

July 28, 2023

## **Pre-Year End Notification**

### **Why is this notification being sent?**

Over the last few years, the Michigan Department of Transportation (MDOT) has received audit findings related to the estimation of consultant accounts payable. Due to the State of Michigan's fiscal year-end being September 30, 2023, Contract Services Division (CSD) is sending this notification to consultants to proactively begin year-end processes and ensure the most accurate information regarding accounts payable is being provided.

### **Why do accurate accounts payable estimates matter?**

Having accurate estimations of all accounts payable will ensure that all expenditures applicable to Fiscal Year 2023 are recognized and reported in the proper fiscal year, resulting in the reduction of payable write-offs and overages. Compliance with MDOT procedures will help ensure timely payment of invoices as well as improved accounts payable estimates.

### **What actions should consultants be taking in preparation for Fiscal Year-End 2023?**

1. Establish a list of all active MDOT contracts which include all subconsultants and unbilled amounts for completed work.
2. Prime consultants should submit all up-to-date invoices into ProjectWise for actual costs of work in a timely manner. Per the MDOT Terms and Conditions for Consultant Engineering Services Contracts, Section 15 (b), invoices should be submitted promptly no more than sixty (60) days after completion of the services. This includes submittal of invoices for subconsultant work.
3. Subconsultants need to ensure all up-to-date invoices have been submitted to the prime consultant in a timely manner, and as required by the Contract Terms and Conditions.
4. If the invoice is final, ensure it is marked as "final".

### **What to expect next?**

MDOT anticipates sending formal fiscal year-end instructions and deadlines in August 2023.

## Who to contact for questions?

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A,I,P,R

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General Questions

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