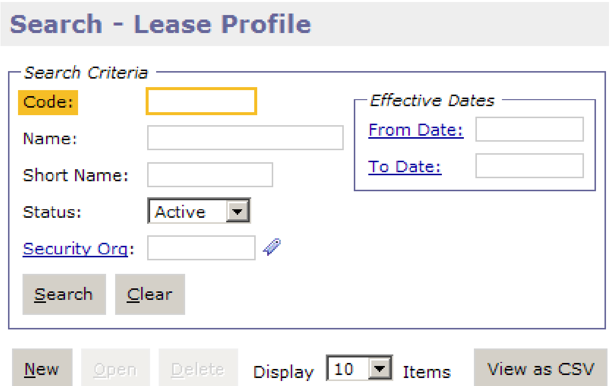
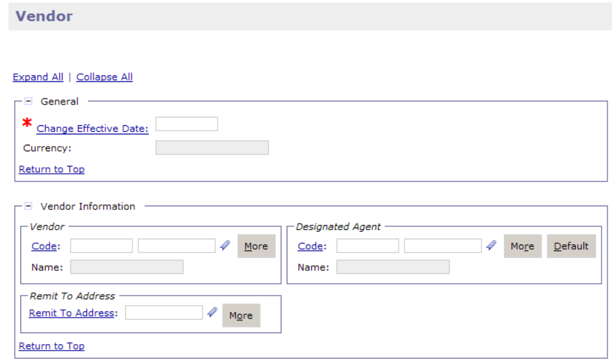
Create a New Lease Profile for Leases Paid Monthly

1. Select **Reference—Document—Lease Profiles** from the Pegasys menu bar.
   - *The **Search -Lease Profile** page is displayed.*



2. Click **New**.
3. Enter the Lease Code in the **Code** field.
4. Enter the Lease Name in the **Name** field.
5. Enter property identification information in the **Short Name** field.
6. Enter **GSA** in the **Security Org** field.
7. Allow the **Neither** option in the **Creation Details** drop-down list box to default.
8. In the **Effective Dates** group box, enter or click on the **From Date and To Date** fields to select the dates the lease profile should begin and end.
9. Select the **Document Chains** tab to display the **Document Chains** page.
   - *The **Document Chains** page is displayed.*
10. Click **Add**.
    - *The **Document Chain** page is displayed.*
11. In the **General** group box, select the **Generate Past Forms** check box.
12. Click the **Vendors** tab.
13. Click **Add**.
    - *The **Vendor** page is displayed.*



14. In the **General** group box, enter or click the **Change Effective Date** link to select the effective date.
15. In the **Vendor Information** group box, enter or search for the **Vendor Code** field.
    - *To search for the Vendor Code:*
      - *Click the **Code** hyperlink to search for a vendor. The **Search—Vendor Code** page displays. Enter the applicable search criteria and click **Search**.*
      - *Find the appropriate vendor record and click the corresponding **Select** button. The **Vendor Name** field will populate from the Vendor Code that is selected.*
16. Enter or search for the address code in the **Remit To** field.
17. Enter or search for the vendor code in the **Designated Agent** field, if necessary.
18. Click the **Amounts** link.
    - *The **Amounts** page is displayed.*
19. Click **Add**.
20. In the **General** group box, enter or click the **Change Effective Date** link to select the effective date.
21. Enter the amount in the **Amount** field.
22. Allow the **Periodic Retroactive Documents** option in the **Retroactive Document Options** drop-down list box to default.
23. Select **Annually** from the **Amount Interval** drop-down list box.
24. Click **Save** to update Lease Profile.

Create a Commitment Document Template

1. Click the **Document Template** tab
2. Click **Add.**
3. In the **General** group box, enter **LO** in the **Document Type** field.
4. Enter or click on the **First Creation Date** field to select the first creation date.
5. Click the **Frequencies** tab.
6. Click **Add**.
7. Enter or click on the **Change Effective Date** field to select the change effective date.
8. Select **Government Fiscal Quarterly** from the **Frequency** drop-down list box.
9. Select **Forward** from the **Generation Type** drop-down list box.
10. Click the **Document Template** link
11. Click **Template**.
12. Click **Finish**.
13. In the **Contract Information** group box, enter the **Lease Code** in the **Contract Number** field.
14. Select the **Header Accounting Lines** tab.
15. Click **Add** to add the accounting line to the Commitment form.
16. Select an accounting template for the accounting line.
17. Click **Verify**.
18. Click **Save Template**.
19. Click **Close Template** to return to the Lease Profile.

Create a Payment Document Template

1. Click the **Document Templates** Link
2. Click **Add**.
3. In the General group box, enter **LP** in the **Document Type** field.
4. Enter or click on the **First Creation Date** field to select the first creation date.
5. Click the **Frequencies** tab.
6. Click **Add.**
7. Enter or click **Change Effective Date** field.
8. Select **Every Yth Day of Month** from the **Frequency** drop-down list box.
9. Select **01** from the **Generation Date (Y)** drop-down list box.
10. Select **Arrears** from the **Generation Type** drop-down list box.
11. Click the **Document Template** link
12. In the **Copy Fwd From Template Record** group box, enter the referenced record number from the commitment record entered in the **Referenced Record Number** field.
13. Check the **Final Last Reference** check box.
14. Click **Template.**
15. Click **Next**.
16. Select the LO document and click **Finish**.
17. Select the **Header Accounting Lines** tab, select a line, and click the **Header Accounting Lines** link
18. Review the accounting template and in the **Vendor Invoice Reference** group box, enter the **Lease Code** in the **Invoice Number** field.
19. Click **Verify**
20. Click **Save Template**
21. 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 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: Create a New Lease Profile that is Paid Monthly Quick Reference Card

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