



Pegasys Quick Reference Guides

Change a Regularly Scheduled Lease Payment

1. Select **Reference** → **Document** → **Lease Profiles** from the Pegasys menu bar.

Figure 1: Search-Lease Profile

Search - Lease Profile

Search Criteria

Code

Name

Short Name

Status

Security Org

Effective Dates

From Date

To Date

No results ⌵ ⌶ ⌷ ⌸

Code	Name	Short Name	Status	Start Date	End Date	Security Org
<input type="button" value="Open"/> <input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> 10 per page << Page 1 of 1 >>						

[Go to top of Main Content](#)

2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **lease profile** for the one-time payment.
5. Select **Open**.
 - a. The Lease info page will display.

Figure 2: Lease Info Page

Pegasys / Reference / Document / Lease Profiles / Lease Info

LEASE INFO

Expand All Collapse All

General

* Code Succeeded/Superseded Lease

* Name Succeeded/Superseded By

Short Name Modification Date

Status Last Modified By

* Security Org Effective Dates

* Creation Details From Date Lease Term in Months

To Date

Description

Description



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6. Select the **Document Chains** tab.

Figure 3: Document Chains Tab

Pegasys / Reference / Document / Lease Profiles / Lease Info / **Document Chains**

DOCUMENT CHAINS

Lease Info | **Document Chains**

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

1 - 1 of 1 results

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

Add Copy Remove

10 per page Page 1 of 1

Go to top of Main Content

7. Select the appropriate **Document Chain** for the payment change.
8. Select the **Document Templates** link.
9. Choose the appropriate document template.
10. Select the **Schedules** link.
 - a. The Schedules page will display.

Figure 4: Schedules Page

Pegasys / Reference / Document / Lease Profiles / Lease Info / Document Chains / Document Templates / **Schedules**

Lease Info | **Document Chains**

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

SCHEDULES

Document Template | Frequencies | Amounts | **Schedules**

Schedule

1 - 10 of 13 results

Date	Payment Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
<input type="radio"/> 10/12/2013	\$0.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 11/12/2013	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 12/12/2013	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 01/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 02/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 03/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 04/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 05/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 06/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 07/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
Totals	\$12.00							

Reset Periods Reset Line Add Copy Remove

10 per page Page 1 of 2

Save

11. Select the appropriate line, and select the **Schedule** link.
12. Enter the new amount in the **Amount** field.
13. Enter a **Justification**.



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14. Select **Save** to save the changes to the schedule.
15. Select **Save** to update the lease profile.