



# Pegasys Quick Reference Guide

## Create One-Time Payment for a Lease

1. Select **Reference** → **Document** → **Lease Profiles** from the Pegasys menu bar.

**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
------	------	------------	--------	------------	----------	--------------

Open **New** Copy Delete 10 per page << Page 1 of 1 >>

[Go to top of Main Content](#)

2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **lease profile** for the one-time payment.
5. Select **Open**.
  - a. The Lease info page will display.

**Figure 2: Lease Info Page**

Pegasys / Reference / Document / Lease Profiles / Lease Info

### LEASE INFO

Lease Info | Document Chains

[Expand All](#) [Collapse All](#)

— General

\* Code  Succeeded/Superseded Lease

\* Name  Succeeded/Superseded By

Short Name  Modification Date

Status  Last Modified By

\* Security Org  Effective Dates

\* Creation Details  From Date  Lease Term in Months

To Date

— Description

Description



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6. Select the **Document Chains** tab.
7. Select the appropriate **Document Chain** for the one-time payment.
8. Select the **Document Templates** link.

**Figure 3: Document Templates Page**

Lease Info **Document Chains**

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**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. Choose the appropriate document template.
10. Select the **Schedules** link.
  - a. The Schedules page will display.

**Figure 4: Schedules Page**

Lease Info **Document Chains**

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

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**SCHEDULES**

Document Template Frequencies Amounts **Schedules**

Schedule

1 - 10 of 13 results ⌵ ⌵ ⌵ ⌵

Date	Payment Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release	Retroactive Payment	One-Time Manual Payment
<input type="radio"/> 10/12/2013	\$0.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 11/12/2013	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 12/12/2013	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 01/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 02/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 03/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 04/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 05/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 06/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<input type="radio"/> 07/12/2014	\$1.00		521525622	WW CONTRACTORS	False	False	False	False
<b>Totals</b>	<b>\$12.00</b>							

**Reset Periods** Reset Line **Add** Copy Remove 10 per page << Page 1 of 2 >>

11. Select **Add**.
12. Enter the date for the one-time payment in the **Date** field.
13. Enter the amount for the one-time payment in the **Amount** field.
14. Enter a **Justification**.



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15. Select the **Miscellaneous Reference** from the **Reference Type** drop-down list, and select the **One-Time Payment** checkbox.
16. Select **Save**.

**Figure 5: Add Schedule**

Lease Info | Document Chains

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

Document Template | Frequencies | Amounts | Schedules

### Schedule

Item 11 of 14: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 Expand All Collapse All

**General**

\* Date

\* Payment Amount

\* Reference Type

Currency

Retroactive Payment

Withhold Applied

One-Time Manual Payment

Suspense Release

**Vendor Information**

**Vendor**

Vendor

Address Name

Remit To Address

**Designated Agent**

Designated Agent

Vendor

Address Name