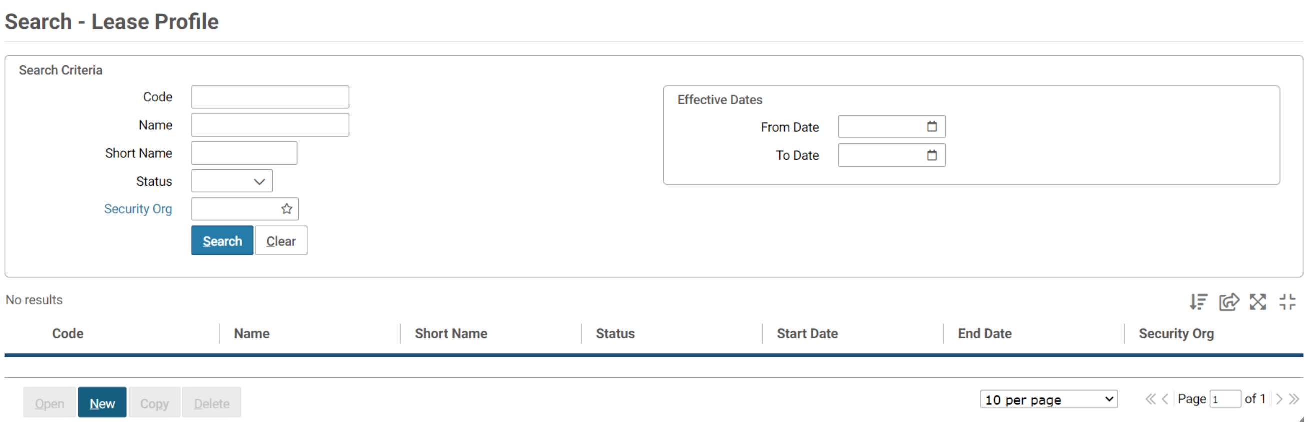
Pegasys Quick Reference Guide

Create a Lease Commitment Document Template

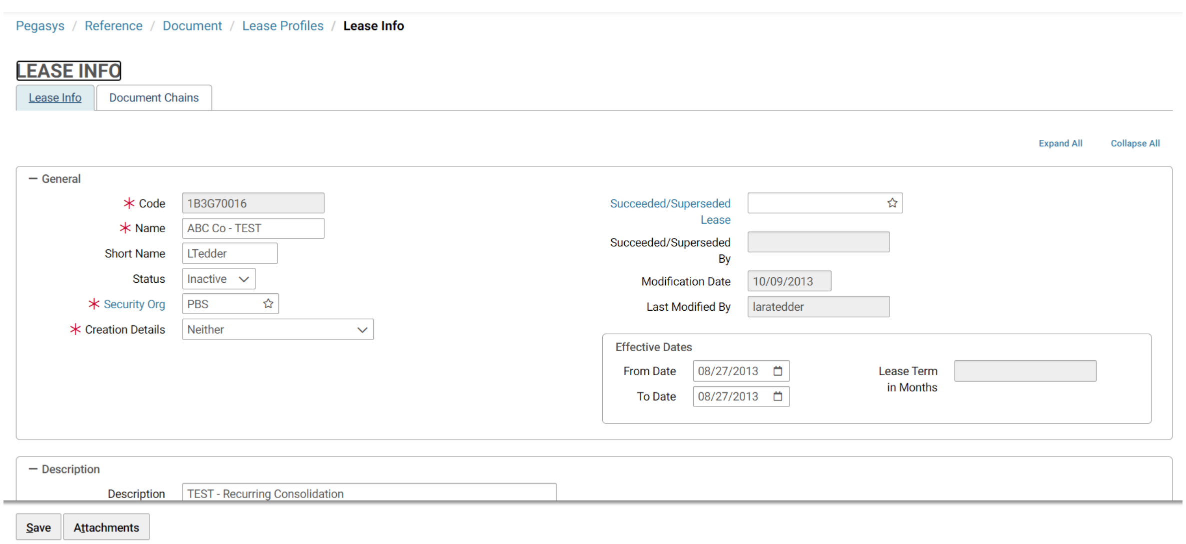
1. Open the **Lease Profile** by selecting **Reference → Document → Lease Profiles** on the Pegasys menu bar.
2. Enter the lease code in the **Code** field.

Figure 1: Search Lease Profile



3. Select **Search**.
4. Select the lease profile.
5. Select **Open**.
   a. The Lease info page will display.

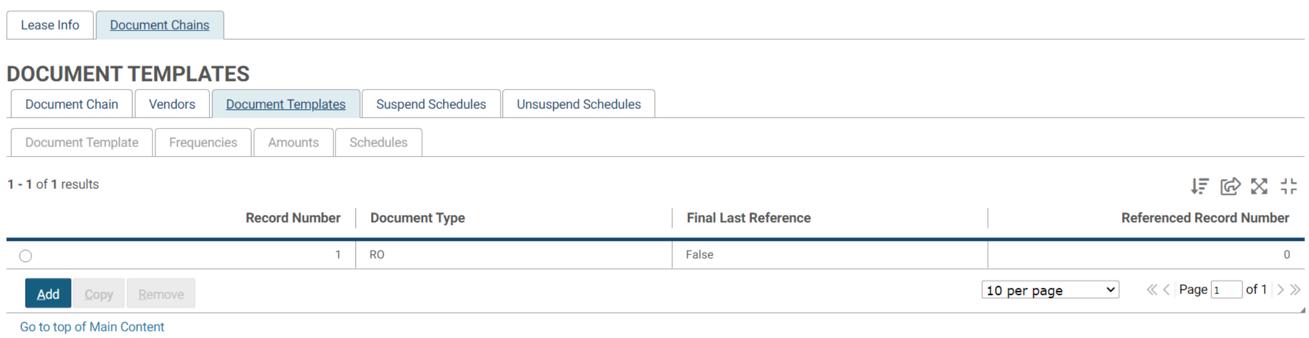
Figure 2: Lease Info Page



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

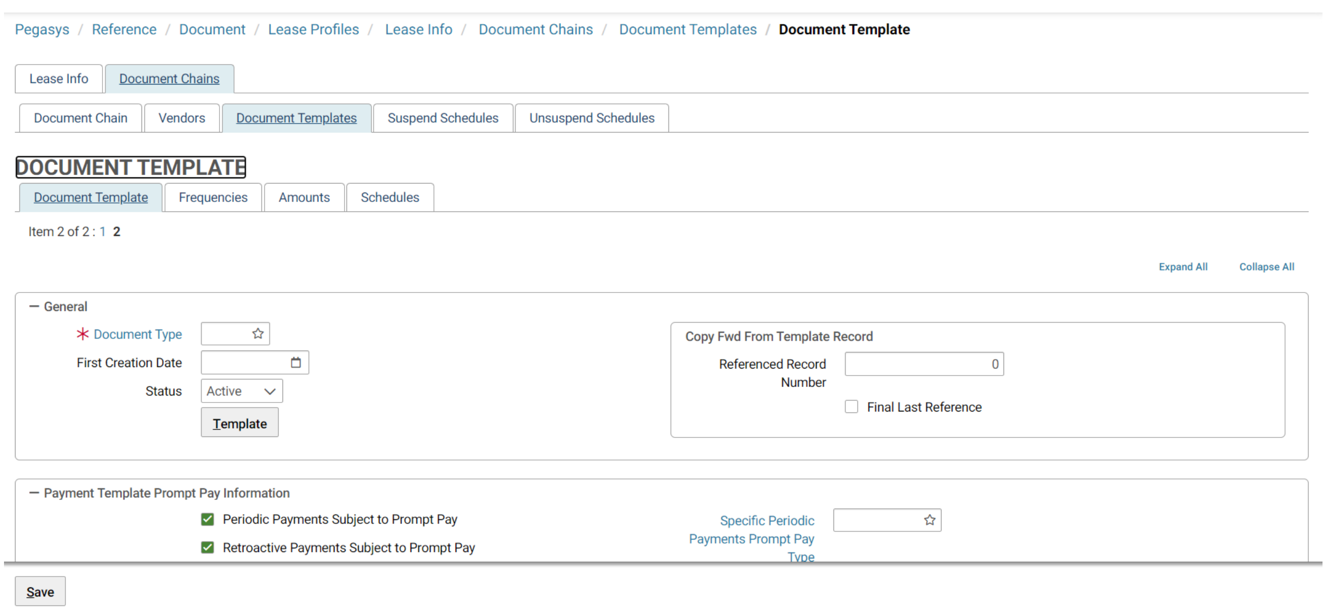
7. Select the appropriate Document Chain.
8. Select the **Document Templates** tab, and the Document Templates Page will display.

Figure 3: Document Templates Page



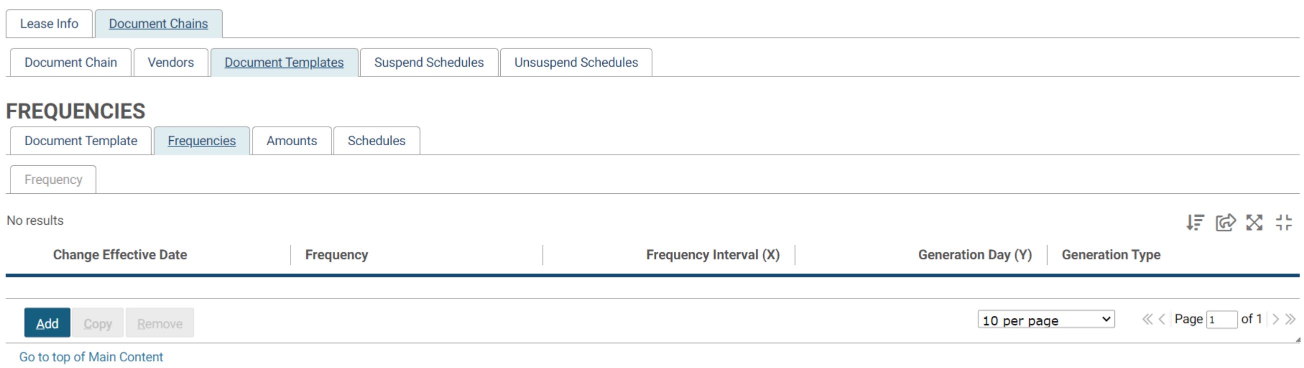
9. Select **Add**, and a new Document Template page will display.

Figure 4: New Document Template Page



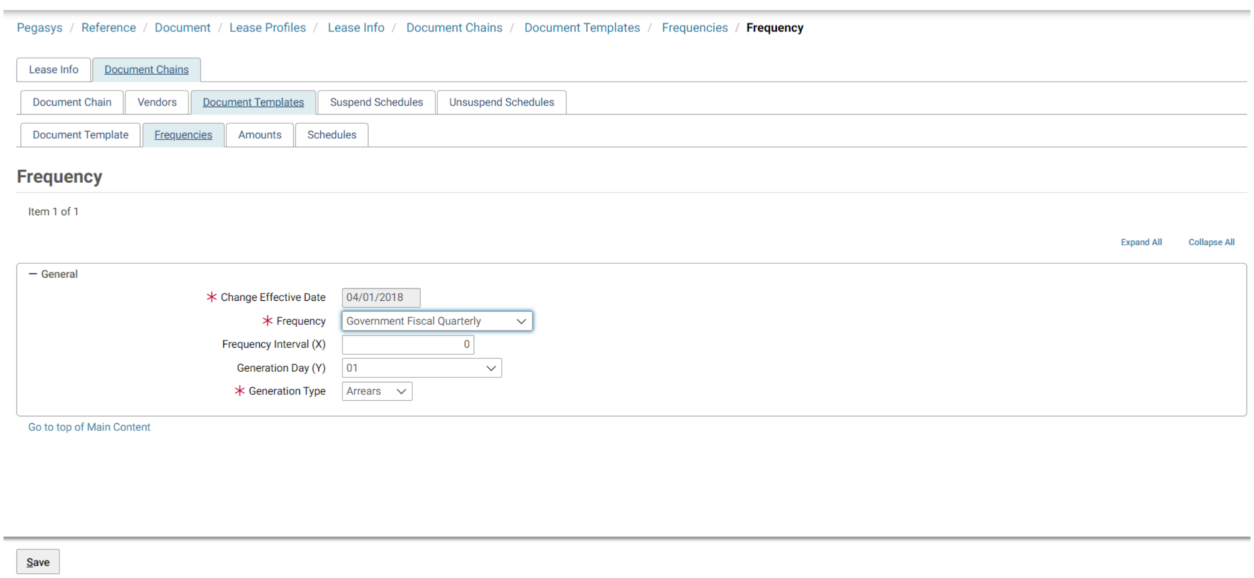
10. Enter **LO** in the **Document Type** field.
11. Enter the **First Creation Date**.
12. Select the **Frequencies** tab.

Figure 5: Frequencies Tab



13. Select **Add**, and a new Frequency page will display.

Figure 6: New Frequency Page



14. Enter the **Change Effective Date**.
15. Select **Government Fiscal Quarterly** from the **Frequency** drop-down list.
16. Select **Forward** from the **Generation Type** drop-down list.
17. Select the **Vendors** tab.
18. Select **Add**, and a new Vendor page will display.

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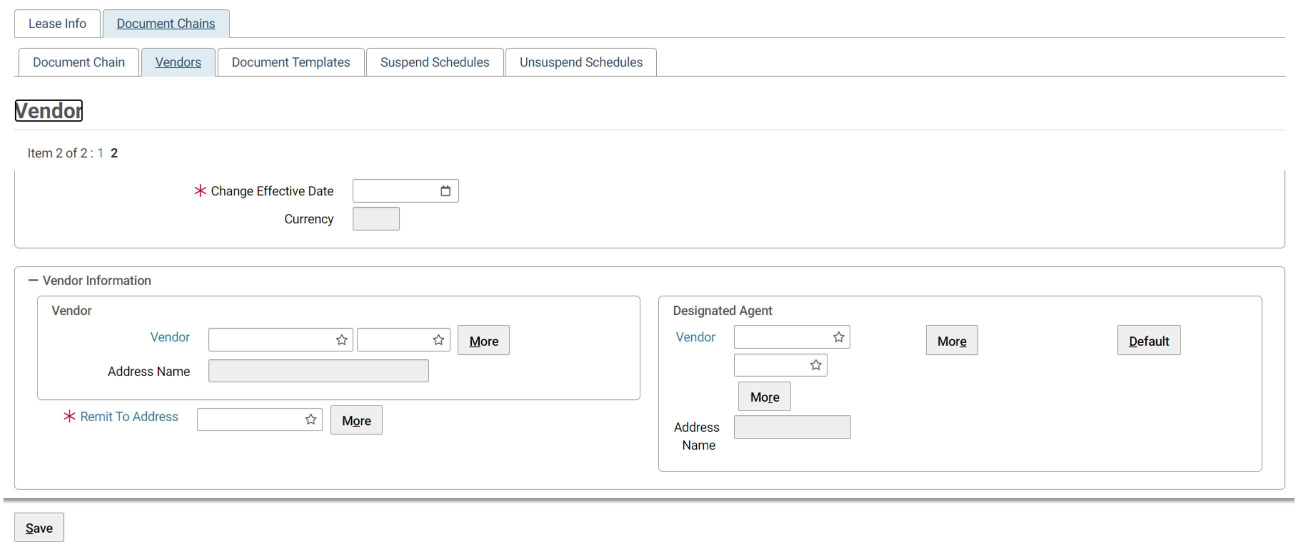
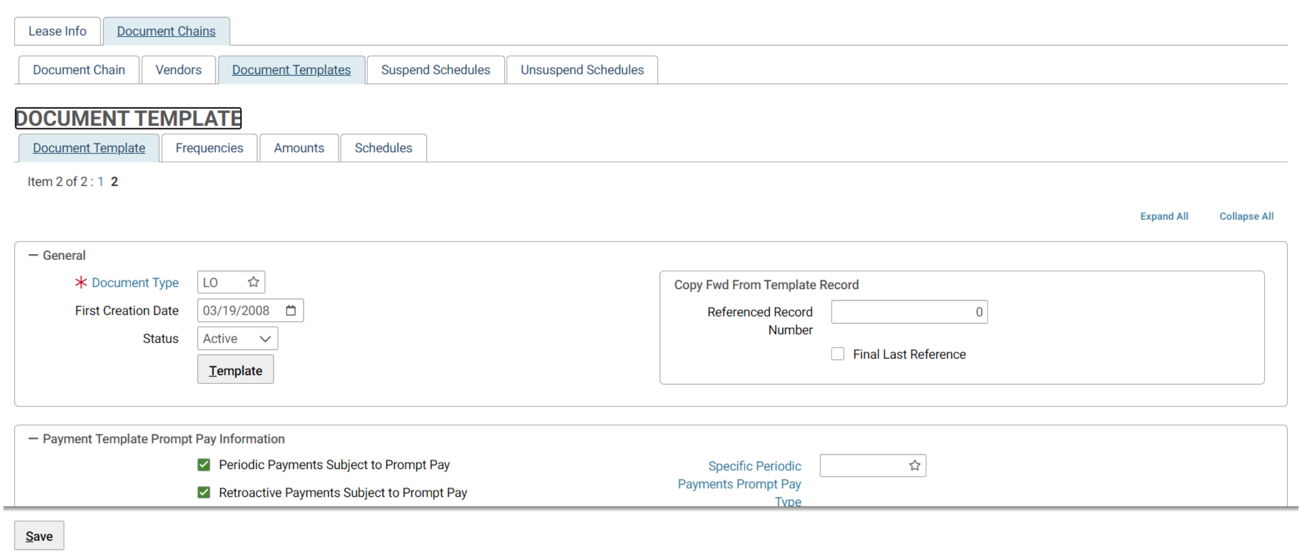
Figure 7: New Vendor



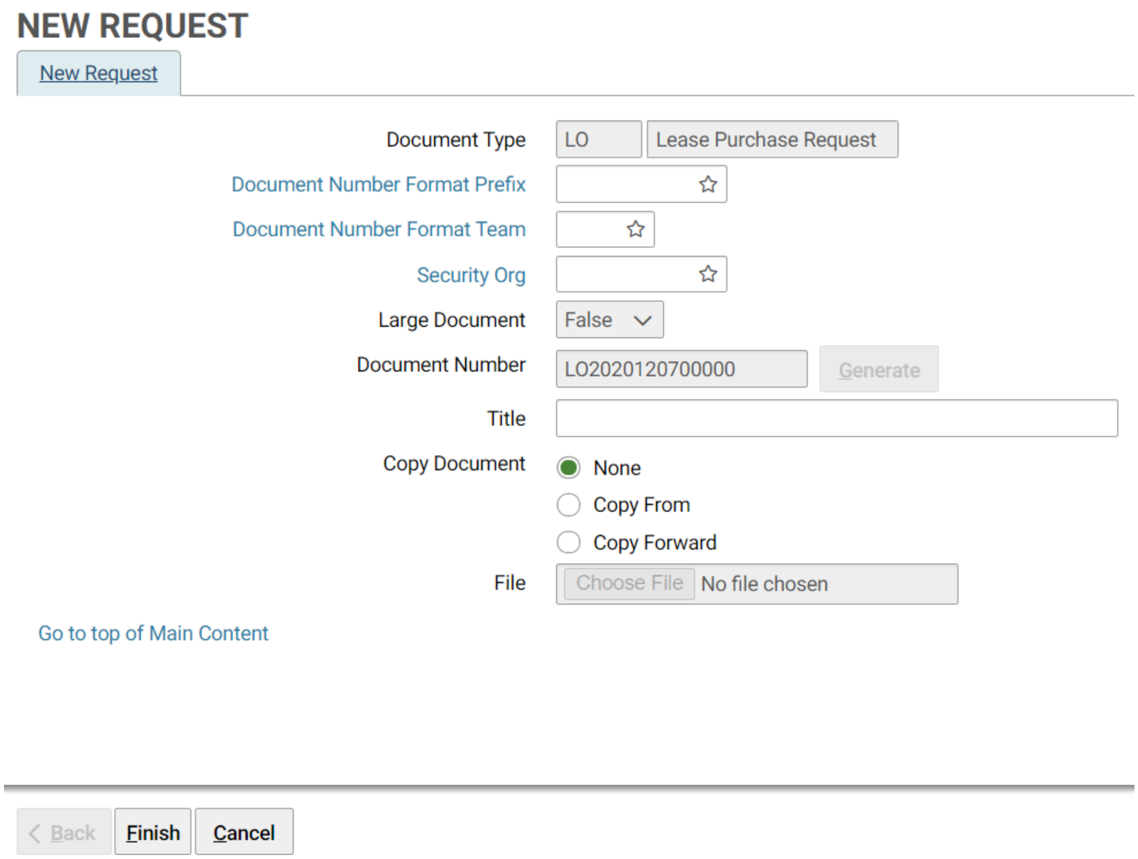
19. Enter the **Vendor Code** in the **Vendor Information** group box.
20. Enter the **Address Code** in the **Remit To Address** field.
21. Enter the **Vendor Code** in the **Designated Agent** field, if necessary.
22. Select the Document Templates tab.
23. Select the **LO** Document Type, and then select the **Document Templates** tab.

Figure 8: LO Document Template



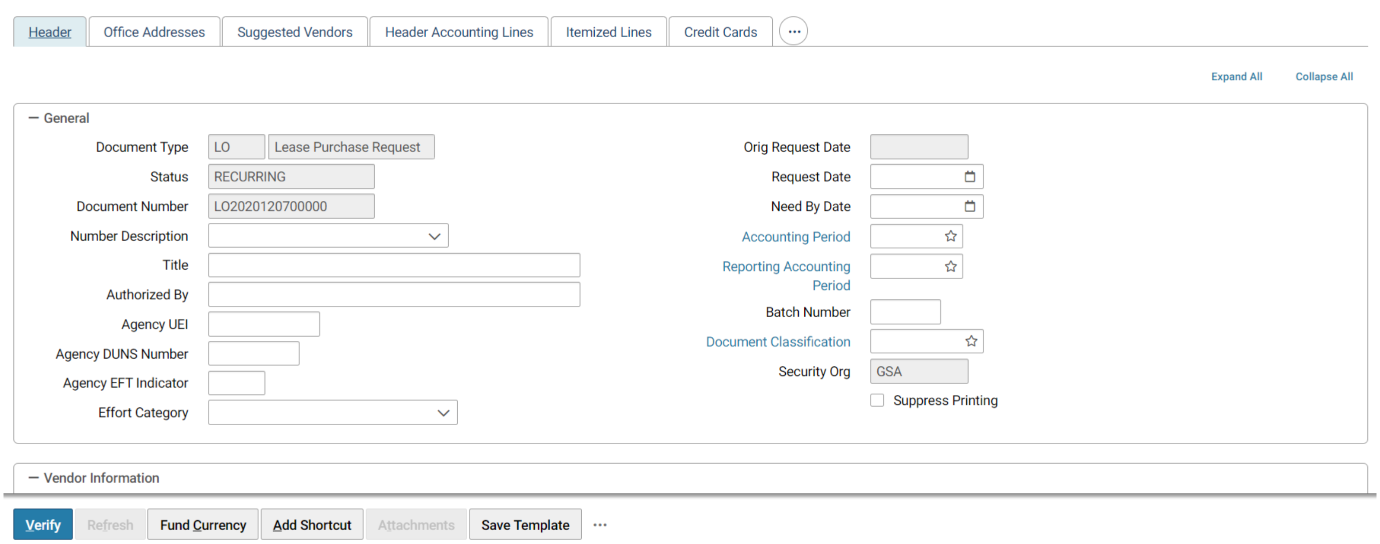
24. Select **Template**, and the New Request page will be displayed.

Figure 9: New Request



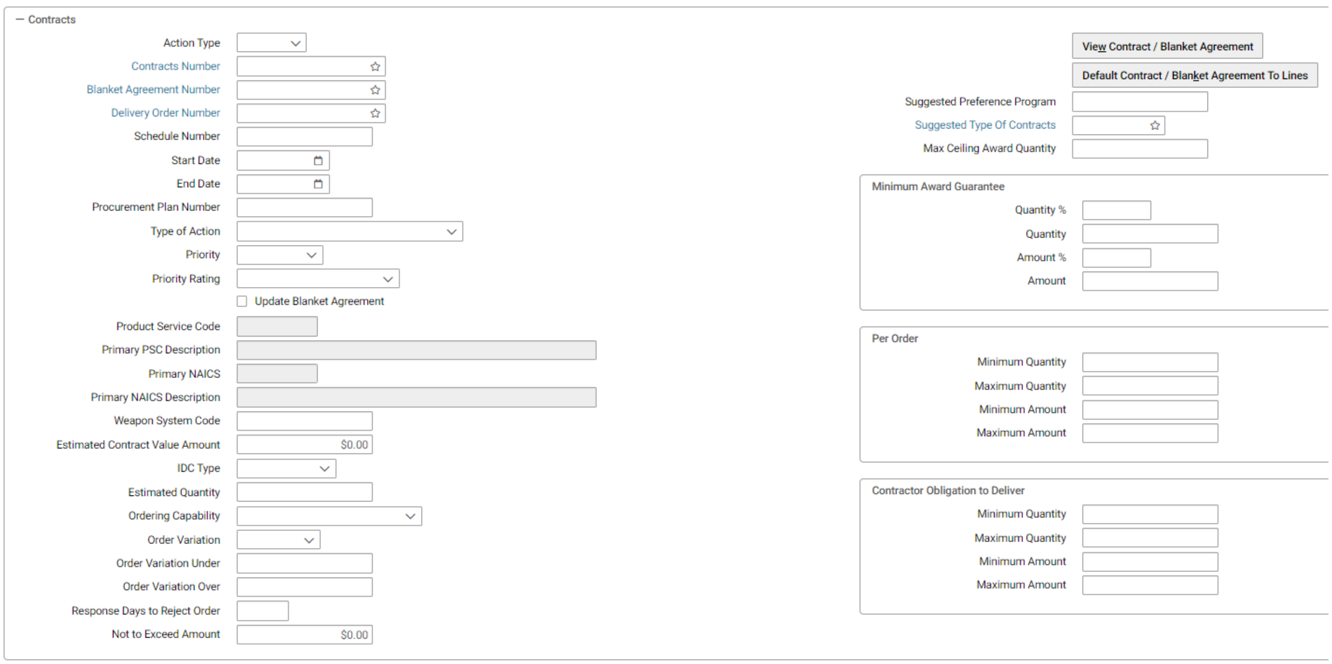
25. Select **Finish**, and the Lease Purchase Request Header page will be displayed.

Figure 10: Lease Purchase Request Header Page



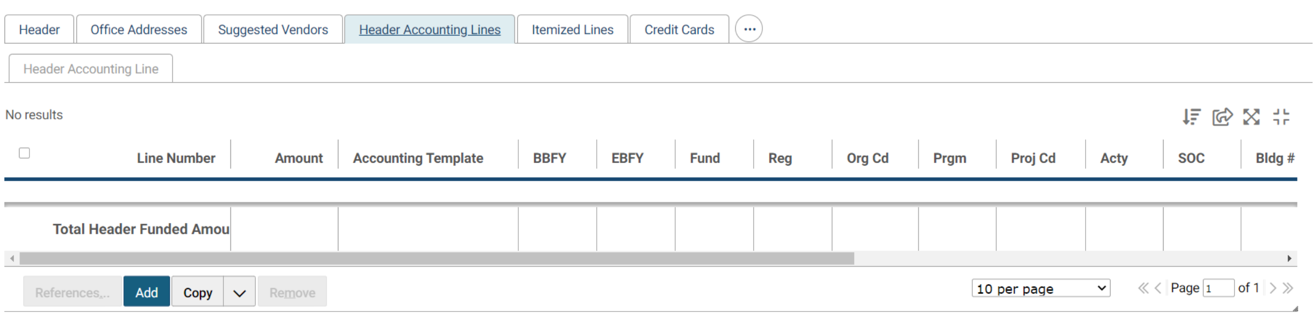
26. In the Contracts section, enter the **Lease Code** in the **Contracts Number** field.

Figure 11: Contracts Section



27. Select the **Header Accounting Lines** tab.
28. Select **Add** to add the accounting line to the Commitment form.

Figure 12: Header Accounting Lines Page



29. Select an accounting template for the accounting line.

    Add accounting elements that are required but not populated by the accounting dimension template, including activity, SOC, Lease #, and Bldg #.

    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.
30. Select **Verify**.
31. Select **Save Template**.

32. Select **Close Template** to return to the Lease Profile.