

Year End: Frequently Asked Questions for APCM

Q: Do I submit my normal Tuesday estimate and THEN submit a Year End estimate by end of business 10/1, or do I wait until Thursday and combine them all together?

A: If you are able to combine your normal Tuesday estimate with any / all remaining item quantities that you would normally have submitted on your Year End estimate, go ahead and do so and that will constitute an early-submission. However, if there's anticipated construction work from 9-28 to 9-30 or you're unable to put all FY26 payable items of work on the Tuesday estimate, do not wait until Thursday to combine everything. Submit your normal Tuesday estimate then submit another estimate by end of business 10/1 with any / all remaining item quantities that can be paid for FY26. Otherwise, the contractor will end up with a delay of payment if you decide to wait until Thursday.

Q: Our project has been awarded, but the work doesn't start until after 9/30. Do we still need to submit a Year End estimate?

A: Yes. Even if the work doesn't start until on or after 10/1, the job is still considered 'Active' and will need a Year End estimate submitted. The amount on the estimate will be \$0 in these instances.

Q: If I submit my Year End estimate early, do I still need to put a 9/30 date on it?

A: No. If you submit your Year End estimate early (9/23-9/29), you can use those dates instead as long as you also put 'Old Year' as a comment in the Notes section of the Estimate to indicate that it is your Year End submission. The 9/30 date primarily is for those who submit their Year End estimates on 10/1. Those will need to have their Period End Date set to 9/30 to reflect FY26.

Q: I submitted my Year End estimate. Do I need to do anything else?

A: Nope! As long as all Draft Items that can be processed have been (including DWRs, Contract Modifications, etc) and your Year End estimate has been submitted to finance for final approval by end of business 10/1, you're all set!

Q: What does it mean by "Estimates for Old Year Work need to be received by the Contractor Payment Unit for Final Approval by no later than EOB 10/1?"

A: This means that all approval levels except Final Approval need to be executed by end of business (11:59PM) on 10/1. Office Tech, Project Engineer, MDOT Construction Engineer, etc all need to have their approvals in by this deadline. If the Office Tech creates the estimate on 10/1 but the Construction Engineer doesn't approve it until 10/2, the estimate

is late.

Q: What happens if I forget to submit my Year End estimate and I miss the 10/1 deadline? Do I need to notify anyone or do anything?

A: If you do not submit your Year End estimate by 10/1, get it submitted through to Finance for final approval as soon as you can starting on Monday, 10/5. All estimate quantities not received by 10/1 will be part of the Estimated Payable CSD sets on the project, so you do not need to notify us if you're late. The quantities will be accounted for even if the estimate comes in the following week.

Q: I had issues in APCM that caused my Year End submission to be delayed / late. What do I do?

A: If there are system issues / server outages that prevent you from creating your Year End estimate in a timely manner, please notify MDOT-Estimates with the Contract ID(s) / Project ID(s) impacted so we can process them accordingly.

Q: The instructions state we cannot enter anything into the system from 10/2 to 10/5. Does this mean we can't enter drafts for DWRs, estimates, or contract modifications?

A: Correct. To ensure the data on CSD's Payable Report is accurate, all users need to stay out of APCM until start of business on 10/5. Any draft items added to APCM during that time frame have the potential of impacting report data and causing incorrect values to be recorded.

Q: When can I start submitting estimates for work performed in the New Year? When will they get paid?

A: Estimates for work performed 10/1 or later can be entered into APCM no earlier than Monday, 10/5. Any New Year Estimates received on 10/5 or 10/6 will be paid on 10/8 and received by the contractor on 10/15.

If you have any additional questions not covered in this FAQ, please reach out to MDOT-Estimates@michigan.gov and we'll try to answer as quickly as we can!

CSD Contractor Payments Unit