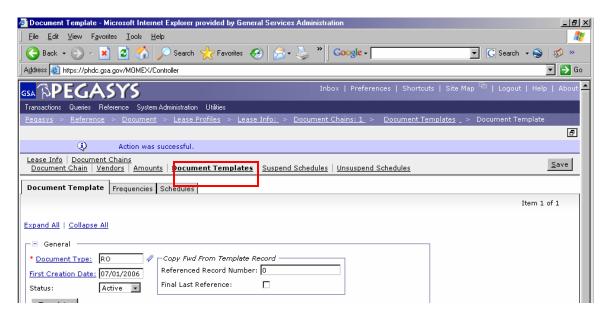
After setting up the Recurring Order Template (RO) in the Lease Module, the next step is to set up the Recurring Accrual Template (RA), which is the next document in the purchasing chain.

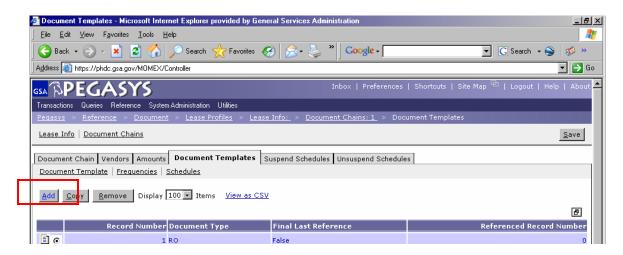
A. Setting up the RA Template (Monthly Accrual Schedule)

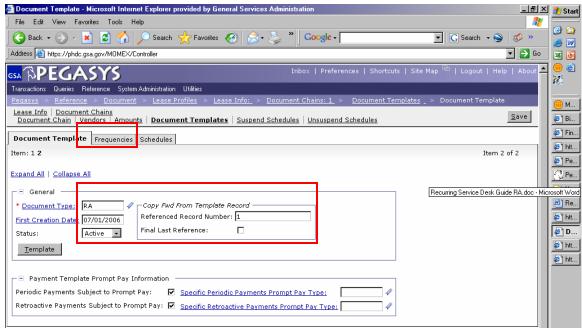
After clicking the save button in the previous chapter, your screen should now look like this indicating the "Save" was successful

1. On the **Below Image**, click the "**Document Templates**" tab

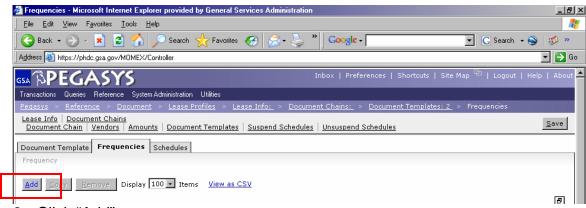


2. Click the "Add" button

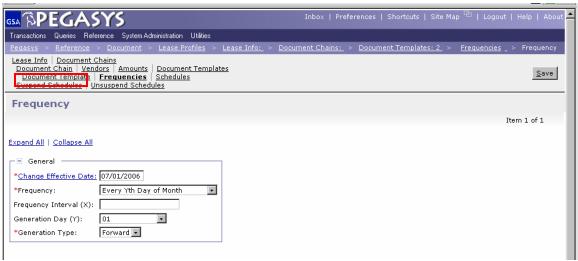




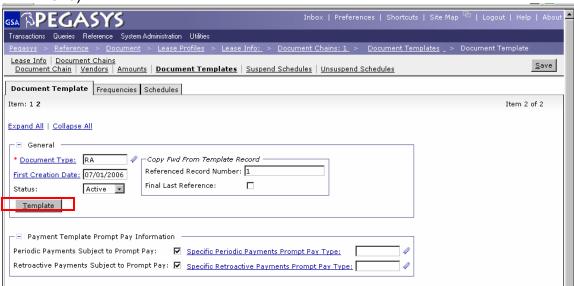
- 3. In the **Document Type** box, select RA as the document type.
- 4. In the **First Creation Date** field, enter the first creation date.
 - The First Creation date is the first month you want to have your obligation and accrual process in Pegasys.
 - The First Creation date for the RA template should match the First Creation date that was entered on the RO template
- Change the Referenced Record to 1.
 - This links the RA template to the RO template
- 6. Change the "Status" box to "Active"
- 7. Click on the **Frequencies** tab.



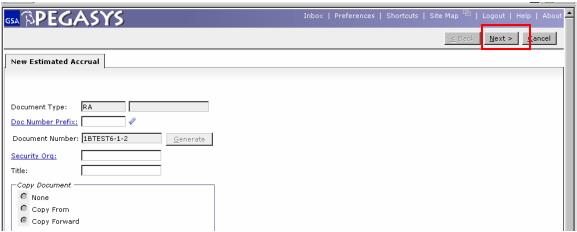
8. Click "Add"



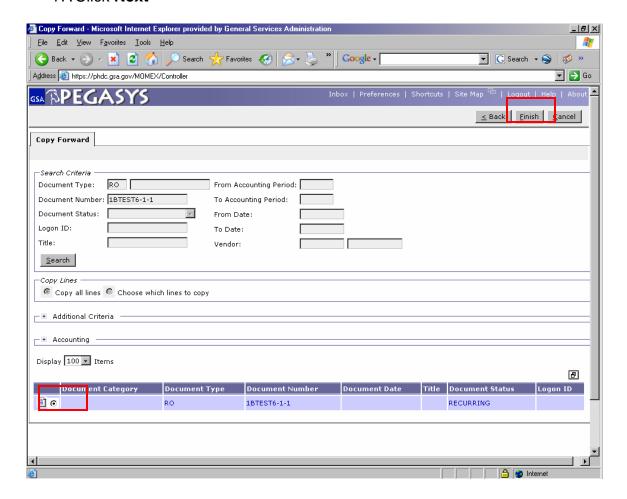
- 9. In the **Change Effective Date** field, input the effective date (start date of your award/Option Year)
- 10. In the Frequency field, select "Every Yth Day of the Month" from the dropdown menu
- 11. In the **Generation Date** field, enter "01"
- 12. In the **Generation Type** box, leave the "Forward" button marked
- 13. Now that you are finished entering the frequency information, click the "Document Template" hyperlink, the one highlighted in RED above(Do not click the "Document Templates" link –the one with the "S" on the end)



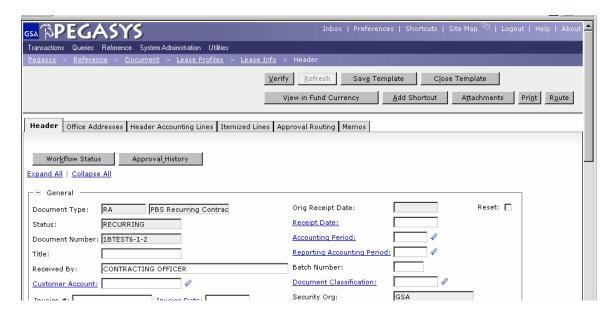
14. Click the "Template" Button



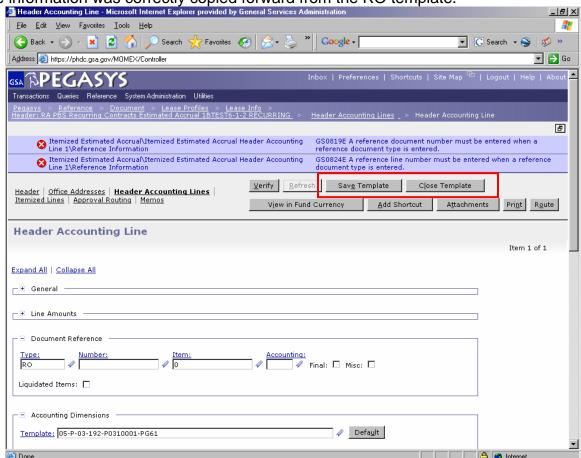
- 15. The Create a New Document Template box will appear.
- 16. The Copy Document box, Doc Type and Doc Number fields will automatically populate because of the information that was entered above.
- 17. Click Next



- 18. Highlight the RO that was returned after the last step
- 19. Click "Finish"

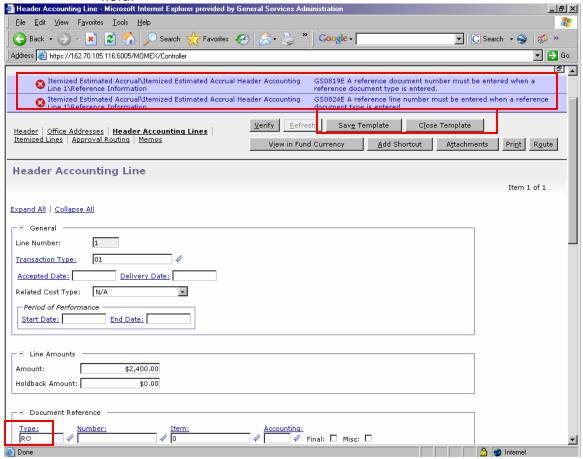


20. The header page of the RA document will be displayed. Verify that all of the information was correctly copied forward from the RO template.

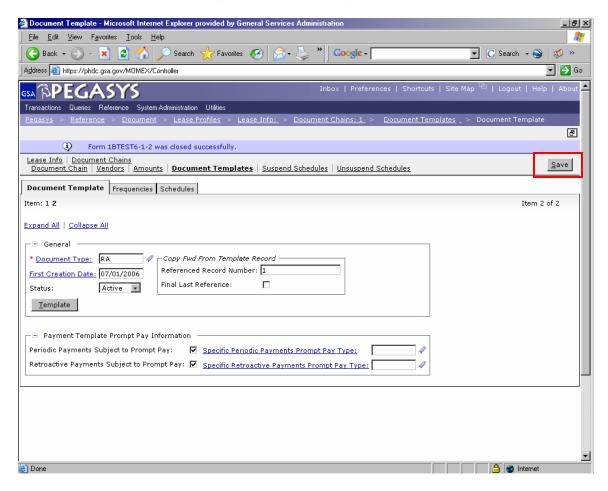


21. On the Accounting Lines tab, make sure that the accounting template uses fund **192X**

- 22. On the Accounting Lines tab, in the Reference Type field, type RO.
 - Note: You will get the below hard error(s) when you verify. This error is OK. Do NOT enter any data in the Reference Document field.



- 23. Click the "Save Template" button
- 24. Click the "Close Template" button



You should now be returned to the above screen. Before moving on to the RT/RW section, please click the "Save" button to save your work.

If your payment amount is the same each month, you can enter a blanket receiving report template into Pegasys as an RT document (Part VI, step B).

If your payment amount varies each month, you will have to input a manual receiving report (RW document) into Pegasys each month (Part VI, step C).