**SOP** **Number** Voy.02

**SOP** **Title** Job Cost Contact

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| --- | --- | --- | --- | --- |
|  | **NAME** | **TITLE** | **SIGNATURE** | **DATE** |
| **Author** | Amol Risbud |  |  |  |
| **Reviewer** | Abhishek Kalantri |  |  |  |
| **Authorizer** | Shanette Silva | Director of Software Support |  |  |

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| **Effective** **Date:** |  |
| **Review** **Date:** |  |

# PURPOSE

There will be requests from RPM Construction Associate (Christina Behnke) requesting for a user to add as contact to multiple properties and provide access to GLs. This SOP details the policies and requirements considered needed to fulfill such requests.

# SCOPE

# Assess requests where a need is presented for a property contact some being for short-term or long-term usage.

# DEFINITIONS

# PM – Project Manager

# Director – Director Construction Mgmt.

VP – RPM Construction VP (User level contact)

RVP - RPM Construction RVP (User level contact)

# RESPONSIBILITIES

# AGA team will assess the request and accordingly update the property contact with appropriate role to constructions user. Provide access to required GLs to mentioned property/properties.

# SPECIFIC PROCEDURE

# a. Add the contacts at property level and assign the appropriate role.

# b. Provide access to GL for the mentioned properties.

c. Ensure users as assigned to the rpm\_cpm user group.

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d. Add users to RPM Construction Director and RPM Construction Project Manager roles under Property Contacts

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e. Update Account Property Security by adding WIP GLs 1900-000 through 1990-9999 to the Access column.

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f. Setup the RVP contact up on the Employee.

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# FORMS/TEMPLATES TO BE USED

# N/A

# INTERNAL AND EXTERNAL REFERENCES

# N/A

* 1. **Internal** **References**

# N/A

* 1. **External** **References**

# N/A

# CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **SOP** **no.** | **Effective** **Date** | **Significant** **Changes** | **Previous** **SOP** **no.** |
| V.1 | 03/07/2024 | New SOP | N/A |
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