



## Practice

## MM Prepaid Maintenance Contracts

## Audience

## All MM Users / Administration Users

## Details.

### **SCENARIO A: CONTRACTS WITH MONTHLY INVOICING (REGARDLESS OF THE ANNUAL AMOUNT):**

#### 1.- This type of expenses have to be registered:

- One purchase order for each invoice (12 months – 12 Purchase orders)

#### 2.- The user has to use:

- A maintenance material in categories 055901, 054401 or 051901 (Account 6 – Expense)

CATEGORY	SAP Code	Item Description SAP	Family (es) 25 carac.	Subfamily (es) Abreviado 20 carac.	Subfamily (es) 60 carac.	Description (es) 40 carac.
051901	05000739, 05000831, 05000739	CONTRACT: GARDENING, MAINTENANCE SERVICES GOLF, GARDENING <3.000€	NON FOOD - SERVICE S	GARDENING SERVICES	GARDENING SERVICES	PERIODICAL CONTRACTS
054401	05000743, 05001174, 05000750, 05000743	OTHER PROFESSIONALS, OTHER CONSULTING EXPENSES, OTHER CONSULTANCY SERVICES, MAINT ADVISORY <3.000€	NON FOOD - SERVICE S	OTHER CONSULT SERV	OTHER CONSULTING SERVICES	OTHER
055901	05008335, 05014101, 05014102, 05014103, 05014124, 05014125, 05014126, 05014127, 05014128, 05014129, 05014130, 05014131, 05014132, 05014133, 05014135, 05014136, 05014137, 05014139, 05014141	OTHER MAINTENANCE CONTRACTS COCE<3.000, MAINT AIR CONDITIONING <3.000€, MAINT ANALYSIS & WATER TREAT <3.000€, MAINT ELEVATORS <3.000€, MAINT TLEPH SWITCHBOARD <3.000€, MAINT GOLF <3.000€, MAINT FIRE CONTROL <3.000€, MAINT PEST CONTROL <3.000€, MAINT F&B EQUIPMENT <3.000€, MAINT POOLS- SPA EQUIP <3.000€, MAINT ELECTRIC INSTALLA <3.000€, MAINT LEGIONELLA CONTR<3.000€, MAINT SEWER &WELL CLEAN <3.000€, MAINT GENERAL MAINT <3.000€, MAINT KEY & SECURITY SYS <3.000€, MAINT GARAGE&AUTOM GATE <3.000€, MAINT MANAGEMENT SYSTEM <3.000€, SUBSCRIPTIONS <3.000€, CLEANING <3.000€	NON FOOD - SERVICE S	MAINTENANCE CONTRACTS CECO	MAINTENANCE CONTRACTS CECO	MAINTENANCE CONTRACTS CECO

#### 3.- How to introduce the purchase order:

- Regardless of the type of vendor (paper, portal or EDI), it is mandatory to enter one order per each invoice.

#### 4.- How to do the goods receipt:

- The corresponding goods receipt must be made during the corresponding month (12 purchase orders – 12 good receipts), when the service has been supplied.



Practice

MM Prepaid Maintenance Contracts

Audience

All MM Users / Administration Users

Details.

### **SCENARIO B: CONTRACTS WITH INVOICING FOR PERIODS LONGER THAN ONE MONTH:**

**ORDER TYPE B.1: Prepaid Maintenance Agreements with amount above €750 Quarter, €1,500 Semester, €3,000 year.**

**\*Please, see at the end of the document, the equivalent in local currency):**

1.- This type of expenses have to be registered:

- One purchase order per each invoice, all of them at the beginning of the contract.

2.- The user has to indicate:

- The exact period of accrual of each invoice in the field "texts".
- The user has to use materials of categories 052001 to 052019 related to a 48 account (Balance), so that the expense can be properly balanced by Administration.

3.- How to introduce the purchase order:

- Regardless of the type of vendor (paper, portal or EDI), it is mandatory to enter one order per each invoice, all of them at the beginning of the contract.

4.- How to do the goods receipt:

- Regardless of the type of vendor (paper, portal or EDI), all the services have to be received in SAP.
- The goods receipt of each of the purchase orders corresponding to the same contract must be made during the month of the beginning of the contract.

These expenses goes to a balance account and Administration will post the expense each month.



## Practice

## MM Prepaid Maintenance Contracts

## Audience

## All MM Users / Administration Users

## Details.

**ORDER TYPE B.2: Prepaid Maintenance Agreements with amount below €750 Quarter, €1,500 Semester, €3,000 year.**  
**\*Please, see at the end of the document, the equivalent in local currency):**

1.- This type of expenses have to be registered:

- One purchase order for each invoice

2.- The user has to use:

- A maintenance material in categories 055901, 054401 or 051901 (Account 6 – Expense)

CATEGORY	SAP Code	Item Description SAP	Family (es) 25car.	Subfamily (es) Abreviado 20 carac.	Subfamily (es) 60 carac.	Description (es) 40 carac.
051901	05000739, 05000831, 05000739	CONTRACT: GARDENING, MAINTENANCE SERVICES GOLF, GARDENING <3.000€	NON FOOD - SERVICE S	GARDENING SERVICES	GARDENING SERVICES	PERIODICAL CONTRACTS
054401	05000743, 05001174, 05000750, 05000743	OTHER PROFESSIONALS, OTHER CONSULTING EXPENSES, OTHER CONSULTANCY SERVICES, MAINT ADVISORY <3.000€	NON FOOD - SERVICE S	OTHER CONSULT SERV	OTHER CONSULTING SERVICES	OTHER
055901	05008335, 05014101, 05014102, 05014103, 05014124, 05014125, 05014126, 05014127, 05014128, 05014129, 05014130, 05014131, 05014132, 05014133, 05014135, 05014136, 05014137, 05014139, 05014141	OTHER MAINTENANCE CONTRACTS COCE<3.000, MAINT AIR CONDITIONING <3.000€, MAINT ANALYSIS & WATER TREAT <3.000€, MAINT ELEVATORS <3.000€, MAINT TLEPH SWITCHBOARD <3.000€, MAINT GOLF <3.000€, MAINT FIRE CONTROL <3.000€, MAINT F&B EQUIPMENT <3.000€, MAINT POOLS- SPA EQUIP <3.000€, MAINT ELECTRIC INSTALLA <3.000€, MAINT LEGIONELLA CONTR <3.000€, MAINT SEWER & WELL CLEAN <3.000€, MAINT GENERAL MAINT <3.000€, MAINT KEY & SECURITY SYS <3.000€, MAINT GARAGE&AUTOM GATE <3.000€, MAINT MANAGEMENT SYSTEM <3.000€, SUBSCRIPTIONS <3.000€, CLEANING <3.000€	NON FOOD - SERVICE S	MAINTENANCE CONTRACTS CECO	MAINTENANCE CONTRACTS CECO	MAINTENANCE CONTRACTS CECO

3.- How to introduce the purchase order:

- Regardless of the type of vendor (paper, portal or EDI), it is mandatory to enter one order per each invoice. The user will enter as many Purchase orders as invoices have to be received, according to the billing period indicated in the contract.

4.- How to do the goods receipt:

- The corresponding goods receipt must be made during the corresponding month, when the service has been supplied.



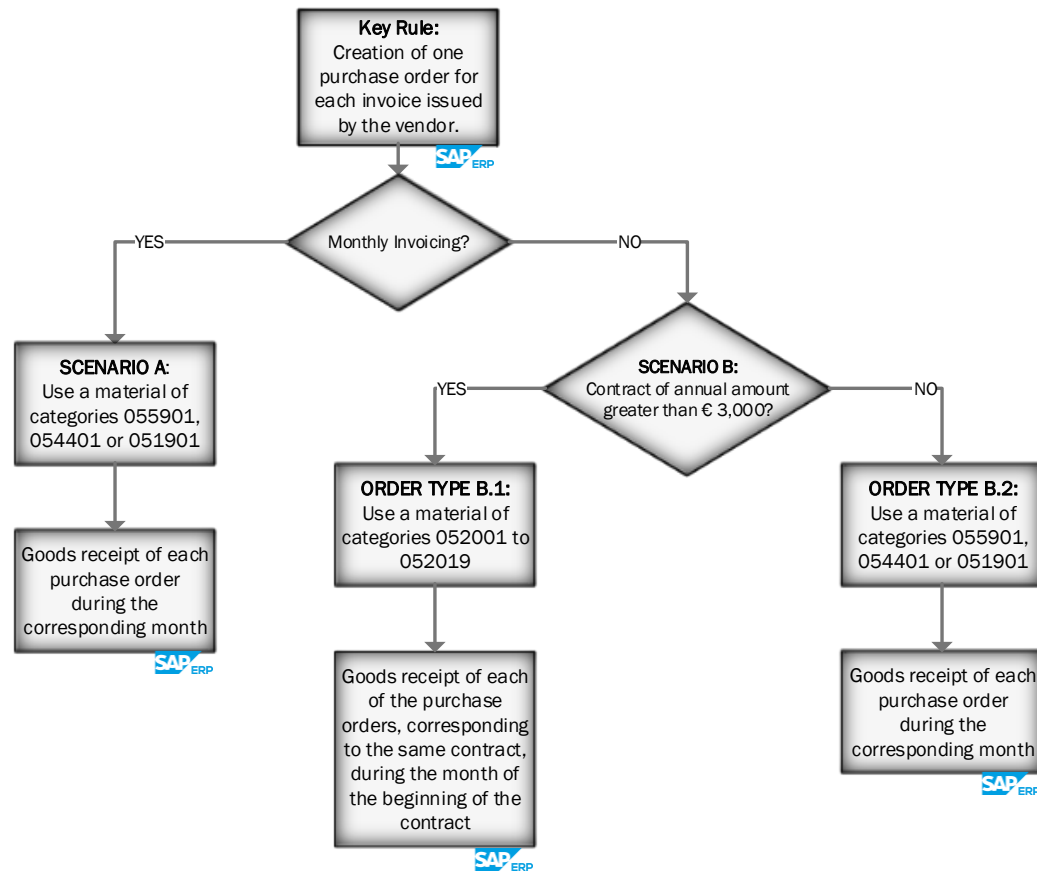
Practice

## MM Prepaid Maintenance Contracts

Audience

All MM Users / Administration Users

Flowchart





### Practice

MM Prepaid Maintenance Contracts

### Audience

All MM Users / Administration Users

### Details.

#### Important.

This policy is also applicable for all prepaids going through FI posting.

#### \*Equivalent in local currency:

Código ISO	Descripción	local currency
ARS	Euro/Argentine Peso	4.500
CHF	Euro/Swiss Franc	275
CLP	Euro/Chilean Peso	175.000
CNY	Euro/Chinese Renminbi	1.850
COP	Euro/Colombian Peso	790.000
GBP	Euro/British Pound	200
HUF	Euro/Hungarian Forint	77.500
MXN	Euro/Mexican Pesos	5.500
RON	Euro/Romanian Leu	1.200
USD	Euro/United States Dollar	250
UYU	Euro/Uruguayan Peso	7.500
VEF	Euro/Venezuelan Bolivar Fuerte	180.000