

## Enter an Annual Amount Change for a Lease

1. Select **Reference—Document—Lease Profiles** from the Pegasys menu bar.
2. Enter the Region in the **Lease Code** field and click **Search**.
3. Select the lease profile for the amount change and click **Open**.
  - *The Lease Info page of the Lease Notebook will be displayed.*

Pegasys > Reference > Document > Lease Profiles > Lease Info

Save

Lease Info | Document Chains

Expand All | Collapse All

General

\* Code: 1B3D00537 Succeeded/Superseded Lease:

\* Name: CLAYTON COUNTY FUE Succeeded/Superseded By:

Short Name: GIKING Modification Date: 04/21/2006

Status: Active Last Modified By: sednahfox

Security Org: PBS

\* Creation Details: Neither

Effective Dates

From Date: 01/01/2005

To Date: 12/31/2006

Return to Top

Description

Description: JANITORIAL SERVICES

Description: PQ42S900

Return to Top

4. Select the **Document Chains** tab to display the **Document Chains** page.
5. Select appropriate Document Chain.
6. Click the **Amounts** link.
  - *The Amounts page is displayed*

Pegasys > Reference > Document > Lease Profiles > Lease Info: 1B3D00537 > Document Chains: 1 > Amounts

Save

Lease Info | Document Chains

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

Add Cancel Refresh Display 10 Items View as CSV Sgtr...

Change Effective Date	Amount	Amount Interval
01/01/2005	\$4,738.83 Monthly	
05/01/2006	\$5,186.07 Monthly	

Expand All | Collapse All

7. Click **Add** to add the new amount.
8. Enter the new **Change Effective Date** and the new amount in the **Amount** field.

9. Select **Lump Retroactive Documents** from the **Retroactive Document Options** drop-down list box. \*GSA needs to review, this could be old GSA policy that has changed
10. Select **Annually** from the **Amount Interval** drop-down list box.
11. Enter a description in the **Description** field, if necessary.
12. Click the **Document Template** tab
13. Select the **LP** payment document template record and click the **Schedules** tab to review the schedules for the change made.
  - *The Schedules page is displayed.*

Save

Lease Info | Document Chains

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

Document Template | Frequencies | Schedules

Schedule

Add Cancel Refresh Rpt Periods Display 10 Items View as CSV Sgtr...

Date	Amount	Justification	Vendor Code	Vendor Name	Withhold Applied	Suspense Release
- NO ITEMS TO DISPLAY -						

Go to top of page

14. Click **Save** to update the lease profile.

## Enter a Vendor Change for a Lease

1. Select **Reference—Document—Lease Profiles** from the Pegasys menu bar.
2. Enter the Region in the **Lease Code** field and click **Search**.
3. Select the lease profile for the vendor change and click **Open**.
  - *The Lease Info page of the Lease Notebook will be displayed.*
4. Select the **Document Chains** tab to display the **Document Chains** page.
5. Select appropriate Document Chain.

6. Click the **Vendors** link.
  - *The Vendors page is displayed.*

Save

Lease Info | Document Chains

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

Vendor

Add Cancel Refresh Display 10 Items View as CSV Sgtr...

Change Effective Date	Vendor	Vendor Address	Remit To Address	Designated Agent
01/01/2005	998000212	00002	00002	

Go to top of page

7. Click **Add** to add the new vendor.
8. Enter or click the **Change Effective Date** link to select the effective date.
9. In the Vendor Information group box, 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.
12. Click the **Document Template** link
13. Select the **LP** payment document template record.
14. Click the **Schedules** link and review the schedules for the change made.
15. Click **Save** to update the lease profile.

## Create a One-Time Payment for a Lease

1. Select **Reference—Document—Lease Profiles** from the Pegasys menu bar.
2. Enter the Region in the **Lease Code** field and click **Search**.

3. Select the lease profile for the one-time payment and click **Open**.
  - *The **Lease Info** page of the **Lease Notebook** will be displayed.*
4. Select the **Document Chains** tab to display the **Document Chains** page.
5. Select the appropriate Document Chain for the one-time payment.
6. Click the **Document Templates** link
7. Choose the appropriate document template
8. Click the **Schedules** link
  - *The **Schedules** page is displayed.*
9. Click **Add** to add the one-time payment to the schedule.
10. Enter the date for the one-time payment in the **Date** field.
11. Enter the amount for the one-time payment in the **Amount** field.
12. Enter a justification in the **Justification** field.
13. Verify that **Miscellaneous Reference** from the **Reference Type** drop-down list and the **One-Time Payment** check box are selected.
14. Click **Save** to update the **lease profile**.

### Change a Regularly Scheduled Payment for a Lease

1. Follow **Steps 1–8** above for **Create a One-Time Payment for a Lease**.
2. Select the schedule line to be changed.
3. Enter the new amount in the **Amount** field.
4. Enter a justification in the **Justification** field.
5. Click **Save** to save the changes to the schedule.
6. Click **Save** to update the **lease profile**.

### Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**  
<http://pegasys.gsa.gov>
- **Pegasys User Guides**
- **Quick Reference Cards**
- **Name - 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:**  
**Manage the Document**  
**Creation Schedule for**  
**Lease**  
**Quick Reference Card**