



Pegasys Quick Reference Guide

Create a Chain by Copying a Previous Chain

1. Open the **Lease Profile**.
2. Select the **Document Chains** tab.

Figure 1: 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](#)

3. Select the previous chain.
4. Select **Copy**.
5. Select the **Document Templates** tab.

Figure 2: Document Templates Tab

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

Lease Info | **Document Chains**

DOCUMENT TEMPLATES

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

Document Template | Frequencies | Amounts | Schedules

1 - 1 of 1 results

Record Number	Document Type	Final Last Reference	Referenced Record Number
1	RO	False	0

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6. Select the payment record.
7. Select the **Document Template** link.
8. Select **Template**.



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Figure 3: Document Template

Pegasys / Reference / Document / Lease Profiles / Lease Info / Document Chains / Document Templates / Document Template

Lease Info | **Document Chains**

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

DOCUMENT TEMPLATE

Document Template | Frequencies | Amounts | Schedules

Item 1 of 1 Expand All Collapse All

General

* Document Type: RO

First Creation Date: 08/27/2013

Status: Inactive

Copy Fwd From Template Record

Referenced Record Number:

Final Last Reference

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay Specific Periodic Payments Prompt Pay Type:

Retroactive Payments Subject to Prompt Pay

9. Select **Finish**.

a. The Header page of the Payment Form will display.

10. Review the Vendor Information section to ensure that the appropriate vendor codes are displayed.

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

12. Select **Add** to add the new accounting line on the payment form.

Figure 4: Add Header Accounting Line

HEADER ACCOUNTING LINES

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Credit Cards | ...

Header Accounting Line | Tax Lines

No results Filter Refresh Sort

Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	BI
Total Header Funded Amou													

References... **Add** Copy Remove Reset Replace 10 per page Page 1 of 1

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

14. Enter or search for a template for the accounting line in the **Accounting Dimensions** box. Add accounting elements that are required but not populated by the accounting dimension template, including activity, SOC, Lease #, and Bldg #.



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NOTE: Downstream Document Templates may have generic Document Reference information populated. Do not delete this generic Document Reference data unless an actual Document Number that exists outside of the Lease module needs to be referenced.

15. Select **Verify**.
16. Select **Save Template**.
17. Select **Close Template** to return to the Lease Profile.