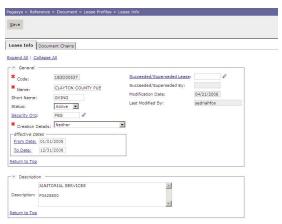## Enter an Annual Amount Change for a Lease

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.*

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*

7. Click **Add** to add the new amount.

8. Enter the new **Change Effective Date** and the new amount in the **Amount** field.

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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.*

14. **C**lick **Save to upda**te 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.

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6. Click the **Vendors** link.

   ▪ *The Vendors page is displayed.*

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. **Sele**ct **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

GSA

The Integrated Financial Management System

Pegasys 6.5.0: Manage the Document Creation Schedule for Lease Quick Reference Card