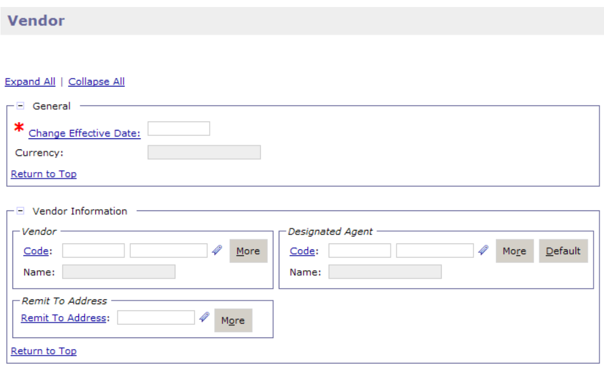
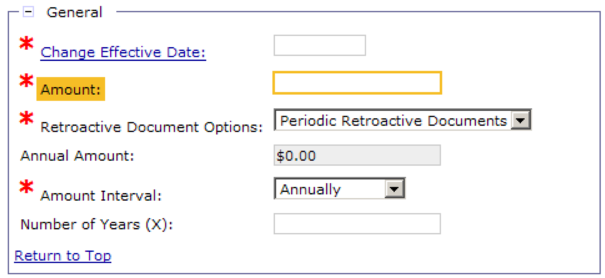
# Modify Vendor and/or Amount on an Existing Lease Profile

1. Open the **Lease Profile**.
2. Select the **Document Chains** tab to display the **Document Chains** page.
3. Select a document chain.
4. If the vendor is changing, click the **Vendors** link; otherwise go to step **10.**
5. Click **Add** to add a new vendor.
   - *The **Vendors** page is displayed.*



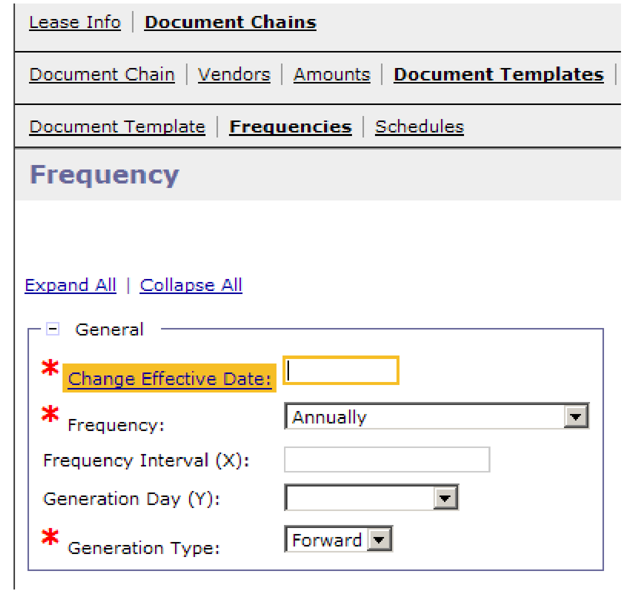

6. In the **General** group box, enter or click the **Change Effective Date** link to select the effective date for a new vendor. The effective date is used to determine when the new vendor will be paid instead of the old.
7. In the Vendor Information group box, enter the vendor code in the **Vendor Code** field.
8. Enter the address code in the **Remit To** field.
9. Enter the vendor code in the **Designated Agent** field, if necessary. If the **Amount** remains the same go to step **16.**
10. Click the **Amounts** link.
    - *The **Amounts** page is displayed.*




11. Click **Add** to add the amount information.
12. Enter or click the **Change Effective Date** link to select the effective date. The effective date is used to determine when the new amount will be paid instead of the old.
13. Enter the amount in the **Amount** field.
14. Allow the **Periodic Retroactive Documents** option in the **Retroactive Document Options** drop-down list box to default.
15. Select **Annually** from the **Amount Interval** drop-down list box.
16. Click **Save**.

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

1. Open the **Lease Notebook** for the **Lease Profile**.
2. Click the Document Chains tab
3. Click Add to add a new document chain.
4. Follow steps to add an amount/vendor/document template.
5. When creating a document template, enter the appropriate payment document type in the Document Type field
6. Enter or click the First Creation Date to select the first creation date.
7. Click the Frequencies tab.
8. Click Add.




9. Enter or click the **Change Effective Date** link to select the effective date.
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. Click on the **Document Template** link and click **Template**.
13. Click **Finish**.
    - *The **Header** page of the **Payment Form** is displayed.*
14. Review the **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
15. Select the **Header Accounting Lines** tab.

    The **Header Accounting Lines** page will be displayed.
16. Click **Add** to add the new accounting line.
17. In the **Vendor Invoice Reference** group box, enter the Lease Code in the **Invoice Number** field.

18. In the **Accounting Dimensions** group box, enter or search for a template for the accounting line
19. Click **Verify**.
20. Click **Save Template**.
21. Click **Close Template** to return to the **Lease Profile.**

## Create a Chain by Copying a Previous Chain

1. Open the **Lease Notebook** for the **Lease Profile** to add additional chains.
2. Click the **Document Chain** tab
3. Select the previous chain.
4. Click **Copy**.
5. Click the Document Templates tab
6. Select the payment record.
7. Select the Document Template link
8. Click Template.
9. Click **Finish**.
   - *The **Header** page of the **Payment Form** will be displayed.*
10. Review the **Designated Agent** fields to ensure that the appropriate vendor codes are displayed.
11. Select the Header Accounting Lines tab.

    *The **Header Accounting Lines** page is displayed.*
12. Click **Add** to add the new accounting line on the payment form.
13. In the **Vendor Invoice Reference** group box, enter the Lease Code in the **Invoice Number** field.
14. In the **Accounting Dimensions** group box, enter or search for a template for the accounting line
15. Click **Verify**.
16. Click Save Template.
17. Click Close Template to return to the Lease Profile.

## Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**

  **http://pegasys.gsa.gov**
- **Pegasys User Guides**
- **Quick Reference Card**
- **OCFO Service Desk**
  **Email address - OCFOServiceDesk@gsa.gov**
  **Telephone Number - 1-866-450-6588**

General Services Administration

# *The Integrated Financial Management System*

# Pegasys 6.5.0: Add Additional Chains on a New Lease Profile that are Paid Monthly Quick Reference Card

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