



**DR. BUU NYGREN** *PRESIDENT*  
**RICHELLE MONTOYA** *VICE PRESIDENT*

**The Navajo Nation | Yideeskáądi Nitsáhákees**

December 28, 2023

**TRANSMITTAL**

TO : Arbin Mitchell, Executive Director  
 Division of Community Development (DCD)

FROM : *CSM*  
 Cordell Shortey, Contracting Officer  
 Contracts & Grants Section (CGS) / OMB

BU on Projects / Activities for T'iistsoh Sikaad Chapter, Nenahnezad Chapter, Upper Fruitland Chapter, Tse Daakaan Chapter, Newcomb Chapter, and San Juan Chapter - ARPA Funds  
 SUBJECT : Allocated to Delegate Rickie Nez

**I. Information on Contract (per Original Award):**

T'iistsoh Sikaad Chapter, Nenahnezad Chapter, Upper Fruitland Chapter, Tse Daakaan Chapter, Newcomb Chapter, and San Juan Chapter		U.S. Treasury American Recovery Plan Act (ARPA)	21.027
Title of Contract		Funding Agency	CFDA No. - Federal
<u>NABIO-28-23</u>	\$ <u>8,802,340.00</u>	<u>2022</u>	<u>03/11/2021 to 12/31/2026</u>
Grant No.	Amount	Fiscal Year	Term - Begin and End Date

**II. Data Entered in FMIS Regarding:**

New Contract or Grant Company No. 8059 Business Unit (K#) K2115409 to K2115418

Contract Mod No. \_\_\_\_\_

Amt of Budget Increase \$4,403,169.33 \$0.00 to \$4,403,169.33

AMOUNT FROM TO

Budget Period - Extend End Date: From \_\_\_\_\_ To \_\_\_\_\_

Other, specify: \_\_\_\_\_

**Authorizing Document - Attached:**

Contract / Agreement - Date executed \_\_\_\_\_

NNC / Committee Resolution - No. & Date \_\_\_\_\_

Other, specify: NN Council Resolution NABIO-28-23

**III. Comments by CGS:**

This transmittal documents 1st budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Rickie Nez Region. Y-T-D budget in FMIS for CD Rickie Nez totals \$4,403,169.33. Information on Section I. of Transmittal above reflects \$8,802,340 ARPA funding allocated for distribution to Chapters the respective Council Delegate service aka Region.

*Handwritten signature*

Attachment  
 Copy: Contract files  
 Contract Accounting / OOC / DPM  
 Tom Platero, Executive Director - NN FRF Office



**NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN**

**Exhibit A**

COUNCIL DELEGATE: Hon. Rickie Nez

CHAPTERS: T'iistoh Sikaad, Nenahnezad, Upper Fruitland, Tse' Daa' Kaan, Newcomb, San Juan

K2115409  
K2115410  
K2115411  
K2115412  
K2115413  
K2115414  
K2115415  
K2115416  
K2115417  
K2115418

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Community Bathroom Additions Project	Division of Community Development	1.14	HK0351	\$ 100,000.00
Division of Community Development	*Newcomb Chapter	Newcomb Chapter House Restroom Upgrade (ADA Compliance and Touchless Fixtures) Project	Division of Community Development	1.4	HK0352	\$ 100,000.00
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Buildings (Upgrade to Ventilation System) Project	Division of Community Development	1.4	HK0353	\$ 150,000.00
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Community Waste Water Project	NN Environmental Protection Agency	5.5	HK0354	\$ 100,000.00
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Building Bathroom Renovation Project	Division of Community Development	1.4	HK0355	\$ 100,000.00
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Community Electrical Project	Division of Community Development	2.18	HK0356	\$ 283,528.33
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Community Potable Water Project	Division of Community Development	1.14	HK0357	\$ 285,528.33
Division of Community Development	*Newcomb Chapter	Newcomb Chapter Building Bathroom and Kitchen Update Project	Division of Community Development	1.4	HK0358	\$ 150,000.00
Division of Community Development	*Upper Fruitland Chapter	*Upper Fruitland Chapter Community Cemetery Project	Division of Community Development	6.1	HK0344	\$ 370,556.67
Division of Community Development	*Upper Fruitland Chapter	Upper Fruitland Chapter Mobile Shower and Restroom Unit	Division of Community Development	1.14	HK0349	\$ 175,000.00

\*Per CJN-29-22, Section Three (E), the "Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans."

**TOTAL: \$ 1,814,613.33**

NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN

**Exhibit A**

COUNCIL DELEGATE: Hon. Rickie Nez

CHAPTERS: T'iistoh Sikaad, Nenahnezad, Upper Fruitland, Tse' Daa' Kaan, Newcomb, San Juan

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT from PAGE 01.....				\$ 1,814,613.33
<i>K215419</i> Division of Community Development	*Upper Fruitland Chapter	Upper Fruitland Chapter Purchase of Heavy-Duty Truck	Division of Community Development	1.14	HK0350	\$ 100,000.00
<i>K215420</i> Division of Community Development	*Upper Fruitland Chapter	Upper Fruitland Chapter Leach Fields Project	NN Environmental Protection Agency	5.5	HK0561	\$ 220,500.00
<i>K215421</i> Division of Community Development	*Upper Fruitland Chapter	Upper Fruitland Chapter Cemetery and Rose Garden Project	Division of Community Development	6.1	HK0562	\$ 100,500.00
<i>K215422</i> Division of Community Development	*Upper Fruitland Chapter	Upper Fruitland Chapter Warehouse Project	Division of Community Development	1.14	HK0605	\$ 500,500.00
<i>K215423</i> Division of Community Development	*Tiis Tsoh Sikaad Chapter	*Tiis Tsoh Sikaad Chapter New Chapter House Complex Project	Division of Community Development	6.1	HK0604	\$ 1,667,056.00
		UN-ALLOCATED AMOUNT				\$ 4,399,170.67

\*Per CJN-29-22, Section Three (E), the "Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans."

**TOTAL: \$ 8,802,340.00**

RESOLUTION OF THE  
NAABIK'ÍYÁTI' STANDING COMMITTEE  
25<sup>th</sup> NAVAJO NATION COUNCIL -- First Year, 2023

AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; APPROVING THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE RICKIE NEZ'S DELEGATE REGION (CHAPTERS: T'IIISTOH SIKAAD, NENAHNEZAD, UPPER FRUITLAND, TSÉ DAAK'ÁÁN, NEWCOMB, SAN JUAN)

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Naabik'iyáti' Committee is established as a standing committee of the Navajo Nation Council. 2 N.N.C. § 700(A).
- B. Navajo Nation Council Resolution No. CJN-29-22, as amended by CAU-74-23, mandates that Fiscal Recovery Fund ("NNFRF") Delegate Region Project Plans be approved by two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance.
- C. Navajo Nation Council Resolution No. CAU-74-23, which amended CJN-29-22 and CJY-41-21, included and incorporated herein by reference, delegated the Naabik'iyáti' Committee as the final approval authority for Delegate Region Project Plans funded through Navajo Nation's Fiscal Recovery Funds.

SECTION TWO. FINDINGS

- A. The Navajo Nation Council Resolution No. CJN-29-22, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; ALLOCATING \$1,070,298,867 OF NAVAJO NATION FISCAL RECOVERY FUNDS; APPROVING THE NAVAJO NATION FISCAL RECOVERY FUND EXPENDITURE PLANS FOR: CHAPTER AND REGIONAL PROJECTS; PUBLIC SAFETY EMERGENCY COMMUNICATIONS, E911, AND RURAL ADDRESSING PROJECTS; CYBER SECURITY; PUBLIC HEALTH PROJECTS; HARDSHIP ASSISTANCE; WATER AND WASTEWATER PROJECTS; BROADBAND PROJECTS; HOME ELECTRICITY CONNECTION AND ELECTRIC CAPACITY PROJECTS; HOUSING PROJECTS AND MANUFACTURED HOUSING FACILITIES; BATHROOM ADDITION PROJECTS; CONSTRUCTION CONTINGENCY FUNDING; AND REDUCED ADMINISTRATIVE FUNDING, was signed into law by the President of the Navajo Nation on July 15, 2022.
- B. CJN-29-22, as amended by CAU-74-23, Section Three, now states, in part and among other things, that



1. The Navajo Nation hereby approves total funding for the NNFRF Chapter and Chapter Projects Expenditure Plan from the Navajo Nation Fiscal Recovery Fund in the total amount of two hundred eleven million two hundred fifty-six thousand one hundred forty-eight dollars (\$211,256,148) to be divided equally between the twenty-four (24) Delegate Regions in the amount of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340) per Delegate Region . . . and allocated through Delegate Region Project Plans approved by two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance. . . See CJN-29-22, as amended by CAU-74-23, Section Three (B).
2. The Delegate Region Project Plan funding will be allocated to the Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, to implement the projects rather than directly to the Chapters. See CJN-29-22, Section Three (D).
3. The Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, shall manage and administer funds and Delegate Region Project Plans on behalf of Non-LGA-Certified Chapters. The Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans. See CJN-29-22, Section Three (E).
4. Each Navajo Nation Council delegate shall select Fiscal Recovery Fund eligible projects within their Delegate Region to be funded by the NNFRF Chapter and Regional Projects Expenditure Plan through a Delegate Region Projects Plan. The total cost of projects selected by each Delegate shall not exceed their Delegate Region distribution of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340). See CJN-29-22, Section Three (F).
5. Each Delegate Region Project shall identify its Administrative Oversight entity and its Oversight Committee(s) and be subject CJY-41-21's NNDOJ initial eligibility determination. See CJN-29-22, Section Three (L) (5) and (L) (6).

- C. The Navajo Nation Council Resolution No. CAU-74-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING COUNCIL RESOLUTIONS CJY-41-21 AND CJN-29-22; DELEGATING THE NAABIK'ÍYÁTI' COMMITTEE AS THE FINAL APPROVAL AUTHORITY FOR DELEGATE REGION PROJECT PLANS FUNDED THROUGH THE NAVAJO NATION'S FISCAL RECOVERY FUNDS was signed into law by the President of the Navajo Nation on September 6, 2023.
- D. CJN-29-22, as amended by CAU-74-23, Section Three, now states, in part and among other things, that
  - 1. The Navajo Nation hereby approves total funding for the NNFRF Chapter and Chapter Projects Expenditure Plan from the Navajo Nation Fiscal Recovery Fund in the total amount of two hundred eleven million two hundred fifty-six thousand one hundred forty-eight dollars (\$211,256,148) to be divided equally between the twenty-four (24) Delegate Regions in the amount of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340) per Delegate Region . . . and allocated through Delegate Region Project Plans approved by two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance. . . See CJN-29-22, as amended by CAU-74-23, Section Three (B).
- E. All projects listed in the Hon. Rickie Nez's Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal Recovery Fund eligible by NNDOJ. In addition, Hon. Rickie Nez's Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).
- F. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. Rickie Nez's Delegate Region Chapters and communities to approve and adopt the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Rickie Nez's Delegate Region (Chapters: T'iistsoh Sikaad, Nenahnezad, Upper Fruitland, Tsé Daak'áán, Newcomb, San Juan) as set forth in Exhibit A.

**SECTION THREE. APPROVAL OF HON. RICKIE NEZ'S DELEGATE REGION PROJECT PLAN**

- A. The Navajo Nation hereby approves the Fiscal Recovery Fund Delegate Region Project Plan for Hon. Rickie Nez's Delegate Region (Chapters: T'iistsoh Sikaad, Nenahnezad, Upper Fruitland, Tsé Daak'áán, Newcomb, San Juan) set forth in Exhibit A.

- B. The Delegate Region Project Plan approved herein shall comply with all applicable provisions of CJY-41-21, CJN-29-22, and BFS-31-21.
- C. Any inconsistencies between this legislation, the Delegate Region Project Plan, and the individual project appendix, shall be resolved in favor of the project appendix reviewed by Department of Justice during their eligibility determination(s).

**SECTION FOUR. AMENDMENTS**

Amendments to this legislation or to the Delegate Region Project Plan approved herein shall only be adopted and approved by resolution of the Naabik'iyáti' Committee.

**SECTION FIVE. EFFECTIVE DATE**

This legislation shall be effective upon its approval pursuant to two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance.

**SECTION SIX. SAVING CLAUSE**

If any provision of this legislation is determined invalid by the Navajo Nation Supreme Court, or by a Navajo Nation District Court without appeal to the Navajo Nation Supreme Court, those provisions of this legislation not determined invalid shall remain the law of the Navajo Nation.

**CERTIFICATION**

I, hereby certify that the foregoing resolution was duly considered by the Naabik'iyáti' Committee of the 25<sup>th</sup> Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 19 in Favor, and 00 Opposed, on this 12<sup>th</sup> day of October 2023.



Honorable Crystalyne Curley, Chairwoman  
Naabik'iyáti' Committee

10/17/2023

Date

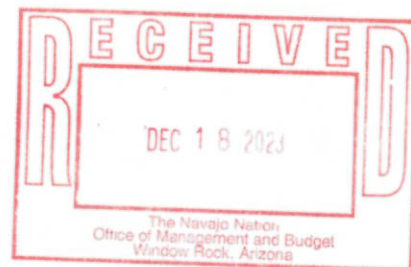
Motion: Honorable Vince R. James

Second: Honorable Curtis Yanito

Chairwoman Crystalayne Curley not voting



NAVAJO NATION DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL



ETHEL B. BRANCH  
Attorney General

HEATHER CLAH  
Deputy Attorney General

DEPARTMENT OF JUSTICE  
INITIAL ELIGIBILITY DETERMINATION  
FOR NAVAJO NATION FISCAL RECOVERY FUNDS

RFS/HK Review #: HK 604

Date & Time Received: 6/23/23 at 16:20

Date & Time of Response: 6/29/23 at 17:00

Entity Requesting FRF: Tiis Tsoh Sikaad Chapter

Title of Project: Navajo Chapter House Complex

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$1,667,056

Eligibility Determination:

- FRF eligible
- FRF ineligible
- Additional information requested

FRF Eligibility Category:

- (1) Public Health and Economic Impact
- (3) Government Services/Lost Revenue
- (2) Premium Pay
- (4) Water, Sewer, Broadband Infrastructure

U.S. Department of Treasury Reporting Expenditure Category: \_\_\_\_\_  
6.1, Provision of Government Services

**Returned for the following reasons (Ineligibility Reasons/Paragraphs 5.E.(1)-(10) of FRF Procedures):**

- |  |  |
|--|--|
| <input type="checkbox"/> Missing Form  | <input type="checkbox"/> Expenditure Plan incomplete                     |
| <input type="checkbox"/> Supporting documentation missing  | <input type="checkbox"/> Funds will not be obligated by 12/31/2024       |
| <input type="checkbox"/> Project will not be completed by 12/31/2026                                     | <input type="checkbox"/> Incorrect Signatory                             |
| <input type="checkbox"/> Ineligible purpose  | <input type="checkbox"/> Inconsistent with applicable NN or federal laws |
| <input type="checkbox"/> Submitter failed to timely submit CARES reports                                 |  |
| <input type="checkbox"/> Additional information submitted is insufficient to make a proper determination |  |

**Other Comments:** Please note that we have modified the category from 1.7 (capital investments to public facilities) to 6.1 (provision of government services) to make the reporting consistent with other similar projects.

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Name of DOJ Reviewer: Veronica Blackhat, Asst Attorney General, Natural Resources Unit

Signature of DOJ Reviewer: 

**Disclaimers:**  
If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. Please email your resubmission to [arpa@nndoj.org](mailto:arpa@nndoj.org). Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

An NNDOJ Initial Eligibility Determination is based on the documents provided, which NNDOJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDOJ. An initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.



**THE NAVAJO NATION  
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN  
FOR GOVERNANCE-CERTIFIED CHAPTERS**

**Part 1. Identification of parties.**

Governance-Certified Chapter requesting FRF: Tiis Tsoh Sikaad Chapter Date prepared: 06-13-2023

Chapter's P.O. Box 7359 phone & email: (505) 696-5470  
 mailing address: Newcomb, NM 87455 website (if any): tlstsohsikaad@navajochapters.org

This Form prepared by: Clara Pierce phone/email: (505)696-5470  
Clara Pierce - Chapter Secretary/Treasurer cpierce@navajochapters.org  
CONTACT PERSON'S name and title CONTACT PERSON'S info

Title and type of Project: Navajo Chapter House Complex

Chapter President: Harrison LaMone phone & email: 505-486-1794/ hlamone@naataanli.org

Chapter Vice-President: Edison Smith phone & email: esmith@naatannli.org

Chapter Secretary: Clara Pierce phone & email: cpierce@navajochapters.org

Chapter Treasurer: Clara Pierce phone & email: cpierce@navajochapters.org

Chapter Manager or CSC: vacant phone & email: \_\_\_\_\_

DCD/Chapter ASO: Danielle Redhouse phone & email: 505-368-1024/dredhouse@nndcd.org

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): Engineering Consultants

document attached

Amount of FRF requested: 1,667,056.00 FRF funding period: Oct. 1, 2022 to Sept. 30, 2026  
Indicate Project starting and ending/outline date

**Part 2. Expenditure Plan details.**

(a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

The Tiis Tsoh Sikaad Chapter is currently housed in an old stone structure building that has significantly deteriorated, safety issues, non-ADA compliant doors and restrooms, roof leaks, and poor outdoor security lighting. The Chapter has inadequate space to serve 500 + registered community members in a safe environment in response to the COVID- 19 Pandemic. The Chapter has struggled in providing safe and efficient services and good to the community with bulk food supplies, PPE, information and applications, and other needs that must be distributed to the community as well as providing an adequate to store food, emergency equipment, and such.

document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People:

A new public facility will ensure the community members will have safe access to an adequate meeting space including a commercial kitchen, ADA compliant, good lighting, etc., and will have a location to store goods and facilities that are ready to serve in the future public health emergencies.

document attached

(c) A prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

Phase 1: Legal survey, chapter resolution, land description, clearances including environmental assessments, arch/biological clearances. Completion 12/31/2023. Phase II: Design & Engineering including master plan, utility plan, etc. 12/31/2023. Phase III: Construction of new chapter house by 12/31/2026

document attached

(d) Identify who will be responsible for implementing the Program or Project:

Chapter Officials, administrative staff, Council Delegate, and Navajo Nation Division of Community Development - CPMD.

document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

The Tiis Tsoh Sikaad chapter will be responsible for operation and maintenance of the facility

document attached

(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why.

1.7 Capital Investments to Public Facilities that responds to COVID-19 Public Health Emergency.

The new chapter complex will ensure issues with inadequate meeting rooms are addressed. Allow ADA compliance at all levels with plumbing, kitchen facilities and restrooms. A new facility will ensure a stable roof, ADA Compliance, and better security with the chapter compound to respond to public health emergencies.

document attached

Part 3. Additional documents.

List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):

TTS-RES-22-12-012

Chapter Resolution attached

Part 4. Affirmation by Funding Recipient.

Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:

Chapter's Preparer:

*[Signature]*  
Signature of Preparer/CONTACT PERSON

Approved by:

*[Signature]*  
Signature of Chapter President or Vice-President

Approved by:

vacant  
Signature of Chapter Manager or CSC

Approved by:

*[Signature]*  
Signature of COGM/COCA/ASD

Approved to submit for Review:

*[Signature]*  
Signature of DCO Director

Job K2115423 UST-TIIISTSOH SIKAAD NEW CMLPX

Thru Date 12/31/2023

Project

Cost Code	Cost Type	Description	L P M DE C UM	Original Budget Amt	Revised Budget Amt	Actual Amount	Open Commit Amount	Budget Balance	% Revised Spent	% Revised Remaining
1710	Program Revenue	6 BN		1,667,056.00-	1,667,056.00-			1,667,056.00-		1.00
1710	Program Revenue	6 T		1,667,056.00-	1,667,056.00-			1,667,056.00-		1.00
1705	CG Revenue	5 T		1,667,056.00-	1,667,056.00-			1,667,056.00-		1.00
1700	External C/G Revenue Source	4 T		1,667,056.00-	1,667,056.00-			1,667,056.00-		1.00
1000	Revenues	3 T		1,667,056.00-	1,667,056.00-			1,667,056.00-		1.00
8780	Entities	6 BN		1,667,056.00	1,667,056.00			1,667,056.00		1.00
8780	Entities	6 T		1,667,056.00	1,667,056.00			1,667,056.00		1.00
8700	Grants	5 T		1,667,056.00	1,667,056.00			1,667,056.00		1.00
8000	Assistance	4 T		1,667,056.00	1,667,056.00			1,667,056.00		1.00
2000	Expenses	3 T		1,667,056.00	1,667,056.00			1,667,056.00		1.00

FY 2023

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

Page 1 of 3  
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Ilia Tsah Sikaad/Burnham - Navajo Chapter House Complex</u>		Division/Branch: <u>Div. Of Comm. Dev./Executive</u>				
Prepared By: <u>Clara Pierce</u>		Phone No.: <u>505-696-3470</u>		Email Address: <u>cpierce@navajochapters.org</u>				
PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
ANN ARPA FUNDS	10/1/22 - 9/30/26	1,667,056.00	100%	2001 Personnel Expenses				
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
				5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance				
				6500 Contractual Services	<del>6</del>	<del>0</del>	<del>1,667,056</del>	<del>-1,667,056</del>
				7000 Special Transactions				
				8000 Public Assistance	<u>6</u>	<u>0</u>	<u>1,667,056</u>	<u>1,667,056</u>
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0.00	1,667,056.00	1,667,056
				PART IV. POSITIONS AND VEHICLES		(D)	(E)	
				Total # of Positions Budgeted:				
				Total # of Vehicles Budgeted:				
TOTAL:		\$1,667,056.00	100%					
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.								
SUBMITTED BY: <u>James Adakai, Deputy Director</u>			APPROVED BY: <u>Calvin Castillo, Division Director</u>					
Program Manager's Printed Name <u>Director</u>			Division Director / Branch Chief's Printed Name					
<u>[Signature]</u> Program Manager's Signature and Date <u>6-21-23</u>			<u>[Signature]</u> Division Director / Branch Chief's Signature and Date <u>6-17-23</u>					

FY 2023

THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA

Page 2 of 3  
BUDGET FORM 2

<b>PART I. PROGRAM INFORMATION:</b>																																																																						
Business Unit No.: <u>NEW</u>			Program Name/Title: <u>THISTSON SIKAAD/BURNHAM - NAVAJO CHAPTER HOUSE COMPLEX</u>																																																																			
<b>PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:</b> <u>RESOLUTION NO. TTS-RES-22-12-012</u>																																																																						
<b>PART III. PROGRAM PERFORMANCE CRITERIA:</b>																																																																						
<table border="1"><thead><tr><th rowspan="2"></th><th colspan="2">1st QTR</th><th colspan="2">2nd QTR</th><th colspan="2">3rd QTR</th><th colspan="2">4th QTR</th></tr><tr><th>Goal</th><th>Actual</th><th>Goal</th><th>Actual</th><th>Goal</th><th>Actual</th><th>Goal</th><th>Actual</th></tr></thead><tbody><tr><td>1. Goal Statement: <u>To ensure a safe and adequate new chapter to provide efficient service to the community.</u> Program Performance Measure/Objective: <u>FOR CONSTRUCTION ONLY.</u></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2. Goal Statement:  Program Performance Measure/Objective:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3. Goal Statement:  Program Performance Measure/Objective:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4. Goal Statement:  Program Performance Measure/Objective:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5. Goal Statement:  Program Performance Measure/Objective:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>										1st QTR		2nd QTR		3rd QTR		4th QTR		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	1. Goal Statement: <u>To ensure a safe and adequate new chapter to provide efficient service to the community.</u> Program Performance Measure/Objective: <u>FOR CONSTRUCTION ONLY.</u>			1						2. Goal Statement:  Program Performance Measure/Objective:									3. Goal Statement:  Program Performance Measure/Objective:									4. Goal Statement:  Program Performance Measure/Objective:									5. Goal Statement:  Program Performance Measure/Objective:								
	1st QTR		2nd QTR		3rd QTR		4th QTR																																																															
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<b>PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.</b>																																																																						
<u>James Adakai, Deputy Division Director</u> Program Manager's Printed Name				<u>Calvin Castillo, Division Director</u> Division Director/Branch Chief's Printed Name																																																																		
<u>[Signature]</u> <u>6-21-23</u> Program Manager's Signature and Date				<u>[Signature]</u> <u>6-17-23</u> Division Director/Branch Chief's Signature and Date																																																																		

FY 2023 AA

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

Page     of      
**BUDGET FORM 4**

PART I. PROGRAM INFORMATION:			
Program Name/Title: <u>          Tiis Tsoh Sikaad Chapter - Navajo Chp House Complex          </u>		Business Unit No.: <u>          New          </u>	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
8000	Assistance		
8780	Entities		
	8785 - Entity Grants	1,667,056	1,667,056
<b>TOTAL</b>		<b>1,667,056.00</b>	<b>1,667,056.00</b>



THE NAVAJO NATION PROJECT BUDGET SCHEDULE

PART I Business Unit No <u>NEW</u>	PART II Project Information																																
Project Title: <u>Navajo Chapter House Complex - Tins Tsoh Sikand Chapter</u>	Project Type: <u>Chapter House Complex</u>																																
Project Description: <u>A new public chapter facility will ensure a safe and efficient service to the community in future public health emergencies.</u>	Planned Start Date: <u>10/1/2023</u>																																
Check one box:	Planned End Date: <u>9/30/2026</u>																																
	Project Manager: <u>Clara Pierce</u>																																
PART III List Project Task separately, such as Plan, Design, Construct, Equip or Furnish.	PART IV Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.																Expected Completion Date if project exceeds 8 FY Qtrs.																
	FY 2024								FY 2025									9/30/2026															
	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.																		
	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M			
Contracting: Bidding Award						X			X																								
Site Preparation									X																								
Construction Phase (Start)									X																								
Post Construction															X																		
Close Out																		X															
PART V Expected Quarterly Expenditures	\$			\$			\$			\$			\$			\$			\$			PROJECT TOTAL						\$1,657,056.00					

FOR OMB USE ONLY: Resolution No: \_\_\_\_\_ FMS Set Up Date: \_\_\_\_\_ Company No: \_\_\_\_\_ OMB Analyst: \_\_\_\_\_

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**NAVAJO NATION**

Naa'bik'iyati' Committee Regular Meeting

10/12/2023  
11:41:26 AM

<p>Amd# to Amd#</p> <p>MOT James, V</p> <p>SEC Yanito, C</p>	<p>New Business: [CONSENT AGENDA]</p> <p>0226-23;0229-23;0233-23;0237-23</p> <p>0216-23;0220-23;0225-23;0228-23</p> <p>0235-23;0236-23;0202-23. . . .</p>
--	---

**PASSED**

**Yeas : 19**

**Nays : 0**

**Excused : 3**

**Not Voting : 1**

**Yea : 19**

Arviso, S	Claw, S	Nez, R	Tolth, G
Aseret, L	Crotty, A	Notah, N	Tso, O
Begay, H	James, V	Simonson, G	Yanito, C
Begay, N	Johnson, C	Simpson, D	Yazzie, C
Charles-Newton, E	Nez, A	Slater, C	

**Nay : 0**

**Excused : 3**

Daniels, H	Parrish, S	Jesus, B
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**Not Voting : 1**

Damon, S

**Presiding Speaker: Curley, C**



THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>		<b>*Facility/Job Site#</b>
8059	K2115409	US Treasury – Newcomb Chapter Community Bathroom Additions Project		55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>		<b>DATE:</b>
Germaine Jones <i>[Signature]</i>		Setup New Business Unit		12/21/2023
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>[Signature]</i>			12/21/23	Verified new BU setup.

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115410	US Treasury – Newcomb Chapter House Restroom Upgrade Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Sachin Devico</i>		12/21/23	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>
8059	K2115411	US Treasury – Newcomb Chapter Buildings Project	55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>
Germaine Jones <i>gjm</i>		Setup New Business Unit	12/21/2023

TASK	√	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	√	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	√	2. Project Job Dates	P51006	Create extended master, set job dates
	√	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	√	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Sachal Doro</i>			<i>12/21/23</i>	<i>Verified new BU setup.</i>

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>		<b>*Facility/Job Site#</b>
8059	K2115412	US Treasury – Newcomb Chapter Community Waste Water Project		55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>		<b>DATE:</b>
Germaine Jones <i>nmj</i>		Setup New Business Unit		12/21/2023
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Michael Green</i>			12/21/23	Verified new BU set-up.

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	*New Business Unit	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115413	US Treasury – Newcomb Chapter Building Bathroom Renovation Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>12/21/23</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>LaShawn Decroo</i>		<i>12/21/23</i>	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115414	US Treasury – Newcomb Chapter Community Electrical Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>GM Jones</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Rachael Devine</i>		12/21/23	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	*New Business Unit	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115415	US Treasury – Newcomb Chapter Community Potable Water Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change <u>BU</u> and <u>CO</u> Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>[Signature]</i>		12/21/23	Verified new BU setup.	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	*New Business Unit	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115416	US Treasury – Newcomb Chapter Building Bathroom and Kitchen Update Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>h/v/12/21/23</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change <u>BU</u> and <u>CO</u> Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Sachal Devro</i>			<i>12/21/23</i>	<i>Verified new BU setup</i>

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account ( <b>10.0120.02</b> )	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115417	US Treasury – Upper Fruitland Chapter Community Cemetery Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>12/21/23</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Rachael</i>		<i>12/21/23</i>	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account ( <b>10.0120.02</b> )	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115418	US Treasury – Upper Fruitland Chapter Mobile Shower and Restroom Unit	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>[Signature]</i>		12/21/23	Verified new BU setup	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>		<b>*Facility/Job Site#</b>
8059	K2115419	US Treasury – Upper Fruitland Chapter Purchase of Heavy-Duty Truck		55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>		<b>DATE:</b>
Germaine Jones <i>h/12/23</i>		Setup New Business Unit		12/21/2023
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit*:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Tashaal Devere</i>			<i>12/21/23</i>	<i>Verified new BU setup.</i>

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

Company	*New Business Unit	Description	*Facility/Job Site#	
8059	K2115420	US Treasury – Upper Fruitland Chapter Leach Fields Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>12/21/23</i>		Setup New Business Unit	12/21/2023	
TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit*:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	✓	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	✓	2. Project Job Dates	P51006	Create extended master, set job dates
	✓	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	✓	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Sachal Durso</i>			<i>12/21/23</i>	<i>Verified new BU setup.</i>

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account ( <b>10.0120.02</b> )	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

Company	*New Business Unit	Description	*Facility/Job Site#	
8059	K2115421	US Treasury – Upper Fruitland Chapter Cemetery and Rose Garden Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit*:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	✓	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	✓	2. Project Job Dates	P51006	Create extended master, set job dates
	✓	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	✓	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Jachael Durio</i>			<i>12/21/23</i>	<i>Verified new BU setup.</i>

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115422	US Treasury – Upper Fruitland Chapter Warehouse Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Sachal Davis</i>		12/21/23	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**





THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115423	US Treasury – TissTsoh Sikaad Chapter New Chapter House Complex Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	12/21/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	<input checked="" type="checkbox"/>	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Sachal Division</i>		12/21/23	Verified new BU setup	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**