

Year End Closing Procedures for AASHTOWare Users

The State of Michigan fiscal year end is September 30, 2026. Any work completed on or before September 30, 2026 needs to be submitted on an estimate based on the following guidelines:

1. Work performed on or before 9/30/2026 (Old Year Work) – Please use a date of 9/30/2026 for processing estimates in AASHTOWare Project Construction & Materials' (APCM) 'Period End Date' field to close out the old fiscal year. Likewise, **please** type '**Old Year**' as a comment in the 'Notes' section.
2. All estimates for Old Year Work must be received by the MDOT Contractor Payments Unit for Final Approval **no later** than end of business (11:59 PM) Thursday, 10/1/2026. **All** contracts that have not yet issued a Final Estimate **must** issue a Year End estimate by this deadline even if the estimate amount is \$0.
3. The MDOT Central Office will be running a 'Placed But Not Paid' report to calculate end-of-year payable amounts. **It is imperative** that offices fully process as many draft / pending approval items as possible (including Daily Work Reports, Change Orders, etc) by the end of business 10/1/2026 deadline for the report to reflect accurate payable records. **New Year DWRs, Change Orders, New Year Estimates, etc. should not be entered into APCM until Monday, October 5th, 2026.**
4. Actual costs beginning October 1st, 2026 (New Year Work) should be submitted on a New Year estimate dated **on or after** October 5th, 2026. CSD cannot fully process New Year Estimates until **Thursday, October 8th, 2026.**
5. For the first estimate submitted in the New Year, **please** make sure to type '**New Year**' as a comment in the 'Notes' section of APCM.

If you have **any** questions regarding the above instructions, please contact us at MDOT-Estimates@michigan.gov.

Thank you in advance for your patience and assisting us in closing out this fiscal year!

Contractor Payments Unit
Contract Services Division MDOT