



# Pegasys Quick Reference Guide

## Entering an Annual Amount Change for a Lease

1. Open the **Lease Profile** by selecting **Reference** → **Document** → **Lease Profiles** on the Pegasys menu bar.
2. Enter the lease code in the **Code** field.

**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"/>						

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3. Select **Search**.
4. Select the lease profile for the amount change.
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 1B3G70016

\* Name ABC Co - TEST

Short Name LTedder

Status Inactive v

\* Security Org PBS ☆

\* Creation Details Neither v

Succeeded/Superseded Lease

Succeeded/Superseded By

Modification Date 10/09/2013

Last Modified By laratedder

Effective Dates

From Date 08/27/2013

To Date 08/27/2013

Lease Term in Months

— Description

Description TEST - Recurring Consolidation



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6. Select the **Document Chains** tab.
7. Select the appropriate Document Chain.
8. Select the **Document Templates** tab.
9. For both the LP and LO document templates, select the **Schedules** link.
10. Select the **Withhold Applied** column to sort.  
**NOTE:** If there are existing withholds, you will need to account for them when entering a new Rent amount.
11. Select the **Amounts** tab.
  - a. The Amounts page will display.
12. Select **Add**.

**Figure 3: Add Amounts**

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

Lease Info | **Document Chains**

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

**AMOUNTS**

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

1 - 3 of 3 results

Change Effective Date	Payment Amount	Amount Interval	Number of Years (X)
<input type="radio"/> 08/27/2013	\$1.00	Monthly	0
<input type="radio"/> 09/01/2013	\$0.00	Monthly	0
<input type="radio"/> 11/01/2013	\$1.00	Monthly	0

**Add** Copy Remove

10 per page << Page 1 of 1 >>

Expand All Collapse All

General

- \* Change Effective Date
- \* Payment Amount
- \* Retroactive Document Options: Periodic Retroactive Documents
- Annual Amount
- \* Amount Interval: Annually
- Number of Years (X)

**Save**

13. Enter the new **Change Effective Date**.
14. Enter the new amount in the **Amount** field.
15. Select **Lump Retroactive Documents** from the **Retroactive Document Options** drop-down list box.
16. Select **Annually** from the **Amount Interval** drop-down list box.



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### Figure 4: Entering New Amount Information

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

Lease Info | Document Chains

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

**AMOUNTS**

Document Template | Frequencies | Amounts | Schedules

1 - 4 of 4 results

Change Effective Date	Payment Amount	Amount Interval	Number of Years (X)
<input type="radio"/> 08/27/2013	\$1.00	Monthly	0
<input type="radio"/> 09/01/2013	\$0.00	Monthly	0
<input type="radio"/> 11/01/2013	\$1.00	Monthly	0
<input checked="" type="radio"/> 03/16/2018	\$1.00	Annually	

Add Copy Remove

10 per page << Page 1 of 1 >>

Expand All Collapse All

General

\* Change Effective Date: 03/16/2018

\* Payment Amount: \$1.00

\* Retroactive Document Options: Periodic Retroactive Documents

Annual Amount: \$1.00

\* Amount Interval: Annually

Number of Years (X):

Description

Save

17. Enter a description in the **Description** field, if necessary.

18. Select the **Document Templates** tab.

### Figure 5: 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 - 2 of 2 results

Record Number	Document Type	Final Last Reference	Referenced Record Number
<input type="radio"/> 1	RO	False	0
<input checked="" type="radio"/> 2	LP	False	0

Add Copy Remove

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

20. Select the **Schedules** tab to review the schedules for the change made.

a. The Schedules page will display.

21. Select **Save**.