



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

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
------	------	------------	--------	------------	----------	--------------

10 per page << Page 1 of 1 >>

3. Select **Search**.
4. Select the lease profile.
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

* Security Org PBS

* Creation Details Neither

Succeeded/Superseded Lease

Succeeded/Superseded By

Modification Date 10/09/2013

Last Modified By lartedder

Effective Dates

From Date 08/27/2013

To Date 08/27/2013

Lease Term in Months

Description

Description TEST - Recurring Consolidation

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



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

Figure 3: Document Templates Page

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

Add Copy Remove 10 per page << Page 1 of 1 >>

[Go to top of Main Content](#)

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

Figure 4: New Document Template Page

[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 2 of 2 : 1 2 Expand All Collapse All

General

* Document Type ☆

First Creation Date 📅

Status Active ▾

Template

Copy Fwd From Template Record

Referenced Record Number

Final Last Reference

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay

Retroactive Payments Subject to Prompt Pay

Specific Periodic Payments Prompt Pay Type ☆

Save

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



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Figure 5: Frequencies Tab

Lease Info | Document Chains

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

FREQUENCIES

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

Frequency

No results

Change Effective Date	Frequency	Frequency Interval (X)	Generation Day (Y)	Generation Type
-----------------------	-----------	------------------------	--------------------	-----------------

Add Copy Remove

10 per page << Page 1 of 1 >>

Go to top of Main Content

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

Figure 6: New Frequency Page

Pegasys / Reference / Document / Lease Profiles / Lease Info / Document Chains / Document Templates / Frequencies / **Frequency**

Lease Info | Document Chains

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

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

Frequency

Item 1 of 1

Expand All Collapse All

— General

* Change Effective Date 04/01/2018

* Frequency Government Fiscal Quarterly

Frequency Interval (X) 0

Generation Day (Y) 01

* Generation Type Arrears

Go to top of Main Content

Save

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 9: New Request

NEW REQUEST

[New Request](#)

Document Type	LO	Lease Purchase Request
Document Number Format Prefix	<input type="text"/>	☆
Document Number Format Team	<input type="text"/>	☆
Security Org	<input type="text"/>	☆
Large Document	False	▼
Document Number	LO2020120700000	Generate
Title	<input type="text"/>	
Copy Document	<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward	
File	Choose File No file chosen	

[Go to top of Main Content](#)

[< Back](#) [Finish](#) [Cancel](#)

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

Figure 10: Lease Purchase Request Header Page

Header	Office Addresses	Suggested Vendors	Header Accounting Lines	Itemized Lines	Credit Cards	...
Expand All Collapse All						
- General						
Document Type	LO	Lease Purchase Request	Orig Request Date	<input type="text"/>		
Status	RECURRING		Request Date	<input type="text"/>		
Document Number	LO2020120700000		Need By Date	<input type="text"/>		
Number Description	<input type="text"/>		Accounting Period	<input type="text"/>		
Title	<input type="text"/>		Reporting Accounting Period	<input type="text"/>		
Authorized By	<input type="text"/>		Batch Number	<input type="text"/>		
Agency UEI	<input type="text"/>		Document Classification	<input type="text"/>		
Agency DUNS Number	<input type="text"/>		Security Org	GSA		
Agency EFT Indicator	<input type="text"/>		<input type="checkbox"/> Suppress Printing			
Effort Category	<input type="text"/>					
- Vendor Information						
Verify	Refresh	Fund Currency	Add Shortcut	Attachments	Save Template	...

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



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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**.



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