

Year End Closing Procedures for FieldManager 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 FieldManager's "Select an estimate date for the new estimate" field to close out the old fiscal year. Likewise, **please** type ‘**Old Year**’ in the comments field.
2. All estimates for Old Year Work must be received by the MDOT Contractor Payments Unit **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. Likewise, all local agencies & consultants **must** process and submit their latest read-only files by the same 10/1/2026 end of business (11:59 PM) deadline.
3. The MDOT Central Office will be running a ‘Placed But Not Paid’ report out of FieldManager to calculate end-of-year payable amounts. **It is imperative** that offices process all read-only files for their consultant and local agency contracts by end of business (11:59 PM), 10/1/2026, in order for the report to reflect accurate payable records. **New Year IDRs should not be entered into FieldManager 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**’ in the comments section in FieldManager.

NOTE: If any project office fails to provide CSD their Year End estimate(s) or updated read-only file(s) by the deadline outlined above, they will be expected to provide MDOT their manually-calculated payable amounts by no later than **noon on Wednesday, October 21st, 2026.**

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