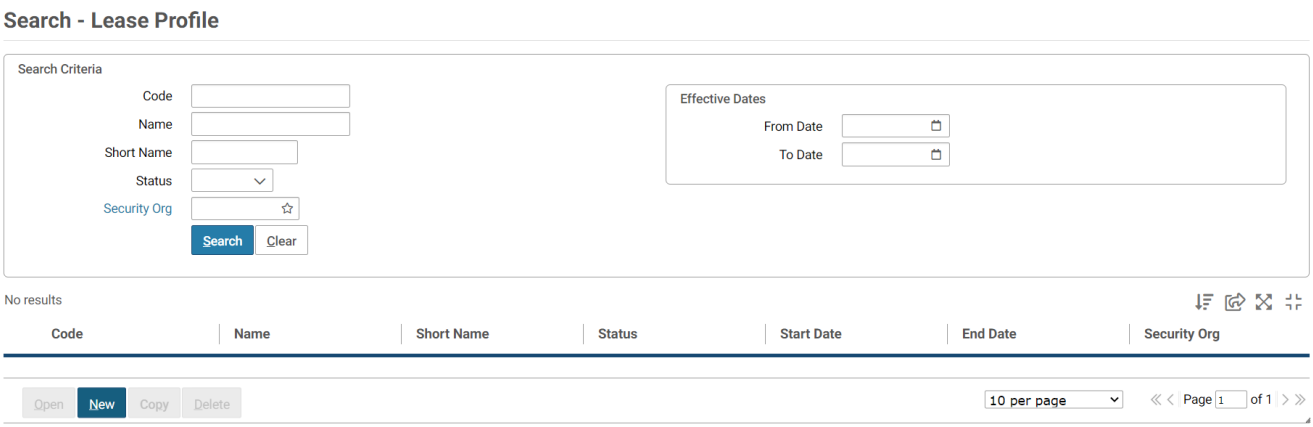
Pegasys Quick Reference Guide

Create a Lease Payment Document Template

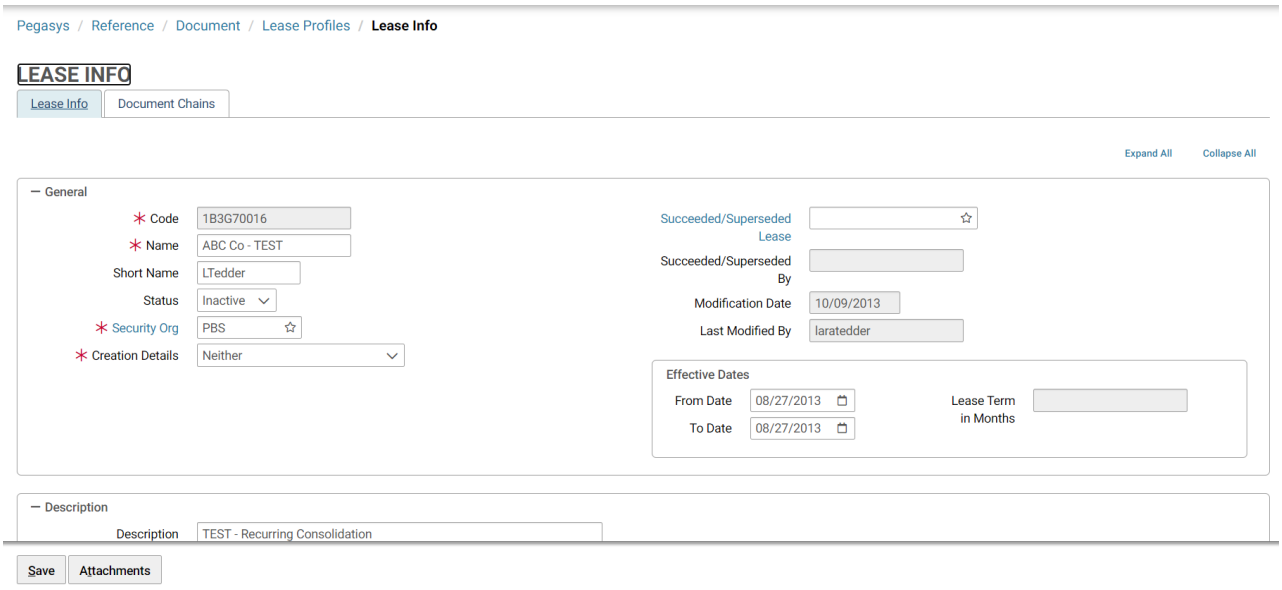
1. Open the **Lease Profile** by selecting **Reference → Document → Lease Profiles** on the Pegasys menu bar.
2. Enter the lease code in the **Code** field.

Figure 1: Search Lease Profile



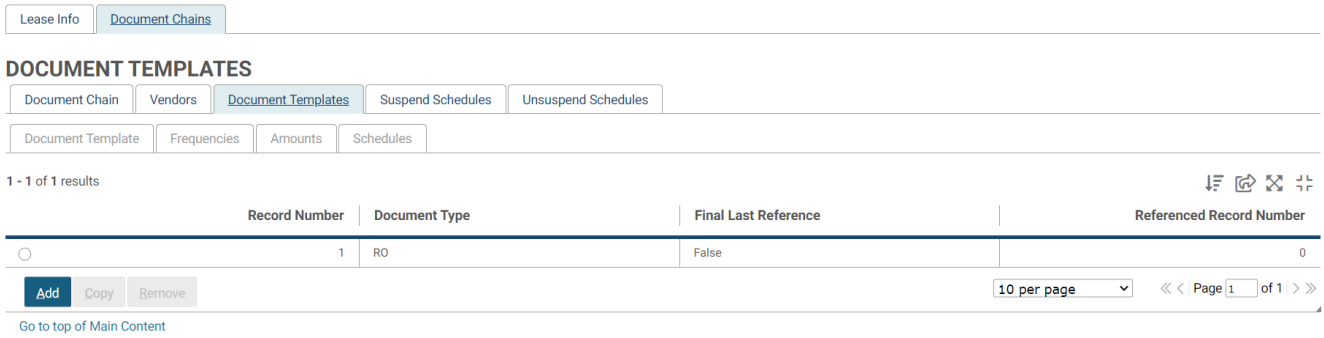
3. Select **Search**.
4. Select the lease profile.
5. Select **Open**.
    a. The Lease info page will display.

Figure 2: Lease Info Page



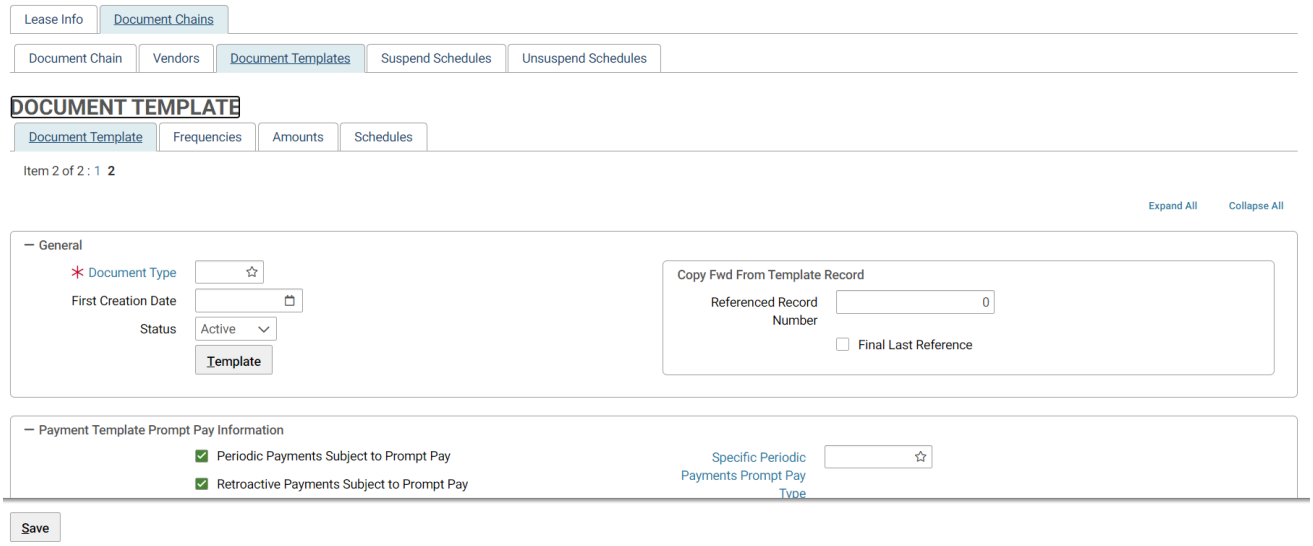
6. Select the **Document Chains** tab.
7. Select the appropriate Document Chain.
8. Select the **Document Templates** tab, and the Document Templates page will display.

Figure 3: Document Templates Page



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

Figure 4: New Document Template Page

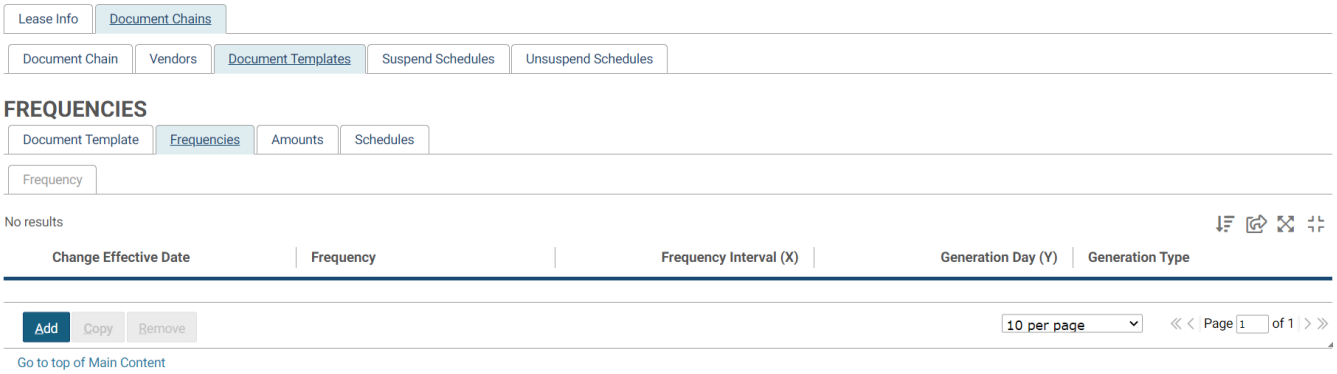


10. Enter **LP** in the **Document Type** field.
11. Enter the **First Creation Date**.

    NOTE: The Periodic Payments Subject to Prompt Pay and Retroactive Payments Subject to Prompt Pay checkboxes will be selected by default. To use a specific prompt pay type, enter **LEASE** or **STD** (depending on the chain and type of payment) in the **Specific Periodic Payments Prompt Pay Type** and **Specific Retroactive Payments Prompt Pay Type** fields. If left blank, the default prompt pay type will be used.

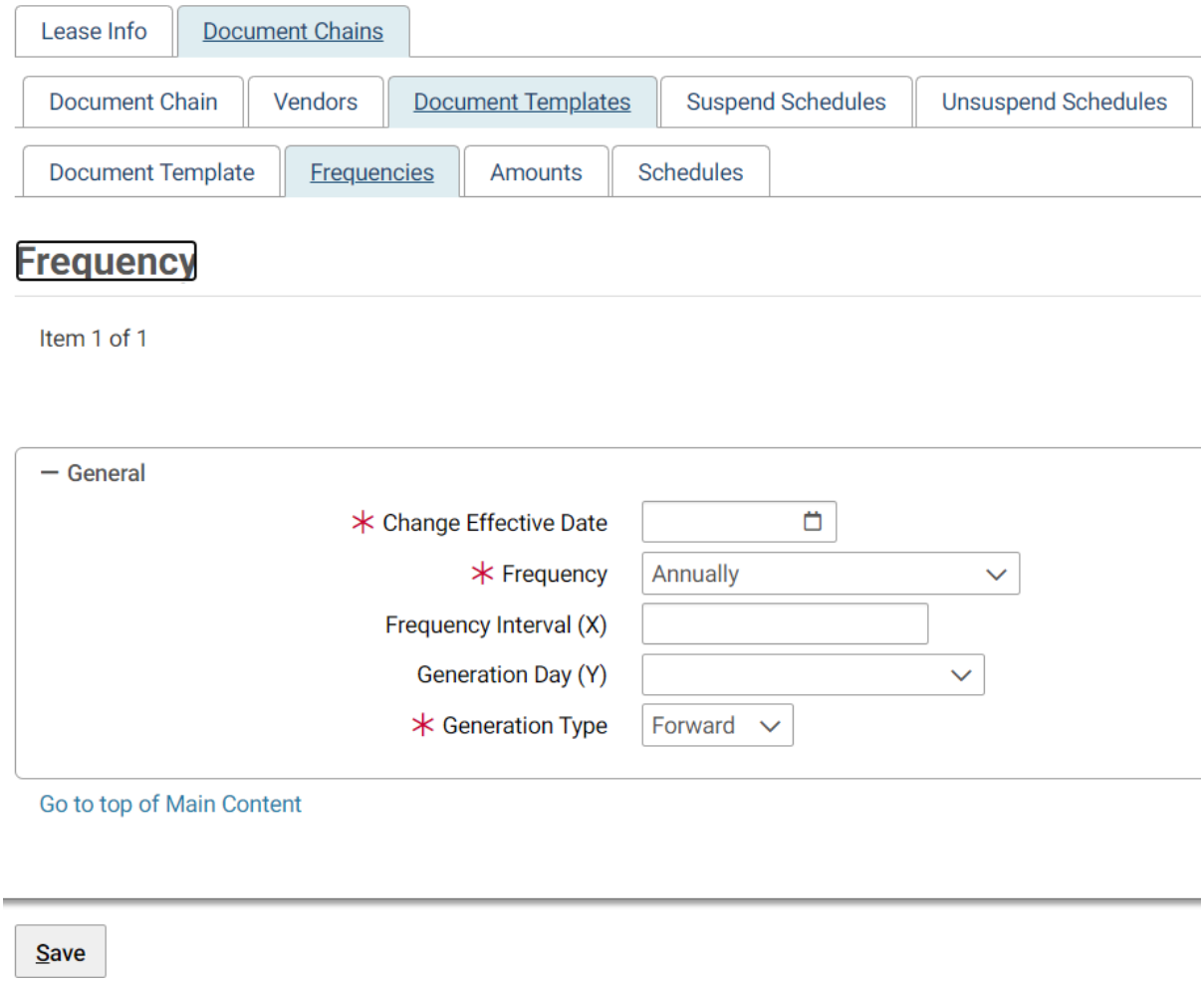
12. Select the **Frequencies** tab, and the Frequencies page will display.

Figure 5: Frequencies Page



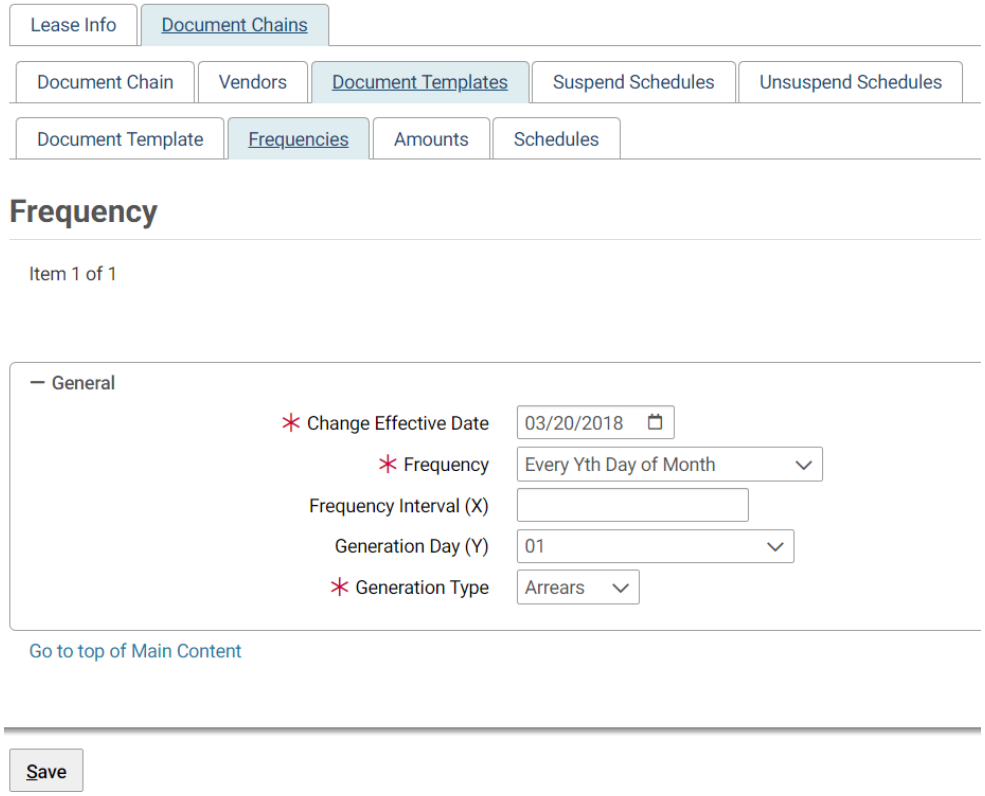
13. Select **Add**, and the new Frequency page will display.

Figure 6: New Frequency Page



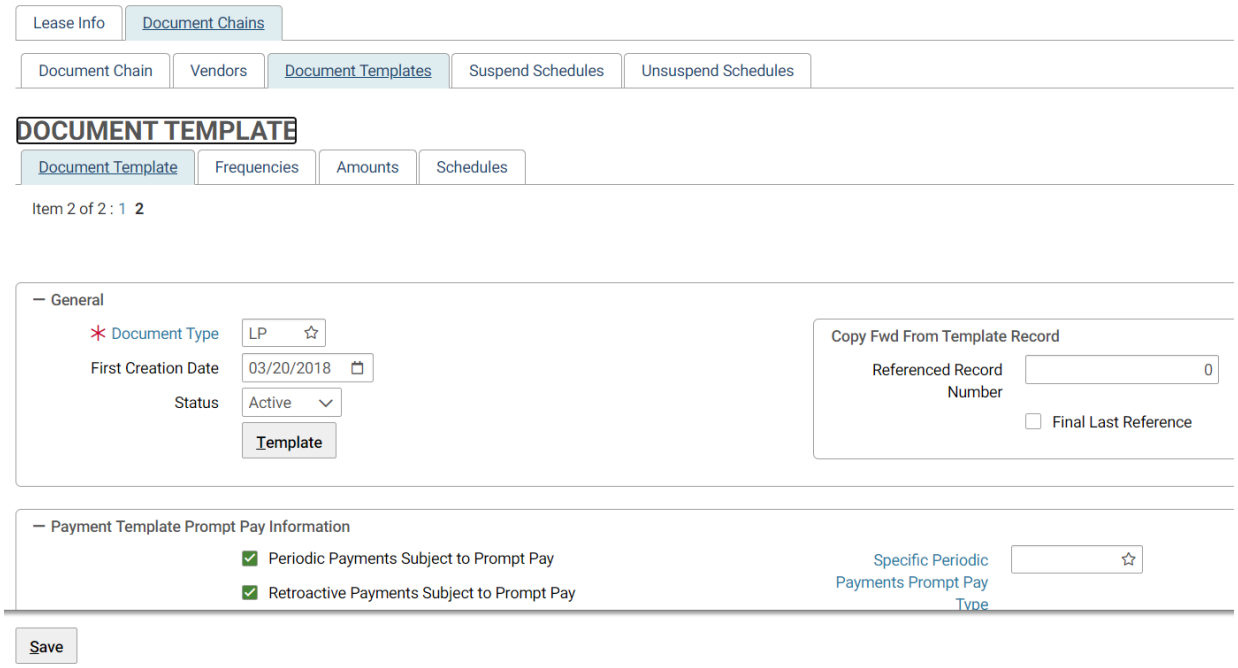
14. Enter the **Change Effective Date**.
15. Select **Every Yth Day of Month** from the **Frequency** drop-down list.
16. Select **01** from the **Generation Day** drop-down list.
17. Select **Arrears** from the **Generation Type** drop-down list.

Figure 7: New Frequency Page-Fields Populated



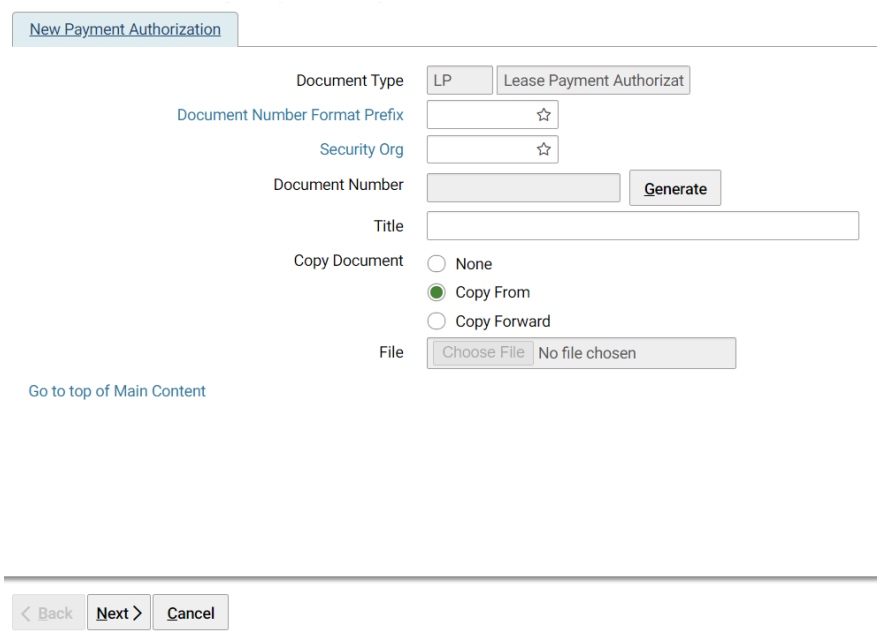
18. Select the **Document Templates** tab, and the Document Template page will be displayed.
19. Select the LP Document Type.
20. Select the Document Template tab

Figure 8: Document Template Page



21. Enter the referenced record number from the commitment record entered in the **Referenced Record Number** field.
22. Check the **Final Last Reference** box.
23. Select **Template**, and the New Payment Authorization page will display.

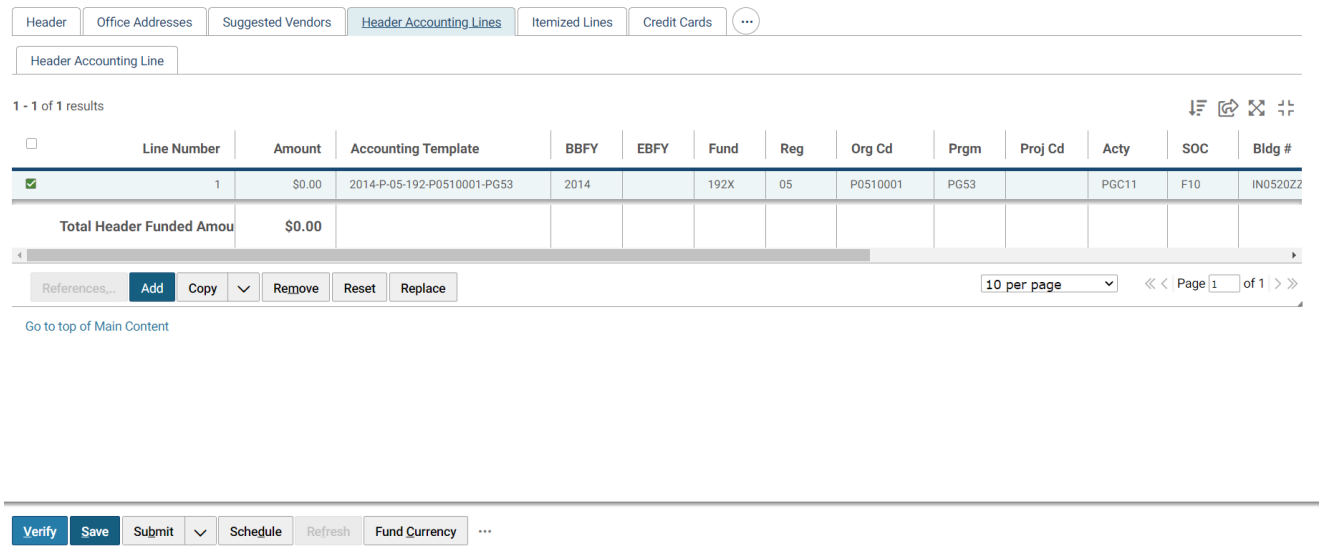
Figure 9: New Payment Authorization Page



24. Select **Copy From**.
25. Select **Next**.
26. Search for and select the **LO** document.
27. Select **Finish**.
28. Select the **Header Accounting Lines** tab, choose a line and select the **Header Accounting Line** link.

    NOTE: The Replace button (shown in **Figure 10**) can be used to simultaneously change or delete one or more field values while the Reset button restores the fields of a line to the last saved value.

Figure 10: Header Accounting Lines Page - Line Selected



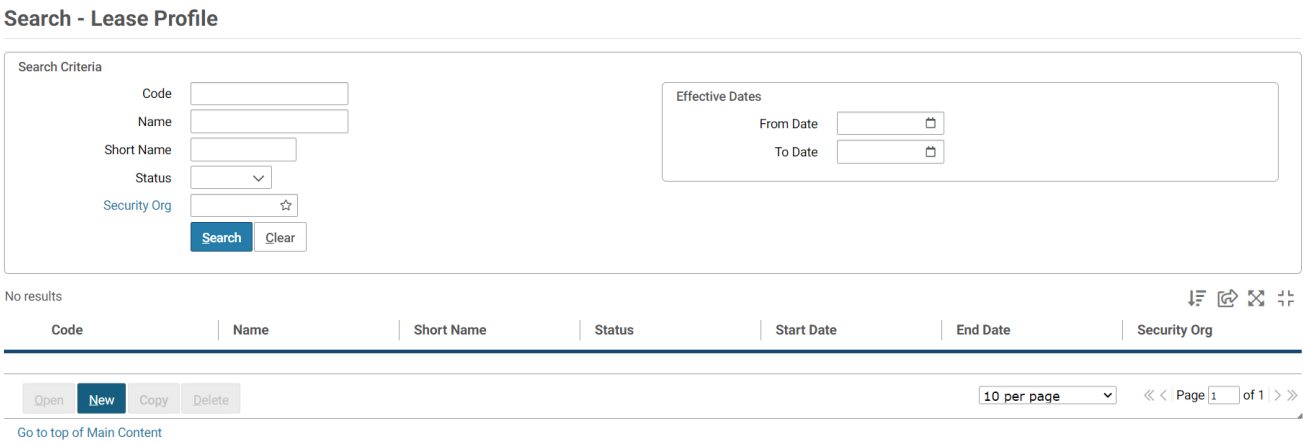
29. Review the accounting template, and enter the **Lease Code** in the Invoice Number field.

    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.

Modify Vendor/Amount on Existing Lease Profile

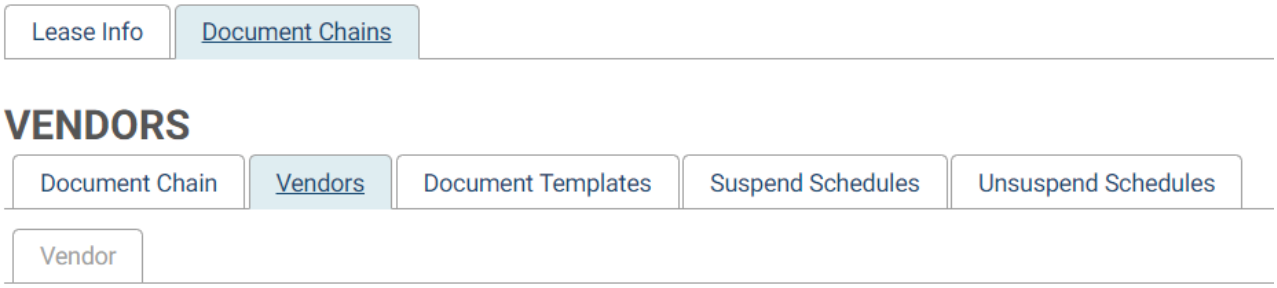
1. Open the Lease Profile by selecting **Reference → Document → Lease Profiles**.

Figure 11: Search Lease Profile



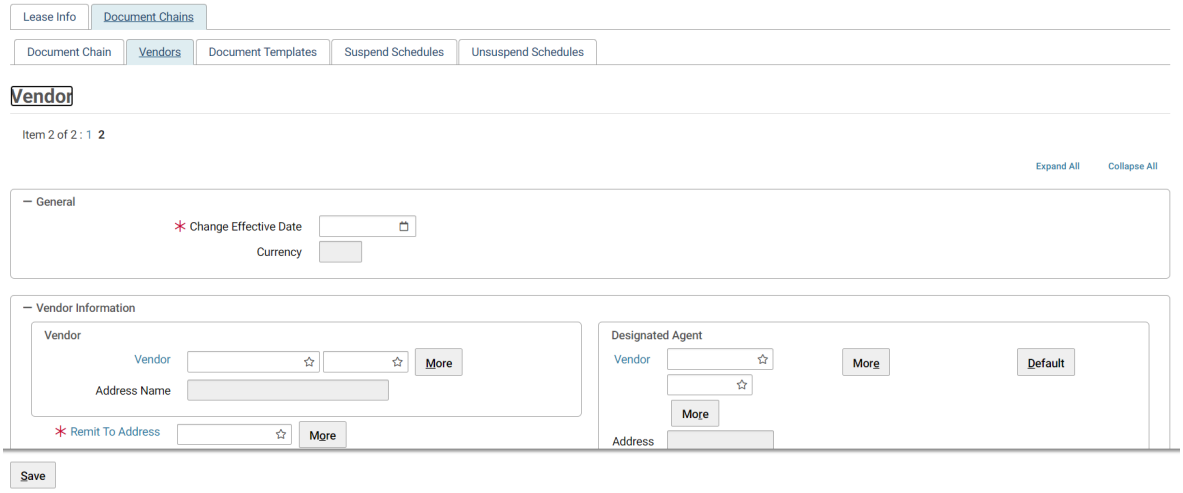
2. Search for and select a Lease Profile.
3. Open the record.
4. Select the **Document Chains** tab.
5. Select a document chain.
6. If the vendor is changing, select the **Vendors** link. If the vendor is not changing, continue to step 12.

Figure 12: Vendors Tab



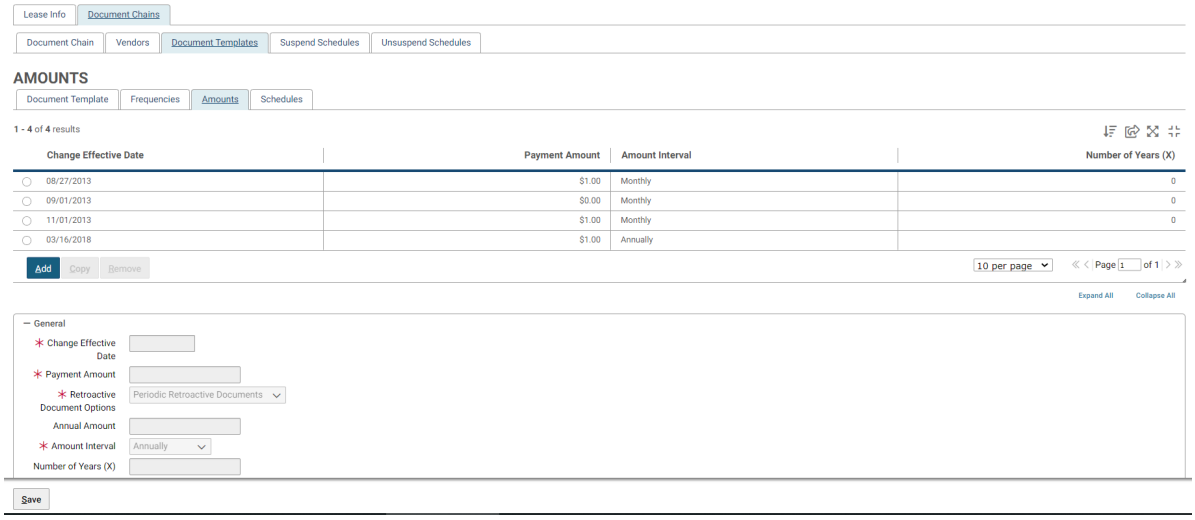
7. Select **Add** to add a new vendor, and the Vendors page will display.
8. Enter the **Change Effective Date** for a new vendor.
    a. The effective date is used to determine when the new vendor will be paid instead of the old.
9. Enter the **vendor code** in the **Vendor Code** field.
10. Enter the **address code** in the **Remit To Address** field.
11. Enter the **vendor code** in the **Designated Agent** field, if necessary.

Figure 13: New Vendor Page



12. Select the **Document Templates** tab.
13. Select a record and select the **Amounts** tab.

Figure 14: Amounts Page



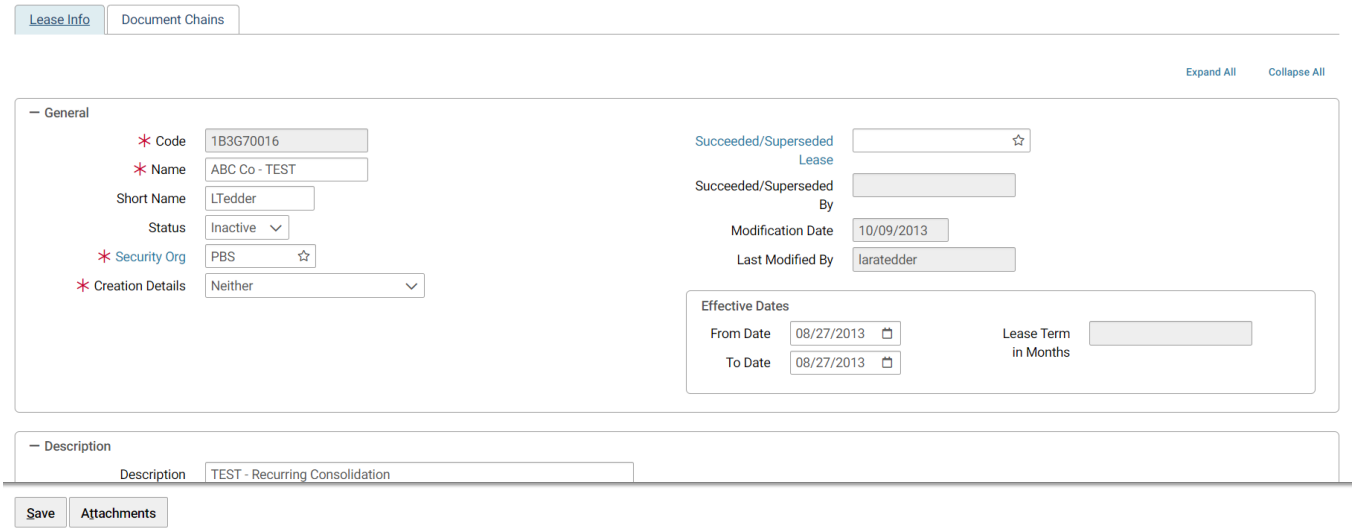
14. Select **Add** to add the amount information.
15. Enter the **Change Effective Date**.
    a. The effective date is used to determine when the new amount will be paid instead of the old.
16. Enter the amount in the **Payment Amount** field.
17. Select Periodic Retroactive Documents from the Retroactive Document Options drop-down list.

18. Select **Annually** from the **Amount Interval** drop-down list box.
19. Select **Save**.

Create a One-Time Payment Document Template to an Existing Vendor

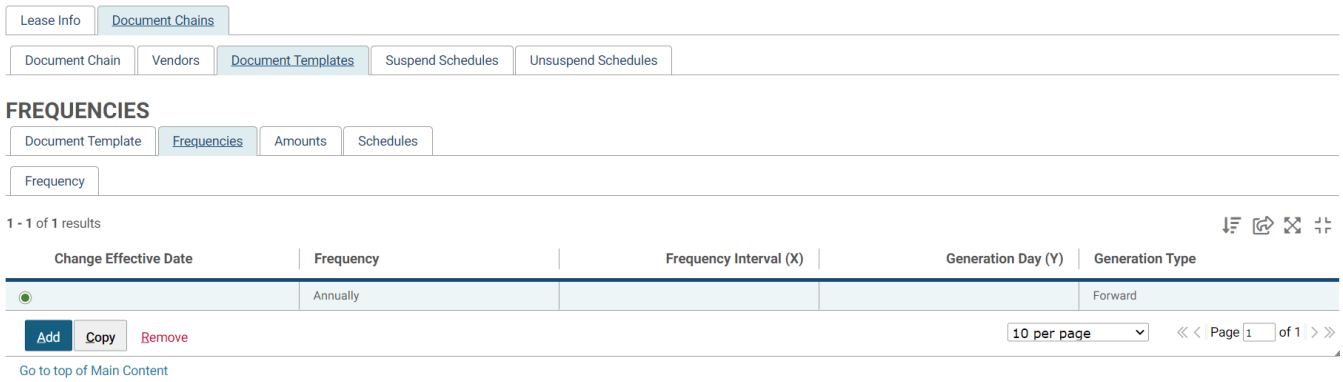
1. Open the Lease Profile using an existing Lease Code.

Figure 15: Lease Info Page



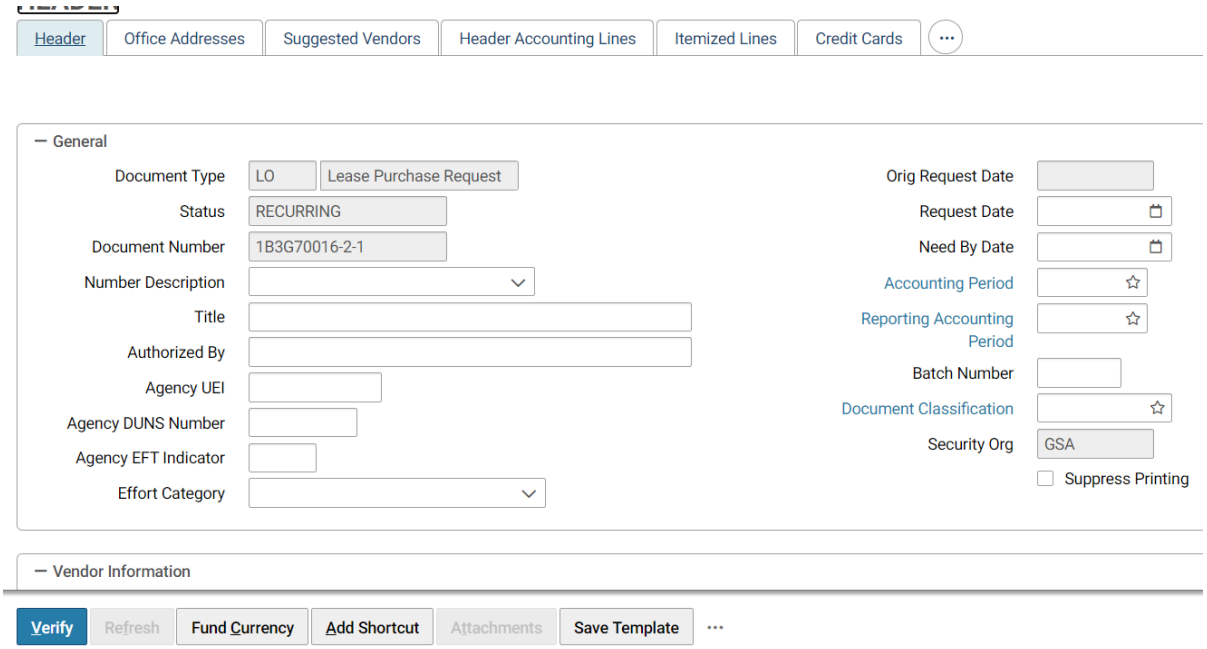
2. Select the **Document Chains** tab.
3. Select **Add** to add a new document chain.
4. Follow the earlier steps found in this document to add a vendor/document template.
5. When creating a document template, enter the appropriate payment document type in the **Document Type** field.
6. Enter the **First Creation Date**.
7. Select the **Frequencies** tab.
8. Select **Add**.

Figure 16: Frequencies Page



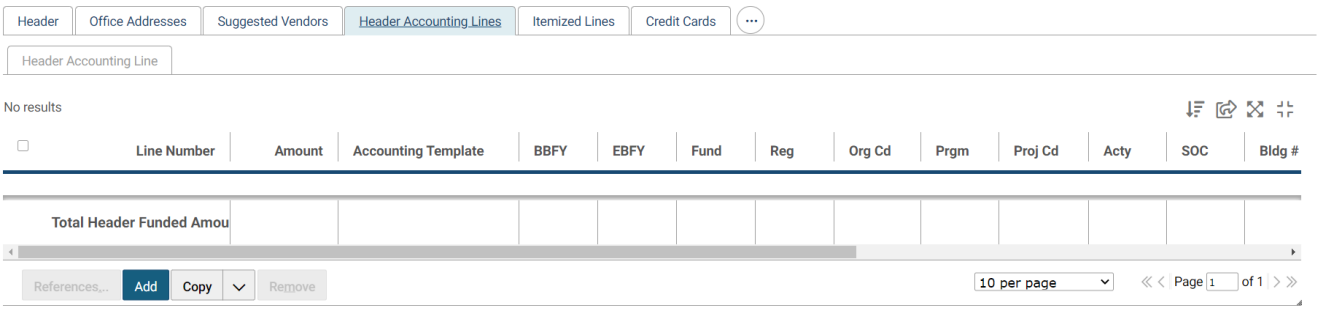
9. Select the **Change Effective Date** link.
10. Select **One-Time** from the **Frequency** drop-down list box.
11. Confirm that the **Forward** option in the **Generation Type** drop-down list box is selected.
12. Select the **Document Template** tabs.
13. Select **Template**.
14. Select **Finish**.
    a. The Header page of the Payment Form will display.
15. Review the **Vendor Information** fields to ensure that the appropriate vendor codes are displayed.

Figure 17: Payment Form Header Page



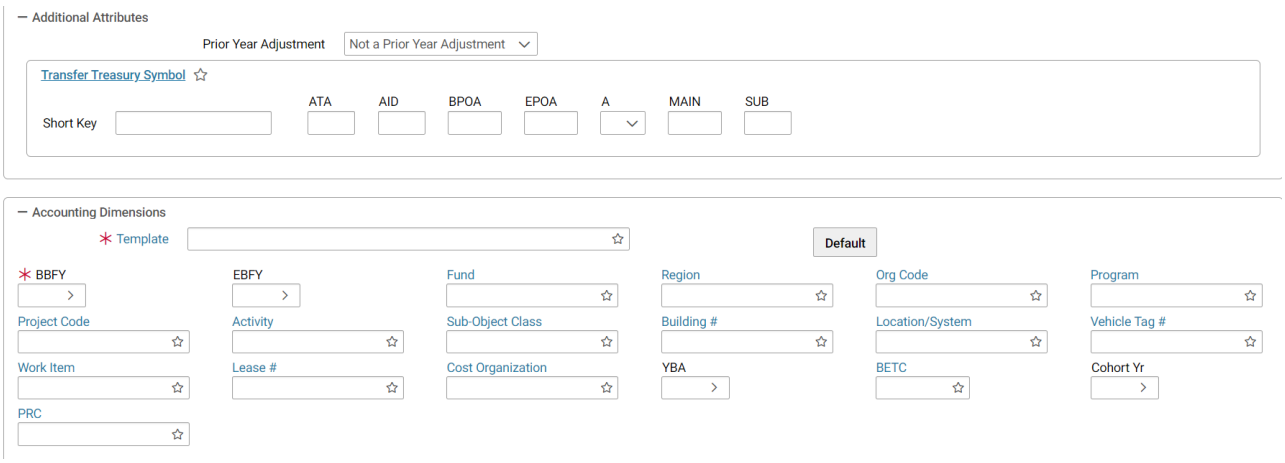
16. Select the **Header Accounting Lines** tab.
17. Select **Add** to add the new accounting line.

Figure 18: Header Accounting Lines Page



18. In the Vendor Invoice Reference group box, enter the **Lease Code** in the **Invoice Number** field.
19. Enter or search for a template for the accounting line in the **Accounting Dimensions** box.

Figure 19: Accounting Dimensions



20. Select **Verify**.

    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.
21. Select **Save Template**.
22. Select **Close Template** to return to the Lease Profile.