



Pegasys Quick Reference Guide

Entering a Vendor Change 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
<input type="button" value="Open"/> <input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> 10 per page << Page 1 of 1 >>						

2. Enter the lease code in the **Code** field.
3. Select **Search**.
4. Select the **Lease Profile** for the vendor 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

General

* Code Succeeded/Superseded Lease

* Name Succeeded/Superseded By

Short Name

Status

* Security Org ☆ Modification Date

* Creation Details Last Modified By

Effective Dates

From Date 📅 Lease Term in Months

To Date 📅

Description

Description

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



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7. Select the appropriate **Document Chain**.
8. Select the **Vendors** tab.
 - a. The Vendors page will display.

Figure 3: Vendors Page

Change Effective Date	Vendor	Vendor Address	Remit To Address	Designated Agent	Designated Agent Address
01/01/2020	810309011	00001	00001		

9. Select **Add**.
10. Enter the new **Change Effective Date**.

Figure 4: Add New Vendor

General

* Change Effective Date

Currency

Vendor Information

Vendor

Address Name

* Remit To Address

Designated Agent

Address Name

11. Enter the **Vendor Code** in the **Vendor Information** group box.
12. Enter the **Address Code** in the **Remit To Address** field.
13. Enter the **Vendor Code** in the **Designated Agent** field, if necessary.
14. Select the **Document Templates** tab.



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Figure 5: Document Template 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	RA	False	0
<input checked="" type="radio"/>	2	LP	False	0

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15. Select the **LP** payment document template record.
16. Select the **Schedules** tab to review the schedules for the change made.
 - a. The Schedules page will display.
17. Select **Save**.