AM.020.091 – ADDING AND TRACKING MAINTENANCE CONTRACTS

Purpose	• To identify what must be in the system before entering maintenance contract information. • To identify who may contract with a supplier to perform required maintenance. • To add and track a maintenance contract.
Description	Either Purchasing or Property Control may contract with the supplier to perform required maintenance. Therefore, the AM user may be notified of the need to record this information by Purchasing or from within their own department. The information in this page helps track maintenance contracts. Users can enter this information when the asset was issued, when the asset expires, what the institution paid for the asset, had to pay for the asset, and the vendor honoring the contract. Users can also identify the person who is responsible for ensuring the assets covered by this contract are maintained and repaired as required. This feature for Maintenance Contracts is optional and not all assets will have maintenance contracts associated with them. However, some institutions will want to add and track maintenance contracts as an additional property management feature.
Security Role	**BOR_AM_SERV_RPR**
Dependencies/ Constraints	The supplier must be in the system prior to the user entering maintenance contract information for this supplier. If this supplier does not exist in the system, Purchasing or Payables will typically enter the supplier in the system.
Additional Information	None

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![PeopleSoft 9.2]

Procedure

Below are step by step instructions on how to add and track maintenance contracts.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Asset Management** link.
4.	Click the **Service and Maintenance** link.
5.	Click the **Maintenance Contract Terms** link.
6.	Click the **Add a New Value** tab.
7.	Enter information in the **SetID** field, **Supplier ID** field, and **Contract** field, then click the **Add** button.
8.	Enter effective date in **Effective Date** field.
9.	Click the Status dropdown menu and select "**Active**."
10.	Enter any additional information about the maintenance contract**.**
11.	Click the **Save** button**.**