bldg #, Activity (PGC11), and any other required accounting elements that were not populated by the accounting template.
45. **REQUIRED**—Review the **Lease Code** in the **Contracts Number** field.
46. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
47. Click the **Save Template** button.
The Successful Save message appears.
48. Click the **Close Template** button.
The Document Template page will be displayed.
49. Click the **Frequencies** tab.
The Frequencies page will be displayed.
50. Click the **Add** button to add the frequency information.
51. **REQUIRED**—Enter the effective date in the **Change Effective**

Notes

Date field.

Note: *The **Change Effective Date** must equal the **Lease Effective From** date on a new lease profile.*

52. **REQUIRED**—Select **One-Time** from the **Frequency** drop-down box in the **Frequency Details** box.
53. Confirm that the **Forward** radio button in the **Generation Type** box is selected.
54. Click the **Schedules** hyperlink.
*The **Schedules** page will be displayed.*
55. Click the **Add** button to add the one-time payment to the schedule.
56. Enter the date for the one-time payment in the **Date** field.
57. Enter the amount in the **Amount** field.
58. Enter a justification in the **Justification** field.
59. Verify that **Miscellaneous Reference** is selected from the **Reference Type** drop-down box, and the **One-Time Payment** check box is selected.
60. Review the document creation schedule.

Lease Info Document Chains									
Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules									
Document Template Frequencies Schedules									
Schedule									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...									
Item Page: 1 2 3 4 5 6 Items 1-10 of 53									
Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment	
<input type="checkbox"/> 02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	

61. Click the **Save** button to update the lease profile.

3.6 How Do I Setup A Lease In Pegasys With A Rent-Free Period?

The following steps describe how to setup a Rent-Free Period Lease Profile in Pegasys at the beginning of the Lease.

Notes

1. Follow the steps in **Section 2.1: How do I Create a New Lease Profile for Leases that are Paid Monthly** and **Section 2.1.1: How do I Add Lessor Information to the New Lease Profile?**

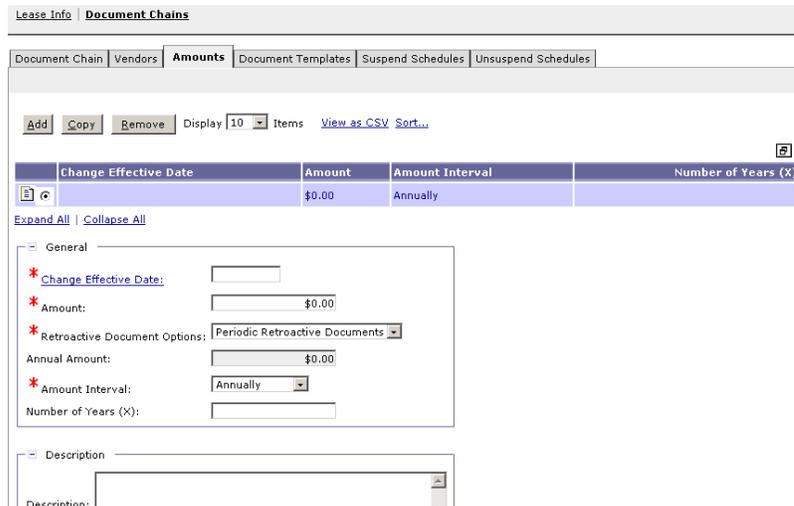
Notes

- On the **Document Chain** page, click the **Amounts** tab.

The Amounts page will be displayed.

- Click the **Add** button to add the information.

The Amount record will be displayed



- REQUIRED**—Enter the effective date in the **Change Effective Date** field for when the rent-free period begins.
Note: *The Change Effective Date must equal the Lease Effective From date on a new lease profile.*
- REQUIRED**—Enter **\$0.00** in the **Amount** field.
- REQUIRED**—Enter the amount interval of **Annual** in the **Amount Interval** field.
- In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
- Allow the value **Periodic Retroactive Documents** to default in the **Retroactive Document Options** drop-down box.
- REQUIRED**—Enter the effective date in the **Change Effective Date** field for when the regular lease payments are to begin (the end of the rent free period).
Note: *The Change Effective Date cannot be earlier than the Lease Effective From date on the lease profile.*
- REQUIRED**—Enter the amount in the **Amount** field.
- REQUIRED**—Enter the amount interval of **Annual** in the **Amount Interval** field by selecting the drop-down arrow.
- In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

Notes

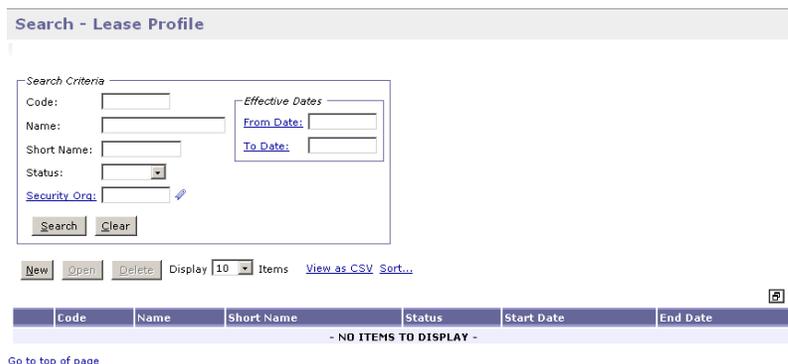
13. Allow the value **Periodic Retroactive Documents** to default in the **Retroactive Document Options** drop-down box.
14. Follow the procedures in *Chapter 2, Sections 2.1.3–2.1.6* to setup the commitment document template, payment document template and additional chains for a new lease profile.
15. **Note:** *If there is a mid-month rent-free period, enter two lines in the **Amount** window. The first amount will be for **\$0.00** and the **Change Effective Date** will be for when the rent-free period begins. The second amount will be for the amount of the lease and the **Change Effective Date** will be for when the regular lease payments are to begin.*

3.7 How Do I Create A Holdover For A Lease One Month At A Time?

The following steps describe how to create a holdover for a lease one month at a time.

Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to be held over for a month.
4. Click the **Open** button.
The **Lease Info** tab of the **Lease Profile** will be displayed.
5. Change the **Effective To** date to the hold over month date.
6. Click the **Save** button to update the lease profile.

3.8 How Do I Create An Accrual Outside Of Lease Profile?

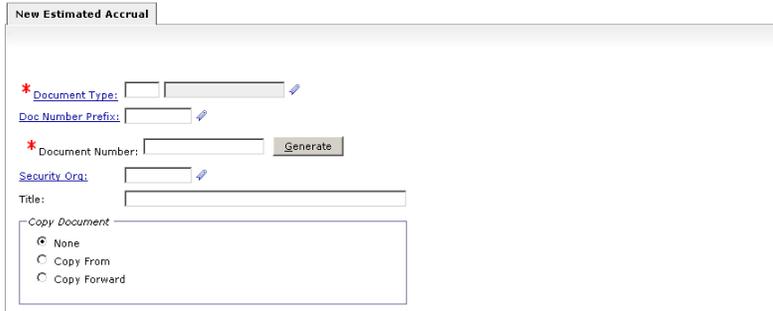
An estimated accrual may need to be created outside of Lease Profile for projected claims that may come up. **Note:** *This process is not for year-end accruals.*

The following steps describe how to create an estimated accrual outside of Lease Profile.

Notes

1. Select **Transactions—Purchasing—New –Estimated Accrual**.

The New Estimated Accrual page will be displayed.



2. Enter **LU** in the **Document Type** field.
3. Click the **Generate** button.

*A unique document number will be generated in the **Document Number** field.*

4. Click the **Finish** button.

*The **Header** page of the Estimated Accrual—Lease form will be displayed.*



5. Enter the name of the person creating the estimated accrual in the **Received By** field.
6. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

7. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.

- To **Search** for a **Remit to Address**, click on the **Remit to**

Notes

Address field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

Note: *This field is required by GSA policy.*

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

The Header Accounting Lines page will be displayed.

9. Click the **Add** button to add a **Header Accounting Line**.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy and click the **Copy** button.

Note: *Only one line is needed for standard GSA leases.*

10. **REQUIRED**—Enter the amount for the estimated accrual in the **Amount** field.

11. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.

Note: *To Search for an Accounting Template, click on the Template field label. The Search – Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button next to corresponding Template.*

12. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.

Complete the Bldg #, F/C, and any other required accounting elements that were not populated by the accounting template.

13. **REQUIRED**—Enter the **Lease Code** in the **Contracts Number** field.

14. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

15. Click the **Submit** button.

The Form Successfully Submitted for processing message appears.

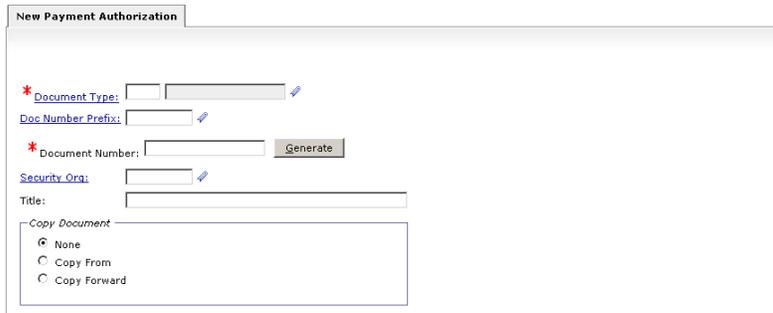
3.9 How Do I Create A Cost Transfer For A Payment That Should Have Referenced An Accrual?

The following steps describe how to create a cost transfer for a payment document that should have referenced an accrual outside of Lease Profile. By following these steps, the accrual will be correctly liquidated.

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization**.

The New Payment Authorization page will be displayed.



2. Enter **LM** or **LP** in the **Document Type** field.

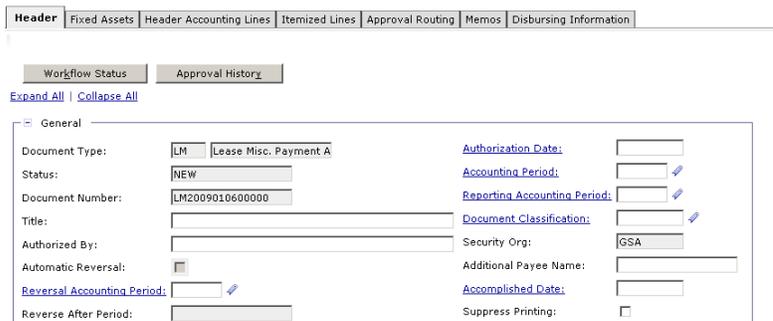
Note: *Document Type is Document Type that should have referenced the accrual.*

3. Click the **Generate** button.

*A unique document number will be generated in the **Document Number** field.*

4. Click the **Finish** button.

*The **Header** page of the Payment Authorization form will be displayed.*



5. Enter the name of the person creating the payment authorization in the **Authorized By** field.

6. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

- To Search for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter Search criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

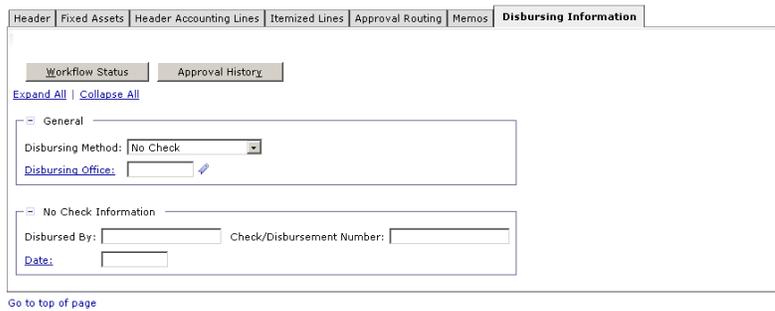
Notes

7. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
 - To Search for a **Designated Agent Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter Search criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
8. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
9. Click the **Add** button to add a **Header Accounting Line**.
*TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.*
*TO COPY an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases*
10. **REQUIRED**—Select **Credit** from the **Line Type** drop-down box.
11. **REQUIRED**—Enter the amount of the original payment document in the **Amount** field.
12. Enter the **Lease Code** in the **Invoice Number** field.
13. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: *To Search for an Accounting Template, click on the **Template** field label. The *Search – Template* page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to corresponding **Template**.*
14. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **F/C**, and any other required accounting elements that were not populated by the accounting template.*
15. **REQUIRED**—Enter the **Lease Code** in the **Contracts Number** field.
16. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
17. Click the **Add** button to add a **Header Accounting Line**.
*TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.*
*TO COPY an existing line, select the line to copy and click the **Copy** button.*

Notes

18. Confirm that **Normal** is displaying in the **Line Type** field.
19. In the **Reference Document** group box, enter **LU**, **LY**, or **OR** in the **Type** for the accrual document to liquidate.
20. **REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.
Search page will be displayed.
21. Enter the search criteria and click the **Search** button.
22. Select the desired accrual document to liquidate and click the **Select** button.
23. **REQUIRED**—Enter a document reference line number in the **Accounting** field.
24. Select the **Final** check box, if this is the last payment to reference the accrual.
25. Click the **Default** button.
26. **REQUIRED**—Review the **Amount** field with the amount from the **LU** accrual document and change if necessary.
27. Enter the **Lease Code** in the **Invoice Number** field.
28. **REQUIRED**—Select an accounting template for the **Header Accounting Line**.
Note: *To Search for an Accounting Template, click on the Template field label. The Search –Template page will be displayed. Enter Search criteria and click the Search button. Results are displayed. To select a Template, click the Select button next to corresponding Template.*
29. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
Complete the Bldg #, F/C, and any other required accounting elements that were not populated by the accounting template.
30. **REQUIRED**—Review the **Lease Code** in the **Contracts Number** field.
31. Select the **Disbursing Information** tab.
The Disbursing Information page will be displayed.

Notes



32. **REQUIRED**—Select **No Check** from the **Disbursing Method** drop-down menu.
33. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
34. Click the **Submit** button.
*The **Form Successfully Submitted** for processing message appears.*

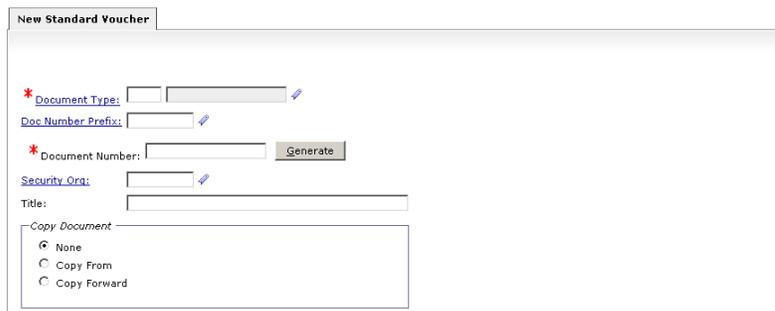
3.10 How Do I Correct A Payment Made To An Incorrect Accounting Element (Building #, F/C)?

The following steps describe how to create a standard voucher document to create a cost transfer to correct a payment, which was made to an incorrect building number or function code.

Notes

1. Select **Transactions—General System—New—Standard Voucher**.

*The **New Standard Voucher** page will be displayed.*

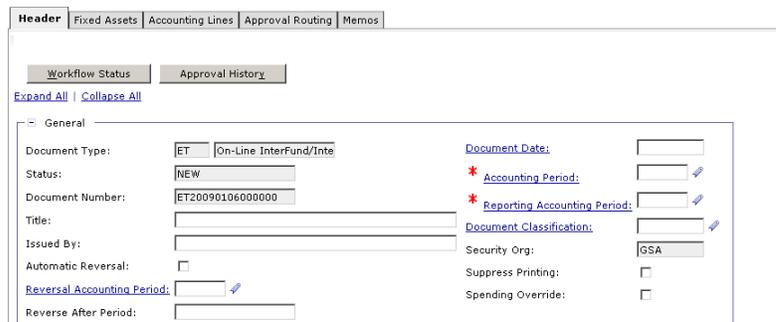


2. Enter **ET** in the **Document Type** field.
3. Click the **Generate** button.
*A unique document number will be generated in the **Document Number** field.*

Notes

- Click the **Finish** button.

*The **Header** page of the Expense Transfer form will be displayed.*



- Select the **Accounting Lines** tab.

*The **Accounting Lines** page will be displayed.*

- Click the **Add** button to add an **Accounting Line**.

***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*

***TO COPY** an existing line, select the line to copy and click the **Copy** button.*

Note: *Only one line is needed for standard GSA leases*

- REQUIRED**—Enter **01** in the **Transaction Type** field.
- REQUIRED**—Select **Expenditure** from the **Trans Event** drop-down menu.
- REQUIRED**—Select the **Decrease** from the **Increase/Decrease** drop-down menu.
- In the **Document Reference** group box, enter the appropriate payment document type (**LP** or **LM**) in the **Type** field.
- REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.
Search page will be displayed.
- Enter the search criteria and click the **Search** button.
- Select the desired payment document and click the **Select** button.
- REQUIRED**—Enter a document line number in the **Accounting** field.
- Click the **Default** button.
- REQUIRED**—Review the dollar amount from the payment document in the **Amount** field.

Notes

17. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
 - This accounting template should be the template that was recorded on the payment document.
18. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity** and any other required accounting elements that were not populated by the accounting template.*
19. **REQUIRED**—Enter **LEASE** in the **Disbursing Office** field.
20. **REQUIRED**—Enter the appropriate information in the **Number** field.
21. **REQUIRED**—Enter the appropriate year in the **Fiscal Year** field.
22. **REQUIRED**—Enter the appropriate information in the **Accomplished Date** field.
23. In the **Description** field, enter any descriptive information about this line. Enter the **Lease Code** in this field.
24. Select the **Accounting Lines** hyperlink.
*The **Accounting Lines** page will be displayed.*
25. Click the **Add** button to add an **Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases*
26. **REQUIRED**—Select **Expenditure** from the **Trans Event** drop-down menu.
27. **REQUIRED**—Select **Increase** from the **Increase/Decrease** drop-down menu.
28. **REQUIRED**—In the **Amount** field, enter the same amount as on **Line 1**.
29. **REQUIRED**—Select an accounting template for the accounting line.

Notes

Note:

- To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
 - This accounting template should be the correct template for the payment document.
30. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **F/C**, and any other required accounting elements that were not populated by the accounting template.*
 31. **REQUIRED**—Enter **LEASE** in the **Disbursing Office** field.
 32. **REQUIRED**—Enter the appropriate information in the **Number** field.
 33. **REQUIRED**—Enter the appropriate year in the **Fiscal Year** field.
 34. **REQUIRED**—Enter the appropriate information in the **Accomplished Date** field.
 35. In the **Description** field, enter any descriptive information about this line. Enter the **Lease Code** in this field.
 36. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
 37. Click the **Submit** button.
*The **Form Successfully Submitted** for processing message appears.*

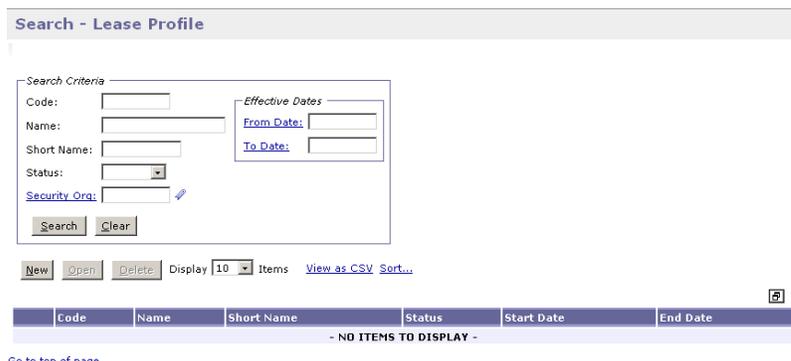
3.11 How Do I Pay Real Estate Taxes Within Lease?

The following steps describe how to update Chain 2 to make a real estate payment on a lease profile.

Notes

1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*

Notes



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to be modified.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*



6. Select Real Estate Tax chain number **2**.
7. Click the **Vendors** button to review vendor information.
*The **Vendors** page will be displayed.*
Note: *If vendor information needs to be updated, follow **Steps 8–13**. If vendor information does not need to be updated, skip to **Step 14**.*
8. Click the **Add** button to add the vendor.
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field.
The vendor name and address will be inferred from the vendor code that is entered.

Note: *This is the vendor receiving the 1099 form.*

To **Search** for a **Vendor Code**, click on the **Code** field label. The

Notes

Search – Vendor Code page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.

To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

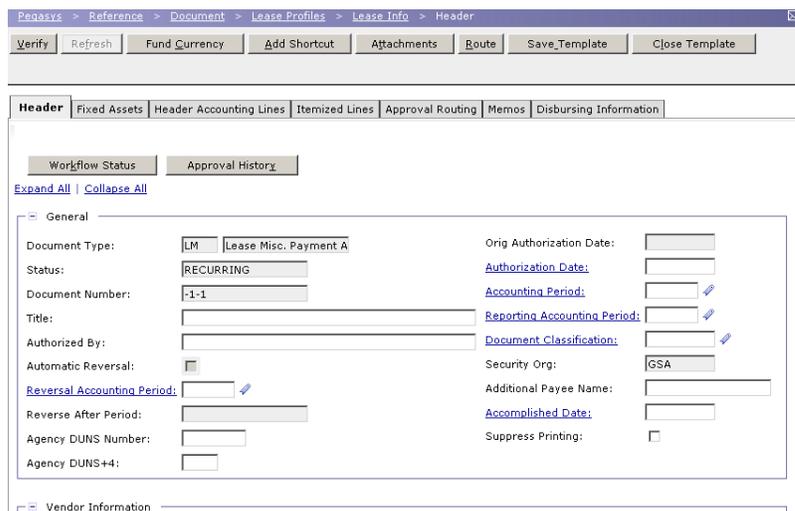
Note: *The Designated Agent Code field will be used only for assignments.*

To **Search** for a **Designated Agent Code**, click on the **Code** field label. The *Search – Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Templates** tab.
The Document Templates page will be displayed.
15. Open the **LM** payment document template.
16. Click the **Template** button to review the **LM** payment document template.

The Header page will be displayed.

Notes



17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: Only one line is needed for standard GSA leases
20. In the **Reference Document** group box, enter **LU**, **LY** or **OR** in the **Type** field for the real estate tax accrual document to liquidate.
21. **REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.
The Search page will be displayed.
22. Enter the search criteria and click the **Search** button.
23. Select the desired accrual document to liquidate and click the **Select** button.
24. **REQUIRED**—Enter a document reference line number in the **Accounting** field.
25. Select the **Final** check box, if this is the last payment to reference the accrual.
26. Click the **Default** button.
27. **REQUIRED**—Review the **Amount** field with the amount from the **LU** accrual document and change if necessary.

Notes

28. Enter the date in the **Invoice Date** field.
Note: *The date should be the prompt pay start date whether it is the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*
29. Update the **Lease Code** in the **Invoice Number** field, if necessary.
30. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to corresponding **Template**.
31. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC32)**, and any other required accounting elements that were not populated by the accounting template.*
32. Review the **Lease Code** in the **Contracts Number** field.
33. Click the **Save** button to update the accounting line on the Payment form.
34. If Real Estate Tax Payment is more than the estimated accrual, a new accounting line must be created to reference current year funds. Follow **Steps 35-42** to add a new line or skip to **Step 43** if a line does not need to be added.
Note: *The accrual should always be referenced on line 1. Current year funds should be used on line 2.*
35. Select the **Header Accounting Lines** tab.
*The **Header Accounting Lines** page will be displayed.*
36. Click the **Add** button to add a **Header Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases*
37. Enter the amount of the additional funds needed in the **Amount** field.
38. Enter the date in the **Invoice Date** field.
Note: *The date should be the prompt pay start date whether it is*

Notes

*the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*

39. Enter the **Lease Code** in the **Invoice Number** field.
40. **REQUIRED**—Enter the accounting template for the new line.
To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to the corresponding **Template**.
41. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC32)**, and any other required accounting elements that were not populated by the accounting template.*
42. **REQUIRED**—Enter the **Lease Code** in the **Contracts Number** field.
43. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
44. Click the **Save Template** button.
*The **Successful Save** message appears.*
45. Click **Close Template** button.
*The **Document Template** page will be displayed.*
46. Click the **Schedules** tab.
*The **Schedules** page will be displayed.*
47. Click the **Add** button to add the one-time payment to the schedule.
48. Enter the date for the real estate tax payment in the **Date** field.
Note: *The date should be the prompt pay start date whether it is the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*
Note: *You should not enter more than one payment on the same day on the payment schedule.*
49. Enter the amount for the real estate tax payment in the **Amount** field.
50. Enter a justification in the **Justification** field.
51. Verify that the **One-Time Payment** check box is selected.

Notes

52. Click the **Save** button to update the lease profile.

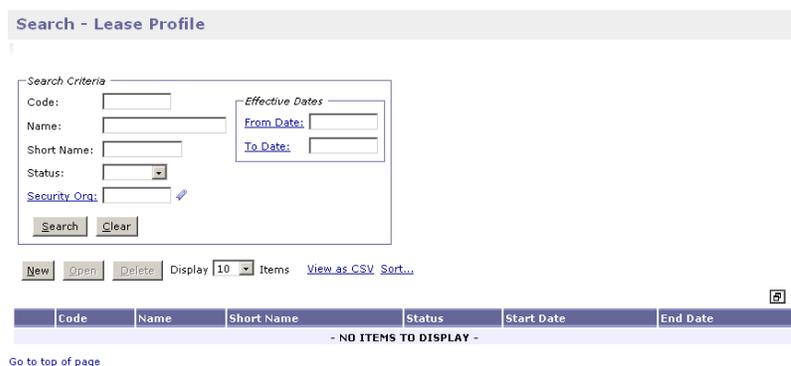
3.12 How Do I Create An Interest Payment?

The following steps describe how to update document Chain **3** to make an interest payment on a lease profile.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

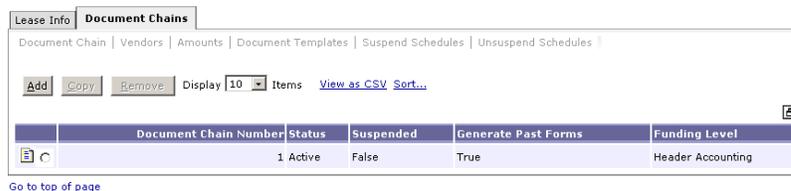
3. Select the lease profile to be modified.

4. Click the **Open** button.

The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.

The Document Chains page will be displayed.



6. Select Interest chain **3**.

7. Click the **Vendors** button to review vendor information.

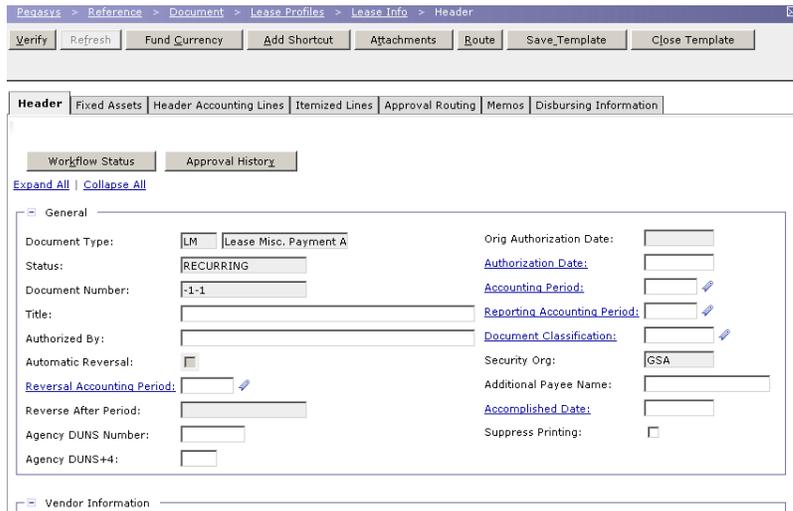
The Vendors page will be displayed.

Note: *If vendor information needs to be updated, follow Steps 8–13. If vendor information does not need to be updated, skip to Step 14.*

Notes

8. Click the **Add** button to add the vendor.
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
*Note: The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: This is the vendor receiving the 1099 form.
To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
Note: This field is required by GSA policy.
12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
*Note: The **Designated Agent Code** field will be used only for assignments.*
To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Document Templates** tab.
*The **Document Templates** page will be displayed.*
15. Open the **LM** payment document template.
16. Click the **Template** button to review the **LM** payment document template.
*The **Header** page will be displayed.*

Notes



17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: *Only one line is needed for standard GSA leases*
20. Verify that the **Line Type** of **Manual Interest** will be displayed.
21. Update the **Lease Code** in the **Invoice Number** field, if necessary.
22. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
23. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*

Notes

24. Review the **Lease Code** in the **Contracts Number** field.
25. Click the **Save** button to update the accounting line on the Payment form.
26. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
27. Click the **Save Template** button.
*The **Successful Save** message appears.*
28. Click **Close Template** button.
*The **Document Template** page will be displayed.*
29. Select the **Schedules** tab.
*The **Schedules** page will be displayed.*
30. Click the **Add** button to add the one-time payment to the schedule.
31. Enter the date for the interest payment in the **Date** field.
32. Enter the amount for the interest payment in the **Amount** field.
33. Enter a justification in the **Justification** field.
34. Verify that the **One-Time Payment** check box is selected.
35. Review the document creation schedule.

Lease Info Document Chains									
Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules									
Document Template Frequencies Schedules									
Schedule									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...									
Item Page: 1 2 3 4 5 6 Items 1-10 of 53									
	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
<input type="checkbox"/>	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

36. Click the **Save** button to update the lease profile.

3.13 How Do I Create A Rental Of Facilities, Other Payment?

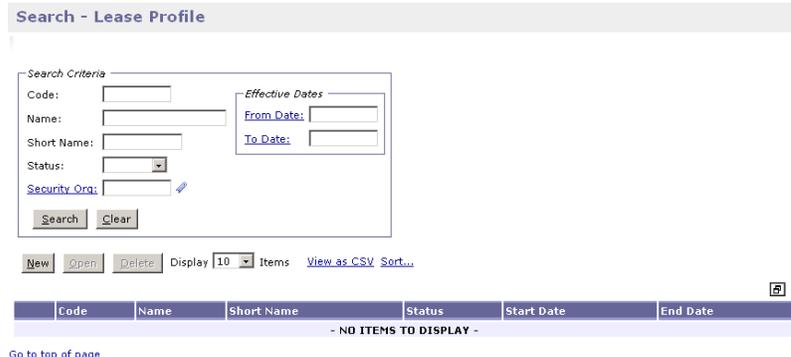
The following steps describe how to update Chain 4 to make a Rental of Facilities, Other payment on a lease profile.

Notes

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

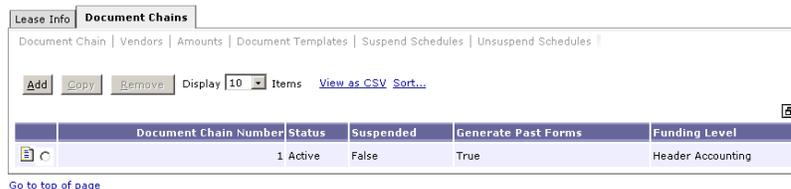
3. Select the lease profile to be modified.

4. Click the **Open** button.

The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.

The Document Chains page will be displayed.



6. Select Rental of Facilities, Other chain **4**.

7. Click the **Vendors** button to review vendor information.

The Vendors page will be displayed.

Note: *If vendor information needs to be updated, follow Steps 8–13. If vendor information does not need to be updated, skip to Step 14.*

8. Click the **Add** button to add the vendor.

9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.

Note: *The Change Effective Date cannot be earlier than the Lease Effective From date.*

10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Notes

Note: *This is the vendor receiving the 1099 form.*

- To **Search** for a **Vendor Code**, click on the **Code** field label. The *Search –Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.

11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.

- To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The *Search –Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*

12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *The Designated Agent Code field will be used only for assignments.*

- To **Search** for a **Designated Agent Code**, click on the **Code** field label. The *Search –Vendor Code* page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.

14. Select the **Documents Templates** tab.

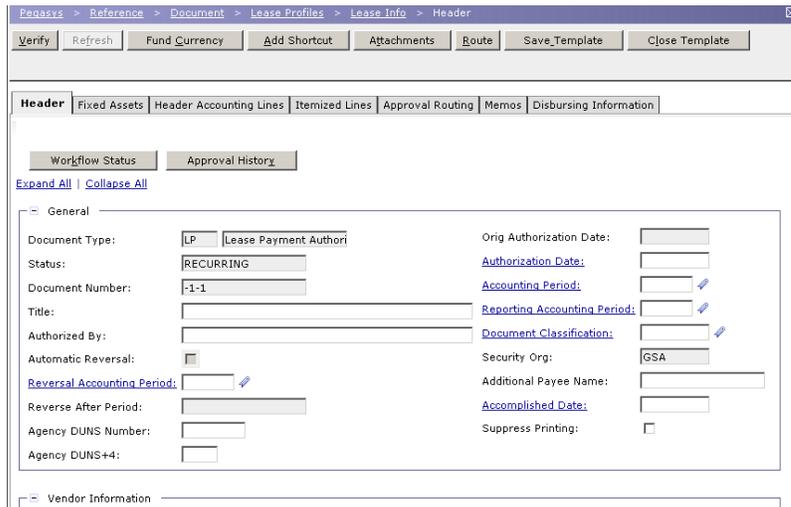
The Documents Templates page will be displayed.

15. Open the **LP** payment document template.

16. Click the **Template** button to review the **LP** payment document template.

The Header page will be displayed.

Notes



17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: *Only one line is needed for standard GSA leases*
20. Verify that the **Line Type** of **Manual Interest** will be displayed.
21. Update the **Lease Code** in the **Invoice Number** field, if necessary.
22. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button next to corresponding **Template**.
23. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*

Notes

24. Review the **Lease Code** in the **Contracts Number** field.
25. Click the **Save** button to update the accounting line on the Payment form.
26. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
27. Click the **Save Template** button.
*The **Successful Save** message appears.*
28. Click **Close Template** button.
*The **Document Template** page will be displayed.*
29. Select the **Schedules** tab.
*The **Schedules** page will be displayed.*
30. Click the **Add** button to add the one-time payment to the schedule.
31. Enter the date for the interest payment in the **Date** field.
32. Enter the amount for the interest payment in the **Amount** field.
33. Enter a justification in the **Justification** field.
34. Verify that the **One-Time Payment** check box is selected.
35. Review the document creation schedule.

Lease Info Document Chains									
Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules									
Document Template Frequencies Schedules									
Schedule									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...									
Item Page: 1 2 3 4 5 6 Items 1-10 of 53									
	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
<input type="checkbox"/>	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
<input type="checkbox"/>	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

36. Click the **Save** button to update the lease profile.

3.14 How Do I Create A CPI Increase Payment?

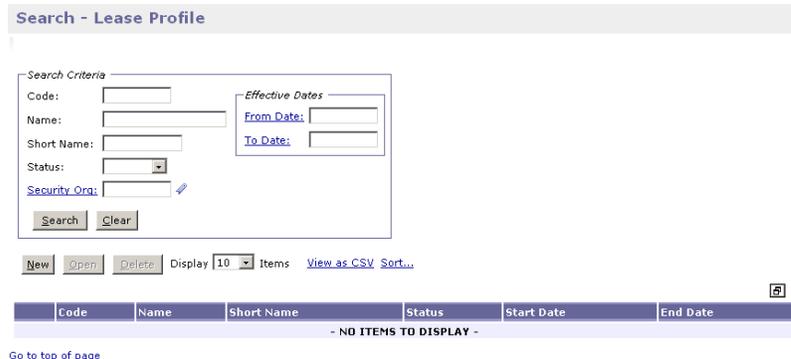
The following steps describe how to update Chain 5 to make a CPI Accrual Payment (yearend).

Notes

1. Select **Reference—Document—Lease Profiles**.

Notes

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
3. Select the lease profile to be modified.
4. Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
5. Select the **Document Chains** tab.
The Document Chains page will be displayed.



6. Select the CPI Accrual Payments (yearend) increase chain **5**.
7. Click the **Vendors** button to review vendor information.
The Vendors page will be displayed.
Note: *If vendor information needs to be updated, follow Steps 8–13. If vendor information does not need to be updated, skip to Step 14.*
8. Click the **Add** button to add the vendor.
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The Change Effective Date cannot be earlier than the Lease Effective From date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field.
The vendor name and address will be inferred from the vendor code that is entered.
Note: *This is the vendor receiving the 1099 form.*

Notes

- To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.

Note: *This field is required by GSA policy.*
 12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

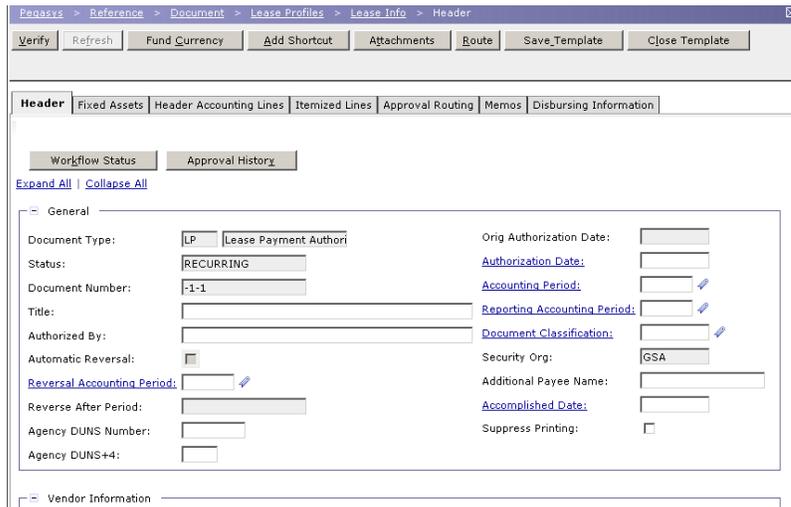
Note: *The Designated Agent Code field will be used only for assignments.*

 - To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
 13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
 14. Select the **Documents Templates** tab.

The Documents Templates page will be displayed.
 15. Open the **LP** payment document template.
 16. Click the **Template** button to review the **LP** payment document template.

The Header page will be displayed.

Notes

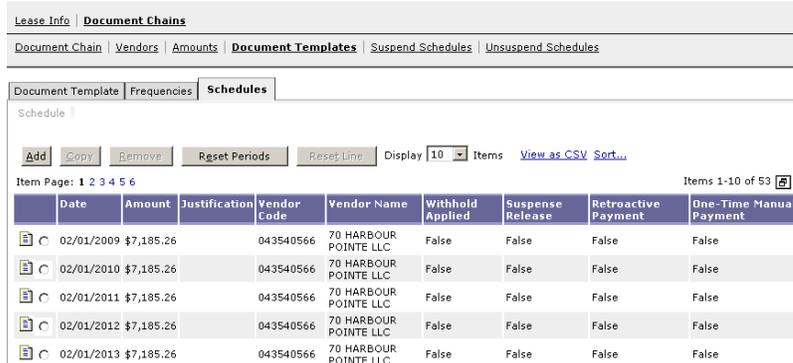


17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: *Only one line is needed for standard GSA leases*
20. In the **Reference Document** group box, enter **LU** or **LY** in the **Type** field for the real estate tax accrual document to liquidate.
21. **REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.
The Search page will be displayed.
22. Enter the search criteria and click the **Search** button.
23. Select the desired accrual document to liquidate and click the **Select** button.
24. **REQUIRED**—Enter a document reference line number in the **Accounting** field.
25. Select the **Final** check box, if this is the last payment to reference the accrual.
26. Click the **Default** button.
27. **REQUIRED**—Review the **Amount** field with the amount from the **LU** or **LY** accrual document and change if necessary.

Notes

28. Update the **Lease Code** in the **Invoice Number** field, if necessary.
29. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
30. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC11)**, and any other required accounting elements that were not populated by the accounting template.*
31. Review the **Lease Code** in the **Contracts Number field**.
32. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
33. Click the **Save Template** button.
*The **Successful Save** message appears.*
34. Click **Close Template** button.
*The **Document Template** page will be displayed.*
35. Select the **Schedules** tab.
*The **Schedules** page will be displayed.*
36. Click the **Add** button to add the one-time payment to the schedule.
37. Enter the date for the CPI increase payment in the **Date** field.
38. Enter the amount for the CPI increase payment in the **Amount** field.
39. Enter a justification in the **Justification** field.
40. Verify that the **One-Time Payment** check box is selected.
41. Review the document creation schedule.

Notes



Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False

42. Click the **Save** button to update the lease profile.

Note: *If the user wants to pay more than accrued, the user should do a normal retroactive payment then change the amount. To record the CPI change, refer to **Section 2.3.1: How do I Enter an Annual Amount Change resulting in a Retroactive Payment?** and correct down the retroactive payment amounts to reflect the payment made via chain 5.*

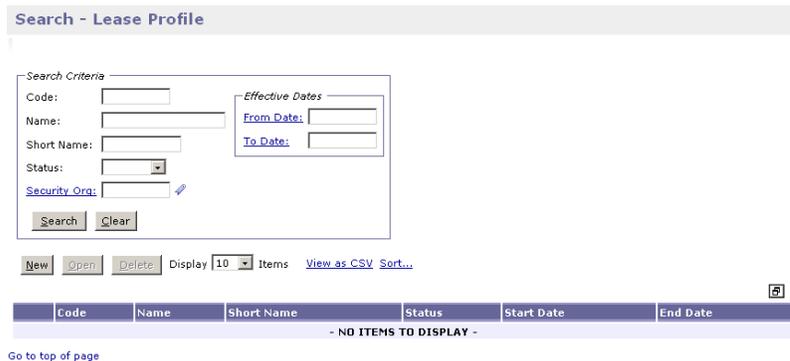
3.15 How Do I Create A Settlement Payment?

The following steps describe how to update Chain 6 to make a Settlement payment on a lease profile.

Notes

1. Select **Reference—Document—Lease Profiles**.

The Search - Lease Profile page will be displayed.



2. Enter the appropriate search criteria and click the **Search** button.

All lease profiles matching the search criteria will be displayed.

3. Select the lease profile to be modified.

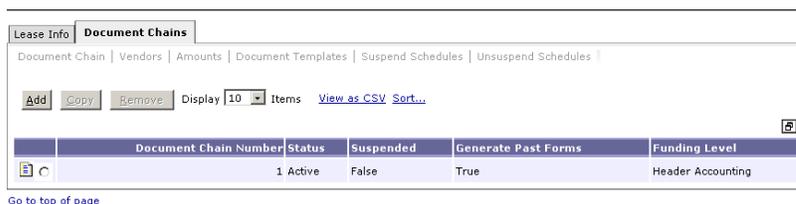
4. Click the **Open** button.

The Lease Info tab of the Lease Profile will be displayed.

5. Select the **Document Chains** tab.

The Document Chains page will be displayed.

Notes



Document Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Active	False	True	Header Accounting

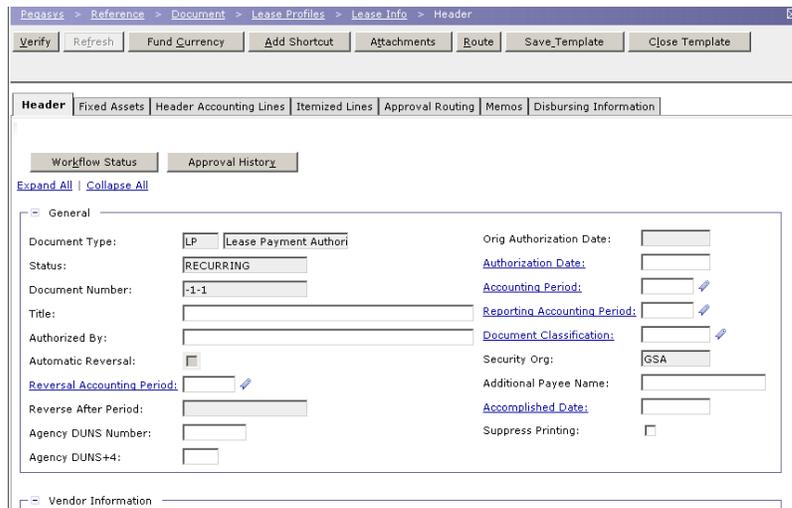
6. Select Settlement chain **6**.
7. Click the **Vendors** button to review vendor information.
The Vendors page will be displayed.
Note: *If vendor information needs to be updated, follow Steps 8–13. If vendor information does not need to be updated, skip to Step 14.*
8. Click the **Add** button to add the vendor.
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The Change Effective Date cannot be earlier than the Lease Effective From date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *This is the vendor receiving the 1099 form.*
 - To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
Note: *This field is required by GSA policy.*
12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *The Designated Agent Code field will be used only for assignments.*
 - To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed.

Notes

Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Documents Templates** tab.
The Documents Templates page will be displayed.
15. Open the **LP** payment document template.
16. Click the **Template** button to review the **LP** payment document template.

The Header page will be displayed.



17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
*TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.*
*TO COPY an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases*
20. Update the **Lease Code** in the **Invoice Number** field, if necessary.
21. **REQUIRED**—Review the accounting template displayed and change, if necessary.

Note:

Notes

To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.

22. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.

*Complete the **Bldg #**, **Activity (PGC33)**, and any other required accounting elements that were not populated by the accounting template.*

23. Review the **Lease Code** in the **Contracts Number** field.

24. Click the **Verify** button.

Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.

25. Click the **Save Template** button.

*The **Successful Save** message appears.*

26. Click **Close Template** button.

*The **Document Template** page will be displayed.*

27. Select the **Schedules** tab.

*The **Schedules** page will be displayed.*

28. Click the **Add** button to add the one-time payment to the schedule.

29. Enter the date for the settlement payment in the **Date** field.

30. Enter the amount for the settlement payment in the **Amount** field.

31. Enter a justification in the **Justification** field.

32. Verify that the **One-Time Payment** check box is selected.

33. Review the document creation schedule.

Lease Info Document Chains										
Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules										
Document Template Frequencies Schedules										
Schedule										
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...										
Item Page: 1 2 3 4 5 6 Items 1-10 of 53										
Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment		
02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	<input type="checkbox"/>	
02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	<input type="checkbox"/>	
02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	<input type="checkbox"/>	
02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	<input type="checkbox"/>	
02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	<input type="checkbox"/>	

Notes

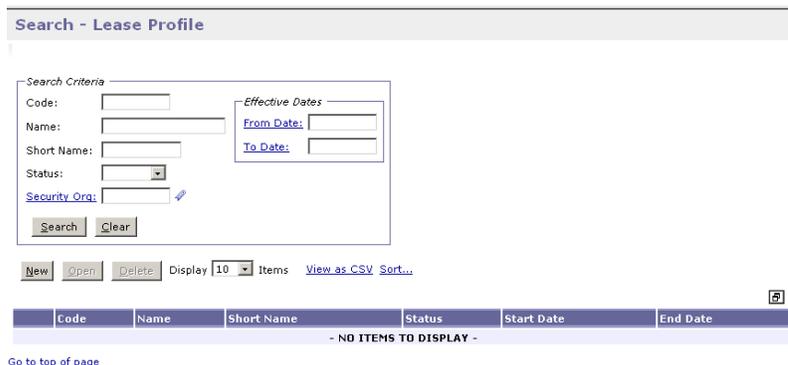
- Click the **Save** button to update the lease profile.

3.16 How Can I Complete A Buyout Of A Lease In Pegasys?

The following steps describe how to update Chain 7 to make a Buyout payment on a lease profile.

Notes

- Select **Reference—Document—Lease Profiles**.
The Search - Lease Profile page will be displayed.



- Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
- Select the lease profile to be modified.
- Click the **Open** button.
The Lease Info tab of the Lease Profile will be displayed.
- Select the **Document Chains** tab.
The Document Chains page will be displayed.

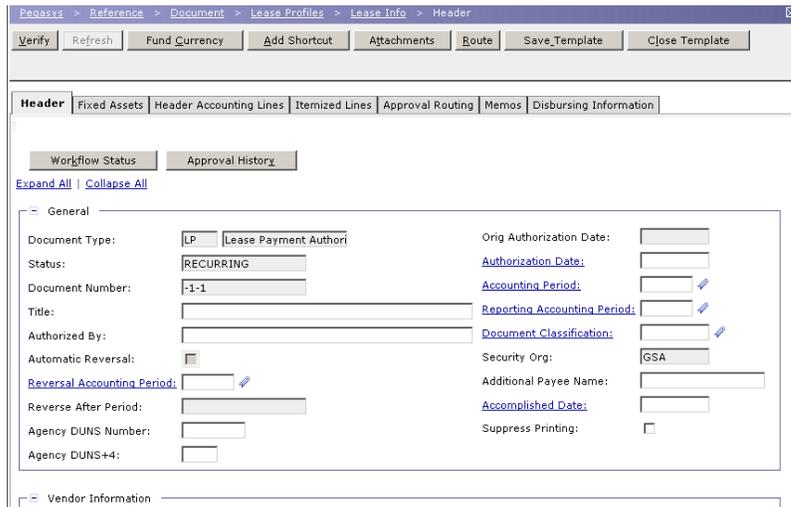


- Select the Buyout chain 7.
- Click the **Vendors** button to review vendor information.
The Vendors page will be displayed.
Note: *If vendor information needs to be updated, follow Steps 8–13. If vendor information does not need to be updated, skip to Step 14.*
- Click the **Add** button to add the vendor.

Notes

9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
*Note: The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: This is the vendor receiving the 1099 form.
 - To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
 - To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
Note: This field is required by GSA policy.
12. Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.
*Note: The **Designated Agent Code** field will be used only for assignments.*
 - To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.
13. In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
14. Select the **Documents Templates** tab.
*The **Documents Templates** page will be displayed.*
15. Open the **LP** payment document template.
16. Click the **Template** button to review the **LP** payment document template.
*The **Header** page will be displayed.*

Notes



17. **REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
18. Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
19. Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the **Copy** button.
Note: *Only one line is needed for standard GSA leases*
20. Update the **Lease Code** in the **Invoice Number** field, if necessary
21. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
22. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
Complete the Bldg #, Activity (PGC34), and any other required accounting elements that were not populated by the accounting template.
23. Review the **Lease Code** in the **Contracts Number** field.

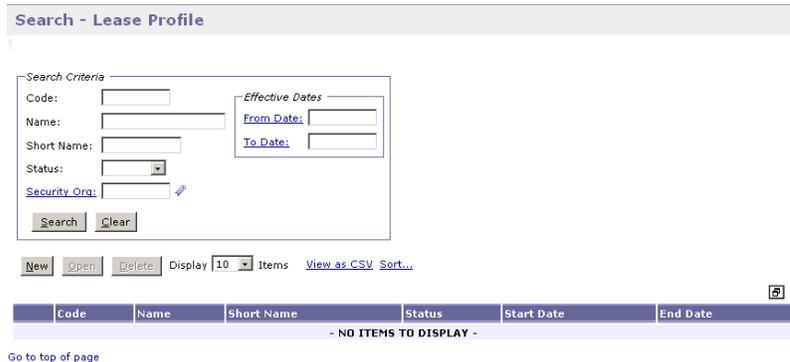
Notes

24. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
25. Click the **Save Template** button.
*The **Successful Save** message appears.*
26. Click **Close Template** button.
*The **Document Template** page will be displayed.*
27. Select the **Schedules** tab.
*The **Schedules** page will be displayed.*
28. Click the **Add** button to add the one-time payment to the schedule.
29. Enter the date for the buyout payment in the **Date** field.
30. Enter the amount for the buyout payment in the **Amount** field.
31. Enter a justification in the **Justification** field.
32. Verify that the **One-Time Payment** check box is selected.
33. Review the document creation schedule.

Lease Info Document Chains										
Document Chain		Vendors	Amounts	Document Templates	Suspend Schedules	Unsuspend Schedules				
Document Template		Frequencies	Schedules							
Schedule										
Add		Copy	Remove	Reset Periods	Reset Line	Display	10	Items	View as CSV	Sort...
Item Page: 1 2 3 4 5 6						Items 1-10 of 53				
	Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment	
	02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
	02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
	02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
	02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
	02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	

34. Click the **Save** button to update the lease profile.
35. The next business day the lease profile will need to be deactivated.
Steps 36-42 are instructions on how to deactivate the lease profile.
36. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*

Notes



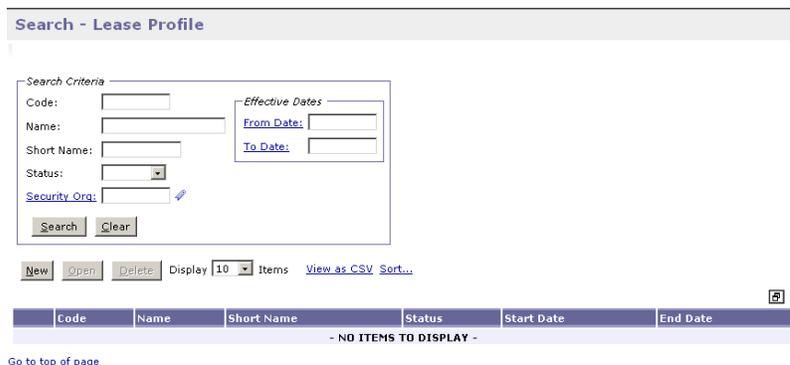
37. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.
38. Select the buyout lease profile.
39. Click the **Open** button.
The **Lease Info** tab of the **Lease Profile** will be displayed.
40. Select **Active** from the **Status** drop-down box on the **Lease Info** page.
41. Change the **Effective To** date to the lease termination date.
42. Click the **Save** button to update the lease profile.

3.17 How Do I Create A Bid Tax Payment?

The following steps describe how to update Chain 8 to make a Bid Tax payment on a lease profile.

Notes

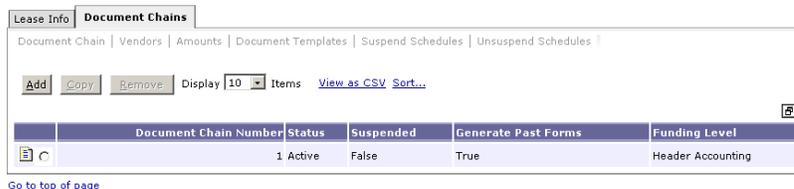
1. Select **Reference—Document—Lease Profiles**.
*The **Search - Lease Profile** page will be displayed.*



2. Enter the appropriate search criteria and click the **Search** button.
All lease profiles matching the search criteria will be displayed.

Notes

3. Select the lease profile to be modified.
4. Click the **Open** button.
*The **Lease Info** tab of the **Lease Profile** will be displayed.*
5. Select the **Document Chains** tab.
*The **Document Chains** page will be displayed.*



Document Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Active	False	True	Header Accounting

6. Select the Bid Tax chain **8**.
7. Click the **Vendors** button to review vendor information.
*The **Vendors** page will be displayed.*
Note: *If vendor information needs to be updated, follow **Steps 8–13**. If vendor information does not need to be updated, skip to **Step 14**.*
8. Click the **Add** button to add the vendor.
9. **REQUIRED**—Enter the effective date in the **Change Effective Date** field.
Note: *The **Change Effective Date** cannot be earlier than the **Lease Effective From** date.*
10. **REQUIRED**—Enter the Vendor Code in the **Vendor Code** field. The vendor name and address will be inferred from the vendor code that is entered.
Note: *This is the vendor receiving the 1099 form.*
To **Search** for a **Vendor Code**, click on the **Code** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**.
11. **REQUIRED**—Enter the Address Code in the **Remit To Address** field.
To **Search** for a **Remit to Address**, click on the **Remit to Address** field label. The **Search – Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Remit to Address** field is completed on **Vendor** page.
Note: *This field is required by GSA policy.*

Notes

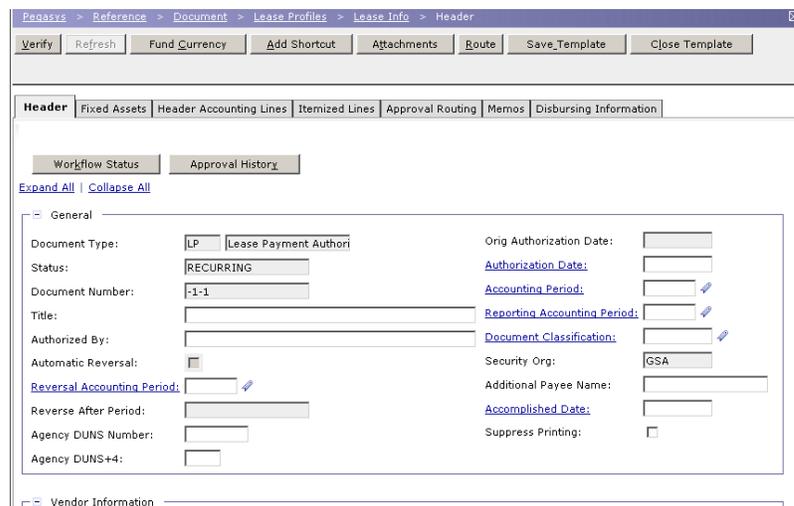
- Enter the Vendor Code in the **Designated Agent Code** field. The vendor name and address will be inferred from the vendor code that is entered.

Note: *The Designated Agent Code field will be used only for assignments.*

To **Search** for a **Designated Agent Code**, click on the **Code** field label. The **Search –Vendor Code** page will be displayed. Enter **Search** criteria and click the **Search** button. To select a **Vendor** from the results, click the **Select** button corresponding to that **Vendor**. The **Code** field is completed on **Vendor** page.

- In the **Description** field, enter descriptive information (limited to 255 characters) as necessary.
- Select the **Documents Templates** tab.
The Documents Templates page will be displayed.
- Open the **LM** payment document template.
- Click the **Template** button to review the **LM** payment document template.

The Header page will be displayed.



- REQUIRED**—Review the **Payee** and **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
- Select the **Header Accounting Lines** tab.
The Header Accounting Lines page will be displayed.
- Click the **Add** button to add a **Header Accounting Line**.
TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.
TO COPY an existing line, select the line to copy and click the

Notes

Copy button.

Note: *Only one line is needed for standard GSA leases*

20. In the **Reference Document** group box, enter **LU** or **LY** in the **Type** field for the real estate tax accrual document to liquidate.
21. **REQUIRED**—In the **Number** field, click **Number** field label to **Search** for the **Reference Document Number**.
The Search page will be displayed.
22. Enter the search criteria and click the **Search** button.
23. Select the desired accrual document to liquidate and click the **Select** button.
24. **REQUIRED**—Enter a document reference line number in the **Accounting** field.
25. Select the **Final** check box, if this is the last payment to reference the accrual.
26. Click the **Default** button.
27. **REQUIRED**—Review the **Amount** field with the amount from the **LU** accrual document and change if necessary.
28. Enter the date in the **Invoice Date** field.
Note: *The date should be the prompt pay start date whether it is the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*
29. Update the **Lease Code** in the **Invoice Number** field, if necessary.
30. **REQUIRED**—Review the accounting template displayed and change, if necessary.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
31. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC31)**, and any other required accounting elements that were not populated by the accounting template.*
32. Review the **Lease Code** in the **Contracts Number** field.
33. If the Bid Tax Payment is more than the estimated accrual, a new accounting line must be created to reference current year funds.

Notes

Follow **Steps 34-41** to add a new line or skip to **Step 42** if a line does not need to be added.

34. Select the **Header Accounting Lines** tab.
*The **Header Accounting Lines** page will be displayed.*
35. Click the **Add** button to add a **Header Accounting Line**.
***TO REMOVE** an existing line, select the line by clicking its tab and click the **Remove** button.*
***TO COPY** an existing line, select the line to copy and click the **Copy** button.*
Note: *Only one line is needed for standard GSA leases*
36. Enter the amount of the additional funds needed in the **Amount** field.
37. Enter the date in the **Invoice Date** field.
Note: *The date should be the prompt pay start date whether it is the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*
38. Enter the **Lease Code** in the **Invoice Number** field.
39. **REQUIRED**—Enter the accounting template for the new line.
Note:
 - To **Search** for an **Accounting Template**, click on the **Template** field label. The **Search –Template** page will be displayed. Enter **Search** criteria and click the **Search** button. Results are displayed. To select a **Template**, click the **Select** button for the corresponding **Template**.
40. Click the **Default** button to populate the fields in the **Accounting Dimensions** section.
*Complete the **Bldg #**, **Activity (PGC31)**, and any other required accounting elements that were not populated by the accounting template.*
41. **REQUIRED**—Enter the **Lease Code** in the **Contracts Number** field.
42. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
43. Click the **Save Template** button.
*The **Successful Save** message appears.*
44. Click **Close Template** button.
*The **Document Template** page will be displayed.*

Notes

45. Select the **Schedules** tab.
The Schedules page will be displayed.
46. Click the **Add** button to add the one-time payment to the schedule.
47. Enter the date for the bid tax payment in the **Date** field.
Note: *The date should be the prompt pay start date whether it is the **Effective Date of Action** or the date noted in the **Remarks** section on the 620 for the tax payment.*
48. Enter the amount for the bid tax payment in the **Amount** field.
49. Enter a justification in the **Justification** field.
50. Verify that the **One-Time Payment** check box is selected.
51. Review the document creation schedule.

Lease Info Document Chains									
Document Chain Vendors Amounts Document Templates Suspend Schedules Unsuspend Schedules									
Document Template Frequencies Schedules									
Schedule									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Reset Periods"/> <input type="button" value="Reset Line"/> Display <input type="text" value="10"/> Items View as CSV Sort...									
Item Page: 1 2 3 4 5 6 Items 1-10 of 53									
Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment	
<input type="checkbox"/> 02/01/2009	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2010	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2011	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2012	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	
<input type="checkbox"/> 02/01/2013	\$7,185.26		043540566	70 HARBOUR POINTE LLC	False	False	False	False	

52. Click the **Save** button to update the lease profile.

4 Search, View, or Query Commitment, Payment and Accrual Documents

4.1 How Do I View A Document Outside Of Lease Profile?

The Pegasys **View Form** option allows users to view held or rejected Commitment, Accrual, or Payment forms, but prohibits the user from making changes. When viewing a log, all fields are protected. The following steps describe how to view a commitment or accrual document.

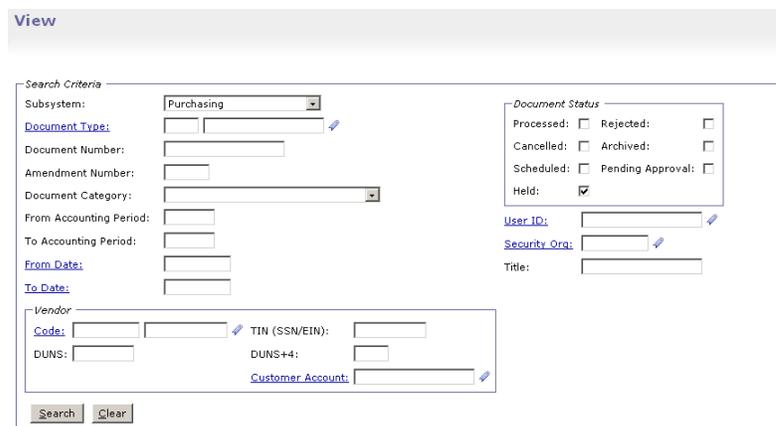
4.1.1 How Do I View A Commitment Or Accrual Document Outside Of Lease Profile?

The following steps describe how to view a Commitment or Accrual document.

Notes

1. Select **Transactions—Purchasing—View** from the menu bar.

*The View page will be displayed. The Document Status checkbox will default to **Held**.*



2. Check the desired document status check box(es) from the **Document Status** group box.
3. Enter a document type in the **Document Type** field.
Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
4. Enter the document number of the form or document in the **Document Number** field.
If the document number is unknown, please refer to Section 4.1.3: How do I Search for a Commitment or Accrual Form?
5. Click **Search** button.

Notes

Results will be displayed at the bottom of the screen.

6. Select the form/document and click the **View** button.

*The **Header** page of the selected form/document will be displayed.
All fields will be protected.*

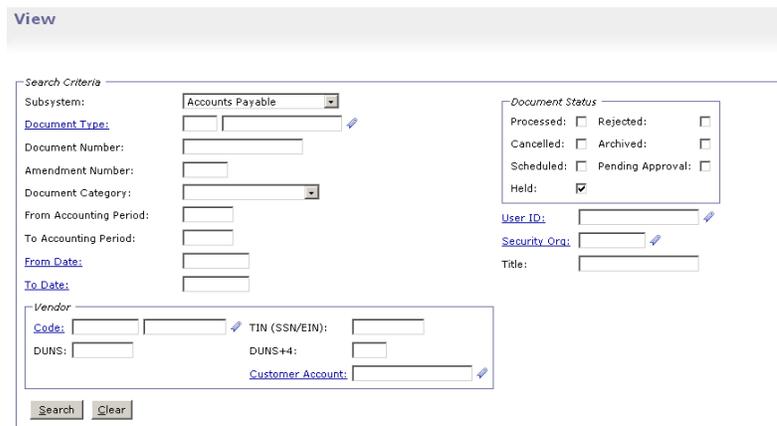
4.1.2 How Do I View A Payment Document Outside Of Lease Profile?

The following steps describe how to view a Payment document.

Notes

1. Select **Transactions—Accounts Payable—View** from the menu bar.

*The **View** page will be displayed. The **Document Status** checkbox will default to **Held**.*



2. Check the desired document status check box(es) from the **Document Status** group box.

3. Enter a document type in the **Document Type** field.

Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.

4. Enter the document number of the form or document in the **Document Number** field.

*If the document number is unknown, please refer to **Section 4.1.4: How do I Search for a Payment Form?** for procedures on how to search for a form.*

5. Click the **Search** button.

Results will be displayed at the bottom of the screen.

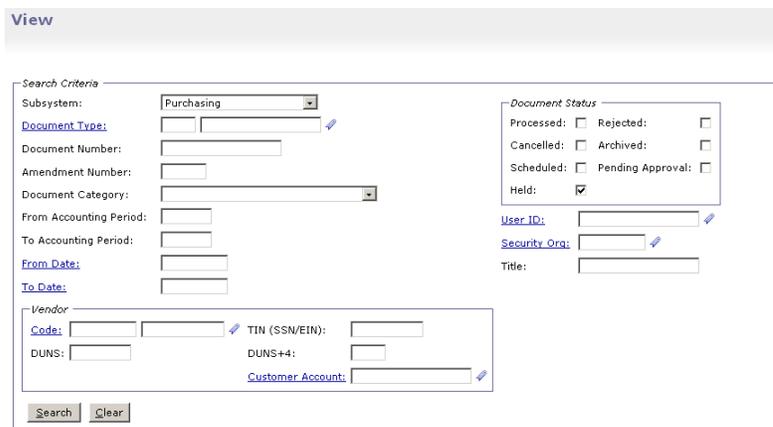
Notes

6. Select the form/document and click the **View** button.
*The **Header** page of the selected form/document will be displayed. All fields will be protected.*

4.1.3 How Do I Search For A Commitment Or Accrual Form?

Notes

1. Select **Transactions—Purchasing—View** from the menu bar.
*The **View** page will be displayed. The **Document Status** checkbox will default to **Held**.*



2. Enter a document type in the **Document Type** field.
Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
3.
 - If you *do not* know the document number, proceed to **Step 4**.
 - If you know the document number, enter it in the **Document Number** field and proceed to **Step 7**.
4. In the **Search Criteria** group box, enter one or more of the following search criteria:
 - Document Category
 - Document Number
 - User ID (user login ID)
 - From Date
 - To Date
 - From Accounting Period
 - To Accounting Period
 - Amendment Number
 - Vender Code

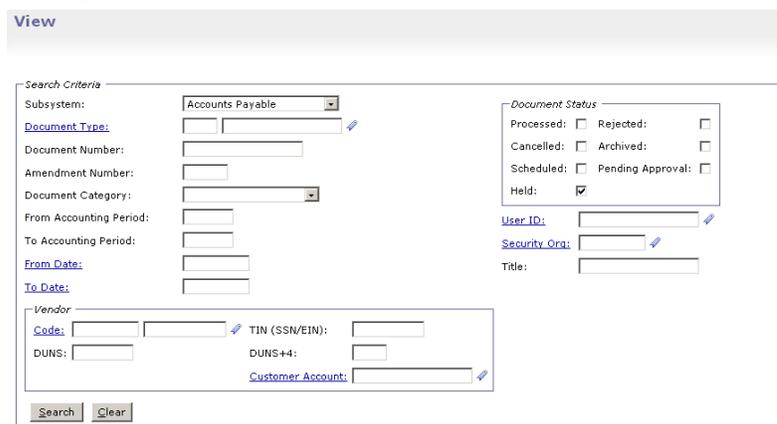
Notes

- Vendor Address Code
- For example, user John Doe wants to initiate a search for all Documents created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/01, To Date = 02/28/01.*
5. If additional search criteria are needed, click on the plus sign to expand the **Add'l Criteria** group box. If no additional search criteria are needed, go to **Step 7**.
 6. Enter one or more of the following additional search criteria:
 - Amount From
 - Amount To
 - Open/Closed
 - Alternate Payee Code
 - Alternate Payee Address Code
 - Designated Agent Code
 - Designated Agent Address Code
 - Any accounting dimension
 7. Click the **Search** button.
Results will be displayed at the bottom of the screen.
 8. Select the form and click the **View** button.
*The **Header** page of the selected form will be displayed. All fields will be protected.*

4.1.4 How Do I Search For A Payment Form?

Notes

1. Select **Transactions—Accounts Payable—View** from the menu bar.
*The **View** page will be displayed. The **Document Status** checkbox will default to **Held**.*



Notes

2. Enter a document type in the **Document Type** field.
Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
3.
 - If you *do not* know the document number, proceed to **Step 4**.
 - If you know the document number, enter it in the **Document Number** field and proceed to **Step 7**.
4. In the **Search Criteria** group box, enter one or more of the following search criteria:
 - Category
 - Number
 - User ID (user login ID)
 - From Date
 - To Date

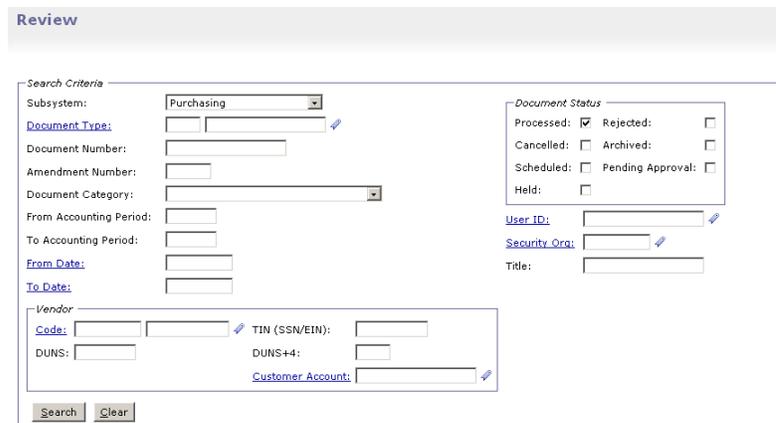
For example, user John Doe wants to initiate a search for all Documents created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/01, To Date = 02/28/01.
5. If additional search criteria are needed, click on the plus sign to expand the **Add'l Criteria** group box. If no additional search criteria are needed, go to **Step 7**.
6. Enter one or more of the following additional search criteria:
 - Amount From
 - Amount To
 - Open/Closed
 - Alternate Payee Code
 - Alternate Payee Address Code
 - Designated Agent Code
 - Designated Agent Address Code
 - Any accounting dimension
7. Click the **Search** button.
Results will be displayed at the bottom of the screen.
8. Select the form and click the **View** button.
*The **Header** page of the selected form will be displayed. All fields will be protected.*

4.1.5 How Do I Search For A Commitment Or Accrual Document (Review Status)?

Notes

1. Select **Transactions—Purchasing—Review** from the menu bar.

*The **Review** page will be displayed. The **Document Status** checkbox will default to **Processed**.*



The screenshot shows the 'Review' page with a search criteria form. The form is divided into several sections:

- Search Criteria:**
 - Subsystem: Purchasing (dropdown)
 - Document Type: [text field]
 - Document Number: [text field]
 - Amendment Number: [text field]
 - Document Category: [dropdown]
 - From Accounting Period: [text field]
 - To Accounting Period: [text field]
 - From Date: [text field]
 - To Date: [text field]
- Document Status:**
 - Processed: Rejected:
 - Cancelled: Archived:
 - Scheduled: Pending Approval:
 - Held:
- User ID:** [text field]
- Security Org:** [text field]
- Title:** [text field]
- Vendor:**
 - Code: [text field]
 - TIN (SSN/EIN): [text field]
 - DUNS: [text field]
 - DUNS+4: [text field]
 - Customer Account: [text field]

Buttons: Search, Clear

2. Enter a document type in the **Document Type** field.

Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
3.
 - If you *do not* know the document number, proceed to **Step 4**.
 - If you know the document number, enter it in the **Document Number** field and proceed to **Step 7**.
4. In the **Search Criteria** group box, enter one or more of the following search criteria:
 - Category
 - Number
 - User ID (user login ID)
 - From Date
 - To Date

For example, user John Doe wants to initiate a search for all Documents created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/01, To Date = 02/28/01.
5. If additional search criteria are needed, click on the plus sign to expand the **Add'l Criteria** group box. If no additional search criteria are needed, go to **Step 7**.
6. Enter one or more of the following additional search criteria:
 - Amount From

Notes

- Amount To
- Open/Closed
- Alternate Payee Code
- Alternate Payee Address Code
- Designated Agent Code
- Designated Agent Address Code
- Any accounting dimension

7. Click the **Search** button.

Results will be displayed at the bottom of the screen.

8. Select the document and click the **View** button.

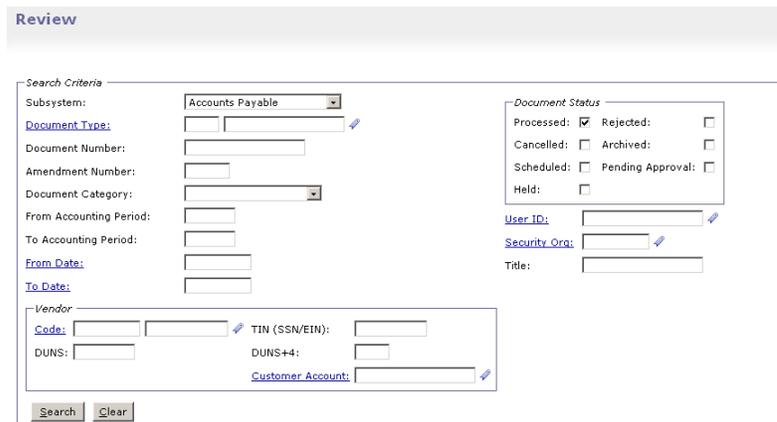
*The **Header** page of the selected document will be displayed. All fields will be protected.*

4.1.6 How Do I Search For A Payment Document (Review Status)?

Notes

1. Select **Transactions—Accounts Payable—Review** from the menu bar.

*The **Review** page will be displayed. The **Document Status** checkbox will default to **Processed**.*



The screenshot shows the 'Review' page search criteria form. It includes fields for Subsystem (Accounts Payable), Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, Vendor Code, TIN (SSN/EIN), DUNS, DUNS+4, Customer Account, Document Status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held), User ID, Security Org, and Title. There are Search and Clear buttons at the bottom.

2. Enter a document type in the **Document Type** field.

Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.

- 3.
- If you *do not* know the document number, proceed to **Step 4**.
 - If you know the document number, enter it in the **Document Number** field and proceed to **Step 7**.

Notes

4. In the **Document Search Criteria** group box, enter one or more of the following search criteria:

- Category
- Number
- User ID (user login ID)
- From Date
- To Date

For example, user John Doe wants to initiate a search for all Documents created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/01, To Date = 02/28/01.

5. If additional search criteria are needed, click on the plus sign to expand the **Add'l Criteria** group box. If no additional search criteria are needed, go to **Step 7**.

6. Enter one or more of the following additional search criteria:

- Amount From
- Amount To
- Open/Closed
- Alternate Payee Code
- Alternate Payee Address Code
- Designated Agent Code
- Designated Agent Address Code
- Any accounting dimension

7. Click the **Search** button.

Results will be displayed at the bottom of the screen.

8. Select the document and click the **View** button.

*The **Header** page of the selected form will be displayed. All fields will be protected.*

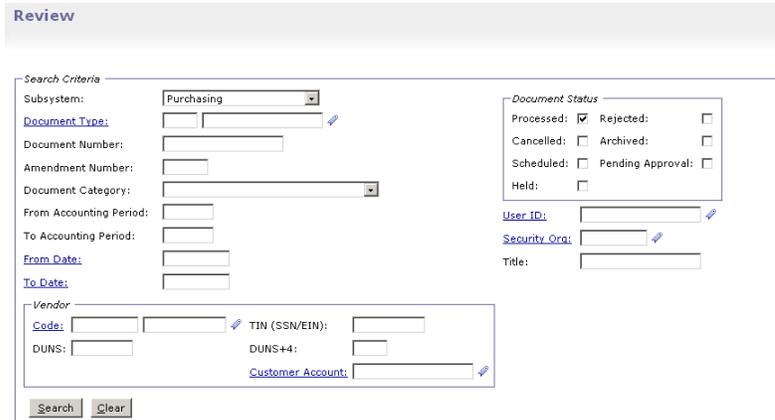
4.2 How Do I Search For A Document Using The References Button?

Referencing is a Pegasys feature that allows lease documents to be linked together to form a purchasing chain. To view documents that have been linked together click the **References** button. The linked documents are then displayed on the **References Tree** page in a graphic resembling a tree branch. For example, when you query a commitment, the related payment documents are displayed in the reference tree. **Note:** *Only those documents that have been referenced using the copy forward function will be displayed.* The following steps describe how to query a document using the **Reference Query** button. When a document is selected from the tree, **Document Type, Document Number, Document Total, Document Cost** and **Document Date** are displayed at the bottom of the page.

4.2.1 How Do I Search For A Commitment Or Accrual Document Using The References Button?

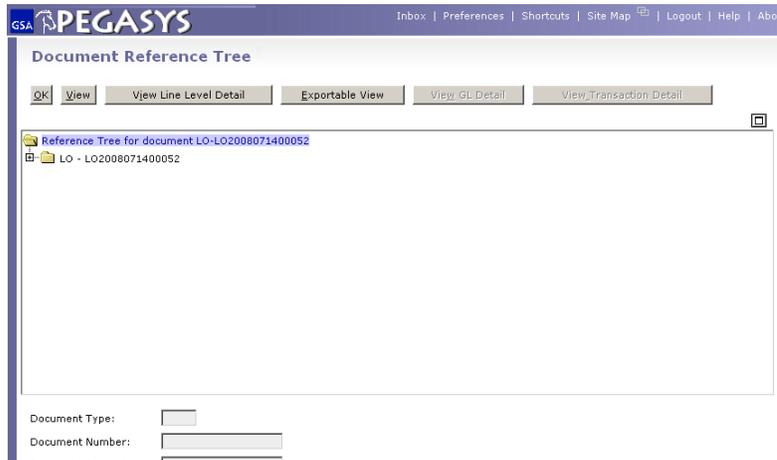
Notes

1. Select **Transactions—Purchasing—Review** from the menu bar.
The Review page will be displayed. The Document Status checkbox will default to Processed.



2. Enter a document type in the **Document Type** field.
Note: You may search for the **Document Type** by clicking the **Document Type** field label. The *Search- Document Type* page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
3. Enter the document number in the **Document Number** field.
If the document number is unknown, please refer to *Section 4.1.3: How do I Search for a Commitment or Accrual Form?*
4. Click the **Search** button.
Results will be displayed at the bottom of the screen.
5. Select the appropriate document record and click the **Reference Query** button.
The Document Reference Tree page will be displayed.

Notes



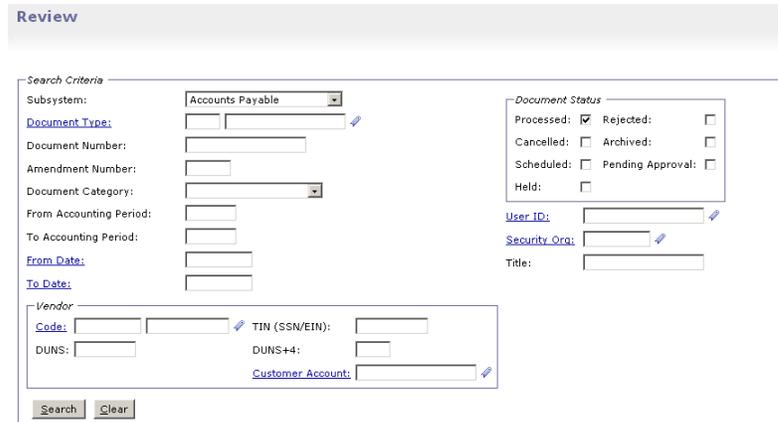
6. Click the plus sign to expand the Reference Tree.
7. To view a specific document in the chain, click on the document number.
*When the document is highlighted, the **Document Type**, **Document Number**, **Document Total**, **Document Cost**, and **Document Date** fields are displayed.*
8. Click the **View** button to view the highlighted document.
The highlighted document will be opened for review.
9. Click the **View Line Level Detail** button to view a specific accounting line on the selected document.
*The **View Line Level Detail** button lists all lines included on the selected document.*
10. To redisplay the Reference Tree, click the **OK** button.

4.2.2 How Do I Search For A Payment Document Using The References Button?

Notes

1. Select **Transactions—Accounts Payable—Review** from the menu bar.

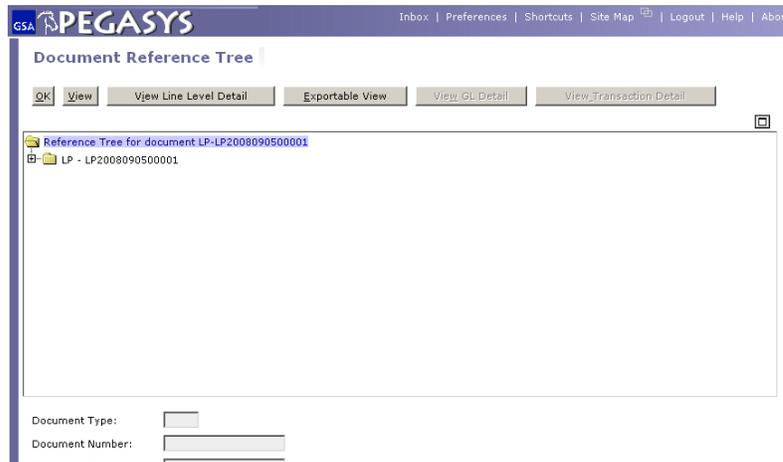
*The **Review** page will be displayed. The **Document Status** checkbox will default to **Processed**.*



The screenshot shows the 'Review' page search criteria form. It includes fields for Subsystem (set to 'Accounts Payable'), Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, and Vendor information (Code, TIN, DUNS, Customer Account). There is also a Document Status section with checkboxes for Processed (checked), Rejected, Cancelled, Archived, Scheduled, Pending Approval, and Held. User ID, Security Org, and Title fields are also present. Search and Clear buttons are at the bottom.

2. Enter a document type in the **Document Type** field.
Note: You may search for the **Document Type** by clicking the **Document Type** field label. The **Search- Document Type** page will be displayed. Enter **Search** criteria and click the **Search** button. The **Search** results are displayed. To select a **Document Type**, click the corresponding **Select** button.
3. Enter the document number in the **Document Number** field.
*If the document number is unknown, please refer to **Section 4.1.4: How do I Search for a Payment Form?** for procedures on how to search for a document.*
4. Click the **Search** button.
Results will be displayed at the bottom of the screen.
5. Select the appropriate document record and click the **Reference Query** button.
*The **Document Reference Tree** page will be displayed.*

Notes



6. Click the plus sign to expand the Reference Tree.
7. To view a specific document in the chain, click on the document number.
*When the document is highlighted, the **Document Type**, **Document Number**, **Document Total**, **Document Cost**, and **Document Date** fields are displayed.*
8. Click the **View** button to view the highlighted document.
The highlighted document will be opened for review.
9. Click the **View Line Level Detail** button to view a specific accounting line on the selected document.
*The **View Line Level Detail** button lists all lines included on the selected document.*
10. To redisplay the Reference Tree, click the **OK** button.

4.3 What Are The Common Error Messages In Pegasys?

Pegasys provides three levels of warning and error messages: Warning, Overrideable, and Hard. All Pegasys error messages share a similar structure. The first line of the error message displays an error code, followed by the name of the form or table where the error occurred, including the specific line or field. The message concludes with a brief description of the error.

Pegasys 6.5 provides a clickable message functionality that enables the user to click on system messages reported during form verification and be taken to the field on the page that is related to that error message.

The **Error** dialog box displays the following key elements:

- Error symbol—Identifies the type of error as **i** (warning error), **?** (overrideable error), or—(hard error).

- **Error code**—Displays a seven-digit error. The first two characters represent the subsystem that issued the error (in this example, the error occurred in the General Systems subsystem). The last character designates the severity (*e.g.*, **W**-warning, **E**-hard error).
- **Window title**—Identifies the location on the form where the error occurred.
- **Error description**—Gives a detailed explanation of the problem that occurred.
- **Error counter**—Identifies the total number of errors Pegasys encountered while trying to verify or process a transaction.

4.3.1 How do I Identify a Warning Message?

Warning messages appear with an  at the beginning of the window. Warning messages notify you of situations that may require further attention. However, warnings do not prevent a form from being processed in Pegasys. When warnings appear, evaluate the impact of the problem, and continue processing the form, if appropriate.

4.3.2 How do I Identify an Overrideable Error?

Overrideable errors notify you of situations that require special attention. They prevent a form from being accepted by Pegasys; however, an individual with the appropriate authority can override them. An overrideable error appears with a  before it has been overridden. An overrideable error appears with an  after it has been overridden.

If you do not want to override any errors, or if other errors exist on the form, make the necessary changes to correct the problem(s). **Figure 4-1: Overrideable Error Message** displays an overrideable error message.

Figure 4-1: Overrideable Error Message

Override		
	Itemized Order\Order Header Accounting Line 1	BE0390E The total spending exceeds the available funding for Fund G-FY05-R1-206X by \$8904749.8.
	Itemized Order\Order Header Accounting Line 1	GS0385W (1) Spending Adjustment Unexpired Upward Unpaid Oblig amount 10999999 from document line 1 is to be recorded.

4.3.3 How Do I Identify The Hard Error Message Code?

Hard error messages appear with a . These error messages indicate that data must be corrected before the transaction can be processed. The users cannot override a hard error message and the error must be fixed before Pegasys will accept the document. **Figure 4-2: Hard Error Message** displays a hard error message.

Figure 4-2: Hard Error Message

	Itemized Order	GS0089E The Office Addresses tab is required.
	Itemized Order	GS0303E There are no lines in this document.
	Itemized Order\Address Code	GS0228E No value was provided. Please enter a value.
	Itemized Order\Remit To Address Code	GS0228E No value was provided. Please enter a value.

4.3.4 What Are Relationship Edit Errors?

Relationship edits define valid combinations of accounting elements (*i.e.*, accounting classification structure) or other elements on a transaction. Each relationship edit has a unique number and a description of the error to assist the user in correcting the problem. The unique number in the error message

corresponds to the Edit Number in the **Relationship Edit Maintenance** table. *Figure 4-3: Relationship Edits Error* displays a relationship edit error.

Figure 4-3: The Relationship Edits Error



4.3.5 How Do I Correct A Relationship Edit Error?

The following steps outline how to correct a relationship edit error.

Notes

1. Take note of the error number and message.
2. Review the form.
3. Enter the corrected accounting element(s).
4. Click the **Verify** button to re-verify the form.

Note:

If you determine the accounting element combination entered on the transaction is correct, and the relationship edit existed in NEAR, submit a request to the Pegasys Hotline to have the edit added to the **Relationship Edit Maintenance** table.

If you determine that the accounting element combination is new and should be a valid Relationship Edit value in Pegasys, then submit a request, along with an explanation, to the your Service Representative or Functional Coordinator who will then coordinate with the CFO Office.

4.3.6 What are the Common Lease Accounting Errors?

The messages displayed in *Figure 4-4: Common Lease Accounting Error Codes* are examples of possible error messages. There may be slight variations to the actual wording of the error message; however, the meaning and possible solutions are still applicable.

Figure 4-4: Common Lease Accounting Error Codes

Common Error Codes	Description	Solution
GS3300E	No (amount/vendor/frequency) corresponds to the effective start date of the lease.	Verify that the Change Effective Date of the earliest Amount/Vendor/Frequency record corresponds to the Effective From Date of the lease.
AS0068E	A form template must be created for each lease document template.	Verify that the form template has been added to all document template records and add missing templates.

Common Error Codes	Description	Solution
GS3306E	The first document creation date for a lease document template record cannot be changed.	The first document creation date cannot be changed after a document has been processed for a lease profile.
GS3316E	The first document creation date cannot be earlier than the lease effective from date.	Change the first document date or the Effective From Date, so that the Effective From Date is earlier than or equal to the First Document Creation date.
GS3319E	Frequency generation date must be entered for the frequency selected.	Enter the generation date in the frequency details group box on the document chains page. GSA will use 01 for payment documents.
GS3352E	Cannot have more than one document template with no referenced record number.	Verify the Copy Fwd from Template Record group box on the Document Chains page to ensure that the commitment documents (LO) are referenced by the payment authorization documents (LP).
GS3369W	Documents have already been made to a different vendor. This retroactive vendor change will not result in correction of these documents.	An overrideable error that indicates a manual reversal payment will have to be made to different vendors. Click the Override All button to continue processing.
GS3345E	The change effective date must be unique.	No two vendor or amount changes can have the same Change Effective Date. Update the Change Effective Date of one of the vendor/amount lines.
GS3359E	PA (or Estimated Accrual) Accounting Line's referenced line has been fully closed and may not be referenced.	Correct the commitment (LO) referenced by rejected form to increase the committed amount by the amount of the rejected form.
GS0039E	The vendor (or any other entered value) value is not valid in the database.	Verify that all the values entered in the lease maintenance and document templates are valid in the database.
GS3006E	The fund (or any other required dimension) dimension is required by line 1.	Verify that all the values required by the document template have been entered.
GS3302E	The change effective date may not be before the effective start date of the lease.	Verify that the Change Effective Date of the earliest Amount/Vendor/Frequency record corresponds to the Effective From Date of the lease.
GS0039E	The building # value, is not valid in the database.	Add the building number to the building number database and re-process the payment document manually.

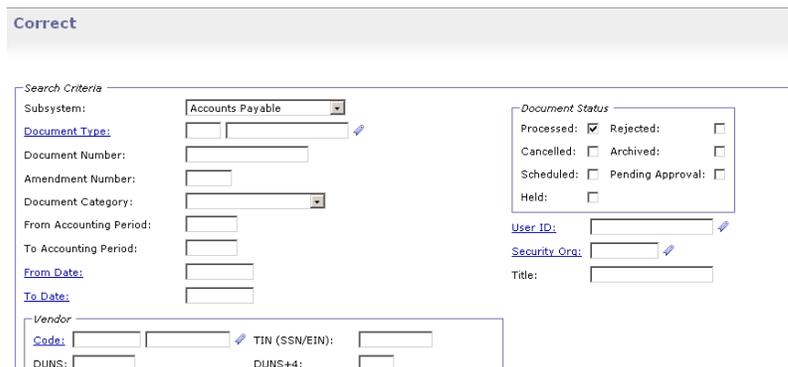
Common Error Codes	Description	Solution
AP0118E	The prompt pay type is not allowed for this schedule.	Check the vendor to make sure that the payment defaults for the vendor are set up correctly. Correct the payment defaults and re-process the payment. If the vendor is set up correctly, the user should make the necessary corrections to the payment (<i>i.e.</i> , fixing either the disbursing information or removing the prompt pay type), then manually re-process the payment.
AP0503E	The payee and designated agent must be different.	Clear out the designated agent fields on the payment and then manually re-process the payment. The lease profile vendor information should be corrected so that the vendor and the designated agent are not the same.
AS0067E	A database error has occurred.	Contact the GSA technical team.
GS0811E	PA Accounting Line 2's referenced line has been fully closed and may not be referenced.	Deselect the Final flag on the document to continue processing.

4.4 How Can I Correct A Payment Document That Was Rejected In The Batch Job?

If a payment document rejects during the lease batch job, the following steps will need to be taken to correct and process the payment document in order for the document to be sent to Treasury for disbursement.

Notes

- Review the **Lease Activity Query** for rejected payments.
Note: Refer to **Chapter 3: Lease profile Overview, Section 3.10: How Can I Review Lease Activity?** for step-by-step instructions on how to access the **Lease Accounting Query**.
- Select **Transactions—Accounts Payable—Correct**.
The Correct page will be displayed.



Notes

3. Enter the document type (**LP** or **LM**) in the **Document Type** field.
4. Enter the document number in the **Document Number** field.
*If the document number is unknown, please refer to **Section 5.1.4: How do I Search for a Payment Form?***
5. In the **Document Status** group box, select the **Rejected** check box.
6. Click the **Search** button.
Results will be displayed at the bottom of the screen.
7. Select the form and click the **Correct** button.
*The **Header** page of the Rejected Payment Form will be displayed.
The appropriate errors are displayed at the top of the screen.*
8. Make the appropriate correction to the form.
9. Click the **Verify** button.
Any errors will be displayed. Review the error message(s) and make any necessary corrections on the form.
10. Click the **Submit** button.
*The **Form Submitted Successfully for Processing** message appears.*

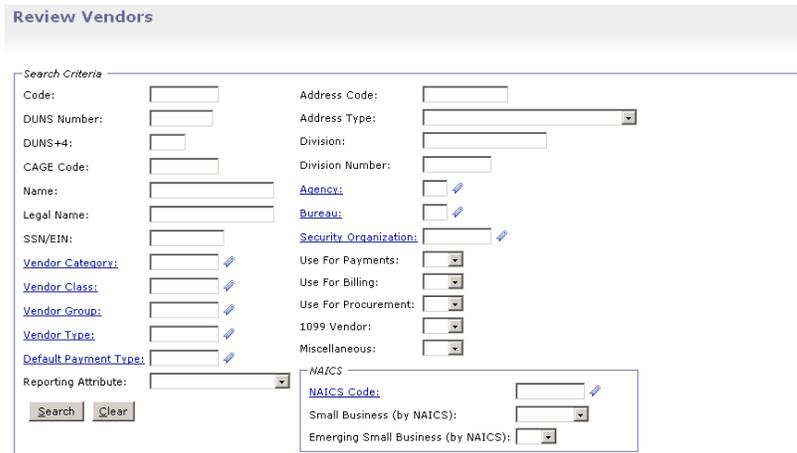
5 Vendor and Payments Queries

5.1 Review Vendors Query

Notes

1. Select **Queries—Vendor—Review Vendors**.

The Review Vendors Query will be displayed.



The screenshot shows the 'Review Vendors' search interface. It features a 'Search Criteria' section with various input fields and dropdown menus. Fields include Code, DUNS Number, DUNS+4, CAGE Code, Name, Legal Name, SSN/EIN, Vendor Category, Vendor Class, Vendor Group, Vendor Type, Default Payment Type, Reporting Attribute, Address Code, Address Type, Division, Division Number, Agency, Bureau, Security Organization, Use For Payments, Use For Billing, Use For Procurement, 1099 Vendor, Miscellaneous, NAICS Code, Small Business (by NAICS), and Emerging Small Business (by NAICS). There are 'Search' and 'Clear' buttons at the bottom left of the form.

2. Enter a vendor name or partial name in the **Vendor Name** field or any other searchable criteria.
3. Click the **Search** button.
The matching search results will be displayed.
4. Select the desired vendor from the displayed vendors and click **Details** button.
The Vendor page will be displayed.
5. Select the **Addresses** tab.
6. Select the desired address and click the **Address Level Vendor** hyperlink.
The Address Level Vendor page will be displayed.

5.2 Vendor Activity Query

Vendors are an integral part of the Purchasing process. In Pegasys, the term “vendor” refers to commercial vendors, government agencies, and all other payees with whom GSA does business. Vendors are identified by a unique vendor code. The vendor’s Taxpayer Identification Number (TIN) will be used as the vendor code. All vendors must have a valid vendor code recorded in Pegasys before the vendor can be used in a spending transaction. A valid vendor code means that the vendor’s Taxpayer Identification Number exists and is marked as “active” on the **Vendor Maintenance** table. The **Vendor Maintenance** table stores TINs, vendor addresses, and other information about the vendor, such as business type and

size. It is a list of all GSA vendors and is available for all Pegasys users to view through the **Search** functionality.

The **Vendor Activity Query** in Pegasys is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the **Vendor Activity Query** provides a way to quickly view and access all interactions involving the vendor.

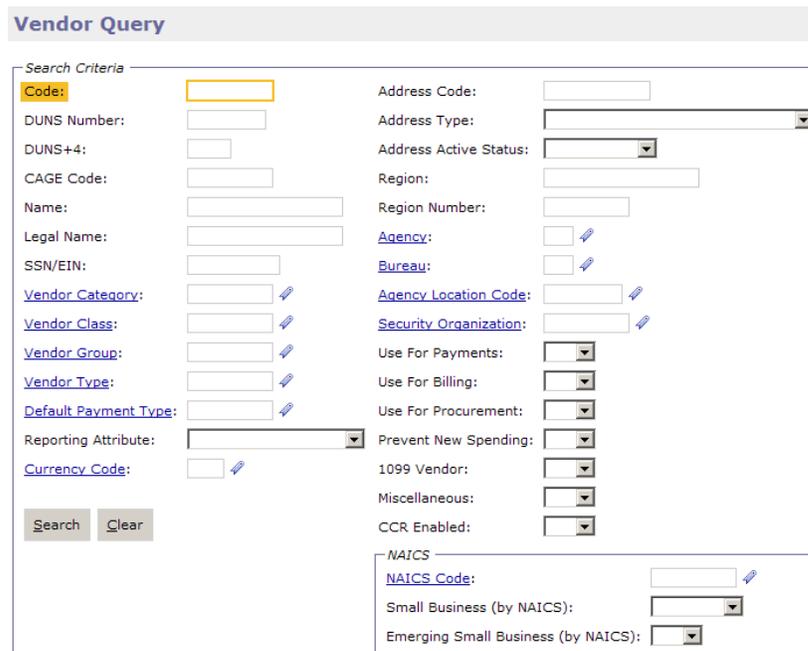
The Pegasys **Vendor Activity Query** is divided into six pages: General Information, Account Summary, Blanket Agreements, Contracts, Invoices, and Documents. The following sections describe each of the six pages and the type of information that can be obtained from these various pages on the **Vendor Activity Query**.

5.2.1 How Do I Get To The Vendor Activity Query?

The following steps describe how to review a vendor’s account information on the **Vendor Activity Query** in Pegasys.

1. Select **Queries—Vendor—Query Activity**.

The Vendor Activity Query will be displayed.



Vendor Query

Search Criteria

Code:

DUNS Number:

DUNS+4:

CAGE Code:

Name:

Legal Name:

SSN/EIN:

Vendor Category: 

Vendor Class: 

Vendor Group: 

Vendor Type: 

Default Payment Type: 

Reporting Attribute:

Currency Code: 

Address Code:

Address Type:

Address Active Status:

Region:

Region Number:

Agency: 

Bureau: 

Agency Location Code: 

Security Organization: 

Use For Payments:

Use For Billing:

Use For Procurement:

Prevent New Spending:

1099 Vendor:

Miscellaneous:

CCR Enabled:

NAICS

NAICS Code: 

Small Business (by NAICS):

Emerging Small Business (by NAICS):

2. Enter the **Code** or **Name** of the vendor to be reviewed.

3. Click the **Search** button.

The matching search results will be displayed.

4. Select the vendor to be reviewed and click the **Details** button.

The Main page of the Vendor Activity Query will be displayed.

5.2.2 What Information Does The Main Page Of The Vendor Activity Query Display?

The **Main** page of the **Vendor Activity Query** displays basic information about the vendor being queried. GSA is not using Product Service Codes, NAIC Codes, or SIC codes in Pegasys, therefore, when clicking on these respective buttons on the **Main** page in Pegasys nothing will be displayed.

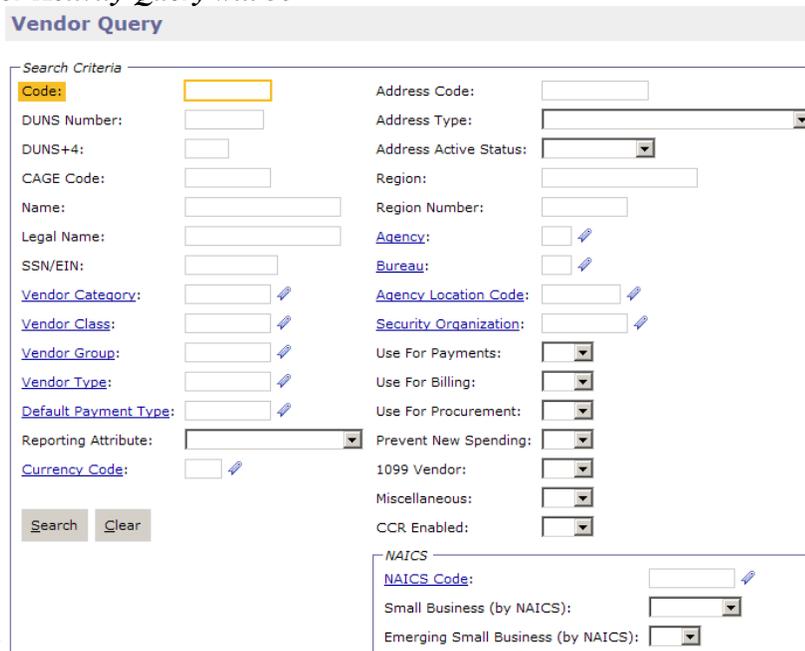
5.2.3 What Information Does The Account Summary Page Of The Vendor Activity Query Display?

The **Account Summary** page of the **Vendor Activity Query** displays detailed financial information about the vendor. The amounts in this window are outstanding amounts. The following steps describe how to review information on the **Account Summary** page of the **Vendor Activity Query**.

Notes

1. Select **Queries—Vendor—Query Activity**.

The Vendor Activity Query will be



The screenshot shows the 'Vendor Query' search criteria form. It includes fields for Code, DUNS Number, DUNS+4, CAGE Code, Name, Legal Name, SSN/EIN, Vendor Category, Vendor Class, Vendor Group, Vendor Type, Default Payment Type, Reporting Attribute, Currency Code, Address Code, Address Type, Address Active Status, Region, Region Number, Agency, Bureau, Agency Location Code, Security Organization, Use For Payments, Use For Billing, Use For Procurement, Prevent New Spending, 1099 Vendor, Miscellaneous, CCR Enabled, NAICS Code, Small Business (by NAICS), and Emerging Small Business (by NAICS). There are 'Search' and 'Clear' buttons at the bottom left of the form.

displayed.

2. Enter the **Code** or **Name** of the vendor to be reviewed.
3. Click the **Search** button.
The matching search results will be displayed.
4. Select the vendor to be reviewed and click **Details** button.
The Main page of the Vendor Activity Query will be displayed.
5. Click the **Account Summary** tab on the **Vendor Activity Query**.

Notes

The Account Summary page of the Vendor Activity Query will be displayed.

6. Review the **Activity Dates** group box.

Note: *The Account Activity Dates group box displays the last date that various Pegasys functions were completed. These dates are used to determine when a vendor record should be deactivated.*

7. Review the **Cumulative Amounts** group box.

Note: *The Account Cumulative Amounts group box displays total open and closed activity.*

8. Review the **Budgetary Impact** group box.

Note: *The Account Budgetary Amounts group box displays how the transactions processed for the vendor affected the budget.*

9. Click the **Address Amounts** button to review this data summarized at the vendor address level.

Note: *Data behind the Address Amounts button provides additional information specific for each address code.*

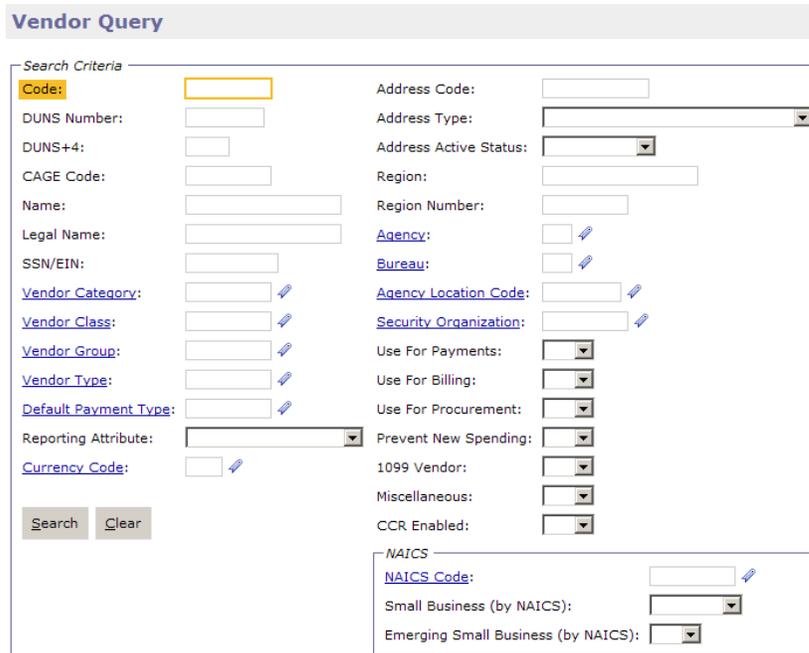
5.2.4 What Information Does The Blanket Agreements Page Of The Vendor Activity Query Display?

The **Blanket Agreements** page of the **Vendor Activity Query** displays summary financial information about the purchases made against a particular blanket purchase agreement using the **Vendor Activity Query**. This page gives status information for a blanket agreement, including authorized, requested and ordered amounts. The following steps describe how to review information on the **Blanket Agreements** page of the **Vendor Activity Query**.

Notes

1. Select **Queries—Vendor—Query Activity**.
The Vendor Activity Query will be displayed.

Notes



2. Enter the **Code** or **Name** of the vendor to be reviewed.
3. Click the **Search** button.
The matching search results will be displayed.
4. Select the vendor to be reviewed and click **Details** button.
*The **Main** page of the **Vendor Activity Query** will be displayed.*
5. Click the **Blanket Agreements** tab on the **Vendor Activity Query**.
*The **Blanket Agreements** page of the **Vendor Activity Query** will be displayed.*
6. Select desired blanket agreement to review and click the **Details** button.

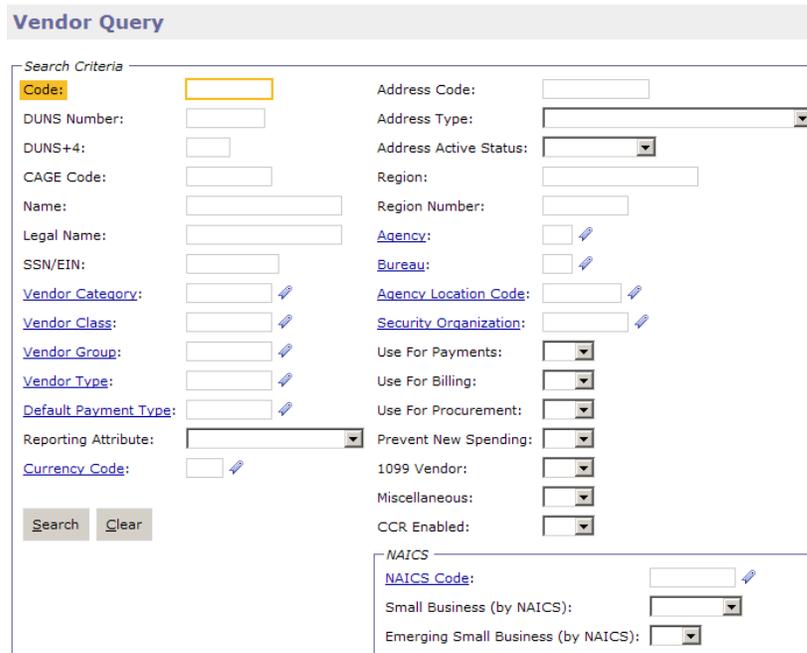
5.2.5 What Information Does The Contracts Page Of The Vendor Activity Query Display?

The **Contracts** page of the **Vendor Activity Query** displays all of the information associated with contracts for the specified vendor. This page includes summary information about each contract and each document processed against the contract. The **Contracts** page allows the user to obtain status information for a contract, including authorized, requested and ordered amounts. The following steps describe how to review information on the **Contracts** page of the **Vendor Activity Query**.

Notes

Notes

1. Select **Queries—Vendor—Query Activity**.
The Vendor Activity Query will be displayed.



2. Enter the **Code** or **Name** of the vendor to be reviewed.
3. Click the **Search** button.
The matching search results will be displayed.
4. Select the vendor to be reviewed and click **Details** button.
The Main page of the Vendor Activity Query will be displayed.
5. Click the **Contracts** tab on the **Vendor Activity Query**.
The Contracts page of the Vendor Activity Query will be displayed.
6. Select desired contract to review and click the **Details** button.
7. Review the **Documents** button.
Note: *The Contract Activity Documents button displays documents associated with the selected contract line.*

5.2.6 What Information Does The Invoices Page Of The Vendor Activity Query Display?

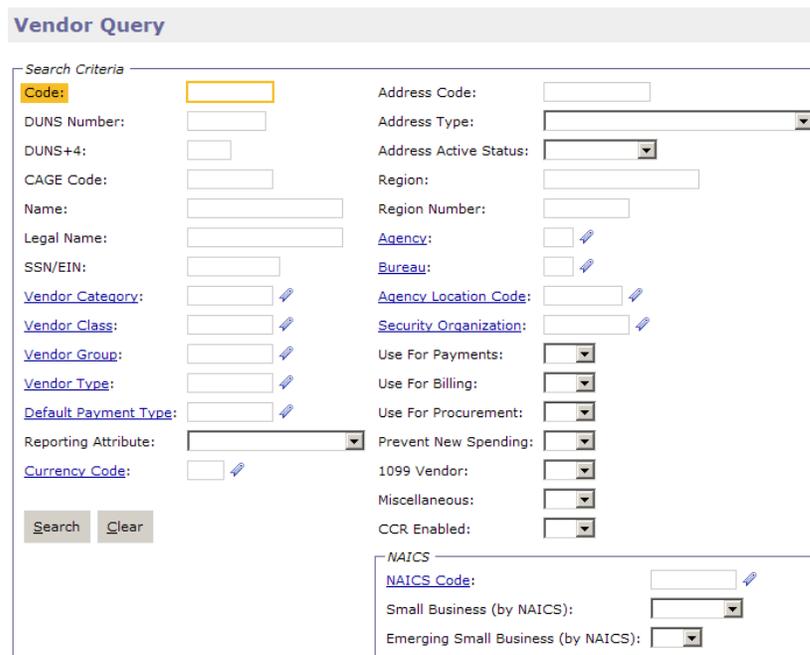
The **Invoices** page of the **Vendor Activity Query** displays summary information for the invoices associated with the specified vendor. For each invoice number, the query displays summary information such as the invoice date, the invoice log date (*i.e.*, the date GSA received the invoice), the invoice status,

and the following dollar amounts: Invoiced, Expended, Closed, and Outstanding. The query also displays several dates that apply to tracking the status of an invoice: date due back to vendor if defective, date returned to vendor, and date received back from vendor.

The query also displays a list of all transactions associated with the invoice—*i.e.*, the vendor invoice or itemized vendor invoice document, which recorded the receipt of the invoice, and any payment, documents referencing the invoice number. For each document, the query displays the document date and amount. A document may be selected from the list and select the **Details** button to access the document for the vendor invoice or payment transaction. The following steps describe how to review information on the **Invoices** page of the **Vendor Activity Query**.

1. Select **Queries—Vendor—Query Activity**.

The Vendor Activity Query will be displayed.



The screenshot shows the 'Vendor Query' interface. It features a 'Search Criteria' section with various input fields and dropdown menus. Fields include Code, DUNS Number, DUNS+4, CAGE Code, Name, Legal Name, SSN/EIN, Vendor Category, Vendor Class, Vendor Group, Vendor Type, Default Payment Type, Reporting Attribute, Currency Code, Address Code, Address Type, Address Active Status, Region, Region Number, Agency, Bureau, Agency Location Code, Security Organization, Use For Payments, Use For Billing, Use For Procurement, Prevent New Spending, 1099 Vendor, Miscellaneous, CCR Enabled, NAICS Code, Small Business (by NAICS), and Emerging Small Business (by NAICS). There are 'Search' and 'Clear' buttons at the bottom left of the form.

2. Enter the **Code** or **Name** of the vendor to be reviewed.

3. Click the **Search** button.

The matching search results will be displayed.

4. Select the vendor to be reviewed and click **Details** button.

The Main page of the Vendor Activity Query will be displayed.

5. Click the **Invoices** tab on the **Vendor Activity Query**.

The Invoices page of the Vendor Activity Query will be displayed.

6. Select desired invoice to review and click **Details** button.

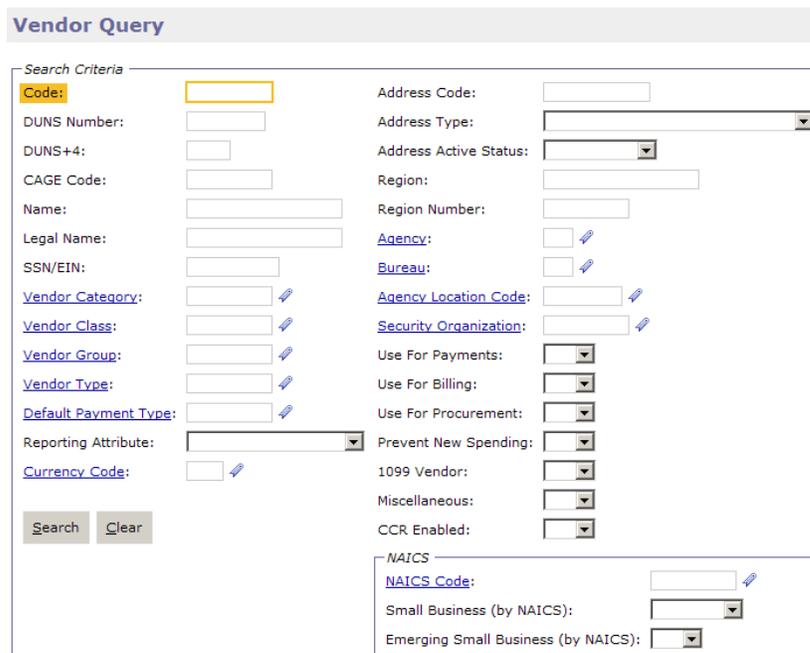
7. Click the **View Detail** tab.
*The **View Detail** page will be displayed.*
8. Select the detail line of the Invoice.
9. Click the **View Document** button.
*The **Invoice Document** will be displayed.*

5.2.7 What Information Does The Documents Page Of The Vendor Activity Display?

The **Document** page of the **Vendor Activity Query** displays individual documents processed against the vendor. Documents can be searched according to document type. Once a particular document is selected, the following document information will be displayed: type of document, document and line numbers, document title, document amount, date it was created, and outstanding amount. To view more detailed information about the selected document, click the **View Document** button. The following steps describe how to review information on the **Documents** page of the **Vendor Activity Query**.

Notes

1. Select **Queries—Vendor—Query Activity**.
*The **Vendor Activity Query** will be displayed.*



The screenshot shows the 'Vendor Query' form with the following fields and controls:

- Search Criteria** (Section Header)
- Code:**
- DUNS Number:**
- DUNS+4:**
- CAGE Code:**
- Name:**
- Legal Name:**
- SSN/EIN:**
- Vendor Category:** 
- Vendor Class:** 
- Vendor Group:** 
- Vendor Type:** 
- Default Payment Type:** 
- Reporting Attribute:**
- Currency Code:** 
- Address Code:**
- Address Type:**
- Address Active Status:**
- Region:**
- Region Number:**
- Agency:** 
- Bureau:** 
- Agency Location Code:** 
- Security Organization:** 
- Use For Payments:**
- Use For Billing:**
- Use For Procurement:**
- Prevent New Spending:**
- 1099 Vendor:**
- Miscellaneous:**
- CCR Enabled:**
- NAICS** (Section Header)
- NAICS Code:** 
- Small Business (by NAICS):**
- Emerging Small Business (by NAICS):**
- Search** **Clear**

2. Enter the **Code** or **Name** of the vendor to be reviewed.

Notes

3. Click the **Search** button.
The matching search results will be displayed.
4. Select the vendor to be reviewed and click **Details** button.
The Main page of the Vendor Activity Query will be displayed.
5. Click the **Documents** button on the **Vendor Activity Query**.
The Documents page of the Vendor Activity Query will be displayed.
6. To filter the documents displayed, enter appropriate criteria and click **Search** button.
7. Select the document to review.
8. Click the **View Document** button to review the entire document.
The document selected will be displayed.

5.3 Undisbursed Payments Query

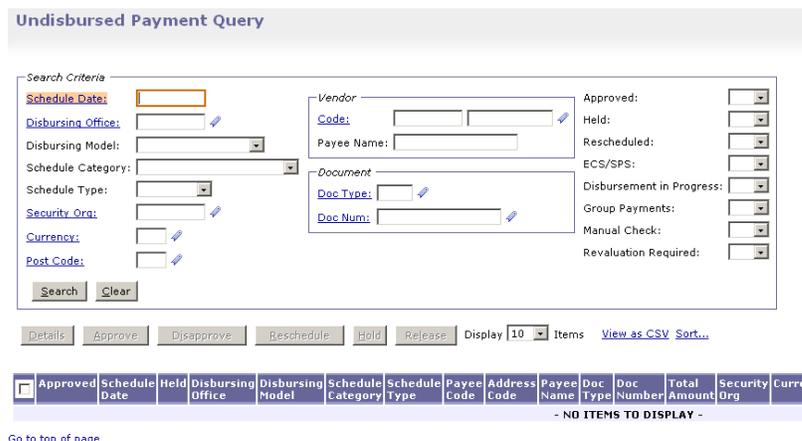
The **Undisbursed Payments Query** displays undisbursed and rescheduled payments. It displays information such as the schedule date, disbursing office, vendor code, document type and number, payment amount, approval indicator, and a group payment indicator. As payments are disbursed, they are removed from this query.

5.3.1 How Do I View The Undisbursed Payments Query?

Notes

1. Select **Queries—Automated Disbursements—Undisbursed Payment Query** from the menu bar.

The Undisbursed Payments Query will be displayed.



2. Enter the **Schedule Date**, **Disbursing Office (LEASE)** and **Document Type** in the corresponding fields. Then click the **Search** button. You can also search on **BBFY**, **EBFY**, **Fund**, or the

*Notes***Disbursement Status.**

The matching **Search** results will be displayed.

Note: The **Schedule Date** is the date Pegasys will begin the disbursement process in order to get the payment to Treasury in time. The nightly disbursing process will select eligible payments with a schedule date two days ahead of the current date.

3. Select the record you would like to review and then click the **Details** button.
4. The **Undisbursed Payment Query Detail** window page will be displayed.

Note: Most payments on this query will default to *Approved status*. However, some Region 7 payments that are over a certain dollar limit may need to be manually approved. To do this, simply click the **Approve** button. Look for further information about this decision in upcoming tips and bulletins.

5.3.2 What Does The Undisbursed Payments Query Display?

The Undisbursed Payments Query displays undisbursed and rescheduled payments, as well as any payments that have been rejected by Treasury.

For each payment, the query displays information such as the schedule date, disbursing office, vendor code, document type and number, payment amount, approval indicator, and a group payment indicator. As payments are disbursed, they are removed from the query.

5.3.3 What Should I Look For On The Undisbursed Payments Query?

Schedule Date—Displays the date that Pegasys will need to select the payment to go through the disbursements process. Keep in mind that Pegasys has been set up to select payments two days ahead of the indicated Schedule Date so that the payment will be disbursed two days early as is currently the practice in NEAR.

Disbursement Approval (check box)—Indicates that the disbursement has been approved and is ready to be picked up by the disbursements process on the indicated schedule date. Region 6 payments will be approved for disbursement by default so this check box will always be checked, unless a user has pressed the **Unapprove** button. Payments from Region 7 that are over a certain dollar amount may not default to approved.

Hold (button)—Pressing this button will hold the payment from being disbursed. The payment document will wait on the Undisbursed Payments Query until it is released. If for some reason it is necessary to delay the disbursement of a payment, the **Hold** button will hold the payment.

Disbursement in Progress (check box)—If this check box is checked, that indicates that a payment has been selected and is in the process of being disbursed. Once a payment is in the process of being disbursed, no changes can be made. Because the disbursing process runs at night, a user will normally never see this check box checked.

Rescheduling Information (group box)

- **New Schedule Date**—The new date on which Finance can reschedule the payment to be selected by the disbursements process. This field allows the Finance to re-schedule a payment so that Pegasys will disburse it at another date, if necessary.
- **Early Payment Approval**—If a user enters a new schedule date that is more than eight days before the prompt pay determined schedule date, it is necessary to use the drop down menu to select **Yes** to indicate the payment is approved for early disbursement.
- **Interest Reason Code**—A code that identifies the reason why the payment will incur an interest penalty. This is a required field if the payment is being rescheduled for a later date and will incur interest. Search for code by clicking on the **Interest Reason Code** field label.
- **Discount Lost Reason Code**—A code that identifies the reason why an available discount was lost. This is a required field if the payment is being rescheduled for a later date and will lose its discount. Search for code by clicking on the **Discount Lost Reason Code** field label.

5.4 Review A Confirmed Or Rejected Schedule

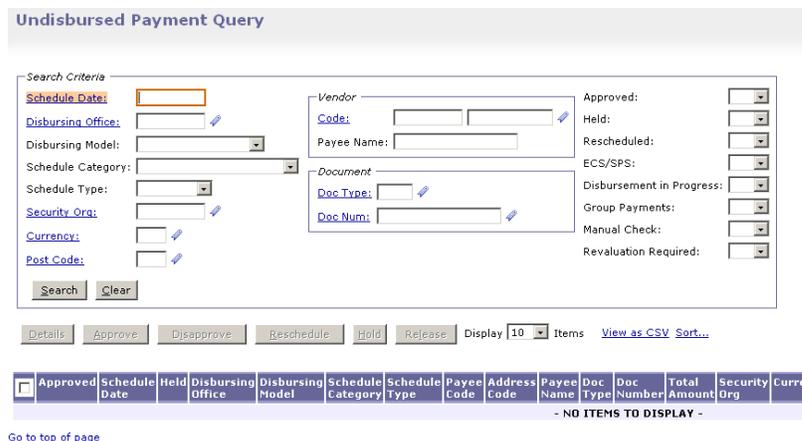
The **Schedule Query** will be updated several times throughout the disbursements process. Once Treasury’s confirmation or rejection information has been entered and the nightly disbursements cycle has run, it is possible to view the updated schedule.

5.4.1 How Do I View The Schedule Query?

Notes

1. Select **Queries—Automated Disbursements—Undisbursed Payment Query** from the menu bar.

The Undisbursed Payments Query will be displayed.



2. Enter the **Fiscal Year** and **Disbursing Office (LEASE)**. Then select a **Schedule Action** of **Confirm** or **Reject** and enter the **Schedule Number** or **Submission Date** if it is known. Select **Posted** from the **Posted by Treasury** drop-down menu.

Note:

Notes

*The **Schedule Action** represents the status of the schedule:*

- **Confirm**—Treasury has confirmed the schedule and the payment has been sent to the vendor.
- **No Action**—The information has been sent to Treasury but no confirmation has been received.
- **Rejected**—Treasury has rejected the schedule and has sent it back to GSA without disbursing.

*The **Submission Date** is the date the schedule was created by the Pegasys disbursements batch process. Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.*

3. Click the **Search** button.
The matching search results will be displayed.
4. Select the record you would like to review and click the **Details** button.
5. The **Schedule Query Detail** page will be displayed.

5.4.2 What Does The Schedule Query Detail Page Display?

The **Schedule Query Detail** page displays summary schedule information for each schedule.

Schedule Action

- **Confirm**—Treasury has confirmed the schedule and the payment has been sent to the vendor.
- **No Action**—The information has been sent to Treasury but no confirmation has been received.
- **Rejected**—Treasury has rejected the schedule and has sent it back to GSA without disbursing.

Submission Date—The date the Pegasys disbursements batch process created the schedule. Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.

Confirmed/Rejected Amount—The amount of the schedule, which has been confirmed or rejected by Treasury.

Check/Trace Numbers—The Check/EFT trace numbers assigned to the payments on the schedule.

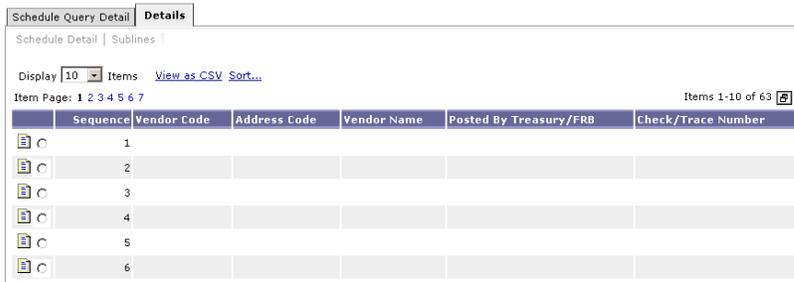
Posted By Treasury (check box)—Indicates whether Treasury’s confirmation or rejection of the schedule has been posted by the Treasury reconciliation process and the nightly cycle has updated the schedule with that information.

Details Posted (check box)—Indicates whether the Treasury reconciliation process has posted the supporting payment authorizations.

5.4.3 How Can I Look At Each Payment Line?

Notes

1. Repeat **Steps 1–5** in *Section 5.4.1: How do I View the Schedule Query?*
2. Click the **Details** tab.
The Details page will be displayed.



3. Select the record you would like to view and click the **Sublines** hyperlink to view the payment documents.
4. Select the desired payment record and click the **Details** link to view the individual payment documents.

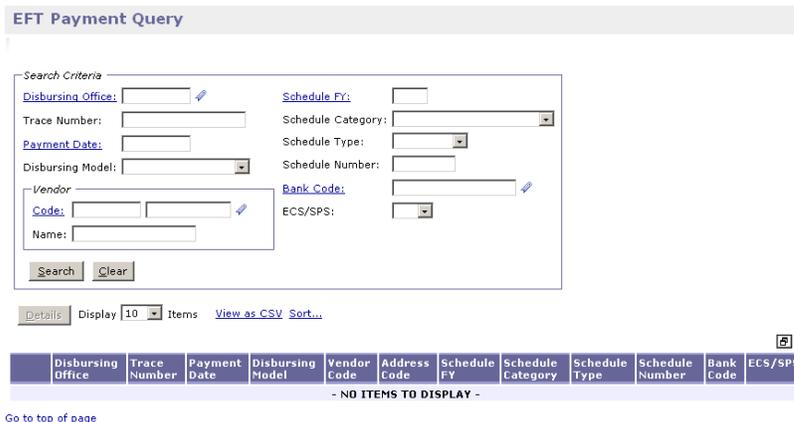
5.5 Review The EFT Payment Query

After a Treasury schedule is confirmed and the nightly cycle runs, the **EFT Payment Query** is updated with a list of all the EFT payments that were made via ACH schedules.

5.5.1 How Do I View The EFT Payment Query?

Notes

1. Select **Queries—Automated Disbursements—EFT Payment Query** from the menu bar.
The EFT Payment Query will be displayed.



Notes

2. Enter **LEASE** in the **Disbursing Office** field and if known, enter the **Trace Number** or **Payment Date** fields.

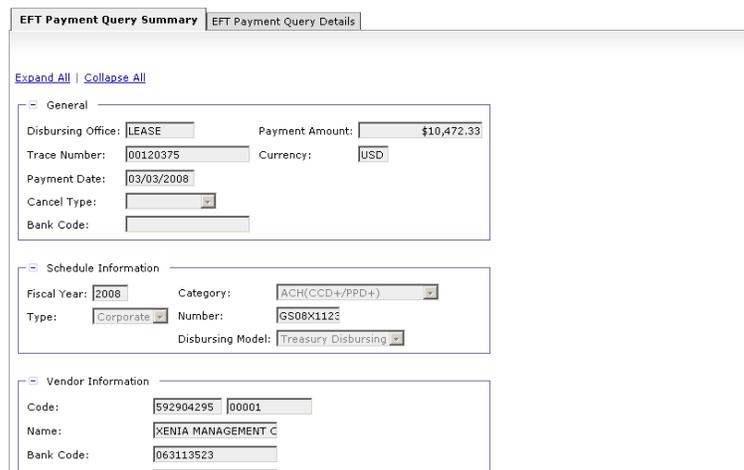
Note: The **Payment Date** is the date the EFT payment was disbursed.

3. Click the **Search** button.

The matching search results will be displayed.

4. Select the record you would like to view and click the **Details** button.

*The **EFT Payment Information** page will be displayed.*



The screenshot shows the 'EFT Payment Query Summary' page with the following details:

- General:** Disbursing Office: LEASE, Payment Amount: \$10,472.33, Trace Number: 00120375, Currency: USD, Payment Date: 03/03/2008, Cancel Type: (dropdown), Bank Code: (text field).
- Schedule Information:** Fiscal Year: 2008, Category: ACH(CCD+/PPD+), Type: Corporate, Number: GS08X1123, Disbursing Model: Treasury Disbursing.
- Vendor Information:** Code: 592904295 | 00001, Name: XENIA MANAGEMENT C, Bank Code: 063113523.

Note: If Treasury provided information about an Offset, follow **Step 5**. If there is no offset information to record, skip to **Section 5.5.2: What does the EFT Payment Information Window Display?**

5. Enter the **Offset Amount** and a description (if desired) in the **Offset Information** field. Then click the **Save** button to save the offset information.

5.5.2 What does the EFT Payment Information Window Display?

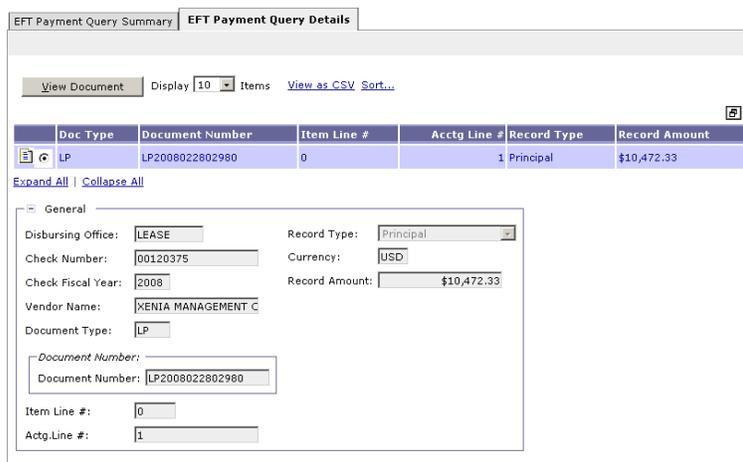
- **Payment Amount**—The amount of the EFT payment.
- **Payment Date**—The date the EFT payment was disbursed.
- **Cancel Type**—Indicates whether the EFT payment has been canceled, and if so, the type of cancel (*i.e.*, replacement or deletion).
- **Schedule Information** (section)—Displays the **Schedule Category**, **Schedule Type**, and **Schedule Number** that is associated with the EFT payment.
- **Vendor Information** (section)—Provides the specific **Vendor Name**, **Vendor Code**, **Address Code**, and bank information.

- **Offset Amount** (section)—Indicates whether offset information has been entered.

5.5.3 How Do I View Each Payment Line?

Notes

1. Repeat **Steps 1–5 in Section 6.5.1: How do I View the EFT Payment Query?**
2. Click the **EFT Payment Query Details** tab to view the specific payment document lines included in this payment.
The EFT Payment Details page will be displayed with all payment document lines.



3. Select the desired line. The line details will populate the bottom portion of the page.
4. Click the **View Document** button to view the payment document.

5.6 Review A Check Query

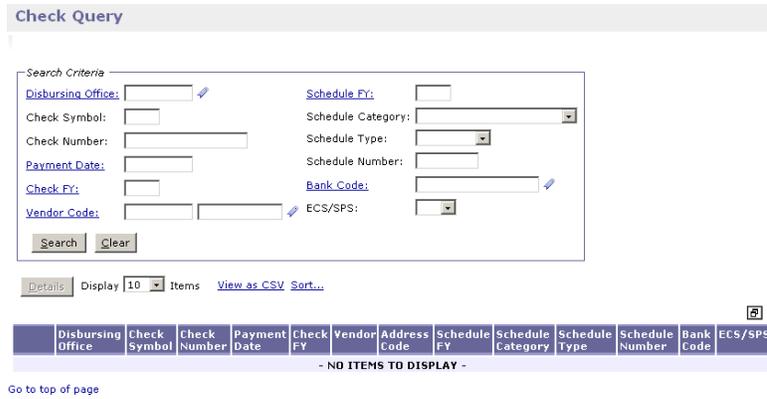
After a Treasury schedule is confirmed and the nightly cycle runs, the **Check Query** is updated with a list of all the check payments that were made via the Treasury Check schedule. It is possible to view the check information for each payment on the **Check Query**.

5.6.1 How Do I View The Check Query?

Notes

1. Select **Transactions—Automated Disbursements—Check Query** from the menu bar.
The Check Query will be displayed.

Notes



2. Enter **LEASE** in the **Disbursing Office** field and if known, enter the **Check Number** or **Check Date** fields.

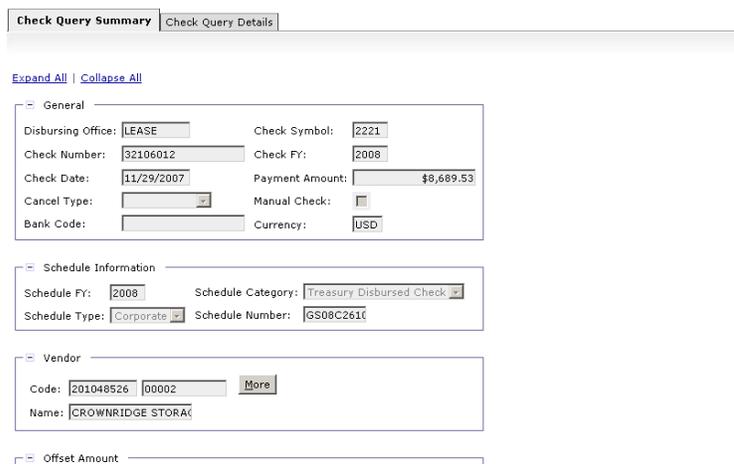
Note: The **Check Date** is the date the check was disbursed.

3. Click the **Search** button.

The matching search results will be displayed.

4. Select the record you would like to review and click the **Details** button.

*The **Check Query Summary** page will be displayed.*



Note: If Treasury provided information about an Offset, follow **Step 5**. If there is no Offset information to record, skip to **Section 6.6.2: What does the Check Information Window Display?**

5. Enter the **Offset Amount** and a description (if desired) in the **Offset Information** field. Then click the **Save** button to save the offset information.

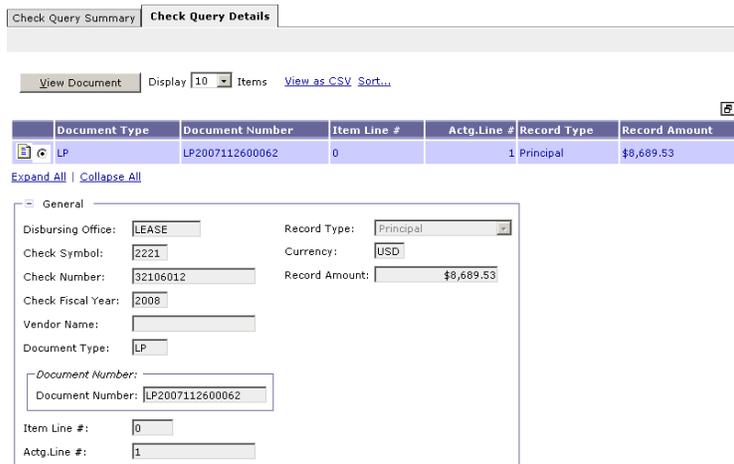
5.6.2 What Does The Check Information Window Display?

- **Check Amount**—The amount of the check payment.
- **Check Date**—The date the check payment was disbursed.
- **Cancel Type**—Indicates whether the check payment has been canceled, and if so, the type of cancel (*i.e.*, replacement or deletion).
- **Schedule Information** (section)—Displays the **Schedule Category**, **Schedule Type**, and **Schedule Number** that is associated with the Check payment.
- **Vendor Information** (section)—Provides the specific **Vendor Name**, **Vendor Code**, and **Address Code**.
- **Offset Amount** (section)—Indicates whether offset information has been entered.

5.6.3 How Do I View Each Payment Line?

Notes

1. Complete **Steps 1–5** in *Section 6.6.1: How do I View the Check Query?*
2. Click the **Check Query Details** tab to view the specific payment authorization document lines included in this payment.
The Check Query Details page will be displayed with all payment document lines.



The screenshot shows the 'Check Query Details' window. At the top, there are tabs for 'Check Query Summary' and 'Check Query Details'. Below the tabs, there is a 'View Document' button, a 'Display' dropdown set to '10', and a 'View as CSV Sort...' link. A table displays document lines with columns: Document Type, Document Number, Item Line #, Actg.Line #, Record Type, and Record Amount. One line is visible with Document Type 'LP', Document Number 'LP2007112600062', Item Line # '0', Actg.Line # '1', Record Type 'Principal', and Record Amount '\$8,689.53'. Below the table are 'Expand All' and 'Collapse All' links. A 'General' section is expanded, showing fields for Disbursing Office (LEASE), Record Type (Principal), Check Symbol (2221), Currency (USD), Check Number (32106012), Record Amount (\$8,689.53), Check Fiscal Year (2008), Vendor Name, Document Type (LP), Document Number (LP2007112600062), Item Line # (0), and Actg.Line # (1).

3. Select the desired line. The line details will populate the bottom portion of the page.
4. Click the **View Document** button to view the payment document.

5.7 How Do I Find A Building Number In Pegasys?

There are a couple of different ways to find a building number in Pegasys. The following two sections describe how to find a building number in Pegasys.

5.7.1 How Do I Find A Building Number In Pegasys From The Building # Reference Table?

The following steps describe how to find a building number in Pegasys from the **Building # Reference** table.

Notes

1. Select **Reference—Dimensions—Building #s—Building # Codes** from the menu bar.
2. Enter the appropriate search criteria and click the **Search** button.
The matching search results will be displayed.
3. Select the appropriate building # from the list displayed.

5.7.2 How Do I Find A Building # In Pegasys From The Building # Field In The Accounting Dimensions Section?

The following steps describe how to find a building number in Pegasys from the **Building #** field in the **Accounting Dimensions** section.

Notes

1. In the **Accounting Dimensions** section, click the **Building #** hyperlink.
The Search – Building # page will be displayed.
2. Enter the building search criteria in the appropriate fields and click the **Search** button.
The matching search results will be displayed.
3. Click the **Select** button for the corresponding building #.

6 Standard Lease Accounting Management Reports

6.1 Lease Accounting Management Reports

6.1.1 What Types Of Lease Accounting Management Reports Are Available In Pegasys?

The following table summarizes the Lease Accounting Management Reports by report name, report menu folder, required fields, and optional fields.

Figure 6-1: Standard Lease Accounting Management Reports

Report Name	Report Menu Folder	Required Fields	Optional Fields
1. Rejected Lease Forms Report	Purchasing→Finance Reports	Region From Date To Date	Doc Type From Doc Number To Doc Number
2. Lease Undisbursed Payments Report	Auto Disbursements→Finance Reports	Schedule Date From Schedule Date To	Region Document Type Vendor Code From Vendor Code To Display Vend Held Pymts BBFY/EBFY Fund Approval Status Sort Criteria 1 Sort Criteria 2 Sort Criteria 3

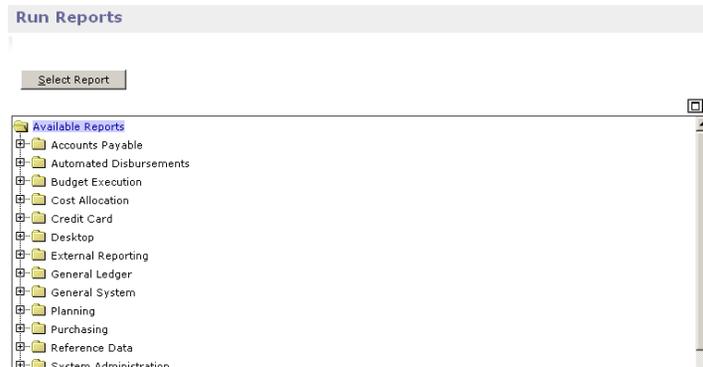
6.1.2 How Do I Generate And Print Lease Accounting Management Reports From The Reports Menu?

The following steps describe how to run the Lease Accounting Management Reports from the Reports menu.

Notes

1. Log into Pegasys.
2. Select **Utilities-- Reports—Run Reports** from the menu bar.
*The **View Reports** page will be displayed for the available reports.*

Notes



3. Click the plus sign adjacent to the **Purchasing** folder.
4. Click the plus sign adjacent to the **Finance Reports** folder to expand the folder and view the available reports.
5. Select the report to be viewed or printed and click **Select Report** button.
6. Fill in the **Parameters** group box. The **Parameters** group box will vary based on the selected report.
Note: *Parameters are case sensitive.*
7. Click **Print** to run the report.
8. If the report has returned in Adobe Acrobat, click the **Print** button on the Adobe Acrobat toolbar. If the report did not return in Adobe Acrobat, click once on the displayed report and select **File—Print** from your web browser's menu bar.

6.1.3 What Types Of Information Do Each Of The Reports Provide Me?

Rejected Lease Forms Report—The Rejected Lease Forms Report displays the document type, document number, date, lease code, as well as the error/problem definition for each rejected lease form. The report is limited by region and date range and can optionally be run for a specific document type and document number range.

Figure 6-2: Rejected Lease Forms Report Parameters Page

Rejected Lease Forms

Submit Print

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

Parameters

* Report Level: Rejected Lease Forms

Rejected Lease Forms

* Region:

* From Date:

* To Date:

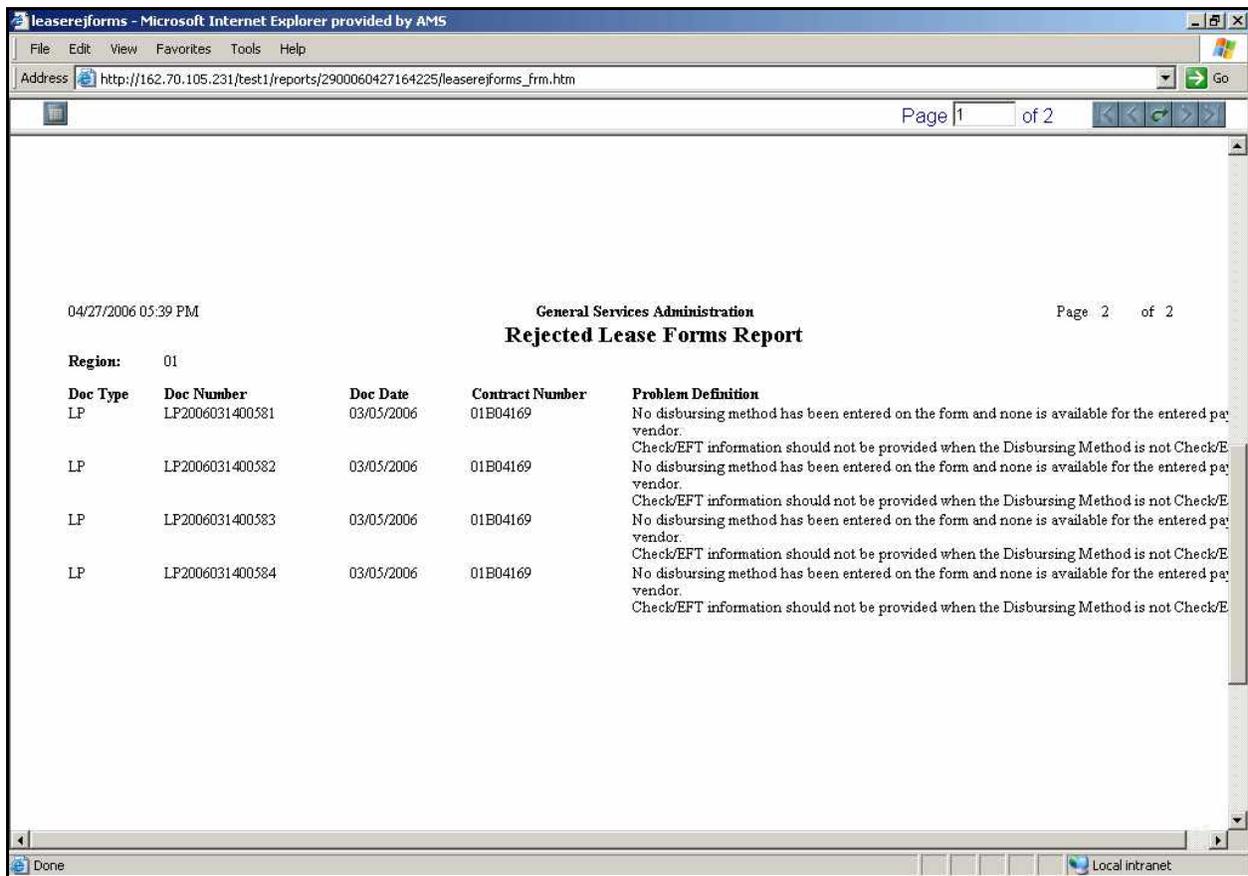
Doc Type:

From Doc Number:

To Doc Number:

A sample of the Rejected Lease Forms Report is provided in *Figure 6-11: Rejected Lease Forms Report*.

Figure 6-3: Rejected Lease Forms Report



04/27/2006 05:39 PM

General Services Administration
Rejected Lease Forms Report

Page 2 of 2

Region:	Doc Type	Doc Number	Doc Date	Contract Number	Problem Definition
01	LP	LP2006031400581	03/05/2006	01B04169	No disbursing method has been entered on the form and none is available for the entered pay vendor. Check/EFT information should not be provided when the Disbursing Method is not Check/E
	LP	LP2006031400582	03/05/2006	01B04169	No disbursing method has been entered on the form and none is available for the entered pay vendor. Check/EFT information should not be provided when the Disbursing Method is not Check/E
	LP	LP2006031400583	03/05/2006	01B04169	No disbursing method has been entered on the form and none is available for the entered pay vendor. Check/EFT information should not be provided when the Disbursing Method is not Check/E
	LP	LP2006031400584	03/05/2006	01B04169	No disbursing method has been entered on the form and none is available for the entered pay vendor. Check/EFT information should not be provided when the Disbursing Method is not Check/E

A Lease Profile Field Definitions

A.1 Lease Info Page

A Lease Profile is created within Pegasys to record lease payments. The first page of the Lease Profile is the **Lease Info** page. The **Lease Info** page contains general information about the Lease Profile, such as the name and effective dates of the Lease Profile. *Figure A-1: Lease Info Page* displays the **Lease Info** page of the Lease Profile.

Figure A-1: Lease Info Page

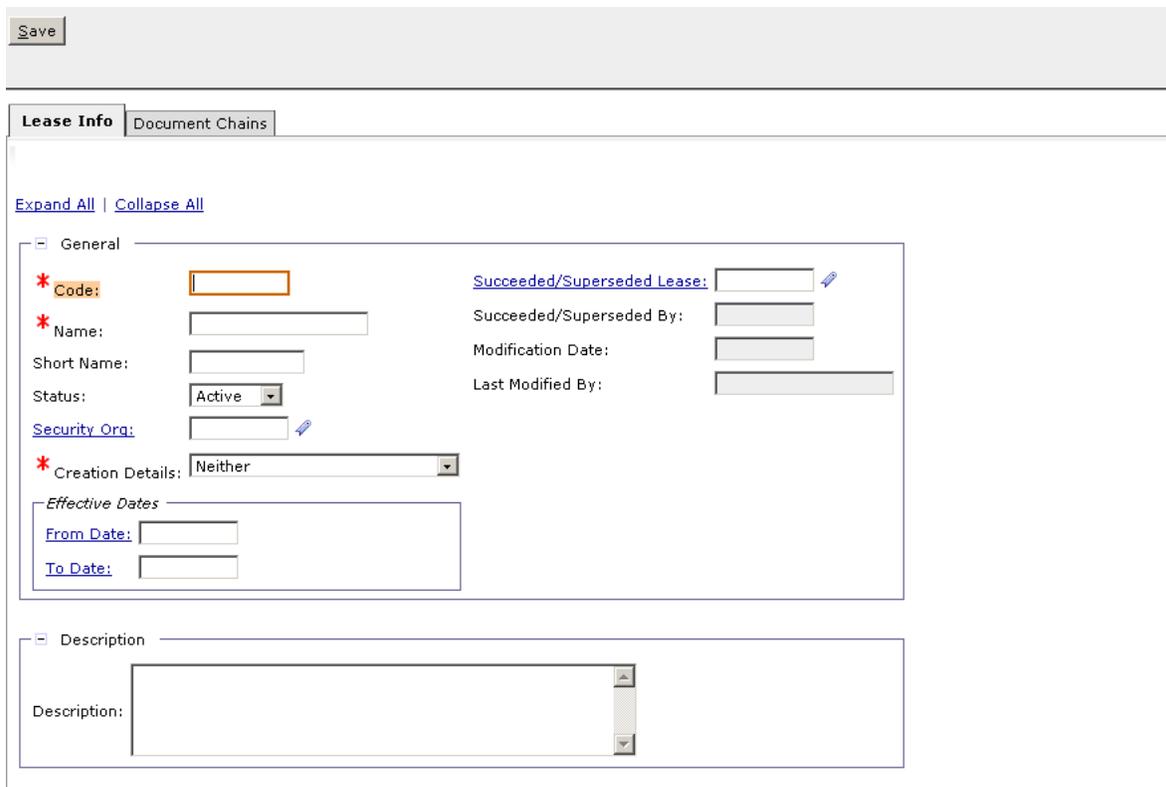


Figure A-2: Lease Info Page Field and Button Descriptions provides additional information about **Lease Info** page fields and buttons.

Figure A-2: Lease Info Page Field and Button Descriptions

Field Name	Description	Features
Save (button)	Updates the displayed lease profile with any changes that have been made.	<ul style="list-style-type: none"> Optional.
General (section)		
Code	Alphanumeric text used to identify a lease.	<ul style="list-style-type: none"> Required.

Field Name	Description	Features
Name	Provides a description of the lease.	<ul style="list-style-type: none"> Required.
Short Name	Abbreviated version of the lease name.	<ul style="list-style-type: none"> Optional.
Status	Allows user to choose if profile is Active or Inactive. When inactive, any transaction processed against the lease is rejected.	<ul style="list-style-type: none"> Defaults to Active.
Security Org	The security organization established when the lease profile was created.	<ul style="list-style-type: none"> GSA will be the Security Organization on all Lease Profiles.
Creation Details	<p>The Move To Next Business Day option, or the Move To Previous Business Day option to prevent the profile from generating on a weekend or holiday.</p> <p>If Neither is selected, Pegasys will not prevent the expected date of the profile from falling on a weekend or holiday.</p>	<ul style="list-style-type: none"> Optional. Defaults to Neither.
Effective Dates (group box)		
From Date	The date lease services begin.	<ul style="list-style-type: none"> Required. Right-click date options.
To Date	The date lease services cease.	<ul style="list-style-type: none"> Required. Right-click date options.
Succeeded/S uperseded Lease	The lease profile code that has been succeeded or superseded by another lease profile.	<ul style="list-style-type: none"> Optional
Succeeded/S uperseded By	The lease profile code that has succeeded or superseded another lease profile.	<ul style="list-style-type: none"> System-maintained.
Modification Date	Displays the date of the last update for the selected lease profile.	<ul style="list-style-type: none"> System-maintained.
Last Modified By	Displays the user ID who last modified the profile.	<ul style="list-style-type: none"> System-maintained.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the form.	<ul style="list-style-type: none"> Optional.
Document Chains (tab)	<p>Displays the Document Chain page, which contains the document chain information for the selected lease profile.</p> <p><i>Please refer to Section A.1: Document Chains Page for a description of the fields in the Document Chain page.</i></p>	<ul style="list-style-type: none"> Required.

A.1 Document Chains Page

The **Document Chains** page contains document information associated with the lease profile. **Figure A-3: Document Chain Page** displays the **Document Chains** page of the Lease Accounting Management form.

Figure A-3: Document Chain Page

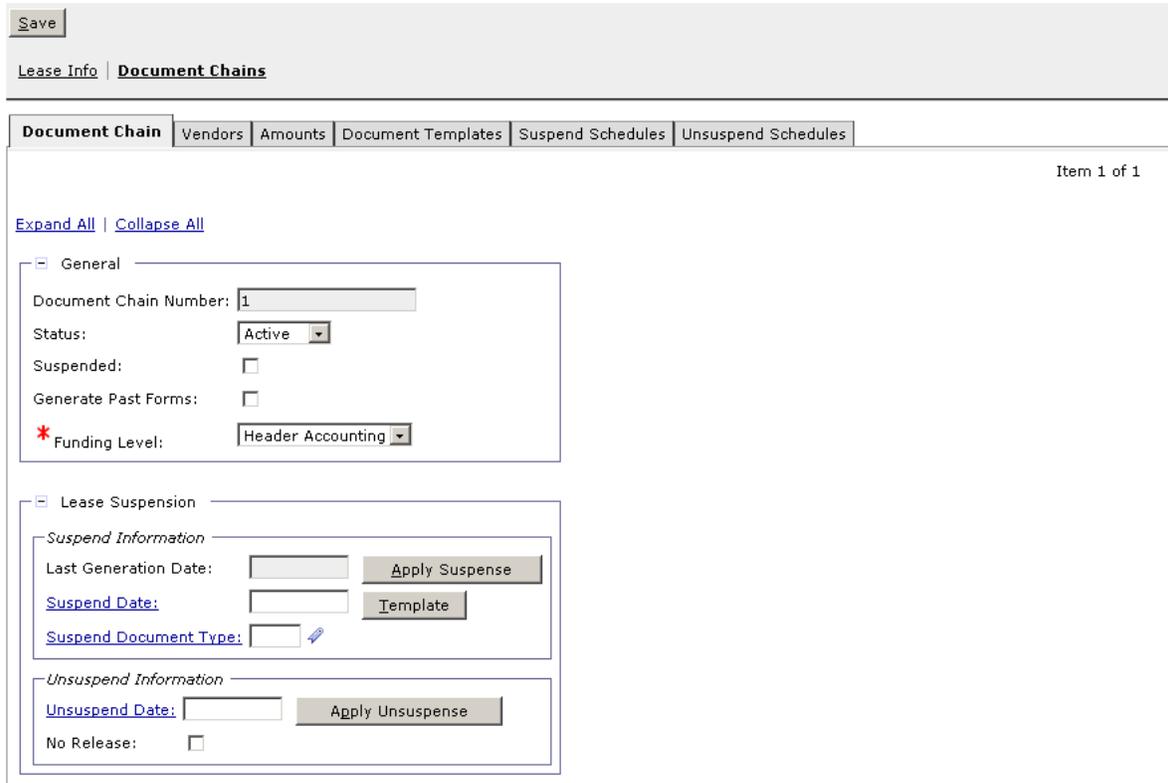


Figure A-4: Document Chain Field and Button Descriptions provides additional information about **Document Chains** page fields and buttons for the Lease Profile.

Figure A-4: Document Chain Field and Button Descriptions

Field Name	Description	Features
Save (button)	Updates the changes to the displayed document chain information.	<ul style="list-style-type: none"> Optional.
General (section)		
Document Chain Number	A number that uniquely identifies the document chain.	<ul style="list-style-type: none"> System-maintained. If left blank, Pegasys will default the value of the next sequential line number from the highest line number already entered.

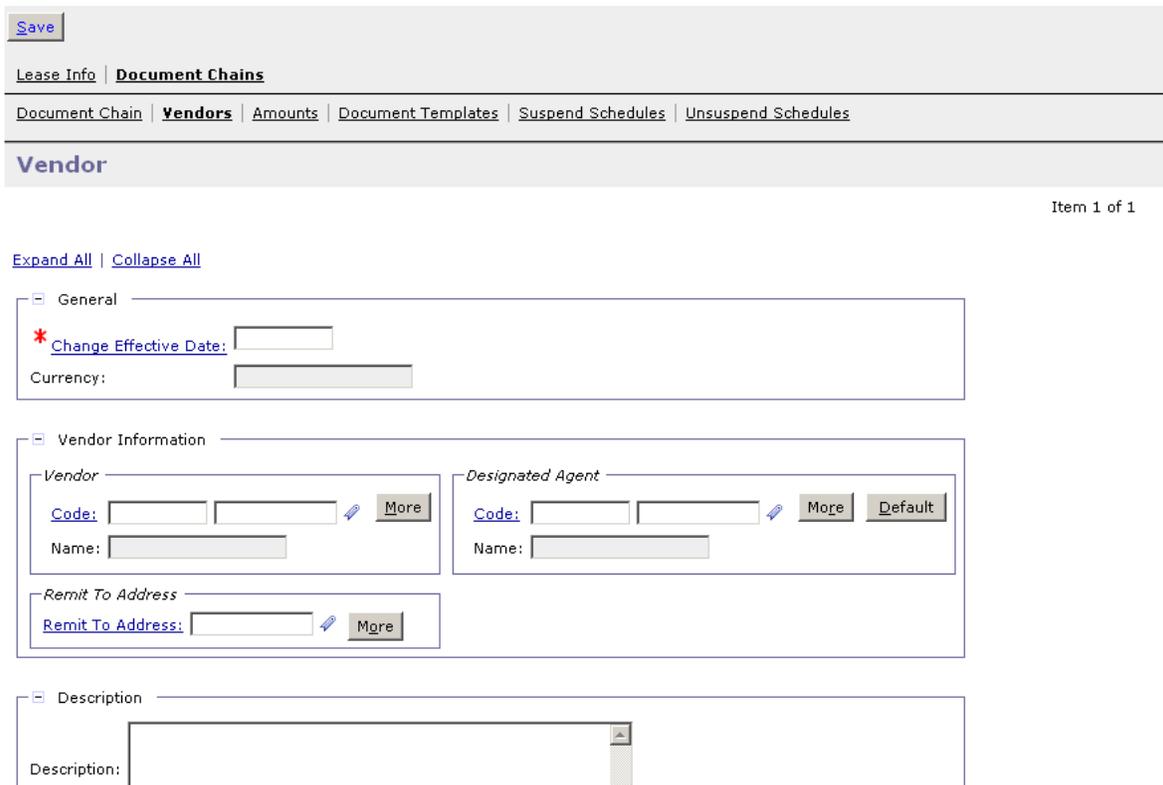
Field Name	Description	Features
Status	Allows user to choose if profile is Active or Inactive. When inactive, any transaction processed against the lease is rejected.	<ul style="list-style-type: none"> ▪ Defaults to Active.
Suspended (check box)	If checked, the displayed document chain of the lease profile is suspended.	<ul style="list-style-type: none"> ▪ System-maintained.
Generate Past Forms (check box)	Generates document template forms earlier than the current system date.	<ul style="list-style-type: none"> ▪ Required for Chain 1.
Funding Level	The level of funding for the document chain.	<ul style="list-style-type: none"> ▪ Defaults to Header Accounting.
Lease Suspension (section)		
Suspend Information (group box)		
Last Generation Date	The last date of generation.	<ul style="list-style-type: none"> ▪ System-maintained.
Suspend Date	Indicates the date to begin suspending the document. The date must be after the displayed last generation date.	<ul style="list-style-type: none"> ▪ Optional.
Suspend Document Type	The document type to create the suspend document template form.	<ul style="list-style-type: none"> ▪ Optional.
Apply Suspend (button)	Updates the Suspend Schedule.	<ul style="list-style-type: none"> ▪ Optional.
Template (button)	Displays the suspend document template.	<ul style="list-style-type: none"> ▪ Optional.
Unsuspend Information (group box)		
Unsuspend Date	Indicates the date to un-suspend the lease profile. This must be after the displayed last generation date.	<ul style="list-style-type: none"> ▪ Optional.
No Release	If selected, indicates the unsuspend schedule should display \$0.00.	<ul style="list-style-type: none"> ▪ Optional.
Apply Unsuspend (button)	Updates the Unsuspend Schedule.	<ul style="list-style-type: none"> ▪ Optional.
Vendors (tab)	Displays the Vendor page, which contains the vendor information for the selected lease profile. <i>Please refer to Section A.2.1: Vendors Tab for a description of the fields in the Vendor page.</i>	<ul style="list-style-type: none"> ▪ Required.
Amounts (tab)	Displays the Amount page, which contains payment information for the selected lease profile. <i>Please refer to Section A.1.2: Amounts Tab for a description of the fields in the Amount page.</i>	<ul style="list-style-type: none"> ▪ Required.
Document Templates (tab)	Displays the Document Template page, which contains template information for the selected lease profile.	<ul style="list-style-type: none"> ▪ Required.

Field Name	Description	Features
Suspend Schedules (tab)	Displays the Suspend Schedules page, which contains suspended schedules for the selected lease profile. <i>Please refer to Section A.2.2: Suspend Schedules Tab for a description of the fields in the Suspend Schedules page.</i>	<ul style="list-style-type: none"> Optional.
Unsuspend Schedules (tab)	Displays the Unsuspend Schedules page, which contains unsuspended schedules for the selected lease profile. <i>Please refer to Section A.2.3: Unsuspend Schedules Tab for a description of the fields in the Unsuspend Schedules page.</i>	<ul style="list-style-type: none"> Optional.

A.1.1 Vendors Tab

The **Vendors** tab displays the **Vendor** page, which contains the vendor information for the selected Lease Profile. *Figure A-5: Vendor Page* displays the **Vendor** page of the Lease Profile.

Figure A-5: Vendor Page



The screenshot shows the 'Vendor' page within a web application. At the top, there is a 'Save' button and a breadcrumb trail: 'Lease Info | Document Chains'. Below this is another breadcrumb trail: 'Document Chain | **Vendors** | Amounts | Document Templates | Suspend Schedules | Unsuspend Schedules'. The main heading is 'Vendor' with 'Item 1 of 1' on the right. There are links for 'Expand All' and 'Collapse All'. The form is organized into sections:

- General**: Includes a 'Change Effective Date' field with an asterisk and a 'Currency' dropdown.
- Vendor Information**: Contains two sub-sections:
 - Vendor**: Fields for 'Code' and 'Name', with a 'More' button.
 - Designated Agent**: Fields for 'Code' and 'Name', with 'More' and 'Default' buttons.
- Remit To Address**: A field for 'Remit To Address' with a 'More' button.
- Description**: A large text area for the 'Description'.

Figure A-6: Vendor Dialog Box Field and Button Descriptions provides additional information about **Vendor** dialog box fields.

Figure A-6: Vendor Dialog Box Field and Button Descriptions

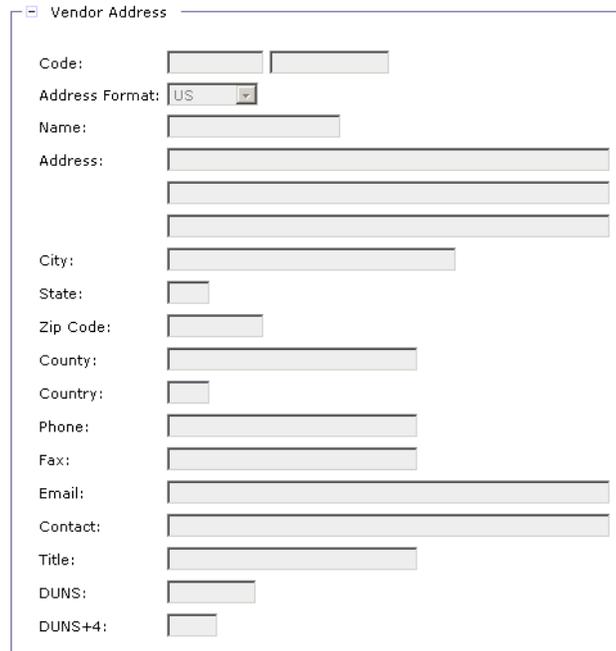
Field Name	Description	Features
Save (button)	Updates the changes to the displayed vendor information.	<ul style="list-style-type: none"> Optional.
General (section)		
Change Effective Date	Date changes were made to the vendor.	<ul style="list-style-type: none"> Required.
Currency	The currency code of the transaction. Must be a valid value on the Currency Code maintenance table.	<ul style="list-style-type: none"> System-maintained.
Vendor Information (section)		
Vendor (group box)		
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <ul style="list-style-type: none"> Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table once a vendor code is specified.
More (button)	<p>Displays the Vendor Details page that identifies address information about the vendor.</p> <p><i>Please refer to Section More Button (Vendor Group Box) for a description of the fields on the Vendor Details page.</i></p>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Remit To Address (group box)		
Remit To Address	Address code of the vendor receiving payment.	<ul style="list-style-type: none"> Required.
More (button)	<p>Displays address information about the vendor receiving payment.</p> <p><i>Please refer to Section More Button (Remit To Address Group Box) for a description of the fields on the Vendor Details page.</i></p>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.

Field Name	Description	Features
Designated Agent (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> ▪ Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. ▪ Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1. 	<ul style="list-style-type: none"> ▪ Optional.
Name	The name of the designated agent. The designated agent is used in the assignment of contracts and/or delivery orders to specify a different vendor to assign the contract to, other than the vendor originally associated with the contract. This information will automatically default when the associated contract number or delivery order number is entered.	<ul style="list-style-type: none"> ▪ System-maintained.
More (button)	Displays the Designated Agent Information dialog box that identifies additional information about the designated agent. <i>Please refer to Section A.1.1.3: More Button (Designated Agent Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> ▪ Unavailable unless vendor information criteria is entered in the code fields.
Default (button)	Defaults the designated agent saved on the Vendor Code Maintenance table for the vendor entered on the selected lease profile.	<ul style="list-style-type: none"> ▪ Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the vendor.	<ul style="list-style-type: none"> ▪ Optional.

A.1.1.1 More Button (Vendor Group Box)

The **More** button displays the **Vendor Information** dialog box that contains additional address information about the selected vendor. *Figure A-7: Vendor Details Page* displays the **Vendor Details** page. The **Vendor Code** will represent the TIN (Tax Identification Number) of the vendor receiving the 1099 form.

Figure A-7: Vendor Details Page



The screenshot shows a dialog box titled "Vendor Address" with a collapse icon. It contains the following fields:

- Code: Two adjacent text input fields.
- Address Format: A dropdown menu currently set to "US".
- Name: A single-line text input field.
- Address: Three stacked text input fields.
- City: A single-line text input field.
- State: A small text input field.
- Zip Code: A single-line text input field.
- County: A single-line text input field.
- Country: A small text input field.
- Phone: A single-line text input field.
- Fax: A single-line text input field.
- Email: A single-line text input field.
- Contact: A single-line text input field.
- Title: A single-line text input field.
- DUNS: A single-line text input field.
- DUNS+4: A single-line text input field.

Figure A-8: Vendor Details Page Field Descriptions provides additional information about the **Vendor Details** page.

Figure A-8: Vendor Details Page Field Descriptions

Field Name	Description	Features
Vendor Address (section)		
Code	<p>Displayed in two fields which are pulled forward from the main form:</p> <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Address Format	Indicates the format of the address: US or Non-US.	<ul style="list-style-type: none"> System-maintained.
Name	The name of the vendor.	<ul style="list-style-type: none"> System-maintained.

Field Name	Description	Features
Address	The vendor's street address.	▪ System-maintained.
City	The city where the vendor is located.	▪ System-maintained.
State	The state where the vendor is located. Valid values are listed in the State Maintenance table.	▪ System-maintained.
Zip Code	The postal zip code for this vendor.	▪ System-maintained.
County	The county of the vendor address.	▪ System-maintained.
Country	The country of the vendor address. Valid values are listed in the Countries Maintenance table.	▪ System-maintained.
Phone	The phone number of the vendor. Enter the value in the following format: (###) ### - ####	▪ System-maintained.
Fax	The fax number of the vendor. Enter the value in the following format: (###) ### - ####	▪ System-maintained.
Email	The Internet e-mail address of the vendor.	▪ System-maintained.
Contact	The contact person at the vendor organization.	▪ System-maintained.
Title	The title of the contact person.	▪ System-maintained.
DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS number can be no longer than nine characters.	▪ System-maintained.
DUNS+4	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS+4 number can be no longer than four characters.	▪ System-maintained.

A.1.1.2 More Button (Remit To Address Group Box)

The **More** button in the **Remit To Address** group box displays the **Vendor Details** page that contains additional address information about the selected vendor. **Figure A-9: Vendor Details Page** displays the **Vendor Details** page. The **Remit To** field is required by GSA policy.

Figure A-9: Vendor Details Page

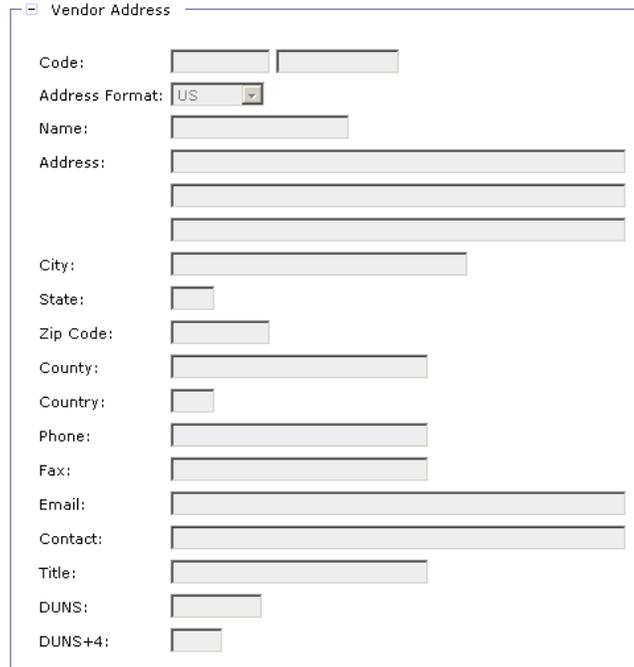


Figure A-10: Vendor Details Page Field Descriptions provides additional information about the **Vendor Details** page fields.

Figure A-10: Vendor Details Page Field Descriptions

Field Name	Description	Features
Vendor Address (section)		
Code	<p>Displayed in two fields which are pulled forward from the main form:</p> <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Address Format	Indicates the format of the address: US or Non-US.	<ul style="list-style-type: none"> System-maintained.
Name	The name of the vendor.	<ul style="list-style-type: none"> System-maintained.
Address	The vendor's street address.	<ul style="list-style-type: none"> System-maintained.
City	The city where the vendor is located.	<ul style="list-style-type: none"> System-maintained.
State	The state where the vendor is located. Valid values are listed in the State Maintenance table.	<ul style="list-style-type: none"> System-maintained.
Zip Code	The postal zip code for this vendor.	<ul style="list-style-type: none"> System-maintained.

Field Name	Description	Features
County	The county of the vendor address.	▪ System-maintained.
Country	The country of the vendor address. Valid values are listed in the Countries Maintenance table.	▪ System-maintained.
Phone	The phone number of the vendor. Enter the value in the following format: (###) ### - #####	▪ System-maintained.
Fax	The fax number of the vendor. Enter the value in the following format: (###) ### - #####	▪ System-maintained.
Email	The Internet e-mail address of the vendor.	▪ System-maintained.
Contact	The contact person at the vendor organization.	▪ System-maintained.
Title	The title of the contact person.	▪ System-maintained.
DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS number can be no longer than nine characters.	▪ System-maintained.
DUNS+4	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS+4 number can be no longer than four characters.	▪ System-maintained.

A.1.1.3 More Button (Designated Agent Group Box)

The **More** button displays the **Vendor Details** page that contains additional address information about the designated agent. *Figure A-11: Vendor Details Page* displays the **Vendor Details** page. GSA will be using the **Designated Agent** option for Assignments only.

Figure A-11: Vendor Details Page

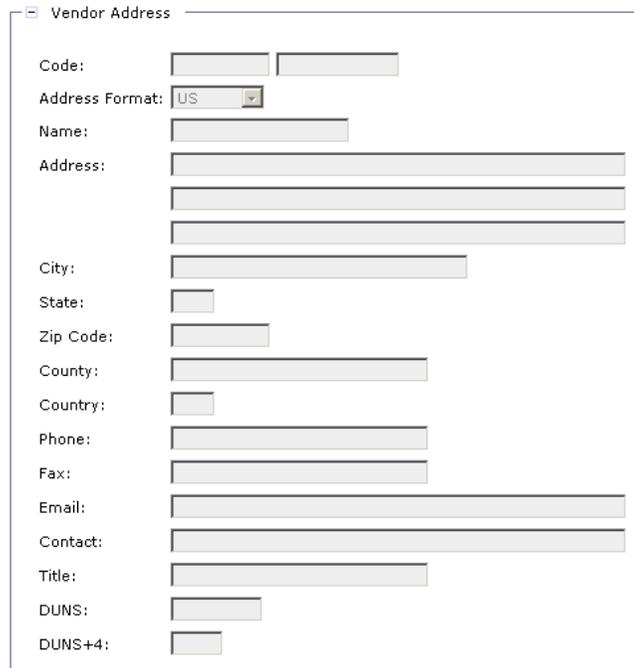


Figure A-12: Vendor Details Page Field Descriptions provides additional information about **Designated Agent** dialog box fields.

Figure A-12: Vendor Details Page Field Descriptions

Field Name	Description	Features
Vendor Details (page)		
Code	<p>Displayed in two fields which are pulled forward from the main form:</p> <ul style="list-style-type: none"> Field 1: Designated Agent Vendor Code—The code specifically assigned to a particular designated agent listed on the Contract Maintenance table and the Delivery Order Maintenance table. Field 2: Designated Agent Address Code—The address code linked to the designated agent vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Address Format	Indicates the format of the address: US or Non-US.	<ul style="list-style-type: none"> System-maintained.

Field Name	Description	Features
Name	The name of the designated agent.	▪ System-maintained.
Address	The designated agent's street address.	▪ System-maintained.
City	The city where the designated agent is located.	▪ System-maintained.
State	The state where the designated agent is located. Valid values are listed in the State Maintenance table.	▪ System-maintained.
Zip Code	The postal zip code for this designated agent.	▪ System-maintained.
County	The county of the designated agent address.	▪ System-maintained.
Country	The country of the designated agent address. Valid values are listed in the Countries Maintenance table.	▪ System-maintained.
Phone	The phone number of the designated agent. Enter the value in the following format: (###) ### - ####	▪ System-maintained.
Fax	The fax number of the designated agent. Enter the value in the following format: (###) ### - ####	▪ System-maintained.
Email	The Internet e-mail address of the designated agent.	▪ System-maintained.
Contact	The contact person at the designated agent organization.	▪ System-maintained.
Title	The title of the contact person.	▪ System-maintained.
DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS number can be no longer than nine characters.	▪ System-maintained.
DUNS+4	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS+4 number can be no longer than four characters.	▪ System-maintained.

A.1.2 Amounts Tab

The **Amounts** tab displays the **Amounts** page, which displays the amount information for the selected Lease Profile. *Figure A-13: Amounts Page* displays the **Amounts** page.

Figure A-13: Amounts Page

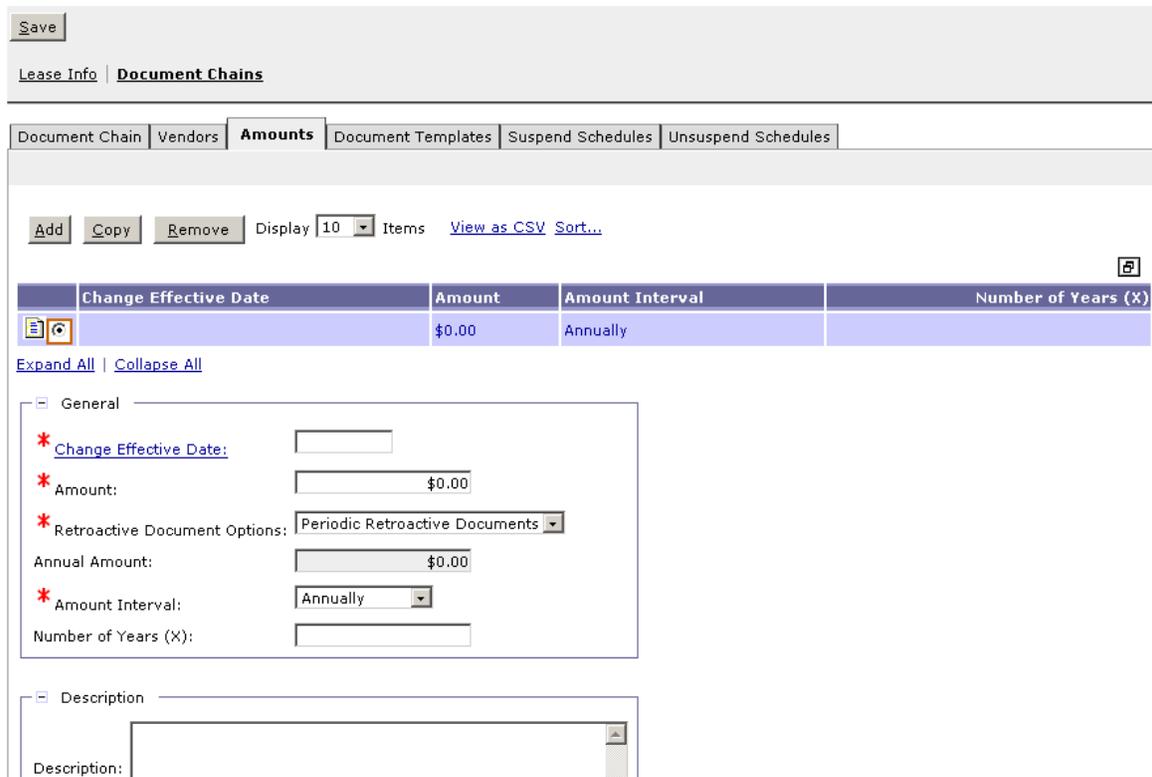


Figure A-14: Amounts Page Field Descriptions provides additional information about the **Amounts** page fields.

Figure A-14: Amounts Page Field Descriptions

Field Name	Description	Features
Save (button)	Updates the changes to the displayed amount to the selected lease profile.	▪ Optional.
Add (button)	Adds the displayed amount to the selected lease profile.	▪ Optional.
Copy (button)	Copies the displayed amount to the selected lease profile.	▪ Optional.
Remove (button)	Removes the displayed amount from the selected lease profile.	▪ Optional.
General (section)		
Change Effective Date	Date changes were made to the amount.	▪ Required.
Amount	The dollar amount of the lease contract for a given interval period.	▪ Required.

Field Name	Description	Features
Retroactive Document Options	Periodic Retroactive Documents- If selected, retroactive payment documents are listed as multiple documents on the document creation schedule. Lump Retroactive Documents- If selected, lumps the retroactive payment document in to one document on the document creation schedule and is scheduled according to the latest scheduled retroactive document. No Retroactive Documents- If selected, no retroactive documents will be created on the document creation schedule.	<ul style="list-style-type: none"> Required.
Annual Amount	The annual amount for the lease period.	<ul style="list-style-type: none"> System-maintained.
Amount Interval	The period for the dollar amount of the lease contract.	<ul style="list-style-type: none"> Required. Drop-down list box.
Number of Years (X)	Number of years in the interval if every X years is selected for the amount interval.	<ul style="list-style-type: none"> Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the amount.	<ul style="list-style-type: none"> Optional.

A.1.3 Document Templates Tab

The **Document Templates** tab displays the **Document Template** page, which displays the template information for the selected Lease Profile. *Figure A-15: Document Template Page* displays the **Document Template** page.

Figure A-15: Document Template Page

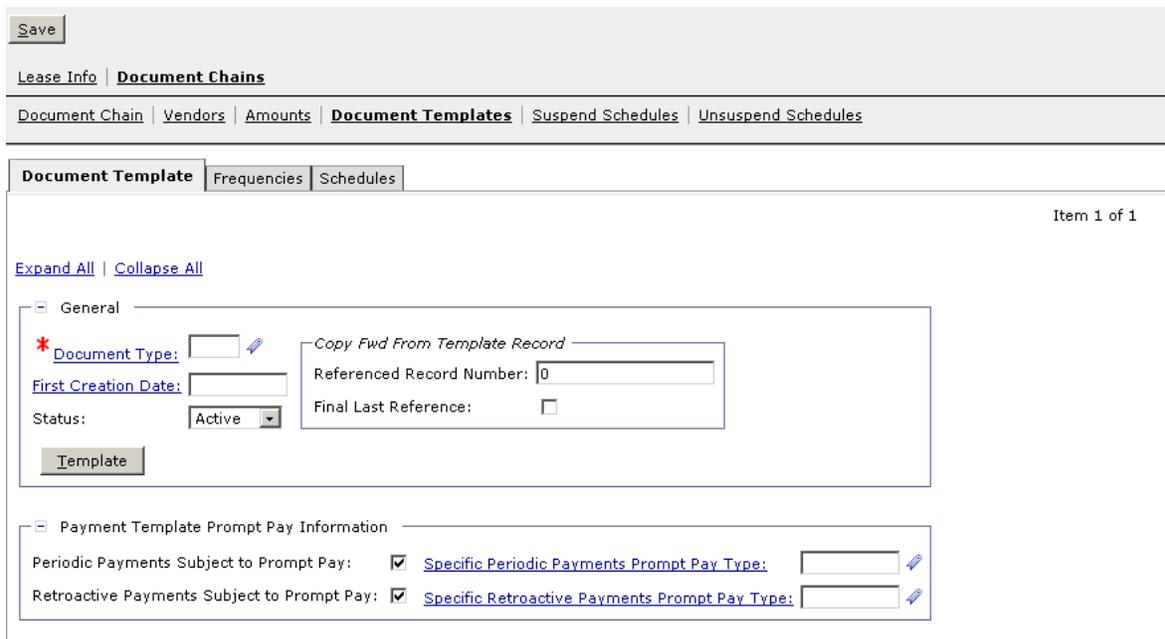


Figure A-16: Document Template Page Field Descriptions provides additional information about the **Document Template** page fields.

Figure A-16 ; Document Template Page Field Descriptions

Field Name	Description	Features
Save (button)	Updates the changes to the displayed amount to the selected lease profile.	<ul style="list-style-type: none"> Optional.
General (section)		
Document Type	The document type of the form being created.	<ul style="list-style-type: none"> Required. Drop-down list box.
First Creation Date	The date to begin creating the document template forms. Note: <i>Cannot be earlier than the Lease Effective From date.</i>	<ul style="list-style-type: none"> Required.
Status	Allows user to choose if profile is Active or Inactive. When inactive, any transaction processed against the lease is rejected.	<ul style="list-style-type: none"> Defaults to Active.
Template (button)	Displays the New Template page that will create a new document template. <i>Please refer to Section A.1.4: Template button for a description of the fields on the New Template page.</i>	<ul style="list-style-type: none"> Required when setting up a new lease profile.
Copy Fwd From Template Record (group box)		
Referenced Record Number	Indicates document template number to reference.	<ul style="list-style-type: none"> Required for GSA on Chain 1 for LP document template record.
Finalize the Last Reference (check box)	Indicates that the last document to reference for this template is to fully liquidate the referenced document.	<ul style="list-style-type: none"> Required for GSA on Chain 1 for LP document template record.
Payment Template Prompt Pay Information (section)		
Periodic Payments Subject to Prompt Pay (checkbox)	If selected, the periodic payments are subject to prompt pay.	<ul style="list-style-type: none"> Optional.
Retroactive Payments Subject to Prompt Pay (check box)	If selected, the retroactive payments are subject to prompt pay.	<ul style="list-style-type: none"> Optional.
Specific Periodic Payments Prompt Pay Type	The prompt pay type for the periodic payments.	<ul style="list-style-type: none"> Optional. If blank, the default prompt pay type will be used.

Field Name	Description	Features
Specific Retroactive Payments Prompt Pay Type	The prompt pay type for the retroactive payments.	<ul style="list-style-type: none"> Optional. If blank, the default prompt pay type will be used.
Frequencies (tab)	Displays the Frequency page which displays the document creation frequency for the selected lease profile. <i>Please refer to Section A.1.5: Frequency tab for a description of the fields in the Frequency page.</i>	<ul style="list-style-type: none"> Required.
Schedules (tab)	Displays the Schedule page which displays the payment schedule information for the selected lease profile. <i>Please refer to Section A.1.6: Schedules tab for a description of the fields in the Schedule page.</i>	<ul style="list-style-type: none"> Optional.

A.1.4 Template Button

The **Template** button displays the **New Template** page that will create a new document template. *Figure A-17: New Request Document Template Page* displays the **New Request Document Template** page.

Figure A-17: New Request Document Template Page

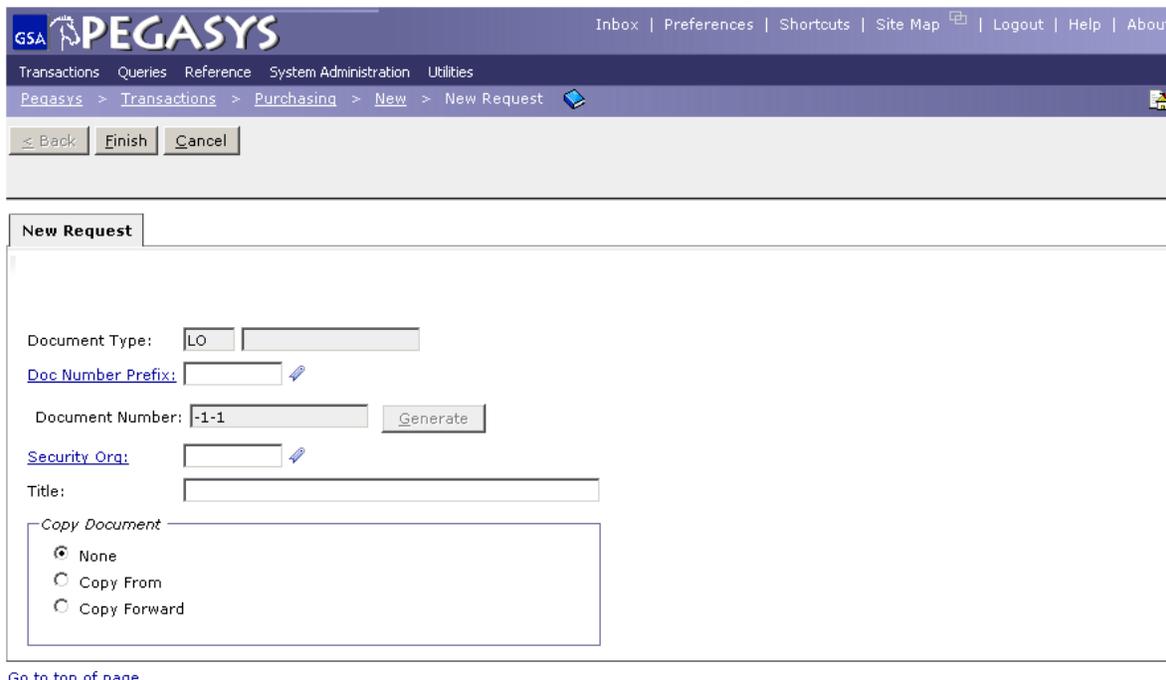


Figure A-18: New Request Document Template Page Field Descriptions provides additional information about the **Create a New Commitment Document Template** page fields.

Figure A-18: New Request Document Template Page Field Descriptions

Field Name	Description	Features
Doc Type	The document type of the form being created.	<ul style="list-style-type: none"> System-maintained.
Doc Number	The system-generated, unique document number of the form being created.	<ul style="list-style-type: none"> System-maintained.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form.	<ul style="list-style-type: none"> Defaults to user's security organization. System-maintained.
Document Title	The title of the current form. Can be up to 50 characters in length.	<ul style="list-style-type: none"> Optional.
Copy Document (check box)	When checked, activates the Copy From functionality at the bottom of the dialog box.	<ul style="list-style-type: none"> Defaults to checked for Payment document template. Defaults to none for commitment document templates.
Copy From	When selected, copies information from an existing form or document into the new form being created (<i>i.e.</i> , creates a new form that is a replica of an existing form or document). The existing form or document must be the same document type as the form being created.	<ul style="list-style-type: none"> Disabled.
Copy Forward	When selected, copies information forward from an existing document into the new form being created (<i>e.g.</i> , information from a request to an payment). Only information in fields found on both documents, such as accounting lines, is copied forward.	<ul style="list-style-type: none"> Disabled. Defaults to checked when creating payment document template.

A.1.4.1 Request Document Template Header Page

The first page of the Commitment Document Template is the **Header** page. The **Header** page contains general information about the Commitment Document Template, such as the date of the Commitment Document Template and the vendor. *Figure A-19: Request Document Template Header Page* displays the **Header** page of the Commitment Document Template form.

Figure A-19: Request Document Template Header Page

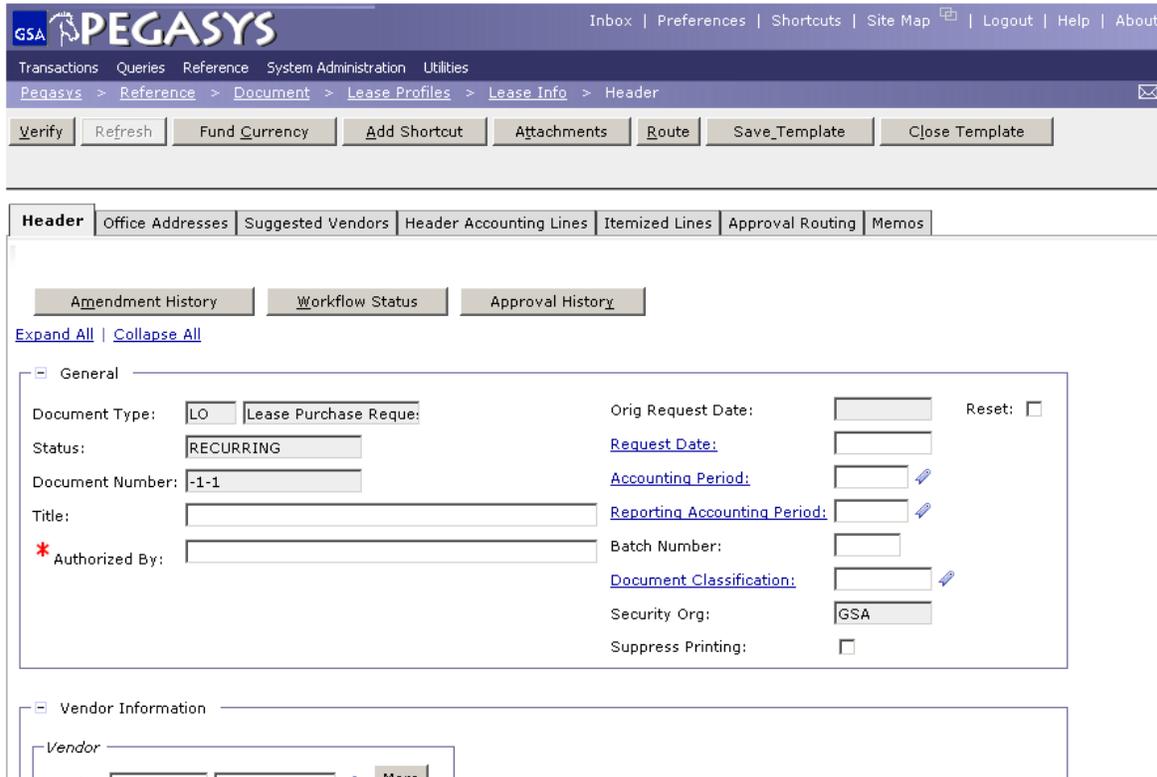


Figure A-20: Commitment Document Template Header Page Field and Button Descriptions provides additional information about **Commitment Document Template Header** page fields.

Figure A-20: Commitment Document Template Header Page Field and Button Descriptions

Field Name	Description	Features
General (section)		
Document Type	The document type. Must be valid in the Document Type maintenance table.	<ul style="list-style-type: none"> System-maintained.
Status	The status of the document.	<ul style="list-style-type: none"> System-maintained.
Document Number	The unique number that identifies the referenced document.	<ul style="list-style-type: none"> System-maintained.
Title	Enter old lease code of B+7 digits for new leases entered into Pegasys.	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
Authorized By	The individual requesting the goods or services.	<ul style="list-style-type: none"> Required.
Original Request Date	The date the request document template is created.	<ul style="list-style-type: none"> System-maintained. Defaults to the current date.
Request Date	The date the request is created. Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY 	<ul style="list-style-type: none"> System-maintained. Right-click Date options. If blank, defaults to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> System-maintained. Right-click Date options. If blank, defaults to the Accounting Period associated with the Date field.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> Right-click Date options. If blank, defaults to the Reporting Accounting Period associated with the Date field.
Batch Number	A free form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	<ul style="list-style-type: none"> Optional.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	<ul style="list-style-type: none"> Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form.	<ul style="list-style-type: none"> Defaults to user's security organization. System-maintained.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	<ul style="list-style-type: none"> GSA not using.
Vendor Information (section)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.

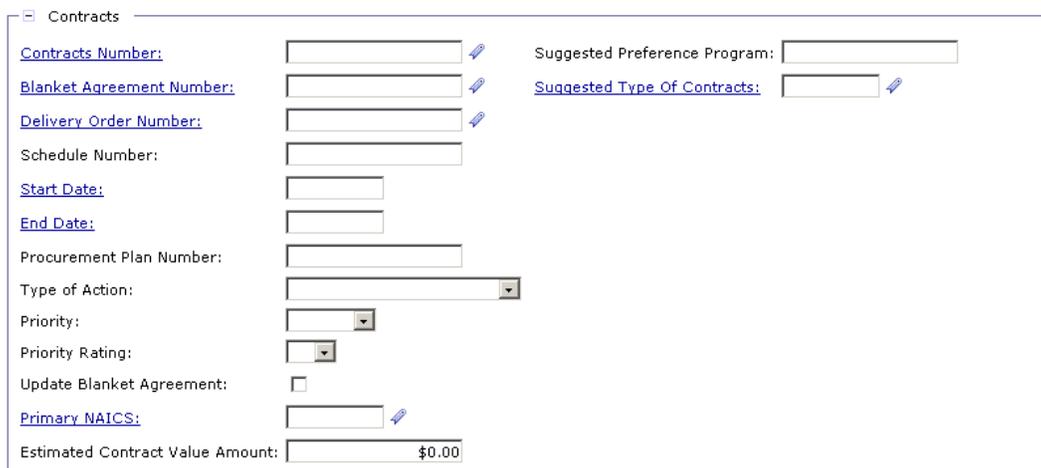
Field Name	Description	Features
Name	The name of the suggested vendor who may provide the requested goods or services.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table.
More (button)	Displays the Vendor Details page that identifies address information about the vendor. <i>Please refer to Section A.1.1.1: More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here for interagency orders.	<ul style="list-style-type: none"> Optional.
Amounts (section)		
Net Amount	The total dollar amount of the purchase request's accounting lines.	<ul style="list-style-type: none"> System-maintained.
Cost Amount	The cost amount of the purchase request.	<ul style="list-style-type: none"> System-maintained.
Prorate (group box)		
Prorate Amount	Amount specified in this field will be distributed proportionally across the forms accounting lines by clicking the Prorate button.	<ul style="list-style-type: none"> Optional. Defaults to \$0.00.
Prorate (button)	Distributes amount specified in the Prorate Amount field proportionally across all accounting lines, maintaining the same percentage amounts for each accounting line.	<ul style="list-style-type: none"> Optional. Unavailable unless entry is made in Prorate Amount field.
Contracts (section)	Section that contains Contract Information fields. <i>Please refer to Section 0: Contracts Section for a description of these fields.</i>	<ul style="list-style-type: none"> Optional.
Header/Footer (section)		
Header	General information about the itemized lines.	<ul style="list-style-type: none"> Optional.
Footer	General information about the itemized lines.	<ul style="list-style-type: none"> Optional.
External System Information (section)		
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	<ul style="list-style-type: none"> Optional.
External System Document Number	The external system identifier.	<ul style="list-style-type: none"> Optional.
Transmit to FedBid	Indicates that the item should be transmitted to the FedBid system upon processing.	<ul style="list-style-type: none"> GSA not using.

Field Name	Description	Features
Transmit to Inventory System	Indicates that the item was transmitted to Momentum via the inventory system.	<ul style="list-style-type: none"> System-maintained. GSA not using.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the amount.	<ul style="list-style-type: none"> Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	<ul style="list-style-type: none"> Optional.

A.1.4.2 Contracts Section

The **Contracts** section contains information about the lease contract. *Figure A-21: Contracts Section* displays the **Contracts** section.

Figure A-21: Contracts Section



Contracts

Contracts Number:  Suggested Preference Program:

Blanket Agreement Number:  Suggested Type Of Contracts: 

Delivery Order Number: 

Schedule Number:

Start Date:

End Date:

Procurement Plan Number:

Type of Action:

Priority:

Priority Rating:

Update Blanket Agreement:

Primary NAICS: 

Estimated Contract Value Amount: \$0.00

Figure A-22: Contracts Section Field Descriptions provides additional information about the **Request Contract Information** section fields.

Figure A-22: Contracts Section Field Descriptions

Field Name	Description	Features
Contract Number	The lease code, which applies to this document's lease.	<ul style="list-style-type: none"> Required. Contains lease profile code.
Blanket Agreement Number	The blanket purchase agreement number that is associated with this lease. Value must be valid in the Blanket Agreement Maintenance table.	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
Delivery Order Number	The delivery order number associated with the lease.	▪ Optional.
Schedule Number		▪
Start Date	The start date of the entered contract/blanket agreement.	▪ Optional.
End Date	The start date of the entered contract/blanket agreement.	▪ Optional.
Procurement Plan Number	The number by which this purchase request is identified in the organizations most recent procurement plan.	▪ Optional.
Type of Action	The type of lease action requested.	▪ Drop-down box.
Priority	The priority level associated with the lease. Possible entries include: high, medium, or low.	▪ Optional. ▪ Drop-down list box.
Priority Rating	The priority rating of this order. Possible entries include numbers 1 through 10.	▪ Optional. ▪ Drop-down list box.
Update Blanket Agreement (checkbox)	When checked, updates/creates the entered Blanket Agreement in the Blanket Agreement maintenance Table with the entered request information (for example, vendor and dollar amount).	▪ Optional.
Primary NAICS	A unique code that identifies the given item (North American Industrial Classification System).	▪ Optional.
Estimated Contract Value Amount	The estimated maximum value of the subsequent contract with all options exercised.	▪ Optional.
Suggested Preference Program	The suggested preference program.	▪ Optional.
Suggested Type of Contracts	The suggested type of contract, such as fixed price or cost plus fixed fee.	▪ Optional.

A.1.4.3 Request Document Template Header Accounting Lines Page

The **Request Document Template Header Accounting Lines** page of a Request Document Template form contains the line item information found on the form. Dollar amount and funding information are entered on the **Header Accounting Lines** page. *Figure A-23: Request Document Template Header Accounting Lines Page* displays the **Header Accounting Lines** page of the Request Document Template form.

Figure A-23: Request Document Template Header Accounting Lines Page

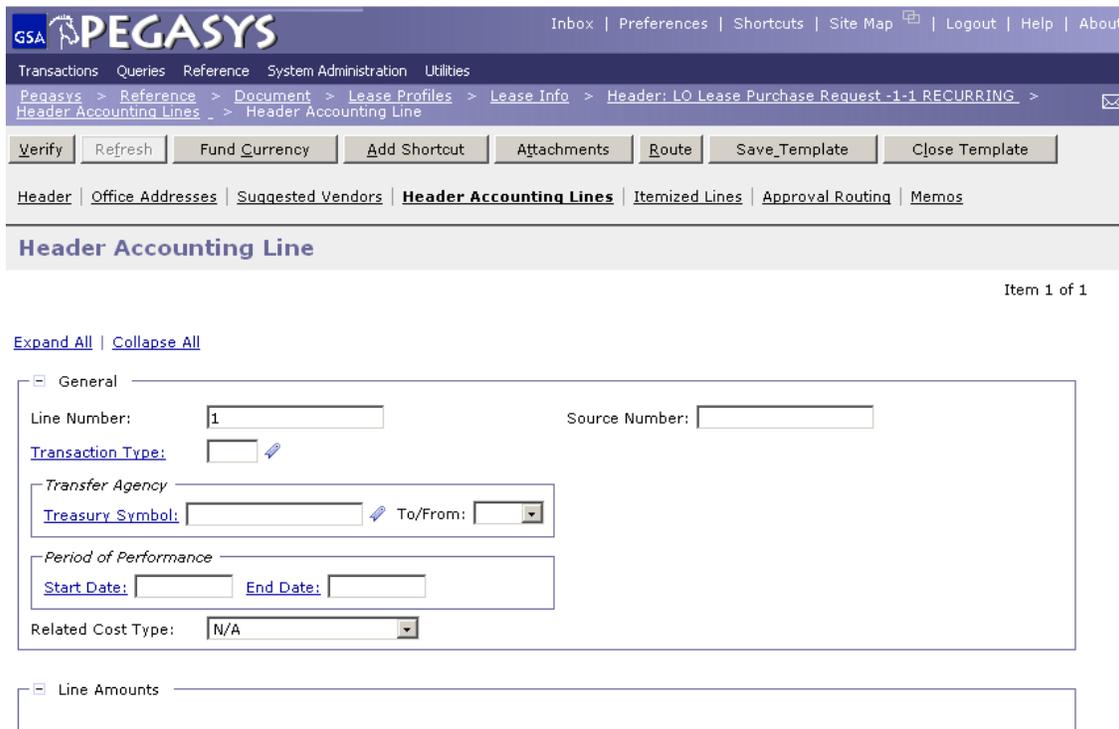


Figure A-24: Request Document Template Header Accounting Lines Page Field and Button Descriptions provides additional information about **Request Document Template Header Accounting Lines** fields.

Figure A-24: Request Document Template Header Accounting Lines Page Field and Button Descriptions

Field Name	Description	Features
General (section)		
Line Number	A number that uniquely identifies the current line.	<ul style="list-style-type: none"> Pegasys will default this value to the next sequential number from the highest line number already entered.
Transaction Type	<p>An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact.</p> <p>Valid values are listed in the Transaction Definition Maintenance table.</p>	<ul style="list-style-type: none"> System-maintained.
Source Number	The specific source of the financial transaction activity.	<ul style="list-style-type: none"> Optional.
Transfer Agency (group box)		

Field Name	Description	Features
Treasury Symbol	The U.S. Treasury Symbol to be used for the purchase request.	<ul style="list-style-type: none"> Optional.
To/From	Indicates whether the transfer is to or from the agency specified.	<ul style="list-style-type: none"> Optional.
Period of Performance (group box)		
Start Date	The date lease services begin.	<ul style="list-style-type: none"> Optional.
End Date	The date lease services end.	<ul style="list-style-type: none"> Optional.
Related Cost Type	The category to which the accounting line relates.	<ul style="list-style-type: none"> Optional.
Line Amounts (section)		
Requested	The original dollar amount of the accounting line.	<ul style="list-style-type: none"> Value defaults to \$0.00.
Applied Credit	The credit amount applied to the accounting line.	<ul style="list-style-type: none"> GSA not using.
Net Total	The difference between the original line amount and the applied credit.	<ul style="list-style-type: none"> Optional. System-maintained.
Accounting Dimensions (section)		
Template	<p>The accounting template used to obtain the accounting strip.</p> <p>Valid values are listed in the Accounting Template Maintenance table.</p>	Required.
BFYs	<p>Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY). 	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Fund	<p>The fund code of the accounting strip.</p> <p>Valid values are listed in the Fund Maintenance table.</p>	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Region	<p>The region code of the accounting strip.</p> <p>Valid values are listed in the Region Maintenance table.</p>	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Org Code	<p>The organization code of the accounting strip.</p> <p>Valid values are listed in the Organization Maintenance table.</p>	<ul style="list-style-type: none"> Will default based on the accounting template selected.

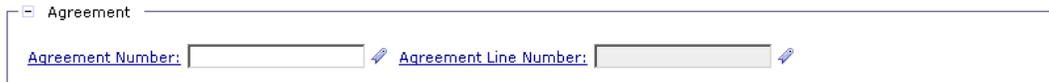
Field Name	Description	Features
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Sub-Object Class	The sub-object class code of the accounting strip. Valid values are listed in the SOC Maintenance table.	<ul style="list-style-type: none"> Required. Object class is inferred from the sub-object class.
Building #	The building of the accounting strip. Valid values are listed in the Building # Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Veh Tag#	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Work Item	The work item of the accounting strip. Valid values are listed in the Work Item Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
ABC Activity	The ABC Activity of the accounting strip. Valid values are listed in the ABC Activity Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.

Field Name	Description	Features
User Dimensions 6 - 10	User dimensions 6-10 of the accounting strip. Valid values are listed in the User Dimension 6 - 10 Maintenance tables.	<ul style="list-style-type: none"> GSA not using.
Cost Organization	The cost organization code of the accounting strip. The value must be valid in the Organization maintenance table and be defined as a cost organization.	<ul style="list-style-type: none"> GSA not using.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding.	<ul style="list-style-type: none"> The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.
BETC	The Business Event Type Code (BETC). An 8 character code used to indicate the type of activity being reported.	<ul style="list-style-type: none"> GSA not using.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	<ul style="list-style-type: none"> GSA not using.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	<ul style="list-style-type: none"> GSA not using.
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the request. Displayed in two fields: <ul style="list-style-type: none"> Field 1: Agreement number. Field 2: Line number Please refer to Section A.1.4.4: Agreement Section for a description of the fields in the Agreement section.	<ul style="list-style-type: none"> Optional. GSA not using for Lease.
Contracts Line Info (section)	Section that contains Contract Line Information fields. Please refer to Section A.1.4.5: Contract Line Info Section for a description of these fields.	<ul style="list-style-type: none"> Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the accounting line.	<ul style="list-style-type: none"> Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	<ul style="list-style-type: none"> Optional.
Save Template (button)	Updates the changes to the displayed accounting line information.	<ul style="list-style-type: none"> Optional.

A.1.4.4 Agreement Section

Figure A-25: Agreement Section displays the **Agreement** section.

Figure A-25: Agreement Section



Agreement

Agreement Number: Agreement Line Number:

Figure A-26: Agreement Section Field Descriptions provides additional information about the **Agreement** group box fields.

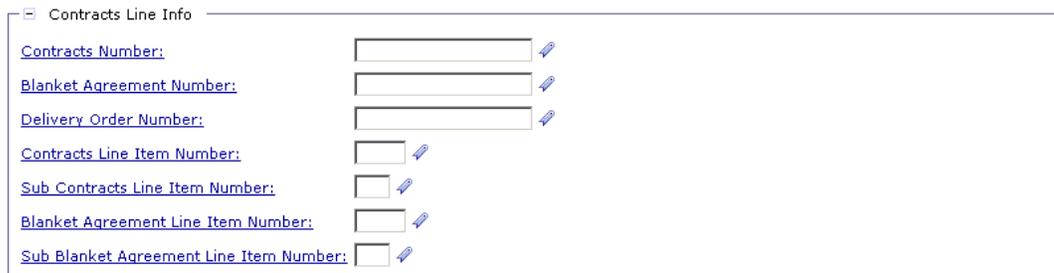
Figure A-26: Agreement Section Field Descriptions

Field Name	Description	Features
Number	The agreement number.	<ul style="list-style-type: none"> Optional.
Line Number	Displays the associated line number.	<ul style="list-style-type: none"> Required if the Number is populated.

A.1.4.5 Contract Line Info Section

Figure A-27: Contract Line Info Section displays the **Contract Line Info** section.

Figure A-27: Contract Line Info Section



Contracts Line Info

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

Figure A-28: Contract Line Info Section Field Descriptions provides additional information about the **Contract Line Info** section fields.

Figure A-28: Contract Line Info Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	<ul style="list-style-type: none"> Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	<ul style="list-style-type: none"> Optional
Delivery Order Number	The number of the delivery order to which this form applies.	<ul style="list-style-type: none"> Optional
Contract Line Item Number	The number of the contract line to which this form applies.	<ul style="list-style-type: none"> Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	<ul style="list-style-type: none"> Optional

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	▪ Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	▪ Optional

A.1.4.6 Payment Document Template Header Page

The first page of the Payment Document Template form is the **Header** page. The **Header** page contains general information about the Payment Document Template such as the date of the Payment Document Template and the vendor. *Figure A-29: Payment Document Template Header Page* displays the **Header** page of the Payment Document Template form.

Figure A-29: Payment Document Template Header Page

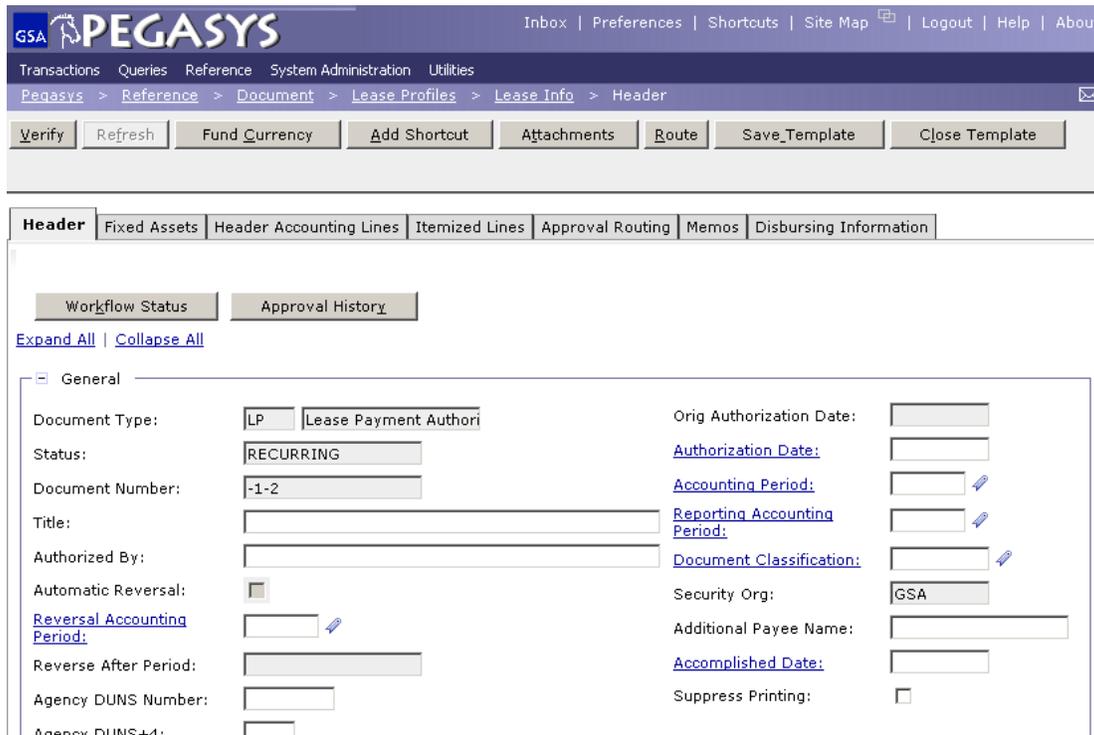


Figure A-30: Payment Document Template Header Page Field and Button Descriptions provides additional information about the **Payment Document Template Header** fields.

Figure A-30: Payment Document Template Header Page Field and Button Descriptions

Field Name	Description	Features
General (section)		

Field Name	Description	Features
Document Type	The document type. Must be valid in the Document Type maintenance table.	<ul style="list-style-type: none"> System-maintained.
Status	The status of the document.	<ul style="list-style-type: none"> System-maintained.
Document Number	The unique number that identifies the referenced document.	<ul style="list-style-type: none"> System-maintained.
Title	Enter old lease code of B+7 digits for new leases entered into Pegasys.	<ul style="list-style-type: none"> Optional.
Authorized By	The name of the person who authorizes the necessary funds.	<ul style="list-style-type: none"> Optional.
Agency DUNS Number	(Data Universal Number System) A unique numbering system that is used to identify the agency. The DUNS number can be no longer than nine characters.	<ul style="list-style-type: none"> Optional.
Agency DUNS+4 Number	(Data Universal Number System) A unique numbering system that is used to identify the agency. The DUNS+4 number can be no longer than four characters.	<ul style="list-style-type: none"> Optional.
Orig Authorization Date	The date the Payment Document Template was created.	<ul style="list-style-type: none"> System-maintained. Defaults to the current date.
Authorization Date	The date the payment is created. Enter the value in one of the following formats: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. If blank, defaults to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in the following format, where MM is fiscal month and YYYY is fiscal year: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> Optional. If blank, defaults to the Accounting Period associated with the date field.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following date formats, where MM is fiscal month and YYYY is fiscal year: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> Optional. If blank, defaults to the Reporting Accounting Period associated with the date field.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
Security Org	The security organization established when the form was created. Users specified in the security organization of the order will have access to this form.	<ul style="list-style-type: none"> System-maintained. Defaults to the user's security organization.
Additional Payee Name	The name of the additional vendor or employee receiving the disbursement.	<ul style="list-style-type: none"> Optional.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	<ul style="list-style-type: none"> GSA not using.
Vendor Information (section)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the suggested vendor who may provide the requested goods or services.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table.
More (button)	Displays the Vendor Details page that identifies address information about the vendor. <i>Please refer to Section A.1.1.1: More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here for interagency orders.	<ul style="list-style-type: none"> Optional.
Designated Agent (group box)		

Field Name	Description	Features
Code	<p>Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1. 	<ul style="list-style-type: none"> Optional.
Name	<p>The name of the designated agent. The designated agent is used in the assignment of contracts and/or delivery orders to specify a different vendor to assign the contract to, other than the vendor originally associated with the contract. This information will automatically default when the associated contract number or delivery order number is entered.</p>	<ul style="list-style-type: none"> System-maintained.
More (button)	<p>Displays the Designated Agent Information dialog box that identifies additional information about the designated agent.</p> <p><i>Please refer to Section A.1.1.3: More Button (Designated Agent Group Box) for a description of the fields in the Vendor Details page.</i></p>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Default (button)	<p>Defaults the designated agent saved on the Vendor Code Maintenance table for the vendor entered on the selected lease profile.</p>	<ul style="list-style-type: none"> Optional.
Amounts (section)		
Net Amount	<p>The sum of the payment funding amounts less the applied credit amount.</p>	<ul style="list-style-type: none"> System-maintained.
Cost Amount	<p>The cost amount of the payment.</p>	<ul style="list-style-type: none"> System-maintained.
Holdback Amount	<p>Of the net authorized, the amount to be held back based on the contract terms.</p>	<ul style="list-style-type: none"> System-maintained.
Applied Prepayments	<p>The amount of prepayments to be applied to the payment.</p>	<ul style="list-style-type: none"> System-maintained.
Suspension Amount	<p>Of the net authorized, the amount to be suspended.</p>	<ul style="list-style-type: none"> System-maintained.
Prorate Amount	<p>Amount specified in this field will be distributed proportionally across the forms accounting lines by clicking the Prorate button.</p>	<ul style="list-style-type: none"> Optional. Defaults to \$0.00.
Prorate (button)	<p>Distributes amount specified in the Prorate Amount field proportionally across all accounting lines, maintaining the same percentage amounts for each accounting line.</p>	<ul style="list-style-type: none"> Optional. Unavailable unless entry is made in Prorate Amount field.
Payment Adjustment Details (section)		
Payment Adjustment Code	<p>The adjustment code associated with the payment. Indicates the reason that a payment differs from the referenced document.</p>	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
Additional Information	Text field for entering additional information.	▪ Optional.
External System Information (section)		
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	▪ Optional.
External System Document Number	The external system identifier.	▪ Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the form.	▪ Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	▪ Optional.

A.1.4.7 Payment Document Template Disbursing Information Page

The **Payment Document Template Disbursing Information** page contains disbursement information associated with the Payment Document Template form. *Figure A-31: Payment Document Template Disbursing Information Page* displays the **Payment Document Template Disbursing Information** page of a Payment Document Template form.

Figure A-31: Payment Document Template Disbursing Information Page

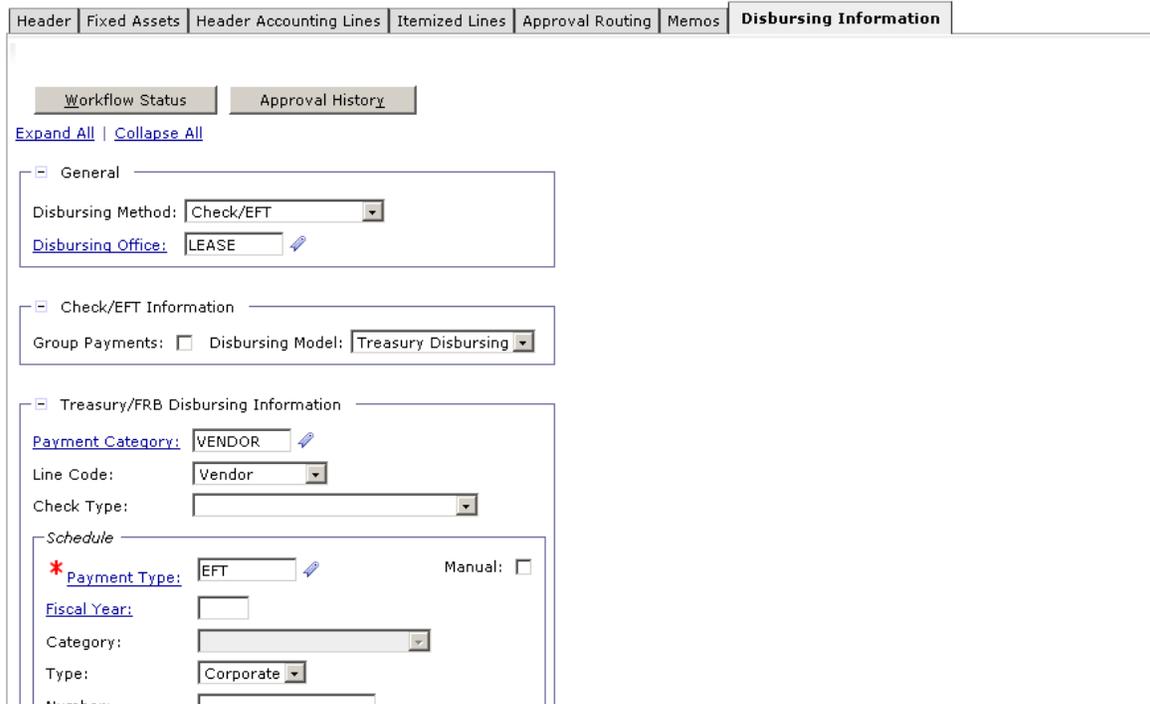


Figure A-32: Payment Document Template Disbursing Information Field and Button Descriptions provides additional information about the **Payment Document Template Disbursing Information** fields for the Payment Document Template form.

Figure A-32: Payment Document Template Disbursing Information Field and Button Descriptions

Field Name	Description	Features
General (section)		
Disbursing Method	Indicates whether the payment is a no check payment (<i>i.e.</i> , a payment which has been or will be disbursed by another system or entity), an inter-agency transfer (<i>i.e.</i> , a payment which will occur through a direct transfer of funds between government agencies), or a check/EFT payment, which will be disbursed through Pegasys.	<ul style="list-style-type: none"> ▪ Required. ▪ Drop-down list box. ▪ Defaults upon verification of the form.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table.	<ul style="list-style-type: none"> ▪ Required. ▪ Defaults upon verification of the form.
Inter-Agency Transfer Information (section)		
Type	Can be either 1080, 1081 or OPAC. Cannot be entered unless the Disbursing Method is Inter-Agency Transfer.	<ul style="list-style-type: none"> ▪ Enabled if payment type is an interagency transfer. ▪ GSA will not be using interagency transfers for lease payments.
Inter-Agency Symbol	The billing agency's Treasury symbol into which the funds will be transferred.	<ul style="list-style-type: none"> ▪ Enabled if payment type is an interagency transfer. ▪ GSA will not be using interagency transfers for lease payments.
Customer BETC	Business Event Type Codes (BETC) for the customer	<ul style="list-style-type: none"> ▪ Enabled if payment type is an interagency transfer. ▪ GSA will not be using interagency transfers for lease payments.
Disbursement Number	The Treasury assigned number that identifies the direct funds transfer (<i>e.g.</i> , the SF-1081 number).	<ul style="list-style-type: none"> ▪ Enabled if payment type is an interagency transfer. ▪ GSA will not be using interagency transfers for lease payments.
Payee's ALC	The Agency Location Code for the payee.	<ul style="list-style-type: none"> ▪ Enabled if payment type is an interagency transfer. ▪ GSA will not be using interagency transfers for lease payments.

Field Name	Description	Features
Payee's Disbursing Office	The disbursing office of the payee.	<ul style="list-style-type: none"> Enabled if payment type is an interagency transfer. GSA will not be using interagency transfers for lease payments.
No Check Information (section)		
Disbursed By	The entity or system responsible for disbursing the no check payment.	<ul style="list-style-type: none"> Enabled if payment type is no check. GSA will not be using the No Check payment type for lease payments.
Date	The date a no check payment was actually disbursed.	<ul style="list-style-type: none"> Enabled if payment type is no check. GSA will not be using the No Check payment type for lease payments.
Check/Disbursement Number	The check number or identifying information for the no check payment.	<ul style="list-style-type: none"> Enabled if payment type is no check. GSA will not be using the No Check payment type for lease payments.
Check/EFT Information (section)		
Group Payments (check box)	Indicates whether this payment is eligible for grouping with other payments to the same payee in a single check.	<ul style="list-style-type: none"> Defaults based on system settings.
Disbursing Model	Indicates that Pegasys will submit the payment to Treasury for disbursement.	<ul style="list-style-type: none"> Drop-down list box. Defaults to Treasury Disbursing.
Treasury/FRB Disbursing Information (section)		
Payment Category	The type of vendor being paid. Valid values are Vendor and Miscellaneous.	<ul style="list-style-type: none"> Defaults upon verification of form and is based on vendor setup.
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	<ul style="list-style-type: none"> Defaults based on system settings.
Schedule Date	The date on which the payment must be selected by the automated disbursements process in order to be disbursed on time. Enter in the following formats: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> System defaults based on the prompt pay type.
Check Type	Indicates the type of check selected (e.g., mailed hand pick up, comment card, etc.)	<ul style="list-style-type: none"> Defaults based on system settings.
Schedule (group box)		

Field Name	Description	Features
Payment Type	The type of disbursement method to be used.	<ul style="list-style-type: none"> Required. Drop-down list box. Defaults upon verification of form and is based on vendor setup.
Fiscal Year	The fiscal year associated with the manual schedule on which this payment will be submitted to Treasury.	<ul style="list-style-type: none"> GSA will not be using manual lease payments.
Category	The category of the schedule on which this payment will be submitted to Treasury (e.g., Automated SF-1166, ACH, TFCS, etc.)	<ul style="list-style-type: none"> System-maintained.
Type	The type of the schedule on which this payment will be submitted to Treasury. (e.g., corporate or personal).	<ul style="list-style-type: none"> Drop-down list box. Defaults upon verification of form and is based on vendor.
Number	The agency defined number that identifies the manual payment schedule on which this payment will be submitted to Treasury.	<ul style="list-style-type: none"> GSA will not be using manual lease payments.
Sequence Number	The number that identifies the relative position of this payment in the given manual schedule.	<ul style="list-style-type: none"> GSA will not be using manual lease payments.
Manual (check box)	Indicates that the payment will be submitted to Treasury on a manual schedule.	<ul style="list-style-type: none"> GSA will not be using manual lease payments.
Agency Printing Information (section) - GSA not using.		
Payment Category	The payment category. Determines whether or not the payment is subject to Treasury Offsets.	<ul style="list-style-type: none"> GSA not using.
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	<ul style="list-style-type: none"> GSA not using.
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	<ul style="list-style-type: none"> GSA not using.
Agency Printing Information	Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.	<ul style="list-style-type: none"> GSA not using.
State Disbursing Information (section) – GSA not using.		
Payment Type	The type of disbursement method to be used.	<ul style="list-style-type: none"> GSA not using.
Mail Code	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	<ul style="list-style-type: none"> GSA not using.
Post-Dated Check Date	The post dated check date of the disbursement information.	<ul style="list-style-type: none"> GSA not using.

Field Name	Description	Features
USDO Bank	Indicates whether a bank is a USDO bank, and may be used by the Department of State to make payments from a U.S. Government bank account at the bank. Default is 'False'.	<ul style="list-style-type: none"> GSA not using.
Eligible for Revaluation	Signifies whether the disbursement is eligible for revaluation.	<ul style="list-style-type: none"> GSA not using.
Comments to Print (section)	Text to be printed on a check/EFT payment.	<ul style="list-style-type: none"> GSA not using.

A.1.4.8 Payment Document Template Header Accounting Lines Page

The **Payment Document Template Header Accounting Lines** page contains the accounting information that is used to fund the payment document template. **Figure A-33: Payment Document Template Header Accounting Lines Page** displays the **Header Accounting Lines** page of the Payment Document Template Accounting form.

Figure A-33: Payment Document Template Header Accounting Lines Page

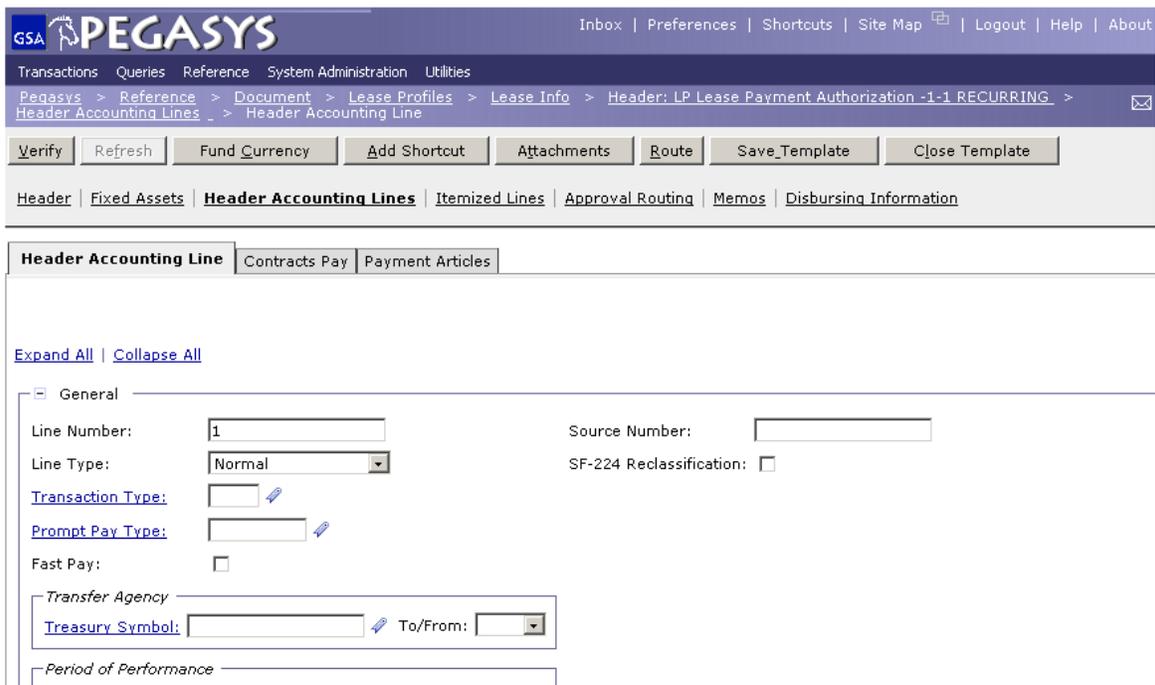


Figure A-34: Payment Document Template Accounting Lines Page Field and Button Descriptions provides additional information about **Payment Document Template Accounting Lines** page fields.

Figure A-34: Payment Document Template Accounting Lines Page Field and Button Descriptions

Field Name	Description	Features
General (section)		

Field Name	Description	Features
Line Number	A number that uniquely identifies the current line.	<ul style="list-style-type: none"> Pegasys will default the value of the next sequential number from the highest line number already entered.
Line Type	The type of payment authorization accounting line (e.g., normal, prepayment, holdback, etc.)	<ul style="list-style-type: none"> Required.
Transaction Type	<p>An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact.</p> <p>Valid values are listed in the Transaction Definition Maintenance table.</p>	<ul style="list-style-type: none"> System-maintained.
Prompt Pay Type	Used to classify payments subject to prompt payment regulations. Identifies payment terms, such as number of payment days, interest and penalty rates, etc.	<ul style="list-style-type: none"> Optional.
Fast Pay (check box)	Indicates whether the payment is eligible for Fast Pay according to Prompt Payment regulations.	<ul style="list-style-type: none"> Optional.
Source Number	The specific source of the financial transaction activity.	<ul style="list-style-type: none"> Optional.
SF-224 Reclassification (check box)	Indicates whether a document is an SF-224 reclassification.	<ul style="list-style-type: none"> Optional.
Transfer Agency (group box)		
Treasury Symbol	The U.S. Treasury Symbol to be used for the purchase request.	<ul style="list-style-type: none"> Optional.
To/From	Indicates whether the transfer is to or from the agency specified.	<ul style="list-style-type: none"> Optional.
Period of Performance (group box)		
Start Date	The date lease services begin.	<ul style="list-style-type: none"> Optional.
End Date	The date lease services end.	<ul style="list-style-type: none"> Optional.
Related Cost Type	The category to which the accounting line relates.	<ul style="list-style-type: none"> Optional.
Line Amounts (section)		
Payment	The original amount of the payment accounting line, before deducting applied credits.	<ul style="list-style-type: none"> Value defaults to \$0.00.
Applied Credit	The credit amount applied to the accounting line.	<ul style="list-style-type: none"> GSA not using.
Net Total	The difference between the original line amount and the applied credit.	<ul style="list-style-type: none"> System-maintained.

Field Name	Description	Features
Applied Prepayment Amount	The amount of prepayments to be applied to this payment accounting line.	<ul style="list-style-type: none"> Optional.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	<ul style="list-style-type: none"> Optional.
Suspension Amount	Of the net authorized, the amount to be suspended.	<ul style="list-style-type: none"> Optional.
Document Reference (section)		
Type	The document type of the referenced document.	<ul style="list-style-type: none"> Optional.
Number	The document number of the referenced document.	<ul style="list-style-type: none"> Optional.
Item	The referenced document item line.	<ul style="list-style-type: none"> Optional.
Accounting	The accounting strip of the form this document is referencing.	<ul style="list-style-type: none"> Optional.
Final (check box)	If checked, liquidates the referenced accounting line.	<ul style="list-style-type: none"> Optional. A check will default when the order is processed and the line amount equals the referenced line amount.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount.	<ul style="list-style-type: none"> GSA not using.
View (button)	Opens the request in a new window.	<ul style="list-style-type: none"> Optional.
Default (button)	Brings over accounting data from a request (if Copy Forward feature was not used). However, will not bring forward the ACT Number.	<ul style="list-style-type: none"> Optional.
Vendor Invoice Reference (section)		
Type	The document type that recorded the vendor invoiced being referenced by the payment authorization.	<ul style="list-style-type: none"> Optional. Drop-down list box.
Number	The document number that recorded the vendor invoice being referenced by the payment authorization.	<ul style="list-style-type: none"> Optional.
Item	The referenced document item line.	<ul style="list-style-type: none"> Optional.
Accounting	The accounting strip of the form this document is referencing.	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced accounting line.	<ul style="list-style-type: none"> Optional. A check will default when the order is processed and the line amount equals the referenced line amount.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount.	<ul style="list-style-type: none"> GSA not using.
View (button)	Opens the request in a new window.	<ul style="list-style-type: none"> Optional.
Default (button)	Brings over accounting data from a request (if Copy Forward feature was not used). However, will not bring forward the ACT Number.	<ul style="list-style-type: none"> Optional.
Invoice Information (section)		
Invoice Number	The lease code, which applies to this document's lease.	<ul style="list-style-type: none"> Required. Contains lease profile code.
Invoice Date	The date on the vendors invoice.	<ul style="list-style-type: none"> Optional.
Log Date	The date the user logged the receipt of the vendor invoice. The invoice log date is required if the prompt payment type has an invoice trigger date. If not entered, the field defaults to the date on the referenced vendor invoice. If a vendor invoice does not exist, the field defaults to the authorization date.	<ul style="list-style-type: none"> Optional.
Invoice Status	The status of the vendor invoice.	<ul style="list-style-type: none"> Optional.
Invoice Due Date	The date the invoice is due. If not entered, this field defaults to the date on the referenced vendor invoice. If a vendor invoice does not exist, this field defaults to the authorization date.	<ul style="list-style-type: none"> Optional.
Invoice Return Date	The date the invoice is to be returned.	<ul style="list-style-type: none"> Optional.
Invoice Received Back Date	The date the invoice was received.	<ul style="list-style-type: none"> Optional.
Accounting Dimensions (section)	Section that contains Accounting Dimension fields. <i>Please refer to Section A.1.4.9: Accounting Dimensions Section for a description of these fields.</i>	<ul style="list-style-type: none"> Required.
Reference Prepayment/Holdback (section)		
Type	The document type of the prepayment or holdback payment being referenced by the payment authorization.	<ul style="list-style-type: none"> Drop-down list box.

Field Name	Description	Features
Number	The document number of the prepayment or holdback payment being referenced by the payment authorization.	Optional.
Item	The referenced document item line.	▪ Optional.
Accounting	The accounting strip of the form this document is referencing.	▪ Optional.
View (button)	Opens the request in a new window.	▪ Optional.
Default (button)	Brings over accounting data from a request (if Copy Forward feature was not used). However, will not bring forward the ACT Number.	▪ Optional.
Discount Terms (section)	Contains additional information pertaining to specifics of the order. <i>Please refer to Section 0: Discount Terms Section for a description of the fields in the Discount Terms section.</i>	▪ Optional.
Contracts (section)	Used to specify the contract line item number (CLIN) or sub-contract line item number that is referenced by the order. <i>Please refer to Section 0: Contracts Information Section for a description of the fields in the Contracts Information section.</i>	▪ Optional.
Payment (section)	Contains additional information pertaining to specifics of the payment <i>Please refer to Section 0: Payment Section for a description of the fields in the Payment Information section.</i>	▪ Optional.
Debt Account Information (section)	Contains additional information pertaining to the debt account associated with the payment <i>Please refer to Section A.1.4.13: Debt Account Information Section for a description of the fields in the Debt Account Information section.</i>	▪ Optional.
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: <ul style="list-style-type: none"> ▪ Field 1: Agreement number (must be valid in the Agreements table). ▪ Field 2: Line number. Please refer to Section A.1.4.4: Agreement Section for a description of the fields in the Agreement section.	<ul style="list-style-type: none"> ▪ Optional. ▪ Enter only the numeric portion of the agreement number in field 1 and enter '1' in field 2.

Field Name	Description	Features
Interagency Transfer (section)	Contains additional information pertaining to specifics of the payment <i>Please refer to Section A.1.4.14: Interagency Transfer Section for a description of the fields in the Interagency Transfer section.</i>	<ul style="list-style-type: none"> Optional.
Disbursing Information (section)	Contains additional information pertaining to disbursing information for the payment <i>Please refer to Section A.1.4.15: Disbursing Information Section for a description of the fields in the Disbursing Information section.</i>	<ul style="list-style-type: none"> Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the form.	<ul style="list-style-type: none"> Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	<ul style="list-style-type: none"> Optional.

A.1.4.9 Accounting Dimensions Section

Figure A-35: Accounting Dimensions Section displays the **Accounting Dimensions** section.

Figure A-35: Accounting Dimensions Section

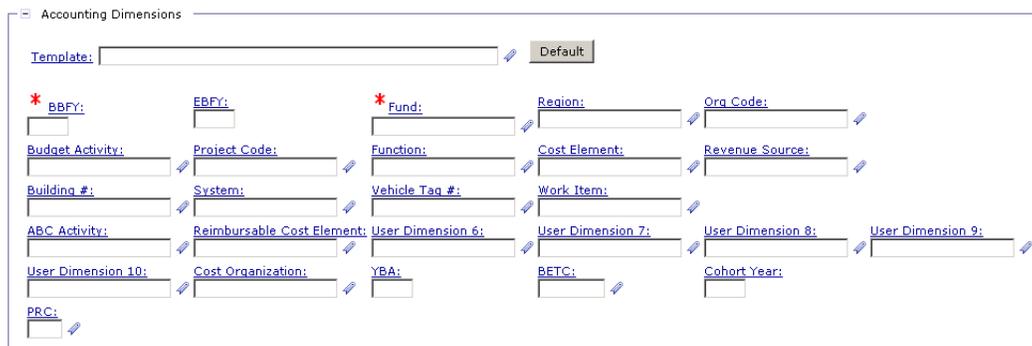


Figure A-36: Accounting Dimensions Section Field Descriptions provides additional information about the **Accounting Dimensions** section.

Figure A-36: Accounting Dimensions Section Field Descriptions

Field Name	Description	Features
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	<ul style="list-style-type: none"> Required.

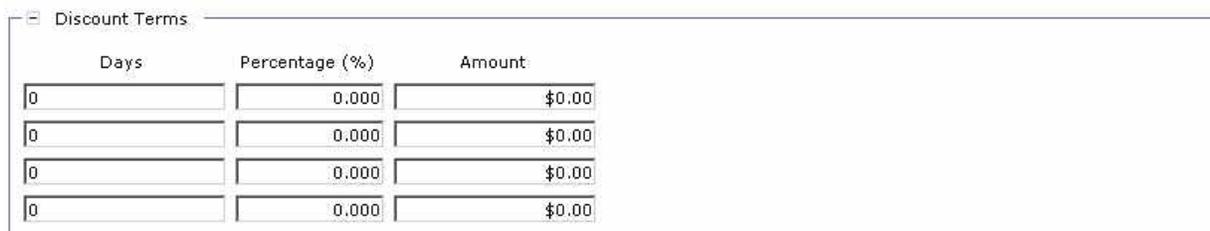
Field Name	Description	Features
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: <ul style="list-style-type: none"> Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY). 	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Sub-Object Class	The Sub-Object Class code of the accounting strip. Valid values are listed in the SOC Maintenance table.	<ul style="list-style-type: none"> Required. Object class is inferred from the sub-object class.
Building #	The building of the accounting strip. Valid values are listed in the Building # Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Veh Tag#	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.

Field Name	Description	Features
Work Item	The work item of the accounting strip. Valid values are listed in the Work Item Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
ABC Activity	The ABC Activity of the accounting strip. Valid values are listed in the ABC Activity Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
User Dimensions 6 - 10	User dimensions 6-10 of the accounting strip. Valid values are listed in the User Dimension 6 -10 Maintenance tables.	<ul style="list-style-type: none"> GSA not using.
Cost Organization	The cost organization code of the accounting strip. The value must be valid in the Organization maintenance table and be defined as a cost organization.	<ul style="list-style-type: none"> GSA not using.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding.	<ul style="list-style-type: none"> The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.
BETC	The Business Event Type Code (BETC). An 8 character code used to indicate the type of activity being reported.	<ul style="list-style-type: none"> GSA not using.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	<ul style="list-style-type: none"> GSA not using.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	<ul style="list-style-type: none"> GSA not using.

A.1.4.10 Discount Terms Section

The **Discount Terms** section contains additional information pertaining to specifics of the order. *Figure A-37: Discount Terms Section* displays the **Discount Terms** section.

Figure A-37: Discount Terms Section



Discount Terms		
Days	Percentage (%)	Amount
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00

Figure A-38: Discount Terms Section Field Descriptions provides additional information about the **Terms** section fields.

Figure A-38: Discount Terms Section Field Descriptions

Field Name	Description	Features
Days	The number of days when you receive the invoice that the associated discount is applicable. Three fields are available to enter discounts over different day ranges.	<ul style="list-style-type: none"> Optional. Defaults to zero.
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	<ul style="list-style-type: none"> Optional. Defaults to zero.
Amount	The discount amount you receive on an order if paid within the corresponding discount days.	<ul style="list-style-type: none"> Optional. Defaults to zero.

A.1.4.11 Contracts Section

The **Contracts** section displays the payment line contract information that applies to this purchase. *Figure A-39: Payment Line Contracts Section* displays the **Payment Line Contracts** section.

Figure A-39: Payment Line Contracts Section

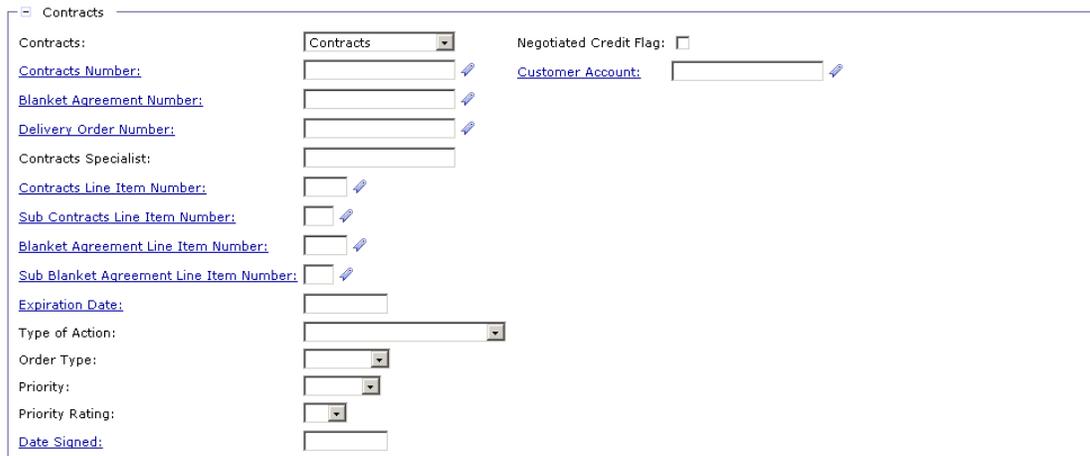


Figure A-40: Payment Line Contracts Section Field Descriptions provides additional information about the **Payment Line Contracts** section.

Figure A-40: Payment Line Contracts Section Field Descriptions

Field Name	Description	Features
Contracts	The type of contract (for example, Blanket Agreement) to which this document applies.	<ul style="list-style-type: none"> Optional.
Contract Number	The contract number, which applies to this document's lease. Value must be valid in the Contract Maintenance table.	<ul style="list-style-type: none"> Required. Contains lease profile code.

Field Name	Description	
Blanket Agreement Number	The blanket purchase agreement number that is associated with this lease. Value must be valid in the Blanket Agreement Maintenance table.	<ul style="list-style-type: none"> Optional.
Delivery Order Number	The delivery order number associated with the lease.	<ul style="list-style-type: none"> Optional. Right-click Search and List options.
Contract Specialist	The name of the Contract Specialist who assisted with the creation of the associated lease contract, Blanket Purchase Agreement (BPA), or delivery order.	<ul style="list-style-type: none"> Optional.
Contract Line Item Number	The line item number for the contract.	<ul style="list-style-type: none"> Optional.
Sub Contract Line Item Number	The line item number for the sub contract.	<ul style="list-style-type: none"> Optional. Enabled once the Contract Line Item Number field is populated.
Blanket Agreement Line Item Number	The line item number for the blanket agreement.	<ul style="list-style-type: none"> Optional.
Sub Blanket Agreement Line Item Number	The line item number for the sub blanket agreement.	<ul style="list-style-type: none"> Optional. Enabled once the Blanket Agreement Line Item Number field is populated.
Expiration Date	The date on which the associated lease contract expires.	<ul style="list-style-type: none"> Optional. Right-click date options.
Type of Action	The type of lease action requested.	<ul style="list-style-type: none"> Drop-down list box.
Order Type	The current lease action. Possible entries include delivery or purchase.	<ul style="list-style-type: none"> Optional. Drop-down list box.
Priority	The priority level associated with the lease. Possible entries include: high, medium, or low.	<ul style="list-style-type: none"> Optional. Drop-down list box.
Priority Rating	The priority rating of this order. Possible entries include numbers 1 through 10.	<ul style="list-style-type: none"> Optional. Drop-down list box.
Date Signed	The date on which the associated lease contract was signed.	<ul style="list-style-type: none"> Optional. Click for date options.
Negotiated Credit Flag (check box)	If marked to True, and a Neg. Credit % is entered on either the Blanket Agreement or Contract maintenance table, the payment transaction automatically defaults an applied credit amount based off these calculations. The credit amount is based on the credit percentage negotiated for the contract.	<ul style="list-style-type: none"> Optional.

Field Name	Description	
Customer Account	The account number assigned by the vendor to be used for tracking purposes.	▪ Optional.

A.1.4.12 Payment Section

The **Payment** section contains additional information pertaining to specifics of the payment. **Figure A-41: Payment Section** displays the **Payment** section.

Figure A-41: Payment Section



The screenshot shows a form titled "Payment" with the following fields: "Interest Reason:" (text input), "Discount Lost Reason:" (text input), "Quantity:" (text input with value "0.0000"), "Acceptance Date:" (date input), and "Delivery Date:" (date input). Each text input field has a small blue icon to its right.

Figure A-42: Payment Section Field Descriptions provides additional information about the **Payment** section fields.

Figure A-42: Payment Section Field Descriptions

Field Name	Description	Features
Interest Reason	The reason this payment will incur an interest penalty.	▪ Required, if applicable.
Discount Lost Reason	The reason this payment will lose an available discount.	▪ Required, if applicable.
Quantity	The number of purchased items or units.	▪ Optional.
Accept/Delivery Date	Date the purchased goods or services were accepted or delivered.	▪ Optional.

A.1.4.13 Debt Account Information Section

The **Debt Account Information** section contains additional information pertaining to the debt account associated with the payment. **Figure A-43: Debt Account Information Section** displays the **Debt Account Information** section.

Figure A-43: Debt Account Information Section



The screenshot shows a form titled "Debt Account Information" with four fields: "Debt Account Number:" (text input), "Line Number:" (text input), "Depository Line Number:" (text input), and "Payee Line Number:" (text input). Each text input field has a small blue icon to its right.

Figure A-44: Debt Account Information Section Field Descriptions provides additional information about the **Debt Account Information** section fields.

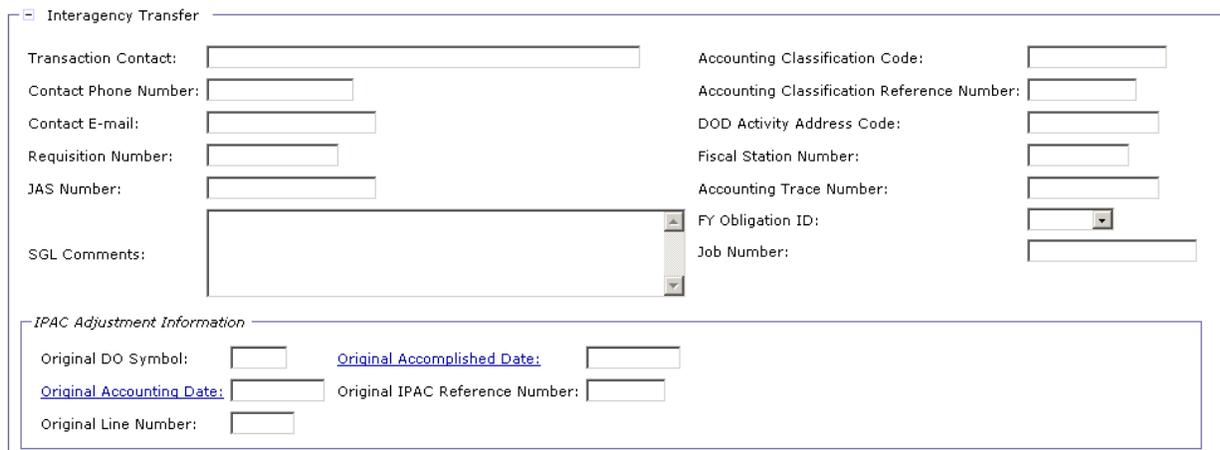
Figure A-44: Debt Account Information Section Field Descriptions

Field Name	Description	Features
Debt Account Number	The alphanumeric code defining the debt account. The value entered in this field must be unique.	▪ Optional.
Line Number	The numeric value entered for the Debt Account Line.	▪ Optional.
Depository Line Number	The numeric user-defined depository line number.	▪ Optional.
Payee Line Number	The numeric user-defined payee line number.	▪ Optional.

A.1.4.14 Interagency Transfer Section

The **Interagency Transfer** section contains additional information pertaining to the interagency transfer information for the payment. *Figure A-45: Interagency Transfer Section* displays the **Interagency Transfer** section.

Figure A-45: Interagency Transfer Section



Interagency Transfer

Transaction Contact: Accounting Classification Code:

Contact Phone Number: Accounting Classification Reference Number:

Contact E-mail: DOD Activity Address Code:

Requisition Number: Fiscal Station Number:

JAS Number: Accounting Trace Number:

SGL Comments: FY Obligation ID:

Job Number:

IPAC Adjustment Information

Original DO Symbol: [Original Accomplished Date:](#)

[Original Accounting Date:](#) Original IPAC Reference Number:

Original Line Number:

Figure A-46: Interagency Transfer Section Field Descriptions provides additional information about the **Interagency Transfer** section fields.

Figure A-46: Interagency Transfer Section Field Descriptions

Field Name	Description	Features
Transaction Contact	The transaction contact used for interagency transfers.	▪ Optional.
Contact Phone Number	Specifies the contact phone number.	▪ Optional.
Contact E-mail	Specifies the e-mail address of the contact person.	▪ Optional.
Requisition Number	The requisition number used for interagency transfers.	▪ Optional.

Field Name	Description	Features
JAS Number	A number that is a combination of Job Order number, Accounting Classification Record number and Site ID, used for interagency transfers.	▪ Optional.
SGL Comments	The US Standard General Ledger comments used for interagency transfers.	▪ Optional.
Accounting Classification Code	The accounting classification code used for interagency transfers.	▪ Optional.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.	▪ Optional.
DOD Activity Address Code	The Department of Defense activity address code used for interagency transfers.	▪ Optional.
Fiscal Station Number	The fiscal station number used for interagency transfers.	▪ Optional.
Accounting Trace Number	The accounting trace number used for interagency transfers.	▪ Optional.
FY Obligation ID	The fiscal year obligation ID used for interagency transfers.	▪ Optional.
Job Number	The job or project number used for interagency transfers.	▪ Optional.
IPAC Adjustment Information (group box)		
Original DO Symbol	The original disbursing office symbol used for IPAC adjustments.	▪ Optional.
Original Accounting Date	The original accounting date used for IPAC adjustments.	▪ Optional.
Original Line Number	The original line number used for IPAC adjustments.	▪ Optional.
Original Accomplished Date	The original accomplished date used for IPAC adjustments.	▪ Optional.
Original IPAC Reference Number	The original IPAC reference number used for IPAC adjustments.	▪ Optional.

A.1.4.15 Disbursing Information Section

The **Disbursing Information** section contains additional information pertaining to the payment disbursement information. *Figure A-47: Disbursing Information Section* displays the **Disbursement Information** section.

Figure A-47: Disbursing Information Section

[-] Disbursing Information

Schedule Date:

Early Payment Approval:

Exclude from External Offsets:

Exclude from Internal Offsets:

Figure A-48: Disbursing Information Section Field Descriptions provides additional information about the **Disbursing Information** section fields.

Figure A-48: Disbursing Information Section Field Descriptions

Field Name	Description	Features
Schedule Date	The date on which the payment must be selected by the automated disbursements process to be disbursed on time. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.	▪ Optional.
Early Payment Approval	If the entered schedule date is more than eight days before the prompt payment schedule date, this field indicates whether the early payment has been approved. Used for prompt payment reporting purposes.	▪ Optional.
Exclude from External Offset	Flag indicating whether the disbursed payment should be excluded from external offsets.	▪ Optional.
Exclude from Internal Offset	Flag indicating whether the disbursed payment should be excluded from internal offsets.	▪ Optional.

A.1.5 Frequencies Tab

The **Frequencies** tab displays the **Frequency** page, which displays the frequency of the document template generation for the selected Lease Profile. **Figure A-49: Frequency Page** displays the **Frequency** page.

Figure A-49: Frequency Page

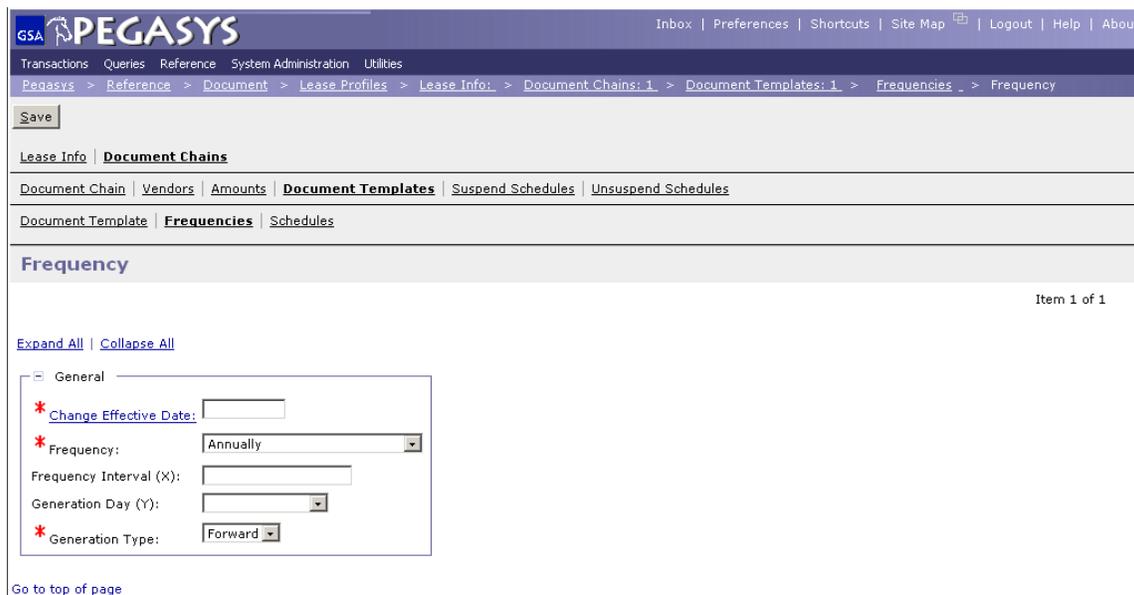


Figure A-50: Frequency Page Field and Button Descriptions provides additional information about the **Frequency** page fields.

Figure A-50: Frequency Page Field and Button Descriptions

Field Name	Description	Features
Change Effective Date	Date the vendor becomes effective for the document templates in the chain.	<ul style="list-style-type: none"> Required.
Frequency	Determines when to create document template forms, which will display on the document creation schedule. (e.g., Government Fiscal Quarters, Every Yth Day of the Month.)	<ul style="list-style-type: none"> Required. Drop-down list box.
Frequency Interval (X)	Determines the frequency to create the document template forms.	<ul style="list-style-type: none"> Required if certain Frequency options are selected.
Generation Date (X)	Determines the day of the month to generate the document template forms.	<ul style="list-style-type: none"> Required if certain Frequency options are selected. Drop-down list box.
Generation Type (drop-down box)		
Forward	The document will be created immediately and will be prorated for the portion of the period between the current date and the end of the selected frequency period.	<ul style="list-style-type: none"> Defaults to Forward. GSA will use Forward for Commitment documents.
Arrears	The document will be created according to the schedule date for the preceding period and will be prorated for the portion of the period between the current date and the schedule date.	<ul style="list-style-type: none"> GSA will use Arrears for Payment documents.

A.1.6 Schedule Tab

The **Schedules** tab displays the **Schedules** page, which displays the payment schedule information for the selected Lease Profile. **Figure A-51: Schedules Page** displays the **Schedules** page.

Figure A-51: Schedule Page

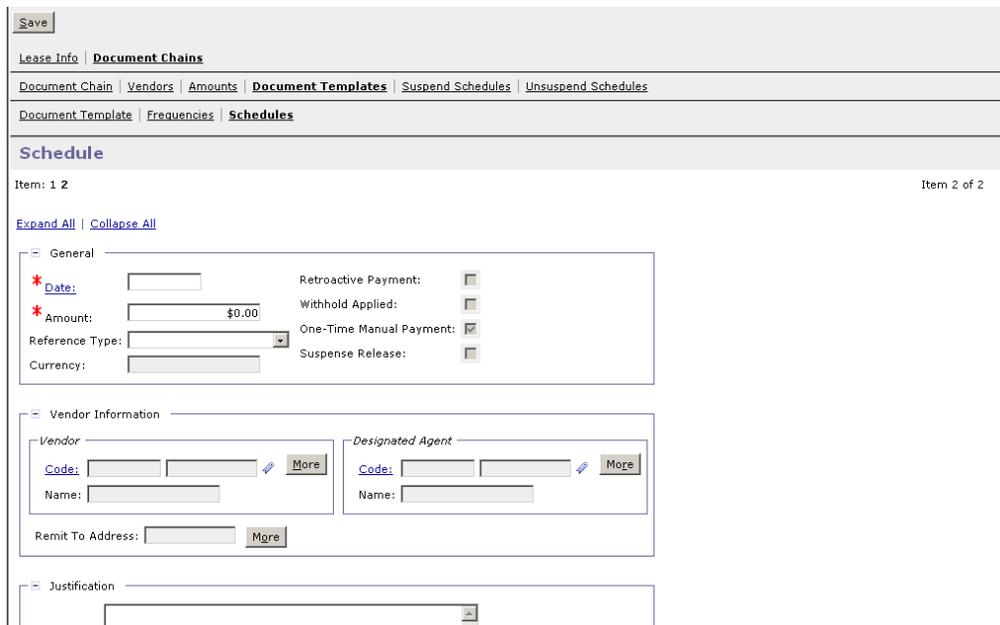


Figure A-52: Schedule Page Fields and Button Descriptions provides additional information about **Schedule** page fields and buttons.

Figure A-52: Schedule Page Fields and Button Descriptions

Field Name	Descriptions	Features
General (section)		
Date	The date of the scheduled document.	▪ Required.
Amount	The dollar amount for the scheduled document.	▪ Required.
Reference Type	Neither- If selected, liquidates the referenced document for the amount of the document only. Miscellaneous Reference- If selected, the accounting line updates the referenced documents miscellaneous amount and does not liquidate a specific accounting line amount. Final Reference- If selected, liquidates the referenced document and returns unused money to the budget.	▪ Optional.
Currency	The currency code of the transaction. Must be a valid value on the Currency Code maintenance table.	▪ System-maintained.
Retroactive Payment (check box)	Indicates a makeup document on the schedule as a result of an amount change.	▪ System-maintained.
Withhold Applied (check box)	Indicates withhold has been applied as a result of an amount change to a document on the schedule.	▪ System-maintained.
One-Time Manual Payment (check box)	Indicates a one-time payment document on the schedule.	▪ System-maintained.
Suspense Release (check box)	Indicates a suspense release payment on the schedule.	▪ System-maintained.
Vendor Info(section)		
Vendor (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> ▪ Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. ▪ Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> ▪ System-maintained. ▪ The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the suggested vendor who may provide the requested goods or services.	▪ System-maintained.

Field Name	Descriptions	Features
More (button)	Displays the Vendor Details page that identifies address information about the vendor. <i>Please refer to Section A.1.1.1 : More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Remit To Address	Address code of vendor receiving payment.	<ul style="list-style-type: none"> System-maintained.
More (button)	Displays address information about the vendor receiving payment. <i>Please refer to Section 0: More Button (Remit To Address Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Designated Agent (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained.
Name	The name of the designated agent. The designated agent is used in the assignment of contracts and/or delivery orders to specify a different vendor to assign the contract to, other than the vendor originally associated with the contract. This information will automatically default when the associated contract number or delivery order number is entered.	<ul style="list-style-type: none"> System-maintained.
More (button)	Displays the Vendor Details page that identifies additional information about the designated agent. <i>Please refer to Section A.1.1.3: More Button (Designated Agent Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Justification	A free text field 255 characters long used to enter additional information about the schedule.	<ul style="list-style-type: none"> Optional.
Save (button)	Updates the changes to the displayed schedule information.	<ul style="list-style-type: none"> Optional.
Reset Periods (button)	Allows the schedule to clear manual changes so that the schedule returns to the system periodic payments. One-time payments, retroactive or an applied withhold will not be cleared from the schedule when resetting periods.	<ul style="list-style-type: none"> Optional.

Field Name	Descriptions	Features
Reset Line (button)	A manual change and/or system calculated applied withhold to the schedule payment line will be removed and the schedule payment line will return to its original system calculated date and amount. Resetting a schedule payment line cannot be used for a one-time payment schedule line, a retroactive payment schedule line, or a suspense release payment schedule line.	<ul style="list-style-type: none"> Optional.

A.2 Suspend Information Group Box

The **Suspend Information** group box contains suspension document information associated with the lease profile. *Figure A-53: Suspend Information Group Box* displays the **Suspend Information** group box.

Figure A-53: Suspend Information Group Box

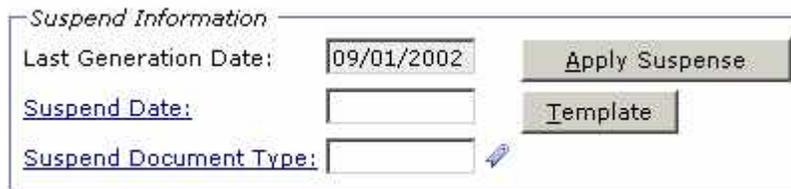


Figure A-54: Suspend Information Group Box Field and Button Descriptions provides additional information about the **Suspension Information** group box fields.

Figure A-54: Suspend Information Group Box Field and Button Descriptions

Field Name	Description	Features
Last Generation Date	Indicates the last document generation date for this lease profile.	<ul style="list-style-type: none"> System-maintained.
Suspend Date	Indicates the date to begin suspending the lease profile.	<ul style="list-style-type: none"> Required if suspending lease.
Suspend Doc Type	The document type to create the suspend accrual document template form.	<ul style="list-style-type: none"> Required if Suspend Date is entered.
Template (button)	Displays the Lease Accounting: Create a New Document Template dialog box that will create a new document template. <i>Please refer to Section A.1.3: Document Template tab for a description of the fields on the Document Template page.</i>	<ul style="list-style-type: none"> Required if suspending lease.
Suspend Schedule (tab)	Displays the suspense schedule information for the selected lease profile. <i>Please refer to Section A.2.2: Suspend Schedule Tab for a description of the fields on the Suspend Schedule page.</i>	<ul style="list-style-type: none"> Optional.
Unsuspend Info (group box)		

Field Name	Description	Features
Unsuspend Date	Indicates the date to unsuspend the lease profile.	<ul style="list-style-type: none"> Required if unsuspending lease.
No Release (check box)	Indicates the unsuspense schedule should display \$0.00.	<ul style="list-style-type: none"> Optional.
Unsuspend Schedule (tab)	Displays the release schedule information for the selected lease profile. <i>Please refer to Section A.2.3: Unsuspend Schedule Tab for a description of the fields on the Unsuspend Schedule page.</i>	<ul style="list-style-type: none"> Optional.

A.2.1 Template Button

The **Template** button displays the **Create a New Estimated Accrual Template** page that will create a new document template. *Figure A-55: Create a New Estimated Accrual Template* page displays the **Create a New Estimated Accrual Template** page.

Figure A-55: Create a New Estimated Accrual Template Page

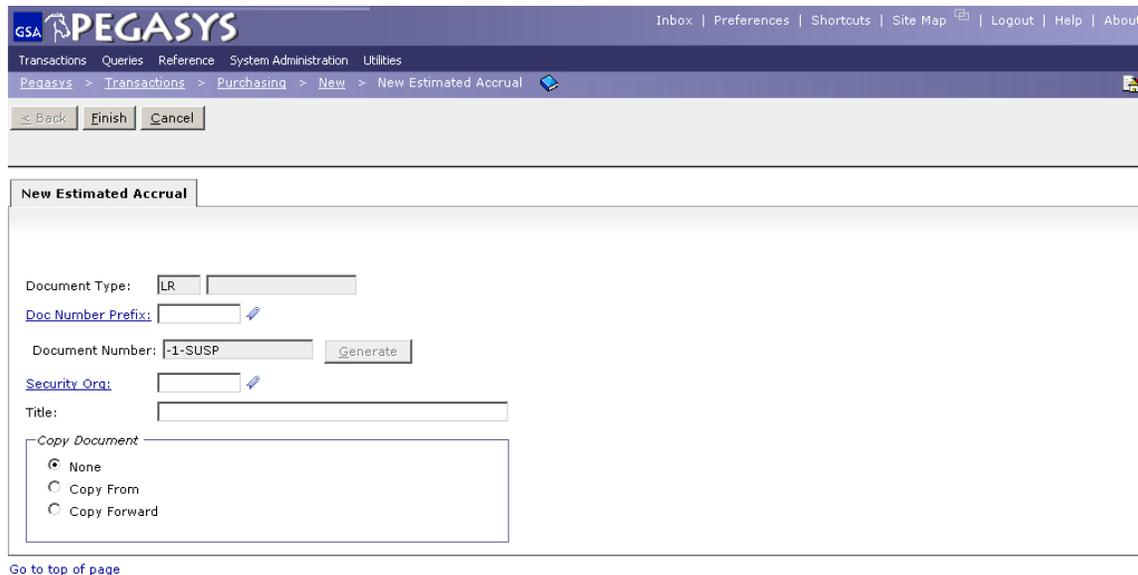


Figure A-56: New Request Document Template Page Field Descriptions provides additional information about the **Create a New Estimated Accrual Template** page fields.

Figure A-56: Create a New Estimated Accrual Template Page Field Descriptions

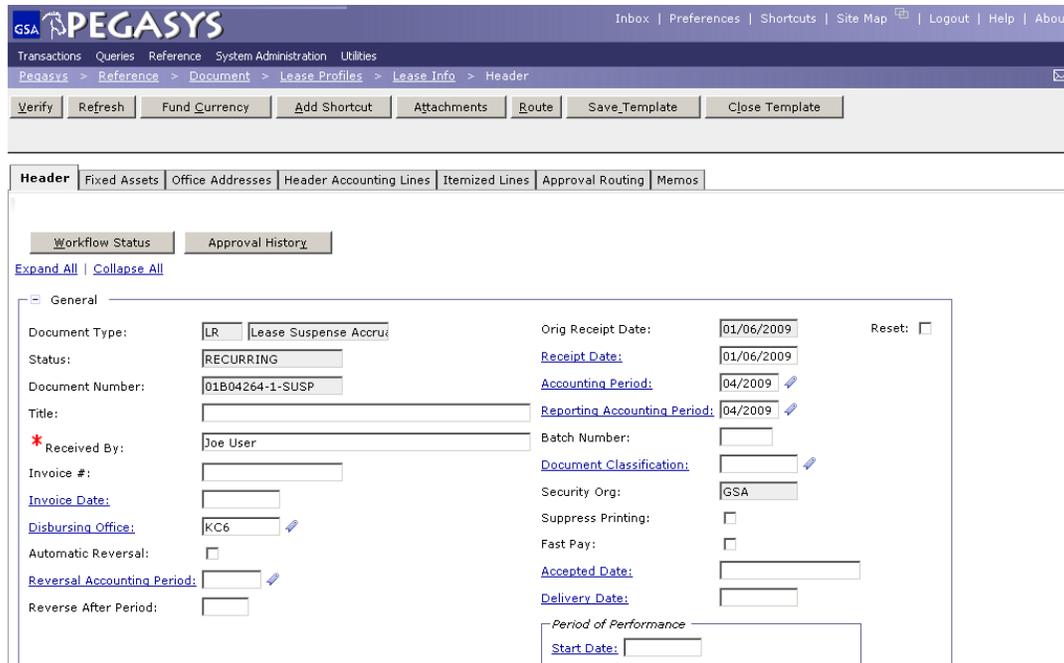
Field Name	Description	Features
Doc Type	The document type of the form being created.	<ul style="list-style-type: none"> System-maintained.
Doc Number	The system-generated, unique document number of the form being created.	<ul style="list-style-type: none"> System-maintained.

Field Name	Description	Features
Security Org	Specifies which group of users has access to the form being created. Users may specify any organization to which they belong.	<ul style="list-style-type: none"> ▪ Optional. ▪ Drop-down list box. ▪ If left blank, defaults to user's default security organization.
Title	The title of the current form. Can be up to 50 characters in length.	<ul style="list-style-type: none"> ▪ Optional.
Copy Document (check box)	When checked, activates the Copy From functionality at the bottom of the dialog box.	<ul style="list-style-type: none"> ▪ Defaults to checked for Payment document template. ▪ Defaults to none for commitment document templates.
Copy From	When selected, copies information from an existing form or document into the new form being created (<i>i.e.</i> , creates a new form that is a replica of an existing form or document). The existing form or document must be the same document type as the form being created.	<ul style="list-style-type: none"> ▪ Optional.
Copy Forward	When selected, copies information forward from an existing document into the new form being created (<i>e.g.</i> , information from a request to an payment). Only information in fields found on both documents, such as accounting lines, is copied forward.	<ul style="list-style-type: none"> ▪ Optional.

A.2.1.1 Accrual Document Template Header Page

The first page of the Accrual Document Template is the **Header** page. The **Header** page contains general information about the Accrual Document Template, such as the date of the Accrual Document Template and the vendor. *Figure A-57: Accrual Document Template Header Page* displays the **Header** page of the Accrual Document Template form.

Figure A-57: Accrual Document Template Header Page



The screenshot shows the Pegasys web application interface. At the top, there is a navigation menu with options like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below this is a breadcrumb trail: 'Pegasys > Reference > Document > Lease Profiles > Lease Info > Header'. A toolbar contains buttons for 'Verify', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Route', 'Save_Template', and 'Close Template'. The main content area has a tabbed interface with 'Header' selected. Under the 'Header' tab, there are sub-tabs for 'Fixed Assets', 'Office Addresses', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', and 'Memos'. The 'General' section is expanded, showing fields for Document Type (LR Lease Suspense Accru), Status (RECURRING), Document Number (01B04264-1-SUSP), Title, Received By (Joe User), Invoice #, Invoice Date, Disbursing Office (KC6), Automatic Reversal, Reversal Accounting Period, Reverse After Period, Orig Receipt Date (01/06/2009), Receipt Date (01/06/2009), Accounting Period (04/2009), Reporting Accounting Period (04/2009), Batch Number, Document Classification, Security Org (GSA), Suppress Printing, Fast Pay, Accepted Date, Delivery Date, and Start Date (under Period of Performance).

Figure A-58: Accrual Document Template Header Page Field Descriptions provides additional information about the **Accrual Document Template** page fields.

Figure A-58: Accrual Document Template Header Page Field Descriptions

Field Name	Description	Features
General (section)		
Document Type	The document type. Must be valid in the Document Type maintenance table.	▪ System-maintained.
Status	The status of the document.	▪ System-maintained.
Document Number	The unique number that identifies the referenced document.	▪ System-maintained.
Title	Enter old lease code of B+7 digits for new leases entered into Pegasys until October 1.	▪ Required until October 1.
Received By	The name of the person who is creating the accrual.	▪ Optional.
Invoice #	The number on the invoice sent by the vendor.	▪ Optional.

Field Name	Description	Features
Invoice Date	The date the invoice was received from the vendor. If no date is entered, the system defaults this value to the current date. Valid format: MM/DD/YY or MM/DD/YYYY.	<ul style="list-style-type: none"> Optional.
Disbursing Office	The code that identifies the office that will disburse the payment. The value must be valid on the Disbursing Office Maintenance table.	<ul style="list-style-type: none"> Optional. Click to Search, List, and Update options.
Automatic Reverse (check box)	Used to enable Automatic Reverse of the accrual. If checked, the Automatic Reversal is enabled and an entry must be made in either the Reversal Accounting Period or Reverse After Period field. If unchecked, no Automatic Reversal of the accrual will occur.	<ul style="list-style-type: none"> Not in use for lease accrual document type. Used only for AR document type.
Reversal Accounting Period:	The accounting period in which the accrual should be reversed.	<ul style="list-style-type: none"> Not in use for lease accrual document type. Used only for AR document type.
Reverse After Period:	The number of accounting periods to elapse before accrual is to be reversed.	<ul style="list-style-type: none"> Not in use for lease accrual document type. Used only for AR document type.
Orig Receipt Date	The date the estimated accrual document template was created.	<ul style="list-style-type: none"> Defaults to the current date.
Receipt Date	The date the form is created. Enter the value in one of the following formats: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Right-click date options. If blank, defaults to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> Optional. Right-click date options. If blank, defaults to the accounting period associated with the date field.

Field Name	Description	Features
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: <ul style="list-style-type: none"> MM/YY MM/YYYY 	<ul style="list-style-type: none"> Optional. Right-click date options. If blank, defaults to the Reporting Accounting Period associated with the date field.
Fast Pay (check box)	Indicates whether the payment is eligible for Fast Pay according to Prompt Payment regulations	<ul style="list-style-type: none"> Optional.
Accepted Date	If this field is populated, then the date entered here will automatically be defaulted to Accepted Date field(s) of the Accounting Line(s). Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
Delivery Date	If this field is populated, then the date entered here will automatically be defaulted to Delivery Date field(s) of the Accounting Line(s). Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
End Date	The date ordered services cease. Enter the value in the following format: <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
Vendor Information (section)		
Vendor (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Vendor Code—A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the Vendor Code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of Vendor Code and Vendor Address Code must be valid on the Vendor Maintenance table.

Field Name	Description	Features
Name	The name of the vendor providing the goods or services.	<ul style="list-style-type: none"> System-maintained. This value defaults from the Vendor Maintenance table.
More (button)	<p>Displays the Vendor Details page that identifies address information about the vendor.</p> <p><i>Please refer to Section A.1.1.1: More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i></p>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields. Enter name, address, city, state, and zip code information if a miscellaneous vendor is selected.
Remit To Address	Address code of vendor receiving payment.	<ul style="list-style-type: none"> System-maintained.
More (button)	<p>Displays address information about the vendor receiving payment.</p> <p><i>Please refer to Section 0: More Button (Remit To Address Group Box) for a description of the fields in the Vendor Details page.</i></p>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Amounts (section)		
Net Amount	The original total dollar amount of the accrual.	<ul style="list-style-type: none"> System-maintained.
Net Cost Amount	The net cost amount of the items.	<ul style="list-style-type: none"> System-maintained.
Holdback Amount	The amount of the order total that is being held back from payment.	<ul style="list-style-type: none"> System-maintained.
Prorate (group box)		
Prorate Amount	Amount specified in this field will be distributed proportionally across the forms accounting lines by clicking the Prorate button.	<ul style="list-style-type: none"> Optional. Defaults to \$0.00.
Prorate (button)	Distributes received amount specified in the Prorate Amount field proportionally across all accounting lines, maintaining the same percentage amounts for each accounting line.	<ul style="list-style-type: none"> Optional. Unavailable unless a value is entered in the Prorate Amount field.
Contracts (Section)	<p>Displays details on the associated contract is provided.</p> <p><i>Please refer to Section 0: Contracts Section for a description of the fields in the Contracts section.</i></p>	<ul style="list-style-type: none"> Optional.
External System Information (section)		
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	<ul style="list-style-type: none"> Optional.

Field Name	Description	Features
External System Document Number	The external system identifier.	▪ Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information.	▪ Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	▪ Optional.

A.2.1.1 Accrual Document Template Header Accounting Lines Page

The **Accrual Document Template Header Accounting Lines** page contains the accounting information that was used to fund the estimated accrual. **Figure A-59: Accrual Document Template Header Accounting Lines Page** displays the **Header Accounting Lines** page of the Accrual Document Template form.

Figure A-59: Accrual Document Template Header Accounting Lines Page

Figure A-60: Accrual Document Template Header Accounting Lines Page Field and Button Descriptions provides additional information about the fields and buttons of the **Header Accounting Lines** page of the Accrual Document Template form.

Figure A-60: Accrual Document Template Header Accounting Lines Page Field and Button Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	<ul style="list-style-type: none"> Optional. If blank, Pegasys will default to the value of the next sequential number from the highest line number already entered.
Transaction Type	<p>An alphanumeric code used in conjunction with the transaction's document type determines the general ledger postings and budgetary impact.</p> <p>Valid values are listed in the Transaction Definition Maintenance table.</p>	<ul style="list-style-type: none"> Required, defaults based on document type.
Accepted Date	<p>If this field is populated, then the date entered here will automatically be defaulted to Accepted Date field(s) of the Accounting Line(s). Enter the value in the following format:</p> <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
Delivery Date	<p>If this field is populated, then the date entered here will automatically be defaulted to Delivery Date field(s) of the Accounting Line(s). Enter the value in the following format:</p> <ul style="list-style-type: none"> MM/DD/YY MM/DD/YYYY 	<ul style="list-style-type: none"> Optional. Click for date options.
Source Number	The specific source of the financial transaction activity.	<ul style="list-style-type: none"> Optional.
Transfer Agency (group box)		
Treasury Symbol	The U.S. Treasury Symbol to be used for the purchase request.	<ul style="list-style-type: none"> Optional.
To/From	Indicates whether the transfer is to or from the agency specified.	<ul style="list-style-type: none"> Optional.
Related Cost Type	The category to which the accounting line relates.	<ul style="list-style-type: none"> Optional.
Period of Performance (group box)		
Start Date	The date lease services begin.	<ul style="list-style-type: none"> Optional.
End Date	The date lease services end.	<ul style="list-style-type: none"> Optional.
Line Amounts (section)		
Amount	The total dollar amount of the Accounting Line.	<ul style="list-style-type: none"> Value defaults to \$0.00.

Field Name	Description	Features
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	<ul style="list-style-type: none"> Optional.
Document Reference (group box)		
Type	The document type of the referenced document.	<ul style="list-style-type: none"> Optional. Drop-down list box. Defaults to the referenced document's type if Copy Forward was used to create the accrual form.
Number	The document number of the referenced document.	<ul style="list-style-type: none"> Optional. Available only if a value has been entered into Type field. Defaults to the referenced document's number if Copy Forward was used to create the accrual form.
Item	The referenced document item line.	<ul style="list-style-type: none"> Optional.
Accounting	The accounting strip of the form this document is referencing.	<ul style="list-style-type: none"> Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	<ul style="list-style-type: none"> Optional. A check will default when the estimated accrual is processed and the line amount equals the referenced line amount.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	<ul style="list-style-type: none"> Optional. Defaults to unchecked.
View (button)	Views the referenced document	<ul style="list-style-type: none"> Optional.
Default (button)	Brings over accounting data from a referenced document line (if Copy Forward was not used when creating the current form). However, will not bring forward the ACT number.	<ul style="list-style-type: none"> Optional.
Accounting Dimensions (section)		
Template	<p>The accounting template used to obtain the accounting strip.</p> <p>Valid values are listed in the Accounting Template Maintenance table.</p>	<ul style="list-style-type: none"> Required.

Field Name	Description	Features
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: <ul style="list-style-type: none"> Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY). 	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	<ul style="list-style-type: none"> Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	<ul style="list-style-type: none"> Will default based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Cost Element	The sub-object class code of the accounting strip. Valid values are listed in the SOC Maintenance table.	<ul style="list-style-type: none"> Required. Object class is inferred from the sub-object class.
Building #	The building of the accounting strip. Valid values are listed in the Building # Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.

Field Name	Description	Features
Veh Tag#	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
Work Item	The work item of the accounting strip. Valid values are listed in the Work Item Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
ABC Activity	The ABC Activity of the accounting strip. Valid values are listed in the ABC Activity Maintenance table.	<ul style="list-style-type: none"> May default and/or may become required, based on the accounting template selected.
User Dimensions 6 - 10	User dimensions 6-10 of the accounting strip. Valid values are listed in the User Dimension 6 - 10 Maintenance tables.	<ul style="list-style-type: none"> GSA not using.
Cost Organization	The cost organization code of the accounting strip. The value must be valid in the Organization maintenance table and be defined as a cost organization.	<ul style="list-style-type: none"> GSA not using.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding.	<ul style="list-style-type: none"> The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.
BETC	The Business Event Type Code (BETC). An 8 character code used to indicate the type of activity being reported.	<ul style="list-style-type: none"> GSA not using.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	<ul style="list-style-type: none"> GSA not using.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	<ul style="list-style-type: none"> GSA not using.
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the estimated accrual. Displayed in two fields: <ul style="list-style-type: none"> Field 1: Agreement number (must be valid in the Agreements table). Field 2: Line number. <p>Please refer to Section A.1.4.4: Agreement Group Box for a description of the fields in the Agreement group box.</p>	<ul style="list-style-type: none"> Optional. Enter only the numeric portion of the agreement number in field 1 and enter "1" in field 2.

Field Name	Description	Features
Contracts Line (section)	Used to specify a contract line item number (CLIN) or sub-contract line item number that is referenced by the estimated accrual.	▪ Optional.
Description (section)		
Description	A free text field 255 characters long used to enter additional information about the line.	▪ Optional.
Extended Description	A free text field 60000 characters long used to enter an extended description.	▪ Optional.
Save Template (button)	Updates the displayed line with any changes that have been made.	▪ Optional.

A.2.2 Suspend Schedules Tab

The **Suspend Schedules** tab displays the **Suspend Schedule** page, which displays the suspense schedule information for the selected Lease Profile. *Figure A-61: Suspend Schedule Page* displays the **Suspend Schedule** page.

Figure A-61: Suspend Schedule Page

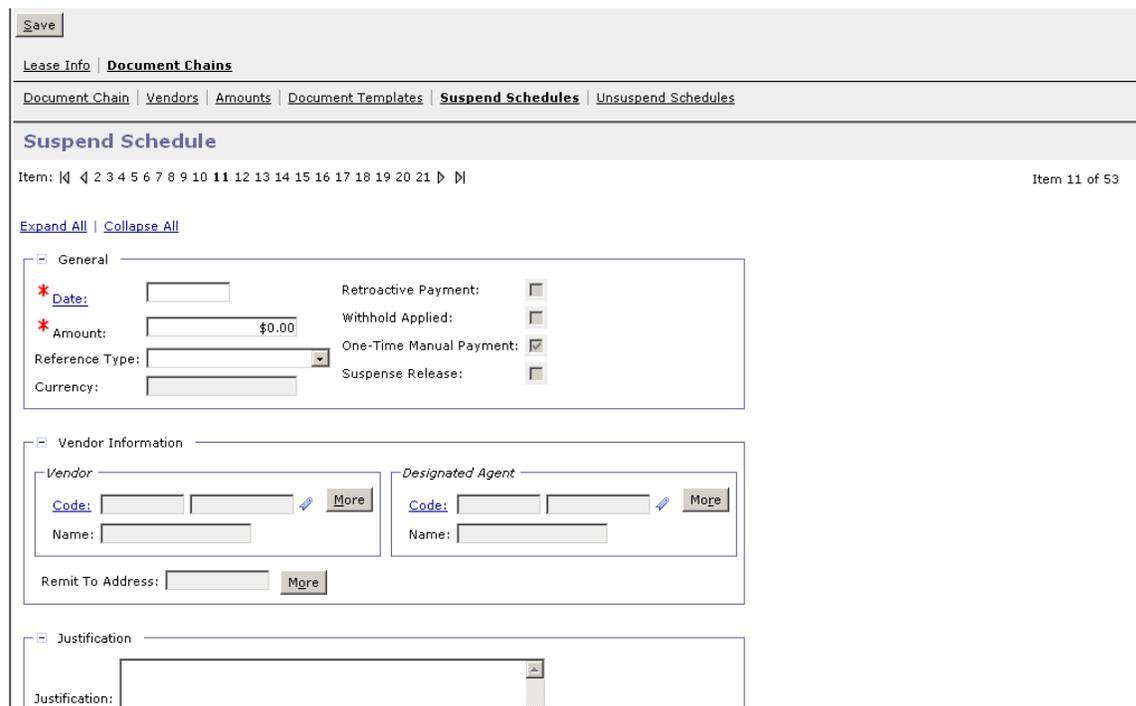


Figure A-62: Suspend Schedule Page Fields and Button Descriptions provides additional information about **Suspend Schedule** page fields and buttons.

Figure A-62: Suspend Schedule Page Fields and Button Descriptions

Field Name	Descriptions	Features
General (section)		
Date	Indicates the date of the suspend accrual document.	<ul style="list-style-type: none"> Required.
Amount	Indicates the dollar amount of the suspend accrual document.	<ul style="list-style-type: none"> Required.
Reference Type (drop-down list)		
Miscellaneous Reference	If selected, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	<ul style="list-style-type: none"> Defaults to selected for a one-time payment.
Final Reference	If selected, liquidates the referenced document and returns unused money to the budget.	<ul style="list-style-type: none"> System-maintained.
Neither	If selected, payment document will directly reference the commitment.	<ul style="list-style-type: none"> System-maintained.
Currency	The currency code of the transaction. Must be a valid value on the Currency Code maintenance table.	<ul style="list-style-type: none"> System-maintained.
Retroactive Payment (check box)	Indicates a makeup document on the suspend schedule as a result of an amount change.	<ul style="list-style-type: none"> System-maintained.
Withhold Applied (check box)	Indicates withhold has been applied as a result of an amount change to a document on the suspend schedule.	<ul style="list-style-type: none"> System-maintained.
One-Time Manual Payment (check box)	Indicates a one-time accrual document on the suspend schedule.	<ul style="list-style-type: none"> System-maintained.
Suspense Release (check box)	Indicates a suspense release payment on the schedule.	<ul style="list-style-type: none"> System-maintained.
Vendor Information (section)		
Vendor (group box)		
Code	<p>Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.

Field Name	Descriptions	Features
Name	The name of the suggested vendor who may provide the requested goods or services.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table.
More (button)	Displays the Vendor Details page that identifies address information about the vendor. <i>Please refer to Section A.1.1.1: More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Remit To Address	Address code of vendor receiving payment.	<ul style="list-style-type: none"> System-maintained.
More (button)	Displays address information about the vendor receiving payment. <i>Please refer to Section 0: More Button (Remit To Address Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Designated Agent (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the designated agent. The designated agent is used in the assignment of contracts and/or delivery orders to specify a different vendor to assign the contract to, other than the vendor originally associated with the contract. This information will automatically default when the associated contract number or delivery order number is entered.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table.
More (button)	Displays the Vendor Details page that identifies additional information about the designated agent. <i>Please refer to Section A.1.1.3: More Button (Designated Agent Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Justification (section)		
Justification	A free text field 255 characters long used to enter additional information about the suspend schedule.	<ul style="list-style-type: none"> Optional.
Save (button)	Updates the changes to the displayed suspended schedule information.	<ul style="list-style-type: none"> Optional.

Field Name	Descriptions	Features
Reset Periods (button)	Allows the suspend schedule to clear manual changes so that the suspend schedule returns to the system periodic payments. One-time payments, retroactive or an applied withhold will not be cleared from the suspend schedule when resetting periods.	<ul style="list-style-type: none"> Optional.
Reset Line (button)	A manual change and/or system calculated applied withhold to the suspend schedule payment line will be removed and the suspend schedule payment line will return to its original system calculated date and amount. Resetting a suspend schedule payment line cannot be used for a one-time payment suspend schedule line, a retroactive payment suspend schedule line, or a suspense release payment schedule line.	<ul style="list-style-type: none"> Optional.

A.2.3 Unsuspend Schedules Tab

The **Unsuspend Schedules** tab displays the **Unsuspend Schedule** page, which displays the release schedule information for the selected Lease Profile. *Figure A-63: Unsuspend Schedule Page* displays the **Unsuspend Schedule** page.

Figure A-63: Unsuspend Schedule Page

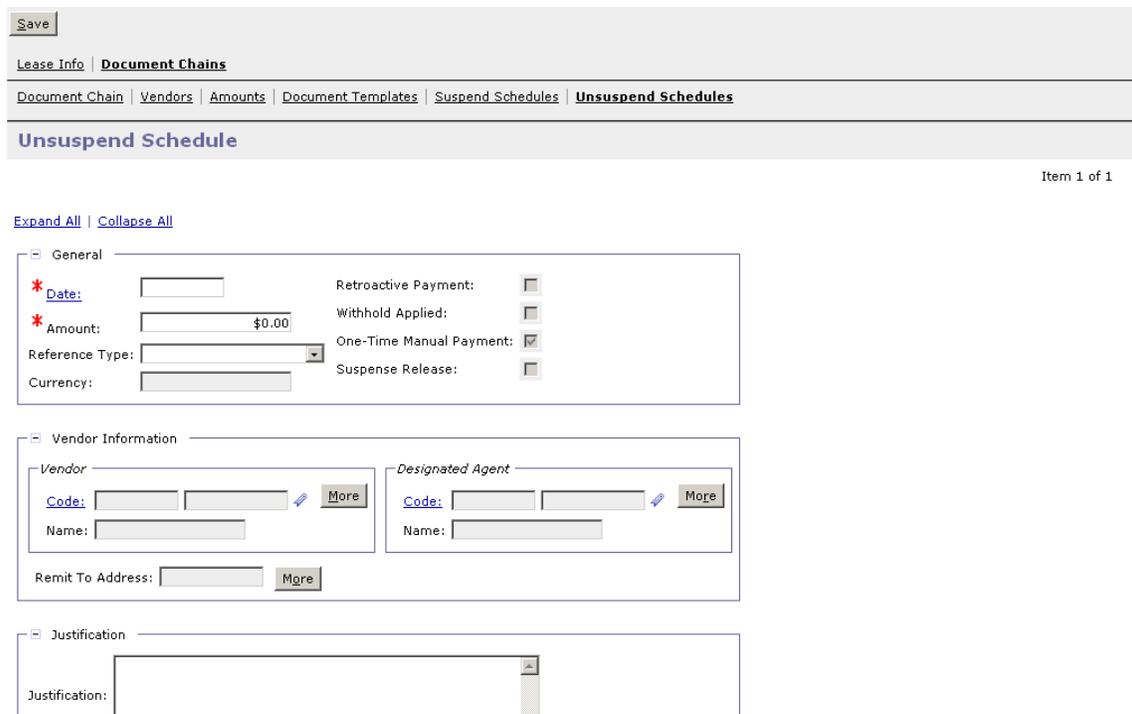


Figure A-64: Unsuspend Schedule Page Field Descriptions provides additional information about **Unsuspend Schedule** page fields and buttons.

Figure A-64: Unsuspend Schedule Page Field Descriptions

Field Name	Descriptions	Features
General (section)		
Date	Indicates the date the suspense release document will be scheduled for creation.	<ul style="list-style-type: none"> Required.
Amount	Indicates the dollar amount the suspense release document will be scheduled for creation.	<ul style="list-style-type: none"> Required.
Reference Type (drop-down list)		
Miscellaneous Reference	If selected, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	<ul style="list-style-type: none"> Defaults to selected for a one-time payment.
Final Reference	If selected, liquidates the referenced document and returns unused money to the budget.	<ul style="list-style-type: none"> System-maintained.
Neither	If selected, payment document will directly reference the commitment.	<ul style="list-style-type: none"> System-maintained.
Currency	The currency code of the transaction. Must be a valid value on the Currency Code maintenance table.	<ul style="list-style-type: none"> System-maintained.
Retroactive Payment (check box)	Indicates a makeup document on the unsuspend schedule as a result of an amount change.	<ul style="list-style-type: none"> System-maintained.
Withhold Applied (check box)	Indicates withhold has been applied as a result of an amount change to a document on the unsuspend schedule.	<ul style="list-style-type: none"> System-maintained.
One-Time Manual Payment (check box)	Indicates a one-time accrual document on the unsuspend schedule.	<ul style="list-style-type: none"> System-maintained.
Suspense Release (check box)	Indicates a suspense release payment on the schedule.	<ul style="list-style-type: none"> System-maintained.
Vendor Information (section)		
Vendor (group box)		
Code	<p>Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.

Field Name	Descriptions	Features
Name	The name of the suggested vendor who may provide the requested goods or services.	<ul style="list-style-type: none"> System-maintained. This value will be defaulted from the Vendor Maintenance table.
More (button)	Displays the Vendor Details page that identifies address information about the vendor. <i>Please refer to Section A.1.1.1: More Button (Vendor Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Remit To Address	Address code of vendor receiving payment.	<ul style="list-style-type: none"> System-maintained.
More (button)	Displays address information about the vendor receiving payment. <i>Please refer to Section 0: More Button (Remit To Address Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Designated Agent (group box)		
Code	Displayed in two fields: <ul style="list-style-type: none"> Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1. 	<ul style="list-style-type: none"> System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the designated agent. The designated agent is used in the assignment of contracts and/or delivery orders to specify a different vendor to assign the contract to, other than the vendor originally associated with the contract. This information will automatically default when the associated contract number or delivery order number is entered.	<ul style="list-style-type: none"> System-maintained.
More (button)	Displays the Vendor Details page that identifies additional information about the designated agent. <i>Please refer to Section A.1.1.3: More Button (Designated Agent Group Box) for a description of the fields in the Vendor Details page.</i>	<ul style="list-style-type: none"> Unavailable unless vendor information criteria is entered in the code fields.
Justification (section)		
Justification	A free text field 255 characters long used to enter additional information about the unsuspend schedule.	<ul style="list-style-type: none"> Optional.

Field Name	Descriptions	Features
Save (button)	Updates the changes to the displayed un-suspended schedule information.	<ul style="list-style-type: none"> ▪ Optional.
Reset Periods (button)	Allows the schedule to clear manual changes so that the schedule returns to the system periodic payments. One-time payments, retroactive or an applied withhold will not be cleared from the schedule when resetting periods.	<ul style="list-style-type: none"> ▪ Optional.
Reset Line (button)	A manual change and/or system calculated applied withhold to the unsuspend schedule payment line will be removed and the unsuspend schedule payment line will return to its original system calculated date and amount. Resetting an unsuspend schedule payment line cannot be used for a one-time payment unsuspend schedule line, a retroactive payment unsuspend schedule line, or a suspense release payment schedule line.	<ul style="list-style-type: none"> ▪ Optional.

B Lease Accounting Management Document Types

Figure B-1: Lease Accounting Management Document Types Table displays document types for documents in Lease Accounting Management.

Figure B-1: Lease Accounting Management Document Types Table

Document Type	Document Name
LO	Lease Commitment
LP	Regular Lease Payment and Miscellaneous Lease Payments (<i>i.e.</i> , Rental of Facilities, Other; CPI Accrual Payments, Settlements and Buyouts)
LM	Tax and Interest Lease Payments
LR	Suspense Accrual
LU	Regular Lease Accrual created outside of Lease Accounting Management
RO	PBS Recurring Contracts Order
RA	PBS Recurring Contracts Estimated Accrual
RT	PBS Recurring Contracts Blanket Receipt